

The Tippecanoe Chapman Regional Sewer District Board met in regular session on Monday, June 8, 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 6:30 PM, and the Pledge of Allegiance was given in unison.

ROLL CALL:

TCRSD Board: Jeff Thornburgh, Kim Hathaway, Bob Weaver, and Jacob Yahne

Carson, LLP: Andrew Boxberger

JPR: Steve Henschen, P.E., Jennifer Ransbottom

Baker Tilly: Jeff Rowe

Astbury: Matt Rippey

1. APPROVAL OF MINUTES

a. May 11, 2026

Minutes of May 11, 2026, Monthly Board meeting were presented. Jacob Yahne made a motion to approve the minutes of the May 11 meeting. The motion was seconded by Kim Hathaway. All were in favor. The motion was approved unanimously.

2. APPROVAL OF FINANCIAL REPORTS

a.) March, April, and May 2026 Financial Reports and Bank Reconciliations

Jeff Rowe reported that the Financial Reports for March, April, and May were being presented for approval. He apologized for the delay in finalizing the reports as issues were encountered with access to Bank of New York financial statements.

Jeff Rowe recapped the March financials and stated that they were required to transfer \$1.3 million from Crossroads to Bank of New York upon closing of the SRF funds for East Webster. These funds were wired to the Bank of New York on March 31; however, the accounts were not properly set up. It took Bank of New York a while to set up and Baker Tilly access to the financials. He also indicated the April financials were included and would review if the Board requested. The March and April financials reconcile with the bank statements.

Jeff Rowe reported the Tippy/Chapman as of May 31, the total fund balance of \$2,661,077, which includes the \$1,231,907 that was transferred to the Bank of New York. Total Bonded Indebtedness is \$38,381,000. Total actual operating receipts were \$1,099,541. Total operating budget receipts were \$974,200, which is \$125,341 above budget. Total operating disbursements, actual, were \$662,045, budget \$586,700; therefore, at the end of May \$75,345 below budget. It was noted that the 2026 budget was put together prior to having a full year of operation.

Jeff Rowe stated non-operating expenses, including interfund transfers, were at \$4,639,704, which was a little below budget. Non-operating disbursements were \$5,217,214, which was right on budget.

Jeff Thornburgh indicated he is concerned about operating income and operating expenses. In June or July, Jeff Rowe was asked to report on whether the District is covering its expenses at the rates in place.

The actual Comparison of Account Balances with Minimum Balances required is \$2,661,077, and the minimum balance required is \$1,429,170 for a positive variance of \$1,231,907.

East Webster total cash \$64,649. This is expected to grow since the District has begun collecting partial bills during construction. Total debt is \$7,406,000; \$5,000,000 of this debt is a forgivable loan. Operating receipts were \$25,178. There were no operating expenses. SRF proceeds drawn down were \$815,040. Non-operating disbursements were \$758,658. The original BAN payoff in March was \$333,006.

Jacob Yahne made a motion to approve the March, April, and May financials as presented. Bob Weaver seconded the motion. All were in favor. The motion was approved unanimously.

b. Approval of Claims

Kim Hathaway presented Claims for the approval of 34-line items for \$235,930.90.

Bob Weaver made a motion to approve Claims for \$235,930.90. Jacob Yahne seconded the motion. All were in favor. The motion was approved unanimously.

c. Gemini Monthly Deposit report from May 1 to May 31

Kim Hathaway reported the total monthly income was \$193,349.50, with a wastewater penalty of \$1,054.66 for a total wastewater collection of \$194,404.16. The deposit breaks down as follows:

- Residential \$162,076.99
- Commercial \$11,818.11
- Vacant Lot \$908.50
- Mobile Homes \$15,620.28
- Multi-Family \$1,865.42
- Rental \$971.85
- Church \$88.35

d. FINANCIAL CONSULTANT UPDATE

1. Upcoming SBOA Audit

Jeff Thornburgh indicated that Jeff Rowe and he spoke with Jennifer Marshall, Director of Audits. The 2025 audit will be conducted by the State Board of Accounts Auditors and not by the Crowe auditors. Jeff Rowe indicated this should be a smoother audit as the State Board of Accounts is familiar with the District, but the hourly rate for the auditor will be the same.

Jeff Rowe indicated the audit process will begin with a kick-off meeting with data requests and timing. An advantage will be that the State Board of Accounts will be

on site, even though documents will be shared electronically, and will have the ability for a face-to-face meeting.

Jeff Thornburgh indicated he received a letter from Alexander Nolte regarding the remaining \$17,140.20 USDA grant funds that need to be de-obligated. The District will sign the letter and close out the grant.

Jacob Yahne made a motion for Jeff Thornburgh to sign the de-obligated USDA letter for the remaining \$17,140.20 grant funds. Kim Hathaway seconded the motion. All members were in favor. The motion passed unanimously.

e. OPERATIONS UPDATE

a.) Astbury Report

Matt Rippey reported that the one anniversary of Astbury's contract with the District commenced on April 15, 2026. The remaining balance in the Maintenance account is \$4,682.08. As part of the reconciliation, Astbury proposed issuing a check to the District for \$4,682.08. A suggestion was made to reduce the current contract by the reconciled amount. Matt Rippey indicated he will follow up on this suggestion.

Matt Rippey reported on May 5 EVAPAR serviced the three generators that provide backup power, and no issues were found at that time. On May 17, an oil leak was discovered on the generator at Lift Station #1. EVAPAR found that a breather plug had become blocked, which caused oil to get pushed up through the air filter. The plug was cleaned, and the air filter was changed. EVAPAR also found the front seal had a leak and provided a quote to repair it for \$1,549.50, which was approved and awaiting repair.

This spring, two odor complaints were received from Lift Station #2. This station may be a candidate to install a carbon air scrubber similar to the one at Lift Station #3. Matt Rippey indicated he has requested a quote for a carbon air scrubber from the manufacturer.

Jacob Yahne made a motion to approve Matt Rippey to proceed with the purchase of a carbon air scrubber for Lift Station #2, not to exceed \$25,000. Bob Weaver seconded the motion. All members were in favor. The motion carried unanimously.

The total flow for the month of May was 4,977,000 gallons; the average flow was 160,548 gallons per day, down from the peaks in May. There were 21 service call-outs, which is higher than normal. There were 189 utility locates in May.

Andrew Boxberger indicated that a letter was sent last month because of the high flows from the rain events. Residents were asking for inspections. Does Astbury inspect these or not? Matt Rippey stated that if residents have questions, Astbury is available to answer them.

5. SUBCOMMITTEE REPORTS

a.) Finance Committee – No report.

b.) Engineering Committee – Steve Henschen stated that an Engineering Committee meeting was held on May 18. The property owner's last name Myers, whose property is located at 5744 E 450 North, claims the grinder was installed in an

incorrect location and the shared grinder is not deep enough to allow Myers to connect by gravity. After discussion, the Engineering Committee members had the following options: i.) The District pays to lower the grinder station, ii.) Myers installs an injector pump and pumps to the current grinder locations, or iii.) Myers applies for a Section 1 permit and lowers or relocates the grinder station at its cost. The Engineering Committee recommended that the Board pay \$7,000 to the property owner to help with his connection issues. Property owners must sign the settlement and release agreement before payment.

Jacob Yahne made a motion to approve the five (5) Engineering Committee Recommendations as presented. Kim Hathaway seconded the motion. All Board members were in favor. The motion was unanimously approved.

6. ENGINEERING UPDATE

A. JPR Engineering Update

Steve Henschen reported the following:

a) Customer Connections –

Tippy Chapman Non-Connected Properties by Contract					
Contract	Lots with Structures	# of Properties with Structures & Permits	Vacant Lots	# of VL Properties with Permits	Properties with Account Balance
A	12	10	25	2	5
B	41	17	13	1	2
C	25	14	2	0	6

*Includes vacant lots being served by grinder stations

General Engineering Services

a. Proposed developments within service area- Section 2 permits

i. Tippy Heights development on Stanton Drive- no change since last month

1. Construction of the gravity sewer is near completion
2. Still need to install two duplex grinder stations
3. Expect to be completed in a few months
4. The first house is under the permitting process for Section 1

ii. Former Pie Eyed Petey's site-

1. Restaurant/ brewery- in the former Marina building
 - a. Served by the existing grinder station installed with the project.
 - b. Recently connected sewer lines
 - c. Has a grease trap installed
2. 9 condo units- still in planning stages- no section 2 permit submitted yet

iii. T 52 area

1. Part of the original Baptist camp may be redeveloped into luxury storage units (up to 28 units) with a common bathroom facility -No updates this month

- a. Currently going through rezoning
- b. Small Site plan reviews- routed through the county
 - i. Reviews performed in April 2026- 10 reviews
- c. Section 1 permit reviews- 3 permit issued

7. CUSTOMER CONNECTION UPDATE

Customer connection deadlines-

Contract Final Notice deadline.

Contract A - December 22, 2025-Notice letters sent by certified mail on January 14, 2026

Contract B - May 13, 2026

Contract C - June 26, 2026

Andrew Boxberger indicated that two letters were sent, one for Contract A; they received their 90-day notice letter that expired in mid-May. The Board voted to begin fining \$1.00 beginning June 1. The letter was sent informing those residents of the fine. Residents will receive their first invoice in July. The Contract B letter informing them of their 90-day notice. Jeff Thornburgh indicated the Board will maintain the \$1.00 fine for 90 days; after those 90 days, the Board will determine if further impact will be needed.

Andrew Boxberger indicated Contract C final notice deadline expires June 26, which will be before the next meeting; therefore, their 90-day notice will be sent after June 26.

8. LEGAL COUNSEL UPDATE

- a. Improper Connection Letter – Discussed above

9. EAST WEBSTER UPDATE

- a. Update from Local Group

Jacob Yahne had no update.

- b. Financial Advisor Update – Jeff Rowe

No update

- c. Legal Counsel Update

No update

- d. Engineering Update

Steve Henschen reported that final design approval from IDEM for the modification of the new alignment through Webster Bay has been received. The PER Addendum has been submitted and is awaiting approval from SRF for the PER Addendum and Change Order

- i.) Status of Easement – 183 returned and executed is at 92%. There are 16 not returned as of yet (received 6 last month). There were 3 exemptions granted to existing septic systems.
- ii) Status of Customer Variances – Invoices were sent to 22 property owners with 15 payments received to date totaling \$44,163.59. Seven payments are now past due,

and final notices were sent. If payment is not received by May 18, the grinder station may revert to a location that meets the District's guidelines for grinder location.

iii) Construction Update

No Pay Application has been received from the contractor for the past month, as supplies are arriving. Selge, the contractor, is planning to begin construction around June 18 with pipe installation. They will begin on the north side of the pump station and move west. Three months of installing the main line and then back through, starting at the north end to install the laterals to each home/grinder. Grinders will be installed from November through March. This schedule is always subject to change.

iv. Change Order #2

Steve Henschen distributed the Change Order #2 for an increase of \$359.27 for property owners who want changes in the placement of their grinders, etc.

Jacob Yahne made a motion to approve Change Order #2, an increase in the amount of \$359.27. Bob Weaver seconded the motion. All members were in favor of the motion. The motion passed unanimously.

9) GENERAL DISTRICT BUSINESS

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

B. Modified Easement Request – 366 EMS W17

Jennifer Ransbottom stated initially it was thought that this property needed a Section 1 permit, but it was determined it did not.

C. PO – Rate Dispute – 416 & 418 EMS W17

Jennifer Ransbottom stated the property owner sent a letter was for 2 EDU, but once reviewed it needs to be reduced to 1.5 EDU for the guest house.

D. Other Business

Steve Henschen stated there are 2 property owners that are adjacent to each other but between the two of them is a platted public right-of-way. The grinder station that is being installed is for property owner A. Property owner B is complaining about where the grinder station's location is in the public easement, and it cannot be put there. But photographic evidence shows there are concrete stairways, handrails, landscaping, and all kinds of improvements. The staked location was right next to property owner B's concrete staircase, and the engineers were able to shift the placement of the grinder station a few feet. The engineers are still trying to find out if a grinder station can be installed in the public right-of-way.

- 10) PUBLIC INPUT
No public input.

- 11) ADJOURNMENT

Jacob Yahne made a motion to adjourn. Kim Hathaway seconded the motion.
All members were in favor. The motion carried unanimously.

The meeting adjourned at 7:34 PM.

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