

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

Phone 419-996-4679 Fax 419-229-3297

allenwaterdistrict@allencountyohio.com



"Addressing the water needs of the Community"

January 13, 2021 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday January 13, 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 – 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 2:05 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 (absent)
Rex Huffman – District Legal

PUBLIC – None

2. PLEDGE OF ALLEGIANCE

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

4. APPROVAL OF MINUTES - Mr. Kessen noted that he had abstained from the roll call at the December Board Meeting regarding Resolution 20-029 to elect a Vice Chair. Motion made by Dr. Biery to approve the December 9, 2020 minutes. Second by Mr. Kessen. Motion carried 9-0.

5. CLERK OF BOARD REPORT

Ms. Stiles stated there had been **6 connection inquiries** since last month’s meeting.

- Mr Sprague inquired about connecting to line in front of his home at 3363 E. Breese Rd. Quoted him the \$6,300 as this is the CPF for the SE Regional waterline.
- Ms. McElwain inquired about connecting to line at 2395 E Breese Rd. This line was but in with the East Breese Road Project and the assessment was paid in full in 1997. This would be a no charge permit.
- Property owner inquired about obtaining water at 5422 Ottawa Road. This line was put in as part of the Cairo Waterline Project and has a debt service charge of \$12,480. Options are to pay that amount in full or pay “catch up” with the monthly debt services of \$26/month x 12 months for 7 years as it started in January 2014. This amount would equal \$2,184 and then the monthly debt service would be added to the water bill. The District then remits this amount to Cairo.
- Debra Hahn inquired about connecting to line in front of her home at 4045 Greely Chapel Rd. This line was put in as part of the Greely Chapel Waterline Project and would be no charge permit due to the assessment being paid on the property taxes.
- Julie Gossard inquired about the cost to obtain water at 6560-6590 Bellefontaine Road for a single family home and a bar/grill (formerly the Stallion). This line was put in with the Southeast Regional Waterline Project and the Capital Permit Fee for this project is \$6,300 per ESFU. This would be the charge for the single family home. The bar/grill is a combination calculation based on bar seating (.044/seat) and restaurant seating (.0875/seat) which equates to 1.84 ESFU = \$11,592. Ms. Gossard inquired about payment options. Mr. Kayatin stated he had no problem with a 5 year payment plan with a carrying charge but noted it should be documented clearly which amount goes with which structure in the event of a lot split. Mr. Kayatin asked if installment agreement should be recorded to the parcel and Mr. Huffman stated it should be recorded to the parcel. Ms. Stiles stated our most recent policy is a carrying charge of x% based on OWDA current market rate or a minimum of 2%. Mr. Kayatin made a motion to modify

our current carrying charge to be current OWDA market rate plus 2%. Second by Mr. Hartley. Motion carried 9-0. Mr. Kayatin made a motion to authorize Dr. Biery to sign installment agreement (for home or business or both depending on request). Second by Mr. Kessen. Motion carried 9-0. Ms. Stiles will present this information to Ms. Gossard and have Mr. Huffman review Waiver and Consent Agreement if this moves forward.

- Tim Haniford inquired about the cost to obtain water at 6065 McPherson Road. He owns two parcels with one having frontage on Bellefontaine where the Southeast Regional Waterline runs and the other having frontage on 6065 McPherson. If Mr. Haniford combines the 2 parcels, is the District okay with him connecting to the line on Bellefontaine? Mr. Kayatin stated he was okay with this as did Mr. Neeper and Ms. Vickers.

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

- Travis Lawson of LBC Investments obtained 3 permits for condos being built in the Camden Ridge Subdivision at 3501, 3503 and 3504 Camden Place. This line was put in by the developer so the standard Capital Permit Fee of \$500 per ESFU was charged for each, totaling \$1,500.

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

Improvements/Changes/Upcoming Events.

- Our office will be closed Monday, January 18th for Martin Luther King, Jr Day.
- The District may be asked to participate in the cost of GIS services this year to fly a new aerial. This is typically done every 3 years and in the past was covered by the Auditor's Office. County Engineer, Sanitary Engineer, Auditor's Office and District are among the participants. This should not exceed \$10,000 and would be re-evaluated in 3 years for the next aerial. Mr. Kayatin made a motion for the District to authorize an expense of a not-to-exceed amount of \$10,000 to contribute to the cost of flying a new aerial for the GIS. Second by Mr. Leis. Motion carried 9-0. Ms. Stiles stated a supplemental appropriation will most likely be needed.

By-laws, Policies and Procedures

Work Session planned to be held prior to the February 10th Board meeting at noon to review revisions to Personnel and Operational Policies.

Contracts and Agreements

RESOLUTION 21-001: 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, 2021 FOR A PERIOD OF 12 MONTHS.

Motion made by Mr. Miller. Seconded by Mr. Hartley. 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.

RESOLUTION 21-002: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, ACCEPTS BHM CPA GROUP, INC.'S 2021 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 Dr. Biery. Roll Call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Hartley – yes, Mr. Kessen – yes, Mr. Neepser – yes, Mr. Leis – yes, Ms. Vickers - 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.
- Letters to County customers (approximately 8,600) are being mailed out to explain the new County District fee. Ms. Stiles has been coordinating this effort with the City of Lima.

Projects

The Project Committee met on January 6th at 10 a.m. to evaluate the 2021 Statement of Qualifications. Ms. Stiles explained this is an annual occurrence that the board pre-qualifies firms for projects with design fees of less than \$50,000. The following firms have been qualified:

Large Firms

1. AECOM
2. DLZ

Medium Firms

1. Prime AE
2. MS Consultants

Small Firms

1. Access Engineering

Qualifying letters will be sent to each firm.

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 if not, in February.
- b) CDBG grants for both Villages, Harrod and Lafayette, requesting \$750,000 each have been approved. The District has been coordinating with the BOCC to advertise the necessary notices.
- c) Interim Financing – Ms. Stiles is working on the OWDA interim financing application preparation with RCAP.

- d) **RESOLUTION 21-003: 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. Seconded by Mr. Gosnell. 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.

The total easement compensation paid including crop damage is \$23,615.72. (\$19,680.92 Easements, \$3,934.80 Crop Damage). \$3,726 paid to record easements.

- e) A new project cost estimate has been received and it is substantially higher than the last one received in March 2020 at approximately \$11.2 million. Ms. Stiles plans to attend special Village Council Meetings in January or the regular February Council Meeting 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. USDA can consider additional loan and/or grant once the bids come in. A summary has been put together to outline the reasons for the cost increases. See Memorandum from Prime. Ms. Stiles stated the biggest thing to remember is the bids could come in much lower so we need to get to that next step first. Mr. Huffman stated it isn't a bad idea to ask for a resolution or letter from the mayor to proceed with bidding the project. Mr. Hartley stated he thought the bids could easily come in at a million, million and half under the engineer's estimate. Others agreed.

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 \$1.2 million.
- The District is working on an application 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 submitted a request to the RLF Board and they have approved the matching funds for this project.
- District is drafting an Agreement to outline each parties' responsibilities as District, City and Rudolph will cover the remaining costs.
- Discussion of District's contribution. AWD Board previously approved \$100,000 contribution to this project. 2021 Budget appropriation for \$175k for this project. Motion made by Mr. Miller to increase the District's contribution to \$175,000. Second by Mr. Hartley. Motion carried 9-0. Ms. Stiles stated there is a shortfall in the project and a meeting will be set up with Rudolph to further discuss. Mr. Kayatin pointed out that the CDBG ED grant and RLF grant are also public entities and we should relay that information to Rudolph Foods.

- OWDA current market rate is 1.78% and the District receives a .50% discount for being a previous borrower which would bring it to 1.28%.
- **RESOLUTION 21-004: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES OF THE RUDOLPH ELEVATED STORAGE TANK PROJECT AND AUTHORIZES DR. JOHN BIERY, CHAIR, TO SIGN AND ENTER INTO AN ENGINEERING CONTRACT WITH AECOM FOR DESIGN, BIDDING AND CONSTRUCTION SERVICES FOR THE RUDOLPH ELEVATED STORAGE TANK PROJECT.** Motion made by Mr. Hartley. Seconded by Mr. Kayatin. Ms. Vickers asked if she could abstain from voting because the project began prior to her being on the board. Mr. Huffman stated that generally you would only abstain from a vote if you had a conflict of interest. Ms. Vickers stated she did think she should abstain. Ms. Stiles offered to get Ms. Vickers more information regarding the project as well. Roll Call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Hartley – yes, Mr. Kessen – yes, Mr. Neepner – yes, Mr. Leis – yes, Ms. Vickers - abstain.

Master Plan Study (Node Map) – The District sent the final draft of the RFP for the Master Plan Study to the City of Lima for review and received a go ahead from them. We will advertise the Request for Proposals soon.

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. Ms. Stiles will reach out to the USDA to discuss further.

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** – Mr. Huffman attended Allen East School’s board meeting last evening to have the deed signed for the lot being transferred for the elevated tank.

7. **TREASURER’S REPORT**

1. Revenue and Expense Reports for December 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 12/31/20 is \$1,386,997.52. Here are the cash balance totals for each fund as of 12/31/2020:

8750 Project Debt Service – \$392,269.27

8751 Operating Fund – \$645,391.62

8752 Internal Capital Reserve – \$173,019.02

8753 External Capital Reserve – \$176,317.61

8754 USDA Debt Reserve – \$0
8755 USDA Reserve – \$0

8756 County Reserve – \$0

2. 2021 Budget Narrative – Mr. Miller presented the 2021 Budget Narrative which outlined the funds used by the District and the purpose of each fund as well as highlighted any significant changes in appropriations from 2020 to 2021. Mr. Kayatin asked how the District has compared in 2020 to years past. Mr. Miller presented a 2018-2020 3 year budget comparison.
3. The Audit and Finance Committee met prior to January’s Board Meeting at 12:30 p.m. Agenda items discussed were as follows:
 - ✦ November Meeting Minutes
 - ✦ East Regional – Financing/Updated Project Estimate
 - ✦ Rudolph Storage Tank – Financing
 - ✦ 2021 Budget Narrative and 3-Year Budget Comparison
 - ✦ Board Member Compensation
 - ✦ Financing Future Projects
 - ✦ Assignment and Assumption Agreement
4. **RESOLUTION 21-005: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AMENDS THE TRUSTEES/OFFICERS COMPENSATION SCHEDULE FOR 2021.** Motion made by Mr. Miller. 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.

Mr. Miller also discussed the possibility of financing the District’s contribution for some projects in the future through OWDA.

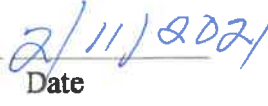
MOTION MADE BY MR. MILLER TO APPROVE JANUARY 2021 TREASURER’S REPORT. Second by Mr. Neeper. Motion carried 9-0.

8. **CPA REPORT** – None.
9. **OLD BUSINESS** – None.
10. **NEW BUSINESS** – None.
11. **BOARD MEMBER COMMENTS:** Mr. Kayatin recognized Ms. Stiles for the outstanding job that she has been doing.
12. **PUBLIC FORUM:** None
13. **EXECUTIVE SESSION:** None
14. **ADJOURNMENT:** Motion for adjournment made by Mr. Hartley at 3:36 p.m. Seconded by Mr. Kessen. Motion carried 9-0.

January 13, 2021 Meeting Minutes

ATTESTED:

 _____
Chairman


Date

 _____
Secretary


Date