

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

Phone 419-996-4679 Fax 419-229-3297

allenwaterdistrict@allencountyohio.com



"Addressing the water needs of the Community"

August 11, 2021 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday August 11, 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 –June 9, 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 1:59 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

Larry Long – CORD
Andrew Huffman – Governmental Policy Group
Jerry Greiner - NWWSD

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA

Mr. Larry Long of CORD attended the AWD Board Meeting to further explain the functions of the CORD Board and the legislative action contribution. Along with Mr. Long, Mr. Andrew Huffman of Governmental Policy Group also attended the meeting to explain the lobbying efforts provided on behalf of the CORD Board. President of the 6119 Northwest Regional Water and Sewer District in Bowling, Green Jerry Greiner, attended the meeting to speak on behalf of CORD and the benefits of being a member.

4. APPROVAL OF MINUTES - Motion made by Mr. Miller to approve the July 14, 2021 minutes. Seconded by Mr. Neeper. Motion carried 9-0.

5. CLERK OF BOARD REPORT

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

- Heather McCurdy inquired about a water permit for a single family home at 6220 Bellefontaine Rd. This line was put in with the Southeast Regional Waterline Project. Ms. McCurdy was quoted the CPF of \$6300 Per ESFU.
- Ufuoma Onyemachi inquired about acquiring a water permit for a single family home being built at 4036 Cypress Dr in Amanda Lakes. This line was put in by the developer. Ms. Onyemachi was quoted the Standard CPF of \$500 per ESFU.
- Eric Layman inquired about a water permit for a single family home to be built at 2667 Jonathon Drive in the Applewood Estates Subdivision. This line was put in by the developer and therefore was quoted the Standard CPF of \$500 per ESFU.

Ms. Finn stated there had been **2 capital permits** issued since last month's meeting.

- E&J Cattle obtained their permit for an event center built at 1000 Fetter Rd. The developer put this line in and is an extension from the Fetter Rd Project. They were charged the CPF of \$1,250 which is equal to 2.5 ESFU based on capacity of 500 people at a conversion rate of .005 units per person

based on AWD user equivalency rates. 500 people x .005 per person = 2.5 ESFU. 2.5 ESFU x \$500 standard CPF = \$1,250.

- Ken Gandhi obtained a permit for a single family home being built at 1862 E. Spring Lane. This line was put in by the developer and therefore the charge was the standard CPF of \$500 per ESFU.

Ms. Finn stated there have been **no extension inquiries** since last month's meeting.

Improvements/Changes/Upcoming Events.

- **CORD Membership** – Ms. Stiles discussed the annual membership fee paid to CORD. In addition to the annual fee there is a suggested legislative contribution which we have not contributed to in the past. Based on the size of the district there is a suggested amount of \$3250. When including the new customers taken on with County customers, the amount would go up to \$6250. Due to just assuming the County customers, we could consider the larger amount next year. Mr. Huffman suggested that if the District agrees to pay the legislative fee, they as a whole, need to become involved and know what is going on with CORD. Mr. Gosnell reiterated that if the Board is contributing to the legislative fee, the Board needs to stay involved. Mr. Kayatin is considering the Dept. of Sanitary Engineers becoming associate members of CORD to possibly split the fees with AWD. Mr. Neeper recommended that we pay the \$3250 in legislative contribution in addition to the annual membership fee of \$650 this year and consider the \$6250 next year. Ms. Stiles will forward to the Board a “Week in Review” from CORD.

MR. NEEPER MADE A MOTION TO SUPPORT CORD WITH THE LEGISLATIVE CONTRIBUTION IN ADDITION TO THE ANNUAL MEMBERSHIP FEES. Ms. Vickers seconded the motion. Motion passed 9-0.

By-laws, Policies and Procedures

Committee to meet soon to review revisions to the Personnel and Operational Policies and Procedures as discussed in April's Work Session.

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. Both will meet with Mr. Rennick, prior to the September Board Meeting to discuss further. Ms. Stiles stated that there should also be an Audit and Finance meeting next month.

Projects

Project Committee - Project Committee met on July 28th to review/reorganize project list. Priority Project list provided for review. Ms. Stiles discussed the projects in more detail explaining the priority of projects could change depending on need. Mr. Neeper suggested adding users for all projects to show how many people will be impacted by each project. Mr. Kayatin added this can be stated as providing a safer water system to X amount of people.

ARPA Funding – Letter previously sent to Commissioners to request consideration for a portion of the County’s ARPA funding for waterline infrastructure. A more detailed list was created from our Priority Projects outlining projects that would benefit the most from ARPA, namely projects where there are limited other sources of funding. List provided for review. Mr. Kayatin suggested specifying which projects could be considered for construction and which for design. Mr. Huffman stated if a project estimate is under \$50,000 it does not need to be bid.

Ms. Stiles will give update at the next meeting.

HB 168/Water and Wastewater Infrastructure Grant Program – This program will provide nearly \$250 million to clean drinking water and wastewater infrastructure. Grants will be up to \$250,000 for design projects and up to \$5 million for construction projects. Funding is provided by the American Rescue Plan Act.

Bible/Stewart/Bluelick Estimate – An estimate has been received for this area from Access. Reports of fluctuating pressures have been reported in the Autumn Ridge Subdivision and the area of Bath Schools. The District met with Larry Huber and the City and they think the issues are stemming from P&G. The City will attempt to further investigate this theory with P&G. Looping the system will most likely help remedy the issue. On the District’s Priority Project List. Mr. Ingle stated that pressure has been reduced slightly in the area which has helped to prevent the fluctuation.

Subdivisions in Progress

- a) Country Aire Phase 5C
- b) Lost Creek Subdivision
- c) Camden Ridge No. 2 Subdivision

East Regional

- a) The bid opening (originally scheduled for Friday, June 4th) was rescheduled to **June 18th, 2021 at 10 a.m. for Contract A. 10:30 a.m. for Contract B and 11 a.m. for Contract C.**
Prime reviewed bid tabs and recommend lowest and most responsive bidder to the District as follows:
Contract A – Underground Utilities, Inc.
Contract B – Underground Utilities, Inc.
Contract C – Maguire Iron, Inc.
- b) Bid tabs along with the Engineer’s recommendation were submitted to USDA and additional funding (loan/grant) were explored with USDA approving \$1,472,000 additional grant and \$1,258,000 additional loan.
- c) Ms. Stiles and Mr. Kayatin met with Commissioners on 8/3/2021 to give project update. Project update given to City of Lima on 8/4/2021 as well. August 2021 Project Update available.
- d) Final “off ramp” for Villages is prior to awarding bids. Ms. Stiles presented updated information to Village of Lafayette on 8/4/2021. Mr. Kayatin presented updated information to

Village of Harrod on 8/5/2021. Both villages passed resolutions to move forward with the Project and award the bids.

- e) Resolutions presented to authorize awarding of bids for Contracts A, B and C and entering into contract with respective contractors for said contracts approving bid award phase. 21-022, 21-023, 21-024.

RESOLUTION 21-022: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, ACCEPTS AND AWARDS PROPOSAL FOR CONSTRUCTION OF CONTRACT A FOR THE EAST REGIONAL WATERLINE EXTENSION PROJECT TO UNDERGROUND UTILITIES, INC. AND AUTHORIZES CHAIR TO SIGN AWARD LETTER AS WELL AS SIGN AND ENTER INTO CONTRACT WITH UNDERGROUND UTILITIES, INC. TO PROVIDE COMPLETION OF PROJECT WORK.

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

RESOLUTION 21-023: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, ACCEPTS AND AWARDS PROPOSAL FOR CONSTRUCTION OF CONTRACT B FOR THE EAST REGIONAL WATERLINE EXTENSION PROJECT TO UNDERGROUND UTILITIES, INC AND AUTHORIZES CHAIR TO SIGN AWARD LETTER AS WELL AS SIGN AND ENTER INTO CONTRACT WITH UNDERGROUND UTILITIES, INC. TO PROVIDE COMPLETION OF PROJECT WORK.

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

RESOLUTION 21-024: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, ACCEPTS AND AWARDS PROPOSAL FOR CONSTRUCTION OF CONTRACT C FOR THE EAST REGIONAL WATERLINE EXTENSION PROJECT TO MAGUIRE IRON, INC. AND AUTHORIZES CHAIR TO SIGN AWARD LETTER AS WELL AS SIGN AND ENTER INTO CONTRACT WITH MAGUIRE IRON, INC. TO PROVIDE COMPLETION OF PROJECT WORK.

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

- f) Loan closing currently scheduled with USDA for 9/21/21. Board will sign necessary documents on 9/8/21.

Ms. Stiles asked Mr. Huffman for input regarding the fire hydrant maintenance agreements. This is the first project being done within a municipality. There may need to be agreements with the villages themselves. The confusion is who has jurisdiction within the villages. Mr. Kessen stated that the townships contract with fire services. Mr. Huffman suggested we meet with all parties to clarify and review current agreements with each township.

Rudolph Foods – Elevated Storage Tank

- CDBG ED Application has been approved – awaiting some final signatures from ODSA.
- RCAP has informed the District that an environmental will need to be completed prior to bidding. District is working with Ron Winland to perform the environmental.
- District is coordinating with ODOT regarding their Westminster Project to avoid any conflicts between the two projects. Their project is scheduled to begin spring 2023. Does District want to consider bringing line west across the road at Katrina to McPheron to prepare for potential future extension?
- District relayed to Rudolph their interest in having AWD graphics on the tank as well as Rudolph's.

Master Plan Study (Node Map) – Cooperative Agreement finalized between the District and the City of Lima outlining each parties' responsibilities and contributions with respect to this project. EJCDC Agreement entered into as well between the District, City and ms consultants.

- ms consultants held meeting today with AEDG, AWD and COL regarding Master Plan Study to discuss future planning.

Feasibility Study for Gomer – Access Engineering has provided updated estimates with regards to the previous study completed by K&K. It appears the estimate for the hamlet of Gomer was not included in the original totals. Access has added an alternate for C909 for 12" as their estimates were based on D.I. for 12". Access will also break out the Diller Road and Cable Road Loops. A phone call was received from a resident of Gomer very interested in water. He would like to survey residents. Ms. Stiles provided him with the necessary materials.

Indianbrook Subdivision – K&K previously looked at a plan for this area back in 2003 for the County. District met with Access on March 12th 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. Funding options need further explored for this project. Ms. Stiles inquired with City regarding 75% contract fee for these customers and they are actually not charged a contract fee but instead pay 75% of the regular rate (in addition to a County District Fee). Mr. Kayatin asked Ms. Stiles to research who is being charged the 75% on their bill and who has been assessed.

6. ATTORNEY'S REPORT - None

7. TREASURER'S REPORT

Revenue and Expense Reports for July 2021 (Month-to-Date and Year-to-Date) for funds 8750, 8751, 8752, 8753 and 8756 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 7/31/21 is \$1,811,217.46. Here are the cash balance totals for each fund as of 7/31/2021:

8750 Project Debt Service – \$583,619.97
8751 Operating Fund – \$642,159.01
8752 Internal Capital Reserve – \$188,269.02
8753 External Capital Reserve – \$318,558.34

8754 USDA Debt Reserve – \$0
8755 USDA Reserve - \$0
8756 USDA County Reserve - \$78,611.12

2nd Half 2021 Assessments received end of July in the amount of \$202,133.34. These amounts were automatically deposited into the appropriate debt service accounts in Munis by the County.

Priority Project Lists will be incorporated into the 10 year Capital Needs plan to assist in forecasting future project planning. .

MOTION MADE BY MR. MILLER TO APPROVE JULY 2021 TREASURER’S REPORT. Seconded by Mr. Gosnell. Motion carried 9-0.

8. **CPA REPORT:** None

9. **OLD BUSINESS:** None

10. **NEW BUSINESS:** None

11. **BOARD MEMBER COMMENTS:**

12. **PUBLIC FORUM:** None

13. **EXECUTIVE SESSION:** None

14. **ADJOURNMENT:** Motion for adjournment made by Mr. Neepier at 4:04 p.m. Seconded by Ms. Vickers. Motion carried 9-0.

ATTESTED:


Chairman _____ Date


Secretary _____ Date