

Board of Municipal Utilities
Regular Meeting Minutes
November 15, 2016
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 7:17 PM.

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

Also present: Chief Utilities Executive Danielson, Chief of Utility Operations Eberle, Mayor Zilka, Councilmember Fenderbosch.

Approve Minutes

Chairman Dzwonczyk presented the minutes of the November 1, 2016 Work Session and the November 1, 2016, Regular Meeting and with no changes, additions or corrections noted, ordered the minutes to stand and be distributed as presented.

Public Speakers – None.

Correspondence – None.

Expenditures

Following review of expenses dated November 15, 2016 for funds and amounts as follows, Mr. Rush moved, Mr. Rickey seconded, that all be approved and paid per budget:

Water Fund 701	\$	201,193.49
Wastewater Fund 721	\$	451,138.24
MOR Fund 703 ETL1	\$	133,020.80
MOR Fund 762 ETL2	\$	343,892.01
LORCO Fund 749	\$	25,060.78
Sewer Const 724	\$	923,667.28
TSSF 725	\$	8,075.28

Ayes: Berner, Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Recent Ordinances

Mr. Dzwonczyk moved and Mr. Rush seconded to rescind the October 4, 2016, motion regarding Temporary Legislation 10731 and 10735.

Ayes: Berner, Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Customer Service Positions

After extensive discussions between the Board and staff, the Board tabled the motion on customer service positions.

Reports/Updates

Design for the 45's Combined Sewer Separation: Staff received qualifications packages from five consultants for the 45's combined sewer separation. One firm was selected as the top-ranked firm, and staff negotiated scope and budget for the project. The scope and budget were presented in the work session so that they could be discussed at length. Mr. Berner moved and Mr. Rickey seconded to authorize the CUE to enter into a contract with HDR for design of the 45's combined sewer separation project for a not-to-exceed fee of \$811,349.00. Mr. Berner further moved and Mr. Rickey seconded to authorize the CUE a contingency of up to 5% to be used at his discretion for out of scope items he believes should be added to the project.

Ayes: Berner, Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Part-Time Inspector: Due to the current union contract, part-time employees may work a maximum of 90 working days. The previous employee performing inspections worked as summer help prior to performing inspections. Due to this, he reached his maximum tenure. Staff elected to advertise for the position, interviewed, and will hire Jason Kempton as a part-time, temporary inspector at \$19.00/hr for fewer than 30 hours per week on an annual average.

Annual Step Increases: By Ordinance, annual step increases due April 1 must be approved by the preceding December. Based on the recommendations of their supervisors, the Board must recognize annual step increases due April 1, 2017 for eligible employees as follows:

K. Gomez, Biller-Bookkeeper II	Step 1C to Step 2
J. Spinks, WPCC Operator	Step 1C to Step 2
W. Fischer, WPCC Operator	Step 2 to Step 3
D. Hall, Laborer	Step 1C to Step 2
A. Sisson, WFP Operator	Step 1C to Step 2
G. Mosher, WFP Operator	Step 3 to Step 4
T. Roten, WFP Janitor	Step 3 to Step 4

Lateral Loan Program: Since the last Board meeting, five additional agreements for the Lateral Loan Program have been executed, bringing the total to 22 properties, with \$67,250 committed so far. Members asked to have included how much money has been expended. With the updates to the software systems, this should be easily able to be tracked and will be included in the future.

Chairman/Committee/Members Reports

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

Measures to avoid future over-pressure actions in water system-The pressure sensor has been moved to the 36" discharge line from the plant and will accurately measure system pressure.

Should we look at other sensing locations-Multiple locations are measured and will alarm if pressure falls outside appropriate ranges. Operators will be alerted to issues if discrepancies occur.

Process for adding vendors-The process depends upon the type of service provided and the cost for the service. Generally, multiple quotes are received and the best price/value is selected.

New business cards-Only John Dzwonczyk has expressed need for cards. Order will be placed the week of 11/14.

Non-Bargaining overtime meal rate- action item.

Desired range for the Customer Service Representative-action item.

Mr. Rush reported he attended a Finance Committee meeting, where converting a 6 month note into a revenue bond in December was discussed for Avon Lake Regional Water.

Mr. Rickey attended the LORCO Board meeting, where he reported positively on the future of LORCO.

Miscellaneous

None.

Adjourn

As there was no further business, Mr. Rush moved, Mr. Rickey seconded, that the meeting adjourn at 8:28 PM.

Ayes: Berner, Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Approved December 6, 2016

John G. Dzwonczyk, Chairman

Todd A. Danielson, Clerk