

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

MINUTES: October 23, 2019

Ms. Pat Cochenour called the meeting to order at 1:00 p.m.

Roll Call: Ms. Pat Cochenour, present; Ms. Libby Stidam, present; Ms. Mary Herring, present

Recorder: Mr. Jeff Weidner, Fiscal Officer

Guests: Mr. Dale Albert, Contracted Water Superintendent
Mr. Tim Reese, Maintenance Supervisor
Mr. Juan Guzman, WW Williams

Minutes: Prior meeting minutes will be reviewed and approved at the next regular meeting.

Vouchers: Vouchers will be reviewed and approved at the next regular meeting.

REPORTS: None

ADJUSTMENTS: None

RESOLUTIONS: None

TABLED ITEMS: None

CITIZEN'S COMMENTS: None

OLD BUSINESS:

A. New Generator for Water Plant

Mr. Guzman from WW Williams reviewed the two quotes provide for a generator for the water plant. One quote for 150 kW with a diesel engine including installation \$84,011.00, and the second quote for a 150 kW with a natural gas engine including installation \$106,013.00. Though both quotes include installation, WW Williams would need to subcontract the installation to another vendor. Mr. Guzman questioned why the village is interested in such a large generator as the current one is only 75 kW. Both Tim and Dale agreed that they do not need a generator with 150 kW power. Libby asked that the quote match was quoted last year, that is why WW Williams quoted the large generator.

Jeff noted that any expenditure over \$50,000 would need to be put out for bids and advertised which would more likely cause the village to hire an engineer to prepare drawings and a bid packet. Jeff was unsure if it would make a difference in the requirement if the village purchased the generator from WW Williams and the village hire their own contractor for the installation, and both quotes were under \$50,000. Mr. Guzman added that a smaller generator in line with the one the village currently has may cost under \$50,000 and added that it would be cheaper for the village to hire their own contractor for the installation, as they have a markup on the subcontracted work. If a smaller generator is used the village may not be required to increase the gas line to the water plant which would greatly reduce the cost as well.

Mr. Guzman will get a price for the smaller generator and check with Vectren to see if the current gas line would be sufficient and Jeff will check with the solicitor to see if we will still be required to send out for bids.

B. Hydrant Flushing

Mr. Albert confirmed that the gauges that were provided to the fire department are not calibrated. Jeff told the board that Fire Chief Gibson needs to have calibrated gauges to meet ISO standards for

confirmation of static and residual pressures. The board agreed to purchase new gauges and have them calibrated on an annual basis. The type of oil used in the bonnet of the hydrant was discussed. Dale thought that they had used 30 weight oil in the past but after discussion it was believed to have been changed to food grade oil. Dale will check with the EPA to confirm. Dale will provide Jeff with the USA Bluebook stock numbers for everything that is needed for him to order. A log was also developed by Jeff and reviewed by the board. This log will encompass all information that is needed for the water department as well as the fire department. Both departments will get a copy of the forms as they are completed.

A copy of a standard operating procedure for hydrant flushing was found online (City of Flint). Though this policy was very detailed, the board would like to see something similar for the village. Dale will review the policy and make any necessary changes to tailor it to the village.

C. Valve Replacement

Need to purchase a Keystone operator (not the whole valve). It was also discussed that the other valve operator should be replaced as well. Dale will look at the cost and will let the board know so they can determine if they will be replacing one or both of the operators. Village workers are able to make the repairs. Dale also noted that he is looking at switching from SCADA Tech to a company called Burker and Assoc. for some repairs. He is having a hard time getting answers from SCADA Tech, and noted he is also switching vendors for the City of Kenton.

D. Contingency Plan

The village should have a written contract with the contingency plan backup operator. Dale noted that with two employees currently in classes to become licensed that we should wait for them to pass the test, make them a backup operator, and write up the agreement at that time.

Contingency plan exercises have not been done and these should be done as a group involving all water department employees. Need to setup a date & time to perform one of the exercises. This will be discussed further at the next meeting.

E. Fence Around New Well

Tim will work on getting a barrier wall erected to help prevent erosion of the mound into the ball field fence. Concrete barriers will be purchased from Ohio Ready Mix by Tim and he will get with Reichert Excavating to help level the site and place the barriers. Once the retaining wall is built Dale suggested bringing in additional dirt to provide more of a slope before erecting the fence on the remaining sides. Any repairs to the pump can be done on the side with the retaining wall as it would give the crane a more level area for the boom.

F. Valve Exercising

Jeff provided a sample of an SOP (Flint, MI) for valve exercising to Dale. The SOP is very detailed but can be used as a template to tailor to the village. Tim has exercised some of the valves and has kept a list of those exercised. The EPA form for valve exercising was reviewed to make sure everyone is aware of what type of information is required to be kept. It was also suggested that this information be logged into the GIS mapping system.

G. Iron Filter Tank Painting

Dale said that he was hoping to install new iron filter tanks within the next ten years. However, we are unsure if that would suffice the notice of violation from the recent survey. In addition, the EPA has not confirmed that their violation is incorrect, as it denotes that the softener tanks need to be repainted, but those tanks were just done a few years ago. The board agreed that the iron tanks do need to be painted and would like to budget for that in 2020. Jeff will contact Brian Brothers Painting to get a quote to have the iron tanks painted and touch up the softener tanks.

H. Onsite Investigation of Backflow Prevention Devices

Per Dale the village is not required to investigate backflow devices in residential property. Residential properties do not have backflow devices and if they did would require an expansion tank on their water

heater. However, if the village ordinance requires backflow prevention devices to be installed in a residential property for some reason, the village would be required to inspect the new building/installation. The village has not required any residential properties to install a backflow prevention device. Some businesses are required to have backflow prevention devices, and business are required to have them inspected annually, but the village has not kept up on requesting a copy of the inspection from those businesses. There is a list of businesses that have backflow devices. Dale & Tim will get Jeff a list of the businesses and Dale will get Jeff a copy of a letter to use to send notification to all businesses requesting a copy of their inspection reports. In addition, the village is required to visually inspect the backflow devices annually.

I. Manual Operation of GAC Filters

Dale will be setting up step-by-step instructions for the manual operation.

J. Auxiliary Power Documentation

Dale currently logs the automatic start of the generator done weekly. However, this powering of the generator does not turn power off and operate the plant, it simply runs the generator for a period of time. The EPA requires a full-scale exercise to run the plant from auxiliary power, and Dale said that the EPA will be requiring this exercise to be done monthly.

K. Preventative Maintenance Program

This involves Dale and Tim to list all the equipment and establish a maintenance schedule for each thing. Dale said there is a small amount of equipment that requires regular maintenance that this should not take long.

L. DPD Chlorine Residual Test Kit

EPA survey noted that this kit has not been calibrated. Dale will take the kit to the Kenton Water Treatment Plant for calibration. The calibration takes less than one hour to perform, can be returned immediately, and there is no need to order a backup. Kenton is certified to perform the calibration.

M. Restraining Chlorine Cylinders

Per EPA survey cylinders are to be kept inside and restrained. Dale said that he does not want to keep the empty cylinders in the chlorine room. Dale will call EPA to discuss this because the empty cylinders are not kept in direct sunlight and the room was not built to house the empty cylinders. A restraining system will be installed by Tim for the empty cylinders outside of the chlorine room.

N. Evaluate Service Meters

The village does not do this unless there is a complaint or is requested by the customer. This is only a recommendation by the EPA. This would require an estimated two hours per meter to test and Dale reported that meters have rarely been found to be inaccurate.

O. Replace 4" Lines With 6" Lines

Per EPA recommended standards, the minimum size of a water main which provides for fire protection and serving fire hydrants shall be six-inch diameter. The survey recommends the replacement of 4" lines with 6" lines to meet the fire flow requirements.

Since this is only a recommendation, Dale said that as lines are replaced, they will be replaced with the larger size to meet the requirements over a period of time.

P. Operation and Maintenance Manual (Asset Management Program)

Need to put a manual together that lists all the equipment including the wells so that when anything is done it is logged. Jeff added that the GIS system would be beneficial for logging maintenance for the distribution system, however the GIS does not show the wells. Dale said that logging the maintenance in the GIS system would not suffice the EPA, that they want to see the log sheets. Jeff added that a log sheet could be used in the field and then used to log the information into the GIS system – this would suffice

the EPA and keep the GIS system up to date. Or we may be able to log directly into GIS system if it can print a log of the maintenance showing the pertinent information as required by the EPA.

Q. Training of Employees

Two employees are currently enrolled in schooling for the Class 1 testing but are having trouble in certain areas and need some help. Dale was asked if he would be available to work with the two individuals. Due to time constraints with Dale, he offered to allow the two to come to the Kenton plant where he would be able to spend a little more time with them. Dale also noted that there is a lot of information covered in the schooling that they may never encounter because every plant is different and requires different types of treatment phases. Dale is not available to work with them in Kenton on Tuesdays.

R. 2020 Budget Items

1. Dehumidifiers: Will work on getting quotes for three commercial size dehumidifiers. These are free standing and will not require a company to install. It was suggested that we look at a size that would remove approximately 175 pints/day. Pump, softener, and iron filter rooms is where they will be placed.
2. Furnace/AC for WP Office: Tim will get some prices.
3. Furnaces for GAC & Softener Rooms: Tim will get some prices. Current furnaces are not large enough for the rooms.
4. Drain Lines in Pump Room: The two drain lines were disconnected at the time of the pit replacement. They were not reconnected to maintain the integrity of the pit. Dale suggested that there be nothing done with this because it would degrade the pit, and a trough ground into the concrete would degrade the floor strength. Dale said that the water on the floor is not a big issue however the bugs that it attracts is an issue with the current pump and suggested that a grinder pump be installed. Tim will look at getting a grinder pump.
5. Water Plant Garage Floor: A large hole under the concrete floor left from the groundhogs tunneling underneath needs to be filled. The floor is settling and cracking. Need to discuss this with a concrete repair company. It was also suggested that we purchase and set traps.

NEW BUSINESS:

A. List of Jobs to be Completed

Ms. Cochenour asked that Dale start providing a list of things that need to be completed. This was done a while back but has not been done for a while.

B. Auto Dialer

Tim noted that there is an issue with the auto dialer not working properly. Dale will contact a company to look at it. Dale said that Kenton is thinking of getting a system that all wells are operated by radios instead of phone lines. He will also check into that for the village.

Ms. Libby Stidam moved to adjourn the meeting. Ms. Mary Herring seconded the motion.

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

The motion passed: 3 yeas – 0 nays

The meeting was adjourned at 3:08 p.m.

Next Meeting Date: **Monday, October 28, 2019 at 6:00 p.m.**

Jeff Weidner, Fiscal Officer

BPA Chairperson Pat Cochenour

Date Accepted _____