

# Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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*"Addressing the water needs of the Community"*

## May 10, 2023 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Thursday, May 10, 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 – April 6, 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 2:03 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 –**

Brad Niemeyer – Sanitary Engineer's Office  
Brice Schmitmeyer – Access Engineering  
Micah Holling – Resource Mulch

## **2. PLEDGE OF ALLEGIANCE**

**3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA** – Micah Hollinger to discuss possible water connection at his residence and his business, Resource Mulch, 1596 Nuebrecht Rd., Mr. Paul Rennick to discuss 2021/2022 financials and Mr. Brice Schmitmeyer to give update on the Indianbrook and Sugar Street projects.

**4. APPROVAL OF MINUTES** - Motion made by Mr. Miller to approve the April 6, 2023 minutes. Seconded by Mr. Neeper. Motion carried 9-0.

Micah Hollinger with Resource Mulch addressed the Board in regards to connecting to public water. He ran a service line from the stub at the edge of his property that serves Lima Pallet, not understanding that he would have to get approval from the District before doing so. The line ran by Mr. Hollinger is intended to connect to 2 homes and possibly his business in the future. The Board explained there is a project being considered that would run a line in front of his property creating a loop tying together other lines. Mr. Hollinger would like approval to access water for the 2 homes for now and agrees to pay the difference of the future project when it comes down his road. Mr. Core stated he would like to see the Board approve a temporary connection for Mr. Hollinger until the project line runs down his road. Mr. Huffman explained there may be grants available if he connects his business due to the fact that jobs would be added. Mr. Kessen recommended we revisit this at the next meeting allowing Mr. Huffman time to research available grants and to draw up a contract to allow temporary connection.

Mr. Rennick, District Accountant, reviewed the 2022 Basic Financial Statements with the Board. He stated the District had a good year making use of resources available and 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 2022 Basic Financial Statements as presented by Mr. Rennick. Seconded by Mr. Gosnell. Motion carried 9-0.

Brice Schmitmeyer with Access Engineering gave an update on the Indianbrook Project. After reviewing bids for the project he recommends the bid be awarded to Degen Excavating. Awarding this contract soon is in the best interest of the Board to allow time for materials to be ordered. Substantial Completion would tentatively be November, 2023.

**RESOLUTION 23-013: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE RESOLUTION OF INTENT TO PROCEED WITH THE INDIANBROOK**

**WATERLINE IMPROVEMENT PROJECT.** Motion made by Mr. Miller. 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 – abstain, Mr. Core – yes, Mr. Ewing – yes.

**RESOLUTION 23-014: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES MR. GREG KESSEN, CHAIR, TO APPLY FOR, ACCEPT, AND ENTER INTO A COOPERATIVE AGREEMENT FOR CONSTRUCTION OF THE INDIANBROOK WATERLINE IMPROVEMENT PROJECT BETWEEN THE ALLEN WATER DISTRICT AND THE OHIO WATER DEVELOPMENT AUTHORITY AND DECLARING AN EMERGENCY.** Motion made by Mr. Miller Seconded by Mr. Leis. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – abstain, Mr. Core – yes, Mr. Ewing – yes.

**RESOLUTION 23-015: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, ACCEPTS AND AWARDS CONTRACT FOR CONSTRUCTION OF THE INDIANBROOK WATERLINE IMPROVEMENT PROJECT TO DEGEN EXCAVATION COMPANY, INC. AND AUTHORIZES CHAIR TO SIGN AWARD LETTER AS WELL AS SIGN AND ENTER INTO CONTRACT WITH DEGEN EXCAVATING COMPANY, INC. TO PROVIDE COMPLETION OF PROJECT WORK UPON RECEIPT OF OWDA LOAN APPROVAL.** Motion made by Mr. Neeper. 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 – abstain, Mr. Core – yes, Mr. Ewing – yes.

Mr. Schmitmeyer gave an update on the Sugar Street project. The County plans to pave the roads sometime in the future, but has no timeframe. It would be in the interest of the District to do this project at the time of paving to save money. The plan is to abandon the current line and either connect to the City line on the opposite side of Sugar St. or service from the side streets. Mr. Schmitmeyer will stay in touch with the City to determine how many houses are serviced in the area to determine the best plan. There is no time crunch to complete this project, which allows time to determine the most cost effective plan.

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

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

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

Name	Address	Project Area	CPF/Assessment	Ref Page
Greg Sneary	5435 N Dixie Hwy	Dixie Hwy Ext / Sugar Creek	\$500	
Merril Wireman	3475 Providence Circle	McDonel	Asses. paid / no charge	

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

## **Improvements/Changes/Upcoming Events**

- County Appointments – BOCC Update held on April 20<sup>th</sup> at 1 p.m.

- American Township and BOCC have re-appointed their current appointments with terms expiring 4/30/23. Mr. Miller, Ms. Vickers and Mr. Core have all been re-appointed. Mr. Huffman gave all three their oath of office before the meeting.
- 30<sup>th</sup> Annual Ottawa River Clean Up was held on April 22<sup>nd</sup>. Ms. Stiles and Mr. Ewing attended.
- CORD Meeting – Tentatively rescheduled for June 2<sup>nd</sup> (from May 12<sup>th</sup>)

**By-laws, Policies and Procedures** – Nothing to report.

**Contracts and Agreements -**

**RESOLUTION 23-012: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES CHAIR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE BOARD OF COMMISSIONERS, ALLEN COUNTY, OHIO.** Motion made by Mr. Ewing.

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

**Projects** - Committee meeting scheduled for April 11<sup>th</sup> at 11:30 a.m.

**Indianbrook Waterline Replacement Project** – Bid Opening held May 3<sup>rd</sup> at 10 a.m.

**East Regional**

a) Construction progress is as follows:

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

**Contract C** – Substantial completion date was 2/28/23 and District completed walkthrough with Prime and City on 3/7/2023. Painting planned for this week – weather dependent.

b) May Project Update Available.

c) Open House Style Project Wrap-Up Meeting held April 25<sup>th</sup> at Allen East Schools from 3:30 – 6:30 p.m. Ms. Stiles stated that the meeting went well with a good turnout and a lot of positive feedback.

**Rudolph Foods – Elevated Storage Tank**

- Progress meeting held May 3<sup>rd</sup> at 1 p.m. Walk through after meeting on site to create punch list. Ms. Stiles stated Caldwell had someone there working on the punch list.
- Next progress meeting will be June 7<sup>th</sup> at 1 p.m. at our office. Ms. Stiles added that there is a temporary SCADA system being installed and she would give an update at the next meeting.

**Intersection of 117 and McPherson** – District attended pre-con for ODOT project on April 19<sup>th</sup> at 10 a.m. Ms. Stiles reached out to ODOT and Shelly Co. directly regarding our small waterline extension and received email back stating Shelly Co. should be able to figure something out to get this work done while the road is closed. Ms. Stiles added that the road will be fully closed in August.

**WSRLA applications submitted for both State Route 81 Loop and Gomer.** For both SR 81 and Gomer WSRLA applications, the City is required to be the applicant as they have the PWS ID and the District does not. Fortunately, the City of Lima is willing to do this and has signed these applications as well. Ms. Stiles hopes to have an update at the next meeting regarding the available funding.








**6. ATTORNEY'S REPORT:** Nothing to report. Mr. Miller asked Mr. Huffman to look into non-withdrawal annexations and the responsibility of expansion of water. Mr. Huffman replied according to the 6119 if lines were in the ground before the annexation they continue to be your lines and responsibility. He will research this a little further.

**7. TREASURER'S REPORT:**

Revenue and Expense Reports for April 2023 (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 4/30/23 is \$2,680,306.55. The cash balance totals for each fund as of 4/30/2023 are as follows:

8750 Project Debt Service – \$1,033,363.37	8754 USDA Debt Reserve – \$1.55
8751 Operating Fund – \$486,783.48	8755 USDA Reserve - \$14,000.00
8752 Internal Capital Reserve – \$143,787.84	8756 USDA County Reserve - \$449,442.13
8753 External Capital Reserve – \$119,231.28	

The quarterly Audit and Finance Meeting was held immediately prior to this regular Board Meeting. The Agenda was as follows:

-  Approve January 11, 2023 Audit and Finance Meeting Minutes.
-  East Regional Update
-  1st Half OWDA Payment to be made in June
-  Rudolph Legal Invoice - Discussion
-  2022 Financials
-  OWDA Application for Indianbrook
-  Date for Next Meeting

**MOTION MADE BY MR. MILLER TO APPROVE THE MAY 2023 TREASURER'S REPORT.**

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

**8. CPA REPORT:** Nothing to Report

**9. OLD BUSINESS:** Nothing to Report

**10. NEW BUSINESS:** Ms. Stiles discussed the fire hydrant being hit in Bath Township in January of this year. According to the agreement, the District submitted the repair invoices to the insurance. Since this took place, Bath has submitted more invoices from hydrants being damaged in 2022 that they would like to be covered. Mr. Ingle added there was very little documentation and no police reports submitted



explaining the damage of the hydrants. Mr. Kessen stated the insurance will probably require a police report filed. Ms. Stiles replied that the insurance company does not necessarily need the police report. The insurance agent recommended not submitting these claims if possible because it could hurt our renewal outlook. Mr. Neeper recommended Ms. Stiles shop around for new insurance and possibly increasing the deductible. Mr. Huffman added the claims should have been submitted in a timely manner with proof of damage and a full report. Ms. Stiles stated there needs to be a list of items needed from the township when requesting a claim to be submitted. Ms. Stiles added our current insurance has a \$250 deductible, which would be the responsibility of the township.

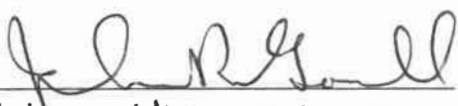
11. **BOARD MEMBER COMMENTS:** Mr. Neeper expressed concerns over the possibility of the City of Lima increasing the cost of tap fees. He has heard there could be a substantial increase and is concerned this will affect future customers of the Water District. Mr. Neeper feels the District should have someone at the table when the decision is being made. Mr. Core asked Mr. Huffman if the increase is in line with what other cities in Northwest Ohio charge. Mr. Huffman replied that it is comparable. Mr. Ingle stated the City is losing money by not charging enough currently to cover the cost of materials and manpower for new taps. He feels that they should have never dropped it to the current \$500. Mr. Neeper added when the tap fee was dropped to \$500 for the county, the tap fee within the city was dropped to \$0. He would like to know if the tap fee within the city will be increasing as well.

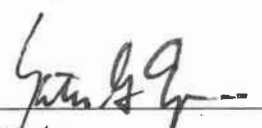
12. **PUBLIC FORUM:** None

13. **EXECUTIVE SESSION:** None

14. **ADJOURNMENT:** Motion for adjournment made by Mr. Miller at 3:38 p.m. Seconded by Ms. Vickers. Motion carried 9-0.

ATTESTED:

  
Chairman VICE CHAIR Date 6-14-23

  
Secretary Date 06/14/2023