

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 11, 2023 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, October 11, 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 – September 13, 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 1:59 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

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 –

Jerry Nickles and Brian Bacon

2. PLEDGE OF ALLEGIANCE

- 3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA** – Jerry Nickles of Nickles Builders along with Brian Bacon attended the meeting to discuss the possible extension of the waterline on Slabtown Rd. Mr. Nickles is proposing to build Autumn Lakes, a subdivision of condominiums between Autumn Ridge and Slabtown Rd. and would like the units to be connected to public utilities. He plans to break ground in the spring putting in the lines in the neighborhood and then hopes to begin building homes later in the year. He would be willing to help with cost of the mainline extension on Slabtown by adding a surcharge per tap, per unit. This would be beneficial by connecting to the line in Autumn Ridge creating a loop. Mr. Bacon added they plan to use 8” pipe, same as what is used in Autumn Ridge. Mr. Ingle asked how many feet of line would need to be ran to get to the entrance of the proposed subdivision. Mr. Bacon replied 1600 ft. Mr. Core asked if Mr. Nickles plans to complete the lines within the subdivision all at once or if he plans to extend the line as the phases take place, completing the loop with the last phase. Mr. Nickles replied the plan is to extend the line in the subdivision with each phase and completing the loop at the end of the last phase. If the District would want all lines in the subdivision done at once, he would be willing to consider this. Mr. Core asked if there is a ballpark idea of the cost to extend the line on Slabtown. Mr. Nepper replied if history serves correctly it would \$100 per foot. Mr. Kessen thanked Mr. Nickles and Mr. Bacon for coming to the meeting.

- 4. APPROVAL OF MINUTES** - Motion made by Mr. Miller to approve the September 13, 2023 minutes. Seconded by Mr. Ewing. Motion carried 8-0.

5. CLERK OF BOARD REPORT

Ms. Finn stated there had been **1 connection inquiry** since last month’s meeting.

Name	Address	Project Area	CPF/Assessment
Kerri Olson	5815 Cotner Rd	Cotner/Wapak	\$4500 per ESFU + FF

Ms. Finn stated there had been **4 permits** issued since last month’s meeting.

Name	Address	Project Area	CPF/Assessment
Clayton Homes	637 W Bluelick Rd	McDonel	\$3,500
LR Contracting	4024 Running Oak Trl	7 Oaks	\$500
Schumacher Homes	2690 Alexandria Dr	Monticello	\$500
Michael Burtchin	1482 E Breese Rd	East Breese	Assessed on taxes

- 2 County Permits issued – Ms. Stiles explained AWD has taken over the issuing of permits for the county waterlines as part of the Assignment and Assumption Agreement. With the Sanitary Engineer’s Office hiring a new receptionist, it seemed like a good time for us to take over the permits rather than have to train the ACSE new hire to do them for such a short period of time. The funds for the issued permits will still be deposited into the County’s fund. At the end of the 5 years, the funds will get turned over to AWD.

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

Improvements/Changes/Upcoming Events

- Deadline for certifying to taxes is October 27, 2023
- Deadline for entering budget in Munis is Wednesday, November 29th
- Next BOCC Quarterly Update is scheduled for October 26th at 1 p.m. Ms. Stiles added there is a Teams option if any of the County appointments would like to attend virtually.
- Advertise for 2024 Statement of Qualifications – Resolution 23-28 on pages 6-8 in the Reference Packet
- District will now be handling the County’s water permits
- Records Retention – File room clean out update. Ms. Stiles stated certain records from 2008 through 2014 were disposed of and that she checked with the Historical Society prior to disposal.

RESOLUTION 23-028: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES MS. KIMBERLY STILES, DISTRICT MANAGER, TO SUBMIT LEGAL ADVERTISEMENT FOR 2024 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. 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.

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

Contracts and Agreements – Nothing to report.

Projects –

Indianbrook Waterline Replacement Project – Construction started last month on Hoka and Tillamook working eastward. Currently, they are near Kiowa. The goal is to get the waterline work done in the road way so paving can be completed yet this fall so it can have time to settle over the winter before milling is done. Our inspector on-site is Ron Parr and he is providing good weekly updates. There have been some issues with City of Lima and main breaks. We are trying to find a way to share the contractor schedule with the property owners.

Rudolph Foods – Elevated Storage Tank

- Chlorine analyzer fix mostly complete. Electrical piece should be completed soon.
- Temporary SCADA complete. 2 probes to be installed in December as on backorder.

Lafayette Loop (Previously State Route 81 Loop)

- Follow up with P&G in January to discuss their expansion plans and timeline again. Ms. Stiles plans to reach out to P&G in early 2024 to have further discussions.
- Explore potential funding options
- Approximately 85 users along Reservoir/Rumbaugh route

East Regional

- Construction complete on all Contracts – A, B and C with the reworking of the chlorine analyzer almost complete. 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. There are still outside customers reaching out to connect. If connecting after the fact, they pay to catch up with the debt service fee.
- City of Lima is almost finished making the taps in Lafayette. A draft letter is in the Reference Packet. The plan is for this letter to be sent to residents who have not yet connected or paid their tap fee. The letter will include a copy of the respective Village's mandatory connection ordinance and give 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

- Access is working on design for this project. Ms. Stiles added there is a preliminary set of plans ready to be reviewed. Brice, with Access Engineering will review them and then plan a meeting with AWD, the township and possibly the City.
- Current goal is to get this advertised by Thanksgiving
- Grant awarded from ODOD for \$439,000 to this waterline project

6. **ATTORNEY'S REPORT:** Mr. Huffman explained in regards to Indianbrook, a request was made by the County Engineer's Office that we add a bond for each road bore made. The performance bond the contractor has for this project already covers the performance of this project. Adding this should not be a big deal. He recommended reaching out to the County Engineer's to satisfy the request. Mr. Huffman informed Ms. Stiles if there is a Government shutdown, there will be no funding coming from USDA. He suggested trying to wrap up the East Regional Project and request payment from USDA sooner rather than later, just in case.

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

Revenue and Expense Reports for September 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 9/30/23 is \$4,531,002.36. The cash balance totals for each fund as of 9/30/2023 are as follows:

8750 Project Debt Service – \$1,051,216.00

8751 Operating Fund – \$666,985.60

8752 Internal Capital Reserve – \$1,614,826.52

8753 External Capital Reserve – \$169,815.65

8754 USDA Debt Reserve – \$380,539.55

8755 USDA Reserve - \$14,000.00

8756 USDA County Reserve - \$633,619.04

*\$1,500,000 is earmarked for the Lafayette Loop (Slabtown/Fett Loop)

Audit and Finance Meeting tentatively scheduled for October 11th immediately preceding the regular monthly Board Meeting. The following items were on the agenda:

✚ Approve July 7th Audit & Finance Meeting Minutes

✚ Review 2024 Budget

✚ District Fee Discussion

✚ Audit Update

✚ Fraud Reporting Concerns

✚ Date for Next Meeting January 10th, 2024

MOTION MADE BY MR. MILLER TO APPROVE THE OCTOBER 2023 TREASURER'S REPORT. Seconded by Mr.Neeper. Motion carried 8-0.

8. **CPA REPORT:** None

9. **OLD BUSINESS:** None

10. **NEW BUSINESS:** Mr. Kessen recommends the Slabtown Rd. waterline extension request made by Mr. Nickles be referred to the Projects Committee.

11. **BOARD MEMBER COMMENTS:** None

12. **PUBLIC FORUM:** None

13. **EXECUTIVE SESSION:** None

14. **ADJOURNMENT:** Motion for adjournment made by Mr. Miller at 2:30 p.m. Seconded by Mr. Ewing. Motion carried 8-0.

ATTESTED:

 11-8-23
Chairman Date

 11/08/2023
Secretary Date