

Board of Municipal Utilities
Regular Meeting Minutes
February 21, 2017
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 7:05 PM.

Present: Mr. Dzwonczyk, Mr. Phillips, Mr. Rickey, Mr. Rush, and Ms. Schnabel.

Also present: Chief Utilities Executive Danielson, Anthony Abram (left at 7:11 PM).

Approve Minutes

Chairman Dzwonczyk presented the minutes of the February 7, 2017 Regular Meeting and with no changes, additions or corrections noted, ordered the minutes to stand and be distributed as presented.

Public Speakers – Anthony Abram informed the Board the Mayor and Council received a \$900,000 state grant for construction of the Central Avon Lake Drainage Project. He stated that he believed the proposed Executive Assistant position is not necessary since the Board pays the Finance Director to help with the Utilities finances and the CUE is responsible for the financial duties of the Utility.

Correspondence – None.

Expenditures

Following review of expenses dated February 21, 2017, for funds and amounts as follows, Mr. Rush moved, Ms. Schnabel seconded, that all be approved and paid per budget:

Water Fund 701	\$	235,952.19
Wastewater Fund 721	\$	299,574.88
MOR Fund 703 ETL1	\$	2,286.53
MOR Fund 762 ETL2	\$	11,396.48
LORCO Fund 749	\$	17,997.53
Sewer Constr 724	\$	1,107,787.27
Lateral Loan 765	\$	10,500.00

Ayes: Dzwonczyk, Phillips, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Reports/Updates

Employee Promotion: As a result of an upcoming retirement in the Distribution and Collection Department, internal candidates were interviewed and Management promoted Tim Roten, Janitor (Step 3) to Laborer (Step 2, the next higher step) effective 3/13/17.

By inclusion as an information item, the Board will recognize the promotion and wage change.

New Employee: Five applicants have been interviewed from the list supplied by the Civil Service Commission for the open Janitor's position created by the upcoming retirement of a member of the Distribution and Collection crew. The four-person interview team unanimously selected Jason Kempton, the existing part-time pretreatment inspector to fill the position. Mr. Kempton successfully completed a pre-employment physical and background check and will begin in his new role on February 27, 2017. By inclusion as an information item, the Board will recognize the appointment of Mr. Kempton to WFP Janitor Step 1B effective February 27, 2017.

Job Description Updates: The draft Analyst/Assistant job description and wage range of \$40,000 to \$60,000 per year is intended to be reviewed by the HR Committee on March 6, 2017. The draft Engineer/Analyst job description and wage range is being finalized and should be reviewed by the HR Committee March 6, 2017.

Lateral Mailings: The first of the mailings prompted by the Council's passage of the Resolution of Necessity was mailed on February 17, 2017. The actual quantity of letters mailed each week will vary in order to maintain a manageable inspection backlog. Yard signs are being regularly moved in order to correspond with the mailings in order to increase response rates.

Ward Meetings: Avon Lake Regional water attended the February 8, 2017, Wards 1&2 meeting and will also attend the February 22, 2017, Wards 3&4 meeting. Lateral separation requirements are the highlight of our presentation. On-going construction will also be presented.

Project Updates:

Water Tower: Tank bowl welding continues for the bottom cone section.

Water Plant: Construction of Clearwells 1-4 repurposing continues.

Wastewater Plant: The work for the WPC administration building is nearly complete, and the UV system change-out is well underway. The west aeration basin will out of service for a week to facilitate equipment replacement.

Lateral Loan Program: Since the last Board meeting, three additional agreements for the Lateral Loan Program have been executed, bringing the total to 39 properties, with \$127,300 (total) committed and \$42,550 paid so far. The average loan request is for approximately \$3,250.

Shutoffs: CUE Danielson reported shutoff day to have an unusually high number of customers, but by the end of the day Friday those that remained off were back to normal.

CUE Action Items:

Below are responses to questions asked by the Board:

Safety audits: CUE Danielson reported staff inspects emergency equipment such as eyewash stations and exit signs monthly and also inspects equipment such as ladders. Avon Lake Regional Water has taken action to label all equipment.

Buy American: The CUE has asked Ohio EPA to provide comment whether there may be problems working with engineering firms headquartered in foreign countries and complying with any Buy American requirements for federally-backed loans. So far, there has been no information forthcoming, so the matter remains unresolved.

CMAR Debrief: At the beginning of the March 7, 2017 meeting, senior staff and the contractor will present a synopsis regarding how well the Construction Manager At Risk form of alternative project delivery worked for the Storage Improvements Project.

Chairman/Committee/Members Reports

None

CUE Report

None.

Miscellaneous

None.

Executive Session

Mr. Rush moved, Mr. Rickey seconded, to meet in Executive Session as allowed by ORC 121.22 (G) (1) to discuss employee matters and to include the Chief Utilities Executive in the discussion.

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

Nays: None

Motion carried.

The Board reconvened at 9:25 PM

Adjourn

As there was no further business, Mr. Rush moved, Mr. Rickey seconded, that the meeting adjourn at 9:25 PM.

Ayes: Dzwonczyk, Phillips, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Approved March 7, 2017

John G. Dzwonczyk, Chairman

Todd A. Danielson, Clerk