

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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"Addressing the water needs of the Community"

May 9, 2018 Board Meeting Minutes

There was an Allen Water District (AWD) board meeting held on **Wednesday May 9th, 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 – April 11, 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 5:00 p.m. and proceeded with the agenda.

1. ROLL CALL

Mr. Biery

Mr. Lucas

Mr. Miller

Mr. Kayatin-Absent

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

Mr. Huffman – AWD Attorney

Kimberly Stiles – Clerk of the Board

PUBLIC –

Scott Strahley-Kohli & Kaliher

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA –

Mr. Strahley, of K&K, updated the District on the following items:

- Diller Road – The District is not a PWS (public water system) and for this reason, the plans must be approved by the City of Lima. Mr. Strahley heard this afternoon at 3 p.m. that if the District extended the stub out 3 joints and add one valve in the middle, the City of Lima would accept. Saul at the City of Lima signed in place of Mike. Mr. Strahley asked Dr. Biery to sign the copies. It should be 2 weeks from this date to obtain the OEPA permit. Mr. Miller asked if the project could be put out for bid while waiting on OEPA permit and Mr. Strahley said yes he could have the bid documents ready by next week. Mr. Strahley stated the City also wanted the line to be a 12" and the reason for this would be extending the line all the way to the other side of Diller Road.
- Raabe Ford – All Purpose Contracting has completed the installation of the flushing station. Mr. Hartley asked about a bollard to protect and Mr. Strahley agreed that one bollard should do the job. Seeding has not been completed. Mr. Strahley stated the District owns this and the City of Delphos will maintain it.
- Asset Management – Because the District is not a PWS, the District does not need to have an Asset Management Plan. Mr. Strahley recommends the District adopts some sort of policy or procedure outlining a management plan. Best thing for District may be for the District to adopt the City of Lima's policy for regulations, requirements, etc. for managing hydrants so that when the townships maintain the hydrants, protocol is understood.

Mr. Hartley said he wasn't sure why they would want Diller Road to be a 12" since $\frac{3}{4}$ of that line is already 8" he thinks. Mr. Huffman asked Mr. Strahley if this would be another TTHM issue and Mr. Strahley stated yes, it most likely would. Mr. Hartley brought up the Meijer loop again as a remedy to the problem of a break shutting off water to a large area past Meijer.

4. APPROVAL OF MINUTES

Mr. Miller made a motion to approve April 11, 2018 minutes. Second by Mr. Kessen. Motion carried 6-0. Mr. Gosnell pointed out that Mr. Rennick was listed as an attorney in error and should be listed as accountant. Mr. Miller made a motion to accept the corrections to the April Meeting Minutes. Second by Mr. Gosnell. Motion carried 6-0.

5. CLERK OF BOARD REPORT

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

- David Baxter of 3511 Town Street inquired about water permit. This waterline was put in with the Allentown Project and is currently being assessed on David's property taxes. This would be a no charge permit.
- Joel Long of X-treme Home Builders inquired about water permits for condominiums at Village at Riverwalk; 2897, 2899, 2901 Riverwalk Blvd. Capital Permit Fee would be for 3 user equivalencies at \$2,500 each plus a Supplemental Capital Charge of \$1,800 for a 1 ½" meter totaling \$9,300.

Mrs. Stiles stated that **1 Capital Permit was issued**:

- Mark Blass of Blass Residential Services obtained water permit new construction on 2657 Summer Rambo Court. \$2,500 for Capital Permit Fee (single family unit) plus \$450 for Supplemental Capital Charge based on 5/8" meter.

Mrs. Stiles stated there were **no extension inquiries** since the last meeting:

Project Committee Meeting – Meeting held on Wednesday, May 2nd at 2 p.m. with the Project Committee and the Treasurer to put projects into order by priority while taking into account how much the District has already committed to certain projects.

Update on Connection Fee Discussion – Article in the Lima News in the Reference Packet about the Commissioners and Mr. Kayatin covering the County considering lowering their tap fees. There is a meeting scheduled for June 1st at 9 a.m. with AEDG, Great Lima Region, Inc., the County, City of Lima and the District to further discuss the plan for reducing the Capital Permit Fee. The District would like to be on the same page as the City of Lima and the County. Mrs. Stiles mentioned there was some discussion with Mr. Kayatin and Mr. Rennick about simplifying the District fee on the water bill and going to a flat rate based on user equivalency and not usage.

Office Lease Agreement – New lease has been drafted with longer term and automatic renewals and reviewed by Mr. Huffman. Next step is to forward Draft Lease Agreement on to County Commissioners for their review.

District Policies and Procedures – Operational Policies and Procedures to be worked on.

GIS Updates – Lines to be added if they are not in GIS. Maps still need to be scanned in. Temp/Intern as an option for scanning? Mr. Huffman mentioned seeing if the Sanitary Engineer's Office is in need of summer help also and perhaps sharing the temporary help. Mrs. Stiles also discussed talking to Thom Mazur from Regional Planning to see if he has anyone available.

Contracts and Agreements – Mrs. Stiles is now including the Contracts report in her own and will slowly take over the Project and Treasurer's Report as well.

East Regional Waterline Improvement Project

- USDA has decided not to use the MHI numbers and is instead prepared to potentially provide a 33% grant to the District. This new number will be used in the Source and Use. Mrs. Stiles stated that USDA has some concerns with the District as there are some negative numbers here and there in the financials but these are due to depreciation. For this reason, USDA is unsure about issuing a revenue bond and may want to do an assessment bond. This would be a negative thing because the District would lose approximately \$1.2 million in CDBG money as CDBG does not allow properties to be assessed. Mr. Huffman stated assessment is doable but can be very expensive from a legal standpoint especially for 340 users.
- A conference call will be held on May 10th at 10 a.m. with USDA (Mary Carr, Shirley Siefker and Dave Douglas), Greg Otey from PRIME AE, Paul Rennick and District representatives. Mr. Rennick will explain to USDA how solid the District is financially. Mr. Kayatin has talked to the Commissioners about potentially vouching for the District to USDA. Mrs. Stiles stated she would give an update to the Board after this meeting.
- Another meeting to be held with each village, individually, to present the Source and Use of Funds once the MHI numbers have been received. Both villages have been notified to give the District some potential dates/times.

- 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.

County Waterline Lease Agreement

- The District is still waiting on an official response from Mike Caprella in regards to the Mayor's position on the Waterline Lease. Mr. Kayatin has laid out a summary of what the lease would entail including the benefits to County customers. Mr. Kayatin received a positive response from the County Commissioners regarding the Waterline Lease. Mr. Huffman stated it would be a good thing for the District that if there is any kind of County-District fee put on the County customers, it be put on by the Commissioners. Any fee on County customers would be put into a separate fund for capital reserve/improvements needed on County-owned lines. This lease would need to be between the County, District and the City of Lima.

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 (Covered by Mrs. Stiles in the Clerk of Board Report)

Projects Committee (Mr. Hartley) – Mr. Hartley stated he had a few things to add. Dave Metzger, of Village of Elida, wants to meet to discuss looping for Elida's source of water. Mr. Hartley thinks this may be a contract issue between the City and the Village since they have a master meter.

- Ray Magnus has asked again about water on McClain. Mrs. Stiles has contacted Mike Caprella again to do some pressure testing out in that area and to research best way to serve that part of the County. The District will obtain an estimate for him once we know the route.
- Diller Road – This has been discussed.
- East Regional Waterline Project – Discussed in Clerk of Board Report.
- Raabe Ford – Discussed in Clerk of Board Report.
- American Christian Television Services, Inc at 1844 Baty Road, Lima, Ohio – District suggested at last meeting that WTLW see if their board is willing to go 50/50. WTLW believes they have majority support from the Board to go 50/50 with the District on this waterline extension with the understanding of the following conditions:
 1. WTLW is able to recoup cost from future service connections.
 2. If current property owners join the project, WTLW's portion would be reduced proportionately.
 3. The District and WTLW will collaborate on reducing the construction costs as much as possible.

Estimate to serve this property from the south was approximately \$110,000.

Mr. Hartley made a motion for District to go 50/50 on waterline extension with WTLW not to exceed \$55,000. Second by Mr. Gosnell. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-absent, Mr. Gosnell-yes, Mr. Hartley-yes, Mr. Kessen-yes.

- Dan McPherson of 4520 W. Breese Road

- Kim is preparing for Informational Meeting with a date yet to be determined. Kim will work with Mr. Kayatin to schedule as sewer will be presented as well.
- The following projects will continue to be developed i.e. working on Source and Use, project funding, survey response. As money becomes available, these projects can be further explored.
 - I. Fourth Street I-75 Boring.
 - a) Estimate received for Fourth Street/Bowman totaling approximately \$1.7 million. This would include getting the water across I-75 down Fourth Street to Bowman and on Bowman from SR 309 to Hanthorn. It was decided to continue to develop a Source and Use for this project.
 - b) Mail survey results so far are: 47 – yes, 6 – no, 45 – no response. Mr. Lucas asked what point the board goes forward with an informational meeting.
 - II. Allentown Loop
 - a) Estimate received. Mr. Hartley stated this is on the west side of town and no problem with pressure there. Approximately \$215,000.
 - III. Agerter Road – Greg Roebuck
 - a) Potential to serve approximately 25 homes. Survey results: 13–yes, 0–no, 12–no response.
 - b) Estimate received to extend an 8” line totaled \$461,525.86. Mr. Hartley stated there is approximately half mile of field to get to the homes.

6. ATTORNEY’S REPORT – Nothing to report.

7. TREASURER’S REPORT –

Mr. Miller made a motion to approve Basic Financial Statements for the Years Ended December 31, 2017 and 2016 presented by the District Accountant, Paul Rennick. Copies have been handed out to all Board Members. Second by Mr. Lucas. Motion carries 6-0.

- Revenue and Expense Report for April 2018 (Month-to-Date and Year-to-Date) shows current cash balance as of 4/30/18 is \$1,727,848.30. Keep in mind that the next OWDA payment is due in June and will be for approximately \$440,000.
- The District has been looking into creating a few new funds in Munis in order to more easily keep track of the District financials. Mr. Miller stated the District is trying to set up a meeting with the Auditor to discuss this. The potential set up would be:
 - ✚ Operating Fund
 - ✚ Debt Fund
 - ✚ Capital Reserve Fund
- It was originally thought that one fund would simplify things but with the way the County system (Munis) is structured, it may be easier in the long run to set up at least 3 funds. The goal would be to have the concept laid out for the Board to review and approve at the June meeting and for the District to transition to this new fund set up for use in 2019. We should be able to start the process with the County by mapping out our vision and perhaps moving some funds in 2018. In July, we will create our 2019 Preliminary Budget with this new structure in mind.
- Reminder: E-mail notifications of direct deposit will be stopping soon. 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.

MOTION MADE BY MR. MILLER TO APPROVE TO APPROVE APRIL 2018 TREASURER'S REPORT. Second by Mr. Gosnell. Motion carries 6-0.

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

9. **OLD BUSINESS** – Nothing to report.

10. **NEW BUSINESS** –

Mrs. Stiles asked the Board if they would be open to moving the November Board meeting from November 14th to November 7th. Board agreed to move the meeting to November 7th. Mr. Huffman asked if the time could be moved to 6 p.m. and Board agreed. Finalized November's regularly scheduled Board meeting will be held on November 7th at 6 p.m.

MOTION MADE BY MR. MILLER TO APPROVE RESOLUTION #18-014 TO APPROVE A RESOLUTION TO PROCEED TO CONSTRUCT A WATERLINE ALONG EAST DILLER RAOD STATING THE LOCATION OF THE PROJECT. Second by Mr. Hartley. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-absent, Mr. Gosnell-yes, Mr. Hartley-yes, Mr. Kessen-yes. Mr. Huffman stated the purpose of this resolution is to follow up the Resolution of Necessity. No objections received (even though everyone waived anyway).

11. **BOARD MEMBER COMMENTS:** None

MOTION MADE BY MR. MILLER TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL. Second by Mr. Hartley. Roll Call to enter Executive Session: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-absent, Mr. Gosnell-yes, Mr. Hartley-yes, Mr. Kessen-yes.

12. **Executive Session:**

Roll Call to come out of Executive Session: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-absent, Mr. Gosnell-yes, Mr. Hartley-yes, Mr. Kessen-yes.


13. **ADJOURNMENT**

Motion for adjournment made by Mr. Miller at approximately 6:35 p.m. Seconded by Mr. Gosnell. Motion carries 6-0.

ATTESTED:


Chairman

2/13/18
Date


Secretary

6-13-18
Date