

Allen Water District

3230 North Cole Street

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"Addressing the water needs of the Community"

June 14, 2023 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, June 14, 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 – May 10, 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. Gosnell brought the meeting to order at 1:59 p.m. and proceeded with the agenda.

1. ROLL CALL

Mr. Miller

Mr. Kessen - Absent

Mr. Gosnell

Mr. Ingle

Mr. Neeper

Mr. Leis

Ms. Vickers

Mr. Core - Absent

Mr. Ewing - Absent

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

James Grandowicz (for Rex Huffman) – District Legal

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. Miller to approve the May 10, 2023 minutes. Seconded by Mr. Neeper. Motion carried 6-0.

5. CLERK OF BOARD REPORT

Ms. Finn stated there had been **5 connection inquiries** since last month's meeting.

Name	Address	Project Area	CPF/Assessment	Ref Page
Doyle Homes	779 Fraunfelter Rd	Sweger/Fraunfelter	\$3200 + \$20.21/ff	1
Steve Schulz	Baty/Allentown	Allentown Rd	\$3500	2
Clayton Homes	637 Bluelick Rd	McDonel	\$3500	3
Virginia Neal	5543 Ottawa Rd	Cairo/St Rt 65	Debt Svc Remit to Cairo	4
Diane Schick	Bellefontaine Rd	Southeast Regional	\$6300	5

Ms. Finn stated there had been **2 permits** issued since last month's meeting.

Name	Address	Project Area	CPF/Assessment	Ref Page
LBC Investments	4277 Emma Pkwy	Hickory Creek	\$500	6
Daven Stedke	2669 Summer Rambo	Applewood	\$500	7

Ms. Finn stated there had been **0 extension inquiries** since last month's meeting.

Improvements/Changes/Upcoming Events - Ms. Stiles attended the CORD meeting on June 2nd in Columbus where legislative updates were given in regards to the following:

HB 64 Eminent Domain

HB 93 Prevents Municipalities from placing liens on properties for delinquent utility bills

HB 33 Competitive Bid threshold going from \$50,000 to \$75,000 in September 2023

Ms. Stiles informed the Board the office will be closed Monday, June 19th, in observation of Juneteenth.

By-laws, Policies and Procedures – Ms. Stiles is working on CFR policies for Committee/Board to review at July Meeting.

Contracts and Agreements - Commissioners signed MOU for \$1.5 million contribution to the water distribution system. Discussion. Ms. Stiles asked the Board if the money should be transferred to AWD now or wait until it is needed for a project. Mr. Neeper replied that now would be in our best interest.

RESOLUTION 23-016: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES CHAIR, TO SIGN WATERLINE CONNECTION AGREEMENT FOR PARCELS 37-2000-01-005.000 AND 37-2000-01-004.002 ON NEUBRECHT RD.

Motion made by Mr. Neeper. Seconded by Mr. Ingle. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – absent, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – absent, Mr. Ewing – absent. Ms. Stiles explained permit fees including front footage fees will be charged for each parcel. The agreement includes a stipulation that Mr. Hollinger would have to connect if/when in the future a waterline is ran in front of these parcels. At that point he would have to pay the difference in what he pays for the current line and what would be charged for the future line.

Projects - Committee Meeting scheduled for June 21st at 2 p.m.

Indianbrook Waterline Replacement Project – Bid Opening held May 3rd at 10 a.m. We are currently awaiting OWDA loan approval and will award as soon as received (estimated end of June).

Rudolph Foods – Elevated Storage Tank - Progress meeting held June 7th 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.

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.

b) Another letter sent to property owners notifying them of the debt service begin date on their water bill as well as reminding them of the cutoff date for the District to cover the well permit fee (6/30/23).

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 23rd at 9 a.m.

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. 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.

1. Gomer – ACSE is holding a wrap up meeting for their sewer project in Gomer so may do something to take survey/gauge interest 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 it would be ideal if P&G would run the line to Thayer and AWD would continue it from there. Mr. Leis asked if the City is in favor of working with P&G rather than the 81 extension. Ms. Stiles replied the P&G extension would be their preference.

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:

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 23-017: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION "CAPITAL OUTLAY" FOR THE INTERNAL CAPITAL OUTLAY FUND, 8752, FOR THE 2023 BUDGET BY TEN THOUSAND DOLLARS (\$10,000) FOR UPDATES TO THE MASTERPLAY STUDY. Motion made by Mr. Miller. Seconded by Ms. Vickers. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – absent, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – absent, Mr. Ewing – absent.

MOTION MADE BY MR. MILLER TO APPROVE THE JUNE 2023 TREASURER'S REPORT. Seconded by Mr. Gosnell. Motion carried 6-0.

8. CPA REPORT: Nothing to Report

9. OLD BUSINESS: Fire Hydrant Discussion. Mr. Grandowicz stated Mr. Huffman looked into possible grants to help with the fire hydrant repairs but has not found any available. Ms. Stiles suggested this discussion be postponed until the next meeting when Mr. Huffman is present.

10. **NEW BUSINESS:** Ms. Stiles asked the Board if they would like to continue the annual July cookout.
The general response was that they would rather not due to families being so busy during this time.

11. **BOARD MEMBER COMMENTS:** None

12. **PUBLIC FORUM:** None

13. **EXECUTIVE SESSION:** None

14. **ADJOURNMENT:** Motion for adjournment made by Mr. Miller at 2:29 p.m. Seconded by Mr. Neeper.
Motion carried 6-0.

ATTESTED:

 July 12, 2023
Chairman Date

 07/12/2023
Secretary Date