

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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"Addressing the water needs of the Community"

May 20, 2020 Board Meeting Minutes

There was an Allen Water District (AWD) board meeting held on **Wednesday, May 20, 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 – April 8, 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 1:59 p.m. and proceeded with the agenda.

1. ROLL CALL

Dr. Biery

Mr. Lucas

Mr. Miller

Mr. Kayatin

Mr. Kessen

Mr. Gosnell

Mr. Hartley - Absent

Member At Large

Member At Large

American Twp Representative

County Representative

Perry Twp Representative

Shawnee Twp Representative

Bath Twp Representative

STAFF

Kim Stiles – Clerk of the Board
Rex Huffman – Allen Water District Attorney
Mary Mathews – Office Assistant

PUBLIC – None

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA – None

4. APPROVAL OF MINUTES

Mr. Miller made a motion to approve the April 8, 2020 minutes. Second by Mr. Gosnell. Motion carried 6-0.

5. CLERK OF BOARD REPORT

There has been **1 connection inquiry** since last month's meeting:

- Schumacher Homes inquired about obtaining a permit for 2645 Gaithersburg Drive for a single family home to be built. This line was put in by the developer in the Monticello Subdivision so a standard CPF of \$500 would be charged.

There have been **6 capital permits** issued since last month's meeting:

- Lawson Brothers Construction obtained permits for 3509, 3510, 3511, 3512 and 3489 Camden Place in the Camden Ridge Subdivision where five condominiums are being constructed. This is a developer line and the standard CPF of \$500 was charged for each permit totaling \$2,500.
- Darren Sharp obtained a permit for 503 N. Fraunfelter Road for a single family home being built. This line was put in with the Sweger/Fraunfelter Waterline Project and the cost to connect is \$3,200 per ESFU and \$20.21 per front foot. The mother parcel this parcel split off from was originally Ag Deferred and then the deferment was paid off in full in 2005 so the only charge was for the ESFU of \$3,200.

There has been **1 extension inquiry** since last month's meeting:

- Karla Boroff inquired about the cost of obtaining water at 4885 Shawnee Road. The current waterline is a 12" and stops approximately 350 feet away at the Applewood Subdivision. At approximately \$100/foot, a 350 foot 12" extension would run approximately \$35,000. Two potential connections. Ms. Stiles stated she and Mr. Hartley discussed the possibility of being developed into a potential project looping Shawnee Road with Hume Road in the future with roughly 40 connections.

Mr. Kayatin suggested developing a database of property owners along Shawnee Road and Hume Road and mailing out a letter of interest.

Improvements/Changes/Upcoming Events

By-laws, Policies and Procedures – Nothing to report.

Board Appointments

- Mr. Lucas's term expired 4/30/2020. Board can reappoint Mr. Lucas as Member-at-large until this appointment is converted to a County appointment.

MOTION MADE BY MR. MILLER TO REAPPOINT KEN LUCAS AS MEMBER-AT-LARGE UNTIL HIS BOARD SEAT IS CONVERTED TO A COUNTY APPOINTMENT. Second by Mr. Kessen. Motion carried 6-0.

- Slate of Officers – Ms. Stiles stated normally around this time of year, the board elects a Slate of Officers (Chair, Vice Chair, Treasurer and Secretary) and inquired if the board would like to complete this at this time or with the pending Assignment and Assumption Agreement, would the board like to hold off until County appointments have been placed on the board.

Mr. Miller stated that he felt the board should go ahead and elect a Slate of Officers as they normally would without delay. He believed new board members would be better able to serve in an officer position after they have served on the board for a period of time.

Ms. Stiles stated the current Slate of Officers as the following:

Chair - Dr. John Biery

Treasurer - Mr. Merle Miller

Vice Chair - Mr. Ken Lucas

Secretary - Mr. Steve Kayatin

Mr. Kessen asked if the board should consider electing a different board member to the office of Vice Chair given the knowledge that Mr. Lucas's board seat will be converted to a County appointment in the near future. Mr. Kayatin replied that the board would vote again to select a new Vice Chair when Mr. Lucas resigns.

MOTION MADE BY MR. KAYATIN TO RE-ELECT THE CURRENT SLATE OF OFFICERS, FOR A PERIOD OF ONE YEAR. Second by Mr. Miller. Motion carried 6-0.

Contracts and Agreements

Assignment Assumption

- Meeting held with Commissioners via teleconference on May 7th at 10:45 a.m. Three fee chart options were presented with the third option similar to the initial option presented in the Assignment and Assumption Agreement. Commissioners seemed comfortable with either

Option 1 or 2 but wanted some additional information regarding the revenue to be generated from said fee charts. An additional handout was sent to the Commissioners per their request on May 11th outlining Fee Chart Options 1 and 2 with estimates for the revenue to be generated as well as detailing what the O&M and Capital costs would entail.

Mr. Huffman stated that the board should make a determination as to which option they want to use going forward. Mr. Kayatin stated his preference for Option 1 as it will provide the District with needed funds while keeping customer fees lower than Option 2.

MOTION MADE BY MR. KAYATIN TO SELECT ASSIGNMENT AND ASSUMPTION FEE CHART OPTION 1. Second by Mr. Kessen. Motion carried 6-0.

- Petition hearing has been rescheduled to May 21st at 3:00 p.m.

Mr. Kayatin inquired on when the Commissioners would have the ability to select County appointments. Mr. Huffman replied that representation is immediate upon the passage of the petition although it takes time for appointments to be filled. Ownership of utility infrastructure will transfer to the District upon the passage of the Assignment Assumption agreement. If the Assignment Assumption were not to pass, Mr. Huffman would petition the Court again to reinstate the original Board structure.

Mr. Miller than asked when the District would start to receive revenue from County customers and Ms. Stiles stated that the City of Lima has requested a start date of January 1, 2021 as it will take time to update the billing system to accommodate the anticipated changes and their general practice is to impose any billing changes once per year in January.

Mr. Kayatin suggested Mr. Huffman set up a meeting with Allen County Commissioners upon the passage of the petition to discuss the details to aid in a smooth transition.

Projects

East Regional

- a) The Engineer is currently working on the final design phase and anticipates 90% drawings will be available in approximately 3-4 weeks.

Mr. Kayatin suggested that once the District has obtained the 90% drawings, they should be submitted to the OEPA for PTI.

- b) The District has received a list of temporary and permanent easements and have started the process of creating files for each property owner where an easement is needed and calculating the easement values.

Mr. Kayatin suggested sending a letter explaining the easement process to property owners to be followed up by a phone call. Ms. Stiles suggested holding a meeting for property

owners. Mr. Huffman requested a list of property owners who will require an easement. He suggested moving construction into the roadway, if possible, if a property owner wasn't willing to consent to an easement as the process of eminent domain could delay the project and significantly increase costs. Mr. Kayatin asked to for clarification from the Engineer on where the new specs would apply.

- c) The May Village Update was sent to Harrod and Lafayette's Village Representatives.
- d) A second meeting date to review current CDBG requirements will most likely be scheduled in spring/summer. The District will utilize this meeting to secure easements as this is a crucial step in order to be able to bid the project. This meeting will count as one of our meeting requirements with CDBG and will most likely be held at Allen East School. The District will apply for the CDBG grants (\$750 for each Village) once the PTI has been obtained. The goal is to submit our application to CDBG in July 2020 and be among the first applicants.

Mr. Kayatin suggested that once the District has approved the 90% drawings, they should be submitted to the OEPA for PTI. Mr. Biery asked about the process of obtaining the PTI and Mr. Kayatin explained that the Engineer prepares the application and submits it to the OEPA. Ms. Stiles inquired on the best time to schedule a pre-construction public meeting and Mr. Kayatin suggested waiting until the project has been bid.

Mr. Huffman informed the board of possible changes in available funding due to the Cares Act and suggested reaching out to CDBG and USDA for more information.

- e) The Intergovernmental Agreement has been signed by the necessary City of Lima authorities. The Agreement has now been sent to the County Commissioners for their signatures. City of Lima has been invoiced for their contribution amount. The County will be invoiced for their contribution amount once they sign the Agreement.
- f) Plans received from Rudolph Foods for 12" waterline extension and possible hydrant relocation. Plans have been signed by the District and submitted to OEPA.

Autumn Ridge Subdivision – Overall Development Plans have been received for Phase 2 of the Autumn Ridge Subdivision. The District has reviewed the Stage 1 drawings for Phase 2.

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 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
- 👇 Boost water pressure for the service line to Gomer
- 👇 Provide public water to the maximum number of potential customers.

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 RCAP representative.

Wapak/Breese Road Extension – Proposal for design services and construction estimate received from Access Engineering. Ms. Stiles has reached out to the City of Lima to request approval of pvc used on 12” on Wapak Road.

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 – Nothing to report.

8. TREASURER’S REPORT

Revenue and Expense Reports for April 2020 (Month-to-Date and Year-to-Date) for funds 8750, 8751, 8752 and 8753 presented. Current cash balance total for all AWD funds as of 4/30/20 is \$1,458,484.16. Here are the cash balance totals for each fund as of 4/30/2020:

8750 Project Debt Service - \$750,026.56	8753 External Capital Reserve - \$12,585.79
8751 Operating Fund - \$529,692.79	8754 USDA Debt Reserve - \$0
8752 Internal Capital Reserve - \$166,179.02	8755 USDA Reserve - \$0

MOTION MADE BY MR. MILLER TO APPROVE RESOLUTION #20-012 TO APPROVE THE SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION “SERVICES – LEGAL” FOR THE 2020 BUDGET BY SIX THOUSAND DOLLARS. Second by Mr. Gosnell.
Roll Call: Dr. Biery – yes, Mr. Lucas – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Hartley – absent, Mr. Kessen - yes.

The 2018/2019 Audit has been going well thus far. Ms. Stiles, Mr. Miller and Mr. Rennick have been busy answering questions and providing documents to the Auditor’s Office.

The 2019 Financial Statements have been filed with the Auditor of State. The District’s website has been updated with these as well and Ms. Stiles will advertise the 2019 Financial Statements in the newspaper. Hard copies will be distributed to the Board at the June meeting.

The next Audit and Finance Committee Meeting will be held on June 10th at 12:30 p.m. immediately prior to the regular board meeting.

MOTION MADE BY MR. MILLER TO APPROVE MARCH 2020 TREASURER’S REPORT.
Second by Mr. Kayatin. Motion carried 6-0.

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

10. **OLD BUSINESS**

Ms. Stiles noted that a motion was made in March of 2019 to change the District's name. She added that USDA has suggested holding off on changing the District's name until the loan has been obligated for the East Regional Waterline Improvement Project. She asked if the board would like to consider rescinding the March 2019 motion at this time for further consideration at a later date.

MOTION MADE BY MR. MILLER TO TABLE THE MARCH 2019 MOTION TO CHANGE THE DISTRICT'S NAME. Second by Mr. Kayatin. Motion carried 6-0.

Mr. Huffman noted that by tabling the motion it would need to be addressed at each board meeting until a decision is ultimately made. He suggested rescinding both the Motion to Table and the original Motion to Change the Name, given the time frame of the East Regional Waterline Improvement Project and addressing the matter at a later time.

MOTION MADE BY MR. MILLER TO RESCIND HIS MOTION TO TABLE THE MARCH 2019 MOTION TO CHANGE THE DISTRICT'S NAME. Second by Mr. Kessen. Motion carried 6-0.

MOTION MADE BY MR. KESSEN TO RESCIND THE MARCH 2019 MOTION TO CHANGE THE DISTRICT'S NAME. Second by Mr. Miller. Motion carried 6-0.

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 3:12 p.m. Seconded by Mr. Kessen. Motion carried 6-0.

ATTESTED:

 6/15/2020
Chairman Date

 6-15-2020
Secretary Date