

# 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, July 12, 2021 6:30 pm at the North Webster Community Center and via Zoom at

<https://us02web.zoom.us/j/244811872?pwd=ZklJZkRlRWFCSVhSUDRXMTZJVzUrZz09>

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:

TCLRSD Board: Jon Tyler, Bob Weaver, Chuck Simpson, Kim Hathaway, and Jeff Thornburgh. Brian Davison and Ed Ormsby – absent

Carson, LLP: Atty. Andrew Boxberger

Baker Tilly: Jeff Rowe (via Zoom)

JPR: Steve Henschen, P.E., Jennifer Ransbottom

## II. APPROVAL OF MINUTES (June 14th, 2021)

### a.) June 14<sup>th</sup> Meeting Minutes

On page 3 of the June 14<sup>th</sup> meeting minutes Brian Davison made the motion to authorize the District to notify vendors. The Board member who seconded the motion was missing from the meeting minutes. John asked the Board to verify the Board Member that seconded the motion. Jeff Thornburgh confirmed he seconded the motion.

Chuck Simpson motions for the approval of the meeting minutes. Motion seconded by Jeff Thornburgh. Motion approved unanimously.

## III. APPROVAL OF FINANCIAL REPORTS

### a.) Approval of Financial Reports and Bank Reconciliations for June.

Bank Reconciliation –

As of June 30<sup>th</sup>, the District has \$85,536.62 in their account.

Yvonne Milligan will need to update the approval claim form with the correct amounts before the Board can proceed with signatures.

## IV. APPROVAL OF CLAIMS

Kim Hathaway presented claims for Crossroads Bank, Carson, LLP., Baker Tilly, NWCC, and JPR.

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- Crossroads Bank – The Board just received notice today of interest amounts and Kim Hathaway has set up automatic electronic payments to the bank to cover the interest payments going forward.
- JPR – a partial payment was made towards the total amount. The remaining balance is left to be paid. Atty. Boxberger advises the Board to approve the overall total bill amount with a not to exceed to cover the remaining amount to be paid.

Jeff Thornburgh made the motion to approve the monthly claims for July. Motion seconded by Chuck Simpson. Motion approved unanimously.

Kim Hathaway asked if the Board needs approval to pay the invoices for the insurance on the Board members. Jon Tyler indicated that each of the Board members have received individual invoices and Atty. Andy Boxberger confirmed this amount should be paid by the District. He also indicated the invoices can be paid as they come in. Atty. Boxberger will follow up with the insurance company to determine why some of the Board members have not received their invoice.

### V. SUBCOMMITTEE REPORTS

- a.) Finance Committee did not have any comments to present at this meeting.
- b.) Engineering Committee – The Engineering Committee did not have any comments to present at this meeting.
  - i. Pressure Sewer Preliminary Design
    - 1.) Sizing for current and future development
    - 2.) Steve Henschen indicated the Engineering Committee will be meeting on **August 2<sup>nd</sup>, 2021 @ 5:30 PM** in the District office to discuss the design and input on sizing of sewer lines for current and future development.
  - ii. Status of Pump Station Sites – Steve Henschen would also like to provide the Board with a brief update on pump station sites, where they plan to be located, and making headway on this work.
  - iii. Next Round of Pre-Selections – Steve Henschen indicated the Board will go through their next round of pre-selection.

### VI. PER AND ENGINEERING UPDATE

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

- 1.) PER

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a.) Archaeological investigations are ongoing and JPR anticipates for this work to be complete in the next two weeks.

- i. Fieldwork is complete and the report is being finalized. Both tasks should be complete in the next several weeks. Steve anticipates receiving the updated environmental reports next month. This will be a step in completing the funding application process.

b.) USDA RD Application

- i. A public input and comment period will be held later during this meeting.
- ii. JPR's sub-consultant, Cardno Environmental is completing the Annual Review Report for USDA Rural Development.
- iii. Environmental Review Report is 60% complete and JPR is waiting for the remaining responses from agencies.

2.) PER Timeline

a.) SRF

- i. SRF has reviewed and stored the PER that was submitted. The Tippecanoe and Chapman Lakes Regional Sewer District project has ranked No. 7 on the Project Priority List (PPL). There are 25 projects on the list and anything above the top 10 is within the SRF's fundable range. SRF has not indicated what their proposed commitment is for grant funding.
- ii. Within the next two to three weeks, SRF will send out a letter to the rate consultant and the level of grant may be confirmed. Baker Tilly may want to discuss this in more detail.
- iii. SWIF (The State Water Infrastructure Fund) grant announcements will be made in mid-August. The SRF application was automatically qualified for the State Water Infrastructure Fund, a new type of funding that was recently announced.
- iv. JPR anticipates to have a better financial picture of grant funding shortly after the next Board meeting. Once this information is known, JPR will determine whether a special board meeting will be needed.

b.) USDA RD

- i. JPR anticipates input within the next month or so from USDA Rural Development on their application process.

### SURVEY/DESIGN

1.) Survey Work

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- a.) Survey work is 99% complete with basic topo and field checks are on-going for septic system inverts.
- 2.) Designing Horizontal Pipeline Alignments for Pressure Sewer and Force Main
  - a.) Chapman Lake preliminary design layout is complete.
  - b.) Tippecanoe preliminary design layout is complete.
- 3.) Preliminary Hydraulic design/sizing of pressure sewers and force mains complete.
  - a.) JPR would like to meet with the engineering committee to discuss the parameters indicated above.
- 4.) Utility Coordination is Underway
  - a.) Kim Hathaway provided contact information for Century Link and JPR is continuing coordination and identifying conflicts that may impact alignment.
- 5.) Road Right-of-Way
  - a.) Preliminary mapping complete.
- 6.) Grinder Pump Stations
  - a.) Grinder placements being worked on as customer calls come in.
- 7.) Equipment Pre-Selection
  - 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.) JPR has notified vendors of their awards on the grinder stations.
  - b.) August pre-selection packages will be distributed to the Board for their approval by the Engineering Committee. These quotes are expected to be received in September. There will be more equipment to be pre-selected in October.
- 9.) Easement and Land Acquisition
  - a.) Title Search
    - i. As of today, Tippecanoe is 98% complete with deeds.
    - ii. Chapman is 100% complete with deeds.

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- 1.) JPR has identified/prioritized at least two specific sites for each main pump station sites.
  - a.) JPR is still working with property owners on pump station sites and is looking at alternative sites for other stations. This work is on-going and moving in a positive direction.
- 2.) Initial Mailing
  - a.) JPR has identified who will handle the bulk mailing and as of today, JPR is prepared to send out Tippecanoe letters Wednesday.
  - b.) JPR's goal is to send out Chapman letters before the next Board meeting.
  - c.) JPR is set up to begin taking calls for the District in regards to the easement letters and questions on grinder station locations.
- 3.) Website
  - a.) JPR will continue routine site maintenance and responding to requests/questions.
  - b.) A sample easement letter and materials will be posted on the website.
  - c.) Atty. Boxberger indicated there is a new statute exemption that will require the District to send notice of the timeline to file an exemption.

### VII. LEGAL COUNSEL UPDATE

- a.) Atty. Boxberger reviewed his notes and indicated he was told by that the insurance and bonds were completed. However, he did not indicate the cost associated with this; therefore, they have not formerly approved the amount. The invoice amount, \$75.00 will need to be approved for each Board member.

Chuck Simpson made the motion to approve the invoice amount of \$75.00 for the insurance for each Board member. Motion seconded by Jeff Thornburgh. Motion approved unanimously.

- b.) Interlocal Agreement Update
  - i. The Memorandum of Understanding was circulated a few months ago and Warsaw had a few changes. Warsaw would like to remove the dollar amount for both the actual rate for bulk treatment and the actual cost of capital buy-in. Atty. Boxberger indicated an Interlocal Agreement would be completed before the District signs any documents or moves forward. Atty. Boxberger approves their request for the changes, keeping in mind, they will have the Memorandum of Understanding and the Attorney can continue working on the draft of a formal Interlocal Agreement.
  - ii. Steve and Ken from JPR been going through great lengths to make sure everything makes technical sense as far as treatment goes.
  - iii. Bob Weaver suggested a correction to line 3.3. The road should be East and not West.

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- iv. Atty. Boxberger's recommendation is for the Board's approval of the Memorandum of Understanding. The City of Warsaw signed off on the Draft as well and plan to approve it August 2, 2021.

Bob Weaver made the motion to approve the Memorandum of Understanding, as amended. Motion seconded by Chuck Simpson. Motion approved unanimously.

- c.) USDA Application Public Comment – As part of the USDA application, the District is required to have a public comment period. This is specifically related to the United States Department of Agricultural Application to the department of Rural Development for funding of the project.
- d.) Steve Henschen gave a presentation on a summary of the project.
  - i. Estimated Wastewater Quotes
  - ii. Service Area of the Project – Tippecanoe and Chapman
  - iii. Alternatives Considered
  - iv. Overall Costs of the System
  - v. Wastewater System Treatment Alternatives
  - vi. Present Worth Analysis
  - vii. Environmental Review Process
    - a. Minimize Impact of Existing Resources as a Result of Construction
    - b. Enhance Existing Resources – Groundwater, Lake Water Quality, Wetlands, Forested Areas, etc.
    - c. Improving Public Health by Elimination of Septic Systems.
  - viii. Selected Alternative
    - a. Pressure sewer going to Warsaw for treatment.
    - b. 1,100 or more grinder stations.
    - c. 200,000 feet of pressure sewer pipe going in.
    - d. 75,000 FT of force main.
    - e. Five pump stations – (2) two on Tippecanoe, (1) one between Tippecanoe and Chapman, and (2) two smaller pump stations on Chapman.
  - ix. Project Cost (overall project budget) – overall budget \$41.6M
    - a. \$34M in construction costs.
    - b. \$8M non-construction costs.
    - c. capacity buy-in to Warsaw is estimated based on their current capacity charges (built-in the numbers).

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- x. Economic Impacts
  - a. Project costs including installation of grinder stations and electrical systems to power the grinder station.
  - b. No connection fees are anticipated of the individual property owners.
  - c. Monthly user rate for single family residential connections would consist of several components.
  - d. The debt service reserve – paying back the loan for the project.
  - e. Operation and maintenance cost – portion of this fee is built-in.
  - f. Short-term asset replacements
  - g. The goal of the Board is to have user rates in the mid \$80.00/mo. range. This rate will not be finalized until they know what the grant commitments are and when they receive hard bids for the construction of the project.
  - h. Property costs include
    - i. Abandoning the septic tank – pumping the tank, back-filling the tank with gravel material and crushing the lid, and then, installing the sewer line from the structure to the proposed grinder stations. This varies for every household depending on distance, septic tank location, etc.
- e.) Public Comment and Questions – Application to pursue USDA and Rural Development funding.
  - i. No questions or comments were made.
- f.) Remote Participation Policy for Board Members – effective **July 1, 2021**, Regional Sewer Districts are now permitted to have a remote participation by their Board Members. Aside from the ZOOM, the Board is permitted by law and within certain guidelines to participate remotely and vote be counted by quorum. The limitations include:
  - i. Cannot attend meetings remotely more than two times in a row.
  - ii. Aside from this, the Board is not required to have a remote participation policy and can decide whether they want to host only in-person meetings.
  - iii. Atty. Boxberger indicated he can put together a policy for remote participation, if needed.
  - iv. President Jon Tyler made the recommendation for no more than (4) four remote attendances per year per Board member.
  - v. The Board member attending remotely would count for quorum and all votes will be roll-call votes if there is remote participation.
  - vi. Jon Tyler asked Atty. Boxberger to put together a sample policy for the Board to review at the next meeting.

### VIII. FINANCIAL CONSULTANT UPDATE

- a.) Request to the County Commissioners for co-funding American Rescue Plan (ARP).

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- i. Atty. Boxberger indicated he had conversation that included the following:
  - 1.) The SRF wants the Board to ask the County for ARP funds.
  - 2.) Atty. Boxberger indicated there is a funding gap and recommends for the Board to keep the BAN open longer until they have revenues to pay off. The Board is not allowed to use SRF or USDA funds to acquire interest in property through the purchase of pump station sites, easements, etc. The amount recommended to request from the County is in the amount of \$500,000.

### b.) SWIF Update

- i. Request County for co-funding American Rescue Plan (ARP).
- ii. Draft Letter
- iii. The SWIF application deadline is **July 15, 2021**.

Chuck Simpson motions for the approval of the draft letter to the County Commissioners. Motion seconded by Bob Weaver. Motion approved unanimously.

- c.) Rate Report Update – Jeff Rowe indicated that this portion of the meeting was discussed earlier in the Engineering update. Jeff Rowe indicated they are waiting on potential subsidization towards the project and SWIF grant announcements. In the next few weeks, Baker Tilly and the District will likely be receiving a letter from SRF. Baker Tilly will work on updating the rate analysis to provide calculations that will show what the rates will be with and without the grant. Baker Tilly plans to present this to the Board at their August meeting or as soon as this information is available.

## IX. Office Space and Hours

- a.) Office hours have been established.
- b.) Phone System has been set up.
- c.) A specific project email account has been set up [tippy-chapman@jpr1source.com](mailto:tippy-chapman@jpr1source.com).
- d.) Paige Hubner and Victoria Trujillo will assist with notarizing documents. Chris at Carson, LLP is also available at their office to notarize documents.
- e.) Tippecanoe has their own phone system being set up at the District's office.

## X. Public Meetings/Open House Dates

- a.) July 31<sup>st</sup> and August 28<sup>th</sup> (8:30-11:30 AM) are the open house dates.

## XI. PUBLIC INPUT

*Property Owner:*  
*Roy Ulch*  
*145 EMS T3 Lane North Webster, IN*  
*Tippecanoe Lake*



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*Question: Are the SRF funds more grant money in addition to the SRF grant?*

*Answer: Yes.*

*Question: Could the potential user rate be less than \$80.00/mo.?*

*Answer: Atty. Boxberger responded that historically the grant funds are used with the rate in mind but he is not sure if this is the way they are looking at SWIF funds being used to keep rates down since this type of funding is new.*

*Steve Henschen indicated that since it's such a brand-new program and they are both coming from the IFA, they may both be looking at SRF and the SWIF to give the Board the grant money they need to be at that target rate. What is seen a lot is that they look at median household income and if the District is below a certain target rate, grant money will not be provided.*

*Atty. Andy Boxberger did indicate the District is eligible to receive grant money.*

*Question: Is all of the information going to be available on the website i.e. telephone numbers, contact information, etc.*

*Answer: Yes*

Jon Tyler made the motion to adjourn the meeting. Motion seconded by Chuck Simpson. Motion approved unanimously.

Meeting adjourned at 8:54 P.M.