

# 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, September 11, 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, Brenda Meyers, Diann Parsons, Debbie Palmer, Jay Stone, Don Ecker, Jr. and Christopher Spier

Baker Tilly:

Carson, LLP: Andrew Boxberger, Esq.

JPR: Kenneth Jones, Jr. and Alexandra Nahrwold

## 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 August 14, 2024, were presented, and reviewed by the board members. Debbie Palmer made a motion to approve the meeting minutes for the Monthly Board meeting. Motion seconded by Jay Stone. All were in favor. The motion was approved unanimously.

## 4. FINANCIAL REPORT and CLAIM APPROVALS:

Diana Campbell reported on behalf of Jennifer Ransbottom from JPR the monthly financials for August 2024. The account balance at the end of August was \$2,687,410.45. There was one Claim for \$6,574.00 to be paid to Carson LLP.

Brenda Meyers made a motion to approve the Financial Report for \$2,687,410.45 and the Claim for \$6,574.00. Motion seconded by Diann Parson. All were in favor. The motion was approved unanimously.

## 5. LEGAL COUNSEL UPDATE:

Andrew Boxberger presented a sample of an easement agreement that will be sent to the property owners. The process is the contractor and the District will be given a temporary easement for construction across the entire property. JPR will set up meetings with the homeowner to identify the placement of the grinder and the lateral. The location will be staked, the grinder and lines will be placed and after the installation, the construction easement agreement will automatically be terminated and become a permanent easement with 7.5 feet on each side of the facility. The deed will also be included with the agreement, but there will not be a legal description. There will be specific agreements for a husband/wife, a single

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person, a trust, and an LLC. A situation may arise where a property owner may not want to sign and want a described easement. Other Districts have indicated they could do that, but the property owner has to pay for it and has to coordinate with the engineers that the location will work and will have a metes and bounds description of the survey.

## 6. INSURANCE COMMITTEE UPDATE:

- a. None

## 7. ENGINEERING COMMITTEE UPDATE

### a. Meeting – August 24, 2024

Alexandra Nahrwold reported the engineering committee decided to send a letter to all properties within the study area unless the property owner seeks an exemption from the County. There are two categories: sewage-producing and non-sewage-producing. Properties that are adjacent to the pressure sewer line but are out of the study area will receive a letter informing them of health department requirements and the potential to connect after septic system failure. These homes are at risk of being denied a septic permit in the future by Marshall County. Will send letters to property owners that are adjacent to the project if they would be interested in opting.

Land Acquisition will continue and JPR will review alignment and areas that may require mainline easements. There will be two pump stations, which Kenny Jones is working on, with a preliminary meeting scheduled with a property owner. Anticipated to have 2-3 mainline agreements that will need to be in place before seeking funding.

Alexandra Nahrwold reviewed the project tracker and indicated everything is on track. She has requested the scorecard for the Marshall County project from SRF to see where the Marshall County threshold was.

Alexandra Nahrwold reported sewage producing properties will be sent packets in October. Non-sewage properties will not be sent the packet, if they have an empty or vacant lot and want to opt into the project, they will be told to contact JPR. Will not be sending packets to property owners that are not planning to build. Those properties adjacent to the pressure sewer line will be offered to connect.

Kenny Jones stated that JPR serves as the Town Engineer for the Town of Bremen and was looking to upgrade their WWTF and the bids for this project came in historically high. One of the next PSAs in Marshall County to be connected is the Donnybrook area and may need to discuss this in the future.

## 8. PRE-DESIGN ACTIVITIES:

### a. General Update

This report was included in the Board packet for the Board members to review.

### b. City of Plymouth – Update

- c. The draft Interlocal agreement was prepared by Christopher Nusbaum and was sent to the City of Plymouth. The City of Plymouth had a few comments that Attorney

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Nusbaum is working on modifying the agreement to match the conditions outlined in the Plymouth draft.

9. FINANCIAL CONSULTANT UPDATE:

- a. No Report

10. ANY OTHER BUSINESS:

Thomas McFadden asked if JPR is keeping the Marshall County website updated regarding what is going on with the sewer District. Debbie Palmer asked at what point should the District consider getting their website. Kenny Jones stated sometime between now and the connection period. Andrew Boxberger indicated once the project becomes active the District will want its website to delineate itself from the County.

ADJOURNMENT:

Brenda Meyers made a motion to adjourn the meeting. The motion was seconded by Don Ecker, Jr. All were in favor. The motion was approved unanimously.

The meeting adjourned at 9:39 AM.

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