

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

Phone 419-996-4679 Fax 419-229-3297

allenwaterdistrict@allencountyohio.com



"Addressing the water needs of the Community"

March 13, 2024 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, March 13, 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 – February 14, 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 (late arrival)

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

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA

4. **APPROVAL OF MINUTES** - Motion made by Mr. Miller to approve the February 14, 2024 minutes. Seconded by Ms. Vickers. Motion carried 8-0.

5. CLERK OF BOARD REPORT

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

- 4 connection inquiries
- 3 permits issued
- 0 extension inquiries

Improvements/Changes/Upcoming Events

- Ethics Training to be held on March 25th at Ohio Means Jobs 9 – 10:30 a.m. Ms. Stiles will send out an email reminder to those who signed up about 1 week prior to the training.
- April 8th Solar Eclipse – Office Hours. Board recommends office hours follow those of the County.
- Board Member Profiles
- Next BOCC Update for County Appointments April 18th at 1 p.m.

By-laws, Policies and Procedures – Bylaws Committee Meeting scheduled for immediately following March Board Meeting with Slate of Officers on to-do list among other items.
(Gosnell, Vickers, Ewing, Core)

Contracts and Agreements - Ms. Stiles explained the Project Committee evaluated three firms for a capital needs assessment on the County waterlines. The three firms were pre-qualified for contracts with the District for 2024 and AECOM ranked highest. A proposal was requested from AECOM and reviewed by the Committee. Mr. Ingle explained the Committee was satisfied with the work AECOM did with the hydraulic model and felt the transparency and breakdown provided made sense and the proposal was reasonable. Therefore they are comfortable choosing them for the CNA. AWD Accountant, Mr. Paul Rennick, also reviewed the proposal and felt it addressed the items needed and was a reasonable cost.

RESOLUTION 24-015: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES CHAIR TO ENTER INTO AN AGREEMENT WITH AECOM TO PERFORM A CAPITAL NEEDS ASSESSMENT ON THE COUNTY WATERLINES

ASSUMED UNDER THE ASSIGNMENT AND ASSUMPTION AGREEMENT. Motion made by Mr. Ingle. Seconded by Mr. Ewing. Roll Call: Mr. Miller – yes, Mr. Gosnell – absent, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes.

Projects

Indianbrook Waterline Replacement Project

- Construction complete.
- Grading/seeding to follow in spring and then final paving in summer.

East Regional

- Small portion of paving to be done on Alger Road. Plan to use 0% OPWC for that work.
- COL to contract w/ paving company in spring to make permanent repairs where taps made
- Bill of Sale for Villages – Sent to each village. Ms. Stiles added that we have sent letters out to those who have not paid tap fees and to those who have not connected.

Rudolph Foods – Elevated Storage Tank

- Construction complete.
- Processing Final Pay Application. Remaining OWDA utilized. Ms. Stiles asked the Board if Rudolph Foods could use pictures of the water tower in an advertisement. The Board felt it would not be an issue.

East Regional Loop – High Priority Project

- District made funding application for HB 168/Water and Wastewater Infrastructure Grant in November – hopeful we will hear something soon.
- Approximately 85-90 users along Reservoir/Rumbaugh route.

Diller Road Loop

- Construction start estimated for May at earliest. Preconstruction meeting to be held sometime before.

Gomer

- Ms. Stiles relayed to Township Trustees this project is dependent on obtaining a significant funding source
- Ms. Stiles added we are still applying for grants for this project and are considering taking this project to a SCEIG Meeting in Columbus.

Sugar Street

Meeting held with AWD, City and County Engineer on February 5th at County Engineer's Office. County Engineer would like to see solution to waterline issues on Sugar Street remedied by late 2025 so they can move forward with their paving schedule in that area. Waiting on outline of plan from Access to review and present to City and County.

6. **ATTORNEY’S REPORT**: Mr. Huffman stated he reviewed the AECOM agreement. He is also working with Ms. Stiles on a strategy in regards to the properties in Harrod and Lafayette that have not yet connected.

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

Revenue and Expense Reports for February 2024 (Month-to-Date and Year-to-Date) for funds 8750, 8751, 8752, 8753, 8754, 8755 and 8756 are available.

Next Audit and Finance Committee Meeting tentatively scheduled for April prior to the Board Meeting. Ms. Stiles added the meeting may be moved to May depending on when the 2023 financials are ready.

MOTION MADE BY MR. MILLER TO APPROVE THE MARCH 2024 TREASURER’S REPORT. Seconded by Mr. Neeper. Motion carried 9-0.

8. **CPA REPORT**: None

9. **OLD BUSINESS**: None

10. **NEW BUSINESS**: Bylaws Committee will prepare a slate of officers for the April meeting.

11. **BOARD MEMBER COMMENTS**: None

12. **PUBLIC FORUM**: None

13. **EXECUTIVE SESSION**: None

14. **ADJOURNMENT**: Motion for adjournment made by Mr. Ewing at 2:21 p.m. Seconded by Mr. Miller. Motion carried 9-0.

ATTESTED:

 04/10/2024
Chairman Date

 04/10/2024
Secretary Date