**INDIAN LAKE OHIO**

**VILLAGE OF RUSSELLS POINT**

**BOARD OF PUBLIC AFFAIRS MEETING**

**MINUTES: September 14, 2020**

This meeting was held via teleconference due to COVID-19

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. Greg Iiams, Council Member

 Ms. Dianne Gauder, Mayors Assistant

Minutes: August 24, 2020 Meeting

 *Ms. Pat Cochenour made a motion to approve the minutes of August 24, 2020.*

 *Ms. Mary Herring seconded the motion.*

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

 *The motion passed: 3 yeas – 0 nays*

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

 *The motion passed: 3 yeas – 0 nays*

**REPORTS:**

1. July & August Water Loss Reports

Both reports were provide to the board members. The July loss was 27.5% and the August loss was 6.7%.

1. Lab Results

The board received a copy of the results of the HAA5 and TTHM provided by MASI labs.

**ADJUSTMENTS:**

1. Marianne Freeland, Acct. 4750-5, 31-Lot (-$50.00)

Customer paid but was not removed from the shut-off list prior to assessing fee.

 *Ms. Libby Stidam made a motion to approve the adjustment.*

 *Ms. Pat Cochenour seconded the motion.*

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

 *The motion passed: 3 yeas – 0 nays*

**RESOLUTIONS:** None

**TABLED ITEMS:** None

**CITIZEN’S COMMENTS:** None

**OLD BUSINESS:**

1. South Water Tower Light

It was unknown if Dale contacted Corpro for repairs.

1. Hydrant Flushing

No flushing has been done due to leak repairs and shut-offs.

1. Fence Around the New Well

The new fence has been installed around well #5.

1. Ownership of Orchard Island Water Main

Mr. Iiams has been researching meeting minutes around the time that the Sunny Cove park was tapped into the water main on Orchard Island. He has been making an outline of all discussions regarding this installation but has not found anything regarding ownership of the main. He is still working on the project.

1. Backflow Test Reports (item #4)/Cross Connections (item #3)

 In the last meeting it was discussed that EPA request a copy of the test reports for backflow testing (an annual test conducted by a certified plumber) that have been received to date to complete this item on the EPA survey items. After carefully reviewing the initial survey and the most recent email from Dan Osika of the EPA, Mr. Weidner pointed out that the annual backflow inspection (item #4) is not mentioned as an outstanding violation from the EPA.

 In the email, Mr. Osika cites that test reports are needed for item #3 backflow on-site investigations. Reading the initial survey, item #3 requires periodic surveys of water use practices within consumer premises to determine whether there are actual or potential cross-connections to the public water system.

 Mr. Weidner argued that item #4 is merely the testing of a backflow preventer device which needs to be done annually, where item #3 is a visual inspection of the consumer’s premises to determine actual or potential cross connections to the system – and the documentation of the inspection/test results which needs to be done at least every five year.

1. Contingency Plan Exercises

There was question as to whether this has been completed. The board thought that all workers went to the water plant after the July 27, 2020 meeting to complete this exercise. During that meeting Mr. Albert submitted documentation that was sent to the EPA and signed by all water workers that they had read the first three chapter of the contingency plan. However, it was later determined that simply reading the chapters did not suffice the exercise. It will need to be determined if workers did go to the water plant to review those chapters with Mr. Albert and the EPA just needs the documentation of the synopsis of discussion. This is to be completed by October 31, 2020.

1. Preventative Maintenance Program

Tim has been logging the maintenance that is performed on equipment, but the actual written program has not been completed. This is to be done by September 30, 2020.

1. Lead and Copper Samples

The samples have been collected and delivered to MASI for testing. Mr. Albert has made the required updates to the sample ID form and was sent to the EPA for approval.

**NEW BUSINESS:**

1. GAC Room Butterfly Valve Replacement

Mr. Albert’s written report states that he has been in the process of replacing an eight-inch butterfly valve in the GAC room that has been allowing water to leak past the valve and return to the clearwell. This has contributed to the high service numbers to be elevated. This is not a loss of water as the water is returned to the clearwell.

1. Valuation for Easement of Municipal Building Drainage

Jeff reported that the MacDonald property has in fact sold. The new owner is now listed on the Auditor’s website and has established water service. The solicitor was informed of the change and will be contacting the new owner to discuss the easement on the property. The firm that was intended to be used for the valuation has not yet been informed to proceed as this may not be needed.

*Ms. Libby Stidam moved to adjourn the meeting. Ms. Mary Herring seconded the motion.*

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

*The motion passed: 3 yeas – 0 nays*

The meeting was adjourned at 6:27 p.m.

Next Meeting Date: **Monday, September 28, 2020 at 6:00 p.m.**

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Jeff Weidner, Fiscal Officer BPA Chairperson Pat Cochenour

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