

Allen Water District

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"Addressing the water needs of the Community"

December 13, 2023 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, December 13, 2023 at 12:00 p.m.** at 2383 Elida Rd, 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 – November 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 12:11 p.m. and proceeded with the agenda.

1. **ROLL CALL**

Mr. Miller

Mr. Kessen

Mr. Gosnell

Mr. Ingle

Mr. Neeper - Absent

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 - Absent

PUBLIC - None

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA

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

5. CLERK OF BOARD REPORT

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

Name	Address	Project Area	CPF/Assessment
Mike Nickles	3200 Schooler Rd	SE Regional	\$6300
Brooke Schultz	1598 Wonderlick	COUNTY LINE/AWD Territory	\$500 CPF County No Charge AWD
Shawn Gross	4040 Cypress	Amanda Lakes	\$500

Ms. Finn stated there had been **6 permits** issued since last month's meeting.

Name	Address	Project Area	CPF/Assessment
LBC Investments	4159 Emma Pkwy	Hickory Creek	\$500
LBC Investments	4171 Emma Pkwy	Hickory Creek	\$500
Rudolph & Kohlhorst Dev.	3884 E. Bluelick Rd	Dixie/Bluelick 2	\$3500
Hunter's Chase	107 Steeple Chase	COUNTY	\$500
Gem Builders	5959 Timberstone	Woodberry Creek	\$500
Mickey Bolon	1180 Fetter Rd	Fetter Rd	Assessed on taxes

Ms. Finn stated there had been **no extension inquiries** since last month's meeting.

Improvements/Changes/Upcoming Events

- Office will be closed December 25th for Christmas Day

By-laws, Policies and Procedures – Nothing to report.

Contracts and Agreements –Project Committee recommends doing another Engineering Agreement with ms Consultants for water model updates for 2024 (AWD and City of Lima). A Resolution will be prepared for the January 2024 meeting.

Projects –

Committee meeting held December 12th at 9 a.m.

SOQ's received from the following:

- | | |
|------------------------|-------------------------|
| 1. AECOM | 4. ms consultants, inc. |
| 2. Access Engineering, | 5. Prime AE |
| 3. DLZ | 6. Wessler Engineering |

Ms. Stiles stated each engineering firm was ranked during the Projects Committee Meeting and there will be a spreadsheet for the Board to review at the next meeting.

Indianbrook Waterline Replacement Project

- Construction started mid-September on Hokan and Tillamook working eastward. Currently the contractor is working on installing the 12" main on Wapak Road. Weekly tentative schedule updates posted on Indianbrook HOA and AWD Facebook page. Construction scheduled to be completed by end of next month with exception of the final paving.

Rudolph Foods – Elevated Storage Tank

- District still plans to meet onsite with City to make sure the final CO changes are operational.
- District still processing pay apps

Lafayette Loop

- This project is high priority.
- Virtual meeting held with P&G on December 4th to review their preliminary waterline layout.
- District made funding application for HB 168/Water and Wastewater Infrastructure Grant.
- Approximately 85 users along Reservoir/Rumbaugh route.
- Survey sent to property owners to gauge interest in public water.

Ms. Stiles stated we may hear something regarding funding as soon as January and will move quickly on design if we are approved.

East Regional

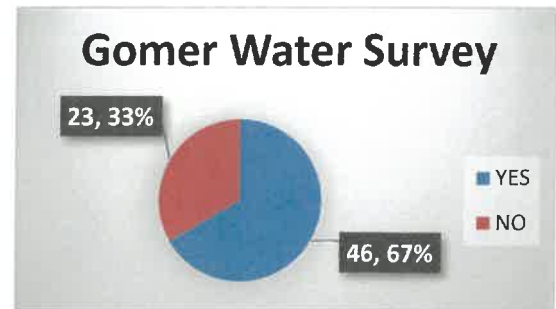
- Construction complete on all Contracts – USDA paid out remaining grant. Funds were placed in the USDA Reserve Fund so the District will not have to make the annual \$14k transfer for a few years per the USDA requirements.
- Still have a small portion of paving to be done on Alger Road. Plan to use 0% OPWC for that work.
- Villages unhappy with the streets where City made taps. COL is working on cold patching where taps were made in the road. They will have a paving company come in spring to make permanent repair.

Diller Road Loop

- Plan to advertise for bid in early/mid-January and hold bid opening end of January in order to have ready to award at February Board Meeting. Bryce with Access plans to attend.
- Grant awarded from ODOD for \$439,000 to this waterline project.

Gomer

- Sugar Creek Township Trustees requested survey be sent to property owners to determine if we should keep exploring this as a project or table for now.
- Responses received thus far are mostly positive as shown in graph:



Sugar Street – Met with Bryce from Access Engineering to discuss options. Plan to meet with City of Lima and County Engineers early next year to further discuss. This is a county line.

6. ATTORNEY'S REPORT: None

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

Revenue and Expense Reports for November 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 11/30/23 is \$4,443,798.58. The cash balance totals for each fund as of 11/30/2023 are as follows:

8750 Project Debt Service – \$805,912.31	8754 USDA Debt Reserve – \$410,072.35
8751 Operating Fund – \$511,391.35	8755 USDA Reserve - \$14,000.00
8752 Internal Capital Reserve – \$1,623,326.52	8756 USDA County Reserve - \$617,546.93
8753 External Capital Reserve – \$461,549.12	
*\$1,500,000 is earmarked for the Lafayette Loop (Slabtown/Fett Loop)	

RESOLUTION 23-035: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE FOLLOWING: 1. SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION “NOTE PRINCIPAL” FOR THE USDA SERVICE FUND, 8754, FOR THE 2023 BUDGET BY THREE HUNDRED THOUSAND TWO HUNDRED DOLLARS (\$300,200) 2. SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION “TRANSFER OUT” FOR THE EXTERNAL CAPITAL OUTLAY FUND, 8753, FOR THE 2023 BUDGET BY THIRTY THREE THOUSAND EIGHT HUNDRED THIRTY-FIVE DOLLARS AND THRITY-SEVEN CENTS (\$33,835.37) 3. APPROVES THE WARRANT OF TRANSFER FROM FUND 8753 TO 8754 TO SHOW THE INTEREST AMOUNT COVERED BY THE USDA EAST REGIONAL GRANTS (\$33,835.37). Motion made by Mr. Miller. Seconded by Mr. Ingle. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – absent, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes.

RESOLUTION 23-036: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE FOLLOWING: 1. SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION “TRANSFER IN” FOR USDA RESERVE FUND, 8755, FOR THE 2023 BUDGET BY THIRTY-SEVEN THOUSAND NINE HUNDRED AND EIGHT

DOLLARS AND TEN CENTS (\$37,908.10). 2. SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION “TRANSFER OUT” FOR THE EXTERNAL CAPITAL OUTLAY FUND, 8753, FOR THE 2023 BUDGET BY THIRTY-SEVEN THOUSAND NINE HUNDRED AND EIGHT DOLLARS AND TEN CENTS (\$37,908.10). 3. APPROVES THE WARRANT OF TRANSFER FROM FUND 8753 TO 8755 TO SHOW THE REMAINING USDA GRANT FOR EAST REGIONAL TO BE PLACED IN THE RESERVE FUND IN THE AMOUNT OF THIRTY-SEVEN THOUSAND NINE HUNDRED AND EIGHT DOLLARS AND TEN CENTS (\$37,908.10) Motion made by Mr. Miller. Seconded by Mr. Leis. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – absent, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes.

There will be an exit conference with the Auditor of State Office tomorrow, Thursday, December 14th for the 2022 Audit.

He next Audit and Finance Meeting scheduled for January 10th, 2024 immediately preceding the regular monthly Board Meeting.

MOTION MADE BY MR. MILLER TO APPROVE THE DECEMBER 2023 TREASURER’S REPORT. Seconded by Mr. Leis. Motion carried 8-0.

8. **CPA REPORT:** None

9. **OLD BUSINESS:** None

10. **NEW BUSINESS:** None

11. **BOARD MEMBER COMMENTS:** Mr. Core said he won’t be at the January Meeting (out of state).

12. **PUBLIC FORUM:** None

13. **EXECUTIVE SESSION:** None

14. **ADJOURNMENT:** Motion for adjournment made by Mr. Miller at 12:26 p.m. Seconded by Ms. Vickers. Motion carried 8-0.

ATTESTED:


Chairman Date


Secretary Date