

# Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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*"Addressing the water needs of the Community"*

## September 11, 2019 Board Meeting Minutes

There was an Allen Water District (AWD) board meeting held on **Wednesday, September 11, 2019, at 5:00 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 – August 14, 2019
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 5:02 p.m. and proceeded with the agenda.

### **1. ROLL CALL**

Dr. Biery

Mr. Lucas - Absent

Mr. Miller

Mr. Kayatin

Mr. Kessen

Mr. Gosnell

Mr. Hartley

Member At Large

Member At Large

American Twp Representative

County Representative

Perry Twp Representative

Shawnee Twp Representative

Bath Twp Representative

### **STAFF**

Carl Ireland – District Attorney Associate

Kim Stiles – Clerk of the Board

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 August 14, 2019 minutes. Second by Mr. Gosnell. Motion carried 6-0.

**5. CLERK OF BOARD REPORT**

Ms. Stiles stated that there were **2 connection inquiries** since last month's meeting:

- Robin Lamb inquired about 5 vacant parcels on N. McDonel Street: 36-1304-04-010.004, 36-1304-04-010.003, 36-1304-04-010.002, 36-1304-04-010.000 and 36-1304-04-010.001. He hopes to purchase these, combine into 2 larger parcels and build a home on each of the 2 parcels. These parcels are served by the McDonel Waterline Project. The front footage has been paid on each of the parcels and the loan associated with the project has been paid so the standard CPF of \$500 would be charged for any homes built.
- Glen Gorman inquired about the cost of a water permit for a lot he is considering purchasing at 1574 Chancellor Drive. This property is part of the Country Aire Estates subdivision and the waterline was put in by the developer. A standard CPF of \$500 would be charged if a permit were to be issued.

Ms. Stiles stated that **3 capital permits** were issued since last month's meeting:

- William Baker obtained a no charge permit for 5889 Poling Road. The property is served by the Allentown waterline and the assessment of \$3,476.71 was paid with the property taxes.
- Todd Kivimaki with WVT Properties obtained a permit for 2100 Diller Road. The property is served by the Diller East waterline and the assessment of \$6,607.55 will be paid with the property taxes.
- Julia Hare with Quality Management obtained a permit for 2607 Alexandria Drive located in the Monticello subdivision. This is for the new construction of a single family home. The standard Capital Permit Fee of \$500 was charged for 1 ESFU.

Ms. Stiles stated that there had been **2 extension inquiries** since last month's meeting:

- Joseph Bailey of 1001 S. Wapak Road is interested in the possibility of obtaining public water to his home. The closest line is a County line on Shoshone Trail in the Indianbrook Subdivision but it is only a 3" line. Indianbrook is currently County territory but Mr. Bailey is in what should be District territory. Mr. Hartly recommended several options including a 1" spider line extension or extending the current 3" line with an 8" extension which would be replaced by a future project to replace undersized lines currently serving the older section of Indianbrook Subdivision. Mr. Kayatin suggested contacting the homeowner to the south to see if they are interested in public water. If so, he recommends a 3" line, otherwise a 1" line would be sufficient to serve Mr. Bailey's property.

**MOTION MADE BY MR. KAYATIN TO APPROVE A 1" EXTENTION TO 1001 S. WAPAK ROAD FROM THE INDIANBROOK WATERLINE.** Second by Mr. Gosnell. Motion carried 6-0.

- As previously reported, the Superintendent of Elida Schools was interested in obtaining water for the soon to be built elementary school from the Allen Water District. After much exploration into this matter, it appears the Village of Elida already has a contract with the City of Lima dated 1979 to serve this area with water. The parcel where the new school is to be located is not currently in District territory and thus, the District has informed the school that we are unable to move forward with a plan to serve the elementary school.

**Website Upgrade** – The District is in the process of rebuilding the website with the Business Plus purchased from Godaddy. The website has seen a great deal of traffic lately. Here are the stats for the last 30 days: Number of views: 1,159      Number of file downloads: 124

**By-laws, Policies and Procedures** – Operational Policies and Procedures are being worked on.

**Contracts and Agreements** – Nothing to report.

### **Projects**

#### **East Regional**

- a) An Informational Meeting was held with property owners along the route located outside the Villages of Harrod and Lafayette on Tuesday, August 27<sup>th</sup> at 7 p.m. at Allen East School. There was a good turnout with roughly 50 people signing the sign-in sheet.
- b) The District will keep both Villages up to speed on the project by sending out a monthly e-mail update at the beginning of each month prior to their Council Meetings. If/when needed, meetings may be scheduled as well with the Village Representatives for the project.
- c) The District will pursue \$150,000 for each Village from the RLF Board. Currently, \$150,000 has been approved in RLF grant for this project. Ms. Stiles has a meeting on September 26<sup>th</sup> to present the East Regional Waterline Project to the RLF Board.
- d) RCAP held a meeting at the Commissioner's Office on August 13<sup>th</sup> at 11 a.m. to review CDBG projects which includes the East Regional Waterline Project. This met one of our meeting requirements for the CDBG application. District will apply for these grants (\$750k for each Village) once we have received the PTI.
- e) Ms. Stiles has sent the standard Fire Hydrant Maintenance Agreement to Jackson Township for review. The District currently has a Fire Hydrant Maintenance Agreement with Auglaize Township so working on having one signed with Jackson Township as well as these are the two townships this project area covers. Ms. Stiles has also spoken to the new Lafayette Jackson Fire Chief, Rob Kayser, and informed him of the project details.
- f) Survey work and soil borings have begun and will continue through September (approximately 30-40 business days). Once this has been completed, Prime can begin working on the easement preparation.
- g) Dr. Biery has signed the EJCDC (Engineering Agreement) with Prime. This has been reviewed and accepted by USDA.

**McClain Road** - District is waiting on survey response from Mr. Magnus. Ms. Stiles suggested seeing when Mr. Magnus was last in contact with the District and potentially removing this project from the Clerk's Report.

**Diller Road**

- a) Second and final payment made to Beaverdam Contracting, Inc. on August 19<sup>th</sup>.
- b) The District received a refund check from Kohli & Kaliher in the amount of \$6,634.50 on August 26<sup>th</sup>.

**Baty Road Waterline Extension (WTLW)**

- a) Project costs can begin to be calculated but the District will wait for the second pay application from Fenson Contracting prior to finalizing.
- b) Project costs can begin to be calculated but District will wait for second pay application from Fenson Contracting prior to finalizing. The goal is to have final costs calculated and a resolution presented to certify WTLW's assessment to the Auditor during the October Board Meeting.

**Node Map Study** – District is working on an RFP for this study. A meeting is scheduled for September 13, 2019 to outline the parameters for the RFP.

**Feasibility Study for Gomer** - Ms. Stiles requested Mr. Strahley reconvene his work on this study for Gomer. An estimated date of November was given for completion.

**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 August 2019 (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 8/31/19 is \$1,555,243.58. The cash balance totals for each fund as of 8/31/2019:

8750 Project Debt Service – \$967,433.00

8751 Operating Fund – \$307,720.52  
8752 Internal Capital Reserve – \$150,650.63  
8753 External Capital Reserve – \$129,439.43  
8754 USDA Debt Reserve – \$0  
8755 USDA Reserve – \$0

Congratulation letters received from OWDA for the following loans paid off:

- Buckeye Road
- State Route 309
- Allentown (Supplement has not been paid off yet)

Next Audit and Finance Meeting will be next month, October 9<sup>th</sup> immediately prior to the regular board meeting at 4 p.m.

**MOTION MADE BY MR. MILLER TO APPROVE AUGUST 2019 TREASURER'S REPORT.**

Second by Mr. Hartley. Motion carried 6-0.

9. **CPA REPORT** – Nothing to report.
10. **OLD BUSINESS** – Nothing to report.
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. Kessen at approximately 5:29 p.m.  
Seconded by Mr. Gosnell. Motion carried 6-0.

ATTESTED:

  
Chairman

10/9/19  
Date

  
Secretary

10/8/19  
Date