

# Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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"Addressing the water needs of the Community"

## April 10, 2024 Board Meeting Minutes

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

A quorum being present, Mr. Kessen brought the meeting to order at 2:00 p.m. and proceeded with the agenda.

### **1. ROLL CALL**

Mr. Miller

Mr. Kessen

Mr. Gosnell

Mr. Ingle

Mr. Neeper

Mr. Leis

Ms. Vickers

Mr. Core

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**

Brad Niemeyer - Allen County Sanitary Engineer

### **2. PLEDGE OF ALLEGIANCE**

### **3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA** - None

**4. APPROVAL OF MINUTES** - Motion made by Mr. Miller to approve the March 13, 2024 minutes. Seconded by Mr. Gosnell. Motion carried 9-0.

### **5. CLERK OF BOARD REPORT**

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

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

#### **Improvements/Changes/Upcoming Events**

- Board Member Profiles – most have turned them in and the website will be updated accordingly.
- Next BOCC Update for County Appointments April 18<sup>th</sup> at 1 p.m. An updated trustee responsibility sheet was passed out.

**By-laws, Policies and Procedures** –The committee met last month and discussed the possibility of a new election procedure. Mr. Huffman informed Ms. Stiles the By-laws could be revised with this procedure in the future but it would not be in effect for the current election. More under New Business.

#### **Contracts and Agreements** -

**RESOLUTION 24-016: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES MR. GREG KESSEN, CHAIR, TO SIGN A DEVELOPMENT AGREEMENT WITH PROCTOR & GAMBLE MANUFACTURING COMPANY FOR THE RESERVOIR ROAD WATERLINE EXTENSION.** Motion made by Mr. Miller. Seconded by Mr. Ewing. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neepser – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes.

#### **Projects**

##### **Capital Needs Assessment**

- Kickoff Meeting held on 3/27/24 with AECOM. AECOM presented a few previous assessments they had done and asked questions to make sure they were on the same page as to what is needed.

### **Indianbrook Waterline Replacement Project**

- Waterline installation complete. Grading/seeding to follow in spring.
- Walkthrough completed with Engineer, Township and Contractor on April 5<sup>th</sup>
- Paving tentatively to be completed in July. Township would like this done when school is out.
- Letter to be sent to property owners to give project update re: restoration/paving schedule

### **East Regional**

- Small portion of paving still to be done on Alger Road.
- COL to contract w/ paving company in spring to make permanent repairs where taps made
- Bill of Sale for Harrod via Resolution 24-017.

### **RESOLUTION 24-017: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES MR. GREG KESSEN, CHAIR, TO EXECUTE A BILL OF SALE WITH THE VILLAGE OF HARROD FOR WATERLINES LOCATED WITHIN THE VILLAGE OF HARROD.**

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

### **Rudolph Foods – Elevated Storage Tank**

- Construction complete.
- Processing Final Pay Application. Remaining OWDA utilized.

### **East Regional Loop – High Priority Project**

- District made funding application for HB 168/Water and Wastewater Infrastructure Grant in November – still waiting to hear something.
- Approximately 85-90 users along Reservoir/Rumbaugh route.
- P&G Extension completes approximately 3,700 feet of this. Granular Backfill discussion with County Engineer's Office.

### **Diller Road Loop**

- Construction start estimated for summer. Preconstruction meeting to be held sometime before.
- Grant awarded from ODOD for \$439,000 to this waterline project. All can be used for construction. Quarterly reports due to ODOD.

### **Gomer**

- Township Trustees requested survey of property owners to determine path forward.
- Substantial funding needed in order to make affordable to residents
- May attend SCEIG Meeting in June to explore any other possible funding options

### **Sugar Street**

Outline of plan received from Access to review and share with City for comment. Another meeting to be scheduled with the City of Lima to discuss further.

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

7. **TREASURER'S REPORT:** Presented by Mr. Miller

Revenue and Expense Reports for March 2024 (Month-to-Date and Year-to-Date) for funds 8750, 8751, 8752, 8753, 8754, 8755 and 8756 are available.

**RESOLUTION 24-018: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES A SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION "CAPITAL OUTLAY" IN THE COUNTY RESERVE FUND, 8756, FOR THE 2024 BUDGET BY FORTY-SIX THOUSAND ONE HUNDRED SEVENTY-FOUR DOLLARS (\$46,174).** Motion made by Mr. Miller. Seconded by Mr. Gosnell. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes.

**RESOLUTION 24-019: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE FOLLOWING SUPPLEMENTAL REQUESTS TO THE 2024 BUDGET: 1. INCREASE THE APPROPRIATION "CAPITAL OUTLAY – 60061" IN THE INTERNAL CAPITAL RESERVE FUND, 8752, FOR EXPENSES RELATED TO THE P&G WATERLINE EXTENSION PROJECT ON RESERVOIR ROAD BY FIFTY THOUSAND DOLLARS (\$50,000). 2. ESTABLISH AND INCREASE THE APPROPRIATION "SUNDRY REVENUE – 60061" IN THE INTERNAL CAPITAL RESERVE FUND, 8752, FOR P&G'S REIMBURSEMENT TO THE DISTRICT OF EXPENSES ASSOCIATED WITH THEIR WATERLINE EXTENSION PROJECT ON RESERVOIR ROAD BY FIFTY THOUSAND DOLLARS (\$50,000).** Motion made by Mr. Miller. Seconded by Mr. Neeper. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes.

**RESOLUTION 24-020: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES A SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION "UTILITIES" IN THE OPERATING FUND, 8751, BY SIX THOUSAND DOLLARS (\$6,000) FOR THE 2024 BUDGET.** Motion made by Mr. Miller. Seconded by Mr. Neeper. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes.

Next Audit and Finance Committee Meeting is tentatively scheduled for May prior to the regular Board Meeting. 2023 financials will be presented. Ms. Stiles stated the Auditor of State has begun the 2023 Audit for the District and Board Members may be receiving questionnaires via email.

**MOTION MADE BY MR. MILLER TO APPROVE THE APRIL 2024 TREASURER'S REPORT.** Seconded by Mr. Gosnell. Motion carried 9-0.

8. **CPA REPORT:** None

9. **OLD BUSINESS:** Mr. Kessen stated oath of office was given to the Mr. Ingle, Mr. Neeper and Mr. Kessen to be sworn in for their next term as all were reappointed by their appointing authorities.

10. **NEW BUSINESS:** Election of Officers

Mr. Kessen stated an election will be held for Chair, Vice Chair, Secretary and Treasurer. He stated a slate was not returned from the By-Laws Committee. Mr. Core gave summary of By-Laws Committee meeting. Mr. Kessen opened the floor for nominations.

**Chair:** Mr. Neeper nominated Mr. Greg Kessen for Chair. Mr. Miller moved nominations be closed for Chair. Seconded by Ms. Vickers. Roll Call to close nominations: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – abstain, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes. Roll Call to elect Mr. Greg Kessen as Chair: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – abstain, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes.

**Vice Chair:** Mr. Ingle nominated Mr. Brad Core for Vice Chair. Mr. Miller nominated Mr. John Gosnell. Motion made by Mr. Miller to close nominations for Vice Chair. Seconded by Mr. Ingle. Roll Call to close nominations: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes.

Paper votes cast by board members and counted by Mr. Huffman. Mr. Brad Core announced as the Vice Chair.

**Secretary:** Mr. Miller nominated Mr. Kurt Neeper. Mr. Neeper nominated Mr. Dustin Ingle. Mr. Neeper declined the Secretary nomination. Mr. Core made motion to close nominations for Secretary and cast a unanimous ballot for Mr. Ingle as Secretary. Seconded by Mr. Miller. Roll Call to close nominations and cast a unanimous ballot for Mr. Ingle as Secretary: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes.

**Treasurer:** Mr. Core nominated Mr. Kurt Neeper. Mr. Gosnell nominated Mr. Merle Miller. Both accepted the nomination. Mr. Ewing made motion to close nominations. Seconded by Mr. Core. Roll Call to close nominations: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes.

Paper votes cast by board members and counted by Mr. Huffman. Mr. Kurt Neeper announced as the Treasurer.

An outline of the recommended changes to the By-laws in regards to future elections/voting was passed out. Mr. Kessen recommended all Board members review and this can be discussed further at the next meeting.

**MOTION MADE BY MR. CORE THAT BALLOTS BE DESTROYED.** Seconded by Mr. Neeper. Motion passed 9-0.

11. **BOARD MEMBER COMMENTS:** None

12. **PUBLIC FORUM:** None

13. **EXECUTIVE SESSION:** None

14. **ADJOURNMENT:** Motion for adjournment made by Mr. Ewing at 2:41 p.m. Seconded by Mr. Neeper.  
Motion carried 9-0.

ATTESTED:

 5/8/2024  
Chairman Date

 5-8-2024  
Secretary Date