

**Board of Public Affairs**  
**Village of Russells Point**  
**March 8, 2021**

1. Call meeting to order
2. Roll Call
3. Approval of February 22, 2021 minutes
4. Approval of Vouchers
5. Reports
  - a. Annual water loss reports 2019 & 2021
  - b. January 2021 water loss report
6. Account Adjustments
7. Resolutions
  - a. Resolution 21-39 Rates – 2<sup>nd</sup> reading
8. Citizen's Comments
9. Old Business
  - a. Billing Software Update
  - b. Generator (regulator) repair
  - c. EPA Survey Items – Contingency Plan Exercises
  - d. Backup Operator
10. New Business
  - a. Meeting times – in person
11. Adjournment

**Next Scheduled Meeting: Monday, March 22, 2021**

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

**MINUTES: February 22, 2021**

This meeting was held via teleconference due to COVID-19  
Ms. Libby Stidam 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  
Ms. Dianne Gauder, Mayors Court Clerk

Minutes: February 8, 2021 Meeting  
*Ms. Libby Stidam made a motion to approve the minutes of February 8, 2021 as written.  
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: *Vouchers will be presented at the next meeting*

**REPORTS:** None

**ADJUSTMENTS:**

- A. Carol McGowan, Acct. 1075-2-ROB, 110-B-Grand, -\$50.00 (shut off fee)  
Carol McGowan, Acct. 1075-2-ROB, 110-B-Grand, -\$43.37 (payment removal)  
April Thompson, Acct. 1075-2-ROC, 110-C-Grand, +\$43.37 (payment credit)  
Ms. McGowan, property owner paid bill for tenant but referenced incorrect account number on check which resulted in unit B being shut off for non-payment. The payment was transferred to the correct account (C) and the shut off fee was removed.  
*Ms. Pat Cochenour made a motion to approve of the above account adjustments.  
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*

**RESOLUTIONS:**

- A. Resolution 21-39; Rates, Fees and Charges  
A RESOLUTION ESTABLISHING THE MUNICIPAL UTILITY RATES, FEES AND CHARGES IN THE VILLAGE OF RUSSELLS POINT.  
*Ms. Pat Cochenour made a motion to accept Resolution 21-39 by title on the first reading.  
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*

**TABLED ITEMS:** None

**CITIZEN'S COMMENTS:** None

**OLD BUSINESS:****A. Water Billing Software**

Mr. Weidner reported that CUSI pulled the data on Friday for the final conversion from the CBSW software to the UMS software. The new data was uploaded earlier today, and all transactions will now be posted in the new system. Due to the heavy snow fall we were unable to read meters. It was planned to do an estimate read based on the last few months of usage but during the process it was confirmed that the estimate changes the meter readings. Unfortunately, this would cause future problems because many accounts would be flagged in future billings if the current read is less than the previous read which would require investigations into each account to ensure that this was the cause, and in some cases this would carry over for months due to those that are not full time residents. Due to this issue, it was decided that all customers would be billed a minimum charge only and usage will be charged on the next bill. A notation was put on the bill to inform customers of the minimum billing.

**B. Municipal Building Meter Replacement**

The new meter installation is now complete.

**C. Generator Regulator**

A new regulator was received but it was the wrong one. It will be returned for the correct one. It was also reported that WW Williams has done their annual service check on the generator as well.

**D. EPA Survey Items**

The cross connection/backflow prevention questionnaire and brochure will be sent to all customers in the February bill. Mr. Weidner would like to find out if the information pamphlet required to be sent once a year could just be put on the website like we do the CCR report.

Mr. Albert reported that he will not be able to perform the contingency plan exercises this week. Ms. Stidam reported that she has learned from the EPA that any licensed operator can perform the exercises, it does not have to be the operator of record. She spoke to the licensed operator from the Village of Lakeview and he has agreed to perform the exercises for the village at no cost. Mr. Albert would like to see the write-up before it is submitted to the EPA to sign off on any suggested changes.

*Ms. Libby Stidam made a motion to allow Mr. David Scott, Licensed Operator for the Village of Lakeview perform all ten contingency plan exercises with all maintenance team personnel and complete and submit the necessary documentation to the EPA and to prevent any further delays in responding to the unresolved EPA violations.*

*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*

Ms. Stidam has also made several phone calls and briefly spoke to a couple of individuals that are willing to serve as a backup operator. The board agreed that these individuals will be contacted to request a resume and possibly interview them.

**NEW BUSINESS:****A. Annual Water Loss Reports**

Mr. Albert will have the 2019 and 2020 annual water loss reports completed by the next meeting. The 2019 report was held up due to the misplacement of some of the documentation needed to determine final figures. These reports have since been located and both annual reports will be completed.

**B. Aeration Detention Tank and Lines**

Mr. Albert has contacted SES Environmental Services (formerly MWC) to get a quote on cleaning the aeration detention tank and lines. He believes that there is build up causing the floats at the plant to be lower. This needs to be done periodically and it has not been done for around five years. A rough estimate of cost is \$1,500-\$2,000.

*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 6:50 p.m.

Next Meeting Date: **Monday, March 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 \_\_\_\_\_

# VILLAGE OF RUSSELLS POINT ANNUAL - WATER LOSS REPORT

SERVICE YEAR 2019

BILLED INCOME: 612,447.62

HIGH SERVICE: 64,435,000

Water Plant meter: 1,308,100

Chlorine system meter: 2,114,000

Municipal Building meter: 66,300

Iron Filter Backwash: 2,234,700

GAC Filter Backwash: ∅

Hydrant loss - Flushing: 50,000

Hydrant loss - Tower Maint: ∅

Est. Leak loss: 2,184,000

Fire Department: 36,000

Concession Stand meter: ∅

BILLABLE WATER: 56,501,100

BILLED WATER USAGE: 34,630,370

PERCENT LOSS: 38.7%

Formula =

billable water - billed water usage = gallons lost

gallons lost / billable water x 100 = %lost

NOTES: \_\_\_\_\_  
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# VILLAGE OF RUSSELLS POINT ANNUAL - WATER LOSS REPORT

SERVICE YEAR 2020

BILLED INCOME: 664,561.71

HIGH SERVICE: 61,017,000

Water Plant meter: 603,400

Chlorine system meter: 2,317,600

Municipal Building meter: 16,400

Iron Filter Backwash: 2,230,700

GAC Filter Backwash: Ø

Hydrant loss - Flushing: 388,000

Hydrant loss - Tower Maint: Ø

Est. Leak loss: 3,278,720

Fire Department: 36,000

Concession Stand meter: Ø

BILLABLE WATER: 52,146,180

BILLED WATER USAGE: 35,319,870

PERCENT LOSS: 32.2%

Formula =

billable water - billed water usage = gallons lost

gallons lost / billable water x 100 = %lost

NOTES: \_\_\_\_\_  
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**VILLAGE OF RUSSELLS POINT  
MONTHLY - WATER LOSS REPORT**

**SERVICE PERIOD:**

MONTH Jan YEAR 2021

**BILLED INCOME:** 55,818.64

**HIGH SERVICE:**

5,381,000

- Water Plant meter: 223,000
- Chlorine system meter: 214,400
- Municipal Building meter: Ø
- Iron Filter Backwash: 171,300
- GAC Filter Backwash: Ø
- Hydrant loss - Flushing: Ø
- Hydrant loss - Tower Maint: Ø
- Est. Leak loss: (A) 120,000
- Fire Department: 3,000
- Concession Stand meter: Ø

**BILLABLE WATER:**

4,839,300

**BILLED WATER USAGE:**

2,992,800

**PERCENT LOSS:** 38.1%

Formula =

billable water - billed water usage = gallons lost  
gallons lost / billable water x 100 = % loss

NOTES: (A) Standard loss

\* 8" Butterfly valve replaced 1-21-2021 (in plant - bleeding back to CLEARWELL)

# 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 rate: \$.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 rate: \$.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:*

<b>Up to a 2" meter - \$98.70</b>	<b>4" meter - \$481.28</b>	<b>6" meter - \$1,540.10</b>
<b>Usage billed at a rate of .575/100 gallons of usage (\$5.75/1,000)</b>		

- (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:*

<b>Up to a 2" meter - \$148.50</b>	<b>4" meter - \$721.92</b>	<b>6" meter - \$2,310.15</b>
<b>Usage billed at a rate of .865/100 gallons of usage (\$8.65/1,000)</b>		

**OTHER 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)
Returned Check Fee (NSF Check)	\$ 30.00
<i>If a second check is returned for non-sufficient funds within 6-months, checks will not be accepted for the following 6-month period. Payment must be made by cash, credit card, money order, or bank check.</i>	
Late Payment Penalty	10%
Tax Lien Fee	\$ 25.00
Meter Check Request Fee (In House)	\$ 15.00
Meter Check Request Fee (Outsourced)	\$ 25.00 + Cost

**SCHEDULE OF TAP-IN FEES:**

<b>¾" – 1"</b>	<b>1 ½"</b>	<b>2" – 12"</b>
<b>\$1,200.00</b>	<b>\$1,400.00</b>	<b>\$1,800.00</b>
Plus materials and permit fee	Plus materials and permit fee	Plus time, materials, equipment and permit fees

**Additional Tap-In Charges:** Time will be charged on the hourly rate including benefits for each employee. Materials will be charged at cost. Equipment charges will be based on the most current FEMA or State of Ohio Schedule of Equipment Rates. Permit fee is a flat rate of \$15.00. Anything over 60 feet of service line will incur additional labor and equipment costs.



**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.*

**TAMPERING WITH AND THEFT OF UTILITES.**

(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))

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Jeff Weidner, Fiscal Officer

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Libby Stidam, Chairperson

Date Passed: \_\_\_\_\_

## Short Term Power Loss

2/25/21

On February 25 2021 we met at the Lakeview Fire department to do our required Table top (contingency plan) exercises. The first one we had done was SHORT TERM POWER LOSS. We discussed the procedures we would do in the event of loss of power. Since the generator at the water plant runs off of natural gas that makes things a little easier since we do not need to worry about running out of fuel.

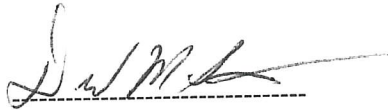
We talked about the steps we would take after the generator starts to make sure all the equipment is running correctly.

1. check to make sure the wells are operating
2. check the low service pumps
- 3 check the high service pumps
- 4 check the air compressor
- 5 check the chemical feed

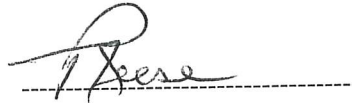
After these checks we decided it would be a good time to check with DP&L to see how long the outage will last and get on the priority list.

David also explained how to determine the water tower level. Psi times 2.31 equals feet in the tower.

David also suggested to make a cheat sheet to refer to in an emergency.



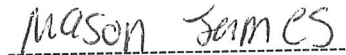
Dave Scott



Tim Reese



Mark Coy



Mason James

February 25, 2021

We met at the Lakeview Fire Department to discuss contingency plan for an extended loss of power.

We discussed getting a schedule checks to cover checking the plant for follow up on operations. To make any adjustments as needed.

1. Check to make sure the wells are operating
2. Check the low service pumps
3. Check the high service pumps
4. Check the air compressor
5. Check the chemical feed pumps

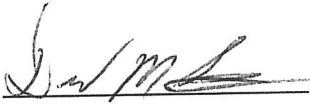
We also discussed checking the tower levels using a psi gauge. And setting up a schedule for the guys to take turns checking it 24 hours a day until power is restored

After the checks we decided now would be a good time to check with DP&L

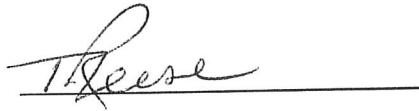
To see how long the power will be out.

Also was pointed out to have a list of numbers with account numbers to be able to contact the company's or people that will be helping throughout the event.

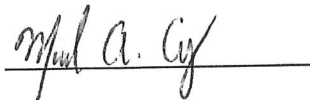
We also discussed who we should appoint to answer any questions that will come up from the community and the media.



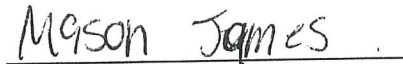
Dave Scott



Tim Reese



Mark Coy



Mason James

February 25, 2021

We opened the discussion on Pumps and Motor failures. A determination was made to have a list of our Electrical contractor's numbers available for such an emergency, along with any part dealers that may come up. To compile a list of our motor and pump numbers. This will help to expedite on parts that we may need. David also stated it would be a good idea for employees to get some basic trouble shooting training to do regular amp draws on our motors. This would help to stay ahead of any potential problems that may arise and also make things much safer. to set up a quarterly amperage draws on the motors to determine problems ahead of time. We also discussed keeping an inventory of any fuses that we would need incase of and emergency to get us back up and running with little to no downtime. This will help with any trouble shooting that may arise. To be able to get funds approved through the B.P.A. on allocations for the purchase of parts and or labor to do the repairs as needed.

It was noted that we needed to keep an up dated list of our motor and pump contractors and dealers.

This will help to eliminate any unnecessary interruption of service.

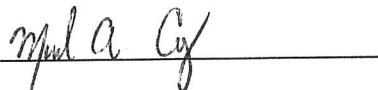
David stated that it would be a good idea to send employees to a basic electric class.



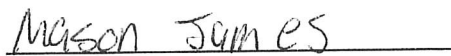
David Scott



Tim Reese



Mark Coy

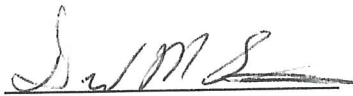


Mason James

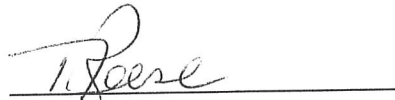
February 25, 2021

We opened discussion on the Loss of Water (well or other source). That we need to determine the location of problem, examine for any potential hazards that might be in the problem area. Determine a corrective action plan on how best to control a safe and secure repair to the issue. To take water samples and record the information. To take the appropriate steps to maintain clean safe water to our customers. To get water service back on line with minimal disruption. Advise any customers if a boil advisory or to limit the use of water needs to be discussed. Notify the appropriate EPA contact to keep them informed of any information that they may need or require. We looked to make sure the contingency plan had appropriate phone numbers for contractors to help. Including well drillers, electricians, parts reps and other emergency contacts.

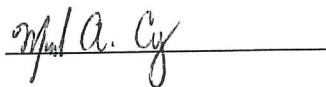
The guys are aware of the beginning steps to trouble shoot issues. And will call in help after the basics have been checked



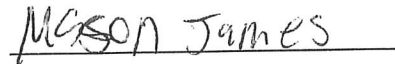
David Scott



Tim Reese



Mark Coy

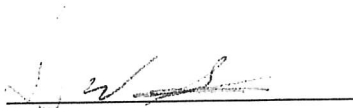


Mason James

February 25, 2021

We opened the discussion in the event of a line breck. (valve leak, customer leak, fire hydrant, main line leak, service line,) Determine the location of the leak. Look for any hazards that are in the affected area. Determine the most effective approach to make a safe a secure repair. Does the leak need to be isolated; do we need to call in an outside contractor to make the dig, call in any resources that may be needed to make the repair with minimal disruption of service to our customers? To take any appropriate water samples and record readings. Notify the EPA rep of any information that they require and take the appropriate actions as directed. Take the appropriate actions to get the correct materials and parts to the repair site. Notify any customers that might be affected by a disruption of service. Follow the corrective plan of action to complete the necessary repairs as needed.

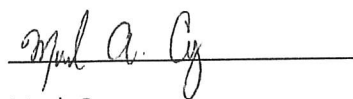
- 1) Call in O.U.P.S before you begin any dig. #811
- 2) Assemble manpower for the repair at hand.
- 3) Assemble the parts needed for the repair
- 4) Notify any customers effected by any disruption of service.
- 5) Collect any water samples as needed.
- 6) Notify EPA as required



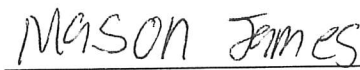
David Scott



Tim Reese



Mark Coy



Mason James



2/25/21

We met at the Lakeview Fire Department to do our required table top (contingency plan) exercise.

This topic is dealing with a Natural Disaster. No matter the event we always have to worry about personnel being able to make it into the water plant, and possibility of not having the needed man power. We do have a great working relationship with our nearby communities and will be able to get mutual aid in the event that they are needed. We also have access to county services through EMA. We also mentioned that the Ohio WARN as another source to use if needed.

We are in a low-lying flood plain at our water plant. We have a few options to use to be able to access our water plant. We have the use of a military Humvee along with the use of a row boat if the water makes the roads impassable. The possibility of down trees along with power lines from a disaster. We recently installed a natural gas powered generator at our facility. It is set up for an auto start up and automatic transfer of power to the water plant. Training is being implemented on the operations of the generator. This will keep operations on going and the operator safe from harm.

Drought; with a drought you have to worry about the levels of our wells. We need to implement a plan on monitoring the levels and the draw downs. Keeping a summary of our checks should keep us abreast of any potential issues.

Tornados; in the event of this disaster a meeting place should be designated to gather and form an action plan as to what needs addressed. ( Indian Joint Fire District Station) There could be road blocks associated with the winds like trees, power lines and other large objects. Even with the total or partial loss of the water plant.

In the case of one or more of these disaster's we can refer to our contingency plan and take the appropriate actions needed to run and maintain water service to our customers.



David Scott



Tim Reese



Mark Coy





Mason James

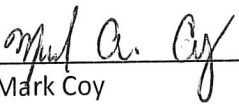
Exceed MCL + ALE

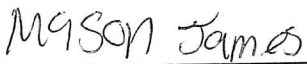
2/25/21

On February 25, 2021 we met at the Lakeview Fire Department to do our required table top (contingency plan) exercises. Our next topic of discussion was on Exceeding of MCL and ALE. First thing should be to contact the EPA to notify them of the issue (s). Discussion was then turned to reviewing the collection procedure, to see if we may have contaminated the sample with our collection methods. Violations were also reviewed and the steps we came take to correct the issue and following the EPA guidelines. Notifying the public and the community of the issues along with the actions being taken to correct the problem as needed. Making a note to update the CCR to include such new information.

  
David Scott

  
Tim Reese

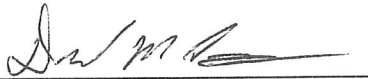
  
Mark Coy

  
Mason James

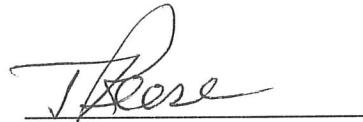


2/25/2021

On February 25, 2021 we met at the Lakeview Fire Department to do our required tabletop (contingency plan) exercises. This topic was focused on Contamination(s). We have a major highway that passes through our village, therefore we must think about all of the chemicals and products that the trucks may be hauling through the area. We are also situated in the middle of a large amount of farmland. So we must keep up with the chemicals and fertilizer that they may be applying to the ground. We have to concern ourselves with potential runoff from the fields. With a hazard from the roadway or farmlands, the EPA, EMA, and Hazmat would be notified to contain such an incident. There should be samples taken to assure there are no contaminants to be found in the drinking water supply, such as SOC and VOC samples. We also talked about the Source Water Protection Plan and how it highlights any potential hazards in our area besides the transient ones. Also to be aware of possible cross connections along with keeping up on the Backflow prevention plan.



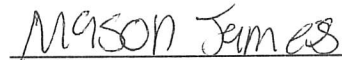
David Scott



Tim Reese



Mark Coy



Mason James

**dscott@lakeviewohio.com**

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**From:** Daniel.Osika@epa.ohio.gov  
**Sent:** Friday, February 26, 2021 3:28 PM  
**To:** dscott@lakeviewohio.com  
**Subject:** RE: Russell's Point

Good Job Davel 🍀

Thanks for helping Russel's point get this done.

I'll be working on sending a resolution of violation letter as soon as I can.

Dan O.

---

**From:** dscott@lakeviewohio.com <dscott@lakeviewohio.com>  
**Sent:** Friday, February 26, 2021 1:53 PM  
**To:** Osika, Daniel <Daniel.Osika@epa.ohio.gov>  
**Subject:** Russell's Point

They are all done we did all 10. I have 5 typed up and signed today I will finish the rest next week


Dave Scott  
Village of Lakeview  
Village Administrator  
126 N Main St  
PO Box 97  
Lakeview, Ohio 43331  
Cell: 937-539-6782  
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Fax: 937-843-6592


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2/25/21

We met at the Lakeview Fire Department to do our required table top (contingency plan) exercise. In this discussion we talked about Operator Absence. The first thing that we talked about was the minimal hours that are required to have an operator on site. Most of our personnel have a general knowledge of the plant and its daily operations along with daily required samples that need to be taken. We talked about making a standard operating procedure list to add to our contingency action plan in case of an unexpected emergency. We also want to update our chain of command for our licensed operators on staff and possibility of having operator (s) on standby if such an emergency would arise. We discussed the need for continuing education and training for our employees. This will keep our employees knowledgeable, safe and more comfortable with operating the water plant. As always in the event of an unplanned absence of an operator to make contact with the EPA rep to make them aware of the situations at hand. Dave made a recommendation to make sure the BPA understands the minimum staffing requirement as they are ultimately responsible.

  
David Scott

  
Tim Reese

  
Mark Coy

  
Mason James