

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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"Addressing the water needs of the Community"

January 9, 2019 Board Meeting Minutes

There was an Allen Water District (AWD) board meeting held on **Wednesday January 9th, 2019, at 4:55 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 – December 12, 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 4:55 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. Rex Huffman – District 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. Kessen made a motion to approve the December 12, 2018 minutes. Second by Mr. Gosnell. Motion carried 7-0.

5. CLERK OF BOARD REPORT

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

- Angela Clark of 4225 E. Hanthorn inquired about cost to connect to Southeast Regional Waterline that fronts her property. The connection fee for this project is \$6,300 per user equivalency.
- Mark Blass of Blass Construction inquired about permit fee for Alexandria Drive in Monticello Subdivision. He did not have a specific address. The 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:

- Quality Management obtained permit for 5330 Lopez located in the Golf at Sugarcreek Subdivision. This waterline was put in by the developer so standard CPF of \$500 charged for this permit.
- Rick Kantner Construction obtained permit for 4499 Karif Circle located in the Pondview Estates Subdivision. This waterline was put in by the developer so standard CPF of \$500 charged for this permit.
- LBC Investments obtained permit for 3475 Camden Place located in the Camden Ridge Subdivision. This waterline was put in by the developer so 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

- Job Description finalized and posted effective January 7th with Ohio Means Jobs
- Candidates will be screened by OMJ and top 5 will be sent to District
- 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

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

Contracts and Agreements

Annual Agreements

a) LEGAL

MOTION MADE BY MR. KAYATIN TO APPROVE RESOLUTION #19-002 AUTHORIZING DR. JOHN BIERY, CHAIR, TO ENTER INTO AN AGREEMENT WITH MR. REX HUFFMAN OF SPITLER HUFFMAN, LLP FOR LEGAL SERVICES COMMENCING JANUARY 1, 2019 FOR A PERIOD OF

TWELVE MONTHS. 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.

b) CPA LETTER OF ENGAGEMENT

MOTION MADE BY MR. MILLER TO APPROVE RESOLUTION #19-003 ACCEPTING BHM CPA GRPU, INC'S 2019 LETTER OF ENGAGEMENT TO PREPARE BASIC FINANCIAL STATEMENTS, PROVIDE ACCOUNTING AND FINANCIAL REPORTING EXPERTISE, PROVIDE ASSISTANCE WITH VARIOUS BUDGETARY AND ACCOUNTING ISSUES AND PARTICIPATE IN QUARTERLY MEETINGS WITH THE AUDIT AND FINANCE COMMITTEE. Second by Mr. Gosnell. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-yes, Mr. Gosnell-yes, Mr. Hartley-yes, Mr. Kessen-yes.

East Regional

- a) Project Funding Committee Meeting to be held immediately following tonight's meeting to give a project status update and get all parties on the same page.
- b) Mandatory Connection Ordinances have been sent to the Villages and written legal opinion requested from both Village Attorneys. This has been requested by USDA.
- c) Ms. Stiles is working with Prime AE as they continue compiling the PER. They hope to have a draft PER complete by the end of January.
- d) Meeting held with new head of CDBG, Wesley Watkins, to introduce ourselves as well as the project to him. He was very receptive and seemed to think CDBG grant for this project is highly likely. Mr. Kayatin noted that the District wanted to make sure that Mr. Watkins was on board just as Mr. Leisure, the CDBG coordinator prior to Mr. Watkins, was.
- e) Agreements: Mr. Huffman is drafting an Intergovernmental Agreement between the Villages, County, City and District. This Agreement should detail specific items required by USDA by District and City of Lima under "City Obligations" and "District Obligations".

Projects

Diller Road

- a) Letter being drafted to property owners detailing connection process as well as other project details such as follow-up meeting.
- b) **MOTION MADE BY MR. MILLER TO APPROVE RESOLUTION #19-001 AUTHORIZES CHAIR, DR. BIERY, AND TREASURER, MR. MILLER, TO SIGN COOPERATIVE AGREEMENT FOR CONSTRUCTION OF WATERLINE EXTENSIONS ON DILLER AND BATY ROAD BETWEEN THE ALLEN WATER DISTRICT AND OHIO WATER DEVELOPMENT AUTHORITY AND DECLARING AN EMERGENCY.** 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.
- c) Waterline construction complete and first application and certification for payment received from Beaverdam Contracting. Appears total construction cost will come in at \$128,263 which is below the bid amount of \$153,868. Discussion regarding connection fee amount. Should District contribution

be decreased and if so, by how much? 10 homeowners have signed waivers for a not-to-exceed amount of \$7,271. Mr. Hartley made a motion to make the District final contribution of \$70,000. Mr. Miller seconded that motion. Mr. Kayatin commented that we could meet half way and the District contribute ½ of the final costs which would be \$72,500. Mr. Kayatin made that a motion.

- d) **MOTION MADE BY MR. MILLER TO APPROVE RESOLUTION #19-005 TO ESTABLISH A CAPITAL PERMIT FEE, DETERMINE FINAL DISTRICT CONTRIBUTION AND ACCEPT FINAL PROJECT COSTS FOR THE DILLER ROAD EAST WATERLINE EXTENSION PROJECT.** 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.

Baty Road Waterline Extension (WTLW)

- a) Bid opening held on December 19th at 10 a.m. and a total of 6 bids received.
- b) K&K recommended the District select the lowest qualified bidder and that was Fenson Contracting, LLC at \$75,594 which is below the Engineer's Estimate of \$92,450.
- c) **MOTION MADE BY MR. KAYATIN TO APPROVE RESOLUTION #19-004 BOARD ACCEPTS AND AWARDS PROPOSAL FOR CONSTRUCTION OF THE BATY ROAD WATERLINE EXTENSION PROJECT TO FENSON CONTRACTING, LLC. AND AUTHORIZES CHAIR TO SIGN AWARD LETTER AS WELL AS SIGN AND ENTER INTO CONTRACT WITH FENSON CONTRACTING LLC. TO PROVIDE COMPLETION OF WORK.** 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.

Feasibility Study for Gomer

- a) Engineering Agreement to be signed and returned to K&K to determine feasibility of serving Gomer (quoted at \$13,250) once budget has been approved and PO can be created.

McClain Road Request/Ray Magnus

- a) Project Committee will meet on Friday, January 11th at 2 p.m. to review estimates received from K&K. A subsequent meeting will be held with Mr. Magnus to present the information and give him the option of surveying his neighbors if he is still interested.

Camp Roberts – Beeler Road

- a) Meeting held with Chuck Ferguson of Lima Rescue Mission to discuss options for serving Camp Roberts: a day Camp funded by Lima Rescue Mission for City of Lima youth. This is on hold for now per Mr. Ferguson's request.

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 December 2018 (Month-to-Date and Year-to-Date) available in the Reference Packet. Current cash balance as of 12/31/18 is \$1,451,101.73.
- OWDA loan payment made this month in the amount of \$319,404.38. Overview given of OWDA loan information including balances and those loans being paid off in the next few years. District supplemented approximately \$113k in loan payments.
- Ms. Stiles and Mr. Miller are still working 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 met today at 4 p.m. The following items were discussed:
 - Review OWDA Loan Supplement Worksheet
 - Financial Items requested by USDA
 - Brief overview of Year End 2018 Cash Basis Results (County Reports)
 - Process to get 2018 GAAP Financial Statements completed and Current Status
 - Budget Process for 2019 due to changes in Fund Structure
 - Potential Additional Work Required by Audit & Finance Committee during 2019

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

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

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

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

Brief discussion regarding connection options for those who connect after initial connection time frame. Can they play “catch up” with principal and interest amount and have assessment added to their property taxes? More discussion to be had on this at a later date.

10. **NEW BUSINESS**

Brief discussion regarding connection options for those who connect after initial connection time frame. Can they play “catch up” with principal and interest amount and have assessment added to their property taxes? More discussion to be had on this at a later date.

11. **BOARD MEMBER COMMENTS:** None

12. **PUBLIC FORUM:** None

13. **EXECUTIVE SESSION:** None

14. **ADJOURNMENT:** Motion for adjournment made by Mr. Hartley at approximately 5:58 p.m. Seconded by Mr. Kessen. Motion carried 7-0.

ATTESTED:

01-25-19
Chairman Date

1-24-19
Secretary Date