

# Village Administrator's Report

as of 12/13/2023

## WATER SYSTEM

**Water Rate Analysis:** The financial analysis by staff of the Great Lakes Rural Community Assistance Program (RCAP) is still pending. Further discussion will be needed by the finance committee after the additional information is received.

**South Water Tank Project:** Nothing new to report since Administrator's report of 4/26/23.

**Johnson's Island Waterline Project:** Nothing new to report since Administrator's report of 10/25/23. We're waiting for results on the various topics mentioned at the last council meeting. The ground-penetrating radar (GPR) survey is planned for Jan 9-10. I will be scheduling a January task group meeting.

**Ohio Department of Development (ODOD) grant opportunity:** ODOD in partnership with Ohio EPA, announced the Water and Wastewater Infrastructure Grant Program for Fiscal Year 2024-2025. Grants of up to \$5 million for construction projects are available to Ohio communities.

Examples of infrastructure construction projects could include, but are not limited to:

- Improvements to public drinking water treatment facilities.
- Drinking water line improvements or extensions.
- Repair, replacement, and construction of drinking water storage towers.

In consultation with Brandon Evans of RCAP, we decided to apply for the Johnson's Island Waterline Extension project. As a service provided by RCAP, Brandon prepared our grant application, and it was submitted to ODOD on 12/6. It includes the mayor's letter of 11/21 authorizing the application.

The Village is requesting \$3,672,350 from ODOD, which is half of the estimated total project cost. This amount was chosen because, although matching funds are not required, we believe the request will receive more favorable scoring with local participation.

This grant application is the subject of Resolution 15-2023 for the 12/13 council meeting. This legislation is needed in the event the Village is awarded a grant.

**Bay Point Water Meters:** Progress has been made during the past several weeks. The Bay Point office building is now connected and metered. The only part of the development remaining to be metered is the campground which is now closed for the winter (thus currently no water usage). The 6-inch master meter has been removed from its original location and will be relocated to measure the campground's water usage. The contractor is waiting on Columbia Gas to mark its lines so the new water meter vault can be installed to avoid a gas line conflict. The original 6-inch water main feeding the entire Bay Point development has been permanently taken out of service, so now the development is fed by the new 8-inch main.

**Ohio EPA Notice of Violation (NOV) of 4/14/23:** OEPA's annual inspection of the Village's water system on 4/6/23 resulted in a Notice of Violation letter dated 4/14 which listed four items needing to be addressed. One of those issues was resolved by OEPA's letter of 8/31/23. More recently, OEPA's letter of 12/7/23 notes that a second issue of the 4/14 letter has been resolved. The remaining two issues are that the clarifiers and the filters at the water plant need to be inspected and evaluated, and a response is due to OEPA by 3/31/24. We will need to incorporate these projects in the 2024 budget.

**US EPA Lead and Copper Rule Revisions (LCRR) of 1/15/2021:** 120Water, Inc. has completed the Village's initial inventory of lead and copper service lines. Of the 810 data points in the Village's inventory, 188 are verified to be non-lead lines, leaving 622 locations of unknown material types (i.e., lead, galvanized steel, copper, plastic). We will need to implement a plan for verifying the materials of those lines. The deadline for water systems to submit their initial inventory to Ohio EPA is 10/16/2024. Although it is not expected that every system will have 100% of their service lines verified by then, it can be assumed that OEPA will drive everyone toward that goal.

**Bulk water station at water plant:** Pursuant to the decision made at the 9/27 council meeting, the valve has been ordered. We will be developing policies and procedures for bulk water sales.

### **PARKS & TRAILS**

**Radar Park Building Renovation Project:** The Village's consultant – The JDI Group – has been working to finish the plans and prepare the bid package. Original tile flooring containing asbestos is present in the building, which JDI has advised we should remove prior to the renovation construction contract. Accordingly, we have received a proposal from Erie Environmental, LLC to perform the tile removal for \$1,970. I intend to proceed with this.

**OSS Solid Waste District grants:** The Village received two grants from the Ottawa-Sandusky-Seneca Solid Waste District during 2023 (\$7,369.41 for picnic tables, and \$8,346 for trash bins and benches). The remaining step in the process is for the Village to prepare and submit a project completion report to OSS.

**James Park, Playground Renovation:** Forever Lawn completed the needed playground turf repairs that were previously reported. Kuzma Concrete & Construction LLC completed building the retaining wall between the basketball court and playground.

**Trees at James Park, Clemons Park, and 214 E. Main Street:** Dan's Tree Service has completed the tree work discussed at the 8/23 and 9/13 council meetings, totaling \$7,850.

### **STREETS**

Pursuant to the decision made at the 11/8 council meeting, CT Consultants has been authorized to prepare the as-built drawings for the 2022 Elliott Street project.

**Elliott Street roadside parking:** Ed Burdue & Co has been authorized to install the gravel parking shoulder along the south side of Elliott Street, west of Stone St. The contractor has assured me that this project is on his list and he hopes to complete it during December, weather permitting (to avoid muddy site conditions).

**Seasonal Leaf Collection Program:** The Village's fall leaf collection program is underway. The crew's biggest day so far was 234 bags collected on 11/13.

### **OTHER**

**Omni Fiber, LLC broadband infrastructure upgrade and expansion:** A representative of Omni Fiber plans to attend a January council meeting to provide an update about their project.

I am sorting and compiling the submissions received from firms pursuant to the Village's advertisement requesting statements of qualifications for professional design services.

I reviewed ODOT's design plans for resurfacing State Route 163 (OTT-163-30.94, PID-99588), and provided 97 comments and questions to the District 2 office. Some of those comments/questions are about the deteriorated condition of certain stormwater catch basins and gutters and whether those will be addressed as part of the project. This has resulted in follow-up coordination with the District 2 project team concerning the project scope and costs, yet to be resolved.

A representative of Ohio Plan Risk Management, Inc. (administrator of the Village's liability insurance program) conducted a walk-through of our buildings and properties to identify any existing or potential liability and/or property exposures that might be evident and has provided a letter (dated 11/3/23) with recommendations for which we owe responses by 2/1/24. A big concern is the condition of the village hall building and garage addition.

The maintenance crew hung the Christmas lights on the James Park tree. The tree has grown over the years, and the crew determined that it could no longer perform the task with ladders and poles. As such, we rented a hydraulic lift to reach and maneuver around the tree to string the lights.



6-ft tall Bryan Lucas standing beside the tree for size reference



Village crew stringing the lights, Nov 2023

The maintenance crew installed the new winter-theme welcome banners along Main Street on 11/30.



Representing the Village, I attended the 11/20 meeting of the Northwest Ohio Mayors & Managers Association where superintendents of various career centers in the region (Apollo, EHOVE, Four County, Penta, Vanguard, Vantage) spoke about *Workforce Development & the Talent Pipeline for NW Ohio Communities*. I have scheduled a meeting with the superintendent of the Erie Huron Ottawa Vocational Education (EHOVE) Career Center to discuss the potential for developing a career pipeline to generate more licensed water and wastewater operators, plus to learn about how their law enforcement program might dovetail with the Village's need for officers.

Representing the Village, I attended the Ottawa County Improvement Corporation's (OCIC) Board of Trustees meeting on 12/6. This being OCIC's fourth quarter meeting, the executive director reported about the organization's strategic plan accomplishments for the past year.

Bryan Lucas and I attended the Ottawa County Safety Council meeting on 12/13.

All the village administrator's reports to the village council are available on the village website.