

Board of Public Affairs
Village of Russells Point
August 10, 2020

1. Call meeting to order
2. Roll Call
3. Approval of July 27, 2020 minutes
4. Approval of Vouchers
5. Reports
6. Account Adjustments
 - a. Suzanne Chapman, Acct. 2430-1-1 (-\$54.63)
7. Resolutions
8. Tabled Items
9. Citizen's Comments
10. Old Business
 - a. New Generator – August 18 startup
 - b. South water tower light
 - c. Hydrant flushing
 - d. EPA Survey Items issued 8/2019
 1. Valve Exercising – extension deadline 9/2020 (1/4 of distribution valves)
 2. Periodic surveys of cross connections – extension letter by 6/30/20 investigations by 10/30/20
 3. Backflow Records – review of business listing
 4. Contingency Plan Exercises – extension 4/10/20
 5. Written procedure for GAC/Backwash – extension 5/31/20
 6. Auxiliary power testing – extension 4/30/20
 7. Preventive maintenance program – extension 4/1/20
11. New Business
 - a. Water Main Repair on Orchard Isl. Rd. (responsibility)
12. Adjournment

Next Scheduled Meeting: Monday, August 24, 2020

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

MINUTES: July 27, 2020

This meeting was held via teleconference due to COVID-19
Ms. Pat Cochenour called the meeting to order at 5:00 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, Operator of Record
Mr. Tim Reese, Maintenance Team Supervisor
Mr. Mark Coy, Maintenance Team Worker
Mr. Mason James, Maintenance Team Worker

Minutes: July 13, 2020 Meeting

Ms. Mary Herring made a motion to approve the minutes of July 13, 2020.

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

Vouchers: Vouchers will be presented at the next regular meeting.

REPORTS: None

ADJUSTMENTS:

A. Acct. 1025-3, Shengyao Lin, 145 Shady Lane, (-\$1,297.27)

After numerous failed attempts to obtain the required ownership paperwork for this property the water was disconnected on October 4, 2019. On June 26, 2020 the water clerk received the required documentation from the owner and water was restored to the property. During the July billing the account was flagged for high usage. After further investigation by the water department it was determined that the structure (uninhabited) had a broken water line inside and the water was turned off at the meter. Mr. Weidner informed the board that there is no current policy regarding restoring service to a location after an excessive time lapse. He suggested that a policy be established that service will not be restored without the presence of the homeowner after an extended period without service. He asked if the board would like to waive the usage fee for the leak.

Ms. Pat Cochenour made a motion to waive the usage fee in the amount of \$1,297.27. 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

The board agreed that a policy should be established that either the owner must be present or workers will need to watch the meter for activity. Mr. Weidner will work on writing a policy for the boards review.

RESOLUTIONS:

TABLED ITEMS: None

CITIZEN'S COMMENTS:

OLD BUSINESS:A. New Generator

Sidney Electric will be pulling the wires tomorrow morning. They will not be disconnecting the power as the inspecting authority (LC Building Authority) was not available to approve the reconnection. Once the generator is connected, WW Williams will be in to do a final inspection/start up test. A gas line test may be required as well. Mr. Albert will be here for the initial startup.

B. South Water Tower Light

The light has still not been replaced. It was questioned as to whether someone was going to follow up with Leary Construction regarding the timeline for the replacement. Mr. Albert noted that Leary can replace it for a fee, but he can have Corpro out of Akron to replace it for around \$400.00 which would be cheaper. Dale said that it would probably take them about a week to get it replaced once he calls them. The board directed him to proceed with scheduling the replacement with Corpro.

C. Valve Replacement #4

Per prior notes the new valve was ordered back in January. Mr. Albert reported that he never ordered it because he is unsure of exactly what he needs to order. He has made several attempts to contact the supplier with questions but has yet to receive a return call. He will try to contact them again.

D. Six Inch Valve Replacement Aiken & Grand

This is a valve that Mr. Albert tried to exercise approximately three years ago and had issue with getting it to close completely, it would only close about eighty percent. This is not a critical valve as there are other valves nearby that can be used if needed. This is to be considered a low priority item.

E. Hydrant Flushing

Mr. Reese reported that approximately 35-40 hydrants have been flushed. It was asked if a policy was ever established for hydrant flushing? Mr. Albert added that an outline was established. Ms. Stidam asked that they be supplied with a copy of the outline and that a complete procedure and policy be established as suggested by the EPA. The board directed that hydrant flushing be done on Tuesdays and Thursdays with at least six per day and the hydrants be determined before hand so that a press release can be issued. Mr. Reese also reported on issues with a few of the hydrants that was found during flushing, two of which will need replaced due to age. Mr. Albert added that a valve would likely need to be installed at the same time as well as a section of the main when replacing a hydrant due to the size requirements for a hydrant. Mr. Weidner asked if this is something that should be replaced now or if the replacement could wait. Mr. Reese suggested that they should be bagged so that it is not used until they are replaced. Dale suggested that the remainder of the hydrants be flushed and then make a decision on which hydrants will be replaced first and when. Ms. Stidam reiterated that she would like a copy of the policy.

F. GIS Mapping

Tim reported that the system is capable of tracking maintenance performed on valves, hydrants, etc. The information is currently being logged on paper. Once the hydrants and valves are completed, they can go back and log the information into the system. The board directed Tim to contact the individual that performed the training on the GIS system to ensure that he understands the process to log the information correctly and then train the other two workers on the input as well.

G. 600 Lincoln Meter Replacement

The curb stop that needs to be turned off to replace the meter does not completely close. This curb stop is the property of the apartment complex, not the village. Per Dale the meter is not bad, just needs upgraded to touch read. The meter still reads manually, and it was determined that this is a low priority. The property owners are not aware that the valve is bad.

H. 345 W. Main Meter Replacement

This is the property that there is a deck over the meter pit with very little room to work. The meter still works but needs changed out to a touch read. Dale noted that he feels that he can get to the meter without removing the deck. This repair will be considered a low priority.

I. Class 1 Training and Testing

Mr. Coy plans on taking his test after he completes treatments which he believes will go through the end of the year. Mr. James was not sure if classroom training was available. It was determined that classes are available, but they are virtual due to COVID-19. They will check into when training and testing is available.

J. Certification of hours for Mike Vasquez

Mr. Albert was questioned as to whether Mr. Vasquez (prior employee who passed the class 1 testing) has enough hours to be certified so that he can be used as a backup operator for the plant in the absence of Mr. Albert. Dale noted that 2,100 hours are required to be worked in the industry, he is not sure if the hours that he was employed by the village the first time would count toward this hours requirement or not. Dale added that his test results are good for two years, but he also questioned as to how many hours per day he worked in the water department, and whether he was paid by water funds. Dale will check into the details of the requirements.

K. Fence Around Well

D&M Fencing provided a quote to install a new fence around the new well in the amount of \$3,500.00 with the same specifications as the quote from Marysville Fence who quoted \$2,820.00.

Ms. Pat Cochenour made a motion to proceed with having the new fence installed by Marysville Fence in the amount of \$2,820.00. 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

L. Valve Exercising

Dale has provided the EPA with a written valve exercising program that can be added to the asset management program once approved. EPA is requiring that the village exercise a minimum one-quarter of the (294) valves by September which is approximately 75 valves. There are currently 72 valves done however Tim reported that the head on the valve exerciser broke. EJ Prescott is getting a new head to see if it will fit the exerciser. If it does, the new head would cost around \$600. A new Wheeler electric valve exerciser is estimated around \$3,600 for one like the current model, and a cordless Bosch exerciser is estimated to cost \$5,000. The cordless model is much lighter, can be operated by one person, and can be used on hydrants as well.

Ms. Pat Cochenour made a motion to allow the purchase of a new valve exerciser not to exceed \$5,500.00 providing there is sufficient funds available in the budget. 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

M. Backflow Records and Periodic Surveys of Cross Connections

This is where the water department inspects for connections of well water or some other source of water into the same structure as the Russells Point water system. Dale said that there is no such connection in Russells Point that he is aware of and he is the only one certified to do the internal inspections of cross connections inside businesses. There are approximately 20 locations that should be inspected every five years to make sure that things like hoses are not left in dirty water and businesses are meeting the best water use practices.

Dale has not reviewed the list of businesses to ensure that all of them have been issued a notice to provide the annual certification of their backflow devices and to determine whether they should have the preventor. If it is determined that they should have one, but do not, the village may request that one be installed – then annually the backflow should be tested by a certified inspector. It is uncertain as to whether the village has a policy as to when a backflow prevention device is required. To meet the EPA requirement for the backflow records, the village needs to provide a list of those businesses who have

provided the annual certification and a copy of the letter from the village showing that we requested the information.

N. Contingency Plan Exercise

Per Dale's conversation with the EPA, this requirement can be as simple as workers reading a portion of the contingency plan and verifying that it was done. Dale provided a copy of the acknowledgement form to the board, and a copy was emailed to the EPA, stating that personnel associated with the production of potable water have completed a contingency plan exercise, by reading the sections for short-term power failure, long-term power failure, and pump and/or motor failure which was signed by himself and the three maintenance team workers. Dale's understanding is that the exercise can be reading, sitting down with all water staff and having a meeting, or physically doing an exercise. Contingency plan exercises must be done at least once per year, and all exercises in the contingency plan must be done at least once every five years.

O. Procedure for GAC & Backwash

Dale has the procedures written and they were submitted to the EPA for approval. He noted that this took a lot of time to develop and he is sure that it will need to be edited in the future.

P. Auxiliary Power Testing

The testing is done on a weekly basis. Dale said that what the EPA is requiring is a form logging that the generator exercised as scheduled each Monday morning. The new generator will operate similarly with a timer exercising the generator and performing a self-diagnosis for thirty minutes, one day a week. Dale reported that he is logging that he checked the timer to verify that the generator did exercise but it is just logged on a piece of paper, not on a form. It was confirmed that this does not have to be done by Dale, but any of the workers can log the required information. Dale informed the board that what the EPA needs to resolve this is a copy of the form that will be used to document the test. Jeff will develop a form tomorrow morning for Dale to approve and submit to the EPA based on the information that is being documented.

Q. Preventive Maintenance Program

Dale said that he has purchased logbooks and that there is very little equipment that needs to be maintained. The logbooks have not yet been put into place. The board requested that once these logs are established that Dale train the other employees on what and when things are to be logged.

NEW BUSINESS:

A. Future Board Meeting Requirements

The board requested that Mr. Reese and Mr. Albert attend the second meeting of each month (the 4th Monday) until such time all deficiencies issued by the EPA have been resolved.

B. Animal Issues at the Water Plant

Ms. Stidam questioned the comment on Dale's time sheet regarding animal clean up. Dale said that there was some type of animal droppings in the plant, which Tim concurred and noted that there was a raccoon in the plant which has since been removed. It was also noted that some of the batting insulation in the GAC room is coming away from the wall which may be from the raccoons. Tim is unable to get high enough with any of our current equipment to reattach the insulation and would like to find a contractor that can do it.

C. Daily Plant Duties

The daily plant duties are always done in the morning hours. Dale added that if the towers are low the backwash can be done later. He also added that there is no harm to the system if a backwash is not performed in every day.

D. WTP Camera

Tim would like to have one of the cameras slightly adjusted to see both the clear wells and the control panels. Then he would like to have an additional camera installed to see the tower charts. Tim will get a quote.

E. GAC Bedding

Dale reported that the GAC bedding will need to happen soon. Samples will be taken in August and likely all four tanks will need to be done.

Ms. Pat Cochenour moved to adjourn the meeting. 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

The meeting was adjourned at 7:16 p.m.

Next Meeting Date: **Monday, August 10, 2020 at 6:00 p.m.**

Jeff Weidner, Fiscal Officer

BPA Chairperson Pat Cochenour

Date Accepted _____