

Allen Water District

3230 North Cole Street

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"Addressing the water needs of the Community"

November 9, 2022 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, November 9, 2022 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 12, 2022
5. Clerk of Board Report (Includes Committee Reports)
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 2:01 p.m. and proceeded with the agenda.

1. ROLL CALL

Mr. Miller

Mr. Kessen

Mr. Gosnell

Mr. Ingle

Mr. Neeper

Mr. Leis

Ms. Vickers - Absent

Mr. Core

Vacant

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 – Assistant Sanitary Engineer, Allen County

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA – The Board honored Dr. John Biery, former Board Chair, with a Proclamation for all that he did over the years for the Allen Water District and for the community. Mr. Kessen presented Dr. Biery’s wife with the Proclamation.

4. APPROVAL OF MINUTES - Motion made by Mr. Miller to approve the October 14, 2022 minutes. Seconded by Mr. Neeper. Motion carried 7-0.

5. CLERK OF BOARD REPORT

Ms. Stiles stated there had been no **connection inquiries** since last month’s meeting.

Ms. Stiles stated there had been **1 permit** issued since last month’s meeting.

Name	Address	Project Area	CPF/Assessment	Ref Page
Ark Homes	3019 W. Breese Rd	Allentown	\$3,675	1

Ms. Stiles stated there had been **no extension inquiries** since last month’s meeting.

FYI – Mr. Simpson with Crossroads has reached out and the Church is still interested in extending the waterline on 309. Ms. Stiles will work on a draft recoupment agreement.

Improvements/Changes/Upcoming Events –

Advertised for 2023 engineering Statement of Qualifications on 10/22 and 10/29.

County Appointments provided update to County Commissioners on October 27th at 1:00 p.m. Update available. There was some ARPA discussion as well.

By-laws, Policies and Procedures – Resolution 22-029 prepared to align bylaws with most recent petition amendment for District. Mr. Huffman reviewed with the Board the draft changes in the bylaws that would align them with the District’s petition. Mr. Huffman also recommended a better structure for how the Member-at-Large seat is elected. Mr. Ingle suggested only those who live in a territory serviced by the Allen Water District be allowed to serve on the Board. Mr. Neeper and Mr. Huffman agreed. Mr. Core asked if this would be a two-step process, putting the resolution into effect today and then revisit to make more changes later. Mr. Huffman agreed – that would be best so that the resolution wouldn’t be delayed.

RESOLUTION 22-029: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, ADOPTS THE NOVEMBER 9, 2022 REVISION OF THE ALLEN WATER DISTRICT BY-LAWS TO REFLECT THE MOST RECENT JOURNAL ENTRY TO REVISE THE DISTRICT’S

PETITION. Motion made by Mr. Neeper. Seconded by Mr. Core. 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.

Contracts and Agreements – Ms. Stiles and Mr. Kessen met today with the city of Lima, County and our legal, Mr. Huffman to discuss the existing Sugar Creek Water Service Agreement. Mr. Huffman stated this started in 2005 when a developer wanted to develop the land and have access to public water. At that time the City was getting away from mandatory annexation process agreements. The City decided to create a formula/fee to charge the developer, which was 1.5% of county median income equated to \$50. Mr. Huffman stated that a formula like this should not be considered moving forward. He will continue to work with City legal to bring Sugar Creek into the current billing used for all other Allen Water District Customers.

Projects

ARPA Funding – Commissioners clarified in update that from the justification they received from their 3rd party consultant regarding ARPA Funds, they do not want the ARPA funding to be linked to any debt. The projects can receive contributions from other entities though. Project Committee is compiling a list of smaller projects for their consideration. Mr. Neeper added that during the discussion it was brought up that Mr. Simpson approached the Commissioners regarding the requirements put forth by the Allen Water District for the line extension at 309 and the Crossroads Church. Mr. Neeper stated that the Commissioners were satisfied with reasoning behind the requirements of the Allen Water District.

East Regional

a) Construction progress is as follows:

Contract A/B – Waterline installation/pressure testing/chlorination complete and restoration ongoing.

Contract C – Erection is complete. Painting in progress and should be done within the week, weather permitting. Current tentative date for tank to be operational is November/December with final completion delayed until Spring 2023 when restoration/site work will be completed.

b) Letter being prepared to send to property owners notifying them the waterline is available for connection. The City of Lima started in Westminster last week connecting those with service lines run who have signed on, paid tap fees, etc. They will work their way from Westminster toward the Village of Harrod and then toward Lafayette. Ms. Stiles stated the letter also explains that there will be a wrap up meeting/open house possibly in December. At this meeting, she hopes to have City of Lima there to continue setting up accounts and collect the tap fee as well as Allen County Health Dept. to continue with the well permitting process.

c) Project update available upon request.

d) Mr. Ingle and Ms. Stiles did a project walk through on Monday, October 3rd with Prime AE Inspector, Dave Wilson. Another one is scheduled for November 10th within the Villages.

- e) Next progress meeting to be held November 6th at 9 a.m. and 10 a.m.
- f) Project Wrap-Up Meeting to be tentatively scheduled in December. Ms. Stiles stated that this depends on when the final costs will be available.

Rudolph Foods – Elevated Storage Tank

- Progress meeting held Wednesday, November 2nd at 1 p.m. at our office. Next progress meeting will be December 2nd at 1 p.m. at our office.
- Painting of tank complete. City completed waterline installation on Brentlinger. New goal is to have tank operational by mid-October so Rudolph can perform testing. Ms. Stiles stated that they hope to be able to fill the tank next week. Mr. Gosnell added that the size of the stem of the tank doesn't offer much space for the Allen Water District logo.

Southeast Regional Relocation/ODOT Project – The waterline relocation is mostly complete. Access will provide a mark-up drawing for this plan sheet for the SE Regional Project. Ms. Stiles will submit project costs to ODOT for reimbursement once all invoices received.

Intersection of 117 and McPheron – Access did a mark-up outlining a possible waterline alignment. Best case scenario would be to do this while ODOT has road closed in 2023. District will attend pre-con for ODOT project in January 2023 and approach contractor who is awarded project to see if they would be interested in this small project.

Master Plan Study (Node Map) - District has received priority looping list for system. Current master plan completion date is end of 2022. Ms. Stiles added November 30th the model should be completed, December 6th the final draft will be submitted, December 13th there will be a meeting with the City and District to discuss, and the goal of December 20th to have the final Master Plan submitted to the District. Ms. Stiles stressed that these dates are all tentative.

Indianbrook Waterline Replacement Project – Informational Open House to be held Tuesday, November 15th from 4:30-7 p.m. Letter sent to property owners informing them of said meeting and providing a project update available upon request. Plan is for Access to then finalize design and bid project early 2023.

- 6. **ATTORNEY'S REPORT** – Mr. Huffman stated that he will send Ms. Stiles a license agreement, that once signed by the homeowner will give authorization for the crew to be on the property during the Indianbrook Project. It will need to be signed by at least one of the homeowners.







7. **TREASURER'S REPORT** –

Revenue and Expense Reports for October 2022 (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 10/31/22 is \$2,053,811.81. The cash balance totals for each fund as of 10/31/2022 are as follows:

8750 Project Debt Service – \$1,057,618.00	8754 USDA Debt Reserve – \$1.55
8751 Operating Fund – \$392,811.61	8755 USDA Reserve - \$0
8752 Internal Capital Reserve – \$172,674.72	8756 USDA County Reserve - \$373,915.64
8753 External Capital Reserve – \$56,790.29	

Audit and Finance Committee met prior to Board Meeting. Agenda was as follows:

-  Approve July 13, 2022 Audit and Finance Meeting Minutes
-  East Regional Update
-  Officer Compensation Schedule Revision – Discussion
-  2020 AUP and 2021 Single Audit
-  2023 Budget and 4 Year Budget Comparison
-  Date for Next Meeting

Mr. Miller thanked Ms. Stiles for all of her hard work with the AUP.

Mr. Miller stated that the budget was reviewed and will follow with a resolution at next month's meeting. He also reviewed officer compensation for 2023, stating that it had been moved and approved by the Audit and Finance Committee as follows: Trustees will be compensated at \$270 per month, the Chair will be at \$500 per month, the Vice Chair will be at \$350 per month, the Treasurer will be at \$500 per month, the Secretary will be at \$350 per month and the Project Coordinator will be at \$450 per month. This will be in a resolution for the December meeting and will begin January 1st, 2022.

Ms. Stiles reviewed the proposed 2023 budget with the Board. She stated this will be presented in a resolution at the December Board Meeting.

MOTION MADE BY MR. MILLER TO APPROVE THE OCTOBER 2022 TREASURER'S REPORT. Seconded by Mr. Gosnell. Motion carried 7-0.

Mr. Core asked for clarification as to whether the Treasurer can move the motion for approval of the Treasurer's Report. Mr. Neeper replied that this was reviewed recently at another meeting he attended and it is allowed with Robert's Rules. Mr. Huffman agreed.

8. **CPA REPORT:** Nothing to report
9. **OLD BUSINESS:** Mr. Kessen shared that on November 2nd the Executive Board interviewed 3 of the 4 applicants, due to one of the applicants respectfully declining. The Executive Board expressed their appreciation of the applicants taking the time to apply and meet with them. After interviewing the applicants, the Executive Board would like to recommend Mr. Steve Ewing to fill the vacant Member-At-Large seat with the Allen Water District.

MOTION MADE BY MR. MILLER TO ACCEPT THE EXECUTIVE COMMITTEE'S RECOMMENDATION THAT STEVE EWING FILL THE MEMBER-AT-LARGE SEAT.

Seconded by Mr. Gosnell. Motion carried 7-0.

MR. MILLER NOMINATED MR. STEVE EWING TO FILL THE MEMBER-AT-LARGE SEAT.

Mr. Core asked which applicant withdrew from the interview process. Mr. Kessen responded that Mr. Horvath respectfully withdrew.

MOTION MADE BY MR. CORE TO CLOSE NOMINATIONS AND CAST THE UNANIMOUS BALLOT. Seconded by Mr. Miller. Motion carried 7-0. 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.

10. **NEW BUSINESS:** Nothing to report

11. **BOARD MEMBER COMMENTS:** Mr. Miller asked if the next meeting, December 14th, would be held at Milano’s. It was agreed by the Board that we will meet at 2:00 pm for the meeting and a meal.

MOTION MADE BY MR. MILLER TO HOLD THE DECEMBER 14TH BOARD MEETING AT MILANO’S AT 2:00 PM. Seconded by Mr. Neeper. Motion carried 7-0.

12. **PUBLIC FORUM:**

13. **EXECUTIVE SESSION:**

14. **ADJOURNMENT:** Motion for adjournment made by Mr. Miller at 3:01p.m. Seconded by Mr. Gosnell. Motion carried 7-0.

ATTESTED:

 _____ 12/14/2022
Chairman Date

 _____ 12/14/2022
Secretary Date