

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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"Addressing the water needs of the Community"

March 14, 2018 Board Meeting Minutes

There was an Allen Water District (AWD) board meeting held on **Wednesday March 14, 2018, 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 – February 14, 2018
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

Mr. Biery

Mr. Lucas

Mr. Miller

Mr. Kayatin

Mr. Murphy

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

Mr. Huffman – AWD Attorney

Kimberly Stiles – Clerk of the Board

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 February 14, 2018 minutes. Second by Mr. Kayatin. Motion carried 7-0.

5. CLERK OF BOARD REPORT

Mrs. Stiles stated that there were **4 permit inquiries** since last month's meeting:

- Steve Kingery inquired about the cost of a permit for 2576 Hillock. This would be new construction in the Monticello Subdivision and would cost \$2,500 for the CPF and \$450 for the SCC based on a single family with 5/8" meter. Mr. Kayatin questioned whether this was a condominium and Mrs. Stiles stated not that she was aware of. Mr. Gosnell agreed with Mr. Kayatin that he thought it was a condo as well. Mr. Kayatin stated there a few different rates for condos and that he and Mrs. Stiles would take a second look at it.
- Rebecca Warren inquired about the cost of a permit for 1805 Camp Avenue. This project was put in by County and signed over to the AWD. This would be a no charge permit through the District as CDBG funds were used to install this line.
- Rick Michael inquired about the cost to obtain a permit for 6560 Bellefontaine Road in Westminster. This parcel contains a home and a bar (The Stallion). This waterline was put in with the Southeast Regional Project and permit would run \$6300 per ESFU (1 ESFU for the home and 1 ESFU for the bar – based on .044 ESFU per seat per the 2011 Deposit, Fee and Charge Schedule and Mr. Michael's estimate of 20 seats in the bar =.88, so used 1 ESFU). Mr. Kayatin stated Tammy Ammon of the Sanitary Engineer's Office can tell us what the exact user equivalency is for this property.
- Mike Siebenaller inquired about the cost to obtain permit for lot on Fraunfelter. He is interested in purchasing the lot to build a home on. This waterline was put in with the Indian Shores Subdivision and would be \$2,500 for the Capital Permit Fee plus \$450 for the Supplemental Capital Charge for a 5/8" meter.

Mrs. Stiles stated that **2 Capital Permits were issued:**

- Permit issued to Schumacher Homes for 2638 Autumn Ridge for \$2,950. \$2,500 CPF plus \$450 Supplemental Capital Charge for the 5/8" meter.
- Permit issued to Richard Armstrong for 3456 E. Breese Road for \$6,300. This line was put in with the Southeast Regional Waterline Project and cost per ESFU is \$6,300.

Mrs. Stiles stated there were **two extension inquiries** since our last meeting:

- Gentleman stopped by the office to ask about process to obtain water at 5530 Allentown Road for his son. Explained that a written request would be needed and from there we could possibly do some sort of mail survey of the area.
- Inquiry received from a David Mitchell requesting water on Wapak Rd parcel 46-0700-04-005.000. Directed by Mr. Hartley to give him rough estimate of \$96,000 (\$80/foot x 1200 feet). Mrs. Stiles stated that Mr. Mitchell also asked if he was able to run a 1" service line from Ft Amanda to his land on Wapak Road and Mr. Hartley **did not** recommend a 1" service line. Mr. Hartley stated he spoke to Mr. Kayatin a little about this extension and there does not appear to be a good way to serve him. The District could draw up some sort of extension agreement and have him in to discuss but Mr. Mitchell would need to be prepared to pay a good portion of the \$96,000.

Lima News Inquiry - Inquiry received on 3/9/18 from Josh Ellerbrock of The Lima News asking about taps fees and permitting. This inquiry was prompted by an editorial written by Phil Buell of Superior Credit Union addressing housing shortage in the area. Mr. Kayatin spoke at length with Mr. Ellerbrock to explain that the Capital Permit Fee is used to invest in other projects, pay for capital expenses not covered by the City of Lima and to cover liability (in case a line would need moved, etc.). Mr. Kayatin elaborated that he did have a lengthy conversation with Mr. Ellerbrock and probably 10% of what was discussed ended up in the article. Mr. Kayatin stated the he is getting a lot of pressure from the Commissioners and others and a meeting scheduled with the Commissioners, some realtors, AEDG and himself to discuss tap fees, etc. Mr. Kayatin stated they think our fees are hindering growth but he thinks that this might be deflection from why there hasn't been the development in Lima and Allen County that there has been in surrounding areas. Mr. Kayatin said he will ask the Commissioners if they would like a District representative there and thinks Mike Caprella will attend the meeting as well.

District Policies and Procedures – Reference Manual for Personnel Policies and Procedures complete. Some policies are “to be developed” and will be added at a later date. Binders prepared for each Board Member containing Bylaws, ORC 6119, Petition and Personnel Policies and Procedures and Reference Manual. Operational Policies and Procedures will be added next.

Laptops – New laptops have been received and are working nicely. Docking station ordered for Mrs. Stiles to simplify the process of coming and going with the laptop every day. An extra power cord was also ordered.

Township Appointments – Bath Township has appointed Mr. Jack Hartley to another 3 year term with the Board. The District is still waiting to hear from Perry Township regarding their appointment.

COMMITTEE REPORTS

Audit and Finance (Mr. Miller) – Completed with Treasurer’s Report.

By-laws, Policies and Procedures (Mr. Lucas) – Nothing to report.

Contracts and Agreements Committee (Dr. Biery)

East Regional Waterline Improvement Project

- Village of Harrod held Town Hall Meeting on Monday, February 26th at 7pm at the Community Center to discuss the East Regional Waterline Project. The District presented some information regarding the importance of positioning the Village of Harrod to be eligible for the most funding possible (mandatory connections and increased sewer rates).
- Another meeting to be held with each village, individually, to present the Source and Use of Funds once the MHI numbers have been received.
- Draft MOU to be prepared to outline each party’s responsibilities. Contracts Committee will meet to review and then information will be sent to Mr. Huffman to frame an agreement.
- Proposal requested from PRIME AE for professional services to include design through construction.

County Waterline Lease Agreement

- Meeting held with Mayor and Mike Caprella on Tuesday February 20th at 2:30pm to discuss County Waterline Lease Agreement and possible capping of Contract Fee for AWD customers. Mr. Lucas asked if the Mayor seemed receptive and Mr. Hartley stated he took it under review. Mr. Kayatin stated the capping of District fees was not very popular.

Raabe Ford

- Signed MOU received back from City of Delphos. Mr. Huffman reviewed the MOU. Dr. Biery signed the MOU and it was returned to the City of Delphos.

Projects Committee (Mr. Hartley)

- Diller Road
 - Plans are being finalized and permits obtained from Ohio EPA. Mr. Kayatin asked when Diller Road was going to be ready to bid. Mr. Hartley stated plans would be done end of March most likely. Mr. Kayatin anticipated a June/July construction. Mr. Kayatin stated he spoke to a contractor regarding a sewer bid and that contractor told him they would be very competitive if there is a June/July construction. Mr. Kayatin stated that the contractor is Underground Utilities and they have been very competitive. Mr. Hartley stated he would try to reach Mr. Strahley of K&K again to find out more.
- American Christian Television Services, Inc at 1844 Baty Road, Lima, Ohio.
 - Waiting to hear back from WTLW
- Dan McPheron of 4520 W. Breese Road
 - Kim is preparing for Informational Meeting with a date yet to be determined. Kim will work with Mr. Kayatin as sewer will be presented as well.
- Fourth Street I-75 Boring.
 - Requested another estimate for a 16" line that is required. Previous estimate for 8" line.
 - Kim sent out mail survey for Fourth Street and Bowman Road with due date of April 9th so results will be available at next meeting.
- Agerter Road – Greg Roebuck
 - Kim sent out a mail survey for this area. Potential to serve approximately 25 homes. Results so far are: 13 – yes, 0 – no, 12 – no response.
 - Should an Informational Meeting be held? Mr. Hartley is holding off for now to see if we receive a few more yes results.
- Possible loop between a private 10" line at Meijer and an 8" District line on Heartland in front of Menard's due to previous break on Elida Road just west of Eastown. This break led to water being shut off to a large number of customers.
 - Waiting to hear back from Mr. Caprella to determine if the waterline around Meijer is a private or public line. Mr. Hartley thinks Meijer owns the line around the store because the store has previously replaced the fire hydrant near the store.

6. ATTORNEY'S REPORT – Nothing to report.

7. TREASURER'S REPORT –

- Revenue and Expense Report for February 2018 (Month to Date and Year to Date) completed.
- Cairo debt service is now being paid by the City of Lima directly to the Village of Cairo. Fourth quarter 2017 was remitted to the Village of Cairo by the Allen Water District and will be the last payment the District makes to Cairo.
- Officer Salary was previously being paid out of Employee Salary in error. This was corrected with a journal entry and Year-to-Date should be correct for next month's report. New status sheets submitted to Auditor's Office to correct this for future months as well.

- E-mail notifications of direct deposit will be stopping soon probably in June. Kim will notify the Board when this change takes place. Employee Self Service Portal will need to be used in the future and a handout detailing instructions will be provided.
- There will be an Audit and Finance Meeting next month prior to the regularly scheduled Board Meeting. (Wednesday, April 11th at 4pm)

Mr. Lucas made a motion to approve February 2018 Treasurer's Report. Second by Mr. Hartley. Motion carries 7-0.

8. **CPA REPORT** – Nothing to report.

9. **OLD BUSINESS** –

MOTION MADE BY MR. MILLER TO APPROVE RESOLUTION #18-009 TO APPROVE THE REVISED PERSONNEL POLICIES AND PROCEDURES FOR DISTRICT OFFICERS AND EMPLOYEES WHICH INCLUDES THE REFERENCE MANUAL. Second by Mr. Hartley. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-yes, Mr. Murphy-yes, Mr. Gosnell-yes, Mr. Hartley-yes. Motion carries 7-0.

10. **NEW BUSINESS** –

11. **BOARD MEMBER COMMENTS:** None

12. **ADJOURNMENT**

Motion for adjournment made by Mr. Lucas at approximately 6:00p.m. Seconded by Mr. Hartley. Motion carries 7-0.

ATTESTED:


 Chairman Date 4/11/18


 Secretary Date 4/11/18