

**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.**

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Jeff Weidner, Fiscal Officer

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BPA Chairperson Libby Stidam

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