



ALLEN WATER DISTRICT

3230 North Cole Street

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January 14, 2026 Board Meeting Minutes

There was an Allen Water District (AWD) Board Meeting held on **January 14, 2026 at 2:00 p.m.** at 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 – December 10, 2025
5. Clerk of Board Report
6. Attorney's Report
7. Treasurer's Report
8. CPA Report
9. Sanitary Engineer's Report
10. Old Business
11. New Business
12. Board Comment
13. Public Forum
14. Executive Session
15. 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
Mr. Ingle
Mr. Neeper
Mr. Leis – Absent
Mr. Core
Ms. Joyce
Mr. Ewing – Absent

American Township Representative
Perry Township Representative
Shawnee Township Representative
Bath Township 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, Allen County Sanitary Engineer

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, CHANGES OR CORRECTIONS TO AGENDA – None

4. APPROVAL OF MEETING MINUTES – Motion made by Mr. Miller to approve the December 10, 2025 minutes. Seconded by Mr. Gosnell. Motion carried 7-0.

5. CLERK OF BOARD REPORT

Ms. Finn stated since last month's meeting there had been 4 connection inquiries, 10 permits issued and 1 extension inquiry. Ms. Stiles reviewed the extension inquiry on Hanthorn Rd, an apartment complex interested in public water. She stated the Project Committee would discuss further.

ODOT Inquiry Follow Up on US Route 30 – Mr. Ingle discussed options and added the Project Committee will discuss at the next meeting. Brad Niemeyer, Sanitary Engineer, stated his department is currently having issues with sewer in that area and connecting to public water would be beneficial for his department.

Improvements/Changes/Upcoming Events:

- Ms. Stiles and Mr. Kessen attending Ottawa River Coalition Annual Meeting tomorrow.
- November Board Meeting will be 3rd Wednesday of the month, November 18th
- Semi Annual Updates with County Commissioners - April 23rd and October 29th, both at 1 p.m.
- GLR Quarterly Engagement Breakfast – February 4th at the City Club

Ms. Stiles sent last 12 month's attendance for Board Members to appointing authorities per By-laws.

By-laws, Policies and Procedures: Bylaws Committee Meeting scheduled for Wednesday, February 11th at 1 p.m. Slate of Officers to be prepared.

Contracts and Agreements:

RESOLUTION 26-001: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES GREG KESSEN, CHAIR, TO ENTER INTO AN AGREEMENT WITH MR. REX HUFFMAN OF SPITLER HUFFMAN, LLP FOR LEGAL SERVICES COMMENCING JANUARY 1, 2026 FOR A PERIOD OF TWELVE MONTHS.

Motion made by Mr. Core. Seconded by Ms. Joyce. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Nepper – yes, Mr. Leis – absent, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – absent, Ms. Joyce – yes. Motion carried 7-0.

RESOLUTION 26-002: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, ACCEPTS BHM CPA GROUP, INC.'S 2026 LETTER OF ENGAGEMENT TO PREPARE BASIC FINANCIAL STATEMENTS, PROVIDE ACCOUNTING AND FINANCIAL REPORTING EXPERTISE, PROVIDE ASSISTANCE WITH VARIOUS BUDGETARY AND ACCOUNTING ISSUES AND PARTICIPATE IN QUARTERLY MEETINGS WITH THE AUDIT AND FINANCE COMMITTEE. Motion made by Mr. Neeper.

Seconded by Mr. Core. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – absent, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – absent, Ms. Joyce – yes. Motion carried 7-0.

Project BOSC Update – Mr. Huffman gave update on status of MOU with City of Lima and status of Amendment to the Development Agreement

Projects: Project Committee Meeting scheduled for Wednesday, January 28th at 3:00 p.m.

AWD Specifications – Ms. Stiles stated County is okay with compaction testing for Sugar Street project. Hope to finalize specs soon.

Statement of Qualifications - SOQs received to be reviewed by Project Committee during next meeting.

East Regional Loop – High Priority Project

- WSRLA – Project re-nominated/submitted in March. Working on application again.

Sugar Street – County is still working on their tentative plans for this road with no set date. This may lead to an opportunity to complete the work concurrently. Ms. Stiles stated the earliest date for this project would be 2027.

East Regional

- Village Enforcement of Connection Ordinances – Approximately 20 property owners in Harrod and Lafayette who have made no attempt to connect/no tap fee paid.
- City prosecutor will begin processing charges next week. Received certified ordinances needed.

Developments

- PROJECT BOSC – Permit quote submitted. District will attend weekly meetings as needed.
- EASTOWN RD – LIMA VASCULAR – Bore complete. Remaining waterline installation tbd.
- AUTUMN LAKE CONDOMINIUM DEVELOPMENT – Asbuilts received.
- WAWA – BREESE AND SOUTH DIXIE – Construction in progress. Asbuilts to be requested.
- PROJECT LAST MILE/SLOAN – Amazon. Construction in progress.
- COUNTRY AIRE 5D – Development Agreement executed.
- HICKORY CREEK PHASE 2 – Asbuilts requested.
- RACE TRAC – Beaverdam – Development Agreement needed. Submitting to EPA for PTI.

RESOLUTION 26-003: BOARD OF TRUSTEES, ALLEN WATER DISTRICT, ALLEN COUNTY, OHIO, AUTHORIZES MR. GREG KESSEN, CHAIR, TO SIGN A DEVELOPMENT AGREEMENT WITH RACE TRAC, INC. FOR THE WATERLINE EXTENSION ON

REPPERT ROAD. Motion made by Mr. Neeper. Seconded by Mr. Core. Roll Call: Mr. Miller – yes, Mr. Gosnell – yes, Mr. Kessen – yes, Mr. Neeper – yes, Mr. Leis – absent, Mr. Ingle – yes, Mr. Core – yes, Mr. Ewing – absent, Ms. Joyce – yes. Motion carried 7-0.

6. **ATTORNEY’S REPORT:** Nothing beyond what was already discussed.

7. **TREASURER’S REPORT:**

Revenue and Expense Reports for December 2025 (Month-to-Date and Year-to-Date) for funds 8750, 8751, 8752, 8753, 8754, 8755 and 8756 are available in Reference Packet.

Audit and Finance Committee Meeting held immediately prior to Board Meeting with **agenda** as follows:

- Approve October 8, 2025 Audit and Finance Meeting Minutes.
- YTD Budget Comparison
- 2026 Budget Narrative
- Board Member Compensation – Review 12 month CPI per policy
- OWDA Supplemental Worksheet
- 2025 Financials
- BHM CPA Letter of Engagement – Resolution on Board Meeting Agenda
- Fraud Reporting Concerns?
- Federal Grant/Loans – Concerns/Policies?
- Date for Next Meeting

Mr. Neeper reviewed the 2026 Budget Narrative with the Board.

MOTION MADE BY MR. NEEPER TO APPROVE THE JANUARY 2026 TREASURER’S REPORT. Seconded by Mr. Core. Motion carried 7-0.

8. **CPA REPORT:** None

9. **SANITARY ENGINEER:** Mr. Niemeyer stated all was covered during the meeting.

10. **OLD BUSINESS:** None

11. **NEW BUSINESS:** None

12. **BOARD MEMBER COMMENTS:** Mr. Kessen informed the Board of a member dealing with some health issues.


13. **PUBLIC FORUM:** None

14. **EXECUTIVE SESSION:** None

15. **ADJOURNMENT:** Motion for adjournment made by Mr. Miller at 2:48 p.m. Seconded by Mr. Gosnell.
Motion carried 7-0.

ATTESTED:

 2-11-26
Chairman Date

 2-11-26
Secretary Date