

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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"Addressing the water needs of the Community"

March 10, 2021 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday March 10, 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 – February 10, 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 2:00 p.m. and proceeded with the agenda.

1. ROLL CALL

Dr. Biery

Mr. Miller

Mr. Kessen

Mr. Gosnell

Mr. Hartley

Mr. Kayatin - Absent

Mr. Neeper

Mr. Leis - Absent

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 – None.

4. APPROVAL OF MINUTES - Motion made by Mr. Miller to approve the February 10, 2021 minutes. Second by Mr. Gosnell. Motion carried 7-0.

5. CLERK OF BOARD REPORT

Ms. Stiles stated there had been **1 connection inquiries** since last month's meeting.

- Tammy Martin inquired about connecting to water at 2560 E Breese Rd. She is interested in purchasing the property. This line was put in with the East Breese Road Project and the assessment was paid in full in 1997. This would be a no charge permit.

Ms. Stiles stated there had been **8 capital permits** issued since last month's meeting:

- Barry Smith obtained a permit for a home being built in the Woodberry Creek Estates. The permit is for 1792 Woodberry Creek Ln. These lines were put in by the developer and therefore the standard CPF of \$500 per ESFU was charged.
- Linda Wilson obtained a permit for a single family home at 3595 E. Breese Road to connect to the Southeast Regional Waterline. The CPF for this project of \$6,300 per ESFU was collected.
- Carl Pugin obtained 2 permits for homes being built at 3637 and 3653 Sky Hawk Dr in the Country Aire Subdivision. This waterline was put in by the developer and the standard CPF of \$500 per ESFU was charged for each, totaling \$1,000.
- Built Rite Builders obtained 3 permits for homes being built in the Country Aire Subdivision at 3748, 3755 and 3762 Sky Hawk Dr. 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 **one extension inquiries** since last month's meeting.

- Degen Excavating has inquired about possibility of getting water to apartment complex on Bible Road. District will have Access provide a project estimate. It has come to our attention that there are pressure issues in the Autumn Ridge Subdivision so District will request a project estimate for a looping option as well to Stewart Road. Mr. Neeper mentioned phase 2 possibly being built in the Autumn Ridge subdivision and wondered if that would add to the

water pressure issues. Mr. Harley said there has been interest expressed by homeowners on both Bible Rd and Neubrecht Rd in receiving water.

Improvements/Changes/Upcoming Events.

- District sent appointment request letters to Bath and Perry Townships as well as the County Commissioners for their 2nd County Appointment Seat. These terms expire 4/30/31.
- Mr. Hartley submitted his resignation from the Board effective March 19, 2021. District requested replacement from Bath Township.

By-laws, Policies and Procedures

Work session scheduled for prior to April's Board meeting to review potential revisions to Personnel and Operational Policies, By-Laws as well as the Deposit, Fee and Charge Schedule Policy. An email will be sent out prior to give a specific start time for this meeting

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.
- District received the first full billing report from the City of Lima this month for County District customers with a monthly total of approximately \$17,400. This equates to an annual average of approximately \$209,000. This is less than the 2021 estimate of \$257,000. Ms. Stiles stated she would let the Board know what the March reports show.
- Dr. Biery, Mr. Kayatin and Ms. Stiles met with the City of Lima to discuss the issue of some City lines in County (District) territory. The City is aware of these areas and does not see a need for a change in billing.

Projects

Project Committee Meeting – The Project Committee will plan on meeting March 15th at 9 a.m.

East Regional

- a) Feedback received from USDA from plans, bid docs and specs. Prime is making some revisions and should have them completed by 3/12/21.
- b) USDA Financing –A formal request letter has been submitted to USDA outlining the benefits for closing their loan upfront and addressing some concerns with other funding agencies and the ownership of the lines. The District is working on getting some draft 2020 financials submitted to USDA as well.
- c) Lot split has been approved by the Regional Planning Commission for the elevated tank near Allen East Schools. District working with Spitler Huffman to tidy up the lot split and have the

Form RD OH 1927-9 completed for USDA. Mr. Huffman stated he is waiting for the title search but that the deed is ready to be recorded.

- d) The March 2021 Project update is available in the Reference Packet.
- e) Board authorized Resolution 21-008 during February Board Meeting to authorize entering into Agreements with CSX. Insurance coverage has been increased to meet the requirements of CSX.

Rudolph Foods – Elevated Storage Tank

- District has drafted an Agreement to outline each parties' responsibilities. Draft Agreement has been sent to Mr. Huffman for review.
- Kickoff meeting held on February 11th at 2 p.m. with AECOM, City of Lima, Rudolph and Project Committee.
- Another meeting held on February 26th between AECOM and Prime to discuss East Regional and Rudolph Tank Projects and make sure tanks will be the same height to avoid future issues.
- Ms. Stiles met the Engineer out at the proposed tank site to put stakes out. Surveyors and geotech set to start the week of March 1st. Mr. Hartley stated that it could take approximately 12-18 months for the fabrication and placement of the tank. Mr. Neeper asked if this would affect the financing due to lack of revenue being collected during this time. Ms. Stiles stated that some customers for the East Regional Project could potentially connect before the tank is in place which would generate some revenue.
- District is working with Angie McConnell, County GLCAP contact, on CDBG ED Application.

Master Plan Study (Node Map) – The District advertised for RFP's for the Master Plan Study on February 12th and 19th with submittals due on March 26, 2021 by 4 p.m.

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. The District has inquired with USDA how this project could possibly be funded with them as well as whether a debt service could be an option. USDA has stated a Revenue Bond could possibly be issued but further consideration would be dependent upon 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 – Now that the District has started receiving the County District Fees, we will begin to move forward with planning for waterline replacement (upsizing) in the old section of Indianbrook Subdivision as well as areas that could use additional looping and/or hydrants. K&K previously looked at a plan for this area. We will share these plans with Access and get their opinion. Mr. Hartley clarified that this is in reference to the northwest quadrant of the subdivision.

6. **ATTORNEY'S REPORT** – Mr. Huffman reminded the Board to keep in mind while bidding these projects, the time that it will take to build the tanks. Also, depending on the time of year, weather can become a factor.

Mr. Kessen asked if Lafayette and Harrod would be able to receive water before the tanks are installed. Ms. Stiles stated that Harrod should be able to connect without the tank but Lafayette may not be able to depending on testing and pressure issues. Mr. Hartley stated that the primary goal is to get water to the school.

7. **TREASURER'S REPORT**

Revenue and Expense Reports for February 2021 (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 2/28/21 is \$1,247,130.84. Here are the cash balance totals for each fund as of 2/28/2021:

8750 Project Debt Service – \$388,569.27	8754 USDA Debt Reserve – \$0
8751 Operating Fund – \$556,936.96	8755 USDA Reserve – \$0
8752 Internal Capital Reserve – \$176,019.02	8756 County Reserve – \$0
8753 External Capital Reserve – \$125,605.59	

Audit and Finance Committee met today with the following items on their agenda:

- ✚ Approve January 13, 2021 Audit and Finance Meeting Minutes.
- ✚ East Regional Update
- ✚ Rudolph Elevated Storage Tank Update
- ✚ 1st Half 2021 Assessment Reports have been received and actual assessments should be deposited into corresponding accounts in Fund 8750 soon.
- ✚ Financing Future Projects – Discussion
- ✚ Date for Next Meeting

MOTION MADE BY MR. MILLER TO APPROVE MARCH 2021 TREASURER'S REPORT. Second by Mr. Gosnell. Motion carried 7-0.

8. **CPA REPORT** – None.
9. **OLD BUSINESS** – None.
10. **NEW BUSINESS** – None.
11. **BOARD MEMBER COMMENTS** – Dr. Biery thanked Mr. Hartley for all of his time and efforts put forth for the District. His time served has been greatly appreciated. Dr. Biery stated Mr. Kessen will act as Mr. Hartley's replacement as Project Coordinator. Mr. Hartley said that he has enjoyed his time serving on the Board and will miss it.
12. **PUBLIC FORUM:** None

13. EXECUTIVE SESSION: None

14. ADJOURNMENT: Motion for adjournment made by Mr. Miller at 2:31 p.m. Second by Mr. Gosnell.
Motion carried 7-0.

ATTESTED:

 4/14/2021
Chairman Date

 4/15/2021
Secretary Date