

Board of Municipal Utilities  
**Work Session Minutes**  
**April 4, 2017**  
201 Miller Road  
Avon Lake, Ohio

The work session was called to order at 6:00 PM.

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

Also present: CUE Danielson, WPCCC Manager Baytos, WFP Manager Yuronich, Engineering Services Manager Gaydar, Councilmember Fenderbosch (arrived at 6:10 PM), and Morning Journal Reporter Martin.

WPCCC Manager Steve Baytos provided an overview of some of the recent projects they have performed in-house, including sealing the digesters, fixing the grit system, and fixing the grinder at the four-plex. They are performing more lab experiments and installed online meters measuring pH, dissolved oxygen, and flow. By performing the work in-house, staff has saved \$200,000 to \$300,000 during the last four years. Similarly, in order to help keep costs down, all vacation time at the plant this year has been covered through scheduling (rather than overtime). For scale perspective, Mr. Baytos told the Board that the plant treated approximately 1.9 billion gallons of wastewater last year, removed about 10,000 wet tons of solids, and took about 8,000 pounds of phosphorus out of the waste stream.

WFP Manager Greg Yuronich stated that the construction is winding down at the water plant and that washwater recycling was started the previous week. Barring algal toxin events, up to 5% of the plant's forward flow may be from this recycle stream. This will save operating expenses at both the WFP and the WPCCC.

Both were asked by the Board about wish-list items. Mr. Baytos indicated that he will soon need a lab analyst/pretreatment coordinator. Mr. Yuronich indicated that he looks forward to getting back up to full staffing and then looking at ways to further improve security and resiliency and to inspect older facilities/equipment to assure it is operating as efficiently as possible.

CUE Danielson then discussed draft job descriptions for CUO, Engineer, and Underground Asset Locator. Members provided comments, and the CUE requested any additional comments be provided to the CUE by the end of the month.

The CUE then discussed the open Community Outreach Specialist position and indicated the major focus for the position during the next few years would be lateral and sewer separations, along with outreach regarding all that we do for our customers and how that affects rates. Board members and the CUE discussed that they collectively wanted the position to be more "out in the community" and in front of customers—both one-on-one and presenting at meetings. The best-fitting applicant should become comfortable being a face of the organization and should regularly interact with the Board to better understand priorities.

The work session adjourned at 7:07 PM.

Approved April 18, 2017

John G. Dzwonczyk, Chairman

Todd A. Danielson, Clerk