

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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"Addressing the water needs of the Community"

February 12, 2020 Board Meeting Minutes

There was an Allen Water District (AWD) board meeting held on **Wednesday, February 12, 2020 at 5:00 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 – January 8, 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 4:56 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 – Allen Water 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. Miller made a motion to approve the January 8, 2020 minutes. Second by Mr. Gosnell. Motion carried 6-0.

5. CLERK OF BOARD REPORT

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

- Amber Compton inquired about obtaining water for a parcel on Zurmehly Road that she is purchasing and planning to build a single family home on. The property is fronted by the Zurmehly Road Extension line and has a voluntary assessment of \$6,500 per ESFU.
- Jeremy Justice inquired about obtaining water for a garage at 2380 McDonel Street. He is thinking of converting the garage into a single family home. This waterline was put in with the McDonel Project and that loan has been paid off. He was quoted the current Standard Capital Permit Fee of \$500 per ESFU.
- Adam Schnipke inquired about obtaining water for a parcel on N. Fraunfelter Road (36-2900-03-013.001) for a client who is planning on building a single family home. This property is fronted by the Sweger/Fraunfelter Waterline Project and the permit fee associated with this line is \$3,200 per ESFU plus \$20.21/front foot. The front footage was originally Ag Deferred and was paid off in 2005. The permit fee to connect to this line would be the \$3,200 per ESFU.
- Harjit Hudle inquired about obtaining water for a new home he is having built at 2557 Autumn Ridge. The property is located within the Autumn Ridge Subdivision and the waterline was put in by the developer. The Standard Capital Permit Fee of \$500 per ESFU would apply.

Ms. Mathews stated **5 capital permits** were issued since last month's meeting:

- Travis Lawson of LBC Investments obtained three permits for condominiums being built in the Camden Ridge Subdivision at 3513, 3515 and 3549 Camden Place. This line was put in by the developer and the Standard Capital Permit Fee of \$500 per ESFU was charged per permit totaling \$1,500.

- Robin Lamb obtained permits for 2565 McDonel Street and 2595 McDonel Street with plans to build a single family home on each parcel. The front footage charges were previously paid on the property taxes. The standard Capital Permit Fee of \$500 per ESFU was charged per permit totaling \$1,000.

Ms. Mathews stated that there had been **2 extension inquiries** since last month's meeting.

- Mike Capps inquired about obtaining public water at 3951 Schooler Road on January 7th, 2020. The northwest corner of his property is near the SE Regional Waterline but does not front it. During the January 8th, 2020 Board Meeting, the Board determined that Mr. Capps' home is too far from the waterline for a service line to be installed and would require a main line extension.
- Jennifer Morgan inquired about the possibility of obtaining public water at her property located at 3480 S. Wapak Road. The Shawnee II Waterline Project ends just north of this parcel.

Mr. Hartley stated that the 12" waterline along S. Wapak Road could be extended to the intersection of W. Breese Road. The cost to do so would be approximately \$143K and would provide water service to approximately 9 properties. The line could also be extended further, east along W. Breese Road, to connect to the end of an existing 8" line near the intersection of W. Breese Road and Sellers Road, creating a loop and providing service to approximately 21 additional properties. This would bring the overall project cost closer to \$650K, with a potential cost of \$21,000 to each property owner.

Noting the potentially high cost to property owners, Mr. Hartley suggested the District begin to develop a reliable income stream to fund potential projects and to schedule projects based on the District's income projections. He see this as an investment into the community while providing the needed funding for projects, spurring future development and controlling costs for property owners. He believes several areas in the District could be served with public water by using this approach. Mr. Kessen agreed, noting this approach might be useful in funding projects to extend lines in other areas of the District including Diller Rd, Zurmehly Rd, Yoakam Rd and Lutz Rd. Mr. Gosnell asked if Ms. Morgan's property could be connected with a service line and Mr. Hartley replied that it wouldn't be ideal and that an extension is a better option. Mr. Miller noted that the District currently has the funds available to fund an extension on Diller Road, creating a loop in the area and suggested obtaining a project estimate.

In regards to Ms. Morgan's request, Mr. Gosnell suggested surveying property owners along the proposed routes on S. Wapak Rd and W. Breese Rd. The Board decided to obtain a design proposal from Access Engineering.

Improvements/Changes/Upcoming Events

ORC 6119 Information Meeting - Ms. Stiles requested approval for travel to an ORC 6119 meeting being hosted by NWWSD on February 28th. Mr. Miller inquired about the cost of the meeting and Ms. Stiles responded that the meeting is free to attend with the only cost to the District being travel expenses.

Mr. Lucas asked if a resolution was needed every time an employee of the District attended a training or meeting which required travel. Ms. Stiles stated that according to the District's policies, yes, a resolution is needed whenever travel and/or other related expenses are known in advance in addition to a request for travel and a request for reimbursement of travel expenses. Mr. Kayatin added that the District's current policy aligns with the policies of the State Auditor.

MOTION MADE BY MR. KESSEN TO APPROVE RESOLUTION #20-008 TO APPROVE THE REQUEST FOR TRAVEL FOR MS. KIMBERLY STILES TO ATTEND AN ORC 6119 INFORAMTIONAL MEETING IN BOWLING GREEN, OHIO, HOSTED BY THE NORTHWESTERN WATER AND SEWER DISTRICT ON FRIDAY, FEBRUARY 28, 2020.

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

Board Meeting Time

MOTION MADE BY MR. KAYATIN TO CHANGE THE MEETING TIME FOR THE DISTRICT'S MONTHLY BOARD MEETING FROM 5 P.M. TO 2 P.M. ON THE SECOND WEDNESDAY OF THE MONTH. Second by Mr. Hartley. Motion carried 7-0.

This change is effective with the March 2020 Board Meeting.

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

CPF Policy - Ms. Stiles presented the Board with a handout containing an outline for the development of the CPF Policy and suggested a work session for further discussions. The Board agreed to meet in March.

Contracts and Agreements

Assignment Assumption

- Mr. Huffman will continue to work with Ms. Campbell of the County Prosecutor's Office to iron out any issues within the Assignment and Assumption Agreement.
- District is waiting on City of Lima customer report that includes meter size for each customer. A new fee chart is being explored that would be based on meter size and not ESFU. The City does not have the capability to bill based on ESFU. Please see potential revised chart below:

Effective Date	District Administrative Fee to be Added (based on meter size)								
	5/8"	3/4"	1"	1 1/2"	2"	3"	4"	6"	8"
January 1, 2021	\$2.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00	\$10.00
January 1, 2022	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00
January 1, 2023	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00
January 1, 2024	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00	\$13.00
January 1, 2025	Equivalent to All Other District Customers								

Mr. Kayatin noted that the costs listed for 2024 may ultimately be the permanent fee schedule with the goal of having all the District's customers paying the same amount based on meter size.

Ms. Stiles stated that once the District receives the customer report, it will be reviewed by the Board's Treasurer. Mr. Hartley asked why the new fee schedule will be effective January 1, 2021 and Ms. Stiles replied that it is in keeping with the City of Lima's policy of making all changes effective with the start of a new year. Mr. Gosnell inquired on why the chart is based on meter size to which Ms. Stiles explained that the new fee schedule has been designed to fairly charge each customer based on meter size with small meters serving homes and larger meters serving properties with higher usages such as schools. Ms. Stiles also noted that under the new proposed fee schedule customers will have the same recurring fee on their bills and the District will be able to better project annual revenue.

Projects

East Regional

- a) The District has received a good working set of 30% alignment drawings. The District's Project Committee reviewed these plans with Prime AE and are awaiting revised 30% plans. Once received, a link for these plans will be sent to the Villages, City, County and Fire Department for their comments. They will be afforded 10 days to review and provide comment to our engineer in an effort to adhere to our timeline. The engineer will send the link for plans to the Village Representatives' e-mail as well as the Village e-mail. The District can print out copies for the Villages upon request.

Mr. Miller asked if the project was being delayed while the District awaited revised plans. Mr. Kayatin replied no and Mr. Hartley added that there were substantial changes requested to the original 30% drawings. Mr. Kayatin also said that the project's delay allowed for District to be one of the first to apply for CDBG funding 2020 and that by going at a slower pace the District is avoiding the potential for mistakes.

- b) A Village Update was sent to the Village Reps for review at their February Council Meetings.
- c) The District is awaiting a revised estimated probable project cost from the Engineer as well. Once this is received, the District will hold a meeting with the Village Representatives to review the estimated cost as well as the amount spent on the project to date. A draft Resolution to Proceed will also be presented for Village review. The Villages are open to holding an extra meeting to approve the resolution and plans in order to keep the project moving if these items are ready prior to their March Council Meetings on March 5, 2020. This is considered one of the "off ramps" where either Village could potentially withdraw from the Project.
- d) The District will request City/County contributions once the Resolution to Proceed have been passed by the District's Board of Trustees. Our Board may want to consider holding a special meeting as well if these items are ready prior to our March 11, 2020 regular Board Meeting.

- e) Ohio Public Works Commission Loans – Villages will need to check the box on the Notification of Disbursement Method form stating the Villages may need to seek reimbursement and a corresponding Resolution will need to be passed by each Village Council to approve this. This is the preferred method when managing a project that will receive USDA funds.
- f) 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 and will most likely be held at Allen East School. The District will apply for the CDBG grants (\$750k for each Village) once the PTI has been obtained. The goal is to submit the application to CDBG in July 2020 and be among the first applicants.
- g) 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 is in favor of this request. These will be used as matching funds on the CDBG application.
- h) Clarification has been received from USDA that due to the use of interim financing, ownership of lines will not be an issue until closing and the language in the Intergovernmental Agreement should be sufficient.
- i) The District will continue to work with USDA to complete our “Items Needed for Closing” and appreciate the cooperation of the Villages.
- j) Rudolph Foods is requesting to move a hydrant further northeast on Katrina. They now own a portion of Katrina and are extending their paving to the edge of their property. They would like to move the hydrant to the edge of their parcel and would extend the 12” line further on Katrina in order to provide accessibility to the valve at the end of the line for our East Regional Project.

Mr. Hartley asked if the District obtained an easement. Ms. Stiles replied there was an easement granted as part of the resolution passed by the County Commissioners giving Rudolph ownership of the property. Mr. Kayatin stated that while the resolution provided easements for water, the actual easements weren’t attached and will need to be completed and signed off by Rudolph Foods and the District.

Master Plan Study (Node Map) – The City of Lima has given their approval on the draft Table of Contents for the Request for Proposal. The District will move forward with drafting the remainder of the RFP.

Feasibility Study for Gomer – The Project Committee met to review this study on January 14th. Committee requested K&K add 3 more route options to the report and explore details/costs for those additional routes. Requested additional cost breakdown information regarding each route if available as well.

Statement of Qualifications – The SOQ’s were evaluated on January 10th by Mr. Miller, Mr. Kayatin and Mr. Hartley. The firms were divided into small and large firms with the top 3 scoring firms (highlighted in gray) in each category prequalified. Letters were sent to these 6 firms notifying them of their prequalification for contracts to provide design services for water distribution projects for the year 2020.

	Small Firms	Large Firms
1	Access Engineering Solutions	MS Consultants, Inc.
2	Kohli & Kaliher Associates, Inc.	PRIME AE
3	Wessler Engineering	DLZ
4	ADR & Associates, LTD.	Poggemeyer
5	TnT Engineering, LLC.	AECOM
6	Richland Engineering Limited	

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 stated that the Petition to Change the Board Structure and Appointment Process was filed on February 12, 2020 and a hearing has been set for 3 p.m. on March 26, 2020.

8. TREASURER’S REPORT

Revenue and Expense Reports for January 2020 (Month-to-Date and Year-to-Date) for funds 8750, 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 1/31/20 is \$1,335,223.65. The cash balance totals for each fund as of 1/31/2020:

8750 Project Debt Service – \$512,180.38	8753 External Capital Reserve – \$213,881.82
8751 Operating Fund – \$440,675.93	8754 USDA Debt Reserve – \$0
8752 Internal Capital Reserve – \$168,485.52	8755 USDA Reserve – \$0

The District is currently looking for investment classes/seminars for the Treasurer/District Manager to attend.

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

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 5:56 p.m. Seconded by Mr. Kessen. Motion carried 7-0.

ATTESTED:


Chairman

3/11/2020
Date


Secretary

3/11/2020
Date