

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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"Addressing the water needs of the Community"

February 13, 2019 Board Meeting Minutes

There was an Allen Water District (AWD) board meeting held on **Wednesday February 13th, 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 – January 9, 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

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 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 the January 9, 2019 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:

- Wade Journey Homes inquired about permit fees for approximately 8-10 lots in the Camden Ridge Subdivision. This line was put in by the developer so the standard CPF would be charged for each single user equivalency.
- Michael Eilerman inquired about permit fee for 3415 Weldon Drive in the Camden Ridge Subdivision. This line was put in by the developer so standard CPF of \$500 would be charged.

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

- Permit obtained by Bradley Goodman for 4600 Ottawa Road. This waterline was put in by the Village of Cairo and the permit fee charged is the monthly debt service of \$26/month multiplied by the number of "catch up" months, in this case \$26/month times 49 months which equals \$1,274. The debt service will then be charged on the monthly water bill. This permit fee collected will be forwarded to the Village of Cairo per the Agreement with Cairo.
- Eric Layman of Layman and Sons obtained a permit for 3900 Running Oak Trail located in the 7 Oaks Subdivision. This waterline was put in by the developer so the standard CPF of \$500 charged for this permit.
- Permit obtained for 4140 N. Dixie Hwy by Rafael Garcia. This waterline was put in by the developer (for the Golf at Sugarcreek Subdivision) so the standard CPF of \$500 charged for this permit.

Mrs. Stiles stated there had been no extension inquiries since last month's meeting.

Improvements/Changes/Upcoming Events:

Part time Clerical Position – Office Assistant

- Candidates have been screened by OMJ and District has received top 5 (as well as the rest)
- Ms. Stiles is in the process of reviewing candidates and will set up interviews
- Lease agreement has been revised to account for additional office space

By-laws, Policies and Procedures - Mrs. Stiles is on the Operational Policies and Procedures.

Contracts and Agreements

East Regional

- a) Mr. Huffman has drafted an Intergovernmental Agreement between the Villages, County, City and District which will outline everyone's obligations. Mr. Kayatin and Ms. Stiles have been commenting and working on the agreement with Mr. Huffman. Once final draft is received from Mr. Huffman, it will be forwarded to Village legal as well as the Mayors for review/comment. From there, the agreement will be sent to USDA for review.
- b) Draft PER received from Prime AE. District reviewed and made comments/corrections which were sent back to Prime. Prime AE will meet with District to further discuss the draft PER and comments made by the District in order to finalize the PER on Thursday February 14th. Village representatives have been invited to this meeting as well specifically to provide input on waterline layout within the Villages as well as to simply include them in the overall process.
- c) Mandatory Connection Ordinances have been reviewed and written legal opinion received from both Village Attorneys. The draft Mandatory Connection Ordinances along with the written legal opinion have been forwarded to USDA to review. Ms. Stiles and Mr. Kayatin spoke with USDA today and they would like the ordinances to be more uniform, if possible. Mr. Ireland stated there could be a referendum on the ordinance but it would be breaching the agreement (intergovernmental). Another phone conference will be scheduled once PER has been submitted.
- d) Project Funding Committee Meeting held on Tuesday February 5th with Village Reps, Brent Bassitt and Andy Caprella. Agenda was reviewed as well as input received regarding waterline layout within the Villages.

Meeting with Mike Caprella – District met with Mike Caprella on January 29th. The following items were discussed:

- a) Current Project Update given on Diller Road, Baty Road and East Regional
- b) Node map study - Discussion with Mr. Caprella regarding joining efforts with the District to complete an overall node map study of Allen County. Mr. Caprella stated the City would be very interested in collaborating with the District on completing this study, choosing a firm both the City and District are comfortable with, and splitting the cost. Ms. Julie Ward of RCAP stated there may be 0% EPA loans available for this type of study.
- c) Addition of language in current Contract between COL and AWD to address life of waterlines (ductile and plastic) and who is responsible for replacement and at what point. District needs to look at agreement and determine what language should be added.
- d) Asset Management Plan – Mike agreed that it made sense to include the District's fire hydrants in the City's Asset Management Plan. Scott Strahley is preparing the City's Asset Management Plan and is aware of the District discussion with the City to include the AWD hydrants. Fire Hydrant Maintenance Agreements have been forwarded to Scott.

Projects

Diller Road

- a) Bags will be removed from hydrants along with copper pipe for testing. City will be contacted once the line is ready to be operational.
- b) A letter has been drafted to property owners detailing the connection process as well as other project details such as follow-up meeting.
- c) Fire hydrant relocation (requested by Mr. Peters) has been approved by the township to allow for 700 feet between hydrants in this particular spot. This would allow for the hydrant to be placed in the u-shaped drive of Mr. Peters so that he can operate as he normally would without worry of hitting the hydrant. Scott Strahley is working with the City of Lima to get a quote to present to Mr. Peters to determine if he is willing to cover the cost of moving the hydrant.

Baty Road Waterline Extension (WTLW)

- a) Pre-construction meeting will be held Friday February 15, 2019 at 10 a.m. at District office.

Feasibility Study for Gomer

- a) Engineering Agreement to be signed and returned to K&K to determine feasibility of serving Gomer. Should this still be done if the Node Study Report is to be completed as well? Mr. Hartley asked what the time frame is on Gomer. Ms. Stiles stated she has not received any request directly from Gomer. Mr. Kayatin stated he was told they would like to have water and sewer to Gomer before current Township Trustees retire. It was decided that the District would still move forward with the Gomer Study as planned.

McClain Road Request/Ray Magnus

Meeting held with Mr. Magnus to present the requested information and give him the option of surveying his neighbors if he is still interested. Mr. Magnus was given an estimate of approximately \$15,000 - \$23,500 per ESFU (the \$23,500 would be without any other funding) for the McClain Road Project and still wished to move forward with a survey of his neighbors. Mr. Magnus given a disc with the following: survey, list of property owner addresses, fact sheet and map of waterline layout. Note: The District name and logo removed from the material given to Mr. Magnus as Project Committee decided that District not comfortable surveying property owners at this time for this particular project due to the high estimate of per user cost.

Indian Village Mobile Home Park

Mr. Kayatin stated the mobile home park is very interested in obtaining public water.

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 Reports for January 2019 (Month-to-Date and Year-to-Date) for funds 8750, 8751, 8752 and 8753 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 1/31/19 is \$1,342,532.02. Here are the cash balance totals for each fund as of 1/31/2019:

- 8750 Project Debt Service – \$843,101.74
- 8751 Operating Fund – \$147,748.93
- 8752 Internal Capital Reserve – \$179,184.83
- 8753 External Capital Reserve – \$172,496.52
- 8754 USDA Debt Reserve – \$0
- 8755 USDA Reserve – \$0

OWDA loan application has been submitted for the Diller Road/Baty Road Waterline projects to cover the cost of the assessments placed on real estate taxes. We are waiting to hear back.

Supplemental appropriations completed to account for full amount of project costs for Diller and Baty Road Projects versus simply the District's contribution. Transfers also completed to distribute money to new funds created.

MOTION MADE BY MR. MILLER TO APPROVE RESOLUTION #19-006 APPROVING SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATIONS "CAPITAL OUTLAY – DILLER ROAD EAST AND CAPITAL OUTLAY – BATY ROAD FOR THE 2019 BUDGET BY NINETY FIVE THOUSAND DOLLARS. Second by Mr. Hartley. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Kayatin-yes, Mr. Miller-yes, Mr. Gosnell-yes, Mr. Hartley-yes, Mr. Kessen-yes.

MOTION MADE BY MR. MILLER TO APPROVE FEBRUARY 2019 TREASURER'S REPORT.

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

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

9. **OLD BUSINESS** – Some discussion held on possible name change. Reviewed comment received from Commissioners and townships. Ms. Stiles did state that there will be a lot of work involved if there is a name changes (signs, name plate, letterheads, etc.). Mr. Lucas stated that these things would add up cost wise and Mr. Kayatin suggested Ms. Stiles compile a list of what would need to be done and the cost associated with the changing of these items. Board will discuss name change further at next month's meeting.

10. **NEW BUSINESS** – Nothing to report.

11. BOARD MEMBER COMMENTS: Mr. Kayatin mentioned he attended a meeting in Westminster on Friday February 8th with Rudolph Foods to discuss a potential expansion. Thom Mazur was talking about redoing 117 to make it safer by necking down roadway through town and widening once you leave the hamlet. This might be similar to Cairo. Mr. Kayatin thinks this might afford more grant money due to it being a hamlet. Possibly looking at street lights, getting rid of culvert. Looking at getting rid of Katrina as public access and maybe making it a drive for Rudolph. Group gathered to discuss formulating some sort of plan. Commissioners would take RLF money and convert it to grant. Thom would call the District and let us know what the next steps would be.

12. PUBLIC FORUM: None

13. EXECUTIVE SESSION: None

14. ADJOURNMENT: Motion for adjournment made by Mr. Kessen at approximately 5:56 p.m. Seconded by Mr. Gosnell. Motion carried 7-0.

ATTESTED:

 3/18/2019
Chairman Date

 2/11/19
Secretary Date