

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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"Addressing the water needs of the Community"

August 14, 2019 Board Meeting Minutes

There was an Allen Water District (AWD) board meeting held on **Wednesday, August 14, 2019, at 5:00 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 10, 2019
5. Clerk of Board Report
6. Committee Reports
7. Attorney's Report
8. Treasurer's Report
9. CPA Report
10. Old Business
11. New Business
12. Board Comments
13. Public Forum
14. Executive Session
15. Adjournment

A quorum being present, Mr. Lucas brought the meeting to order at 5:05 p.m. and proceeded with the agenda.

1. ROLL CALL

Dr. Biery

Mr. Lucas

Mr. Miller

Mr. Kayatin

Mr. Kessen

Mr. Gosnell

Mr. Hartley

Member At Large

Member At Large

American Twp Representative

County Representative

Perry Twp Representative

Shawnee Twp Representative

Bath Twp Representative

STAFF

Rex Huffman – District Attorney

Mary Mathews – Office Assistant

PUBLIC

None

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA – None

4. APPROVAL OF MINUTES

Mr. Miller made a motion to approve the July 10, 2019 minutes. Second by Mr. Kessen. Motion carried 6-0.

5. CLERK OF BOARD REPORT

Ms. Mathews stated that there were **3 connection inquiries** since last month's meeting:

- Chad Wright, with Ron Spencer Real Estate inquired obtaining a water permit for a vacant parcel on Shearin Ave. (parcel # 37-0604-01-003.000). Assessment was paid up front by the original property owner when the Springbrook Area waterline was constructed so this would be a no-charge permit. (Assessment was for ESFU and front footage. Home later torn down so if new home built, no new charge).
- Jodi Jesko inquired about obtaining a water permit for 2591 Bible Road. This waterline was put in by the developer to serve Autumn Ridge subdivision and called the Bible Road Extension. Recoupment expired in 2014. This would be a standard capital permit fee of \$500.
- Jeff Sneary inquired about the cost of water permits for parcel 38-0600-02-004.000 on North Dixie Highway. He is looking to buy the parcel and construct homes along the road frontage. There is an existing District waterline that fronts this parcel referred to as the Dixie Highway Extension. This line was put in by the developer so the Standard Capital Permit Fee, currently \$500 per ESFU, would be charged for each single family home built.

Ms. Mathews stated that **3 capital permits** were issued since last month's meeting:

- RE Becker Builders obtained a permit for 3082 Freyer Road. This property is served by the Allentown waterline and the assessment of \$3,011.59 has been paid by the homeowner with his taxes for the last 25 years.
- Melynda Fossa obtained a water permit for 502 Lutz Road. This property is on the Springbrook Area waterline and the assessment of \$3,891.22 was paid by the property owner in 1996.
- Blass Construction obtained a water permit for 2672 Summer Rambo Court. This waterline was put in by the developer in the Applewood Estates Subdivision so the Standard Capital Permit Fee of \$500 charged.

Ms. Mathews stated that there has been **2 extension inquiries** since last month's meeting:

- Joseph Bailey of 1001 S. Wapak Road is interested in the possibility of obtaining public water to his home. The closest line is a County line on Shosone Trail in the Indianbrook Subdivision but it is only a 3" line which is probably not the best to extend. Indianbrook is currently County territory but Mr. Bailey is in what should be District territory. The County's long-term plan is to replace the lines

in the old section of Indianbrook. One option is for Mr. Bailey and his neighbor to be included in that project when it happens.

- Elida Elementary School is looking into the possibility of obtaining water/sewer for the new school from somewhere other than the Village of Elida. A letter was sent to the School from the District letting them know to contact us if we can be of any assistance in providing a source of public water to the new elementary school and the Superintendent, Mr. Joel Mengerink, has reached out to get more information. Mr. Mengerink stated the school is being required to annex in order to obtain water from the Village because it is a new building being built on a different parcel and a different line size. The District is in the process of preparing an estimate for a monthly water bill. Ms. Stiles will work with Mr. Hartley to work up an estimate to serve the school from Diller Road. Mr. Lucas asked if the new school would be located in the Village and Mr. Kayatin stated it would not and that the current school is not located within the Village of Elida either. Mr. Kayatin stated the issue is that with the new tap, the staff of the new school would be required to pay the income tax to the Village.

Annual Cookout – Held immediately after the Board meeting.

Website Upgrade – Ms. Mathews is in the process of rebuilding the website with the Business Plus purchased from Godaddy. The Business Plus will allow for multiple pages on the website instead of the one page format with continuous scrolling. Information/material will be transferred from the current website. Board will be notified once new site is up and running. The web address will remain allenwaterdistrict.com.

Munis Training - Ms. Mathews attended Accounts Payable Munis Training on July 26th.

By-laws, Policies and Procedures - Operational Policies and Procedures are being worked on.

Contracts and Agreements – Nothing to report.

Projects

East Regional

- a) Both Villages (Harrod and Lafayette) passed the necessary legislation to move forward with the project at their last council meetings on July 11th.
- b) An Informational Meeting has been scheduled with property owners along the route located outside the Villages of Harrod and Lafayette for Tuesday, August 27th at 7 p.m. at Allen East School. Notification sent to both Townships (Auglaize and Jackson) to inform them of the meeting date and time.
- c) The District will keep both Villages up to speed on the project by sending out a monthly e-mail update at the beginning of each month prior to their Council Meetings. If/when needed, meetings may be scheduled as well with the Village Representatives for the project:
 - a. Andy Caprella – Village Rep for Harrod
 - b. Laura Bassitt – Village Rep for Lafayette

Mr. Kessen suggested sending the monthly e-mail update to the Auglaize and Jackson Township representatives as well. Mr. Kayatin believed that they were already being included.

- d) RLF Board has approved the \$150,000 in grant for this project. Per Jarod Jodrey with Ohio Development Services Agency, this will simply need to be included with our CDBG application to show “matching funds”. Julie Ward with RCAP has been informed of this as she is assisting with our CDBG application. Mr. Jodrey stated he highly recommended the use of more RLF funding for this project as there is a need to spend down the current RLF fund. He also explained that the project will score higher with CDBG if more RLF money. Mr. Kayatin and Ms. Stiles will pursue additional funding for this project through RLF.
- e) Julie Ward (RCAP) held meeting at the Commissioner’s Office on August 13th at 11 a.m. to review CDBG projects which includes the East Regional Waterline Project. This will meet one of our meeting requirements for the CDBG application. District will apply for these grants (\$750k for each Village) once we have received the PTI.
- f) Ms. Stiles had phone meeting with Jennifer Blaser of Dinsmore & Shohl LLP to discuss the Engagement Agreement for her to represent the District as Bond Counsel. Ms. Blaser will render an objective legal opinion with respect to the authorization and issuance of Bonds as well as perform a variety of other duties need to complete the loan with USDA. Dr. Biery has signed this Agreement (authorized by Resolution 19-023) and it has been returned to Dinsmore.
- g) Ms. Stiles has spoken to Kim Killian with OWDA to discuss their terms for interim financing. OWDA has streamlined their process and runs most things through USDA to make sure they are reimbursable. We will reach out to other lending institutions as well.
- h) The District currently has a Fire Hydrant Maintenance Agreement with Auglaize Township so working on having one signed with Jackson Township as well as these are the two townships this project area covers. Brent Bassitt, Lafayette-Jackson Fire Chief, met with the District to discuss the East Regional project and inform the District of the Fire Department preferences as far as hydrants/fittings. He will attend the next Jackson Township Trustee meeting and present the draft Fire Hydrant Maintenance Agreement to them.
- i) Meeting held with Prime AE on July 31st to review survey work and soil borings to be completed. Survey work will begin as early as August 12th and continue through September (approximately 30-40 business days). Villages of Harrod and Lafayette both notified of survey work as well as Auglaize and Jackson Township Trustees. News release given to the Lima News and WLIO. Mailing sent out as well to property owners along proposed route of the survey work and soil borings to be completed. District also asked Villages to include a note on the sewer billing in an effort to notify as many as possible about the work being done.
- j) Ms. Stiles will continue working on the “Items Needed for Closing” list from USDA.

McClain Road - District is waiting on survey response from Mr. Magnus.

Diller Road

- a) Mr. Harley and Ms. Stiles met with Beaverdam Contracting and Scott Strahley of K&K to discuss financial matters related to the Diller Road Project. Resolution 19-026 is needed to approve a change order for the project. Mr. Hartley explained that no change order was submitted with the first pay estimate/application as it should have been. He stated that a resolution is necessary but during the project, a tentative approval is given in order to not hold up the project.

MOTION MADE BY MR. MILLER TO APPROVE RESOLUTION #19-026 TO APPROVE CHANGE ORDER NO. 1 WITH BEAVERDAM CONTRACTING, INC. FOR ADDITIONAL ITEMS NECESSARY TO COMPLETE THE DILLER ROAD EAST WATERLINE EXTENSION PROJECT. Second by Mr. Kayatin. Roll Call: Dr. Biery – yes, Mr. Lucas – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Hartley – yes, Mr. Kessen, yes.

- b) Mr. Harley recommends seeking reimbursement from Kohli & Kaliher to recoup the additional \$6,634.50 that could have been charged to property owners but wasn't due to incorrect final project costs calculated with Engineer's assistance. The District will formally request reimbursement from K & K. Mr. Miller asked if the District owed K&K any money and Mr. Hartley was unsure. Mr. Huffman stated that a deduction could be completed if the District still owed K&K for engineering costs. Mr. Hartley explained that the \$6,634.50 is the difference between the amount the District could have charged the property owners and the amount actually charged to the property owners connecting to the waterline. Mr. Kayatin stated the contractor needs to be paid and the problem is that the engineer gave the District an incorrect amount for final construction costs. Mr. Huffman added that the District could still go back and assess the people more. Mr. Kayatin stated that is not what the District told the property owners and Mr. Hartley echoed Mr. Kayatin's sentiments.

Baty Road Waterline Extension (WTLW)

- a) Project costs can begin to be calculated but the District will wait for the second pay application from Fenson Contracting prior to finalizing.
- b) Resolution 19-027 is needed to approve change order for project due to lowering waterline under existing force main, repairing an unknown tile and additional 8" valve required by City of Lima. Mr. Lucas asked why the line had to be moved and Mr. Hartley answered it was due to an existing force main. Mr. Miller asked about the additional valve and questioned if that is the City's responsibility. Mr. Hartley stated he spoke with Mr. Huber and Mr. Schumaker with the City of Lima and it was stated that the existing valve would not hold. Mr. Hartley asked about flushing it but it was stated that it is difficult to flush an end valve.

MOTION MADE BY MR. MILLER TO APPROVE RESOLUTION #19-027 TO APPROVE CHANGE ORDER NO. 1 WITH FINSON CONTRACTING, LLC. FOR ADDITIONAL ITEMS NECESSARY TO COMPLETE THE BATY ROAD WATERLINE EXTENSION PROJECT. Second by Mr. Kessen. Roll Call: Dr. Biery – yes, Mr. Lucas – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Hartley – yes, Mr. Kessen, yes.

Node Map Study – District is working on an RFP for this study.

Feasibility Study for Gomer - Ms. Stiles attended Sugar Creek Township Trustee Meeting on July 30th. Written interest received from trustee in the form of an e-mail. Trustees are very interested in water for the hamlet of Gomer and would like the District to move ahead with the Feasibility Study with K&K previously put on hold due to Node Map Study being completed. The Sanitary Engineer's Office is currently in the middle of a project to provide Gomer with sanitary sewer. There is also a Streetscape Project on the horizon being overseen by Thom Mazur of RPC but they would like to wait for water and sewer to go in prior to beginning that project. Ms. Stiles recommends the District move forward with the Study. Mr. Strahley estimated approximately 30 days to complete this Study. Mr. Kayatin stated that the issue with the streetscape is that the rules are changing and currently there is 100% funding but it will change in the next year or so and the township will need to come up with 20% matching which is approximately \$234k. The township does not have this money. Mr. Kayatin spoke with USDA and they stated they could apply for grant through USDA.

6. COMMITTEE REPORTS

Audit and Finance (Mr. Miller) – Completed with Treasurer's Report.

By-laws, Policies and Procedures (Covered by Ms. Mathews in the Clerk of Board Report)

Contracts and Agreements Committee (Covered by Ms. Mathews in the Clerk of Board Report)

Projects Committee (Covered by Ms. Mathews in the Clerk of the Board Report)

7. ATTORNEY'S REPORT – Nothing to report.

8. TREASURER'S REPORT

Revenue and Expense Reports for July 2019 (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 7/31/19 is \$1,679,600.87. The cash balance totals for each fund as of 7/31/2019:

8750 Project Debt Service – \$967,433.00
8751 Operating Fund – \$411,093.34
8752 Internal Capital Reserve – \$170,417.60
8753 External Capital Reserve – \$130,656.93
8754 USDA Debt Reserve – \$0
8755 USDA Reserve – \$0

2nd Half 2019 Assessments received from Auditor.

MOTION MADE BY MR. MILLER TO APPROVE AUGUST 2019 TREASURER'S REPORT.

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

9. **CPA REPORT** – Nothing to report.

10. **OLD BUSINESS** – Nothing to report.

11. **NEW BUSINESS** – Nothing to report.

12. **BOARD MEMBER COMMENTS**: None

13. **PUBLIC FORUM**: None

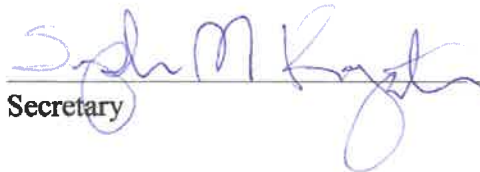
14. **EXECUTIVE SESSION**: None

15. **ADJOURNMENT**: Motion for adjournment made by Dr. Biery at approximately 5:50 p.m. Seconded by Mr. Lucas. Motion carried 7-0.

ATTESTED:


Chairman

9/24/19
Date


Secretary

9/13/19
Date