

Board of Municipal Utilities
Meeting Minutes
January 2, 2019
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

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

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

Also present: CUE Danielson, CUO Munro, and Technical Specialist Collins.

Approve Minutes

Chairman Dzwonczyk presented the minutes of the December 18, 2018, work session and regular meeting. With no changes, additions or corrections noted, he ordered that the minutes stand and be distributed as presented.

Public Speakers

No Public Speakers

Correspondence

No Correspondence

Expenditures

Following review and a brief discussion of expenses dated January 2, 2019, for funds and amounts as follows, Mr. Abram moved, Mr. Rush seconded, that all be approved and paid per budget:

Water Fund 701	\$	231,987.66
Wastewater Fund 721	\$	170,456.69
MOR Fund 703	\$	2,048.35
MOR Fund 762	\$	101,045.43
LORCO Fund 749	\$	12,163.69
Lateral Loan Fund 765	\$	13,200.00
Water Construction Fund 704	\$	92,864.20
Sewer Construction Fund 724	\$	282,528.14

Ayes: Abram, Dzwonczyk, Phillips, Rush, and Schnabel

Nays: None

Motion carried.

Changes to Backflow Program

The CUE asked the Board to authorize a change in the language of the Regulations in the current program. From previous Board discussions, members determined that the proposed changes provide an appropriate balance of giving customers extra time for backflow inspection, while also assuring public health protection by placing additional emphasis on completion of inspections.

The proposed amended regulation read as follows:

Section 1.19: In-Ground Sprinkler System. All in-ground sprinkler systems require backflow preventers. Atmospheric pressure type vacuum break is an approved device, however it must be testable, i.e. have test ports. A reduced pressure type backflow preventer is also acceptable. All backflow preventers used shall be listed and approved by the Chief of Utility Operations. All backflow preventers must be tested every year by a person certified by either the Operator Training Committee of Ohio (OTCO) or the Department of Commerce to perform such tests. Failure to test as required will result in shut off of water to the sprinkler system or user if they are not separate. Reinstatement of water service will be at the standard, Board approved, turn-on fee. Owners or users of such systems will be notified by mail each year by the end of April regarding the required inspection and are expected to provide a test report on an approved form to Avon Lake Regional Water from a State certified tester by July 1st. Should no reply regarding this matter be received by Avon Lake Regional Water by that date, a penalty (see Schedule N) will be applied to the account. Additionally, a letter will be mailed indicating the report was not received and that if not received by the first work day after July 15th, water service will be terminated.

Immediately upon connection of an in ground lawn sprinkling system to the Avon Lake potable water system, the required backflow prevention device must be in place and tested and approved for operation by a certified backflow prevention person. Such person shall have either an OTCO or Department of Commerce certification. Failure to provide such test and certification of same with ten (10) days of the activation of the system may result in a \$500.00 fine and possible loss of water service. It is the property owner's responsibility to assure that such certification is received by the required time. No pump shall be connected to an in ground sprinkler system either to increase pressure or to purge the sprinkler system. If a pump or air compressor is used to purge the system, the backflow preventer must be removed and the sprinkler line shut off.

Continued noncompliance with this regulation subjects the offender to an immediate fine of \$500.00 to \$1,000.00 and termination of water service or loss of backflow testing certification, which the Chief Utilities Executive shall determine.

Schedule N is a new attachment to the Regulations regarding the penalty for non-compliance and is attached for the Board's approval.

The Principles that would help guide the Board are:

- ◆ Provide quality, affordable water services.
- ◆ Exercise fiduciary responsibility.

During discussion by the Board, Ms. Schnabel requested that sometime in June there be an additional reminder about the due date. The CUE stated he will explore additional options to

help accommodate the request. Mr. Rush moved, Mr. Phillips seconded, to modify Title II, Chapter 1, Section 1.19 of the Regulations regarding in-ground sprinkler systems as attached and add the attached Schedule N to our Regulations.

Ayes: Abram, Dzwonczyk, Phillips, Rush, and Schnabel

Nays: None

Motion carried.

On-Boarding Services Extension

The CUE and CUO have been working with an executive coaching firm, Miles LeHane, to help provide assistance with on-boarding of management and executive staff. The CUE and CUO believe that this service has been invaluable, and will be an excellent way to help improve the launch of the continuous improvement/ISO 9001 program in 2019. The Chairmen indicated in the past that it may be advantageous to add management coaching to the services provided by Miles LeHane. The CUE and CUO have worked with Miles LeHane to help draft a scope and budget for this program. Through discussion during the meeting, members indicated general support for the extension of the contract, which the CUE indicated he would bring forward at the January 15, 2019, meeting.

Project Updates

ETL-2 Emergency Repair: The CUO explained that the Race Road repair was completed, and the line was put back into service on December 20th. As crews were cleaning up the area, a different leak was identified in a field about a half-mile from the Race Road repair site. Parts were immediately ordered to repair it. The leak turned into a break early in the morning on December 26. Crews immediately mobilized under the existing emergency declaration, and worked continuously throughout the night of December 26 and most of the day on December 27 to complete the repair of a 60 foot section. The CUO explained that through further investigation, the leak most likely occurred due to the installation—that specific section of pipe was resting directly on the bedrock. The CUO also made note that during this time water service was maintained to all customers.

45 Project: Construction was idle during the Christmas and New Year holidays. Work on Forest will resume on Wednesday, January 2, 2019, and work on Lakewood will resume on Monday, January 7, 2019.

Elyria Interconnection Project: Work continues to progress on this project with various site work at West Ridge Rd. and Miller Rd. Tapping sleeves were installed the week of December 24 at Miller and West Ridge Rd.

Lateral Updates

As of Thursday, January 2, 2019:

- No inspections
 - Group A: 0
 - Group B & C: 36
- Work to complete
 - Group A: 132
 - Group B & C: 204

CUE/CUO Report and Action Items

The CUO informed the Board that lighting will be put outside to illuminate the sign at 201 Miller Rd. The CUO also provided that the water tower will be illuminated through in-house collaboration between maintenance and the Engineering Services Manager.

Member Reports

None.

Miscellaneous

Mr. Abram asked for an update regarding Mrs. Andro from the previous Board meeting. The CUO informed the Board that after reviewing the bill with Mrs. Andro, they concluded that she had a normal use of water. The increase in Mrs. Andro' bill was due to the rate increase. The CUO also said that he would be following up again with Mrs. Andro regarding her bill.

Adjourn

As there was no further business, Mr. Abram moved, Mrs. Schnabel seconded, that the meeting adjourn at 7:27 PM.

Ayes: Abram, Dzwonczyk, Phillips, Rush, and Schnabel

Nays: None

Motion carried.

Approved January 15, 2019

John Dzwonczyk, Chairman

Todd A. Danielson, Clerk