

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

**MINUTES: February 25, 2019**

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, Council Member  
Mr. Greg Iiams, Council Member  
Mr. Roger Brown, Code Enforcement Officer  
Ms. Dianne Gauder, Mayors Assistant  
Mr. Jim Sawyer, Urbana, Ohio  
Mr. Dale Albert, Class 1 Water Operator  
Ms. Sharon DeVault, 209 Elliott, Russells Point  
Ms. Jacquie Ledley, DeGraff, Ohio

Minutes: February 11, 2019 Meeting

*Ms. Pat Cochenour moved to approve the February 11, 2019 minutes as submitted.*

*Ms. Libby Stidam seconded the motion.*

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

*The motion passed: 3 yeas – 0 nays*

Vouchers: *Ms. Pat Cochenour made a motion to approve the bills that were paid for the board.*

*Ms. Libby Stidam seconded the motion.*

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

*The motion passed: 3 yeas – 0 nays*

**REPORTS:**

A. Water Loss Reports

The board was provided a copy of the December 2018 water loss report showing a 47.5% loss. Much of this loss is estimated to be due to a hydrant leak, a leak on Russell, and a leak on Chase. The board was also provided a copy of the January 2019 water loss report showing a 37.8% loss. This is high due to a leak at SR 366 & SR 708, and a leak on Russell.

Mr. Albert noted that the leaks noted as Russell, was actually water coming from 206 SR 708 when the structure was removed. It was found that workers did not get the curb stop turned all the way off and the water was showing up on Russell. This was determined to be the issue around February 18<sup>th</sup>.

**ADJUSTMENTS:** None

**RESOLUTIONS:** None

**TABLED ITEMS:** None

**CITIZEN'S COMMENTS:** None

**OLD BUSINESS:**

A. Asset Management Program

Hull & Associates has completed and provided a draft copy of the asset management program for review.

A copy of the draft was given to Mr. Albert.

B. Backup Generator

Mr. Albert reported that he spoke with Mr. Dan Oseka, Ohio EPA regarding requirements for engineer plans for a new water plant generator. Mr. Oseka was unsure if plans would be required. He also reported that WW Williams has never provided a quote for a new generator.

C. Contingency Plan – Backup Operators

It was determined that Ohio EPA regulations only requires one backup operator of record.

**NEW BUSINESS:**

A. Planned Unit Development (PUD) - Wilgus

Jim Sawyer, Project Engineer and Jacquie Ledley, Owner made a presentation to the board regarding a planned unit development on Wilgus Drive. The development will consist of one house and five cabins, one of which will be a utility cabin housing an ice machine and washer & dryer facilities. The other cabins will be transient units for short term stays with sleeping and bathroom facilities, with amenities of a dorm room refrigerator, coffee maker, and a microwave oven. Drawings were provided to the BPA and they asked to discuss water line requirements and minimum billing for the units.

Mr. Sawyer proposed that a two inch main line supplying all the structures would be more than ample supply even with possible future cabins as designed. He also proposed that one meter be set for the residence and one meter for the cabins, though each cabin would have its own shutoff valve. The main water line would be private, and the responsibility of the owner. In addition, at the suggestion of the fire chief, the Ms. Ledley and Mr. Sawyer agreed to have a hydrant installed near the road at their expense. During the discussion it was agreed by the BPA, Mr. Albert, and Mr. Sawyer, that a one-inch meter be set for all five cabins and five-eighths inch meter be set for the residential structure.

*Ms. Mary Herring made a motion to approve of a six inch tap in the main line that will be taken to the proposed location of the fire hydrant, and then reduced down to a two-inch line thereafter.*

*Ms. Pat Cochenour seconded the motion.*

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

*The motion passed: 3 yeas – 0 nays*

Mr. Sawyer asked to thank Mr. Roger Brown, Ms. Dianne Guader, Mr. Dale Albert and the Fire Chief for their help during the engineering of the project.

In addition to the water line placement and size, the board also discussed the differences between dwellings and transient units. The current water rules & regulations do not address transient units such as this case or hotel or motel structures. Members of the board had already researched how some other municipalities charge for transient units and discussed the various options. They felt that the most favorable option for all parties is to adopt a transient rate structure based on the meter size. It was suggested that the rate be based on a one-inch meter that would service the cabins and should be at least the cost of the rate charged for residential structures outside the village, currently \$46.16 per month. Though the final rate was not finalized, the board asked the fiscal officer to make any necessary changes to the rules and regulations, and the rate schedule to address transient units. The board will review these changes at the next meeting.

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

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

*The motion passed: 3 yeas – 0 nays*

The meeting was adjourned at 8:25 p.m.

Next Meeting Date: **Monday, March 11, 2019 at 6:00 p.m.**

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Jeff Weidner, Fiscal Officer

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BPA Chairperson Pat Cochenour

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