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Architectural & Engineering Services

PROJECT MEETING REPORT

LOCATION: Village of Ashville
200 East Station Street
Ashville, OH 43103

MEETING DATE: March 26, 2014 @ 4:00 p.m.

BY: Matt Noelker

ISSUE DATE: April 1, 2014

ATTENDEES: **Ashville:** Tom Bouts, Franklin Christman, Glen Cook, Adam Kehoe, Charles Wise
URS: Jeff Kerr, Jeremy Cook, Matt Noelker

PROJECT: WRRF Facility Improvements

JOB NO.: URS: 145784119

RE: Kickoff Meeting

COPIES: Attendees (see above), URS Central Files

This report will confirm those items discussed and/or reached. Unless information to the contrary is received within five (5) working days, the writer will assume all participants agree with the contents of this memorandum.

The meeting was held at Ashville Village Hall. Items discussed were as follows:

A. An agenda and sign-in sheet was distributed, which is attached.

B. WWTP Facility Improvements Discussion Items:

1. The Village would like to name the proposed facility the "Village of Ashville Water Resource Recovery Facility (WRRF)." This title will be used on all plan sheets.
2. The objective of this project is to satisfy Ohio EPA Findings and Orders requirements and provide the most cost effective WRRF possible while preserving the secondary benefits at the site. The signing of the Findings and Orders is pending.
3. Ashville plans to have a first reading of a sewer rate increase of \$0.69 per 1,000 gallons to cover the existing \$1,110,000 OWDA planning loan on this project.
4. Citizens Bank is offering the Village some land along May Street. This land includes vacant lots and a detention basin. URS will assist the Village in evaluating this property.
5. The Village would like the access roadway to WRRF to come from State Route 752 through to Rail Street so they can access it from either direction. Gates and fences will be provided as needed to limit access to the WRRF site.
6. Funding options were discussed. It was suggested that the Village apply for OPWC funds for 2014 for a 2015 project. These funds would be available in July, 2015 if made available. It was suggested that an OPWC credit enhancement grant also be applied for in 2014. The possibility of Ohio EPA WPCLF and OWDA funding for construction was also discussed. If WPCLF funding is used, then the WWTP project should be nominated in 2014 and a meeting should be set up with Ohio EPA.

7. The Village asked about the Ohio EPA Classification of the new WRRF. URS stated that since the average daily design flow was less than 1.0 MGD the classification of the new facility would be a Class II.
8. The Village would like the new Administration Building to be big enough for both water and sewer department staff. Village staff believes they will only need a process control laboratory in this building. Monitoring the Water Treatment Plant (WTP) from the WRRF administration building is desired by the Village. URS will provide layouts of the proposed administration building for further review.
9. If the Ohio EPA requires discharge monitoring at the old wastewater treatment plant site, then the existing post-aeration tank could possibly be used for this purpose. URS will verify sampling requirements and locations with the Ohio EPA.
10. The Village currently has a grease problem in their wastewater. URS stated the new WRRF will have fine screening and grit removal that will help to remove this grease.
11. The feasibility and cost of using the flow equalization tanks, screening facility and oxidation ditch at the old wastewater treatment plant for any future purpose will be discussed further with the Village. The old plant may be converted into a service department area in the future.
12. The feasibility of using Mud Run as a discharge location was briefly discussed. URS noted that using Mud Run would require an outfall sewer under the railroad and along the Run and probably a tertiary treatment system. URS will develop a planning level cost for a tertiary treatment system and report back to the Village.
13. It was noted that there are utility conflicts (a 12-inch sewer and an 8-inch water line on Scioto Street near the old plant. The route of the proposed outfall sewer on Scioto Street will be examined further and additional survey may be required.

The meeting was adjourned at approximately 6:00 p.m.

END OF MINUTES