

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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"Addressing the water needs of the Community"

June 14, 2022 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Tuesday, June 14, 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 – May 11, 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, Mr. Kessen 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 - Absent
Mr. Ingle
Mr. Kayatin - Absent
Mr. Neeper - Absent
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

Rex Huffman – District Legal

PUBLIC – None

2. PLEDGE OF ALLEGIANCE

- 3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA** – Dr. Biery made a motion to move resignation letter for the board to review and acting secretary nomination for meeting. Seconded by Mr. Miller. Motion carried 6-0.

Mr. Kessen read a resignation letter from Mr. Steve Kayatin to the Board. Mr. Miller made a motion to accept Mr. Kayatin’s resignation, have Ms. Stiles send a letter to the Commissioners per the Bylaws that they have 90 days to make an appointment and that appointment needs to be a resident of the unincorporated area of Allen County and such letter should be given to the Chair for his records. Seconded by Dr. Biery. Motion carried 6-0.

Mr. Kessen stated that with that resignation, we need to see if someone would want to step in as acting Secretary for this meeting until we have more Board members present. Dr. Biery stated he would do it. Mr. Kessen stated this is for acting Secretary until more board members are here to elect a Secretary. Mr. Miller stated that person would hold the position then until the end of April 2023. Ms. Vickers made the motion to name Dr. Biery acting Secretary for this meeting. Seconded by Mr. Miller. Motion carried 6-0.

- 4. APPROVAL OF MINUTES** - Motion made by Mr. Miller to approve the May 11, 2022 minutes. Seconded by Dr. Biery. Motion carried 6-0.

5. CLERK OF BOARD REPORT

Ms. Stiles stated there have been **4 connection inquiries** since last month’s meeting.

Name	Address	Project Area	CPF/Assessment	Ref Page
Tom Shauber	4015 Zurmehly Rd	Zurmehly Rd Ext	\$6,500	1
Tim Turnwald	4015 Zurmehly Rd	Zurmehly Rd Ext	\$6,500	1
William Bly	25 Springbrook Dr	Springbrook	\$3,685.83	2
George Coppler	3115 Schooler Rd	Southeast Regional	\$6,300	3

Ms. Stiles stated there have been **2 permits** issued since last month’s meeting.

Name	Address	Project Area	CPF/Assessment	Ref Page
John Rutschilling	2667 Jonathon Dr	Applewood	\$500	4
Scott Hefner	800 N. Eastown Rd	Eastown	\$4,220	5

Ms. Stiles stated there had been **no extension inquiries** since last month's meeting but stated further discussion needed regarding previous extension inquiry from Mr. Simpson on behalf of Crossroads Church, inquired about a waterline extension on Harding Highway to serve the Crossroads Church District previously requested recommendation of pipe size for this extension from ms Consultants – engineer for our Master Plan Study and a 12” main was recommended. Ms. Stiles stated the District requested 2 estimates from Access engineering to serve the church with a 12”. One estimate extended the 12” line to the corner of Harding Highway and Thayer. The second estimate extended the 12” line east of that intersection (where a roundabout is being constructed) and to the eastern edge of the church parcel. Estimates received for both options in PVC and ductile iron. Ms. Stiles requested additional input from Board before meeting with Mr. Simpson and church. Board would like to see the line extended the full length of the church's parcel along Harding Highway. The District has provided two options to the Church to extend this line. Option 1 – Church complete this extension and enter into a Developers Agreement. Option 2 – District does the project and Church contributes and a waterline extension agreement is drafted. The church has stated they cannot extend a 12” mainline but could have with an 8” so option 2 will be explored. Mr. Leis asked how much the Church was willing to contribute and Ms. Stiles stated she was told the Church would have \$60k in tanks in the ground and would be willing to put that much in. Anything more than that, the Church would want some sort of recoupment. Mr. Huffman stated the Church can do it themselves or have the District do it themselves but the line should be run the length of the property. Mr. Huffman clarified the only recoupment would be from those who connect to this extension not those who extend this 12” line further. Mr. Huffman stated the Church could pay for the 8” line and the District pays the difference in the cost between the 8” and the 12”. Mr. Leis asked if the campus would be interested in tying in on Harding Highway to have a backup. He thinks they are currently fed from Mumaugh. Ms. Stiles stated she would request an estimate for an 8” extension to determine the difference between the two. Mr. Huffman stated the District should have a policy regarding waterline extensions because we will continue to get more of these requests. He stated he would send us NWWSD's policy regarding this.

Mr. Leis asked about incorporating chlorine boosters into the study. Ms. Stiles stated the City deals with the EPA regarding chlorine levels and has requested chlorine boosters in both water towers currently being erected due to their distance from the water plant. Mr. Ingle suggested including this in the master plan study.

Improvements/Changes/Upcoming Events- Ms. Stiles asked when the Board would want to have the annual cookout. August 10th was decided as the tentative date for the cookout.

By-laws, Policies and Procedures – Ms. Stiles wanted to see if the Board would consider a mileage reimbursement policy for employees. She stated she would send the County's policy to the Bylaws Committee to get their feedback and then present something in July.

Contracts and Agreements

Assignment & Assumption Agreement with BOCC – Mr. Rennick is using best available information to value the County waterlines for the 2021 financial. He will attend the July Board Meeting to present the financials to the Board.

Projects

- Progress meeting held Wednesday, June 3rd at 1 p.m. at our office. Next progress meeting will be July 6th at 11 a.m. at our office.

Southeast Regional Relocation/ODOT Project – District sent 75-1 and other necessary paperwork to ODOT for reimbursement of the relocation. Local ODOT rep approved and sent to Columbus office for approval. Ms. Stiles will prepare resolutions for July meeting for Board to enter into contract for this relocation with Degen, EJP and Access.

Intersection of 117 and McPherson – Access did a rough mark-up outlining a possible waterline alignment. Best case scenario would be to do this while ODOT has road closed in 2023. Ms. Stiles stated this will need to be bid. She will request estimate from Access for the engineering cost and coordinate with Project Committee and Audit & Finance Committee for 2023 planning.

Master Plan Study (Node Map) - Estimated completion of mid-2022. Waiting on items from City of Lima.

Indianbrook Subdivision – Access is working on finishing surveying.

Feasibility Study for Gomer – Ms. Stiles is exploring potential funding for this project through various sources and will discuss further with Access perhaps attending a SCEIG Meeting in September.

6. **ATTORNEY’S REPORT** – Mr. Huffman had nothing to report. Mr. Miller stated he was notified by Ms. Stiles to return his key for the building as well as his access code and wanted to know if the Commissioners are able to do that and if there is any recourse. Mr. Miller stated he didn’t have a problem not having a key but he does have an issue not having a code for access. Mr. Huffman stated he could look into the lease regarding this. Dr. Biery asked if they could lock the Board out of their office space and Mr. Huffman stated no they can’t and it doesn’t sound like they are since Ms. Stiles still has access.

7. **TREASURER’S REPORT** –

Revenue and Expense Reports for May 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 5/31/22 is \$2,736,257.50. The cash balance totals for each fund as of 4/30/2021 are as follows:

8750 Project Debt Service – \$1,114,856.19	8754 USDA Debt Reserve – \$1.55
8751 Operating Fund – \$437,760.68	8755 USDA Reserve - \$0
8752 Internal Capital Reserve – \$193,719.72	8756 USDA County Reserve - \$302,853.74
8753 External Capital Reserve – \$687,065.62	

1st Half OWDA Payment made this month for \$197,952.12. OWDA Supplemental Worksheet provided to outline which OWDA loans the District is supplementing. Usually the reason for this is the District fronted a loan by making the first payment or the District borrowed its contribution.

Audit & Finance Meeting to be held in July. Preliminary Budget and 2021 Financials to be reviewed.

MOTION MADE BY MR. MILLER TO APPROVE JUNE 2022 TREASURER'S REPORT.

Seconded by Dr. Biery. Motion carried 6-0.

8. **CPA REPORT:** None

9. **OLD BUSINESS:** Mr. Kessen presented 2022 Committee Appointments to the Board. He stated there are a few vacancies and those will be addressed. Mr. Miller made a motion to accept these Committee Appointments. Seconded by Dr. Biery. Motion carried 6-0.

10. **NEW BUSINESS:** Mr. Kessen stated this was addressed at the beginning of the meeting.

11. **BOARD MEMBER COMMENTS:** Mr. Miller thanked Ms. Stiles for the room arrangement and stated he had no problem hearing. Mr. Miller also made motion to consider a plaque of appreciation for Mr. Kayatin since he has resigned from the Board. Dr. Biery agreed and stated he appreciated his knowledge and experience. He thinks he has done a great job for the County and District. Seconded by Ms. Vickers. Motion carried 6-0. Ms. Vickers asked if we would present this in August at our cookout and Mr. Huffman stated the Board should be thoughtful about that as sometimes when there is a separation like this people can be excluded from County property.

12. **PUBLIC FORUM:** None

13. **EXECUTIVE SESSION:** Mr. Miller moved the Board go into executive session at 3:21 p.m. to discuss a personnel issue. Seconded by Dr. Biery. Motion carried 6-0.

Mr. Miller made motion to come out of executive session at approximately 3:30 p.m. Seconded by Ms. Vickers. Motion carried 6-0.

14. **ADJOURNMENT:** Motion for adjournment made by Mr. Miller at 3:30 p.m. Seconded by Dr. Biery. Motion carried 6-0.

ATTESTED:

 7-13-22
Chairman Date

 07/13/22
Secretary Date