

Allen Water District

3230 North Cole Street

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"Addressing the water needs of the Community"

March 13, 2019 Board Meeting Minutes

There was an Allen Water District (AWD) board meeting held on **Wednesday March 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 – February 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
Mr. Hartley - Absent

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

Mr. Joe Peters – Diller Road property owner

2. PLEDGE OF ALLEGIANCE

3. **ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA** – Mr. Kayatin requested Mr. Peters be moved to the beginning of the meeting.

Ms. Stiles stated Mr. Peters has concerns with the location of the last fire hydrant in the Diller Road East Waterline Project as far as his farming operation is concerned. Ms. Stiles stated that the City of Lima has quoted the District \$3,000 to move the fire hydrant from where it is at currently to be placed in the u-shaped drive of Mr. Peters. Ms. Stiles stated the District is wanting to know how much of the cost Mr. Peters is willing to cover for the movement of the hydrant. Mr. Peters stated the hydrant is in his driveway. He is referring to a mud vein that he uses for his equipment and he'd like to have some help in moving the hydrant. Mr. Peters owns the farm land with four others. Mr. Kayatin stated that the hydrant is within the road right-of-way. Mr. Peters states his fear is that he will end up hitting this hydrant at some point. Mr. Kayatin stated he didn't think it should be a cost that the District pays fully for since the hydrant is in the road right-of-way. Mr. Lucas stated the District has not had an issue with the movement of hydrant prior to this. He stated there had been farmers previously who had been unhappy with the fire hydrant placement but they worked around it. Mr. Peters asked if he could put in the three culverts in and stone it in exchange for help with moving of the hydrant. Mr. Kessen asked how that would work with the contractor. Mr. Kayatin stated we could potentially ask the contractor to non-perform the installation and stoning of the culverts. Mr. Kayatin stated the contractor would have to agree to that and if they don't agree to it, it would be no savings to the District. Mr. Huffman stated you would have to look at the contract to see. Mr. Kessen asked if Mr. Peters had a proposal B, with proposal A being the first option. Mr. Kayatin stated as a board member, one of seven, he would not have a problem with the Board going 50/50 on the cost to move the hydrant, \$1,500 each with a discount given to Mr. Peters if he can "non-perform" some of that work by putting in the culverts. Mr. Peters stated he thought \$1,500 is a little high. He stated he knows at some point he is going to hit that hydrant. Proposal B is splitting the cost 50/50, \$1,500 each District and Mr. Peters.

4. **APPROVAL OF MINUTES**

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

5. **CLERK OF BOARD REPORT**

Mrs. Stiles stated that there was **1 connection inquiries** since last month's meeting:

- Diane Phillips inquired about the permit fee for 3400 Schooler Road. This line was put in with the Southeast Regional Waterline Project and the permit fee is \$6,300 per ESFU.

Mrs. Stiles stated that **7 capital permits** were issued since last month's meeting:

- Bruce Hilty obtained a permit for 567 E. State Road. He combined 2 parcels so that his property fronts the waterline. 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 51 months which equals \$1,326. 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.
- Amy Musil obtained a permit for her lot on Cole Street, parcel 36-1303-01-001.01. She is wanting a water hook up there to wash ATV's, etc. Standard CPF of \$500 charged for this permit.

- Cynthia Kondas obtained a permit for 1529 N. Wapak. This waterline was put in with the Allentown Road Waterline Project and the permit fee for that project was \$2,498.59 per ESFU plus \$6.84 per front foot. The front footage charge was previously paid on the parcel (100 front feet x \$6.84/front foot = \$684) which is currently an empty lot. The owner is building a home on this parcel so the permit fee charged was \$2,498.59 for 1 ESFU.

Diller Road Permits

- Ron and Ann Stewart obtained 2 permits for 2200-2202 Diller Road. This is one parcel that contains two homes. This waterline was put in with the Diller Road East Waterline Project so a voluntary assessment of \$6,607.55 charged for this permit. A waiver has been signed by the property owners and the assessment will be charged on the property taxes.
- Randal Kohli obtained a permit for 1904 Diller Road. This waterline was put in with the Diller Road East Waterline Project so a voluntary assessment of \$6,607.55 charged for this permit. A waiver has been signed by the property owner and the assessment will be charged on the property taxes.
- Jon Edwards obtained a permit for 2150 Diller Road. This waterline was put in with the Diller Road East Waterline Project so a voluntary assessment of \$6,607.55 charged for this permit. A waiver has been signed by the property owners and the assessment will be charged on the property taxes.

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

Improvements/Changes/Upcoming Events:

Part time Clerical Position – Office Assistant

- One interview has been completed thus far. Applicant had great customer service skills but was lacking the clerical/Microsoft Office skills we need. Still looking for qualified candidates.
- OMJ posting job again as well as asking some follow up questions to potential candidates to determine if an interview is warranted.

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

Resolution 19-007: Revision of 2019 Deposit, Fee and Charge Schedule to update Table 2.1 – Project ESFU Fee Table to include the CPF for the Diller Road East Waterline.

MOTION MADE BY MR.MILLER TO APPROVE RESOLUTION #19-007 ADOPTING THE 2019 REVISION OF THE DEPOSIT, FEE AND CHARGE SCHEDULE POLICY WHICH INCLUDES THE ADDITION OF THE DILLER ROAD EAST WATERLINE EXTENSION CAPITAL PERMIT FEE TO TABLE 2.1 “PROJECT ESFU FEE TABLE”. Second by Mr. Kayatin. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-yes, Mr. Gosnell-yes, Mr. Hartley-absent, Mr. Kessen-yes.

Contracts and Agreements

East Regional

- a) Draft Intergovernmental Agreement has been forwarded to Village attorneys for review/comment. Mr. Kayatin, Ms Stiles and Mr. Huffman will hold phone conference on Thursday, March 14th at 10 a.m. to discuss comments with Mark Van Dyne (Lafayette) and Will Emerick (Harrod). Draft will then be sent to USDA to review.
- b) Meeting held with Prime AE on February 14th to review Draft PER and District comments/concerns. Meeting minutes are available in the Reference Packet. Prime stated PER should be complete within the next week or so. Ms. Stiles stated USDA will respond within 30 days once the application is submitted.
- c) Mandatory Connection Ordinances: A few small revisions have been made to the Mandatory Connection Ordinance. District is waiting for revised legal opinion from Village Attorneys and will then forward again to USDA to review.
- d) Project Committee Meeting held on Wednesday March 6th with Village Reps, Brent Bassitt and Andy Caprella. Agenda was reviewed as well as some clarification received regarding parcels within the Villages. Ms. Stiles mentioned that she and Mr. Hartley did drive the Villages to get a good count. Meeting minutes in the Reference Packet. Mr. Huffman asked if we should hold an assessment equalization hearing. He stated this is not mandatory if you're not doing an assessment but it would be a good idea. Ms. Stiles stated the debt service would be based on the ESFU. Board discussed sending out ESFU count in letter for Informational Meeting to see if the property owner agrees.

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 as well as other project details such as follow-up meeting.

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. Mr. Kayatin stated he's had some discussion with Greater Lima Region and AEDG and they are excited for the District to complete this 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)

6. **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.

7. **TREASURER'S REPORT**

- Revenue and Expense Reports for February 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 2/28/19 is \$1,342,532.02. The cash balance totals for each fund as of 2/28/2019 are:

8750 Project Debt Service – \$1,043,327.55

8751 Operating Fund – \$166,204.10

8752 Internal Capital Reserve – \$156,232.43

8753 External Capital Reserve – \$159,878.07

8754 USDA Debt Reserve – \$0

8755 USDA Reserve – \$0

- OWDA loan application for the Diller Road/Baty Road Waterline projects to cover the cost of the assessments placed on real estate taxes has been approved. Funds will be available once the term sheet is received back signed by OWDA.
- First half 2019 assessments received from Auditor's Office in the amount of \$295,225.82
- Supplemental appropriations completed to account to increase "Sundry-Miscellaneous". The increase was necessary as two connections have been made already this year to the waterline put in by the Village of Cairo. Per the contract between AWD and Cairo, the District forwards all permit fees to the Village of Cairo. This was not budgeted for as it did not happen in 2018.

MOTION MADE BY MR. KESSEN TO APPROVE RESOLUTION #19-008 APPROVING SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION "SUNDRY-MISCELLANEOUS" FOR THE 2019 BUDGET BY SIX THOUSAND DOLLARS. Second by Mr. Lucas. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-yes, Mr. Gosnell-yes, Mr. Hartley-absent, Mr. Kessen-yes.

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

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

9. **OLD BUSINESS** – Potential District name change

Mr. Kayatin asked who really wants to change the name of the District. Mr. Gosnell stated that Shawnee Township does not care. Mr. Miller echoed the same for American Township. Dr. Biery

stated that he didn't have a preference except to maybe incorporate the word "regional" in the name. Mr. Huffman gave the District an example of a case up in Wood County. They started out as the Wood County Water District. It became apparent that they were going to be out of the County. Counties can be very territorial and where some did not necessarily want to join Wood County Water and Sewer District, they were receptive to joining the Northwestern Water and Sewer District. It now in Hancock and Sandusky counties. He states the District is a little unique in that the Allen Water District is already right outside Delphos which is almost to Van Wert County. The only purpose would be if there is thought that the folks in Van Wert County would be hesitant to take water from the Allen Water District due to the "Allen" in the name. Mr. Huffman stated he doesn't see that happening right now but the board knows the area better than he does. Mr. Huffman states he can see the District eventually selling water west out of Delphos and to Putnam County. Mr. Huffman states it won't be long until they'll be a need in Putnam County. Mr. Gosnell asked if we feel like we've lost business because of the "Allen" in the District's name. Mr. Kayatin responded no, not yet. Mr. Lucas stated he feels if people really want the water, they won't care what the name is. Dr. Biery noted that the perception is the impetus for the name change. Mr. Miller stated Allen County does not have a great reputation currently and the perception is that the District is controlled by the County Commissioners which is not the case. Mr. Miller stated people think the District is a County agency and not an independent board. Mr. Huffman stated the District's chances of selling water outside of the county are likely at some point. Lima has very good water at reasonable rates. Mr. Kayatin asked Mr. Huffman how a name change would affect the District's contract with the City of Lima. Mr. Huffman states you would want to reach out with those who would could have an issue with the name change to make sure you don't have any objections when you take the petition to court. Mr. Kayatin stated his top three name choices were: 1) Western Ohio Regional Water District, 2) West Central Ohio Regional Water District or 3) Western Ohio Water District. Mr. Miller stated he likes using "regional" in the name as it implies that the District is willing to extend lines out farther.

Mr. Miller made a motion to change the District's name. Mr. Kayatin seconded that motion. Roll Call: Dr. Biery-yes, Mr. Lucas-no, Mr. Kayatin-yes, Mr. Miller-yes, Mr. Gosnell-no, Mr. Hartley-absent, Mr. Kessen-yes. Motion carried 4-2.

Mr. Miller asked the two no votes what their reasons for voting against the name change were. Mr. Gosnell stated he felt there was no need currently for the name change. He has not seen any research to show that the District is losing customers due to having "Allen" in the name. Mr. Lucas stated that he didn't feel there was any need to go to any expense to change the name.

Mr. Kessen stated he would like to see the "regional" in the name but also doesn't want the name to be too lengthy. Mr. Kessen also stated there is merit to removing the "Allen" from the name.

Mr. Kayatin made a motion to change the District's name to Western Ohio Regional Water District. Seconded by Mr. Miller. Mr. Kayatin stated he agrees with including the "regional" as it gives the bigger picture and also says we are a 6119. Mr. Huffman stated he recommends "regional" and/or "district" in the name. Mr. Kessen suggested removing the "district" at the end. Mr. Miller asked Mr. Huffman what the legal costs involved would be to change the name and Mr. Huffman answered between \$500 and \$1000. Mr. Kayatin made a motion to amend his previous motion to change the District's name to Western Ohio Regional Water instead of Western Ohio Regional Water District. Mr. Lucas seconded the motion. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-yes, Mr. Gosnell-abstain, Mr. Hartley-absent, Mr. Kessen-yes. Motion carried 5-0.

Mr. Miller stated the District should hold a press conference to announce the name change. Ms. Stiles asked when the District should make the change in regards to the USDA application for the East Regional

Waterline Project. Ms. Stiles will ask USDA when the name change should be effective. Mr. Kayatin also suggested the District speak to the City of Lima stressing to the City the reason behind the change is to sell water. Draft letter with petition will be sent to appointing authorities.

10. NEW BUSINESS –

MOTION MADE BY MR. KAYATIN TO APPROVE RESOLUTION #19-009 APPOINTING DR. JOHN BIER AS MEMBER-AT-LARGE TO THE ALLEN WATER DISTRICT BOARD OF TRUSTEES WITH TERM TO COMMENCE APRIL 1, 2019 THROUGH MARCH 31, 2022. Second by Mr. Lucas. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-yes, Mr. Gosnell-yes, Mr. Hartley-absent, Mr. Kessen-yes.

11. BOARD MEMBER COMMENTS: None

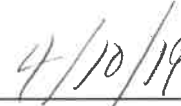
12. PUBLIC FORUM: None

13. EXECUTIVE SESSION: None

14. ADJOURNMENT: Motion for adjournment made by Mr. Gosnell at approximately 6:37 p.m. Seconded by Mr. Lucas. Motion carried 6-0.

ATTESTED:


Chairman


Date


Secretary


Date