

Allen Water District

3230 North Cole Street

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"Addressing the water needs of the Community"

December 9, 2020 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday December 9, 2020 at 2:00 p.m.** This meeting was held virtually via Zoom in order to follow the Health Department COVID safety guidelines.

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 4, 2020
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 1:58 p.m. and proceeded with the agenda.

1. ROLL CALL

Dr. Biery

Mr. Lucas

Mr. Miller - Absent

Mr. Kessen -

Mr. Gosnell

Mr. Hartley

Mr. Kayatin

Mr. Neeper

Mr. Leis

Member At Large

Member At Large

American Twp Representative

Perry Twp Representative

Shawnee Twp Representative

Bath Twp 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 – None

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA – None.

4. APPROVAL OF MINUTES - Mr. Gosnell made a motion to approve the November 4, 2020 minutes. Second by Mr. Kessen. Motion carried 7-0.

5. CLERK OF BOARD REPORT

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

- John Pisel with the Allen County Airport inquired about a new tenant connecting to the line on Hanthorn Road. This new tenant would be housed in a doublewide trailer and have a bathroom only. This line was put in with the Southeast Regional Project so quoted the SE CPF of \$6,300 for one ESFU.
- Joseph Jarmuszkiewicz inquired about obtaining water at 5000 Ottawa Road. This line was put in with Cairo/S.R. 65 Waterline Project and the CPF is \$12,480 or the accumulated \$26/month debt service fee from 1/1/2014 to present plus \$26/month per ESFU debt service paid on monthly water bill. The CPF is remitted to Cairo.
- Barb Herron of 4059 Greely Chapel Road inquired about obtaining water at her address. This line was put in with the Greely Chapel Road Project and has been being assessed on her property taxes since 1998. The District would issue a no charge permit.

Ms. Stiles stated there had been **3 capital permits** issued since last month's meeting:

- Hunter Construction obtained a permit for a home being built at 2631 Alexandria in the Monticello Subdivision. This waterline was put in by the developer and the standard CPF of \$500 per ESFU was collected.
- Jason Zwiebel obtained a permit for a single family home at 2753 N. Dixie Hwy to connect to the Dixie/Bluelick Project Waterline. This is a voluntary connection. The CPF for this project of \$500 per ESFU was collected.
- Built Rite Builders obtained a permit for a home being built at 2612 Jonathon Drive in the Applewood Estates Subdivision. This waterline was put in by the developer and the standard CPF of \$500 per ESFU was collected.

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

Improvements/Changes/Upcoming Events.

- January Board Meeting – To be held at 2 p.m. on January 12th at 3230 N. Cole St.
- Our office will be closed December 24, 25th and January 1st.
- Tentative Board Meeting Dates for 2021 are as follows:

January 13th
February 10th
March 10th
April 14th
May 12th
June 9th

July 14th
August 11th
September 8th
October 13th
November 10th
December 8th

By-laws, Policies and Procedures

Work Session planned to be held prior to January or February Board meeting to review revisions to Personnel and Operational Policies.

Contracts and Agreements

2021 Statement of Qualifications were due back to District by Friday, December 4th. A meeting will be held soon to evaluate the SOQ's. The following firms have submitted qualifications:

Access
AECOM
DLZ
MS Consultants

Poggemeyer
Prime AE Group
TnT Engineering

Rudolph Foods – Elevated Storage Tank

- Study completed to determine how to provide adequate pressures and fire flows to meet demands of Rudolph's new fire suppression system (part of their expansion project). Study also took into consideration pressure issues in the area. The elevated tank option was agreed upon by all parties with a cost estimate of roughly one million.
- As part of their expansion, Rudolph can commit to adding 19 new jobs. This job creation allows us to pursue Economic Development Grant through ODSA. We can also pursue RLF grant through the County as matching funds. Each job is eligible for \$9,999 in ED Grant which would total \$189,981 with another \$189,981 through RLF. The District is working on the CDBG application through the Commissioner's Office and has also submitted a RLF request to their office.

- District is drafting an Agreement to outline each parties' responsibilities as District, City and Rudolph will cover the remaining costs.

MOTION MADE BY MR. KAYATIN TO COMMIT \$100,000 TOWARDS THE RUDOLPH ELEVATED STORAGE TANK. 2nd by Mr. Harley. Roll Call: Dr. Biery – yes, Mr. Lucas – yes, Mr. Kayatin – yes, Mr. Miller – absent, Mr. Gosnell – yes, Mr. Hartley – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis - yes.

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.

A letter to County customers has been drafted and will be sent out toward the middle/end of January. Ms Stiles has been coordinating this effort with the City of Lima.

District has received their 3rd appointment from County Commissioners: Pam Vickers

Projects

The Project Committee met on November 18th via zoom to discuss the different projects mentioned below.

Shawnee/Hume Potential Waterline Project – Cost estimate of nearly \$1 million received for this project and unfortunately this project is not feasible without substantial contributions from the District and City. District will put project on hold until more available from the County Reserve Fund.

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) – PTI has been received
Contract C (Fireline for School and Elevated Tank) – PTI has been received
- b) Ms. Stiles is tidying up the easement acquisition process. One outstanding as of this date.
- c) Please see the December Project Update in the Reference Packet which included an outline of the well permitting process provided by Allen County Public Health. Ms. Stiles added some details regarding who is responsible for each step. The normal cost of installing a water service line covers the cost of disconnecting indoor plumbing from the well so in most cases, there should be no additional costs to property owners not covered in the PowerPoint presentations.

- d) CDBG applications for both Villages, Harrod and Lafayette, requesting \$750,000 grant each have been submitted. They are in the final stages of approval and we should hear something very soon.
- e) Interim Financing – Ms. Stiles will work on the interim financing application preparation with RCAP.
- f) Ms. Stiles will attend January Council Meetings to present summary of costs to date prior to bidding as this is one of the off ramps outlined in the Intergovernmental Agreement.
- g) Resolution 20-026: Board of Trustees, Allen Water District, Allen County, Ohio, Accepts Permanent and Temporary Easements from Property Owners for the East Regional Waterline Improvement Project.

MOTION MADE BY MR. HARTLEY TO APPROVE RESOLUTION #20-026 TO ACCEPT PERMANENT AND TEMPORARY EASEMENTS FROM PROPERTY OWNERS FOR THE EAST REGINAL WATERLINE IMPORVEMENT PROJECT.

Second by Mr. Gosnell. Roll call: Roll Call: Dr. Biery – yes, Mr. Lucas – yes, Mr. Kayatin – yes, Mr. Miller – absent, Mr. Gosnell – yes, Mr. Hartley – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis - yes.

Master Plan Study (Node Map) – The District sent the final draft of the RFP for the Master Plan Study to the City for review. We will advertise the Request for Proposals once the City has signed off.

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. Can we collect a mandatory debt service from a hamlet when receiving CDBG money? Could the township enforce this perhaps? Rex weigh in. Mr. Huffman suggested discussing this with the USDA.

Sugar Street – The District has been contacted by the County Engineer’s Office regarding a stretch of waterline on Sugar Street that serve Ford Motor Co. They are planning a repaving project for Sugar Street in 2022 and would like to see this stretch repaired/replaced prior. Mr. Kayatin is researching to verify it is in fact a County line before we move forward with a project.

6. **ATTORNEY’S REPORT** – None.

7. **TREASURER’S REPORT**

1. Revenue and Expense Reports for November 2020 (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 11/30/20 is \$1,742,916.69. Here are the cash balance totals for each fund as of 11/30/2020:

8750 Project Debt Service – \$616,272.25	8753 External Capital Reserve – \$209,306.80
8751 Operating Fund – \$735,158.62	8754 USDA Debt Reserve – \$0
8752 Internal Capital Reserve – \$182,179.02	8755 USDA Reserve – \$0
	8756 County Reserve – \$0

2. Resolution 20-027: Board Approves Supplemental Appropriation for Consulting Services (Accounting). Nothing paid to BHM CPA in 2019 so two payments necessary in 2020 to pay for 2019 and 2020. This is the reason for the supplemental.
3. Resolution 20-028: Board Approves Supplemental Appropriation for Salary – Officials. This resolution is necessary due to the increase in the number of County appointments to the Board.
4. Transfers have been made from various funds requiring a resolution by the Commissioners due to amounts in excess of \$25,000. \$200k in excess funds transferred from 8751 Operating Fund to 8750 Debt Service/Surplus Fund. \$200k then transferred from 8750 Debt Service/Surplus Fund to 8752 Internal Capital Reserve Fund to cover projects planned for 2021.
5. The Audit and Finance Committee will meet prior to January’s Board Meeting on January 13th at 12:30 p.m.

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

8. **CPA REPORT** – None.
9. **OLD BUSINESS** – Mr. Lucas gave his resignation as . He stated how much he enjoyed his time working on the Board.
10. **NEW BUSINESS** – Pam Vickers was sworn in as the new Allen County Representative.

MOTION MADE BY MR. KAYATIN TO APPROVE RESOLUTION 20-029 BOARD OF TRUSTEES ALLEN WATER DISTRICT ALLEN COUNTY OHIO ELECT MR. GREG KESSEN AS VICE CHAIR OF THE ALLEN WATER DISTRICT BOARD OF TRUSTEES TERM TO COMMENCE DECEMBER 9TH, 2020 THROUGH APRIL 30TH, 2021. Second by Mr. Neeper. Roll call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – absent, Mr. Gosnell – yes, Mr. Hartley – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes.

11. **BOARD MEMBER COMMENTS:** None

12. **PUBLIC FORUM:** None

13. **EXECUTIVE SESSION:** None

14. **ADJOURNMENT:** Motion for adjournment made by Mr. Biery at 2:50 p.m. Seconded by Mr. Neeper. Motion carried 7-0.

ATTESTED:

 1-14-21
Chairman Date

 1/14/21
Secretary Date