

Allen Water District

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"Addressing the water needs of the Community"

January 12, 2022 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday January 12, 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 –December 8, 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 2:02 p.m. and proceeded with the agenda.

1. ROLL CALL

Dr. Biery

Mr. Miller

Mr. Kessen

Mr. Gosnell - Absent

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 - 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 December 8, 2021 minutes. Seconded by Mr. Kayatin. Motion carried 8-0.

5. CLERK OF BOARD REPORT

Ms. Finn stated there had been **1 connection inquiry** since last month's meeting.

- Greg called on behalf of his father to inquire about connecting to public water at 4933 Zurmehly Rd. This line was put in with the Shawnee Phase 2 Project. The homeowner is currently being assessed on their property taxes, therefore making this a no charge permit.

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

- Jimoh and Mosun Enis obtained a permit for 2581 Gaithersburg Drive in the Monticello Subdivision. This waterline was put in by a developer and therefore the Standard CPF of \$500 per ESFU was collected.
- LBC Investments obtained 2 permits for 3485 and 3493 Camden Place in the Camden Ridge Subdivision. This waterline was put in by a developer and therefore the Standard CPF of \$500 per ESFU was collected totaling \$1,000.

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
- **McPheron Road** – Requested project estimate from Access for McPheron and the remainder of Westminster not served by East Regional.

Improvements/Changes/Upcoming Events - Ms. Finn and Ms. Stiles have been working on an Informational Pamphlet for the District and Ms. Stiles asked board members to please provide comment/feedback.

By-laws, Policies and Procedures – Committee to schedule meeting 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.

Contracts and Agreements

The following annual agreements are due for consideration:

RESOLUTION 22-001: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES DR. JOHN BIERY, CHAIR, TO ENTER INTO AN AGREEMENT WITH MR. REX HUFFMAN OF SPITLER HUFFMAN, LLP FOR LEGAL SERVICES COMMENCING JANUARY 1, 2022 FOR A PERIOD OF TWELVE MONTHS.

Motion made by Mr. Neeper. Seconded by Mr. Leis. Roll Call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – absent, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes.

RESOLUTION 22-002: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, ACCEPTS BHM CPA GROUP, INC.'S 2022 LETTER OF ENGAGEMENT TO PREPARE BASIC FINANCIAL STATEMENTS, PROVIDE ACCOUNTING AND FINANCIAL REPORTING EXPERTISE, PROVIDE ASSISTANCE WITH VARIOUS BUDGETARY AND ACCOUNTING ISSUES AND PARTICIPATE IN QUARTERLY MEETINGS WITH THE AUDIT AND FINANCE COMMITTEE .

Motion made by Mr. Miller. Seconded by Mr. Kessen. Roll Call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – absent, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes.

Assignment & Assumption Agreement with BOCC – County Appointments along with Ms. Stiles will continue to give quarterly update to the Commissioners this month on Thursday, January 27th at 11 a.m. – meeting will be held virtually. The remaining dates for 2022 will be: 4/28/22, 7/28/22 and 10/27/22

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, 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.

Project Committee evaluated 2022 Statement of Qualifications today. SOQ's were received from the following:

Access	ms Consultants	Prime AE
AECom	Poggemeyer Design group	Wessler
DLZ		

Project Committee met this morning to review the AWD Priority Project List as well as review the status of several current projects. Revised letter will be sent to BOCC with current list as a reminder of the District's requests. Mr. Kessen reported the Project Committee, on behalf of the Allen Water District, will be requesting funding from the County Commissioners for the following projects: State Route 81 Loop, Diller Rd. Loop and Neubrecht / Bible Rd Project. He also stated that once the Node Map Study

has been completed they will be able to focus on some of the other projects on the list. Mr. Neeper asked who would be speaking to the commissioners in regards to the funds request. Mr. Kayatin stated that he will be at the meeting and is comfortable heading up the discussions.

East Regional

a) Monthly Progress Meeting held on December 15th 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 – Crew working in the Village of Harrod Road

Contract B – Crew heading north on Napoleon past Clum. Crew jumped ahead and completed the road crossings including the boring under 309 where the future roundabout will be.

Contract C – Concrete work finished. Waterline work anticipated to begin sometime in January.

Mr. Huffman asked if the contractors are pressure testing as they go. Mr. Kayatin replied that they just received a shipment of hydrants and valves, therefore should be able to begin testing. Ms. Stiles confirmed that approximately 24 hydrants and valves were received. Mr. Huffman stated that there have been some issues with the same materials being used in other projects. Mr. Ingle replied that they have been using the 909 seismic and have learned that you have to be careful with it because it is more flexible and will crush.

c) District working with USDA and CDBG to complete monthly outlay reports to make sure all expenses are accounted for and paid through the appropriate funding. This has been going well.

d) January Project Update is available. Ms. Stiles attended Harrod's Council Meeting on January 4th as well as Lafayette's Council Meeting on January 6th to review the update and answer questions. Ms. Stiles stated that both meetings went very well.

Rudolph Foods – Elevated Storage Tank

- (Re) Bid Opening held on December 22nd at 2:00 pm at the County Commissioner's Office. Engineer's Estimate updated (to reflect rising costs) to \$1,500,000. Two bids were received. Our engineer's recommendation was to award the bid to Caldwell Tanks with a bid amount of \$1,474,700.

- Additional funding is needed to cover the full project cost. Discuss options. Ms. Stiles stated that she has reached out to the CDBG ED Grant, but found this is not an option. City of Lima is willing to install the waterline piece of the project and cover the materials. She will reach out to the County Commissioners to see if there is any additional funding available and has also drafted another letter to the RLF. There is also the option of the District borrowing the remainder. Mr. Kayatin suggested looking into the ARPA categories as far as money available to offset increasing costs due to COVID. Mr. Ingle asked if this would include funding for projects that had not been "locked in" yet. Mr. Kayatin replied that the rules are a little different when it comes to water infrastructure.

MR. MILLER MADE MOTION FOR THE ALLEN WATER DISTRICT TO COVER THE UP TO \$350,000 SHORTFALL MINUS ANY ADDITIONAL FUNDS RECEIVED FROM RLF OR OTHER SOURCES TOWARD THE RUDOLPH FOODS ELEVATED STORAGE TANK PROJECT. Seconded by Mr. Kayatin. Motion carried 8-0.

Mr. Leis expressed concerns working with Caldwell Tanks, Inc. He suggested that Ms. Stiles talk with the engineer regarding these concerns. Mr. Huffman explained the assessment of Rudolph Foods. He suggested a Resolution to Proceed perhaps at February's meeting. He sees no reason to not award the contract at this time.

RESOLUTION 22-003: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, ACCEPTS AND AWARDS PROPOSAL FOR CONSTRUCTION OF THE RUDOLPH FOODS WATER STORAGE TANK PROJECT TO CALDWELL TANKS, INC. AND AUTHORIZES CHAIR TO SIGN AWARD LETTER AS WELL AS SIGN AND ENTER INTO CONTRACT WITH CALDWELL TANKS INC. TO PROVIDE COMPLETION OF PROJECT WORK.

Motion made by Mr. Kayatin. Seconded by Mr. Leis. Roll Call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – absent, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes.

- Does District want to consider bringing line west across the road at Katrina to McPheron to prepare for potential future extension?

Master Plan Study (Node Map) - ms consultants continues to work on the Master Plan Study with an estimated completion of early 2022. Ms. Stiles received a revised schedule stating that completion will be closer to the end of May, 2022.

Indianbrook Subdivision – This 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. Ms. Stiles will meet with Access and the City of Lima on Friday morning to further discuss the process of abandoning service lines in backyards in parts of this neighborhood. Mr. Miller asked why this is not on the District's Priority Project List and Ms. Stiles explained it is because the project has been started so it is no longer on that list, which acts as a "to-do" or "wish" list, so to speak.

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, the District requested a proposal from Access for engineering services for this project as they are handling the sanitary sewer project in Gomer. Proposal received back 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. Mr. Kayatin stated that the District is still hoping to possibly receive ARPA funding or funding from HB 168. Mr. Kayatin explained he understands the ARPA money will be granted more for plant improvements rather than just projects. Mr. Huffman shared that the new guidelines state that some of the money is being used to restore lost revenue. Mr. Leis stated we should continue

working toward the looping of Diller Rd. This would take some of the cost away from the Gomer Project.

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 December 2021 (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 12/31/21 is \$2,240,965.27. Here are the cash balance totals for each fund as of 12/31/2021:







8750 Project Debt Service – \$587,569.99	8754 USDA Debt Reserve – \$1.55
8751 Operating Fund – \$850,326.28	8755 USDA Reserve - \$0
8752 Internal Capital Reserve – \$250,825.02	8756 USDA County Reserve - \$188,270.99
8753 External Capital Reserve – \$363,971.44	

Assignment and Assumption – The County District Fee \$1.00/month increase is being implemented with the January COL 2022 billing.

	Proj. 2021	Actual 2021	Proj. 2022
County District Fees	\$257,088	\$221,459	\$365,364
15% to O&M	\$38,563	\$33,224	\$54,805
85% to Capital	\$218,525	\$188,270	\$310,559

*Note – January 2021 and February 2021 were not full billing cycles and December 2021 County District Fees have not yet been received. Average monthly County District Fees are \$21,400. If you take this times 12 months = 256,800 which is on target with our projections.

Audit and Finance Meeting held today at 1 p.m. The following items were on the Agenda:

-  East Regional
-  Rudolph Elevated Storage Tank
-  Board Member Compensation Policy – **Resolution 22-004**
-  OWDA Supplemental Worksheet
-  2022 Budget Narrative
-  City of Lima Contract Fees Discussion

RESOLUTION 22-004: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, ESTABLISHES A BOARD MEMBER COMPENSATION POLICY FOR TRUSTEES/OFFICERS OF THE ALLEN WATER DISTRICT TO BE ADDED TO THE PERSONNEL POLICIES AND PROCEDURES. Motion made by Mr. Kayatin. Seconded by Mr. Kessen. Roll Call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – absent, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes.

MOTION MADE BY MR. MILLER TO APPROVE JANUARY 2022 TREASURER'S REPORT. Seconded by Mr. Kayatin. Motion carried 8-0.

8. **CPA REPORT:** None
9. **OLD BUSINESS:** None
10. **NEW BUSINESS:** None
11. **BOARD MEMBER COMMENTS:** Mr. Neeper inquired about the possibility of going with design-build rather than use an engineer. Mr. Kayatin replied that design-build is a great process but that it does take longer. When doing water projects, we are typically under time constraints.
12. **PUBLIC FORUM:** None
13. **EXECUTIVE SESSION:** None
14. **ADJOURNMENT:** Motion for adjournment made by Mr. Kayatin at 3:13 p.m. Seconded by Mr. Neeper. Motion carried 8-0.

ATTESTED:

 3/24/22
Chairman Date

 3/3/22
Secretary Date