

Board of Municipal Utilities  
**Meeting Minutes**  
**January 17, 2023**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

The meeting was called to order at 6:30 PM. The meeting was held in-person using web-based video conferencing technology and streamed live over Facebook.

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

Also present: CUE Munro, Facilities & Asset Manager Kimevski, and Attorney Rinker of Mansour Gavin.

***Approve Minutes***

Mr. Dzwonczyk presented the Minutes of the January 3, 2023 regular meeting. With no additional changes, additions or corrections noted, he ordered that the minutes stand and be distributed as presented.

***Public Speakers***

None.

***Correspondence***

No correspondence.

***Expenditures***

Following review of expenses dated January 7, 2023, for funds and amounts as follows, Mr. Abram moved, Mr. Rickey seconded, to approve the expenditures of December 30, 2022 through January 12, 2023:

Water Fund 701	\$	203,173.70
Wastewater Fund 721	\$	199,456.87
ETL1 Fund 703	\$	19,736.19
ETL2 Fund 762	\$	7,703.37
LORCO Fund 749	\$	11,181.41
West Ridge Fund 702	\$	47,419.73

Ayes (per voice vote): Abram, Dzwonczyk, Rickey, Rush, and Schnabel

Nays: None

Motion carried.

### ***Cleveland Construction Cost Index (CCCI)***

Mr. Munro presented a memorandum from Engineering Services Manager Jack Gaydar indicating the new construction cost index for 2023. The CCCI for 2023 increased 2.27% from the 2022 index. This index is used as an inflationary factor every year to set the amount charged for certain tap-in and capacity fees charged to users of the water and sewer systems in Avon Lake when developing undeveloped land.

Mr. Dzwonczyk asked Mr. Munro if someone is delinquent on paying their fees would the current year rate be charged or would the fee from the year of delinquency be used to calculate what is owed. Mr. Munro said that the fee used to calculate what is owed is based on when the occupancy permit is issued. If a developer does not pay the fees that are invoiced, then they are subject to compounding monthly interest on the total amount owed.

Mr. Abram asked what the fee is for someone building a single-family home. Mr. Munro explained that the Trunk Sanitary Sewer Fee for a standard single-family building lot is \$2,266.00 for 2023. The Trunk Sanitary Square Foot Charge is the fee used to calculate larger commercial and industrial undeveloped parcels that are bigger than the standard single-family residential building lot.

### ***2023 Meeting Schedule***

Mr. Munro presented the meeting schedule for the 2023 calendar year. Regular meetings begin at 6:30 PM. When a work session is scheduled before a regular meeting, the work session begins at 6:00 PM and the regular meeting will begin immediately following the work session. Mr. Munro stated he is presenting the current schedule and that it is subject to change as needed.

Mr. Rush asked if there was an agenda for the scheduled work sessions. Mr. Munro said that the February 21, 2023 work session topic is the discussion of updates to regulations, the March 21, 2023 work session topic is a presentation on asset management and continuous improvement, the April 18, 2023 work session topic is a presentation from Brakey Energy on their consulting services regarding electric and gas, and the November 21, 2023 work session topic is the presentation and discussion of the 2024 proposed operating budgets.

### ***Updates to Regulations***

Mr. Munro stated that Avon Lake Regional Water regulations were last updated in March of 2022. Staff has a number of modifications of certain areas of the regulations and will present these proposed changes at the Work Session on February 21, 2023. Mr. Munro asked Board members to provide feedback to staff regarding any changes or modifications that they would like made in the regulations.

### ***Project Updates***

ETL Design Services: No update.

WFP Improvements: Mr. Kimevski said that representatives from HDR are finalizing the draft response letter to Ohio EPA to address their comments on the design submittal. Staff has a conference call scheduled with HDR on Wednesday January 18, 2023 to finalize the response letter and submit to Ohio EPA.

2022 Water Line Bundle Project: Mr. Kimevski said that the remaining service connections from the new water main to the Avient complex were completed during the week of January 9, 2023 and new meters were also installed. The week of January 16, 2023 UUI will be working east of Moore Rd. on Walker Rd. connecting the service connections to the new water main. All remaining restoration work in project areas will take place in the Spring.

Additional Storage Building: Mr. Kimevski said that most of the building siding and insulation is installed. Work on the roof panels is ongoing and the contractor is awaiting the arrival of roof panels that were damaged during shipping. There is approximately 3 – 4 weeks remaining of work to be completed by the contractor. Engineering staff are currently working with the electrical engineer on the design of electrical needs for the building. Once that design is complete, staff will solicit bids for electrical, HVAC, and fire sprinkler installation.

Mr. Dzwonczyk asked if a registered professional engineer was needed to design the electrical needs of the additional storage building. Mr. Munro said that First Energy requires drawings submitted to them for approval must be signed and sealed by a professional electrical engineer. Mr. Munro said that staff is working with Gedeon Frederick & Morsher electrical engineers for the design.

Mr. Munro commented on the installation of new meters at the Avient complex. He said that these meters are part of staff efforts to replace older large diameter meters and to ensure that the utility is collecting all revenue for water being used.

### ***CUE Report***

Mr. Munro reported that the Engineering Services staff is working on bid specifications for several projects. Included in the 2023 operating budget is a valve replacement project. Mr. Munro said that staff has identified several valves that need replaced or rehabilitated throughout the distribution system. Engineering staff is also working on bid specification for the demolition of the Division Road water tower. This tower is no longer part of the water distribution system and is only used by cell phone provider antennas. Mr. Dzwonczyk asked if the demolition of the tower would take place in 2023. Mr. Munro said he was optimistic that it would happen this year. Mr. Rickey asked if the tower structure is needed by Avon Lake Regional Water for the new meter equipment. Mr. Munro said that a small radio repeater will be installed at the top of the existing tower, but it can be easily relocated to another structure in the future. Mr. Munro said that he has been in contact with cell phone providers that are interested in leasing a portion of land at the Division Road site so they can construct their own cell phone tower. Mr. Dzwonczyk asked Mr. Munro to clarify the reason for demolishing the Division Road water tower. Mr. Munro said that the elevation of that tower is too low and does not provide any benefit to the water distribution system since the new Walker Road tower came online in 2017.

Mr. Rush asked if the valve replacement project and tower demolition are budgeted for in the 2023 budget. Mr. Munro said that \$1.0 million is budgeted in the Water Construction Fund for the valve project. The tower demolition cost was estimated when the budget was developed.

Mr. Munro said that the Engineering staff is also working on bid specifications for a roof replacement project for the Administration Building. The current roof is twenty years old and needs replacement.

***Miscellaneous & Member Reports***

None.

***Public Speakers***

None.

***Executive Session***

Mr. Rush moved, Mr. Abram seconded, to meet in executive session as allowed by ORC §121.22 (G)(1) and (G)(3) to discuss the employment of a public employee and pending legal matters and to include the CUE, the Facilities and Asset Manager, and a representative from Mansour Gavin.

Ayes (per roll-call vote): Abram, Dzwonczyk, Rickey, Rush, and Schnabel

Nays: None

Motion carried.

The Board entered Executive Session at 7:00 PM

The Board reconvened at 7:38 PM

***Adjourn***

As there was no further business, Mr. Abram moved to adjourn, and Mr. Rickey seconded. The meeting adjourned at 7:38 PM.

Ayes (per voice vote): Abram, Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Approved February 7, 2023.

John Dzwonczyk, Chairman

Robert Munro, Clerk