

Allen Water District

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"Addressing the water needs of the Community"

December 14, 2022 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, December 14, 2022** at **2:00 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 9, 2022
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 2:13 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. 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

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA – Mr. Huffman swore Mr. Steve Ewing in as the new Member-At-Large for the Allen Water District.

4. APPROVAL OF MINUTES - Motion made by Mr. Miller to approve the November 9, 2022 minutes. Seconded by Mr. Neeper. Motion carried 9-0.

5. CLERK OF BOARD REPORT

Ms. Finn stated there had been **no connection inquiries** since last month’s meeting.

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

Name	Address	Project Area	CPF/Assessment	Ref Page
William Bly	25 Springbrook Dr	Springbrook	No-Charge previously paid	1
Brandon Gamble	2144 Slabtown Rd	County Line	No-Charge	2
Rafael Garcia	4140 N. Dixie Hwy	Dixie Hwy Extension	\$500	3

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

Improvements/Changes/Upcoming Events –

Advertised for 2023 engineering Statement of Qualifications on 10/22 and 10/29.
Received 7 Statement of Qualifications from the following engineering firms:

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

Project Committee will convene to evaluate the above SOQ’s according to current policy.

Ms. Stiles added the Project Committee will meet within the next month to evaluate the SOQs. While reviewing, they will pre-qualify the firms for contracts under \$50,000. Mr. Huffman stated that any pre-qualified firms will not have to submit when contracts are available for over \$50,000. If you have a contract below \$25,000, you can choose any firm that you want. Ms. Stiles stated that this is basically a project by project basis. Mr. Huffman replied that you should give notice to firms when you do have a project that will be bid. Those who have submitted do not have to re-submit. Mr. Core asked if the committee reviews those pre-qualified and selecting a firm. Mr. Huffman clarified that the SOQs will be

ranked and then those that are selected are those that are the most qualified. Mr. Core stated that he would like to see the Rubric being used.

By-laws, Policies and Procedures – Committee meeting to be scheduled for first quarter of 2023.

Contracts and Agreements – Fire Hydrant Maintenance Agreements – Future Discussion.

Mr. Kessen stated that moving forward there will be a fire hydrant maintenance agreement present for all projects. Mr. Nepper stated that this should not be such an issue in the future and can be avoided with contracts being signed before the projects begin. Mr. Huffman added that maintenance training needs to be part of the contract with each fire department.

Projects

ARPA Funding – Commissioners gave us tentative clarification they believe they can convert their restricted funds into unrestricted funds and therefore are no longer requesting the ARPA funding can't be linked to debt.

State Route 81 Loop – With the ARPA clarification from the BOCC, the Project Committee is focusing again on the State Route 81 Loop Project. Current project cost estimate is approximately \$5 million. Mr. Ingle and Ms. Stiles visited Bath Township Trustees on 12/6/22 to inform them of this and inquired if they are still interested in contributing some of their ARPA funding. The feedback was positive and they seem interested in participating. Jackson Township was also informed of this and they are interested in putting their ARPA funds toward this project as well. Mr. Ingle added that there was good feedback from the visit and they do have money set aside to help with this project.

East Regional

a) Construction progress is as follows:

Contract A/B – Complete.

Contract C – District is coordinating the filling of the tank with Maguire and the City tentatively for the end of this month. Antenna to be installed for radio communication in early January.

Generator still delayed with ETA of January. Final completion has been delayed until May 2023 when the rest of the painting/restoration/site work will be completed.

b) Letter sent to property owners notifying them the waterline is available for connection. The City of Lima started in Westminster connecting those with service lines run who have signed on, paid tap fees, etc. They will work their way from Westminster toward the Village of Harrod and then toward Lafayette.

c) Project update available upon request.

d) Mr. Ingle and Ms. Stiles did another project walk through on November 10th within the Villages with Prime AE Inspector, Dave Wilson. UUI did a good job and very little added to punch list. Ms. Stiles stated that she is close to finalizing the project cost.

- e) Resolution 22-020 passed on 9/14/22 with District accepting application from Lafayette to be included in AWD territory. Ms. Stiles asked if any other action needed to finalize this and Mr. Huffman replied that when the resolution was passed they were added at that time, unless there is a referendum petition, which there was not.
- f) Project Wrap-Up Meeting to be scheduled once project costs finalized.

Rudolph Foods – Elevated Storage Tank

- Progress meeting held Wednesday, December 7th at 1 p.m. at our office. Next progress meeting will be January 18th at 1 p.m. at our office.
- Tank chlorinated, disinfected and filled. Rudolph performed fire pump tests on November 22nd and tests passed. There may have been some damage to pumps from rocks in the line during testing. Ms. Stiles added that some electrical work needs to be completed and the project will be complete soon after.

Southeast Regional Relocation/ODOT Project – The waterline relocation is complete. Access has provided a mark-up drawing for this plan sheet for the SE Regional Project. Project invoices submitted to ODOT Columbus Office for reimbursement.

Intersection of 117 and McPheron – Access did a mark-up outlining a possible waterline alignment. Best case scenario would be to do this while ODOT has road closed in 2023. District will attend pre-con for ODOT project in January 2023 and approach contractor who is awarded project to see if they would be interested in this small project. Ms. Stiles added that as long as the cost is under \$50,000 it would not need to be bid.

Master Plan Study (Node Map) - District met with City, ms consultants and AECOM to review Master Water Plan and Hydraulic Model Update on Tuesday, December 13th. Ms. Stiles stated that we should have a final copy to review at the January meeting.

Indianbrook Waterline Replacement Project – Informational Open House held Tuesday, November 15th from 4:30-7 p.m. Approximately a dozen work agreements signed by property owners. Plan is for Access to then finalize design and bid project early 2023.

Ms. Stiles added that she wanted to discuss the waterline on Sugar Street. There has been work taking place there to repair the line going to Ford on the east side of the road. This line is the responsibility of the City. The county has reached out to AWD to ask if the 8” line on the opposite side of the road can now be replaced due to breaks in the line. The road is scheduled to be paved within the next year or two, so the replacing of the line would need to take place soon. Mr. Kessen relayed to the Board that a lot of research was put into finding out who was responsible for these lines. In the end, the research shows that we are responsible for the 8” line feeding the residential area on the west side of Sugar Street. Ms. Stiles stated that Sugar Street is now on our project list.

6. **ATTORNEY'S REPORT** – Mr. Huffman brought to the Board's attention that there are 2 issues that affect 6119 districts that we need to be aware of. One is the ability of 6119s to put delinquent bills on real estate taxes. The other issue is the bid threshold of \$50,000 possibly increasing to \$100,000. This means projects under \$100,000 would not have to be bid. Having grant money could force you to bid even if the project is under the bid threshold.

7. **TREASURER'S REPORT** –

Revenue and Expense Reports for November 2022 (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 11/30/22 is \$2,053,811.81. The cash balance totals for each fund as of 11/30/2022 are as follows:

8750 Project Debt Service – \$1,057,618.00	8754 USDA Debt Reserve – \$1.55
8751 Operating Fund – \$401,348.46	8755 USDA Reserve - \$0
8752 Internal Capital Reserve – \$163,340.29	8756 USDA County Reserve - \$399,434.36
8753 External Capital Reserve – \$49,360.29	

RESOLUTION 22-030: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE FOLLOWING: 1. SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION "TRANSFER OUT" FOR THE EXTERNAL CAPITAL OUTLAY FUND, 8753, FOR THE 2022 BUDGET IN THE AMOUNT OF THIRTY FOUR THOUSAND SIX HUNDRED SIXTY FOUR DOLLARS AND SIXTY SEVEN CENTS (\$34,664.67) FOR THE INTEREST PAYMENT ON THE USDA LOANS FOR THE EAST REGIONAL WATERLINE PROJECT 2. SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION "TRANSFER IN" FOR THE USDA DEBT SERVICE FUND, 8754, FOR THE SAME AMOUNT (\$34,664.67) 3. COMPLETE A WARRANT OF TRANSFER FROM FUND 8753 TO FUND 8754 FOR THE SAME AMOUNT (\$34,664.67) 4. SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION "NOTE PRINCIPAL" FOR THE USDA DEBT SERVICE FUND, 8754, BY THIRTY FIVE THOUSAND FOUR HUNDRED DOLLARS (\$35,400) IN ORDER TO MAKE THE PRINCIPAL PAYMENT FOR THE USDA LOAN FOR THE EAST REGIONAL WATERLINE PROJECT. 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 22-031: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION "AUDIT FEES" IN THE OPERATING FUND, 8751, FOR THE 2022 BUDGET IN THE AMOUNT OF EIGHT HUNDRED SEVENTY DOLLARS (\$870). Motion made by Mr. Miller. Seconded by Mr. Core. 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 22-032: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE TWO THOUSAND AND TWENTY THREE ANNUAL APPROPRIATIONS AS PRESENTED BY THE TRASURER, MERLE MILLER. Motion made by Mr. Miller. Seconded by

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

- Audit and Finance Committee will meet again in January prior to regular Board Meeting.

MOTION MADE BY MR. MILLER TO APPROVE THE DECEMBER 2022 TREASURER'S REPORT. Seconded by Mr. Gosnell. Motion carried 9-0.

8. **CPA REPORT:** Nothing to report

9. **OLD BUSINESS:** Mr. Kessen discussed there will be new assignments to committees due to having 2 new members on the Board. For a 6 month period Ms. Vickers will be on the Project Committee, Mr. Ewing will be on the Contracts and Agreements Committee and Mr. Core will be on the By-Laws, Policies and Procedures Committee.

10. **NEW BUSINESS:** Nothing to report

11. **BOARD MEMBER COMMENTS:** Nothing to report

12. **PUBLIC FORUM:** None

13. **EXECUTIVE SESSION:**

MOTION MADE BY MR. MILLER AT 2:47 PM TO GO INTO EXECUTIVE SESSION TO DISCUSS THE 2021 AUDIT. Seconded by Mr. Gosnell. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – absent, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes.

The Board came out of Executive Session at 2:57 PM.

14. **ADJOURNMENT:** Motion for adjournment made by Mr. Miller at 2:57p.m. Seconded by Mr. Neeper. Motion carried 9-0.

ATTESTED:


Chairman _____ Date 1-11-2023


Secretary _____ Date 01/11/2023