

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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"Addressing the water needs of the Community"

December 4, 2019 Board Meeting Minutes

There was an Allen Water District (AWD) board meeting held on **Wednesday, December 4, 2019 at 5:00 p.m.** in the Meeting Room of Casa Lu AI located at 2323 North West 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 – November 13, 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, Dr. Biery brought the meeting to order at 4:59 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

Kim Stiles – Clerk of the Board

Mary Mathews – Office Assistant

PUBLIC

None

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA – None

4. APPROVAL OF MINUTES

Mr. Lucas made a motion to approve the November 13, 2019 minutes. Second by Mr. Gosnell.
Motion carried 7-0.

5. CLERK OF BOARD REPORT

Ms. Mathews stated that there had been **4 connection inquiries** since last month's meeting:

- Jenny Kopilchack inquired about a permit for 148 N. Fraunfelter Road, a vacant lot on which she plans to build a single family home. The lot is fronted by the Sweger & Fraunfelter line and is currently being assessed on the property taxes for the front foot charge but she would need to pay the ESFU charge of \$3,200 to connect.
- Jim Martin is considering the purchase of two lots at 3544 Weldon Drive and 3550 Weldon Drive with the possibility of combining parcels and building a new home. 3544 Weldon is located within the District while 3550 Weldon is not. The line fronting 3544 Weldon Drive is located in the Camden Ridge subdivision and was installed by the developer. If Mr. Martin taps the District line, the standard CPF of \$500 per ESFU would be charged. If Mr. Martin taps the County line, no CPF would be charged by the District. Whether the home is built in the District or not will dictate whether Mr. Martin is a District customer.
- Alan Green inquired about obtaining water for a potential parcel split of 3212 Berryhill Road on which he would build a home. The new parcel would tap the line on Berryhill Road. This line was put in with the Berryhill Road Waterline Project and a CPF of \$6,595.00 per ESFU would apply.
- Mosser Construction inquired about a permit for the AEP project at 3280 N. Cole Street. This waterline was part of the Cole Street Extension Project and the standard CPF of \$500 per ESFU applies. The site will consist of an office building, assembly hall and a warehouse. In total, the site requires a water usage of 6.825 user equivalents resulting in a CPF of \$3,412.50 (\$500 x 6.825). Mosser Construction plans to obtain this permit in early December.

Ms. Mathews stated **4 capital permits** were issued since last month's meeting:

- Hume Supply obtained a permit for a warehouse and small office located at 1359 E. Hanthorn Road. The standard CPF of \$500 applied to tap into the Hanthorn Extension line.
- Barbara Ingle obtained a permit for her home at 2530 N. McDonel St. This waterline was put in with the McDonel Area Waterline Project and the assessment has been fully paid on the property taxes. A no-charge permit was issued.
- Quality Management obtained a permit for a new single family home at 2560 Autumn Ridge. This is located in the Autumn Ridge subdivision and the line was installed by the developer. The standard CPF of \$500 per ESFU was charged.
- Quality Management obtained a permit for a new single family home at 2577 Alexandria Drive in the Monticello subdivision. This line was put in by the developer and the standard CPF of \$500 was charged.

Ms. Mathews stated there had been **1 waterline extension inquiry** since last month's meeting.

- Camp Roberts – Derek Kaverman from All Purpose Contracting inquired about a waterline extension to serve 4200 Beeler Rd which is home to Camp Roberts and owned by Lima Rescue Mission. The Rescue Mission contacted the District in late 2018 to inquire about public water but decided not to move forward with an extension. A District waterline ends near Hall Drive, approximately a quarter mile away. The District is currently awaiting a response from Lima Rescue Home to see if they want to resume their previous extension request.

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

Research being completed to gather information/ideas to create CPF policies. Information will be presented to board for further discussion in January or February.

Contracts and Agreements

Assignment Assumption

- District will meet with Commissioners again on December 10th to further discuss the Assignment Assumption Agreement. County to Make Application to District for Inclusion of County Territory by resolution most likely to be considered/passed on December 19th by the County Commissioners and if the County Commissioners' resolution passes, the District will tentatively set a special meeting for December 19th at 3:00 p.m. to consider a resolution to accept the County's application.
- Commissioners are requesting **four County appointments** with the dissolution of the Member-at-Large appointments. There is currently one County appointment on the Board and the addition of an extra County appointment along with the conversion of the two current member-at-large

members to County appointments would bring the Board to eight members. Mr. Lucas noted that in previous discussions, the District Manager has been suggested as a tie-breaker in the event of a tied vote and didn't believe this to be a fair burden to place upon an employee of the District. He feels it would be better to keep the Board at seven members and asked why the County Commissioners are requesting four. Mr. Kayatin replied that the Commissioners have requested equal representation on the Board.

Mr. Miller also stated that he is in favor of three County appointments versus four and noted that in previous discussions the number of additional appointments discussed had been as low as one, as the Board currently sits, or two and the idea of four is relatively new. Mr. Kayatin added that the suggested number of County appointments has been as high as five and that the Commissioners may feel that four County appointments is a compromise. Mr. Miller replied that he felt three appointments was appropriate as there are three County Commissioners and would allow the Board to remain at seven members which is the current board make up dictated by the District's by-laws. He also opposes the idea of the District Manager as a tie-breaker. He believes the District should offer three County appointments to the County Commissioners.

Mr. Huffman stated that the Commissioners feel equal representation is justified because the County would be adding approximately 9,000 customers to the District's currently customer base of approximately 3,600 customers. Mr. Hartley added that he believes the Commissioners may also feel that Board members appointed by specific townships may only have the concerns of their own townships in mind when voting, an assertion he doesn't believe to be true but may be why the Commissioners believe four appointments are important. Mr. Kayatin agreed, stating that the Commissioners believe having equal representation to the townships will provide equal representation for all the potential customers involved.

The District is scheduled to meet with the Board of County Commissioners on December 10, 2019. Mr. Kayatin asked the Board to determine the number of Board appointments they wanted to offer to the Commissioners during this meeting. Mr. Lucas replied that he agreed with Mr. Miller's suggestion to offer three County appointments. Mr. Huffman noted that he believed the County Commissioners would not be willing to settle for less than four appointments.

Mr. Hartley replied that he is also opposed to an even number of Board members and the idea of having the District Manager serving as a tie-breaker. Mr. Kayatin noted that he believed there were other options to handle tied votes that wouldn't involve the District Manager. Mr. Lucas agreed, noting that the Board could be structured in such a manner that the Chairman would only vote in the event of a tied vote, for example, in situations where one member was absent. The Chairman would therefore serve as the tie-breaker for an eight member Board. Mr. Hartley felt that could be a possible solution while Mr. Miller felt that it would be better to maintain an odd number of members by adding a ninth member, although he did note that each additional member would increase annual costs for the Board.

Mr. Kayatin further asked the Board how they wanted to proceed if the Board of County Commissioners decided to end the Assignment Assumption Agreement if only three appointments were available. Mr. Miller replied that if the Commissioners reject three appointments, he would

accept four. Mr. Hartley agreed with this approach but still felt strongly that the Board should consist of four members from the four original townships and three members appointed by the County Commissioners to represent the three members of the Board of County Commissioners.

Mr. Kayatin also noted that while the current Assignment Assumption Agreement would increase the District's customers by approximately nine thousand, the District's current customer base has already increased from the original four townships because the Allen County Board of Commissioners previously signed over eight additional townships without additional Board representation within the last decade. Additionally, if the Assignment Assumption Agreement is approved, the District will have the ability to grow in the future.

- Resolution to authorize the signing of the Assignment Assumption Agreement by the Commissioners to be signed at a later date.

Projects

East Regional

- a) Letters were mailed out on November 25th to property owners in the Villages of Harrod and Lafayette as well as all property owners along the waterline route to inform them of the tentative project schedule revision.
- b) A second meeting date to review current CDBG requirements will most likely be scheduled in late winter/early spring. The District will utilize this meeting to secure any easements that have not yet been secured as this is a crucial step in order to be able to bid the project. This meeting will count as one of our meeting requirements with CDBG grants (\$750k for each Village) once the PTI has been obtained. The goal is to submit our application to CDBG in July 2020 and be among the first applicants.
- c) The RLF Board previously approved \$150,000 in grant for this project. The District has amended the request to \$150,000 for **each** Village for a total of \$300,000 in RLF money and the RLF Board seems receptive to this request due to an excess of money in the RLF fund that needs to be spent down.
- d) Surveying continues in Lafayette and is near 75% completion. It should be completed the week of December 2nd. The preliminary design phase is nearing completion and the District hopes to have a good working set of 30% alignment drawings on/around the week of December 16th. Once received, the District will review and forward to Village representatives/fire departments to review as well. In an effort to adhere to our timeline, 10 days will be afforded for the District and Villages to provide comment to the engineer regarding the drawings. The Villages should be prepared to review the documents and provide any comment in a timely fashion. The Villages should inform the District of the name/e-mail of the person(s) they would like the plans sent to if it is not the current Village Representative. The Project Committee plans to meet on Tuesday, January 7th at 9 a.m. to

compile their comments regarding the plans. A meeting will be scheduled with Prime once they have received comments tentatively to be held the week of January 13th.

- e) OPWC has been notified of our schedule revision and the current applications for Lafayette and Harrod are sufficient. There was a possibility that a new application would be required for Lafayette but that does not seem to be the case at this time. The only outstanding funding application to be made is CDBG.
- f) The District will continue to work with USDA to complete our “Items Needed for Closing” and appreciates the cooperation of the Villages.
- g) District will need to consider fronting other contributions (County/City) in order to keep the engineering moving. This will be discussed further with the Audit and Finance Committee in January.

Master Plan Study (Node Map) – A draft Table of Contents has been sent to the City of Lima to ensure the District and City are on the same page. We are awaiting a response from the City. Ms. Stiles will schedule a meeting with Mr. Caprella due to lack of response.

Feasibility Study for Gomer – This study has been received and an electronic copy sent to the Project Committee with paper copies available for all board members. The Project Committee will meet to review and discuss at their next Committee Meeting on January 7th at 9 a.m.

Statement of Qualifications – Approximately 5 SOQ’s have been received thus far. All submittals are due to the District by 4 p.m. on Friday, December 6, 2019.

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 – Nothing to report.

8. TREASURER’S REPORT

Revenue and Expense Reports for November 2019 (Month-to-Date and Year-to-Date) for funds 8751, 8752 and 8753 presented. 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 11/30/19 is \$1,502,443.15. The cash balance totals for each fund as of 11/30/2019:

8750 Project Debt Service – \$957,433.00

8751 Operating Fund – \$326,849.73

8752 Internal Capital Reserve – \$165,835.52
8753 External Capital Reserve – \$52,324.90

8754 USDA Debt Reserve – \$0
8755 USDA Reserve – \$0

MOTION MADE BY MR. MILLER TO APPROVE NOVEMBER 2019 TREASURER'S REPORT. Second by Mr. Lucas. Motion carried 7-0.

MOTION MADE BY MR. KAYATIN TO APPROVE RESOLUTION #19-034 TO APPROVE THE SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION "ADVERTISING SUNDRY" IN THE OPERATING FUND 8751 FOR THE 2019 BUDGET BY ONE HUNDRED DOLLARS AS WELL AS THE REQUEST TO INCREASE THE APPROPRIATION "CONTRACT SERVICE" IN THE OPERATING FUND 8751 FOR THE 2019 BUDGET BY ONE HUNDRED AND TWENTY THOUSAND DOLLARS. Second by Mr. Hartley. Roll Call: Dr. Biery – yes, Mr. Lucas – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Hartley – yes, Mr. Kessen - yes.

2020 Budget has been entered in Munis. Any changes will need to be entered as a supplemental and need to be approved through a Commissioner resolution.

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 Mr. Miller at 5:53 p.m. Seconded by Mr. Kessen. Motion carried 7-0.

ATTESTED:

Ken Lucas 1/8/20
Chairman Date

[Signature] 1-8-20
Secretary Date