

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"

October 12, 2022 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, October 12, 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 – September 14, 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. Gosnell brought the meeting to order at 2:01 p.m. and proceeded with the agenda.

1. ROLL CALL

Mr. Miller

Mr. Kessen - Absent

Mr. Gosnell

Mr. Ingle

Mr. Neeper

Mr. Leis

Ms. Vickers

Mr. Core

American Twp Representative

Perry Twp Representative

Shawnee Twp Representative

Bath Twp Representative

Allen County Representative

Allen County Representative

Allen County Representative

Allen County Representative

STAFF

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

PUBLIC – Ron Meyer – Assistant Sanitary Engineer, Allen County

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA - None

4. APPROVAL OF MINUTES - Motion made by Mr. Miller to approve the September 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
Bruce Baumeister	3495 Woodhaven	Shawnee Twp Phase 1	\$3500	1

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

Improvements/Changes/Upcoming Events –

RESOLUTION 22-024: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES MS. KIMBERLY STILES, DISTRICT MANAGER, TO SUBMIT LEGAL ADVERTISEMENT FOR 2023 STATEMENT OF QUALIFICATIONS FROM FIRMS INTERESTED IN BEING PREQUALIFIED FOR CONTRACTS TO PROVIDE DESIGN SERVICES FOR WATER DISTRIBUTION. Motion made by Mr. Neeper. Seconded by Mr. Miller. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – absent, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes.

- County Appointments scheduled to provide update to BOCC on October 27th at 1 p.m. Ms. Stiles will send out a reminder. Mr. Neeper stated he will be attending virtually.

By-laws, Policies and Procedures – Binders have been distributed to all Board members. They can be left here at the office or taken home.

Contracts and Agreements - Nothing to report.

Projects

ARPA Funding – Commissioners sent the justification they received from their 3rd party consultant regarding ARPA Funds. They would like the District to submit a list of smaller projects for their

consideration. Mr. Huffman reviewed the report from Bricker & Eckler on eligibility of projects. He feels that there may be a misunderstanding with the co-mingling of funds. Mr. Huffman advised discussing this with the commissioners at the update meeting to see if there is any way to still put ARPA funds toward the State Route 81 Project. He recommended having a plan B ready with a few smaller projects if the Commissioners think it would be a better fit for the ARPA funding.

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. 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) Mr. Ingle and Ms. Stiles did a project walk through on Monday, October 3rd with Prime AE Inspector, Dave Wilson. Plan to schedule another one once restoration completed within the Villages. Ms. Stiles stated that she hopes to do this within the next couple weeks.

c) Next progress meeting to be held October 19th. We should be closer to finalizing costs at that point and will hopefully know if we need to utilize either of the OPWC loans.

d) Project Wrap-Up Meeting to be scheduled in November most likely.

Rudolph Foods – Elevated Storage Tank

- Progress meeting held Wednesday, October 5th. Next progress meeting will be November 2nd.
- Painting of tank complete. City completed waterline installation on Brentlinger. New goal is to have tank operational by mid-October.
- District has started requesting disbursements from OWDA loan for pay apps 3 and 4.

Southeast Regional Relocation/ODOT Project – The waterline relocation is 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 McPherson – Access did a rough mark-up outlining a possible waterline alignment. Best case scenario would be to do this while ODOT has road closed in 2023. Ms. Stiles added ODOT plans to bid in December. AWD should plan to talk to the awarded contractor to see if they would be interested in also doing this small waterline project.

Master Plan Study (Node Map) - Ms. Stiles provided City and District comments back to ms consultants along with some more information from AEDG regarding priority developments sites. New master plan completion date is end of 2022.

Indianbrook Waterline Replacement Project – Access to finish up preliminary design and then hold a public meeting prior to bidding. Plan to bid late 2022/early 2023. Ms. Stiles stated that she would like to schedule an open house November 9th from 4-7 p.m., for the residents of Indianbrook.

6. **ATTORNEY’S REPORT** – Mr. Huffman stated he will report under old business.

7. **TREASURER’S REPORT** –

Revenue and Expense Reports for September 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 9/30/22 is \$2,209,568.59. The cash balance totals for each fund as of 9/30/2022 are as follows:

8750 Project Debt Service – \$1,067,618.00	8754 USDA Debt Reserve – \$1.55
8751 Operating Fund – \$490,124.35	8755 USDA Reserve - \$0
8752 Internal Capital Reserve – \$171,674.72	8756 USDA County Reserve - \$356,724.32
8753ernal Capital Reserve – \$123,425.65	

Mr. Miller stated next Audit and Finance Committee Meeting scheduled for November 9th at noon. He also stated the 2020/2021 Audit has begun and was going well so far.

RESOLUTION 22-025: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE SUPPLEMENTAL REQUEST TO ESTABLISH AND INCREASE THE APPROPRIATION “SUNDRY” FOR THE OPERATING FUND, 8751, FOR THE 2022 BUDGET BY FIFTY THOUSAND DOLLARS (\$50,000) TO COVER THE COST OF WELL PERMIT FEES FOR THE EAST REGIONAL WATERLINE PROJECT. Motion made by Mr. Miller. Seconded by Mr. Neeper. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – absent, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes.

RESOLUTION 22-026: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE FOLLOWING:

- 1. A SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION “TRANSFER OUT” FOR THE DEBT SERVICE FUND, 8750, FOR THE 2022 BUDGET BY ONE HUNDRED FORTY TWO THOUSAND THREE HUNDRED FIFTEEN DOLLARS (\$142,315)**
- 2. A SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION “TRANSFER IN” FOR THE EXTERNAL CAPITAL OUTLAY FUND, 8753, FOR THE SAME AMOUNT (\$142,315)**
- 3. A WARRANT OF TRANSFER FROM FUND 8750 TO FUND 8753 FOR THE SAME AMOUNT (\$142,315)**
- 4. A SUPPLEMENTAL REQUEST TO ESTABLISH THE APPROPRIATION FOR CAPITAL OUTLAY FOR STATE ROUTE 117 WATERLINE RELOCATION PROJECT (REQUESTED BY ODOT) IN THE EXTERNAL CAPITAL OUTLAY FUND, 8753, IN THE AMOUNT OF ONE HUNDRED FORTY TWO THOUSAND THREE HUNDRED FIFTEEN (\$142,315).** Motion made by Mr. Miller. Seconded by Mr. Leis. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – absent, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes.

RESOLUTION 22-027: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE FOLLOWING:

1. SUPPLEMENTAL REQUEST TO ESTABLISH THE APPROPRIATION “TRANSFER OUT” FOR THE EXTERNAL CAPITAL OUTLAY FUND, 8753, FOR THE 2022 BUDGET IN THE AMOUNT OF TWENTY FIVE THOUSAND EIGHT HUNDRED FIFTY SEVEN DOLLARS AND THIRTY NINE CENTS (\$25,857.39) FOR THE INTEREST PAYMENT ON THE USDA LOANS FOR THE EAST REGIONAL WATERLINE PROJECT
2. SUPPLEMENTAL REQUEST TO ESTABLISH THE APPROPRIATION “TRANSFER IN” FOR THE EXTERNAL CAPITAL OUTLAY FUND, 8753, FOR THE SAME AMOUNT (\$25,857.39)
3. COMPLETE A WARRANT OF TRANSFER FROM FUND 8753 TO FUND 8754 FOR THE SAME AMOUNT (\$25,857.39). Motion made by Mr. Miller. Seconded by Mr. Leis. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – absent, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes.

RESOLUTION 22-028: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE SUPPLEMENTAL REQUEST TO ESTABLISH AND INCREASE THE APPROPRIATION “SUNDRY REVENUE” FOR THE EXTERNAL CAPITAL OUTLAY FUND, 8753, FOR THE 2022 BUDGET BY EIGHT THOUSAND NINE HUNDRED THIRTY NINE DOLLARS (\$8,939) TO KEEP IN COMPLIANCE WITH ORC. Motion made by Mr. Miller. Seconded by Mr. Core. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – absent, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes.

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

Mr. Miller thanked Ms. Stiles and Ms. Finn for their efforts with the By-laws, Policies and Procedures binders.

8. CPA REPORT: - Nothing to report.
9. OLD BUSINESS: Ms. Stiles added that there have been 4 resumes received for the member at large seat. These will be reviewed by the Executive Committee with a recommendation made to the Board at the next meeting. Mr. Huffman stated the By-Laws will need to be revised to reflect the wording of the current petition, which states the member at large seat “shall be a resident of the unincorporated area of Allen County, Ohio or a resident of any incorporated or unincorporated area that is served by the Allen Water District”. Multiple motions were made and then rescinded in an attempt to document the change needed to be made to the bylaws. Mr. Huffman recommended a Resolution be drafted for the next meeting to insure the proper language is used as intended and all agreed.

Mr. Core asked about the interview process for the member at large and Mr. Miller gave detail of some of the questions. Mr. Neeper asked if there are any restrictions as far as appointing a county employee as the member at large and Mr. Huffman responded he didn’t see any issues with this.

Mr. Neeper, who is a member of the Executive Committee, recused himself from the interview process due to conflict of interest, as one of the applicants is his employee.

10. NEW BUSINESS: Mr. Miller asked Mr. Huffman to do a proclamation for Dr. John Biery. He asked Ms. Stiles to put the proclamation in a frame so it could be presented to the family at the meeting on November 9th.

11. BOARD MEMBER COMMENTS:

12. PUBLIC FORUM:

13. EXECUTIVE SESSION:

14. ADJOURNMENT: Motion for adjournment made by Mr. Neeper at 2:52 p.m. Seconded by Ms. Miller. Motion carried 7-0.

ATTESTED:


Chairman Date 11-9-22


Secretary Date 11/09/2022