

Allen Water District

3230 North Cole Street

Lima, Ohio 45801

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"Addressing the water needs of the Community"

November 8, 2023 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, November 8, 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 – October 11, 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 2:00 p.m. and proceeded with the agenda.

1. ROLL CALL

Mr. Miller
Mr. Kessen
Mr. Gosnell (late due to family emergency)
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

James Grandowicz – District Legal

PUBLIC –

Brad Niemeyer – Allen County Sanitary Engineer

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA – Brice Schmittmeyer with Access Engineering attended the meeting to give updates on the Indianbrook Project, Diller Loop Project and Sugar Street. In Indianbrook, the directional drilling to bore under the streets is almost complete. Degen is waiting for pipe delivery to complete the rest. Tentatively, the week of Thanksgiving, the plan is to begin paving to put in the base course. The hope is to get everything done by the end of December, weather permitting. In the spring the surface course will go in. Access is looking to wrap up the plans for the Diller Loop Project and get it advertised around Thanksgiving and accept bids before the first of the year. The completion date for Diller Rd will be fall of 2024. There will be a clause stating once the project is started, it must be completed within 120 days. Brice added he had a meeting with the County in regards to Sugar Street. He suggested this project be discussed at the next Projects Committee meeting so that we can stay ahead of the game and plan for it. He feels the project is still about 2 years out, but he wants the District to be prepared.

4. APPROVAL OF MINUTES - Motion made by Mr. Miller to approve the October 11, 2023 minutes. Seconded by Mr. Neeper. Motion carried 8-0.

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 **5 permits** issued since last month's meeting.

Name	Address	Project Area	CPF/Assessment
Ed Kuhn	1390 Dutch Hollow	Allentown	\$3500
Michelle Gearing	1798 Jo Jean	COUNTY	\$500 to County
Robert Reynolds	2019 Elida Rd	COUNTY	No Charge
Joey Smith	4395 Hanthorn Rd	SE Regional	*\$6300
Lisa Malueg	1234 Seriff Rd	COUNTY	No Charge

Ms. Finn stated there had been **1 extension inquiry** since last month's meeting.

Name	Address	Additional Info
Darin Donnelly	2325 Burden Dr	May survey other 3 neighbors on the street

Improvements/Changes/Upcoming Events

- BOCC Quarterly Update held October 26th at 1 p.m.
- Office closed this month for the following:
 - 🇺🇸 November 10th in observance of Veteran's Day
 - 🇺🇸 November 23rd and 24th for Thanksgiving
- Next month's Board Meeting will be held on December 13th at Milano's at noon
- Deadline for entering budget in Munis is Wednesday, November 29th

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

Contracts and Agreements – Ms. Stiles read Resolution 23-029 – Board Approves Renewal of County Acting as Fiscal Agent for the District Agreement. Mr. Core asked what the County charges for this. Ms. Stiles stated there is a formula, Circular A-87, used by the County, to determine what to charge. She budgets money every year for this expense. Mr. Neepers explained the interest rates have increased since the original contract was signed with the County and he would like to see the District be able to earn interest on some of the money that is held by the County. Mr. Core asked if it would be possible to invest some of the money with Star Ohio. Mr. Miller added, to his understanding after speaking with Paul Rennick, District Accountant, we can move money to Star Ohio. After much discussion, it was agreed upon by the Board to schedule a meeting with the Audit and Finance Committee followed by a meeting with the County Commissioners to discuss further.

MOTION MADE BY MR. NEEPER TO TABLE RESOLUTION 23-029. Seconded by Mr. Ewing. Motion carried 8-0.

Projects –

Indianbrook Waterline Replacement Project

- Construction started mid-September on Hokan and Tillamook working eastward. The goal is to get the waterline work done in the roadway so paving can be completed yet this fall so it can have time to settle over the winter before milling is done.
- Contractor did a great job preparing for trick-or-treat and made a big effort to move equipment offsite/limit construction area. They are also providing weekly tentative schedule updates for District to relay to Indianbrook HOA/facebook page.
- First pay request received and processed with OWDA.

Rudolph Foods – Elevated Storage Tank

- Chlorine analyzer fix complete. District may schedule time to meet onsite with City to make sure operational.
- Temporary SCADA complete. 2 probes to be installed in December as on back order. Ms. Stiles added this should be done next week.

Lafayette Loop (Previously State Route 81 Loop)

- Follow up with P&G in January to discuss their expansion plans and timeline again
- Explore potential funding options
- Approximately 85 users along Reservoir/Rumbaugh route

East Regional

- Construction complete on all Contracts – USDA would like project closed ASAP.
- Working with UUI on a few clean-up items
- Billing is going well. Currently there are only 65 users total from the two Villages who have not yet paid their tap fee with the City of Lima. This is out of approximately 353 homes.
- City of Lima is finished making the taps in Lafayette. A letter was sent to residents who have not yet connected or paid their tap fee. The letter included a copy of the respective Village's mandatory connection ordinance and gave them 6 months to complete. It will also inform the owner that at the 6 month mark, they will start being billed the minimum monthly water usage.

Diller Road Loop

- Preliminary plans received for this project.
- Met with Access and American Township to review preliminary plans.
- Grant awarded from ODOD for \$439,000 to this waterline project

Gomer

- Received phone call from Township Trustee
- Would like to survey property owners if possible to determine if should keep exploring or table the project. Ms. Stiles agreed with the trustee to send out a survey along with a prepaid envelope to see what the general consensus is.

6. **ATTORNEY'S REPORT:** Mr. Grandowicz stated they will continue to work with the Board in regards to the renewal of the County acting as the fiscal agent.

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

Revenue and Expense Reports for October 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 10/31/23 is \$4,782,945.06. The cash balance totals for each fund as of 10/31/2023 are as follows:

8750 Project Debt Service – \$1,041,216.00	8754 USDA Debt Reserve – \$409,829.35
8751 Operating Fund – \$490,383.89	8755 USDA Reserve - \$14,000.00
8752 Internal Capital Reserve – \$1,618,826.52	8756 USDA County Reserve - \$814,883.65
8753 External Capital Reserve – \$393,805.65	
*\$1,5000,000 is earmarked for the Lafayette Loop (Slabtown/Fett Loop)	

RESOLUTION 23-030: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE SUPPLEMENTAL REQUEST TO ESTABLISH AND INCREASE THE APPROPRIATION “DEBT SERVICE – INDIANBROOK” FOR THE COUNTY RESERVE FUND, 8756, FOR THE 2023 BUDGET BY SEVENTY-ONE THOUSAND, ONE HUNDRED FIFTY-FIVE DOLLARS (\$71,155). Motion made by Mr. Miller. Seconded by Ms. Vickers. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neepner – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes.

RESOLUTION 23-031: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION “INSURANCE SUNDRY” FOR THE OPERATING FUND, 8751, FOR THE 2023 BUDGET BY NINE HUNDRED EIGHTY-FIVE DOLLARS (\$985). Motion made by Mr. Miller. Seconded by Mr. Neeper. 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.

RESOLUTION 23-032: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE TWO THOUSAND AND TWENTY FOUR ANNUAL APPROPRIATIONS AS PRESENTED BY THE TREASURER, MERLE MILLER. Motion made by Mr. Miller. Seconded by Mr. Neeper. 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.

RESOLUTION 23-033: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES A SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION FOR CAPITAL OUTLAY FOR THE DILLER ROAD LOOP WATERLINE PROJECT IN THE EXTERNAL CAPITAL OUTLAY FUND, 8753, IN THE AMOUNT OF THREE THOUSAND DOLLARS (\$3,000). 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 – yes, Mr. Core – yes, Mr. Ewing – yes.

RESOLUTION 23-034: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES THE DISTRICT MANAGER TO ADVERTISE FOR BIDS FOR THE DILLER ROAD LOOP WATERLINE PROJECT IN 2023. Motion made by Mr. Neeper. Seconded by Mr. Ingle. 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.

MOTION MADE BY MR. MILLER TO APPROVE THE NOVEMBER 2023 TREASURER’S REPORT. Seconded by Mr. Gosnell. Motion carried 9-0.

8. **CPA REPORT:** None

9. **OLD BUSINESS:** Mr. Ingle stated a meeting was held to discuss the Autumn Lakes waterline extension request and recommended the Board not extend the line. The Board does not extend waterlines for developers. Mr. Nickles would need to extend the waterline from the Autumn Ridge Side. Once the line has been extended to Slabtown, the District can consider extending the line to create a loop. Mr. Neeper asked if the Board has ever worked with a developer on waterline extensions. Ms. Stiles replied that once we agree to help with a line it becomes our project. Mr. Ingle added that Mr. Nickles did not act like this decision would stop the project.

10. **NEW BUSINESS:** None

11. **BOARD MEMBER COMMENTS:** None

12. **PUBLIC FORUM:** None

13. **EXECUTIVE SESSION:** None

14. **ADJOURNMENT:** Motion for adjournment made by Mr. Miller at 3:02 p.m. Seconded by Mr. Neeper.
Motion carried 9-0.

ATTESTED:

 12-21-23
Chairman Date

 12/21/2023
Secretary Date