

**MINUTES OF UTILITIES COMMITTEE MEETING**  
**February 10, 2020**

The February 10, 2020 Utilities Committee meeting was called to order by Paul Moskun at 5:34 P.M. Present were: Tim Calfee, Christina West, Amy Michael, Cheryl Wood, Rob Kairis and Andrew Kluge. Also attending the meeting were Mayor Frank Seman; Finance Director, Kimble Cecora; Service Director, Kay Dubinsky; City Engineer, Bob Finney; Police Chief, Jeff Wallis; Fire Chief, Geoffrey Cleveland; Water Treatment Plant Supervisor, Tim Stephens; Finance Director-elect, Brian Huff; Larry Silenius of 123 North Walnut Street, Ravenna, Ohio; Clifford Soudil of 464 Woodlawn Avenue, Ravenna, Ohio and Mark Hairston of 828 Mechanic Avenue, Ravenna, Ohio.

Mr. Moskun said the first item on the agenda is the industrial pretreatment contract.

Ms. Dubinsky explained that this is a continuation of the industrial pretreatment program. This program is conducted by C. T. Consultants. The City charges the participants and pays C. T. Consultants so that is a wash, basically no charge to the City for this program. This is a two year contract. C. T. Consultants has done this for a number of years. The participants pay a fee based on the usage type. This is an EPA regulation.

There being no further questions or comments, it was decided by those present that the issue would be referred to the Committee of the Whole for further action.

Mr. Moskun said the next item on the agenda is a contract for risk and resiliency assessment and an emergency response plan.

Mr. Stephens said the Federal EPA requires this program. There are two parts to it. The first is the risk and resiliency assessment. That will be a government online tool that will import all of the data. They will evaluate what the risk is of the system for natural hazards; resilience of pipes, conveyances, physical barriers, secure source of water, collection intake, etc. They will be evaluating the monitoring practices of the system; how they protect the feed systems within the plant; operations, etc. That part is due by the end of June, 2021 but he doesn't want to wait until the last minute and wants to get it done this year.

Mr. Stephens said that the second part is the emergency response plan. That will be a living document. It will cover the procedures for implementation and identification of equipment that can be used in the event of a malevolent act or natural hazard that threatens the ability for the public water systems to deliver safe drinking water. All contacts for the City will be in that plan. This plan could be handed to anyone in the City and take care of what needs to be taken care of. It's a very big document.

Mr. Kluge asked if the County is helping with this process.

Mr. Stephens responded the County will have their own because they have their own water system. Every individual water system has to do this.

Mr. Kluge clarified asking if EMA or Homeland Security will help pay for this study.

Mr. Stephens responded in the negative noting they are on their own. Once they get it done, they have to submit it to the Federal EPA. One thing that will probably come out of the security issue is there really isn't a lot at the lake. They just had someone cut into the fence to gain

**Utilities Committee Meeting Minutes**

**February 10, 2020**

**Page Two (2).**

access to the lake over the weekend. A police report was filed. One of the things is they have cameras but they need to get more cameras around the lake.

The clerk noted the ask is for a contract with M. S. Consultants. The cost of the project is being built into the budget so no appropriation is necessary.

Mr. Stephens noted they are probably not going to get started on the project until April or May.

Mr. Calfee asked if this is the first time they had to put together a risk and resiliency plan.

Mr. Stephens responded in the affirmative stating it is a new requirement. It's part of America's Water Infrastructure Act of 2002. The government just upgraded things they want in 2018. There are communities who have done this already; Cleveland and Columbus have already had to do it. It comes down to the size of the water system. They realize smaller communities have less resources.

Mr. Calfee asked what the cost of the contract.

Mr. Stephens said that The risk and resiliency assessment is \$20,000. The emergency response plan will be about \$23,000.00.

Mr. Calfee asked the date of the requirements.

Mr. Stephens said that they have until June, 2021 but he would like to get it moving and get it all done by the end of this year. Once you get the risk assessment submitted, you're on the clock and you have to get the emergency response plan submitted by the end of six months.

Mr. Moskun asked how many years is that good for.

Mr. Stephens responded that five years until they have to upgrade it. They have to change the emergency plan yearly because people change all the time. But in five years they will have to submit it to the Federal EPA. They have a contingency plan submitted with the Ohio EPA so they'll be able to pull some of that information out for the Federal EPA plan.

There being no further questions or comments, it was decided by those present that the issue would be would be referred to the Committee of the Whole for further action.

There being no further items to be discussed, the meeting adjourned at 5:45 P.M.

**ATTEST:**

---

Clerk of Council

---

Paul Moskun, Chairman  
Utilities Committee