

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 Tuesday, August 22, 2023, at 9:00 AM at the Marshall County Building and via Teams.

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

1. ROLL CALL:

MCRSD Board: Thomas McFadden, Jay Stone, Diann Parsons, Brenda Meyers, Deborah Palmer, and Don Ecker, Jr.

Not Present: Christopher Spier

Carson, LLP: Atty. Andrew Boxberger and Atty. Christopher Nusbaum

JPR: Kenny Jones, Alexandra Nahrwold, and Diana Campbell

2. PUBLIC COMMENT:

Scott Clay of RQAW attended to introduce his company and is interested in working with the Board on this project.

3. GOVERNANCE

a. Oath of Office

The members present recited and signed their Oath of Office.

b. Nominations & Election of Officers

The proposed slate of officers was presented. Thomas McFadden, President; Jay Stone, Vice President; Brenda Meyers, Treasurer, and Diann Parson, Secretary.

Don Ecker, Jr., made a motion to accept the slate of officers as submitted, seconded by Brenda Meyers. The motion was approved unanimously.

c. Bylaws

Attorney Andrew Boxberger reviewed the Bylaws. He indicated there is nothing in these Bylaws that is not in other Sewer District Bylaws. He noted the Bylaws include the formation order as directed by IDEM. He also stated the regional sewer district has no affiliation with the County, it is its own governing board and acts separately from the County.

Debbie Palmer made a motion to accept the Bylaws as presented, seconded by Jay Stone. The motion was approved unanimously.

d. Internal Control Policy

Attorney Andrew Boxberger indicated the State Board of Accounts requires the District to adopt the Internal Controls Policy and the Materiality Policy through a Resolution. He also indicated he would be sending the members an email with a video link for training. The video is to be watched prior to the next meeting.

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Don Ecker, Jr., made a motion to accept the Resolution adopting the internal controls policy and the materiality policy as presented, seconded by Jay Stone. The motion carried unanimously. Attorney Christopher Nusbaum indicated this will be Resolution No., 2023-08-1.

e. Conflict of Interest Policy

Attorney Andrew Boxberger reviewed the Conflict-of-Interest Policy and indicated the primary purpose of the policy is for the members to acknowledge and disclose any financial benefit they may receive serving on the District Board. Members were to complete either Conflict of Interest Statements A, B, or C, which meet their requirements. The District Secretary will maintain the Conflict-of-Interest Statements.

Debbie Palmer made a motion to accept the Conflict-of-Interest Policy as presented, Jay Stone seconded. The motion carried unanimously. Attorney Christopher Nusbaum indicated this will be Resolution No., 2023-08-2.

f. Monthly Meeting Schedule – Time and Location

Attorney Andrew Boxberger indicated the District is to determine its meeting date, time, and meeting location. Kenneth Jones, Jr. suggested at the start meetings be held every other month until the end of the year. Thomas McFadden asked Angie Birchmeier about the availability of Room 203 who indicated the best night is the 3rd Tuesday of the month at 6:00 PM.

Debbie Palmer made a motion District meeting to be held on the 3rd Tuesday of the month at 6:00 PM, seconded by Don Ecker, Jr. The motion carried unanimously. Thomas McFadden indicated the remaining meetings for 2023 will be October 17 and December 19.

g. Remote Participation Policy

Attorney Andrew Boxberger stated the Remote Participation Policy allows for members to occasionally attend Board meetings remotely but includes how often members can attend remotely per calendar year.

Debbie Palmer made a motion to accept the Remote Participation Policy as presented, seconded by Jay Stone. The motion carried unanimously. Attorney Christopher Nusbaum indicated this Policy is Resolution 2023-08-3.

4. BANKING MATTERS

Attorney Christopher Nusbaum indicated the District needs to have a banking account for the funds it receives will be receiving from the county, IFA, and USDA. The Corporate Authorization Resolution was obtained from Everwise for each Board member to sign. It was suggested to consider thresholds for signatures as well. EIN Number will be applied for by legal counsel. To ensure the confidentiality of social security numbers each member must call Everwise and provide Everwise with their social security numbers.

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Don Ecker, Jr. made a motion to establish an account at Everwise, seconded by Debbie Palmer. The motion carried unanimously.

5. INSURANCE MATTERS AND PUBLIC OFFICIAL BONDS

Attorney Andrew Boxberger indicated that the IDEM recommends the Officers have a Resolution Establishing Sufficient Bond Amount for all Officers, Trustees, and Employees Who Have the Power to Disburse District Funds in a sufficient amount. The recommended sufficient amount is \$15,000.

Don Ecker, Jr., made a motion to accept the Resolution Establishing Sufficient Bond Amount for the Officers in the amount of \$15,000, seconded by Brenda Meyers. The motion carried unanimously. Attorney Christopher Nusbaum indicated this is Resolution No., 2023-08-4.

6. CONSIDERATION OF PROFESSIONAL ADVISORS

Thomas McFadden indicated he has reviewed the submitted agreements from Carson, LLP, Bakertilly and Jones Petrie Rafinski and has found them all to be standard agreements. Kenneth Jones indicated the EDJC Agreement will be submitted later.

Brenda Meyers made a motion to accept and execute agreements with Carson, LLP, Bakertilly and Jones Petrie Rafinski, seconded by Debbie Palmer. The motion carried unanimously.

7. SUBMISSION OF DISTRICT PLAN TO IDEM

Kenneth Jones indicated the District is required to submit the PER plan to the IDEM no later than September 12, 2023. The final submission is for the refinement of information. Once submitted an acknowledgment from the IDEM for design work. The Resolution Authorizing Detailed Plan for the District's Initial Project will allow Jones Petrie Rafinski to submit the plan to the IDEM on behalf of the District.

Funding for the project is submitted to the USDA, private bonds, IFA in March/April, and SRF issues funding in July/August. Projects listed at the top of the list receive greater funding.

Brenda Meyers made a motion to accept the Resolution Authorizing Detailed Plan for the District's Initial Project, seconded by Don Ecker, Jr. The motion carried unanimously. Attorney Christopher Nusbaum indicated this is Resolution No., 2023-08-5.

8. OTHER BUSINESS BROUGHT BEFORE THE BOARD

Attorney Andrew Boxberger stated the State statute allows member compensation of \$150.00 a day and inquired if the members would be seeking compensation. The members indicated they were not expecting compensation and would not be seeking any compensation.

ADJOURNMENT:

Debbie Palmer made a motion to adjourn, seconded by Brenda Meyers meeting adjourned at 10:00 AM.