

Board of Public Affairs

Village of Russells Point

July 27, 2020

1. Call meeting to order
2. Roll Call
3. Approval of July 13, 2020 minutes
4. Approval of Vouchers
5. Reports
6. Account Adjustments
 - a. Shengyao Lin, 145 Shady Lane
7. Resolutions
8. Tabled Items
9. Citizen's Comments
10. Old Business
 - a. New Generator
 - b. South water tower light
 - c. Valve replacement #4
 - d. Six inch valve replacement on Aiken & Grand
 - e. Hydrant flushing
 - f. GIS mapping
 - g. 600 Lincoln meter replacement behind water heater
 - h. 345 W. Main meter replacement – under deck
 - i. Level 1 training and testing
 - j. Certification of hours to EPA for Mike Vasquez
 - k. Fence around new well – D&M Fence quote
 - l. 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
12. Adjournment

Next Scheduled Meeting: Monday, August 10, 2020

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

MINUTES: July 13, 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

Minutes: June 8, 2020 Meeting

Ms. Mary Herring made a motion to approve the minutes of June 8, 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: *Ms. Mary Herring made a motion to approve the bills that were paid for the board.*
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

REPORTS:

- A. Ms. Cochenour reported that Mr. Albert informed her that the June water loss report shows a loss of 20.7%. Bacteria sample have been collected for the month and he is working on collecting the lead and copper samples.

ADJUSTMENTS:

- A. Acct. 1145-6-1, Jessica McMurray, 117 Holly Lane, Tenant (-\$12.89)

Acct. 1145-6-RO, Joy Tavenner, 117 Holly Lane, Owner (+\$12.89)

Tennant failed to pay the final bill. The balance on the tenants account was transferred to the owners account.

- B. Acct. 4502-3-RO, Don Wasserbeck, 03 Fantasy (-\$37.95)

A leak was found on the outlet side of the setter. Owners have not been there for several month. The account was credited for the usage charged in May and June.

Ms. Pat Cochenour made a motion to approve the bills that were paid for the board.

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:

- A. Resolution 20-37, Choice One Engineering (USACE Project)

A RESOLUTION AUTHORIZING THE BOARD OF PUBLIC AFFAIRS TO EXECUTE ANY AND ALL DOCUMENTS TO ENTER INTO AN AGREEMENT WITH CHOICE ONE ENGINEERING AND DECLARING AN EMERGENCY IN THE VILLAGE OF RUSSELLS POINT, OHIO.

Ms. Libby Stidam made a motion to waive the three-reading rule.

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

Ms. Pat Cochenour made a motion to accept Resolution 20-37 by title.

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

TABLED ITEMS: None

CITIZEN'S COMMENTS:

OLD BUSINESS:

A. New Generator

Sidney Electric has not been back to the work site for approximately three weeks. Mr. Reese's understanding is that Dayton Power & Light need to cut power to the plant so that Sidney Electric can wire the new generator. However, DP&L will not restore the power to the plant once they have disconnected it unless it is inspected by the County. Mr. Weidner will try to get further information from Sidney Electric.

B. Valve Exercising

Approximately thirty of the two hundred six total valves have been exercised. The village must complete at least one-quarter of the total valves by September per the latest EPA correspondence.

C. Additional EPA Survey Items

Ms. Stidam voiced concern over the lack of completing the items noted in the EPA survey. After a lengthy discussion, the board agreed that a meeting needs to be setup requiring Mr. Albert and all maintenance department employees to be present with the BPA to discuss the outstanding items that need to be completed. Employees will be required to adjust their regular hours to accommodate the meeting and prevent overtime. Ms. Cochenour will inform Mr. Albert that he is required to be at the next meeting.

D. GIS Mapping

The board asked if the GIS mapping system has been updated. Per Mr. Reese, he is unsure of where to go into the system to make notes to the maintenance. Mr. Weidner noted that the village has the contact information for the individual that provided the training, and that it is just a matter of contacting him to get better instruction. Mr. Reese does have a running list of the various maintenance that has been performed, it is just a matter of updating the GIS system. Mr. Weidner also reiterated that the village does not have the capability of moving/changing a water line or removing a fire hydrant for example, only logging maintenance into the mapping system. Removal and moving of mapped lines needs to be done by the company that done the initial mapping.

E. 600 Lincoln Blvd. Building 3

Ms. Stidam questioned this item on the repair projects list. This project cannot be completed because the valve/curb stop cannot be shut off to replace the meter. Ms. Stidam asked why we are not replacing the valve so that the meter can be changed. Mr. Weidner noted that based on information provided to him that the valve is the property of the apartment complex, not the village. It was suggested that the village write a letter to the company informing them that the valve needs to be replaced or it could lead to an interruption of water service to the entire complex until the meter is replace.

F. 345 W. Main Meter Replacement

Ms. Stidam felt that this project should have been completed. If workers are unable to get to the meter to replace it due to the deck, the property owner needs to be made aware that the deck needs to provide access.

G. Hydrant Flushing

It was reported that 28 of 123 total hydrants have been flushed. One of the hydrants on Grand Ave. needs to either be replaced or removed. Due to its age, it is unable to be repaired and during flushing it was hard to get it turned back off, and there is no valve to isolate it. One hydrant on Sunnyside, and one on Elliott needs to be repaired. EJP is working on the repair of one of them. It was also reported that the clarity of the water is good within a minute of opening the valve.

H. Fence Around New Well

The board was provided a copy of a quote from Marysville Fence for a 12'x12'x6' high chain link fence with a single walk gate and three-strand barbwire in the amount of \$2,820.00. It was suggested that another quote be obtained.

NEW BUSINESS:A. Lot 59 Beatley's – Mr. Awad Letter

Mr. Weidner prepared a letter to Mr. Awad regarding his intention of building a deck over the meter pit. The letter informs Mr. Awad that if he chooses to build a deck which prohibits clear access to the meter pit, that he is financially responsible for removing the deck at his cost in order to allow repairs and may ultimately lead to disconnection of service until the deck is removed and repairs are made. The board approved the letter to Mr. Awad.

B. Re-establishing normal water procedures

The March 31 order prohibiting disconnection of water service and assessing penalties due to COVID has been lifted and municipalities are permitted to re-establish normal procedures. Mr. Weidner asked the board if there would be any leniency on customers who are behind on their payments. Customers have been made aware that disconnects would take place on August 5th and a \$50.00 shut off fee will be applied to their account, and disconnect notices will be mailed as in the past.

Ms. Libby Stidam made a motion to allow customers the option to be placed on a maximum three-month payment plan if requested, and providing the past due balance is a minimum of \$200.00

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

As with other payment plans customers will be required to pay their regular water bill as well as their payment plan installment on time or the payment plan will be rescinded and payment is due in full before water service is restored.

C. Regular Meeting Schedule

The board agreed that effective immediately the board will go back to having regularly scheduled meeting on the second and fourth Monday of each month. The next meeting will be held on July 27, 2020 and Mr. Albert, Mr. Reese, Mr. Coy, and Mr. James will be required to attend. Mr. Albert will be requested to bring the new log books and any copies/drafts of any policies for hydrant flushing and valve exercising.

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 7:16 p.m.

Next Meeting Date: **Monday, August 27, 2020 at 6:00 p.m.**

Jeff Weidner, Fiscal Officer

BPA Chairperson Pat Cochenour

Date Accepted _____

VILLAGE OF RUSSELLS POINT MONTHLY - WATER LOSS REPORT

SERVICE PERIOD:

MONTH JUNE YEAR 2020

BILLED INCOME: 57,953.79

HIGH SERVICE:

5,094,000

- Water Plant meter: 45,900
- Chlorine system meter: 214,400
- Municipal Building meter: 1,400
- Iron Filter Backwash: 180,700
- GAC Filter Backwash: 0
- Hydrant loss - Flushing: 150,000
- Hydrant loss - Tower Maint: 0
- Est. Leak loss: Ⓐ 120,000 Ⓒ 15,000
 Ⓑ 72,000 Ⓓ 10,000
- Fire Department: 3,000
- Concession Stand meter: 0

BILLABLE WATER: 4,279,600

BILLED WATER USAGE: 3,419,400

PERCENT LOSS: 20.1%

Formula =
billable water - billed water usage = gallons lost
gallons lost / billable water x 100 = % loss

NOTES: Ⓐ standard loss Ⓑ LEAK AT 708 + Mansfield Ⓒ LEAK AT V.P. SERVICE
Ⓓ 243 PARK
243 PARK - Fixed

Generator

Jeff Weidner

From: Nathan Sawyer <nsawyer@sidneyelectric.com>
Sent: Wednesday, July 22, 2020 8:07 AM
To: Jeff Weidner
Subject: RE: Generator installation

Jeff,
I have DPL on the schedule for Tuesday July 28th around 9 am to disconnect. I will have my crew there first thing to get prepped.
Thank you.

From: Jeff Weidner <fiscalofficer@russellspoint-oh.gov>
Sent: Tuesday, July 14, 2020 4:00 PM
To: Nathan Sawyer <nsawyer@sidneyelectric.com>
Subject: RE: Generator installation

Good afternoon Nate

I was wondering if I could get an update as to the progress of the electrical hookup of our new generator. One of our guys told me that there was some type of an issue regarding the shut down of power by DP&L in order to get the generator hooked up, but that was a few weeks ago.

Can you let me know what is going on with the completion/hookup and if there is something that we need to do?

Jeff Weidner

Fiscal Officer

Village of Russells Point

Phone: 937-843-2245 ext. 6

Fax: 937-843-9956

This message and any response to it may constitute a public record and thus may be publicly available to anyone who requests it. This electronic message and its attachments contain confidential information intended for the above recipient. If the reader of this message is not the intended recipient, you are hereby notified that your use or distribution of such information, by copying or otherwise, is strictly prohibited. If you have received this message in error, please notify my office immediately by electronic mail and delete any information contained in the electronic mail message from your system.

From: Nathan Sawyer <nsawyer@sidneyelectric.com>
Sent: Monday, May 4, 2020 8:45 AM
To: Jeff Weidner <fiscalofficer@russellspoint-oh.gov>
Subject: RE: Generator installation

Good Morning Jeff,

Thank you for the update. I apologize for the delay as we are running limited staff. I would like to get a crew started on the excavation and prep for the pad. I think it would be best to get the pad ready and set the generator first, then we can have Vogel get the gas line to the unit so we don't have any issues when it comes to the location of the gas line. I will get an OUPS ticket put in for the area to have all the underground utilities located this week. I will make contact with the excavation company to see when they are able to get us on the books.

Nate Sawyer

Asst. Service Manager

SIDNEY
ELECTRIC
Electrical Contractors