

Allen Water District

3230 North Cole Street

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"Addressing the water needs of the Community"

July 10, 2024 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, July 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 – June 12, 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 2:01 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 – 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 June 12, 2024 minutes. Seconded by Ms. Vickers. Motion carried 9-0.

5. CLERK OF BOARD REPORT

Ms. Finn stated since last month’s meeting there had been the following:

- 2 connection inquiries
- 9 permits issued
- 0 extension inquiries

Improvements/Changes/Upcoming Events

- Ms. Stiles out of the office August 12th-16th.
- Next Quarterly Update with Commissioners for County Appointments is July 18th at 1 p.m.

By-laws, Policies and Procedures:

Ms. Stiles is working to organize Operational Policies. Once completed, a Committee Meeting will be held to review and make comment. Some finance related policies to be reviewed by Audit & Finance Committee.

Contracts and Agreements:

Assignment and Assumption Agreement – Meeting held with Commissioner Noonan & Assistant Prosecutor Rogers to discuss agreement. Mr. Huffman will give more information with the Attorney’s Report.

Projects: Committee Meeting scheduled for July 17th at 3 p.m. Ms. Stiles stated this will include Mr. Ingle, Mr. Leis, Mr. Core and Mr. Ewing.

Capital Needs Assessment

- Draft report received the end of June. Ms. Stiles added the Projects Committee should review the report prior to the Projects Committee Meeting.

Indianbrook Waterline Replacement Project

- Construction and restoration complete.
- Paving to be tentatively completed this month. Contractor will evaluate any touch ups needed in the fall.

East Regional

- COL to contract w/ paving company to make permanent repairs where taps made. District is still waiting for an update from City on status of this work.
- Bill of Sale for Lafayette – Still waiting on their Council to pass this.
- District provided City with quote from Kuntze for annual maintenance contract to address some issues with operation of chlorine feed system at the tank.

East Regional Loop – High Priority Project

- District made funding application for HB 168/Water and Wastewater Infrastructure Grant in November – Did not receive funding in this round. There could be additional rounds. Ms. Stiles added this will be discussed further as far as path forward in the Projects meeting next week.

Diller Road Loop

- Preconstruction meeting held May 24th.
- Construction began last week.

Gomer

- Substantial funding needed in order to make affordable to residents.
- Ms. Stiles and Mr. Schmitmeyer attended SCEIG Meeting on June 13th to explore any other possible funding options.
- Plan to discuss further with Project Committee and then send letter to residents to give status update.

Sugar Street

- Ms. Stiles and Ms. Finn to start easement preparation and begin reaching out to property owners for Phase 1.

6. **ATTORNEY'S REPORT:** Mr. Huffman recommended the Board discuss the Assignment and Assumption Agreement.

MOTION MADE BY MR. NEEPER TO GO INTO EXECUTIVE SESSION TO DISCUSS THE ACQUISITION OF WATER ASSETS FROM THE ALLEN COUNTY COMMISSIONERS (ORC Section 121.22 (G) (2)). Seconded by Mr. Ewing. 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.

ROLL CALL TO COME OUT OF EXECUTIVE SESSION:

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.

7. **TREASURER'S REPORT:** Presented by Mr. Neeper

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

RESOLUTION 24-025: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE TWO THOUSAND TWENTY-FIVE PRELIMINARY BUDGET AS PRESENTED BY THE TREASURER, MR. KURT NEEPER. Motion made by Mr. Neeper. 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 – yes, Mr. Ewing – yes.

The Audit & Finance Meeting Agenda earlier today was as follows:

- ✦ Approve May 8, 2024 Audit and Finance Meeting Minutes.
- ✦ 2025 Preliminary Budget
- ✦ 2023 Audit Status
- ✦ Payment Policy & Other Financial Policies
- ✦ Assignment and Assumption Agreement County as Fiscal Agent – 1 Year Renewal
- ✦ Fraud Reporting Concerns?
- ✦ Date for Next Meeting November 13, 2024

Mr. Neeper added there is a policy review underway. One of the policies currently being looked at has to do with the reporting of receipt of Federal Funds.

MOTION MADE BY MR. NEEPER TO APPROVE THE JULY 2024 TREASURER’S REPORT.

Seconded by Mr. Leis. Motion carried 9-0.

8. **CPA REPORT:** None
9. **OLD BUSINESS:** None
10. **NEW BUSINESS:** None
11. **BOARD MEMBER COMMENTS:** None
12. **PUBLIC FORUM:** None
13. **EXECUTIVE SESSION:** See previous notes under Attorney’s Report.
14. **ADJOURNMENT:** Motion for adjournment made by Mr. Core at 2:34 p.m. Seconded by Mr. Neeper. Motion carried 9-0.

ATTESTED:

 8-14-2024
Chairman Date

 8-14-2024
Secretary Date