

# Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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"Addressing the water needs of the Community"

## July 13, 2022 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, July 13, 2022 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, 2022
5. Clerk of Board Report (Includes Committee Reports)
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 1:59 p.m. and proceeded with the agenda.

### 1. ROLL CALL

Dr. Biery - Absent  
Mr. Miller  
Mr. Kessen  
Mr. Gosnell  
Mr. Ingle  
Mr. Neeper  
Mr. Leis  
Ms. Vickers

Member At Large  
American Twp Representative  
Perry Twp Representative  
Shawnee Twp Representative  
Bath Twp Representative  
Allen County Representative  
Allen County Representative  
Allen County Representative

**STAFF**

Kim Stiles – Clerk of the Board  
Shannon Finn – Office Assistant  
Paul Rennick – District Accountant

**PUBLIC** – Brad Niemeyer, Sanitary Engineer

**2. PLEDGE OF ALLEGIANCE**

**3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA** – Mr. Brad Niemeyer, Allen County Sanitary Engineer, attended the meeting on behalf of the Commissioners. He stated that he would like to keep the relationship with the Allen Water District moving forward and offered his support where needed.

Mr. Rennick, District Accountant, reviewed the 2020/2021 Basic Financial Statements with the Board. He thanked the District for getting him the information necessary to compile the reports. Mr. Kessen thanked Mr. Rennick for the update. Mr. Miller made a motion to accept the 2020/2021 Basic Financial Statements as presented by Mr. Rennick. Seconded by Ms. Vickers. Motion carried 7-0.

**4. APPROVAL OF MINUTES** - Motion made by Mr. Miller to approve the June 14, 2022 minutes. Seconded by Ms. Vickers. Motion carried 7-0.

**5. CLERK OF BOARD REPORT**

Ms. Stiles stated there have been **4 connection inquiries** since last month’s meeting.

Name	Address	Project Area	CPF/Assessment	Ref Page
Wes Hites	6488 Bellefontainte Rd	Southeast Regional	\$6300	1

Ms. Stiles stated there have been **2 permits** issued since last month’s meeting.

Name	Address	Project Area	CPF/Assessment	Ref Page
Timothy & Deborah Hahn	4045 Greely Chapel Rd	Greely Chapel South	\$4248.41 (Assessed)	2

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

Existing Extension Inquiry - Mr. Doug Simpson, GC and member of Crossroads Church, inquired about a waterline extension on Harding Highway to serve the Crossroads Church at the corner of Harding Hwy and Thayer Roads at the April Board Meeting. ms Consultants recommended a 12” main for this extension. Board agreed the waterline extend should run the length of the Church’s parcel along Harding Highway. Estimate received from Access for an 8” so AWD can discuss with church option of paying the cost of the 8” line. Ms. Stiles will schedule a meeting with Dustin Ingle, Mr. Kessen and Mr. Simpson to discuss further.

**Improvements/Changes/Upcoming Events –**

Annual Board Cookout to be held in August. The Board made the decision to continue the discussion on how to best present the appreciation plaque to Mr. Kayatin.

Ms. Stiles to advertise 2021 Financials.

**RESOLUTION 22-015: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZE MEMBERS OF THE EXECUTIVE COMMITTEE AND THE DISTRICT MANAGER TO SIGN ITEMS NECESSARY FOR FISCAL OPERATIONS.**

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

**By-laws, Policies and Procedures** – Mileage reimbursement is currently included in travel policy. No need to explore additional policy.

**Contracts and Agreements** - Nothing to report.

**Projects -**

**ARPA Funding** – District is still awaiting response from Commissioners regarding ARPA Funds. These are the projects the District requested funds for:

1. **State Route 81 Loop** – Located in Bath and Jackson Townships
2. **Bible/Neubrecht Road Loop** – Located in Bath Township
3. **Diller Road Loop** – Located in American Township

Project Committee to meet once word received from BOCC.

**East Regional**

a) Construction progress is as follows:

**Contract A** – Waterline installation and all pressure testing complete. 12” line chlorinated and working on chlorinating 8” line. Most restoration work complete outside Village and in progress within Village. Paving scheduled to begin mid to late July.

**Contract B** – 12” installed to Village limits. Majority of waterline installed within Village. Restoration work complete outside Village.

**Contract C** – Tank erection has started. Goal is to serve the school with the 12” waterline before start of next school year even if tank is not complete. Meter reading equipment housed in tank.

b) July Project Update is available.

c) “Open House” Project Notification Letter mailed to all property owners in the Project Area is available. AWD, USDA, COL and ACHD will be in attendance to answer questions from public.

On July 21<sup>st</sup>, we will be in Lafayette 9 a.m. to 4 p.m. and on July 22<sup>nd</sup>, we will be in Harrod from 9 a.m. to 4 p.m. Ms. Stiles stated that this is being done as a courtesy to the community to help with any questions they may have. Mr. Neeper asked if this could possibly be done as an evening session for those who work. Ms. Stiles explained that these hours were set due to the availability of the other entities attending. She explained that the wrap up meeting will be during evening hours. Mr. Leis stated that he has heard the school is under the impression that they will be connected to water in July. Mr. Ingle added that he has been in contact with Steve and has explained the next several steps of the project stating what will need to happen before being able to connect to the water. Mr. Ingle is not sure where the misunderstanding is coming from.

#### **Rudolph Foods – Elevated Storage Tank**

- Tank erection has started. Goal is to have water in tank by October 1. City still needs to complete waterline installation on Brentlinger and District needs to lower waterline on 117. Delays on pipe are being monitored.
- Progress meeting held Wednesday, June 29<sup>th</sup> at 1 p.m. at our office. Next progress meeting will be August 3<sup>rd</sup> at 1 p.m. at our office.

**Southeast Regional Relocation/ODOT Project** – ODOT approved project estimates for reimbursement of the relocation.

**RESOLUTION 22-016: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE WATERLINE RELOCATION PROJECT AT STATE ROUTE 117 AND BRENTLINGER ROAD AND ALL EXPENSES (WITHIN 10%) OUTLINED ON FORM 75-1 PRELIMINARY ESTIMATE.** Motion made by Mr. Miller. Seconded by Mr. Gosnell. Roll Call: Dr. Biery – absent, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – abstain.

**Intersection of 117 and McPheron** – Access did a rough mark-up outlining a possible waterline alignment. Best case scenario would be to do this while ODOT has road closed in 2023. Mr. Leis asked if he could have a copy of the marked-up map. Ms. Stiles stated she will get a copy out to the Projects Committee.

**Master Plan Study (Node Map)** - Estimated completion of mid-2022. Waiting on items from City of Lima.

**Indianbrook Subdivision** – Access is working on finishing surveying. Ms. Stiles will reach out to Brice with Access to see if he would be able to attend the next Projects Committee meeting to give an update on Indianbrook.

**Feasibility Study for Gomer** – Ms. Stiles discussed with Access and may attend a quarterly SCEIG Meeting to present to several funding agencies for guidance.

#### **6. ATTORNEY'S REPORT – Nothing to report**

**7. TREASURER’S REPORT –**

Revenue and Expense Reports for June 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 6/30/22 is \$2,542,992.07. The cash balance totals for each fund as of 6/30/2021 are as follows:

8750 Project Debt Service – \$1,017,264.07	8754 USDA Debt Reserve – \$1.55
8751 Operating Fund – \$464,635.23	8755 USDA Reserve - \$0
8752 Internal Capital Reserve – \$187,947.72	8756 USDA County Reserve - \$321,832.08
8753 External Capital Reserve – \$551,311.42	

Audit & Finance Meeting held immediately prior to today’s Board Meeting. The following items were on the agenda:

- 📌 Approve May 11, 2022 Audit and Finance Meeting Minutes.
- 📌 East Regional Update
  - a) All CDBG grants have been expended with the exception of the administrative portion
  - b) All USDA loans have been expended. The first USDA grant funds have been received. Approximately \$2 million in grant remaining.
  - c) No OPWC loans have been expended yet.

Summary of Project Costs Incurred as of 6/24/2022

Description	Total Cost
Legal (General and Bond Counsel)	\$47,085.11
Land, ROW and Easements	\$27,958.72
Administrative (Environmental/Funding Assist, Interest, Studies, etc.)	\$143,786.12
Engineering (Basic Services, RPR, etc.)	\$1,012,867.71
Construction – Contract A	\$3,342,082.25
Construction – Contract B	\$2,784,458.63
Construction – Contract C	\$1,146,685.17
<b>Total Expenses to Date</b>	<b>\$8,504,923.71</b>

- 📌 Review Basic Financial Statements for Years ended 12/31/20 and 12/31/21
- 📌 Preliminary 2023 Budget. 3 Year Budget Comparison.

**RESOLUTION 22-017: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE TWO THOUSAND TWENTY-THREE PRELIMINARY BUDGET AS PRESENTED BY MERLE MILLER.** Motion made by Mr. Miller. Seconded by Mr. Gosnell. Roll Call: Dr. Biery – absent, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes.

**MOTION MADE BY MR. MILLER TO APPROVE JULY 2022 TREASURER’S REPORT.** Seconded by Mr. Gosnell. Motion carried 7-0.

**8. CPA REPORT:**

**9. OLD BUSINESS:** Mr. Kessen stated that the Secretary position needs to be filled. He suggested passing out a ballot with the names of those interested in the position. The Board was in agreeance. Ballots were passed out and resulted in Mr. Neeper filling the position of Secretary.

**RESOLUTION 22-018: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, ELECT MR. KURT NEEPER AS SECRETARY OF THE ALLEN WATER DISTRICT BOARD OF TRUSTEES, TERM TO COMMENCE JULY 13, 2022 THROUGH APRIL 30, 2023.** Motion made by Mr. Leis. Seconded by Ms. Vickers. Roll Call: Dr. Biery – absent, Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes.

**10. NEW BUSINESS:** Mr. Neeper stated that it was mentioned in the Finance Meeting, to explore future projects needs and engineering now so that when and if funding becomes available the Board will be able to move a little more quickly. He added that with interest rates going up it makes sense to do it sooner than later. Mr. Kessen stated that the Projects Committee can review this at the next meeting.

**11. BOARD MEMBER COMMENTS:**

**12. PUBLIC FORUM:**

**13. EXECUTIVE SESSION:**

**14. ADJOURNMENT:** Motion for adjournment made by Mr. Neeper at 3:04 p.m. Seconded by Mr. Miller. Motion carried 7 -0.

ATTESTED:

  
Chairman Date 8-10-22

  
Secretary Date 8/10/22