

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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"Addressing the water needs of the Community"

February 14, 2024 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, February 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 – January 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

Mr. Ingle

Mr. Neeper - absent

Mr. Leis - absent

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

Ron Meyer - Allen County Sanitary Engineer's Office
Brice Schmitmeyer – Access Engineering

2. PLEDGE OF ALLEGIANCE

3. **ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA** – Brice Schmitmeyer with Access Engineering gave an update on the Diller Rd project. Bids were received and a contractor was recommended. Access met with the District, City and County regarding the Sugar St. Waterline Project. They have come up with options and are working on the most cost effective way to accomplish this. He added the Indianbrook Project is close to having the waterline portion complete.
4. **APPROVAL OF MINUTES** - Motion made by Mr. Miller to approve the January 10, 2024 minutes. Seconded by Mr. Ingle. Motion carried 7-0.

5. CLERK OF BOARD REPORT

Ms. Finn stated there had been, since last month's meeting:

- 3 connection inquiries
- 5 permits issued
- 0 extension inquiries

Improvements/Changes/Upcoming Events

- Quarterly Update held with Commissioners on January 25th at 1 p.m.
- Ethics training at Ohio Means Jobs March 25th
- 3 Board appointments terming at the end of April. Letters will be sent to Bath, Perry and the Commissioners.

By-laws, Policies and Procedures – Bylaws Committee Meeting to be scheduled for March with Slate of Officers on to-do list among other items.
(Gosnell, Vickers, Ewing, Core)

Contracts and Agreements

Assignment and Assumption Agreement – The County shall provide notice to the District by 9/1/24 if they wish to terminate said agreement. The Audit & Finance Committee is working to establish a merged fee schedule and in order to do this, it has been recommended a 5-7 Year Capital Needs Assessment be completed for the County lines. Project Committee to meet to evaluate 3 firms who have been pre-qualified for contracts for 2024 and request a proposal from the firm ranked highest and negotiate with them with the

goal of presenting for approval at March Board Meeting. Ms. Stiles referred to Mr. Huffman for direction on the ranking and selection of a qualified firm. Mr. Core asked how it is determined if a firm is qualified. Mr. Huffman explained the process and said the approach outlined is fine.

RESOLUTION 24-007: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES GREG KESSEN, CHAIR, TO EXECUTE A BILL OF SALE WITH ARTISAN INVESTMENT PROPERTIES, LLC FOR WATERLINES LOCATED WITHIN THE CAMDEN RIDGE NO. 2 SUBDIVISION. Motion made by Ms. Vickers. Seconded by Mr. Ingle. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neepner – absent, Mr. Leis – absent, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – abstain, Mr. Ewing – yes.

Projects

Indianbrook Waterline Replacement Project – Construction should be wrapped up this month. Grading/seeding to follow in spring and then final paving in summer/fall.

East Regional

- Construction complete on all Contracts.
- Small portion of paving to be done on Alger Road. Plan to use 0% OPWC for that work.
- City to contract with paving company in spring to make permanent repairs to roads where taps made.
- Bill of Sale for Villages - Ms. Stiles asked Mr. Huffman if the Board should use the same contract that has been used in the past. Mr. Huffman replied what has been used in the past is a good system and asked Ms. Stiles to send him the draft for review.

Rudolph Foods – Elevated Storage Tank

- Some additional wiring needed (placed in conduit) to ensure the final CO changes are operational.
- Final Pay App Received. Waiting for above item to be completed and payroll to be received before can process.

East Regional Loop – High Priority Project

- District made funding application for HB 168/Water and Wastewater Infrastructure Grant in November – hopeful we will hear something soon.
- Approximately 85-90 users along Reservoir/Rumbaugh route.

Diller Road Loop

- Bid opening held January 31st at 10 a.m. 9 bids received. 3 resolutions to be considered.

RESOLUTION 24-008: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES RESOLUTION OF NECESSITY TO CONSTRUCT THE DILLER ROAD LOOP WATERLINE IMPROVEMENT PROJECT STATING THE LOCATION OF THE PROJECT, APPROVE DETAILED PLANS, SPECIFICATIONS, ESTIMATE OF COSTS, METHOD OF REPAYMENT AND METHOD OF CHARGING A VOLUNTARY ASSESSMENT VIA HOMEOWNER'S REAL ESTATE TAXES. Motion made by Mr. Miller. Seconded by Ms. Vickers. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen –

yes, Mr. Neeper – absent, Mr. Leis – absent, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes.

RESOLUTION 24-009: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE RESOLUTION OF INTENT TO PROCEED WITH THE DILLER ROAD LOOP WATERLINE IMPROVEMENT PROJECT. Motion made by Mr. Miller. Seconded by Mr. Ewing. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – absent, Mr. Leis – absent, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes.

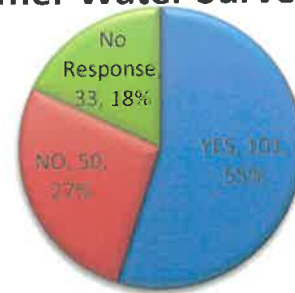
RESOLUTION 24-010: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, ACCEPTS AND AWARDS PROPOSAL FOR CONSTRUCTION OF THE DILLER ROAD LOOP WATERLINE IMPROVEMENT PROJECT TO FENSON CONTRACTIN, INC. AND AUTHORIZES CHAIR TO SIGN NOTICE OF AWARD AS WELL AS SIGN AND ENTER INTO CONTRACT WITH FENSON CONTRACTING, INC. TO PROVIDE COMPLETION OF PROJECT WORK. Motion made by Mr. Miller. Seconded by Ms. Vickers. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – absent, Mr. Leis – absent, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes.

- Grant awarded from ODOD for \$439,000 to this waterline project. All can be used for construction. Quarterly reports due to ODOD

Gomer

- Township Trustees requested survey of property owners to determine path forward
- Responses received shown in graph.
- Project Committee to discuss further

Gomer Water Survey



■ YES ■ NO ■ No Response

Sugar Street

Meeting held with AWD, City and County Engineer on February 5th at County Engineer’s Office. County Engineer would like to see solution to waterline issues on Sugar Street remedied by late 2025 so they can move forward with their paving schedule in that area.

6. ATTORNEY’S REPORT: Nothing to report.

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

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

RESOLUTION 24-011: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AMENDS THE TRUSTEES/OFFICERS COMPENSATION SCHEDULE FOR 2024. Motion made by Mr. Miller. Seconded by Mr. Ewing. Roll Call: Mr. Miller – yes, Mr. Gosnell –

yes, Mr. Kessen – yes, Mr. Neeper – absent, Mr. Leis – absent, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes.

RESOLUTION 24-012: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE SUPPLEMENTAL APPROPRIATION REQUEST TO INCREASE THE APPROPRIATION “CAPITAL OUTLAY – EAST REGIONAL” IN THE EXTERNAL CAPITAL OUTLAY FUND, 8753, FOR THE EAST REGIONAL PROJECT (PROJECT 60041) BY TWENTY THOUSAND DOLLARS (\$20,000) FOR THE 2024 BUDGET.

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

RESOLUTION 24-013: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE SUPPLEMENTAL APPROPRIATION REQUEST TO INCREASE THE APPROPRIATION “CAPITAL OUTLAY – RUDOLPH TANK” IN THE EXTERNAL CAPITAL OUTLAY FUND, 8753, FOR THE RUDOLPH TANK PROJECT (PROJECT 60055) BY THIRTY-SIX THOUSAND THREE HUNDRED EIGHTY-EIGHT DOLLARS AND TWENTY-SIX CENTS (\$36,388.26) FOR THE 2024 BUDGET.

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

Next Audit and Finance Committee Meeting tentatively scheduled for March.

MOTION MADE BY MR. MILLER TO APPROVE THE JANUARY 2024 TREASURER’S REPORT. Seconded by Mr. Gosnell. Motion carried 7-0.

8. **CPA REPORT:** None

9. **OLD BUSINESS:**

RESOLUTION 24-014: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES CHAIR, MR. GREG KESSEN, TO SIGN ADDENDUM #1 TO EXTEND THE FISCAL AGENT AGREEMENT WITH THE BOARD OF COUNTY COMMISSIONERS OF ALLEN COUNTY TO REAPPOINT ALLEN COUNTY AS THE FISCAL AGENT FOR THE ALLEN WATER DISTRICT FOR AN ADDITIONAL ONE YEAR PERIOD FROM JANUARY 1, 2024 THROUGH DECEMBER 31, 2024.

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

10. **NEW BUSINESS:** None

11. **BOARD MEMBER COMMENTS:** Mr. Ingle stated he attended the Bath Township Trustee meeting in January. From there he and Ms. Stiles scheduled a meeting with the Bath Township Fire Department. He

felt it was beneficial for both the District and the fire department. Mr. Ewing asked if it is up to the Gomer Trustees to decide on whether or not to move forward with the water project in Gomer. Ms. Stiles replied they are in support of it but it would essentially be up to the District. There are many steps to take before making a decision.

12. **PUBLIC FORUM**: None

13. **EXECUTIVE SESSION**: None

14. **ADJOURNMENT**: Motion for adjournment made by Mr. Ewing at 2:55 p.m. Seconded by Ms. Vickers. Motion carried 7-0.

ATTESTED:

 3/13/2024
Chairman Date

 03/12/2024
Secretary Date