

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"

July 14, 2021 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday July 14, 2021 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 –June 9, 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 2:03 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 – None

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA

- 4. APPROVAL OF MINUTES** - Motion made by Mr. Miller to approve the June 9, 2021 minutes. Seconded by Mr. Neeper. Motion carried 9-0.

5. CLERK OF BOARD REPORT

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

- A gentleman inquired about a water permit for a single family home being built at 1862 E. Spring Lane in the Pondview Estates Subdivision. This line was put in by the developer so the standard Capital Permit Fee of \$500 per ESFU was quoted.

Ms. Finn stated there had been **5 capital permits** issued since last month's meeting:

- Carl Pugin obtained a permit for a single family home being built at 3730 Sky Hawk Dr. in the Country Aire Subdivision. This line was put in by the developer, therefore the standard CPF of \$500 per ESFU was charged.
- David Peters with Built Rite Builders obtained a permit for a single family home being built at 2602 Jonathon Dr. in the Applewood Subdivision. This line was put in by the developer and would be the standard CPF of \$500 per ESFU.
- David Peters with Built Rite Builders obtained a permit for a single family home being built at 5924 Timberstone Dr. in the Woodberry Creek Subdivision. This line was put in by the developer, therefore the charge was the standard CPF of \$500 per ESFU.
- Quality Management obtained a permit for a single family home being built at 3917 Willow Oak Trl in the 7 Oaks Subdivision. The line was put in by the developer, therefore the standard CPF of \$500 per ESFU was charged.
- Richard Walters obtained a permit for a single family home being built at 749 Lester Ave. This line was put in with the McDonel Waterline Project. The assessment was previously paid on property taxes for 1 ESFU \$2,363.61 and 165 front feet @ 6.001759/foot = \$3353.90. The home was demolished and a new one is being built in its place. Therefore, this was a no charge permit.

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

Improvements/Changes/Upcoming Events.

- **CORD Membership** – Larry Long from CORD will plan to attend the August Board Meeting to discuss further additional information regarding suggested legislative action contribution. The District will also extend invitations to Representative Bob Cupp and Senator Matt Huffman to attend the August meeting. Mr. Neeper offered to follow up with Senator Huffman after Ms. Stiles sends the invitation.

By-laws, Policies and Procedures

Committee to meet in the near future to review revisions to the Personnel and Operational Policies and Procedures as discussed in April's Work Session. Resolution presented to accept the updated Bylaws for the District.

RESOLUTION 21-021: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, ADOPTS THE JULY 14, 2021 REVISION OF THE ALLEN WATER DISTRICT BY-LAWS.

Motion made by Mr. Neeper. Seconded by Mr. Miller. 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.

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. Some Agreements that still need to be included. Both will meet with AWD Accountant, prior to the September Board Meeting to discuss further.

Projects

Letter sent to Commissioners – District sent a letter to the BOCC to request consideration for a portion of the County's ARPA funding for waterline infrastructure. Mr. Neeper added that the Allen County Commissioners are willing to set up a meeting to further discuss this request as well as send a Commissioner to the August Board meeting if either Representative Cupp or Senator Huffman attends.

Project List – District has been working on a list of priority projects. Mr. Kessen stated that the list is coming together with a goal of the top 4 to 6 projects and where other projects will rank after that. Mr. Kayatin discussed the Capital Improvement Program which would lay out a "ten year plan".

Bible/Stewart/Bluelick Estimate – An estimate has been received for this area from Access. Reports of fluctuating pressures have been reported in the Autumn Ridge Subdivision and the area of Bath Schools. The District received word from the city that they are 99% sure the issues in Autumn Ridge are stemming from something at P&G. They will let us know what else they find out. P&G. Overall, looping the system will most likely help remedy the issue.

Subdivisions

- a) Country Aire Phase 5C
- b) Lost Creek Subdivision
- c) Camden Ridge No. 2 Subdivision

RESOLUTION 21-020: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES DR. JOHN BIERY, CHAIR, TO EXECUTE A BILL OF SALE WITH E & J CATTLE, LLC FOR A WATERLINE COMMENCING AT THE EXISTING 8" WATERLINE ON FETTER ROAD APPROXIMATELY 2,640 FEET EAST TO SERVE AN EVENT CENTER AT HAWTHORN HILLS.

Motion made by Mr. Miller. Seconded by Mr. Kessen. 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.

East Regional

- a) The District advertised for bids on May 14 and May 21. A pre-bid meeting was held on May 27th at 10 a.m. to answer questions from contractors. With the abundance of questions from the contractors and the fact that additional addenda needed issued the following week to address the questions/concerns, the bid opening (originally scheduled for Friday, June 4th) was rescheduled to **June 18th, 2021 at 10 a.m. for Contract A, 10:30 a.m. for Contract B and 11 a.m. for Contract C.**
- b) Prime reviewed bid tabs and recommend lowest and most responsive bidder to the District as follows:
Contract A – Underground Utilities, Inc.
Contract B – Underground Utilities, Inc.
Contract C – Maguire Iron, Inc.
- c) Bid tabs along with the Engineer's recommendation were submitted to USDA and we are awaiting on their determination of whether additional funding (loan/grant) can be explored. Mr. Kayatin asked if this can be awarded before USDA gives go ahead. Ms. Stiles said she confirmed this with Mr. Huffman that we should wait. Ms. Stiles stated she would send out an update via email and asked that the board members keep an eye out for this in the event a special meeting is needed.
Mr. Kayatin asked if the hydrants being used for this project are all self-drainers. Ms. Stiles confirmed that the engineer stated they will be using non-self-drainers. Mr. Kayatin was concerned not all fire departments were in agreeance. Ms. Stiles stated Mr. Bassitt previously confirmed that non-self-drainers no-self-drainers were preferred.
- d) The July 2021 Project update is available.

Rudolph Foods – Elevated Storage Tank

- Cooperative Agreement to outline each parties' responsibilities for the Rudolph Foods Elevated Tank Project has been finalized.
- CDBG ED Application has been approved – awaiting some final signatures from ODSA.
- RCAP has informed the District that an environmental will need to be completed prior to bidding. This can take 2-3 months. District has been assigned Ron Winland to perform the environmental.

He completed the environmental for the East Regional Project. Ms. Stiles stated she was going to take some pictures tomorrow at the tank site to assist Mr. Winland.

- District is coordinating with ODOT regarding their Westminster Project to avoid any conflicts between the two projects. Their project is scheduled to begin Spring 2023. Does District want to consider bringing line west across the road at Katrina to McPherson to prepare for potential future extension?

Rudolph interested in having some graphics on the tank. Mr. Neeper suggested contacting Rudolph to let them know that we would like to have the AWD logo added to the tank along with the Rudolph graphics. Mr. Neeper also stated this would be great marketing for AWD. Mr. Kessen feels it would be best to table the discussion until the next meeting so that there is more time to discuss what the board would like. Ms. Stiles will speak with Rudolph to let them know AWD is interested in adding their logo as well.

Master Plan Study (Node Map) – Cooperative Agreement finalized between the District and the City of Lima outlining each parties' responsibilities and contributions with respect to this project. EJCDC Agreement entered into as well between the District, City and ms consultants.

- Kickoff Meeting held on July 13th at our office with ms consultants, City and District. ms will give AWD and City a list of items needed to complete the study. Ms. Stiles already handed over several reports to ms consultants at the meeting. Tentative completion date for the study is January, 2020.

Feasibility Study for Gomer – Access Engineering has provided updated estimates with regards to the previous study completed by K&K. It appears the estimate for the hamlet of Gomer was not included in the original totals. Access will add an alternate for C909 for 12" as their estimates were based on D.I. for 12". Access will also break out the Diller Road and Cable Road Loops separately as well as give a comparison of what it takes to take an 8" to Gomer versus a 12" in the event the District wants to explore covering the "upsizing". Mr. Leis asked if there would be a water tower included in the project. Ms. Stiles replied that there is no tower being considered at this time though water pressure studies are currently being looked at. Mr. Kayatin asked if the original estimates completed by K&K included using C909 or ductile iron material. C909 should be less expensive and may have been the reason for the drastic differences between the 2 estimates from K&K and Access, respectively. Ms. Stiles will review the estimates to see if the material being used is stated.

Indianbrook Subdivision – K&K previously looked at a plan for this area back in 2003 for the County. District met with Access on March 12th and asked for an estimate to complete the project based on K&K's drawings. 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. Please see map and estimates. A Draft Source and Use for this project. Ms. Stiles is concerned with assessing homeowners for this new project if they had been assessed initially, which could have been included by the developer in the price of the lot. Homeowners may not be as receptive if they have already paid for the initial project and are currently connected to public water. Mr.

Kayatin asked if it was determined that all homeowners had been assessed when connected to the line on Copus Rd. Ms. Stiles stated not all homeowners had been and this is something we will need to research. Mr. Neeper agreed the homeowners should be charged, maybe not an assessment but a debt service fee. Mr. Kayatin stated these homeowners are being charged a 75% contract fee rather than the 50% contract fee. Maybe we could ask the city to give AWD the extra 25% to help cover some of the project costs to keep the homeowner's cost lower. Ms. Stiles stated that she will do a little more research regarding previous assessments and will contact the City to see about AWD receiving 25% of the 75% fee being charged. Mr. Ingle mentioned determining what the 25% contract fee would equate to prior to contacting the City. Ms. Stiles stated she and Ms. Finn should be able to come up with a rough calculation based on billing reports.

6. ATTORNEY'S REPORT

7. TREASURER'S REPORT

Revenue and Expense Reports for June 2021 (Month-to-Date and Year-to-Date) for funds 8750, 8751, 8752, 8753 and 8756 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 6/30/21 is \$1,422,077.36. Here are the cash balance totals for each fund as of 6/30/2021:

8750 Project Debt Service – \$391,486.63	8754 USDA Debt Reserve – \$0
8751 Operating Fund – \$725,135.79	8755 USDA Reserve - \$0
8752 Internal Capital Reserve – \$186,519.02	8756 USDA County Reserve - \$78,611.12
8753 External Capital Reserve – \$40,324.80	

RESOLUTION 21-019: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE TWO THOUSAND TWENTY-TWO PRELIMINARY BUDGET AS PRESENTED BY MERLE MILLER, TREASURER. 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 JULY 2021 TREASURER'S REPORT. Seconded by Mr. Gosnell. Motion carried 9-0.

8. CPA REPORT: None

9. OLD BUSINESS: None

10. NEW BUSINESS: None

11. BOARD MEMBER COMMENTS: Mr. Kayatin stated he had attended a meeting in Columbus earlier that day in regards to House Bill 168. This bill would allocate \$250,000,000 to counties across Ohio for water and sewer projects. Mr. Kayatin also mentioned all criteria and applications


will have to be submitted by 8/27/21. Mr. Neeper replied AWD is ahead of the game with having a list already composed.

12. **PUBLIC FORUM:** None

13. **EXECUTIVE SESSION:** None

14. **ADJOURNMENT:** Motion for adjournment made by Mr. Miller at 3:16 p.m. Seconded by Ms. Vickers. Motion carried 9-0.

ATTESTED:

 8/11/21
Chairman Date

 8/11/21
Secretary Date