

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

Phone 419-996-4679 Fax 419-229-3297

allenwaterdistrict@allencountyohio.com



"Addressing the water needs of the Community"

May 12, 2021 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday May 12, 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 –March 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 2:07 p.m. and proceeded with the agenda.

1. ROLL CALL

Dr. Biery
Mr. Miller
Mr. Kessen
Mr. Gosnell
Mr. Ingle
Mr. Kayatin
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

PUBLIC – Ken Lucas, Jack Hartley, and Dorothy Edwards

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA – Mr. Huffman gave Oath of Office to Allen County Representative, Mr. Kurt Neeper. Mr. Neeper was re-appointed by the County Commissioners to their 2nd seat for a 3-year term, 5/1/21 through 4/30/24.

4. APPROVAL OF MINUTES - Motion made by Mr. Miller to approve the April 14, 2021 minutes. Seconded by Mr. Neeper. Motion carried 9-0.

5. CLERK OF BOARD REPORT

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

- A gentleman called in regards to an empty lot at 4355 Zurmehly Rd. The home previously there has been demolished and he is interested in purchasing the lot. This waterline was put in with the Shawnee Phase 2 Waterline Project and the assessment is currently being charged on the property taxes. This would be a no charge permit.
- Samantha DePalma called to inquire about water for parcel 36-3303-02-005.001 on Homestead Dr. She and her husband are currently building a single family home on this lot. This line was put in by the developer and therefore would be the standard CPF of \$500 per ESFU.
- Rick Dugranrut of 3648 N. Dixie Hwy inquired about connecting to public water. This line was put in with the Dixie North #2 Water Project and is currently being assessed on the property taxes therefore this would be a no charge permit.
- Sydney Vondran inquired about permit fees for 2734 Gaithersburg in the Monticello Subdivision. They will be building a single family home. The line was put in by the developer and therefore would be the standard CPF of \$500 per ESFU.

Ms. Stiles stated there had been **5 capital permits** issued since last month's meeting:

- B&N Homes obtained a permit for a single family home being built in the Country Aire Subdivision. The permit is for 3696 Sky Hawk Dr. These lines were put in by the developer and therefore the standard CPF of \$500 per ESFU was collected.
- LBC Investments obtained permits for 3487 and 3502 Camden Place in the Camden Ridge Subdivision. These lines were put in by the developer, therefore the standard CPF of \$500 per ESFU was collected for each permit totaling \$1,000.

- Samsun, LLC obtained a permit for 1837 Silver Stream in the Pond View Estates Subdivision. These lines were put in by the developer, therefore the standard CPF of \$500 per ESFU was collected. Please see the map on page 7 in the Reference Packet.
- Apollo Career Center obtained a permit for a home being built at 2644 Jonathon Drive in the Applewood subdivision. The lines were put in by the developer, therefore the standard CPF of \$500 per ESFU was collected.

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

Improvements/Changes/Upcoming Events.

- **Board Appointments** – Mr. Neeper was re-appointed by the County commissioners to their 2nd seat for a 3-year term, 5/1/21 through 4/30/24.
- **CEDS Update** – Regional Planning has requested the AWD contribute \$2,500 to update the CEDS, which stands for Comprehensive Economic Development Strategy. Simply put, a CEDS is a strategy-driven plan for regional economic development designed to build capacity and guide the economic prosperity and resiliency of an area or region. The CEDS must be updated every 5 years to qualify for EDA assistance under its Public Works and Economic Adjustment Assistance programs.

Mr. Miller asked how this would benefit AWD. Ms. Stiles responded that contributing to CEDS makes AWD eligible for more available funding. Mr. Huffman agreed.

MOTION MADE BY MS. VICKERS TO ALLOW AWD TO CONTRIBUTE UP TO \$2,500 TO LACRPC TO UPDATE THE CEDS. Mr. Neeper seconded the motion. Motion carries 8-0.

- **Signage** – Ms. Stiles contacted The Cheap Sign Company for a quote for signage for upcoming projects. \$182 each/single sided 4x4 sled sign. Mr. Neeper suggested to consider a larger sign that would allow space for the names of the other contributors.

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 June 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.
- District received the March billing report from the City of Lima for County District customers with a monthly total of approximately \$25,000. We also received the April Report which showed the County District fee totaling approximately \$22,000 which is probably most reflective of a full month. This equates to an annual average of approximately \$264,000 which is very close to our original annual estimate of \$257,000.

Projects

Bible/Stewart/Bluelick Estimate – An estimate has been received for this area from Access. Please see the map and estimates. Reports of fluctuating pressures have been reported in the Autumn Ridge Subdivision and the area of Bath Schools. These issues are being investigated currently with the City of Lima and the Bath Township Fire Department. Upon further investigation, there are also reports of fluctuating pressures in the surrounding area of Bible Road and Slabtown Road. Project Committee meeting to be scheduled to review estimates and discuss pressure issues.

Subdivisions

- a) Country Aire Phase 5C
- b) Lost Creek Subdivision
- c) Camden Ridge No. 2 Subdivision

East Regional

- a) The District has received approval from USDA Rural Development to move forward with bidding the project. Please see Resolution 21-011 authorizing Ms. Stiles to advertise for bids. The plan is to advertise the bids the week of May 13th and May 20th and hold a pre-bid meeting on May 27th at 10 a.m. to answer questions from contractors. The bid opening will be held on Friday, June 4th at 10 a.m. for Contract A. 10:30 a.m. for Contract B and 11 a.m. for Contract C.

RESOLUTION 21-011: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES KIMBERLY STILES, DISTRICT MANAGER, TO ADVERTISE FOR BIDS FOR THE EAST REGIONAL WATERLINE IMPROVEMENT PROJECT.

Motion made by Mr. Miller. Seconded by Mr. Neeper. Roll Call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes.

- b) 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) The May 2021 Project is available upon request.

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 had their legal review. Final version to be sent out for signature once District Chair signs. Please see Resolution 21-012 authorizing Dr. Biery to sign said agreement.

RESOLUTION 21-012: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES DR. JOHN BIERY, CHAIR, TO SIGN AND ENTER INTO A COOPERATIVE AGREEMENT FOR THE RUDOLPH ELEVATED STORAGE

TANK PROJECT. Motion made by Mr. Kessen. Seconded by Mr. Leis. Roll Call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes.

- Survey work completed and engineer has submitted site plan to FAA. 75% plans received from AECOM on April 16/forwarded to all parties for review. Another Project Meeting scheduled for May 13th at 10 a.m. to be held virtually.
- Please also see Resolution 21-013 authorizing Dr. Biery to sign Agreement with The Kleingers Group for additional survey work needed for the lot split/transfer for the tank site. Rudolph has agreed to pay for this additional work but would like the District manage with the rest of the project. This survey work not included in the original scope of work under AECOM.

RESOLUTION 21-013: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES DR. JOHN BIERY, CHAIR, TO SIGN AN AGREEMENT FOR LIMITED PROFESSIONAL SERVICES WITH THE KLEINGERS GROUP FOR SURVEY WORK TO BE COMPLETED FOR THE RUDOLPH FOODS ELEVATED TANK PROJECT. Motion made by Mr. Kayatin. Seconded by Mr. Miller. Roll Call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes.

- District is working with Angie McConnell, County GLCAP contact, on CDBG ED Application. Commitment letter from City of Lima outlining their contribution has been received. Public Hearing held on April 27th at 11:30 a.m.
- 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? Ms. Stiles suggested that this be tabled until it can be further discussed in the Project Committee Meeting. Mr. Kessen agreed that this would allow more time to research.

Master Plan Study (Node Map) – Meeting held with the City of Lima and the District’s Project Committee April 15th to evaluate submittals received from DLZ and AECOM/ms consultants. AECOM/ms consultants scored highest so the District sent a formal letter requesting a proposed engineering contract with cost estimate. Proposal received from ms consultants with a total cost of \$192,400. The plan is for the City and District to split this 50/50. Agreement sent to the Contracts Committee for review as well as to the City of Lima. Please see Resolution 21-014 authorizing Dr. Biery to sign and enter into Engineering Agreement with ms consultants to complete the Master Plan Study and Hydraulic Model Update as well sign and enter into a Cooperative Agreement with the City of Lima outlining each parties’ responsibilities and contributions with respect to this project.

RESOLUTION 21-014: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES DR. JOHN BIERY, CHAIR, TO SIGN AND ENTER INTO AN AGREEMENT WITH MS CONSULTANTS INC. FOR PROFESSIONAL ENGINEERING SERVICES TO COMPLETE A WATER SYSTEM MASTERPLAN AND HYDRAULIC MODEL UPDATE AND AUTHORIZES DR. JOHN BIERY, CHAIR, TO SIGN AND ENTER INTO A COOPERATIVE AGREEMENT WITH THE CITY OF LIMA

TO CARRY OUT THE WATER SYSTEM MASTER PLAN AND HYDRAULIC MODEL UPDATE PROJECT.

Motion made by Mr. Kessen. Seconded by Mr. Neeper. Roll Call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes.

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. These shall be reviewed in upcoming Project Committee Meeting. Mr. Neeper asked if there is an agreement in place to avoid these same issues in the future. Ms. Stiles explained that there is now a Developer’s Agreement in place.

- 6. **ATTORNEY’S REPORT** – Mr. Huffman stated that the Cooperative Agreement with Rudolph Foods did not get passed out to view due to the possibility of changes still being made. At this point it should be just about completed. In regards to the advertising, Mr. Huffman recommended that Ms. Stiles advertise once a week for two weeks. This will save on advertising costs. Adding that third week is doubtful that it would gain any more attention.

7. **TREASURER’S REPORT**

Revenue and Expense Reports for April 2021 (Month-to-Date and Year-to-Date) for funds 8750, 8751, 8752, 8753 and 8756 are available on 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 4/30/21 is \$1,519,026.95. Here are the cash balance totals for each fund as of 4/30/2021:

8750 Project Debt Service – \$610,082.99	8754 USDA Debt Reserve – \$0
8751 Operating Fund – \$589,289.86	8755 USDA Reserve – \$0
8752 Internal Capital Reserve – \$180,019.02	8756 County Reserve – \$20,825.54
8753 External Capital Reserve – \$118,809.54	

Next Audit and Finance Meeting will be held June 9th, 2021 at 1 p.m.

MOTION MADE BY MR. MILLER TO APPROVE MAY 2021 TREASURER’S REPORT.

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

- 8. **CPA REPORT** – None.

9. **OLD BUSINESS** – None.

10. **NEW BUSINESS** – Dr. Biery presented framed resolutions to both Mr. Lucas and Mr. Hartley for their service and contributions to the Board.

RESOLUTION 21-015: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, HEREBY RECOGNIZES MR. JACK HARTLEY AS AN OUTSTANDING BOARD MEMBER WHO FAITHFULLY SERVED AS PROJECT COORDINATOR DURING HIS TENURE AND WAS A COMMITTED MEMBER OF THE BOARD. Motion made by Mr. Gosnell. Seconded by Ms. Vickers. Roll Call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes.

RESOLUTION 21-016: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, HEREBY RECOGNIZES MR. KEN LUCAS AS AN OUTSTANDING BOARD MEMBER FOR NEARLY 20 YEARS, WHERE HE SERVED SEVERAL YEARS AS VICE CHAIR AND WAS AN ENTHUSIASTIC AND DEDICATED MEMBER OF THE BOARD. Motion made by Mr. Miller. Seconded by Mr. Neeper. Roll Call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes.

11. **BOARD MEMBER COMMENTS:** None

12. **PUBLIC FORUM:** None

13. **EXECUTIVE SESSION:** None

14. **ADJOURNMENT:** Motion for adjournment made by Mr. Gosnell at 2:45 p.m. Second by Ms. Vickers. Motion carried 9-0.

ATTESTED:



Chairman

6.9.2021

Date

Secretary

Date