

The Tippecanoe Chapman Regional Sewer District Board met in regular session on Monday, December 8, 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 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, Edward Ormsby (via Zoom), Bob Weaver, and Jacob Yahne

Carson, LLP: Andrew Boxberger, Esq.

JPR: Steve Henschen, P.E., Diana Campbell

Baker Tilly: Jeff Rowe

Astbury: Matt Rippey

1. APPROVAL OF MINUTES

Minutes of the November 10, 2025, Monthly Board meeting were presented. Kim Hathaway made a motion to approve the minutes from the November 10 meeting. The motion was seconded by Jacob Yahne. Roll Call Vote was taken Jeff Thornburgh – yes, Kim Hathaway – yes, Brian Davison – yes, Bob Weaver – yes, Neil Myers – yes, Edward Ormsby – yes, and Jacob Yahne – yes. The motion was approved unanimously.

2. APPROVAL OF FINANCIAL REPORTS

a.) Monthly November 2025 Financial Report and Bank Reconciliation

Jeff Rowe reported total cash at the end of November 30 was \$3,251,291. Actual to budget in terms of operating receipts at \$401,767. Non-operating receipts and non-operating disbursements were trending ahead of budget by about \$353,306, which relates to the East Webster Lake project. The beginning cash balance was \$4,995,783 with a decrease in cash by \$1,744,491 for an ending cash balance of \$3,251,291.

The comparison of account balances with minimum balances required total funds was \$3,251,292, the minimum cash reserve balance of \$1,876,568; therefore, a positive variance of \$1,374,723.

b.) Approval of Claims

Kim Hathaway stated there were 36 Claims with 4 disbursements for East Webster Lake for \$139,496.59 and 32 disbursements from the District's operation account for \$207,644.99. The Board was asked to approve \$347,141.58 in total claims.

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

Total monthly income of \$169,015.28 with wastewater penalty of \$967.91 for a total wastewater collection of \$169,983.19. The deposit breaks down as follows:

- Residential \$137,642.92
- Commercial \$11,365.68
- Vacant Lot \$456.45
- Mobile Homes \$15,620.28
- Multi-Family \$2,737.22
- Rental \$1,104.38
- Educational \$0
- Church \$88.35

Kim Hathaway noted the outstanding on the delinquent list was \$12,685.57.

Bob Weaver made a motion to approve the November Financial Report, the Claims and the Gemini Monthly Deposit report as presented. The motion was seconded by Brian Davison. Roll Call Vote was taken Jeff Thornburgh – yes, Kim Hathaway – yes, Brian Davison – yes, Bob Weaver – yes, Neil Myers – 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 indicated that Baker Tilly put together a memo regarding the 2023-2024 Audit Comments. The purpose of the memo was to summarize the findings within the audit and establish protocols in terms of the corrective action plan that will be followed every month going forward. This document will be kept on file and will be shared with the auditors during the next audit to demonstrate that the processes are in place.

Jeff Rowe indicated in terms of updates, Baker Tilly is working on the USDA Form RD442-2. The deadline for this form historically has been December 1, but this year it has been extended due to the government shutdown, and the new deadline is February 1, 2026. This form will be presented at the next Board meeting for review and approval.

Baker Tilly is working on the capital asset ledger from data provided by JPR on the final project costs. This is ongoing, and the plan is to have completed by the end of the year to use as a basis of inputting those numbers into the annual financial report.

Jeff Thornburgh asked Baker Tilly to provide a report on each item listed on the Corrective Action Plan at every Board meeting.

4. OPERATIONS UPDATE

a.) Astbury Report

Matt Rippey reported the replacement wet well wizard was delivered on November 21 and will be installed by Astbury at Lift Station #1. He reported that the locks for the electrical distribution panels are being replaced the security clips with padlocks, which will prevent any unauthorized tampering with the power feed to the grinder stations. Matt reported the inventory list had been updated as the spare VFD that was used when damaged has been replaced.

The total flow for the month of November was 2,947,800 gallons; the average flow was 98,260.

Matt Rippey reported there were 150 utility locates in November.

5. SUBCOMMITTEE REPORTS

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

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
- 2) Customer Connections are continuing and a notice was sent to contractors informing them of the District's change in hours.
 - a) Jen Bowman and Josh Thomas are performing customer connections inspections.
 - b) JPR office hours at the North Webster Community Center on Wednesdays, 9 am to 1 pm.
 - c) Connections completed

TIPPY / CHAPMAN CUSTOMER CONNECTION STATUS REPORT						DATE:	12/4/2025	
DESCRIPTION	CONTRACT A		CONTRACT B		CONTRACT C		OVERALL TOTALS	
	(Each)	(%)	(Each)	(%)	(Each)	(%)	(Each)	(%)
Total Connections by Area	677		665		469		1811	
Connections Completed	611	90%	585	88%	402	86%	1598	88%
Connections Not Yet Completed	66	10%	80	12%	67	14%	213	12%
Permits Received	618	91%	612	92%	416	89%	1646	91%
Permits Approved	616	91%	612	92%	416	89%	1644	91%

d. Permit Fees report-

- i. Permit Fees received through November 30, 2025-\$500,400 - 91% of inspection fees collected
- ii. Permit Fees in November \$3,050
- iii. JPR fees incurred through November - \$653,252- 97% of contract amount (\$672,000).
 - 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

- 3) 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, except for one punch list item – stainless steel bracket in ARV.
 - b) As-Built records are completed.
 - b. Small Site plan reviews- routed through the county
 - a. Reviews performed in November 2025- 6 reviews
 - i. Section 1 permit reviews- (new customers)- 0 issued

4) East Webster Lake Service Area

- a. Design Progress
 - i. Topographic survey-100% complete
 - 1. Ground crews completed field checks and septic/well locates
 - ii. Preliminary Engineering Report update
 - 1. 100% complete and assembled
 - iii. Preliminary design
 - 1. 100% complete
 - iv. Final design
 - 1. 85% complete
 - 2. Working on PER response letter to SRF
- b. Easement progress
 - i. 38% in hand – target is 85% by closing in March.
 - ii. Second notice letter to be sent
- c. BOT process
 - i. Negotiating final pricing
 - ii. Public hearing for final award- January 2026
- d. Overall project schedule
 - i. Finalizing Design in December 2026 (still on schedule)
 - ii. Submit permits in early January
 - iii. Complete land acquisition by the 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

B. Office Hours

Steve Henschen indicated contractors were sent letters informing them of the new office hours to obtain customer connection permits on Wednesdays from 9:00 AM to 1:00 PM.

C. JPR Customer Connections Contract Amendment

Steve Henschen stated the original Customer Connection agreement was initiated in 2022 and has been extended several times. The original amendment was for an 18-month timeframe and expired in September. He indicated JPR has been trying to manage that well, but wants to ensure that the District is not invoiced over the contract amount. The Amendment addressed adjustments to the total compensation to reflect the additional time, increasing from \$672,000 to \$812,000, resulting in a \$140,000 increase. He stated the agreement is an hourly agreement and will be billed for JPR's actual time for customer connection activities.

Steve Henschen indicated that when the original agreement was signed in 2022, JPR was working off their 2020 hourly rates. The proposed amendment incorporates in the 2026 corporate billing rates. Also included in the amendment were the JPR's Standard Terms and Conditions.

Neil Myer voiced concern with the amendment that the revenue does not cover the expense. He stated that a strategic process would be to incentivize the people that are not connected yet (unsure if this could be done according to Ordinance), send a letter indicating a specific amount of time under the current permit review fee, and then as of a specific date the permit review fee would increase, whatever that is determined to be, so that the revenue for the review would actually cover the cost of what the District is incurring.

Neil Myers made a motion to approve the Amendment to the Professional Services Agreement for customer connections pending legal review. Kim Hathaway seconded the motion. Roll Call Vote was taken Jeff Thornburgh – yes, Kim Hathaway – yes, Brian Davison – yes, Bob Weaver – yes, Neil Myers – yes, Edward Ormsby – yes, and Jacob Yahne – yes. The motion was approved unanimously.

D. JPR District Administration and Engineering Services Contract Amendment

Steve Henschen presented the Amendment to the Professional Services Agreement for District Administrator and District Engineering Services. He stated the agreement was initially executed in 2022. There was no change in scope other than a change in the 2026 rate structure.

Neil Myers made a motion to approve the Amendment to the Professional Services Agreement for District Administrator and District Engineering Services pending legal review. Jacob Yahne seconded the motion. Roll Call Vote was taken Jeff Thornburgh – yes, Kim Hathaway – yes, Brian Davison – yes, Bob Weaver – yes, Neil Myers – yes, Edward Ormsby – yes, and Jacob Yahne – yes. The motion was approved unanimously.

5) CONSTRUCTION UPDATE

No update and to be removed from future agendas.

6) 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

7) LEGAL COUNSEL UPDATE

- a. Astbury Contract Amendment – Building Lease

Andrew Boxberger presented an amendment to the Astbury agreement. The original agreement indicated the District was going to rent the building space and share the cost with Astbury. As it turned out, Astbury rented the space, and there were no changes to the cost sharing. The agreement clarifies that the District has already purchased the test pit. The other change was a specific person's name was called out in the agreement who would be the District's Manager and that person no longer works at Astbury, so that name was taken out and Astbury will appoint a manager who will not be changed without the District's permission.

Brian Davison made a motion to approve the Amended Astbury Agreement as presented. Bob Weaver seconded the motion. Roll Call Vote was taken Jeff Thornburgh – yes, Kim Hathaway – yes, Brian Davison – yes, Bob Weaver – yes, Neil Myers – yes, Edward Ormsby – yes, and Jacob Yahne – yes. The motion was approved unanimously.

b. **Disconnect/Reconnect Ordinance – Policy**

Andrew Boxberger presented a checklist and forms for disconnection and reconnections for property owners who are doing construction projects for remodels and tear-downs. Currently, the disconnect fee is \$250.00, the \$50.00 per inspection fee, and the reconnection fee of \$250.00.

Neil Myers made a motion to approve the Temporary Infrastructure Disconnection Forms Packet as presented. Kim Hathaway seconded the motion. Roll Call Vote was taken Jeff Thornburgh – yes, Kim Hathaway – yes, Brian Davison – yes, Bob Weaver – yes, Neil Myers – yes, Edward Ormsby – yes, and Jacob Yahne – yes. The motion was approved unanimously.

c. **Amendment to Subdivision Control Ordinance**

Andrew Boxberger stated the Amendment to Subdivision Control Ordinance, which was passed some time ago, required a one-year warranty, and currently the specs indicate two years. This Ordinance changes from a one-year warranty to a two-year warranty.

Jacob Yahne made a motion to approve the Amendment to the Subdivision Control Ordinance as presented. Bob Weaver seconded the motion. Roll Call Vote was taken Jeff Thornburgh – yes, Kim Hathaway – yes, Brian Davison – yes, Bob Weaver – yes, Neil Myers – yes, Edward Ormsby – yes, and Jacob Yahne – yes. The motion was approved unanimously.

d. **Amendment to Ordinance 2025-09-01 Establishing a Schedule of Rates and Charges**

Andrew Boxberger stated this Amendment clarifies the original rate ordinance of \$200 permit fee, and the use ordinance indicates \$250.00, which was added later. The amendment is for the rate ordinance that the permit fee will be in accordance with the District use ordinance.

Kim Hathaway made a motion to approve the Amendment to the 2025-09-01 Rate Ordinance as presented. Brian Davison seconded the motion. Roll Call Vote was taken Jeff Thornburgh – yes, Kim Hathaway – yes, Brian Davison – yes, Bob Weaver – yes, Neil Myers – yes, Edward Ormsby – yes, and Jacob Yahne – yes. The motion was approved unanimously.

8) **EAST WEBSTER UPDATE**

a. **Update from Local Group**

Jacob Yahne reported that the public informational meeting was held last month, and the response has been overwhelmingly supportive.

b. Update on SRF Funding

Jeff Rowe presented Baker Tilly's updated draft preliminary rate study for the East Webster Lake area. He noted the numbers continue to be refined as JPR continues to have discussions with the contractor regarding final project costs. He noted changes made to the non-construction cost for the Knapp Lake Capacity fee and adjusted issuance cost for the SRF bonds. The total estimated project is between \$7.6-\$7.7 million.

Jeff Rowe asked the Board for clarification of the \$50,000 funding from Kosciusko County. He indicated that previous reports have listed it as a loan but wanted to confirm whether it was a loan or a contribution to the project. Andrew Boxberger indicated he has not been able to find documentation on whether it was a loan or a contribution. He will do further investigation as to how the county approved it.

Jeff Rowe stated the Proposed Customer Connection fee line item was added to the preliminary rate study. The District can charge an upfront fee to its customers and utilize the fee to buy down the rate used to reduce the bond amount to reduce debt service.

Jeff Rowe will discuss with SRF the options that are being looked at prior to the January meeting.

- i. Bond Closing Timetable
No change to closing timetable

c. BAN Update – Closing

This time is to be removed from the agenda.

d. Legal Counsel Update

- i. Knapp Lake – Interlocal Agreement Status

Andrew Boxberger stated the Interlocal Agreement with Knapp Lake has been finalized and presented to the District for approval.

Jacob Yahne made a motion to approve the Knapp Lake Interlocal Agreement as presented. Kim Hathaway seconded the motion. Roll Call Vote was taken Jeff Thornburgh – yes, Kim Hathaway – yes, Brian Davison – yes, Bob Weaver – yes, Neil Myers – yes, Edward Ormsby – yes, and Jacob Yahne – yes. The motion was approved unanimously.

e. Easement Packets

- i. Reminder Letter – Second Notice

Steve Henschen indicated that property owners are being encouraged to sign their easement packets. Of approximately 200 customers, currently, 38% of the sign easements have been received. The goal is to have as many agreements signed as possible. If an agreement is not signed, the grinder station will not be installed. As part of the project costs, the District will buy the grinder, and it will be placed in storage until

the customer ultimately signs the easement. The property owner will have to obtain the grinder from the District and have it installed at their cost. Steve Henschen presented the draft letter, and it was suggested that the letter be sent as soon as possible.

Jacob Yahne made a motion to approve the second connection notification letter be sent to property owners as soon as possible. Brian Davison seconded the motion. Roll Call Vote was taken Jeff Thornburgh – yes, Kim Hathaway – yes, Brian Davison – yes, Bob Weaver – yes, Neil Myers – yes, Edward Ormsby – yes, and Jacob Yahne – yes. The motion was approved unanimously.

f. Build, Operate Transfer

i. Status Update

Steve Henschen reported that the initial scoping meeting was held with the contractor. During the meeting, \$300,000 additional cost reductions were identified during the meeting. The final numbers from the contractor are to be obtained on Wednesday, December 10. When this information is received, it will be shared with Baker Tilly for them to update their preliminary rate report.

ii. Board Authorization – Advertise Public Hearing – 7 Days in Advance

Steve Henschen indicated that because the District is utilizing the Build, Operate Transfer process, a Public Hearing is required. It was decided that the Public Hearing would be held at the beginning of the January 12 Board meeting. Andrew Boxberger will prepare the notification.

Neil Myers made a motion for a Public Hearing to be held prior to the January 12 Board meeting to present the guaranteed maximum contract cost. Bob Weaver seconded the motion. Roll Call Vote was taken Jeff Thornburgh – yes, Kim Hathaway – yes, Brian Davison – yes, Bob Weaver – yes, Neil Myers – yes, Edward Ormsby – yes, and Jacob Yahne – yes. The motion was approved unanimously.

9) 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. Reappointments
 - i. Brian Davison
 - ii. Neil Myers

Andrew Boxberger reported that Brian Davison and Neil Myers are up for reappointment at the end of January. Brian Davison and Neil Myers are to email Andrew Boxberger their interest in reappointment in order to begin the reappointment process.

D. Other Business

12. PUBLIC INPUT

Todd Hammer, 336 EMS W17 – Mr. Hammer indicated he has properties on the non lake side of the road with no buildings. He stated at the last meeting it was mentioned that if a property owner is planning to build they can have a grinder station installed for a nominal monthly fee.

Steve Henschen indicated it would be a debt service fee only. Steve Henschen stated the project as designed at this time is for sewage producing structures, so if a property owner indicates they want to be part of the project, this will add costs to the project and will shrink the contingency amount down or at some point the District will have to say when construction permits are submitted or agree upon the final contractor amount it is built into the project. Steve Henschen indicated the advantage of building it onto the project would be to have more customers to pay the cost, but limited funds are available. It was suggested to include in the second notice letter the property owners who have a vacant lot and want service need to notify the District by January 31.

13. ADJOURNMENT

Kim Hathaway made a motion to adjourn. The motion was seconded by Neil Myers. The motion was approved unanimously. The motion was approved unanimously.

The meeting adjourned at 8:00 PM.

J:\Projects\2020 Projects\2020-0083 Tippecanoe Lake & Chapman Lakes Wastewater System\Meetings\2026\2026-1-12\1.a.
2025-12-08 Board Meeting Minutes.docx