

**Board of Public Affairs**  
**Village of Russells Point**  
**December 14, 2020**

1. Call meeting to order
2. Roll Call
3. Approval of November 23, 2020 minutes
4. Approval of Vouchers
5. Reports
  - a. PWS Inventory
  - b. November water loss report
6. Account Adjustments
  - a. Berger, 5-3-L Harbour
7. Resolutions
8. Tabled Items
9. Citizen's Comments
10. Old Business
  - a. Clear well alarms – butterfly valve
  - b. EPA Survey Items issued 8/2019
    1. Item #3 Periodic surveys of cross connections – need to confirm completion date
    2. Item #6 Contingency Plan Exercises – extension 10/31/20
    3. Item #10 Preventive maintenance program – extension 9/30/20
11. New Business
12. Adjournment

**Next Scheduled Meeting: Monday, December 28, 2020**

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

**MINUTES: November 23, 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. Tim Reese, Maintenance Supervisor

Minutes: November 23, 2020 Meeting  
*Ms. Libby Stidam made a motion to approve the minutes of November 9, 2020 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:**

A. Water Loss Reports

The September water loss report showing a loss of 22.4% and the October water loss report showing a loss of 29.6% were provided to the board.

**ADJUSTMENTS:**

A. Mr. Sari Silwani, 184 W. Main, Acct. 2500-3

The \$50.00 fee assessed for non-payment was removed from the account. The water was unable to be disconnected due to the meter being in the building and workers were unable to locate the curb stop.

B. Mr. Robert Humble, 419 W. Main, Acct. 2805-2

As approved in the October 26<sup>th</sup> meeting the usage charges and penalties were removed from this account totaling \$319.99. The meter pit has since been repaired.

C. Ms. Sharon Crews, 39 Fantasy, Acct. 4519-RO

Readings showed a significant increase in usage and it was determined that there was a leak in the meter pit. Readings have continually increased since the August billing. An average was used to determine estimated use and the account was credited a total of \$162.73.

*Ms. Pat Cochenour made a motion to approve the adjustments above.*

*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:** None

**TABLED ITEMS:** None

**CITIZEN’S COMMENTS:** None

**OLD BUSINESS:**

A. Water Plant Security System

Mr. Reese will get with Chief Freyhof and contact the security system company to have them setup access to the cameras at the water plant for the police department.

B. Clear Well Alarms – Butterfly Valve

In the absence of Mr. Albert there was no new information.

C. Backflow Test Reports Cross Connections (item #3)

D. Contingency Plan Exercises (item #6)

E. Preventative Maintenance Program (item #10)

Ms. Cochenour will contact Mr. Albert to find out what has been completed on these outstanding EPA items.

**NEW BUSINESS:**

A. Meter Locations

The board discussed the problem of workers not having access to water meters. Some meters are located inside structures, basements, crawl spaces, and driveways where residents can park on them prohibiting workers to disconnect for non-payment and reading meters. It was suggested that policy be written that new installation of meters be in front of the structure where a driveway would be unlikely and within a certain distance from the road. It was also discussed the option of new meter pits and/or curb stops being installed on properties where the meter is not assessable. Mr. Reese was instructed by the board to make a list of the problem properties during the next meter reading. Mr. Weidner will contact the solicitor to discuss other options for assessing a fee for non-payment when the water cannot be disconnected.

B. Cash on Hand

Mr. Weidner asked the board for permission to increase the cash that the water department keeps on hand. Currently the cash drawer is kept at \$100.00 total and there have been cases where we are unable to take a larger denomination for payments as we are unable to make change. It is suggested that an additional \$200.00 cash in smaller bills be kept for these instances.

*Ms. Libby Stidam made a motion to approve increasing the cash on hand from \$100 to \$300 total.*

*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. 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 6:40 p.m.

Next Meeting Date: **Monday, December 14, 2020 at 6:00 p.m.**

\_\_\_\_\_  
Jeff Weidner, Fiscal Officer

\_\_\_\_\_  
BPA Chairperson Pat Cochenour

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



## **PWS Inventory, Metrics and Operator of Record**

State of Ohio Environmental Protection Agency  
Division of Drinking and Ground Waters

---

**Reference No: 190917-001003**

**Date and Time Submitted: 12/01/2020 14:27**

### **Applicant Contact**

Mr. Dale Albert  
Water Superintendent  
200 W. Elliott Rd.  
Russells Point, OH 43348  
937-843-2245



## PWS Inventory and Operator of Record

State of Ohio Environmental Protection Agency  
Division of Drinking and Ground Waters

---

### **Public Water System: RUSSELLS POINT VILLAGE PWS**

**PWS ID: OH4602212**

**PWS System Type: Community**

**Total Population: 1,651** changed from 1,651

**Number of Service Connections: 1,067**

**Number of wells: 3**

**Source of Water: Ground Water**

**Projected License to Operate Fee: \$2,048.64**

### **Population Detail**

1/1 to 12/31

Residential: **1,651** (1,651)

### **Public Water System Contacts:**

#### **Administrative Contact - No Change**

DALE W ALBERT

PO BOX 60

RUSSELLS POINT, OH 43348

Business Number - 419-679-8601 - No Change

Emergency Number - 419-679-8601 - No Change

Email Address - [kwtp@cityofkenton.com](mailto:kwtp@cityofkenton.com) - Update

#### **Owner Contact - No Change**

RUSSELLS POINT, VILLAGE OF

BOARD OF PUBLIC AFFAIRS PO BOX 60

RUSSELLS POINT, OH 43348

Business Number - 937-843-2245 - No Change

Emergency Number - 419-679-8601 - Update

Email Address - [fiscalofficer@russellspoint-oh.gov](mailto:fiscalofficer@russellspoint-oh.gov) - No Change

#### **Financial Contact - No Change**

RUSSELLS POINT, VILLAGE OF -FC

BOARD OF PUBLIC AFFAIRS PO BOX 60

RUSSELLS POINT, OH 43348

Business Number - 937-843-2245 - No Change

Email Address - [fiscalofficer@russellspoint-oh.gov](mailto:fiscalofficer@russellspoint-oh.gov) - No Change



## PWS Inventory and Operator of Record

State of Ohio Environmental Protection Agency  
Division of Drinking and Ground Waters

---

### Operator of Record Summary

**Facility Name: RUSSELLS POINT WTP**

Facility ID: 4655703

Facility Classification: CLASS 1

Required hours per week: 1.5

Required days per week: 3

**Note:** The required minimum staffing does not reflect approved reduced staffing. Unless the Director has approved a minimum staffing time reduction. Addition or removal of operators of record will impact the status of an approved staffing reduction. Please contact the operations unit at 614-644-2752 to discuss.

**DALE W ALBERT**

Certification: WS2-1011737-94 Certificate Expiration date: 12/31/2020

**Facility Name: RUSSELLS POINT, VILLAGE DISTRIBUTION**

Facility ID: DS1

Facility Classification: CLASS 1

Required hours per week: Uncertain

Required days per week: 3

**Note:** The required minimum staffing does not reflect approved reduced staffing. Unless the Director has approved a minimum staffing time reduction. Addition or removal of operators of record will impact the status of an approved staffing reduction. Please contact the operations unit at 614-644-2752 to discuss.

**DALE W ALBERT**

Certification: WS2-1011737-94 Certificate Expiration date: 12/31/2020

## Authorized Signature

Applicant Certification:

I acknowledge the following:

- I have reviewed Ohio EPA's contingency planning and asset management program rules, OAC Chapters 3745-85 and 3745-87.
- I am implementing asset management in accordance with OAC Chapter 3745-87 and measuring metrics in accordance with OAC Rule 3745-87-05.
- The emergency contact number listed for the administrative contact (AC) will guarantee a response within 30 minutes.
- The Metrics data are true and accurate to the best of my knowledge.

**SUBMITTAL AUTHORIZATION:** I hereby certify that I am authorized to submit this Drinking Water Online Portal Application on behalf of the applicant identified above, that the information in this Drinking Water Online Portal Application is complete and accurate to the best of my knowledge.



Dale Albert

12/01/2020  
Signature Date

Dale Albert  
Water Superintendent



# PWS Operator of Record (ORC) Notification Form

State of Ohio Environmental Protection Agency  
Division of Drinking and Ground Waters

<b>I. SYSTEM INFORMATION</b>		Date: <u>12/01/2020</u>
Name of System: <u>RUSSELLS POINT VILLAGE PWS</u> PWS ID: <u>OH4602212</u>		

Name of Facility Owner (Print)	Facility Owner (signature)
Facility Name: <u>RUSSELLS POINT WTP</u>	Facility #: <u>4655703</u>

**II. SYSTEM TYPE**  
CLASS 1

**III. OPERATOR OF RECORD INFORMATION**

New (N), Existing (E) Remove (R)	Effective Date	Name of Operator	Certification Number	Expiration Date	Signature*
Existing	12/01/2020	DALE W ALBERT	WS2-1011737-94	12/31/2020	

Total amount of time spent onsite by ORC(s):    1.5 hours/week    3 days/week

Facility Name: <u>RUSSELLS POINT, VILLAGE DISTRIBUTION</u>	Facility #: <u>DS1</u>
--	------------------------

**II. SYSTEM TYPE**  
CLASS 1

**III. OPERATOR OF RECORD INFORMATION**

New (N), Existing (E) Remove (R)	Effective Date	Name of Operator	Certification Number	Expiration Date	Signature*
Existing	12/01/2020	DALE W ALBERT	WS2-1011737-94	12/31/2020	

Total amount of time spent onsite by ORC(s):    Uncertain hours/week    3 days/week

\* I verify that I am the onsite certified operator responsible for the technical operation of the above referenced facility. I have a valid certification of a class equal to or greater than the classification of the above referenced facility. By signing this document, I acknowledge I have read and understand the responsibilities of an operator of record and a certified operator as described in Chapter 3745-7 of the Ohio Administrative Code. I will be honest and accurate in my interactions with Ohio EPA and will take actions in the interest of public health and the environment. Failure to adhere to these responsibilities may result in disciplinary action up to and including revocation of any certificate(s) I may hold.

<b>For Internal Use Only</b>	
PWS TP Class:	PWS DS Class:
Class A PWS:	With Treatment    Without Treatment
Reviewed by:	Date of SDWIS update:
Date of Compliance Status Letter:	





## PWS Metrics

State of Ohio Environmental Protection Agency  
Division of Drinking and Ground Waters

OH4602212 - RUSSELLS POINT VILLAGE PWS

**Billed Water Exported:** 0 gallons

**Billed Metered Consumption:** 34,600,000 gallons

**Billed Unmetered Consumption:** 0 gallons

**Water Produced:** 56,700,000 gallons

**Revenue Water:** 34,600,000 gallons

Revenue Water = (Billed Water) + (Billed Metered Consumption) + (Billed Unmetered Consumption)

Revenue Water = (0) + (34,600,000) + (0)

**Non-Revenue Water:** 38.98 %

Non-Revenue Water =  $[1 - (\text{Revenue Water}) / (\text{Total Gallons Produced})] * 100$

Non-Revenue Water =  $[1 - (34,600,000) / (56,700,000)] * 100$

**Breaks per 10 Miles of Distribution:** 1.76 breaks/10 miles

Breaks per 10 miles of Distribution =  $[(\text{Line Breaks}) / (\text{Miles of Distribution})] * 10$

Breaks per 10 Miles of Distribution =  $[(3) / (17)] * 10$

**Operating Cost per Service Connection:** \$461.37

Cost per Service Connection = (Water System Expenses) / (Service Connections)

Cost per Service Connection = (492,287) / (1,067)

**Operating Ratio:** 0.71

Operating Ratio = (Expenses) / (Revenue)

Metric Details:

### Community Metrics

I have reviewed the metric rules: Yes

### Water System Expenses

Total water system expenses \$492,287 - Actual

### Water System Revenue

Total water system revenue: \$690,922 - Actual

### Service Connections

Total number of service connections is 1,067 - Actual

### Waterline Breaks

Total number of distribution waterline breaks is 3 - Actual

### Length of Distribution

Total length of distribution pipe is 17 Miles - Estimate

### Billed Water Exported

Total amount of billed water exported is 0 - Actual

### Billed Metered Consumption

Total amount of billed metered consumption is 34.6 MG - Actual

### Unmetered Consumption

Did you have Billed unmetered water: No

### Unmetered Consumption - Results

Total Amount of Unmetered Consumption: 0 Gallons - Actual

Enter Zero for your total amount of unmetered consumption: 0 - Actual

### Water Produced

Total amount of water produced is 56.7 MG - Actual

**Planned Repairs**

Total number of planned repair, rehab, and replacement tasks: 16 - Actual

**Unplanned Repairs**

Total number of unplanned repair, rehab, and replacement tasks: 6 - Actual

**Customer Service Metric**

Metric Selected: Total number of unplanned disruptions of service lasting more than 12 hours

**Customer Service Metric - Results**

Additional Metric: Unplanned disruptions of service lasting more than 12 hours

Additional Metric Result: 0 - Disruptions

Actual

# VILLAGE OF RUSSELLS POINT MONTHLY - WATER LOSS REPORT

**SERVICE PERIOD:**MONTH Nov. YEAR 2020BILLED INCOME: 55,366.26**HIGH SERVICE:**4,269,000

- Water Plant meter: 42,000
- Chlorine system meter: 174,700
- Municipal Building meter: 300
- Iron Filter Backwash: 179,200
- GAC Filter Backwash: 0
- Hydrant loss - Flushing: 0
- Hydrant loss - Tower Maint: 0
- Est. Leak loss: 120,000
- Fire Department: 3,000
- Concession Stand meter: 0

**BILLABLE WATER:**3,749,800**BILLED WATER USAGE:**2,928,770PERCENT LOSS: 21.8%

Formula =

billable water - billed water usage = gallons lost

gallons lost / billable water x 100 = % loss

NOTES: Standard loss