

Board of Public Affairs
Village of Russells Point
February 8, 2021

1. Call meeting to order
2. Roll Call
3. Approval of January 25, 2021 minutes
4. Approval of Vouchers
5. Reports
6. Account Adjustments
7. Resolutions
8. Citizen's Comments
9. Old Business
 - a. Billing Software Update
 - b. Rate Increases
 - c. Municipal building meter replacement
 - d. Generator (regulator) repair
 - e. Certification of hours for water operator license
 - f. EPA Survey Items issued 8/2019
 1. Item #3 Periodic surveys of cross connections
 2. Item #6 Contingency Plan Exercises
10. New Business
 - a. Dan Tynan – Water Operator
11. Adjournment

Next Scheduled Meeting: Monday, February 22, 2021

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

MINUTES: January 25, 2021

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
Mr. Dale Albert, Licensed Water Operator
Mr. Tim Reese, Maintenance Team Supervisor
Ms. Dianne Gauder, Clerk of Court

Minutes: January 11, 2021 Meeting
Ms. Mary Herring made a motion to approve the minutes of January 11, 2021 as written.
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

Vouchers: *Vouchers will be presented at the next meeting*

REPORTS:

A. December Water Loss Report

The December water loss report showing a loss of 40.7% was presented to the board. It was noted that a portion of this loss was due to water passing through a butterfly valve which was replaced last week. Though water was passing through this valve, it was recycling back through the system and is not a true loss.

ADJUSTMENTS: None

RESOLUTIONS: None

TABLED ITEMS: None

CITIZEN'S COMMENTS: None

OLD BUSINESS:

A. Water Plant Butterfly Valve Replacement

Mr. Albert reported that the butterfly valve has been replaced as mentioned above.

B. Billing Software Update (UMS)

The Fiscal Officer and Water Clerk have been verifying the transfer of the information into the new software. They will also be setting up online training dates and times. The software company will be doing the final transfer of information during the February billing cycle. The transfer will take approximately four hours and all transactions will then be completed in the new software.

C. EPA Survey Items

Ms. Stidam spoke with EPA Representative Dan Osika regarding the outstanding items that need to be taken care of.

To remedy the write up regarding cross-connection, the village needs to create a questionnaire which is sent to all water customers. The surveys that are returned are to be reviewed to determine if a potential cross connection exists. If so, any of the water department employees can go onsite to inspect. If they feel that this is something that needs to be corrected, then the licensed operator should inspect the site to make the final determination and cause any modifications necessary to prevent backflow into the water system. Though the questionnaire will be sent to all water customers, it does not require 100% participation. In addition, the village should provide information to customers regarding backflow and cross connections. Mr. Osika provided a brochure that can be used for customer information. This pamphlet should be sent to all customers once per year. By sending the brochure and questionnaire will satisfy the requirement however Mr. Osika suggests that the SOP be established in addition. Mr. Iiams had drafted a revision to the codified ordinances providing further information on backflow prevention and cross connections. The questionnaire and pamphlet will be sent with the next water bill.

All ten of the contingency plan exercises must be completed by the end of 2021 with no exceptions. The EPA requires that at least two exercises be completed each year and all exercises being completed every five years. Since this policy was put into place several years ago and the village has failed to perform any exercises, all ten must now be completed. Mr. Albert is planning on holding the exercises for all ten contingency plans in mid February. Ms. Stidam asked that she be apprised of the actual date as she will be attending these exercises as well. She also requested that she be copied on the documentation submitted to the EPA when complete. In addition, the EPA stated that these exercises can be conducted by any licensed operator.

The EPA approved the information submitted for the preventive maintenance program and this violation is considered complete.

B. Backup Operator

Mark Coy, Maintenance Team Worker will be taking his test to become a licensed operator and can be used as the backup operator of record for the village. It was asked if Mr. Albert intended to certify the 2080 hours of experience that is also required for final certification. There is questions regarding the EPA requirements for the certification of hours and how that particular person is paid. Currently the village pays Mr. Coy from the water fund but he was originally paid from the street fund. Though all maintenance team workers perform mostly water duties but also maintain streets, it is unknown if those hours can account for the required 2080 hours needed. Ms. Stidam will check with the EPA and explain the situation in how employees are paid and see what is required to certify the hours.

C. Insects and Rodents at the Plant

It is unknown why, at certain times of the year, flies and spiders are an issue at the plant. This discussion came from the various logs of cleaning up dead flies and spiders from Mr. Alberts invoice. Workers do not know why this happens during this time of year. Mr. Reese reported that they have not had any further issues with rodents.

D. Inside Meters

The list of properties with meters located inside structures has been reviewed and prioritized as to the number of turn-off fees and lien fees. The biggest issue is with places like Harborside Condominiums where all meters on inside and the curb stops are either inaccessible or control more than one unit.

E. Backflow Preventer Devices

Mr. Weidner reported that there are still businesses that have not responded after three attempts to provide a backflow device test results. In addition, it is still unclear as to whether there are any other businesses that were not sent notifications but have backflow devices. These letters were only sent to customers that had a folder in the water files for backflow test results.

NEW BUSINESS:**A. Municipal Building Meter**

Mr. Albert reported that the meter for the municipal building is not reading and will need to be replaced.

B. New Generator Self Check

Mr. Reese reported that the new generator failed to perform its weekly self-check last Monday. WW Williams was contacted to inspect the system and it was determined that the gas line regulator is the cause of the problem. Vogel Plumbing will be removing the regulator and checking to see if there is water condensation inside.

C. Vacuum Excavator

The board was informed that council approved the purchase of a new Vermeer VX50 vacuum excavator which was quoted at \$98,219.60.

D. Rates & Fees

The board discussed the increase in water and storm water rates. This was originally presented in early 2020 but the board allowed the resolution to fail. The board agreed that the resolution be drafted to increase the water base rate to \$31.00 for inside residential and commercial customers, and \$46.50 for those customers outside the corporation limits. The storm water fees will increase to \$2.00 for residential and \$4.00 for commercial customers.

Mr. Weidner will draft the revisions but suggested that the new rates not become effective until around mid-year. By this time the final conversion of the new software and new customer payment options will be in place.

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 7:12 p.m.

Next Meeting Date: **Monday, February 8, 2021 at 6:00 p.m.**

Jeff Weidner, Fiscal Officer

BPA Chairperson Pat Cochenour

Date Accepted _____

**Village of Russells Point
Board of Public Affairs**

RESOLUTION NO: 21-39

MUNICIPAL UTILITY RATES, FEES AND CHARGES

The Board of Trustees of Public Affairs of The Village of Russells Point, Ohio, hereby establishes the following rates, charges, fees and penalties to be charged by The Water Works Department of The Village of Russells Point, Ohio for the furnishing of utility services effective as specified herein under.

WATER RATES, FEES AND CHARGES

The following rates will become effective with the **June 2021** billing cycle:

- (A) Water rates for consumers **within** Village Corporation are as follows:
Minimum monthly service charge: \$31.00 per month per unit.
Water usage is billed at a rate of \$.575/100 gallons of usage (\$5.75/1,000).
- (B) Water rates for consumers **outside** Village Corporation are as follows:
Minimum monthly service charge: \$46.50 per month per unit.
Water usage is billed at a rate of \$.863/100 gallons of usage (\$8.63/1,000).
- (C) Water rates for commercial transient units **within** the Village Corporation will be based on meter size requirements for the development as outlined below for each meter:
Minimum monthly service charge per meter:

Up to a 2" meter			\$98.70
4" meter	\$481.28	6" meter	\$1,540.10

Water usage is billed at a rate of \$.575/100 gallons of usage (\$5.75/1,000).

- (D) Water rates for commercial transient units **outside** the Village Corporation will be based on meter size requirements for the development as outlined below for each meter:
Minimum monthly service charge per meter:

Up to a 2" meter			\$148.05
4" meter	\$721.92	6" meter	\$2,310.15

Water usage is billed at a rate of \$.865/100 gallons of usage (\$8.65/1,000).

Fees and Charges

Maintenance Fee (Non-Payment)	\$ 50.00
Maintenance Fee (Other than Non-Payment)	\$ 15.00
Call-out Fee (After hours and Holidays)	\$ 45.00/hr. (Minimum 1 Hour)
1 st Returned Check Fee (NSF Check)	\$ 30.00
2nd Returned Check Fee (NSF Check)	\$ 30.00
(Cash, Money Order, Bank Check as payment, no exceptions without Board Approval)	
Penalty Fee – Late Payment	10%
Purchased Materials	At Cost
Permit Fee	\$ 15.00
Meter Check Request Fee (In House)	\$ 15.00
Meter Check Request Fee (Outsourced)	\$ 25.00 + Cost
Bulk water Fee	\$ 10.00 per 1,000
Tap-In Fee	As Scheduled Below

Schedule of Tap-In Fees

¾"	1"	1 ½"	2"	4" – 12"
\$1,200.00 Plus materials and permit fee	\$1,200.00 Plus materials and permit fee	\$1,400.00 Plus materials and permit fee	\$1,800.00 Plus materials and permit fee	Time, materials, equipment and permit fees

Backhoe Operation \$ 50.00/hr.

Man - Hours \$ 30.00/hr.

Anything over 60 ft. of service line will incur additional labor and equipment costs.

TAMPERING WITH AND THEFT OF UTILITIES.

(a) No person shall knowingly, without the utility's consent, with intent to violate subsection (b) hereof:

(1) Tamper with a gas, electric, steam or water meter, conduit or attachment of a utility;

(2) Reconnect a gas, electric, steam or water meter, conduit or attachment of a utility that has been disconnected by the utility.

In a prosecution under subsection (a)(1) hereof, proof that a meter, conduit or attachment of a utility has been tampered with is prima-facie evidence that the person who is obligated to pay for the service rendered through the meter, conduit or attachment, and who is in possession or control of the meter, conduit or attachment at the time the tampering occurred, has caused the tampering with intent to violate subsection (b) hereof.

In a prosecution under subsection (a)(2) hereof, proof that a meter, conduit or attachment disconnected by a utility has been reconnected without the consent of the utility is prima-facie evidence that the person in possession or control of the meter, conduit or attachment at the time of the reconnection has reconnected the meter, conduit or attachment with intent to violate subsection (b) hereof.

As used in this section, "utility" means any electric light company, gas company, natural gas company, pipe-line company, waterworks company or heating or cooling company, as defined in Ohio R.C. 4905.03(A)(4), (5), (6), (7), (8) or (9), its lessees, trustees or receivers, or any similar utility owned or operated by a political subdivision.

As used in this section, to "tamper" means to interfere with, damage or bypass a utility meter, conduit or attachment with the intent to impede the correct registration of a meter or the proper functions of a conduit or attachment so as to reduce the amount of utility service that is registered on such meter. (ORC 4933.18)

(b) No person shall knowingly consume any gas, electricity, steam or water that has not been correctly registered because a meter, conduit or attachment of a utility has been tampered with, or knowingly use service that has been discontinued by a utility and reconnected without the utility's consent.

(c) Such utility shall notify its customers, on an annual basis, of the consequences of tampering with or bypassing a meter. (ORC 4933.19)

(d) Whoever violates subsection (a) hereof is guilty of tampering with utility equipment, a misdemeanor of the first degree, provided the cost of the gas, electricity, steam or water stolen, plus the cost of repair or replacement of the meters, conduits or attachments damaged in violation of subsection (a)(1) or (2) hereof is less than three hundred dollars (\$300.00) and provided the offender has not previously been convicted of a violation of subsection (a) hereof. Whoever violates subsection (a) hereof shall make restitution to the utility for the cost of repair or replacement of the meters, conduits or attachments damaged and for the value of the gas, electricity, steam or water consumed. (ORC 4933.99(B))

(e) Whoever violates subsection (b) hereof is guilty of theft of utility service, a misdemeanor of the first degree, provided the value of the gas, electricity, steam or water is less than three hundred dollars (\$300.00) and provided the offender has not previously been convicted of a violation of subsection (b) hereof. Whoever violates subsection (b) hereof shall make restitution to the utility for the value of the gas, electricity, steam or water consumed in violation of that subsection. (ORC 4933.99(C))

STORMWATER RATES, FEES AND CHARGES

In order to fund the Stormwater Management Utility Program, the following fees are charged to all residential and commercial properties located inside the village limits.

The following rates will become effective with the June 2021 billing cycle:

- (A) Service charge for residential properties: **\$2.00 per month per unit.**
Service charge for commercial properties: **\$4.00 per month per unit.**

Jeff Weidner, Fiscal Officer

Libby Stidam, Chairperson

Date Passed: _____

From: andrew.barienbrock@epa.ohio.gov
Sent: Tuesday, January 26, 2021 4:02 PM
To: Libby Stidam
Cc: Jeff Weidner; Mary Herring; Robin Reames
Subject: Water operator 1 questions.

Follow Up Flag: Follow up
Flag Status: Flagged

Libby,

Your email has been forwarded to me for an answer.

When reviewing operating experience we look for an applicant to document experience that meets the definition of operating experience in OAC Rule 3745-7-01. <http://codes.ohio.gov/oac/3745-7-01>

Based on your question, is there a difference in the amount of time he works at the water plant and the amount of time he is paid from the water fund? We generally look for an applicant to document all of the time they have worked at a facility. When the experience is questionable we may ask to see how much time was funded by the water fund. Is there a reason either of the staff would not be billing to the water fund when they are working at the water plant?

It might be beneficial to your budget to ensure that they are coding their time to the correct fund whether it is water, wastewater or others. I suppose the other side may be that the water fund cannot support all of the time spent by the personnel. If this is the case then there may be some issues that need to be addressed with reference to your system's asset management plan.

It seems that the numbers may not match, so we would request some type of records that document exactly how much time they spent working on the plant. That could be a log or spreadsheet that shows their actual time spent working on the plant.

In preparing for the examination, I would suggest that they use the following information

[ABCNeedToKnowCriteria_WaterTreatmentOperatorClassI.pdf \(abccert.org\)](#)

[Water Treatment References \(abccert.org\)](#)

The "Need to Know Criteria" can be used as an outline of what to study from the books on the reference list.

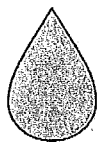
Let me know if you have any other questions.

Thanks,

Andy

Andrew Barienbrock, Environmental Manager

Ohio Environmental Protection Agency
Division of Drinking and Ground Waters
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Columbus, OH 43215
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YOUR WATER CLEAN AND SAFE 24/7!



#NOTALLHEROESWEARCAPES

From: Libby Stidam <stidaml@russellspoint-oh.gov>

Sent: Tuesday, January 26, 2021 12:15 PM

To: Legg, Joshua <Joshua.Legg@epa.ohio.gov>

Cc: Jeff Weidner <fiscalofficer@russellspoint-oh.gov>; Mary Herring <herringm@russellspoint-oh.gov>; Robin Reames <mayor@russellspoint-oh.gov>

Subject: Questions concerning certification of Water Operator 1

Hello, My name is Libby Stidam and I am the BPA Chairperson for the Village of Russells Point. Mr. Dan Osika gave me your e-mail information in hopes that you might be able to give me some clarification on certification hours for a water operator 1.

Mark Coy, one of our water maintenance workers, is scheduled to take the class 1 water license test February 24 in Troy, Ohio. Once Mark passes this test, I know that he is required to have 2080 hours of working experience within the water department. My question is, how are these hours counted towards his certification? is it the number of hours that he has actually worked in the water plant itself or is it the hours that he is actually paid out of the water department fund?

Mason, another maintenance worker, is also interested in attending classes and working towards obtaining his class 1 water license but he is not paid out of the water fund at all, but he does work at the water plant on a regular basis. Should we change his payroll funding? or do we just need to keep track of the actual hours that he spends at the water plant?

Any help in the clarification of this issue is and would be greatly appreciated.

Thank you for your time and assistance.

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