

Allen Water District

3230 North Cole Street

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"Addressing the water needs of the Community"

June 9, 2021 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday June 9, 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 –May 12, 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 2:05 p.m. and proceeded with the agenda.

1. ROLL CALL

Dr. Biery

Mr. Miller

Mr. Kessen

Mr. Gosnell

Mr. Ingle

Mr. Kayatin - Absent

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
Paul Rennick – District Accountant

PUBLIC – None

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA – Mr. Rennick, District Accountant, reviewed the 2020 Financial Report with the Board. He reviewed the Executive Summary and stated that overall, the District's net position increased approximately \$172,000 and the District is in a positive financial position. Mr. Rennick thanked the District for getting him the information necessary to compile the reports. Dr. Biery thanked Mr. Rennick for the update.

4. APPROVAL OF MINUTES - Motion made by Mr. Miller to approve the May 12, 2021 minutes. Seconded by Mr. Neeper. Motion carried 8-0.

5. CLERK OF BOARD REPORT

Ms. Finn stated there had been 4 **connection inquiries** since last month's meeting.

- Wallace Schooler inquired about connecting a home at 3800 Hanthorn Rd to the line on the corner of Hanthorn Road and Schooler Road. Mr. Schooler also owns the parcel of farmland between this home and Schooler Road and is considering combining the two parcels into one. This line was put in with the SE Regional Waterline Project and therefore would be a CPF of \$6,300 per ESFU. Ms. Stiles stated her understanding was Mr. Schooler has two options. Option 1: He can combine the two parcels which would give the home front footage along the waterline and his permit fee would be the \$6,300 per ESFU. Option 2: If he does not combine the parcels, the Board *could* enter into a connection agreement with Mr. Schooler, which would allow him to connect to the SE Regional waterline and require him to pay a potential future charge if the line would ever run down Hanthorn Road and front the home he is wanting to connect. This agreement would outline that Mr. Schooler would be responsible to pay the difference between the two permit fees if a line fronted the home on Hanthorn. Mr. Ingle asked if there is a limit to the length of a service line allowed and Ms. Stiles stated there is not currently but it is definitely a concern in some situations. Mr. Huffman inquired why you would not want someone to connect and Mr. Kessen stated the concern of getting the water to someone through a long service line. The service line from the meter to the home is the property owner responsibility and it was mentioned to stress the importance of sizing service lines correctly to those customers with homes far from the road (line). Mr. Kessen stated the board may want to look at service line lengths in the future. Mr. Huffman stated corner lots can pose a problem because you are missing out on a portion of land/home to be assessed in the next project but if he connects the parcels, the home is on land contiguous to the waterline and therefore accessible. Mr. Huffman said the board may want to look into a policy and he may have one he could share. Mr. Kessen stated he would appreciate it if Mr. Huffman could share what he finds. Mr. Neeper asked if we did do an agreement, should language regarding an easement be included for the future project and Mr. Huffman stated that was a good idea. Mr. Leis asked if it made sense to contact surrounding neighbors. Mr. Kessen stated there were

approximately a dozen or so homes west of Schooler on Hanthorn. Dr. Biery asked if someone wanted to make a motion to run a 12" line west down Hanthorn. Mr. Leis made a motion to run a waterline down Hanthorn. Mr. Leis rescinded his motion. Mr. Neeper made a motion to refer the running of a waterline down Hanthorn Road to the Projects Committee. Ms. Vickers seconded the motion. Motion carried 8-0.

- Mr. Schooler also inquired about connecting another home at 4484 Hanthorn Rd to the line that runs in front of the home, also the SE Regional Waterline. He was quoted the same CPF of \$6,300 per ESFU for this property.
- Nancy Taylor inquired about connecting to public water at her home at 1817 N. Eastown Rd. This is a single family home. The line was put in with the Allentown Rd Project. The account was paid in full in 1994, therefore it would be a no charge permit.
- Tara Joyce inquired about splitting her current parcel to give some land to her son for him to build a single family home. The waterline fronting this home was put in with the Sweger/Fraunfelter Project. This parcel is currently listed as Ag Deferred. The project ESFU charge and the frontage for 100 front feet was paid initially by the previous owner.

Ms. Finn stated there had been **7 capital permits** issued since last month's meeting:

- Richard Dugranrut obtained a permit for a single family home at 3648 N. Dixie Hwy. This line was put in with the Dixie North of Bluelick Rd Project. Mr. Dugranrut is currently being assessed on his property taxes, therefore a no charge permit was issued.
- LBC Investments obtained permits for 3481, 3495, 3497, and 3499 Camden Place. These are condominiums being built in the Camden Ridge Subdivision and the line was put in by the developer. The standard CPF of \$500 per ESFU was charged totaling \$2,000.
- David Bradley purchased a permit for a single family home at 5979 Bellefontaine Rd. This line was put in with the Southeast Regional Waterline Project and the CPF of \$6,300 per ESFU was collected.
- Daven Stedke obtained a permit for a single family home being built at 2662 Jonathon Drive in the Applewood Subdivision. This line was put in by the developer, therefore the standard CPF of \$500 per ESFU was charged.

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

Improvements/Changes/Upcoming Events.

- **CEDS Update** – Board previously made motion to contribute up to \$2,500 to LACRPC to update the CEDS, which is needed in order to be eligible for EDA funding. Still waiting on an estimate for the CEDS update as well as a list of those contributing.
- **Commissioner Update** – The County Commissioner Board Appointments (Mr. Neeper, Mr. Kayatin, Mr. Leis and Ms. Vickers) gave the Commissioners an update on May 27th at 11 a.m.

Mr. Neeper stated that the Commissioners will continue being briefed quarterly and that they have been very pleased with the progress being made and with the transition of the county customers.

- **CORD Membership** – Ms. Stiles discussed CORD, Coalition of Regional Districts and what they do as well as their fee structure and the suggested legislative action contribution. Larry Long from CORD is willing to attend July Board Meeting to discuss further. Mr. Huffman explained that CORD is very important because they provide a lobbyist for the water and sewer districts. Mr. Neeper agreed that it would be beneficial to have Larry Long attend the next Board meeting to explain the benefits of CORD and what the contributions are used for in further detail.
- **ARPA Funding Letters** – The District sent letters to Representative Bob Cupp and Senator Matt Huffman urging the consideration of additional language in the American Rescue Plan Act to include 6119 districts as eligible for direct funding. Mr. Huffman explained there is money available for water and waste water, especially for rural areas. Mr. Neeper will invite both Senator Matt Huffman and Representative Bob Cupp to the next Board Meeting to discuss the current projects and the funding available with the ARPA. It was suggested that the Projects Committee prioritize future projects to see where funding would be best utilized before addressing Mr. Cupp and Mr. Huffman. Mr. Kessen stated that he will review their project list.

By-laws, Policies and Procedures

Ms. Stiles has made revisions to the By-laws as well as the Personnel and Operational Policies and Procedures as discussed in April's Work Session. Resolution(s) to be presented in July perhaps to accept these changes.

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.

Projects

Project Committee Meeting - The Project Committee met on May 20th to review several project estimates and discuss pressure issues in the Autumn Ridge Subdivision.

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 met with Larry Huber and the City and they think the issues are stemming from P&G. The City will attempt to further investigate this theory with 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

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 will review bid tabs and recommend lowest and most responsive bidder to the District. Then, bid tabs will be submitted to USDA. USDA Financing – Closing instructions have been received from USDA's office however the final closing will not be completed until after bids are received since we are waiting to explore additional funding (loan/grant) in the event of a cost overrun.
- c) District will attend July Village Council meetings to give updated cost estimates once bids received
- d) The June 2021 Project update is available in the Reference Packet.

Rudolph Foods – Elevated Storage Tank

- District has drafted a Cooperative Agreement to outline each parties' responsibilities for the Rudolph Foods Elevated Tank Project. All parties have signed. District is awaiting the final signed version back from the Commissioners. Resolution passed on June 3rd to authorize their signature.
- Another Project Meeting held on May 13th. May be ready to bid yet this month.
- District is working with Angie McConnell, County GLCAP contact, on CDBG ED Application. She is hoping to have the application submitted by June 18th. Additional RLF money committed to the CDBG Administrative fees which should not exceed \$10,000.
- 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?

Master Plan Study (Node Map)– Cooperative Agreement drafted by Mr. Huffman between the District and the City of Lima outlining each parties' responsibilities and contributions with respect to this project. Agreement on agenda for Council to review June 14th. Kick Off Meeting to be scheduled within the next few weeks.

Feasibility Study for Gomer– The project committee has determined that option 6 is preferred option. 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. USDA has stated a Revenue Bond could

possibly be issued but further consideration would depend on a number of factors including but not limited to review by bond counsel, number of connections and assurance of associated revenue. The District has asked Access Engineering to review the current study since nearly a year has passed.

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. Ms. Stiles is working on a Source and Use for this project.

6. **ATTORNEY’S REPORT** – Mr. Huffman reiterated the importance of the Project Committee prioritizing their project list in regards to the ARPA Funding. The ability of meeting virtually will probably end due to the fact that it has not been voted in to be a permanent option.

7. **TREASURER’S REPORT**

Revenue and Expense Reports for May 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 5/31/21 is \$1,510,350.60. Here are the cash balance totals for each fund as of 5/31/2021:

8750 Project Debt Service – \$616,382.99	8754 USDA Debt Reserve – \$0
8751 Operating Fund – \$615,875.84	8755 USDA Reserve - \$0
8752 Internal Capital Reserve – \$184,019.02	8756 USDA County Reserve - \$42,762.56
8753 External Capital Reserve – \$51,310.19	

Audit and Finance Meeting held today at 12:30 p.m. The following items were on the Agenda:

- 📌 Approve March 10, 2021 Audit and Finance Meeting Minutes.
- 📌 East Regional
- 📌 Rudolph Elevated Storage Tank
- 📌 Review draft Basic Financial Statements for Years ended 12/31/19 and 12/31/20.
- 📌 Preliminary 2022 Budget
- 📌 OWDA 1st Half 2021 Loan Payment made – Supplemental Worksheet Completed
- 📌 Ag Deferred Parcels - Discussion
- 📌 Financing Future Projects – Discussion
- 📌 Date for Next Meeting

RESOLUTION 21-017: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION “OTHER OPERATING EXPENSES” SPECIFICALLY THE LINE ITEM “INSURANCE SUNDRY” FOR THE 2021 BUDGET BY ONE THOUSAND SIX HUNDRED DOLLARS. Motion made by Mr. Miller. Seconded by Ms. Vickers. Roll Call: Dr. Biery – yes, Mr.

Kayatin – Absent, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes.

RESOLUTION 21-018: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION “DEBT PAYMENTS” FOR THE 2021 BUDGET BY TEN DOLLARS.

Motion made by Mr. Miller. Seconded by Mr. Leis. Roll Call: Dr. Biery – yes, Mr. Kayatin – Absent, 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 JUNE 2021 TREASURER’S REPORT.

Seconded by Mr. Neeper. Motion carried 8-0.

Mr. Miller made a motion to approve the 2020 Financial Report (previously presented by Mr. Rennick) and to allow Ms. Stiles to advertise this in the newspaper. Seconded by Mr. Neeper. Motion carried 8-0.

8. **CPA REPORT:** None

9. **OLD BUSINESS:** None

10. **NEW BUSINESS** – Mr. Miller made motion to accept the new committee appointments. Mr. Neeper seconded the motion. Motion carried 8-0.

11. **BOARD MEMBER COMMENTS:** None

12. **PUBLIC FORUM:** None

13. **EXECUTIVE SESSION:** None

14. **ADJOURNMENT:** Motion for adjournment made by Mr. Miller at 3:28 p.m. Seconded by Mr. Neeper. Motion carried 8-0.

ATTESTED:

 7/14/21
Chairman Date

 7/14/21
Secretary Date