

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

Phone 419-996-4679 Fax 419-229-3297

allenwaterdistrict@allencountyohio.com

"Addressing the water needs of the Community"

July 10, 2019 Board Meeting Minutes

There was an Allen Water District (AWD) board meeting held on **Wednesday, July 10, 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 – June 12, 2019
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 4.58 p.m. and proceeded with the agenda.

1. ROLL CALL

Dr. 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

PUBLIC

Scott Strahley – Engineer, Kohli & Kaliher Associates, Inc.

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA – Treasurer’s Report and Old Business presented first.

4. APPROVAL OF MINUTES

Dr. Biery made a motion to approve the June 12, 2019 minutes. Second by Mr. Kessen. Motion carried 6-0.

5. TREASURER’S REPORT

Revenue and Expense Reports for June 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 6/30/19 is \$1,334,538.71. The cash balance totals for each fund as of 6/30/2019:

- 8750 Project Debt Service – \$719,286.95
- 8751 Operating Fund – \$241,970.72
- 8752 Internal Capital Reserve – \$239,592.33
- 8753 External Capital Reserve – \$133,688.71
- 8754 USDA Debt Reserve – \$0
- 8755 USDA Reserve – \$0

2018 Financials advertised in the paper on June 26, 2019.

Audit and Finance Committee Meeting held on July 10, 2019.

MOTION MADE BY MR. MILLER TO APPROVE RESOLUTION #19-024 TO APPROVE THE TWO THOUSAND TWENTY PRELIMINARY BUDGET AS PRESENTED BY MERLE MILLER, TREASURER. Second by Mr. Lucas. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Kayatin-yes, Mr. Miller-yes, Mr. Gosnell-absent, Mr. Hartley-yes, Mr. Kessen-yes.

1st Half 2019 OWDA loan payment made in June that was due July 1st. Worksheet completed to show project account balances, loan balances as well as amounts being supplemented by the District.

Mr. Kayatin and Ms. Stiles met with the County Auditor and Treasurer to discuss the possibility of District receiving interest on its’ money. Auditor stated the District’s funds are held in depository accounts which earn no interest. District’s other option is to withdraw money from County and invest elsewhere. This would mean managing two different accounting systems. Board decided to leave things the way they are currently.

MOTION MADE BY MR. MILLER TO APPROVE RESOLUTION #19-025 TO APPROVE THE SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATIONS FOR VARIOUS REVENUE ACCOUNTS IN FUNDS 8750, 8751, 8752 AND 8753 FOR THE 2019 BUDGET BY THIRTY-FIVE THOUSAND NINETY-NINE DOLLARS AND SEVENTY CENTS. Second by Mr. Hartley. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Kayatin-yes, Mr. Miller-yes, Mr. Gosnell-absent, Mr. Hartley-yes, Mr. Kessen-yes.

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

6. OLD BUSINESS

Scott Strahley, Engineer from K&K, spoke to the Board concerning contractor costs related to stone for the Diller Road project. Mr. Strahley reported that the contractor submitted a payout in January for \$6,000 for quarry stone but neglected to submit a stone ticket. The contractor then requested additional funds, in the amount of \$19,000 for stone sourced from their lot, again without submitting a stone ticket.

Mr. Kayatin stated that the lack of stone tickets is problematic for auditing and that additional documentation is needed before any further payments would be made. Ms. Stiles noted that accurate project costs are also needed as they are used to determine connection fees.

7. CLERK OF BOARD REPORT

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

- Michael Miller with CCR Realty inquired about a property on Diller Road (parcel # 36-1600-02-009.002) which a client is considering for purchase. The property is currently in Ag Deferred status and the permit fees due on this property, should it no longer be Ag Deferred, would be \$20,518.70.
- Rick Michael inquired about the cost of a permit to connect 3768 N. Dixie Hwy, a home he is considering for purchase. This property is on the Dixie North #2 waterline and the assessment is currently being paid through the property taxes.

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

- Homes by Josh Doyle obtained a permit for 1846 E. Spring Lane, located in Pond View Estates. This waterline was put in by the developer so the standard CPF of \$500 was charged.
- Alicia Pohjala obtained a permit for 2668 Gaithersburg Drive, located in the Monticello subdivision. This waterline was put in by the developer so the standard CPF of \$500 was charged.

- Bill Harnishfeger obtained a permit for new construction for 2507 N. Dixie Hwy. This waterline was put in with the Dixie/Bluelick 1 Project. The cost to connect to this line is \$4,970 per ESFU. A permit fee of \$4,970 was charged.

Ms. Stiles stated that there has been **1 extension inquiry** since last month's meeting:

- Doug Simpson with Constuctioneers inquired about a property on Wapak Rd, owned by David Mitchell. There is interest in perhaps building a single family home or maybe developing the land into a 10-lot subdivision.

CORD UPDATE

Ms. Stiles attended a CORD Board Meeting on June 14th in Columbus, Ohio. This meeting was very informative and gave a better understanding of what exactly CORD does for the membership due with the most important item being encouraging legislation favorable to districts.

If Ms. Stiles were to become a board member of CORD a "legislative action" annual contribution of \$3,250 is strongly encouraged in addition to the membership fee of \$650 that the District already pays. The Board considered the benefits of this additional contribution and decided to table the discussion until more information can be gathered.

Annual Cookout – To be held following the August 14th meeting.

Website Upgrade – Ms. Stiles recommended that the Board upgrade their current Business Page account to a Business Plus account, which will be less expensive and offer more benefits.

MOTION MADE BY MR. KAYATIN TO UPGRADE THE DISTRICT'S CURRENT BUSINESS PAGE ACCOUNT WITH GODADDY TO A BUSINESS PLUS ACCOUNT WITH GODADDY. Second by Mr. Kessen. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Kayatin-yes, Mr. Miller-yes, Mr. Gosnell-absent, Mr. Hartley-yes, Mr. Kessen-yes.

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

Contracts and Agreements

Projects

East Regional

- a) Ms. Stiles attended Allen East School Board Meeting on June 25th in order to be available to answer any questions board members might have had with the Connection Agreement between the Allen East School District Board of Education and the Allen Water District to Connect to the East Regional Waterline Improvement Project. The School Board passed the Agreement to connect to the East Regional Waterline. This was featured in the Lima News.
- b) An Informational Meeting was conducted with the Villages of Harrod and Lafayette on June 26th at Allen East School to provide information to Village residents/property owners regarding the waterline project. A follow up letter was sent to property owners on July 8th to clarify that mandatory connection means that the property owners would be required to pay the monthly debt service **and** make connection to the waterline.

- c) The District has asked both Villages to make a decision (pass necessary ordinances to proceed with project) at their next Council Meetings on July 11th. Mr. Hartley and Ms. Stiles will attend Harrod's Council Meeting and Ms. Stiles will be available for questions during Lafayette's Council Meeting.
- d) Chair will need to sign and enter into multiple agreements in order to move forward with the project if the Villages are on board (e.g., engineering for design, Allen East Schools, bond council).

MOTION MADE BY MR. KAYATIN TO APPROVE A RESOLUTION OF NECESSITY TO CONSTRUCT THE EAST REGIONAL WATERLINE IMPROVEMENT PROJECT AS WELL AS A RESOLUTION TO PROCEED WITH SAID PROJECT AND AUTHORIZES DR. JOHN BIERY, CHAIR, TO SIGN AND ENTER INTO ANY AGREEMENTS NECESSARY TO MOVE FORWARD WITH THE PROJECT. Second by Mr. Kessen. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Kayatin-yes, Mr. Miller-absent, Mr. Gosnell-absent, Mr. Hartley-yes, Mr. Kessen-yes.

- e) RLF Board has approved the \$150,000 in grant for this project. Ms. Stiles will reach out to contact at Ohio Development Services Agency to determine what application is needed and relay this information to Ms. Susan Wildermuth with the Commissioner's Office.
- f) Ms. Stiles is working on the "Items Needed for Closing" list from USDA.
- g) An addendum has been added to the Intergovernmental Cooperative Agreement stating that the District will reimburse the Villages for the cost to enforce the mandatory connection requirement.

MOTION MADE BY MR. KAYATIN FOR DISTRICT TO PAY FOR COSTS ASSOCIATED WITH THE VILLAGES' ENFORCMENT OF THE MANDATORY CONNECTION. FOR A TIME PERIOD NOT TO EXCEED ONE YEAR AFTER THE CLOSE OF CONSTRUCTION OF THE EAST REGIONAL WATERLINE. Second by Mr. Lucas. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Kayatin-yes, Mr. Miller-absent, Mr. Gosnell-absent, Mr. Hartley-yes, Mr. Kessen-yes.

County as Fiscal Agent

Commissioners passed resolution to renew Agreement for County to Act as Fiscal Agent for the District. This Agreement has been sent out for additional signature from the Auditor, Treasurer and Prosecutor.

Projects

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

Baty Road Waterline Extension (WTLW)

- a) Construction is complete. First application for payment received from Fenson Contracting. Project costs can begin to be calculated.

Feasibility Study for Gomer - K&K to hold off on this due to Node Map Study being completed.

Node Map Study - Project Committee held meeting to layout the scope of the project with the City on Wednesday, May 15th. It has been determined that the District will put together an RFP for this study.

8. 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)

9. ATTORNEY’S REPORT – Nothing to report.

10. CPA REPORT – Nothing to report.

11. NEW BUSINESS – Nothing to report.

12. BOARD MEMBER COMMENTS: None

13. PUBLIC FORUM: None

14. EXECUTIVE SESSION: None

15. ADJOURNMENT: Motion for adjournment made by Dr. Biery at approximately 5:56 p.m. Seconded by Mr. Lucas. Motion carried 5-0.

ATTESTED:


Chairman

8/17/19
Date


Secretary

8-14-19
Date