



Utilities Commission
Commission Meeting

Minutes

February 2, 2022
8:30 AM

CALL TO ORDER

Attendee Name	Title	Status	Arrived
Brian Ball	City Engineer	Absent	
Richard Dzik	Safety Service Director	Present	
Keith Burley	Alternate Member	Absent	
Kenneth Griffith		Present	
Rachel Curtis		Present	

Others in attendance: Kristen Goldner, Recording Secretary; Emily McKinley; Gary Koester; Keith Burley, Alternate Member.

MINUTES APPROVAL

- Utilities Commission - Commission Meeting - Jan 5, 2022 8:30 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Rachel Curtis
SECONDER:	Kenneth Griffith
AYES:	Dzik, Griffith, Curtis
ABSENT:	Ball, Burley

ADJUSTMENT JOURNAL

- January Adjustment Journal
- Motion to Accept the January Adjustment Journal

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Rachel Curtis
SECONDER:	Kenneth Griffith
AYES:	Dzik, Griffith, Curtis
ABSENT:	Ball, Burley

NEW BUSINESS

Cooper Progress Park Water Distribution

Mr. Griffith said with the original walk-through, they identified six or seven items at Cooper Park. We've got the meters at 3-bay, those have been installed. The valving that we were going to put in at Gate 3 so we could isolate the line to that other plant building that they couldn't get the water shut off; it turned out the backflow preventer out there, that valving, shut all of that down. We did not install that valve, we just shut the backflow down. That previously came through the meter off of Burgess Street, through the backflow, and then into the compound. So there isn't a meter at Burgess Street and for now, that's shut down. We will discuss the backflow prevention later but for now that's all taken care of.

Mr. Griffith said there is still some storm line work and valving at Gate 6, we don't have that completed.

Mr. Burley said no, that is a big project.

Mr. Griffith said yes, that is going to take a lot of coordination with the gas company, there's a lot of stuff in the way. As soon as we do get the valving there, if we open that up, we need to really have that discussion with the backflow prevention because if that valve is open, that's all free-flowing main and the two backflow preventers that are currently in place, at that point, wouldn't serve any purpose.

Mr. Burley said part of the other topic is just how we handle the system from a billing standpoint. There are other systems like it. Hilltop is an example where they have kind of a main connection in the street and then they meter into it individually. So it's a private system but the challenge gets to be in billing and metering. There's a six inch meter or there are meters at different places that feed multiple buildings if you look at the maps, the zones. The proposal or request is to meter individual buildings and then use those meters as check meters. So, like we had at Hilltop, if there's a leak between that check meter and the individual metered buildings then, in this case, the Cooper Progress Park Owner's Association would be responsible for the charges but also repairing the leak.

Mr. Burley said he talked to Kristi and Brian. Brian felt that if we were to master meter and have the Property Owner's Association billed individually then that would make them a private utility and subject to EPA operators and some of those things.

Mr. Dzik said as he thinks about this more, part of him believes that the reason places like Westgate are a private system is that not only do they pay us but they add a fee on the bills to their residents so when we talk about something like Hilltop, it's simply that they take the bill and divide the actual bill out to who owes the money. Now, this is a much larger set of piping and everything else than Hilltop. Mr. Dzik said he thinks he needs an opinion from Rob about whether it becomes a private utility or not.

Mr. Burley said according to Brian, these similar discussions occurred when the Seventh Day Adventist campus got subdivided and that there's an agreement in place that addresses how that operates and how we work with the city. Brian didn't have any specific details but Mr. Burley thinks it's probably worth getting the topic started.

Mr. Dzik said worst case scenario is we meter every building and master meter and this is what happened with an apartment complex. So we had an apartment complex about a year ago that was not addressing a leak and so we put a master meter in mainly because we wanted to see where the loss was and charge them for the loss. That's very likely here; we would still need a master meter because if there's a leak in the system we would still need to be able to charge Cooper Park but then each building owner can pay for their own usage. Mr. Dzik said he would talk to Rob about this.

Mr. Burley said we really need to confer with the billing office as well and figure out if software upgrades help or if there are other ways to facilitate that so it's not cumbersome.

Mr. Dzik asked Kenny what he is hearing about meters and when we are going to get some.

Mr. Griffith said we did get the delivery of two hundred something we've been waiting on for eight months. We can get the 5/8", we can get the 1" but we are still waiting on 2" meters.

Mr. Dzik asked who we go through for meters.

Mr. Griffith said Core & Main. The delay is due to the chips.

Mr. Dzik said at this point, he will need to get with Rob for how to do the metering and if they would be a private utility.

Mr. Burley said if it does become a private utility, that's where the charges that Westgate puts on come from. They have to pay for an operator, testing, and all those kinds of things.

Mr. Dzik said we don't want to create another private utility, we are trying to get rid of private utilities.

- Cooper Progress Park Water System Development
- Cooper Progress Park Map/Legend

Water Treatment Plant Enhanced Structural Inspection of Solids Contact Clarifiers

Mr. Griffith said we are still moving forward on this, Brian sent him some paperwork from Hazen & Sawyer the other day. It's kind of a continuation of our gear-reducer project. We need to get those cleaned, we need to get them re-coated so we can get everything shimmed the way it needs to be to operate. The project with Hazen & Sawyer is going to include the clarifier upgrades along with our slaker and silo upgrades. We're waiting on some quotes to come back. Hopefully, the beginning of spring, we can get moving on it

OLD BUSINESS

Mr. Dzik wanted to mention that we have a slight pause on the digester project. He didn't mention it last meeting because he hadn't talked to Kenny yet. We expect our next Utility Director to start in about three to four weeks. We've made a selection, city council is considering an increased compensation for this person. Part of the reason for that is they'll bring to the city a Water III/Wastewater IV certification along with a professional engineering license and a long history of both managing public utilities and doing contract/consulting engineering work for public utilities. We hope to have that wrapped up in a couple of weeks and have that person in here and they and Brian will really touch base on the next steps for the treatment plant and the digester.

Mr. Griffith said the big thing is the phosphorous removal, that is what we are up against. The milestone for that was to have the PTI in place in March. The EPA is aware of it, they understand we are not going to hit that milestone. At this point, it would be easier for us to not hit that milestone and that won't affect the funding. If we tried to file for an extension or take some other alternatives that would affect the funding.

OTHER***Billing Office Software Upgrade***

Mr. Dzik wanted to mention that the entire staff at the billing office have been tirelessly working on our billing system upgrade. We expect them to transition internally on Monday to the new Authority system. That won't affect anything for the public. February 22nd is the planned date for the new public portal. We will be working on some press releases around that. The next bill that comes out we are going to try to put a notice in it reminding people. Mr. Dzik said he doesn't think it will be too complicated, the big issue will be that everybody will have to create a new account if they are paying online, in the new online system. There's a lot of new features there, you can get prior usage, you can pay by text, you can get notices or reminders, things like that. Also, you don't have to enter your credit card information every single time you need to make a payment.

Virtual Meetings

Mr. Dzik said the last thing he wanted to mention is there is currently a bill in the Senate right now allowing again for virtual public meetings. Just a little history on this, Ohio law does not allow public bodies like ours or councils or others to meet virtually though an exception was made in early 2020. That exception expired July of last year. The bill is

currently, because of the new increase in Covid cases, the bill is planning to extend it through May. The question for this committee is, is there any objection to creating a remote option for members for the next couple of meetings if that goes through?

Mr. Burley said none by him.

Mr. Koester said if this goes remote, the members don't speak into the speakers. If he dials in from home, he can hardly understand what they are saying. Even today, Mr. Griffith is soft-spoken so his suggestion if we go that way is to attend to those issues.

Mr. Dzik said absolutely. He doesn't think the barriers will be going back up and he thinks he can get the speaker up there a little better. Mr. Dzik said he wants Mr. Koester to know that he intends on being here in person for those meetings. Some of us will, some of us may not. If Mr. Koester prefers to attend, some of us will be here it's just that some of us may vote from home which is now allowable. Mr. Dzik said he will try to make sure the audio is loud, please just yell if you aren't hearing us. Mr. Dzik will make that option but with that being said, he will be here, Kristi will be here in chambers to meet for that. For the rest of our commission members and our council rep, we will provide a zoom link for you to join in if that works better for your schedules.

Mr. Dzik said there is a lot on the back burner as far as projects. He wants to let everyone know there are a lot of projects going on but we are also ramping up staffing especially in our utility department, engineering department, things like that.

- Adjourn Motion

Ms. Curtis made a motion to adjourn the meeting, Mr. Griffith, second and the meeting was adjourned at 8:47 AM.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Rachel Curtis
SECONDER:	Kenneth Griffith
AYES:	Dzik, Griffith, Curtis
ABSENT:	Ball, Burley

Rick Dzik, Chairman

Kristen Goldner, Recording Secretary

ADJUSTMENTS
JANUARY 2022

Account #	M-Adjust #	Amount	Name	Address	Leak Credit Y or N	Reason	Date of Credit
	M076497 thru M076498	\$ 7,494.25		Sale of Water and Wastewater Discharge	N	January 2021 Sale of Water and Wastewater Discharge	01/21/22
	M076376 thru M076397	\$ 4,440.00		Non-payment fees for January shut-offs	N	January 2022 Non-payment fees- 111 Shut-offs	01/11/21

Communication: January Adjustment Journal (Adjustment Journal)

Any Adjustment over \$500 goes to Water/Wastewater Commission

Cooper Progress Park Water System Development

The purpose of this document is to develop a plan for the water distribution system at Cooper Progress Park.

Cooper Progress Park Development Plans

The plan for Cooper Progress Park (CPP) is to sub-divide the former Siemens facility into individual parcels based on the footprint of each existing building. These buildings will be individually owned.

The property that is not buildings / parcels will be common areas managed by a Property Owners Association (POA). The POA will manage / maintain parking and roadways and control design standards. Because of the way the system is constructed the fire lines to each of the buildings will fall under the responsibility of the POA.

Due to the nature of the former operations extensive work will need to be done to provide each facility with its own metered utility services for electricity, natural gas and domestic water. This document will address the domestic water distribution requirements.

The primary focus of this document is the Main Campus - an area bounded on the north by Greenwood Ave / W Burgess St, N Sandusky Street to the east, W Chestnut St. to the south and the railroad tracks to the east (Slide 1) as it is expected that Plant 2 and associated buildings would be sold as a single parcel.

What We Know

There are at least two “systems” that feed the domestic supply for the main campus - the 6” N Sandusky St Meter (blue system) and a meter to the west side of the intersection of N Norton St & W Burgess St. (green system).

Each owner would be responsible to install a back flow preventer if their operations require it.

What We Don't Know

We are not positive where the domestic supply for R&D, Controls and the northern wing of Plant 5 (Pink buildings).

Blue System

The Blue system current provides domestic water to:

Building	Meter Installed	Account Status
Administration	Installed	Inactive
Garage	Installed	Inactive
Engineering	Installed	Inactive
Warehouse	Installed - NOV 2012	Inactive
Plant 1	Needs meter	Inactive
Plant 5	Needs meter	Inactive

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Building	Meter Installed	Account Status
3Bay	Installed-JAN 2022	Inactive
Maintenance	Needs meter	
R & D - maybe?	Meter	Active

Green System

The Green system provides domestic water to:

Building	Meter Installed	Account Status
Plant 4	Needs meter	
4Bay	Needs meter	

4Bay will likely require a meter pit to be installed similar to what was done for 3Bay.

Other - what we don't know

Building	Meter Installed
Controls	Don't know
North wing of Plant 5	Don't know

Plan

As discussed during the November 16, 2021 walk around at CPP, the City will handle the costs / manpower for the additional metering, line identification and repairs.

Priority

	Water line identification / mapping	Review existing map, drawings and existing GIS data and validate existing water, wastewater and stormwater infrastructure in the facility. Identify CPP vs. City infrastructure and determine if easements are needed for City owned / operated infrastructure.
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	W. Sugar Street / N Norton Intersection	There is a cluster of seven valves in the northwest corner of this intersection. It is not known what these valves control or their correct positioning as several of them are broken / inoperable. (See Attachment 1) There is also a question / concern if a back flow preventer is required as previously thought. As a part of this, there are several valves north gate that need excavated as a part of this process. The priority here as an extended construction project at this intersection will hinder access of a transportation artery as the parcels are sold.
	Review of Back Flow Preventer Requirements	Review back flow preventer (BFP) requirements for the facility as BFP annual testing requirements and large BFP have high maintenance costs.
	Separating domestic water service to each parcel	Separate service and metering will be required for each facility.

Billing

The Billing Office would bill each individual building / parcel and this usage would be compared to the Master Meter as a “leak check”. Any volumes above the individual metered accounts would be charged to the POA, indicating a system leak.

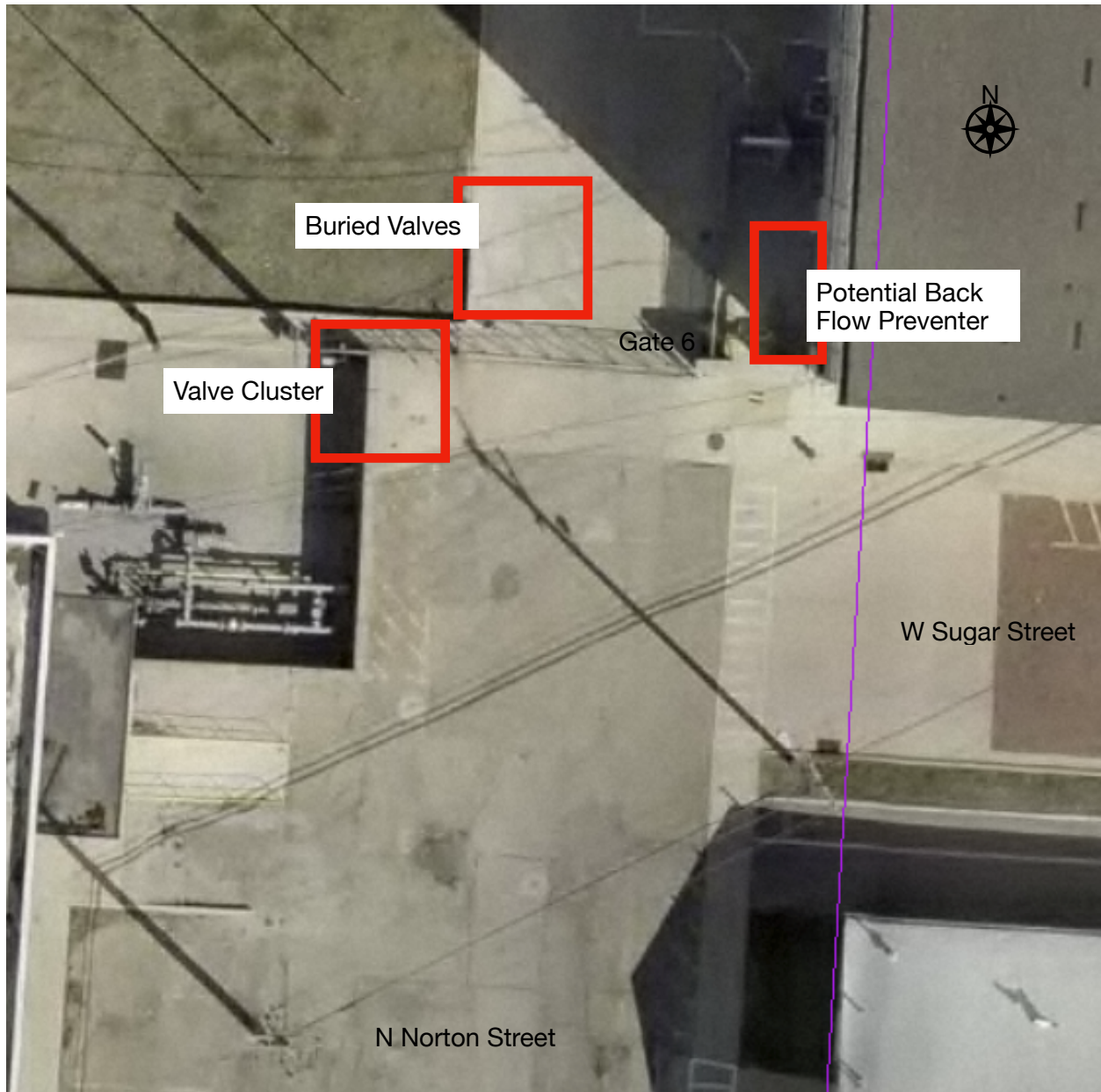
This would be a manual reconciliation process by the Billing Office each month.

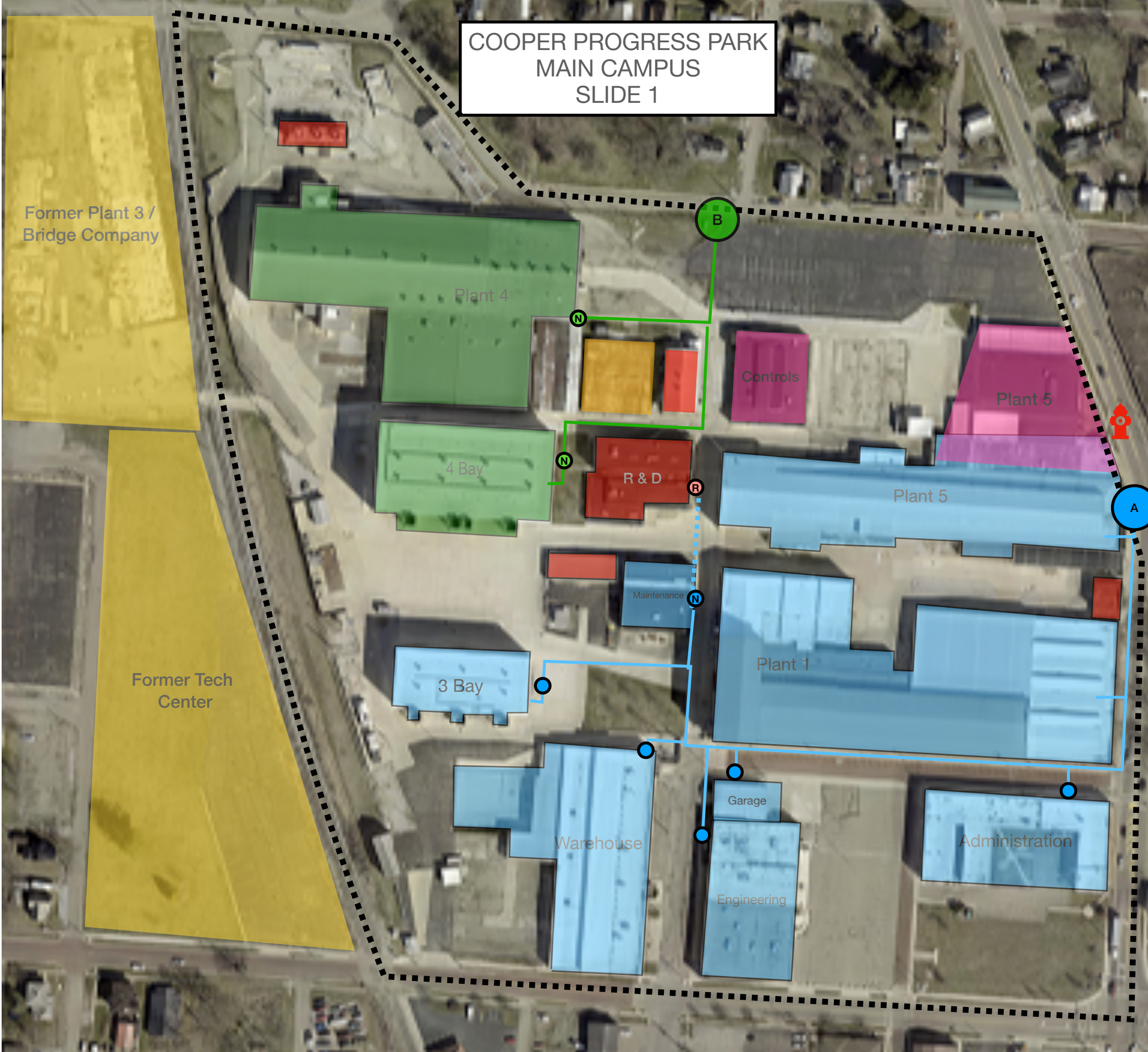
KAB Jan 24, 2022

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Attachment 1

N. Norton Street / W. Sugar Street Intersection





Blue System and Buildings are on the 6" meter located on N Sandusky Street

Green System and Buildings are on the meter located on W. Burgess Street

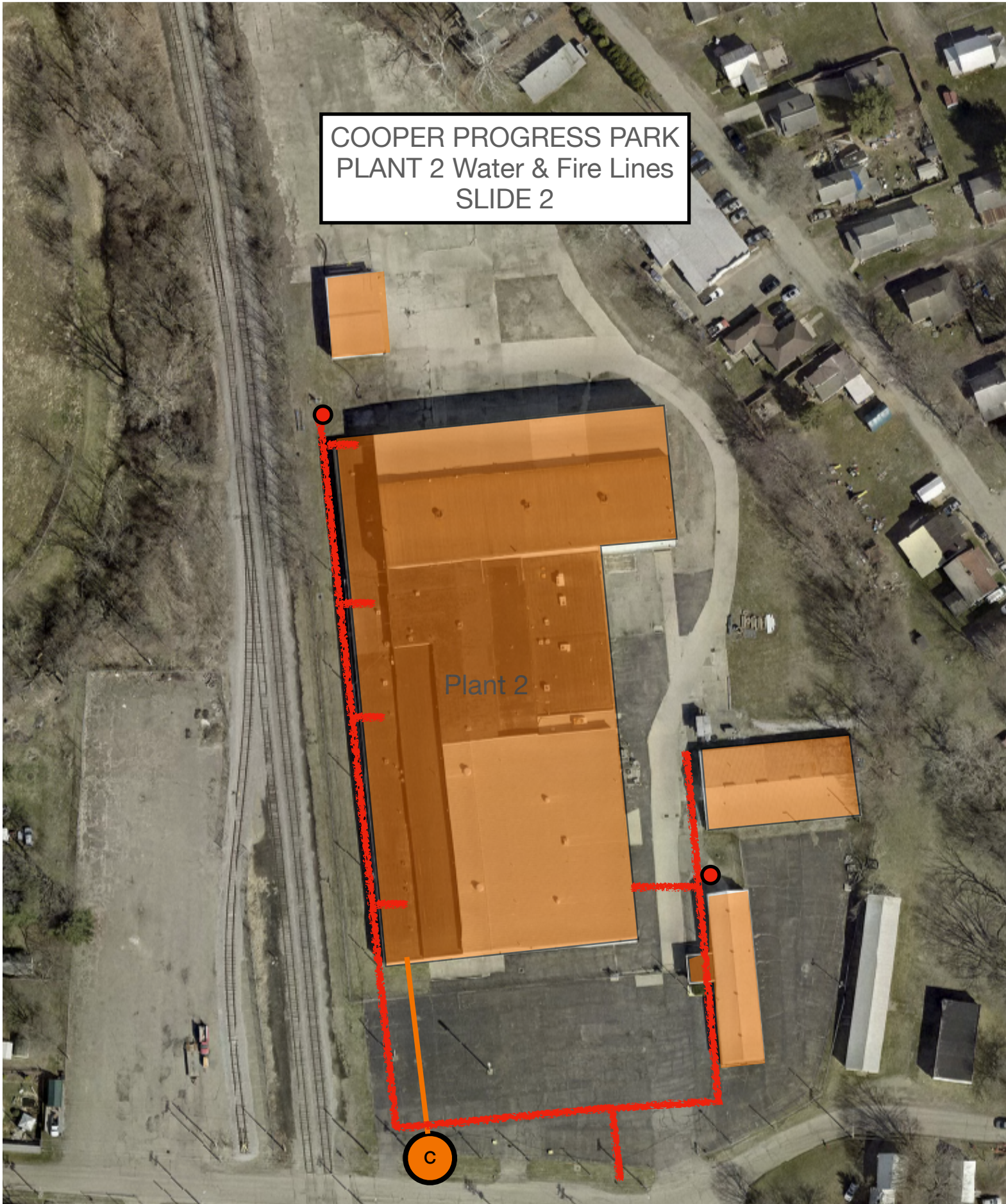
Source / meter unknown for Pink buildings

Orange System and Building on on the Greenwood Ave. meter

Red buildings will be removed

All line locations are approximate
KAB 1/19/2022

Communication: Cooper Progress Park Map/Legend (Cooper Progress Park Water Distribution)



-  Check Meter
-  Installed Meter
-  Needs Meter
-  Active meter - building will be removed
-  Fire line
-  Fire hydrant

**Blue System and Buildings are
on the 6" meter located on N
Sandusky Street**

**Green System and Buildings
are on the meter located on
W. Burgess Street**

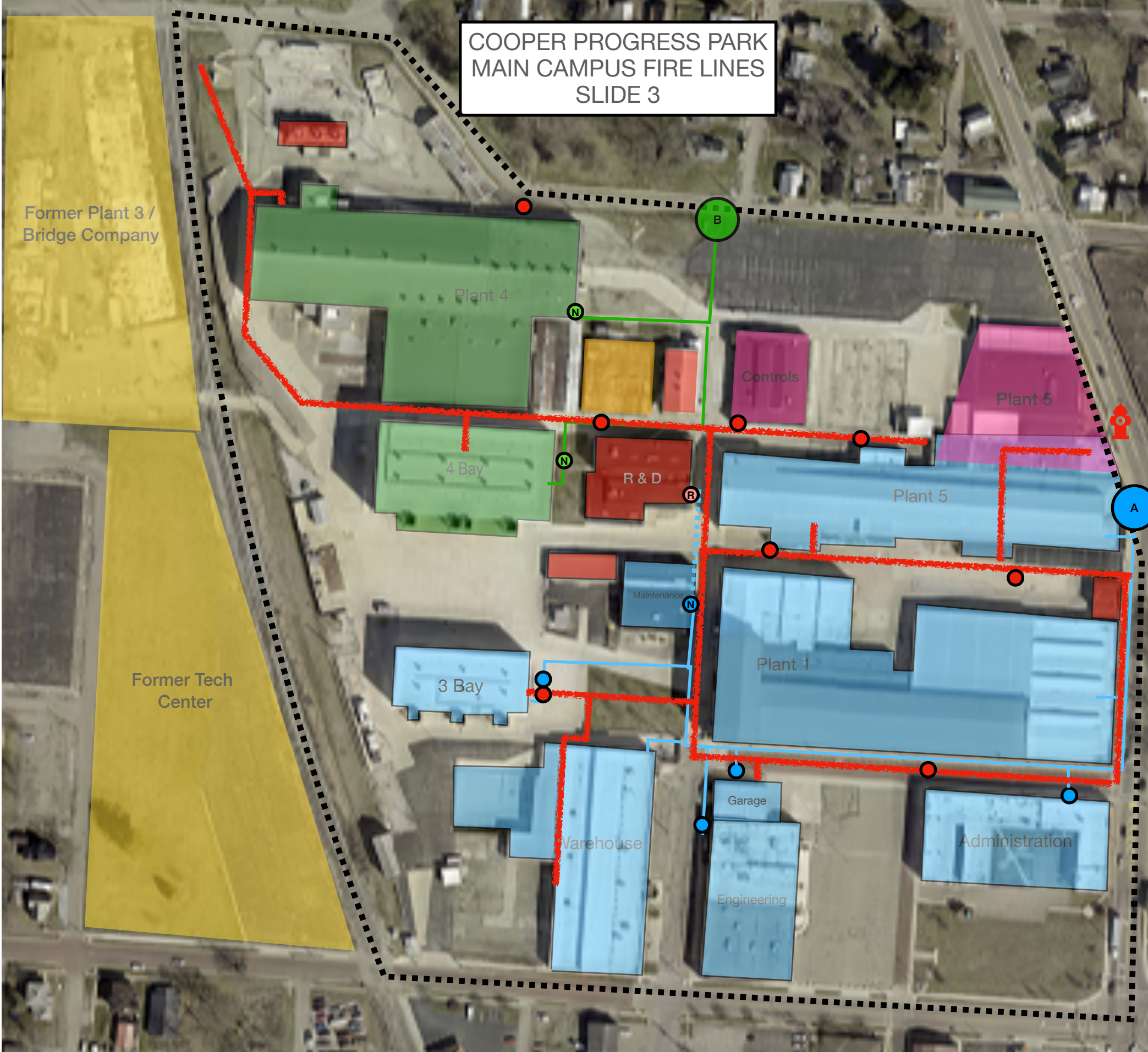
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