

The Tippecanoe Chapman Regional Sewer District Board met in regular session on Monday, November 10, 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: Jacob Yahne, called the meeting to order at 6:30 pm, and the Pledge of Allegiance was given in unison.

ROLL CALL:

TCRSD Board: Jeff Thornburgh (via Zoom), Brian Davison, Kim Hathaway, Edward Ormsby, Bob Weaver, and Jacob Yahne

Absent: Neil Myers

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 October 13, 2025, Monthly Board meeting were presented. Kim Hathaway made a motion to approve the October 13 meeting minutes. The motion was seconded by Bob Weaver. Roll Call Vote was taken: Jeff Thornburgh – yes, Kim Hathaway – yes, Edward Ormsby– yes, Brian Davison – yes, Bob Weaver – yes, and Jacob Yahne – yes. The motion was approved unanimously.

2. APPROVAL OF FINANCIAL REPORTS

a.) Monthly October 2025 Financial Report and Bank Reconciliation

Jeff Rowe reported total cash at the end of October 31 was \$2,764,434.09. In terms of budget, to actual total operating revenues exceeded the year-to-date budget by \$173,494. Total operating revenues of \$2,261,794. Total operating expenses year-to-date \$1,342,222, which exceeds year- to- date budget of \$994,200. Total non-operating revenue \$5,431,467. Total non-operating disbursements of \$8,581,772, total decrease in cash of \$2,230,732.

Comparison of account balances, minimum balances as required by the Bond ordinances, beginning balance of \$2,764,434, minimum balance required \$1,285,280 for a positive variance of \$1,479,155.

b.) Approval of Claims

Kim Hathaway presented Claims for a total of \$349,495.16. He indicated from the USDA fund to pay Selge \$14,926.67, East Webster \$197,992.40, and \$136,576.89 from the operations account.

Brian Davison made a motion to approve Claims in the amount of \$349,495.16. The motion was seconded by Bob Weaver. Roll Call Vote was taken: Jeff Thornburgh – yes, Kim Hathaway – yes, Brian Davison– yes, Bob Weaver – yes, Edward Ormsby – yes, and Jacob Yahne – yes. The motion was approved unanimously.

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

Total monthly income of \$168,387.52 with wastewater penalty of \$597.57 for a total wastewater collection of \$168,985.09. The deposit breaks down as follows:

- Residential \$138,715.86
- Commercial \$11,122.72
- Vacant Lot \$280.80
- Mobile Homes \$12,373.42
- Multi-Family \$1,698.09
- Rental \$927.68
- Educational \$0
- Church \$3,268.52

Brian Davison made a motion to approve the October Gemini Monthly Deposit report. The motion was seconded by Edward Ormsby. Roll Call Vote was taken Jeff Thornburgh – yes, Kim Hathaway – yes, Brian Davison– yes, Bob Weaver – yes, Edward Ormsby – yes, and Jacob Yahne – yes. The motion was approved unanimously.

3. FINANCIAL CONSULTANT UPDATE

A. 2023-2024 Audit Process Update

Jeff Rowe stated at the last meeting that the findings were reviewed and discussed. A quick recap, there were 4 finds, with 3 having to do with reporting. The 4th finding was a discrepancy on the annual financial report dealing with a construction bank account that was opened during the period from late 2023 to early 2024, which was a requirement of the USDA. Construction funds were moved from the District's bank account to the construction account. There was confusion at Baker Tilly's end, and was not reported on the year-end 2023 Annual Financial Report. This is being corrected with the filing of forms 442-2 and 442.3. These forms are to be completed twice a year in March and December. Jeff Rowe indicated Baker Tilly would prepare a written document listing the findings and add corrective actions and procedures to ensure these are not repeated. Jeff Rowe asked for the Board's approval to accept the audit results. Andrew Boxberger asked if there was anything in the findings that the Board needs to do, or whether they will all be handled by Baker Tilly. Jeff Rowe indicated that everything will be handled by Baker Tilly.

Jeff Thornburgh indicated that Andrew Boxberger and he had worked with Jeff Rowe for the last couple of weeks to ensure the discrepancies would be part of Baker Tilly's corrective action program. This is a big project, and the Board was dealing with two different financing agencies, but more importantly, is follow-through with this corrective action plan over the coming months to ensure none of the discrepancies appear again. Jeff Thornburgh indicated monthly or quarterly updates to the Board will be required.

Kim Hathaway inquired if the construction bank account could be closed after construction. Jeff Rowe indicated that once the project is completed, the construction account does not need to stay open. There is no requirement to close it, but once the

project is done, there will be no dollars in the account. Kim Hathaway stated the East Webster project will have an operations account and a construction account. Steve Henschen suggested waiting until formal notification that the project is advancing. Jeff Rowe indicated the East Webster project will be funded by SRF and they will require an account be set up through Bank of New York. Andrew Boxberger indicated a separate bank account for East Webster operations will need to be set up

Edward Ormsby made a motion to approve the audit report and response. The motion was seconded by Kim Hathaway. Roll Call Vote was taken Jeff Thornburgh – yes, Kim Hathaway – yes, Brian Davison– yes, Bob Weaver – yes, Edward Ormsby – yes, and Jacob Yahne – yes. The motion was approved unanimously.

4. OPERATIONS UPDATE

a.) Astbury Report

Matt Rippey reported the drum scrubber for Lift Station #3 was ordered through Gasvode. It has a 4-to-6-week lead time.

The damage from the vehicle accident at Lift Station #1 is still in process of being repaired. The replacement wet well wizard has been ordered from Flow Technics and should be delivered in 4 weeks. All quotes for these repairs have been sent to the District's attorney.

There have been 2 lift station variable frequency drive (VFD) pump failures over the last couple of months that were covered under warranty. The District's spare VFDs were used to replace the failed units. Gasvode has already replaced one of the VFD and the second one is on order.

Due to the number of service calls Astbury has received caused by tripped breakers, they are replacing breakers if the grinder station breakers have tripped more than once. There is a possibility that there was a bad batch of breakers in the original installation. Astbury will track this issue with their work order system to see if the breaker replacement initiative is working.

The total flow for the month was 3,299,400 gallons. The average daily flow was 106,432 gallons per day.

There were 14 service calls in October and 214 utility locates.

5. SUBCOMMITTEE REPORTS

a.) Finance Committee – No report.

b.) Engineering Committee – Minutes of October 29, 2025, were included in Boardable. Steve Henschen, the Committee reviewed the process design using the same grinder location policy as the Board accepted for the Tippy/Chapman project. The Engineering Committee agreed to continue with that same policy, which addresses how far on the property the grinder will go, and if it exceeds, then the cost would be paid by the property owner. If there is a variance process would go through the same steps.

1. Sole Source Equipment Selection for East Webster – Resolution

Steve Henschen stated that the Committee discussed the selection of equipment. He indicated that with the original project, a pre-select process was done, which involved going to multiple vendors, asking them to provide pricing on pumps, generators, and all critical equipment. JPR recommended going through the sole source process. The Engineering Committee members recommended using the sole-source equipment selection process.

Andrew Boxberger indicated there are several exceptions to bidding out equipment purchases for various reasons under Indiana law. The 2 that apply most are sole source, meaning you know the vendors and that's the only one who can sell to you in this territory, and the other is compatibility.

Bob Weaver made a motion to approve Resolution 2025-11-01 for Sole Source Equipment Selection. The motion was seconded by Brian Davison. Roll Call Vote was taken Jeff Thornburgh – yes, Kim Hathaway – yes, Brian Davison– yes, Bob Weaver – yes, Edward Ormsby – 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:

- i) Contract A- July 9, 2025 - expired
- ii) Contract B- October 7, 2025 - expired
- iii) Contract C- December 24, 2025

b) Use of Remaining Funds

- i) Final change order #18 – Contract C - \$17,140.20
- ii) Final Pay app – Contract C - \$14,926.67

c) Customer Connections

- i) Jen Bowman and Josh Thomas are performing customer connections inspections.
- ii) JPR office hours at the North Webster Community Center on Tue, Wed, and Thurs, 9 am to 1 pm.

d) Connections

Contract A – 86%	Remaining to connect – 95
Contract B – 85%	Remaining to connect – 98
Contract C – 84%	Remaining to connect - 76

Total Connections as of November 6, 2025 – 85% (1,542 out of 1,811).

Remaining to connect 269

d. Permit Fees report-

- i. Permit Fees received through October 31, 2025- \$491,050 89% % of connections completed
- ii. Permit Fees in October \$5,300
- iii. JPR fees incurred through October - \$604,248 .- 90% of contract amount
 - 1. With planned time extensions for connections, a contract amendment will be required.

Customer connection deadlines-

Contract	Start Date	Final Notice Deadline *
Contract A	7/22/2024	December 31, 2025
Contract B	10/28/2024	May 13, 2026
Contract C	1/14/2025	June 29, 2026

*No fines until 6 months if connected within 6 months from the above stated deadlines

2) General Engineering Services

- a) Proposed developments within the service area
 - i. Tippy Heights development on Stanton Drive-
 - (a) Construction of the gravity sewer is near completion
 - (b) Still need to install two duplex grinder stations and a force main
 - ii. The Oaks – Proposed system – former Baptist Church Camp
 - a) Work is completed
 - b) Still need to do final testing and inspection
 - c) Ask for the Board to authorize acceptance of the system, subject to the engineer and attorney’s review and acceptance of:
 - i. Final test reports
 - ii. As-built records
 - iii. Bill of Sale
 - iv. Warranty Bond
 - v. Payment of Inspection Fees

Kim Hathaway made a motion to approve authorizing acceptance of the system, subject to the engineer's and attorney’s review. The motion was seconded by Brian Davison. Roll Call Vote was taken: Jeff Thornburgh – yes, Kim Hathaway – yes, Brian Davison– yes, Bob Weaver – yes, Edward Ormsby – yes, and Jacob Yahne – yes. The motion was approved unanimously.

- iii Happy Landing- EMS C 28- 19 lots
 - a) Individual lots are now being developed.
- b. Small Site plan reviews- routed through the county

- vi. Reviewing to confirm if there are any proposed improvements impacting or encroaching on District facilities or easements
 - a. Reviews performed in September 2025- 12 reviews
- vii. Section 1 permit reviews- (new customers)- 1 issued

Jennifer Ransbottom indicated not many permits are being received at this time, and those being received are from contractors, so to cut down on expense, permit hours should only be on Wednesday when the District Administrator is in the NWCC office. Steve Henschen indicated another cost savings that is being discussed is to inform contractors that inspections will be done only one or two days a week. Jeff Thornburgh suggested making these changes as of December 1.
- e. East Webster Lake Service Area
 - a. Design Progress Update
 - i. Topographic survey-95% complete
 - 1. Ground crews doing field checks and septic/well locates
 - ii. Preliminary Engineering Report update
 - 1. 100% complete and assembled
 - iii. Preliminary design
 - 1. 20% complete
 - iv. Final design
 - 1. 25% complete
 - b. Easement progress
 - i. Easement packets sent the week of October 13.
 - ii. Information meeting scheduled for November 15 at NWCC at 9:00 AM
 - c. BOT process
 - i. RFP scoring complete- see recommendation letter
 - ii. Scoping period from October 9 to December 9, 2025
 - iii. Initial pricing due from contractor on November 18, 2025
 - iv. Public hearing for final award- December 9, 2025
 - d. Engineering Committee Meeting to review:
 - i. Grinder Station Policy – Eng Committee recommends proceeding with current policy
 - ii. District Standard Equipment – Eng Committee recommends naming certain equipment as District standards.
 - 1. Wastewater pumps – Barnes Model SHVRA
 - 2. Submersible Level Transducer – Keller Level Rat (District Standard)
 - 3. Grinder Pump Stations, Progressing Cavity – Environment One Corporation
 - 4. Stainless Steel Curb Stop/Check Valve Assembly – Environment One Corporation
 - 5. Stainless Steel Flexible Connectors – Environment One Corporation
 - 6. Alarm Panels – Environment One Corporation

7. Grinder Pump Stations, Centrifugal – Crane Pumps and Systems
 8. Stainless Steel Curb Stop/Check Valve Assembly – Crane Pumps and System
 9. Stainless Steel Flexible Connectors – Crane Pumps and Systems
 10. Alarm Panels – Crane Pumps and Systems
 11. Control System – Primex Controls
 12. Remote Telemetry Unit (RTU) Systems – Primex Pump Watch Express
 13. Air Release Valves – ARI Flow Control
 14. Standby Electrical Power System – ARI Flow Control
 15. Flow Meters – Siemens
 16. Wet Well Wizard – Reliant Water Technologies
 17. Odor Control – Drum Scrubber
- e. Overall project schedule
- i. Finalizing Design in December 2026
 - ii. Submit permits in early January
 - iii. Complete land acquisition by end of February 2026
 - iv. Close on financing- March 2026
 - v. Begin Construction Spring/early summer of 2026
 - vi. Complete Construction May of 2027
 - vii. Customer Connections begin- June of 2027

7. CONSTRUCTION UPDATE

- a. Construction Scheduled – attached
- b. Selge – Final Change Order #18 – Use of Remaining Funds
- c. Selge – Final Pay App – Use of Remaining Funds

Steve stated this is the final accounting of the project, ending with a remaining balance of just over a million dollars. Unfortunately, we were not able to use all the funds. In order to close this out need formal action from the Board on change order #18, which is a deduction of \$17,140.20, which was a deduction because of fewer quantities of electrical riser modifications. The final contract amount will be \$11,682,707.58, with the final pay application requesting \$14,926.67, which has been reviewed and approved, paying Selge their entire contract amount.

Edward Ormsby made a motion to approve change order #18 for the amount of \$17,140.20. The motion was seconded by Kim Hathaway. Roll Call Vote was taken Jeff Thornburgh – yes, Kim Hathaway – yes, Brian Davison– yes, Bob Weaver – yes, Edward Ormsby – yes, and Jacob Yahne – yes. The motion was approved unanimously.

Brian Davison made a motion to approve pay application #27 for the amount of \$14,926.67. The motion was seconded by Edward Ormsby. Roll Call Vote was taken Jeff Thornburgh – yes, Kim Hathaway – yes, Brian Davison– yes, Bob Weaver – yes, Edward Ormsby – yes, and Jacob Yahne – yes. The motion was approved unanimously.

In Jeff Thornburgh's absence, Kim Hathaway is to sign the Change Order #18 and the Pay Application #27.

8. CUSTOMER CONNECTION UPDATE

- a. Contract A – Deadline for Connection Date – December 22, 2025
- b. Contract B – Deadline for Connection Date – May 13, 2026
- c. Contract C – Deadline for Connection Date – June 29, 2026

9. LEGAL COUNSEL UPDATE

- a. Astbury Contract Amendment – Building Lease
Andrew Boxberger indicated he would have this ready for the December meeting, but he had heard that Astbury had moved locations. He reviewed the agreement with Astbury, and it indicates that the District would lease the space. This was clarified with Tom Astbury, and Andrew Boxberger is to amend the contract with Astbury to clarify that they are leasing the space and the District is paying.
- b. Disconnect/Reconnect Ordinance - Policy
Andrew Boxberger indicated the Disconnect/Reconnect Ordinance is not finished as of this date. He stated he needs to get with Astbury to make sure it makes sense. Andrew Boxberger indicated he would have it available for the next meeting.

Jennifer Ransbottom indicated there are quite a few disconnects and reconnects. She indicated these are not being charged, as that is not in the policy. Andrew Boxberger indicated that the reservation fee ordinance has an inspection fee there, so he was going to use that ordinance as guidance. Steve Henschen inquired if not having this ordinance would hold up a customer from connecting or cause an issue. Jennifer Ransbottom indicated no because they can not be stopped from doing anything. The problem is not being able to ensure they are disconnecting or reconnecting properly. Steve Henschen suggested in the meantime, it should be inspected but not charged. Steve Henschen stated the Section 1 Permit is for an individual grinder who has an inspection fee set up. Andrew Boxberger stated that in other districts, there is a form to be completed in order to touch the district's equipment, which is what this District wants.

10. EAST WEBSTER UPDATE

- a. Update from Local Group
Jacob Yahne stated that a public informational meeting is scheduled for Saturday, November 15, at 9:00 AM at the North Webster Community Center.
- b. Update on SRF Funding
 - i. Bond Closing Timetable
Jeff Rowe reported there is no update on SRF funding.
- c. BAN Update – Closing
Jeff Rowe reported the BAN was successfully closed, and funds were transferred.

d. Legal Counsel Update

i. Knapp Lake – Interlocal Agreement Status

Andrew Boxberger stated Knapp Lake is wanting a capacity fee, but 75% of their project was grant funding. The East Webster project will be adding \$25,000 a year to that district, which is approximately \$10 a month savings to a customer. They probably won't reduce their rates, but they won't have to have an increase for a while. All this information was sent to Knapp Lake. The District has offered \$20,000 to cover Knapp Lakes' cost of dealing with East Webster being a part of their system, legal fees, etc. Knapp Lake to the offer at their next meeting. Andrew Boxberger indicated he will follow up on this issue.

e. Build, Operate, Transfer

Steve Henschen provided for following update: topographic survey is 5% complete, preliminary engineering is 100% complete, preliminary design is 100% complete, and about 25% through final design. A meeting with the contractor was held, and they are working on their pricing, with initial pricing to the District on November 18. On December 8, the Board will be hearing the numbers for the first time, and Jeff Rowe will be doing the final rate analysis based on pricing. Andrew Boxberger stated approving the contract and having the public hearing at the January meeting and then later in the meeting introduce the rates. As long as the Board is in acceptance of the contract amount, the rates could be introduced in January, passed in February and then the appeal would expire by March. Jeff Rowe indicated an interim rate report could be available for the December meeting.

3) GENERAL DISTRICT BUSINESS

A. IFA Regional Planning Meeting required for financing – January 2026. Brian Davison will attend on behalf of the District.

B. District Administrator Hours – Wednesdays 9:00 AM to 1:00 PM

C. The Oakes Development

D. i. Board Acceptance of Project Receipt and Approval of the Following:

a. As-Built Records

b. Bill of Sale

c. Warranty Bond

This item was discussed under item

E. Other Business

12. PUBLIC INPUT

No public comments

13. ADJOURNMENT

Edward Ormsby made a motion to adjourn. The motion was seconded by Brian Davison. The motion was approved unanimously. The motion was approved unanimously.

The meeting adjourned at 7:37 PM.