

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"

October 10, 2018 Board Meeting Minutes

There was an Allen Water District (AWD) board meeting held on **Wednesday October 10th, 2018, 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 – September 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 5:00 p.m. and proceeded with the agenda.

1. ROLL CALL

Mr. Biery

Mr. Lucas

Mr. Miller

Mr. Kayatin

Mr. Kessen - Absent

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

Mr. Huffman – AWD Attorney

Mr. Carl Ireland – Mr. Huffman's Associate, Spitler Huffman

Kimberly Stiles – Clerk of the Board

PUBLIC – Laura Bassitt and Ron Moots – Village of Lafayette, Andy Caprella – Village of Harrod

2. PLEDGE OF ALLEGIANCE

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

4. **APPROVAL OF MINUTES**

Mr. Miller made a motion to approve September 12, 2018 minutes. Second by Mr. Kayatin. Motion carried 5-0.

5. **CLERK OF BOARD REPORT**

East Regional Waterline – Mrs. Stiles began her report with discussion of the East Regional Waterline since there were visitors to the meeting for that purpose. Mrs. Stiles outlined the reason for delaying public meetings originally anticipated to be held at the end of October which is the District feels the need to gain a greater assurance from USDA since they are the major source of funding for the project.

- a) **Public Meeting Schedule:** Delay meetings with Villages until after the 1st of the year
Reason for revised meeting dates – District needs more assurance from USDA as far as grant/loan before we present information to the public. With USDA being our major funding source, we are hesitant to conduct Informational Meetings with the public without having a solid assurance from USDA. District needs to maintain good relationship with Villages based on trust (giving them information). In order to obtain a solid assurance from USDA, an application would need to be made.
- b) **Timeline:** District has received a checklist from USDA with 17 items that will need completed as part of the application process Steve/Kim have assigned names to each items on the checklist to denote who is responsible for each task. This is estimated to take the District a few weeks to a month to complete. Once the application has been submitted to USDA, the District should receive notification within 30 days giving an idea of what can be expected in regards to grant/loan amounts. USDA stresses that this is always fully dependent on funding from Congress.
- c) **Cost:** The District would need to expend approximately \$43,000 additional dollars in order to complete the USDA application process. See worksheet for detailed cost information on page 8 in the Reference Packet. Assuming the waterline project is completed, this additional cost will be included in the total project cost and the District will assume its estimated contribution listed in the Source & Use (currently \$186,000). See current Source & Use on page 9 in the Reference Packet.
- d) **Agreements:** Contracts Committee will need to 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. Kayatin asked if the Villages were both still in. Mr. Moots stated at this point the Village of Lafayette is still in with the information they have been presented. Mr. Caprella stated that the Village of Harrod is in as well.

- e) **What items need completed tonight if the Board agrees to move forward with the USDA application?**
 - Motion needed for the Board to agree to move forward with the USDA application and fronting the approximately \$43,000 needed to complete the application. Mr. Kayatin made the motion that the District move forward with the application fronting the approximately \$43,000 needed to complete the application. Mr. Miller seconded the motion. Motion carried 5-0.

Mr. Kayatin stated we are looking at possibly closer to \$76 currently using our current calculations due to a previous error in the amortization of the USDA loan.

Mr. Moots inquired about having a line item added to each bill in order to cover the cost of the Village maintaining the hydrants. Mr. Kayatin stated there are several ways to do this. The Village could have an agreement with the City to take care of the hydrant maintenance and the City would bill the Village for any work completed.

Mr. Kayatin also brought up mandatory connections and the fact that the District is trying to get clarification from USDA on what the Villages should be doing. Mr. Kayatin stated it is strongly recommended that the Villages have some sort of ordinance to mandate connection. Mr. Huffman said there are several different ways you could do it. 1. Require a mandatory connection that can no longer have well for house 2. Require a payment of the debt service (similar to an assessment) 3. Assess the property owners. Mr. Kayatin stated we can't assess due to application for CDBG funds.

Mrs. Stiles reviewed the current Source & Use and discussed that the Board may want to discuss further the forgiveness of the District Fee with USDA. Mr. Kayatin stated we will want to include this in the agreements with the Villages.

Mr. Huffman mentioned a village where some customers left and that was a big deal in terms of paying back the debt.

- Resolution authorizing USDA application, assigning contact person(s) and giving the authority to sign docs.

MOTION MADE BY MR. MILLER TO APPROVE RESOLUTION #18-025 AUTHORIZING KIMBERLY J. STILES, CLERK OF THE BOARD, TO SUBMIT APPLICATION AND TO SERVE AS CONTACT PERSON FOR FUNDS AND AUTHORIZING KIMBERLY J. STILES, DR. JOHN BIERY, CHAIR, MERLE MILLER, TREASURER AND STEPHEN KAYATIN, SECRETARY TO REVIEW AND SIGN DOCUMENTS FOR THE UNITED STATES DEPARTMENT OF AGRICULTURE (USDA), RURAL DEVELOPMENT WATER AND WASTE DISPOSAL LOAN AND GRANT PROGRAM TO CONSTRUCT A WATERLINE WITHIN AUGLAIZE AND JACKSON TOWNSHIPS KNOWN AS THE EAST REGIONAL WATERLINE IMPROVEMENT PROJECT. 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-absent.

- Motion needed to publish Intent to Proceed in the newspaper. Mr. Miller made a motion to publish intent to proceed in the newspaper. Mr. Lucas seconded the motion. Motion carried 5-0.
- Legal Services Agreement signed by Board/council – Resolution 18-026 read.

MOTION MADE BY MR. GOSNELL TO APPROVE RESOLUTION #18-026 AUTHORIZING CHAIR, DR. BIERY, TO SIGN A LEGAL SERVICES AGREEMENT WITH MR. REX HUFFMAN, ATTORNEY, FOR PROFESSIONAL SERVICES WITH SAID AGREEMENT REQUIRED BY THE UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT FOR THE EAST REGIONAL WATERLINE APPLICATION. Second by Mr. Miller. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-yes, Mr. Gosnell-yes, Mr. Hartley-absent, Mr. Kessen-absent.

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

- Michael Raines of 1658 Lee Ann Drive inquired about cost to connect to waterline in front of his home. This line was put in with the Lee Ann Drive Waterline Extension Project and the CPF for this project is \$4,490.00 per ESFU.
- Sandy Mezinger inquired about cost to connect to waterline at 2607 Alexandria in the Monticello Subdivision. This would be the Standard Capital Permit Fee of \$500.

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

- Craig Jordan purchased permit for 2570 Autumn Ridge Drive. Standard Capital Permit Fee of \$500 charged for this permit.
- Mike Flynn of R.A. Flynn & Sons purchased a permit for 765 St Clair for a TV tower that is being built on that parcel. This line was put in with the McDonel Waterline Project. The assessment has ended for this project and the Standard CPF of \$500 was charged for 1 ESFU.
- GEM Builders purchased permit for 1587 Chancellor Drive. Standard Capital Permit Fee of \$500 charged for 1 ESFU.

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

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:

- New GIS map rolled out by Eric (ACSE) and small updates being made to suit the District's needs. Parcels are now shown with the as-builts attached as well as the permit attached for newer connections. Stars on the map also indicate current Allen Water District customers billed by the City of Lima.

By-laws, Policies and Procedures - Operational Policies and Procedures to be worked on.

Contracts and Agreements

County Waterline Management Agreement - The District is trying to set up a conference call with the Mayor and Mike Caprella to discuss the Agreement. The waterlines would still be owned by the County but AWD would provide management and administrative duties while the City of Lima would cover the water supply, operation and maintenance of the distribution system through the AWD-City of Lima Agreement.

Mr. Lucas asked what exactly the District is asking for from the City. Mr. Huffman stated that the District has an agreement with the Commissioners and wants to get it approved by the City as well. Mrs. Stiles thought we were waiting to have the City approve prior to obtaining signatures.

Projects

Diller Road

- a) K&K put project out for bid in paper on October 5th. Will advertise again on October 12th. Bid opening will be held on October 26th at 10 a.m. Mr. Huffman asked what the interest was like and Mrs. Stiles stated she would check with K&K.
- b) Should a meeting be held with property owners following the bid opening and when? Mr. Miller stated that if the cost comes in at or less than the original estimate, we should send a letter. If the cost comes in higher, then we should hold a meeting with the property owners.

WTLW/American Christian Television, Inc. Waterline Extension

- a) WTLW has signed the Waterline Extension Agreement
- b) Proposal has been sent to K&K to enter into an Engineering Agreement
- c) Resolution 18-024: Board to authorize Chair to enter into an Engineering Contract with K&K to complete the Baty Road Waterline Extension Project.

MOTION MADE BY MR. MILLER TO APPROVE RESOLUTION #18-024 AUTHORIZING CHAIR, DR. BIERY, TO ENTER INTO AN ENGINEERING CONTRACT WITH KOHLI & KALIHER ASSOCIATES, INC. FOR PREPARATION OF PLANS AND MESCCELLANEOUS SERVICES FOR THE BATY ROAD WATERLINE EXTENSION PROJECT. Second by Dr. Biery. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-yes, Mr. Gosnell-yes, Mr. Hartley-absent, Mr. Kessen-absent.

W. Breese Road Waterline Extension Overview

- a) Mr. McPheron wants to pursue the water ONLY if he can get public sewer as well.
- b) Mr. Kayatin states the sewer is not happening and he will let Mrs. Stiles know once Mr. McPheron has been contacted so she can contact him regarding the water as well.

Feasibility Study for Gomer

- a) K&K will develop 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. K&K submitted proposal and it will cost approximately \$13,250 for them to lay out potential routes to serve Gomer. Mr. Kayatin stated that the study is good forever. That is one high point.

McClain Road Request/Ray Magnus

- a) District is waiting for estimate from K&K
- b) Survey will 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 September 2018 (Month-to-Date & Year-to-Date) in the Reference Packet. Current cash balance as of 9/30/18 is \$1,633,784.22.

Audit and Finance Committee Meeting held today at 4 p.m. to discuss 2019 Budget and 2016/2017 Agreed upon Procedures.

MOTION MADE BY MR. MILLER TO APPROVE AUGUST 2018 TREASURER'S REPORT.

Second by Mr. Gosnell. Motion carried 5-0.

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

9. **OLD BUSINESS** – Letters sent to American, Bath, Perry and Shawnee Townships to address the possible name change and ask for input. Letter given to Mr. Kayatin to send to Commissioners. Trustees should follow up with their appointing authorities.

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

11. **BOARD MEMBER COMMENTS:** None

12. **PUBLIC FORUM:** None

13. **EXECUTIVE SESSION:** None

14. **ADJOURNMENT:** Motion for adjournment made by Mr. Miller at approximately 6:33 p.m. Seconded by Mr. Gosnell. Motion carried 5-0.

ATTESTED:

 11-7-18
Chairman Date

 11-7-18
Secretary Date