

Allen Water District

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"Addressing the water needs of the Community"

February 10, 2021 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday February 10, 2021 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 – January 12, 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 1:59 p.m. and proceeded with the agenda.

1. ROLL CALL

Dr. Biery

Mr. Miller

Mr. Kessen

Mr. Gosnell

Mr. Hartley

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
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 January 13, 2021 minutes. Second by Mr. Neeper. Motion carried 9-0.

5. CLERK OF BOARD REPORT

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

- Dan Dienstberger called to inquire about a possible water permit at 4505 N Dixie Hwy. This waterline was put in with the Dixie Hwy Extension. Permit fee is the current standard CPF of \$500.
- Barry Smith called to inquire about connecting to a line on Woodberry Creek where he is getting ready to build a single family home. This line was put in by the developer in Woodberry Creek Estates and therefore quoted him the standard \$500 CPF.

Ms. Stiles stated there had been **2 capital permits** issued since last month's meeting:

- Wellman Homes obtained two permits for homes being built in the Camden Ridge Subdivision for 3453 and 3467 Weldon Dr. These lines were put in by the developer and therefore the standard CPF of \$500 per ESFU was charged for each, totaling \$1,000.

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

- Brian Bacon inquired about extending the waterline on Sugar Creek Road to serve a parcel owned by Q and C Properties. This parcel will be split in two with a home built on each parcel and both having frontage on Sugar Creek Road. Plans for said extension have been submitted to the District as well as the City in order to attain approval from EPA to obtain the PTI for this extension.

RESOLUTION 21-006: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES DR. JOHN BIERY, CHAIR, TO SIGN A WATERLINE EXTENSION AGREEMENT WITH QUALITY R AND C PROPERTIES, LLC. Motion made

by Mr. Gosnell. Seconded by Mr. Kayatin. Roll Call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Hartley – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers - yes.

Improvements/Changes/Upcoming Events.

- Our office will be closed Monday, February 15th for President's Day.

By-laws, Policies and Procedures

Previous plan was for a work session to be held prior to the February 10th Board meeting to review revisions to Personnel and Operational Policies. We will hold off on this until an in-person meeting can be held.

Contracts and Agreements

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.
- The County Appointments met with the Commissioners on January 26th at 11 a.m. to give a brief update on how things are progressing with the Assignment and Assumption Agreement. The Commissioners were appreciative of this update and expressed an interest in continuing quarterly or semi-annual updates.
- District website updated to reflect details of this Agreement. Fees based on meter size.

Mr. Neeper stated that he, along with Mr. Kayatin and Ms. Vickers, met with the Commissioners to discuss and give updates on current and future projects. Mr. Neeper feels that the Commissioners are pleased with the information provided and stated that they would like to meet on a regular basis to be kept up to date.

Projects

Master Plan Study (Node Map) – The District sent the final draft of the RFP for the Master Plan Study to the City for review. RFP is now ready to advertise.

RESOLUTION 21-007: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES MS. KIMBERLY STILES, DISTRICT MANAGER, TO SUBMIT LEGAL ADVERTISEMENT FOR REQUEST FOR PROPOSALS FROM FIRMS INTERESTED IN BEING SELECTED TO PROVIDE DESIGN SERVICES FOR A WATER SYSTEM MASTER PLAN AND HYDRAULIC MODEL UPDATE. Motion made by Mr. Hartley. Seconded by Mr. Kayatin. Roll Call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Hartley – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers - yes.

East Regional

- a) PTI's have been received for Contracts A, B and C. District is preparing to bid the Contracts hopefully yet this month. 100% plans are being reviewed by all appropriate parties and we are awaiting feedback from USDA.
- b) CDBG grants for both Villages, Harrod and Lafayette, requesting \$750,000 each have been approved.
- c) Interim Financing – Ms. Stiles has been working on the OWDA interim financing application preparation with RCAP however we are now attempting to close our loan upfront with USDA if possible in lieu of interim financing. A formal request letter is being drafted to USDA outlining the benefits for closing the loan upfront and addressing some concerns with other funding agencies and the ownership of the lines.
- d) Ms. Stiles attended February Village Council Meetings to present the new project cost estimate to the Villages as well as the summary of costs to date prior to bidding as this is one of the off ramps outlined in the Intergovernmental Agreement. Both Villages have elected to continue on to bid the project.

Mr. Kayatin and Mr. Huffman discussed that the project would most likely be bid in April and the loan would need to be locked in before this. The goal is to lock the loan in before the end of March.

Mr. Kayatin gave an update regarding the issues of the waterline plan in the roundabout area. He stated that after working with ODOT, Ms. Stiles was able to resolve all issues and obtain the permit needed.

- e) **RESOLUTION 21-008: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES DR. JOHN BIERY, CHAIR, TO SIGN AND ENTER INTO TWO (2) FACILITY ENCROACHMENT AGREEMENTS WITH CSX TRANSPORTATION, INC. NECESSARY FOR THE EAST REGIONAL WATERLINE PROJECT.** Motion made by Mr. Kessen. Seconded by Mr. Leis. Roll Call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Hartley – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers - yes.

Rudolph Foods – Elevated Storage Tank

- The District has submitted the pre-application for the CDBG Economic Development Grant through ODSA. Angie McConnell is the County's GLCAP Administrator and will be entering the full application to ODSA on behalf of the County/District.
- District has drafted an Agreement to outline each parties' responsibilities. Draft Agreement has been sent to Mr. Huffman for review.

- District met with Rudolph to discuss project shortfall of approximately \$72k and they are willing to include this amount in their contribution however language added to agreement to reflect the first \$72k in cost savings will be deducted from Rudolph's contribution only. Any subsequent savings will be shared between the District, Rudolph and the County.
- The District has entered into an Engineering Contract with AECOM effective 2/4/2021. Kickoff meeting scheduled for February 11th at 2 p.m.

Mr. Kayatin to contact the Allen County Airport regarding the height of the elevated tank. They will confirm that the elevated tank will not pose any issues for the airport. Mr. Kayatin will forward contact information to Ms. Stiles so that she can follow up.

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 the Township Trustees at some point. The District has inquired with USDA how this project could possibly be funded with them as well as whether a debt service could be an option. USDA will research and provide AWD with a reply.

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. After some research, Mr. Kayatin found a resolution from 1955 showing the County Commissioners approving the City complete this waterline project therefore this has been determined to be a City waterline. This information has been sent to the City as well as the County Engineer's Office.

Mr. Kayatin raised billing concerns regarding some areas with city lines in county territory. Ms. Stiles will explore these concerns and reach out to the city to discuss further.

6. **ATTORNEY'S REPORT** – Mr. Huffman stated that he was able to obtain the deed from Allen East School District and is currently working on the split approval. He also advised Ms. Stiles in regards to the East Regional Project, to expect additional fees from CSX to cover inspections, flagging, and other costs.

Mr. Huffman is reviewing the Intergovernmental Agreement and will provide an opinion to USDA regarding ownership of the waterlines in Harrod and Lafayette.

In regards to the Board meeting virtually, Mr. Huffman stated that under statute, this would be allowed through July 1, 2021 and possibly indefinitely. He also made mention that with proper precautions we could begin meeting in person as soon as the next meeting. This is something that the Board could take into consideration.

7. **TREASURER'S REPORT**

1. Revenue and Expense Reports for January 2021 (Month-to-Date and Year-to-Date) for funds 8750, 8751, 8752 and 8753 are available on pages 36-39 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 1/31/21 is \$1,339,606.65. Here are the cash balance totals for each fund as of 1/31/2021:

8750 Project Debt Service – \$382,269.27	8754 USDA Debt Reserve – \$0
8751 Operating Fund – \$647,582.60	8755 USDA Reserve - \$0
8752 Internal Capital Reserve – \$174,519.02	8756 County Reserve - \$0
8753 External Capital Reserve – \$135,235.76	

2. Ottawa River Coalition Membership Renewal is due soon. Mr. Miller made a motion to renew the ORC Membership as well as become a bronze sponsor by pledging a \$500 commitment of support. Second by Mr. Kessen. Motion carried 9-0.

MOTION MADE BY MR. MILLER TO APPROVE FEBRUARY 2021 TREASURER’S REPORT. Second by Mr. Hartley. Motion carried 9-0.

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. Miller at 3:00 p.m. Second by Mr. Neeper. Motion carried 9-0.

ATTESTED:

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Chairman Date 3/10/2021

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Secretary Date 3/16/2021