

The Tippecanoe Chapman Regional Sewer District Board met in regular session on Monday, March 9 2026, 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 6:00 PM, and the Pledge of Allegiance was given in unison.

ROLL CALL:

TCRSD Board: Jeff Thornburgh, Brian Davison, Kim Hathaway (via Zoom), Neil Myers, Edward Ormsby, 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

a. February 9, 2026

Minutes of February 9, 2026, Monthly Board meeting were presented. Edward Ormsby made a motion to approve the minutes of the February 9 meeting. The motion was seconded by Jacob Yahne. Roll Call Vote was taken Jeff Thornburgh–yes, Brian Davison– yes, Kim Hathaway–yes, Neil Myers-yes, Edward Ormsby– yes, Bob Weaver–yes, and Jacob Yahne–yes. The motion was approved unanimously.

b. February 19, 2026 – Executive Meeting

Minutes of February 19, 2026, Executive meeting were presented. Edward Ormsby made a motion to approve the minutes of the February 19 Executive meeting. The motion was seconded by Bob Weaver. Roll Call Vote was taken Jeff Thornburgh–yes, Brian Davison– yes, Kim Hathaway–yes, Neil Myers-yes, Edward Ormsby– yes, Bob Weaver–yes, and Jacob Yahne–yes. The motion was approved unanimously.

c. February 19, 2026 – Special Meeting

Minutes of February 19, 2026, Special meeting were presented. Edward Ormsby made a motion to approve the minutes of the February 19 Special meeting. The motion was seconded by Brian Davison. Roll Call Vote was taken Jeff Thornburgh–yes, Brian Davison–yes, Kim Hathaway–yes, Neil Myers-yes, Edward Ormsby–yes, Bob Weaver–yes, and Jacob Yahne–yes. The motion was approved unanimously.

2. APPROVAL OF FINANCIAL REPORTS

a.) Monthly February 2026 Financial Report and Bank Reconciliation

Jeff Rowe indicated the February financials for the Tippy/Chapman service area total cash at \$2,514,263.64. Liabilities were \$38,381.000. Budget to actual revenue and expenses is \$530,142, which is \$140,442 over year-to-date budget. Operating expenses total \$226,159, which is \$8,741 less than year-to-date. The January 1 Bond payment, principal and interest payment was made at \$612,588; therefore, a short fall of \$286,827, which is much less than the estimated short fall.

Minimum reserve balance for the end of February \$1,065,159; therefore, the District has \$1,449,104 funds above the minimum reserve balance.

Jeff Rowe indicated the Webster Lake service area total cash is \$245,907.81. The \$784,000 Bond Anticipation Note is still outstanding as well as the \$40,000 loan from Kosciusko County. The only activity over the past month was interest income of \$1,066.00. Project related expenditures are at \$69,656, and repayment of the \$30,000 loan to the Tippy/Chapman service area. A total of \$98,590 of BAN proceeds have been spent.

Jacob Yahne made a motion to approve the February 2026 financials for the Tippy/Chapman and Webster Lake services areas as presented. The motion was seconded by Neil Myers. Roll Call Vote was taken Jeff Thornburgh–yes, Brian Davison–yes, Kim Hathaway–yes, Neil Myers–yes, Edward Ormsby–yes, Bob Weaver–yes, and Jacob Yahne–yes. The motion was approved unanimously.

b.) Approval of Claims

Kim Hathaway presented Claims for the approval of 34-line items from the Tippy/Chapman Operations Account totaling \$325,761.13. There were 5-line items Claims for Webster Lake totaling \$123,371.46, but these will not be paid until the SRF Webster Lake closing.

Kim Hathaway inquired about transferring from the construction account in the amount of \$100,230.13 will be moved to the Operations Account. Jeff Rowe confirmed the transfer is to occur since there are no further construction expenditures.

Edward Ormsby made a motion to accept the claims presented in the amount of \$325,761.13 as presented. The Webster Lake Claims in the amount of 123,371.13 will be paid at closing. 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, and Jacob Yahne–yes. The motion was approved unanimously.

c.) Gemini Monthly Deposit report from February 1 to February 28

Kim Hathaway reported the total monthly income was \$200,363.56 with a wastewater penalty of \$1,684.65 for a total wastewater collection of \$202,048.21. The deposit breaks down as follows:

- o Residential \$160,859.51

- Commercial \$12,027.61
- Vacant Lot \$1,563.40
- Mobile Homes \$22,789.89
- Multi-Family \$1,930.42
- Rental \$1,104.38
- Church \$88.35

3. FINANCIAL CONSULTANT UPDATE

1. Corrective Action Plan Update

1. Examination Report Comment 001 – Capital Assets
2. Examination Report Comment 002 – Internal Controls/Errors on Annual Financial Report
3. Examination Report Comment 003 – Annual Financial Report Capital Assets
Jeff Rowe reported that this will be included in this year's Annual Financial Report
4. Federal Audit Finding 2024-001 – Errors on Annual Financial Report
5. Federal Audit Finding 2024-002 – Schedule of Federal Assistance Preparation
6. Federal Audit Finding 2024-003 – Noncompliance with Equipment & Real Property Management Federal Compliance Requirement
7. Federal Audit Finding 2024-004 – Noncompliance with Federal Reporting Requirements

Jeff Rowe reported that all items on the Corrective Action Plan have been accomplished. The creation of the capital asset ledger that identifies all the Tippy/Chapman assets has been completed and incorporated in the District Annual Financial report, which was sent to Jeff Thornburgh and Kim Hathaway for review and completed in time. The two USDA Federal reports 442-2 and 442-3 have been completed and submitted. Jeff Thornburgh indicated the above Corrective Action Items will no longer be on the agenda as they have been completed.

A discussion was held regarding the increased cost of the State Board of Account audit. A letter to the State Board of Accounts regarding the cost of the audit, with copies to be sent to all District representatives.

4. OPERATIONS UPDATE

a.) Astbury Report

Matt Rippey reported there was an issue on February 1 at Lift Station 1. There was a power surge that took out the DC power supply. The loss of power affected the stations' RTU and the pump controller. The same incident caused a 120 V breaker that supplied power to the backup float system. The incident was discovered just beginning to overflow. The overflow did not get outside the fence. A Bypass/Overflow Report was submitted to IDEM on February 4 to comply with the 24-hour reporting requirements.

Matt Rippey indicated repairs were made to the lift station on February 4. The controller and the 24 VDC power supply were replaced. The area affected by the spill was treated with lime. In order to prevent an issue like this from going undetected in the future, the Primex Pump Watch RTU was programmed to call if it lost communication for more than 120 minutes.

Matt Rippey indicated on February 21 there was a slide-off accident near 4647 E. Armstrong Road. The vehicle hit an electrical distribution panel. The accident investigation was conducted by a DNR conservation officer. A request for a copy of the report has been submitted to the DNR. Jeff Thornburgh suggested Matt Rippey be added to the NIPSCO account should future electrical issues arise.

Matt Rippey indicated not a lot has changed in the inventory report. He did purchase a few lift station spare parts.

Total flow for February was 2,720,900 gallons; the average flow was 97.175 gallons per day. There was a total of 6 service calls in February and there were 58 utility locates.

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) Customer Connections – there were no customer connections in February
 - a) Connections completed

TIPPY / CHAPMAN CUSTOMER CONNECTION STATUS REPORT							DATE: 3/5/26	
DESCRIPTION	CONTRACT A		CONTRACT B		CONTRACT C		OVERALL TOTALS	
	(Each)	(%)	(Each)	(%)	(Each)	(%)	(Each)	(%)
Total Connections by Area*	670		676		442		1788	
Connections Completed**	615	92%	695	88%	404	91%	1614	90%
Connections Not Yet Completed	33	5%	68	10%	36	8%	137	8%
Vacant Lots or New Builds Not Yet Connected	22	3%	13	2%	2	0.5%	37	2%
Permits Received for Connections Not Yet Completed	14		24		11		49	

* Includes vacant lots being served by grinder stations

2) General Engineering Services

- a) Proposed developments within the service area
 - i. Tippy Heights development on Stanton Drive- no change since last month
 - (a) Construction of the gravity sewer is near completion
 - (b) Still need to install two duplex grinder stations
 - (c) Expect to be completed in a few months
 - (d) The first house is under the permitting process for Section 1
 - ii. Former Pie Eyed Petey's Site
 - a) May be redeveloped into:
 - i. 9 condo units
 - ii. Restaurant/brewery

- iii. Currently going through rezoning
 - iv. Expecting submission of Section 2 in the coming months
 - iii. T 52
 - a) Part of the original Baptist Camp may be redeveloped into luxury storage units (up to 28 units) with a common bathroom facility
 - b) Currently going through rezoning.
- 3) Webster Lake Service Area – East Shore
 - a. All permits have been submitted
 - b. Easement progress – 125 completed
 - c. Overall project schedule
 - i. Submit permits in early January
 - ii. Complete land acquisition by the end of February 2026
 - iii. Close on financing- March 2026
 - iv. Begin Construction Spring/early summer of 2026
 - v. Complete Construction May of 2027
 - vi. Customer Connections begin- June of 2027

7. CUSTOMER CONNECTION UPDATE

Final Customer connection notices were sent in January for Contract A. The final connection date for Contract B is May 13, 2026, and Contract C is June 26, 2026.

8. LEGAL COUNSEL UPDATE

- a. North Webster, Suite 112 – Office Lease

Andrew Boxberger stated the North Webster Community Office lease is due for renewal. There are no changes other than a change in renewal date. Edward Ormsby suggested item 2.04 be change as it currently reads “Tenant has the right to terminate this lease after renewal year one with a six-month written notice and a termination fee equivalent up to 25% of the remaining term rental income.” Neil Myers indicated this is a one-year lease and does not make sense as to why that is in the lease. Edward Ormsby indicated if this is the exact same lease it should not need to be renewed and there is not a term renewal in the lease and he suggested that the lease be approved subject to Andrew Boxberger and he will work on revision of item 2.04 for termination

Edward Ormsby made a motion to accept the lease agreement subject to revision of item 2.04. The motion was seconded by Jacob Yahne. Roll Call Vote was taken Jeff Thornburg –yes, Kim Hathaway–yes, Brian Davison– yes, Bob Weaver–yes, Neil Myers–yes, and Jacob Yahne–yes. The motion was approved unanimously.

9. EAST WEBSTER UPDATE

a. Update from Local Group

Jacob Yahne had no update.

b. Financial Advisor Update – Jeff Rowe

i. SRF Funding

Jeff Rowe stated at the last meeting as the closing date approaches, which was originally scheduled for March 12, we have been waiting on consent from SRF and USDA to issue the Webster Lake new debt. He stated this is common practice for the loan agreement with USDA and the financial assistance agreement with SRF that any time a District issues new debt a request consent from those entities needs to be issued. Consent has been received from SRF with two conditions. We are still waiting for consent from USDA and working through this. SRF does not want to close on March 12 without USDA consent. The new closing date is March 31 and SRF has agreed to the new closing date.

c. Legal Counsel Update

i. Resolution – Inclusion of Territory – EMS W16A Lane

Steve Henschen stated that a property owner, currently not within the project, has a non-sewage producing structure, but would like to make it buildable and asked to be included in the project and into the territory. At the February meeting the District gave tentative approval. This was presented to the County Commissioners, and they agreed and signed the actual petition. The District needs to formally accept the County's petition to include this territory in the project. Upon District's approval this item will be given to IDEM notifying them of this territory of the District.

Mr. Ormsby stated so as far as the District is concerned, these East Webster petitions, notices and hearings with opportunity for public comment and now the District is at the Rate Ordinance for approval.

Edward Ormsby made a motion to approve the Resolution authorizing the inclusion of EMS W16A Lane in the territory. The motion was seconded by Jacob Yahne. Roll Call Vote was taken Jeff Thornburgh–yes, Brian Davison– yes, Kim Hathaway–yes, Neil Myers–yes, Edward Ormsby–yes, Bob Weaver–yes and Jacob Yahne–yes. The motion was approved unanimously.

d. Engineering Update

i. Notice to Proceed – Board Approval to Issue After Closing

Steve Henschen indicated with closing expected to occur on March 31 and the District not meeting until April 13, would like to obtain the Board's authorization for Jeff Thornburgh or designee to sign the Notice to Proceed, upon successful closing.

Edward Ormsby made a motion to approve Jeff Thornburgh or designee to sign the Notice to Proceed, upon successful closing. The motion was seconded by Neil Myers. Roll Call Vote was taken Jeff Thornburgh–yes, Brian Davison– yes, Kim Hathaway–yes, Neil Myers–yes, Edward Ormsby–yes, Bob Weaver–yes and Jacob Yahne–yes. The motion was approved unanimously.

ii. Easement Updates

Steve Henschen reported over 85% of all grinder station easements have been received. All mainline easements have been received. If a property owner does not sign the easement agreement, the grinder station will be available and they will be required to install the grinder at their cost at the end of the project when time to connect. Signed Easements will still be accepted, but with the start of construction those property owners that had not signed prior to closing will be subject to additional costs for the contractor to remobilize to install their grinder.

iii. Permit Updates

All permits have been submitted, and the following permits have been received:

- IDEM Wastewater Collection System
- County Highway – should be issued in the next few days
- DNR – Lake Preservation Act is under review by the DNR and should be issued shortly
- Construction Stormwater Runoff – submitted as an NOI

iv. Status of Customer Variances

Steve Henschen indicated Variances would be for customers that have asked for grinder station placement set back further than the District's standards. The invoices for each customer that is affected by this will receive an actual invoice from the District and they will be required to pay the invoice. Once payment is received the changes will be incorporated into the project.

Steve Henschen stated 80 onsite or Team visits have been conducted and about 20 while in the vicinity. Therefore about 100 visits have been conducted out of the 200 properties.

10. GENERAL DISTRICT BUSINESS

- A. IFA Regional Planning Meeting required for financing – Brian Davison attended the February meeting in Peru and will attend the North Central meeting in April.
- B. District Administrator Hours – Wednesdays 9:00 AM to 1:00 PM
- C. Other Business

Steve Henschen stated with the closing moved to March 31. There are 2 trees near the pump station that need to be removed. These trees are Shaggy Bark trees and Indiana's requirement for removal of these trees is between October 1 and March 31. If these trees cannot be removed by March 31 it could delay the project. Selge subcontracted the removal of the trees at a cost of \$8,500. This will be paid as part of the routine invoice, but authorization to do the removal prior to March 31.

Edward Ormsby made a motion to the removal of 2 trees near the pump station prior to March 31 at a cost of \$8,500. The motion was seconded by Neil Myers. Roll Call Vote was taken Jeff Thornburgh–yes, Brian Davison– yes, Kim Hathaway–yes, Neil Myers–yes, Edward Ormsby–yes, Bob Weaver–yes and Jacob Yahne–yes. The motion was approved unanimously.

11. PUBLIC INPUT
No public input.

12. ADJOURNMENT

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

The meeting adjourned at 7:30 PM.

J:\Projects\2020 Projects\2020-0083 Tippecanoe Lake & Chapman Lakes Wastewater System\Meetings\2026\2026-03-09\1.a.
2026-02-09 Board Meeting Minutes.docx