

Allen Water District

3230 North Cole Street

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"Addressing the water needs of the Community"

August 9, 2023 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, August 9, 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 – July 12, 2023 and July 28, 2023 Special Meeting
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 2:01 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 – Sanitary Engineer's Office

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA – None

- 4. APPROVAL OF MINUTES** - Motion made by Mr. Miller to approve the July 12, 2023 minutes. Seconded by Ewing. Motion carried 9-0. Motion made by Mr. Miller to approve July 28, 2023 Special Meeting minutes. Seconded by Mr. Neeper. Motion carried 9-0.

5. CLERK OF BOARD REPORT

Ms. Finn stated there had been **4 connection inquiries** since last month's meeting.

Name	Address	Project Area	CPF/Assessment
Doyle Homes	2612 Gaithersburg Dr	Monticello	\$500
Jason Atchison	3884 E Bluelick Rd	Dixie/Bluelick 2	\$3500
Karla Graham	2975 Schooler Rd	SE Regional	\$6300
Barnt's Excavating	4230 Greely Chapel Rd	Greely Chapel South	Assess on taxes

Ms. Finn stated there had been **3 permits** issued since last month's meeting.

Name	Address	Project Area	CPF/Assessment
Scott Weaver	2734 Gaithersburg Dr	Monticello	\$500
Schumacher Homes	4571 Karif Cir	Pondview	\$500
Adam Miller	906 Wentz Rd	Eagle Rail	\$3576

Ms. Finn stated there had been **1 extension inquiry** since last month's meeting for 4075 Sunnydale Street. Current owner is having serious problems with sulfur and their electrical and their well has been going in and out of service. Contractor reached out to see if the District could assist them. Waterline on Sunnydale to the west of this property across the creek is Village of Elida waterline. The home is in Allen Water District territory. Ms. Stiles stated the Village of Elida is served by City of Lima and there is a master meter. Mr. Ingle stated he does not see an AWD line being ran in that area any time in the near future, if ever, due to lack of homes to sign on. Mr. Kessen added the Board needs to show compassion toward the homeowner due to the state of their current water situation. He would hope the District would be able to help them. Mr. Huffman and Mr. Ingle both agree there needs to be a contract between the homeowners and AWD stating if a line is ever ran in front of their home they would be required to sign on and pay the difference of the project fee. Mr. Huffman added due to the line being tapped belonging to the Village of Elida with a service line running into AWD territory there would need to be an agreement with the homeowner, AWD and Village of Elida.

Mr. Miller asked if it would be feasible to run a line from the sanitary plant through the field to the home. Mr. Kessen added this would be a very lengthy service line and the sanitary plant is a private line. AWD would need permission to do this. Mr. Core added we should try to accommodate anybody that needs water as long as we are preserving our rights in the future. Ms. Vickers agreed with Mr. Core. After much discussion, it was decided Mr. Huffman would put together an agreement with Village of Elida allowing the homeowner to tap their line. Ms. Stiles will draw up a special agreement between the homeowner and AWD stating the homeowner must connect to and pay the project fee if a line runs in front of their home in the future.

Improvements/Changes/Upcoming Events

- BOCC Qtly Update was given on July 27th at 1 p.m. Ms. Stiles added the update went well.
- Munis is undergoing changes and a new version goes live on August 21st
- CORD Legislative Update:
 - Increase in competitive bidding threshold from \$50k to \$75k passed as part of HB33
 - HB 64 – Modify Law re: Eminent Domain is in 4th Hearing in the House
 - HB 93 – Limitations on tax liens on water and sewer bill is in 5th Hearing in the House

By-laws, Policies and Procedures – Ms. Stiles has been working on CFR policies and will address in Treasurer's Report.

Contracts and Agreements – Nothing to report.

Projects -

Indianbrook Waterline Replacement Project – Project awarded to Degen Excavating. Preconstruction meeting held on July 28th. Contractor waiting on materials and hope to start soon – possibly end of August. The goal is to get the waterline work done in the roadway so paving can be completed yet this fall so it can have time to settle over the winter before milling is done. District will send letter to property owners once a time line has been established to inform them of the start of construction.

Rudolph Foods – Elevated Storage Tank - Temporary SCADA complete. 2 probes to be installed in December as on back order. The chlorine booster set up is being addressed. Approximately \$63k left in OWDA loan, AWD to cover the remainder.

East Regional

a) Construction progress is as follows:

Contract A/B – Complete. Asbuilts received for Contracts A and B. Reviewing warranty items for UUI to address.

Contract C – Contractor working on SCADA and drainage for chlorine analyzer. District working on chlorine booster set up with contractor. Previous change order received for \$60k for

requested add-ons/modifications and now awaiting new CO amount from Maguire Iron after new set up discussed.

Diller Road Loop

- Grant award announced from Ohio Department of Development (ODOD) for \$439,000 to this waterline project.
- Special Meeting held July 28th where Board passed Resolution authorizing Chair to sign/enter into grant agreement with ODOD.
- Proposal for Topographic & Right of Way Location Survey received from Access Engineering. This would allow the District to get a more accurate project estimate. Mr. Core asked what the estimate amount is and Ms. Stiles replied \$7,500. Mr. Core questioned exactly what service is being performed for this amount, he feels this quote is a little high. He also asked if there were proposals from any other firms. Ms. Stiles stated we only have the proposal from Access due to working with them on design and they helped with application on the grant funding. The Board felt this would be the best way to go due to Access already being involved and familiar with the project and the timeline. Mr. Core feels the Board needs to be a good steward of the public monies and do the most they can with the money they have and would like to see multiple quotes in the future. He understands with the timeline, it is in the best interest of the project to move forward with the \$7,500 quote.

RESOLUTION 23-021: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE DILLER ROAD LOOP PROJECT AND AUTHORIZES MR. GREG KESSEN, CHAIR, TO SIGN AND ENTER INTO A CONTRACT WITH ACCESS ENGINEERING SOLUTIONS, LLC FOR A TOPOGRAPHIC AND RIGHT OF WAY LOCATION SURVEY FOR THE DILLER ROAD LOOP.

Motion made by Mr. Neeper. Seconded by Mr. Leis. 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.

Lafayette Loop (Previously State Route 81 Loop).

- Attended meeting with P&G on July 13th to discuss their expansion which tentatively includes extending water on Reservoir for new facility. Ms. Stiles added the extension would be approximately a 4,000 foot extension.
- Project Committee will continue to explore the best route for this project and how to move forward
- Ms. Stiles will explore potential funding sources and stated it may make sense to choose an engineer for this who can assist with funding options. Ms. Stiles asked the Board if we should look at working with some firms who specialize in funding. Mr. Huffman replied any time there is job creation or job retention due to a capital investment there is an opportunity to get funding. Ms. Stiles explained this project would not include any jobs because we would be “piggybacking” on P&G’s project most likely.

6. **ATTORNEY’S REPORT:** Mr. Huffman touched on the House Bill 93 mentioned by Ms. Stiles. In regards to putting water bills on taxes, this is an issue due to landlords being billed for charges not paid by tenants. The landlord feels this is not their responsibility. The Eminent Domain House Bill 64, this could affect the ability to take land for easements. Both Bills are being closely monitored by CORD.

7. TREASURER’S REPORT: Presented by Mr. Miller

Revenue and Expense Reports for July 2023 (Month-to-Date and Year-to-Date) for funds 8750, 8751, 8752, 8753, 8754 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 7/31/23 is \$4,408,088.36. The cash balance totals for each fund as of 7/31/2023 are as follows:

8750 Project Debt Service – \$1,044,354.73	8754 USDA Debt Reserve – \$380,404.55
8751 Operating Fund – \$631,562.63	8755 USDA Reserve - \$14,000.00
8752 Internal Capital Reserve – \$1,645,131.91	8756 USDA County Reserve - \$572,818.89
8753 External Capital Reserve – \$119,815.65	

RESOLUTION 23-022: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION “SVCS LEGAL” FOR THE OPERATING FUND, 8751, FOR THE 2023 BUDGET BY THREE THOUSAND FIVE HUNDRED DOLLARS (\$,3500). 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.

MOTION MADE BY MR. MILLER TO APPROVE THE AUGUST 2023 TREASURER’S REPORT. Seconded by Mr. Ewing. Motion carried 9-0.

The second half of 2023 assessments have been received from the Auditor’s Office in the amount of \$210, 946.56. These are deposited directly into Fund 8750 into the appropriate org/object.

Ms. Stiles added we are well into our single audit for 2022. The CFR issues came about in last year’s audit and the auditors asked to see written policies covering this. Mr. Rennick and Ms. Stiles worked together creating a policy to address the finding.

RESOLUTION 23-023: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES AND ADOPTS THE ALLEN WATER DISTRICT POLICY FOR COMPLYING WITH FEDERAL GRANT AND LOAN REQUIREMENTS. Motion made by Mr. Neeper. Seconded by Mr. Miller. 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.

8. CPA REPORT: None

9. OLD BUSINESS: None

10. NEW BUSINESS: Ms. Stiles explained Ag deferred assessment letters have been sent out to approximately 8 parcels. These parcels were part of projects that have been assessed and the parcel in question had their assessment deferred due to being in an AG district. When/if a parcel comes out of AG district, the assessment that was deferred becomes due. Letters were mailed along with an invoice

addressing the assessment owed. The land owner can call the Auditor's office if they feel the land should still be in deferment.

11. **BOARD MEMBER COMMENTS:** None

12. **PUBLIC FORUM:** None

13. **EXECUTIVE SESSION:** None

14. **ADJOURNMENT:** Motion for adjournment made by Mr. Miller at 3:30 p.m. Seconded by Mr. Neeper. Motion carried 9-0.

ATTESTED:

 9-13-23
Chairman Date

 09/13/2023
Secretary Date