

# Marshall County Regional Sewer District Board Meeting Minutes

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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 9:00 AM at the Marshall County Building located at 112 W. Jefferson Street, Room 203, 2<sup>nd</sup> Floor, Plymouth, IN 46563.

MEETING ATTENDANCE: The meeting was called to order at 9:00 AM by Thomas McFadden.

## 1. ROLL CALL:

MCRSD Board: Thomas McFadden, Christopher Spier, Debbie Palmer, Don Ecker, Jr., and Jay Stone  
Not Present: Brenda Meyers and Diann Parsons  
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 May 8, 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 Chris Spier. All were in favor. The motion was approved unanimously.

## 4. FINANCIAL REPORT and CLAIM APPROVALS:

Jennifer Ransbottom from JPR presented the monthly financials for May 2024. Account balance at the end of May was \$2,824,542.09 which included the BAN. The BAN closed on March 7<sup>th</sup> and monies of \$3,075,000 were received. Interest Income of \$11,474.57 and Miscellaneous service fees of \$111.77. There were disbursements of \$104,646.99. ARPA Grant balance is \$43,070.67.

Claims were discussed and reviewed in the amount of \$12,495.19. Invoices to be paid are as follows:

Carson LLP - \$2,812.00

Baker Tilly- \$9,683.19

Christopher Spier made a Motion to Approve Financial Reports and Claims in the amount of \$12,495.19. Motion seconded by Jay Stone. All were in favor. The motion was approved unanimously.

## 5. LEGAL COUNSEL UPDATE:

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Christopher Nusbaum discussed the need to get started on obtaining easements for PSA #1. SRF wants 80-85% of the easements signed and obtained in order to move forward. Chris will get together some sample easements which include a temporary construction and permanent utility easement for the board to review. He will also provide a sample letter which is to be mailed out with the easements to the property owners.

## 6. INSURANCE COMMITTEE UPDATE:

- a. None

## 7. ENGINEERING

- a. None

## 8. ENGINEERING UPDATE:

### a. Project Tracking Tool

Allie Nahrwold reported on the JPR Tracking Tool. Allie indicated that the PER was submitted, and she is waiting for comments. Currently they are reviewing pump station sites and getting property owner information to reach out to them.

Chris Nusbaum indicated that he has reached out to the City regarding the interlocal agreement but has not heard anything back yet. Chris will also start reviewing the Sewer Use Ordinance.

Kennth K. Jones, Jr. indicated that the Right-of-Way report was in a draft version and sent to consultants. They have roadway records for all roads except 2.

Allie then presented the JPR project update – as follows:

- 1) Progress since previous board meeting:
  - a) Meeting with City of Plymouth
  - b) JPR is working on the right of way report – anticipated completion July 31, 2024
    - i) This is now in draft form.
  - c) Land Acquisition
    - i) Pump station site sketches have been started.
  - d) Hydraulic Model – updated with one grinder station per home.
  - e) Calling in utility locates
  - f) Survey
    - i) Two (2) crews locating septic tanks and wells.
- 2) Planned progress before the next board meeting.
  - a) Land Acquisition
    - i) Research property owners in the desired areas, possibly reach out.
  - b) Continuing right of way research – ROW Report is in draft form.
  - c) Topographic survey
    - i) Aerial
      - (1) Flying completed in early May.
      - (2) Processing by Williams Airmapping is still in progress.
    - ii) Ground - end of June 2024
  - d) Engineering Committee Meeting – none for this month
  - e) Address any PER comments received by SRF – no comments have been received as of June 5, 2024

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- f) Carson/ JPR will be working on a draft of the Sewer Use Ordinance
- i) To be finalized after interlocal agreement is executed.

Grinder Station Policy – was reviewed and discussed from last month when it was presented.

Debbie Palmer made a Motion to Approve Grinder Station Location Guidelines. Motion seconded by Don Ecker. All were in favor. The motion was approved unanimously.

## 9. FINANCIAL CONSULTANT UPDATE:

None.

## 10. ANY OTHER BUSINESS:

### a. 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.

## ADJOURNMENT:

Don Ecker made a motion to adjourn the meeting. Motion was seconded by Debbie Palmer. All were in favor. The motion was approved unanimously.  
The meeting adjourned at 9:35 AM.