

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, November 13, 2024, at 9:00 AM 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 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: Christopher Nusbaum, Esq.

JPR: Kenneth Jones, Jr., Alexandra Nahrwold, and Diana Campbell

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:

a.) Minutes from the October 9, 2024 Monthly Board meeting were presented, and reviewed by the board members. Diann Parsons made a motion to approve the meeting minutes for the Monthly Board meeting. The motion was seconded by Christopher Spier. All were in favor. The motion was approved unanimously.

4. FINANCIAL REPORT and CLAIM APPROVALS:

a.) Financials – October 2024 – The financials for the month ending October 31, 2024, were not included in the Board packet.

b.) Brenda Meyers reported there were two additional claims received after the Monthly Claim Approval was distributed. One check from Carson LLP in the amount of \$8,996.50, and one from JPR in the amount of \$28,244.29 for the total amount of claims of \$42,990.29. Debbie Palmer made a motion to approve the revised Monthly Claim Approval form in the amount of \$42,990.29. Motion seconded by Christopher Spier. All were in favor. The motion was approved unanimously.

5. LEGAL COUNSEL UPDATE:

a.) Christopher Nusbaum reviewed the proposed draft easement packet mailing. He noted the cover letter goes through all the items that are included in the packet. The packet has been developed over many years and projects between JPR and Carson. The packet provides the property owners' most organized and succinct information. The packet consists of the cover letter, project timeline, Information about what is being asked for and what the project is about, a map of the area. the easement agreement, planning for connection, and a property owner questionnaire that helps plan for the

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connection. This packet was reviewed with the Engineering Committee, line by line. Thomas McFadden suggested approval be deferred to the next meeting to allow the members time to review the packet.

Debbie Palmer inquired if the anticipated capacity charge would be known when the packet is sent to the property owners. Christopher Nusbaum indicated this information may not be known at the time of the mailing and if it is not known then that sentence will be removed from the packet. She suggested indicating that there would be a capacity charge and a monthly fee. Another comment was the requirement for a Notary Public to notarize the agreement. She inquired if verbiage could be added as to where notaries are located.

Christopher Nusbaum stated in the past informational sessions have been held Notaries have been available to notarize at these sessions.

Christopher Nusbaum will incorporate these above mentioned suggestions and recirculate the packet.

6. INSURANCE COMMITTEE UPDATE:

- a. None

7. ENGINEERING COMMITTEE UPDATE

a.) Meeting – October 30, 2024

Progress since the previous board meeting:

1. JPR is working on the right of way report – anticipated completion in Fall 2024
 - a. This is now in draft form, waiting on survey and final alignment changes
2. Land Acquisition
 - a. Pump station site sketches have been reviewed by the engineering committee
 - b. An introduction letter was sent to the property owners
 1. PS 1 site (Redwood Road and 12th Road) has some traction and JPR will be meeting in late fall). It was noted that the property owner has asked to look at other options and if no other options can be found to come back to them.
 2. PS 2 site (Olive Trail and 11th Road) has had two property owners reject the offer. An introductory letter was sent to the third property owner and awaiting a response from them.
3. Calling in utility locates
 - a. This has been an ongoing concern, there are several utilities who have not marked underground lines
 - b. JPR is calling in repeat design tickets until there is a response from the utilities
 - c. JPR sent out an email to all utilities, and we have gotten some responses back on that
4. Engineering meeting discussed the grinder station easement packets
5. Easement Packets

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- a. To be approved by the board
 - 1. Anticipated sending these out in early 2025, want approval so when JPR has compiled all information we are ready to go
 - 2. Planned progress before the next board meeting
- 6. Land Acquisition
 - a. Research mainlines and pump station sites that require right of way and land acquisition
 - b. Happy Acres Trail, may wait until easement packets are sent to gain interest
- 7. Design
 - a. Underground locates and Alignment Adjustments
 - b. Hydraulic Model and Field Check
 - c. Easement packets
- 8. Engineering Committee Meeting
- 9. AMP Updates and SRF Update
 - a. Building
- 10. Project Schedule
 - Complete Design – August 2025
 - Permit Submittal - August 2025
 - Advertise for bids – November 2025
 - Permits Received – November 2025
 - Receive construction bids – December 2025
 - Close on project funding- March 2026
 - Start Construction of Collection System – April 2026
 - Complete Construction of Collection System – April 2028
 - Customer connection to new collection system – May-July 2028
 - This project timeline was reviewed with Jeff Rowe and will be included in the packet.
- 8. PRE-DESIGN ACTIVITIES:
 - a. General Update

This report was included in the Board packet for the Board members to review. One change noted was on page 1, No. 12 SRF Funding Closing date should be 2026-03-28. Other updates that were made in the October report were noted in yellow.
 - b. City of Plymouth – Interlocal Agreement Update

Kenny Jones reported a meeting with the City of Plymouth is to be arranged by Baker Tilley.
- 9. FINANCIAL CONSULTANT UPDATE:
 - a. No Report
- 10. ANY OTHER BUSINESS:

Debbie Palmer inquired about the meeting with Donnybrook residents. Kenny Jones stated there is a resident in Donnybrook who is also an employee for the Town of Bremen who is

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speaking on behalf of his neighbors, and they are curious about the timeline for the project in their area.

ADJOURNMENT:

Christopher Spier made a motion to adjourn the meeting. The motion was seconded by Jay Stone. All were in favor. The motion was approved unanimously.

The meeting adjourned at 9:40 AM.