

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

Phone 419-996-4679 Fax 419-229-3297

allenwaterdistrict@allencountyohio.com



"Addressing the water needs of the Community"

February 12, 2025 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, February 12, 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 – January 8, 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
Mr. Kessen
Mr. Gosnell
Mr. Ingle – Absent
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 –

MOTION MADE BY MR. MILLER TO ALLOW MR. EWING TO ACT AS SECRETARY FOR THIS MEETING DUE TO THE ABSENCE OF MR. INGLE. Seconded by Mr. Neeper. Motion carried 7-0.

4. APPROVAL OF MEETING MINUTES – Motion made by Mr. Miller to approve the January 8, 2024 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 the following:

- 2 connection inquiries
- 5 permits issued
- 0 extension inquiries

Improvements/Changes/Upcoming Events

- Commissioner Updates with County Appointments for 2025 – Semi Annual Meetings
 - 📅 April 22nd at 1 p.m.
 - 📅 October 14th at 1 p.m.
- Ms. Stiles and Mr. Kessen attended Annual Meeting for Ottawa River Coalition on January 16th.
- Shawnee Township, County Commissioners and Member-at-Large Appointments have terms expiring 4/30/2025:

By-laws, Policies and Procedures:

RESOLUTION 25-006: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, ADOPTS THE ALLEN WATER DISTRICT SECTION 504 GRIEVANCE PROCEDURE FOR ADDRESSING COMPLAINTS OF DISCRIMINATION BASED ON DISABILITY. 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 – absent, Mr. Ingle – absent, Mr. Core – yes, Mr. Ewing – yes, Ms. Joyce – yes.

Mr. Neeper suggested Ms. Stiles create a spreadsheet to track any grievances submitted.

Contracts and Agreements:

RESOLUTION 25-007: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES CHAIR TO ENTER INTO A SERVICE AGREEMENT WITH THE CITY OF LIMA AND MS CONSULTANTS, INC. TO PERFORM WATER MODEL UPDATES AS ASSIGNED FOR 2025.

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 – absent, Mr. Ingle – absent, Mr. Core – yes, Mr. Ewing – yes, Ms. Joyce – yes. Mr. Core asked what work is included in this contract and Ms. Stiles explained any new asbuilts will be added to update the model along with research for requests from AEDG for development.

Projects: Project Committee met on January 17th

AWD Specifications – Project Committee would like to update the District's specifications.

Statements of Qualifications were due Friday, January 10th. Access Engineering Solutions, DLZ, Wessler, ms consultants and AECOM were evaluated and prequalified for design contracts for 2025.

Sugar Street

RESOLUTION 25-008: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES PHASE 1 OF THE SUGAR STREET WATERLINE REPLACEMENT PROJECT AND AUTHORIZES THE CHAIR, MR. KESSEN, TO SIGN AND ENTER INTO AN ENGINEERING CONTRACT WITH ACCESS ENGINEERING SOLUTIONS, LLC. FOR DESIGN SERVICES FOR THE SUGAR STREET WATERLINE REPLACEMENT PROJECT.

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 – absent, Mr. Ingle – absent, Mr. Core – yes, Mr. Ewing – yes, Ms. Joyce – yes.

Ms. Stiles presented new tentative schedule for project with Phase 1 to be bid in 2025, constructed in 2026 and Phase 2 to be bid in 2026, constructed in 2027.

East Regional Loop – High Priority Project

- Project Committee determined SR 81 to be the optimal route for this project.
- WSRLA – District plans to update application and re-nominate in March.

East Regional

- Mr. Huffman to review next steps for connection enforcement with Mr. Emerick and added he'll prepare a fee agreement for Lafayette to be able to hire Mr. Emerick for enforcement.

Developments

- EASTOWN RD – LIMA VASCULAR – **Update:** Mr. Huffman is working on an agreement.
- AUTUMN LAKE CONDOMINIUM DEVELOPMENT – Provided engineer comments.
- WAWA – BREESE AND SOUTH DIXIE – Relocation of lines/appurtenances in ROW.

- HAWTHORN HILLS (FETTER RD)
- OAKLAND PARKWAY
- GATEWAY V
- PROJECT BOSC – Working on terms of waterline extension agreement.

6. **ATTORNEY'S REPORT:** Nothing more to report other than what was stated regarding agreements being prepared.

7. **TREASURER'S REPORT:**

Revenue and Expense Reports for January 2025 (Month-to-Date and Year-to-Date) for funds 8750, 8751, 8752, 8753 and 8756 are available.

RESOLUTION 25-009: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AMENDS THE TRUSTEES/OFFICERS COMPENSATION SCHEDULE FOR 2025. Motion made by Mr. Neeper. Seconded by Mr. Ewing. Roll Call: Mr. Miller – no, Mr. Gosnell – no, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – absent, Mr. Ingle – absent, Mr. Core – yes, Mr. Ewing – yes, Ms. Joyce – yes.

RESOLUTION 25-010: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES A SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION "CAPITAL OUTLAY" FOR THE INDIANBROOK WATERLINE REPLACEMENT PROJECT IN THE COUNTY RESERVE FUND, 8756, BY ONE THOUSAND DOLLARS (\$1,000) FOR THE 2025 BUDGET. 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 – absent, Mr. Core – yes, Mr. Ewing – yes, Ms. Joyce – yes.

MOTION MADE BY MR. NEEPER TO APPROVE THE FEBRUARY 2025 TREASURER'S REPORT. Seconded by Mr. Core. Motion carried 7-0.

8. **CPA REPORT:** None

9. **SANITARY ENGINEER:** Mr. Niemeyer stated he and Ms. Stiles have been discussing permit fees and the possibility of an increase, especially for commercial properties. Mr. Neeper added the Audit and Finance Committee is reviewing a fee increase as District fees have been the same since inception.

10. **OLD BUSINESS:** None

11. **NEW BUSINESS:** Mr. Neeper stated they are reviewing updating the rubric for personnel evaluations for the 2025 performance reviews.

12. **BOARD MEMBER COMMENTS:** None

13. **PUBLIC FORUM:** None

14. **EXECUTIVE SESSION:** None

15. **ADJOURNMENT**: Motion for adjournment made by Mr. Neeper at 2:43 p.m. Seconded by Mr. Ewing.
Motion carried 7-0.

ATTESTED:

 3-12-25
Chairman Date

 3-12-25
Secretary Date