

LA RUE BOARD OF PUBLIC AFFAIRS

January 2020 minutes

The La Rue Board of Public Affairs met in regular session December 17, 2019. Present were board members Dave Albert, Diane Evans, and Doug Shawver. Also present was Mayor Dustin Ford, Clerk Mary Price, and Tyler Howell. Visitors: None

The financial report – Diane Evans made a motion to approve the bills with a second by Dave Albert, motion passed. The check for \$2600 for Core & Main will be held until the schonstedt device it received and Tyler checks that it will work properly.

Diane Evans made a motion to nominate Doug Shawver as chairmen of the Board with a second by Dave Albert.

Old Business-

Tyler Howell is still waiting on Holcomb to dig up Renee Davis's shut off.

Tyler Howell reported that there are two chlorine pumps at the plant and one of them has been replaced with a Gundfos pump and is working great. The anitscalant pump at the plant still needs replaced and Tyler reported he has been researching a Blue White pump that will be less expensive. The Watts and Marlo pumps are difficult because Tyler cannot find the tubes for them that need replaced routinely. The Blue White pumps are less expensive (\$1,000 - \$1,300) but the internal rotating parts will have to be replaced when they wear out. A motion was made by Doug Shawver to order the Blue White brand antiscalant pump with a second by Diane Evans, motion passed. The Board decided to not purchase the chlorine pump that was approved at the December meeting. The Board will make a decision of what brand to purchase for the additional chlorine pump once the anitscaclant pump arrives.

The Board went over the timeline that was emailed by Kurtis at RCAP and it looks like the water tower should be constructed in the fall of this year. A conference call was conducted by EPA, GPD Group, and RCAP and now everything is back to being completed in 2020. The Board would like Clerk Mary Price to contact Scott at GPD Engineering to get an update on the project, tell him to make sure the board is included on all email correspondence, and the board needs notified if anything on the timeline list is not completed.

Tyler Howell reported that the Ford Ranger Truck sold on Gov Deals so the water department does not have a vehicle besides the dump truck. Council has reported that they do not have the funds to purchase another vehicle and Tyler is to use the dump truck. Tyler Howell wanted to let the board know that eventually he will need another vehicle like a small truck for water related tasks around town so to be on the lookout.

New Business –

Core & Main is sending the other half of the schonstedt detecting device with a cost of \$2600. Tyler Howell reported he would be testing out the device to make sure it works before the invoice is paid.

The Board went over the meters throughout town that need replaced because there are so many different styles it would be nice to have everything uniform. The cost to replace a meter is roughly \$120 and there are around 290 occupied metered properties. Diane Evens is going to contact Regional Planning about grant options to replace meters throughout town and if that does not work then a replacement schedule will be designed.

Tyler Howell reported that Ron James meter needs to be replaced because it is the older style meter and not reading correctly. The replacement will require digging up and replacing the whole yoke. A motion was made by Doug Shawver to replace Ron James meter with a second by Dave Albert, motion passed. The board all agreed to wait until the weather was better so Mr. James yard did not get any more torn up then necessary.

Tyler Howell reported that the meter at Oscar Holcomb's rental property on West Street Acct #352 needs to be uncovered or new one installed. Tyler is unable to locate or read the meter and he is not completely sure if Holcomb installed a meter when he installed the modular unit. The Board decided to charge the property 4,000 gallons, which would be 2,000 per unit like the similar rent next door until Holcomb is able to locate the meter. Doug Shawver will be talking with Oscar Holcomb to discuss the situation and come up with a solution with him.

Clerk Mary Price presented to the board that Kaylssa Davis at acct #451 left a note in the Village's drop box explaining that she left \$200 cash in the box but was not credited on her bill. The Board reviewed the situation and all agreed that putting cash in the drop box is at your own risk and if a customer wants proof of payment, they need to pay at the bank. Clerk Mary Price explained she did not receive the money and has no clue how it could have been lost.

The Board is looking at ways to save money on the sewer coverage and requirements by the EPA.

Doug Shawver had several questions and items of concern:

- When the tower is up and the water line is run to connect it to the system he would like a tracer wire installed and a continuity test performed on it.
- The Vine Street project status? Dustin Ford reported that Marion Regional Planning raised concerns with GPD's cost estimates so the amounts of since be lowered. Additionally talk about finding another engineering firm was held and Dustin said he is looking into an engineering firm in Bucyrus.
- Doug expressed the concern that if Brad Albert is not getting hours he may be gone and they do not want to lose the help. The Board all agreed that this time of the year there is little need for additional help. Once the weather warms then Tyler will need help with mapping the distribution system and other tasks.
- Doug asked if Tyler had a maintenance program set up for the hydrants, valves, and catch basins. Tyler reported he does have a maintenance program for all those things but the BPA is not responsible for the catch basins that falls under streets. Dustin Ford asked Tyler if he could lay a mat or something down when flushing hydrants so it does not wash away underneath.
- The Board would like to approve the same spending outlines and approval process as Council did. Tyler Howell has approval to purchase routine items at the plant without approval like chemicals and testing supplies. Doug Shawver made a motion to approve the spending guidelines and approval paperwork process with a second by Dave Albert, motion passed. Purchases under \$50 or routine purchase at the plant no approval needed, \$51-\$200 paperwork completed with approval signature, and anything over \$200 needs board approval. The Board all agreed that Doug Shawver and Diane Evans have authority to approve purchases.
- Doug Shawver asked what spare parts Tyler has at the plant for line repairs. Tyler Howell reported he has back up for everything he is aware of that is in the ground. Typically Tyler said if he uses something he then orders another to replace it on the shelf and he has enough parts to repair around an entire block.
- The board would like a breakdown of expenses and finances.

The Board all received a copy of the Rules and Regulations to review and they will be going over them at the next meeting.

The Board would like Tyler Howell to contact them if he needs any additional help so they are aware. Tyler Howell reported this time of the year he does not need any additional help unless there is a break or he takes a day off and uses backup at the plant. The Board would like to know how much was approved to pay part time help at the plant like Steve Kendall.

Tyler Howell reported that he would be mapping out the village with locating all the shutoffs and valves with GPS coordinates. Once everything is located then RCAP will be creating a digital map.

The next regular meeting will be February 17, 2019 in the Village Council Room.

Chairman

Clerk