

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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"Addressing the water needs of the Community"

September 12, 2018 Board Meeting Minutes

There was an Allen Water District (AWD) board meeting held on **Wednesday September 12th, 2018**, at **5:10 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 – August 8, 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 5:10 p.m. and proceeded with the agenda.

1. ROLL CALL

Mr. Biery

Mr. Lucas

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

Mr. Huffman – AWD Attorney (absent)

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

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. Kayatin made a motion to approve August 8, 2018 minutes. Second by Mr. Hartley. Motion carried 7-0.

5. CLERK OF BOARD REPORT

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

- Brad Goodman of 4600 Ottawa Road inquiring about cost to connect to waterline on State Route 65. Two options are: Catch up on debt service from January 2014 to present at \$26/month or make cash payment of Capital Debt Service Fee of \$12,480.

Mrs. Stiles stated that **4 capital permits** were issued since last month's meeting:

- Scherer construction purchased a permit for 2015 N. Cole Street. This is a City waterline so the standard CPF of \$500 was charged.
- Aaron Opperman, of Ark Homes, purchased a permit for 2579 Autumn Ridge. \$500 Standard Capital Permit Fee charged.
- Brad Buetner purchased a permit for 1822 Woodberry Creek. \$500 Standard Capital Permit Fee charged.
- Steve McElderry purchased a permit for 3272 Ada Road. This line was extended in 1992 by the City of Lima. \$500 Standard Capital Permit Fee charged.

Mrs. Stiles stated there was **1 extension inquiry** since the last meeting:

- Joe Gossard of 5987 Cotner Road inquiring on how he could obtain public water to his property. Options are to extend the existing 8" line to serve this property (approximately 250 feet) or tap the existing line before the valve and bring across (spider line). Mr. Hartley would prefer not to do a spider line. He would recommend extending the line approximately 250 feet and adding another fire hydrant. Mr. Kayatin made a motion to present the project to the property owner with the cost of connection equal to the project cost. (The District would complete the project). Mr. Gosnell asked if the line could be extended a shorter length to serve this property and Mr. Hartley stated no due to the valve/hydrant placement. Mr. Miller seconded the motion. Motion carried 7-0. Mrs. Stiles will obtain an estimate for this project

Part-time Scanner – Our part-time scanner is working out very well. We have almost all of the waterline project maps scanned in. He is back to school now and may have some afternoon availability to finish up/do some other scanning or data entry.

Improvements/Changes:

- Name Change – Draft petition in Reference Packet on pages 7-8. Appointing authorities should be notified of the change, preferably prior to the petition being made. Letter will be drafted.

- Ag District Parcels – District is working with Auditor’s Office to make sure information is current and accurate with both offices.
- New GIS map rolled out by Eric (ACSE) and small updates being made to best suit the District’s needs.

By-laws, Policies and Procedures

Operational Policies and Procedures to be worked on.

Contracts and Agreements

East Regional Waterline

- Final Source & Use sent to Mary/Shirley at USDA requesting 45% Grant (in order to make project affordable). Mr. Kayatin mentioned that USDA suggested the District use a range for the project cost (\$8.5-\$10 million). However, only one construction cost can be used in the PER. Mr. Kayatin mentioned that in our previous Source & Use, there was an error that Mrs. Stiles found and corrected and now the project would require 45% grant in order to keep the monthly cost around \$70/month which is what we’ve been aiming for. Mr. Kayatin also stated that the District should meet again with Prime AE (District has agreement with them to explore funding) to reiterate how important it is that the project cost estimate we’re using is accurate and make sure again that it is. Mr. Kayatin stated 45% is the maximum grant USDA will give and that is pretty unusual. Mr. Kayatin stated the worst thing that could happen would be to use an unrealistic cost and then the cost come in a great deal higher. Mr. Kayatin also mentioned the scenario of doing the design and one of the villages back out. Mr. Kayatin asked Mr. Ireland to make sure these scenarios are worked into the Agreements between the Villages. Mr. Kayatin wants to make sure the District is protected in the event that one of the Villages backs out so that the District is not on the hook alone for a huge sum of money. Mr. Ireland stated they could frame the contract with language stating where the off ramps are. So, the Village is in through the point and responsible for “x” amount.
- Lafayette to hold Project Update Meeting with residents on September 19th at 7 p.m. The Village of Lafayette will let us know following this meeting if they would like to schedule an Informational Meeting in October to present all information including estimated project cost, estimated monthly water bill, etc. to the residents.
- Harrod to pass resolution at their next meeting (September 13th) needed to make OPWC application for \$365,000 loan at 0% interest. The District has requested the Village of Harrod give us a date, time and location for their Informational Meeting to be held in mid-late October
- District is requesting both Villages make a decision by their November 8th meetings whether they are still on board with the project so that District can bid project in Fall 2019 in order to receive optimal bids

County Waterline Lease Agreement – Agreement has been reviewed by the County Prosecutor and has now been sent to Mike Caprella and the Mayor to review. A conference call will be held with the Mayor/Mike to answer any questions or address any concerns the City of Lima may have. 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.

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 Mr. Hartley below)

Projects

Diller Road

- a) K&K to put project out for bid again in October with bid opening scheduled for October 26th.
- b) Bidding 12” C900 with 8” as alternate
- c) Schedule another short Informational Meeting to discuss bids received and to determine if property owners still on board. Voluntary waivers were signed for not-to-exceed \$7,271.
- d) District will contact the City of Lima to see if they are willing to contribute the difference between the 8” and 12” waterline cost.

WTLW/American Christian Television, Inc. Waterline Extension - WTLW has signed the Waterline Extension Agreement

MOTION MADE BY MR. MILLER TO APPROVE RESOLUTION #18-022 AUTHORIZING CHAIR, DR. BIERY, TO ENTER INTO A WATERLINE EXTENSION AGREEMENT WITH AMERICAN CHRISTIAN TELEVISION SERVICES, INC. (WTLW) LOCATED AT 1844 BATY ROAD, LIMA, OHIO. Second by Mr. Hartley. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-yes, Mr. Gosnell-yes, Mr. Hartley-yes, Mr. Kessen-yes.

Mr. Hartley made a motion to continue with West Breese Road Waterline Extension Project with the District as the bank and proceed with design contract authorizing the Chair to sign contract with K&K contingent on Mr. McPheron signing an Extension Agreement. Mr. Miller seconded the motion. Mr. Lucas mentioned that some homeowners may not connect and District is the bank. Mr. Kayatin stated he would not be in favor of this on a larger project. Roll Call: Dr. Biery-yes, Mr. Lucas-yes, Mr. Miller-yes, Mr. Kayatin-yes, Mr. Gosnell-yes, Mr. Hartley-yes, Mr. Kessen-yes. Motion carried 7-0.

W. Breese Road Waterline Extension Overview

- a) Informational Meeting held on Tuesday June 26th at 6 p.m. to present the water and sewer information to the property owners. Approximately 4 of the 12 homeowners attended.
- b) Letter sent to affected property owners (fact sheet included) requesting written position on potential project by August 3rd
- c) Property owners responses received and reviewed at August meeting
- d) Project Committee met with Mr. McPheron to explore option B where the District would extend the line and connection would be voluntary

e) Discussion held during 8/29 meeting with Scott (K&K) that this line should be a 12" (12" on Breese currently and on 501/Wapak Rd).

Feasibility Study for Gomer - 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.

McClain Road Request/Ray Magnus - District is waiting for estimate from K&K and then survey will be sent to property owners.

Lutz Road - New survey to be sent to property owners on Lutz Road. Should we survey Stewart Road again as well?

Results last time were: 23-Yes, 27-No, 16-No response (11 of the 23 yes's were on Stewart, 9 of the no's were on Stewart)

After much discussion, it was decided that another survey will not be done on Lutz. Mrs. Stiles will contact Mr. Sanchez and let him know.

6. **ATTORNEY'S REPORT** – Mr. Ireland discussed the District name change and stated that it would be a fairly easy thing to do. He did state that most places currently are trying to make their names shorter and working on branding. He suggested the Board really take a look at the name and think about how it will look on shirts, water towers, etc.

7. **TREASURER'S REPORT**

Revenue and Expense Report for August 2018 (Month-to-Date and Year-to-Date) completed. Current cash balance as of 8/31/18 is \$1,609,612.35.

2nd Half Assessments received on August 24th in the amount of \$347,878.39.

New funds set up in Munis to allow for the following:

- Operating Fund
- Project Debt Service Fund
- Internal Capital Reserve Fund
- External Capital Reserve Fund
- USDA Debt Service Fund
- USDA Debt Service Reserve Fund

**May need to add another fund for County Permit Fees, etc.

Audit and Finance Committee Meeting to be held next month at 4 p.m. on October 10th immediately prior to Board Meeting.

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

Second by Mr. Kayatin. Motion carries 7-0.

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

9. **OLD BUSINESS**

Mr. Lucas asked what the thought behind changing the name of the District is. Dr. Biery stated the new name implies regional water and not just Allen County. Mr. Hartley commented that the District

could potentially have lines outside of Allen County. Mr. Kayatin stated it would not be a bad idea to have more of a regional name and less associated with a specific government entity.

MOTION MADE BY MR. MILLER TO APPROVE RESOLUTION #18-023 TO AUTHORIZE DISTRICT ATTORNEY, REX HUFFMAN, TO FILE PETITION WITH THE COURT TO CHANGE THE NAME OF THE ALLEN WATER DISTRICT TO THE WEST CENTRAL OHIO REGIONAL WATER DISTRICT. Second by Mr. Hartley. Roll Call: Dr. Biery-yes, Mr. Lucas-no, Mr. Miller-yes, Mr. Kayatin-yes, Mr. Gosnell-no, Mr. Hartley-yes, Mr. Kessen-yes.

Mr. Kessen asked to discuss this further. He stated that he understands the reason for perhaps changing the name but maybe another name should be explored. Mr. Kayatin stated maybe we should do this in a step by step process and collect input from the member parties as a professional courtesy (townships and Allen County Commissioners). Mrs. Stiles will draft a letter and send to the Board to review. Upon review, the letter will be sent to the townships and Commissioners. Township representative can follow up with the Township Trustees regarding the letter.

Motion by Mr. Gosnell to rescind Resolution 18-023 and to solicit feedback regarding name change from constituent entities (the four appointing townships and the County Commissioners). Second by Mr. Lucas. Motion carried 6-1.

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 6:37 p.m. Seconded by Mr. Gosnell. Motion carries 7-0.

ATTESTED:


Chairman _____ 10-15-18
Date


Secretary _____ 10-15-18
Date