

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

MINUTES: June 8, 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
Mr. Dale Albert, Licensed Water Operator

Minutes: May 11, 2020 Meeting
Ms. Libby Stidam made a motion to approve the minutes of May 11, 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. 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. Libby Stidam, yea; Ms. Mary Herring, yea.
The motion passed: 3 yeas – 0 nays

REPORTS:

- A. Water Loss Reports
The board was provided the water loss reports for March (45.4%), April (32.5%), and May (39.6%). The board expected to see lower numbers after the repair of leaks found by Miles Leak Detection. AWWA says and acceptable loss is 8% however due to the age of the lines, there are easily small leaks throughout the system that are undetectable. Mr. Albert confirmed that he still wishes to do a water audit in conjunction with RCAP.

ADJUSTMENTS:

- A. Acct. 3915-1-2, Rhonda Matthews, 201 Clermont, Tenant (-\$52.57)
Acct. 3915-1, Joe Meier, 201 Clermont, Owner (+\$52.57)
Both tenant and owner made the final payment on the tenant account on the same day. The owners payment was removed from the tenant account and placed on the owners account.

RESOLUTIONS: None

TABLED ITEMS: None

CITIZEN'S COMMENTS:

OLD BUSINESS:

- A. New Generator
The pad for the generator has been poured and Sidney Electric has been running the conduit.

B. Valve Exercising

Beyond the valves that needed to be turned off for leak repairs, no other valves have been exercised and a written procedure has yet to be established. Mr. Weidner asked that some sort of instruction and form be quickly established so that exercising can begin.

C. Hydrant Flushing

Flushing of hydrants south of U.S. 33 and west of SR 708 will take place between June 10 and June 24 between the hours of 7:00-10:00 p.m. Notification was placed on the water bills, posted on the website and a press release issued to WPKO and WRPO radio stations. Mr. Albert noted that he spoke with the fire chief to let him know they should keep the flushing down to a maximum of ten hydrants per night.

NEW BUSINESS:**A. DOXO Direct Deposit Request**

DOXO is a company that offers online bill pay. A few of the residents use this service to pay their water bills. DOXO currently generates and mails a check to the village for payment, similar to banks online bill payment. DOXO has requested permission to allow them to do direct deposits of payments to our bank account in lieu of issuing a check. During discussion there were concerns of reconciling the accounts and providing bank information. Mr. Weidner added that he would rather the village invest in the additional module for the utility software that would allow residents to view and pay their bill online, and payments are automatically posted to their accounts. The board agreed to not allow direct deposits from DOXO at this time.

B. COVID-19 Orders and Revenue Loss

The board was informed that the loss in revenue in shutoff fees and late penalties to date is \$5,137. This is due to COVID-19 orders from the Ohio EPA that municipalities cannot disconnect water for non-payment or assess late penalties till further notice. Mr. Weidner asked the board to start considering how to handle shutoffs and payments once the order is lifted and we can resume normal operations. There are a few accounts that have not made a payment since before the order was put into place.

C. Leak at SR 708 and Mansfield

Mr. Albert reported that there is a leak north of the intersection of SR 708 and Mansfield. Miles Leak Detection will be used to try to pinpoint the location, and it is estimated that several customers will lose service for several hours while repairs are being made. He also noted a service leak at the Village Pantry.

D. CCR Report

Mr. Albert informed the board that the CCR report packet has been submitted to the EPA.

E. Well #5 Repair

The well meter was changed due to a leak.

F. Groundhogs

There was another issue with groundhogs tunneling under the garage floor at the water plant. Three conibear traps were purchased and due to the number of animals trapped, another two traps along with safety setting tool were purchased.

G. Fence Around New Well

Mr. Reese contacted a fencing company to get suggestions and a quote on installing a fence around the new well.

Ms. Libby Stidam moved to adjourn the meeting. 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

The meeting was adjourned at 6:37 p.m.

Next Meeting Date: **Monday, July 13, 2020 at 6:00 p.m.**

Jeff Weidner, Fiscal Officer

BPA Chairperson Pat Cochenour

Date Accepted _____