

Board of Municipal Utilities  
**Regular Meeting Minutes**

**March 7, 2017**

201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

The meeting was called to order at 6:38 PM.

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

Also present: Chief Utilities Executive Danielson, WPCC Manager Baytos, Mayor Zilka (left at 7:09 PM), Councilmember Fenderbosch (left at 7:09 PM), and Jon Wysochanski (left at 7:09 PM).

Chairman Dzwonczyk reported the Board had received some complaints during the week regarding a letter that went out to several residents in the community telling them that they had a water bill that was unpaid. The billing error was on the utility's part, and the tone of the letter was inappropriate. The chairman apologized on behalf of the Board for any offense that was taken and any inconvenience that was caused. Personnel action has taken place as a result of the content of the letter.

***Approve Minutes***

Chairman Dzwonczyk presented the minutes of the February 21, 2017, Work Session and the February 21, 2017 Regular Meeting and with no changes, additions or corrections noted, ordered the minutes to stand and be distributed as presented.

***Public Speakers*** – Jennifer Fenderbosch informed the Board she received the letter about the deduct meter on her account and was offended. She wanted to inform the Board City Hall also received numerous calls in reference to the letter.

***Correspondence*** – CUE Danielson reported Avon Lake Regional Water received numerous correspondence about the deduct meter letter. Chairman Dzwonczyk also reported the Board received a letter from Ms. Ester about her sewer separation requirements.

***Expenditures***

Following review of expenses dated March 7, 2017, for funds and amounts as follows, Mr. Rickey moved, Mr. Phillips seconded, that all be approved and paid per budget:

Water Fund 701	\$ 205,649.25
Wastewater Fund 721	\$ 297,285.89
MOR Fund 703 ETL1	\$ 18,745.66
MOR Fund 762 ETL2	\$ 15,818.43
LORCO Fund 749	\$ 1,634.80
Sewer Constr 724	\$ 95,281.05
Lateral Loan 765	\$ 8,900.00

Ayes: Dzwonczyk, Phillips, Rickey, Schnabel  
Nays: None  
Motion carried.

#### ***Analyst/Assistant***

CUE Danielson presented the objectives the Board requested for the Analyst/Assistant position. Mr. Dzwonczyk moved and Mrs. Schnabel seconded to approve the Analyst/Assistant job description and establish the initial salary range as \$40,000 per year to \$60,000 per year.

Ayes: Dzwonczyk, Phillips, Rickey, Schnabel  
Nays: None  
Motion carried.

#### ***Acting Clerk***

Mrs. Schnabel moved and Mr. Rickey seconded that in the event of the CUE's and CUO's absence, the WPCC Manager be appointed Acting Clerk of the Board during 2017 without compensation.

Ayes: Dzwonczyk, Phillips, Rickey, Schnabel  
Nays: None  
Motion carried.

#### ***Reports/Updates***

Security Audit: Avon Lake Regional Water continues to move forward with having the Department of Homeland Security conduct a security audit. A tentative audit date is set for March 13, 2017.

45s Area Combined Sewer Separation: Following Brown and Caldwell's presentation to the Board regarding the wet weather study and the potential for storage to reduce future sanitary sewer overflows, staff convened a meeting between Brown and Caldwell and the engineer (HDR) designing the 45s area combined sewer separation. The scope for the 45s area separation includes upsizing a portion of the Lake Road interceptor, along with construction of a storm sewer on Lake Road. The opportunity to add the eastern-most parallel storage structure into the design scope for HDR project was discussed as an option to reduce the overall design and construction cost for the storage, as well as to reduce the number of times we impact drivers on Lake Road. We are investigating the option further and may soon request an amendment to the HDR agreement to include these design services.

#### **Project Updates:**

*Water Tower:* Tank bowl welding has moved on to the vertical walls.

*Water Plant:* Work continues to convert the old clearwells to backwash attenuation basins. In December, the SCADA system crashed, and it was determined that the backup system in place was insufficient. Though not part of the SIP, major work is going on at the water plant to upgrade the SCADA system.

*Wastewater Plant:* With the help of staff, construction crews have taken one of two aeration tanks out of service to replace piping and equipment. Each tank will be out of

service for two to three months. Progress on the preliminary treatment area is progressing. The brick work for the grit building is almost complete and demolition of the tank that is being removed from service is also nearly complete. The new lab will be turned over to us next week. Rebar is in place for the roof of the headworks building and the UV walls.

**Lateral Loan Program:** Since the last Board meeting, six additional agreements for the Lateral Loan Program have been executed, bringing the total to 45 properties, with \$168,100 (total) committed and \$47,950 paid so far. The average loan request is for approximately \$3,750.

**CUE Action Items:**

Below are responses to questions asked by the Board:

**WERF Presentation:** CUE Danielson reported he will make a presentation about the Water Environment and Reuse Foundation (WE+RF) project that is attempting to benchmark business processes in the utility sector during the work session, either April 4, 2017, or May 2, 2017.

**Analyst Objectives:** Board members asked to better understand what the CUE sees as initial objectives for the Analyst/Assistant. The CUE envisions initial responsibilities for the Analyst/Assistant to be:

- (1) Establish an audit-defendable accounting system for LORCO revenues and expenses in order to assure that all money loaned to LORCO is repaid and there is less liability on Avon Lake Regional Water's wastewater funds.
- (2) Establish a tracking system for the flow of money from notes, bonds, and loans to assure that money is allocated to appropriate expenditures.
- (3) Create and maintain a dashboard that tracks revenues and expenses to help leadership manage cash flow.
- (4) Investigate and recommend expenditure-saving options regarding the way Avon Lake Regional Water conducts business.
- (5) Identify and secure the most appropriate sources of funding (including grant funding) for upcoming projects.
- (6) Create and maintain financial models to help determine appropriate timing of capital expenditures and rate changes.

**Engineer Description:** The CUE is working with staff to revise the draft Engineer job description to include key functions/needs.

**WPCC Film:** The CUE has requested the WPCC Manager to develop a list of milestones that should be documented for the video.

**WFP Manager:** The CUE is investigating the concept of an employment agreement for the next appointment to this position.

**CUO:** Per the request of the Board, the CUE will begin preparing for the search process to identify the next CUO.

**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.

*Proceeding with ISO9000:* Staff has reached out to consultants regarding quality management programs.

*Chairman/Committee/Members Reports*

Chairman Dzwonczyk reported Ms. Schnabel will be the Board appointee for the ISO 9000 program.

Chairman Dzwonczyk reported Mr. Rush will be the Board appointee for the CUO job search.

Chairman Dzwonczyk reported the Analyst/Assistant position was approved by the HR Committee.

Chairman Dzwonczyk reported he will attend the Sewer Committee meeting.

Mr. Rush will attend the Civil Service Committee meeting.

Mr. Rickey attended the Ward 3 & 4 meeting at Troy last week.

Mr. Rickey will attend the LORCO Board meeting Thursday March 9, 2017.

Mr. Rickey will tour the WFP this Friday with Mr. Heimlich.

*CUE Report*

CUE Danielson reported the lead map, prepared by OTCO, was completed and returned before the deadline.

CUE Danielson will not be able to attend the March 21, 2017, meeting.

CUE Danielson reported our trademark was finally received.

**Miscellaneous**

None.

**Executive Session**

Mr. Dzwonczyk 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, Schnabel

Nays: None

Motion carried.

The Board reconvened at 9:04 PM

***Adjourn***

As there was no further business, Mrs. Schnabel moved, Mr. Rickey seconded, that the meeting adjourn at 9:04 PM.

Ayes: Dzwonczyk, Phillips, Rickey, Schnabel

Nays: None

Motion carried.

Approved March 21, 2017

John G. Dzwonczyk, Chairman

Todd A. Danielson, Clerk