

The Tippecanoe Chapman Regional Sewer District Board met in regular session on Monday, April 14, 2025, at 6:30 pm at the North Webster Community Center and via Zoom at: https://us02web.zoom.us/rec/share/db3Whh2ST4aS-9bQrzkDucUp6LzutkDliM6gwUq482KQQp0otxHxcNfJCUYxB0Py.mQYPB8v-SzEa_918

MEETING ATTENDANCE: Jeff Thornburgh, President, called the meeting to order at 6:30 pm, and the Pledge of Allegiance was given in unison.

ROLL CALL:

TCRSD Board: Jeff Thornburgh, Brian Davison, Neil Myers (via Zoom), Bob Weaver, and Jacob Yahne

Carson, LLP: Andrew Boxberger, Esq.

JPR: Steve Henschen, P.E., Jennifer Ransbottom

Baker Tilly: Jeff Rowe

Astbury: Matt Rippey

1. APPROVAL OF MINUTES

Minutes from the Monthly Board meeting held on March 10, 2025, were presented and reviewed by the board members. Jacob Yahne made a motion to approve the meeting minutes. The motion was seconded by Bob Weaver. Roll Call Vote was taken Jeff Thornburgh – yes, Neil Myers– yes, Brian Davison – yes, Bob Weaver – yes, and Jacob Yahne – yes. The motion was approved unanimously.

2. APPROVAL OF FINANCIAL REPORTS

a.) Monthly March 2025 Financial Report and Bank Reconciliation

Jeff Rowe reported the balance for the month ending March 31 was \$2,772,747.65. There was one outstanding payment that relates to the sewage bond payment of \$77,037.05. The computed book balance was \$2,695,710.60. The year-to-date budget for actual total operating receipts was \$700,042. Total operating disbursements were \$450,535. Total non-operating receipts were \$3,057,511, which includes little over \$2M in USDA grant proceeds. Total non-operating disbursements of \$5,607,090, the majority of which were represented by project-related expenditures of just under \$4.3M. Year-to-date total decrease of about \$2.3M majority relates to the spend down of the USDA proceeds.

The comparison of account balances by fund is \$2,695,711, the minimum amount required for the funds is \$1,111,599. The District still has a strong cash disposition of \$1,584,111.

Bob Weaver made a motion to approve the March 2025 financials as presented. The motion was seconded by Jacob Yahne. Roll Call vote was taken Jeff Thornburgh – yes, Neil Myers– yes, Brian Davison – yes, Bob Weaver – yes, and Jacob Yahne – yes. The motion was approved unanimously.

b.) Approval of Claims Including Pay Applications

Jennifer Ransbottom presented on behalf of Kim Hathaway the bank reconciliation consisted of \$2,238,921.74 in Crossroads Bank, \$1,183.95 East Webster, \$167,933.11 Construction fund, \$169,734.36 Bank of New York Debt Reserve and \$194,974.49 Bank of New York Bond and Interest for a total per bank of \$2,772,747.65. Outstanding checks of \$77,037.05. Claims in the amount of \$236,920.47.

Brian Davison made a motion to approve the March 2025 financials and Claims as presented. The motion was seconded by Jacob Yahne. Roll Call vote was taken Jeff Thornburgh – yes, Neil Myers– yes, Brian Davison – yes, Bob Weaver – yes, and Jacob Yahne – yes. The motion was approved unanimously.

c.) Gemini Monthly Deposit report from March 1 to March 31, 2025

Total monthly income of \$193,339.54 with wastewater penalty of \$1,784.89 for a total cash of \$196,124.43. The deposit breaks down as follows:

- Residential \$160,858.35
- Commercial \$11,897.99
- Vacant Lot \$536.45
- Mobile Homes \$15,570.71
- Multi-Family \$4,371.66
- Rental \$1,104.38

3. FINANCIAL CONSULTANT UPDATE

No update at this time

4. OPERATIONS UPDATE

a.) Astbury Report

Matt Rippey stated that the flows for the month increased slightly to 1,655,440 for the month. The average daily flow was 53,401 gallons per day. There was a total of 7 service calls in March, with 2 lateral issues. There was a total of 184 locates for the month. The maintenance fund deduction which was approved by the board for padlocks for the lift station. As for replacement equipment, currently using the rebuilt pump before using the new pumps.

5. SUBCOMMITTEE REPORTS

- a.) Finance Committee – No report.
- b.) Engineering Committee – No report

6. ENGINEERING UPDATE

A. Steve Henchen reminded the Board of the following one-year warranty dates:

- Contract A - July 9, 2025
- Contract B – October 7, 2025
- Contract C – December 24, 2025

JPR has almost completed the warranty punch list for restoration items.

Permit and inspection status:

Date of Report

3/5/2025	Permits Received	Permits Approved	Connections Completed	Connections Expected	Connections in last month
Chapman Lake - Contract A	525 77%	522 77.1%	489 72.2%	677	25
Tippecanoe Lake - Contract B, West	375 43%	372 42%	271 25%	665	100
Tippecanoe Lake - Contract C, East	165 35.2%	164 35.0%	72 15.4%	469	64
Total	1065	1058	831	1,811	189
	58.8%	58.4%	45.9%		

Permit Fees report

- Fees received through March 2025 - \$281,750 - 46% of connections completed
- Fees collected in March - \$33,650
- JPR fees through March 2025 - \$316,461.26 – 47% of contract.

Customer connection deadlines:

Customer connection deadlines	start date for connections	Original Connection deadline	1st extension (days)	The current deadline for connection
Chapman Lake - Contract A	7/18/2024	1/14/2025	90	7/13/25
Tippecanoe Lake - Contract B - West	10/28/2024	4/26/2025		7/13/25
Tippecanoe Lake - Contract C - East	1/14/2025	7/13/2025		7/13/2025

3. General Engineering Services

- i. Tippy Heights development on Stanton Drive approved final design plans, and the District has signed off on the capacity certification for the IDEM construction permit.
- ii. The Oaks – former Baptist Church Camp the final design plans were approved by the District and the District signed off on capacity certification for IDEM construction permit.
- iii. Happy Landings individual lots are being developed. Have received to initial permit applications for lots 18 and 19.
- iv. Small site reviews are routed through the County and in March there were 9 reviews were conducted.

7. CONSTRUCTION UPDATE

a. Use of Remaining Funds – Update

Steve Henschen USDA Rural Development, has decided not to fund a maintenance building for the project in any way, whether full or partial contribution. They did more research into their rules and found federal regulations because the building was not included in the original study, and it far exceeded what they considered the scope of the project.

A list of 12 items with a little bit of contingency fund include showing a total of \$408,255.00. These are the items that have been discussed and RD does not have an issue, as these are primarily spare parts or enhancements to the project. The aeration for the pump stations will help reduce chemical costs in the future, and a trailer-mounted gen set to take to grinder stations and risers in the case of power outages. There would be modifications done for each riser to make a setup for a generator plug. RD has reviewed the list and asked for a formal submittal by letter from the District and a draft Change Order. The Board was asked to give the Board President the authority to execute the change order in a not to exceed amount of \$408,255.00. This Change Order #18 will be done through Contract C, though Selge has been paid out 100%, still technically under contract with Selge through the 1-year contract period with a time extension to get materials ordered and completed by October 3.

Brian Davison made a motion to approve Jeff Thornburgh to sign Contract C Change Order #18 not to exceed \$408,255.00. The motion was seconded by Jacob Yahne. Roll Call vote was taken Jeff Thornburgh – yes, Neil Myers– yes, Brian Davison – yes, Bob Weaver – yes, and Jacob Yahne – yes. The motion was approved unanimously.

8. LEGAL COUNSEL UPDATE

No Update

9. EAST WEBSTER UPDATE

a.) Update from the local group

Jacob Yahne reported working with the group from East Webster to write to the individuals at SRF to plead their case, and additional property owners to write letters.

b.) Legal counsel update-

Andrew Boxberger reported that Engineering and Finance are reviewing the interlocal agreement and once it is finalized it will be returned to legal counsel.

c.) Funding update – Jeff Rowe

Jeff Rowe reported the updated Assessment Management plan was submitted. Steve Henschen reported now is a good time to send the letters as between now and July the SRF does the scoring.

10. GENERAL DISTRICT BUSINESS

a.) Baker Tilly and Ice Miller Contracts

Jennifer Ransbottom reported that the Baker Tilly and Ice Miller invoices appear to have been submitted by Alex under the RD. The last Baker Tilly invoice for \$16,142.75 from RD, the amendment only available amount is \$6,445.23. In order to pay RD requires the District requires an amendment to their contract. Jeff Rowe indicated he will reach out to RD to determine where they are coming up with their numbers.

Jeff Thornburgh indicated this will be kept as a payable but not put the cash out. He indicated he would like to give the Board the opportunity at the next meeting to consider this contract. Jeff Thornburgh stated he appreciates what Baker Tilly has done, but they are expensive. Jeff Rowe stated he agreed, and he would like to get with RD before an amendment is put together.

Jennifer Ransbottom stated that the Ice Miller invoice is also noted. Andrew Boxberger inquired if Ice Miller was utilized for legal counsel when the district was started, as the amount seems high for their Bond Counsel Services. Jeff Rowe indicated they were utilized at the start-up. Andrew Boxberger will reach out to Ice Miller for an itemized invoice.

Jeff Thornburgh requested all Board members be included in the emails regarding what information is learned on these invoices. He also asked Jeff Rowe what would the contract for the next year would look like as we move more into the operations. Jeff Rowe indicated that Jennifer and her team are doing most of the project-related work and Baker Tilly team is doing the bookkeeping, and recording of transactions

b.) Easement Encroachment – 102 EMS T17A

Jennifer Ransbottom stated there is one Easement Encroachment for 102 EMS T17A for Astbury's review. The encroachment is for a concrete driveway to encroach into the easement and one corner of a porch, pergola encroaching into the 7 ½ easement behind the grinder. Steve Henschen stated based on what has been approved in the past with encroachments.

Jacob Yahne made a motion to approve the encroachment agreement, pending Astbury's approval. The motion was seconded by Brian Davison. The motion was approved unanimously. Roll Call Vote was taken Jeff Thornburgh – yes, Kim Hathaway – yes, Neil Myers– yes, Brian Davison – yes, Bob Weaver – yes, and Jacob Yahne – yes. The motion was approved unanimously.

c.) Other Business

11. PUBLIC INPUT

Nancy Willard – 40 EMS T48B&C – During the construction of the sewer into the T48 B&C there was some damage to the roads coming in. During that she had come into the Community Center and was told that after the project someone will come out and look to see if any damage was done to the road. The project was finished and no one came out. She went back to the Community Center and again asked about the road, because it is a private road that the residents have to pave that road. They said the same thing, the gentleman took her name and address and that he would get back to me, but he did not. A month ago, she was back at the Community Center requesting the same thing, and she said no one is here right now, but I will give them your name and number, and someone will come out and talk to you. Steve Henschen stated he will touch base with Dave Williams, and will get someone out there

XII ADJOURNMENT

Jacob Yahne made a motion to adjourn. The motion was seconded by Brian Davison. The motion was approved unanimously. Roll Call Vote was taken Jeff Thornburgh – yes, Kim Hathaway – yes, Neil Myers– yes, Brian Davison – yes, Bob Weaver – yes, and Jacob Yahne – yes. The motion was approved unanimously.

The meeting adjourned at 7:11 PM.