

# Allen Water District

3230 North Cole Street

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*"Addressing the water needs of the Community"*

## July 12, 2023 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, July 12, 2023 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 14, 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 2:02 p.m. and proceeded with the agenda.

### **1. ROLL CALL**

Mr. Miller - Absent

Mr. Kessen

Mr. Gosnell

Mr. Ingle

Mr. Neeper

Mr. Leis

Ms. Vickers – late due to stopped train on track

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** –

Brad Niemeyer – Sanitary Engineer's Office

## **2. PLEDGE OF ALLEGIANCE**

## **3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA** – None

## **4. APPROVAL OF MINUTES** - Motion made by Mr. Leis to approve the June 14, 2023 minutes. Seconded by Neeper. Motion carried 7-0.

## **5. CLERK OF BOARD REPORT**

Ms. Finn stated there had been **1 connection inquiry** since last month's meeting.

Name	Address	Project Area	CPF/Assessment
Quinnadalin Burton	2690 Alexandria Dr	Monticello	\$500

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

Name	Address	Project Area	CPF/Assessment
Chris Karcz	779 N Fraunfelter	Sweger/Fraunfelter	\$3200

Ms. Finn stated there had been **1 extension inquiry** since last month's meeting for 9370 Alger Rd. The homeowner would like to connect to the line from where it ends at the edge of the village of Harrod on Alger Road, which would be about a 900 foot service line. This would require a Special Connection Agreement. The homeowner does own the parcel next to him which does provide front footage. Ms. Stiles explained that if he does connect he would need to sign a Special Connection Agreement which would require him to connect to the line if it would ever run in front of his property as well as pay the difference of the two project costs. Mr. Core recommended an agreement be drawn up and formally approved at the August meeting.

**Improvements/Changes/Upcoming Events** – BOCC Qtly Update will be given on July 27<sup>th</sup> at 1 p.m.

Ms. Stiles added she will send an update out a couple days ahead of time. There is an option for the county appointments to attend virtually.

**By-laws, Policies and Procedures** – Ms. Stiles is working on CFR policies for Committee/Board to review at July Meeting. Ms. Stiles added they are working to address a couple of notes regarding Federal funding from last year's audit.

**Contracts and Agreements** - \$1.5 million County Commissioner contribution to water system deposited into AWD Fund. This has been earmarked for the Lafayette Loop Project.

**Projects** - Committee Meeting was held June 21<sup>st</sup> at 2 p.m.

**Indianbrook Waterline Replacement Project** – OWDA loan approved on June 28<sup>th</sup>. Ms. Stiles stated the pre-construction meeting is scheduled tentatively for July 28<sup>th</sup> at 10:00 a.m. Anticipating construction to begin sometime in August.

**Rudolph Foods – Elevated Storage Tank** - Progress meeting held June 7<sup>th</sup> at 1 p.m. Temporary SCADA complete. 2 probes to be installed in December as on back order. Working on drain for chlorine discharge currently. Mr. Neepers asked if there is a list of non-preferred contractors. Ms. Stiles stated during the annual review of engineering firms, past history is taken into consideration.

### **East Regional**

a) Construction progress is as follows:

**Contract A/B** – Complete. Asbuilts received for Contracts A and B.

**Contract C** – Substantial completion date was 2/28/23. Painting complete. Contractor working on SCADA and drainage for chlorine analyzer. We are trying to determine what is needed and what is not with 2 towers being constructed at the same time. Change order received for \$60k for requested add-ons/modifications. Ms. Stiles added we are currently researching to see if we need a chlorine analyzer at both towers or if one would be sufficient.

b) Billing began for the monthly debt service for East Regional customers and is going smoothly so far. Cutoff date for the District to cover the well permit fee was 6/30/23. We will have a few more invoices to pay to ACHD depending on when property owners finish paperwork but this is wrapping up.

**Intersection of 117 and McPherson** – Meeting scheduled on site with Shelly Co Construction Manager Dylan Schey, Mr. Ingle, Ms. Stiles and Mr. Schmitmeyer with Access on June 23<sup>rd</sup> at 9 a.m. Ms. Stiles stated the quote received was \$126,000 and the District budgeted \$50,000. Mr. Core stated he is confident there are other construction companies that would present a lower quote. He feels the bid is higher due to Shelly Co. having a timeline to complete the project and this would slow them down. Mr. Core asked if we will be seeking more bids. Mr. Ingle replied we would like to get this done while Shelly Co. is working in the area to avoid having to dig up the road again. Mr. Leis asked about possibly bringing the waterline over at Katrina. Mr. Ingle stated there are utilities in the ground making it more challenging. Mr. Kessen stated if the Board does not want to entertain the quote from Shelly Co., there probably isn't time to get another quote and to complete the project within the timeline of the road being under construction. Mr. Core recommended this project be tabled for now and Board agreed.

**Sugar Street** – Allen County is preparing for repaving project on Sugar Street and would like waterline issues on 8" line to be addressed before moving forward with paving project. Current plan is to relocate service taps to 12" City owned line on west side of the street that was recently relined. District is awaiting timeline from the County.

**WRSLA applications submitted for both State Route 81 Loop and Gomer.** Unfortunately, no grant was received for either project. There is potential for 0% loan but neither project is ready at this point to move forward.

1. Gomer – ACSE held a wrap up meeting for their sewer project in Gomer and there was positive feedback on survey for water.
2. State Route 81 – P&G may be extending the waterline on Reservoir and Project Committee will consider looping Lafayette/Harrod in via Reservoir instead of S.R. 81. Ms. Stiles added there is a meeting with P&G July 13<sup>th</sup>.

**IOS Expansion on S.R. 65** – OIO is looking at another expansion and this one will involve relocating waterlines as new expansion would be over top of existing. Coordination of switching between lines will need to be used due to 2 other properties on this line.

**6. ATTORNEY'S REPORT:** Nothing

**7. TREASURER'S REPORT:** Presented by Ms. Stiles






Revenue and Expense Reports for May 2023 (Month-to-Date and Year-to-Date) for funds 8751, 8752, 8753 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 5/31/23 is \$2,835,167.67. The cash balance totals for each fund as of 5/31/2023 are as follows:

8750 Project Debt Service – \$1,033,363.37	8754 USDA Debt Reserve – \$413,909.55
8751 Operating Fund – \$598,321.23	8755 USDA Reserve - \$14,000.00
8752 Internal Capital Reserve – \$144,787.84	8756 USDA County Reserve - \$510,969.93
8753 External Capital Reserve – \$119,815.65	

**RESOLUTION 23-018: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION “TRANSFER OUT” FOR THE EXTERNAL CAPITAL OUTLAY FUND, 8753, FOR THE 2023 BUDGET BY THIRTY FOUR THOUSAND ONE HUNDRED FORTY SEVEN DOLLARS AND SEVENTY SIX CENTS (\$34,147.76) AND APPROVES THE WARRANT OF TRANSFER FROM FUND 8753 TO 8754 TO SHOW THE INTEREST AMOUNT COVERED BY THE USDA EAST REGIONAL GRANTS.** Motion made by Mr.

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

Audit and Finance Meeting held July 7th at 12:30 p.m. The following items were on the agenda:

-  Approve May 10, 2023 Audit and Finance Meeting Minutes
-  East Regional Update
-  1st Half OWDA Payment made in June - See supplemental worksheet
-  Review 4 Year Budget Comparison and 2024 Preliminary Budget
-  Date for Next Meeting is October 11<sup>th</sup> 2023.



**RESOLUTION 23-019: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE TWO THOUSAND TWENTY-FOUR PRELIMINARY BUDGET AS PRESENTED BY AUDIT AND FINANCE COMMITTEE ON BEHALF OF MERLE MILLER, TREASURER.**

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

Ms. Stiles advised the Board members to check their email for a fraud risk assessment sent to all Board members from the Auditor of State. Ms. Stiles asked that all Board members be sure to fill it out and return it. Mr. Neeper added the Audit and Finance Committee will add an area to their agenda where Ms. Stiles can discuss any potential fraud issues that may need to be addressed.

**MOTION MADE BY MR. EWING TO APPROVE THE JULY 2023 TREASURER'S REPORT.**

Seconded by Ms. Vickers. Motion carried 8-0.

**8. CPA REPORT:** None

**9. OLD BUSINESS:** None

**10. NEW BUSINESS:** Mr. Kessen discussed committee appointments. Mr. Ewing will be replacing Mr. Leis on the By-laws, Policies and Procedures Committee. Mr. Core asked how people are selected for each committee and Mr. Kessen explained it is usually decided by a Board member's background or interest.

**11. BOARD MEMBER COMMENTS:** None

**12. PUBLIC FORUM:** None

**13. EXECUTIVE SESSION:** None

**14. ADJOURNMENT:** Motion for adjournment made by Mr. Neeper at 3:00 p.m. Seconded by Mr. Core. Motion carried 8-0.

ATTESTED:

 8-9-23  
Chairman Date

 8/9/2023  
Secretary Date