

Allen Water District

3230 North Cole Street

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"Addressing the water needs of the Community"

September 14, 2022 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, September 14, 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 – August 10, 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 - absent

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

Jimmy Grandowicz – District Legal (fill in for Rex Huffman)

PUBLIC – Brad Niemeyer - Sanitary Engineer and Brice Schmitmeyer-Access Engineering

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA – Mr. Brad Core was sworn in as the new Allen County Representative as appointed by the BOCC prior to the meeting. A moment of silence was held in remembrance of Dr. John Biery, former Board Chair, who passed in August. Brice Schmitmeyer with Access Engineering gave some project updates. With Indianbrook, they will be abandoning the mains that are in the backyards and relocating them to the front, alongside the road or in the roadway. New service lines will need to be ran from the road to the rear of the home to replace the current lines. Fire hydrants will be installed with this project and some new hydrants will be added to other roads in the neighborhood. Schmitmeyer stated that the current cost estimate of the project is \$2.14 million. Ms. Vickers asked for confirmation that there will be no assessment to the homeowners. Mr. Schmitmeyer replied this was his understanding. Mr. Neeper asked if the Indianbrook customers will be billed the same as all other Allen Water District customers. Ms. Stiles stated that once the project is complete, Indianbrook will be billed the same as all other customers. Mr. Core asked where the money for this project will come from. Ms. Stiles explained that the funds will come from the County District Fees that have been collected and also from an OWDA loan. Mr. Schmitmeyer stated that there will be an informational meeting held before the project begins.

The 117 and McPheron Rd. Intersection Project would likely take place in May or June of 2023. This is the best time to do this while ODOT is also working in the area. AWD will bring the line across 117 to McPheron Rd for future extension.

The St. Rt. 81 Project is being reconsidered. This project may include Reservoir Rd. instead of St. Rt. 81 due to possible cost savings.

Mr. Kessen welcomed the new County Appointment, Mr. Brad Core, to the Board.

4. APPROVAL OF MINUTES - Motion made by Mr. Miller to approve the August 10, 2022 minutes. Seconded by Mr. Neeper. Motion carried 7-0.

5. CLERK OF BOARD REPORT

Ms. Finn stated there had been 3 connection inquiries since last month’s meeting.

Name	Address	Project Area	CPF/Assessment	Ref Page
Mary Shivington	3805 Neely Rd	Allentown Rd Project	\$0/ Assess Pd	1
Paula Ricker	Baty Rd Parcel	Allentown Rd Project	\$3500	2
Bruce Baumeister	3495 Woodhaven Ln	Shawnee Twp 1	\$3500	3

Ms. Finn stated there had been **6 permits** issued since last month's meeting.

Name	Address	Project Area	CPF/Assessment	Ref Page
Ark Homes	3019 W. Breese Rd	County Line	N/C	4
LBC Investments	4190 Emma Pkwy	Hickory Creek	\$500	5
LBC Investments	4178 Emma Pkwy	Hickory Creek	\$500	6
LBC Investments	3396 Hickory Creek	Hickory Creek	\$500	7
George Coppler	3115 Schooler Rd	Southeast Regional	\$6300	8
Cody Kerns	642 N Wapak Rd	Wapak Extension	\$500	9

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

Improvements/Changes/Upcoming Events –

- **CORD Board Meeting Takeaways** – Ms. Stiles stated CORD provided testimony opposing the bill to prohibit public utilities from putting delinquent utility charges on property taxes.

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

Contracts and Agreements - Nothing to report.

Projects - Project Committee met September 7th.

ARPA Funding – Reservoir Road has been brought up as an alternate route with a few advantages over SR 81. Sent to ms to explore as part of the Master Plan Study. Ms. Stiles stated that per Commissioner Siebert our narrative had been sent to the 3rd party firm to review and they are awaiting final decision.

East Regional

a) Construction progress is as follows:

Contract A – Waterline installation/pressure testing/chlorination complete. Restoration work is ongoing. City of Lima plans to begin setting meter pits in Harrod this month.

Contract B – Waterline installation is complete with a small amount of pressure testing/chlorination left. Restoration work has started.

Contract C – Time Extension Request received from Maguire Iron. Tank erection now scheduled to be completed by September 23rd. Painting should occur immediately after with electrical following paint. Current tentative substantial completion date for tank is now mid-late December with final completion delayed until Spring 2023 (restoration/site work). Project Committee met to discuss with contractor/engineer. Mr. Kessen added that it was explained to Maguire Iron the importance of completion in a timely manner and that the discussion went well. Mr. Miller asked if there was a penalty clause regarding completion date. Ms. Stiles explained that there are liquidated damages but that it is a lengthy process and by the time it is resolved the project would have been complete and you are left with a mediation bill.

b) September Project Update available.

- c) Another “Open House” was held on August 30th at Allen East from 3 p.m. to 7 p.m. AWD, USDA, COL and ACHD were all in attendance to answer questions from public. Approximately 50 people signed in the attendance sheet.
- d) Approximately 30 properties outside the Villages have signed up for water so far.
- e) 2929 Johnston Road – No response from homeowner previously requesting to connect to the waterline.
- f) The Village of Lafayette has made application to be included in the District. Ms. Stiles stated that this will give residents eligibility to serve on the Board.

RESOLUTION 22-020: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, ACCEPTS APPLICATION FROM VILLAGE OF LAFAYETTE, ALLEN COUNTY, OHIO, FOR INCLUSION OF THE VILLAGE IN THE WATER SERVICE TERRITORY OF THE ALLEN WATER DISTRICT. 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 – absent, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes.

Rudolph Foods – Elevated Storage Tank

- Progress meeting held Wednesday, August 3rd at 1 p.m. at our office. Next progress meeting will be September 7th at 1 p.m. at our office. Ms. Stiles stated the hope is to get water to Rudolph Foods by mid-October, pending the delivery of pipe.
- Painting of tank complete with logo still to be done. Current schedule is for City to complete waterline installation on Brentlinger the week of 9/19 and Degen to complete lowering of line on 117 for District the week of 9/26. These dates are based on the City receiving pipe the week of 9/12. New goal is to have tank operational by mid-October.
- District will begin tapping into OWDA loan for this project for pay apps 3 and 4.

Southeast Regional Relocation/ODOT Project – Reported under Rudolph Foods Project.

Master Plan Study (Node Map) - Previous estimated completion was mid-2022. AWD met with ms consultants and City of Lima on August 22nd to discuss further. ms obtained some information needed from the City after the meeting. Draft study has been received and Project Committee is in process of reviewing. We will compare with City’s notes and provide comment back to engineer. New completion date is end of 2022.

6. ATTORNEY’S REPORT – Nothing to report.

7. TREASURER'S REPORT –

Revenue and Expense Reports for July 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 8/31/22 is \$2,368,625.99. The cash balance totals for each fund as of 8/31/2022 are as follows:

8750 Project Debt Service – \$1,067,618.00	8754 USDA Debt Reserve – \$1.55
8751 Operating Fund – \$572,175.21	8755 USDA Reserve - \$0
8752 Internal Capital Reserve – \$183,313.72	8756 USDA County Reserve - \$367,524.32
8753 External Capital Reserve – \$177,993.19	

Mr. Miller stated that there will be an Audit and Finance meeting scheduled in November. He also commended Ms. Stiles on the excellent job that she does with the budget.

RESOLUTION 22-021: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE FOLLOWING: 1. SUPPLEMENTAL REQUEST TO ESTABLISH AND INCREASE THE APPROPRIATION “TRANSFER OUT” FOR THE DEBT SERVICE FUND, 8750, FOR THE 2022 BUDGET BY ONE HUNDRED SEVENTY FIVE THOUSAND DOLLARS (\$175,000) 2. SUPPLEMENTAL REQUEST TO ESTABLISH AND INCREASE THE APPROPRIATION “TRANSFER IN” FOR THE EXTERNAL CAPITAL OUTLAY FUND, 8753, FOR THE SAME AMOUNT (\$175,000), 3. COMPLETE A WARRANT OF TRANSFER FROM FUND 8750 TO FUND 8753 FOR THE SAME AMOUNT (\$175,000). 4. SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION FOR CAPITAL CONTRIBUTIONS FOR THE BRENTLINGER RD ELEVATED TANK PROJECT IN FUND 8753 BY ONE HUNDRED THOUSAND (\$100,000) FROM ONE HUNDRED AND SEVENTY FIVE THOUSAND TO TWO HUNDRED AND SEVENTY FIVE THOUSAND. 5. SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION FOR CAPITAL OUTLAY FOR THE BRENTLINGER ROAD ELEVATED TANK PROJECT IN FUND 8753 BY FOUR HUNDRED SIX THOUSAND NINETEEN DOLLARS (\$406,019). 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 – absent, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes.

RESOLUTION 22-022: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION “NOTE PROCEEDS” FOR THE EXTERNAL CAPITAL OUTLAY FUND, 8753 FOR THE 2022 BUDGET BY TWO HUNDRED FORTY SEVEN THOUSAND NINE HUNDRED THIRTY EIGHT DOLLARS (\$247,938) DUE TO THE INCREASE IN THE BRENTLINER ROAD ELEVATED STORAGE TANK 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 – absent, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes.

RESOLUTION 22-023: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE SUPPLEMENTAL REQUEST TO ESTABLISH AND INCREASE THE APPROPRIATION “ADVANCE OUT” FOR THE EXTERNAL CAPITAL OUTLAY FUND, 8753, FOR THE 2022 BUDGET BY ONE HUNDRED THOUSAND DOLLARS (\$100,000) TO REPAY THE PREVIOUS ADVANCE FOR THE EAST REGIONAL WATERLINE PROJECT (APRIL 2020) AS WELL AS APPROVE A WARRANT OF ADVANCE PAYMENT BETWEEN EXTERNAL CAPITAL OUTLAY FUND, 8753, AND THE DEBT SERVICE FUND, 8750. Motion made by Mr. Gosnell. Seconded by Ms. Vickers. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – absent, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes.

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

8. **CPA REPORT**:- Nothing to report.

9. **OLD BUSINESS**: Mr. Kessen discussed the open Member-at-Large seat and how this should be advertised moving forward. Mr. Miller suggested waiting until we hear back from Harrod as to whether they want to become a member of the District. Once we have heard from Harrod, we should put an ad in the newspaper, accept resumes for a period of one week and then review the resumes received. Ms. Vickers asked when Harrod’s next meeting is and Ms. Stiles stated early October. Mr. Core asked if there is a mandated timeline to fill the seat. Mr. Kessen stated the time listed in the bylaws to fill the seat is 90 days. Mr. Neeper stated he has concerns of only advertising in the newspaper due to not many subscribers. He also asked if the City of Lima could put a letter in with the monthly billing or if we could mail a letter to all people within the East Regional Project area. Ms. Stiles asked if the Board wants to limit the search to only that area or if we are including all of Allen County. Mr. Core asked if we are trying to represent the new area. Ms. Stiles stated that people outside of the Villages are eligible also. Mr. Core asked who is eligible. Ms. Stiles replied that any person living within the Allen Water District is eligible. Mr. Core pointed out that the bylaws state those eligible must live in the unincorporated area. Ms. Stiles stated that this would have to be discussed with Mr. Huffman and changes would need to be made. Ms. Vickers asked what the deadline should be.

MOTION MADE BY MR. MILLER, ONCE WE RECEIVE AN ANSWER FROM HARROD, TO ADVERTISE FOR THE MEMBER-AT-LARGE POSITION, VIA THE LIMA NEWS, FACEBOOK PAGE, INFORM VILLAGES OF HARROD AND LAFAYETTE AS WELL AS TOWNSHIPS OF OPEN SEAT, ADVERTISING WITH THE LIMA NEWS SEPTEMBER 24TH, 25TH AND OCTOBER 1ST. Seconded by Ms. Vickers.

Mr. Miller added that in the past, when resumes were reviewed, the Executive Committee would do the reviewing and then schedule interviews with the best candidates. Mr. Neeper asked when the timer started on the 90 days and Ms. Stiles stated the resignation for the previous member-at-large was accepted at the August Board Meeting on August 10th. Mr. Kessen asked if we should advertise the

weekend of September 24/25. It was discussed to advertise 3 times or 2. Ms. Stiles pulled the bylaws up on the projector for viewing and came to the attention of the Board the current bylaws state the member-at-large must be from the unincorporated area of Allen County. Mr. Neeper stated according to those no one in the Villages of Harrod or Lafayette would be eligible. Ms. Stiles stated the reason for asking the Villages to make application at this time was so they could be eligible for this seat and she thinks this should be addressed if possible before this seat is filled. Mr. Core asked how the board changes the bylaws and Ms. Vickers stated the Bylaws Committee would meet. Ms. Stiles stated she thinks items from the bylaws that are also in the petition have to go through the courts and stated Board will need to consult with Mr. Huffman further on this. Mr. Kessen stated he thinks we should still move forward and set some hard dates and put the process in motion. Mr. Neeper said it makes sense to set the deadline for resumes the day before the October meeting and then the Committee could review the same day of the October Board Meeting. Mr. Kessen said the Board could advertise the 24/25 and the 1st of October and due back the 11th.

MOTION MADE BY MR. MILLER TO AMEND THE MOTION TO REMOVE “WAITING FOR APPLICATION TO BE RECEIVED FROM HARROD”. Seconded by Mr. Neeper. Motion carried by 7-0.

PREVIOUS MOTION CARRIED AS AMENDED 7-0.

Ms. Stiles stated she would discuss with Attorney Rex Huffman and send out more information to the Board regarding the path forward for the member-at-large seat.

10. NEW BUSINESS:

11. BOARD MEMBER COMMENTS:

12. PUBLIC FORUM:

13. EXECUTIVE SESSION:

14. ADJOURNMENT: Motion for adjournment made by Mr. Neeper at 3:23 p.m. Seconded by Mr. Miller. Motion carried 7-0.

ATTESTED:

 10-12-22
Chairman Date

 10/12/2022
Secretary Date