

Allen Water District

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"Addressing the water needs of the Community"

March 11, 2020 Board Meeting Minutes

There was an Allen Water District (AWD) board meeting held on **Wednesday, March 11, 2020 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 12, 2020
5. Clerk of Board Report
6. Committee Reports
7. Attorney's Report
8. Treasurer's Report
9. CPA Report
10. Old Business
11. New Business
12. Board Comments
13. Public Forum
14. Executive Session
15. Adjournment

A quorum being present, Dr. Biery brought the meeting to order at 2:12 p.m. and proceeded with the agenda.

1. ROLL CALL

Dr. Biery
Mr. Lucas
Mr. Miller
Mr. Kayatin
Mr. Kessen
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 – Allen Water District Attorney
Kim Stiles – Clerk of the Board
Mary Mathews – Office Assistant

PUBLIC – None

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA – None

4. APPROVAL OF MINUTES

Mr. Kayatin made a motion to approve the February 12, 2020 minutes. Second by Mr. Miller.
Motion carried 7-0.

5. CLERK OF BOARD REPORT

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

- Scott Duff called to inquire about water permit fees for 3056 Juniper Avenue. He is planning on building a single family home on this lot. This line is located in the Amanda Lakes Subdivision and the waterlines were installed by the developer. He was quoted the current standard CPF of \$500 for 1 ESFU.
- Mitch Bohman of MB Earthworks called to inquire about water permit fees for a lot on Summer Rambo Court in the Applewood Estates Subdivision where he plans to build a single family home. This line was put in by the developer and currently has a standard CPF of \$500.
- Andrew Norton called to inquire about the cost of connecting to the waterline on Stevick Road for parcel number 36-3302-02-002.000. He is interested in buying this parcel and building a pole barn on it that would be their residence. This line was put in with the Allentown Waterline Project which has since been paid off. He was quoted the current standard CPF of \$500 per ESFU.
- David Runk called to inquire about water permit fees to connect a single family home at 5450 N. Dixie Hwy to the Dixie Highway Extension waterline which fronts the property. This waterline was put in by the developer and Mr. Runk was quoted the standard CPF of \$500.

Ms. Mathews stated that there had been **1 capital permit** issued since last month's meeting:

- Renee Riggle obtained a reissued permit for 1715 Camp Avenue. She originally obtained a permit for this property in May of 2018. This was a no-charge permit as the Camp Avenue line was put in with CDBG money. She will be an AWD Customer.

Ms. Mathews stated that there had been **no extension inquiries** since last month's meeting.

Improvements/Changes/Upcoming Events

Well Permits – The Allen County Health Department has notified the District they will begin requiring well permits for private homes connecting to public water systems whether they are abandoning their well or keeping it for outdoor use.

Ms. Stiles and Mr. Kayatin attended an ORC 6119 meeting hosted by NWWSD on February 28th. This meeting also included a tour of their facilities.

By-laws, Policies and Procedures – Operational Policies and Procedures are being worked on.

CPF Policy – Work session held prior to meeting to discuss CPF policies.

Board Appointments

- Letter sent to American Township requesting their Board Appointment by April 8th Board Meeting. Mr. Miller's term expires 4/30/2020.
- Letter sent to the Allen County Commissioners requesting their Board Appointment by April 8th Board Meeting. Mr. Kayatin's term expires 4/30/2020.
- Ken Lucas's term expires 4/30/2020. Member-at-large seat to be left open in anticipation of this appointment being converted to a County appointment upon approval of the Assignment and Assumption Agreement between the District and the County.

Contracts and Agreements

Assignment Assumption

- District has received the requested County customer report with meter sizes from the City of Lima. A new fee chart is being explored that would be based on meter size since the City does not have the capability to bill based on ESFU.

Ms. Stiles stated the Commissioners recently received an updated Assignment Assumption agreement which included updated fee charts to review. Mr. Kayatin noted that the original fee chart was slightly lower than the newer fee charts. He said that the original chart was based on estimates prior to receiving the County customer report. The updated fee charts are based on the customer report and would provide the District with the funds necessary for anticipated repairs to the older infrastructure while allowing the District to move forward on Capital Projects which are currently on-hold due to cost.

Mr. Kayatin also said that by 2025, both District and County customers would be billed the same monthly fee, estimated at \$6.00 per month for residential customers. Ms. Stiles added that the most recent fee chart would generate the District's goal of annual revenue of one million dollars, allowing the District to build a reserve and to fund operating expenses and Capital Projects. Mr. Huffman agreed, noting that repairs are more likely to be needed on the

County's aging waterlines. He estimated it will cost approximately \$700,000 to replace one mile of waterline, which will need to be paid by funds generated through customer fees.

Mr. Kayatin asked about possible limits on the amount of money held in reserve by the District and Mr. Huffman responded that caps are typically determined by the Board of Trustees. Mr. Hartley noted that there are several projects being considered by the District, including a waterline to Gomer that will require a significant investment. Mr. Kayatin agreed, adding that generating higher revenue will allow the District to complete several "looping" projects which will increase the number of customers the District will be able to serve and improve the overall system. Ms. Stiles added that the most recent fee chart will provide enough funding for the District to maintain a stable, fixed District fee for all customers.

MOTION MADE BY MR. MILLER TO INCLUDE THREE FEE CHART EXHIBIT OPTIONS IN THE ASSIGNMENT ASSUMPTION AGREEMENT. Second by Mr. Gosnell. Motion carried 7-0.

Projects

East Regional

- a) The District has received a revised set of 30% alignment drawings. A link for these plans has been sent to the Villages, City, County and Fire Department for their comments. In an effort to adhere to our timeline, the engineer has requested all comment be submitted by March 13th. The District has printed copies for the Villages. The District's Project Committee met on March 5th to review the revised plans. Ms. Stiles stated another meeting was held on March 10th with Prime and the Project Committee that was very productive. Prime will have another set of revised drawings to the District by the end of March.
- b) The District has received a revised estimated probable project cost from the Engineer as well. Ms. Stiles and Mr. Hartley attended the march Village Council Meetings to review the March Project Update and review a summary of project costs to date as well as the revised total project cost estimate. A draft Resolution to Proceed was presented for Village review at February's Council Meeting with notice of the resolution tentatively to be passed by the AWD Board at the March meeting. Pursuant to Section 1.14 of the Intergovernmental Agreement, this is considered one of the "off ramps" where either Village could potentially withdraw from the Project. The District will be able to proceed to the final design phase as well as request City/County contributions once the Resolution to Proceed has been passed. This District has been covering project costs with their own funds up until this point. The District requested some formal action by the Village, such as a motion, signaling the Village supports the continuation of the project to the next step which is final design.
- c) Rudolph Foods is requesting to move a hydrant further northeast on Katrina. They would like to move the hydrant to the edge of their parcel and extend the 12" line further on Katrina in order to provide access to the valve at the end of the line for our East Regional Project. Expecting plans to be submitted soon as EPA is requiring them.

- d) Well Permits for East Regional – Ms. Stiles mentioned the possibility of the Board considering rolling the \$35 cost of the abandon well permit into the project for Village residents (approximately \$13k) and require the property owner be responsible up-front to the ACHD for the difference if requesting an alteration permit (keeping well). Mr. Kayatin proposed the District pay up to \$175 for property owners within the Villages (approximately \$60k) and property owners who initially connect along the route to help off-set the costs associated with the newly required well permits. Mr. Hartley also noted that property owners have been provided with conservative cost estimates for service line installation of approximately \$1000 per residential home and that these additional costs may still fall within that estimate.

Mr. Kayatin noted property owners who are abandoning their wells will be required to put grout into them after they are disconnected. This work must be completed by a licensed contractor and property owners are required to sign waivers stating that their well is disconnected according to Revised Code. He also noted that the cost of a Well Alteration Permit includes two water tests which typically cost \$50 each. In addition, the City of Lima is responsible for inspections. The District will be responsible for informing property owners that they need to contact the Health Department when they connect to the waterline, whether they are abandoning their well or keeping it for outdoor use.

Mr. Kayatin also mentioned that certain sections of waterline within both Villages will need to be installed in the center of the roadway. This may require taps to be installed during construction.

MOTION MADE BY MR. KAYATIN TO PAY UP TO \$175 PER PROPERTY WITHIN THE VILLAGES OF HARROD AND LAFAYETTE, AS WELL AS PROPERTY OWNERS ALONG THE ROUTE OUTSIDE OF THE VILLAGES WHO INITIALLY CONNECT TO THE EAST REGIONAL WATERLINE PROJECT, TO HELP COVER THE COST OF A WELL PERMIT. Second by Mr. Miller. Motion carried 7-0.

MOTION MADE BY MR. KAYATIN TO APPROVE RESOLUTION #20-009 TO PROCEED WITH THE VILLAGE OF LAFAYETTE AND VILLAGE OF HARROD WATER MANAGEMENT PROJECT ALSO KNOWN AS THE EAST REGIONAL WATERLINE IMPROVEMENT PROJECT. 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 – yes.

Master Plan Study (Node Map) – The City of Lima has given their approval on the draft Table of Contents for the Request for Proposal. The District will move forward with drafting the remainder of the RFP.

Feasibility Study for Gomer – The Project Committee met to review this study on February 25th to review additional route options and explore details/costs for those additional routes. The project committee has determined that option 6 is the most preferred because this option would:

- ✚ Close three dead-end loops for the City of Lima and the District
- ✚ Provide a secondary water supply source for the Village of Elida
- ✚ Provide public water to the maximum number of potential customers.

Mr. Strahley recommended option 3 serving the Hamlet of Gomer via Gomer Road but the committee feels Gomer can be served while looping the system and serving more customers by going with option 6 serving Gomer from Eastown Road. Mr. Strahley recommended the District 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 RCAP's Jamie Mehaffie to determine if we are on the right path.

Wapak/Breese Road Extension – Requested proposal for design services and construction estimate from Access Engineering.

6. COMMITTEE REPORTS

- Audit and Finance** (Mr. Miller) – Completed with Treasurer's Report.
- By-laws, Policies and Procedures** (Covered by Ms. Stiles in the Clerk of Board Report)
- Contracts and Agreements Committee** (Covered by Ms. Stiles in the Clerk of Board Report)
- Projects Committee** (Covered by Ms. Stiles in the Clerk of the Board Report)

7. ATTORNEY'S REPORT – Mr. Huffman noted the hearing for the Petition to Change the Board Structure and Appointment Process is scheduled for March 26, 2020 at 3:00 p.m. before Judge Kohlrieser.

8. TREASURER'S REPORT

Revenue and Expense Reports for February 2020 (Month-to-Date and Year-to-Date) for funds 8750, 8751, 8752 and 8753 presented. 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 2/28/20 is \$1,522,697.17. The cash balance totals for each fund as of 2/28/2020:

8750 Project Debt Service – \$760,026.56	8753 External Capital Reserve – \$127,989.70
8751 Operating Fund – \$465,195.39	8754 USDA Debt Reserve – \$0
8752 Internal Capital Reserve – \$169,485.52	8755 USDA Reserve – \$0

First half 2020 Assessments received for 2019 totaling \$247,846.18. These assessments were automatically deposited into the District's debt service fund – 8750.

The District is still looking for investment classes/seminars for the Treasurer/District Manager to attend.

MOTION MADE BY MR. MILLER TO APPROVE FEBRUARY 2020 TREASURER'S REPORT. Second by Mr. Gosnell. Motion carried 7-0.

9. **CPA REPORT** – Nothing to report.

10. **OLD BUSINESS** – Nothing to report.

11. **NEW BUSINESS** – Nothing to report.

12. **BOARD MEMBER COMMENTS:** None

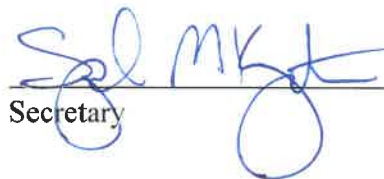
13. **PUBLIC FORUM:** None

14. **EXECUTIVE SESSION:** None

15. **ADJOURNMENT:** Motion for adjournment made by Mr. Gosnell at 3:46 p.m. Seconded by Mr. Miller. Motion carried 7-0.

ATTESTED:

 4/15/2020
Chairman Date

 6-15-2020
Secretary Date