

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"

November 10, 2021 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday November 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 –October 13, 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. Ingle

Mr. Kayatin

Mr. Neeper - Absent

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. Kayatin to approve the October 13, 2021 minutes. Seconded by Mr. Miller. Motion carried 7-0.

5. CLERK OF BOARD REPORT

Ms. Finn stated there had been **1 connection inquiry** since last month's meeting.

- An inquiry was made regarding 6500 Bellefontaine Rd for Logan Schick. The home that was there previously has been torn down and a new home is being built in its place. This line was put in with the SE Regional Waterline Project and the CPF was not paid up front. They were quoted the CPF of \$6300 per ESFU.

Ms. Finn stated there had been **4 capital permits** issued since last month's meeting.

- Camille Alvarez Mendoza obtained a permit for a single family home at 3260-3262 N Dixie Hwy. The assessment was paid on the previous home that has been demolished and a new home has been built in its place. This is a no charge permit due to the assessment having already been paid on a single family home.
- Nickles Homes obtained a permit for a single family home being built at 2758 Gaithersburg Drive in the Monticello Subdivision. This line was put in by the builder and therefore the standard CPF of \$500 per ESFU was charged.
- Marvin Taylor obtained a permit for a single family home at 1817 N Eastown Rd. Mr. Taylor paid in full with a check in July of 1994 in the amount of \$3,114.19 making this a no charge permit.
- Wendell Schick obtained a permit for 5901 Bellefontaine Rd. A permit had been issued to the previous owner in 2014, who never connected. The assessment is currently being paid on the property taxes, therefore we were able to issue a no charge permit.

Ms. Finn stated there had been **no extension inquiries** since last month's meeting. Previous extension inquiries:

- **Bible Road** – Waiting on Master Plan Study results to determine line size for extension. Ms. Stiles stated that this should be completed by early 2022.

- **McPheron Road** – Requested project estimate from Access for McPheron and the remainder of Westminster not served by East Regional. Ms. Stiles stated that she hopes to have an update at our next meeting.

Improvements/Changes/Upcoming Events:

- 2022 Statement of Qualifications Advertised on October 22nd and October 29th. Due date December 10, 2021.
- Board Christmas Lunch – December 8th at noon at Milano's. This will be held in the back room.

By-laws, Policies and Procedures – CPF Discussion. Ms. Stiles suggested the Board try to bridge the gap between the previous CPF of \$2,500 (plus \$450 for a supplemental capital charge) and the current \$500 CPF. She also stated that there should be a cap for the maximum amount charged which should not exceed the original assessment amount. She mentioned perhaps there could be one standard CPF for Developer Lines to remain the \$500 CPF and one standard CPF for project lines where the loans have been paid in full. Mr. Kayatin asked what the assessments currently range. Ms Stiles replied the assessments range from \$2000 to \$6300. Ms. Vickers stated that she would like to see the CPF be somewhere in the middle with no formulas being used. Mr. Kayatin suggested that if the CPF is lowered on those lines in which the loans have been paid in full, we should no longer allow installments to be added to property taxes.

MR. KAYATIN MADE A MOTION FOR THE DEVELOPER'S LINES TO REMAIN THE STANDARD CPF OF \$500 PER ESFU AND TO ALLOW MS. STILES TO RECOMMEND AN AMOUNT FOR THE CPF OF PROJECT LINES IN WHICH THE LOAN HAS BEEN PAID IN FULL. Seconded by Ms. Vickers. Motion carried 7-0.

Contracts and Agreements

Assignment and Assumption Agreement – County Appointments along with Ms. Stiles gave the Commissioners an update on October 19th at 11 a.m. (Featured on the evening news edition) Mr. Kessen asked if the Commissioners were very receptive to the list of projects that was presented and Ms. Stiles replied they were very receptive to the project proposals and the prioritizing. She also stated that the Commissioners agreed to the increase in the County District Fee and appreciated the heads up.

ARPA Funding – Commissioners are very open to funding some water projects with the ARPA money however would like more information on the requirements of said projects (if any). Ms. Stiles stated that an updated list of projects was presented and the Commissioners are looking for guidance as far as the compliance end of what the stimulus money is allowed to be allocated for. Mr. Huffman added that two of the preferred uses for the stimulus money is toward water/wastewater improvements. Mr. Kayatin stated that the Commissioners would like to know how other counties are using their money and what percentage of the money is going toward utilities. Mr. Huffman suggested that when choosing which projects to present, choose the ones that offer the biggest impact to the community.

MR. KAYATIN MADE MOTION TO INCREASE THE COUNTY DISTRICT FEE EFFECTIVE JANUARY 2022 BY \$1.00 PER MONTH AS OUTLINED IN THE ORIGINAL FEE CHART ATTACHED TO THE ASSIGNMENT AND ASSUMPTION AGREEMENT AS EXHIBIT E (BELOW). Seconded by Mr. Gosnell. Motion carried 7-0.

County District Fee Increase Discussion:

Effective Date	County District Administrative Fee Based on Meter Size										
	(# of customers per meter size in parenthesis)										
	5/8" (7,276)	3/4" (224)	1" (327)	1 1/2" (71)	2" (141)	3" (22)	4" (21)	6" (12)	8" (7)	10" (3)	12" (3)
1-Jan-21	\$2.00	\$4.00	\$6.00	\$11.00	\$16.00	\$21.00	\$26.00	\$31.00	\$36.00	\$41.00	\$46.00
1-Jan-22	\$3.00	\$5.00	\$7.00	\$12.00	\$17.00	\$22.00	\$27.00	\$32.00	\$37.00	\$42.00	\$47.00
1-Jan-23	\$4.00	\$6.00	\$8.00	\$13.00	\$18.00	\$23.00	\$28.00	\$33.00	\$38.00	\$43.00	\$48.00
1-Jan-24	\$5.00	\$7.00	\$9.00	\$14.00	\$19.00	\$24.00	\$29.00	\$34.00	\$39.00	\$44.00	\$49.00
1-Jan-25*	\$6.00	\$8.00	\$10.00	\$15.00	\$20.00	\$25.00	\$30.00	\$35.00	\$40.00	\$45.00	\$50.00

*The goal is for these fees to apply to AWD and County customers. Rates for AWD customers would be re-evaluated near the end of the Agreement.

Projects

HB 168/Water and Wastewater Infrastructure Grant Program – This program will provide nearly \$250 million to clean drinking water and wastewater infrastructure. Rounds 1 and 2 of the grant have been issued in the amount of roughly \$130 million. The District made application for 2 construction projects and 2 design projects as outlined below:

Construction

- 1. **East Regional** (\$500 COL tap fees)
- 2. **Diller Road Loop**

Design

- 1. **Gomer**
- 2. **State Route 81**

Ms. Stiles stated that in the first two rounds all counties have received money for either water or sewer projects. Allen County has received money for wastewater for Gomer but nothing for water at this point. She is hoping the District may receive something in round 3 or 4.

East Regional

- a) First monthly Progress Meeting held on October 20th at 9 a.m. for Contract C and 10 a.m. for Contracts A and B. These progress meetings will continue on the 3rd Wednesday of every month at the allotted times for Contracts A/B/C for the duration of the project.
- b) Construction has started. Schedules are as follows:

Contract A – Currently on Harrod Road

Contract B – Plan to start week of November 8th

Contract C – Site work began in October. Erection crew to begin in mid/late November.

Ms. Stiles showed an example of how the logo will be placed on the water tank. For this project, Allen Water District will be on the bulb and Allen East will be on the stem. The question was posed as to whether the logo on the Rudolph tank will be the same way. Ms. Stiles replied that as of right now the Rudolph tank will be the opposite with our logo on the stem and the Rudolph logo on the bulb.

- c) CDBG Funding – New funds have been created under the Commissioners to house the CDBG grant due to requirements of this funding. Mr. Kayatin asked if we are expending USDA money. Ms. Stiles

explained that the normal process of expenditure is loan first and grant last. OPWC has confirmed their loan could be expended last, potentially not being used at all. If OPWC is not used, this could lower the debt service by \$5-\$6. First to be used will be USDA loan and CDBG grant along with the other contributions received from the City, County and RLF. Mr. Kayatin asked if it would be better to use the grant money and 0% loans first? Mr. Huffman explained that the USDA money is an obligation and must be used first before using the USDA grant money.

d) November Project Update available upon request.

Rudolph Foods – Elevated Storage Tank

- Project Advertised for Bid on October 15th. Pre-bid Meeting held virtually on October 28th at 10:30 a.m. Bid Opening held on November 8th at 10:30 am at the County Commissioner’s Office. Ms. Stiles stated that both bids received were more than 10% over the engineer’s estimate due to inflation, price of steel, fluctuating prices and supply. The engineer asked if we would consider leaving out any of the extras on the tank that the city wanted. Ms. Stiles spoke with the city regarding the extras and was told that they do not want anything left out of the project. The engineer asked about breaking this project into two projects, the tank and the waterline and asking the City to install the waterline themselves. Ms. Stiles spoke with the City and they are open to this idea. Ms. Stiles stated that getting this project rebid may require a special meeting if the Board is wanting to do this before our December meeting..

RESOLUTION 21-040: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, REJECTS BID PROPOSALS FOR CONSTRUCTION OF THE RUDOLPH FOODS WATER STORAGE TANK PROJECT.

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

- Does District want to consider bringing line west across the road at Katrina to McPheron to prepare for potential future extension?

Master Plan Study (Node Map) - ms consultants continues to work on the Master Plan Study with an estimated completion of early 2022.

Indianbrook Subdivision — A quick introductory meeting was held with Access to discuss the project since this will be the first project the District has done with Access. A more formal kick-off meeting will follow. 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. Appears undeveloped lots and other existing property owners were assessed originally. Mr. Kayatin asked to have Access come to a board meeting to discuss their plan for the project. Mr. Ingle stated that Access did a good job with a similar project in Elida and he feels they will also do a good job with engineering the Indianbrook project.

Feasibility Study for Gomer – Access Engineering has provided updated estimates with regards to the previous study completed by K&K. Ms. Stiles made application for design costs up to \$250,000 for this project through the Water and Wastewater Infrastructure Grant. We will wait to see if any funding is available for design before proceeding but in the meantime, Ms. Stiles recommends the District request a

proposal from Access for engineering services for this project as they are handling the sanitary sewer project in Gomer. Still waiting on survey of residents as well.

MR. KAYATIN MADE A MOTION TO HAVE ACCESS SUBMIT A PROPOSAL FOR ENGINEERING THE GOMER PROJECT. Seconded by Mr. Gosnell. Motion carried 7-0.

Heartland Meijer Loop – City has installed this waterline and will invoice the District for materials. This small project includes approximately 100 feet of pipe to connect two waterlines on Heartland south of Menard’s and the fire line around Meijer. MOU Signed by AWD and COL. Ms. Stiles stated that the City has already put the waterline in and are waiting for the test results.

Delphos Master Plan Study – Sanitary Engineer’s Office has taken the lead on a master plan study for water/sewer in/around the City of Delphos. Proposal received from PrimeAE to complete Delphos Master Plan Study for \$68,276 and the District agreed to participate in the study in the amount of \$22,760 or 1/3 the total cost with motion made at October meeting.

6. **ATTORNEY’S REPORT** – Mr. Huffman stated that there will need to be an engineer’s estimate before a resolution can be passed to rebid the tank project. Otherwise, things seem to be moving along well.

7. **TREASURER’S REPORT**

Revenue and Expense Reports for October 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 10/31/21 is \$2,810,770.36. Here are the cash balance totals for each fund as of 10/31/2021:

8750 Project Debt Service – \$587,213.97	8754 USDA Debt Reserve – \$0
8751 Operating Fund – \$893,486.37	8755 USDA Reserve - \$0
8752 Internal Capital Reserve – \$278,225.22	8756 USDA County Reserve - \$152,589.49
8753 External Capital Reserve – \$899,255.31	

RESOLUTION 21-038: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE TWO THOUSAND AND TWENTY TWO ANNUAL APPROPRIATIONS AS PRESENTED BY THE TREASURER, MERLE MILLER. Motion made by Mr. Miller. Seconded by Mr. Gosnell. Roll Call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – absent, Mr. Leis – absent, Ms. Vickers – yes, Mr. Ingle – yes.

RESOLUTION 21-039: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE SUPPLEMENTAL REQUEST TO ESTABLISH AND INCREASE THE APPROPRIATION “ADVANCE OUT” FROM THE EXTERNAL CAPITAL OUTLAY FUND, 8753, FOR THE 2021 BUDGET BY TWO HUNDRED THOUSAND DOLLARS AND COMPLETE A WARRANT OF ADVANCE REPAYMENT FROM FUND 8753 TO FUND 8750. Motion made by Mr. Miller. Seconded by Mr. Gosnell. Roll Call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – absent, Mr. Leis – absent, Ms. Vickers – yes, Mr. Ingle – yes.

