

Allen Water District

3230 North Cole Street

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"Addressing the water needs of the Community"

June 11, 2025 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **June 11, 2025 at 2:00 p.m.** at 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 Meeting Minutes –May 14, 2025
5. Clerk of Board Report
6. Attorney's Report
7. Treasurer's Report
8. CPA Report
9. Sanitary Engineer's Report
10. Old Business
11. New Business
12. Board Comment
13. Public Forum
14. Executive Session
15. Adjournment

A quorum being present, Mr. Kessen brought the meeting to order at 2:01 p.m. and proceeded with the agenda.

1. ROLL CALL

Mr. Miller
Mr. Kessen
Mr. Gosnell
Mr. Ingle
Mr. Neeper
Mr. Leis
Mr. Core
Ms. Joyce
Mr. Ewing

American Township Representative
Perry Township Representative
Shawnee Township Representative
Bath Township Representative
Allen County Representative
Allen County Representative
Allen County Representative
Allen County Representative
Member-at-Large

STAFF

Kim Stiles – Clerk of the Board
Shannon Finn – Office Assistant
Rex Huffman – District Legal

PUBLIC – Brice Schmitmeyer, Access Engineering

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA – Brice Schmitmeyer with Access Engineering gave an update on the Sugar Street Project.

4. APPROVAL OF MEETING MINUTES – Motion made by Mr. Neepor to approve the May 14, 2025 minutes. Seconded by Mr. Leis. Motion carried 9-0.

5. CLERK OF BOARD REPORT

Ms. Finn stated since last month's meeting there had been the following:

- 1 connection inquiry
- 5 permits issued
- No extension inquiries

Improvements/Changes/Upcoming Events

- Ms. Stiles thanked the board for their feedback on the following:
AWD PowerPoint
AWD Logo – Some Board members would like to see “Allen County, Ohio” incorporated in the logo or something to clarify our location.
- Board Member Spotlight – Ms. Stiles stated board members will be featured on our Facebook page periodically
- Ms. Stiles added the office will be closed June 19th in observation of Juneteenth.

By-laws, Policies and Procedures: May 2025 Bylaws Revision distributed to Board Members to add to their binders.

Contracts and Agreements:

BOSC Agreement – Mr. Huffman stated the project is moving forward, going through all steps necessary.

Projects:

Committee met on Tuesday, June 3rd

AWD Specifications – Committee would like to update the District's specifications and recommends requesting proposal from Access to compile. Ms. Stiles to request a proposal from Access Engineering. She hopes to present the information at July's Board Meeting.

Statement of Qualifications – Committee is working on evaluation criteria for the 2026 Qualifications and subsequent scoring. Changes will need incorporated into current policy/reviewed by Bylaws Committee. Ms. Stiles added committee would like to implement changes prior to advertising for SOQs in Oct/Nov.

East Regional Loop – High Priority Project

- Project Committee determined SR 81 to be the optimal route for this project.
- Continue to explore potential funding sources. TIF?? (Tax Increment Financing)

Sugar Street – Update

- District is no longer pursuing easements as fiber has been installed where waterline was planned. Looking at near/under curb for waterline location.

Westminster

- Access previously provided a preliminary layout to serve the rest of the hamlet with water and the Project Committee recommends requesting an updated exhibit and detailed estimate from Access.

MOTION MADE BY MR. NEEPER TO SEEK A DETAILED ESTIMATE FROM ACCESS ENGINEERING TO SERVE WESTMINSTER. Seconded by Mr Leis. Motion carried 9-0.

East Regional

- Mr. Emerick working with the City prosecutor to pursue

Developments

- PROJECT BOSC – Working on terms of waterline extension agreement.
- EASTOWN RD – LIMA VASCULAR – Construction has started. Working on a materials list.
- AUTUMN LAKE CONDOMINIUM DEVELOPMENT – PTI received. Construction has begun.
- WAWA – BREESE AND SOUTH DIXIE
- GATEWAY V – PROJECT LAST MILE – Received Overall Development Plan from Regional Planning to review. “Will Serve” Letter provided. Reviewing overall development plan.
- COUNTRY AIRE 5D – Received plans from Regional Planning to review.

6. **ATTORNEY’S REPORT:** Mr. Huffman gave updates throughout the meeting.

7. **TREASURER’S REPORT:**

Revenue and Expense Reports for May 2025 (Month-to-Date and Year-to-Date) for funds 8750, 8751, 8752, 8754 and 8756 are available in Reference Packet.

RESOLUTION 25-018: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES A SUPPLEMENTAL APPROPRIATION REQUEST TO INCREASE THE APPROPRIATION “INSURANCE – SUNDRY” IN THE OPERATING FUND, 8751, FOR THE 2025 BUDGET BY TWO HUNDRED AND FIFTY DOLLARS (\$250).

Motion made by Mr. Neepier. Seconded by Mr. Core. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neepier – yes, Mr. Leis – yes, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes, Ms. Joyce – yes.

Mr. Neeper stated reported the following:

- 2024 Financials were published in the Lima News on June 4th, 2025.
- Insurance Renewal has been completed.
- Semi-annual loan payments have been made to OWDA, OPWC and USDA.
- Next Audit and Finance Committee Meeting will be in July/August.

MOTION MADE BY MR. NEEPER TO APPROVE THE JUNE 2025 TREASURER'S REPORT. Seconded by Mr. Ewing. Motion carried 9-0.

8. **CPA REPORT:** None

9. **SANITARY ENGINEER:** Mr. Niemeyer stated his department just completed a project on Adgate Rd. and are in the planning stages of a possible project in the hamlet of Hume.

10. **OLD BUSINESS:** None

11. **NEW BUSINESS:** Committee Appointments

MOTION MADE BY MR. NEEPER TO ACCEPT THE COMMITTEE APPOINTMENTS AS PRESENTED BY CHAIR, MR. GREG KESSEN. Seconded by Mr. Leis. Motion carried 9-0.

12. **BOARD MEMBER COMMENTS:** None

13. **PUBLIC FORUM:** None

14. **EXECUTIVE SESSION:** None

15. **ADJOURNMENT:** Motion for adjournment made by Mr. Core at 2:44 p.m. Seconded by Mr. Ewing. Motion carried 9-0.

ATTESTED:


Chairman Date


Secretary Date