

Board of Municipal Utilities
Regular Meeting Minutes
January 17, 2017
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 7:24 PM.

Present: Mr. Dzwonczyk, Mr. Rush, Mr. Rickey, and Mrs. Schnabel.

Also present: Chief Utilities Executive Danielson, WPCO Manager Baytos.

Approve Minutes

Chairman Dzwonczyk presented the minutes of the December 20, 2016 Work Session and Regular Meeting, the January 3, 2017 Regular Meeting, and the January 10, 2017 Work Session and with no changes, additions or corrections noted, ordered the minutes to stand and be distributed as presented.

Public Speakers – None.

Correspondence – CUE Danielson reported he is trying to reach out to Mr. Hook who had questions on his last bill.

Expenditures

Following review of expenses dated January 17, 2017, for funds and amounts as follows, Mr. Rush moved, Mr. Rickey seconded, that all be approved and paid per budget:

| | | |
|---------------------|----|--------------|
| Water Fund 701 | \$ | 268,232.32 |
| Wastewater Fund 721 | \$ | 192,496.24 |
| MOR Fund 703 ETL1 | \$ | 181,110.80 |
| MOR Fund 762 ETL2 | \$ | 301,842.88 |
| LORCO Fund 749 | \$ | 22,702.76 |
| Water Constr 704 | \$ | 307,788.29 |
| Sewer Constr 724 | \$ | 1,026,281.91 |
| Lateral Loan 765 | \$ | 4,000.00 |

Ayes: Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Appoint New Board Member

Ms. Schnabel moved and Mr. Rush seconded to appoint C. J. Tyree to fill the vacant Board position with a term expiring December 31, 2019. Mr. Dzwonczyk requested a roll call vote.

Ayes (per rollcall vote): Rush, Schnabel
Nays: Dzwonczyk, Rickey.
Motion failed.

Mr. Rickey moved and Mr. Dzwonczyk seconded to appoint Randy Phillips to fill the vacant Board position with a term expiring December 31, 2019.

Ayes (per rollcall vote): Dzwonczyk, Rickey, Rush, Schnabel
Nays: None.
Motion carried.

Reports/Updates

Chemical Optimization Study: Staff has reviewed and provided comments to the consultant regarding the draft corrosion control study. As was expected, even though Avon Lake Regional Water is meeting all public health standards regarding lead and copper, addition of a phosphate-based corrosion inhibitor is recommended for optimal corrosion control. While the report is being finalized, staff is working separately to develop a design-build RFP to install a phosphate-based corrosion inhibition system.

ETL1 Variable Frequency Drives: The VFDs for ETL1 were rebuilt in 2010 and 2013. They are now outdated and will be replaced before failure. This was discussed with ETL1 customers at the annual consortium meeting. Staff will develop bidding documents and seek award at a future meeting.

ETL2 Pumps: The three ETL2 pumps are inadequate to keep up with increasing demand (Medina County, Medina City, new Avon tower, and RLCWA). We intend to install a fourth pump and are developing bidding documents. This was discussed with ETL2 customers at the annual consortium meeting. Staff will seek award at a future meeting.

Project Updates:

Water Tower: Done with pedestal concrete, working on internal equipment including mechanical.

Water Plant: Moving into the wash water recycling system and attenuation basins.

Wastewater Plant: HVAC installed, headworks junction chamber and next 14 foot lift going in, final tank backfill, alum tank leak test complete, mechanical going in in alum tank, administration building rough-in with drywall and electrical, will start bypass of UV system next week.

Promotion of Adam Sisson: As a result of a recent retirement in the Distribution and Collection Department, an internal opening was posted for a new Laborer. Management interviewed candidates and promoted Adam Sisson, WFP Operator (Step 1C) to Laborer (Step 4, the next higher step) effective 1/9/17.

Lateral Loan Program: Since the last Board meeting, three additional agreements for the Lateral Loan Program have been executed, bringing the total to 31 properties, with \$99,400 (total) committed and \$20,550 paid so far. The average loan request is for approximately \$3,200.

Lateral Separation Update: As of January 12, 2017, 2,914 letters have been sent to residents indicating that they may have clean water entering their sanitary lateral and requesting Avon Lake Regional Water be contacted to determine whether this may be the case. Currently, 1,796 (62%) have responded (up approximately 38 last month). Of the 1,796, 1,230 have either separated laterals or already had separated laterals and 566 either have problems or are believed to have problems. By extrapolation, approximately 1,200 (566 + ~60% of homes not inspected) may need to separate laterals.

Cleveland Construction Cost Index:

By Ordinance the Trunk Sanitary Sewer Fee is adjusted annually corresponding to a change in the January Cleveland Construction Cost Index. The adjustment to the Trunk Sanitary Sewer Fee is calculated by comparing the Index published in January each year and multiplying that comparison by the current Trunk Sanitary Sewer Fee. The Index published January 11, 2017 was 12267.85 as compared to 11895.69 for 2016, an increase of 3.13%. The Board thereby recognized the following adjustments then effective and, accordingly, the respective adjustments for the existing sanitary sewer front foot fees, the CALDP Tap in Fee, Commercial Square Foot Charge, and Water Impact Fee:

| | |
|-------------------------------------|-------------|
| Trunk Sanitary Sewer Fee | \$2,052.00 |
| Trunk Sanitary Square Foot Charge | 13.69¢ |
| 8" Sanitary Sewer Front Foot Charge | \$72.18 |
| CALDP Tap in Fee | \$10,820.87 |
| Commercial Square Foot Charge | \$69.46¢ |
| Water Impact Fee | \$2,475.00 |

CUE Action Items:

Below are responses to questions asked by the Board:

Why so much overtime for the pay period 12/12/16 to 12/25/16: As is often the case, there are several causes for overtime. For the pay period in question, below is a table explaining overtime in more detail:

| Group | Cause | Hours Paid | Hours Comp'ed | Expense |
|----------------|--|------------|---------------|---------|
| Dist. & Coll'n | Jaycox break (37.5), Weekend work (16), LORCO Callouts (15), A.L. Callouts (12), Snow/Salt (5.5) | 78 | 22.5 | \$4,027 |
| WFP | Operating (71.5), Start-Up (~30), SCADA (~20) | 110.5 | 42.5 | \$6,020 |
| WPCC | Operating (~60) | 66 | 3 | \$3,906 |
| Admin | Muni-Link/Billing (38.5), Projects (21.5), Invoices/Finance (10) | 70 | 0 | \$3,701 |

Should expenses for the Elyria interconnect be capitalized: CUE Danielson reported consulting expenses for the Elyria emergency interconnection are paid through the operating budget, and are generally capitalized for accounting purposes.

Rebuilding the WPCC video status: The current intention for the video is to make it into a “before and after” video. Raw footage has been collected. Some on-going construction footage will be captured, and then final footage will be taken when the project is complete.

Proceeding with ISO9000: Staff is preparing to reach out to consultants regarding quality management programs.

Dave Rickey would like an updated LORCO spreadsheet: CUE Danielson provided the LORCO spreadsheet for the Board’s information.

What have we done to minimize future over-pressurization: CUE Danielson reported staff will be working with integrators to determine how to best link and analyze the pressure data from the two WFP locations and whether additional backup sensors are advisable.

Brown and Caldwell synopsis re the 45s: A draft technical memorandum was submitted January 12, 2017. The report suggests that separation, possibly with additional storage, is still the best approach. Staff will review the memorandum in detail in the upcoming days.

SPCC for 5,000 gal diesel tank: Staff has reached out to regulators to assure that the correct documentation is completed.

Medical Mutual Billing: Per the Finance Department, Avon Lake is self-insured. Monthly payments are the standard feed for insurance. Weekly payments vary based upon weekly doctor visits/medication costs/etc.

What are we doing to harden SCADA? The paperwork has been started to allow the Department of Homeland Security to complete a physical and virtual audit of our facilities.

Chairman/Committee/Members Reports

Chairman Dzwonczyk reported he attended last week’s Sewer Committee Meeting during which there was extensive discussion on the Sewer Separation Project.

Mr. Rush reported he will attend the Human Resources Committee Meeting.

CUE Report

CUE Danielson reported that although Avon Lake Regional Water has become more resilient, frazil ice was detected on the air burst system, but after modifying the burst cycle, we were able to get back to normal operations. As a precautionary measure, divers removed the access port plate to assure water would keep flowing.

Miscellaneous

| None.

Executive Session

Mr. Rush moved, Mr. Rickey seconded, to meet in Executive Session as allowed by ORC 121.22 (G) (3) to discuss legal matters and to include the Chief Utilities Executive in the discussion.

Ayes (per rollcall vote): Dzwonczyk, Berner, Rickey, Rush, Schnabel

Nays: None

Motion carried.

The Board reconvened at 9:12 PM

Adjourn

As there was no further business, Mr. Rickey moved, Ms. Schnabel seconded, that the meeting adjourn at 9:12 PM.

Ayes: Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Approved February 7, 2017

John G. Dzwonczyk, Chairman

Todd A. Danielson, Clerk