

Allen Water District

3230 North Cole Street

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"Addressing the water needs of the Community"

November 13, 2024 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, November 13, 2024 at 2:00 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 Meeting Minutes – October 9, 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 2:01 p.m. and proceeded with the agenda.

1. ROLL CALL

Mr. Miller	American Twp Representative
Mr. Kessen	Perry Twp Representative
Mr. Gosnell	Shawnee Twp Representative
Mr. Ingle – Absent	Bath Twp Representative
Mr. Neeper	Allen County Representative
Mr. Leis	Allen County Representative
Mr. Core	Allen County Representative
Vacant	Allen County Representative
Mr. Ewing	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 –

4. **APPROVAL OF MEETING MINUTES** – Motion made by Mr. Miller to approve the October 9, 2024 minutes. Seconded by Mr. Gosnell. Motion carried 7-0. Mr. Kessen appointed Mr. Ewing as the acting Secretary for this meeting in Mr. Ingle’s absence.

5. CLERK OF BOARD REPORT

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

- 2 connection inquiries
- 7 permits issued

Improvements/Changes/Upcoming Events

- Commissioner Quarterly Update with County Appointments held October 24th.
- AOS Fraud Training to be conducted meeting.
- Kim to attend CORD Meeting on Friday, November 22nd in Columbus.
- December Meeting to be held at Milano’s Café on December 11th at noon. Ms. Stiles will send out an invite as a reminder. She also added the office will be closed November 28th and 29th for the Thanksgiving Holiday.

By-laws, Policies and Procedures: Ms. Stiles stated the October 9, 2024 Version of AWD Bylaws was available for board members.

Contracts and Agreements:

RESOLUTION 24-034: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES CHAIR TO SIGN AND ENTER INTO A WATERLINE CONNECTION AGREEMENT WITH PROCTER & GAMBLE MANUFACTURING COMPANY FOR PROPERTY LOCATED AT 4725 RESERVOIR ROAD.

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

Projects: Planning Meeting to be held with City of Lima, Project Chair on November 19th to discuss District’s tentative plans for 2025.

Indianbrook Waterline Replacement Project

- Final Pay Application to be processed yet this year

East Regional

RESOLUTION 24-035: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES MR. GREG KESSEN, CHAIR, TO EXECUTE A BILL OF SALE WITH THE VILLAGE OF LAFAYETTE FOR WATERLINES LOCATED WITHIN THE VILLAGE OF LAFAYETTE. Motion made by Mr. Core. Seconded by Mr. Leis. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Mr. Ingle – absent, Mr. Core – yes, Mr. Ewing – yes.

- Village Enforcement of Connection Ordinances
 - a. Mr. Huffman/Kim attended Lafayette Council Meeting on October 9th and conducted conference call with Harrod’s legal, Mr. Emerick.
 - b. Initial plan is to pursue property owners who have not done anything yet.
 - c. Final letter to be sent on Village letterhead. If nothing done, Mr. Huffman will partner with Mr. Emerick to file cases. Mr. Kessen asked how soon this would begin and Mr. Huffman replied action would be taken by the first of the year.

East Regional Loop – High Priority Project

- Routes to loop in Lafayette to be re-evaluated since P&G has changed their plans and will forego the Reservoir Road Extension.

Diller Road Loop

- Processing Pay App 2 and drawing remainder of ODOD grant. Pay App 3 (Final) to follow.
- Originally budgeted \$724,000 for this project. Should come in around \$605,000.

RESOLUTION 24-036: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE CERTIFICATE OF SUBSTANTIAL COMPLETION FOR THE DILLER ROAD LOOP WATERLINE IMPROVEMENT PROJECT. Motion made by Mr. Gosnell. Seconded by Mr. Neeper. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Mr. Ingle – absent, Mr. Core – yes, Mr. Ewing – yes.

RESOLUTION 24-037: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES CHANGE ORDER 1 FOR THE DILLER ROAD LOOP WATERLINE IMPROVEMENT PROJECT. Motion made by Mr. Ewing. Seconded by Mr. Leis. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Mr. Ingle – absent, Mr. Core – yes, Mr. Ewing – yes. Ms. Stiles added the change order is due to a storm sewer conflict in the construction area that was not visible in the plans. Mr. Niemeyer stated the Sanitary Department is currently dealing with a similar situation. He recommends “potholing” locations prior to start of project.

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.

6. **ATTORNEY’S REPORT:** Mr. Huffman discussed the agreement with P&G. He added he would like to see Ms. Stiles and Mr. Niemeyer be included in more meetings pertaining to future development and he believes that is being done more.

7. **TREASURER’S REPORT:** Presented by Mr. Neeper

Revenue and Expense Reports for October 2024 (Month-to-Date and Year-to-Date) for funds 8750, 8751, 8752, 8753, 8754 and 8756 are available.

RESOLUTION 24-038: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES A SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION “CONTRACT SERVICES” IN THE OPERATING FUND, 8751, BY SIXTY THOUSAND DOLLARS (\$60,000) FOR THE 2024 BUDGET. Motion made by Mr. Neeper.

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

RESOLUTION 24-039: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, CERTIFIES DELINQUENT DEBT SERVICE CHARGES FOR THE EAST REGIONAL WATERLINE IMPROVEMENT PROJECT TO THE ALLEN COUNTY AUDITOR’S OFFICE FOR COLLECTION. Motion made by Mr. Ewing. Seconded by Mr. Leis.

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

Mr. Neeper stated an Audit and Finance Committee Meeting to be held immediately following board meeting today with agenda as follows:

- ✚ Approve July 10, 2024 Audit and Finance Meeting Minutes.
- ✚ 2025 Budget
- ✚ County as Fiscal Agent – 1 Year Renewal expires 12/31/2024
- ✚ Fee Schedules
- ✚ Review County District Fee Schedule – Options for 2025
- ✚ Allen Water District Fee Schedule – Consider gradual increase?
- ✚ Capital Permit Fees - Discussion
- ✚ Financial Policies
- ✚ Fraud Reporting Concerns?
- ✚ Federal Grant/Loans – Concerns/Policies
- ✚ Date for Next Meeting – January 8, 2025?

MOTION MADE BY MR. NEEPER TO APPROVE THE NOVEMBER 2024 TREASURER’S REPORT. Seconded by Mr. Core. Motion carried 7-0.

7. **CPA REPORT:** None

8. **SANITARY ENGINEER:** Mr. Niemeyer stated he and Ms. Stiles have worked well together in the past and will continue to work together contributing to the growth of the county with their combined knowledge.

9. **OLD BUSINESS:** None

10. **NEW BUSINESS:**

RESOLUTION 24-040: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES MS. STILES TO SUBMIT LEGAL ADVERTISEMENT FOR 2025 STATEMENT OF QUALIFICATIONS FROM FIRMS INTERESTED IN BEING PREQUALIFIED FOR CONTRACTS TO PROVIDE DESIGN SERVICES FOR WATER DISTRIBUTION. Motion made by Mr. Core. Seconded by Mr. Gosnell. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Mr. Ingle – absent, Mr. Core – yes, Mr. Ewing – yes.

11. **BOARD MEMBER COMMENTS:** None

12. **PUBLIC FORUM:** None

13. **EXECUTIVE SESSION:** None

14. **ADJOURNMENT:** Motion for adjournment made by Mr. Ewing at 2:54 p.m. Seconded by Mr. Neeper. Motion carried 7-0.

ATTESTED:


Chairman Date


Secretary Date