

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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"Addressing the water needs of the Community"

October 14, 2020 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, October 14, 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 – September 9, 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 2:03 p.m. and proceeded with the agenda.

1. ROLL CALL

Dr. Biery

Mr. Lucas

Mr. Miller

Mr. Kessen

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 Huffinan – District Legal

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 September 9, 2020 minutes. Second by Mr. Gosnell. Motion carried 9-0.

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 **11 capital permits** issued since last month's meeting:

- LBC Investments obtained six permits for condominiums being built at the following addresses in the Camden Ridge Subdivision: 3505, 3506, 3507, 3508, 3479 and 3491 Camden Place. This waterline was put in by the developer and the standard CPF of \$500 per ESFU was collected for each parcel.
- Jason Cleaves obtained a permit for 1380 E. Breese Road for a single family home he purchased. This was part of the East Breese Waterline Project and the assessment of \$4.99/ff plus the CPF per ESFU was paid in full in 1997. A no charge permit was issued.
- Morgan Zimmerman obtained a permit for a single family home being built at 2574 Alexandria in the Monticello Subdivision. This line was put in by the developer and the standard CPF of \$500 per ESFU was collected.
- Carl Pugin obtained permit for three single family homes being built at 3662, 3671 and 3705 Sky Hawk Drive in the Country Aire Subdivision. This line was put in by the developer and the standard CPF of \$500 per ESFU was collected for each parcel.

Ms. Stiles stated there had been **one extension inquiry** since last month's meeting.

- Ms. Welsch inquired about obtaining water near Bath Elementary School on Bible Road. An approximate estimate of \$80k given to extend the line approximately 1,000 feet to serve this parcel. Added to list of potential projects to be explored (possible loop).

Improvements/Changes/Upcoming Events

- November Board Meeting – To be held on November 4th as the office is closed November 11th (the second Wednesday of the month) in observance of Veteran's Day.
- December Board Meeting – To be held at 5 p.m. on December 9th at Casa Lu Al.

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

MOTION MADE BY MR. HARTLEY TO AUTHORIZE MS. STILES, DISTRICT MANAGER, TO SUBMIT LEGAL ADVERTISEMENT FOR 2021 STATEMENT OF QUALIFICATIONS FROM FIRMS INTERESTED IN BEING PREQUALIFIED FOR CONTRACTS TO PROVIDE DESIGN SERVICES FOR WATER DISTRIBUTION.

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

Contracts and Agreements Committee Meeting – Draft report received from AECOM to provide potential solutions to a fire demand suppression system issue at Rudolph Foods. Board members instructed to take a copy of the draft report home to review and provide any comments. Meetings scheduled with the City of Lima to discuss report on 10/19 as well as with Rudolph Foods on 10/21.

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 October 20th in the AM with the goal of continuing work on a 5-10 year plan.

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. Follow up phone calls are being made in an effort to expedite the easement acquisition process.
- c) Please see the October Project Update in the Reference Packet.
- d) CDBG applications for both Villages, Harrod and Lafayette, requesting \$750,000 grant each have been submitted. We should hear something in the next few weeks.
- e) Interim Financing

MOTION MADE BY MR. MILLER TO APPROVE RESOLUTION #20-020 TO AUTHORIZE CHAIR, DR. BIERY, AND TREASURER, MR. MILLER, TO APPLY FOR, ACCEPT, AND ENTER INTO A COOPERATIVE AGREEMENT FOR INTERIM FINANCING OF THE EAST REGIONAL WATERLINE EXTENSION BETWEEN THE ALLEN WATER DISTRICT AND THE OHIO WATER DEVELOPMENT AUTHORITY AND DECLARING AN EMERGENCY.

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

- f) District has received a response from the Health Department regarding whether or not they will grandfather in the Villages from the well permitting process and/or waive the new fees and they have said they will not do either. The Board previously made a motion in March of this year to “pay up to \$175 per property within the Villages of Harrod and Lafayette, as well as property owners along the route outside of the Villages who initially connect to the East Regional Waterline Project, to help cover the cost of a well permit” charged by the Allen County Department of Health. The Board agreed this motion would stand and no further action needed at this time. Board discussed that it is unfortunate the ACHD will not waive the fees as to the Board’s knowledge, the Health Department is not hiring new employees to facilitate this new permitting process.

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

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.

6. **ATTORNEY'S REPORT** – Mr. Huffman noted he was working with Ms. Stiles on an Appendix for the AWD-COL Agreement to satisfy USDA regarding the City's late payment penalty/disconnection/reconnection process.

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 9/30/20 is \$1,676,056.46. Here are the cash balance totals for each fund as of 9/30/2020:

8750 Project Debt Service – \$625,553.84	8753 External Capital Reserve – \$281,436.36
8751 Operating Fund – \$589,387.24	8754 USDA Debt Reserve – \$0
8752 Internal Capital Reserve – \$179,679.02	8755 USDA Reserve – \$0

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

MOTION MADE BY MR. MILLER TO APPROVE THE SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION "CONTRACT SERVICES" IN THE OPERATING FUND 8751 FOR THE 2020 BUDGET BY ONE HUNDRED AND FIFTY THOUSAND DOLLARS. Second by Mr. Kessen. Roll Call: Dr. Biery – yes, Mr. Lucas – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Hartley – yes, Mr. Kessen – yes, Mr. Nepper – yes, Mr. Leis - yes.

The Audit and Finance Committee will plan to meet November 4th at noon prior to next month's Board Meeting.

MOTION MADE BY MR. MILLER TO APPROVE OCTOBER 2020 TREASURER'S REPORT. Second by Mr. Gosnell. Motion carried 9-0.

8. **CPA REPORT** – Nothing to report..
9. **OLD BUSINESS** – Dr. Biery presented a new slate of Committee Appointments to the Board.

**Committee Appointments
(To be reviewed and appointed annually in June)**

- Executive Committee**
1. Chair – Dr. Biery
 2. Vice Chair – Mr. Lucas
 3. Treasurer – Mr. Miller
 4. Secretary – Mr. Kayatin

Contracts & Agreements

- 1. Dr. Biery, Chair
- 2. Mr. Miller
- 3. Mr. Hartley
- 4. Mr. Neeper

Audit and Finance

- 1. Mr. Miller, Chair
- 2. Mr. Gosnell
- 3. Dr. Biery
- 4. Mr. Neeper

Projects

- 1. Mr. Hartley, Chair
- 2. Mr. Kessen
- 3. Mr. Kayatin
- 4. Mr. Neeper

By-Laws, Policies and Procedures

- 1. Mr. Lucas, Chair
- 2. Mr. Kessen
- 3. Mr. Kayatin
- 4. Mr. Leis

Mr. Kayatin made a motion to accept the above presented Committee Appointments. Second by Mr. Hartley. Motion carried 9-0.

10. **NEW BUSINESS** – Mr. Kayatin discussed a potential Master Water and Sewer Plan Study for SE Delphos. He stated his office (ACSE) is leading this effort with the City of Delphos and that the District may be asked at some point in the future to contribute to a study to explore how to best serve this area outside of Delphos.

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

12. **PUBLIC FORUM:** None

13. **EXECUTIVE SESSION:** None

14. **ADJOURNMENT:** Motion for adjournment made by Mr. Miller at 3:01 p.m. Seconded by Mr. Kayatin. Motion carried 9-0.

ATTESTED:

 _____ 11-4-2020
 Chairman Date

 _____ 11-4-2020
 Secretary Date