

**INDIAN LAKE OHIO  
VILLAGE OF RUSSELLS POINT  
BOARD OF PUBLIC AFFAIRS MEETING**

**MINUTES: January 27, 2020**

Ms. Pat Cochenour called the meeting to order at 6:00 p.m.

Roll Call: Ms. Pat Cochenour, present; Ms. Libby Stidam, present; Ms. Mary Herring, present

Recorder: Mr. Jeff Weidner, Fiscal Officer

Guests: Mr. Dave Wallace, Russells Point  
Mr. Greg Iiams, Council Member  
Mayor Reames  
Mr. Ed Warnecke, Knights of Columbus  
Mr. Dale Albert, Contracted Class 1 Operator

BPA Chair: *Ms. Libby Stidam made a motion to nominate Ms. Pat Cochenour as chairperson for the BPA.  
Ms. Mary Herring seconded the motion.  
The Vote: Ms. Mary Herring, yea; Ms. Pat Cochenour, yea; Ms. Libby Stidam, yea.  
The motion passed: 3 yeas – 0 nays*

Minutes: December 23, 2019 Meeting  
*Ms. Mary Herring made a motion to approve the minutes of December 23, 2019.  
Ms. Libby Stidam seconded the motion.  
The Vote: Ms. Mary Herring, yea; Ms. Pat Cochenour, abstain; Ms. Libby Stidam, yea.  
The motion passed: 2 yeas – 0 nays – 1 abstain*

January 13, 2020 Meeting  
*Ms. Pat Cochenour made a motion to approve the minutes of January 13, 2020.  
Ms. Mary Herring seconded the motion.  
The Vote: Ms. Mary Herring, yea; Ms. Pat Cochenour, yea; Ms. Libby Stidam, abstain.  
The motion passed: 2 yeas – 0 nays – 1 abstain*

Vouchers: *Ms. Libby Stidam made a motion to approve the bills that were paid for the board.  
Ms. Mary Herring seconded the motion.  
The Vote: Ms. Mary Herring, yea; Ms. Pat Cochenour, yea; Ms. Libby Stidam, yea  
The motion passed: 3 yeas – 0 nays*

**REPORTS:** None

**ADJUSTMENTS:** None

**RESOLUTIONS:** None

**TABLED ITEMS:** None

**CITIZEN'S COMMENTS:**

A. Mr. Ed Warnecke

Mr. Warnecke addressed the board regarding the billing and payment options of the water department. He suggested that the board consider providing customers with electronic bill pay options or autopay. He added that this would be beneficial to those that are gone for periods of time, or organizations that only

meet periodically to approve payments such as the Knights of Columbus. Mr. Weidner reported that he has investigated the cost associated with adding that capability to the current billing software and has also checked into other software companies as well. This has been reviewed off and on for some time as more customers are requesting these options.

#### **OLD BUSINESS:**

A. New Generator for Water Plant

Jeff reported that the automatic transfer switch for the new generator has been received. The generator is expected in early March. Vectren has suggested installing reducers on the current furnaces to ensure enough pressure for the generator, but it still needs to be reviewed by the Vectren engineering department.

B. Backup Operator Agreement

As suggested by Dale, Jeff will get ahold of the Village of Dunkirk who currently has a contract with one of their backup operators that can be used as a template.

C. Business Backflow Prevention Testing

Mr. Albert still needs to get with Jeff regarding the list of businesses.

D. Water Plant Backflow Testing

Testing is complete and acceptable.

E. Air Valve Replacement

Mr. Albert reported that the replacement part has not been ordered yet.

F. South Water Tower Light

Mr. Albert has contacted Leary Construction to let them know the light is out on top of the tower. He has not heard back from them.

G. ODNR Withdrawal Report

The board was provided with a copy of a water withdrawal report form that needs to be completed and submitted to ODNR by March 1, 2020. Mr. Albert will complete and submit the form.

H. Burkhart Fire Hydrant Replacement

The fire hydrant has been replaced.

I. Fence Around New Well

The board agreed that a six-foot-high fence with a barbwire top will be installed on the remaining three sides of well five, however more dirt needs to be brought in and graded out so that it will be easier to maintain for mowing.

J. Ohio EPA Violations

- a. Valve Exercising Program (significant): Per the village's response, a program will be in place by March 31, 2020. This has not been completed yet. Mr. Albert informed the board that an extension can be requested if needed.
- b. Softener Tank Painting (violation): Mr. Albert informed the board that he no longer wishes to obtain a second quote from another source as discussed in a prior meeting and suggested contracting Brian Brothers as originally planned. This project needs to be completed by the end of 2020.
- c. Backflow Testing (violation): See item B & C above.
- d. Contingency Plan Exercises (violation): Village responded that this item would be completed by December 31, 2019. Mr. Albert reported that this has not yet been completed. The board insisted that this be completed as soon as possible.
- e. GAC Manual Operation Procedures (violation): Village responded that this would be completed by January 31, 2020. Mr. Albert reported that this is nearly completed.

- f. Auxiliary Power Testing (violation): This violation required that a form be established to log and maintain auxiliary testing. Village response was that form would be created and in use by December 31, 2019. Mr. Albert reported that this is not done, that he just needs to design a log to be used and submit a copy of the form to EPA.
- g. Preventive Maintenance Program (violation): Village responded that this would be completed by March 31, 2020. This has yet to be completed.
- h. GAC Backwash Procedures (suggestion): Mr. Albert reported that this is being done with item e. above.
- i. Hydrant Testing/Maintenance Program (suggestion): A form has been established and hydrant flushing will start in the spring.
- j. High Water Loss (suggestion): The report suggests that the village contract with an engineer to help determine why the water loss is so high. After a finding in the fall of 2019 the loss number dramatically decrease from prior months but are not back up. Mr. Albert has been trying to determine why the numbers have increased but has not come to any conclusions as of yet.

**NEW BUSINESS:**

**A. Water/Storm Water Rates**

Ms. Cochenour reported that according to the Hull & Associates Asset Management Plan the current charges for water service is adequate enough to sustain estimated short-term expenses. However, rate increases over the next 10 years may need to be considered to keep up with inflation, aging infrastructure, and other variable expenses. She suggested that the board consider an increase in rates. The last increase in water rates was in 2014 when the base rate went from \$29.72/mo. to \$30.72/mo. In 2016 the base rate was reduced back down to \$29.72/mo. but customers then incurred a \$1.00/mo. storm water fee.

It was suggested that water rates of other municipalities be obtained for comparison. Mayor Reames would also like to know if information can be obtained for storm water charges if any.

**B. Ceiling Fans**

Mr. Weidner informed the board that Mr. Reese would like to see about getting a couple of industrial fans or ceiling fans that can be mounted in the GAC room to help circulate the heat. The board had no objection to purchasing the fans.

*Ms. Pat Cochenour moved to adjourn the meeting. Ms. Mary Herring seconded the motion.*

*The Vote: Ms. Mary Herring, yea; Ms. Pat Cochenour, yea; Ms. Libby Stidam*

*The motion passed: 3 yeas – 0 nays*

The meeting was adjourned at 6:50 p.m.

Next Meeting Date: **Monday, February 10, 2020 at 6:00 p.m.**

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Jeff Weidner, Fiscal Officer

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BPA Chairperson Pat Cochenour

Date Accepted \_\_\_\_\_