

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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"Addressing the water needs of the Community"

December 12, 2018 Board Meeting Minutes

There was an Allen Water District (AWD) board meeting held on **Wednesday December 12th, 2018, at 5:01 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 – November 7, 2018
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 5:01 p.m. and proceeded with the agenda.

1. ROLL CALL

Mr. Biery
Mr. Lucas
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

Mr. Carl Ireland – Spitler Huffman Associate
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 the November 7, 2018 minutes. Second by Mr. Hartley. Motion carried 7-0.

5. CLERK OF BOARD REPORT

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

- Robin Flanagan of Ron Spencer Real Estate inquired about the cost of water permit for 5422 Ottawa Road. This waterline was put in with the Cairo/S.R. 65 Project. This was a 40 year debt service project and there are two options for payment:
 1. Make cash payment of accumulated principal and interest (monthly charge of \$26 from January 2014). Then \$26/month voluntary debt service fee is charged on monthly water bill for the remainder of the 40 years.
 2. Cash payment of Capital Debt Service Fee of \$12,480.
- Bruce Hilty inquired about connecting to the Cairo/S.R. 65 Project as well. He resides on East State Road and owns the parcel next to him that fronts this waterline. He is thinking about combining his parcels so that his home is located on a parcel that fronts the waterline. If parcels are combined, he would have the same 2 options as above for payment.

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

- Contractor, Blaine Gearing, for JACC Construction purchased a water permit for 3986 Running Oak Trail in the 7 Oaks Subdivision. Standard Capital Permit Fee of \$500 charged for this permit.
- Homeowner, Melinda Sebenoler, purchased a water permit for 525 S. Fraunfelder located in the Wildbrook Estates No. 2 subdivision. Standard Capital Permit Fee of \$500 charged for this permit.
- Tom Wellman purchased a water permit for 3524 Weldon Drive in the Camden Ridge Subdivision. Standard Capital Permit Fee of \$500 charged for this permit.

Mrs. Stiles stated there was **1 extension inquiry** received since the last meeting for Camp Roberts on Beeler Road. This is a Day Camp ran by the Lima Rescue Mission and they are having contamination issues with their well. Approximately 1500 feet from a District 8" line on Beeler. The District is looking into funding options for this project.

Improvements/Changes/Upcoming Events:

Part time Clerical Position

- Job Description finalized
- Quotes received for needed computer equipment/Will order once PO's can be entered in 2019
- Lease agreement has been revised to account for additional office space – Mr. Kayatin will run by Commissioners.

By-laws, Policies and Procedures - Mrs. Stiles has started working on the Operational Policies and Procedures. May hold another work session to review with Board. Public Purpose Policy created and ready for adoption by Board to address board meals/other expenses.

MOTION MADE BY MR. KAYATIN TO APPROVE RESOLUTION #18-034 APPROVING AND ADOPTING THE ALLEN WATER DISTRICT PUBLIC PURPOSE POLICY. Second by Mr. Miller. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-yes, Mr. Gosnell-yes, Mr. Hartley-yes, Mr. Kessen-yes.

Contracts and Agreements

East Regional

- a) **Agreements:** Rex has drafted an intergovernmental agreement. Mr. Kayatin and Ms. Stiles will review. An additional Agreement will need drafted with the City of Lima to detail specific items required by USDA.
- b) **Meeting held with Prime AE on December 5th** to discuss details of the PER. Prime is hoping to have a draft PER complete by the end of January. Mrs. Stiles stressed that we'd like to bid this project this time next year. This pushes back meetings with villages to around March due to waiting to hear back from USDA.
- c) **Mandatory connection ordinances:** Rex has drafted some mandatory connection ordinances with the villages and District is forwarding these draft ordinances to the Village's legal for review and comment.
- d) **District is meeting with Wesley Watkins of CDBG next week** to introduce ourselves and familiarize ourselves with this project. District is hoping to receive \$750,000 grant for each Village.

Projects

Diller Road

- a) **Pre-Construction conference held on November 27th.** Construction began on Monday December 3rd and project is almost complete. Letter will be sent to the property owners that the project is complete once water has been tested and inform them of connection process as well as public meeting date/time.

Baty Road Waterline Extension (WTLW)

- a) **District advertised for bids on November 30 and December 7.** Bid opening will be held on December 19th at 10 a.m.
- b) **The waterline will remain on the west side of the road in order to leave the east side of the road open for future gravity sewer expansion.**

Feasibility Study for Gomer – K&K will begin working on once agreement is signed. Need PO number and that will not be ready until 2019.

McClain Road Request/Ray Magnus

- a) **Proposal received from K&K to serve this area and quoted at \$15,000.** Mr. Lucas stated he would be disappointed if the District spent the \$15k and then he no longer wants to move forward. Mr. Kayatin

stated we might put together some numbers and see what Mr. Magnus thinks. Mr. Kayatin thinks we pick a route and see if he can go out and get support for the project. He suggested getting a rough number from K&K to use and go from there. Get Mr. Magnus a cost estimate for a specific route and then have Mr. Magnus go door-to-door to survey. Meet with Mr. Magnus again.

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)

6. **ATTORNEY’S REPORT** – Nothing to report.

7. **TREASURER’S REPORT**

- Revenue and Expense Report for November 2018 (Month-to-Date and Year-to-Date) available on page 19 in the Reference Packet. Current cash balance as of 11/30/18 is \$1,439,904.13.
- OWDA loan payment made this month in the amount of \$319,404.38. Treasurer will present OWDA worksheet next month to give overview of OWDA loan information including balances and those loans being paid off in the next few years.
- 2019 budget has been entered into Munis.
- Ms. Stiles and Mr. Miller are working together to secure OWDA loans for the Diller Road/Baty Road Waterline projects to cover the cost of the assessments placed on real estate taxes.
- The Audit & Finance Committee is scheduled to meet January 9th, 2019 at 4 p.m.

MOTION MADE BY MR. MILLER TO APPROVE DECEMBER 2018 TREASURER’S REPORT.

Second by Mr. Gosnell. Motion carried 7-0.

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

9. **OLD BUSINESS** – Board will discuss name change next month.

10. **NEW BUSINESS**

MOTION MADE BY MR. MILLER TO APPROVE RESOLUTION #18-033 APPROVING RESOLUTION AUTHORIZING CLERK OF THE BOARD TO SUBMIT LEGAL ADVERTISEMENT FOR 2019 STATEMENT OF QUALIFICATIONS FROM FIRMS INTERESTED IN BEING PREQUALIFIED FOR CONTRACTS TO PROVIDE DESIGN SERVICES FOR WATER DISTRIBUTION. Second by Mr. Hartley. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-yes, Mr. Gosnell-yes, Mr. Hartley-yes, Mr. Kessen-yes.

11. **BOARD MEMBER COMMENTS:** Mr. Lucas spoke about Mr. Bob Murphy, former Chair and trustee, and all of his contributions to the Allen Water District. He was dedicated and the District was lucky to have him. Dr. Biery agreed and talked about how knowledgeable he was. Moment of silence held for Mr. Murphy.

12. PUBLIC FORUM: None

13. EXECUTIVE SESSION: None

14. ADJOURNMENT: Motion for adjournment made by Mr. Miller at approximately 5:40 p.m. Seconded by Mr. Kessen. Motion carried 7-0.

ATTESTED:

 1-9-18

Chairman Date

 1-9-18

Secretary Date