

Allen Water District

3230 North Cole Street

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"Addressing the water needs of the Community"

May 8, 2024 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, May 8, 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 – Accountant, Paul Rennick to discuss 2022 audit.
4. Approval of AWD minutes – April 10, 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 2:03 p.m. and proceeded with the agenda.

1. ROLL CALL

Mr. Miller	American Twp Representative
Mr. Kessen	Perry Twp Representative
Mr. Gosnell	Shawnee Twp Representative
Mr. Ingle	Bath Twp Representative
Mr. Neeper	Allen County Representative
Mr. Leis	Allen County Representative
Ms. Vickers (absent)	Allen County Representative
Mr. Core	Allen County Representative
Mr. Ewing	Member-at-Large

STAFF

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

PUBLIC

Brad Niemeyer - Allen County Sanitary Engineer

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA –

Mr. Rennick, District Accountant, reviewed the 2023 Draft Basic Financial Statements with the Board. He stated the District had a good year making use of available resources and thanked the District for getting him the information necessary to compile the reports. Mr. Kessen and Mr. Neeper thanked Mr. Rennick for the update.

- 4. APPROVAL OF MINUTES** - Motion made by Mr. Ewing to approve the April 10, 2024 minutes. Seconded by Mr. Ingle. Motion carried 8-0.

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

Improvements/Changes/Upcoming Events

- Board Member Profiles – Website to be updated
- Commissioner Update with County Appointments held on May 2nd at 2 p.m.
- Ms. Stiles added the office will be closed May 27th for Memorial Day.

By-laws, Policies and Procedures:

RESOLUTION 24-021: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES AND ADOPTS THE ALLEN WATER DISTRICT LIMITED ENGLISH PROFICIENCY POLICY. Motion made by Mr. Ingle. Seconded by Mr. Ewing. Roll

Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – absent, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes. Mr. Core asked for further information. Ms. Stiles explained the policy is being implemented due to the receipt of USDA funding. She said there is an 800 number available to call for translation help with non-English speaking customers.

Officer Election Process Discussion. Currently, the Bylaws Committee (per the Bylaws) is tasked with presenting a Slate of Officers to the Board at the April Meeting. A new proposed election process was presented to the Board at end of the April Meeting for review. Mr. Huffman stated this would require a change to the Bylaws and that normally he recommends the Board send out proposed Bylaw changes to their appointing authorities. Mr. Core recommended leaving the election process as it stands. He stated the only real benefit to the proposed election procedure is that someone could nominate themselves (or someone else) anonymously.

Contracts and Agreements:

The Assignment and Assumption Agreement between the District and the County states notice shall be given by 9/1/24 if either party wishes to terminate said agreement. After that date, the agreement would continue in perpetuity. Mr. Core stated he attended the County Update with the Commissioners the week before and added the commissioners asked a few questions and felt they had enough information to take back with them for review of the agreement and they stated they'd be in touch for further discussion.

Projects:

Capital Needs Assessment

- District is reaching out to local fire departments for some info
- AECOM thinks timeline can be expedited.

Indianbrook Waterline Replacement Project

- Construction complete. Restoration in progress.
- Paving tentatively to be completed in July
- Letter sent to property owners to give project update re: restoration/paving schedule

East Regional

- Small portion of paving done on Alger Road.
- COL to contract w/ paving company in spring to make permanent repairs where taps made
- Bill of Sale for Lafayette – Still waiting on their Council to pass this.
- Insulation issue at Allen East Tank to be addressed next week by Maguire Iron
- Ms. Stiles added the office is working with COL billing office to apply the minimum monthly usage charge to the bills of any residents who are not yet connected. Mr. Huffman added this is a Village ordinance requiring all residents connect and per the Intergovernmental Agreement, the Village is required to enforce the ordinance.

East Regional Loop – High Priority Project

- District made funding application for HB 168/Water and Wastewater Infrastructure Grant in November – still waiting to hear something.
- Approximately 85-90 users along Reservoir/Rumbaugh route.
- P&G Extension completes approximately 3,700 feet of this.

Diller Road Loop

- Construction start estimated for summer. Preconstruction meeting to be held prior.
- Grant awarded from ODOD for \$439,000 to this waterline project.

Gomer

- Substantial funding needed in order to make affordable to residents
- May attend SCEIG Meeting in June to explore any other possible funding options
- Plan to send letter to residents to give status update

Sugar Street

- County Engineer would like to see solution to waterline issues on Sugar Street remedied by late 2025 so they can move forward with paving in that area.
- Outline of plan received from Access. Reviewed and shared with City
- Another meeting scheduled with City of Lima and Access to review together.

6. **ATTORNEY'S REPORT:** Mr. Huffman discussed the Assignment and Assumption agreement with the Board.

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.

RESOLUTION 24-022: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE SUPPLEMENTAL APPROPRIATION REQUEST TO ESTABLISH AND INCREASE THE APPROPRIATION "CAPITAL OUTLAY – SUGAR STREET" IN THE COUNTY RESERVE FUND, 8756, FOR THE SUGAR STREET WATERLINE REPLACEMENT PROJECT (PROJECT 60063) BY TEN THOUSAND DOLLARS (\$10,000) FOR THE 2024 BUDGET. Motion made by Mr. Ingle. Seconded by Mr. Leis. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – absent, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes.

RESOLUTION 24-023: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE FOLLOWING SUPPLEMENTAL APPROPRIATION REQUESTS IN THE EXTERNAL CAPITAL OUTLAY FUND, 8753, FOR THE RUDOLPH TANK PROJECT (PROJECT 60055) FOR THE 2024 BUDGET: 1. INCREASE "CAPITAL OUTLAY – RUDOLPH TANK" BY TWENTY THOUSAND THREE HUNDRED TWENTY EIGHT AND FIFTY THREE CENTS (\$20,328.53). 2. INCREASE THE APPROPRIATION "SUNDRY REVENUE" BY TWENTY THOUSAND THREE HUNDRED TWENTY EIGHT DOLLARS AND FIFTY THREE CENTES (\$20,328.53). Motion made by Mr. Core. Seconded by Mr. Neeper. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – absent, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes.

Mr. Neeper added the Audit and Finance Committee met prior to the Board Meeting. The committee discussed cash transactions within the office and the consideration of no longer allowing them. He asked the Board to please complete the Fraud Risk Assessment Questionnaire from the Auditor of State and return them if they have not already done so. He also added the 2023 audit is underway.

MOTION MADE BY MR. NEEPER TO APPROVE THE APRIL 2024 TREASURER'S REPORT. Seconded by Mr. Ingle. Motion carried 8-0.

8. **CPA REPORT:** None
9. **OLD BUSINESS:** None
10. **NEW BUSINESS:** Committee appointments are coming up in June. Mr. Kessen asked the Board to let him know if there are any specific committees they would like to be part of.
11. **BOARD MEMBER COMMENTS:** None
12. **PUBLIC FORUM:** None
13. **EXECUTIVE SESSION:** None
14. **ADJOURNMENT:** Motion for adjournment made by Mr. Ewing at 2:57 p.m. Seconded by Mr. Neeper. Motion carried 8-0.

ATTESTED:


Chairman Date


Secretary Date