

PLEASANT HILL BOARD OF PUBLIC AFFAIRS MEETING
OCTOBER 30, 2007
MINUTES

The Village of Pleasant Hill Board of Public Affairs met in regular session on October 30, 2007. Stanley Fessler called the meeting to order at 7:30 p.m. Roll Call: Stan Fessler – present; Kory Krofft – present; Jamie Clark – arrived at 7:35 p.m. Others present: Todd Bridge, E J Prescott Marketing Representative; Assistant to the Service Superintendent Tim Byrd; Fiscal Officer Tony Fessler; Clerk Debbie Cress. Service Superintendent Jeff Derksen arrived near the end of the meeting (as noted in the minutes).

Kory made a motion to approve the September 25, 2007 regular meeting minutes as presented, seconded by Stan. Roll Call: Kory – yes; Stan – yes. Motion carried.

Citizens Concerns: No citizens present.

Todd Bridge presented information and answered questions about the Sensus handheld meter reading devices model 5001 and model 5002 and Flexnet radio read systems. Mr. Bridge stated that the equipment comes with a 10 year full warranty and between 10 and 20 years the warranty is prorated; a copy of the warranty information was provided. He further explained that if the equipment fails during the first ten years, the replacement has the full twenty year warranty period (10 full and 10 more prorated). Mr. Bridge responded to installation questions. Mr. Bridge stated that the existing inventory of meters, buttons, etc. is compatible with the 5001 and 5002 models. Cost of the model 5001, including charging stand, and 4090 autogun was quoted at \$6,137; model 5002, including charging stand, 4090 autogun, and autoread software upgrade is \$10,350. The Board expressed that their immediate concern is that the current handheld reader is no longer supported by the manufacturer; Mr. Bridge assured the Board that in case of failure of the current equipment, a loaner could be obtained in a timely manner. The Board agreed to defer action until they have more information on their projected expenses for the W SR718, E SR718, and SR48 projects.

Department Reports:

Debbie requested billing instructions on the Ray Kimmel meter installation situation: this is the property that the Board agreed to allow a second meter to be installed on one tap-in. Paperwork indicates that the new meter was installed on September 10, but the service to the old meter was not approved and the water was not turned off. Jeff notified Debbie that the installation was approved and the water was shut off on October 23. Mr. Kimmel indicated that this is a vacant unit. The Board instructed Debbie to bill Mr. Kimmel for at least the minimum if usage through the old meter exceeds 500 gallons, because he's had and used service; if usage is less than 500 gallons, not to bill.

Debbie reported that there remains only one delinquent billing of concern: the Hixon property bill exceeds \$500 and probably will not be collected until the property is sold.

The Board reviewed the letter that had been sent to the Kinney's on October 1, and noted that there had been no response. The Board instructed Tim that a follow-up letter be sent with a requested response date of November 15.

Tim provided the Superintendent's report: (Bold type is from Tim/Jeff's written report)

Bob Chaney's water system checks: **Bob comes in once a month to do his reports. We talk to him a couple of times on the phone with any questions. Don't believe we are in violation so everything must be going fine**

Date for CDL testing: **Don't know if Jeff has set date.**

Status of January 1 inventory list: **We have finished our end to the best of our knowledge we just need the list of items in Tony & Debbie's office to complete.**

Protection for belts and drive system: **We would like to talk to our engineers about some different ideas since the EPA would also like to see covers over the shaft and paddles also. It might be better to design them both at the same time.** Design and options were discussed. Stan stated that he does not recall this being an EPA concern and requested that Tim have Jeff provide him a copy of the EPA comments.

Kinney's lawn hydrants: **We have mailed them the letter that we had discussed in the last meeting, but have not heard back from them.**

Sensus equipment alternative investigation: **We did receive an Email from another company that says their system is compatible. United Systems presented a quote that we can compare to Badger and Sensus.** The Board requested that this quote be email forwarded to them.

Backflow prevention project: **Barry McMillen has been too busy to break free to work on this project, hopefully as the weather breaks we can get together to work on it.**

Sludge drying beds removal project: **The sludge drying beds have been removed and are ready for dirt. We will take our extra dirt from any grave that we dig and from the 718 project.**

Jamie asked for a report on whether there had been a drop in the infiltration.

Follow-up on OhioEPA inspection – meeting phosphorus requirements, log book, painting at sewer plant, outside lab validation, standby power and an adequate alarm system: **Jeff needs to write a follow up letter to the EPA mailed by Nov. 9 with any ideas estimated time on when we are plan to resolve any or all of the problems.**

- 1) **Jeff wasn't aware as this being a problem, if he had it would have been brought to you sooner. Since we have been in violation since 1990 we should ask for an extension until we redo our plant, and at that time we should put one in that is adequate for our new plant. The Board speculated that this comment relates to standby power. At that time we also can run natural gas, phone line and village water to the sewer plant. We can add them to the cost of the new plant; this would be a great addition. Especially the potable water since we don't have any sanitary way to wash up out there.**
- 2) **Total Phosphorus reduction is explained in this section.**
- 3) **A copy of his certification is now displayed in the lab.**
- 4) **The sign is made but not installed because we didn't include a contact number; this wasn't expressed on the day of inspection or by the Email Joe sent us. So we need to add it and then hang it up by Jan. 1 when our new permit goes into effect.**
- 5) **Sludge solids in discharge is caused by the clarifier not working right, it needs a new weir and outer ring, and the scraper paddle has never did a good job since it was build according to past operators. Fixing the problem we need to determine if we are going to raise the water level first. Before we spend any money then have to redo it when we build the new plant. Stan reported that Jeff is going to mow a better path and will check the discharge area to the river monthly and keep it cleaned out.**
- 6) **A log book has been purchased and implemented.**
- 7) **A thermometer was purchased and 4 degrees Celsius is maintained.**
- 8) **QA/QC Program has not been implemented. This is where we need to test Belmont Labs with blanks and peaks to make sure they are doing their job correctly and honest. Tim stated that it is his and Jeff's opinion that if the EPA does not trust Belmont Labs, then the EPA should be sending and paying for the bogus samples, so they might not send them. Stan and Jamie expressed that the EPA's request does not appear to be unreasonable, so we should comply. Kory commented that Belmont Labs is supposed to be a certified lab. Stan commented that we owe them an answer and we'll have to see what Jeff puts in, and the EPA's response to that.**
- 9) **On our end all we have done is made a log book on all manholes, we have documented the condition of each. Whether they have had the holes plug off in the lids, and what type of flow in the dry season.**
- 10) **Jeff has discussed this issue with Joe, and since the UV Light pit is dug into the limestone and the pump was put there for ground water we can leave it. But would like to see us try to seal it with some type off basement sealer.**
- 11) **We have painted the safety rails, but the buildings still need painted and new roofs on then next year. We also need to repair the cat walks one being wood and the other being concrete. We have called around for quotes on concrete but only received one back. It may be getting too late in the season to worry about it right now.**

Internet access for on-line report submission: **On our end we haven't researched any internet providers, and haven't received any more info from the EPA on time line of when it is going to go into effect.**

Water tower inspection by Gateway Tank: **The water tower inspection went well; there were no major problems with the tank. We found a few chips near bolts and Larry sealed them, also a rusty catwalk chain Larry will replace them next time he is in the area. He did recommend wrapping the stand pipe with insulation so it doesn't sweat in the summer and freeze in the winter. This something that they can do if we are interested in looking into this option. The Board requested a quote for the stand pipe insulation.**

Hour meters for pumps at Ash Knoll lift station: **Going to talk to Sidney Elec. About them when they are in to look at our Well controls.**

Tim and the Board discussed installation of a soft start on pump 4, to prevent the pump coming on full bore immediately, which spikes pressure on the line and causes mains to break. Kory described the wiring of the pressure switches and the twist switches, and proposed changes, including rotation of well usage. Kory proposed that the Board purchase the materials, and he would contribute the installation and program documentation. Tony suggested that this project be considered in January and put out for quotes at that time. The Board instructed Tim to get a quote for the soft start on pump 4. Tim was also instructed to obtain the manuals for the circuitry on the other soft starts.

Not on the agenda:

- 1) **We had J Crane in to replace the East Ditch shaft. The shaft was worn down were the bearing sets. We need to send the shaft off to get it reconditioned to factory specs. Or look into new one.**
- 2) **We are going to be ordering UV Bulbs in as spares, just to let you guys know.**

3) We are also having Sidney Elec. Look at our Well controls, we would like to get a soft start for Well #4 and a round robin type of control so if one of the wells doesn't kick on the next run cycle a different one will run and maybe we won't get behind on our water and have a low level or continue to pump only chorine into the system. Plus using all three wells there want be very much down time on the wells, won't be pulling hard off of one well continues, and should be able to keep a more constant chorine residual.

Old Business:

Jeff has not attended a Fire Department meeting.

Miller Bros Quote for replacing the galvanized water line on the north end of the Village's service area on SR48: \$37,825 including two fire hydrants. Stan reported that he had sent questions on the options to Paul Wagner, but has not received a reply. Tim expressed that Miller Brothers' quote includes the tying in, pressure checking, making sure it is clean, and everything hooked up.

Debbie reported that the Mayor had requested she tell the BPA that there is no update on the John Hammond property; it's his understanding that Miami County has it.

Ordinances:

Second Reading by Title – Ordinance 1019 – Commercial Water Usage: tabled

Third Reading by Title – Ordinance 1023 – Partial Billing for Residents Who Are Permanently or Temporarily Leaving: tabled

New Business:

Record retention: The Board had questions and comments about the required training and the appointment of designees and other issues. Tony commented that he will be better able to answer the questions after he attends the November 28 training.

Kory noted that on Monday night, November 5, at the fire station there will be a presentation for the NIMS (National Incident Management System) requirements and it is requested that all elected officials be tested and pass the NIMS test.

Tim brought up problems about meter reading and dogs, and that letters had been sent noting reading dates and requesting that owners keep their dogs in. Tim requested guidance on how to deal with this issue. It was suggested that these residences would be ideal candidates for radio reads, with the property owner billed for the upgraded meter. Other options were discussed, e.g. requiring appointments, etc. Concern for the meter reader's safety was expressed. The Board requested a list of these residences and the number of the times it took to read the meter, so they can determine the extent of the problem.

New Business:

The Board noted that they have received copies of the personnel policy proposed by the insurance company, and Tony requested that they submit any questions or proposed changes.

Tony reported that during the recently attended Fiscal Officer training a subject came up related to sourcing of repairs, specific examples related to Pleasant Hill are: vehicle repairs by Trost or Baker-the cost needs to be reasonable (knowing what it would cost elsewhere), and it is not feasible to go elsewhere, and Rick Baker cannot discuss or vote on sourcing/payment. Another example involves labor (service calls), e.g. those on computer equipment, requires quotes.

Jeff arrived. The Board updated Jeff on items discussed.

Kory made a motion to purchase an installed soft start system not to exceed \$4,000. Stan seconded.

Roll call: Kory – yes; Stan – yes; Jamie – yes. Motion carried.

Kory updated Jeff that the Board consensus is to continue to discuss getting the controls to get the round robin, it's a good idea, but want to see what it's going to take. They requested that Jeff get a quote for the sequencing for the next meeting.

Tony suggested that Jeff needs to attend the record retention training because he keeps water and sewer and cemetery records, or else someone needs to instruct him on what is a record and the required retention.

Request for keys: **Email on request for keys. Mayor said all request for keys must go through council do to the new open meeting laws.** Tony reported that the Mayor says that the Village Council room is open every Monday through Friday from 7:30 a.m. to 4:30 p.m., and if anyone needs a key in the evening, they must be holding a meeting, therefore they need to arrange through the Village office for proper advertising and be given a key for access.

Discussed more timely methods of communicating to the public items that were discussed or taken action on at meetings.

Stan suggested that the BPA look into preventative maintenance by scheduling cleanout of the Ash Knoll lift station; he had received a quote from Mike's Sanitation of \$300/hour plus \$.09/gallon. Jeff to follow up, possibly do once, and determine/define need and frequency.

Jamie explained his suggestion that the next reading dates be added to the utility invoices. It was noted that this information is on the Village web site. Debbie was instructed that if she needs something to put on the comments line, she should put the web site address.

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

Tony mentioned that the large number of e-mails, and their retention, is becoming a problem; he and Debbie are at the point of proposing that e-mail be discontinued. He expects to make a recommendation after the November 28 training.

Jamie made a motion to adjourn, seconded by Kory. Roll call: Jamie – yes; Kory – yes; Stan – yes. Meeting adjourned at 10:30 p.m.

President: Stanley Fessler

Clerk: Debbie Cress