

Board of Municipal Utilities
Regular Meeting Minutes
September 20, 2016
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 6:30 PM.

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

Also present: Chief Utilities Executive Danielson, WPCC Manager Baytos, Councilmember Fenderbosch and residents Julie Vaccaro, Andrew Strada, Edward Lowe, Marcia Stuckert Lowe, Allan Fraser, Michael Kube, Marian Conn, Michael Korney, John Rottenborn, Cameron Winter, Jackie Csiszar, Laura Kerwin, Anne Thomas, Tim Kerwin, Jackie Blaskovic, Matt Vehovec.

Approve Minutes

Chairman Dzwonczyk presented the minutes of the September 6, 2016 meeting and with no changes, additions or corrections noted, ordered the minutes to stand and be distributed as presented.

Public Speakers – There were 17 residents that attended the meeting to voice their opinions regarding two possible sites (near Division Tower and Ilg Park) the City and Avon Lake Regional Water were considering for a construction staging area. Of the 17 residents, 13 residents voiced their concerns publicly. There were also 21 letters provided to document others concerns.

Correspondence – Chairman Dzwonczyk provided a letter from resident Paul Orlousky, and CUE Danielson stated Mr. Kerwin had also emailed the letter he publicly read earlier. CUE Danielson provided more details on the process which staff takes to determine if a staging area is suitable for the project. CUE Danielson reported 2-3 acres of property are needed for a staging area for this particular project. Mr. Rickey wanted to clarify for the record that the Division Tower site has been ruled out for a staging area and that the Ilg site, although still being assessed, is probably not going to be chosen for this project. Mr. Rush and Ms. Schnabel wanted to clarify that the Board was not involved in the original decision to use the above staging area. Mr. Berner and Mr. Dzwonczyk noted this project is still in the beginning stages of development. Mr. Rickey wanted it noted that the Board is a governing entity and not a managing entity. Mr. Dzwonczyk asked CUE Danielson to clarify the question of zoning in the project area. Mr. Danielson responded that for a temporary construction staging area, zoning would be irrelevant. CUE Danielson further noted the intention to determine a staging area should be made in the next few months.

Expenditures

Following review of expenses dated September 20, 2016 for funds and amounts as follows, Mr. Rush moved, Mr. Rickey seconded, that all be approved and paid per budget:

Water Fund 701	\$	150,260.65
Wastewater Fund 721	\$	162,997.26
MOR Fund 703 ETL1	\$	177,186.78
MOR Fund 762 ETL2	\$	306,038.80
LORCO Fund 749	\$	16,400.88
Water Const 704	\$	509,978.86

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

Reports/Updates

Employment for Post-Secondary Education Students: CUE Danielson reported he met with the HR Director and they are working together to determine what seasonal help and intern programs the City has and, if Avon Lake Regional Water is proposing improvements to the program, whether the City wants to undertake similar improvements.

Meeting with Ohio EPA Regarding Upcoming Lead Regulations: CUE Danielson reported representatives from six water utilities (including Avon Lake Regional Water) met with Ohio EPA on September 9, 2016 to discuss the pending regulations regarding lead in drinking water. Ohio EPA indicated they have completed much of the minor aspects of drafting the new regulations, and they wanted to discuss a few of the larger requirements of the regulations, including requirements for customer notification of results and system notification of Action Level Exceedance, potential triggers for corrosion control studies, criteria for reduced monitoring, and requirements for notification regarding main replacements in areas of suspected lead service lines.

Credit Card Fees: CUE Danielson reported Avon Lake Regional Water will be switching to a new credit card processing company in conjunction with the new billing software. With the switch, Avon Lake Regional Water will allow the processing company to charge the processing fee (currently 2.65%, with a \$3.00 minimum) directly to the customer, rather than Avon Lake Regional Water continuing to absorb the costs. Customers will have the opportunity to switch to ACH (automatic check handling) or other payment methods that do not have convenience fees associated with them.

Big Trucks: The annual Big Trucks event was held at the Avon Lake Safety Center on Saturday, September 17, 2016. Avon Lake Regional Water displayed the new Ford F-750 dump truck at the event.

New Software Systems: CUE Danielson reported staff is preparing at the end of the month to launch the new customer information system (Muni-Link) and the new purchase order system (New World).

Lateral Loan Program: Since the last Board meeting, one additional agreement for the Lateral Loan Program has been executed, bringing the total to seven properties, with \$23,300 committed so far.

Chairman/Committee/Members Reports

Chairman Dzwonczyk reported he attended the Sewer Committee meeting on September 8th, but as there was not a quorum. Therefore, no action was taken.

Councilmember Fenderbosch reported Avon Lake Regional Water's request for an easement will be presented as a motion to City Council on Monday September 26, 2016. She further explained the purchase of property in Elyria for Avon Lake Regional Water will go through a first reading as well on Monday.

Chairman Dzwonczyk requested an update on action items from the previous Board meeting.

Meal Allowances-Any allowance that does not require a receipt as backup is considered taxable income.

PERS-Per discussions with the Finance Department, there should be no more "PERS Pickup" following those paid with the last expenses.

Shamrock-Staff is still researching an alternative to our current bill printing company.

Tax exempt Amherst-Avon Lake will qualify for tax-exempt status for the property for the Elyria interconnection.

ETL 2-Chairman Dzwonczyk would like a report on who built and inspected ETL 2 in the problem area at the next meeting.

Budget Adjustment- Appropriations will be discussed in the next work session in October.

Additional Easement-Definition of the additional easement will be defined at the next Board meeting.

Intern pay-The CUE has the ability to hire interns up to \$12/hour. City Council action would be necessary for anything above that wage. As per the comments above, the CUE is working with the HR Director prior to proposing to the Board any changes in maximum intern pay.

Presentation for Cost-Benefits-Due to time constraints, Avon Lake Regional Water now intends to select a consultant to assist with design of the sewer separation in the cottage district. It will be at a future work session when staff presents a cost-benefits analysis of completing design projects internally, compared to externally.

Part-time Budget-By opting to hold off on hiring a drafting intern, there will be less part-time budget impact. The CUE will review budget and make requests at an upcoming meeting in October.

Inspector/Intern/Summer Help-This will be clearly defined at a future Board meeting.

Hours for new Inspector-The overall average from start date to the end of the year must average below 30 hours/week.

Mr. Rickey attended the last LORCO board meeting. He reported LORCO will be working with a project in Cinnamon Lake, which will add approximately 830 customers. He also reported this project will not involve Avon Lake Regional Water staff.

Mr. Rickey also attended the Big Truck event.

CUE Report

CUE Danielson reported notes issued for our Moorewood project will be converted from a note to a bond. Revenue bonds will be issued in late 2016.

Miscellaneous

Councilmember Fenderbosch reported City Council will be changing their process to approve the budget for 2017 by the end of 2016.

Residents had further comments and questions regarding the use of potential materials yards and the Ilg Park, specifically, related to deed restrictions, zoning requirements, and timing. Board members requested CUE Danielson to provide follow-up correspondence keeping these concerned residents apprised of the intentions for a materials yard for the upcoming sewer separation.

Adjourn

As there was no further business, Mr. Rush moved, Mr. Rickey seconded, that the meeting adjourn at 8:19 PM.

Ayes: Berner, Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Approved October 4, 2016

John G. Dzwonczyk, Chairman

Todd A. Danielson, Clerk