

# Allen Water District

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"Addressing the water needs of the Community"

## September 11, 2024 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, September 11, 2024** at **2:00 p.m.** in the Nutrien Room of Ohio Means Jobs located at 951 Commerce Parkway, 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 Meeting Minutes – August 14, 2024 and August 29, 2024
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. Core brought the meeting to order at 2:00 p.m. and proceeded with the agenda.

### **1. ROLL CALL**

Mr. Miller	American Twp Representative
Mr. Kessen – Absent	Perry Twp Representative
Mr. Gosnell	Shawnee Twp Representative
Mr. Ingle	Bath Twp Representative
Mr. Neeper	Allen County Representative
Mr. Leis – Absent	Allen County Representative
Ms. Vickers – Tardy due to location change	Allen County Representative
Mr. Core	Allen County Representative
Mr. Ewing	Member-at-Large

**STAFF**

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

**PUBLIC** – Arrived around 3 p.m.

Cory Noonan – Allen County Commissioner  
Beth Seibert – Allen County Commissioner  
Brian Winegardner – Allen County Commissioner  
Brittany Woods – Clerk of Board, Allen County Commissioners  
Kayla Rogers – Assistant Allen County Prosecutor

**2. PLEDGE OF ALLEGIANCE**

**3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA**

**4. APPROVAL OF MEETING MINUTES** - Motion made by Mr. Ewing to approve the August 14, 2024 minutes. Seconded by Mr. Gosnell. Motion carried 6-0.

**APPROVAL OF SPECIAL MEETING MINUTES** – Motion made by Mr. Ingle to approve the August 29, 2024 minutes. Seconded by Mr. Gosnell. Motion carried 6-0.

**5. CLERK OF BOARD REPORT**

Ms. Finn stated since last month’s meeting there had been the following:

- 1 connection inquiry
- 4 permits issued
- 2 extension inquiries
  1. Burden Dr. would require approximately 425’ of line serving 4 homes.
  2. Development on Eastown Rd would require a Developer’s Agreement to connect, which would be signed over at the end of construction in a bill of sale.
- 1 special connection inquiry – Mr. Bowman is requesting to connect three potential future parcels on Phillips Rd to the East Regional Waterline. He is looking to split his current 4 acre parcel, keeping the 2 acres fronting Napoleon Road for himself and creating three new parcels on Phillips. This would require easements granted by Mr. Bowman to future property owners and connection agreement requiring future connection/participation on Phillips if water line is ever ran on that road in the future.

**MOTION MADE BY MR. INGLE TO ALLOW CONNECTION OF THE THREE PROPOSED PARCELS ON PHILLIPS ROAD TO THE WATERLINE ON NAPOLEON ROAD WITH THREE SEPARATE SERVICES REQUIRING THE NEW PROPERTY OWNERS TO SIGN CONNECTION AGREEMENTS STATING IF THERE IS EVER A WATERLINE PROJECT FRONTING THEIR PROPERTIES ON PHILLIPS ROAD, THEY WILL BE RESPONSIBLE TO CONNECT TO THE LINE AND PAY THE DIFFERENCE BETWEEN THAT PROJECT COST AND THE EAST REGIONAL PROJECT COSTS.** Seconded by Mr. Neeper. Motion carried 6-0.

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

- Microsoft Open House 4:30-7 p.m.
- Fraud Training to be completed for Board Members/Employees at October AWD Meeting.

### **By-laws, Policies and Procedures:**

Ms. Stiles is still working to organize Operational Policies.

### **Contracts and Agreements:**

Contracts Committee met Wednesday, August 21<sup>st</sup>.

### **Projects:**

#### **Capital Needs Assessment**

- Final Report received this week. Copies available.
- Project Committee to review.

#### **Indianbrook Waterline Replacement Project**

- Construction, restoration and paving complete. Additional seeding to be evaluated soon.

#### **East Regional**

- USDA Visit on September 4<sup>th</sup> and USDA Compliance Review on September 10<sup>th</sup> Ms. Stiles shared USDA is creating a video highlighting the East Regional Project. The video is to promote success stories of USDA funded projects.
- Status of tap fixes – City working on these.

#### **East Regional Loop – High Priority Project**

- P&G now plans to extend water on-site and forego the Reservoir Road Extension.
- Meeting scheduled with P&G for Friday, September 13<sup>th</sup> to discuss waterline route.

#### **Diller Road Loop**

- Waterline installation complete. Partial final grade completed. Concrete and asphalt drives are finished. Final grading and seeding to follow.

#### **Gomer**

- Letter mailed to residents to give Project Update. District will continue to explore funding if applicable.

#### **Sugar Street**

- Project broken up into two Phases as follows:
  - Phase 1 (2025) – Robb Avenue to Williams Street
  - Phase 2 (2026) – Findlay Road to Christopher Drive
- Easement preparation has begun for Phase 1.

Brice Schmitmeyer with Access Engineering to attend Board Meeting in October to give updates on projects.

6. **ATTORNEY'S REPORT:** Mr. Huffman stated he made revisions to the modifications regarding the Assignment and Assumption Agreement made by the BOCC. The Commissioners will attend later today to discuss.

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

Revenue and Expense Reports for September 2024 (Month-to-Date and Year-to-Date) for funds 8750, 8751, 8752, 8753, 8754 and 8756 are available.

2023 Audit Update – Mr. Neeper is pleased with the final results of the 2023 audit.

**RESOLUTION 24-028: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES A SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION "AUDIT FEES" IN THE OPERATING FUND, 8751, BY FIFTEEN HUNDRED DOLLARS (\$1,500) FOR THE 2024 BUDGET.** Motion made by Mr. Neeper. Seconded by Mr. Ingle. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – absent, Mr. Neeper – yes, Mr. Leis – absent, Ms. Vickers – absent, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes.

Next Audit and Finance Committee Meeting scheduled for November 13<sup>th</sup>.

**MOTION MADE BY MR. NEEPER TO APPROVE THE SEPTEMBER 2024 TREASURER'S REPORT.** Seconded by Mr. Ewing. Motion carried 6-0.

8. **CPA REPORT:** None

Mr. Core recessed for a short break at 2:45 p.m. Meeting resumed at 2:54. Ms. Vickers present along with visitors from County Commissioner's Office.

9. **OLD BUSINESS:** Allen County Commissioners attended the meeting to discuss the Assignment and Assumption Agreement. Commissioner Siebert stated there were 2 issues that needed to be addressed.
1. The Commissioners would like to see the Sanitary Engineer serve as a non-voting member of the Board. After discussion between both Boards, the general opinion was to have the Sanitary Engineer or his designee seated at the table during Allen Water District Board Meetings in a non-member capacity and to be added to the agenda.
  2. Commissioner Siebert stated the second issue is in regards to the 85% / 15% fee split. The Commissioners would like to see this fee split remain in place for the next 5 years and dedicated to the customers within what was previously Allen County Customer territory. There was some discussion relating to how oversizing lines outside of County territory is good for all customers and keeps rates low. However, the discussion concluded with the AWD trustees agreeing to this request.

**MOTION MADE BY MR. NEEPER TO ADOPT A POLICY AS A STANDING AGENDA ITEM FOR SANITARY ENGINEER OR DESIGNEE TO ATTEND BOARD MEETINGS IN NON-MEMBER CAPACITY ALLOWING INCLUSION AND TO BE SEATED AT THE TABLE DURING MEETINGS.** Seconded by Mr. Ewing. Motion carried 7-0.

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. Neeper at 3:51 p.m. Seconded by Ms. Vickers.  
Motion carried 7-0.

ATTESTED:

 10-9-24  
Chairman Date

 10-9-24  
Secretary Date