

# Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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*"Addressing the water needs of the Community"*

## April 14, 2021 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday April 14, 2021 at 2:00 p.m.** in the Training Center of the Allen County Sanitary Engineering Department office located at 3230 North Cole Street, Lima, Ohio.

The agenda was as follows:

1. Roll Call
2. Pledge of Allegiance
3. Additions, Changes, or Corrections to Agenda
4. Approval of AWD minutes –March 10, 2021
5. Clerk of Board Report (Includes Committee Reports)
6. Attorney's Report
7. Treasurer's Report
8. CPA Report
9. Old Business
10. New Business
11. Board Comments
12. Public Forum
13. Executive Session
14. Adjournment

A quorum being present, Dr. Biery brought the meeting to order at 2:16 p.m. and proceeded with the agenda.

### 1. ROLL CALL

Dr. Biery

Mr. Miller

Mr. Kessen

Mr. Gosnell

Mr. Ingle

Mr. Kayatin

Mr. Neeper

Mr. Leis

Ms. Vickers

Member At Large

American Twp Representative

Perry Twp Representative

Shawnee Twp Representative

Bath Twp Representative

Allen County Representative

Allen County Representative

Allen County Representative

Allen County Representative

## STAFF

Kim Stiles – Clerk of the Board

Shannon Finn – Office Assistant

Rex Huffman – District Legal

PUBLIC – Mr. Matt Gossard, Canary Bar and Grill

## 2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA – Mr. Huffman gave Oath of Office to new Bath Township Representative, Mr. Dustin Ingle, as well as gave Oath of Office again to Mr. Greg Kessen who was re-appointed by Perry Township.

Ms. Stiles introduced Mr. Matt Gossard to the Board. Mr. Gossard owns the Canary Bar and Grill in Westminster. He spoke in regards to receiving public water at his parcel on Bellefontaine Rd. He owns a home and a restaurant/bar. Mr. Gossard offered an easement on either side of his parcel for future waterline extensions in exchange for a price break on the waterline connection fees. Ms. Stiles stated this line was put in with the Southeast Regional Project and the corresponding capital permit fee is \$6,300 per ESFU. Ms. Stiles previously calculated 1 esfu for the home and approximately 1.84 esfu's for the bar/grill. It was mentioned there is a lot of sulfur in the area, which may cause more residents to want to connect. Dr. Biery thanked Mr. Gossard for attending the meeting and laying out his request. It was determined by the Board there would need to be more research by the Project Committee to see if obtaining the easements would be beneficial to future projects.

4. APPROVAL OF MINUTES - Motion made by Mr. Miller to approve the March 10, 2021 minutes. Second by Mr. Neeper. Motion carried 9-0.

## 5. CLERK OF BOARD REPORT

Ms. Stiles stated there had been **3 connection inquiries** since last month's meeting.

- Julia Hare inquired about cost to tap line at 694 N. Wapak Road. Looking at building single family home on this lot. This line was extended by a developer and so the standard CPF of \$500 per ESFU was quoted.
- Shawn Gross is looking at possibly purchasing 3333 Yoakam Road and building a single family home. He wanted to know cost to tap the line there. This line was put in with the Shawnee Phase 1 Waterline Project and was a combination front footage/ESFU assessment. The front footage was paid on the real estate taxes so the standard CPF of \$500 quoted for a home to be built.
- Richard Lyons inquired about connecting to public water at his home located at 521 King Ave. This is for a single family home. The line was put in with the King Ave Waterline Project and the CPF is \$6500.

Ms. Stiles stated there had been **4 capital permits** issued since last month's meeting:

- Gehring and Burtchin obtained a permit for a home being built in the Indianbrook Subdivision. The permit is for 543 Tonkawa Trail. These lines were put in by the developer and therefore the standard CPF of \$500 per ESFU was charged.
- Schumacher Homes obtained a permit for a home being built in the Homestead Estates Subdivision. The permit is for 508 Honeysuckle Bend. These lines were put in by the developer, therefore the standard CPF of \$500 per ESFU was collected.
- Brian and Melissa Ennis obtained a permit for their home at 4690 Zurmehly Rd. This waterline was put in with the Shawnee Phase 2 project with a CPF of \$5347, which is currently being assessed through their real estate taxes.
- Timothy and Chris Haniford obtained a permit for a home being built at 6065 McPheron Rd. Mr. Haniford inquired earlier in the year and it was suggested that he combine his parcel that fronts Bellefontaine with his parcel on McPheron. The 2 parcels have been combined and he now has the ability to tap into the waterline put in by the Southeast Regional Project. Mr. Haniford agreed to the \$6300 CPF and has signed a Consent and Waiver for a 5 year installment to be assessed on his Real Estate Taxes at 2% plus the current OWDA market rate.

Ms. Stiles stated there had been **2 extension inquiries** since last month's meeting.

- District contacted by AEDG regarding a possible waterline extension to serve Resource Mulch on Neubrecht Road. Virtual Meeting held on March 22<sup>nd</sup> to discuss with AEDG and Resource. Estimate requested from Access. Potential for CDBG ED money for this extension.
- Plans received from Brian Bacon for a proposed waterline extension (8") to serve a new event center at the old Hawthorne Hills Golf Course. The second phase will consist of a subdivision around the pond with the 8" line extending around and tying back in to Fetter Road near the access road north of the railroad tracks.

**RESOLUTION 21-010: THE BOARD OF TRESTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES CHAIR, TO SIGN A WATERLINE EXTENSION AGREEMENT WITH 19<sup>TH</sup> HAWTHORN, LLC C/O RANDY JONES**

Motion made by Mr. Miller. Seconded by Mr. Neeper. Roll Call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Ingle – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers - yes.

**Improvements/Changes/Upcoming Events.**

- **Board Appointments** – District sent appointment request letters to Bath and Perry Townships as well as the County Commissioners for their 2<sup>nd</sup> County Appointment. These terms expire 4/30/21. Mr. Kessen was re-appointed by Perry Township. Bath Township made decision at their April 6<sup>th</sup> Township Meeting to appoint Dustin Ingle for the remainder of Mr. Hartley's term through 4/30/21 and for the next 3-year term 5/1/21 through 4/30/24. District is still awaiting word from the County Commissioners regarding their appointment.
- **EDA Funding** – Ms. Stiles attended a phone conference set up by Mr. Kayatin with the EDA Representative for our area, Ellen Heinz. Ms. Heinz explained the funding available through EDA

and some of the criteria. Ms. Stiles scheduled another meeting with Ms. Heinz to follow up and talk more about specific projects to determine possible funding eligibility.

- **Annual Cookout Discussion** The decision was made by the Board to hold the Annual Cookout after the May meeting. Ms. Finn will send out more detailed information to the board members via email.
- **Ottawa River Clean Up** April 24<sup>th</sup> from 9:00 am - Noon. If interested in representing AWD please contact Ms. Stiles so that a team can be assembled.
- **Signage** – It was recommended that Ms. Stiles contact The Cheap Sign Company to have signs made for current and future projects showing AWD involvement in the project. This would be included in the project fees.

### **By-laws, Policies and Procedures**

**RESOLUTION 21-009: THE BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, ELECTS THE EXISTING SLATE OF OFFICERS TO A TERM COMMENCING MAY 1, 2021 TO APRIL 30, 2022.** Motion made by Mr. Kayatin. Seconded by Ms. Vickers. Roll Call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – abstain, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes.

A work session was held prior to April's Board meeting to review potential revisions to Personnel and Operational Policies, By-Laws as well as the Deposit, Fee and Charge Schedule Policy.

### **Contracts and Agreements**

#### **Assignment and Assumption Agreement**

- The Assignment and Assumption Agreement went into effect September 1, 2020. Mr. Kayatin and Ms. Stiles are continuing to work on tidying up a few Exhibits. Some Agreements that still need to be included.
- District received the first full billing report from the City of Lima this month for County District customers with a monthly total of approximately \$17,400. This equates to an annual average of approximately \$209,000. This is less than the 2021 estimate of \$257,000. Ms. Stiles stated she would let the Board know what the March reports show.

### **Projects**

**Project Committee Meeting** – The Project Committee met on March 15<sup>th</sup> at 9 a.m. Ms. Stiles stated meeting minutes are included in the Reference Packet and most items will be discussed further in this report.

**Bible/Stewart/Bluelick Estimate** – An estimate has been requested for this area (broken down in phases) from Access.

**AEDG Monthly Meetings** – Ms. Stiles has been participating in monthly meetings with AEDG to discuss potential development opportunities/areas and identify roadblocks in an effort to be proactive in the development process. These are attended by the County Engineer, Sanitary Engineer, Regional Planning, County Building Department, etc.

**Subdivisions** – Ms. Stiles stated a few developers (listed below) have contacted the District regarding new subdivisions or phases in subdivisions. This is fairly new to Ms. Stiles since there haven't been many developments since she began at the District. She will be utilizing the Developer's Handbook and researching developer's agreements for the appropriate parties to enter into.

- a) Country Aire Phase 5C
- b) Lost Creek Subdivision

### **East Regional**

- a) Feedback received from USDA from plans, bid docs and specs. Prime made revisions and submitted these to USDA.
- b) USDA Financing –A formal request letter has been submitted to USDA outlining the benefits for closing their loan upfront and addressing some concerns with other funding agencies and the ownership of the lines. The District has also sent draft 2020 financials to USDA as well as requested. Ms. Stiles stated we should be hearing something from very soon from USDA.
- c) The District is preparing the bid advertisement so it is ready once we receive closing instructions. Once bids are received, they shall be reviewed by all parties (BOCC, COL, AWD and both Villages).
- d) The April 2021 Project update is available in the Reference Packet.

### **Rudolph Foods – Elevated Storage Tank**

- District has drafted an Agreement to outline each parties' responsibilities. Draft Agreement has been sent to all parties for their legal to review. Final version should be approved soon and sent out for signatures.
- Survey work completed and engineer has submitted site plan to FAA. 60% plans should be available within a week or so. Another Project Meeting to be scheduled near end of April by Engineer.
- District is working with Angie McConnell, County GLCAP contact, on CDBG ED Application. Waiting on commitment letter from City of Lima for their contribution.

**Master Plan Study (Node Map)** – Two submittals received from DLZ and AECOM/MS Consultants. Meeting to be held with the City of Lima and the District's Project Committee tomorrow April 15<sup>th</sup> at 10:30 a.m. to evaluate submittals.

**Feasibility Study for Gomer** – The project committee has determined that option 6 is preferred option. Moving forward, a Source and Use will continue to be worked on and a meeting will be set up with the Township Trustees at some point. USDA has stated a Revenue Bond could possibly be issued but further consideration would depend on a number of factors including but not limited to review by bond counsel, number of connections and assurance of associated revenue.

The District has asked Access Engineering to review the current study since nearly a year has passed.

**Indianbrook Subdivision** – K&K previously looked at a plan for this area back in 2003 for the County. District met with Access on March 12<sup>th</sup> and asked for an estimate to complete the project based on K&K's drawings. Project would replace waterlines in old section of the neighborhood that are undersized and in back yards as well as add hydrants and loop the lines where practical.

6. **ATTORNEY'S REPORT** – None.

7. **TREASURER'S REPORT**

Revenue and Expense Reports for February 2021 (Month-to-Date and Year-to-Date) for funds 8750, 8751, 8752 and 8753 are available in the Reference Packet. A Revenue and Expense Report will be provided when transactions occur within the previous month for any fund. Current cash balance total for all AWD funds as of 3/31/21 is \$1,603,620.79. Here are the cash balance totals for each fund as of 3/31/2021:

8750 Project Debt Service – \$620,082.99	8754 USDA Debt Reserve – \$0
8751 Operating Fund – \$662,878.15	8755 USDA Reserve – \$0
8752 Internal Capital Reserve – \$179,519.02	8756 County Reserve – \$20,825.54
8753 External Capital Reserve – \$120,315.09	

1<sup>st</sup> Half 2021 Assessments have been received in the amount of \$231,513.72 and deposited into corresponding accounts in the District's Debt Service Fund 8750. 2021 1<sup>st</sup> Half Assessment Report available for review.

Ms. Stiles and Mr. Miller attended 2021 Local Government Officials Conference on April 13<sup>th</sup> and 14<sup>th</sup>.

**MOTION MADE BY MR. MILLER TO APPROVE APRIL 2021 TREASURER'S REPORT.**

Second by Mr. Gosnell. Motion carried 7-0.

8. **CPA REPORT** – None.

9. **OLD BUSINESS** – None.

10. **NEW BUSINESS** – None.

11. **BOARD MEMBER COMMENTS** – Dr. Biery welcomed Dustin Ingle as Bath Township Trustee to the Board and expressed his appreciation.

12. **PUBLIC FORUM:** None

13. EXECUTIVE SESSION: None

14. ADJOURNMENT: Motion for adjournment made by Mr. Miller at 3:34 p.m. Second by Mr. Gosnell.  
Motion carried 7-0.

ATTESTED:

  
Chairman

5/12/2021  
Date

  
Secretary

5/12/2021  
Date