

The Tippecanoe Chapman Regional Sewer District Board met in regular session on Monday, August 10, 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, Brian Davison, Kim Hathaway, Neil Myers (via Zoom), 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. July 13, 2026

Minutes of the July 13, 2026, Monthly Board meeting were presented. Jacob Yahne made a motion to approve the minutes of the July 13 meeting. Bob Weaver seconded the motion. A roll call vote was taken: Jeff Thornburgh–yes, Brian Davison– yes, Kim Hathaway–yes, Neil Myers – yes, Bob Weaver– yes, and Jacob Yahne–yes. The motion was approved unanimously.

2. APPROVAL OF FINANCIAL REPORTS

a.) July 2026 Financial Reports and Bank Reconciliations

Jeff Rowe presented for approval the July Financial Report for Tippecanoe Chapman Lakes for approval. Total cash as of the end of July was \$2,192,224. Total Bonded Indebtedness was \$37,978,000. Actual to budget total operating receipts were \$1,519,923, which is about 11% above the year-to-date budget. Operating expenses total \$926,426 which is trending a little bit higher than budget. Total decrease in cash year-to-date was \$608,866.

The ending fund balance compared to the minimum balance required was \$2,192,224 compared to the total minimum balance required of \$875,312; therefore maintaining a strong cash position.

Jeff Rowe presented for approval the July Financial Report for East Webster. Total cash was \$105,276. Total bonded indebtedness was \$7,405,000, with a reminder that \$5M represents forgivable BAN money from SRF. Unmetered collections totaled \$32,033 and variance payments received in the amount of \$42,024, for a total of \$74,057 of income. Operating disbursements totaled \$556. To date, most transactions relate to the project and most draw down proceeds and payment of project related expenditures. Total decrease in cash of \$239,222.

The ending fund balance compared to the minimum balanced required was \$105,276. The minimum balance required is \$48,613; therefore, a positive variance of \$56,663.

b. Approval of Claims

Kim Hathaway presented Claims for the approval of 40-line items, except a duplicate charge on the Carson LLP invoice of \$3,740.49. With this change, total Claims are \$201,711.58.

Brian Davison made a motion to approve the July Financials for Tippecanoe and Chapman Lakes and East Webster as presented and Claims in the amount of \$201,711.58. Jacob Yahne seconded the motion. A roll call vote was taken: Jeff Thornburgh–yes, Brian Davison – yes, Kim Hathaway–yes, Neil Myers– yes, Bob Weaver–yes, and Jacob Yahne–yes. The motion was approved unanimously.

Jeff Rowe distributed the year-to-date financial matrix showing what things look like on a month-to-month basis and a year-over-year basis. The report shows estimated annual revenues. Items noted were compared: estimated monthly tracking actual revenues to actual disbursements. It appears that, every month, the District collects approximately \$89,000 above the operating expenses, but when taking into account the debt service payments every month, the District is falling a little bit short, approximately \$13,000 a month. Revenues are still on track. Expenditures rose a little. Looking at the numbers annualized, the shortfall would be approximately \$160,000. The Finance Committee will analyze where costs can be reduced or saved to get to the \$125 debt service coverage. A Finance Committee meeting will be scheduled in the next couple of weeks.

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

Kim Hathaway reported that the total monthly income was \$203,455.39, with a wastewater penalty of \$1,222.01 for a total wastewater collection of \$204,677.40. The deposit breaks down as follows:

- Residential \$172,880.68
- Commercial \$11,703.94
- Vacant Lot \$975.73
- Mobile Homes \$12,373.42
- Multi-Family \$4,328.89
- Rental \$1,104.38
- Church \$88.35

3. FINANCIAL CONSULTANT UPDATE

1. SBOA Audit Started

Jeff Rowe indicated that the District received an email from SBOA to begin the audit and provided a list of forms to be completed before starting. The forms have been prepared and will be sent to the Board for execution.

4. OPERATIONS UPDATE

a.) Astbury Report

Matt Rippey indicated he received a couple of calls from property owners around Lift Station #1 about odors that seemed to have gotten particularly bad during the

warm weather. He indicated he met with the property owners on site. There is a small passive carbon filter in Lift Station #1, and the media was changed in April, but due to the complaints, the filter was changed on July 23. Matt indicated he is looking into getting a timer for the wet well wizard so that the blower would run between 11:00 PM and 5:00 AM. A 24-hour programmable timer, including installation, is \$785.00. The other option is a carbon scrubber like the one installed at Lift Station #3. The quote for the carbon scrubber is \$15,106.15.

Matt Rippey indicated there is a recurring issue with the grinder station at 6957 Kalorama Road. The grinder is a Type 1 grinder that is having issues keeping up with flow from this property. The home has an apartment over the garage and a boathouse by the lake, which has a sewage ejector pump that discharges to the grinder station. Since it was connected in May of 2026 intermittent calls about alarms. An alarm delay was installed in June, but they still had alarm issues. The grinder station has overflowed in the past. This station may be a candidate for a Barnes grinder pump, which pumps at a high rate. The approximate cost for this station is \$4,267.58. Steve Henschen indicated the Engineering Committee recommended what was done in a previous situation: if the homeowner agrees to buy the upgraded pump with higher capacity, the District would switch it and have the spare available. Andrew Boxberger: The Engineering Committee recommended amending the use ordinance to 15 gallons per minute; if a discharge is more than 15 gallons per minute, they would be responsible for correcting the issue.

Matt Rippey reported the June total flow was 6,273,600 gallons; the average flow was 202,374 gallons per day. There were 13 service calls in July.

b.) Annual Compensation Adjustment

Andrew Boxberger indicated the Annual Compensation has been completed.

5. SUBCOMMITTEE REPORTS

a.) Finance Committee – No report. Jacob Yahne indicated he is reviewing the financials for the past 4 years and will be putting a report together for the Finance Committee to review.

b.) Engineering Committee – Steve Henschen: The Engineering Committee met, and there were 8 items reviewed by the Engineering Committee and their recommendations.

Item 1: Property owner at EMS Lane C2 issue with stone drive. It was decided no action was required at this time.

Item 2: Customer connections that discharge to District's grinder at greater than 14 gpm. Owner will be offered the option to pay for upgraded grinder station with higher capacity, which is consistent with previous action. Ordinance and standard will be amended to be consistent.

Item 3: Webster Lake Service Area - two property owners have a shared grinder. Both signed easements, one property is exempt (9294 E Backwater Rd) and the other is not exempt (9284 E. Backwater Rd). The exempt property owner asked if they could be included in the project to pay debt service only for the grinder station, but not connect, so when their system fails or their exemption expires the grinder station will be there and they had already been paying for it. Steve Henschen indicated this change is actually no change to the project cost because the shared grinder is already in the project budget to serve those 2 properties. The Engineering Committee suggested approving this concept. Andrew Boxberger has already prepared a special agreement for the property owner to sign.

Item 4: Plugged lateral that occurred on Chapman Lake. Astbury handled it in less than 24 hours. The Engineering Committee indicated that no action was needed, as the cost of this repair will be covered by Astbury's Maintenance Fund.

Item 5: 48 EMS T24 Lane - The property owner is doing a tear-down and rebuild, but the rebuild encroaches upon the easement. The house structure is staying in the same location, but where the lateral runs under a concrete drive will be taken out, and a deck will be built on top of that, so the lateral will be under the deck. This has been looked at with Astbury. It will limit access a bit, but it is a shared grinder, so we will be able to go to the property next door. The Engineering Committee recommended that if the property agrees to sign an encroachment agreement, they would be ok with the encroachment.

Item 6: Odor complaints at Pump Station #1. Engineering Committee wants to make sure to address the odor issue. Feel will be a good steward of District funds and will work through the timer issue first, which will cost less than \$1,000 to get that installed. Will then monitor that, and if still having issues, then the District will proceed with installing a drum scrubber similar to what is at the other pump station.

Item 7: Property owner on Webster Lake has asked for an exemption after the fact. They formally requested exemption 30-40 days after the exemption period ended. After reviewing the circumstances, the Engineering Committee recommends no further action, and the property owner will not be granted exemption.

Kim Hathaway made a motion to approve the Engineering Committee recommendations as presented above. Jacob Yahne seconded the motion. A roll call vote was taken: Jeff Thornburgh—yes, Brian Davison – yes, Kim Hathaway—yes, Neil Myers— 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:

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	11	10	25	3	5
B	32	17	13	1	2
C	19	14	2	0	6

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) Still need to install two duplex grinder stations
 - ii) Former Pie Eyed Petey's site-
 - (1) 9 condo units- still in planning stages- no Section 2 permit submitted yet.
 - (2) Will be replacing current Type 3 grinder simplex, being used by Brewery, with a Type 4-unit duplex that will be shared by Condos and Brewery.
 - iii) T 52 area
 - (1) The Oaks Lots 1- 5-
 - (a) Lakefront parcels already served with a pressure sewer system
 - (b) Developer will install grinders and electrical system
 - (2) Luxury storage units- Part of 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 July 2026 - 8 reviews
- c) Section 1 permit reviews- 2 permits issued

7. CUSTOMER CONNECTION UPDATE

Customer connection deadlines

Contract A - Deadline for Connection Date – December 22, 2025

- i. Notice of Fines

Contract B - Deadline for Connection Date – May 13, 2026

- i. Certified Letters Mailed – Contract B – Non-Connected Property Owners

Contract C – Deadline for Connection Date - June 29, 2026

- i. Certified Letters Mailed – Contract B – Non-Connected Property Owners

8. LEGAL COUNSEL UPDATE

No update.

9. EAST WEBSTER UPDATE

a. Update from Local Group

No report

b. Financial Advisor Update – Jeff Rowe

No update

c. Legal Counsel Update

i. Gemini Contract Update

Andrew Boxberger indicated that the billing contract with Gemini has been updated to amend the contract for Tippy Chapman and to create a separate contract for East Webster, keeping those contracts separate. The contract is with Gemini; however, they have requested a rate increase. Jennifer Ransbottom indicated Gemini has asked for a .25 increase per EDU. The District is currently paying \$2.50 per EDU, an increase to \$2.75 per EDU. They also asked for a postal increase from \$100.00 to \$125.00. This increase would raise the Tippy bill by another \$566 per month. East Webster would be a \$56.00 per month increase. Ashley at Gemini will be notified to proceed.

d. Engineering Update

e. Webster Lake Service Area- East Shore

a. Easement progress

i. 190 returned and executed (95%)

ii. 9 not returned yet

3 exemptions granted to existing septic systems

b. Variance invoices for non-standard installations-

i. Invoices were sent to 22 property owners

ii. Received 15 payments to date totaling \$51,499.89

iii. 4 payments are now past due

1. Grinder station will revert to a location that meets District guidelines for grinder location

c. Construction Project Budget- attached

No changes for this month. Revised contract is running 2.1% below the original contract amount.

d. Contractor Schedule- Approximately 32% through the contract time. Making good progress with 22% of the mainline pipe installed. Selge is just starting to install pressure sewer laterals. Grinders are not in, but they are ordered, and the first 2 shipments are expected in September.

e. Change Orders- none this month

- f. Pay Applications- see attached
 - i. Pay App 1- Amount Due- \$280,326.61. The Pay App has been reviewed and found to be appropriate.

Kim Hathaway made a motion to approve Pay App 1 for a deduction of \$280,326.61. Brian Davison seconded the motion. A roll call vote was taken: Jeff Thornburgh–yes, Brian Davison – yes, Kim Hathaway–yes, Neil Myers– yes, Bob Weaver–yes, and Jacob Yahne–yes. The motion was approved unanimously.

- g. Construction Update
 - i. Notice to proceed issued to Selge Construction Company, Inc. on April 1, 2026
 - ii. Construction has started with tree removal at the Pump Station site
 - iii. Contractor submittal process is ongoing (for equipment and materials)
 - iv. Contractor set stakes for grinder stations and other structures
 - v. Selge has performed about 50% of gravity lateral grade checks
 - vi. Current status
 - 1. Contractor installing main line pipe
 - a. Generally working from north to south
 - 2. Contractor installing laterals
 - vii. Grinder installations- starting is September/ October

10. GENERAL DISTRICT BUSINESS

- A. District Administrator Hours – Wednesdays 9:00 AM to 1:00 PM
- B. Other Business

11. PUBLIC INPUT

Mike Anneriono – I am here to address the odor with Pump Station 1. My first question is: has the Pump Station 3 issue been successful? Matt Rippey indicated Astbury has had no further complaints. Mr. Anneriono indicated he has a building behind Pump Station 1, and there have been 3-4 times during the summer that he has had to close the door because he could not work in the building due to the odor. He completely understands being financially responsible, and there are steps through this whole process. I don't agree with the first remedy, as people sleep with their windows open at night, and this is more than the fact of my building; it goes up the block. It is affecting other properties. He indicated he plans to build a house there next year, and with the fumes there, he cannot build. Matt Rippey indicated the time could be set within 2 weeks. The lead time for the scrubber is 8-10 weeks. Jeff Thornburgh suggested getting the scrubber on order just in case.

Bob Weaver made a motion to order the scrubber unit for Pump Station 1. Jacob Yahne seconded the motion. A roll call vote was taken: Jeff Thornburgh–yes, Brian Davison – yes, Kim Hathaway–yes, Neil Myers– yes, Bob Weaver–yes, and Jacob Yahne–yes. The motion was approved unanimously.

12. ADJOURNMENT

Brian Davison made a motion to adjourn. Kim Hathaway seconded the motion. A roll call vote was taken: Jeff Thornburgh–yes, Brian Davison – yes, Kim Hathaway–yes, Neil Myers– yes, Bob Weaver–yes, and Jacob Yahne–yes. The motion was approved unanimously.

The meeting adjourned at 7:41 PM.

"J:\Projects\2020 Projects\2020-0083 Tippecanoe Lake & Chapman Lakes Wastewater System\Meetings\2026\2026-09-14\1.a. 2026-08-10 Board Meeting Minutes.docx"