

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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"Addressing the water needs of the Community"

January 8, 2025 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, January 8, 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 – December 11, 2024
5. Clerk of Board Report
6. Attorney's Report
7. Treasurer's Report
8. Sanitary Engineer's Report
9. CPA Report
10. Old Business
11. New Business
12. Board Comments
13. Public Forum
14. Executive Session
15. Adjournment

A quorum being present, Mr. Kessen brought the meeting to order at 2:05 p.m. and proceeded with the agenda.

1. ROLL CALL

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

American Twp Representative
Perry Twp Representative
Shawnee Twp Representative
Bath Twp 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 – None

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA – None

4. APPROVAL OF MEETING MINUTES – Motion made by Mr. Ewing to approve the December 11, 2024 minutes. Seconded by Mr. Gosnell. Motion carried 8-0.

5. CLERK OF BOARD REPORT

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

- 3 connection inquiries
- 5 permits issued

Ms. Finn added the total permits issued in 2024 are as follows:

- 21 County Permits totaling \$27,636.25
- 50 AWD Permits totaling 93,117.25

Improvements/Changes/Upcoming Events

- The Board agreed to meet semi-annually with the Commissioners moving forward. Ms. Stiles will send the 2025 dates to the County Appointments once received.
- Ottawa River Coalition – Mr. Kessen and Ms. Stiles will attend the ORC Annual Meeting next week. The District renewed their membership and sponsorship with the ORC, same as in prior years.
- AEDG – Ms. Stiles stated she and Mr. Kessen attended the Annual AEDG Meeting in November. She asked if the Board would be interested in being a bronze sponsor for GLR, Greater Lima Region.

MOTION MADE BY MR. NEEPER TO APPROVE A \$500 SPONSORSHIP IN SUPPORT OF GREATER LIMA REGION. Seconded by Mr. Ewing. Motion carried 8-0.

By-laws, Policies and Procedures: Nothing to Report

Contracts and Agreements:

RESOLUTION 25-001: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES GREG KESSEN, CHAIR, TO ENTER INTO AN AGREEMENT WITH MR. REX HUFFMAN OF SPITLER HUFFMAN, LLP FOR LEGAL SERVICES COMMENCING JANUARY 1, 2025 FOR A PERIOD OF TWELVE MONTHS.

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

RESOLUTION 25-002: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, ACCEPTS BHM CPA GROUP, INC.'S 2025 LETTER OF ENGAGEMENT TO PREPARE BASIC FINANCIAL STATEMENTS, PROVIDE ACCOUNTING AND FINANCIAL REPORTING EXPERTISE, PROVIDE ASSISTANCE WITH VARIOUS BUDGETARY AND ACCOUNTING ISSUES AND PARTICIPATE IN QUARTERLY MEETINGS WITH THE AUDIT AND FINANCE COMMITTEE. Motion made by Mr. Ewing. Seconded by Mr. Neeper. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – absent, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes, Ms. Joyce – yes.

RESOLUTION 25-003: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES CHAIR, MR. GREG KESSEN, TO SIGN ADDENDUM #2 TO EXTEND THE FISCAL AGENT AGREEMENT WITH THE BOARD OF COUNTY COMMISSIONERS OF ALLEN COUNTY TO REAPPOINT ALLEN COUNTY AS THE FISCAL AGENT FOR THE ALLEN WATER DISTRICT FOR AN ADDITIONAL ONE YEAR PERIOD FROM JANUARY 1, 2025 THROUGH DECEMBER 31, 2025. Motion made by Mr. Neeper. Seconded by Mr. Ingle. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – absent, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes, Ms. Joyce – yes.

Ms. Stiles stated there would likely be a resolution for an engineering agreement with ms Consultants for water model updates for 2025 (AWD and City of Lima) presented at next month’s meeting. Ms. Stiles asked Mr. Huffman to review the agreement once it has been received.

Projects:

Ms. Stiles stated Statement of Qualifications are due by Friday, January 10th and the Project Committee will meet to evaluate.

East Regional Loop – High Priority Project

- Meeting held with modeler (aecom/ms consultants) and City on December 17th. Estimates were made available and will be reviewed with the Project Committee.
- WSRLA – Update application and resubmit for this project.

East Regional

- Village Enforcement of Connection Ordinances – Letters sent certified mail to approx. 25 property owners who’ve made no attempt to connect. Mr. Huffman will discuss next steps with Mr. Emerick.

Diller Road Loop

RESOLUTION 25-004: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES RESOLUTION TO ESTABLISH A CAPITAL PERMIT FEE, DETERMINE FINAL DISTRICT CONTRIBUTION AND ACCEPT FINAL PROJECT COSTS FOR THE DILLER ROAD LOOP WATERLINE IMPROVEMENT PROJECT. Motion made by Mr. Ewing. Seconded by Mr. Ingle. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – absent, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes, Ms. Joyce – yes.

Sugar Street

- Project Committee plans to work on Phase 1 of this project in 2025.
 - Phase 1 (2025) – Robb Avenue to Williams Street. Easement preparation has begun.
- Proposal from Access to be reviewed by Project Committee at their next meeting and presented to Board at February Meeting. Ms. Stiles added Mr. Ewing informed her of fiber being installed in this area. This will have to be considered.

Developments

- WAWA – BREESE AND SOUTH DIXIE
- EASTOWN RD – LIMA VASCULAR – Ms. Stiles has been working with the owner to come to an agreement that will include extending the line to Elm St.
- HAWTHORN HILLS (FETTER RD)
- OAKLAND PARKWAY – To be discussed at the Projects Committee Meeting.
- AUTUMN LAKE CONDOMINIUM DEVELOPMENT

RESOLUTION 25-005: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES MR. GREG KESSEN, CHAIR TO SIGN A DEVELOPMENT AGREEMENT WITH COL-TERRA DEVELOPMENT LLC FOR THE AUTUMN LAKE CONDOMINIUM DEVELOPMENT. Motion made by Mr. Neeper. Seconded by Mr. Ingle. Roll

Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – absent, Mr. Ingle – yes, Mr. Core – abstain, Mr. Ewing – yes, Ms. Joyce – yes.

6. ATTORNEY’S REPORT: None

7. TREASURER’S REPORT:

Revenue and Expense Reports for November 2024 (Month-to-Date and Year-to-Date) for funds 8750, 8751, 8752, 8753 and 8756 are available.

Audit and Finance Committee Meeting held prior to today’s meeting with the following agenda:

- 📅 November 13, 2024 Audit and Finance Meeting Minutes.
- 📅 2025 Budget Narrative
- 📅 OWDA Worksheet Review
- 📅 Permit Fee Discussion
- 📅 AEDG Sponsorship
- 📅 BHM CPA Letter of Engagement
- 📅 Financial Policies
- 📅 County as Fiscal Agent – 1 Year Renewal
- 📅 Fraud Reporting Concerns?
- 📅 Federal Grant/Loans – Concerns/Policies?

MOTION MADE BY MR. NEEPER TO APPROVE THE DECEMBER 2024 TREASURER’S REPORT. Seconded by Mr. Core. Motion carried 8-0.

8. **CPA REPORT:** None
9. **SANITARY ENGINEER:** Mr. Niemeyer discussed possible new business coming to Allen County and the involvement of both the Sanitary Engineer's office and the District.
10. **OLD BUSINESS:** None
11. **NEW BUSINESS:** None
12. **BOARD MEMBER COMMENTS:** Mr. Kessen welcomed Ms. Tara Joyce to the Board as the newly appointed Allen County Representative.
13. **PUBLIC FORUM:** None
14. **EXECUTIVE SESSION:** None
15. **ADJOURNMENT:** Motion for adjournment made by Mr. Ewing at 2:56 p.m. Seconded by Mr. Core. Motion carried 8-0.

ATTESTED:


Chairman Date


Secretary Date