

Allen Water District

3230 North Cole Street

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"Addressing the water needs of the Community"

October 9, 2024 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **Wednesday, October 9, 2024 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 Meeting Minutes – September 11, 2024 and September 26, 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. Kessen brought the meeting to order at 2:02 p.m. and proceeded with the agenda.

1. ROLL CALL

Mr. Miller

Mr. Kessen

Mr. Gosnell – Absent

Mr. Ingle

Mr. Neeper

Mr. Leis

Ms. Vickers

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 –

Brice Schmitmeyer – Access Engineering
Cindy Leis – AEDG
Kurt Alexander & Jeff Stammen – Procter & Gamble

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA –

Ms. Stiles gave a timeline of the discussions with P&G regarding their expansion project, beginning in July of 2023 through present. Procter & Gamble Reps spoke to board regarding their plans for serving their expansion via an onsite path and noted cost/schedule are the reasons. The Board normally uses a special connection agreement in these circumstances outlining different future requirements if allowed.

4. APPROVAL OF MEETING MINUTES - Motion made by Mr. Ewing to approve the September 11, 2024 minutes. Seconded by Ms. Vickers. Motion carried 8-0.

APPROVAL OF SPECIAL MEETING MINUTES – Motion made by Mr. Neeper to approve the September 26, 2024 minutes. Seconded by Mr. Ingle. Motion carried 8-0.

5. CLERK OF BOARD REPORT

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

- 3 connection inquiries
- 10 permits issued

Improvements/Changes/Upcoming Events

- Commissioner Quarterly Update with County Appointments scheduled for **Thursday, October 24th at 11 a.m.** Must attend in person – no longer a virtual option. Ms. Stiles will send out a reminder prior.
- Fraud Training to be completed for Board Members/Employees at October AWD Meeting. Ms. Stiles stated the training has been moved to the November meeting.
- December Meeting – The Board agreed they would like to go to Milano’s at noon. Ms. Vickers will call to reserve the room.

By-laws, Policies and Procedures:

RESOLUTION 24-030: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, ADOPTS THE OCTOBER 9, 2024 REVISION OF THE ALLEN WATER DISTRICT BY-LAWS TO UPDATE ARTICLE IX. ORDER OF BUSINESS TO ADD THE ALLEN COUNTY SANITARY ENGINEER’S REPORT TO THE REGULAR AGENDA.

Motion made by Mr. Neeper. Seconded by Mr. Ingle. Roll Call: Mr. Miller – yes, Mr. Gosnell – absent, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – yes.

Contracts and Agreements: Ms. Stiles stated the connection agreement for P&G will need to be revised after further discussion.

Projects: Project Committee Meeting held Friday, October 4th. There was discussion regarding the SOQs and possibly changing some of the weights for 2025 and taking a harder look at 2026 scoring criteria.

Developments

- WAWA – BREESE AND SOUTH DIXIE
- EASTOWN RD – LIMA VASCULAR
- HAWTHORN HILLS (FETTER RD) Ms. Stiles stated homes will be built here.
- P&G

Indianbrook Waterline Replacement Project

- Construction, restoration and paving complete.
- Contractor evaluating additional seeding needs. Brice with Access Engineering added the trench patch turned out very nice and was a good way to go. The grass seed has not taken in some locations due to lack of rain. Seeding concerns will be addressed.

RESOLUTION 24-032: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES THE CERTIFICATE OF SUBSTANTIAL COMPLETION FOR THE INDIANBROOK WATERLINE IMPROVEMENT PROJECT. Motion made by Mr. Ewing. Seconded by Mr. Leis. Roll Call: Mr. Miller – yes, Mr. Gosnell – absent, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – yes, Ms. Vickers – yes, Mr. Ingle – abstain, Mr. Core – yes, Mr. Ewing – yes.

East Regional

- Ms. Stiles stated City should be finished fixing taps in Villages the end of the week.
- Village Enforcement of Connection Ordinances - Huffman said each Village must enforce connection per the Intergovernmental agreement. He will work with both villages
 - a. Rex/Kim to attend Lafayette Council Meeting on October 9th
 - b. Rex/Kim to meet/talk with Harrod's legal soon

East Regional Loop – High Priority Project

Diller Road Loop

- Pay Application 2 received.
- Storm tile conflict discovered during construction. Possible change order discussion. Brice with Access added the first half of seeding went well and grass is coming up. The second half just got seeded due to a grade issue being corrected. The waterline is connected and the construction is pretty much wrapped up.

Sugar Street

Brice with Access stated he plans to come to the next meeting with a proposed engineering contract for Phase 1.

6. **ATTORNEY'S REPORT:** Mr. Huffman stated everything covered during the P&G discussion.

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.

RESOLUTION 24-033: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, APPROVES A SUPPLEMENTAL REQUEST TO INCREASE THE APPROPRIATION "SERVICES – LEGAL" IN THE OPERATING FUND, 8751, BY FIVE THOUSAND DOLLARS (\$5000) FOR THE 2024 BUDGET.

Motion made by Mr. Core. Seconded by Mr. Neeper. Roll Call: Mr. Miller – yes, Mr. Gosnell – absent, Mr. Kessen – yes, 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 13th.

MOTION MADE BY MR. NEEPER TO APPROVE THE OCTOBER 2024 TREASURER'S REPORT. Seconded by Mr. Ewing. Motion carried 8-0.

8. CPA REPORT: None

9. OLD BUSINESS: None

10. NEW BUSINESS: Discussion took place regarding the renewal of health insurance for Ms. Stiles.

11. BOARD MEMBER COMMENTS: Mr. Kessen expressed appreciation on behalf of the Board for all of Ms. Vickers' hard work and dedication and wished her luck in her retirement. Mr. Neeper seconded this.

12. PUBLIC FORUM: None

13. EXECUTIVE SESSION: None

14. ADJOURNMENT: Motion for adjournment made by Mr. Ewing at 3:50 p.m. Seconded by Mr. Core. Motion carried 8-0.

ATTESTED:


Chairman Date


Secretary Date