

Board of Public Affairs
Village of Russells Point
December 28, 2020

1. Call meeting to order
2. Roll Call
3. Approval of December 14, 2020 minutes
4. Approval of Vouchers
5. Reports
6. Account Adjustments
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
 - a. Employee Compensation
12. Adjournment

Next Scheduled Meeting: Monday, January 11, 2020

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

MINUTES: December 14, 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 Iams, Council Member
Mr. Dale Albert, Contracted Licensed Operator

Minutes: November 23, 2020 Meeting
Ms. Mary Herring made a motion to approve the minutes of November 23, 2020 as written.
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: *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; Ms. Mary Herring, yea.
The motion passed: 3 yeas – 0 nays

REPORTS:

- A. PWS Inventory, Metrics and Operator of Record
The board was provided with a copy of the report that was submitted to the Ohio EPA. This is the first year that this report is required, and it will need to be done annually.
- B. Water Loss Reports
The November water loss report showing a loss of 21.8% was provided to the board.

ADJUSTMENTS:

- A. Mr. Dan Berger, Acct. 4275-1-RO, 9-2-U Harbour (old account)
Mr. Dan Berger, Acct. 4220-1, 5-3-L Harbour (current account)
Payment was posted on the account as noted on the check which was customers closed account. It was later transferred to the current account and the \$4.30 late penalty was removed.
Ms. Libby Stidam made a motion to approve the adjustments above.
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

RESOLUTIONS: None

TABLED ITEMS: None

CITIZEN'S COMMENTS: None

OLD BUSINESS:

A. Clear Well Alarms – Butterfly Valve

The new butterfly valve has been received but additional items and some modifications will be needed to complete the replacement. In addition, Mr. Albert reported that a nearby electrical box may need to be moved. The valve has not been an issue with causing an alarm at the plant for the last couple weeks.

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

Nothing has been done on this.

C. Contingency Plan Exercises (item #6)

Mr. Albert has not yet performed the contingency plan exercises.

D. Preventative Maintenance Program (item #10)

The photos of the log books has been sent to the EPA as requested but Mr. Albert has not heard anything back from them requesting additional information.

E. Meter Locations

During the recent meter reading, workers prepared a list of locations where meters are inaccessible. Jeff is having the water clerk review the list of accounts associated with the properties to see how many times they have been on the shut off list. This will help determine a priority for relocating the meters. Mr. Albert noted that Harbourside on the Lagoon Condominiums do have a curb stop for each unit however the association has buried most of them in flower beds and mulch.

NEW BUSINESS: None

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 6:27 p.m.

Next Meeting Date: **Monday, December 28, 2020 at 6:00 p.m.**

Jeff Weidner, Fiscal Officer

BPA Chairperson Pat Cochenour

Date Accepted _____