

# 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, September 14, 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  
Baker Tilly: Chad Miner  
Ice Miller: Patricia Zelmer, Jeff Rowe  
JPR: Ken Jones, Steve Henschen  
TCRSD Board: Jon Tyler, Ed Ormsby, Bob Weaver, Jeff Thornburgh, Chuck Simpson, Kim Hathaway, Brian Davison

John Tyler begins meeting at 6:30pm with Pledge of Allegiance

Approval of Minutes (September 11, 2020)

Jeff Thornburgh motions for approval of meeting minutes. Kim Hathaway seconds motion. Motion approved unanimously.

## RENTAL OF OFFICE SPACE AND MONTHLY MEETING ROOM:

- Chad Miner will bring agreement for Jon's signature to the next Board Meeting.

## BOND ANTICIPATION NOTE

- Review Proposals from lenders for Bond Anticipation Note. Jeff Rowe provided interest rates and terms from lenders
- The Board is hoping to close on the bond in March of 2022 and assuming we hit that deadline
- To close on the bond by September 30<sup>th</sup>, the Board was required to make a decision that allows Patti to proceed with preparing the legal documents to be distributed to the District and the bank to prepare for closing. Jeff Rowe indicated that Ice Miller anticipated a closing date of Monday, September 28<sup>th</sup>. Patti prefers not to close on a Monday and indicated they have a lot of closings they are working on for the 30<sup>th</sup>, therefore, Patti proposed a new closing date of Thursday, October 1<sup>st</sup>
- Ed Ormsby motions to move forward with the Crossroads Bank proposal. Chuck Simpson seconds the motion. Motion approved unanimously.

## GENERAL DISCUSSION

### INCURRED EXPENSES

- Discussion relative to the amount of the first draw
- The minimum on the draw note is \$50,000 on the closing date
- Ken Jones indicated TCRSD has incurred expenses for aerial photography, mapping, and room rental. Ken is not sure if \$50,000 is feasible because of some of the expense already incurred. Jeff indicated that at a minimum we would need to meet the \$50,000 and suspects they won't have a minimum getting to that and will need to work with Ken of JPR and Patti to

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accumulate the invoices that need to be paid and make a recommendation to the TCRSD finance committee on what that first draw amount could be. Jeff indicates the draw amount would be the expenses incurred in 2020 and up to the closing date. Typically, the way the ban would work with draws is the Board would receive invoices and at the District's monthly meeting, they would consider approval of the amounts and once approved the Board would request a draw from the bank once a month to pay those claims.

- Chad asks if the first draw would be more than \$50,000 with a closing of October 1. Jeff indicated it could be more, depending on if the totaled invoices, including JPR's incurred expenses are more than \$50,000 but the draw cannot be less than \$50,000.
- Jeff asks Patti if more than \$50,000 is needed for the draw and since there isn't a meeting until after the October 1<sup>st</sup> date, would a decision need to be made tonight on how much is needed to draw down? Would the Board need to approve tonight on a certain amount and authorize the President of the Board make a decision based on the recommendation from Baker Tilly and JPR.
- Patti responded that this could be handled a number of different ways with the first being they can delegate someone on the Board to approve what is presented after all the amounts are totaled and the Board can ratify that amount at their next meeting. That particular motion is not a deal breaker in terms of the closing.
- Jeff asks Patti if nothing would be paid until the next Board meeting once the invoices have been approved and at this time the Board is only calculating the amount of the initial draw. Patti agrees that Jeff is correct.
- Jon suggests that rather than submitting to a committee, it would be sufficient to submit to the Board's treasurer and then the treasurer, Kim Hathaway, can make the report to the Board for discussion. Once the Board has discussed this topic, the finance committee would have a meeting to go over invoices.
- A recommendation would come from Jeff and Ken on how much would need to be drawn
- Patty Zelmer suggests for the Board to delegate someone on the Board to approve what is presented to the Board once the amounts have been totaled
- Chad recommends that a motion be made to delegate authority to Kim to decide on the draw amount based on the recommendation received
- Ed Ormsby motions for draw amount based on the recommendations received from Jeff and Ken. Jeff Thornburgh seconds the motion. Motion approved unanimously.

## SITE TOUR

Jon Tyler presented observations from the project tour

- It is essential that all parcels and easements are identified
- Title work for properties for those who have authority to grant easement may be needed in some cases
- If District will pay for easements or utility cost
- Advance plan for the location of grinder pumps
- How far do they go into a property – convenient locations
- It is essential to manage restoration costs – road and pavement
- Identify classifications or non-residential locations
- Identify waste producers that have large infrastructures in place and how best to incorporate into the system

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- Eg./Suburban Acres – visited this area to see what the potential would be to bring them in (195-200 units)
- Potential airport runway expansion is consideration as to Warsaw's connection routing
- Jon recommends that we fully understand state statute definitions of campgrounds
- Ken indicated the goal going forward is to begin eliminating some of the items from our list and provide at least two items per meeting for the Board to make decisions on

## PUBLIC RIGHT-OF-WAY

- Public Right-of-Ways in Kosciusko will need to be evaluated
- JPR recommends this work to be to begin on this topic as soon as possible as it will be important in determining how easements are acquired and how they will be obtained
- TCRSD is obligated under each funding resource to follow the procedure of the URA

## ENGINEERING & FISCAL COMMITTEE MEETINGS

- Chad suggests for the Engineering and Financing Committee to meet on a monthly basis
- These will be public meetings
- Chad will create the public notices once meetings are established
- At least one Board member will need to be present for these meetings
- Engineering meetings will be on the 3<sup>rd</sup> Monday of every month and finance will meet on the 4<sup>th</sup> Monday of every month

## FACILITY PLAN

- The facility plan is due 9 months after the District is formed
- Steve and his team (JPR) are currently working on the facility plan and will submit this month

## REPORT OF FUNDING COMMITTEE MEETING

- The committee joined a call organized by Ken Jones on September 11, 2020
- Jeff Rowe, State Director (USDA), Bill Harkins (SRF), Camille Meiners (SRF), and Ken Jones (JPR) were on the call
- The goal of this meeting was to explore if the project could be funded by one of the resources or both considering the substantial size of the project
- Application timeline and funding approval timelines were discussed
- SRF (Mid-Summer, July 2021) – at this point, TCRSD would understand the terms of what the funding and terms for rate payers would look like
- USDA is willing to move their funding timeline to the same as SRF which will maximize the benefits from both agencies
- Both funding agencies recognize the importance of the project
- Joint funding for a project this size would help establish strategies to mitigate interest rates
- Grant funds are limited to the amount of grant funding received in the State of Indiana

## PER & TIMELINE

- PER would follow USDA guidelines and satisfy SRF requirements
- Jeff Rowe agrees that joint funding is advisable considering the size of the project and the amount of resources each agency has access to
- Both funding agencies were receptive in working with the Board on this project Closing would be around March 2022. The design of the project has to proceed as quickly as possible (this year) to meet the closing date

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- Design work will take all of 2021 to complete and project out to bid as early as possible in 2022
- PER submittal – mid Dec 2020 with submittals by the end of the year
- The Board has authorized for the PER and Environmental, Archaeological, and Historical studies
- JPR has taken the initiative to complete the aerial photography
- Mapping is underway
- Public hearing should take place by the end of December
- PER SRF approval by mid-March 2021

## PLANS/FIELDWORK

- Force main and lift station preliminary plans will begin this year
- Approximately six months to complete the above activity and this would allow the Board time to make decisions
- The plan is to have pre-final design of the system in November 2021

## BIDDING

- Advertisements for bidding would begin December 2021
- The goal is to bid the project February 2022
- Some components would be pre-selected prior to project going out to bid
- JPR will secure pre-bid prices of the equipment through the pre-selection process
- Two Board meetings per month may be needed the 60 days prior to closing in March 2022

## BOND ORDINANCES

- Bond ordinance dates are currently placeholders depending on Board meetings
- Rate ordinance, bond ordinance, SRF submittals, contract, etc. would be next
- A pre-construction conference or Notice-to-Proceed would be expected to begin in April 2022
- Ed Ormsby agrees that we should target the deadline of March 2022 to get the best rate

## RELEASE FROM THE BOARD TO DESIGN

- The USDA requires a QBS (Qualified Base Selection Process) that requires the District to issue a notice and give the public time to respond.
- The requirement is the same as USDA eg./directly or an ad in the local paper
- As part of the requirement, there is not a specific timeline, however, the Board will need to have proof that a notice was issued and should be prepared to respond on how the selection was made
- This is part of the USDA process
- Ken will send Chad the language for the notice
- Deadline of September 28<sup>th</sup> for the Engineering meeting
- Ed motions for the scheduling of Engineering meeting. Chuck Simpson seconds motion. Board approves unanimously.
- Chuck Simpson motions for the release of all surveying, all activities, and PER. Ed Ormsby seconds the motion. Motion approved unanimously.

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## INTERLOCAL AGREEMENT

- Discussion on Interlocal Agreement with Warsaw
- The Interlocal Agreement is needed by the time the PER is ready to be submitted and should be a hard contract by that time
- Victoria is to work with Brian, Jeff, and Chad on setting a meeting
- Baker Tilly is familiar with these types of contracts

## BY-LAWS

- Chad rewrote the By-Laws to include appointment by the Mayor if someone were to move out of the District (their term would expire)
- Ed Ormsby motions for the amendment to the By-Laws. Jeff Thornburgh seconds the motion. Motion approved unanimously

## FINANCIALS

- Chad suggests to move forward with conversation of accounting and bookkeeping
- Jeff indicates that it is not uncommon as the Board will be receiving and disbursing funds

## PUBLIC INPUT

- The comment was added to include all materials on the website
- The agenda, schedule and meeting minutes will be posted at <https://www.tippychapmanrsd.com>

Jon Motions for adjournment of the meeting @ 8:08pm

Meeting adjourned