

Board of Public Affairs
Village of Russells Point
April 27, 2020

1. Call meeting to order
2. Roll Call
3. Approval of March 9, 2020 minutes
4. Reports - None
5. Account Adjustments
6. Resolutions
 - a. Resolution 20-36 Utility Rates, Fees and Charges (3rd reading)
7. Tabled Items
8. Citizen's Comments
9. Old Business
 - a. Dehumidifiers
 - b. Generator
 - c. Ohio EPA Survey
10. New Business
 - a. Consumer Confidence Report
 - b. Village Wide Leak Detection
 - c. Other Repairs/Maintenance
11. Adjournment

Next Scheduled Meeting: Monday, May 11, 2020

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

MINUTES: March 9, 2020

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, absent
Ms. Pat Cochenour made a motion to excuse Ms. Herring from the meeting.
Ms. Libby Stidam seconded the motion.
The Vote: Ms. Pat Cochenour, yea; Ms. Libby Stidam, yea
The motion passed: 2 yeas – 0 nays

Recorder: Mr. Jeff Weidner, Fiscal Officer

Guests: Mr. Greg Iiams, Council Member
Mayor Reames
Mr. Dave Wallace
Mr. Dale Albert, Contracted Class 1 Operator

Minutes: February 24, 2020 Meeting
Ms. Libby Stidam made a motion to approve the minutes of February 24, 2020.
Ms. Pat Cochenour seconded the motion.
The Vote: Ms. Pat Cochenour, yea; Ms. Libby Stidam, yea.
The motion passed: 2 yeas – 0 nays

Vouchers: *Ms. Libby Stidam made a motion to approve the bills that were paid for the board.*
Ms. Pat Cochenour seconded the motion.
The Vote: Ms. Pat Cochenour, yea; Ms. Libby Stidam, yea
The motion passed: 2 yeas – 0 nays

REPORTS:

A. December 2019 Water Loss Report

The report shows a loss of 45.1%.

B. February 2020 Water Loss Report

The report shows a loss of 39.6%.

Miles Leak Detection has been working on a village wide inspection of all water lines as approved in the prior meeting. Several leaks have been found. The largest leak is a valve issue at Elliott and Miami. The repair has been scheduled for this coming Wednesday and a boil water alert will need to be issued.

Additional leaks include: leak in the pit at 243 Park, a larger leak near 711 St. Rt. 708 thought to be from a saddle or coupler, meter pit leak at 134 Aiken (repaired), curb stop leak at 128 Grand, service gasket failure at 419 Maple (repaired), and there is a suspected leak in the 200 block of Burkhart that is still being located.

ADJUSTMENTS:

A. Courtney Cooper, 233 Grand, Acct. 0870-1-4 (-\$36.62) tenant

Sari Silwani, 233 Grand, Acct. 0870-1 (+36.62) owner

After three attempts to collect the final bill from the tenant, the remaining balance was transferred to the owner's account.

B. Allison Watson, 124-B2-Chase, Acct. 4010-5-6 (-\$110.40) – tenant

Jennifer Dempster, 124-B2-Chase, Acct. 4010-5-RO3 (+\$110.40) – owner

After three attempts to collect the final bill from the tenant, the remaining balance was transferred to the owner's account.

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

Ms. Libby Stidam seconded the motion.

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

The motion passed: 2 yeas – 0 nays

RESOLUTIONS:

A. Resolution 20-36, Establishing Utility Rates (second reading)

A RESOLUTION TO ESTABLISH THE RATES, CHARGES, FEES, AND PENALTIES TO BE CHARGED BY THE WATER WORKS DEPARTMENT OF THE VILAGE OF RUSSELLS POINT.

Ms. Pat Cochenour made a motion to approve of Resolution 20-36 by title on the second reading as amended.

Ms. Libby Stidam seconded the motion.

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

The motion passed: 2 yeas – 0 nays

TABLED ITEMS: None

CITIZEN'S COMMENTS:

OLD BUSINESS:

A. Dehumidifiers

The order for the three dehumidifiers has been placed.

B. New Generator

The new generator has been delivered but Jeff has still not heard anything from Vectren regarding the gas line.

C. Backup Operator Agreement

Jeff has yet to receive the copy of an operator agreement that was requested from the Village of Dunkirk. Mr. Albert will make an attempt to get it from their clerk.

D. Iron Filter Tank Painting

The painting project is complete.

E. Ohio EPA Survey Deficiencies

The board discussed the various items noted in the survey that remain unresolved. Mr. Albert has spoken with Mr. Osika from the Ohio EPA to see if we could be granted an extension on the remaining items. Mr. Albert was asked to put his request in writing.

NEW BUSINESS:

Ms. Libby Stidam moved to adjourn the meeting. Ms. Pat Cochenour seconded the motion.

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

The motion passed: 2 yeas – 0 nays

The meeting was adjourned at 6:30 p.m.

Next Meeting Date: **Monday, March 23, 2020 at 6:00 p.m.**

Jeff Weidner, Fiscal Officer

BPA Chairperson Pat Cochenour

Date Accepted _____

**Village of Russells Point
Board of Public Affairs**

RESOLUTION NO: 20-36

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 May 2020 billing cycle:

- (A) Water rates for consumers **within** Village Corporation are as follows:
*Minimum monthly service charge for residential properties: **\$30.72 per month per unit.***
*Minimum monthly service charge for commercial properties: **\$29.72 per month per unit.***
*Water usage is billed at a rate of **\$5.75/100** gallons of usage (**\$5.75/1,000**).*
- (B) Water rates for consumers **outside** Village Corporation are as follows:
*Minimum monthly service charge: **\$46.08 per month per unit.***
*Water usage is billed at a rate of **\$8.63/100** 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:

Up to a 2" meter			\$98.70
4" meter	\$481.28	6" meter	\$1,540.10

*Water usage is billed at a rate of **\$5.75/100** gallons of usage (**\$5.75/1,000**).*

- (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:

Up to a 2" meter			\$148.05
4" meter	\$721.92	6" meter	\$2,310.15

*Water usage is billed at a rate of **\$8.65/100** gallons of usage (**\$8.65/1,000**).*

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)
1 st Returned Check Fee (NSF Check)	\$ 30.00
2 nd Returned Check Fee (NSF Check)	\$ 30.00
(Cash, Money Order, Bank Check as payment, no exceptions without Board Approval)	
Penalty Fee – Late Payment	10%
Purchased Materials	At Cost
Permit Fee	\$ 15.00
Meter Check Request Fee (In House)	\$ 15.00
Meter Check Request Fee (Outsourced)	\$ 25.00 + Cost
Bulk water Fee	\$ 10.00 per 1,000
Tap-In Fee	Scheduled
Backhoe Operation	\$ 50.00/hr.

Man - Hours

\$ 30.00/hr.

Schedule of Tap-In Fees

3/4"	1"	1 1/2"	2"	4" - 12"
\$1,200.00 Plus materials and permit fee	\$1,200.00 Plus materials and permit fee	\$1,400.00 Plus materials and permit fee	\$1,800.00 Plus materials and permit fee	Time, materials, equipment and permit fees

Anything over 60 ft. of service line will incur additional labor and equipment costs.

TAMPERING WITH AND THEFT OF UTILITIES.

(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))

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 May 2020 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.

Jeff Weidner, Fiscal Officer

Pat Cochenour, Chairperson

Date Passed: _____

BPA NOTES FOR APRIL 27, 2020 MEETING

ACCOUNT ADJUSTMENTS:

1. Acct. 2805-1-RO (-\$1.73)
Credited 300 gallons of usage due to a leak in the meter pit.
2. Acct. 2430-1-1 (-\$131.67)
Based on usage history customer was credited 22,900 gallons of usage due to a leak in the meter pit.
3. Acct. 4985-1-RO (-\$114.42)
Based on usage history customer was credited 19,900 gallons of usage due to a leak in the meter pit.

OLD BUSINESS:

1. Dehumidifiers: The three dehumidifiers for the water plant that were ordered from Sylvane have been received.
2. New Generator: Vectren finally done an onsite inspection to determine if anything needed to be done to accommodate the new generator. Vectren will be installing a larger meter and setter to allow an increase in pressure. They are waiting for the weather to warm up a little before starting the work since they will need to shut the gas off to the water plant.
Once the new meter is installed, Vogel Plumbing will need to run the line from the meter to the generator. In addition, Vogel will need to install a regulator in the new line as well as a regulator in the water plant that feeds the furnaces.
I have tried calling and emailed Sidney Electric to find out when they plan on setting the pad and generator. There is nobody answering phones, and I have not received a response to the email sent on April 17th.
3. Ohio EPA Survey: Dale has sent a request for extension for the remaining items to the EPA. I have not heard whether the extension has been approved.

NEW BUSINESS:

1. Annual Consumer Confidence Report: Dale has provided me with the information to update the report. Once updated I will have Dale review for accuracy and place it on our website.
2. Village Wide Leak Detection: Miles Leak Detection completed their survey with seven locations identified as having leaks. A copy of the report is enclosed. All seven of the leaks have been repaired. Likely the water loss report will not reflect the repairs that were made until the April water loss report is prepared.
3. Other Leaks/Maintenance Performed:
 - a. Replaced a 4" leaking main on Burkhart just south of Mansfield.
 - b. Replaced water service and installed a curb stop at 157 Burkhart.

Respectfully Submitted,

Jeff Weidner, Fiscal Officer



321 Glendale Ave. Findlay, OH 45840

LEAK DETECTION SURVEY
FINAL REPORT

FOR

VILLAGE OF RUSSELLS POINT
WATER DEPARTMENT
200 E. ELLIOTT RD.
P.O. BOX 60
RUSSELLS POINT, OH 43348

MARCH 12, 2020

DESCRIPTION

Miles Leak Detection was hired by the Village of Russells Point to perform a comprehensive Leak Detection Survey on 18 miles of water distribution system. Miles Leak Detection performed this survey using a sonic listening device on all hydrants, valves, and service lines throughout the system. Pinpointing of leaks was accomplished using a correlator used in conjunction with a ground microphone. The work was performed by Mr. M. Steven Miles and Ms. Robin A. Bowman from March 3, 2020 through March 12, 2020.

LEAK CLASSIFICATIONS

Class V	Leaks less than 1 G.P.M. (<1,440 G.P.D.) Typical leaks in this category are hydrant leaks and small packing leaks.
Class IV	Leaks from 1 to 5 G.P.M. (1,440 – 7,200 G.P.D.) Typical leaks in this category are large packing leaks on the main line valves and small joint or service leaks.
Class III	Leaks from 5 to 20 G.P.M. (7,200 – 28,800 G.P.D.). These are typically service leaks, normal joint leaks, or small splits.
Class II	Leaks from 20 to 100 G.P.M. (28,800 – 144,000 G.P.D.) These are large service leaks medium to large joint leaks, and small main breaks.
Class I	Leaks greater than 100 G.P.M. (>144,000 G.P.D.). These are large main breaks and blow-outs. These leaks lose a significant amount of water and have the potential to cause severe property damage.

SUMMARY OF LEAK REPORTS

<u>Report #</u>	<u>Location</u>	<u>Class</u>	<u>Failure</u>	<u>G.P.M.</u>
200301	134 E. Aiken St. ✓	V	Service	¾
200302	128 Grand Ave. ✓	IV	Service	3
200303	Miami Ave. at E. Elliott Rd. ✓	IV	Valve	5
200304	711 S. Orchard Island Rd. ✓	III	Service	8
200305	420 Maple St. ✓	V	Service	¼
200306	Mansfield St. ✓	III	Joint	20
HL-01	Channel Ct. on Fantasy Island ✓	V	Hydrant	½

Total by Class of Leak

<u>Class</u>	<u>Quantity</u>	<u>Leakage Potential (G.P.D.)</u>
I - < 100 G.P.M.	0	0
II - 20 - 100 G.P.M.	0	0
III - 5 - 20 G.P.M.	2	40,320
IV - 1 - 5 G.P.M.	2	11,520
V - > 1 G.P.M.	3	2,160
Total	7	54,000

Total by Type of Leak

<u>Type</u>	<u>Quantity</u>	<u>Leakage Potential (G.P.D.)</u>
Main Break	0	0
Joint Leak	1	28,800
Service Leak	4	17,280
Valve Leak	1	7,200
Hydrant Leak	1	720
Total	7	54,000



321 Glendale Ave. Findlay, OH 45840

LEAK REPORT

DATE: 3/4/20

REPORT #: 200301

CLIENT: Village of Russells Point, OH

LOCATION: Leak is visible in meter pit to 134 E. Aiken St.

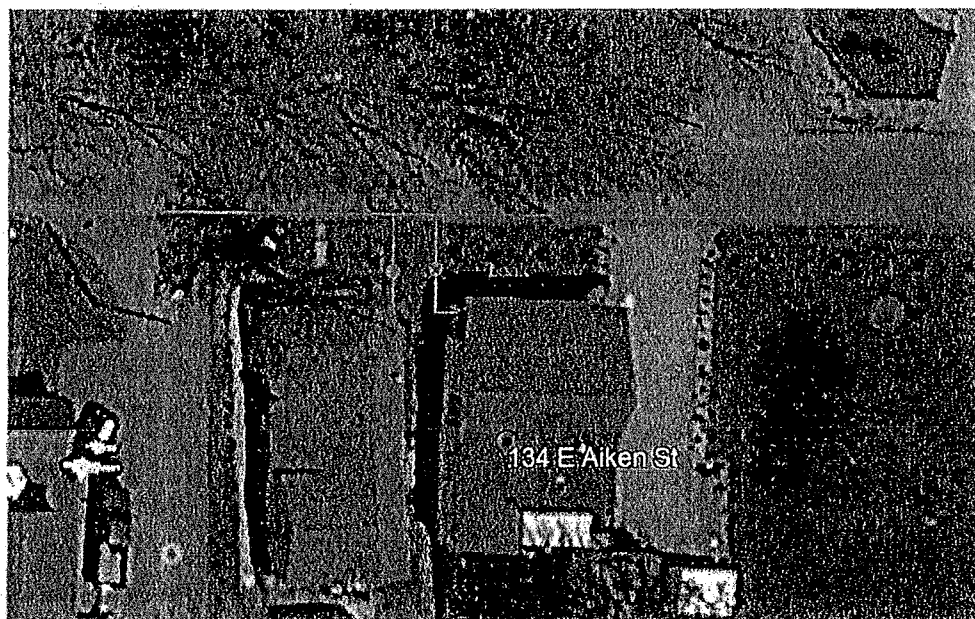
NEAREST ADDRESS: 134 E. Aiken St.

NEAREST CROSS STREET: Center Ave.

LEAK TYPE			
Main Break		Service Leak	X
Joint Leak		Customer Leak	
Valve Leak		Abandoned Service	
Hydrant			

LEAK CLASS		
I	100 + G.P.M.	
II	20-100 G.P.M.	
III	5-20 G.P.M.	
IV	1-5 G.P.M.	
V	< 1 G.P.M.	3/4

GROUND COVER	
Asphalt	
Concrete	
Soil	
Brick	
Other	In Pit



COMMENTS:

LEAK REPORT

DATE: 3/4/20
REPORT #: 200302

CLIENT: Village of Russells Point, OH

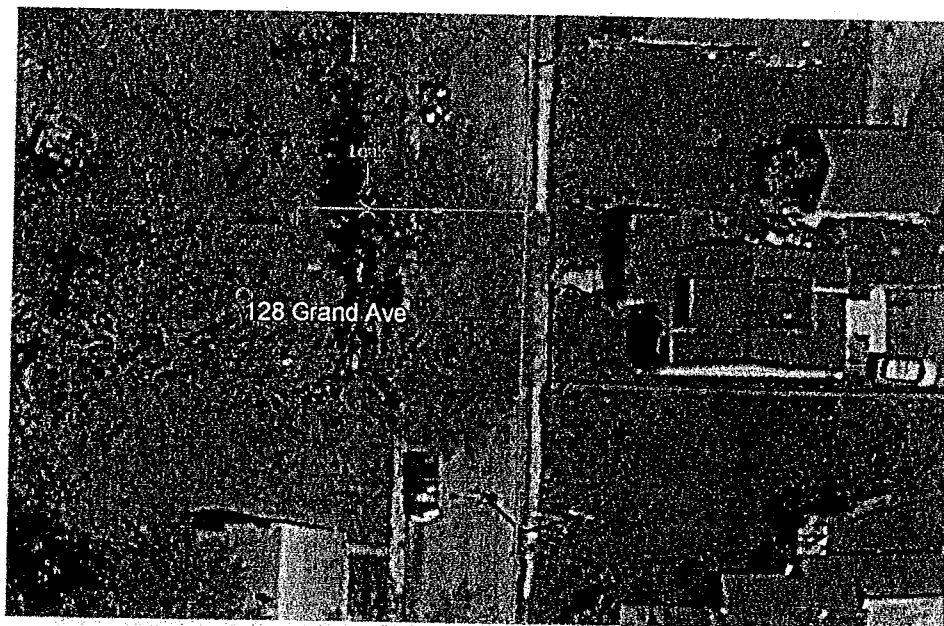
LOCATION: Leak is at or near curb stop on service to 128 Grand Ave.

NEAREST ADDRESS: 128 Grand Ave. NEAREST CROSS STREET: Fairview Ave.

LEAK TYPE			
Main Break		Service Leak	X
Joint Leak		Customer Leak	
Valve Leak		Abandoned Service	
Hydrant			

LEAK CLASS		
I	100 + G.P.M.	
II	20-100 G.P.M.	
III	5-20 G.P.M.	
IV	1-5 G.P.M.	3
V	< 1 G.P.M.	

GROUND COVER	
Asphalt	
Concrete	
Soil	X
Brick	
Other	



COMMENTS: Water surfacing from curb stop. Loud noise heard from curb stop, noise continues when curb stop is shut.



321 Glendale Ave. Findlay, OH 45840

LEAK REPORT

DATE: 3/5/20

REPORT #: 200303

CLIENT: Village of Russells Point, OH

LOCATION: Leak is on 6" Miami Ave. valve at E. Elliott Rd.

NEAREST ADDRESS: 111 E. Elliott Rd.

NEAREST CROSS STREET: Miami Ave.

LEAK TYPE			
Main Break		Service Leak	
Joint Leak		Customer Leak	
Valve Leak	X	Abandoned Service	
Hydrant			

LEAK CLASS		
I.	100 + G.P.M.	
II	20-100 G.P.M.	
III	5-20 G.P.M.	
IV	1-5 G.P.M.	5
V	< 1 G.P.M.	

GROUND COVER	
Asphalt	X
Concrete	
Soil	
Brick	
Other	



COMMENTS: Loud hissing noise heard from valve and nowhere else. Only noise with ground mic is around valve box. No water visible in box to indicate a packing leak, probably a bad gasket or rotted bolts.

MILES

LEAK DETECTION
321 Glendale Ave. Findlay, OH 45840

LEAK REPORT

DATE: 3/5/20
REPORT #: 200304

CLIENT: Village of Russells Point, OH

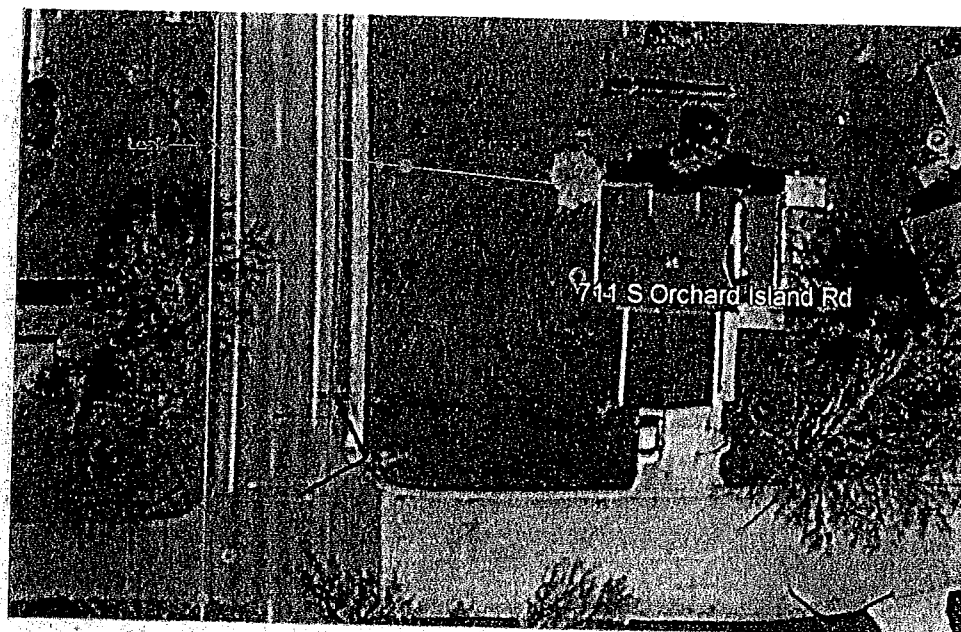
LOCATION: Leak is at or near corp./saddle on service to 711 S. Orchard Island Rd. (S.R. 708)

NEAREST ADDRESS: 711 S. Orchard Island Rd. NEAREST CROSS STREET: Oakcrest Ct.

LEAK TYPE			
Main Break		Service Leak	X
Joint Leak		Customer Leak	
Valve Leak		Abandoned Service	
Hydrant			

LEAK CLASS		
I	100 + G.P.M.	
II	20-100 G.P.M.	
III	5-20 G.P.M.	8
IV	1-5 G.P.M.	
V	< 1 G.P.M.	

GROUND COVER	
Asphalt	X
Concrete	
Soil	
Brick	
Other	



COMMENTS: Loud noise heard from curb stop and meter pit, noise continues when curb stop is shut. Good noise with ground mic over corp./saddle.

LEAK REPORT

DATE: 3/5/20
REPORT #: 200305

CLIENT: Village of Russells Point, OH

LOCATION: Leak is visible in meter pit to 420 Maple St.

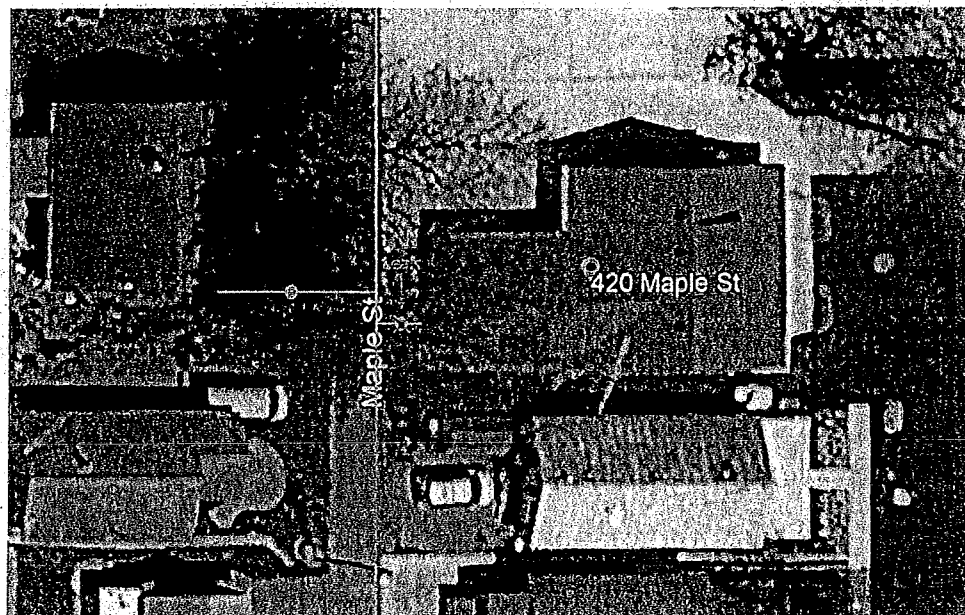
NEAREST ADDRESS: 420 Maple St.

NEAREST CROSS STREET: North St.

LEAK TYPE			
Main Break		Service Leak	X
Joint Leak		Customer Leak	
Valve Leak		Abandoned Service	
Hydrant			

LEAK CLASS		
I	100 + G.P.M.	
II	20-100 G.P.M.	
III	5-20 G.P.M.	
IV	1-5 G.P.M.	
V	< 1 G.P.M.	1/4

GROUND COVER	
Asphalt	
Concrete	
Soil	
Brick	
Other	In Pit



COMMENTS:

LEAK REPORT

DATE: 3/10/20
REPORT #: 200306

CLIENT: Village of Russells Point, OH

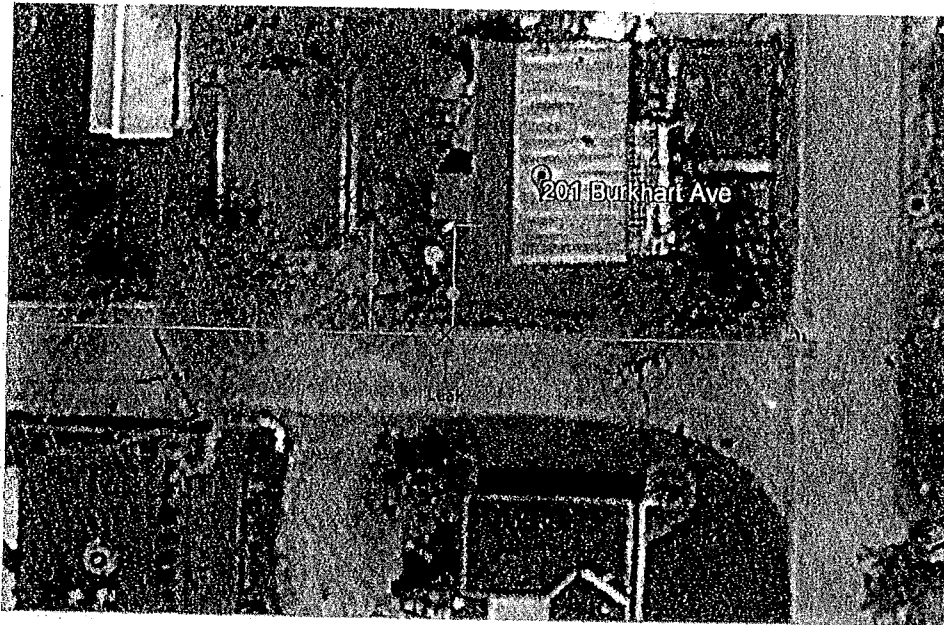
LOCATION: Leak is on Mansfield St. at or near corp./saddle to 201 Burkhart Ave.

NEAREST ADDRESS: 309 Mansfield St. NEAREST CROSS STREET: Burkhart Ave.

LEAK TYPE			
Main Break		Service Leak	?
Joint Leak	X	Customer Leak	
Valve Leak		Abandoned Service	
Hydrant			

LEAK CLASS		
I	100 + G.P.M.	
II	20-100 G.P.M.	
III	5-20 G.P.M.	20
IV	1-5 G.P.M.	
V	< 1 G.P.M.	

GROUND COVER	
Asphalt	X
Concrete	
Soil	
Brick	
Other	



COMMENTS: 2 good correlations hit near service. Gurgling heard with ground mic in same location. Good noise heard from both nearby meter pits, but neither sounds like leak is on service line. Possibly a leaking saddle to #201.



321 Glendale Ave. Findlay, OH 45840

HYDRANT LEAKS

CLIENT: Village of Russells Point, OH

<div>HL-01</div>	LOCATION:	Channel Ct. on Fantasy Island.	
LEAKAGE:	$\frac{1}{2}$	G.P.M.	COMMENTS: Hissing.
<div></div>	LOCATION:		
LEAKAGE:		G.P.M.	COMMENTS:
<div></div>	LOCATION:		
LEAKAGE:		G.P.M.	COMMENTS:
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LEAKAGE:		G.P.M.	COMMENTS:

CONCLUSION

The water system in general was found to be in a good overall condition. The survey found an average volume of leakage for this size system. Seven leaks were found in the approximately 18 miles of water main covered. By repairing these leaks, the Village should save an estimated 54,000 gallons per day. This should result in a significant savings to the Village in electric and treatment costs.

Considering the amount of leakage found, and the age of the system, Miles Leak Detection recommends performing a leak survey on the system each year. This will help the water system maintain a lower water loss and operate at a lower cost.

Miles Leak Detection appreciates the Village's business and looks forward to working with the Village of Russells Point again in the future.

Respectfully,

M. Steven Miles

Owner
Miles Leak Detection