

# Allen Water District

3230 North Cole Street

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*"Addressing the water needs of the Community"*

## August 14, 2024 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, August 14, 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 – July 10, 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 - Absent

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’s Office  
Jeff McVicker – Mayor of Village of Lafayette

**2. PLEDGE OF ALLEGIANCE**

**3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA** – Jeff McVicker attended the meeting to voice concerns of the condition of the streets and some areas where meter pits were placed during the East Regional Project. He stated, due to settling where the City installed the meters, there are potholes and other issues. The Village would like this to be repaired sooner than later. He has been in contact with City of Lima and was told by Larry Huber these areas will be addressed within the next two weeks. Mr. McVicker stated he will attend the AWD Board Meeting in September to give another update. Mr. Ingle added originally the City was going to contract this out but have decided to do the work themselves. Field Services will dig it out and the street crew will fix it. Mr. Kessen asked when the Village Board Meetings take place. Mr. McVicker replied the meetings take place the first Thursday after the first Monday every month at 7:00 p.m.

**4. APPROVAL OF MINUTES** - Motion made by Mr. Ewing to approve the July 10, 2024 minutes. Seconded by Ms. Vickers. Motion carried 8-0.

**5. CLERK OF BOARD REPORT**

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

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

**Improvements/Changes/Upcoming Events**

- Quarterly Update presented to the Commissioners on July 18<sup>th</sup>. There will be no more option to attend these updates virtually. Moving forward, County Appointments will need to be present in person for meetings if wanting to participate.

**By-laws, Policies and Procedures:**

Ms. Stiles is working to organize Operational Policies. Once completed, a Committee Meeting will be held to review and make comment. Some finance related policies to be reviewed by Audit & Finance Committee.

**Contracts and Agreements:**

Committee Meeting scheduled for Wednesday, August 21<sup>st</sup> at 2 p.m. This Committee includes Kessen, Vickers, Neeper and Miller.

**Projects:** Committee Meeting held July 17<sup>th</sup> at 3 p.m.

### **Capital Needs Assessment**

- Draft report received the end of June.
- Comments presented to Committee and then AECOM.
- Met with AECOM to further discuss comments. They will revise the report based on the District's feedback. Final Report should be available for September Board Meeting.

### **Indianbrook Waterline Replacement Project**

- Construction and restoration complete.
- Pre-paving walk through with engineer, contractor, paving company and township. Paving planned to be completed prior to start of school (August 22<sup>nd</sup>).
- Contractor will evaluate any additional seeding in the fall.

### **East Regional**

- City now plans to address street issues where taps were made as follows:
  - a. Field Services will dig out temporary patch
  - b. Street Crew will then fill in
  - c. These will most likely be done in small groups
- Bill of Sale for Lafayette – Still waiting on their Council to pass this. Mr. Ingle stated Council is waiting for roadwork to be completed before signing.

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

- District made funding application for HB 168/Water and Wastewater Infrastructure Grant in November – Did not receive funding in this round. There could be additional rounds.
- Approximately 85-90 users along Reservoir/Rumbaugh route.
- P&G now plans to extend water on-site and forego the Reservoir Road Extension. Discussing with City to see if any way to make the Reservoir Road option more attractive.
- Project Committee met and still need substantial funding to complete. Mr. Leis added if the waterline is on their property the maintenance becomes their responsibility. Mr. Huffman recommended discussing this with AEDG and Port Authority in regards to the infrastructure.

### **Diller Road Loop**

- Construction began week of July 1<sup>st</sup> and is ongoing.
- Grant awarded from ODOD for \$439,000 to this waterline project. All can be used for construction. Quarterly reports due to ODOD.
- Storm tile conflict discovered during construction. Future possible change order discussion. Mr. Ingle added testing still needs to be done along with raising several fire hydrants. There is also cleanup that needs to be completed.

### **Gomer**

- Project Committee met and agreed substantial funding needed in order to make this project affordable to residents.

- AWD previously applied for grant for this project in 2021 and the application is still eligible for future rounds of funding. District will continue to explore other funding opportunities relative to this kind of project.
- Letter to be mailed to residents to give Project Update. Mr. Leis asked if we have considered breaking down the cost of digging a well and the upkeep for comparison.

**Sugar Street**

- Project broken up into two Phases as follows:
  - Phase 1 (2025) – Robb Avenue to Williams Street
  - Phase 2 (2026) – Findlay Road to Christopher Drive
- Easement preparation has begun for Phase 1.
- Additional meeting to be held with City to finalize plans. Mr. Ingle stated this meeting is scheduled next week.

**6. ATTORNEY’S REPORT:** Mr. Huffman stated there have been a few changes made to the Assignment and Assumption Agreement. He will go over this at the Contracts & Agreements Committee Meeting next week. Lima Memorial Hospital reached out in regards to their contract. Mr. Huffman will also review this with the Contracts & Agreements Committee. Mr. Huffman added there may need to be a special meeting scheduled to discuss the Assignment and Assumption Agreement.

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

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

2023 Audit Update – Mr. Neeper stated he is pleased with the overall results of the audit. There were no material weaknesses found. There was a comment or two and the District is addressing this creating a new policy adapted from the County’s regarding using federal funds for projects. Mr. Neeper stated Mr. Huffman and Mr. Rennick weighed in on the policy and made a few revisions due to the fact the District is a different type of political subdivision and as such, has some different ORC requirements. The proposed policy is presented in Resolution 24-026.

**RESOLUTION 24-026: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES AND ADOPTS THE ALLEN WATER DISTRICT POLICIES AND PROCEDURES FOR PROCUREMENT USING FEDERAL FUNDS.** Motion made by Mr. Neeper. Seconded by Ms. Vickers. Roll Call: Mr. Miller – yes, Mr. Gosnell – absent, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes.

**MOTION MADE BY MR. NEEPER TO APPROVE THE AUGUST 2024 TREASURER’S REPORT.** Seconded by Mr. Ewing. Motion carried 8-0.

**8. CPA REPORT:** None

**9. OLD BUSINESS:** None

**10. NEW BUSINESS:** None

11. BOARD MEMBER COMMENTS: None

12. PUBLIC FORUM: None

13. EXECUTIVE SESSION: None

14. ADJOURNMENT: Motion for adjournment made by Mr. Core at 2:38 p.m. Seconded by Mr. Leis.  
Motion carried 8-0.

ATTESTED:

 9/11/2024  
Chairman ~~Vice chairman~~ Date

 9-11-24  
Secretary Date