

Tippecanoe & Chapman Lakes RSD Board Meeting Minutes

North Webster Community Center – 301 N Main St, North Webster, IN 46555

March 09, 2020

Attendees: Jeff Thornburgh, Jon Tyler, Edward Ormsby, Bob Weaver, Chuck Simpson, Brian Davison, Kim Hathaway (not present), Ken Jones (JPR), Chad Miner (Miner & Lemon, LLP), Jeff Rowe (Baker Tilly), Patricia Zelmer (Ice Miller), Kosciusko County Commissioners, Kosciusko County Council Members

11am-1pm – CURRENT ACTION ITEMS

I. Introductions

- Swearing in of new Board Members
- Bob Weaver, Ed Ormsby, Jon Tyler, Jeff Thornburgh, Chuck Simpson
- The seventh Board member will be appointed by the selected treatment provider.

II. Discussion of Possible Treatment Providers

- The determination has not yet been made who the provider will be (Lakeland or Warsaw).

III. Election and Non-Election of Officers

- The following selection (by vote) will be tabled at the next meeting:
 - President
 - Vice President
 - Secretary
- The board will need to appoint District Advisors for legal, financial and engineering at the next meeting. Ed Ormsby asked for proposed letters of engagement to the Board members prior to the next Board meeting to be reviewed in advance of their selections.

IV. Mission Statement

- Discussion of possible mission statement and branding for the Board. Examples were handed out to the Board members.

V. Consideration and Adoption of By-Laws

- Chad Miner will review and add indemnification to By-Laws.
- The By-Laws will be written and sent to the appointing bodies, in addition to the Board of Trustees, for approval.

VI. Setting of the Regular Monthly Meeting Schedule (Time, Date, Month, and Location)

- Future meetings will take place on the **second Monday of every month** going forward beginning at **6:30pm**.
- **Next meeting date, Monday, April 13th @ 6:30pm.**
- Marsha or Victoria will determine if the North Webster Community Center is available for future meetings.
- Chad Miner will publish future Public Notices for meetings until a secretary for the Board has been appointed.

VII. Activation Briefing & Project Discussion Including the Required Facility Plan, Timelines, etc.

- JPR has done an analysis on two options for treatment (Regionalize with LRSD or Regionalize with Warsaw). The other option is to build a new WWTP).

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- Rates and adjustments for customers are entitled to in-depth review as to how rates are developed. Under the Agreement the Board would be limited to the type of leverage they would have to oppose the rate adjustment providers.
- Patty Zelmer (Regionalization) – SRF program is very popular with their good financing terms. They encourage regionalization and would want to see the length of the agreement as long as the bond issue which is typically between 20-40 years. They are familiar with similar treatment agreements.
- Ken indicated that typically, we try to get a feel from treatment providers and then develop an outline of how the Agreement can proceed.
- Brian Davison (Rates) – Rate justification is typically based on how much capacity you buy. The City of Warsaw billed per 1,000 gallons and currently has three customers (Winona Lake, Town of Leesburg and a trailer park and each determines their buy-in capacity. With the last rate adjustment, the rates were about the same or even lower. Baker Tilly handles the City of Warsaw's rate analysis.
- The next four sessions will include the development of the interlocal partnership.
- Beyond the sixth or so meeting we should be providing an update and heading toward design (9-10-month meeting period). During that time the Board will want to continue extensive public outreach.

VIII. Timeline

- 36-48 is typical (Ken Jones)

IX. Discussion of Advantages/Disadvantages of Treatment Options

- The two treatment options are equally advantageous.
- Treatment at Lakeland is more complicated and the only way for them to be able to provide treatment would be to double the capacity of their treatment plant, add a treatment train and upgrade their equipment. However, they have a great system in place.
- The low-pressure sewer system, recommended by Ken Jones for collection and the treatment at Lakeland is about \$42 million.
- The cost to connect to the City of Warsaw would be around \$37.5 million. The City of Warsaw currently has the capacity to provide treatment of wastewater. In this case, the Warsaw treatment plant is less complicated and running to Warsaw would be a closer connection.

X. Facility Plan

- Restatement of all the facts and statements that were developed in the previously completed PER.
- Baker Tilly will be providing funding options and rate schedule (9-month timeframe for this to be completed).

XI. Aerial Photography

- JPR has developed three quotations from three mapping firms with \$8,000.00 (with Williams Aerial Mapping being the lowest at \$8,000) – Ken will provide the information at the next meeting. Ken can be in charge of ordering that work. This will need to be done in the next month.
- MACOG may be a resource for Aerial photography. Kimberly Cates will send Ken information on photography. It may be a possible to use MACOG for the aerial photography on this project. Bob Conley indicated the resolution is very clear on that aerial photography.

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XII. Board Funds

- Advisor fees. The Board will need to know the approximate cost.
- Where is the funding going to be coming from – the County Commissioners have given the project a boost by funding the PER. Is there consideration for this relationship between the County Commissioners and the Board to continue until a formal funding mechanism is in place?

XIII. Customer Rates and Charges, Funding

- Rates fixed by statute or floating rates?
- SRF is trying to make sure that customer rates and charges stay at a reasonable level.
- RD Rural Development funding is also an option.
- The other option is to sell bonds at an open rate (you can always pick who will be your buyer but those are a fixed rate).
- Pre-approval public hearing will be required if we decide to use SRF – at this point we will be ready to borrow money.

XIV. Social Media/Public Outreach

- Discussion about social media and aspects of public outreach.
- The Board will provide the content to populate to the media.
- Mike Hanyzewski, JPR Senior Graphic Designer will be present at a future meeting for branding and graphic design discussion.
- The Board Members agreed to the Domain Name, Twitter Handle and name for all other social media outlets as TippyChapmanRSD.org.

XV. Next Meeting Action Items

- Election of officers (President, Vice President and Secretary)
- Appoint district advisors for legal, financial and engineering.
- Mission Statement
- By-Laws (Review and add indemnification by Chad Miner)
- Aerial photography status
- Smartsheet project timeline schedule – JPR will provide and update the schedule information accordingly and provided to the Board at future meetings.
- Social media content
- Determination of treatment provider

XVI. Public Input

Meeting adjourned