

**BOARD OF PUBLIC AFFAIRS
MEETING**

**Tuesday, February 6, 2007
9:00 A.M.**

The Lodi Board of Public Affairs met on the above date for a Regular Meeting with the following Board Members present: Anderson, Goodrow and Geissman.

Also in attendance were Village Solicitor Ted Lesiak, Clerk/Treasurer Annette Geissman, and Utility Superintendent Don Eaken.

A motion was made by Geissman and seconded by Anderson to approve the minutes of the January 2, 2007, Regular Board Meeting and the January 16, 2007, Regular Board Meeting. Upon roll call: Aye Geissman, Anderson, and Goodrow. Nay - None.

NEW BUSINESS

Harris Rd. Warehouse Repairs Utility Superintendent Don Eaken presented a quote to the Board to remove and replace the steel roof at the electric warehouse on Harris Road and also to remove and replace the steel siding on the building. It was determined that the project estimates will exceed the \$25,000 bidding requirement amount. This project will need to be bid out. Don Eaken will prepare bid specifications.

Railroad St. Electric Shop Gutters Don Eaken provided a quote to the Board to remove the current gutters and install new gutters at the Railroad St. electric building. After some discussion, a motion was made by Anderson and seconded by Geissman to authorize the Clerk to advertise for bids to remove and replace the roof and siding at the Harris Road Electric Warehouse and to remove and replace the gutters at the Railroad St. electric building. Upon roll call: Aye Anderson, Geissman, and Goodrow. Nay None.

2007 Diesel Peaking Power Schedule Information has been received from Amp-Ohio regarding the 2007 Diesel Peaking Power Schedule. Necessary legislation will be prepared by Village Solicitor Ted Lesiak and will be reviewed at the next meeting.

Long Term Power Purchases Information has been received from Amp-Ohio regarding long term power purchases. Necessary legislation will be prepared by Village Solicitor Ted Lesiak and will be reviewed at the next meeting.

Amp-Ohio Base Load Project & Hydro Electric Project A motion was made by Geissman and seconded by Anderson not to participate in the Amp-Ohio Base Load Project and the Amp-Ohio Hydro Electric Project. It was determined that the proposed projects would not be financially beneficial to the Village of Lodi. Upon roll call: Aye Geissman, Anderson, and Goodrow. Nay None.

Westfield Township Water Plant Meeting Board Member Geissman reported that he attended a meeting in Westfield Township regarding the newly proposed water treatment facility the county is planning to build on Garman Road. County Commissioner Steve Hambly and County Sanitary Engineer Jim Troike gave a presentation to area residents and answered questions regarding the project.

Water Contingency Plan An updated draft of the contingency plan was reviewed by the Board. This plan needs to be updated annually and a copy needs to be kept at the Water Plant, Superintendent's Office, Clerk/Treasurer's Office, and a copy needs to be sent to the Ohio EPA. Each employee referenced in the plan needs to be trained in the processes involved. The Board discussed the draft and suggested corrections which will be reviewed with Water Foreman Matt Berry. An amended draft will be reviewed at the next meeting.

Water Treatment Salt Bids A motion was made by Geissman and seconded by Anderson to accept the bid of North American Salt Company for water treatment salt. The bid of North American Salt Company was \$77.54 per ton and the bid of Morton Salt was \$81.51 per ton. Upon roll call: Aye Geissman, Anderson, and Goodrow. Nay none.

Water/Sewer Fund Transfer The possibility was discussed of transferring 10% of the annual water revenue into the sewer fund in the future. This is permissible according to Ohio Revised Code section 743.05.

Water Meter Placement for Love s Travel A water meter has not yet been installed at the Love s Travel location. Love s Travel has ordered a meter but it has not been received yet. It was determined that water usage will be calculated based upon the usage by Pilot. The two facilities are very similar in size and purpose. Once the meter is installed the usage will be reviewed and adjustments will be made if necessary. Utility Superintendent Don Eaken will contact Love s Travel to inform them that the meter needs to be installed immediately. It was determined that in the future no water service will be provided to a customer until a meter is installed.

Resolution to sell surplus equipment via eBay Board Member Geissman reported that Medina County uses govbids.com to sell their surplus equipment. The possibility of using an outside service to handle the e-Bay auctions was discussed. More information will be gathered.

Emergency Response Plan for all Departments The Board determined that all utility departments need to complete an Emergency Response Plan. The plan should also include a list of the ten most probable emergencies per department. Templates may be available online at the FEMA website. The first draft of the plan for each department will be due at the March 6, 2007, Board Meeting. The final draft for each department will be due by April 15, 2007.

NIMS Training This training is mandatory for all utility employees. The training may be done online or it may be possible for a representative from Medina Co. Emergency Management to facilitate the training. All training must be accomplished by April 15, 2007.

OLD BUSINESS

New Electric Rate Structure The newly passed electric rates went into effect for the January billing. Board Member Goodrow requested that a month s notice be given to all customers requiring a meter change because of the new rates. This notice needs to be documented in writing.

Electric Bond Study Power Systems Design will complete the Electric Bond Study necessary for the AMP-Ohio bond/note purchase for debt service. The study will be completed at a cost of \$1,000.

Meter Issues Caused by New Rates Commercial demand meters need to be installed for all commercial accounts. Demand meters no longer needed for residential purposes will be pulled and replaced with non demand meters. The demand meters will then be used for the commercial accounts. Utility Superintendent Don Eaken reported that he hopes to have this accomplished before the next meter reading date. Industrial meter programming changes also need to be made. The changes should be made within the next couple of weeks. All customers requiring the above changes will be notified in writing.

Schultz Sub Station Time & Materials Quote Utility Superintendent Don Eaken will calculate a time and materials estimate for our Electric Department employees to put a gravel bed around the Schultz Sub Station.

Time Warner Pole Rental Contract The current contract rate charged to Time Warner for pole rental is \$4.00 per pole. The Village is also provided one cable television hookup per village building. Village Solicitor Ted Lesiak will write a letter to Time Warner and ask if the cable hookup may be traded for a high speed internet connection per building.

Pilot Oil/Water Separator Tap Utility Superintendent Don Eaken has not seen a response to the letter he sent Pilot several weeks ago. Village Engineer Gary Daugherty is researching oil/water separator usage to determine the tap fee. Don Eaken will contact Gary to ask for the information.

Sludge Hauling Contract A motion was made by Geissman and seconded by Anderson to authorize the Clerk to advertise for sludge hauling, using the bid specifications from the last time this contract was bid. Upon roll call: Aye Geissman, Goodrow, and Anderson. Nay – None.

Status of O & M Manual for Waste Water Treatment Plant Utility Superintendent Don Eaken will contact Village Engineer Gary Daugherty to find out the status of the O & M Manual and a projected completion date.

8 Water Line at Universal Forest Products Utility Superintendent Don Eaken asked whether or not the Board desired to have Engineering Associates begin the engineering plans for the movement of the water line for the ODOT project on State Route 83. The Board instructed Don to contact ODOT to see if they are going to pay for the engineering costs. The Board will review the situation further once an answer is given.

Emergency Connection to Medina County Water Supply No information has been received from the county yet. The Board instructed Utility Superintendent Don Eaken to notify the property owner of the project and what will occur on his property.

Water Treatment Plant Filter Specifications It has been determined that the filters may be upgraded and do not need to be fully replaced at this time. This will require fewer materials than originally anticipated. Don Eaken will get specifications for materials needed. The project will still be bid out as originally planned.

FEMA Grant for Water Plant Fencing Utility Superintendent Don Eaken contacted Buck Adams from the Medina County Emergency Management Office. Don was told that no money is available for this year and as soon as money becomes available he will be called.

Water Consumer Confidence Report A draft of this report is due to the Board by April 3, 2007.

Job Descriptions and Performance Appraisals Utility Superintendent Don Eaken will work on creating job descriptions for each department. Performance Appraisals need to be done annually to comply with an Ordinance already passed by Council.

The next regularly scheduled Board Meeting will be held Tuesday, February 20, 2007, at 9:00 A.M.

There being no further business to come before the Board, a motion was made by Geissman and seconded by Anderson to adjourn the meeting. Upon roll call: Aye Geissman, Anderson, and Goodrow. Nay - None.

Daniel Goodrow
Board President

Annette Geissman
Clerk/Treasurer