

Allen Water District

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"Addressing the water needs of the Community"

April 6, 2023 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Thursday, April 6, 2023 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 8, 2023
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 2:03 p.m. and proceeded with the agenda.

1. ROLL CALL

Mr. Miller

Mr. Kessen

Mr. Gosnell - Absent

Mr. Ingle

Mr. Neeper

Mr. Leis

Ms. Vickers - Absent

Mr. Core - Absent

Mr. Steve 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 – Ron Meyer with Sanitary Engineer's Office and Tim Myers

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA – Motion made by Mr. Ewing to approve the change to the agenda to move Mr. Myers to the front of the agenda. Seconded by Mr. Ingle. Motion carried 5-0. Tim Myers asked for the Board's approval to tap into the stub on the corner of Breese and Greely Chapel Rd. He'd like to run his service line from the corner to the parcel he purchased on Greely Chapel, which is 270' from Breese Rd and another 200' to where the home will be built. Ms. Stiles stated, if allowed, the cost to tap the line on Greely Chapel is \$3,352 per ESFU +\$10.49/ff based on the Greely Rd CPF. Ms. Stiles added the cost to tap the line on Breese Rd is \$6,300 per ESFU based on the SE Regional CPF. Mr. Neeper asked what the downside to allowing this would be and Mr. Ingle replied if we run a line past his property in the future, we've lost his contribution to that future project. Mr. Huffman stated Mr. Myers would need to get permission from the neighbor to allow his service line to be run on their property. Mr. Kessen recommended Mr. Myers get an easement from his neighbor and let the District know he is ready to move forward. Ms. Stiles was instructed to prepare a connection agreement for Mr. Myers if he can obtain the easement and said agreement should include the provision the property owner will need to pay the difference between the CPF charged and that of any future waterline running in front of his home as well as that he must connect to the new line run in front of their home if that ever happens. Mr. Kessen asked if there needs to be a policy in place for requests like this and Ms. Stiles replied with each case being different and it may be best to consider them on a case by case basis.

4. APPROVAL OF MINUTES - Motion made by Mr. Miller to approve the March 8, 2023 minutes. Seconded by Mr. Neeper. Motion carried 5-0.

5. CLERK OF BOARD REPORT

Ms. Stiles stated there had been 3 **connection inquiries** since last month's meeting.

Name	Address	Project Area	CPF/Assessment	Ref Page
Gentleman	4444 S Copus Rd	Elm/Copus/Harper	\$3500	1
Realtor	Shearin Ave	Springbrook	\$3500	2
Timothy Myers	Greely Chapel Rd	Greely Chapel Rd	\$3352 per ESFU + \$10.49/ff	3

Ms. Stiles stated there had been 7 **permits** issued since last month's meeting.

Name	Address	Project Area	CPF/Assessment	Ref Page
Quality R&C Properties	6515 Sugar Creek Rd	Sugar Creek	\$500	4
John Meyer	4054 Cypress Dr	Amanda Lakes	\$500	5
Troy Freytag	4890 N Dixie Hwy	Dixie Hwy Ext	\$500	6
Justin Miller	926 Wentz Rd	Eagle Rail	\$3576	7
Carl Pugin	4046 Running Oak Trl	7 Oaks	\$500	8
LBC Investments	4135 Emma Pkwy	Hickory Creek	\$500	9
LBC Investments	4154 Emma	Hickory Creek	500	10

Ms. Stiles stated there had been **1 extension inquiry** since last month's meeting from a resident on Glenn Ave in Perry Twp. He explained he is having issues with his water and asked if there would be a possibility to connect to public water. Ms. Stiles explained he may be willing to survey his neighbors to see how much interest there would be. This may be an LMI area and she will do research to see if there may be some funding available.

Improvements/Changes/Upcoming Events

- County Appointments – Next BOCC Update scheduled for April 20th at 1 p.m.
- American Township and BOCC have re-appointed their current appointments with terms expiring 4/30/23. Mr. Miller, Ms. Vickers and Mr. Core have all been re-appointed.
- 30th Annual Ottawa River Clean Up – April 22nd 9 a.m. to Noon. Ms. Stiles added that if anyone is interested in joining her at the Clean Up to let her know.

By-laws, Policies and Procedures – Committee meeting held March 16th at 9 a.m. Slate of Officers prepared as well as discussion on several policies.

Contracts and Agreements

A **Special Committee** was appointed at the March Board meeting to discuss further with Prime their request for additional compensation for the East Regional Waterline Project. Mr. Ingle explained in regards to the change order for engineering, the group felt the amount was a little heavy. They felt the as-built drawings should not have been an extra charge. The charges for future construction and construction management were fair. The Committee felt that approximately half of the original charge of \$39,007 would be fair and had prepared numbers to document a response.

MR. NEEPER MADE A MOTION TO APPROVE THE COMMITTEE'S RECOMMENDATION TO PAY THE APPROVED PORTION OF THE OVERAGE REPORT FROM PRIME AE.

Seconded by Mr. Ewing. Motion carried 6-0.

Projects - Committee meeting scheduled for April 11th at 11:30 a.m.

ARPA – Draft MOU between BOCC and AWD outlining terms has been sent to the Assistant Prosecutor for review. This money would be unrestricted and would not need to follow the ARPA funding guidelines. Mr. Huffman stated that the Assistant Prosecutor seemed fine with the draft.

Indianbrook Waterline Replacement Project – Meeting held with township on 3/17/23 to further discuss the plan for road repairs. Advertising for bid with Lima News on April 14th and 21st. Please see bid advertisement on page 11 in the Reference Packet. Bid Opening to be held May 3rd at 10 a.m. Board

can be prepared to award bid at May 10th Board Meeting. Ms. Stiles added we have 54 of the 64 work agreements from the homeowners. Those that do not submit the work agreement will be responsible to complete the work themselves.

East Regional

- a) Construction progress is as follows:

Contract A/B – Complete. Asbuilts received for Contract A.

Contract C – The tank has been filled and electrical work is being completed. Final completion has been delayed until May 2023 when the rest of the painting/restoration/site work will be completed.

- b) April Project Update Available.

- c) Tentative Project Wrap-Up Meeting date in April/May. We will calculate an estimated debt service based on our estimated costs so we can begin collecting the debt service amount tentatively on the July 2023 billing. Once Contract C is finished, we will finalize costs and calculate final debt service amount. The goal would be to adjust the January 2024 billing with the final debt service amount. Ms. Stiles added that the current estimated debt service is \$27 per month which will be added to the monthly water bill.

RESOLUTION 23-010: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES RESOLUTION TO ESTABLISH AN ESTIMATED MONTHLY DEBT SERVICE FEE FOR THE EAST REGIONAL WATERLINE IMPROVEMENT PROJECT.

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

- d) Fire Hydrant Maintenance – Cooperative Agreement drafted with Prosecutor Kayla Campbell to clarify the terms of the fire hydrant maintenance between the Village of Harrod and Auglaize Township. Ms. Stiles added that this agreement was signed by both townships. This agreement clarifies who will maintain the fire hydrants in the Village of Harrod and is ready for Mr. Kessen to sign. **MR. MILLER MADE MOTION TO AUTHORIZE MR. KESSEN TO SIGN COOPERATIVE AGREEMENT RE: FIRE HYDRANT MAINTENANCE IN THE VILLAGE OF HARROD. SECOND BY MR. NEEPER. MOTION CARRIED 6-0.**

Rudolph Foods – Elevated Storage Tank

- Progress meeting held today at 1 p.m.
- Next progress meeting will be May 3rd at 1 p.m. at our office.

Intersection of 117 and McPheron – District will attend pre-con for ODOT project and approach contractor to gauge interest in this small project. Pre-con Meeting is set for April 19th at 10 a.m. Ms. Stiles added the contract was awarded to the Shelly Company. She will reach out to discuss the possibility of them performing this project for the District.

Master Plan Study (Node Map) - Final Master Water Plan and Hydraulic Model Update received. Priority Project List has been updated with these results and Committee will re-evaluate rankings.

Sugar Street – District to explore this potential replacement project further. On Project Committee Agenda.

State Route 81 Loop – Access Engineering submitted application for WSRLA funds for this project. Previous HB 163 application may have additional funding available. Bath and Jackson Townships are both interested in participating in this project. District will need to determine how the project can be funded after ARPA, AWD, COL, and Township participation.

Gomer – Access submitted application for WSRLA money for study/design funding.

For both SR 81 and Gomer WSRLA applications, the City is required to be the applicant as they have the PWS ID and the District does not. Fortunately, the City of Lima has signed these applications as well.

6. ATTORNEY’S REPORT: Mr. Huffman stated the Board will go into Executive Session at the end of the meeting to discuss the Rudolph contract.

7. TREASURER’S REPORT:

Revenue and Expense Reports for March 2023 (Month-to-Date and Year-to-Date) for funds 8751, 8752, 8753, and 8756 are available. A Revenue and Expense Report will be provided when transactions occur within the previous month for any fund. Current cash balance total for all AWD funds as of 3/31/23 is \$2,309,817.88. The cash balance totals for each fund as of 3/31/2023 are as follows:

8750 Project Debt Service – \$1,043,363.37	8754 USDA Debt Reserve – \$1.55
8751 Operating Fund – \$465,991.71	8755 USDA Reserve - \$14,000.00
8752 Internal Capital Reserve – \$143,787.84	8756 USDA County Reserve - \$449,442.13
8753 External Capital Reserve – \$119,231.28	

The quarterly Audit and Finance Meeting will be held in May immediately prior to the regular Board Meeting. A time will be announced to the Committee in advance.

MOTION MADE BY MR. MILLER TO APPROVE THE MARCH 2023 TREASURER’S REPORT. Seconded by Mr.Neeper. Motion carried 6-0.

8. CPA REPORT: Nothing to Report

9. OLD BUSINESS: Nothing to Report

10. NEW BUSINESS: Mr. Kessen stated a slate of officers was put together for the annual election by the Bylaws Committee and they are as follows:

Chair – Greg Kessen
Vice Chair – John Gosnell

Secretary – Kurt Neeper
Treasurer – Merle Miller

Mr. Kessen asked if there were any other nominations. Mr. Miller made a motion to close the nominations. Seconded by Mr. Ewing. Motion passed 6-0.

RESOLUTION 23-011: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, ELECTS A SLATE OF OFFICERS (OUTLINED ABOVE) TO A TERM COMMENCING MAY 1, 2023 TO APRIL 30, 2024. Motion made by Mr. Neeper. Seconded by Mr. Miller. Roll Call: Mr. Miller – yes, Mr. Gosnell – absent, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – absent, Mr. Ingle – yes, Mr. Core – absent, Mr. Ewing – yes.

11. BOARD MEMBER COMMENTS: Nothing to report

12. PUBLIC FORUM: None


13. EXECUTIVE SESSION: Mr. Neeper made motion to go into Executive Session at 2:56 p.m. to discuss possible litigation. Seconded by Mr. Miller. Roll Call: Mr. Miller – yes, Mr. Gosnell – absent, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – absent, Mr. Ingle – yes, Mr. Core – absent, Mr. Ewing – yes. Motion passed 6-0

Mr. Neeper made motion to come out of Executive at 3:37 p.m. Seconded by Mr. Ingle. Motion Carried 6-0. No action taken in Executive Session.

14. ADJOURNMENT: Motion for adjournment made by Mr. Neeper at 3:27 p.m. Seconded by Mr. Ewing. Motion carried 6-0.

ATTESTED:

 5-10-2023
Chairman Date

 05/10/2023
Secretary Date