

Allen Water District

3230 North Cole Street

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"Addressing the water needs of the Community"

September 10, 2025 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **September 10, 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 –August 13, 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 – Arrived 2:06

Mr. Neeper

Mr. Leis

Mr. Core – Absent

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 – Brad Niemeyer, Allen County Sanitary Engineer

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA –

- 4. APPROVAL OF MEETING MINUTES** – Motion made by Mr. Miller to approve the August 13, 2025 minutes. Seconded by Mr. Ewing. Motion carried 7-0.

5. CLERK OF BOARD REPORT

Ms. Finn stated since last month's meeting there had been 4 connection inquiries and 2 permits issued

Improvements/Changes/Upcoming Events:

Logo discussion – Ms. Stiles presented multiple options and requested trustees vote after the meeting.

Christmas Board Meeting – Ms. Stiles asked board to consider what they'd like to do for December board meeting and bring ideas to the October meeting.

Ms. Stiles added she was invited by Cindy Leis to be on Noon Edition later this month.

By-laws, Policies and Procedures:

New AOS bulletin re: Cybersecurity programs. AWD utilizes the County for its computer/IT needs and therefore follows the Allen County Cybersecurity Policy. Resolution to follow.

Contracts and Agreements:

BOSC Agreement Update – Mr. Huffman gave update citing a few minor changes. Moving forward.

Projects: Project Committee Meeting held on Wednesday, September 3rd

AWD Standard Details – Project Committee reviewed standard details and shared with County Engineer and City of Lima for comment as well. Once finalized, a resolution will be prepared for Board to approve.

Statement of Qualifications – Some revisions to evaluation criteria for the 2026 Qualifications and subsequent scoring. These changes are being incorporated into the current policy and should be presented for adoption by resolution at the October Meeting. Ms. Stiles added there may be a By-laws Committee meeting scheduled soon.

East Regional Loop – High Priority Project

- Project Committee determined SR 81 to be the optimal route for this project.
- WSRLA – Project re-nominated/submitted in March.

Sugar Street –

Tentative Schedule for Phase 1 (Robb Avenue to Williams Street) remains:

- Bid – End of 2025
- Construction – 2026

Ms. Stiles added Brice with Access (now Garmann Miller) has been working on final design and will attend our next meeting to give an update.

Westminster

- Garmann Miller (Previously Access) is working on an updated Exhibit and detailed estimate.

East Regional

- Village Enforcement of Connection Ordinances – Approximately 20 property owners in Harrod and Lafayette who have made no attempt to connect/no tap fee paid.
- Mr. Emerick is working with the City prosecutor to pursue. Resolutions needed by Lima City Prosecutor from Villages before they could file.
- Letter sent to property owners who have had their debt service written off by the City of Lima (done annually). Property owners will have 30 days to pay before it is placed on their real estate taxes.

Developments

- PROJECT BOSC – Revisions to agreement made by City of Lima legal. City Council to meet on 9/15.
EASTOWN RD – LIMA VASCULAR – District worked with City to complete loop across Elm Street.
- AUTUMN LAKE CONDOMINIUM DEVELOPMENT – Waiting on asbuilts. Will issue refund for balance of deposit.
- WAWA – BREESE AND SOUTH DIXIE – Construction has begun.
- HAWTHORN HILLS (FETTER RD)
- PROJECT LAST MILE/SLOAN – Working on developer's agreement.
- COUNTRY AIRE 5D – Shared developer's agreement with Mr. Good. Board want to incorporate Mr. Nickles provision in developer's agreement? The board agreed they would like to add the same provision of a \$5,000 deposit to the developer's agreement to be used in smaller future developments.

6. **ATTORNEY'S REPORT:** Nothing.

7. **TREASURER'S REPORT:**

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

Audit& Finance Meeting to be scheduled for October tentatively.

MOTION MADE BY MR. NEEPER TO APPROVE THE SEPTEMBER 2025 TREASURER'S REPORT. Seconded by Ms. Joyce. Motion carried 8-0.

8. **CPA REPORT:** None

9. **SANITARY ENGINEER:** Mr. Niemeyer gave an update on Project BOSC. He also mentioned several projects they are considering for the future.

10. **OLD BUSINESS:** Fee Schedule discussion. The board was presented with 3 Fee Schedule options to consider. Mr. Neeper explained the ultimate goal of merging the fees of the AWD customers and previous County customers.

MOTION MADE BY MR. MILLER TO ADOPT OPTION #3 OF THE FEE SCHEDULE OPTIONS PRESENTED. Seconded by Mr. Ingle. Motion carried 5-3.

11. **NEW BUSINESS:**

RESOLUTION 25-024: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPOINTS MS. SHANNON FINN DEPUTY CLERK OF THE BOARD OF THE ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO. Motion made by Mr. Miller.

Seconded by Mr. Leis. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Mr. Ingle – yes, Mr. Core – absent, Mr. Ewing – yes, Ms. Joyce – yes. Motion carried 8-0.

12. **BOARD MEMBER COMMENTS:** None

13. **PUBLIC FORUM:** None

14. **EXECUTIVE SESSION:** None

15. **ADJOURNMENT:** Motion for adjournment made by Mr. Miller at 3:19 p.m. Seconded by Mr. Ewing. Motion carried 8-0.

ATTESTED:


Chairman Date


Secretary Date