

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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"Addressing the water needs of the Community"

October 13, 2021 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday October 13, 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 –September 8, 2021 and September 17, 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 1:59 p.m. and proceeded with the agenda.

1. ROLL CALL

Dr. Biery

Mr. Miller

Mr. Kessen

Mr. Gosnell

Mr. Ingle - Absent

Mr. Kayatin - Absent

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 - None

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA - None

4. APPROVAL OF MINUTES - Motion made by Mr. Neeper to approve the September 8, 2021 minutes. Seconded by Mr. Miller. Motion carried 7-0. Motion made by Mr. Miller to approve the September 17, 2021 special meeting minutes. Seconded by Mr. Neeper. Motion carried 7-0.

5. CLERK OF BOARD REPORT

Ms. Finn stated there had been **2 connection inquiries** since last month's meeting.

- Adam Park inquired about connecting to public water at 3549 Schooler Rd. His parents currently own a home on this lot and he will be building a new home next to theirs. He was quoted the CPF of \$6300 per ESFU. The new home will be the only one connecting to public water.
- Lory Crow inquired about connecting to public water at 2601 Summer Rambo Ct. where she plans to build a single family home. This line was put in by the developer, therefore was quoted at \$500 CPF per ESFU. She doesn't plan to break ground until spring of 2022.

Ms. Finn stated there had been **10 capital permits** issued since last month's meeting.

- LBC Investments obtained permits for 3498, 3500, 3520, 3523, and 3525 Camden Place in the Camden Ridge Subdivision, which will be condominiums. This line was put in by the developer, therefore they were charged the \$500 CPF per ESFU totaling \$2500.
- Marcia Elliott obtained a permit for her single family home at 301 N. Fraunfelder Rd. She is currently being assessed on her property taxes, therefore this is a no charge permit.
- Josh Hare obtained a permit for a single family home being built at 3216 Danny Drive in the Woodbriar Subdivision. This line was put in with the Woodbriar Waterline Project. The CPF collected was \$4,094 per ESFU.
- Anthony Grear obtained a permit for a single family home at 5895 Cotner Road. This line was put in with the Wapak/Cotner Rd Project. Mr. Grear is currently being assessed on his property taxes therefore a no charge permit was issued.
- David and Karen Howell obtained a permit for their single family home at 3800 Bluelick Road. This line was put in with the Dixie/Bluelick Phase 2 Project. The assessment on this project ended 7/2019 and according to the current CPF policy the CPF due is \$3,750 per ESFU plus \$25/ff x 120 front feet totaling \$6,750. This is equal to more than the original assessment of \$4,970 so charged the original assessment of \$4,970 instead. Property owner requested time payment option and stated this was an emergency situation. Mr. and Mrs. Howell signed an installment agreement to pay on their property taxes over the next 5 years with a 3.68% carrying charge (based on 2% + current OWDA market rate). Motion needed to authorize Chair to sign installment agreement and officially authorize time payment. Ms. Stiles brought to the Board's attention that at times the new formula used to determine the cost of connection

can sometimes equal a higher cost than the original assessment. When this happens, we revert to the original assessment amount. Mr. Neeper asked why we charge so much more rather than charge the \$500 CPF. Ms. Stiles explained that we need to explore adjusting our policy to bridge the gap between the current CPF and the original assessment. Mr. Kessen stated if it is a new owner we should charge a lesser amount. If it is the same owner as to when the line was installed and they waited until the assessment ended to try to get it at a lower price, they should still have to pay the original amount to keep it fair. Mr. Neeper added that the line is already there and paid for so why not lower the cost, when it is a new owner. Mr. Kessen agreed that there needs to be a change in the policies.

MOTION MADE BY MR. NEEPER TO AUTHORIZE DR. BIERY, CHAIR, TO SIGN AN INSTALLMENT AGREEMENT TO CERTIFY THE CPF CHARGE OF \$4,970 TO THE HOWELL'S PROPERTY TAXES TO BE COLLECTED OVER THE NEXT 5 YEARS

Second by Ms. Vickers. Motion carried 7-0.

- Gem Builders obtained a permit for a single family home being built at 3935 Running Oak Trail in the 7 Oaks Subdivision. This line was put in by the builder therefore they were charged the CPF of \$500 per ESFU.

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

- Thomas Reynolds of 4500 McPheron Rd inquired about extending the waterline from Schooler Rd down McPheron Rd. He owns a vacant parcel next to his where he is considering building a new home. Mr. Reynolds surveyed the homes on McPheron Rd to determine the interest of the other homeowners in obtaining public water. Survey results were:
 - 37 - In favor of receiving more information regarding obtaining public water
 - 4 - Not interested in receiving more information regarding obtaining public waterThere were 4 homes not surveyed and 4 homes unoccupied according to surveyor.
- Lou Marcowitz owns an apartment complex on Bible Road just west of Autumn Ridge Subdivision and would like to obtain water for these apartments. He is interested in running the line himself. He is an engineer and has construction experience. It is approximately 1300 feet from where the waterline currently ends in front of Autumn Ridge to his apartment complex. Ms. Stiles drafted an agreement to outline the terms of said extension and has reached out to ms consultants to determine if extending the 8" is adequate or if a 12" is needed back to where the 8" began. Ms. Stiles stated that the pressure issue has been corrected. The problem was coming from a process taking place inside of P&G.
- Steve Roeder of Westminster would like to connect to the East Regional Waterline on Carey Street. Ms. Stiles explained that Mr. Roeder would like to do what is called a "back door connection". There will not be a line running in front of his property. Ms. Stiles said that there was a meeting in Westminster years ago to find out if there was interest in public water. At that time there was little to no interest. Mr. Kessen stated that the sewer project had just been completed and the residents were paying for that, which may have influenced their lack of interest to add water and an additional monthly bill. Years later, now that there is water in the area with the East Regional Project, there has been some interest, including the residents of McPheron Rd. Ms. Stiles stated that we could consider running a line down McPheron Rd and into Westminster to serve the hamlet. Mr. Huffman asked if there is any money available to the township through ARPA. Mr. Kessen said that there is ARPA money available. Mr. Neeper stated that it is definitely worth looking into due to the amount of interest. Ms. Stiles will ask Access Engineering to put provide estimates, one to include McPheron Rd going into Westminster and one to only include Westminster.

MOTION MADE BY MR. KESSEN TO CONTACT ACCESS ENGINEERING FOR AN ESTIMATE TO BRING WATER DOWN MCPHERON RD AND ALSO INTO THE HAMELT OF WESTMINSTER TO SERVE THE COMMUNITY. Second by Ms. Vickers. Motion carried 7-0.

Improvements/Changes/Upcoming Events:

- Ms. Finn is working on an informational pamphlet for the District.
- 2022 Statement of Qualifications – Resolution required.

RESOLUTION 21-034: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES MS. KIMBERLY STILES, DISTRICT MANAGER, TO SUBMIT LEGAL ADVERTISEMENT FOR 2022 STATEMENT OF QUALIFICATIONS FROM FIRMS INTERESTED IN BEING PREQUALIFIED FOR CONTRACTS TO PROVIDE DESIGN SERVICES FOR WATER DISTRIBUTION. Motion made by Mr. Miller. Seconded by Mr. Kessen. Roll Call: Dr. Biery – yes, Mr. Kayatin – absent, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – absent.

- Board Christmas Dinner/Lunch Ideas. Ms. Stiles asked for suggestions as to whether to have it catered or go to a restaurant for dinner. Ms. Vickers will reach out to Milano’s to see if we can reserve a room for the dinner/meeting in December.

By-laws, Policies and Procedures - Committee met on October 5th to review revisions to the Personnel and Operational Policies and Procedures as discussed in April’s Work Session. CPF Discussion. This will be brought before the board again in the near future.

Contracts and Agreements

Assignment and Assumption Agreement – County Appointments will give BOCC an update on **October 19th at 11 a.m.** Ms. Stiles stated that this is a tentative fee chart and asked the Board if they want to move forward with the increase. Mr. Huffman suggested a resolution confirming moving forward with the fees and that it should be on the next meeting agenda. Mr. Neeper recommended presenting this to the commissioners to make sure that they are in agreement with the increase.

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 ½" (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.

Sugar Creek Waterline Extension Bill of Sale – Resolution authorizing Chair to sign Bill of Sale for this waterline extension.

RESOLUTION 21-035: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES DR. JOHN BIERY, CHAIR, TO EXECUTE A BILL OF SALE WITH QUALITY R&C PROPERTIES, LLC FOR A WATERLINE COMMENCING AT THE EXISTING 12" WATERLINE ON SUGAR CREEK ROAD APPROXIMATELY 400 FEET EAST TO SERVE A PARCEL AT 6515 SUGAR CREEK ROAD, LIMA, OH 45801. Motion made by Mr. Neeper. Seconded by Mr. Kessen. Roll Call: Dr. Biery – yes, Mr. Kayatin – absent, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – absent.

Projects

Priority Project List – List has been updated with number of potential users for each Project.

ARPA Funding – Letter previously sent to Commissioners to request consideration for a portion of the County’s ARPA funding for waterline infrastructure. A more detailed list was created from our Priority Projects outlining projects that would benefit the most from ARPA, namely projects where there are limited other sources of funding. Ms. Stiles hasn’t heard anything back from BOCC since initial email verifying receipt. Mr. Neeper asked if there are any restrictions as to how the ARPA money can be spent that may cause any issues. Mr. Huffman stated that ARPA money is preferred to be used toward water and sewer.

HB 168/Water and Wastewater Infrastructure Grant Program – Notice should be received mid to late October for grant approval. This program will provide nearly \$250 million to clean drinking water and wastewater infrastructure. Ms. Stiles 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

East Regional

- a) A press release to announce commencement of construction was issued to the Lima News, Hometown Stations as well as on the radio. A letter was also sent to property owners.
- b) Special Board Meeting held on September 17th at 1:45 p.m. to pass resolution authorizing Board to pass Loan Resolutions with USDA. These docs were not sent to the District originally and Bond Counsel realized this on the 17th and a special meeting was held.
- c) A virtual Pre-Construction Meeting was held September 16th at 10 a.m. for Contracts A and B and immediately following at 11:30 a.m. for Contract C.
- d) The loan closing was completed (virtually) on September 21st with USDA for this project. Notice to Proceed was issued to contractors on September 22nd. Ms. Stiles stated that we were able to lock in the 1.75% interest rate which equals a large savings.

- e) Construction has begun!! Contractors are as follows:

Contract A (Westminster to/including the Village of Harrod) – Underground Utilities, Inc.

Contract B (Leaving Harrod to/including Lafayette) – Underground Utilities, Inc.

Contract C (Elevated tank and fire line at Allen East School) – Maguire Iron, Inc.

Construction for Contract A started in Westminster near Rudolph Foods on Carey Street. Construction for Contract B has not started yet. Ms. Stiles stated that there have been a few issues at the site for Contract A including granular backfill and some with the deflection of pipe. There is a call scheduled for Friday morning with the engineer to try to iron out some of these details. There will be monthly progress meetings held for updates.

- f) Fire Hydrant Maintenance – The District sent an email follow up reminding the Village of Harrod and Westminster/Harrod FD's/Auglaize Township to submit some kind of documentation of a financial hardship re: maintaining the hydrants and the District could explore amending the current agreement to perhaps allow the District to reimburse for the cost of materials pertaining to hydrant maintenance.

- g) October Project Update available.

Rudolph Foods – Elevated Storage Tank

- Permit to Install to OEPA received from EPA.
- For the CDBG ED grant, BOCC must advertise for this project. However, the County can execute a tri-party bid/contract with the District and Contractor in order to allow the District to have a say in the selection and management process for the contractor. District will move forward with this as quickly as possible and hopes to have the bid advertised yet in October. Mr. Neepor asked about the District having their logo on the water tank. Ms. Stiles stated that Rudolph is on board with this.
- 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. The District will need to relocate some waterlines on Bellefontaine/117. Conference call held with ODOT and Duane explained the process. This will need to be completed prior to their project beginning. Discussion was held regarding combining with Rudolph Tank Project but this is out of the scope of work for the engineer and could complicate the tank project due to the funding being received. Mr. Huffman asked if these lines are in the easements or right of way. Ms. Stiles said that ODOT will reimburse for any relocation of lines.
- Does District want to consider bringing line west across the road at Katrina to McPherson 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 — 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. A proposal for basic engineering services was received from Access Engineering for this project. District could use the County

District Fee Fund to pay for design/engineering and then finance the remainder using OWDA – paying semi- annual OWDA payments out of County District Fee Fund. Resolution for Chair to enter into an engineering contract with Access for design, bidding and construction services for the Indianbrook Waterline Replacement Project. Ms. Stiles stated that Access Engineering presented an estimate for engineering totaling \$191,500. Total cost for the project is approximately \$1.7 million.

RESOLUTION 21-036: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES OF THE INDIANBROOK WATERLINE REPLACEMENT PROJECT AND AUTHORIZES DR. JOHN BIERY, CHAIR, TO SIGN AND ENTER INTO AN ENGINEERING CONTRACT WITH ACCESS ENGINEERING SOLUTIONS FOR DESIGN, BIDDING AND CONSTRUCTION SERVICES FOR THE INDIANBROOK WATERLINE REPLACEMENT PROJECT.

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

Feasibility Study for Gomer – Access Engineering has provided updated estimates with regards to the previous study completed by K&K. It appears the estimate for the hamlet of Gomer was not included in the original totals. Access has added an alternate for C909 for 12” as their estimates were based on D.I. for 12”. Access will also break out the Diller Road and Cable Road Loops. A resident of Gomer is currently surveying the hamlet to gauge interest in water. Ms. Stiles made application for design costs up to \$250,000 for this project through the Water and Wastewater Infrastructure Grant. Waiting to hear back. Ms. Stiles stated that Regional Planning has planned a street scape for Gomer in the next couple of years but want to wait until the sewer and water projects are complete.

Heartland Meijer Loop – District could manage this small project with approximately 100 feet of pipe to connect two waterlines on Heartland south of Menard’s and the fire line around Meijer. AWD looking into arrangement with City of Lima to provide the material if the City could provide the labor and install the line. Loop would provide a back-up for Elida as well as West Diller Road and Franks in the event of a break on Elida Road between Eastown and Diller. MOU drafted and sent to City of Lima outlining terms of arrangement and have an engineer complete plans for this small project. Motion made at September board meeting authorizing Doctor John Biery, Chair, to sign this MOU.

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. The District has participated in a few meetings thus far to lay out the area to be studied as well as the parameters of the study. Proposal received from PrimeAE to complete Delphos Master Plan Study for \$68,276. Ms. Stiles recommends the District participate in the study for up to ½ of the total cost. Mr. Neeper asked what amount Delphos would contribute and Ms. Stiles stated ideally 1/3 so he suggested the District present the option of a three way split between the District, Sanitary Engineer and Delphos to see what the response is. Ms. Stiles stated Delphos is specifically interested in receiving water and sewer in the southeast quadrant.

MR. NEEPER MADE MOTION TO PAY UP TO 1/3 OF THE MASTER PLAN STUDY. Seconded by Ms. Vickers. Motion carried 7-0

6. **ATTORNEY'S REPORT** – Mr. Huffman stated that Ms. Stiles has covered all of the items that he has been working on.

7. **TREASURER'S REPORT**

Revenue and Expense Reports for September 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 9/30/21 is \$2,024,171.92. Here are the cash balance totals for each fund as of 9/30/2021:

8750 Project Debt Service – \$597,213.97	8754 USDA Debt Reserve – \$0
8751 Operating Fund – \$679,773.76	8755 USDA Reserve - \$0
8752 Internal Capital Reserve – \$277,225.22	8756 USDA County Reserve - \$116,012.23
8753 External Capital Reserve – \$353,946.74	

Audit and Finance Committee held meeting prior to October 13th Board Meeting. Agenda as follows:

- East Regional – Loan Closing
- Rudolph Elevated Storage Tank
- 2022 Annual Appropriations
- Board Member Compensation

MOTION MADE BY MR. MILLER TO APPROVE OCTOBER 2021 TREASURER'S REPORT.

Seconded by Mr. Gosnell. Motion carried 7-0.

8. **CPA REPORT**: None

9. **OLD BUSINESS**: None

10. **NEW BUSINESS**:

RESOLUTION 21-037: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE REQUEST FOR TRAVEL FOR MS. KIMBERLY STILES TO ATTEND A CORD BOARD MEETING IN COLUMBUS, OHIO. Motion made by Mr. Neeper. Seconded by Ms. Vickers. Roll Call: Dr. Biery – yes, Mr. Kayatin – absent, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – absent.

Mr. Neeper asked if the policy can be changed so that the Board will not need to give approval for travel through a resolution. He stated that permission should be able to be given by Board Chair or Treasurer.

11. **BOARD MEMBER COMMENTS**: None

12. **PUBLIC FORUM**: None

13. **EXECUTIVE SESSION**: None

14. **ADJOURNMENT:** Motion for adjournment made by Mr. Miller at 3:06 p.m. Seconded by Mr. Gosnell.
Motion carried 7-0.

ATTESTED:

 11-10-2021
Chairman Date

 11-10-2021
Secretary Date