

Marshall County Regional Sewer District Board Meeting Minutes

Marshall County Building – 112 W. Jefferson Street, Room 203, Plymouth, IN 46563

The Marshall County Regional Sewer District Board met in a regular session on Wednesday, May 08, 2024, at 6:00 PM at the Marshall County Building located at 112 W. Jefferson Street, Room 203, 2nd Floor, Plymouth, IN 46563.

MEETING ATTENDANCE: The meeting was called to order at 6:00 PM by Thomas McFadden.

1. ROLL CALL:

MCRSD Board: Thomas McFadden, Christopher Spier, Debbie Palmer, Diann Parsons,
Don Ecker, Jr., and Jay Stone

Not Present: Brenda Meyers

Baker Tilly: Not Present

Carson, LLP: Atty. Christopher Nusbaum

JPR: Jennifer Ransbottom and Steve Henschen

2. PUBLIC COMMENT:

Statement: Anyone wishing to speak needs to state their Name and Address for the record and will have 3 minutes to speak. Your comments will be made as a part of the public meeting.

NONE

Public Comments closed.

3. MEETING MINUTES:

Minutes from the Monthly Board meeting April 10, 2024, were presented, and reviewed by the board members. Don Ecker made a motion to approve the meeting minutes for the Monthly Board meeting. Motion seconded by Diann Parsons. All were in favor. The motion was approved unanimously.

4. FINANCIAL REPORT and CLAIM APPROVALS:

Jennifer Ransbottom from JPR presented the monthly financials for April 2024. Account balance at the end of April was \$2,917,826.28 which included the BAN amount of \$2,874,755.61 and the ARPA Grant of \$43,070.67. Interest Income of \$11,476.11 and Miscellaneous income of \$75.48 for checks. There were disbursements of \$61,948.71.

Claims were discussed and reviewed in the amount of \$104,646.99. Invoices to be paid are as follows:

JPR \$83,110.74

Carson LLP \$0.00

Baker Tilly \$20,000 and \$1,536.25.

Don Ecker made a Motion to Approve Financial Reports and Claims in the amount of \$104,646.99. Motion seconded by Jay Stone. All were in favor. The motion was approved unanimously.

5. LEGAL COUNSEL UPDATE:

Christopher Nusbaum did not have anything to present at this time.

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6. INSURANCE COMMITTEE UPDATE:

- a. None

7. ENGINEERING COMMITTEE UPDATE:

Grinder Station Policy Discussion

- a. JPR reviewed the following examples and attached PDF plan sheets for other septic elimination projects.
 - i. Option 1 – Shared and Single Grinder Stations with Property Owner Provided Electrical Service (PER Option)
 - ii. Option 2 – Shared and Single Grinder Stations with Electrical Service Provided by Electrical Grid
 - iii. Option 3 – Single Grinder Stations with Property Owner Provided Electrical Service
- b. The pros and cons for these options were discussed:
 - i. Option 1 – Shared and Single Grinder Stations with Property Owner Provided Electrical Service (PER Option)
 - 1. Lowest cost option
 - 2. Can still use generator sets.
 - 3. Alternator switches are faulty on the shared grinder stations.
 - a. Some property owners turn off their power in the winter and this causes additional problems with the grinder station.
 - b. These cause issues by having an additional piece of equipment.
 - c. Some grinder station manufacturers do not allow these alternator switches anymore.
 - ii. Option 2 – Shared and Single Grinder Stations with Electrical Service Provided by Electrical Grid
 - 1. Discussions about NIPSCO versus REMC
 - a. This service area is mostly REMC, which means that they most likely do not offer a special tariff rate.
 - b. This makes the base meter charge of \$30-\$40 per riser per month expensive.
 - c. To add as many grinders to each riser, we would also see an upsizing in electrical conduit as well.
 - iii. Option 3 – Single Grinder Stations with Property Owner Provided Electrical Service
 - 1. More expensive than option 1, less expensive than option 2
 - 2. Easier for easements, can be moved during construction a bit easier since conduits are not pulled with the mainline
 - 3. Homeowners can use their generator sets and continue using their wastewater service.
 - 4. Ease of use for variances, property owner is responsible for only their cost.
 - 5. No “he said, she said” on pump damage since no one is sharing a grinder station.
 - iv. Homeowner responsibilities
 - 1. Gravity sewer lateral to the grinder station PVC gravity sewer stub
 - 2. Abandoning septic tank – pump out and crush and backfill with county approved material.
 - 3. Connect their electrical service to the grinder station.

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- c. Cost Estimates (detailed estimates, attached)

Collection System Alternatives		
	Construction Costs	O, M, & R Costs
Shared and Single Grinder Stations without Electrical (PER Costs)	\$15,230,000	\$228,000
Shared and Single Grinder Stations with District Electrical	\$18,760,000	\$266,000
Single Grinders without Electrical	\$16,012,000	\$242,000

- d. Engineer's recommendation (attached)
- i. Option 3, or single grinder stations with homeowner provided electrical. See memo attached to this document.
- e. Draft Grinder Station Policy (attached)
- i. Always can be changed, written now for single grinder stations and homeowner will provide electrical.
- ii. Variance process
1. Homeowners can pay to have the grinder station moved further onto their property, approximately \$30 per lineal foot.
 2. This ends up being cheaper or around the same cost as the gravity sewer lateral installation (one of the homeowner's requirements)
 3. This variance process brings funds back into the project to be used like contingency.
 4. Vacant lots
 - a. Some property owners may choose to have a grinder station installed for future use.
 - b. They would typically pay a debt service portion of their bill until they are ready to connect and then pay a full bill once they do.
- f. Board Recommendation:
- i. All three committee members (Chris Spier via cell phone) indicated that they would like to recommend proceeding with design using single grinder stations, with property provided electrical service.

The board reviewed the engineering committee recommendation and reviewed the information provided by JPR.

Jay Stone made a Motion to Approve Option #1 with Single Grinders and Property Owners Providing Electric. Motion seconded by Diann Parsons. All were in favor. The motion was approved unanimously.

Don Ecker made a Motion to Approve Engineering Committee Meeting minutes of 5-2-2024. Motion seconded by Diann Parsons. All were in favor. The motion was approved unanimously.

8. ENGINEERING UPDATE:

Steve Henschen reviewed the tracking spreadsheet and JPR Memo Update and discussed the following information:

- 1) Progress since previous board meeting:
- a) Land Conversion Response to NRCS – One (1) Pump station site will cause a land conversion so that form was submitted in April – no response to date.

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- b) JPR is working on the right of way report as well – anticipated completion July 31, 2024
- 2) Planned progress before the next board meeting.
 - a) Land Acquisition
 - i) Make a preliminary site sketch for both sites.
 - ii) Research property owners in the desired areas.
 - b) Complete initial right of way research
 - c) Topographic survey
 - i) Aerial
 - (1) Flying complete by end of April 2024
 - (2) Processing by Williams Airmapping by end of May 2024
 - ii) Ground - end of May 2024
 - d) Engineering Committee Meeting
 - e) Address any PER comments received by SRF.

Steve Henschen also reviewed the proposed Grinder Station Location Guidelines as presented and discussed the variance and appeal process. The board would like to take this month to review the guidelines and table this decision for next meeting.

There is a meeting scheduled for May 20th with City of Plymouth to discuss connection and waste management and the Interlocal Agreement.

9. FINANCIAL CONSULTANT UPDATE:

None.

10. ANY OTHER BUSINESS:

a. New Meeting Time

Discussion regarding changing the time of the meetings on the 2nd Wednesday of the month was discussed. It was decided to change the time to 9:00 a.m.

Chris Spier made a Motion to Change Time of Monthly Board Meetings to 9:00 a.m. Motion seconded by Don Ecker. All were in favor. The motion was approved unanimously.

b. Regional Planning Meeting

One board member will need to attend the Regional Planning Meeting. It is required to attend one per year. Meeting is located as follows: North Central Region – Thursday, June 20, 2024 @ 1-2:30 pm, West Side Park Building, 500 N Nappanee St., Nappanee, IN 46550. Brenda Meyers volunteered to attend.

Brenda Meyers will be attending the Regional Planning Meeting on June 20, 2023, and she has been registered to attend.

ADJOURNMENT:

Chris Spier made a motion to adjourn the meeting. Motion was seconded by Diann Parsons. All were in favor. The motion was approved unanimously.

The meeting adjourned at 6:40 PM.

[https://us-partner-integrations.egnyte.com/msoffice/wopi/files/3e8c8d4f-b31e-4d48-a87e-0f26c4098c3b/WOPIServiceId_TP_EGNYTE_PLUS/WOPIDUserId_70.jpr.egnyte.com/2024-05-08 Meeting Minutes-NEW.docx](https://us-partner-integrations.egnyte.com/msoffice/wopi/files/3e8c8d4f-b31e-4d48-a87e-0f26c4098c3b/WOPIServiceId_TP_EGNYTE_PLUS/WOPIDUserId_70.jpr.egnyte.com/2024-05-08%20Meeting%20Minutes-NEW.docx)