

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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"Addressing the water needs of the Community"

January 10, 2024 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, January 10, 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 – December 13, 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 2:00 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 - Absent
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

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA

4. APPROVAL OF MINUTES - Motion made by Mr. Ewing to approve the December 13, 2023 minutes. Seconded by Mr. Miller. 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
Julia Hare / Quality Mgmt	4097 Bur Oak	7 Oaks	\$500
Jon Hart	3465 N West St	McDonal Project	\$3500
White’s Honda	Elida Rd	DEF –County	TBD

Ms. Finn stated there had been **1 permit** issued since last month’s meeting:

Name	Address	Project Area	CPF/Assessment
Brandon S. Miller	1305 Robb Ave	City Line / County District Customer	No Charge Permit

Ms. Finn stated there had been **1 extension inquiry** since last month’s meeting. Chris Coomes inquired about how to get water to his address of 505 E. State Rd.

Improvements/Changes/Upcoming Events

2024 Updates with BOCC as follows: January 25th, April 18th, July 18th, October 24th at 1 p.m.

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

Contracts and Agreements -

RESOLUTION 24-001: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZE GREG KESSEN, CHAIR, TO ENTER INTO AN AGREEMENT WITH MR. REX HUFFMAN OF SPITLER HUFFMAN, LLP FOR LEGAL SERVICES COMMENCING JANUARY 1, 2024 FOR A PERIOD OF TWELVE MONTHS.

Motion made by Ms. Vickers. 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 – absent, Mr. Ewing – yes.

RESOLUTION 24-002: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, ACCEPTS BHM CPA GROUP, INC.'S 2024 LETTER OF ENGAGEMENT TO PREPARE BASIC FINANCIAL STATEMENTS, PROVIDE ACCOUNTING AND FINANCIAL REPORTING EXPERTISE, PROVIDE ASSISTANCE WITH VARIOUS BUDGETARY AND ACCOUNTING ISSUES AND PARTICIPATE IN QUARTERLY MEETINGS WITH THE AUDIT AND FIANANCE COMMITTEE. Motion made by Mr. Ewing.

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 – absent, Mr. Ewing – yes.

RESOLUTION 24-003: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES CHAIR TO ENTER INTO A SERVICE AGREEMENT WITH THE CITY OF LIMA AND MS CONSULTANTS, INC. TO PERFORM WATER MODEL UPDATES AS ASSIGNED FOR 2024. Motion made by Mr. Miller. Seconded by Ms. Vickers. 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 – absent, Mr. Ewing – yes.

Projects

Indianbrook Waterline Replacement Project – Construction should be wrapped up in late January/early February. Grading/seeding to follow in spring and then final paving.

East Regional - Construction complete on all Contracts

Rudolph Foods – Elevated Storage Tank

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

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 in January/February.
- Approximately 85-90 users along Reservoir/Rumbaugh route.
- Survey sent to property owners to gauge interest in public water.

Diller Road Loop

- Notice to Bidders to be advertised January 10th and 17th and bid opening held January 31st at 10 a.m.
- 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. Ms. Stiles added the response has been positive so far.

Mr. Huffman stated the Board could consider doing a straight assessment for projects as long as the survey shows a clear strong majority in favor, at least a 60-40 percentage of those interested is usually the benchmark used. A policy could be considered for this. This would also leave the option for the homeowner to pay the assessment in full rather than be assessed on their property taxes.

Sugar Street – Meeting to be scheduled soon with City and County Engineer to discuss timeline.

6. **ATTORNEY’S REPORT:** Mr. Huffman met with Commissioner Noonan to discuss planning in Allen County for economic development and the contract renewal with Allen County as AWDs fiscal agent.
7. **TREASURER’S REPORT:** Presented by Mr. Miller

Revenue and Expense Reports for December 2023 (Month-to-Date and Year-to-Date) for funds 8750, 8751, 8752, 8753, 8754 and 8756 are available.

RESOLUTION 24-004: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION “CONTRACT EXPENSE/SERVICES” FOR THE OPERATING FUND, 8751, FOR THE 2023 BUDGET BY FIFTY THOUSAND DOLLARS (\$50,000). Motion made by Mr. Miller. Seconded by Mr. Neeper. 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 – absent, Mr. Ewing – yes.

RESOLUTION 24-005: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE FOLLOWING SUPPLEMENTAL REQUESTS TO THE 2024 BUDGET: 1. INCREASE THE APPROPRIATION “NOTE PROCEEDS” IN THE EXTERNAL CAPITAL FUND, 8753, FOR THE EAST REGIONAL PROJECT (PROJECT 60041) BY TWENTY THOUSAND DOLLARS (\$20,000) 2. INCREASE THE APPROPRIATION “NOTE PROCEEDS” IN THE EXTERNAL CAPITAL FUND, 8753, FOR THE RUDOLPH TANK PROJECT (PROJECT 60055) BY THIRTY-SIX THOUSAND DOLLARS (\$36,000) 3. DECREASE THE APPROPRIATION “NOTE PROCEEDS” IN THE COUNTY RESERVE FUND, 8756, FOR THE INDIANBROOK PROJECT BY ONE MILLION TWO HUNDRED THOUSAND (\$1,200,000) 4. DECREASE THE APPROPRIATION “CAPITAL OUTLAY” IN THE COUNTY RESERVE FUND, 8756, FOR THE INDIANBROOK PROJECT BY ONE MILLION TWO HUNDRED THOUSAND (\$1,200,000). 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 – absent, Mr. Ewing – yes.

RESOLUTION 24-006: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE FOLLOWING SUPPLEMENTAL REQUESTS TO THE 2024 BUDGET: 1. INCREASE THE APPROPRIATION “CAPITAL OUTLAY” IN THE INTERNAL CAPITAL FUND, 8752, FOR MASTER PLAN UPDATES BY FIFTEEN THOUSAND DOLLARS (\$15,000) 2. INCREASE THE APPROPRIATION “CAPITAL CONTRIBUTIONS” IN THE INTERNAL CAPITAL FUND, 8752, FOR THE CITY OF LIMA’S PORTION OF THE MASTER PLAN UPDATES BY SEVEN THOUSAND FIVE HUNDRED DOLLARS (\$7500) Motion made by Mr. Miller. Seconded by Mr. Neeper. 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 – absent, Mr. Ewing – yes.

Audit and Finance Meeting held this date immediately preceding the regular monthly Board Meeting.

MOTION MADE BY MR. MILLER TO APPROVE THE JANUARY 2024 TREASURER'S REPORT. Seconded by Mr. Gosnell. Motion carried 8-0.

8. **CPA REPORT:** None

9. **OLD BUSINESS:**

MOTION MADE BY MR. NEEPER TO EXTEND THE CONTRACT WITH ALLEN COUNTY COMMISSIONERS AS OUR FISCAL AGENT FOR ONE YEAR. Seconded by Ms. Vickers. Motion carried 8-0.

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. Miller at 2:43 p.m. Seconded by Ms. Vickers. Motion carried 8-0.

ATTESTED:

 2-14-2024
Chairman Date

 03/12/2024
Secretary Date