

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 5, 2020 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, August 5, 2020 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 10, 2020
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, Dr. Biery brought the meeting to order at 2:01 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

August 5, 2020 Board Minutes

STAFF

Kim Stiles – Clerk of the Board

Rex Huffman – AWD Attorney

PUBLIC – Mr. Corey Noonan, Ms. Beth Seibert

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 8, 2020 minutes. Second by Mr. Hartley.
Motion carried 7-0.

5. CLERK OF BOARD REPORT

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

- Tim Haines inquired about three parcels of vacant land he is considering for purchase adjacent to his current home near the intersection of Ft. Amanda and S. Wapak Rd. Each parcel is fronted by the Shawnee II waterline with a CPF of \$5,347 per ESFU. One of the parcels is also fronted by the Ft. Amanda Extension which has a CPF of \$6,000 per ESFU.
- Ayissa Windau inquired on the cost to connect for a home she recently purchased at 6500 Bellefontaine Road. The property is fronted by the Southeast Regional 1 Waterline and the CPF is \$6,300 per ESFU.
- Nicole Hance inquired about obtaining a permit for parcel on S. Spring Street in Pondview Estates. This waterline was put in by developer and so the standard CPF of \$500 per ESFU would be charged.

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

- David Peters obtained a permit for a single family home being constructed at 238 N. Timberfield Drive in the Timberfield Estates Subdivision. This is a developer line with a CPF of \$500.
- E.E. Brandenburger Builders obtained a permit for 2557 Autumn Ridge Drive where a single family home is being built in the Autumn Ridge Subdivision. This is a developer line with a CPF of \$500.
- David Peters obtained two permits for single family homes he is building. 5916 Timberstone Drive in the Woodberry Creek Subdivision and 3644 Sky Hawk Drive in the Country Aire Estates Subdivision are both developer lines and have a CPF of \$500 each for a total of \$1000.

Ms. Stiles stated there had been **one extension inquiry** since last month's meeting.

- Tim Mattern called to inquire on the procedure to extend an existing waterline near the intersection of Greely Chapel Road and Breese Road to a four acre parcel he is considering for purchase with the intention of building a single family house. The waterline currently ends approximately 200 ft. from the southern edge of the property. Mr. Kayatin made a motion that the District could do the project, extending the waterline to the center line of the property, and pay for the oversizing of the line from an 8" to a 12" with Mr. Mattern signing an agreement to be responsible for the rest. Second by Mr. Miller. Motion carried 7-0.

Potential Projects

Wapak/Breese Road Extension – An interest survey letter was mailed on June 23rd and property owners were asked to return their surveys by July 13th, 2020. There are 32 single family homes along the proposed route. Results were as follows:

5 - Yes 12 - No 15 - No Response

Ms. Stiles stated the Board could possibly look at this for a future capital project since it would provide a loop to the system and allow connections to be voluntary. The estimate received was approximately \$660,000. With no other contributions to the project, this would be a nearly \$20,000 assessment per property owner. This project is on hold for the time being.

Improvements/Changes/Upcoming Events

- Annual Cookout – To be held following the September 9th meeting.
- November Board Meeting – To be held on November 4th as the office is closed November 11th (the second Wednesday of the month) in observance of Veteran's Day.
- December Board Meeting – Scheduled for December 9th at Casa Lu Al will be held at 5 p.m. instead of the regular 2 p.m. meeting time.
- CORD Board Membership – Ms. Stiles mentioned the District is a member of CORD (Coalition of Regional Districts) and there is an annual membership fee as well as a suggested legislative contribution. Ms. Stiles stated she would go ahead and pay the annual membership and send out a packet via email to board members so that further discussion could take place regarding the suggested legislative contribution.

By-laws, Policies and Procedures

Committee meeting held on July 30th at 10:30 a.m. to discuss revisions to by-laws specifically due to board structure change. Some revisions suggested for Personnel Policies as well. Ms. Stiles is working on compiling the Operational Policies in one place and will present a rough draft Table of Contents. Ms. Stiles stated she would plan on holding a work session prior to the October or November meeting to review the suggested revisions.

Contracts and Agreements

Contracts and Agreements Committee Meeting – The Committee met on July 16th to review the current contract between the District and the City of Lima to determine if any items need addressed. The following were noted as discussion items for an upcoming meeting with the City which is scheduled for August 19th:

1. Chronic failures of pipe
2. Lead issues
3. Contract Fee – How to prevent it from getting out of hand as well as Contract Fee for County customers and how it will be handled
4. Late fees/disconnect/reconnect policy
5. Pipe material
6. Infrastructure inventory
7. Elevated tank maintenance

Assignment Assumption

- The Assignment and Assumption Agreement will be effective September 1, 2020. Mr. Kayatin and Ms. Stiles will work on tidying up any Exhibits prior to that.
- A letter to County customers has been drafted regarding the Assignment and Assumption Agreement and the addition of a County District Fee to County Customers. Mr. Noonan had a few suggestions for language in the letter and those were noted. Ms. Stiles stated she would make the updates and send out again for comment.

Ms. Stiles stated an annual review will be held with the County and the Contracts Committee to address any fee changes/other issues (tentatively in October).

Projects

Project Committee Meeting – The Project Committee met on July 15th. Discussion items were as follows:

1. Review roundabout plans at Napoleon and 309 for East Regional
2. Standpipe versus Elevated Tank – East Regional
3. Shawnee/Hume Potential Waterline Project
4. Indianbrook/Highland Greens – Planning for potential replacement projects
5. Lost Creek Subdivision – Review current situation/repair records in this area
6. Master Plan for SE corner of Delphos – Mr. Kayatin stated Delphos would like to see a Master Water and Sewer Plan developed for this area of Delphos using their infrastructure to serve the area. The Sanitary Engineer's Office would be the lead on this with perhaps an MOU with the District.

East Regional

- a) Contract A (Westminster to/including the Village Harrod) – PTI has been received
Contract B (North of Village of Harrod to/including Lafayette) – Submitted to EPA
Contract C (Fireline for School and Standpipe) – Additional design for tank vs. standpipe
- b) After further discussion with Prime regarding the pros/cons of a standpipe versus an elevated tank, the Project Committee determined it in the best interest of the project and the overall system to move forward with an elevated tank. Some benefits include:
 - Better water quality
 - More efficient for overall water system
 - Ability to meet water demands for future growth
 - More redundancy which increases the reliability of the system
- c) Easement packets are being prepared and mailed out as they are completed. Follow up phone calls will be made in an effort to expedite the easement acquisition process.
- d) August Project Update sent to the Villages of Harrod and Lafayette as well as Auglaize and Jackson Townships.
- e) Ms. Stiles attended the following meetings in July:
 - Auglaize Township Trustee meeting on July 20th
 - Jackson Township Trustee meeting on July 21st
 - Lafayette Special Meeting on July 30th
- f) MOU's required by CDBG between the District and County since the County is the applicant on the CDBG applications. The Agreements with RCAP to assist with the CDBG applications are also required to be between the County and RCAP for the same reason. The Commissioners passed resolutions authorizing MOU's and RCAP Agreements for each Village at their July 23rd Meeting. RCAP has begun the process of entering our CDBG applications for each Village, Harrod and Lafayette, requesting \$750,000 grant each.
- g) Crop Damage Policy – The current District Policy of \$400 per acre compensation was used in determining crop damage.
- h) Interim Financing – Application to OWDA for interim financing can't be made until the project is bid however the District has started working with RCAP on our application. Ms. Stiles stated with the current interest rates, it may be worth looking into not using interim financing. Mr. Huffman suggested Ms. Stiles contact Kay Ball with NWWSD as she has extensive experience with USDA financing. The decision is whether to 1) use interim financing through OWDA which is currently at 1.2% and then lock into an interest rate with USDA when project is complete or 2) use only USDA financing and lock into their rate at closing which would be prior to construction. The dilemma is USDA's current interest rate is 1.5% but there is no way to know what it will be when construction is

complete. Ms. Stiles will reach out to Ms. Ball and provide more information to the Board at the September meeting.

- i) Letter being drafted to be sent to property owners regarding new well permitting process being implemented by the Health Department. Village of Lafayette would like to notify residents sooner rather than later. Ms. Stiles stated the letter has been sent to both Villages as well as the Health Department for review prior to it being sent out.
- j) Property owner at 7265 Faulkner Road inquired about the possibility of connecting to the East Regional Waterline. Would Board consider an approximately 600 foot 8" extension to serve potential of two homes? Neighbor is interested in possible water connection. Board agreed that these situations could be addressed as change orders.

Master Plan Study (Node Map) – The District is working on drafting the remainder of the RFP.

Feasibility Study for Gomer – The project committee has determined that option 6 is preferred option. The District will coordinate this effort and option considerations with Regional Planning and AEDG for potential future growth forecasts. Moving forward, a Source and Use will continue to be worked on and a meeting will be set up with RCAP.

6. COMMITTEE REPORTS

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

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

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

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

- 7. **ATTORNEY’S REPORT** – Mr. Huffman said he thought the items the District is working on with the City of Lima are critical and the District and City have a good system in place.

8. TREASURER’S REPORT

Revenue and Expense Reports for July 2020 (Month-to-Date and Year-to-Date) for funds 8750, 8751, 8752 and 8753 are available in the Reference Packet. Current cash balance total for all AWD funds as of 7/31/20 is \$1,513,987.86. The cash balance totals for each fund as of 7/31/2020:

8750 Project Debt Service – \$423,794.20	8753 External Capital Reserve – \$481,068.15
8751 Operating Fund – \$434,946.49	8754 USDA Debt Reserve – \$0
8752 Internal Capital Reserve – \$174,179.02	8755 USDA Reserve – \$0

2018-2019 Audit – The Audit is very close to wrapping up. A supplemental appropriation may be necessary as we are quickly approaching our original budgeted amount of \$15,000.

MOTION MADE BY MR. MILLER TO APPROVE AUGUST 2020 TREASURER’S REPORT. Second by Mr. Gosnell. Motion carried 7-0.

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

10. **OLD BUSINESS** – Ms. Stiles stated that the Board made a motion to elect the existing slate of officers at the May Board Meeting but a resolution is preferred for documentation's sake. The existing slate of officers is: Dr. Biery – Chair, Ken Lucas – Vice Chair, Merle Miller – Treasurer and Steve Kayatin – Secretary

MOTION MADE BY MR. MILLER TO APPROVE RESOLUTION #20-017 TO ELECT THE EXISTING SLATE OF OFFICERS TO A TERM COMMENCING MAY 1, 2020 TO APRIL 30, 2021. Second by Mr. Kayatin. Roll Call: Dr. Biery – yes, Mr. Lucas – yes, Mr. Kayatin, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Hartley – yes, Mr. Kessen – yes.

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

12. **BOARD MEMBER COMMENTS:** Mr. Lucas spoke about his time on the board and specifically mentioned his role in the alignment of a waterline project which ended up running down Dixie Hwy. Mr. Lucas stated that numerous homes have been built along Dixie Highway since the waterline was installed and this is proof that if you put in the water, the development will follow. Mr. Lucas stated he has especially enjoyed his last 9 years on the board working with this group.

13. **PUBLIC FORUM:** None

14. **EXECUTIVE SESSION:** None

15. **ADJOURNMENT:** Motion for adjournment made by Mr. Hartley at 3:31 p.m. Seconded by Mr. Kessen. Motion carried 7-0.

ATTESTED:


Chairman

9-15-2020
Date


Secretary

9-18-2020
Date