

Tippecanoe & Chapman Regional Sewer District 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, June 14, 2021 6:30 pm at the North Webster Community Center and via Zoom at <https://us02web.zoom.us/j/244811872?pwd=ZklJZkJKJRWFCsVhSUDRXMTZJVzUrZz09>
Meeting ID: 244 811 872 Passcode: 041891 One tap mobile+1626-6799,244811872#,,, *041891# US

MEETING ATTENDANCE: Meeting was called to order at 6:30 pm by Jon Tyler, and the Pledge of Allegiance was given in unison.

I. ROLL CALL:

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

Carson, LLP: Atty. Andrew Boxberger

JPR: Steve Henschen, P.E, Jennifer Ransbottom

II. APPROVAL OF MINUTES (May 10th, 2021)

a.) May 10th Meeting Minutes

Kim Hathaway motions for the approval of the meeting minutes. Motion seconded by Jeff Thornburgh. Motion approved unanimously.

b.) May 24th Executive Session

Chuck Simpson motions for the approval of the meeting minutes. Motion seconded by Ed Ormsby. Motion approved unanimously.

c.) May 24 Special Meeting (AirVac and other discussions)

Jeff Thornburgh motions for the approval of the meeting minutes. Motion seconded by Kim Hathaway. Motion approved unanimously.

d.) June 2nd Executive Meeting (Meeting with Engineering Committee to open, review, and score bids received)

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

III. APPROVAL OF FINANCIAL REPORTS

a.) Approval of Financial Reports and Bank Reconciliations for April and May.

Brian Davison made the motion to approve the monthly claims. Motion seconded by Jeff Thornburgh. Motion approved unanimously.

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IV. APPROVAL OF CLAIMS

Kim Hathaway presented claims for JPR, Carson, LLP., Baker Tilly, and North Webster Community Center.

Chuck Simpson made the motion to approve the monthly claims. Motion seconded by Bob Weaver. Motion approved unanimously.

V. SUBCOMMITTEE REPORTS

a.) Finance Committee did not have any comments to present at this meeting.

b.) Engineering Committee – Steve Henschen presented to the Board a memo on the Septic Elimination Project – Grinder Station Equipment Preselection

i. # of Grinder Station Types

- Type I – 368
- Type II – 697
- PS 11 – 3 of the smaller type grinder stations
- PS 13 – 20 of the larger type grinder stations
- 1,079 Type I & II grinder stations vs 27 of the Type III and IV grinder stations

ii. Total Cost of Grinder Station Types

• Sub-Total Type I & II

Extensions – \$5.2M

Crane Pumps & Systems – \$3.575M

Environment One Corporation – \$3.498M

• Sub-Total Type III & IV

Extensions – \$140K

Crane Pumps & Systems – \$143K

Environment One Corporation – \$488K

c.) The scoring team asked for the Board members to finalize the selection process and act on the following:

- Approval of the equipment selection recommendations presented in the above table and as shown on Table 2.
- Authorize the District Engineer to notify the selected vendors/manufacturers in writing of the selection results.

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- Authorize the District staff to notify the vendors/manufacture not selected in writing of the selection results and return the bid bonds.

Brian Davison made the motion to approve the above the three criteria as presented. Motion seconded by Motion approved unanimously.

VI. PER AND ENGINEERING UPDATE

Engineering and Land Acquisition – Steve Henschen presented the JPR Update Memo.

1.) PER

a.) PER has been completed and posted.

b.) Archaeological Report

i. Fieldwork is underway and is about 70% complete. There are only a few more properties that need reviewed.

a. Wetlands Report

ii. Fieldwork is ongoing and is about 95% complete. JPR has worked cooperatively with the sub-consultant on this work.

2.) USDA Rd Application

i. JPR is working on revisions to the application as directed by RD and has a draft published. Once the review has been completed by Atty. Andy Boxberger, a Public Notice will be issued in the paper that says the District intends to submit their application to Rural Development. This will need to be an agenda item for the next public Board meeting in July.

i. There is an Environmental Review part of the application that is about 40% complete. The initial correspondence will be going out to all of the different agencies and comments are expected to be received in the next 2-3 weeks. This information will be compiled and submitted to Rural Development as well.

ii. The District and JPR are working with the SAM's agency on a registering for a DUNS number. The physical building being occupied is listed as the address for the District and the post office doesn't recognize the physical street address; therefore, the address comes back as invalid.

3.) PER Timeline

a.) SRF

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- i. Project will be evaluated for placement of the Project Priority List “PPL” by the end of June.
- ii. SRF will finalize their scoring on PPL in July or early August and provide notice of their funding commitment for the project. Usually, SRF will reach out to the District’s rate consultant (Baker Tilly) on the status of the application.
- iii. Steve Henschen indicated that in the last few weeks, new Federal funding programs have been created.

b.) USDA RD

- i. Decisions for this type of funding will not be made until after the District has received notice of SRF’s funding commitment. This will help the Board determine if they will go through with the USDA application. USDA’s funding cycle doesn’t end until October and they usually don’t make their announcements until the last quarter of the year.

SURVEY/DESIGN

1.) Survey Work

- a.) JPR has a two-man crew that is continuing field checks on septic system inverts. They wrapping up the Tippecanoe Lake area and will begin field checks in Chapman Lake area next week.

2.) Designing Horizontal Pipeline Alignments for Pressure Sewer and Force Main

- a.) JPR has completed Chapman Lake’s preliminary design.
- b.) Tippecanoe initial layout is complete.

3.) Septic locates are on-going.

4.) All power pole inventories are complete.

5.) Utility Coordination is Underway.

- a.) Plans have been sent out to the various utility companies and JPR has begun their follow-up with them.
- b.) JPR has begun their initial coordination with NIPSCO and REMC on this project and will discuss rates and charges.

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6.) Road Right-of-Way Research Continues

- a.) There are un-platted roads or private lanes. JPR has those roads mapped and list assembled. JPR will be working with Atty. Andy Boxberger on review and discuss their best approach for obtaining easements. Their standard grinder easement will cover the mainline as well and they may not need a special easement document. Other properties they know will require special mainline easements.
- b.) JPR had a meeting with County Highway Department last week on 06/10/21 and completed a general review of alignments and routes. JPR also went through the permitting process with them. They discussed having electrical risers near power poles and structural locations in the public right-of-way. They also discussed road closures and restoration requirements.

7.) Grinder Pump Stations

- a.) JPR has been taking calls from property owners and encourages property owners to contact the company to discuss any questions they have about their property.

8.) Equipment Pre-Selection

- a.) The goal for equipment pre-selection would be August. JPR would like for the Board's approval to proceed with the bidding of the pre-selection packages in August.
- b.) Equipment pre-selection packages will be prepped and distributed.
- c.) JPR is hoping to have pump stations sites complete by October.

9.) Easement and Land Acquisition

- a.) JPR's parcel ID maps are complete.
- b.) JPR has made good progress on accessing last deeds of records for each parcel in preparation of sending out the easement letters to property owners.
- c.) Tippecanoe is 92% complete. The last 8% include the oldest and largest parcels and represents 30-40 easements that will be needed.
- d.) Chapman has made significant progress and is now at 40% complete.
- e.) JPR has identified at least two potential sites for each pump station. Contact has been made with those property owners. JPR will present to the Board purchase agreements once they have received commitment from the property owner.

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- f.) Andy Boxberger asked Steve if there was any discussion with Baker Tilly on paying for real estate acquisitions since they will not be able to use SRF funding to acquire the real estate. Steve Henschen responded, yes, and that they discussed the initial use of BAN funds but there may need to be mechanisms put in place until the District acquires enough revenue to use funds for this process. Steve Henschen indicated they can have Jeff Rowe touch more on this topic at the next Board meeting.
- g.) Steve Henschen discussed pre-selection authorizations. Andrew Boxberger asked Steve when he plans to publish a Public Notice and Steve responded in August.

10.) Website

- a.) Routine Site Maintenance and responding to requests/questions.

IDEM Notification Acknowledgement Letter

- a.) Steve Henschen presented the Notification Acknowledgement Letter to the Board. This letter is part of the Environmental Review. The letter acknowledges with signature that the Board is seeking grant monies, a bond issuance, or other public funding mechanism to cover some portion of the cost of the public works, infrastructure, or community development project as described in the letter.

Jon Tyler made the motion for the Board to sign the intent of the IDEM Environment Management Letter. Motion seconded by Chuck Simpson. Motion approved unanimously.

VII. LEGAL COUNSEL UPDATE

- a.) Atty. Andrew Boxberger provided the Board with an update on the Interlocal Agreement. The Memorandum of Understanding is under review by Baker Tilly.
- b.) Initial Mailing – discussed easement notifications and draft letter. Steve Henschen and Andy Boxberger have been jointly working on the easement notification letter and circulated the letter in March. Andy Boxberger sent a redline and also has a clean, updated version of the letter that includes more dates. Andrew Boxberger had a phone discussion with Steve, Kenny, and Jennifer (JPR) on how they will manage the process. JPR will set up the District's phone number and email address. Board action is needed to determine office hours.
- c.) Atty. Boxberger clarified that they have the letter and easements ready and they are just waiting for the remainder of the deeds. The goal is to send out the letters as soon as Tippecanoe is near 100% complete. The plan would be to send Chapman out at a later date. Jon Tyler asked Atty. Boxberger what threshold they would need to get these letters out and Steve Henschen responded with JPR has 92% complete and the goal was to be 90% complete before sending out. Atty. Boxberger recommends sending out the letters by June 30th.

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VIII. FINANCIAL CONSULTANT UPDATE

IX. GRINDER PUMP LOCATION GUIDELINES

- a.) Atty. Andrew Boxberger indicated he added the variance process in the last two sections of the Grinder Station location guidelines. Steve Henschen recommended a date of March 31st. The Board asked for a target approval of the Grinder Location Guidelines at the July Board meeting. Andy Boxberger indicated it is ready now.

Ed Ormsby made the motion to approve the Grinder Station Location Guidelines after the two amended changes to the document. Motion seconded by Kim Hathaway. Motion approved unanimously.

X. DISTRICT OFFICE SPACE AND HOURS

- a.) JPR will begin occupying office space July 12th on Mondays, Wednesdays, and Fridays. Office hours on the weekend will be from 8:30 A.M. to 11:30 A.M. on the Saturdays the office is open. Open hours will be from 9 A.M. to 4 P.M. with a few Saturdays. Staff may be at the office earlier or later than the open office hours. These times will be in effect until July and August and it is possible they may stay this way into the Fall depending on the level of activity from property owners.
- b.) The Community Center closes at noon on Saturdays. The Board suggest 9 A.M.-noon.

XI. PUBLIC MEETING OPEN HOUSE DATES

XII. PUBLIC INPUT

Question: Is the vacuum sewer off the table?

Answer: Jon Tyler responded they have agreed on a pressure sewer system.

Question: On the grinder pump stations, what is the pump design?

Answer: The manufacturer is Environmental Corporation.

Question: What type of pump were these?

Answer: Semi-positive displacement. Progressive Cavity.

Question: Do we know what type of pumps the grinder stations at Lakeland Sewer District used?

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Answer: They use the crane barnes, the exact same models that were submitted.

Question: Were there any issues?

Answer: They had issues with their control panels, there was a leak but they haven't had any mass problems with their grinders there.

Ed Ormsby made the motion to adjourn the meeting. Motion seconded by Kim Hathaway. Motion approved unanimously.

Meeting adjourned at 7:58 P.M.