

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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"Addressing the water needs of the Community"

November 4, 2020 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, November 4, 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 – October 14, 2020
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. Lucas

Mr. Miller - Absent

Mr. Kessen - Absent

Mr. Gosnell

Mr. Hartley

Mr. Kayatin

Mr. Neeper

Mr. Leis

Member At Large

Member At Large

American Twp Representative

Perry Twp Representative

Shawnee Twp Representative

Bath Twp 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 (Absent)

PUBLIC – None

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA – None.

4. APPROVAL OF MINUTES - Mr. Gosnell made a motion to approve the October 14, 2020 minutes. Second by Mr. Hartley. Motion carried 7-0.

5. CLERK OF BOARD REPORT

Ms. Stiles stated there had been **no connection inquiries** since last month’s meeting.

Ms. Stiles stated there had been **2 capital permits** issued since last month’s meeting:

- JACC Construction obtained a permit for a home being built at 2599 Gaithersburg Drive in the Monticello Subdivision. This waterline was put in by the developer and the standard CPF of \$500 per ESFU was collected.
- Built Rite Builders obtained a permit for a home being built at 3680 Sky Hawk in the Country Aire Subdivision. This waterline was put in by the developer and the standard CPF of \$500 per ESFU was collected.

Ms. Stiles stated there had been **no extension inquiries** since last month’s meeting.

Improvements/Changes/Upcoming Events.

- December Board Meeting – To be held at 5 p.m. on December 9th at 2323 N. West Street.

By-laws, Policies and Procedures

Work Session planned to be held prior to January or February Board meeting to review revisions to Personnel and Operational Policies.

Contracts and Agreements

2021 Statement of Qualifications advertised in Lima News on October 30th and November 6th.

Contracts and Agreements Committee Meeting – Meeting held with City of Lima to review report received from AECOM to provide potential solutions to a fire demand suppression system issue at Rudolph Foods. Of the four private and public options presented, the District and City concurred that Option #3 – Construction of an Elevated Tank had the most benefits to both

Rudolph and the system and was the less expensive of the public options. The District subsequently met with the City and Rudolph to discuss the reports and solutions provided. Rudolph Foods representative was open to Option #3 as well and would discuss further with the owners. Next step will be to explore potential funding. The City is open to participating in this project. Mr. Kayatin added that there may be funding available from CDBG through ODSA due to the 25 jobs that were created with the expansion of Rudolph Foods. Each of the 25 jobs added could be an additional \$10,000 in grant money, which in total could be \$250,000. This is currently being researched.

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.

A letter to County customers has been drafted and will be sent out at the beginning of 2021 prior to first bill with new County District Fee. Ms. Stiles will coordinate with the Sanitary Engineer's Office.

District is still awaiting 3rd appointment from County Commissioners.

Projects

Project Committee to plan on meeting sometime in November with the goal of continuing work on a 5-10 year plan. Ms. Stiles stated this ties in with the Master Plan Study we are hoping to have completed.

Master Plan Study (Node Map) – The District is working on drafting the remainder of the RFP.

Shawnee/Hume Potential Waterline Project – Property owner to survey residents in this area.

East Regional

- a) Contract A (Westminster to/including the Village Harrod) – PTI has been received
Contract B (North of Village of Harrod to/including Lafayette) – PTI has been received
Contract C (Fireline for School and Elevated Tank) – Plans to be submitted to EPA soon
- b) Ms. Stiles is working on securing easements. A deadline of November 13th has been set so we can adjust the alignment according to the easements not obtained after that date.
- c) Please see the November Project Update on page 4 in the Reference Packet.
- d) CDBG applications for both Villages, Harrod and Lafayette, requesting \$750,000 grant each have been submitted.
- e) Interim Financing – Ms. Stiles will work on the interim financing application preparation with RCAP.

- f) District relayed response from Health Department to the Villages and offered to attend Council Meetings.
- g) Ms. Stiles presented Resolution 20-022: Board of Trustees, Allen Water District, Allen County, Ohio, Accepts Permanent and Temporary Easements from Property Owners for the East Regional Waterline Improvement Project.

MOTION MADE BY MR. KAYATIN TO ACCEPT PERMANENT AND TEMPORARY EASEMENTS FROM PROPERTY OWNERS FOR THE EAST REGIONAL WATERLINE IMPROVEMENT PROJECT.

Second by Mr. Neeper. Roll Call: Dr. Biery – yes, Mr. Lucas – yes, Mr. Kayatin – yes, Mr. Miller – absent, Mr. Gosnell – yes, Mr. Hartley – yes, Mr. Kessen – absent, Mr. Neeper – yes, Mr. Leis - yes.

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 RCAP.

Mr. Kayatin discussed long range planning with Delphos for both water and sewer. He is currently waiting for a proposal from an engineering firm. AWD and the county would share the cost of the project. Delphos is very receptive to the idea. Mr. Kayatin will follow up with more information.

6. ATTORNEY’S REPORT – None.

7. TREASURER’S REPORT

Revenue and Expense Reports for September 2020 (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 10/31/20 is \$1,536,558.99. Here are the cash balance totals for each fund as of 10/31/2020:

8750 Project Debt Service – \$616,272.25	8754 USDA Debt Reserve – \$0
8751 Operating Fund – \$493,617.29	8755 USDA Reserve – \$0
8752 Internal Capital Reserve – \$181,179.02	8756 County Reserve - \$0
8753 External Capital Reserve – \$245,490.43	

*Fund 8756 – New County Reserve Fund has been created.

Resolution 20-023: Board of Trustees, Allen Water District, Allen County, Ohio, Approves The Two Thousand And Twenty One Annual Appropriations As Presented By The Treasurer, Merle Miller.

MOTION MADE BY MR. HARTLEY TO APPROVE THE TWO THOUSAND AND TWENTY ONE ANNUAL APPROPRIATIONS AS PRESENTED BY THE TREASURER. Second by Mr. Kayatin. Roll Call: Dr. Biery – yes, Mr. Lucas – yes, Mr. Kayatin – yes, Mr. Miller – absent, Mr. Gosnell – yes, Mr. Hartley – yes, Mr. Kessen – absent, Mr. Neeper – yes, Mr. Leis - yes.

Resolution 20-024: Board of Trustees, Allen Water District, Allen County, Ohio, Approves the Supplemental Request to Increase the Appropriation “Audit Fees” in the Operating Fund 8751 for the 2020 Budget by Five Hundred Dollars.

MOTION MADE BY MR. KAYATIN TO APPROVE THE SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION “AUDIT FEES” IN THE OPERATING FUND 8751 FOR THE 2020 BUDGET BY FIVE HUNDRED DOLLARS. Second by Mr. Neeper. Roll Call: Dr. Biery – yes, Mr. Lucas – yes, Mr. Kayatin – yes, Mr. Miller – absent, Mr. Gosnell – yes, Mr. Hartley – yes, Mr. Kessen – absent, Mr. Neeper – yes, Mr. Leis - yes.

The Audit and Finance Committee met prior to today’s Board Meeting. The following items were discussed:

- ↓ Approval of September 9, 2020 Audit and Finance Meeting Minutes
- ↓ East Regional – Interim Financing Application
- ↓ Date of Next A&F Meeting

The Audit and Finance Committee will plan to meet January 13th at 12:30 p.m. prior to Board Meeting.

MOTION MADE BY MR. KAYATIN TO APPROVE NOVEMBER 2020 TREASURER’S REPORT. Second by Mr. Gosnell. Motion carried 7-0.

8. **CPA REPORT** – None.

9. **OLD BUSINESS** – Ms. Stiles presented Resolution 20-025 to address Board approval of changes made to the City of Lima/AWD Contract. She explained that Appendix A-3 has been added to include the additional territory now served by the District as a result of the Assignment and Assumption Agreement. Appendix A-4 was added to satisfy USDA’s request that the City of Lima policies be spelled out

MOTION MADE BY MR. KAYATIN TO APPROVE AMENDMENTS TO THE CONTRACT BETWEEN THE CITY OF LIMA AND THE ALLEN WATER DISTRICT TO ADD ADDITIONAL TERRITORY TO THE ALLEN WATER DISTRICT TO BE SERVED BY THE CITY OF LIMA AS WELL AS DEFINE THE LATE PAYMENT PENALTY/DISCONNECTION AND RECONNECTION POLICIES OF THE CITY OF LIMA. Second by Mr. Lucas. Roll Call: Dr. Biery – yes, Mr. Lucas – yes, Mr. Kayatin – yes, Mr. Miller – absent, Mr. Gosnell – yes, Mr. Hartley – yes, Mr. Kessen – absent, Mr. Neeper – yes, Mr. Leis - yes.

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


11. **BOARD MEMBER COMMENTS:** None.

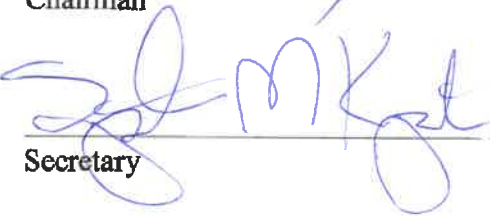
12. **PUBLIC FORUM:** None

13. **EXECUTIVE SESSION:** None

14. **ADJOURNMENT:** Motion for adjournment made by Mr. Gosnell at 2:34 p.m. Seconded by Mr. Biery. Motion carried 7-0.

ATTESTED:

 12-17-2020
Chairman Date

 12/15/2020
Secretary Date