

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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"Addressing the water needs of the Community"

May 8, 2019 Board Meeting Minutes

There was an Allen Water District (AWD) board meeting held on **Wednesday May 8th, 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 – April 10, 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 5:02 p.m. and proceeded with the agenda.

1. ROLL CALL

Mr. Biery

Mr. Lucas - Absent

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

Carl Ireland – District Attorney Associate

Kimberly Stiles – Clerk of the Board

Mary Mathews – AWD Office Assistant

PUBLIC - None

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA – None.

4. APPROVAL OF MINUTES

Mr. Kayatin made a motion to approve the April 10, 2019 minutes. Second by Mr. Miller. Motion carried 6-0.

Ms. Stiles introduced Ms. Mary Mathews, the District's new office assistant. Ms. Mathews introduced herself to the Board.

5. CLERK OF BOARD REPORT

Ms. Stiles stated that there were **3 connection inquiries** since last month's meeting:

- Joe Gossard – Ms. Stiles gave the back story on this connection as Mr. Gossard's property does front the Cotner/Wapak waterline however it was left out of the original assessment. Mr. Gossard would like to tap this line but is having issue with paying the full assessment of \$6,411.60 up front. Ms. Stiles laid out a few payment options for him which were:
 1. Pay the assessment in cash.
 2. Pay all principal and interest up until this point and have assessment added to the property taxes.
 3. Pay the assessment in a 5 year installment plan with a 5% carrying charge on his property taxes.

Resolution 19-015: Board authorizes Chair to sign Waterline Connection Agreement.

Resolution 19-017: Board authorizes Certification of Waterline Permit to Auditor for 5987 Cotner Road.

MOTION MADE BY MR. KAYATIN TO APPROVE RESOLUTION #19-015 AUTHORIZING DR. JOHN BIERY, CHAIR, TO SIGN A WATERLINE CONNECTION AGREEMENT WITH MR. JOSEPH GOSSARD OF 5987 COTNER ROAD. Second by Mr. Miller. Roll Call: Dr. Biery-yes, Mr. Lucas-absent, Mr. Kayatin-yes, Mr. Miller-yes, Mr. Gosnell-yes, Mr. Hartley-yes, Mr. Kessen-yes.

MOTION MADE BY MR. KAYATIN TO APPROVE RESOLUTION #19-017 TO AUTHORIZE CERTIFICATION OF WATERLINE CAPITAL PERMIT FEE FOR 5987 COTNER ROAD TO THE ALLEN COUNTY AUDITOR. Second by Mr. Miller. Roll Call: Dr. Biery-yes, Mr. Lucas-absent, Mr. Kayatin-yes, Mr. Miller-yes, Mr. Gosnell-yes, Mr. Hartley-yes, Mr. Kessen-yes.

- R.E. Becker Builders inquired about a water permit for 3082 Freyer Road. This waterline was put in with the Allentown Road Project and the assessment has been being paid on the real estate taxes for the last 25 years. The home had a fire and they are rebuilding and wanting to connect to the waterline. This would be a no charge permit if the City of Lima requires one.
- Brian of Burden Construction inquiring about permit cost for parcel 36-3301-07-017.003 on W. Elm Street and Professional Place. This is a County waterline and would be a no charge permit for District but would become a District customer.

Ms. Stiles stated that **2 capital permits** were issued since last month's meeting:

- Diane Phillips of 3400 Schooler Road obtained a water permit. Voluntary Assessment is currently being paid on her property taxes so this is a no charge permit.

Diller Road Permits

- Ronald Morris Jr of 2210 Diller Road obtained permit to connect to Diller Road East Waterline Extension. CPF for this waterline is \$6,607.55 per ESFU. Waiver has been signed and the CPF will be assessed on her property taxes.

Ms. Stiles stated there had been one extension inquiry since our last board meeting for 330 E. State Road. This property owner has since e-mailed the Board to disregard their request for public water.

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

Contracts and Agreements

East Regional

- a) USDA application submitted on April 4th.
- b) State Engineer, Matt McCoppin of USDA, reviewed the PER and recommended the project for obligation on April 24th.
- c) Notice of Intent to File an Application was published in the Lima News on April 24th. Notice of Availability of an Environmental Assessment was published in the Lima News April 24th through April 26th. Once the 14 days from publishing of the Notice of EA is up (5/10/19), the District is to inform USDA if any questions/comments were received. Shortly after that, USDA will advise whether a Notice of FONSI (Finding of No Significant Impact) can be published.
- d) Project Committee Meeting held on Wednesday May 1st with Village Representatives, Brent Bassitt and Andy Caprella, to keep them informed on the status of the project.
- e) USDA contacted the District on May 2nd to begin the paperwork to request the obligation of funding for the project, subject to review approval from the State Office, availability of funding and the completion of the environmental assessment review process.
- f) Meeting held with Allen East Superintendent, Mel Rentschler, today May 8th to review draft Connection Agreement for the school. Draft Agreement reviewed with the Superintendent. Fire Chief recommended a fire line for the north and south side of the school. One should be sufficient but two fire lines on each side of the school would be ideal. School is willing to donate the land needed for the standpipe in exchange for a 6" fire line on the north side of the school. This line would serve as the service line as well. Ms. Stiles asked the Board if they would be willing to include the 6" fire line for Allen East as part of the whole project. Mr. Ireland asked who would mow that parcel with the standpipe and Mr. Kayatin stated it would most likely be fenced in and stone put down. Mr. Kayatin stated the cost of the project would most likely increase if the District had to put the standpipe somewhere else and if the school donates this, we would be saving the project as a whole. This line would be dedicated to the District and the City of Lima would maintain it. This would prevent Allen East from being billed a monthly private fire line fee. Mr. Miller made a motion to approve the District including the 6" fire line to the north of Allen East with the project in exchange

for Allen East donating the land needed for the standpipe. Second by Mr. Hartley. Motion carried 6-0. If Allen East wants to have the 6" fire line to the south installed, that can be completed at the same time as the rest of the project but billed separately to Allen East.

g) Ms. Stiles will continue to work on questions/comments received from USDA.

Mr. Kayatin noted that the next steps are finish design and obtain the PTI. Once that is complete, the District can apply for CDBG.

Amended Lease – Commissioners passed resolution to approve the amended lease agreement allowing for additional office space.

Projects

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

Diller Road

- a) Beaverdam Contracting should be finishing up this month
- b) Resolution 19-018: Board authorizes Certification of Voluntary Assessments to Allen County Auditor for Diller Road East Waterline Project.

MOTION MADE BY MR.MILLER TO APPROVE RESOLUTION #19-018 TO AUTHORIZE CERTIFICATION OF THE DILLER ROAD EAST WATERLINE PROJECT VOLUNTARY ASSESSMENTS TO THE ALLEN COUNTY AUDITOR FOR TAX YEAR 2019, COLLECT 2020.

Second by Mr. Kayatin. Roll Call: Dr. Biery-yes, Mr. Lucas-absent, Mr. Kayatin-yes, Mr. Miller-yes, Mr. Gosnell-yes, Mr. Hartley-yes, Mr. Kessen-yes.

Baty Road Waterline Extension (WTLW) - Estimated construction begin date is early June with some staging beginning in mid to late May. Completion requested by the end of June. Mr. Kayatin stated he would check the availability of his staff for inspection.

Feasibility Study for Gomer - K&K to determine feasibility of serving Gomer.

Node Map Study - Project Committee to hold meeting to layout the scope of the project on Wednesday May 15th at 9 a.m. with Mike Caprella.

6. 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)

7. ATTORNEY'S REPORT – Nothing to report.

8. TREASURER'S REPORT

Revenue and Expense Reports for April 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 4/30/19 is \$1,626,836.26. Here are the cash balance totals for each fund as of 4/30/2019:

8750 Project Debt Service – \$1,048,733.69
8751 Operating Fund – \$207,150.83
8752 Internal Capital Reserve – \$230,915.43
8753 External Capital Reserve – \$140,036.31
8754 USDA Debt Reserve – \$0
8755 USDA Reserve – \$0

Audit and Finance Committee Meeting held immediately prior to April 10 Board meeting. Meeting minutes available in Reference Packet.

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

Resolutions 19-014 and 19-016: Board to Approve Supplemental Requests to 2019 Budget.

MOTION MADE BY MR. KAYATIN TO APPROVE RESOLUTION #19-014 TO APPROVE SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION "TRANSFER OUT" IN THE DEBT SERVICE FUND 8750 BY NINETY-FIVE THOUSAND DOLLARS FOR THE 2019 BUDGET AS WELL AS INCREASE THE APPROPRIATION "TRANSFER IN" IN THE CAPITAL RESERVE FUND 8752 BY NINETY-FIVE THOUSAND DOLLARS FOR THE 2019 BUDGET. Second by Mr. Hartley. Roll Call: Dr. Biery-yes, Mr. Lucas-absent, Mr. Kayatin-yes, Mr. Miller-yes, Mr. Gosnell-yes, Mr. Hartley-yes, Mr. Kessen-yes.

MOTION MADE BY MR. KAYATIN TO APPROVE RESOLUTION #19-016 TO APPROVE THE SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION "SUNDRY" IN THE DEBT SERVICE FUND 8750 FOR THE 2019 BUDGET BY SIX THOUSAND THREE HUNDRED DOLLARS. Second by Mr. Kessen. Roll Call: Dr. Biery-yes, Mr. Lucas-absent, Mr. Kayatin-yes, Mr. Miller-yes, Mr. Gosnell-yes, Mr. Hartley-yes, Mr. Kessen-yes.

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

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

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

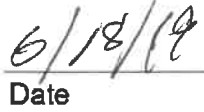
12. **BOARD MEMBER COMMENTS:** None

13. **PUBLIC FORUM:** None

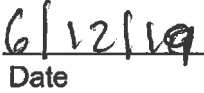
14. **ADJOURNMENT:** Motion for adjournment made by Mr. Miller at approximately 5:45 p.m. Seconded by Mr. Kessen. Motion carried 6-0.

ATTESTED:


Chairman


Date


Secretary


Date