

Allen Water District

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"Addressing the water needs of the Community"

December 8, 2021 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday December 8, 2021 at 12:00 p.m.** 2383 Elida Rd., 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 –October 13, 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 12:18 p.m. and proceeded with the agenda.

1. ROLL CALL

Dr. Biery

Mr. Miller

Mr. Kessen

Mr. Gosnell

Mr. Ingle - Absent

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 (Absent)

Shannon Finn – Office Assistant

Rex Huffman – District Legal

PUBLIC - None

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA - None

4. APPROVAL OF MINUTES - Motion made by Mr. Miller to approve the November 10, 2021 minutes. Seconded by Mr. Neeper. Motion carried 8-0. Motion made by Mr. Neeper to approve the special meeting, November 30, 2021 minutes. Seconded by Mr. Kayatin. Motion carried 8-0.

5. CLERK OF BOARD REPORT

Ms. Finn stated there had been **2 connection inquiries** since last month's meeting.

- An inquiry was made by Jeff Poling with CCR Realtors. He has a client who is interested in purchasing a home at 2050 Diller Rd, but wants to know what the cost would be to connect to public water before making their final decision. He was informed that the CPF is \$6,607.55 per ESFU.
- Todd Benroth called to inquire about connecting to public water at 6349 Ottawa Rd. This line was put in with the Cairo/St. Rt. 65 Waterline Project. There is a debt service fee of \$26 monthly which began January 2014. It was explained that he would need to play catch up for the past 8 years which would equal \$2,496 being paid to make him current. Once this was paid, there would be an additional \$26 monthly debt service fee included on his water bill. The \$2,496 would be remitted to the Village of Cairo.

Ms. Finn stated there had been **1 capital permit** issued since last month's meeting.

- David Peters with Built Rite Builders obtained a permit for 5904 Timberstone Dr in the Woodberry Creek Subdivision. This line was put in by the builder, therefore we charged the standard CPF of \$500 per ESFU.

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

- **Bible Road** – Waiting on Master Plan Study results to determine line size for extension. Ms. Stiles stated that this should be completed by early 2022.
- **McPheron Road** – Requested project estimate from Access for McPheron and the remainder of Westminster not served by East Regional. Ms. Stiles stated that she hopes to have an update at our next meeting.

Improvements/Changes/Upcoming Events:

- 2022 Statement of Qualifications Advertised on October 22nd and October 29th. Due date December 10, 2021.

By-laws, Policies and Procedures – Ms. Stiles recommends a new standard CPF of \$3,500 for lines **not put in by the developer** where the loan has been paid in full. Mr. Kayatin stated this would need to be reviewed by the By-laws Committee before being approved. Mr. Neeper questioned the fairness of allowing others to pay less than what was paid when the line was put in originally. Ms. Vickers suggested tabling this until the committee can meet with Ms. Stiles.

Contracts and Agreements

Assignment and Assumption Agreement – County Appointments along with Ms. Stiles will continue to give quarterly updates to the Commissioners. The dates for 2022 are as follows: 1/27/2022, 4/28/2022, 7/28/2022 and 10/27/2022.

The County District Fee \$1.00/month increase will be implemented with the January COL 2022 billing.

Projects

HB 168/Water and Wastewater Infrastructure Grant Program – This program will provide nearly \$250 million to clean drinking water and wastewater infrastructure. Rounds 1 and 2 of the grant have been issued in the amount of roughly \$130 million. District is hoping to hear something regarding Round 3. The District made application for 2 construction projects and 2 design projects as outlined below:

Construction

1. **East Regional** (\$500 COL tap fees)
2. **Diller Road Loop**

Design

1. **Gomer**
2. **State Route 8**

Mr. Huffman asked if Ms. Stiles has asked for ARPA money for any of these projects. Mr. Kayatin stated that Ms. Stiles has and is waiting for the decisions to be made. Mr. Huffman explained that the Diller Road Loop would be a system improvement which would provide a greater benefit. He stated that these types of projects are more likely to receive the ARPA money. Mr. Neeper asked if Mr. Huffman knows of any specific areas that have received HB 168 grant money. Mr. Huffman replied that he knows of 2 projects with Northwestern Water and Sewer, one being water and the other wastewater, both receiving grants.

East Regional

- a) Monthly Progress Meeting held on November 17th at 9 a.m. for Contract C and 10 a.m. for Contracts A and B. These progress meetings will continue on the 3rd Wednesday of every month at the allotted times for Contracts A/B/C for the duration of the project.
- b) Construction has started. Schedules are as follows:
 - Contract A – Currently on Harrod Road approaching the Village of Harrod
 - Contract B – Construction started on Napoleon Road leaving Harrod on November 30th
 - Contract C – Concrete work finished. Waterline work anticipated to begin sometime in January.

Mr. Kayatin mentioned that there has been a change order signed for Contract B. This is Change order #2, which revises the method of installing lines across roads.

- c) CDBG Funding — New funds have been created under the Commissioners to house the CDBG grant due to requirements of this funding.
- d) December Project Update is available.

Rudolph Foods – Elevated Storage Tank

- Project Advertised for Bid on December 8th and 15th. Pre-bid Meeting held virtually on December 14th. Bid Opening to be held on December 22nd at 2:00 pm at the County Commissioner’s Office. Mr. Kayatin stated that the waterline installation was taken out of the project hoping to bring the cost down. The City has agreed to install the waterline.
- Does District want to consider bringing line west across the road at Katrina to McPheron to prepare for potential future extension? Mr. Kessen stated that this is still being addressed by the Project Committee. They are still trying to decide the best direction of where to bring the line. He stated most are in agreeance that it would be better to bring the line over while the construction with East Regional is taking place.

Master Plan Study (Node Map) - ms consultants continues to work on the Master Plan Study with an estimated completion of early 2022.

Indianbrook Subdivision — A quick introductory meeting was held with Access to discuss the project since this will be the first project the District has done with Access. A more formal kick-off meeting will follow. District will request Access present plan to board at upcoming meeting. 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. Appears undeveloped lots and other existing property owners were assessed originally. Mr. Kessen stated that Access has been researching and gathering information for their presentation.

Feasibility Study for Gomer – Access Engineering has provided updated estimates with regards to the previous study completed by K&K. Ms. Stiles made application for design costs up to \$250,000 for this project through the Water and Wastewater Infrastructure Grant. We will wait to see if any funding is available for design before proceeding but in the meantime, District requested a proposal from Access for engineering services for this project as they are handling the sanitary sewer project in Gomer. Still waiting on survey of residents as well.

Heartland Meijer Loop – City has installed this waterline and will invoice the District for materials. This small project includes approximately 100 feet of pipe to connect two waterlines on Heartland south of Menard’s and the fire line around Meijer. MOU Signed by AWD and COL. Mr. Kayatin stated that this project is complete.

Delphos Master Plan Study – Sanitary Engineer’s Office has taken the lead on a master plan study for water/sewer in/around the City of Delphos. Proposal received from PrimeAE to complete Delphos Master

Plan Study for \$68,276 and the District agreed to participate in the study in the amount of \$22,760 or 1/3 the total cost with motion made at October meeting.

6. **ATTORNEY'S REPORT** – None

7. **TREASURER'S REPORT**

Revenue and Expense Reports for November 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 10/31/21 is \$2,788,177.83. Here are the cash balance totals for each fund as of 11/30/2021:

8750 Project Debt Service – \$590,569.99

8754 USDA Debt Reserve – \$0

8751 Operating Fund – \$719,663.33

8755 USDA Reserve - \$0

8752 Internal Capital Reserve – \$267,845.02

8756 USDA County Reserve - \$152,589.49

8753 External Capital Reserve – \$1,057,510.00

RESOLUTION 21-042: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION “CONTRACT SERVICES” FOR THE 2021 BUDGET BY THIRTY EIGHT THOUSAND NINE HUNDRED AND SIX DOLLARS AND TWENTY FIVE CENTS. Motion made by Mr. Kessen.

Seconded by Mr. Neeper. 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 – absent.

RESOLUTION 21-043: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION “OPERATING EXPENSES” SPECIFICALLY THE LINE ITEM “MEDICAL PREMIUMS” FOR THE 2021 BUDGET BY ONE HUNDRED DOLLARS. Motion made by Mr. Miller. Seconded by Ms. Vickers.

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 – absent.

RESOLUTION 21-044: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE SUPPLEMENTAL REQUEST TO ESTABLISH AND INCREASE THE APPROPRIATION “INTEREST AND FISCAL CHARGES” FOR THE FUND 8754 USDA DEBT SERVICE FUND FOR THE 2021 BUDGET BY THREE THOUSAND DOLLARS AND TO

APPROVE A WARRANT OF TRANSFER TO FUND 8754 FROM FUND 8750 IN THE SAME AMOUNT. Motion made by Mr. Miller. Seconded by Mr. Gosnell. Roll Call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – absent, Mr. Leis – absent, Ms. Vickers – yes, Mr. Ingle – absent.

MOTION MADE BY MR. MILLER TO APPROVE DECEMBER 2021 TREASURER'S REPORT.

Seconded by Mr. Gosnell. Motion carried 8-0.

8. **CPA REPORT:** None

9. **OLD BUSINESS:** None

10. **NEW BUSINESS:** None

11. **BOARD MEMBER COMMENTS:** None

12. **PUBLIC FORUM:** None


13. **EXECUTIVE SESSION:** None

14. **ADJOURNMENT:** Motion for adjournment made by Mr. Kayatin at 12:46 p.m. Seconded by Mr. Miller.
Motion carried 8-0.

ATTESTED:


Chairman

01/12/2022
Date


Secretary

1/12/22
Date