

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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"Addressing the water needs of the Community"

August 10, 2022 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, August 10, 2022 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 – July 13, 2022
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, Mr. Kessen brought the meeting to order at 2:01p.m. and proceeded with the agenda.

1. ROLL CALL

Dr. Biery - Absent

Mr. Miller

Mr. Kessen

Mr. Gosnell - Absent

Mr. Ingle

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

STAFF

Kim Stiles – Clerk of the Board
Shannon Finn – Office Assistant
Rex Huffman – District Legal

PUBLIC – Brad Niemeyer - Sanitary Engineer, Cory Noonan – Allen County Commissioner and Steve Kayatin – former AWD Trustee

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA – Mr. Cory Noonan, Allen County Commissioner, expressed his appreciation of the work of the Allen Water District and the relationship and communication between the two. He also clarified changes made to public access of county offices were implemented by the County Commissioners and were done County wide.

4. APPROVAL OF MINUTES - Motion made by Mr. Miller to approve the July 13, 2022 minutes. Seconded by Mr. Neeper. Motion carried 6-0.

5. CLERK OF BOARD REPORT

Ms. Stiles stated there had been **2 connection inquiries** since last month’s meeting.

Name	Address	Project Area	CPF/Assessment	Ref Page
Carole Stimmel	6467 McPheron Rd	Southeast Regional	\$6300	1
Brittany Hunnaman	2820 Schooler Rd	Southeast Regional	\$6300	2

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

Name	Address	Project Area	CPF/Assessment	Ref Page
Don Malone	4310 North West St	North West St	\$5288.54	3
DEI Inc (First National Bank of Pandora)	2500 Eastown Rd	Diller/Eastown/Franks	\$3000 + \$1178.42 FF Paid previous	4
Dennis Morton	4015 Zurmehly Rd	Zurmehly Rd Ext. Project	\$6500	5
LBC Investments	5950 Timberstone Dr	Woodberry Creek	\$500	6

Ms. Stiles stated there had been **no extension inquiries** since last month’s meeting.

Improvements/Changes/Upcoming Events –

- 2021 Financials have been advertised
- Ms. Stiles to attend quarterly CORD Board Meeting on September 2nd
- Ottawa River Coalition Membership/Sponsorship – Discussion

MOTION MADE BY MR. MILLER TO APPROVE \$500 MEMBERSHIP/SPONSORSHIP FOR THE OTTAWA RIVER COALITION. Seconded by Ms. Vickers. Motion carried 6-0.

By-laws, Policies and Procedures – Nothing to report.

Contracts and Agreements - Nothing to report.

Projects - Project Committee met on July 29th to discuss the following:

Harding Highway Ext. Inquiry –Mr. Ingle, Mr. Kessen and Ms. Stiles met with Doug Simpson, GC and Pastor Brian of Crossroads Church, re: 12” waterline extension on Harding Hwy to serve Church. Mr. Neeper asked if this was time sensitive due to the roundabout construction. Mr. Ingle stated that there is an option to come across Thayer which would avoid the roundabout construction.

Option 1 – Church enter into developer/recoupment agreement w/ AWD and complete 12” extension.

Option 2 – District completes the project with contribution from the Church.

Option 3 – Church remains with well water.

From discussion, it appeared the Church was leaning toward performing the extension themselves but District is still waiting to hear back.

ARPA Funding – District is awaiting word from Commissioners regarding ARPA Funds for SR 81 Loop, located in Bath and Jackson Townships. Board move forward with Preliminary Design with Access?

MOTION MADE BY MR. NEEPER TO MOVE FORWARD WITH PRELIMINARY DESIGN FOR THE STATE RT. 81 PROJECT Seconded by Mr. Miller. Motion carried 6-0.

East Regional

a) Construction progress is as follows:

Contract A – Waterline installation/pressure testing/chlorination complete. Most restoration work complete outside Village and in progress within Village. Approximately 3 weeks of work left.

Contract B – 12” installed to Village limits. Majority of waterline installed within Village. Restoration work complete outside Village. Approximately 4,000 lf of pipe left to install in Village (Sugar/High/Wood). Approximately 3 weeks of work left on pipe install plus additional time for restoration.

Contract C – Tank erection scheduled to be completed by end of August/early September. Crane scheduled for September 1 to set the top. Painting should occur immediately after with electrical following paint. School is now served with water.

b) Please see August Project Update on page 7 in the Reference Packet.

c) “Open House” held on July 21st in Lafayette and on July 22nd in Harrod from 9 a.m. to 4 p.m. AWD, USDA, COL and ACHD were all in attendance to answer questions from public. Approximately 135 people signed in for both meetings. We are exploring holding another one with evening hours (3 p.m. to 7 p.m.) at Allen East High School perhaps at end of August/early September.

- d) 2929 Johnston Road – Homeowner is requesting to connect to the waterline ASAP. He is renovating a home and having issues with well. Discussion. Ms. Stiles stated the worry is that if the Board allows him to connect early, this could bring others asking to connect early. Mr. Kessen stated that this could open flood gates of those wanting to connect early. Mr. Leis feels we should allow him to connect early since the line is there and ready. Mr. Neeper asked when we expect the project to be complete. Ms. Stiles stated that we are waiting for the completion of the tank, which houses the meter reading equipment. If this gentleman cannot tap he will have to dig a well. Once he digs his well he will most likely not become a water customer. Mr. Kessen is concerned with more people wanting to connect early, which could cause a pressure issue with the tower not being complete. Mr. Neeper expressed that these connections have to be approved at the Board meetings, which could extend the time of approving these connections, running the clock out which puts these connections closer to the time of the completion of the project. Mr. Neeper stated that an exception was already made for the school to connect early, therefore we should consider this homeowner. Mr. Huffman stated that there needs to be an emergency connection procedure with a written application stating the emergency or hardship of why they need to connect early. The Board will review the application at the next meeting in September.

Rudolph Foods – Elevated Storage Tank

- Tank erection should be complete. Painting to begin this week. Goal is to have water in tank by October 1. City still needs to complete waterline installation on Brentlinger and District needs to lower waterline on 117. Delays on pipe are being monitored. Ms. Stiles stated that bulb at the top is in place. The city is considering using PVC in place of ductile iron due to the delays.
- Progress meeting held Wednesday, August 3rd at 1 p.m. at our office. Next progress meeting will be September 7th at 1 p.m. at our office.

Southeast Regional Relocation/ODOT Project – ODOT approved project estimates for reimbursement of the relocation. Delays on pipe are being monitored.

Intersection of 117 and McPheron – Access did a rough mark-up outlining a possible waterline alignment. Best case scenario would be to do this while ODOT has road closed in 2023. We will set up call with ODOT to discuss further but think we can keep project total less than \$50k. Mr. Huffman confirmed that this would not have to be bid as long as it is kept under \$50k and the engineer is prequalified.

Master Plan Study (Node Map) - Estimated completion was mid-2022. Engineer waiting on items from City of Lima regarding SCADA. AWD will meet with ms consultants and City of Lima on August 22nd to discuss further. Ms. Stiles stated that the Hydraulic Model is 70% complete and the Master Plan is approximately 50% complete. Mr. Kessen voiced his concern with the time that this has taken.

Indianbrook Subdivision – Project Chair and Ms. Stiles met with Access and City on 8/9/22. AWD will schedule meetings/calls with fire chief/township/County Engineer. Access to finish up preliminary design and then hold a public meeting prior to bidding. Plan to bid late 2022/early 2023. Ms. Stiles stated that there needs to be a work agreement for working on private property while moving the service lines. Mr. Huffman replied that if they want service they have to let the contractors on their property as they would any other utility contractors. He also recommended having this stated in the application for service. Mr. Neeper asked about the fees being charged to those in Indianbrook and asked if the fees would change once with project is complete to be more in line with what all other customers are paying. Ms. Stiles answered the neighborhood would be treated like all other County/District water customers upon completion of the project.

Ms. Stiles added that there are several subdivisions that are moving along including: Hickory Creek, Kenyon Heights, Camden Ridge and Lost Creek. Country Aire 5C is also ready to move forward, therefore needing a Developer's Agreement.

RESOLUTION 22-019: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES CHAIR, MR. GREG KESSEN, TO SIGN A DEVELOPMENT AGREEMENT WITH DOWNEY FAMILY LIMITED PARTNERSHIP FOR SUBDIVISION COUNTRY AIRE 5C.

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

- ATTORNEY'S REPORT** – Mr. Huffman made the Board aware of pending legislation regarding delinquent bills going to taxes automatically. State Legislatures are trying to remove that power from governmental utilities. Public utilities do not have this power. This is something that Ms. Stiles may want to discuss at the next CORD meeting. He also made mention of another pending legislation regarding eminent domain, which states the government cannot take property without paying for it. Mr. Huffman also discussed that if a Board member attends virtually or via phone, they do not count as being present. You have to be in a seat to count as a quorum, to vote and to discuss issues. A policy needs to be made as to whether the Board will allow members to remotely attend while not being counted as part of the quorum. Legislature has voted to end this. Port Authority has the ability to allow remote attendance. The Board needs to decide if they will allow this at the next By-laws Committee meeting. Mr. Kessen referred this to the next By-laws meeting.

MOTION MADE BY MR. NEEPER FOR THE BOARD TO SHARE WITH CORD THEIR OPPOSITION OF THE LEGISLATION OF DELINQUENT BILLS TO GO ON TAXES AUTOMATICALLY. Seconded by Mr. Miller. Motion carried 6-0.

MOTION MADE BY MR. MILLER FOR THE BOARD TO SHARE WITH CORD THE OPPOSITION TO THE EMINENT DOMAIN LEGISLATION. Seconded by Mr. Ingle. Motion carried 6-0.

- TREASURER'S REPORT** –

Revenue and Expense Reports for July 2022 (Month-to-Date and Year-to-Date) for funds 8750, 8751, 8752, 8753, 8754 and 8756 are available. 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 7/31/22 is \$2,119,612.37. The cash balance totals for each fund as of 6/30/2021 are as follows:

8750 Project Debt Service – \$1,203,633.00	8754 USDA Debt Reserve – \$1.55
8751 Operating Fund – \$358,785.16	8755 USDA Reserve - \$0
8752 Internal Capital Reserve – \$187,947.72	8756 USDA County Reserve - \$318,082.08
8753 External Capital Reserve – \$51,162.86	

MOTION MADE BY MR. MILLER TO APPROVE AUGUST 2022 TREASURER’S REPORT. Seconded by Mr. Leis. Motion carried 6-0.

8. CPA REPORT:

9. OLD BUSINESS: Ms. Stiles stated that there was a quarterly update provided to the Commissioners on 7/28.

10. NEW BUSINESS: Mr. Kessen presented Doctor Biery’s resignation to the Board.

MOTION MADE BY MR. MILLER TO ACCEPT THE RESIGNATION OF DR. JOHN BIERY. Seconded by Mr. Leis. Motion carried 6-0.

Mr. Kessen stated that the Board has 90 days to fill the seat of Dr. Biery. Mr. Miller presented information of what steps were taken in the past to fill positions. Mr. Huffman stated that a person must live within the District to be considered. He also stated that it would be a good idea to consider someone from a municipality. He suggested that Kim reach out to Harrod and Lafayette to see if they have anyone they would recommend. Mr. Neeper stated that he lives in Jackson Township where Lafayette is located and therefore the Board may want to steer more toward Harrod so that they would have representation. Mr. Kessen asked Mr. Huffman if there is a form for the Villages to fill out to become part of the District. Mr. Huffman replied that he can send a form to Kim that can be used for this. Mr. Miller cautioned to let the villages know that becoming part of the District does not guarantee a Board seat. The applicants will have to interview and be considered. He also stressed that the Board should not add seats and grow. Mr. Neeper suggested finding other routes to advertise other than the newspaper. It may be better to ask the mayors to recruit applicants. Mr. Huffman stated that 90 days to fill the seat is aspirational not mandatory. Mr. Miller suggested that Ms. Stiles contact Harrod and Lafayette to ask if they would like to join the District before advertising for the open seat. Ms. Vickers added that the By-laws Committee will be meeting soon and could change the amount of days allowed to fill the open seat.

MOTION MADE BY MR. NEEPER TO RECOGNIZE DR. JOHN BIERY’S SERVICE TO THE BOARD WITH A PLAQUE. Seconded by Mr. Miller. Motion carried 6-0.

Mr. Kessen recognized Mr. Steve Kayatin for his 20 years of service to the Allen Water District and presented him with a plaque. Mr. Kayatin thanked Mr. Kessen and the Board.

11. BOARD MEMBER COMMENTS:

12. PUBLIC FORUM:

13. EXECUTIVE SESSION:

14. ADJOURNMENT: Motion for adjournment made by Mr. Miller at 3:20 p.m. Seconded by Mr. Neeper. Motion carried 6 -0.

ATTESTED:


Chairman Date


Secretary Date