

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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"Addressing the water needs of the Community"

June 12, 2019 Board Meeting Minutes

There was an Allen Water District (AWD) board meeting held on **Wednesday June 12th, 2019, 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 – May 8, 2019
5. Clerk of Board Report
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 5:00 p.m. and proceeded with the agenda.

1. ROLL CALL

Mr. Biery

Mr. Lucas

Mr. Miller

Mr. Kayatin

Mr. Kessen - Absent

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 – District Attorney

Kimberly Stiles – Clerk of the Board

Mary Mathews – AWD Office Assistant

PUBLIC

Jeff McVicker
David Slone
Mark VanDyne
Ron Moots
Laura Bassitt
Tom Ekleberry
Mr. Frisby
Will Emerick
Tony (Mark) Blake
Jim Pinks
Terry Gross

2. PLEDGE OF ALLEGIANCE

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

4. APPROVAL OF MINUTES

Mr. Kayatin made a motion to approve the May 8, 2019 minutes. Second by Mr. Miller. Motion carried 6-0.

Mr. Huffman swore in Dr. Biery and Mr. Gosnell for their new terms which began April 2019.

5. CLERK OF BOARD REPORT

Ms. Stiles stated that there were **4 connection inquiries** since last month's meeting:

- Samantha Steiner inquired about the permit cost for a home to be built on Autumn Blaze Drive with no address yet determined. This waterline was put in by the developer in the Autumn Ridge Subdivision so the Standard Capital Permit Fee of \$500 would be charged.
- Blass Construction inquired about the permit cost for 2672 Summer Rambo Court. This waterline was put in by the developer in the Applewood Subdivision so the Standard Capital Permit Fee of \$500 would be charged.
- Travis Lepley inquired about the permit cost for 2560 Autumn Ridge Drive. This waterline was put in by the developer in the Autumn Ridge Subdivision so the Standard Capital Permit Fee F of \$500 would be charged. Please see map on page 3 in the Reference Packet.
- Sue Schroeder inquired about the permit cost for 5310 Lopez Drive. This waterline was part of the Dixie Highway Extension and the Standard Capital Permit Fee of \$500 is charged for this project.

Ms. Stiles stated that **7 capital permits** were issued since last month's meeting:

- Joseph Gossard obtained a permit for 5987 Cotner Road with amount to be assessed on his real estate taxes over the next five years as agreed to by the Board.
- Nickles Homes obtained a permit for 2607 Autumn Ridge Drive. This waterline was put in by the developer in the Autumn Ridge Subdivision so the Standard Capital Permit Fee of \$500 was charged.

- Michael Eilerman obtained a permit for 3415 Weldon Drive. This waterline was put in by the developer in the Camden Ridge Subdivision so the Standard Capital Permit Fee of \$500 was charged.
- LBC Investments obtained three permits for condominiums at 3514, 3516 and 3521 Camden Place. This waterline was put in by the developer in the Camden Ridge Subdivision so the Standard Capital Permit Fee of \$500 was charged for each totaling \$1,500.
- Diane Rohrer obtained a permit for 4127 Magnolia Street. This line was put in by the developer in the Amanda Lakes Subdivision so the Standard Capital Permit Fee of \$500 was charged.

Mr. Huffman asked if the decreased Capital Permit Fee is responsible for the increase in permits issued and Ms. Stiles stated that next month we'll have a full year of data to compile since the decrease in the CPF took place so we'll be able to look at a full year versus the year or two prior.

Ms. Stiles stated there had been no extension inquiries since our last board meeting.

By-laws, Policies and Procedures – Developer's Handbook revised and handed out to Board members. A few small changes were made since 2012 and 2015 revisions but unclear if those versions were ever formally adopted by the Board.

MOTION MADE BY MR.KAYATIN TO APPROVE RESOLUTION #19-020 TO ADOPT THE 2019 REVISION OF THE DEVELOPER'S HANDBOOK. Second by Mr. Hartley. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Kayatin-yes, Mr. Miller-yes, Mr. Gosnell-yes, Mr. Hartley-yes, Mr. Kessen-absent.

Contracts and Agreements

County as Fiscal Agent

Resolution 19-019: District Authorizes Chair to Renew Agreement for County to Act as Fiscal Agent for the District.

MOTION MADE BY MR.MILLER TO APPROVE RESOLUTION #19-019 TO AUTHORIZE DR. BIERY, CHAIR, TO SIGN AND RENEW AGREEMENT WITH THE BOARD OF COUNTY COMMISSIONERS OF ALLEN COUNTY TO APPOINT ALLEN COUNTY AS THE FISCAL AGENT FOR THE ALLEN WATER DISTRICT. Second by Mr. Hartley. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Kayatin-yes, Mr. Miller-yes, Mr. Gosnell-yes, Mr. Hartley-yes, Mr. Kessen-absent.

Projects

McClain Road - District is waiting on survey response from Mr. Magnus.

Baty Road Waterline Extension (WTLW) - Construction began last week. Slower start due to locating the sanitary force main but starting to move along.

Feasibility Study for Gomer - K&K to determine feasibility of serving Gomer. Ms. Stiles requested Scott Strahley hold off on this for the moment due to the possibility of a Node Map Study being completed.

Node Map Study - Project Committee held meeting to layout the scope of the project with the City on Wednesday, May 15th at 9 a.m. It was been determined that the District will put together an RFP for this study.

Hawthorne Hills Potential Subdivision – Randy Jones and Jim Shilling met with Mr. Kayatin and Ms. Stiles to discuss a potential subdivision that would house higher end condominiums as well as an event center. The District has an 8” waterline available in front of the parcel on Fetter and a 12” near the railroad tracks. Mr. Jones will have his engineer be in touch with the District regarding our regulations and specifications.

6. COMMITTEE REPORTS

Audit and Finance (Mr. Miller) – Completed with Treasurer’s Report.

By-laws, Policies and Procedures (Covered by Mrs. Stiles in the Clerk of Board Report)

Contracts and Agreements Committee (Covered by Mrs. Stiles in the Clerk of Board Report)

Projects Committee (Covered by Mrs. Stiles in the Clerk of the Board Report)

7. ATTORNEY’S REPORT – Nothing to report.

8. TREASURER’S REPORT

Revenue and Expense Reports for May 2019 (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 5/31/19 is \$1,042,433.69. The cash balance totals for each fund as of 5/31/2019:

- 8750 Project Debt Service – \$1,042,433.69
- 8751 Operating Fund – \$224,437.05
- 8752 Internal Capital Reserve – \$231,915.43
- 8753 External Capital Reserve – \$138,974.67
- 8754 USDA Debt Reserve – \$0
- 8755 USDA Reserve – \$0

OWDA loan payments to be made yet this month as they are due on July 1st. Supplemental appropriation request needed for Diller/Baty OWDA loan payment as this was not budget last year.

MOTION MADE BY MR. KAYATIN TO APPROVE RESOLUTION #19-021 TO APPROVE SUPPLEMENTAL REQUEST TO CREATE AND INCREASE THE APPROPRIATION “DEBT SERVICE –DILLER/BATY” FOR THE 2019 BUDGET BY FIVE THOUSAND FIVE HUNDRED SEVENTY-TWO DOLLARS. Second by Mr. Lucas. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Kayatin-yes, Mr. Miller-yes, Mr. Gosnell-yes, Mr. Hartley-yes, Mr. Kessen-absent.

Meeting held with County Auditor and Treasurer to discuss the possibility of District receiving interest on its' money. Auditor stated the District's funds are held in depository accounts which earn no interest. District's other option it to withdraw money from County and invest elsewhere. This would mean managing two different accounting systems. Mr. Miller stated the Board should probably leave things the way they are currently.

Audit and Finance Committee Meeting will be held next month immediately prior to the July 10th Board meeting. Preliminary budget for 2020 to be discussed at that meeting.

MOTION MADE BY MR. MILLER TO APPROVE JUNE 2019 TREASURER'S REPORT.

Second by Mr. Kayatin. Motion carried 6-0.

Contracts and Agreements (revisited)

East Regional

- a) USDA held a meeting with the District on Thursday May 30th to review the Letter of Conditions for the Project. This meeting was very detailed and covered compliance requirements as well. Ms. Stiles will begin working this list as soon as the Villages have agreed to move forward with the Project.
- b) Project Committee Meeting held on Tuesday June 4th with Village Representatives, Brent Bassitt and Andy Caprella. Agenda was reviewed.
- c) Mr. Kayatin and Ms. Stiles met with Allen East Superintendent, Mel Rentschler, and City of Lima Utilities Supervisor, Larry Huber, on Thursday June 6th to review the School's facilities and make certain a 3" meter is feasible as they currently have a 6" service line. A 6" meter would be drastically more expensive (both up-front and monthly) and could change the School Board's stance on connecting. Allen East's next School Board Meeting will be held on Tuesday June 25th. Mr. Rentschler states the Board intends to sign the Connection Agreement during their meeting. Ms. Stiles will attend the meeting and answer any questions if necessary.
- d) Ms. Stiles attended Harrod's Council Meeting on Thursday June 6th and a meeting with Lafayette's Council on Monday June 10th to review the draft PowerPoint presentation for East Regional and receive any feedback/answer questions. Both Councils will attend our meeting this evening to review the PowerPoint together once more prior to meeting with the public.
- e) Overall objective is to schedule the Informational Meeting with Lafayette and Harrod residents for June 26th at 7 p.m. and ask both Villages to make a decision (pass necessary ordinances to proceed with project) at their next Council Meetings on July 11th.

Discussion held regarding the District Fee for this project. In February of 2018, the Board agreed to waive the District Fee for 5-10 years for Village residents and increase after that with details to be worked out later. No motion was made at that meeting so the Board needs to decide on the length of time they are willing to waive this fee. Ms. Stiles stated that \$70/month has been the target the entire time. If the District comes in below the target number, the District can add on the

District fee up to the target number. If the monthly number comes in at or above the \$70/month, the District will waive their district fee for a certain number of years. The District is using the family of 4 (6,000 gallons/month) of \$48/month (usage/contract fee) for the usage amount. Mr. Kayatin states that the target number is whatever the Village is comfortable with moving forward. The Villages (during the public forum) stated \$70/month is their target amount. This \$70/month has to be based on a usage and the Villages agreed to 6,000. Ms. Stiles obtained usage for families of 4 from the City of Lima by giving them addresses of known families of 4. The usage for these families ranged from approximately 3,000 gallons to 7,500 gallons. Mr. Huffman asked if there are any current rate increases expected for the City of Lima. Mr. Kayatin stated we will need to note that we are basing the \$70/month (using \$48/month usage for 6,000 gallons) on current City of Lima rates. Mr. Kayatin asked what the Board thinks as far as how long to waive the District fee. He stated 5 years seems like a fair deal.

CLERK OF BOARD REPORT (revisited)

Improvements/Changes/Upcoming Events:

Annual Cookout: When does Board want to hold this? Mr. Lucas stated normally the Board holds this in August.

Ms. Stiles requested to attend a CORD Board Meeting on June 14th and interview for a Board Member position.

MOTION MADE BY MR.KAYATIN TO APPROVE RESOLUTION #19-022 TO APPROVE TRAVEL FOR MS. KIMBERLY STILES TO ATTEND A CORD BOARD MEETING IN BLACKLICK, OHIO AND AUTHORIZES A SUPPLEMENTAL APPROPRIATION REQUEST TO INCREASE THE “TRAVEL-MEETINGS” APPROPRIATION IN THE OPERATING FUND 8751 FROM TOW HUNDRED AND FIFTY DOLLARS TO SEVEN HUNDRED FIFTY DOLLARS. Second by Mr. Hartley. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Kayatin-yes, Mr. Miller-yes, Mr. Gosnell-yes, Mr. Hartley-yes, Mr. Kessen-absent.

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:** Members from both Harrod and Lafayette Village Councils were present to review the PowerPoint for the upcoming Informational Meeting with the Villages. Ms. Stiles went through the PowerPoint slide by slide and reviewed the information while answering questions and taking notes regarding feedback/questions from Council Members to incorporate into a final PowerPoint version.


14. **ADJOURNMENT:** Motion for adjournment made by Mr. Miller at approximately 8:30 p.m.
Seconded by Dr. Biery. Motion carried 6-0.

ATTESTED:


Chairman


Date


Secretary


Date