

# Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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*"Addressing the water needs of the Community"*

## September 8, 2021 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday September 8, 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 –August 11, 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 - Absent

Mr. Ingle

Mr. Kayatin

Mr. Neeper - Absent

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

**PUBLIC** - None

2. **PLEDGE OF ALLEGIANCE** Mr. Kayatin requested the pledge be dedicated to the Ohio Navy Corpsman, Max Soviak, who lost his life in Afghanistan last month.
3. **ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA** - None
4. **APPROVAL OF MINUTES** - Motion made by Mr. Miller to approve the August 11, 2021 minutes. Seconded by Mr. Kayatin. Motion carried 7-0.
5. **CLERK OF BOARD REPORT**

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

- Donna Nickles inquired about connecting to public water at 6330 Bellefontaine Rd. This line was put in with the Southeast Regional Waterline Project. Ms. Nickles was quoted the CPF of \$6300 per ESFU for this project.
- Ginger Metzger inquired about obtaining water for a parcel (27-2900-03-002.000) on Ottawa Rd. This line was put in with the Eagle Rail/Chemtrade Project and the fee is \$2500 per ESFU plus \$10.76/front foot. Ms. Metzger is considering developing a camp ground and was informed a campground would be similar to a subdivision and she would be responsible for the lines to serve it upon signing a developer's agreement.

Ms. Finn stated there had been **12 capital permits** issued since last month's meeting.

- Nancy Peters obtained a permit for a single family home at 2221 Diller Rd. This line was put in with the Diller Road Extension and she is currently being assessed on her taxes therefore a no-charge permit was issued.
- Terri Kohlreiser obtained a permit for a single family home at 3034 N. Dixie Hwy. This line is part of the Bluelick/Dixie Phase 1 Project. She was charged the standard CPF of \$500 per ESFU.
- Randall High obtained a permit for a single family home at 308 N Fraunfelter Rd. This line was put in with the Sweger / Fraunfelter Project. The front footage charge was paid on the parcel in June of 2005. Mr. High was charged the CPF of \$3,200 per ESFU for this project.
- Carolyn Werner obtained a permit for a single family home at 5400 Ottawa Rd. This line was put in with the Cairo Project. The amount quoted was \$12,480 Capital Debt Service Fee or play catch up – since January 2014 = 93 months x \$26/month = \$2,418 up front (through September 2021) and the remaining \$26/month added to the water bill for approximately 33 years. Ms. Werner paid the \$2,418 permit fee and will pay the remaining on her water bill. This is an “in and out” as the District will issue a check for the same amount to the Village of Cairo per our agreement.
- Quality Management obtained a permit for a single family home being built at 694 N Wapak Rd. This line was put in with the Wapak Rd Extension. The standard CPF of \$500 per ESFU was collected.

- Pugin Builders obtained permits for 3626 and 3739 Sky Hawk Dr. These are both single family homes being built in the Country Aire subdivision. This line was put in by the developer, therefore the CPF is \$500 per ESFU for each permit totaling \$1,000.
- Tamala Martin obtained a permit for a single family home at 2560 East Breese Rd. This line was put in with the East Breese Road Project. The permit fee of \$1,871.43 ( $\$4.99382/\text{FF} \times 374.75 \text{ Front Foot} = \$1871.43$ ) was paid by the previous owner on 7/19/1997 so this was a no charge permit.
- Elnora Horn obtained a permit for a single family home at 1561 Grady Ave. This line was put in with the Allentown Waterline Project. There was an assessment of \$2908.99 for 1 ESFU and 60 front feet, which was paid in full on 7/21/1994 making this a no charge permit.
- Daven Stedke obtained permits for 2672 Jonathon Drive and 4686 Shawnee Rd in the Applewood Subdivision. Both permits are for single family homes. This line was put in by the developer therefore the CPF for each permit is \$500 per ESFU totaling \$1,000.
- Adam Jordan obtained a permit for an existing single family home at 2930 Schooler Rd. This line was put in with the SE Regional Project and so the CPF of \$6,300 per ESFU was charged.

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

- Thomas Reynolds of 4500 McPherson Rd inquired about extending the waterline from Schooler Rd down McPherson Rd. He owns a vacant parcel next to his where he is considering building a new home. Mr. Reynolds surveyed the homes on McPherson 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 water
 There were 4 homes not surveyed and 4 homes unoccupied according to surveyor.

Ms. Stiles stated that she worked a couple estimates using 8 inch and 12 inch lines. The approximate cost would be between 1.5 and 2 million dollars. The project is approximately 2 miles long. The next step would be putting together a source and use. With this being such a small number of users and a high cost, other sources of funding will have to be considered. Mr. Kessen mentioned the project being considered on Hanthorn Rd to create a loop. He suggested surveying the homeowners to see if there is less interest there, maybe proceed with the McPherson Rd project instead. Ms. Stiles added that it may be a possibility to combine the 2 projects into 1 larger project.

- Lou Marcowitz owns an apartment complex on Bible Road just west of Autumn Ridge Subdivision but east of I-75. Mr. Marcowitz would like obtain water for the apartments and is interested in running the line himself if possible. He is an engineer and has construction experience. It is approximately 1,300 feet from where the waterline currently ends in front of Autumn Ridge to his apartment complex. Ms. Stiles informed Mr. Marcowitz we could potentially enter into a waterline extension agreement to outline the terms of said extension. Ms. Stiles is currently trying to verify whether or not the pressure issues in the area have been fixed. She will then reach 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 her concern with the water pressure issues in that area. She would want to confirm that the problem has been corrected and that by adding the extension it would not exacerbate the problem. Mr. Ingle added he has heard from homeowners that the pressure has decreased a little, but that the fluctuation problem has stabilized. Ms. Stiles will begin drafting up an extension agreement to outline the terms.

**Improvements/Changes/Upcoming - Events** - Ms. Finn is working on an informational pamphlet for the District.

**By-laws, Policies and Procedures** - Committee to meet soon to review revisions to the Personnel and Operational Policies and Procedures as discussed in April's Work Session. Ms. Stiles stated that the next meeting will tentatively be held October 5, 2021, at 9:00 am.

### **Contracts and Agreements**

**Assignment and Assumption Agreement** – Mr. Kayatin and Ms. Stiles are continuing to work on tidying up a few Exhibits with some Agreements still needing to be included. Both will meet with Mr. Rennick prior to the October Board Meeting to discuss further.

### **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.

**HB 168/Water and Wastewater Infrastructure Grant Program** – This program will provide nearly \$250 million to clean drinking water and wastewater infrastructure. Grants will be up to \$250,000 for design projects and up to \$5 million for construction projects. Funding is provided by the American Rescue Plan Act. 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 and Gomer made the County Engineer's priority project list which will garner the project extra points when scored by the State. Ms. Stiles stated that there was a criteria list associated with this and that 2 of our projects did make the priority list.

#### **Subdivisions in Progress:**

- a) Country Aire Phase 5C
- b) Lost Creek Subdivision
- c) Camden Ridge No. 2 Subdivision

#### **East Regional**

- a) Bids were awarded for the following contracts on August 12<sup>th</sup>.

Contract A – Underground Utilities, Inc.

Contract B – Underground Utilities, Inc.

- b) Ms. Stiles is working on a press release to announce construction commencing as well as a letter to property owners.
- c) USDA approved \$1,472,000 additional grant and \$1,258,000 additional loan for this project which makes the total grant amount from USDA \$4,282,000 and the total loan amount \$3,938,000. AWD Board to complete the items below for loan closing this date:

**RESOLUTION 21-025: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS EAST REGIONAL WATERLINE FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE. WHEREAS IT IS NECESSARY FOR THE ALLEN WATER DISTRICT (HEREIN AFTER CALLED ASSOCIATION) TO RAISE A PORTION OF THE COST OF SUCH UNDERTAKING BY ISSUANCE OF ITS BONDS IN THE PRINCIPAL AMOUNT OF TWO MILLION SIX HUNDRED EIGHTY THOUSAND & 00/100 DOLLARS (\$2,680,000) PURSUANT TO THE PROVISIONS OF OHIO REVISED CODE 6119.** Motion made by Mr. Miller. Seconded by Mr. Kayatin. Roll Call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – absent, Mr. Kessen – yes, Mr. Neepser – absent, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes.

**RESOLUTION 21-026: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS EAST REGIONAL WATERLINE FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE. WHEREAS IT IS NECESSARY FOR THE ALLEN WATER DISTRICT (HEREIN AFTER CALLED ASSOCIATION) TO RAISE A PORTION OF THE COST OF SUCH UNDERTAKING BY ISSUANCE OF ITS BONDS IN THE PRINCIPAL AMOUNT OF ONE MILLION TWO HUNDRED FIFTY-EIGHT THOUSAND & 00/100 DOLLARS (\$1,258,000) PURSUANT TO THE PROVISIONS OF OHIO REVISED CODE 6119.** Motion made by Mr. Miller. Seconded by Ms Vickers. Roll Call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – absent, Mr. Kessen – yes, Mr. Neepser – absent, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes.

**RESOLUTION 21-027: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZING MS. KIMBERLY STILES, DISTRICT MANAGER AND MR. STEVE KAYATIN, SECRETARY, TO SIGN A WATER AND WASTE SYSTEM GRANT AGREEMENT WITH THE UNITED STATES DEPARTMENT OF AGRICULTURE, RURAL UTILITIES SERVICE, FOR A GRANT AWARD IN THE SUM OF \$4,282,000 (FOUR MILLION TWO HUNDRED EIGHTY TWO THOUSAND DOLLARS) FOR THE EAST REGIONAL WATERLINE IMPROVEMENT PROJECT.** Motion made by Mr. Kayatin. Seconded by Mr. Miller. Roll Call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – absent, Mr. Kessen – yes, Mr. Neepser – absent, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes.

- d) The above mentioned items will be forwarded to the District's Bond Counsel and the actual loan closing will occur with USDA on Tuesday, September 21st.
- e) Hydrant Maintenance – The District met with representatives from Auglaize Township, Harrod Fire Department, Westminster Fire Department as well as the Village of Harrod on Wednesday, August 18<sup>th</sup> at 6 p.m. to discuss the current Fire Hydrant Maintenance Agreement between the District and Auglaize Township. It appears another agreement will be needed between the District and Harrod as well as perhaps between Auglaize Township and Harrod. The fire departments/townships explained their frustration with being responsible for the maintenance because they have minimal funding and are voluntary. It was suggested that the fire departments submit letters to the District stating they have 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. Ms. Stiles stated that there has not been any documentation received to date pertaining to financial hardship. Mr. Leis asked if there is a possibility of creating a distribution crew to maintain the hydrants to know that hydrants are receiving proper maintenance. Mr. Kayatin replied that we need to limit our personnel liability and leave it to each individual township.
- f) A pre-pre construction meeting was held with USDA and Prime on August 19<sup>th</sup> to review a few items prior to the actual pre-construction meeting. A letter is being drafted to send to property owners who are a part of the project to inform them of the upcoming construction. Earliest possible start date for construction is September 22<sup>nd</sup>.
- g) A virtual Pre-Construction Meeting is scheduled for September 16<sup>th</sup> at 10 a.m. for Contracts A and B and 11:30 a.m. for Contract C.
- h) September Project Update is available.

#### **Rudolph Foods – Elevated Storage Tank**

- CDBG ED Executed Grant received.
- BOCC in coordination with RCAP has advertised the Notice of No Significant Impact as well as the Notice of Intent to Request Release of Funds. Comments to be received prior to 8/31/21. Release of Funds Request signed by BOCC and sent to the State on 8/31/21.
- AECOM has made application for the Permit to Install to OEPA – EPA had some comments/requested further information. We are still awaiting approval.

**RESOLUTION 21-028: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES A RESOLUTION OF NECESSITY TO CONSTRUCT THE RUDOLPH FOOD ELEVATED WATER STORAGE TANK WITH A SMALL WATERLINE EXTENSION, STATING THE LOCATION OF THE PROJECT, APPROVE DETAILED PLANS, SPECIFICATIONS, ESTIMATE OF COSTS, METHOD OF REPAYMENT AND METHOD OF CHARGING AN ASSESSMENT VIA THE COMPANY'S REAL ESTATE TAXES.** Motion made by Mr. Miller.

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

**RESOLUTION 21-029: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES MS. KIMBERLY STILES, CLERK OF THE BOARD, TO ADVERTISE FOR BIDS FOR THE RUDOLPH FOODS WATER STORAGE TANK PROJECT.** Motion made by Mr. Miller. Seconded by Mr. Kessen. Roll Call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – absent, Mr. Kessen – yes, Mr. Neeper – absent, Mr. Leis – yes, Ms. Vickers – yes, Ingle – yes.

- 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. 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)**

- Cooperative Agreement finalized between the District and the City of Lima outlining each parties' responsibilities and contributions with respect to this project. EJCDC Agreement also entered into between the District, City and ms consultants.
- Meeting held with AEDG on 8/11/21 regarding Master Plan Study.

**Indianbrook Subdivision** – K&K previously looked at a plan for this area back in 2003 for the County. District met with Access on March 12<sup>th</sup> and asked for an estimate to complete the project based on K&K's drawings. 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. Funding options need further explored for this project. Appears undeveloped lots and other existing property owners were assessed originally. Ms. Stiles recommends requesting a proposal for design from Access Engineering for this project.

**MOTION MADE BY MR. KAYATIN TO APPROVED THE PROPOSAL TO RECOMMEND A REQUEST FOR DESIGN FROM ACCESS ENGINEERING FOR THE INDIANBROOK SUBDIVISION PROJECT.** Second by Ms. Vickers. Motion carried 7-0.

**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. Ms. Stiles stated that there is a resident of Gomer that is surveying for the residents. He has named it Gomer H2O and is very enthusiastic.

**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. Next steps: draft Agreement between COL and AWD outlining

terms of arrangement and have an engineer complete plans for this small project. Mr. Kayatin stated that this is a simple project and a maintenance issue that will not need engineering.

**MOTION MADE BY MR. KAYATIN TO ALLOW CHAIR OF THE BOARD TO SIGN M.O.U. AGREEMENT WITH THE CITY OF LIMA IN REGARDS TO THE HEARTLAND MEIJER LOOP PROJECT** Second by Mr. Kessen. Motion carried 7-0.

**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. PrimeAE is working on a proposal to present to ACSE, AWD and Delphos. This will give us a better idea of the amount of the District’s participation in the study pending Board approval.

**6. ATTORNEY’S REPORT** - None

**7. TREASURER’S REPORT**

Revenue and Expense Reports for July 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 8/31/21 is \$1,995,270.62. Here are the cash balance totals for each fund as of 8/31/2021:

8750 Project Debt Service – \$586,619.97	8754 USDA Debt Reserve – \$0
8751 Operating Fund – \$784,906.11	8755 USDA Reserve - \$0
8752 Internal Capital Reserve – \$190,269.02	8756 USDA County Reserve - \$116,012.23
8753 External Capital Reserve – \$317,263.29	

Supplemental Appropriations completed since last month’s meeting – resolutions needed:

**RESOLUTION 21-030: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION “OTHER OPERATING EXPENSES” SPECIFICALLY THE LINE ITEM “ADVERTISING-SUNDRY” FOR THE 2021 BUDGET BY TWO THOUSAND FIVE HUNDRED DOLLARS.** Motion made by Mr. Miller. Seconded by MS. Vickers. Roll Call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – absent, Mr. Kessen – yes, Mr. Neeper – absent, Mr. Leis – yes, Ms. Vickers – yes, Ingle – yes.

**RESOLUTION 21-031: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION “OTHER OPERATING EXPENSES” SPECIFICALLY THE LINE ITEM “INSURANCE-SUNDRY” FOR THE 2021 BUDGET BY ONE HUNDRED FIFTY DOLLARS.** Motion made by Mr. Miller. Seconded by Mr. Kessen. Roll Call: Dr. Biery – yes, Mr. Kayatin – yes, Mr. Miller – yes, Mr. Gosnell – absent, Mr. Kessen – yes, Mr. Neeper – absent, Mr. Leis – yes, Ms. Vickers – yes, Ingle – yes.

Audit and Finance Committee will meet prior to October 13<sup>th</sup> Board Meeting.



Deadline for budget entry for non-general funds is end of day Monday, November 29<sup>th</sup>. 2022 Annual Appropriations will be reviewed by the A&F Committee at their October meeting and final version presented by resolution to Board by November 10<sup>th</sup> Meeting.

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

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

- 8. **CPA REPORT:** None
- 9. **OLD BUSINESS:** None
- 10. **NEW BUSINESS:** None
- 11. **BOARD MEMBER COMMENTS:** None
- 12. **PUBLIC FORUM:** None
- 13. **EXECUTIVE SESSION:** None
- 14. **ADJOURNMENT:** Motion for adjournment made by Mr. Miller at 3:05 p.m. Seconded by Ms. Vickers. Motion carried 7-0.

ATTESTED:

  
Chairman \_\_\_\_\_ Date 10/13/21

  
Secretary \_\_\_\_\_ Date 10/13/21