

# Tippecanoe & Chapman Lakes Board Meeting Minutes

North Webster Community Center – 100 W. Center St. Warsaw, IN 46580

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The Tippecanoe Chapman Regional Sewer District Board met in regular session on Monday, October 12, 2020 at 6:30pm at the North Webster Community Center

## MEETING ATTENDANCE:

## ROLL CALL:

TCRSD Board: Jon Tyler, Ed Ormsby, Bob Weaver, Jeff Thornburgh, Chuck Simpson,  
Kim Hathaway, Brian Davison

Miner & Lemon, LLP: Chad Miner

Baker Tilly: Jeff Rowe

JPR: Ken Jones

John Tyler begins meeting at 6:34pm with Pledge of Allegiance

Approval of Minutes (September 14, 2020)

Jeff Thornburgh motions for approval of meeting minutes. Motion seconded by Bob Weaver  
Motion approved unanimously.

## ENGINEER SELECTION

- The Board reviewed the Proposal submitted by Jones Petrie Rafinski. No other Proposals were put forward
- It is the recommendation of the executive and engineering committee to approve the Proposal from JPR
- Making the selection allows the Board to continue with the standard timeline
- Motion made by Ed Ormsby for approval of JPR as District Engineer. Motion seconded by Brian Davison. Motion approved unanimously
- Ken expressed his appreciation to the Board for hiring JPR to work with TCLRSD on this project

## PROGRESS REPORT

- Ken Jones will provide the Board with a written progress report each month to go along with the meeting minutes and agenda
- All of the work JPR has been authorized to work on is underway and JPR is expecting to receive an update on the first section of mapping by the end of the week
- Photography was completed in earlier this year
- The engineering team has completed the preliminary analysis update for the low-pressure alternate and vacuum sewer alternate and PER mapping has been updated to reflect the hydraulics of both systems. The comparisons between both options and information on PER mapping will be made available to the Board at their next meeting to review
- The research on public right-of-way has begun. Kenny Jones (JPR) will provide a report and is preparing a detailed spreadsheet of all of the roadways JPR is researching as to whether they are open right-of-way or private road

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- JPR had a discussion with Richard Kemp (County Surveyor) and may be joining the team as a sub-consultant assisting with research
- JPR has begun assembling property owner's listing which will have 100% of the property owners in the service area, including contact address, parcel tax code ID. This is important when preparing easement acquisitions
- The database will also be used to establish the customer billing system
- The historic, archaeological and wetlands review is underway
- JPR is currently having bi-weekly internal department meetings for this project
- The PER is on track to be completed by the end of the year and the goal is to have the Public Hearing in December to adopt the PER

## DISCUSSION OF CLAIMS SUBMITTAL AND PROCESSING PROTOCOL, ACCOUNTING SERVICES DISCUSSION

- The Board had their first opportunity to begin receiving invoices
- JPR, Baker Tilly and Ice Miller have submitted invoices
- As the Board begins to work on their framework, it would be up to the Board and the treasurer to decide what the protocols for receiving, reviewing claims, and the submittal of claims to the Board from vendors
- There was an offer by Jeff Rowe to assist with accounting service and the Board will soon be required to submit a report to the State of Indiana
- Jeff Rowe indicated the Board does have an EIN number and has been forwarded to Patty Zelmer
- The Board has established a P.O. Box
- Tippecanoe and Chapman Lakes Regional Sewer District
- P.O. Box 572 North Webster Indiana 46555-0572
- This previous address (County Courthouse – 100 W. Center Street, Warsaw, IN) will need to be updated to reflect the new address
- Ken recommends for the Board to decide what the protocols are for submittal of invoices and how they will process those claims. These items will need to be on the Board's agenda for approval
- Jeff indicated they can provide the Board with a claim approval docket sample
- The Board will need to have the District treasurer, with the assistance of JPR or Baker Tilly assist with setting up the Board from a bookkeeping standpoint
- Baker Tilly can provide the Board or the Finance Committee (Kim Hathaway, Ed Ormsby, and Chuck Simpson) with a checklist of items that the Board will need to set up
- Jeff will provide the Board with this checklist at the next Board meeting
- Ken agreed with Chad that it is routine for the vendors to submit claim dockets that get presented to the Board at their monthly meetings for approval and then payments are issued out
- It's routine for the claims process to be reviewed and if they make it to the claims docket then the treasurer or committee that reviewed them can proceed with processing payment

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- Discussion to adding a second person to the checking account and it was recommended to add the Board President, Jon Tyler
- To make the process simple, a cut-off date for suppliers and vendors to submit invoices by month's end was suggested. This allows time for the claims to be reviewed by the finance committee and treasurer with the goal of preparing a spreadsheet to present to the Board on the second Monday
- Chad Miner presented invoices to the Board for approval

## JPR

- \$37,400 - Engineering Services
- \$563 - Website
- Total - \$37,963
- lump sum to maximum percent complete basis
- The Board will see some reimbursable expenses over time and JPR will be tracking this internally. The Board can ask for an accounting of these expenses at any time and JPR can provide the accompanying invoices
- JPR has budgeted almost 50% less than what the Historic and Archaeological Review would cost and JPR is going to pass through a reimbursable for what was originally in the budget for this expense and the rest would be paid out of JPR's fee
- JPR estimated the budget at 60,000 for the Historic and Archaeological Review and it is \$135,000, therefore the balance would be coming from JPR's fee

## Ice Miller

- \$25,000 (general summary of work completed)

## Baker Tilly

- \$22,676.49 (itemized)
- Broken down by the hour

## Lemon & Miner

- 12,872.32 (itemized)
- does include some advances such as publication costs
- broken down by the hour

## INVOICE SUBMITTAL

- total of four invoices submitted
- Chad recommends a motion to approve invoices
- Jeff Thornburgh suggests the Board table the approval of the invoices in order to review and a further explanation is provided for invoices received
- After discussion, it was recommended for the Board to move and pay those invoices subject to Kim's subsequent review and approval
- Motion made by Ed Ormsby for Board to pay invoices subsequent to Kim's review and approval. Motion seconded by Chuck Simpson. Motion approved unanimously.
- Discussion on how vendors are to submit claims
- The Board recommends emailing any invoices to the finance committee by the end of the month for consideration and then a claims docket can be created

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## ACCOUNTING SERVICES

- Discussion on professional guidance and setting up accounting system that is compliant with the State of Indiana
- A financial report will need to be created after the first of the year
- Set up a meeting with the finance committee and Jeff Rowe (Baker Tilly)
- Jeff can include what the monthly and annual financial reporting requirements are to the Board and the State along with the checklist of items
- Chad suggests to the Board work with Baker Tilly to assist with accounting services prior to establishing the billing system
- For now, the Board can get by with a simple process. Once TCLRSD get closer to construction the Board will want to transition to a contract basis or hiring employees to handle the business aspects of the Board
- The finance committee has agreed prior to the next Board meeting to further discuss accounting services

## PUBLIC NOTICE AS TO THE INTENT TO EXTEND SERVICES IC 13-26-5-6.5

- Ken indicated it would be up to the Legal Counsel to determine how the interpretation of the Public Notice requirement is met
- There is the option to provide notice at the time of finance closing or when the Board makes the decision to develop the project
- Public Notice can be issued via direct mail or publication
- JPR is working on creating a list
- Chad recommends getting this done early if possible
- Jeff suggests that tax records be done at the same time
- Ken will follow-up to confirm tax records are being completed
- Publication needs to be published three consecutive weeks and within 60-days of the Board making the decision to extend services
- TCLRSD will be publicizing the Public Hearing to approve the PER
- The Board agrees on issuing public notices by direct mail and publication with the knowledge of additional expenses to do both
- Public Notices will be mailed to the tax recorded address

## LOW PRESSURE OR VACUUM ALTERNATES

- JPR has conducted on-site meetings with property owners
- In the case of low-pressure sewer and vacuum sewer, both options rely upon a collection basin that would be placed either every other home or every single home

## LOCATION OF PUMP BASINS, OR VACUUM BASINS

- Two homes can use the same basin that would typically go on a property line between two homes and a service lead would go on each property. The property owner would then be asked to build their connection to the service lead
- JPR plans for 65% or more to be shared basins
- The alternative would be for the property owner to choose to place that connection basin near their connection point, septic system, or waste line

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- This is important to the engineers as they need to know beforehand to plan the system appropriately
- JPR recommends the first option where the Board controls the location and the property owners build their connection line to the service lead
- With the first option it is recommended that the basin be located no closer than 10 feet to the edge of the main travel portion of the roadway (i.e./in the right-of-way or on private property and no farther than 20 feet from the edge of the paved portion of the road)
- Benefits include a cost saving measure relative to the maintenance and care of the system and costs
- The downside is the property owner is expected to build their system to it regardless of how far they are from the connection point
- JPR would expect property owner contact to increase going forward
- Ken Jones recommends for the Board to make the decision on whether the Board is going to accommodate property owners by locating their collection basin or connection point well within their property in the most feasible but convenient location or whether the Board is going to control the location of those connection points
- If the Board decides not to accommodate the property owners, there is going to be a higher cost variable to the property owner to connect
- Typically, the District will provide any maintenance service
- The engineering team is trying to maximize properties to share a basin as this piece of equipment can be expensive, one of the biggest costs in the project
- The Basins are included in the Public Works and owned and installed by the District
- Typically, the Board would want the property owners to connect via gravity, if feasible
- The property owner Ken Jones met with prior to the meeting would not be able to afford a gravity connection considering how deep in the ground the connection would need to be. His septic tank is located outside of his home and he pumps his effluent waste up to the top of the hill to his absorption field. In this case, if he were to take his effluent pump out and replace it with a waste ejector or sewage ejector pump, he would typically put a 2" or 1 ½" line for a waste ejector to pump the waste up the hill. He would most likely pay \$13-\$17 per foot plus the cost of the pump that he would need to install. This cost would be around \$2,500 to \$3,000
- The Board expressed their concerns on property owner costs
- JPR would not recommend individual pumps due to their significant costs
- A lot of them are going to be near the road and will be sharing. Then, there will be some that will be farther off
- The Board would like to know how many of the property owner's pumps would be farther off
- JPR suggested a field reconnaissance, if needed, to determine how many pumps would be farther from the road than what is being suggested or the number of those properties that would be impacted
- Ken will come back to the Board next month and provide the board with an update on field work prior to the Board making a decision on this topic

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- JPR will also try to buffer their cost estimate given the scenario that causes the service lead quantity to go up
- JPR is evaluating a vacuum system and in this case, there is no pump but an atmospheric valve

## POWER SUPPLY

- The pump can be powered by both homes powered by the homeowner's panel
- The grinder pump stations that were built in Lakeland are powered by the homeowner's panel. In this case, where they have a shared grinder pump, the pump itself is powered by both homes and built into the panel is an alternating switch. The District set the basin and the property owner was required to bring a power lead to the panel.
- Placing the pump by the road lends itself better to building the electrical connection as part of the project and doesn't rely on the property owner's power supply
- JPR will work on providing the Board an estimate of the percentages of those property owner's whose pump basins cannot be located by the road
- JPR researched the area and both lakes are served by 50% Nipsco, REMC 50%
- Nipsco uses a flat rate tariff for any pumps under 200(hp), no meter required
- In Lakeland and Steuben, everything is provided by the District except for the power supply
- In Koontz Lake the grinder pumps were installed in a controlled construction envelope and the District built the electrical system.
- There may be a District or two that does both
- There was an electrician that called Ken and offered to speak to the Board
- The Board asked how much the electrical system would run
- Ken plans to invite an electrician who did the electrical connections in Lakeland District to provide more information to the Board

## LEASE AGREEMENT

- Chad presents to the Board the lease agreement for signature
- \$6,900/yr. or (\$575/mo.) beginning October 1<sup>st</sup>, 2020 through the end of September of 2021
- Subsection 7.03 references 7.04 but should say 7.03 (needs corrected)
- Write in Tippecanoe and Chapman Lakes Regional Sewer District (remove Tippe Chapman)
- Subsection 8.01 refers to 9.01 but should reference 8.01 (needs corrected)
- Motion was made to approve the lease with the documented changes by Chuck Simpson. Motion was seconded by Kim Hathaway. Motion approved unanimously.
- Chad will provide Kelly with the signed lease agreement

## INSURANCE STATUS

- Discussion on property insurance
- Chad started on the bonding application and will follow-up

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## PUBLIC INPUT

Public asked if there is an example of the vacuum sewer system

Ken Jones answered there are not many Districts that have vacuum sewer systems, however, there is one at Lake Bruce in Fulton County that serves 350 customers, another at Manitou Lake in Rochester, Indiana, Webster Lake, and possibly one or two in LaGrange.

Public made the comment that it would be interesting to see what areas will have the high connection issues with regards to distance and what are the proximities to the street. He also made the comment if the Board was going to find some way to help those property owners who will have trouble meeting those cost hurdles and if there will be any upcoming discussions on payment programs or ways to mitigate property owner concerns and those with hardships.

Discussion relative to this topic will be on the next meeting's agenda

Public input was made if there are going to be further discussion on how the Board moves forward with Camp Crossley

The Board understands there are facilities that have large collection systems already in place and they will need to have further discussion on how they are going to address those areas as they will be much different than residential properties. The Board will explore this topic as they go forward.

Public input was made that property owner is in the process of building a home and they will need to put a septic system in because sewer is not available. She would like to know where she stands when the sewer system is complete if she were to spend \$20,000 on a new septic system.

Ken Jones replied that it will be a year before they start construction and at least 18-24 months to build the sewer system. Homeowners that have built a brand-new septic system have the right to request an exemption from connection. The property owner would need to have a qualified system inspector and a permit to build. Then property owner would have the information from the inspector and provide request to the Board in writing for an exemption from connecting to the sewer project. The Board would react to this request. The property owner can request a 10-year exemption and then two additional 5-year exemptions. If the property owner was to hook in a later time, they would be subject to charges. This is something the Board will establish. Typically, there is a connection fee increase over time until it reaches a plateau. If the property owner is granted the exemption, then 10-years later, the property owner would pay something different than the property owners who connected initially.

Meeting adjourned at 8:20pm