

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

Call to Order – Roll Call

The meeting was called to order at 6:48 PM.

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

Also present: WPCO Manager Baytos, Mayor Zilka (left at 7:43 PM), and Kevin Martin (left at 7:48 PM).

Approve Minutes

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

Public Speakers – None.

Correspondence – Chairman Dzwonczyk reported the Board received a follow-up letter from Robin Ester who seemed to be satisfied with her inspection report.

Expenditures

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

Water Fund 701	\$	145,647.81
Wastewater Fund 721	\$	123,924.54
MOR Fund 703 ETL1	\$	135,578.75
MOR Fund 762 ETL2	\$	279,218.40
LORCO Fund 749	\$	24,321.42
Water Constr 704	\$	290.00
Sewer Constr 724	\$	873,009.12
Lateral Loan 765	\$	17,950.00

Ayes: Dzwonczyk, Phillips, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Award of ETL2 Booster Pump Station Design-Build Project

Bids were opened on March 13, 2017 for the ETL2 Booster Pump Station Design-Build Project. One company provided a bid. Engineering Fluid, Inc. (EFI) of Centralia, Illinois provided a bid of \$489,668.00 and will be paid through ETL2 funds. Staff deems Engineering Fluid, Inc. responsive and responsible and requests the Board award the project. Mr. Rush moved and Mr. Rickey seconded to authorize the CUE to execute a

design-build agreement with Engineering Fluid, Inc. for the ETL2 booster pump station for a price of \$489,668.00, along with approximately 5% additional for out-of-scope items such as SCADA integration to be paid to EFI or other vendors, for a total project cost not to exceed \$514,000.00.

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

Award of WFP Modular Chemical Feed Station Design-Build Project

Bids were opened on March 13, 2017 for the WFP Modular Chemical Feed Station Design-Build Project. One company provided a bid. Engineering Fluid, Inc. (EFI) of Centralia, Illinois provided a bid of \$474,509.00. Staff deems Engineering Fluid, Inc. responsive and responsible and requests the Board award the project. Mr. Rush moved and Mrs. Schnabel seconded to authorize the CUE to execute a design-build agreement with Engineering Fluid, Inc. for the modular chemical feed station for a price of \$474,509.00, along with approximately 5% for out-of-scope items such as SCADA integration to be paid to EFI or other vendors, for a total project cost not to exceed \$500,000.00.

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

Water Filtration Plant Manager

After extensive discussions between the Board and staff, Mr. Dzwonczyk moved and Mr. Rickey seconded to appoint Greg Yuronich as WFP Manager and Operator of Record, effective April 3, 2017, with an hourly wage rate of \$40.87/hr. Mr. Heimlich will act as a transitional advisor at his current rate until April 28, 2017.

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

Reports/Updates

Employee Anniversary: Dennis Knick completes his one-year probationary period as a Line Maintenance Man April 18, 2017. Per the recommendation of his supervisor and concurrence of management, his promotion will become permanent, and he will receive the requisite step increase.

Employee Promotion: At the February 21, 2017, meeting, the CUE informed the Board that Tim Roten, WFP Janitor would be promoted to the Laborer position effective March 13, 2017. The transfer has been delayed and will now take effect April 10, 2017.

Regulations: This week, the CUE submitted comments to the USEPA regarding proposed public notice regulations for combined sewer overflows and comments to Ohio EPA regarding the draft revised lead and copper regulations.

Project Updates:

Water Tower: Tank bowl welding continues and is on schedule for ground completion in late April.

Water Plant: The work on backwash attenuation is almost complete and backwash will be diverted to the converted clearwells next week. Staff is currently in negotiations with lawn irrigation contractors and landscapers for completion of the south site and restoration of the north site.

Wastewater Plant: The lab is being completed and staff is working out of it this week. The UV system is moving along for the April 10th start up and training. Maintenance and storage areas are being finalized.

Lateral Notifications: Following the Council's passage of the Resolution of Necessity, requiring property owners in Avon Lake to separate their laterals by February 1, 2018; February 1, 2019; or June 30, 2019; depending upon where they live in the City, staff has sent out 366 of the approximately 1,269 letters that will be sent both to owners who either haven't had their laterals inspected or owners who have had their laterals inspected and still have work to do. The letters are not driving the phone calls we had originally anticipated. Only about 18 inspections (5% response) can be attributed to the letters. Response increases when the yard signs are placed in conjunction with the letters and the plan for placement of these signs is being re-thought in order to improve response.

This is part of the larger lateral separation program, which is still progressing well. As of March 8, 2017, letters had been sent to 2,925 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. As of that date, 1,979 (68%) had responded (up 83 last month). Of the 1,979, 1,358 had either separated laterals or already had separated laterals and 621 either had problems or are believed to have problems. By extrapolation, approximately 1,200 (621 + ~60% of homes not inspected) may need to separate laterals.

Lateral Loan Program: Since the last Board meeting, ten additional agreements for the Lateral Loan Program have been executed, bringing the total to 55 properties, with \$190,600 (total) committed and \$65,900 paid so far. The average loan request is for approximately \$3,500. On Tuesday, March 7, 2017, the loan application to Ohio EPA was submitted. Award is anticipated April 27, 2017.

Seasonal Help Per budget, up to twelve employees will be hired to assist with seasonal maintenance at the Avon Lake Regional Water facilities and/or engineering/construction projects.

CUE Action Items

Database on Sewer Separation: Prior to the last meeting, a customer emailed the Board indicating that she was told several years ago that she was in compliance, but we are still asking for an inspection. Prior to 2013, many letters were sent stating they were in compliance. That compliance was for the regulations in place at the time (i.e., splashed downspouts and closed-off yard and driveway drains if the foundation drain was connected to the sanitary lateral). This was the case with that customer. Our historical records are not perfect (either because they were not perfectly compiled originally, or

because owners have made changes without our knowledge). That is part of the reason why we are requesting inspections. This inspection process helps to provide better understanding regarding the connections of each of our customers.

Security for SCADA System: At the plant, there is a switch that provides “air gap separation” between the administration network and the control network. Also, the in-plant system has two virtual machine servers and a historian. The virtual machines continually backup the system and monitor security. Our IT provider (TMS) receives alerts if there are any issues. All equipment runs on UPS, which reduces impacts due to power loss or surges.

DHS Procedures: A member of the DHS met with a team of Avon Lake Regional Water employees, the police and fire chiefs, and a member of the Lorain emergency planning committee on Monday, March 13, 2017, to discuss security and resiliency of the Water Filtration Plant. In three-to-five weeks, a report that compares our level of security and resiliency to others and provides options for us to consider in becoming a more secure/resilient organization will be provided. We will also have interactive online dashboards that will allow us to change responses and see how that impacts our level of protection.

Elyria Interconnection: The Assistant Law Director has drafted an amended easement and is working with First Energy to receive their review and approval.

Buy American: The CUE followed up with Ohio EPA regarding Buy American requirements. Currently, only iron and steel are required to be from America. Consultants' corporate headquarters can be abroad.

CUO: The CUE has reached out to progressive utilities to get job descriptions of positions that may have some similar duties to those that will be assigned to our next CUO. Over the next few weeks, the CUE will begin drafting a new job description and will work with Member Rush to get initial concurrence on the draft.

Phone Answering System: Last week, it was identified that our nighttime greeting had an incorrect prompt that misdirected people calling about lateral inspections to Jack Gaydar's voice mail. The nighttime greeting has been re-recorded in order to direct people to our lateral inspection mailbox.

Lateral Separation Coordination with City Hall: Staff provided a message for people at City Hall to state to residents who mistakenly call the City, rather than Avon Lake Regional Water, inquiring about the lateral letter that was sent to them. For information purposes, the CUE provided the Board the text of the letters that are currently being sent as a result of the Resolution of Necessity.

Personnel Development and Quality Management: On March 15, Member Schnabel and the CUE met with representatives from Corporate College, a division of Cuyahoga Community College, regarding potential assistance for employee development (e.g., leadership, management, change management...) and to help determine the most appropriate quality management approach (e.g., ISO 9000, lean, six sigma...) for the organization. Corporate College will present further information in the upcoming weeks in order to help determine if they are the most appropriate partner and, potentially, structure the best program for organizational development.

Chairman/Committee/Members Reports

Chairman Dzwonczyk reported he attended the Sewer Committee meeting in the prior week, where the inappropriate letter by Avon Lake Regional Water was discussed. The Chairman would like to see doubled efforts to make sure a clerical mistake like this does not happen again.

Chairman Dzwonczyk thanked WPCC Manager Baytos for the tour of the Wastewater Plant. The Chairman would like to make sure at the completion of the project a maintenance procedure be put in place to keep the Plant looking its best at all times.

Mr. Rickey attended a LORCO Board meeting where they were celebrating their 20th Anniversary of conception. LORCO has not raised its rates in four years, the LORCO Board tabled a motion to raise the rates and will consider them at their April meeting.

Mr. Rickey also reported he toured the Wastewater Plant with WPCC Manager Baytos and CUO Eberle, where he was very impressed with the work that was completed.

Mrs. Schnabel and CUE Danielson met with representatives from Corporate College, a division of Cuyahoga Community College, regarding potential assistance for employee development and to help Avon Lake Regional Water determine the most appropriate quality management report.

CUE Report

None.

Miscellaneous

None.

Adjourn

As there was no further business, Mr. Rush moved, Mr. Rickey seconded, that the meeting adjourn at 8:02 PM.

Ayes: Dzwonczyk, Phillips, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Approved April 4, 2017

John G. Dzwonczyk, Chairman

Stephen C. Baytos IV, Acting Clerk