

# Allen Water District

3230 North Cole Street

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*"Addressing the water needs of the Community"*

## September 13, 2023 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, September 13, 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 – August 9, 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 2:01 p.m. and proceeded with the agenda.

### 1. ROLL CALL

Mr. Miller  
Mr. Kessen  
Mr. Gosnell  
Mr. Ingle  
Mr. Neeper  
Mr. Leis  
Ms. Vickers  
Mr. Core - Absent  
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 –**

Brad Niemeyer – Sanitary Engineer's Office  
Brice Schmitmeyer – Access Engineering

### **2. PLEDGE OF ALLEGIANCE**

3. **ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA** – Brice Schmitmeyer with Access gave an update on the Indianbrook project. There have been a few cuts made in the road for pipe placement but the pipe has not arrived yet. He is hoping to have the pipe delivered by next week. Brice also gave an update on the Diller Rd project. This project is a little less than one mile with approximately 10 houses that could tie in. This will close two dead ends improving water flow in the area. The topographic survey was completed by Access. The proposal was not-to-exceed \$7,500 but Brice stated the final cost came in closer to \$4,000. Brice is hoping to advertise by Thanksgiving with the goal to bid by end of year. This will make a good winter project due to most of the work taking place along the side of the road. The construction estimate is approximately \$620,000 with contingency bringing it up to \$670,000. Ohio Department of Development funding is being used for this project. Mr. Miller asked if the new gas line going in on Diller will affect the project possibly costing additional money. Brice stated that he does not see any issues with the new gas line. Mr. Miller asked if bids could come in less than projected with this being a winter project and Brice replied that is a possibility. Mr. Neeper asked if the \$100 per linear foot of line is accurate. Brice replied it is accurate and unfortunately it has increased over the past 4-5 years. He stated they plan to get started on design soon. Mr. Kessen added he, Brice and Ms. Stiles met with Ron Parr prior to the meeting to discuss Indianbrook. Mr. Parr will be the RPR for the Indianbrook Project.

4. **APPROVAL OF MINUTES** - Motion made by Mr. Miller to approve the August 9, 2023 minutes. Seconded by Mr. Neeper. Motion carried 8-0.

### **5. CLERK OF BOARD REPORT**

Ms. Finn stated there had been **2 connection inquiries** since last month's meeting.

Name	Address	Project Area	CPF/Assessment
Larry Byers	Diller Rd	Diller/Eastown/Franks	\$3,000
Ron Clear	4160 E Hanthorn Rd	SE Regional	\$6,300

Ms. Finn stated there had been **7 permits** issued since last month's meeting.

Name	Address	Project Area	CPF/Assessment
JACC's Construction	2632 Gaithersburg Dr	Monticello	\$500
Robery Enterprise	6605 Ottawa Rd	Eagle Rail	\$3,686.40 (68% to COL)
Diane Schick	Bellefontaine Rd	SE Regional	\$6,300
Built Rite Builders	3637 Comanche Dr	Country Aire	\$500
Tyler McComb	5360 Ottawa Rd	Cairo/St Rt 65	\$3,042 (Debt Srvc to Cairo)
Micah Hollinger	1529 Neubrecht Rd	Neubrecht Rd	\$9,790.09
Micah Hollinger	1596 Neubrecht Rd	Neubrecht rd	\$4,828.12

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

A Waterline Agreement was drafted for connection on Sunnydale between property owners, AWD and Village of Elida. Agreement revised to allow AWD to bill the property owners for the District fee. Ms. Stiles added the property owners will have the option to pay quarterly or annually. Mr. Kessen gave a refresher as to why the homeowner requested to connect stating poor water quality with strong sulfur content and failing well. Mr. Huffman reiterated this is our customer but we are contracting with Elida to serve our customer.

**RESOLUTION 23-026: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES CHAIR, TO SIGN A WATERLINE CONNECTION AGREEMENT FOR 4075 SUNNYDALE TO THE VILLAGE OF ELIDA WATERLINE.** Motion made by Mr. Miller. Seconded by Ms. Vickers. 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 – absent, Mr. Ewing – yes.

#### **Improvements/Changes/Upcoming Events**

- CORD Board Meeting on October 6th
- Deadline for certifying to taxes is October 27, 2023
- Deadline for entering budget in Munis is Wednesday, November 29<sup>th</sup>
- Next BOCC Quarterly Update is scheduled for October 26<sup>th</sup> at 1 p.m.

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

**Contracts and Agreements** – Nothing to report.

**Projects** – Ms. Stiles stated a Project Committee held meeting on September 6<sup>th</sup> at 9 a.m.

**Indianbrook Waterline Replacement Project** – Construction started this week. A letter was sent to property owners to give them notice of construction beginning. 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.

### **Rudolph Foods – Elevated Storage Tank**

- Chlorine analyzer fix to 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 to discuss their expansion plans and timeline
  - Survey property owners along this route to see who is interested in public water
- Ms. Stiles reached out to one of the P&G consultants to see if there would be any interest in connecting their warehouse if we continue east on Reservoir. Mr. Neeper asked where the line would stop. Mr. Ingle replied it would either stop at Napoleon Rd or they would turn north on Rumbaugh Rd. and continue on to Bechtol Rd to close the loop. He added this does not stop us from wanting to complete from Slabtown to Fetter on 81. This would be a good loop project that needs to happen for system strength.

### **East Regional**

- Construction complete on all Contracts – A, B and C. USDA would like project closed out by end of this month.
- Working with Engineer and Contractor on a few warranty/clean up items
- Billing is going well. Currently there are only 75 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.
- Once City of Lima is done making the taps in Lafayette, the plan is for a 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 for a minimum monthly water bill as well. Ms. Stiles added this will be an incentive for them to get connected. She will verify with the City the cut-off date for the \$500 tap fee for the project since we are hearing of their plans to raise the tap fee.

### **Diller Road Loop**

- Grant awarded from ODOD for \$439,000 to this waterline project.
- Special Meeting held July 28<sup>th</sup> where Board passed Resolution authorizing Chair to sign/enter into grant agreement with ODOD and proceed with Project
- Topo & Survey completed by Access Engineering
- Mr. Kessen stated the project committee is in agreeance to move forward with this project. Mr. Huffman asked if this is a reimbursement grant. Mr. Stiles replied Brice with Access doesn't think it is from past experience. Mr. Ingle asked if we are supposed to enter into negotiations before selecting. Mr. Huffman responded that the District prequalified engineering firms for the year for various waterline projects. At this point they have been ranked. In that ranking order we go to them and if they are over our expected budget we can ask them to lower their fee. If they say no, we can go on to number two in ranking and so on. The District has asked Access for a proposal and they have submitted one. The Board review the proposal from Access for design on the Diller Road Loop Project.

**RESOLUTION 23-024: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES MR. GREG KESSEN, CHAIR, TO SIGN AND ENTER INTO AN ENGINEERING CONTRACT WITH ACCESS ENGINEERING SOLUTIONS, LLC FOR DESIGN, BIDDING AND CONSTRUCTION SERVICES FOR THE DILLER ROAD LOOP PROJECT.**

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 – absent, Mr. Ewing – yes.

6. **ATTORNEY'S REPORT:** Mr. Huffman reiterated if we have an engineering contract of greater than \$50,000, we are supposed to seek qualifications with the goal of determining the most qualified. You would then negotiate the contract with them. If it's under \$50,000 to \$25,000 you don't need to seek qualifications. You can retain a qualified engineering company, which we can choose from our list. Under \$25,000 you can pick anyone. When you go through the process where you go out annually to seek qualifications for engineering services for the following year, do you then have to go out on each separate one and seek qualifications? Once they are qualified, they do not have to resubmit on any. If someone does resubmit or another firm submits and comes in on the point system and ranks higher that could "reshuffle" the deck. The District's system is very similar to the way other water districts do it.

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

Revenue and Expense Reports for August 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 8/31/23 is \$4,534,645.49. The cash balance totals for each fund as of 8/31/2023 are as follows:

8750 Project Debt Service – \$1,051,216.00	8754 USDA Debt Reserve – \$380,431.55
8751 Operating Fund – \$667,055.88	8755 USDA Reserve - \$14,000.00
8752 Internal Capital Reserve – \$1,645,746.31	8756 USDA County Reserve - \$604,996.62
8753 External Capital Reserve – \$171,199.13	

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

Mr. Miller stated we received an update from the Auditor of State's Office and the 2022 Audit is mostly complete.

The next Audit and Finance Meeting is tentatively scheduled for October 11<sup>th</sup> immediately preceding the regular monthly Board Meeting.

**RESOLUTION 23-025: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION "SUNDRY" FOR THE OPERATING FUND, 8751, FOR THE 2023 BUDGET BY SIX THOUSAND DOLLARS (\$6,000).**

Motion made by Mr. Miller. 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 – absent, Mr. Ewing – yes.

**RESOLUTION 23-027: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE FOLLOWING: 1. A SUPPLEMENTAL REQUEST TO ESTABLISH AND INCREASE THE APPROPRIATION "TRANSFER OUT" FOR THE INTERNAL CAPITAL FUND, 8752, FOR THE 2023 BUDGET BY FIFTY THOUSAND DOLLARS (\$50,000). 2. A SUPPLEMENTAL REQUEST TO DECREASE THE APPROPRIATION "CAPITAL OUTLAY – MCPHERON/117" FOR THE INTERNAL CAPITAL OUTLAY FUND, 8752, FOR THE 2023 BUDGET BY FIFTY THOUSAND DOLLARS (\$50,000). 3. A WARRANT OF TRANSFER FROM FUND 8752 TO FUND 8753 FOR FIFTY THOUSAND DOLLARS (\$50,000). 4. A SUPPLEMENTAL REQUEST TO ESTABLISH AND INCREASE THE APPROPRIATION FOR CAPITAL OUTLAY FOR THE DILLER ROAD LOOP WATERLINE PROJECT IN THE EXTERNAL CAPITAL OUTLAY FUND, 8753, IN THE AMOUNT OF FIFTY THOUSAND DOLLARS (\$50,000).** Motion made by Mr. Miller. Seconded by Mr. Ingle. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neep – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – absent, Mr. Ewing – yes.

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

8. **CPA REPORT:** None

9. **OLD BUSINESS:** None

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. Ewing at 2:45 p.m. Seconded by Ms. Vickers. Motion carried 9-0.

ATTESTED:

  
Chairman

10-11-2023  
Date

  
Secretary

10/11/2023  
Date