

The Tippecanoe Chapman Regional Sewer District Board met in regular session on Monday, July 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](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, Kim Hathaway, Edward Ormsby, Bob Weaver, and Jacob Yahne

Absent: Brian Davison and Neil Myer

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 June 9, 2025, Monthly Board meeting were presented. Kim Hathaway made a motion to approve the June 9 meeting minutes. The motion was seconded by Bob Weaver. The motion was approved unanimously.

2. APPROVAL OF FINANCIAL REPORTS

a.) Monthly June 2025 Financial Report and Bank Reconciliation

Jeff Rowe reported as of June 30, District had \$3,072,212.14 of funding on hand. Year-to-date operating receipts was \$1,404,857, which is about 13% ahead of year-to-date budget. Total operating disbursements was \$713,126, which is about 103% ahead of budget. Total cash in, cash out total decrease about \$1.9M most attributed to the construction project and the spend down of Bond proceeds. Total cash at beginning of year was \$4.995,783 and end of June at \$3,072,212.

The total funds as required is \$1,404,857 a variance of \$1,667,355 above and beyond the minimum reserve.

b.) Approval of Claims

Kim Hathaway asked the Board to approve 18 line items in the amount of \$121,550.49 for the month of June.

Jacob Yahne made a motion to approve the June 2025 financials and the Claims in the amount of \$121,550.49 as presented. The motion was seconded by Edward Ormsby. The motion was approved unanimously.

c.) Gemini Monthly Deposit report from June 1 to June 30, 2025

Total monthly income of \$187,976.30 with wastewater penalty of \$1,341.26 for a total cash of \$189,317.56. The deposit breaks down as follows:

- Residential \$150,019.04
- Commercial \$11,722.60
- Vacant Lot \$567.75
- Mobile Homes \$15,554.31
- Multi-Family \$3,091.59
- Rental \$927.68
- Church \$2,093.33

3. FINANCIAL CONSULTANT UPDATE

Jeff Rowe stated the District has just started the process of a 2-year audit (2023-2024) through the State Board of Accounts which contracted with Crowe, the public accounting firm. A list of data requests has been received, and progress is being made on submitting the items. Jacob Yahne asked for a copy of the request for data that Crowe has asked for. Jeff Rowe indicated this would be sent to the Board members.

4. OPERATIONS UPDATE

a.) Astbury Report

Matt Rippey stated an odor control vent on an air release manhole located on EMS T34C was installed. The manhole was installed on an eight-inch force main that carries the flow from Lift Station #1. The home is located across the street from the ARV and the homeowner has complained about the odor coming from the vented sewer gas. The cost for the odor control vent is \$2,955.00.

Another issue identified a leaking grinder station discharge line was discovered at 16 EMS T43A. The leak was not identified until now as the homeowner just started using the grinder station, which is why the leak was not discovered earlier. Niblock repaired the damage on July 8.

Selge completed the installation of Wet Well Wizards at all three lift stations. Start-up was performed on July 8. The system is an aeration system which helps with the formation of scum mats on the water surface by mixing and aerating the sewage in the wet well.

Hydrogen sulfide monitors were installed on July 1 in the control manhole just upstream of the City of Warsaw's collection system. The monitor will record hydrogen sulfide levels over a 30-day period. These readings will indicate how effective the chemical feed systems are performing.

The total flow for the month of June was 3,662,700 gallons. The average daily flow was 122,090 gallons per day. There were a total of 16 service calls in June.

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 – warranty has expired
- Contract B – October 7, 2025
- Contract C – December 24, 2025

The one-year Contract A punch list was completed, and the contractor completed everything on the list. At this point all warrant items have been addressed. Still fielding calls from property owners as they come in.

Customer connections are continuing as of June 30, 75% of the anticipated permits for connections have been approved, and 67% of the connections are completed, with 133 connections completed in June.

Permit and inspection status:

Overall, 70% of the permits have been submitted and approved, and about 59% of all the customers have been connected to date.

Permit Fees Report

- Fees received through June 2025 - \$414,750 - 67% of connections completed
- Fees collected in June- \$27,950
- JPR fees through June 2025 - \$438,885 – 65% of contract amount. The contract amount is \$672,000.

General Engineering Services

- a) Tippy Heights development on Stanton Drive – pre-con meeting held on July 11.
- b) The Oaks (formerly Baptist Church property) – tapped into the District's sewer main and no further work planned until lots are sold.
- c) Happy Landing – Lots are now being developed
- d) Small Site Plans
  - I. 15 reviews were completed for the County.
  - II. Section 1 Permit Reviews for new customers or wanting to make modifications - 2 reviews are in process.

Steve Henschen mentioned the Bill of Sale process for the Section 1 Permits, which are only an acceptance of someone building and connecting a single grinder into the system. A decision needs to be made whether the property owner needs an independent warranty bond for that work. He stated he confirmed with the manufacturer of the grinder station that they warrant their product for 27 months. The assignment of the warranty would be transferable.

Edward Ormsby made a motion to amend the development standard to eliminate the warranty bond for the Section 1 Permit Work and change the language to require a 1-year warranty. The motion was seconded by Kim Hathaway. The motion was approved unanimously.

Andrew Boxberger discussed authorizing JPR administrative staff to accept grinders after they have been installed and inspected. This would be for new construction, property owners who are not in the project.

Edward Ormsby made a motion to grant JPR the authority to accept the improvements on a Section 1 permit. The motion was seconded by Kim Hathaway. The motion was approved unanimously.

## 7. CONSTRUCTION UPDATE

### a. Use of Remaining Funds – Update

The use of the remaining funds spreadsheet was included in the report. Items highlighted have been completed. The biggest items outstanding are spare parts for the Barnes grinder stations, trailer-mounted gen set for grinder stations, and electrical riser modifications.

## 8. LEGAL COUNSEL UPDATE

Andrew Boxberger indicated things are going to speed up quickly for the East Webster project, especially since the project is in the SRF's fundable range. Will know by the middle of August what the funding package will be. Will need to issue a Bond Anticipation Note to fund the pre-construction costs, but in order to do that, East Webster is currently not in the TCRSD territory yet. There is a Memorandum of Understanding with the County that they would complete the application to take this territory into the District. The Commissioners will be asked to file an application with the District to take East Webster into their territory, and the District would have to accept the application. The District could accept once the amount of the funding package is known.

Jacob Yahne made a motion to bring the East Webster properties into the District territory. The motion was seconded by Bob Weaver. The motion was approved with Edward Ormsby abstaining.

9. EAST WEBSTER UPDATE

Andrew Boxberger reported he has reviewed the interlocal agreement with JPR and Baker Tilly based on their comments awaiting acceptance from Knapp Lake's attorney.

10. GENERAL DISTRICT BUSINESS

a. Price – 125 EMS T15 – Encroachment Agreement Approval

Jennifer Ransbottom indicated Todd Price completed the Section 1 Permit Application for an encroachment. Astbury has reviewed and approved. Steve Henschen indicated the property owner plans to add an addition to his garage, which would be 3 feet from the grinder.

Edward Ormsby made a motion to approve the encroachment agreement for 125 EMS T15. The motion was seconded by Kim Hathaway. The motion was approved unanimously.

b. Other Business

Jeff Thornburgh indicated he received a call from the Watershed Foundation regarding their wanting more office space. With our project shifting from the construction phase to the administrative phase, maybe something can be worked out. Jeff Thornburgh will work on the arrangements and present more information at a future Board meeting. Jennifer Ransbottom indicated the Board will want to consider what they want the office hours to be after the connection period is complete.

11. PUBLIC INPUT

No public comments

12. ADJOURNMENT

Edward Ormsby made a motion to adjourn. The motion was seconded by Bob Weaver. The motion was approved unanimously.

The meeting adjourned at 7:20 PM.