

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"

November 7, 2018 Board Meeting Minutes

There was an Allen Water District (AWD) board meeting held on **Wednesday November 7th, 2018, at 6:00 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 – October 10, 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 6:00 p.m. and proceeded with the agenda.

1. ROLL CALL

Mr. 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

Mr. Huffman – AWD 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 October 10, 2018 minutes. Second by Mr. Kayatin. Motion carried 6-0. Ms. Stiles noted that there were a few corrections to the October minutes.

5. CLERK OF BOARD REPORT

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

- Jason Leining of Cowan realtors inquired about cost of water permit for a potential home to be built on four vacant parcels that are for sale on McDonel. The parcels are 36-1304-04-010.000, 36-1304-04-010.001, 36-1304-04-010.002 and 36-1304-04-010.003. The parcels were assessed and paid for the front footage assessment associated with the McDonel Waterline Project. Since the assessment has ended, the cost for 1 ESFU built on those lots would be the Standard Capital Permit Fee of \$500.
- Jerry Hayden inquired about cost of water permit at 2565 N. West Street for a single family home. This parcel is located outside of the Allen Water District but the waterline was put in by the District with the McDonel Waterline Project. Since the assessment has ended, the cost for 1 single family unit is the \$500 Standard Capital Permit Fee.

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

- Pro Frame Buildings purchased a water permit for 2551 Autumn Blaze Drive in the Autumn Ridge Subdivision. Standard Capital Permit Fee of \$500 charged for this permit.
- William Harrison purchased a water permit for 3489 Yoakam Road. This line was put in with the Shawnee Phase 1 Waterline Project. The assessment has ended for this project and the Standard CPF of \$500 was charged for 1 ESFU.
- Contractor Gehring and Burtchin purchased a water permit for 2751 Alexandria Drive. This line was put in by the developer in the Monticello subdivision. Standard Capital Permit Fee of \$500 charged for this permit.
- Ron Rampe of Troy Rampe Construction purchased a water permit for 1084 Buckskin Trail. This line was put in by the developer in the Deer Run Estates subdivision. Standard Capital Permit Fee of \$500 charged for this permit.
- Contractor, Philip Palinkas, purchased water permit for 1833 Woodberry Creek. This line was put in by the developer in the Woodberry Creek Estates subdivision. Standard Capital Permit Fee of \$500 charged for this permit.
- Contractor, LBC Investments, purchased 2 water permits for condos at 3473 and 3474 Camden Place. This line was put in by the developer in the Camden Ridge Subdivision. Standard Capital Permit Fee of \$500 each charged for these permits.

Mrs. Stiles stated there were **0 extension inquiries** since the last meeting:

Waterline Connection Agreement – Joe Gossard/Cotner Road

Joe Gossard of 5987 Cotner Road has requested water. His neighbor has water and line is right at the edge of his property. Map and Draft Waterline Connection Agreement in the Reference Packet on pages 9-13. Agreement would allow Mr. Gossard to tap the line on Cotner Road before the stub. District will contact City of Lima to make sure this connection is acceptable. Agreement states Mr. Gossard will pay assessment associated with Cotner/Wapak Waterline Project of \$6,411.61 based on \$4,500 per ESFU plus \$8.065867/front multiplied by 237 front feet. If that line is extended in the future, Mr. Gossard also agrees to pay the difference between the future special assessment and the amount of \$6,411.61 already paid. Does Board approve of this agreement? Mr. Kayatin made a motion that the Board agree to this waterline connection agreement. Mr. Lucas seconded the motion. Mr. Kayatin asked if the District included future City of Lima fees and Mr. Huffman stated that should be added in section 2.4. Mr. Huffman stated it would be a good idea to record this to the property. Mr. Hartley and Mr. Kayatin agreed and Mr. Huffman stated we should add the legal description as well as a spot for notary. Ms. Stiles asked who should pay for the recording costs and it was stated that the property owner should pay the recording fees. Motion carried 6-0.

Part-time Scanner – Our part-time scanner is finishing up scanning in maps/doing other scanning or data entry this month. He will no longer be able to help starting November.

Improvements/Changes:

- Christmas Party – thoughts/ideas? Board decided to meet at Casa Lu AI for the second half of the December meeting.
- Mrs. Stiles will be out of the office the week of November 12th.

By-laws, Policies and Procedures - Mrs. Stiles has started working on the Operational Policies and Procedures. May hold another work session to review with Board.

Contracts and Agreements

County Waterline Management Agreement - Agreement details waterlines would still be owned by the County but AWD would provide management and administrative duties while the City would cover the water supply, operation and maintenance through the AWD-City of Lima Agreement. **The Mayor is not open to discussing this at present time.**

Projects

East Regional

- a) The application process with USDA has begun.
- b) Agreements: District has requested Mr. Huffman draft Agreements between the Villages to ensure that these costs are evenly distributed in the event the project does not move forward. An additional Agreement will need drafted with the City of Lima to detail specific items required by USDA. Mr. Huffman requested bullet points for a starting point and Mr. Kayatin stated he and Ms. Stiles will work on the bullet points.

- c) Chair to sign and enter into Agreements with Prime AE for completion of the PER as well as with WSOS for completion of the Environmental.

Diller Road

- a) Bid opening was held on October 26th at 10 a.m. See bid tab sheet for results. Kohli & Kaliher, Inc. recommend the District proceed with award of the contract to Beaverdam Contracting, Inc. to complete the work.
- b) Resolution 18-032: Accept and award bid to Beaverdam Contracting, Inc.

MOTION MADE BY MR. MILLER TO APPROVE RESOLUTION #18-032 ACCEPTING AND AWARDING PROPOSAL FOR CONSTRUCTION OF THE DILLER ROAD EAST WATERLINE IMPROVEMENT PROJECT TO BEAVERDAM CONTRACTING, INC. AND AUTHORIZES CHAIR TO SIGN AWARD LETTER AS WELL AS SIGN AND ENTER INTO CONTRACT WITH BEAVERDAM CONTRACTING, INC. TO PROVIDE COMPLETION OF WORK. Second by Mr. Kayatin. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-yes, Mr. Gosnell-absent, Mr. Hartley-yes, Mr. Kessen-yes.

- c) A letter will be sent to property owners to give a project update. Some discussion had on if this project comes in lower than expected who will receive the cost savings? The District has agreed to put in \$80,000 with up to \$100,000 to cover the cost of the 2 homes who have not signed waivers. Now, only one home has not signed a waiver so it would be more like \$88,000. Mr. Huffman said we may not have as much flexibility as we think and may have to follow statute and look at the language in the signed waivers.
- d) Pre-Construction conference to be scheduled.

Baty Road Waterline Extension (WTLW)

- a) WTLW has signed the Waterline Extension Agreement
- b) Engineering Agreement entered into with K&K and per Scott Strahley, we are on target to bid this in early December. Survey has been completed. Drawings should be ready this week. Ms. Stiles let the board know that the current water line is on the west side and the plan was to extend the waterline on the west side. Scott Strahley spoke with Mr. Horvath with Sanitary Engineer's Office and agreed that it would be best to bring the waterline across the road initially and extend the line on the east side. Mr. Kayatin mentioned what would happen if the ACSE ever wanted to serve gravity sewer, it would probably be on the east side. Mr. Kayatin will talk to Mr. Horvath and Mr. Niemeyer further on this. Further discussion regarding separation of sanitary and water with a force main versus gravity. Mr. Kayatin will ask EPA.
- c) Resolutions 18-030 and 18-031: Board to pass Resolution of Necessity and Resolution of Intent to Proceed for the Baty Road Waterline Extension Project as well as authorize Clerk of Board to advertise for bid.

MOTION MADE BY MR. MILLER TO APPROVE RESOLUTION #18-030 APPROVING RESOLUTION OF NECESSITY TO CONSTRUCT A WATERLINE ALONG BATY ROAD STATING THE LOCATION OF PROJECT, APPROVE DETAILED PLANS, SPECIFICATIONS, ESTIMATE OF COSTS, METHOD OF REPAYMENT AND METHOD OF LEVYING A SPECIAL ASSESSMENT AS WELL AS AUTHORIZE CLERK OF THE BOARD TO ADVERTISE FOR BIDS. Second by Mr. Hartley. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-yes, Mr. Gosnell-absent, Mr. Hartley-yes, Mr. Kessen-yes.

MOTION MADE BY MR. MILLER TO APPROVE RESOLUTION #18-031 APPROVING RESOLUTION TO PROCEED TO CONSTRUCT A WATERLINE ALONG BATY ROAD STATING THE LOCATION OF THE PROJECT. Second by Mr. Hartley. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-yes, Mr. Gosnell-absent, Mr. Hartley-yes, Mr. Kessen-yes.

W. Breese Road Waterline Extension Overview

- a) Letter has been sent to property owners in the project area to let them know the project has been tabled.

Feasibility Study for Gomer

- a) K&K has developed a proposal to look at potential water routes to serve the hamlet of Gomer as well as estimated costs and an outline of what would need completed in order to determine feasibility of Gomer obtaining public water. This General Study Report has been quoted at \$13,250. Motion made Mr. Kayatin to authorize Dr. Biery to sign proposal from K&K to complete a general study report to serve Gomer with public water. Mr. Kessen seconded the motion. Motion carries 5-1.

McClain Road Request/Ray Magnus

- a) District is waiting for proposal from K&K. District has been asking for overall waterline layout from City of Lima and have not yet received anything. Mr. Kessen asked what the hold up is and Mr. Kayatin explained that the firm who worked on this plan dissolved. But there is one guy at AECOM who may have the information. Mr. Kayatin stated that the City has done study work for areas outside of the City but we have outgrown that. He thinks we should ask the City of Lima for monetary assistance to create a node map for areas of the County that have not been developed. Mr. Kayatin mentioned Ms. Stiles should draft a letter to the City to request this.
- b) Depending on results, a survey may be sent to property owners.

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 October 2018 (Month-to-Date and Year-to-Date) available in the Reference Packet. Current cash balance as of 9/30/18 is \$1,815,829.96.
- 2019 Annual Appropriations need approved. The Audit & Finance Committee updated the budget to include, among other things, the capital outlay needed for the following projects: Diller, Baty and East Regional.

MOTION MADE BY MR. HARTLEY TO APPROVE RESOLUTION 18-027: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE TWO THOUSAND AND NINETEEN ANNUAL APPROPRIATIONS AS PRESENTED BY MERLE MILLER, TREASUER. Second by Mr. Lucas. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-yes, Mr. Gosnell-absent, Mr. Hartley-yes, Mr. Kessen-yes.

- Board member compensation was discussed at last month's Audit and Finance Meeting. The Audit & Finance Committee recommends a 3% wage increase for board members based on the CPI as well as an evaluation of board members' responsibilities.

MOTION MADE BY MR. MILLER TO APPROVE RESOLUTION 18-028: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AMENDS THE TRUSTEES/OFFICERS COMPENSATION SCHEDULE. Second by Mr. Kessen. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-yes, Mr. Gosnell-absent, Mr. Hartley-yes, Mr. Kessen-yes.

- Due to the Board's decision last month to move forward with the USDA application for the East Regional Waterline Improvement Project, a supplemental appropriation was completed for the 2018 budget.

MOTION MADE BY MR. KESSEN TO APPROVE RESOLUTION 18-029: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION "CAPITAL OUTLAY – EAST REGIONAL" FOR THE 2018 BUDGET BY FORTY-THREE THOUSAND DOLLARS (\$43,000). Second by Mr. Lucas. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-yes, Mr. Gosnell-absent, Mr. Hartley-yes, Mr. Kessen-yes.

- An interdepartmental transfer was completed to move unused funds budgeted for 2018 for Capital Outlay and the Cairo Debt Service to a Capital Outlay account for Baty Road needed to pay engineering costs for that project.

MOTION MADE BY MR. MILLER TO APPROVE OCTOBER 2018 TREASURER'S REPORT. Second by Mr. Lucas. Motion carried 6-0.


8. **CPA REPORT** – Nothing to report.
9. **OLD BUSINESS** – Any feedback received from appointing authorities regarding potential District name change? Mr. Miller stated American Township had no issues with the name change. Mr. Kessen stated that Perry Township felt the same way. Mr. Kayatin stated one Commissioner was in favor and another was not. Board will look at name change next month.
10. **NEW BUSINESS** – Nothing to report.
11. **BOARD MEMBER COMMENTS:** None
12. **PUBLIC FORUM:** None
13. **EXECUTIVE SESSION:** Mr. Miller made a motion to go into executive session at 7:05 p.m. to discuss personnel issues. Seconded by Mr. Hartley. Motion carried 6-0. Motion to come out of executive session by Mr. Miller at 7:32 p.m. Seconded by Mr. Kayatin. Motion carried 6-0.

Mr. Miller made a motion to approve a 5% wage increase (on current salary) for Ms. Stiles to a new salary of \$56,638.40 effective 11/4/2018. Seconded by Mr. Hartley. Motion carried 6-0.


14. **ADJOURNMENT:** Motion for adjournment made by Mr. Kessen at approximately 7:33 p.m. Seconded by Mr. Kayatin. Motion carried 6-0.

ATTESTED:


Chairman


Date


Secretary


Date