

**MINUTES  
BOARD OF TRUSTEES MEETING  
LORAIN COUNTY RURAL WASTEWATER DISTRICT  
October 12, 2023**

**Call to Order:**

The regular meeting of the Board of Trustees of the Lorain County Rural Wastewater District was held at the LORCO offices, 22898 West Road, Wellington, Ohio. Board president Kurpely called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

**Trustee Roll Call (Board secretary-treasurer Wesemeyer):**

Will Schlechter	√	Michael Koch	√	Neil Lynch	√
Doug Gardner		Karol Cornelius	√	Bill Forthofer	√
Kathy Frombaugh	√	Rick Hutman		Scott Justin	
Jed Lamb	√	Cindy Kurpely	√	Del Roig	√
Carl Wesemeyer	√	Tom Lahetta	√	Jim Wright	√
		Dale Breining	√	Jim Woodrum	

**Also in Attendance:**

Eugene M. Toy, Executive Director; Chris Basista, Cinnamon Lake property owner; LORCO attorney Ryan Gembala; Jim McConnell, former LORCO board Pittsfield Township representative.

**Changes or Additions to the Agenda:**

Will have LORCO board governance presentation by LORCO attorney Ryan Gembala and additional information from former LORCO board president Jim McConnell during Old Business. Will have Finance Committee report from Committee vice chair Del Roig after Resolutions and before Executive Director report.

**Approval of Minutes:**

It was moved by Roig, with a second by Lamb to approve September 14, 2023 regular meeting minutes. Voice vote for approval was unanimous.

**Old Business:**

LORCO board governance presentation by LORCO attorney Ryan Gembala followed by LORCO history report from former LORCO board president Jim McConnell.

**New Business:**

None

**President's Report:**

Reminded board members to return Executive Director performance review forms. Will have Executive Committee meeting prior to November LORCO board meeting.

**RESOLUTION NO. 2023-47 Approval of non-RLCWA-related September deposits and payments.** It was moved by Lahetta, with a second by Koch to approve the resolution. The vote was as follows: 13 Yeas. 0 Nays. Motion carried.

**RESOLUTION NO. 2023-48 Approval of RLCWA-related September payments.** It was moved by Schlechter with a second by Koch to approve the resolution. The vote was as follows: 10 Yeas. 0 Nays. Kurpely, Lamb and Wesemeyer abstained. Motion carried.

**RESOLUTION NO. 2023-49 Approve LORCO 2024 temporary operating budget.** It was moved by Koch, with a second by Frombaugh to approve the resolution. The vote was as follows: 13 Yeas. 0 Nays. Motion carried.

**RESOLUTION NO. 2023-50 Approve Reauthorization of Funds.** It was moved by Breining, with a second by Lamb to approve the resolution. The vote was as follows: 13 Yeas. 0 Nays. Motion carried.

**RESOLUTION NO. 2023-51 Approve Then & Now Purchase Orders.** It was moved by Koch, with a second by Breining to approve the resolution. The vote was as follows: 13 Yeas. 0 Nays. Motion carried.

**Finance Committee Report:**

1. Finance Committee vice chair Roig reported that the committee met at 6:00 p.m. prior to the board meeting.
2. Approved meeting minutes from August 10, 2023 committee meeting.
3. Committee Discussion:
  - a. Committee requested by Executive Director Toy at September 14, 2023 LORCO regular board meeting to schedule committee meeting to discuss several Cinnamon Lake 2024 budget and several anticipated expenses.

b. History of Cinnamon Lake rates since 2017

	Nov. 2017	Feb. 2021	Aug. 2022
First 2,000 gal.	\$44.84	\$47.08	\$51.79
Next 1,000 gal. (each)	\$7.45	\$7.82	\$8.60
Transit Charge	\$22.76	\$23.90	\$26.29

c. History of Cinnamon Lake revenue since 2020

2020	\$555,073
2021	\$568,731
2022	\$635,889
2023 (projected)	\$618,671

- d. Anticipated new Cinnamon Lake projects/expenses in 2024
  - i. Engineering services for Lift station improvements – preparation of topographic survey for each of Lift Station Nos. 1,3,5,6,7,and 8; develop Preliminary Engineering Report for funding submittals; prepare project plans including title

sheet, general notes, overall plan, all applicable lift station details, and construction standards; prepare required EPA forms and submit the plans for EPA review; prepare engineer's estimate for the project and assist with necessary documentation for funding; and provide services to prepare contract documents and assist with administering the bidding and contract signing process. Estimated cost = \$71,600.

- ii. Water Pollution Control Loan Fund (WPCLF) debt service – annual payments starting June 2024 on WPCLF funds borrowed for force main project. Estimated cost = \$19,600.
- iii. Village of West Salem Treatment Charges - Estimated cost = \$36,000.
- iv. Total new Cinnamon Lake expenses expected in 2024 = \$127,200.

e. Estimated 2024 revenue = \$985,000; estimated 2024 expenses (including new Cinnamon Lake expenses outlined above) = \$1,214,815. Anticipated shortfall (if no rate increases) = \$229,815.

f. Toy proposed 15% rate increase for bills mailed in December 2023 (due on or about January 30, 2024, and an additional 15% rate increase for bills mailed in June 2024 (due on or about July 30, 2024. It is estimated that this would make up approximately \$146,000 of the anticipated \$229,815 shortfall. Actual revenue and expenses would be tracked throughout 2024 to ensure that projections are accurate and make a determination as to whether planned rate increases can be scaled back or need to be continued into 2025.

g. Motion by Breining with a second by Wesemeyer to recommend approval to the full board of the first 2024 increase recommended by Toy but to monitor revenue and expenses through April before taking action on the second 2024 recommended 15% increase. All ayes.

4. Committee meeting adjourned at 6:45 p.m.

**RESOLUTION NO. 2023-52 Approve Cinnamon Lake sewer district rates.** It was moved by Koch, with a second by Cornelius to accept the Finance Committee recommendation to increase Cinnamon Lake rates by 15% for bills mailed in December 2023 (due on or about January 30, 2024.) Revenue and expenses to be reviewed through April before taking action on the second 2024 proposed by the executive director. General discussion followed. The vote was as follows: 13 Yeas. 0 Nays. Motion carried.

## Executive Director Report:

1.

October 12, 2023 Project Status Summary		
Project	Location	Status
Eaton Crossing - Phase 1 (Frontier Land Group)	South side of State Route 82 between Island Road & Reed Road (near Schild's IGA)	<ul style="list-style-type: none"> <li>• Similar status as last month.</li> <li>• Continuing to process plot plans and inspect new home construction.</li> <li>• Phase 1 is 51 sublots beginning at Island Road &amp; heading east. Building nearing completion.</li> <li>• Total project (Phases 1 through 5) - 217 homes on approximately 80 acres.</li> </ul>
Eaton Crossing - Phase 2	East of Phase 1. Connects Phase 1 (Island Road entrance) with Reed Road to the east	<ul style="list-style-type: none"> <li>• Will open for sales as soon as the plat has been recorded for Phase 2.</li> <li>• Builder anticipate late October or early November start for lot sales which should mean mid-December excavation in Phase 2.</li> <li>• Phase 2 consists of 45 additional sublots.</li> </ul>
Woods at Eaton — Phase 1 (Jonathan Palmer)	Cooley Road (north of Mallard Creek Golf Course)	<ul style="list-style-type: none"> <li>• Similar status as last month.</li> <li>• Continuing to process plot plans and inspect new home construction.</li> <li>• Phase 1 is 50 sublots on south side of Cooley Road. Building nearing completion.</li> <li>• Total project (Phases 1 and 2) - 220 homes on approximately 90 acres</li> </ul>
Woods at Eaton — Phase 2 (Yost/Palmer)	Cooley Road (north of Mallard Creek Golf Course)	<ul style="list-style-type: none"> <li>• Development team has a meeting 10/13/23. Anticipate making decision to move forward with Phase 2.</li> <li>• Developer has requested to install 10" sewer instead of 8" sewer called for on plans/PTI.</li> <li>• LORCO sanitary engineer recently approved this change. Approximately 160 homes will feed into this sewer from Phase 2 and other future Woods at Eaton phases.</li> <li>• Developer's goal is to have infrastructure built and concrete poured by the end of this year.</li> <li>• Had considered modifying Phase 2 to do only approximately 25 of the planned 53 sublots but the builder (Ryan Homes) wants all 53 sublots.</li> <li>• Phase 2 is 53 sublots on south side of Cooley Road.</li> </ul>
Barrington subdivision - Phase 10 (Yost Construction)	Barrington subdivision	<ul style="list-style-type: none"> <li>• On schedule to be building homes by mid-November.</li> <li>• 20 sublots in Phase 10.</li> </ul>
Emerald Fairways - Brentwood Golf Course (SR 57)	BCK INVESTMENT LLC	<ul style="list-style-type: none"> <li>• Similar status as last month.</li> <li>• Design professional is working on addressing county engineer comments and anticipates submitting detailed sanitary sewer plans to LORCO in the near future.</li> <li>• Phase 1 consists of 10 sublots and construction of two streets.</li> </ul>
Cinnamon Lake - Force main	Cinnamon Lake	<ul style="list-style-type: none"> <li>• Flow now going to West Salem for treatment.</li> <li>• Project engineer Makeever and Associates working with contractor on punch list items.</li> <li>• Generator not due to be delivered to site for several months.</li> </ul>
Beaver Creek (Yost Construction)	Durkee Road	<ul style="list-style-type: none"> <li>• Developer is going through final due diligence.</li> <li>• Developer has applied for but not received variance from ODOT for State Route 82 ingress/egress.</li> <li>• Developer's goal is to have infrastructure built and concrete poured sometime in 2024.</li> <li>• Phase 1- 91 sublots off of Durkee Road and State Route 82.</li> <li>• Entire project is proposed 245 sublots on 158 acres.</li> </ul>

2. No additional monthly reports received from ALRW since April, May, and June 2023 reports received 8/31/23.
3. Have been in communication with Rea and Associates regarding Custodial Fund Excel sheet reconciliation project window. Rea anticipates starting soon after October 15th and would like to wrap up by November 30th so they can assign project team members to annual audit duties.
4. Slife Road lift station replacement project bids were opened 9/27/23. Apparent low bidder is Nerone and Sons. Project was advertised and bid as an ALRW project but contract needs to be between LORCO and Nerone and Sons since LORCO is the ARPA grant recipient. Working with legal counsel and contractor to make necessary changes to bid specifications. Seek motion, second, and vote to approve contract with Nerone and Sones, pending legal review.

**RESOLUTION NO. 2023-53 Authorize Slife Road lift station replacement contract with Nerone and Sones.** It was moved by Roig, with a second by Schlechter to authorize the executive Director to execute necessary contract documents, pending satisfactory review of documents by legal counsel. The vote was as follows: 13 Yeas. 0 Nays. Motion carried.

5. Telephone conversation yesterday with Bob Yost regarding Still Meadows (Slife Road). He had requested approval from LCPH to service the proposed subdivision with individual lot onsite systems. He misunderstood LORCO plan review comments and decided to try and develop the parcel using onsite systems. After now having a better understanding of LORCO plan review comments, he intends to revisit the option of developing the project by connecting to LORCO.
6. Forwarded LMRE email earlier this week to LORCO board members. Groundbreaking ceremony for new LMRE headquarters building (with office and meeting space for LORCO) is Monday, October 16, 2023 at 2 PM. Location is 495 North Main Street, Spencer, OH 44275.
7. Lorain County wastewater regionalization request for quotations (RFQ) was sent out by Lorain County 10/6/23. Feasibility Study and Planning Consultant Services. Lorain County is seeking a consultant to update the January 24, 2012 Lorain County Regional Wastewater Authority Work Group Findings. Further, Lorain County is seeking to develop a regional wastewater authority to provide cost-effective wastewater treatment services that would benefit all users. A limited number of facility planning areas (North Ridgeville, LORCO, Lorain County, and Vermilion) would initially be included in the proposed regional wastewater authority service area.
8. Received a letter from ALRW 10/11/23 outlining how tap fee payment due 11/18/23 would be made to ALRW from the Custodial Fund.

**Other Business:**

None

**Adjourn:**

With no further business to come before the Board, a motion was made by Schlechter and seconded by Frombaugh to adjourn the meeting at 8:05 pm and meet again on Thursday, November 9, 2023 at 7:00 pm. Voice vote to approve was unanimous.

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President

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Secretary-Treasurer