

Tippecanoe & Chapman Lakes Board Meeting Minutes

North Webster Community Center – P.O. Box 572 North Webster, In. 46555-0572

The Tippecanoe Chapman Regional Sewer District Board met in regular session on Monday, December 14, 2020 6:30pm at the North Webster Community Center

MEETING ATTENDANCE: Meeting was called to order at 6:30 p.m. by Jon Tyler with the pledge of allegiance.

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, Yvonne Milligan
JPR: Ken Jones, Steve Henschen, P.E., Dan Byam, P.E., Victoria Trujillo, EA

APPROVAL OF MINUTES (NOVEMBER 9, 2020)

Chuck Simpson motions for approval of meeting minutes. Motion seconded by Kim Hathaway. Motion approved unanimously.

APPROVAL OF INVOICES/CLAIMS

- 1.) Baker Tilly – professional services rendered in the amount of \$4,006.70
- 2.) JPR – \$5,487.63

Motion made by Jeff Thornburgh for the approval of submitted claims. Motion seconded by Ed Ormsby. Motion approved unanimously.

APPOINTMENT OF NEW ATTORNEY

Chad Minor is going on the bench beginning January 1, 2020. Discussion was made at the executive session on two possible attorneys.

Motion made by Bob Weaver to retain Andrew Boxberger as Legal Counsel for TCLRSD. Motion seconded by Kim Hathaway. Motion approved by six Board members (Bob Weaver, Kim Hathaway, Jon Tyler, Jeff Thornburgh, Brian Davison, & Chuck Simpson). Motion abstained by Ed Ormsby.

Chad will contact Andy to begin the transition process and work with Andy on a contract to present to the Board. The goal is to have Andy attend January's Board meeting.

PROGRESS REPORT FROM JPR

Ken Jones discussed JPR's progress report and will provide this update to the Board at each meeting.

a) PER STATUS

JPR is in the process of completing the written portion of the Preliminary Engineering Report.

Recent work included the completion of the analysis relative to a vacuum sewer.

JPR team met with AirVac Technology to go over their findings.

The pressure sewer analysis has been completed.

Lift stations, locations, and identifications have been completed in the last month.

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Steve will provide an Executive Summary at the January meeting and publish to JPR's website initially until further comments from the Board have been made. The Board would then review the revised PER based on comments made and direct JPR as to whether they would like the PER published on their website.

b) SCHEDULE REVIEW

The PER is scheduled for completion in January, with the submittal of a qualifying application to the USDA and State Revolving Loan Fund thereafter.

Project Budget information will be shared with TCLRSD's new legal counsel and Jeff Rowe once complete.

c) ON-GOING ACTIVITIES

BASEMAPPING

All base mapping work is complete at Chapman and expected to receive 100% of Tippecanoe within the next 30 days.

RIGHT-OF-WAYS

JPR has made good progress on road Right-of-Ways and work continues. JPR has received the recorded plats from 100% of the service area. JPR is doing research with the County

Highway Officials relative to the county road they can find records for. There is a meeting being scheduled with the County Highway Director in the first part of January to discuss working within the public right-of-way and to make sure any requirements of the department are included in the design approach.

ENVIRONMENTAL REVIEW

The environmental review is making good progress. The initial wetland mapping is complete and the map is prepared.

There is one segment where the alignment on the northwest of Tippecanoe that will need to be relocated according to the recommendations from the wetland evaluation. JPR will do on-site investigations on the property owner's land. Any time when you depart from a dedicated road right-of-way, you need to assume there is a historic or archaeological resource that needs to be investigated. The Historic & Archeological Report is expected to be complete in January.

WEBSITE

The website will continue to be updated. The Board should report any suggestions for the website to JPR's graphic designer, Mike Hanyzewski @ mhanyzewski@jpr1source.com. Jeff approves any information that is put on the website.

AIRVAC TOUR

Steve indicated the AirVac reps have reached out and offered to invite Board members to take a tour of their facility in Rochester were the products are made. The tour will provide good information on how the system operates.

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Next month JPR will be presenting a recommendation on whether vacuum or pressure system will be used.

d) PROPERTY OWNER DATABASE

The Chapman Lake property owner database is complete at this time and we are looking to complete Tippecanoe database for mailing purposes, communication, and future customer connection database.

Ken Jones has been meeting with property owners and any information is being recorded in the database.

So far, meetings with property owners have involved gaining an understanding about the project and what they should expect.

JPR's survey crew is working on utility locates in the field where they are adding the utility locates to the plans.

Once this task is complete, JPR will start the design of base maps.

e) FACILITY PLAN (IDEM)

Steve Henschen indicated that JPR can reach out to IDEM to confirm they have received the Facility Plan. However, IDEM does not get involved in the technical review process.

Ken Jones ends report discussion

MEMORANDUM OF UNDERSTANDING WITH WARSAW

Chad Miner leads the discussion and indicated he has reviewed the Memorandum of Understanding.

JPR and Jeff Rowe have been involved in the agreement making with other jurisdictions.

If the Board approves Jon would transmit this to the Mayor or Board of public works.

Once approved the MOU would be transmitted by Jon Tyler to the Board of Public Works President and then be approved by the Mayor.

One or two Board members should plan to be present at the meeting.

The MOU agreement should be forwarded to Andrew Boxberger to prepare a discussion at a future meeting.

LOCATION OF PUMP BASINS, OR VACUUM BASINS (CONT.)

There isn't much information to report on this topic, however, this topic should be included on the agenda for discussion at the Board's next meeting in January.

The Engineering Committee will meet at 5:00pm on January 11th (prior to the Board meeting) to discuss the parameters of the PER. (Victoria schedule this with Ken, Jeff Thornburgh, Jon Tyler, Brian Davison, Steve, Dan).

Chad Miner will work on the notice to go out to public for the Engineering Meeting.

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JPR is preparing the PER based on a certain type of assumption on grinder pump stations.

Steve indicated after the initial review of the PER, they will be able to isolate and present to the Board the costs associated with the project to determine where things fit in the overall budget. This information will guide the Board in the decision as to which direction they will need to go in regards to grinder pump locations (either closer to the road or closer to the homes).

Special Finance and Engineering Committee meetings will be based on requests made by the Board and will need to be published by Andrew Boxberger.

Chad Miner will publish meetings for future TCLRSD Board meetings for 2021.

Member of the Board would like to ask for funding that allows Baker Tilly to complete conditions for TIF approval requirements or the One Percent Task. The One Percent Task requires the District to have less than 1% of growth in the last three years to get a TIF and Baker Tilly has agreed to complete this work for a not-to-exceed cost of \$1,500.

The next step after completing the TIF would be to obtain approval by the County Council and then approval by the school boards (Warsaw and Wawasee School Boards).

Motion made Chuck Simpson for Baker Tilly to explore TIF next steps for the cost of \$1,500. Motion seconded by Ed Ormsby. Motion approved unanimously.

PUBLIC INPUT

Question: Property owner asked if a 2-pole (3,500 rpm) or 4-pole pump (1,750 rpm) has been selected.

Answer: Steve responded that a pump has not been selected at this time and indicated there are many pumps out there at different pump speeds and types. Typically, items in the PER are priced generally and as they move into the design phase, they will compare vendors and compare data using a side-by-side analysis. Depending on what the Board chooses, the Engineering team will do a pre-selection where they pick the pump and base the entire design around their decision, assuming they recommend the low-pressure sewer option.

Dan Byam indicated the E1 pump is a 1,725rpm pump.

Steve indicated if they decide on the vacuum system, there will be low-pressure sewer components because the vacuum system cannot cover every area throughout the District territory.

Question: Are engineering committee meetings going to be open to the public?

Answer: Yes

ADJOURNMENT: Motion to Adjourn at 7:15pm