

Allen Water District

3230 North Cole Street

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"Addressing the water needs of the Community"

June 12, 2024 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, June 12, 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 – May 8, 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

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

Bill Horvath – Allen County Sanitary Engineer’s Office
Brice Schmitmeyer – Access Engineering

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA – Brice Schmitmeyer attended the meeting to discuss current and upcoming projects. Sugar Street is in preliminary stages now. This project will be broken down into two phases and Phase 1 is projected to begin construction in 2025. Indianbrook construction is done with the exception of the milling of the trenched areas and paving. Mr. Schmitmeyer and Ms. Stiles will work together on a funding plan for the East Regional Loop as no grant money was awarded through HB 168. The Diller Road Project will likely start at the end of next week and will take approximately 8 weeks to complete with additional time for restoration. Mr. Schmitmeyer and Ms. Stiles are attending a SCEIG meeting June 13th to research funding options for Gomer.

4. APPROVAL OF MINUTES - Motion made by Mr. Ewing to approve the May 8, 2024 minutes. Seconded by Mr. Ingle. 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
- 6 permits issued
- 0 extension inquiries

Ms. Stiles brought to the Board’s attention a special connection request. Ms. Hites on McPheron Rd. would like to tap into the Southeast Regional line on Bellefontaine Rd. She has verbal permission for an easement from the neighbors behind her on Bellefontaine. Ms. Stiles added the homeowner is in agreement to pay the difference of the project cost if a line is ever ran down McPheron in front of her parcel.

MOTION MADE BY MR. LEIS TO ALLOW MS. HITES TO CONNECT HER HOME, BEING BUILT ON HER PARCEL ON MCPHERON RD, TO THE SOUTHEAST REGIONAL WATERLINE ON BELLEFONTAINE RD. WITH THE AGREEMENT TO PAY THE DIFFERENCE OF THE SOUTHEAST REGIONAL PROJECT COST AND THE FUTURE PERMIT FEE (ASSESSMENT) IF A LINE IS RAN DOWN MCPHERON IN THE FUTURE.

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

Improvements/Changes/Upcoming Events

- Office Closed June 19th for Juneteenth
- Ms. Stiles out of the office the last week of June. She added she will be available by phone or email.

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 with Commissioner Noonan, Assistant Prosecutor Rogers, Mr. Huffman and Ms. Stiles scheduled to discuss agreement. Meeting scheduled for June 17th at 2:30 p.m. Mr. Kessen will attend meeting with Ms. Stiles.

Projects:

Committee Meeting to be scheduled once draft report received from AECOM for Capital Needs Assessment for recently assumed County lines.

Capital Needs Assessment

- Meeting held with City of Lima to fill in some blanks regarding County waterline info
- AECOM thinks timeline can be expedited and draft report ready mid-June

East Regional

- COL to contract w/ paving company to make permanent repairs where taps made. Waiting for update from City on status of this work.
- Bill of Sale for Lafayette – Still waiting on their Council to pass this.
- CDBG Monitoring with GLCAP and ODOD took place on May 28th.
- Some issues with operation of chlorine feed system at the tank. Working with manufacturer and City to address. Mr. Leis asked about the problems they are having with the chlorine feed. Mr. Ingle explained there seems to be an issue with the sensor going out of range.

6. **ATTORNEY’S REPORT:** Mr. Huffman discussed AEDG and the amount of development coming to Allen County. He stressed how important it is for the District to be involved in the discussions.

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

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

Mr. Neeper explained to the Board the increase of the insurance premium by approximately 5-6%. He stated there had been several claims for fire hydrants and also added property.

RESOLUTION 24-024: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION “INSURANCE SUNDRY” IN THE OPERATING FUND, 8751, BY FIVE HUNDRED DOLLARS (\$500) FOR THE 2024 BUDGET. Motion made by Mr. Leis. 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.

2023 Audit is well underway. This is a full single audit due to District receiving over \$750k in federal grants in 2023. Looking ahead, the District will once again be placed back on a two year schedule (Agreed upon Procedures) which means the next audit period will be 2024-2025.

The Next Audit & Finance Meeting is scheduled for July 10th. Per the ORC, the Board will need to approve a preliminary budget for 2025 at the July Meeting. Mr. Neeper added the Audit & Finance Meeting will be held at 12:30 prior to the regular Board Meeting.

MOTION MADE BY MR. NEEPER TO APPROVE THE JUNE 2024 TREASURER'S REPORT.

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

8. **CPA REPORT:** None

9. **OLD BUSINESS:** None

10. **NEW BUSINESS:** Mr. Kessen made the tentative committee appointment slate available for review.

MOTION MADE BY MR. NEEPER TO ACCEPT THE COMMITTEE APPOINTMENTS.

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

11. **BOARD MEMBER COMMENTS:** None

12. **PUBLIC FORUM:** None

13. **EXECUTIVE SESSION:** None

14. **ADJOURNMENT:** Motion for adjournment made by Mr. Neeper at 2:39 p.m. Seconded by Mr. Core. Motion carried 9-0.

ATTESTED:

 7-10-2024
Chairman Date

 7-10-24
Secretary Date