

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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"Addressing the water needs of the Community"

April 10, 2019 Board Meeting Minutes

There was an Allen Water District (AWD) board meeting held on **Wednesday April 10th, 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 – March 13, 2019
5. Clerk of Board Report
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 5:00 p.m. and proceeded with the agenda.

1. ROLL CALL

Mr. Biery
Mr. Lucas
Mr. Miller
Mr. Kayatin
Mr. Kessen
Mr. Gosnell - Absent
Mr. Hartley

Member At Large
Member At Large
American Twp Representative
County Representative
Perry Twp Representative
Shawnee Twp Representative
Bath Twp Representative

STAFF

Rex Huffman – District Attorney
Kimberly Stiles – Clerk of the Board
Paul Rennick – District Accountant

PUBLIC - None

2. PLEDGE OF ALLEGIANCE

3. **ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA** – Dr. Biery requested Mr. Rennick be moved to the beginning of the meeting to review the District’s financials. Mr. Rennick passed out copies of the Discussion Draft for the Basic Financial Statements for the years ended December 31, 2018 and 2017. Mr. Rennick reviewed the Executive Summary for 2018 & 2017 Financial Statements. Overall, Mr. Rennick stated the District is in good financial standing. Most debt will be paid off in next 6-8 years. Mr. Miller made a motion that the board approve the 2018/2017 Financial Statements. Second by Mr. Kessen. Motion carried 6-0. Mr. Miller thanked Mr. Rennick for his time as did Mr. Biery.

4. **APPROVAL OF MINUTES**

Mr. Miller made a motion to approve the March 13, 2019 minutes. Second by Mr. Lucas. Motion carried 6-0.

5. **EXECUTIVE SESSION:**

Mr. Miller made a motion at 5:26 p.m. to move to executive session to discuss personnel. Second by Mr. Kayatin. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-yes, Mr. Gosnell-absent, Mr. Hartley-yes, Mr. Kessen-yes.

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

Mr. Miller made a motion to promote Ms. Stiles to District Manager with a salary of \$62,000 per year and that she be placed on a 24-month professional development program and be reviewed every 6 months effective first full pay period of this month. Second by Mr. Hartley. Motion carried 6-0.

6. **CLERK OF BOARD REPORT**

Ms. Stiles stated that there were **3 connection inquiries** since last month’s meeting:

- Realtor, Mike Wong, inquired about permit fee at 3333 Yoakam Road. This waterline was put in with the Shawnee Phase 1 Project. The front footage fee associated with this parcel was paid but no ESFU charge. The permit fee would be the current CPF of \$500.
- David Peters inquired about a parcel on Zurmehly Road (46-1610-02-007.000) he is thinking about buying. This waterline was put in with the Zurmehly Road Extension Project and is \$6,500 per ESFU. The permit fee would be the current CPF of \$500.
- Julie Hare of Quality Construction inquired about permit fee at 2607 Alexandria. Waterline was put in by the developer and the standard CPF of \$500 would be charged.

Ms. Stiles stated that **5 capital permits** were issued since last month’s meeting:

- Contractor, Derek Snyder, obtained permit for 1750 Bel Aire Place. This waterline was put in with the Hawthorne Project and loan is paid in full. Standard CPF charged for 2 ESFU’s totaling \$1,000 as there will be a home and a guest house built.

- Stephanie Neal obtained a permit for 3470 Schooler Road. This waterline was put in with the Southeast Regional Project and is currently being assessed on her real estate taxes.
- Blass Construction obtained a permit for 2590 Alexandria Drive. This waterline was put in by the developer so standard CPF of \$500 charged for permit.
- Phyllis Brown obtained a permit for 3894 Neely Road. This waterline was put in with the Allentown Project and the assessment was previously paid.

Diller Road Permits

- Helen Craft of 2204 Diller Road obtained permit to connect to Diller Road East Waterline Extension. CPF for this waterline is \$6,607.55 per ESFU.

Ms. Stiles stated there had been no extension inquiries since last month's meeting. Ms. Stiles did state there was an inquiry for the vacant land south of Monticello subdivision for a single family home to be built. Mr. Kayatin stated these areas should be transferred to the District as we go. Mr. Kayatin stated this would be the standard CPF. Mr. Kayatin stated the Fort Shawnee area should be transferred to the District as well. Mr. Kayatin stated the District would get Mr. Huffman a map of these areas.

Improvements/Changes/Upcoming Events:

Part time Clerical Position – Office Assistant

- Ms. Stiles reviewed Recommendation Report for the hiring of a part-time office assistant that included a draft offer letter, job description and benefit synopsis. Ms. Stiles recommended Ms. Mary Mathews for the position of part-time Office Assistant and stated her eagerness to learn made her stand out. Mr. Kayatin noted that Ms. Mathews inquired about how the District develops their staff. Ms. Stiles stated we would like to start Ms. Mathews out at \$12.50 per hours with a 120-day probationary period and exploring a two year professional development program at the end of the probationary period where she would be evaluated every 6 months with the potential to receive wage increases based on performance. Ms. Stiles stated she drafted an offer letter as well as a benefit synopsis.

Mr. Kayatin made a motion to accept Ms. Stiles' Recommendation Report to hire Ms. Mary Mathews. Second by Mr. Hartley. Motion carried 6-0.

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

Contracts and Agreements

East Regional

- a) Final PER received from Prime on March 28th. Copy sent to USDA to review.
- b) Project Committee Meeting held on Thursday April 4th with Village Reps, Brent Bassitt and Andy Caprella. Agenda was reviewed.

- c) USDA application submitted on April 4th. This should start the 30 day clock for when the District will receive some sort of notice of estimated funding from USDA.
- d) District contribution originally at \$250k. This was decreased over the course of the calculation of the Source & Use due to an increase in CDBG grant. In an effort to meet the goal of \$70/month, the \$250k is being reconsidered. Is the Board okay with this contribution amount? Mr. Kessen made a motion to increase the District's contribution to \$250,000. Mr. Hartley explained that the District has worked with Prime (with Andy and Brent from Harrod and Lafayette present) to get the project costs down as much as possible. We are currently around \$75/month for an average monthly water bill that includes the debt service of \$35/month as well as average estimated usage of \$40/month. The goal has been to keep the monthly water bill around total \$70/month from the beginning. Mr. Kayatin mentioned if the project comes in lower, should the contributions from the entities (COL, AWD, ACSE) be lowered or in the District's case, should the contribution be kept the same with the District adding on some sort of District fee. Ms. Stiles noted that the District fee would be a discussion had between the Villages and the District post-construction as outlined in the Intergovernmental Agreement. District will need to start exploring interim financing (construction loan) for 18 months. Mr. Huffman stated there was a USDA project in McComb where they borrowed money from Huntington Bank. He stated he would ask and let Ms. Stiles know. Second by Mr. Kayatin. Motion carried 6-0.
- e) Mr. Kayatin asked about schedule for East Regional and Ms. Stiles stated our goal is to have the big Informational Meeting mid-year 2019. Mr. Kayatin stated we are hoping to bid this project by the end of the year and stressed how important the securing of easements are. Discussion also held regarding agreement to be worked on between the District and Allen East School.

Projects

McClain Road - District is waiting on survey response from Mr. Magnus.

Diller Road

- a) Waterline is operational and letter has been sent to property owners detailing the connection process.
- b) City of Lima gave the District a quote of \$3,000 to move the hydrant. Beaverdam Contracting contacted and they are not willing to non-perform the work discussed at the March 13th meeting (installing the culverts). Therefore, letter sent to Mr. Peters requesting his portion of the cost to move the fire hydrant which is \$1,500. It was noted in the letter that the hydrant will not be moved until his portion is received.

Baty Road Waterline Extension (WTLW)

- a) Pre-construction meeting held on February 15th. Estimated construction begin date is May 2019 with completion requested by the end of June.

Feasibility Study for Gomer

- a) K&K to determine feasibility of serving Gomer.

Node Map Study

- a) Project Committee to hold meeting to layout the scope of the project.

COMMITTEE REPORTS

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

By-laws, Policies and Procedures (Covered by Mrs. Stiles in the Clerk of Board Report)

Contracts and Agreements Committee (Covered by Mrs. Stiles in the Clerk of Board Report)

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

7. **ATTORNEY'S REPORT** – Mr. Huffman stated he thinks the Intergovernmental Agreement is going well. He also stated the District does a great job of conveying information and solving problems ahead of time.

8. **TREASURER'S REPORT**

- Revenue and Expense Reports for March 2019 (Month-to-Date and Year-to-Date) for funds 8750, 8751, 8752 and 8753 are available on pages 18-21 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 3/31/19 is \$1,627,557.57. Here are the cash balance totals for each fund as of 2/28/2019:

8750 Project Debt Service – \$1,132,412.87

8751 Operating Fund – \$188,056.42

8752 Internal Capital Reserve – \$156,732.43

8753 External Capital Reserve – \$150,355.85

8754 USDA Debt Reserve – \$0

8755 USDA Reserve – \$0

Audit and Finance Committee Meeting held immediately prior to this Board meeting.

MOTION MADE BY MR. MILLER TO APPROVE APRIL 2019 TREASURER'S REPORT. Second by Mr. Hartley. Motion carried 6-0.

9. **CPA REPORT** – Mr. Rennick gave report at beginning of meeting.

10. **OLD BUSINESS** –

MOTION MADE BY MR. MILLER TO APPROVE RESOLUTION #19-010 AUTHORIZING DR. JOHN BIERY, CHAIR, TO EXECUTE A BILL OF SALE WITH RAABE FORD FOR A WATERLINE COMMENCING AT THE EXISTING 12" WATERLINE ON GRONE ROAD APPROXIMATELY 1,400 FEET SOUTH TO SERVE RAABE FORD. Second by Mr. Hartley. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-yes, Mr. Gosnell-absent, Mr. Hartley-yes, Mr. Kessen-yes.

11. **NEW BUSINESS** –

MOTION MADE BY MR. KESSEN TO APPROVE RESOLUTION #19-011 TO ELECT EXISTING SLATE OF OFFICERS TO A TERM COMMENCING MAY 1, 2019 TO APRIL 30, 2020. Second by Mr. Kayatin. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-yes, Mr. Gosnell-absent, Mr. Hartley-yes, Mr. Kessen-yes.

MOTION MADE BY MR. MILLER TO APPROVE RESOLUTION #19-012 AUTHORIZING CHAIR, DR. JOHN BIERY, TO SIGN AND ENTER INTO AMENDED LEASE AGREEMENT WITH THE ALLEN COUNTY COMMISSIONERS FOR OFFICE SPACE LOCATED AT THE ALLEN COUNTY SANITARY ENGINEER'S OFFICE AT 3230 NORTH COLE STREET, LIMA, OHIO 45801. Second by Mr. Kessen. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-abstain, Mr. Gosnell-absent, Mr. Hartley-yes, Mr. Kessen-yes.

MOTION MADE BY MR. MILLER TO APPROVE RESOLUTION #19-013 TO AUTHORIZE DR. JOHN BIERY, CHAIR, TO SIGN A WATERLINE CONNECTION AGREEMENT WITH MR. JOSEPH GOSSARD OF 5987 COTNER ROAD. Second by Mr. Kayatin. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-yes, Mr. Gosnell-absent, Mr. Hartley-yes, Mr. Kessen-yes.

Ms. Stiles also noted that the District received word from Shawnee Township that Mr. Gosnell has been appointed by the Shawnee Township Trustees to serve another 3 year term beginning April 1, 2019. Mr. Huffman stated he will swear in Mr. Gosnell again at next month's meeting. Ms. Stiles asked about Dr. Biery as well since he was re-appointed last month. Mr. Huffman said he would like to swear in both again at next month's meeting.

12. BOARD MEMBER COMMENTS: None

13. PUBLIC FORUM: None

14. ADJOURNMENT: Motion for adjournment made by Mr. Miller at approximately 6:47 p.m. Seconded by Mr. Kessen. Motion carried 6-0.

ATTESTED:


Chairman 5/26/19
Date


Secretary 5/15/19
Date