

PLEASANT HILL BOARD OF PUBLIC AFFAIRS MEETING
AUGUST 28, 2007
MINUTES

The Village of Pleasant Hill Board of Public Affairs met in regular session on August 28, 2007. Jamie Clark called the meeting to order at 7:30 p.m. Stanley Fessler had notified the Board that he would arrive late. Roll Call: Stan Fessler – arrived at 8:30 p.m.; Kory Krofft – present; Jamie Clark – present. Others present: Service Superintendent Jeff Derksen; Clerk Debbie Cress.

Kory made a motion to approve the July 31, 2007 regular meeting minutes as submitted, seconded by Jamie. Roll Call: Kory – yes; Jamie – yes. Motion carried.

Citizens Concerns: No citizens present.

Jeff and Debbie brought to the Board's attention that Ray Kimmel wants to purchase another water meter to service his property at 310 N Main St, which is currently a double serviced by one meter. Mr. Kimmel informed Debbie that he expects one unit to be vacant for a period of time for remodeling, and he wants to avoid paying a minimum bill on that unit. The Board noted that while it is preferred that each unit have a separate curb shut-off, current policy allows multiple meters to be installed on the same service line; Jeff agreed to get back with Mr. Kimmel about purchasing the meter and to make sure that he understands that if the Village needs to turn off the water for one unit, and cannot gain access to the meters, the water for both units will be turned off at the curb. The Board requested that Debbie inform the Mayor when the unit becomes vacant so that he can begin the tracking process for doubles becoming single family zoning if vacant for a year.

Department Reports:

Debbie reported that she had completed the review on the multiple units at one address project, and had not identified any additional areas of BPA concern. She informed the Board that Susan Keller had sent Mayor Gary Johnston a letter stating that her property is a single

family residence. The letter will be used to change the Village zoning records. Debbie further reported that Brad Helman had not submitted a request to have his zoning changed to single family, so he will be charged for two units effective with the current billing period.

Debbie reported that despite her collection efforts there are three accounts with past due final billings. She asked that the Board review letters that she proposes sending to the account holders, and to the new owners. It was agreed that these letters would be sent.

Debbie reported that the letter for Duwayne Owings would be included with the current billing.

Jeff provided each board member a copy of Fanning/Howey's time line for the sewer plant upgrade.

Jeff reported that Bob Chaney's water system checks are up to date and continue to proceed smoothly. Jeff noted that the ultraviolet treatment stops at the end of October, and the bulbs will be changed over the winter.

Jeff reported that he obtained the handbook for the CDL test and has begun studying.

Jeff reported that he is continuing to work on the inventory project, and has completed two more sheets. During September, after finishing his cemetery foundation orders, he expects that he and Tim will complete this project. Jamie requested that Jeff also photograph items.

Jeff reported that he has not worked on the protection for belts and drive system project; the Board requested that he give this project some attention because it will soon be winter.

Jeff reported that he talked to the Kinneys about the lawn hydrant situation, but needs to write an official letter.

Jeff reported that he is working on the Sensus equipment alternative investigation and expects to update the Board at the next meeting. He has spoken to various sales reps and CMI, and has been advised to stick with what you have because of compatibility issues. He had not contacted surrounding communities. Jamie requested that Jeff include in his report the product release dates for the alternatives presented.

Jeff reported that he and Tony are working on the implementation status of the insurance company's recommendations. He reported that the flotation devices have been mounted at the sewer plant, no trespassing signs have been posted, and they have started securing the gates to the various facilities unless they're working there. He noted that no action about fencing of the well house has been taken. Jeff reported that the insurance company is also requiring a resolution about some personnel policy requirements for securing vehicles, equipment, not leaving things unattended, citizen complaint forms, and vehicle logs of inspections, etc. Jamie requested that the BPA see an outline of this resolution.

Jeff reported that he has contacted Barry McMillen of the Board of Health to schedule a meeting with him about the backflow prevention device project, and is waiting for Mr. McMillen to get back to him.

Jeff presented two more proposals for removal of the sludge drying beds, and expects at least one more.

Jeff brought to the Board's attention his concern about the condition of the 1 ½" galvanized water line on the north end of the Village's service area on SR48. The Board discussed this situation, and sending a letter to the eight effected homeowners. Kory requested that based on the discussion that Debbie draft a letter for Board review. The Board noted their intent to discuss this situation with Village Council. The Board discussed water and sewer service in the north service area in general.

Old Business:

Jeff reported that he had not attended a Fire Department meeting, but he will attend the one on Monday night.

Tabled items:

Second Reading by Title of Ordinance 1019 – Commercial Water Usage was tabled.
Third Reading by Title of Ordinance 1023 – Partial Billing for Residents Who Are Permanently or Temporarily Leaving was tabled.

New Business: None

Kory made a motion to pay the bills. Jamie seconded. Roll call: Kory – yes; Jamie – yes.
Motion carried.

Stan arrived at 8:30 p.m.

Jeff reported that Joel Via’s dad, Dave, had passed away; the BPA members asked to sign the card extending their sympathy to the family.

Stan made a motion to adjourn, seconded by Jamie. Roll call: Stan – yes; Jamie – yes; Kory – yes. Meeting adjourned at 8:35 p.m.

President: Stanley Fessler

Clerk: Debbie Cress