Danbury Township Wastewater Treatment System

1. Operated the Danbury Wastewater Treatment System within the original appropriated operations budget. Paid off the original Danbury Wastewater System construction loan resulting in a one-time $604,468.42 debt service reserve transfer to the Danbury Surplus Fund. Continued to set aside funding for future capital improvements. Initiated the process of hiring an engineering consultant to analyze the overall condition of the Danbury WWTS and to develop future capital improvement recommendations to maintain the integrity of the system.

2. The 2014 average annual residential sewer rate in Danbury Township was $324.00 ($27.00 per month, per EDU). The latest average annual residential sewer rate in Ohio (based upon 2013 data available through the Ohio EPA’s Economic Analysis Unit) was $607.00 ($50.58 per month); which is 87% greater than the Danbury Wastewater Treatment System’s sewer rate.

3. Treated 370,664,000 gallons of wastewater, a decrease of 4.71% from 2013.

4. Complied with EPA, NPDES permit treatment requirements.

5. Responded to fifteen (15) E1 Grinder Pump service calls.

6. Repaired one (1) gravity sewer main break.

7. Issued seventy-five (75) new permits to connect to the sanitary sewer system totaling $205,039.77 in up-front permit fees and charges.

8. Maintained certified delinquent receipts at $9,000.78 (.39%) of billed receipts (0.39% in 2013).

9. Worked with developers to review plans for future sanitary sewer extensions in Harbors Edge RV Park (Buck Road).

11. Performed nineteen (19) infiltration/inflow site and/or office meetings with mobile home/RV park owners and/or association members. Assistance was given in planning, engineering, and the signing of the material replacement agreements.

12. Performed twenty-two (22) video camera investigations of private/public collection systems to confirm problems and/or record drawing infrastructure information.

13. Installed flow monitoring equipment in four (4) private parks to document I/I conditions.

14. Issued seventeen (17) notices of violation letters to various property owners. Fifteen (15) are known to be in compliance.

15. Conducted three (3) meetings with engineers and eighteen (18) with general contractors.

16. Provided a total of twelve (12) manholes, 6,482 LF of sanitary sewer replacement pipe and stone backfill for two (2) sewer replacement project that were completed throughout the Danbury Township Sewer District.

Danbury Township SSES-Materials Replacement Program

<table>
<thead>
<tr>
<th>Park</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bay Winds Mobile Home Park</td>
<td>$10,595.97</td>
</tr>
<tr>
<td>Marine City Mobile Home Park</td>
<td>$36,712.72</td>
</tr>
</tbody>
</table>

Total Materials Replacement Program Cost $47,308.69

17. Received approved plans and specifications along with a permit to install (P.T.I.) for the Material Replacement Program involving Cottonwood Beach Mobile Home Park, Maplewood Cove, and Harbor Winds.


19. Found and eliminated two (2) sump pump violations and one (1) downspout violation.

20. Repaired three (3) gravity sewer lateral breaks caused by sewer service installation and one (1) pressure sewer lateral leak.

21. Raised eight (8) manhole castings, re-set three (3) manhole casting, hydraulically cemented six (6) manhole leaks, installed seventy-three (73) non-perforated manhole lids; contracted with Lake County Sewer to chemically grout seven (7) manhole leaks; contracted with Advanced Technologies to install ninety-two (92) Spectra-Shield type chimney seals.

22. Worked with private property owners to repair thirty (30) service lateral leaks, installed seventeen (17) Spectra-Shield chimney seals, and twelve (12) Cretex chimney seals.
Portage/Catawba Island Wastewater Treatment System

1. Operated the Portage/Catawba Island Wastewater Treatment System within the original appropriated operations budget. System revenues exceeded operation expenses by $119,108.74 allowing the county to continue to set aside funding for future capital improvements.

2. The 2014 average annual residential sewer rate in the Portage/Catawba Island Wastewater System was $372.00 ($31.00 per month, per EDU). The latest average annual residential sewer rate in Ohio (based upon 2013 data available through the Ohio EPA’s Economic Analysis Unit) was $607.00 ($50.58 per month); which is 63% greater than the Portage/Catawba Island Wastewater Treatment System’s rate.

3. Treated 127,158,000 gallons of wastewater, an increase of 10.38% from 2013.

4. Complied with EPA NPDES permit treatment requirements.


6. Issued sixty-one (61) new permits to connect to the sanitary sewer system totaling $153,426.94 in up-front permit fees and charges.

7. Seven (7) permits to connect were issued to the sanitary sewer system with deferred connection fees in the amount of $28,327.32.

8. Maintained certified delinquent receipts at $6,772.11 (.35%) of the billed receipts (0.37% in 2013).

9. Responded to one hundred fifty-seven (157) E-1 grinder pump service calls.

10. Repaired three (3) pressure sewer main breaks.

11. Performed seven (7) infiltration/inflow site and/or office meetings with mobile home/RV park owners and/or association members.

12. Performed forty-three (43) video camera investigations of private/public collection systems to confirm problems and/or record drawing infrastructure information.

13. Issued twelve (12) notices of violation letters to various property owners. Eight (8) are known to be in compliance.

14. Conducted three (3) meetings with general contractors.

15. Found and eliminated one (1) sump pump violation.

16. Repaired one (1) gravity sewer break and two (2) gravity sewer lateral breaks.
17. Raised three (3) manhole castings; contracted with Lake County Sewer Company to chemically grout four (4) manhole leaks; contracted with Advanced Technologies to install five (5) chimney seals with a Spectra-Shield coating.

18. Worked with private property owners to install seven (7) Spectra-Shield chimney seals, raised one (1) manhole casting, and repaired thirteen (13) service lateral leaks.

19. Completed construction and administratively closed out the Barnum Road Sanitary Sewer Extension Project (Private Road H). Completed the inspections of the customer connections to the new sanitary sewer. The final project cost amounted to $128,075. Special Assessments were certified to the County Auditor for collection over a 20-year period commencing in 2015.

20. Installed odor control improvements at the Portage/Catawba Island Wastewater Treatment Plant to minimize gases released throughout the treatment process.

**Ottawa County Regional Water Distribution System**

1. Operated the Ottawa County Regional Water Distribution System within the original appropriated operations budget. Revenues exceeded operating expenses by $322,645.30 for the year allowing the county to continue to set aside funding for future capital improvements.

2. The 2014 average annual residential water rate throughout the Regional Water Distribution System was $442.56 ($36.88 per month, per EDU). The latest average annual residential water rate in Ohio (based upon 2013 data available through the Ohio EPA’s Economic Analysis Unit) was $563.00 ($46.92 per month); which is 27% higher than the regional water rate.

3. Issued one hundred twenty-two (122) new permits to connect to the public water system totaling $228,206.36 in up-front fees and charges.

4. Seven (7) permits to connect were issued to the public water system with deferred connection fees in the amount of $18,844.00.

5. Collected $12,350 in backflow testing fees.

6. Certified delinquent receipts were $3,949.59 (.10%) of the billed receipts (0.14% in 2013).

7. Repaired seven (7) hydrant leaks and two (2) blow-off leaks. Replaced two (2) hydrants damaged by automobile accidents.

8. Repaired eight (8) water main breaks.

9. Repaired seven (7) water service leaks.

10. Twenty-six (26) excavations to repair valve boxes.
11. Eight (8) depressurizations that resulted in boil advisories for four hundred sixty-nine (469) services.

12. Continued to implement Ottawa County’s backflow prevention program including education of the general public and performing inspection surveys.

13. Continued an in-house monitoring program to verify the accuracy of the regional water system master meters.

14. Continued the in-house program of testing and upgrading approximately 2,324 cathodic protection test stations.

15. Replaced forty-six (46) failed anodes.

16. Tested and calibrated three (3) retail meters including: one (1) 5/8” & 3/4”; zero (0) 1”; two (2) 2”; zero (0) 4” and zero (0) 6” meters.

17. Tested Oak Harbor’s 8” meter two (2) times, replaced Lakeshore Drive’s 10” meter and tested Port Clinton’s 16” meter twice.

18. Performed ERT and meter maintenance on 1,417 (ERT maintenance, missed meter, meter maintenance, and rereads).

19. Performed spring and fall flushing of 1,028 fire hydrants and 330 blow-offs.

20. Annual Regional Water Loss percentage for 2014 was maintained at 11%.

21. Responded to 2,964 (includes 1,417 ERT maintenance) regional water service orders.

22. Worked with developers to review plans for future water extensions in Harbors Edge RV Park (Buck Road).

23. Entered into contract with Amplex Internet allowing Amplex to install an antenna on the Danbury Township Water Tower generating $4,800 in additional annual revenue for the operation.

Ottawa County Regional Water Treatment Plant & Transmission System

1. Operated the Ottawa County Regional Water Treatment Plant and Transmission System within the original appropriated operations budget. Revenues exceeded total expenses by $109,013.60 for the year allowing the county to continue to set aside funding for future capital improvements.

2. Water Treatment Plant production – 1.31 billion gallons (high service flows).

3. Completed various water treatment plant repairs and rehabilitation projects; including New Mag meter to measure Port Clinton’s flows, rebuilt #3 high service motor, installed a new UPS unit for the entire plant, and installed a new antenna for telemetry.
4. Conducted three (3) Regional Water Policy Board meetings to continue to maintain a positive working partnership with the City of Port Clinton and Village of Oak Harbor.

5. Completed FY 2014 with zero (0) treatment violations.

6. Issued 7,520 Consumer Confidence Reports to regional water participants and customers electronically, saving postal expenses.

7. Operated the Water Treatment Plant 24 hour per day, 7 days a week for 167 days throughout the year. Shut the Water Treatment Plant down at night for 198 days in order to save operation & maintenance expenses.

8. Updated the Drinking Water System Contingency Plan as required by EPA; including language to address algae/microcystin concerns.

9. Conducted various tours of the water plant for the general public; including a “Business After Hours” meeting, a PowerPoint presentation with Ottawa County EMA to the Ohio EPA about radiological sampling and contingencies, a tour of water plant to Webelos group and a Danbury High School science class, and hosted the Portage River Basin Council meeting.

10. Attended regional and state AWWA conferences.

11. Completed two (2) EPA sanitary sewer surveys.

12. Attended Lake Erie Water Treatment Plant Group meeting.

13. Continued a corrosion coupon study on distribution system with Carus Corporation.

14. Cleaned wet wells at the raw; all three clarifiers, flumes to and from clarifiers, pretreatment basis, and flumes to filters.

15. Added chemical containment wall between ACH and NaOH.

16. Added anthracite to filters.

17. Replaced #2 high service drive.

18. Added splash pad at sludge lagoon.

19. Added stone drive around clarifier flumes for easier access when cleaning flumes.


21. Chemical and micro lab recertification for all operators.

22. New fluoride pump. Probe, and scale with a 70% reimbursement from the Ohio Department of Health.

23. Created contingency plan for Harmful Algae Blooms (HAB’s) and held a public meeting with the EMA.
**Erie Township Sewer Project / Lake Erie Business Park f.k.a Erie Industrial Park**

1. Worked with the City of Port Clinton and the Erie Township Trustees to amend the Intergovernmental Agreement for the provision of wastewater treatment service in Erie Township.

2. Completed the Erie Township Sanitary Sewer Master Plan Study.

3. Prepared and submitted a USEPA STAG Grant request for the first phase of the Erie Township Sanitary Sewer Improvements Project.

4. Prepared and submitted a $459,610 Ohio Public Works Commission 0% interest loan application for the local share cost of the 1st Phase of the Erie Township Sanitary Sewer Improvements Project.

5. Prepared and submitted an Ohio EPA nomination package to secure WPCLF funding for the Erie Township Sanitary Sewer Improvements Project.

6. Worked with the Ottawa County Regional Planning Commission, WSOS, and the City of Port Clinton to assist with the installation of five (5) building sewers, grinder pumps, and service connections to LMI homes in Erie Township.

7. Published the USEPA required Findings of No Significant Impact and completed the environmental review process for the Phase I (Lakeshore #4) project that will serve the Ascher Beach area.

**Salem Township Sewer District**

1. Continued to provide operational/maintenance support services, as needed, to the Riverview Health Care Campus and Ottawa County Fairgrounds wastewater pump stations.

**Ottawa County Radio Tower (Regional Water Transmission)**

1. Continued ongoing operation and maintenance of the radio tower.

2. System Revenues: FY 2014 - $65,454.56
   System O & M Expenses: FY 2014 - $21,856.94

3. Transferred $1,250 per month from the Radio Tower fund to the Regional Water Plant and Transmission Main fund to support the Regional Water plant operations ($15,000 annually).

4. Entered into a contract with Tri-County Tower Service to climb tower to provide a condition assessment and attachment survey.
5. Entered into a $500.00 per month contract with Amplex Internet allowing Amplex to install antennae on Radio Tower.

**Safety**

1. Participated in Ottawa County Safety & Risk Management meetings.

2. Zero (0) days lost time for work related injuries. One (1) OSHA recordable injury in 2014.

3. Completed nineteen (19) confined space entries without incident.

**General**

1. Responded to 1,619 locates via Ohio Utilities Protection Services (OUPS).

2. Responded to 420 sewer service calls.

3. Rebuilt one hundred forty (140) E1 Grinder Pumps in-house.

4. Continued the ongoing process of updating the Utility GIS data sets. Completed Phase 1 of the Ottawa County GIS Consolidation Project. Phase 1 consolidated the County’s GIS data into one server and moved the data into the ArcGIS Online format which will allow County personnel as well County residents better access to the information. Phase 1 also created a Data Collection Application to be used in helping with Asset Management within the Sanitary Engineering Department.

5. Continued to update and maintain a department website to disseminate information to the general public.


7. Continued to sign-up customers for “e-bill” and “utility connect” billing services to our customers. Total as of December 31, 2014 was 568 e-bill customers.

8. Attended Northwest Ohio Sanitary Engineer Association’s quarterly meetings.

9. Continued to participate in the Toledo Metropolitan Area Council of Governments Environmental Council (TMACOG) meetings.

10. Continued to work with TMACOG and local communities to update the areawide water quality management plan, a.k.a. 208 Plan, for areas of need throughout Ottawa County.

11. Processed twenty-four (24) property splits resulting in assessment re-distributions for Danbury, Portage/Catawba Island Sewer, and Regional Water Customers. Processed thirty (30) property splits resulting in no changes in assessments.

13. Continued to sign-up customers for the electronic funds transfer method of water and sewer bill payment. Total as of December 31, 2014 was 3,231 customers.

14. Updated the FY-2014 5-Year Capital Improvement Plan for water & sewer throughout Ottawa County.

15. Administered and maintained the water and sewer monthly billing system for 9,746 accounts.

16. Attended the County Commissioner Association of Ohio/County Engineers Association of Ohio/Sanitary Engineers Association of Ohio summer and winter conferences.

17. Managed several personnel changes: Accepted the retirement of Cleve Reinhard and Carl Earhart; Ron Wetzel retired and rehired; accepted resignation of Adam Lohman and Dave Rogers, promoted Linda Tisza to Billing/Clerical Specialist II, Brad Eisenhauer to Water Operator III/Maintenance, Mark Burkholder to Water Operator II/Maintenance, and Jeff Kukay to Chief Water Operator/Maintenance; rehired Brandon Stubblefield and Conner Shirer as Summer Seasonal Laborers; hired Jack Evans as Water Operator I/Maintenance, Nathaniel Walters as a Laborer, and Brandon Stubblefield as a Laborer; reclassified Adam Smith to Maintenance Worker II and Dan Hepp to Water Operator II/Maintenance.

18. Collected $8,920.49 in deferred assessments from agricultural properties that have been developed that no longer qualify as agriculturally deferred. The deferred assessments were then paid back to the Ohio Water and Sewer Rotary Commission.

19. Attended numerous meetings and presentations throughout the State of Ohio regarding algae blooms.

20. Continued to serve as the alternate on the District 5 executive, integrating, and local Ohio Public Works Commission State Issue II Committees.

21. Attended CMI Annual User Group Conference to keep updated and informed of billing software advancements and to share information with other governmental agencies on utility billing practices and procedures.

22. Advertised for bids and contracted for the delivery of chemicals for the Danbury and Portage-Catawba Island Wastewater Treatment Plants and the Ottawa County Regional Water Treatment Plant through 2015.

23. Provided the necessary training and educational support to maintain professional operations and engineering licenses through required continued education hours.

24. Continued maintenance of all public records relating to department operations in compliance with applicable public record laws. Ensured availability, upon request within a reasonable time frame, as evidenced by several different records requests.

25. Internet auction, Gov Deals sales of $22.50 plus $156.33 in scrap metal recycling.

26. Continued active participation and membership in the water industry’s leading trade organization, the American Water Works Association.
27. Continued to implement the CMI Authority Utility Billing Software enhancements.

28. Processed a total of 2,243 shut-off notices and actually turned off a total of 301 accounts for the entire year of 2014.

29. Issued and completed 4,243 service order tickets.

30. Continued relationship with Smartbill to print and mail 116,976 invoices for 2014.

31. Processed 78,180 receipts via Remote Deposit Capture, RPPS, hand posting, and official payments.

32. Processed nineteen (19) Sheriff Sales.

33. Worked with the Human Resource Department to update the Ottawa County Personnel Policy Manual.

34. Negotiated a 3-year update to the Teamsters Local 20 Bargaining Unit contract effective December 8, 2014 to December 7, 2017.

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