

Board of Municipal Utilities  
**Meeting Minutes**  
**February 2, 2021**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

The meeting was called to order at 6:30 PM. As allowed by the Ohio Legislature during the Governor's declared emergency, the meeting was held using web-based video conferencing technology and streamed live over Facebook.

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

Also present: Acting CUE Munro, Technical Support Specialist Collins, Community Outreach Specialist Arnold, and Mayor Zilka.

***Approve Minutes***

Chairman Dzwonczyk presented the Minutes of the January 19, 2021 regular meeting. With no changes, additions or corrections noted, he ordered that the minutes stand and be distributed as presented.

***Public Speakers***

None.

***Correspondence***

The Acting CUE informed the Board that Mrs. Manino of Avon Lake thanked the staff of Avon Lake Regional Water for the excellent service they provided when she called the office over a concern of a leak. She said staff arrived within ten minutes, provided suggestions to check, and she was able to find the leak.

***Expenditures***

Following review of expenses dated February 2, 2021, for funds and amounts as follows, Mr. Abram moved, Mrs. Schnabel seconded, to approve the expenditures of February 2, 2021:

Water Fund 701	\$	215,337.28
Wastewater Fund 721	\$	180,315.85
MOR Fund 703	\$	14,646.84
MOR Fund 762	\$	4,852.96
LORCO Fund 749	\$	4,070.04

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

Nays: None

Motion carried.

***Project Updates***

*Redundancy & Future Capacity Project:* The Acting CUE informed the Board that staff has received the scope of services and the fee schedule for Addendum #1 Design Services. He said that staff is reviewing this information and will be presenting this to the Board for discussion and approval during the February 16th meeting.

*Orthophosphate Point of Application:* Mr. Munro said that staff received the signed contracts from City Hall. Those contracts have been forwarded to Underground Utilities, Inc. and staff is scheduling a pre-construction meeting. He added that it is anticipated that UUI will begin work at the end of February or beginning of March. The Chairman asked how long the project will take. Mr. Munro said that it should take between two to three weeks to complete.

*Division Road Water Tower:* Mr. Munro informed the Board that AT&T requested a proposal to address the structural deficiencies that were identified in the evaluation report from Dixon Engineering. He said that he informed AT&T, and their consultant, Black & Veatch, that Avon Lake Regional Water no longer uses the Division Road Water Tower as part of the distribution system. Mr. Munro informed AT&T that any structural improvements to the structure would be the responsibility of AT&T and other cell providers that lease space on the tower. He also informed AT&T that Avon Lake Regional Water is exploring the feasibility of demolishing and removing the structure completely. The removal of the tower would be more involved than the Walker Road Water Tower due to proximity to residential and commercial properties.

Mr. Rush said that as a city-owned structure and in the event of the bringing the tower down any obligation owed to the leaseholders will be complicated due to the nature of approvals for the removal of the structure. Mr. Munro said that he would agree and that staff has expressed concern regarding the regulatory aspect of the water tower. The tower is not a part of the distribution system and Ohio EPA required that the valve on the tower be locked-out to prevent any use and is completely shut off from the system. He said the concern is in the future the Ohio EPA could require ALRW to completely decommission the tower from service. The Chairman asked how long it has been since the tower has been painted due to steel water towers requiring periodic painting. Mr. Munro said he did not know the time period, but Dixon Engineering did check the cathodic protection and it is not useful unless the water tower is filled. He said this is a concern because the tower is then subject to natural deterioration. The Chairman said that the paint jobs are \$25,000 to \$30,000. Mrs. Schnabel asked what the annual revenue was from the cell phone companies. Mr. Munro said that the annual revenue is about \$120,000/year.

*SCADA Upgrade:* The Acting CUE said that S.O.S. Integration is in the process of procurement of hardware and new servers for the Water Filtration Plant. He said once the new servers are received and configured, there will be approximately 3 weeks of implementation work to be done on the new SCADA system. Mr. Munro added that after the new system is brought online it will run in parallel with the existing system to ensure it works as designed.

### ***CUE Reports & Action Items***

The Acting CUE informed the Board that he and Mr. Abram met with Gene Toy from LORCO. He said it was a good discussion regarding upcoming items in the LORCO system. He added that the new county commissioners and new county administrator are eager to work in a cooperative manner with the LORCO system and Avon Lake Regional Water. Mr. Munro also said that the new county administrator expressed concern about the Columbia Township agreement, signed by LORCO and Elyria but not signed by the Board of Municipal Utilities. The administration would like to void the Columbia Township agreement and start with a new

agreement. Mr. Abram said that the county administrator will be working with LORCO on the FPA's and that he does not believe there will be any more problems with the County and NOACA with changes to the FPA's.

Mr. Munro said that the former CUE had conducted a salary survey in 2017 to update the salary ranges for non-bargaining employees. He said the analysis that was approved by the Board and set by City Council were through 2020 with the understanding that the salaries would be reviewed and updated in 2021. Mr. Munro said he had received the most recent information from AWWA and he will be updating the salary ranges for non-bargaining employees shortly.

Mr. Collins informed the Board of a few updates to the outstanding Action Items. He said staff has been working with the firm McMahon-DeGulis on the rules and regulations and that the draft regulations will be presented to the Board at the February 16 meeting. The Chairman asked for the Board to receive advance copies to review the draft regulations before the Board meeting. Mr. Collins said that staff has been working on a financial dashboard for the Board to have access to through the Avon Lake Regional Water website. He said this will include past financial statements and updates for the Board to look over. The Chairman said he would like to review the dashboard once it becomes available. Mr. Collins said the final updates was in regard to the bill redesign. He has reached out to a number of vendors, and staff will be reviewing the available options to make bills easier to understand for Avon Lake Regional Water's customers.

### ***Member Reports***

The Chairman expressed his gratitude to Mr. Rick Kasten, who retired on January 31, 2021, for his dedicated service of 43 years to Avon Lake Regional Water.

### ***Miscellaneous***

None.

### ***Public Speakers***

Mayor Zilka added his thanks to Mr. Rick Kasten for his 43 years of service to Avon Lake Regional Water.

### ***Executive Session***

Mr. Rush moved, and Mr. Abram seconded, to meet in executive session as allowed by ORC §121.22 G (4) to discuss personnel compensation and include the Acting CUE.

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

Nays: None

Motion carried.

The Board resumed the regular meeting at 7:57 PM.

### ***Adjourn***

As there was no further business, Mr. Dzwonczyk moved to adjourn, and Mr. Abram seconded. The meeting adjourned at 7:58 PM.

Ayes (per voice vote): Abram, Dzwonczyk, Phillips, Rush, and Schnabel.  
Nays: None  
Motion carried.

Approved \_\_\_\_\_ 2021.

John Dzwonczyk, Chairman

Rob Munro, Clerk