

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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"Addressing the water needs of the Community"

February 9, 2022 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday February 9, 2022 at 2:00 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 12, 2022
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 2:00 p.m. and proceeded with the agenda.

1. ROLL CALL

Dr. Biery

Mr. Miller

Mr. Kessen

Mr. Gosnell

Mr. Ingle

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 – Mr. Kevin Cox, Perry Township Trustee

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA - None

Mr. Kevin Cox, a Perry Township Trustee, attended the meeting to present to the board the Veteran's Memorial Project that he is involved in. The site of the Memorial Project is at the corner of Bellefontaine and Bowman Rd. Mr. Cox stated the site will have public restrooms and he inquired about the possibility of connecting to public water and sewer at the site. Mr. Kayatin recommended contacting the Allen County Fairgrounds to see if they could receive water from them. He feels this would be the more affordable and a more timely option for the Memorial Project.

MOTION MADE BY MR. KAYATIN THAT THE BOARD AUTHORIZE THE FOUNDATION TO CONTACT THE FAIRGROUNDS TO BRING A PRIVATE LINE OVER TO CONNECT TO THE MEMORIAL SITE. Second by Mr. Neeper. Motion carried 9-0.

Dr. Biery thanked Mr. Cox for his efforts with the project and for meeting with the board. Mr. Cox thanked the board for their time and consideration.

4. APPROVAL OF MINUTES - Motion made by Mr. Neeper to approve the January 12, 2022 minutes. Seconded by Mr. Miller. Motion carried 9-0.

5. CLERK OF BOARD REPORT

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

- Charles Bolender inquired about connecting to public water at 1404 Neubrecht Rd. He plans to build a single family home on this parcel. This line was put in with the Lima Pallet Project. He was quoted the standard CPF of \$500 and also the recoupment fee of $436 \text{ FF} \times \$3.53 = \1539.08 .
- Derek with All Purpose Contracting inquired about connecting to water at 2800 Gaithersburg. This would be a new build and the contractor would like to run a 1 ½" service line to serve the parcel in question. The parcel where the home is being built does not actually front the waterline. Ms. Stiles stated that after researching with the City she found that there is a line that extends to the parcel that they would be able to tap. Mr. Kessen wanted to confirm that there is not the possibility of building a small subdivision in the future. Ms. Stiles stated that it is indeed a single family home.
- Homeowner inquired about connecting to public water at 5000 Ottawa Rd. This line was put in with the 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.

Ms. Finn stated there had been **6 capital permits** issued since last month's meeting.

- Wellman Homes obtained water permits for 3500, 3488, 3441, 3436 and 3424 Weldon Dr in the Camden Ridge Subdivision. This line was put in by the developer, therefore the CPF is \$500 per permit totaling \$2,500.
- Schumacher Homes obtained a water permit for 4036 Cypress Lane in the Amanda Lakes Subdivision. This line was put in by the developer, therefore the CPF is \$500 per ESFU.

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

Improvements/Changes/Upcoming Events – Ms. Stiles stated the CORD meeting was rescheduled for 2/25/2022. She will be out of the office to attend.

The following terms are set to expire 4/30/2022:

1. Shawnee Township Appointment – John Gosnell
2. County Appointment – Mike Leis
3. Member-at-Large – Dr. Biery

The appointing authorities have been notified by mail/email of the upcoming term expirations.

- 3) **By-laws, Policies and Procedures** – Committee Meeting scheduled for February to review new standard CPF for lines **not put in by the developer** where the loan has been paid in full as well as finalize some other policies. Ms. Stiles added that she is in the process of scheduling the meeting.

Contracts and Agreements

Assignment & Assumption Agreement with BOCC – County Appointments along with Ms. Stiles gave quarterly update to the Commissioners on Thursday, January 27th at 1 p.m. Please see pages 6-7 in the Reference Packet for the update. The remaining dates for 2022 Updates will be as follows: 4/28/22, 7/28/22 and 10/27/22 at 1 p.m.

Office Lease Agreement – The current Office Lease Agreement is set to expire on April 30, 2022. The lease is set to automatically renew unless either party provides written notice to the other of termination of the 5 year lease.

MOTION MADE BY MR. NEEPER TO RENEW THE LEASE. Second by Mr. Kessen. Motion carried 9-0.

Projects

ARPA Funding – Project Committee met last month to review the AWD Priority Project List as well as review the status of several current projects. Revised letter sent to BOCC on 1/19/2022 with current list of the District's ARPA Fund Requests. Mr. Kessen asked if there was any feedback from the Commissioners. Ms. Stiles replied that the Commissioners are in the process of deciding how to allocate the funds.

HB 168/Water and Wastewater Infrastructure Grant Program – This program will provide nearly \$250 million to clean drinking water and wastewater infrastructure. Rounds 1, 2 and 3 of the grant have been issued. There could be additional funding allotted to this program to the tune of \$250 million more. The District made application for 2 construction projects and 2 design projects.

2022 Statements of Qualifications - Project Committee evaluated 2022 SOQ's and divided the firms into categories based on size. The Committee qualified the top 2 firms in each category as follows and qualifying Letters were mailed and emailed to the tops 2 firms in each category:

Small

1. Access
2. Wessler

Medium

1. PrimeAE
2. ms Consultants
3. Poggemeyer Design Group

Large

1. AECOM
2. DLZ

East Regional

a) Monthly Progress Meetings held every 3rd Wednesday of the month at 9 a.m. for Contract C and 10 a.m. for Contracts A/B for the duration of the project.

b) Construction progress is as follows:

Contract A – Crew working in the Village of Harrod Road.

Contract B – Crew near intersection of Napoleon and 309 where the future roundabout will be.

Contract C – Concrete work finished. Waterline work started.

c) Ms. Stiles informed the board of a property owner complaint on Napoleon Rd. Mr. Huffman recommended contacting UUI to remedy this as this is their responsibility per our agreement with them.

d) February Project Update available.

Rudolph Foods – Elevated Storage Tank

- Virtual Pre-Construction Meeting held on Thursday, February 3rd. Minutes detailing discussion as well as any action items will be provided by AECOM. Monthly progress meetings to be held the first Wednesday of each month at 10 a.m. beginning in April most likely. Caldwell plans to have foundation crew begin mid to end of March.
- Commissioners agreed to contribute another \$100,000 from the County Water Fund to this project in addition to the \$100,000 already pledged totaling \$200,000. RLF request for additional funds is still pending. Ms. Stiles added that she just received word the RLF board approved an additional \$125,000 for the project.
- OWDA Loan – District is applying for Rudolph's contribution as well as the current shortfall. If RLF request comes through, loan amount will be decreased. Application submitted on February 2, 2022. Market Rate after discount is 1.60% The following items are needed:

RESOLUTION 22-005: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE RESOLUTION OF INTENT TO PROCEED WITH THE RUDOLPH FOODS WATER STORAGE TANK PROJECT. 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 – yes.

RESOLUTION 22-006: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES DR. JOHN BIERY, CHAIR, TO APPLY FOR, ACCEPT, AND ENTER INTO A COOPERATIVE AGREEMENT FOR CONSTRUCTION OF THE RUDOLPH FOODS WATER STORAGE TANK PROJECT BETWEEN THE ALLEN WATER DISTRICT AND THE OHIO WATER DEVELOPMENT AUTHORITY AND DECLARING AN EMERGENCY. Motion made by Mr. Kayatin. 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 – yes.

- General Certificate signed by Secretary.
- Legal Opinion to be signed by Attorney.
- Does District want to consider bringing line west across the road at Katrina to McPherson to prepare for potential future extension? Discussion with ODOT about this – they will provide plan sheet for this area and we can share with Access to discuss this further. Ms. Stiles suggested going over the plan sheets with the engineer to determine the best option. Mr. Kessen added that ODOT plans to change the dynamics of where McPherson connects to Bellefontaine Rd. All of this needs to be taken into consideration.

Southeast Regional Relocation/ODOT Project – Mr. Kessen and Ms. Stiles met with ODOT on Tuesday, February 3rd to discuss the requested lowering of waterlines at the intersection of S.R. 117 and Brentlinger Roads to avoid future storm drainage for an ODOT Project in this area. Mr. Kessen and Ms. Stiles plan to reach out to UUI to see if they would be interested in providing an estimate to perform this work since they are already mobilized and in the area. UUI installed this waterline in 2014. Ms. Vickers asked if ODOT will reimburse AWD for the cost of lowering the lines. Ms. Stiles confirmed that ODOT will be reimbursing us. Mr. Kayatin added that the engineer will have to update the as-builts.

Master Plan Study (Node Map) - ms consultants continues to work on the Master Plan Study with an estimated completion of mid-2022. Several items requested from City of Lima with the main request being hydrant testing at several different locations throughout the system.

Indianbrook Subdivision – Letter sent to property owners in the neighborhood to give notice of survey work taking place to prepare for waterline replacement project. Ms. Stiles added that Brice with Access is planning to attend our meeting next month.

Feasibility Study for Gomer – Waiting to see if there is any potential funding to assist with design costs through the Water and Wastewater Infrastructure Grant. Proposal received from Access and the

estimate for engineering services is \$608,000 for Gomer and an additional \$77,000 in fees to include the Diller Road Loop. Still waiting on survey of residents as well. Ms. Stiles stated that she and Mr. Kayatin discussed possibly attending the SCEIG meeting to research the possibility of other funding avenues.

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. Ms. Stiles added that there is no update at this time.

6. **ATTORNEY’S REPORT** – Mr. Huffman discussed two statutes that the board needs to be made aware of. One is possibly allowing virtual meetings temporarily. The other is a bill that wants to take away the ability of 6119s to certify delinquent bills on property taxes.

7. **TREASURER’S REPORT**

Revenue and Expense Reports for January 2022 (Month-to-Date and Year-to-Date) for funds 8750, 8751, 8752, 8753, 8754 and 8756 are available. 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 \$2,240,965.27. Here are the cash balance totals for each fund as of 1/31/2021:

8750 Project Debt Service – \$577,569.99	8754 USDA Debt Reserve – \$1.55
8751 Operating Fund – \$751,280.30	8755 USDA Reserve - \$0
8752 Internal Capital Reserve – \$254,825.02	8756 USDA County Reserve - \$188,270.99
8753 External Capital Reserve – \$61,623.62	

RESOLUTION 22-007: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AMENDS THE TRUSTEES/OFFICERS COMPENSATION SCHEDULE FOR 2022. 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 – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes.

MOTION MADE BY MR. MILLER TO APPROVE FEBRUARY 2022 TREASURER’S REPORT. Seconded by Mr. Kayatin. Motion carried 9-0.

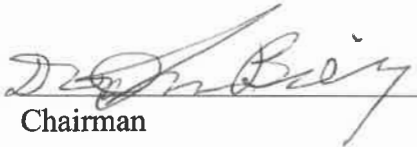
8. **CPA REPORT:** None
9. **OLD BUSINESS:** None
10. **NEW BUSINESS:** None
11. **BOARD MEMBER COMMENTS:** None

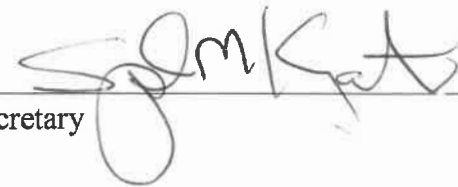
12. **PUBLIC FORUM:** None

13. **EXECUTIVE SESSION:** None

14. **ADJOURNMENT:** Motion for adjournment made by Mr. Kessen at 3:25 p.m. Seconded by Mr. Kayatin. Motion carried 9-0.

ATTESTED:

 _____ 3/9/22
Chairman Date

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Secretary Date