

The Tippecanoe Chapman Regional Sewer District Board met in regular session on Monday, August 11, 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, Kim Hathaway, Neil Myers (via Zoom), Bob Weaver, and Jacob Yahne

Absent: Edward Ormsby

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 July 14, 2025, Monthly Board meeting were presented. Kim Hathaway made a motion to approve the July 14 meeting minutes. The motion was seconded by Brian Davison. 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.

2. APPROVAL OF FINANCIAL REPORTS

a.) Monthly July 2025 Financial Report and Bank Reconciliation

Jeff Rowe reported that as of July 31, the District had a total cash balance of \$2,159,823. Total debt outstanding, including principal total forgiveness BAN from the SRF is \$39,001,000. Budget to actual, total operating receipts were \$1,665,775, which is \$203,975 ahead of budget. Total operating disbursements were \$814,776, which is \$118,576 ahead of budget. Total cash decrease for the year is \$2,835,343 mostly as a result of the spend down of project costs. The anticipated budget of \$2.9M spend down is a little ahead of budget.

Comparing the fund balances to the minimum balances required as of July, the minimum balance required is \$891,399, about \$1,268,425 above the cash reserve balance. Good cash position.

b.) Approval of Claims

Kim Hathaway asked the Board to approve the Claims total in the amount of \$389,641.98 for the month of July. One disbursement will be paid to Selge from the RD/USDA fund in the amount of \$174,188.42 and \$215,453.56 from the operations account.

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

Total monthly income of \$176,898.70 with wastewater penalty of \$824.93 for a total cash of \$177,723.63. The deposit breaks down as follows:

- Residential \$146,330.63
- Commercial \$11,174.64
- Vacant Lot \$778.20
- Mobile Homes \$15,547.71
- Multi-Family \$2,051.49
- Public Fire \$0
- Rental \$927.68
- Educational \$0
- Church \$83.35

Bob Weaver made a motion to approve the July 2025 financials, the Claims in the amount of \$389,641.98, and the Gemini monthly report as presented. The motion was seconded by Jacob Yahne. 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.

3. FINANCIAL CONSULTANT UPDATE

a. 2023-2024 Audit Process Update

Jeff Rowe reported progress continues to be made on the data request from Crowe, the public accounting firm that is contracted to perform the audit on behalf of the State. There are a couple of items being tracked down and a couple of questions needing to be clarified.

4. OPERATIONS UPDATE

a.) Astbury Report

Matt Rippey reported that July was the first month of monitoring the hydrogen sulfide levels at the control manhole where the district's wastewater enters the City of Warsaw's collection system. The average hydrogen sulfide level recorded was 142 ppm. On July 8, all the wet well wizards were started at the lift stations. The average level before the start-up was 220 ppm, which dropped to 123 ppm after the start-up. Astbury will continue to work to get the levels down over the next couple of months. Factors that affect the formation of hydrogen sulfide include warmer temperatures and long retention times can increase the levels.

The total flow for the month was 4,584,900. The average daily flow was 147,900 gallons per day.

There were 18 service calls in July. The majority were attributed to start-ups and breaker tripping.

5. SUBCOMMITTEE REPORTS

a.) Finance Committee – No report.

b.) Engineering Committee – Steve Henschen reported a special meeting was held before the Board meeting. An issue with a property owner at 244 EMS T5, a large house with an extensive water filtration system, consisting of iron filters, a softener system, and reverse osmosis. It appears that when the customer does the backwash events, it overloads the grinder pump station, causing alarms and actually back up into the dry well portion of the grinder pit, and on occasion, overflows onto the ground, which also causes a backup of the property owner's sewer line into the house. The Engineering Committee agreed that the District had an obligation to provide grinder station services to each customer, but not to excessiveness, which is seen in this case. The backflow rates and the volume coming from this are large numbers. There are different levels of fixes, such as replacing the E1 grinder pump in the unit, which could be done without excavation with minor electrical upgrades at a cost of approximately \$7,000. Another option is to remove the E1 grinder station and tank and install a duplex unit, like what was installed at the campground at a cost of \$30,000 if not more. The third option is to require the property owner to change his system to not discharge at such a fast flow rate. The Engineer Committee felt it would be reasonable to ask the property owner to pay for the to replace the pump unit only inside the existing chamber at a cost of approximately \$7,000. The members felt the property owner should be responsible for the costs because of the excessive flow rates. The District would help order the equipment, including ordering a spare, and Astbury would do the installation.

The Engineering Committee suggested in the near future consider enhancing the Sewer Use Ordinance regarding surcharge for high usage and excessive flows.

The property owner, Phil Penny, 244 EMS T5 stated he was glad the Board is going to retroactively surcharge and verify systems, but proactively, it should not have occurred with his property. He stated he has emails from months ago explaining his system and its capacity very clearly to the Engineers. They chose to disregard everything he told them. He stated he was being proactive with the engineer as to what was required, and he felt he was blown off. He stated he had no problems with his septic system before connecting to the sewer. Since connecting, he has had twice backups in his house, and an overflows in his yard. He stated he is unable to use his home.

Jeff Thornburgh made a motion to offer to replace the 2-horsepower pump with a 3-horsepower pump and, in addition, purchase a backup 3-horsepower pump. The 3-horsepower pump is to be installed by Astbury. Dr. Penny is to pay in advance of the purchase and installation of the 3-horsepower pump. The motion was seconded by Jacob Yahne. 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.

6. ENGINEERING UPDATE

A. JPR Engineering Update

Steve Henschen reported the following:

1. Main Project:

a. One-year warranty dates for each contract are as follows:

1. Contract A- July 9, 2025- expired
2. Contract B- October 7, 2025
3. Contract C- December 24, 2025

b. Spring warranty item punch list items have been completed by Contractors.

c. Use of Remaining Funds-See attached status report and Selge Pay Application 25

2. Customer Connections

a. Jen Bowman and Josh Thomas are performing customer connections inspections.

b. JPR office hours at the North Webster Community Center on Tue, Wed, and Thur, 9 am to 1 pm.

Date of Report

8/1/2025	Permits Approved	Connections Completed	Connections Expected	Connections in the last month
Chapman Lake Contract A	569 84%	557 82%	677	26
Tippecanoe Lake Contract B, West	542 82%	438 66%	665	44
Tippecanoe Lake Contract C, East	350 75%	301 64%	469	52
Total	1,461	1,296	1,811	122
	81%	72%		

c. Permit Fees report-

1. Permit Fees received through June 30, 2025- \$434,350- 72% of connections completed
2. Permit Fees in June \$29,350
3. JPR fees incurred through July 26, 2025- \$477,092- 71% of contract amount
 - a. Contract amount - \$672,000

d. Customer connection deadlines:

Customer connection deadlines	start date for connections	Original Connection deadline	1st extension (days)	2 nd extension (days)	3 rd extension	Current deadline for connection
Chapman Lake - Contract A	7/18/2024	1/14/2025	90	90	48	8/30/2025
Tippecanoe Lake - Contract B, West	10/28/2024	4/26/2025	78	48	n.a.	8/30/2025
Tippecanoe Lake - Contract C, East	1/14/2025	7/13/2025	48	n.a.	n.a.	8/30/2025

1. Through July 31, 2025:
 - 1 Contract A-106 permits not received
 - 2 Contract B-122 permits not received
 - 3 Contract C-118 permits not received
 - 4 All connections- still need 346 permits out of 1,811 (19%) – will need to discuss next steps for those that do not connect by the current deadline

3. General Engineering Services

- a. Proposed developments within the service area
 - 1 Tippy Heights development on Stanton Drive construction to begin soon. JPR will be doing period inspections on this project.
 - 2 The Oaks proposed system at the former Baptist Church Camp is at a standstill until a couple more lots are sold. The IDEM permit for sanitary sewer extension was issued in July. They will tap into the District's existing main when the project is complete
 - 3 Happy Landing- EMS C 28- 19 lots individual lots are now being developed
- b. Small Site plan reviews- routed through the county
 1. Reviewing to confirm if there are any proposed improvements impacting or encroaching on District facilities or easements

Reviews performed in July 2025- 9 reviews
Section 1 permit reviews- (new customers)- 2 issued

7. CONSTRUCTION UPDATE

a. Use of Remaining Funds – Update

Report included in the Board.

b. Pay Request #25 – Selge - \$174,188.42

Steve Henschen reported that Kim Hathaway had reported this information during the presentation of Claims.

8. LEGAL COUNSEL UPDATE

Andrew Boxberger reported he would be attending the County Commissioners' meeting to ask them to submit the application to add the East Webster territory to the Tippecanoe Chapman Regional Sewer District as per the executed Memorandum of Understanding with the County. The caveat regarding funding is at this time unknown, but the project is in the SRF's fundable range.

Andrew Boxberger presented a Resolution for reimbursement of approximately \$30,000 of items incurred by East Webster in order to keep to the timeline. He stated that a meeting between ICE Miller, Baker Tilley, and JPR was held regarding the next steps for East Webster. It was stated that this is the time when a BAN would be issued to get funds for further engineering and moving the project along. As Jeff Rowe reported, the District Board has funds available to loan the East Webster project. Steve Henschen reviewed the next steps. Assuming a favorable funding package is received, the State's fiscal year is set up to require closing by the end of their 3rd quarter of the fiscal year (July 1 to June 30); therefore, the District will have to close by March 31. JPR will need 90 days from mid-March for pre-loan closing activities, which include bidding the project, and due diligence, etc. Bids need to be in hand by mid-December, permits submitted by mid-November; therefore, design should have begun several months ago.

Neil Myers made a motion to approve Resolution 2025-08-01 for the District to expend up to \$30,000 for preliminary items related to the East Webster Lake Area Wastewater Collection System Project. The motion was seconded by Kim Hathaway. 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.

9. EAST WEBSTER UPDATE

- a. Update from local group
- b. Legal counsel update
 - i. Knapp Lake – Interlocal Agreement Status
 - ii. Reimbursement Resolution Between Tippy Chapman Service Area to East Webster Service Area – Stated above
- c. Update on SRF Funding Update – Jeff Rowe stated Baker Tilly responded to SRF, indicating the District is interested in receiving SRF funding and to propose a closing quarter.
- d. Budget Update
 - i. Account Balance - \$1,183.95. Carson due \$0, BT Invoices 0
- e. JPR Engineering Agreement (survey)
Steve Henschen presented to the Board the Memorandum of Understanding for Topographic Survey Services for a fee not to exceed \$25,000.

Jacob Yahne made a motion to approve JPR's agreement for a topographic survey not to exceed \$25,000. The motion was seconded by Brian Davison. 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.

10. GENERAL DISTRICT BUSINESS

- a. Deatsman – 6398 N 300 E – Encroachment Agreement Approval
Jennifer Ransbottom indicated Ross E. and Lana N. Deatsman completed the Section 1 Permit Application for an encroachment. Astbury has reviewed and approved. Steve Henschen stated that Astbury physically investigated what the encroachment would do to the infrastructure and approved the encroachment.
- b. Gay – 305 EMS C29 Lane – Encroachment Agreement
Jennifer Ransbottom indicated Troy D and Angela S. Gay completed the Section 1 Permit Application for an encroachment. Astbury has reviewed and approved. Steve Henschen stated that Astbury physically investigated what the encroachment would do to the infrastructure and approved the encroachment.

Kim Hathaway made a motion to approve Deatsman – 6398 N 300 E and Gay – 305 EMS C29 Lane Encroachment Agreements. The motion was seconded by Bob Weaver. 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

No other business at this time.

11. PUBLIC INPUT

Ryan Sherman, East Webster stated building a house in over a year and wanted to hear the status on the East Webster project. Jeff Thornburgh acknowledged Jacob Yahne for the work he has done to date on the project, and the Board is 110% behind the project. Mr. Sherman asked if the grinders would be set a they were on the Tippy as a gravity feed system or on top? Steve Henschen stated that in planning, the Board can make that decision as the farther away from the road, the more cost to the project. He stated that for Tippy Chapman, going 100 feet off the road was the standard distance. Property owners who wanted to go deeper could agree to pay the added cost

12. ADJOURNMENT

Kim Hathaway made a motion to adjourn. The motion was seconded by Bob Weaver. 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 7:26 PM.