

AGENDA

For

WORK SESSION

Tuesday

February 5, 2019

6:00 PM

1. Call to Order
2. Strategic Plan
3. Technical Support Specialist
4. Other Items
5. Adjourn



Avon Lake Regional Water
MEMORANDUM

To: **Board of Municipal Utilities**

From: **Todd Danielson & Rob Munro**

Subject: **Agenda Items – February 5, 2019, Work Session**

Date: **February 1, 2019**

Item 2: **Draft Strategic Plan – TAD**

Attached is a draft of the 2019 - 2022 Strategic Plan for the Board's review and input. This is in an early draft phase, and staff is seeking input to assure Board support for the initiatives that staff intends to undertake during the next four years.

Item 3: **Technical Support Specialist – TAD**

At the December 4, 2018, work session, the CUE presented a draft job description of the Technical Support Specialist. With the support of the Board, the CUE brought the job description and salary range through the process with the HR Committee and Civil Service Commission. The CUE attended both the December 10, 2018, and January 14, 2019, meetings of the HR Committee, which expressed its support for both the job description and salary range. After meeting with the Civil Service Commission on January 7, 2019, and again on January 28, 2019, the Commission determined that the position may be considered "classified" and indicated that to be considered "unclassified," it must either be converted into a secretarial position or include supervisory responsibilities. The CUE and CUO believe it in the best interest of the organization to include some supervisory responsibilities in the position and present the attached revision for Board input. The CUE has met with the HR Director and the HR Committee Chair and is prepared to re-present this to the HR Committee on February 11, 2019. The CUE is currently working with the HR Director and HR Committee Chair to determine whether the job description needs to go through an additional three readings and is working to get the job description reconsidered by the Civil Service Commission.



Avon Lake
Regional Water



Strategic Plan

2019 – 2022

Draft (Rev 1)



Strategic Plan

2019 – 2022

Draft (Rev 1)

Introduction

Avon Lake Regional Water provides retail water and wastewater services to the citizens and businesses of Avon Lake and bulk water and wastewater services to a much larger area. All told, Avon Lake Regional Water provides retail services to 24,000 residents and hundreds of businesses in Avon Lake, along with bulk water services to nearly 200,000 people and thousands of businesses in a 680 square-mile area in northern Ohio and bulk water reclamation services to an additional 6,000 residents and hundreds of businesses in Avon and rural parts of Lorain County. The organization is governed by an elected Board of Municipal Utilities that acts on behalf of the owners of the organization: the citizens of Avon Lake.

The Board has long-understood that a high level of customer service at an appropriate price goes a long way to assuring happy customers. To do this requires not only proper maintenance of and investment in the system, but also the foresight to plan strategically for the future.

This document provides key information related to the 2019 – 2022 strategic plan collectively developed and supported by the staff of Avon Lake Regional Water and the Board of Municipal Utilities. It was developed, understanding that many stakeholders must be considered, including, but not limited to:

Residential Customers	Board Members	Schools	Regulators
Industrial Customers	Political Leaders	Community Groups	Staff
Bulk Customers	City Government	Lake Erie Users	

It was also developed with our mission, vision, and guiding principles, previously created by the Board in our last strategic plan.

Mission

To provide the region with quality water services.

Vision

To be a trusted and treasured community asset that enhances quality of life.

Guiding Principles

- ◆ Provide quality, affordable water services.
- ◆ Maintain existing assets, while investing in infrastructure that will take us into the future.
- ◆ Prioritize our commitment to existing customers, while exploring growth into other areas.
- ◆ Engage and inform the community and stakeholders.
- ◆ Sustain an empowered, skilled, quality workforce with a commitment to innovation.
- ◆ Lead by influencing change that will leave a legacy for future generations.
- ◆ Exercise fiduciary responsibility.

Strategic Initiatives 2019 – 2022

In building upon the success of the 2015 – 2018 strategic plan the Board and staff have identified the following as the key initiatives upon which they will focus. Each initiative will be presented in more detail on the following pages.

Initiatives

Water Supply Resiliency & Reliability

- ◆ Asset management
- ◆ Physical & cyber security
- ◆ Interconnection with other water systems
- ◆ System enhancements

Water Quality Enhancement

- ◆ Combined sewer separations
- ◆ Sanitary surcharge abatement
- ◆ Source water protection

Revenue Diversification

- ◆ Residuals management
- ◆ Energy management
- ◆ Strengthening the customer base
- ◆ Rate and fees review

Continuous Improvement

- ◆ ISO 9001 and benchmarking
- ◆ Personnel development/training
- ◆ Onboarding/information retention program development
- ◆ Employee engagement

Outreach & Customer Enhancement

- ◆ Value of water engagement
- ◆ Advanced metering infrastructure, customer dashboards
- ◆ Customer reporting system

Initiative: Water Supply Resiliency & Reliability

Avon Lake Regional Water intends to proactively manage our system so that our customers do not have to think twice. This initiative, Water Supply Resiliency and Reliability, directly addresses that by reducing areas of risk. Specific programs that are part of this initiative include:

- ◆ Asset management
- ◆ Physical & cyber security
- ◆ Interconnection with other water systems
- ◆ Planning for the future

Each will be presented in more detail below.

Asset Management

More and more utilities have been switching from a reactive maintenance program to one that includes proactive monitoring and maintenance. The 2018 Ohio EPA regulation established a mandate for a certain baseline-level asset management program for water systems. Avon Lake Regional Water will initiate the baseline level for both water and wastewater and then continue to a level that helps to reduce long-term operating costs by predictively maintaining the system, rather than responding to emergencies.

To do this, Avon Lake Regional Water will:

- ◆ Finish the launch of GIS.
GIS is currently being used by the Engineering Department for underground asset locating. System assets are being added and details are being populated. This launch will be extended to the Distribution and Collection Department so that they use it as they maintain the system and respond to emergencies.
- ◆ Develop an asset inventory.
Proper asset management requires knowing the particulars of what is in the ground, at the plants, and in the shop. This inventory will be included in the GIS and other software applications that will use the information to help identify trends and make informed decisions.
- ◆ Initiate a predictive maintenance program.
As more system information is catalogued and metrics are captured and analyzed, predictions regarding equipment maintenance can be made. This will require information to be measured, reported, and captured—ranging from water line maintenance/repair reports to motor temperature and vibration information—so that it can be analyzed to learn information. Software packages will be selected in order to help with the work flow and data analysis.

Physical and Cyber Security

In 2017, Avon Lake Regional Water completed a DHS security audit of the Water Filtration Plant. Security is a major component of assuring our customers do not have to think twice, and staff maintains continual focus on both physical and cyber security. During this four-year plan, staff will implement measures to further improve the DHS security assessment rating and will

undertake additional security assessments and consider further steps to take to continually prepare against attacks.

Interconnection with Other Systems

Avon Lake Regional Water is finishing construction of an interconnection with the City of Elyria to provide up to 8 MGD of water during emergencies. Another/Other interconnection(s) could further improve the resiliency of the system. Staff will pursue alternatives to determine if additional interconnections would be strategically appropriate and can be appropriately negotiated. If so, staff will determine and implement, as appropriate, design and construction schedules.

System Enhancements

Avon Lake Regional Water's original water filtration plant began operation in 1926. The original plant and the early expansion areas are at a stage where they need significant rehabilitation in order to continue to provide the 12 million gallons per day (mgd) of water for which they are rated. Staff will work with an engineering firm to determine the most appropriate methods for water treatment capacity for growing demand. Additionally, to reduce the chances for future water service disruptions, staff will work with the same engineering firm to assure redundancy within the water transmission system.

Initiative: Water Quality Enhancement

Not only does Lake Erie provide incredible recreation opportunities and is the home to incredible biodiversity, it is also the source of drinking water for 11 million people, including the 200,000+ served by Avon Lake Regional Water. Avon Lake Regional Water will do its part to protect it, including:

- ◆ Combined sewer separations
- ◆ Sanitary surcharge abatement
- ◆ Source water protection

Combined Sewer Separations

In 2004, Avon Lake Regional Water reached an agreement with Ohio EPA that Avon Lake Regional Water would separate all combined sewers by the end of 2019. Avon Lake Regional Water has nearly completed that goal and will do so by finishing the on-going 45 Area Combined Sewer Separation and will undertake the Avondale Sewer Separation.

Sanitary Surcharge Abatement

In 2009, Avon Lake Regional Water determined that sewer separations alone would not end sewer overflows; and in 2011, Ohio EPA modified Avon Lake Regional Water's NPDES permit to include the requirement for overflow storage to also be completed by the end of 2019. However, following the wettest year on record (2011), Avon Lake Regional Water needed to radically rethink the idea to help prevent basement backups in a way that was most affordable to customers. This led to the current approach where customers are separating wastewater from clean-water sources on their properties and Avon Lake Regional Water is separating sewers within right-of-ways.

In 2019, Avon Lake Regional Water will complete the lateral separation program with customers in formerly combined sewer areas. In parallel with that, Avon Lake Regional Water will initiate the lateral separation program for customers located in historically separated parts of the collection system and may have combined laterals and/or clean-water sources discharging into the sanitary sewer.

Modeling has shown that passing additional flow through the water reclamation facility would help reduce sewer overflows. With the support of the City of Avon Lake, Avon Lake Regional Water has negotiated with Ohio EPA to receive approval to pass more water through the water reclamation facility during storm events and discharge reclaimed (treated) water into a large storm sewer. Avon Lake Regional Water will design and construct those facilities to help reduce chances for basement backups and better protect Lake Erie.

In addition to the reclaimed water diversion project, Avon Lake Regional Water and the City of Avon Lake will partner to improve the storm water collection system. Avon Lake Regional Water will also expand the aggressive infiltration and inflow removal program to help reduce clean water from entering sanitary sewers.

Following all of this work, Avon Lake Regional Water will determine what, if anything, must be done to reduce sanitary sewer overflows to the greatest extent practical.

Source Water Protection

More than 22,700 square miles of land drain directly into Lake Erie and more than 260,000 square miles drain directly into the upper Great Lakes (which flow through Lake Erie). For decades, protection of Lake Erie has been the subject of national attention. Due to the harmful algal blooms that have been growing in severity (again) since the mid-1990s, protection of Lake Erie has received renewed national interest. A number of programs have recently been put in place to help the lake and even more could potentially be enacted. Avon Lake Regional Water has identified an opportunity where it may work with other water utilities and stakeholders to implement source water protection measures to reduce algal impacts on the lake. Staff will investigate methods and work to form appropriate coalitions that would make a meaningful impact on Lake Erie.

Initiative: Revenue Diversification

As a result of sewer separations, water line replacement, and plant rehabilitation and improvements, Avon Lake Regional Water has borrowed approximately \$120 million since 2013. This has tripled debt service requirements and helped lead to significant rate increases. Staff has mitigated the rate increases to some extent by competing for and receiving approximately \$75 million in 0%-interest loan funding and saving hundreds of thousands of dollars with energy programs. In order to further mitigate rate impacts, Avon Lake Regional Water will investigate and implement, as appropriate, the following:

- ◆ Residuals Management
- ◆ Energy management/curtailment
- ◆ Strengthening the customer base
- ◆ Rate structure revisions

Residuals Management

Avon Lake Regional Water had historically managed water filtration plant residuals and water reclamation facility biosolids at its own onsite monofill (landfill). However that changed in 2010 due to Ohio EPA regulations that prevented the organization from continuing with that practice. Since then, Avon Lake Regional Water has sent its water filtration plant residuals and water reclamation facility biosolids to an offsite landfill at considerable expense. From an environmental sustainability perspective, this method is not preferred. Additionally, trends indicate that this method of management will further increase in expense in the near future.

Avon Lake Regional Water will work with strategic partners to determine the most appropriate forms of water filtration and water reclamation residuals management in order to best protect public health and the environment at an acceptable expense. Additionally, staff will determine if there are economically attractive methods to beneficially repurpose the monofill, rather than closing it in the manner previously approved by Ohio EPA.

Energy Management

In 2018, Avon Lake Regional Water entered into a partnership with the Department of Energy (DOE) in order to reduce energy consumption by 20%. Though our purchasing power via block and index, we are able to achieve savings on our energy usage. Now, our focus turns to not only continuing to save money on our energy use, but reducing our energy consumption. To meet our 20% reduction goal, staff will continue to work with the DOE to identify other ways to reduce energy consumption.

Strengthening the Customer Base

The additional debt burden resulting from the projects undertaken to improve water quality and system redundancy/reliability are leading to significant rate increases. Staff has worked to offset those expenses to some level and will further offset expenses first by working with LORCO to help grow the system (which broadens the wastewater user base) and second by identifying and implementing additional services it can provide to bulk customers (which further distributes personnel and equipment expenses).

Rate and Fees Review

Avon Lake Regional Water strives for its rates and fees to appropriately reflect the expenses they are meant to cover. Staff has historically reviewed rates biennially and updates many fees annually. These regular reviews will be expanded to all rates and fees. Additionally, as the organization switches to advanced metering infrastructure (new water meters), staff will consider and implement, if appropriate, a monthly billing program. Finally, if there appears to be a need, the Board will consider modifying its existing affordability program.

Initiative: Continuous Improvement

As a service organization, the Board and staff want to provide an excellent level of service to customers at an appropriate price. In order to best accomplish this, staff in implementing a continuous improvement program that includes:

- ◆ ISO 9001 and benchmarking
- ◆ Personnel development/training
- ◆ Onboarding/information retention program development
- ◆ Employee engagement

ISO 9001 and Benchmarking

There are many different continuous improvement programs. As staff considered how to best proceed, the Board requested staff consider a program that would address multiple objectives. ISO 9001 (Quality Management) was selected, partly because staff will be implementing aspects of ISO 55001 (Asset Management) and ISO 50001 (Energy Management). During 2019 and 2020, staff will work to implement and become an ISO 9001 registered company.

In order to measure quality, staff will begin collecting metrics and benchmarking key metrics against AWWA and other standards. Operational, financial, and customer service benchmarks will be selected. Once initial levels have been recorded and compared against industry norms, targets will be established.

Personnel Development/Training

In order to improve the organization, we must invest in our staff. A multi-pronged approach will be used to provide hard- and soft-skills training such as in ISO 9001 practices, metrics, business writing, and other topics. Additionally, team building, communications training, and executive coaching will be provided for management staff to improve team and individual effectiveness.

Onboarding/Information Retention Program Development

Due to the tenure of many staff members, many staff members are retiring; and new employees are replacing them. In order to best manage this (and to tie in with ISO 9001 and other programs), staff is developing SOPs, populating the GIS with information from senior staff members, and determining the most important information to provide to new staff members as they begin service with Avon Lake Regional Water. During 2019 and 2020, staff will develop SOPs and process maps for all key processes/operations within the organization and will then work to optimize them between 2019 and 2022.

Employee Engagement

One of the greatest assets of our organization is our employees. Our employees bring a wealth of expertise and knowledge to the organization. Over the past several years, our organization has had several staff changes, which caused a certain level of engagement and an aspect of family being lost. Staff will work to re-establish and strengthen it through the reintroduction of an employee newsletter to increase communication between departments, teambuilding events, a

formal program where employees learn more about what other departments do, and other methods to increase employee morale.

Initiative: Outreach & Customer Enhancement

We want every customer to know we care about and appreciate them. We also want our customers to know what we do for their benefit and want to improve our ability to provide those benefits. Specifically, we will focus on:

- ◆ Value of water engagement (school programs, water fountains, community/civic events)
- ◆ Advanced metering infrastructure, customer dashboards
- ◆ Customer reporting system

Value of Water Engagement

When customers know what we do for them, they are typically impressed. These opportunities to interact with our customers come in many ways, such as community events, tours of our facilities, educational sessions with schools, and community group meetings, and staff will capitalize on these opportunities.

During the past several years, Avon Lake Regional Water has installed water bottle filling stations and outdoor drinking fountains at several schools and other public places with great appreciation from the public. Staff will work with the schools and other organizations to install one to two outdoor fountains and two to three inside filling stations each year for the next three years and then reassess impact.

Advanced Metering Infrastructure and Customer Dashboards

Customers are expecting more from technology and are experiencing improvements in service/information delivery on a number of fronts. Avon Lake Regional Water will implement a meter replacement program in 2019 and will continue it through 2024 to replace water meters in the system with “smart” meters. These meters will help provide staff and customers with additional usage information and allow the organization to migrate to monthly billing, when the time is appropriate. This additional information will be made available to customers to help them understand their usage and ways for them to conserve/save money.

Customer Reporting System

More and more, people want multiple options to get in contact with their service providers during and after office hours. During office hours, staff is able to answer customers via multiple communication methods. Staff realizes that customers might want to reach out through other communication channels during non-office hours. Staff will investigate the feasibility of other ways to contact our organization after office hours.

Job Title: Technical Support Specialist

Organization: Avon Lake Regional Water

Immediate Supervisor: Chief Utilities Executive and Management through matrix reporting

Positions Supervised: N/A

FLSA Status: Exempt

Bargaining Unit: N/A

Civil Service Status: Unclassified

GENERAL RESPONSIBILITIES:

Provide analysis, data, financial reports, and operations information independently developed and created for the following three categories: (1) business operations, (2) finance, and (3) engineering support directly to the Chief Utilities Executive (CUE) and management staff, the Board of Directors, and other stakeholders, as required. Must operate at extremely high levels of accuracy and competencies, with a high knowledge of content. May exercise direct supervision of personnel performing financial roles.

GENERAL QUALIFICATIONS:

1. Educational experience: Bachelor's Degree, preferably in business, finance, or engineering with at least three years of related work experience. An Associate's Degree and 10 years' relevant experience or 10 years' relevant military experience may be considered in lieu of a Bachelor's Degree.
2. Familiar with financial processes/analyses and reporting, engineering terminology related to the utility, and business operations/stakeholder interface.
3. Highly proficient with standard software packages and applications, specialized software such as for accounting, internet research and technical reviews, and business computing.
4. Must be able to present to stakeholders both verbally and in written documentation at a credible level of knowledge and accuracy.
5. Must possess a valid driver's license with an acceptable driving record.

SPECIFIC DUTIES

Under the general direction of matrix reporting, shall independently perform a variety of technical tasks, along with additional recurring tasks including but not limited to:

Business Operations:

- Compose and/or prepare documents, spreadsheets, and other forms of information to assist in interacting with the Board, staff, customers, and other stakeholders.
- With input, lead Board of Municipal Utilities' duties such as creating agendas and packages, collecting background information, and preparing minutes.
- Evaluate data, analyze trends, prepare forecasts, and present results pertaining to revenues, operations, construction, debt service and other areas.

- Research and recommend various financing and money management options to provide best “return on investment” for customers.
- Prepare sensitivity analyses regarding customer, operational, and project changes to forecast impacts on revenues and expenses.
- Represent the organization at meetings as needed and as directed.
- Plan and schedule organization meetings; organize and maintain files and records; handle information requests; and perform routine office functions such as copying, scanning, and operating office equipment.
- Perform other duties, as needed.

Finance:

- Create and maintain "dashboards" to help track and manage budgets and other functions of the organization.
- Provide accounting duties to assure revenues and expenses are posted/tracked in an auditable manner.
- Monitor expenditures and perform various budgeting tasks.
- Model financial “what if” scenarios to help recommend best alternatives.
- Oversee financial duties at the CUE’s direction.
- May direct financial staff and/or supervise financial-related duties of staff.
- Perform other duties, as needed.

Engineering Support:

- Identify and apply for grants to help complete projects and other activities.
- Manage projects assigned by the CUE, conduct research, and write reports for these and other projects.
- Prepare bid documents and advertisements, bid tabulations, and other documents to support projects.
- Maintain effective interactions and good working relationships with internal and external stakeholders.
- Perform other duties, as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs and requirements of the job change.

Before being hired, the successful applicant should possess:

1. Experience in an office setting, and excellent public relations skills or an equivalent combination of skills, training, and experience.
2. Familiarity with money management in a business, preferably government, setting.
3. Ability to work closely and positively with all levels of stakeholders.
4. Ability to positively promote the organization and work in public-facing roles.
5. Ability to maintain confidential and sensitive information.
6. Ability to work with detailed, technical information.
7. Knowledge of general office, filing, and record keeping practices and procedures.
8. Knowledge of various word processing, spreadsheet, accounting, presentation, and similar software applications.
9. Ability to effectively communicate in written and verbal forms.
10. Ability to operate various forms of office equipment.

After performing the job, the successful applicant should also possess:

1. Knowledge of Avon Lake Regional Water operations and comfort with basic engineering terms and processes.
2. Knowledge of the budgeting, purchasing, and tracking processes.
3. Knowledge of the interrelations and necessary interactions between the City of Avon Lake and Avon Lake Regional Water.

The physical/mental demands described here are representative of the position to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

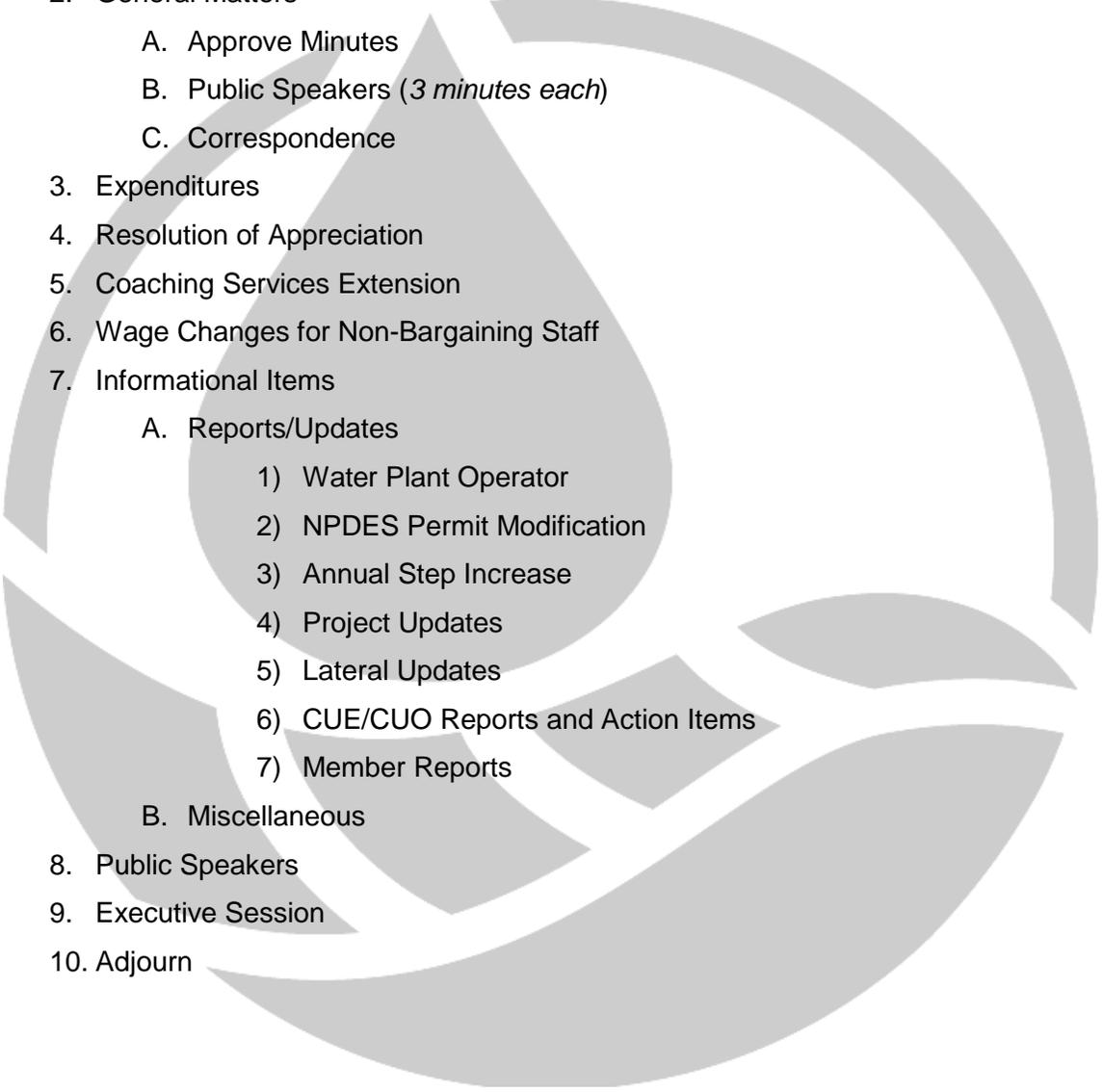
1. Meet the physical and mental demands.
2. Work in office and similar areas and visit treatment plants and field locations.
3. Must hear and speak to communicate effectively in person and over the telephone. May have to interact with difficult stakeholders and respond appropriately.
4. Quickly answer staff and customer queries.
5. Work independently or in a team environment.
6. Prioritize workloads.
7. Always be mentally alert.
8. Act professionally and courteously.
9. Uphold a detail-oriented nature, with the desire to always improve the process and the outcome.
10. Work accurately and calmly under pressure and/or with repeated interruptions.
11. Make independent decisions.
12. Frequently required to talk or hear, stand, walk, use stairs, sit; use hands and fingers to handle or feel objects, tools, or controls; and reach.
13. The noise level in the work environment is usually low but sometimes may be high in the field and at the plants.
14. Specific vision abilities required by this job include close vision and the ability to adjust focus.
15. Work safely without presenting a direct threat to self or others.
16. Physically capable of operating vehicles (city-owned or personal) safely.
17. Must be available for evening meetings, etc. as needed.

AGENDA

For

Tuesday

February 5, 2019

1. Call to Order
 2. General Matters
 - A. Approve Minutes
 - B. Public Speakers (*3 minutes each*)
 - C. Correspondence
 3. Expenditures
 4. Resolution of Appreciation
 5. Coaching Services Extension
 6. Wage Changes for Non-Bargaining Staff
 7. Informational Items
 - A. Reports/Updates
 - 1) Water Plant Operator
 - 2) NPDES Permit Modification
 - 3) Annual Step Increase
 - 4) Project Updates
 - 5) Lateral Updates
 - 6) CUE/CUO Reports and Action Items
 - 7) Member Reports
 - B. Miscellaneous
 8. Public Speakers
 9. Executive Session
 10. Adjourn
- 

Avon Lake Regional Water
MEMORANDUM

To: **Board of Municipal Utilities**

From: **Todd Danielson & Rob Munro**

Subject: **Agenda Items – February 5, 2019**

Date: **February 1, 2019**

Item 4: **Resolution of Appreciation for Rick Eberle – TAD**

After more than 34 years of service to the organization, Rick Eberle retired on December 31, 2018. The Board would like to commemorate his dedication with the attached resolution of appreciation. (An original will be presented at the meeting for Board member signatures.)

Item 5: **Coaching Services Extension – TAD**

At its July 10, 2018, meeting, members expanded the agreement with Miles LeHane to include coaching services for the CUO and CUE through March 2019. With the benefits that has provided, the Chairman suggested that coaching services be further expanded for additional senior employees of the organization, which received initial support of members at the January 2, 2019, meeting. The CUE seeks authorization to execute an extension through the end of 2019 for approximately \$40,000 that would include communications and coaching services for the CUE and CUO and an estimated five additional individuals (at \$5,000/participant).

This assistance helps address the Continuous Improvement Initiative of our draft Strategic Plan, and the Principles that would help guide the Board are:

- ◆ Sustain an empowered, skilled, quality workforce with a commitment to innovation.
- ◆ Lead by influencing change that would leave a legacy for future generations.
- ◆ Exercise fiduciary responsibility.

Recommended Motion:

I move to authorize the CUE to execute the on-boarding/coaching services extension with Miles LeHane for the remainder of 2019 for an additional fee not to exceed \$40,000.

Item 6: **Wage Changes for Non-Bargaining Staff – TAD**

As presented during the January 15, 2019, executive session, the CUE and CUO conducted the annual reviews of non-bargaining staff and proposed wage changes for these members. The CUE and CUO request Board approval for the wage rates to be paid retroactively to January 1, 2019.

Principles that would help guide the Board are:

- ◆ Sustain an empowered, skilled, quality workforce with a commitment to innovation.
- ◆ Exercise fiduciary responsibility.

Recommended Motion:

I move to set the hourly wage rates effective January 1, 2019, as follows:

<u>Employee</u>	<u>Hourly Wage</u>
Cheryl Arnold	\$27.85
Steve Baytos	\$47.59
Jack Gaydar	\$55.42
Rick Kasten	\$49.84
Greg Yuronich	\$44.30

Item 7a1: Water Plant Operator – RKM

With the upcoming retirement of a Water Filtration Plant operator and the intended leave of other operations staff, the CUE/CUO have conditionally offered Leon Bursley a position as Water Filtration Plant Operator Step 1C beginning February 25, 2019. He has successfully completed his physical, drug screening, and background check.

For the Board's information, two additional retirements of Water Filtration Plant staff are planned in 2019, and staff are preparing for that, as well.

Item 7a2: NPDES Permit Modification – TAD

Last week, the CUE discussed the proposed reclaimed water diversion structure with Ohio EPA. Ohio EPA has indicated initial support for modifying the NPDES permit to provide Avon Lake Regional Water additional time to study and determine the most appropriate course of action for additional work that must be completed to prevent sewer overflows after all sewers are separated. In exchange for the additional time (likely until the end of 2022), we would need to design and construct the reclaimed water diversion structure by the end of 2020. Staff met with CDM Smith to include this as an amendment to the current contract and intends to request that amendment at the Board's next meeting. As a reminder, the CUE has received tentative approval to include this project as part of a previously-nominated 0%-interest loan project.

Item 7a3: Annual Step Increase – TAD

As part of the November 20, 2018, write-up, the CUE presented annual step increase information for bargaining employees that would take effect April 1, 2019. Please note that we incorrectly presented Mr. Joshua Spinks was moving from Step 3 to Step 4. He will be moving from Step 4 to Step 5 on April 1, 2019.

Item 7a4: Residuals Master Plan - RKM

Staff conducted interviews with the three top firms, selected Hazen & Sawyer as the top-ranked firm, is currently working with them regarding scope and budget, and intends to present it for Board approval at one of the next two meetings.

Item 7a5: Project Updates – RKM

45 Project: Sanitary work continues on Forest and it is estimated that there is approximately 3 weeks of this work remaining. Lateral work continues on Lakewood, and it is estimated that there is 8 weeks of lateral work remaining on this street. Construction was slowed due to the sub-zero temperatures during the week of January 28th.

Elyria Interconnection Project: Flushing of lines, pressure testing and bacteria sampling took place the week of January 21st. Startup of the new system is tentatively scheduled for the week of February 4th.

Item 7a6: Lateral Updates – RKM

As of Thursday, January 31, 2019:

- No inspections
 - Group A: 0
 - Group B & C: 19
- Work to complete
 - Group A: 123
 - Group B & C: 221

Item 7a7: CUE/CUO Report and Action Items – TAD/RKM

Action Items are as presented with the write-up.

Item 9: Executive Session – TAD

The CUE and CUO request to meet in executive session to discuss the draft organizational chart and how they envision the evolution of the organization and its staff.

Recommended motion:

I move to meet in executive session as allowed by ORC 121.22 (G) (1) to discuss employment and compensation of public employees and to include CUE Danielson and CUO Munro.

Board of Municipal Utilities
Work Session Minutes
January 15, 2019
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 6:03 PM.

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

Also present: Mayor Zilka, Finance Director Presley, Councilmember Jennifer Fenderbosch (arrived partway through meeting), Stephen Szanto and Greg Von Wagnen (representing Sudsina & Associates), CUE Danielson, CUO Munro, Community Outreach Specialist Arnold (arrived partway through meeting), and Technical Support Specialist Collins.

Future Financing

Chairman Dzwonczyk called the meeting to order at 6:03PM and invited Stephen Szanto of Sudsina & Associates, the financial advisors of the City of Avon Lake, to speak before the Board regarding the financing of Utilities' outstanding debt.

Mr. Szanto stated to the Board that \$6.75 million in in bond anticipation notes will be coming due in July of 2019. He suggested that the \$6.75 million be split into \$4.5 million (wastewater) to be amortized over a 30 year period, and the remaining \$2 million (water) to be amortized over a 20 year period. In light of a recent downgrade in Avon Lake Regional Water's credit rating, Mr. Szanto advised that it may be in the interest of the Board to work with additional credit rating agencies to receive a second opinion on the fitness of the overall finances of Avon Lake. Upon questioning by Mr. Abram, Mr. Szanto indicated the cost might not outweigh the benefit, as the current rating agency (Moody's) will continue to rate the City until current bond debt is retired in 2028. If an additional rating was sought, he recommended seeking it from the credit agency Standard and Poor's (S&P). Upon inquiry by Chairman Dzwonczyk and Mr. Rush, Mr. Szanto noted that the downgrading was a result of Moody's belief that the City had future pension liability and that Moody's is looking at all debt of the utility and considering it as a City liability, even though it is pledged against rate revenue.

Mr. Szanto explained that the recent 2017 federal tax bill altered the ability to refinance municipal debt, and the Board can only refinance and roll over their outstanding debt within 90 days of the maturity period of the note. Mr. Szanto also informed the Board that, if the Board went forward working with the City to issue General Obligation Bonds, a five-year call option could be included. If the Board decided to call the bonds at some point in the future, they may have the ability to use Revenue Bonds for repayment, which carry a higher interest rate, or to continue the use of General Obligation Bonds which are the standard in municipal bonds.

In response to a question from the CUE regarding 20-year versus 30-year financing, Mr. Szanto indicated his preference is to use longer debt to better amortize the investment

across the life of the infrastructure and better manage cash flow. However, he indicated that the final decision was up to the Board.

Upon conclusion of Mr. Szanto's remarks, the Chairman asked Finance Director Presley if he had any additional comments. The Finance Director indicated he felt it was an appropriate time to convert the notes to bonds, working with the City to help save collective expenses. Additionally, he stated that, though the utility has taken on a lot of debt recently, the Board did it for necessary projects and approached it in a very smart manner by finding incredibly low-interest debt. That allowed much more to be completed.

Adjourn

With no other business before the Board, Mr. Dzwonczyk adjourned the work session at 6:45 PM.

Approved _____, 2019

John Dzwonczyk, Chairman

Todd Danielson, Clerk

DRAFT

Board of Municipal Utilities
Meeting Minutes
January 15, 2019
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 6:53 PM.

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

Also present: Mayor Zilka, Councilwoman Jennifer Fenderbosch, CUE Danielson, CUO Munro, Community Outreach Specialist Arnold, and Technical Support Specialist Collins.

Approve Minutes

Chairman Dzwonczyk presented the minutes of the January 2, 2019 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 15, 2019, for funds and amounts as follows, Mr. Abram moved, Mr. Rush seconded, that all be approved and paid per budget:

Water Fund 701	\$	271,976.08
Wastewater Fund 721	\$	166,911.36
MOR Fund 703	\$	207,832.13
MOR Fund 762	\$	396,907.23
LORCO Fund 749	\$	3,565.44
Lateral Loan Fund 765	\$	8,000.00
Water Construction Fund 704	\$	228,724.00
Sewer Construction Fund 724	\$	69,211.00

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

Nays: None

Motion carried.

LORCO Fourth Amendment

The CUE brought forward an amendment to the current contract with LORCO. In response to LORCO's request to lower the monthly payment to them for operating expenses, the LORCO Board approved an amendment to the contract. The amendment reduces the monthly payment to them from \$10,000 to \$8,500 effective January 2019. The CUE requested authorization to execute the agreement. Mr. Rush moved, Mr. Phillips seconded, to authorize the CUE to execute on behalf of the Board, the Fourth Amendment to the LORCO Cooperative Agreement.

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

Nays: None

Motion carried.

Cleveland Construction Cost Index

The CUE explained that the Cleveland Construction Cost Index (CCCI) has changed 1.94% this past year. As per policy and regulation, various fees will automatically be increased by the change in the CCCI.

The following are the adjusted 2019 fees:

	2018 Cost	2019 Cost
Trunk Sanitary Sewer Fee	\$2,057.13	\$2,096.98
Trunk Sanitary Square Foot Charge	\$13.72	\$13.99
8" Sanitary Sewer Front Foot Charge	\$72.36	\$73.76
CALDP Tap in Fee	\$10,847.91	\$11,058.05
Commercial Square Foot Charge	\$69.63	\$70.98

St. Jude Dream Home Sponsorship

The CUE informed the Board that with the update to the CCCI, the equivalent value of the sponsorship of the St. Jude Dream Home has been updated to \$5,451.00 for the connection fees.

Residuals RFQ

The CUO explained to the Board that Avon Lake Regional Water is continuing to look for ways to reduce cost and waste over time. To assist in this effort, seven firms submitted qualifications for the upcoming residuals master plan. Staff reviewed qualifications, ranked them, will interview top-ranked firms, and then select the top firm to negotiate scope and budget. The CUE will request the Board's authorization to execute an agreement during one of the February meetings.

Capacity/Redundancy RFQ

The CUE informed the Board, that on January 7th, staff issued a request for qualifications for firms interested in partnering with Avon Lake Regional Water to help assess the condition of the treatment and transmission system and provide guidance regarding future capacity and redundancy. Qualifications are currently due February 8th, and staff intends to request from the Board during one of the March meetings authorization to execute an agreement and proceed.

Technical Support Specialist

The CUE has met with the Human Resources Committee and the Civil Service Commission regarding the job description for the Technical Support Specialist. The HR Committee supports the job description and the salary range. The CUE met with the Civil Service Commission on January 7 regarding the classification of the position. An additional meeting is set for January 30, 2019, to finish the discussion and act upon whether they deem it a classified or unclassified position. Once these items are resolved, the CUE intends to request the Board approve the job description and salary range.

Electricity Contract

The CUE entered into a “block & index” electricity contract with Engie a number of years ago. With this type of contract, the CUE buys “blocks” of electricity, with usage over and above the blocks purchased at the “index” rate. Avon Lake Regional Water historically uses between 1.3 MW and 2.0 MW of power, and the CUE buys a baseline of 0.5 MW during the 16 peak hours of weekdays and hedges with an additional 0.5 MW block during the highest demand times of the year (January – February/March and July – September). Due to previously unfavorable pricing, the CUE had not purchased an additional block for this winter. However, pricing recently decreased, and the CUE purchased the 0.5 MW hedge for February – March for \$41.30/MW. This method of purchasing power has resulted in a \$350,000 savings since June 2016, which is equivalent to a savings of approximately 0.8 ¢/kWh. The CUE also informed the Board that this savings can be attributed to the assistance that Brakey Energy has provided.

Project Updates

45 Project: The CUE explained that sanitary work continues on Forest and it is estimated that there will be approximately 3 weeks of sanitary work on that street remaining. Lateral work continues on Lakewood, and it is estimated that there are 8 weeks of lateral work remaining on this street. Two crews are currently working on the project.

Elyria Interconnection Project: An updated construction schedule was received on January 9th. A flushing of the lines and a bacteria sampling will take place the week of January 14th, and a startup of the new system is scheduled for the week of February 4th.

Lateral Updates

As of Friday, January 11, 2019:

- No inspections
 - Group A: 0
 - Group B & C: 34
- Work to complete
 - Group A: 126
 - Group B & C: 230

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 stated 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 the CUE about the Avondale sewer, and whether it would be shorter to construct the line north to the Lake Road sewer or south to the Walker Road sewer during the upcoming separation. The CUE informed Mr. Abram that the Engineering Service Manager considered both north and south and determined that south was the more cost-effective route.

Executive Session

The CUE requested that the Board move into an executive session to discuss employment and compensation. Mr. Rush moved, Mr. Abram seconded, to meet in executive session as allowed by OCR 121.22 (G) (1) to discuss employment and compensation of public employees and to include CUE Danielson and CUO Munro.

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

Nays: None

Motion carried.

The Board reconvened at 8:18 PM.

Adjourn

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

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

Nays: None

Motion carried.

Approved _____, 2019.

John Dzwonczyk, Chairman

Todd A. Danielson, Clerk

AVON LAKE REGIONAL WATER
FUND 701 WATER EXPENSES
FEBRUARY 5, 2019

	Vendor	Amount	Description	Account #
1	Water Employees	\$ 61,335.08	Salaries - PR Post Bi-Weekly 220192	701.180.000-51102
2	Water Employees	\$ 2,352.32	Part Time Wages - PR Post Bi-Weekly 220192	701.180.000-51105
3	Water Employees	\$ 3,326.33	Overtime Wages Plant - PR Post Bi-Weekly 220192	701.180.000-51106.101
4	Water Employees	\$ 1,906.38	Overtime Wages Dist - PR Post Bi-Weekly 220192	701.180.000-51106.102
5	Water Employees	\$ 2,142.37	Overtime Wages Admin - PR Post Bi-Weekly 220192	701.180.000-51106.103
6	Water Employees	\$ 110.54	Overtime Wages Office - PR Post Bi-Weekly 220192	701.180.000-51106.105
7	Water Employees	\$ 57,004.70	Employee Time Buy Back - PR Post Bi-Weekly 220192	701.180.000-52115
8	American Express	\$ 15,542.20	Workers Compensation - Misc Items	701.180.000-52201
9	Water Employees	\$ 72.59	MMO Claim Adjustments Week Ending 01/11/2019	701.180.000-52203
10	Water Employees	\$ 227.51	HRA Payment Week Ending 01/11/2019	701.180.000-52203
11	Bernard J Bruder	\$ 138.00	Dependent Healthcare for Oct-Dec 2018	701.180.000-52203
12	Water Employees	\$ 721.50	Hospitalization - PR Post Bi-Weekly 220192	701.180.000-52203
13	Water Employees	\$ 174.11	Longevity - PR Post Bi-Weekly 220192	701.180.000-52208
14	OPERS	\$ 22,192.81	OPERS - EMPLOYEE - OPERS Pension - Employee Share*	701.180.000-52209
15	Internal Revenue Service	\$ 2,686.86	Medicare - FEDERAL - Federal Taxes*	701.180.000-52212
16	Avon Boot Shop Inc.	\$ 399.97	Employee Clothing 12/27/18 - RKM	701.180.000-52226
17	Cintas Corporation	\$ 53.55	Employee Uniform Rental December 2018 - RK	701.180.000-52226
18	Cintas Corporation	\$ 323.09	Employee Uniform Rental December 2018 - RK	701.180.000-52226
19	William Simon	\$ 10.00	1 Employee Meal Allowance 1/18/19 - RKM	701.180.000-52227
20	Leslie Ester	\$ 20.00	2 Employee Meal Allowances - RKM	701.180.000-52227
21	Gregory J Mosher	\$ 10.00	1 Employee Meal Allowance 1/20/19 - RKM	701.180.000-52227
22	Mercy Occupational Health	\$ 206.00	Immunizations for T. Bradley 1/2/19 - TAD	701.180.000-53206
23	Cheryl Arnold	\$ 19.88	Reimbursement for Mileage/Expenses 1/17/19 - TAD	701.180.000-53500
24	Huntington National Bank	\$ 100.00	Charges on Mastercard December 18 - TAD + RKM	701.180.000-53500
25	Huntington National Bank	\$ 151.90	Charges on Mastercard December 18 - GY	701.180.000-53500
26	Avon Lake Printing	\$ 117.50	Misc Forms 1/8/19 - TAD	701.180.000-53602
27	Fedex Corp	\$ 18.60	Shipping Charges 1/9/19 - GY	701.180.000-53602
28	Neofunds by Neopost	\$ 500.00	Postage and Supplies 12/16/18 - RKM	701.180.000-53602
29	SmartBill Inc	\$ 2,006.25	Bill Forms and Envelopes 1/23/19 - RKM	701.180.000-53602
30	Fuelman	\$ 518.87	Fuel for Vehicles 1/14/19 - RKM	701.180.000-53604
31	Great Lakes Petroleum Co	\$ 572.97	Diesel Fuel 1/17/19 - RK	701.180.000-53604
32	Fuelman	\$ 732.01	Fuel for Vehicles 1/28/19 - RKM	701.180.000-53604
33	Pelton Environmental Products, Inc.	\$ 7,770.28	Equipment Maintenance 1/2/19 - GY	701.180.000-53607
34	Brohl & Appell Inc.	\$ 1,308.23	Equipment Maintenance 12/28/18 - GY	701.180.000-53607
35	Bonded Chemicals Inc	\$ 26,076.33	4 tons of Potassium Permanganate 10/31/18 - GY	701.180.000-53611
36	Chemtrade	\$ 3,356.17	Operating Supplies - Alum 12/31/18 - GY	701.180.000-53611
37	Chemtrade	\$ 3,078.64	Operating Supplies - Alum 12/27/18 - GY	701.180.000-53611
38	Jones Chemicals Inc.	\$ 3,600.00	Chlorine @ Water Plant 1/11/19 - GY	701.180.000-53611
39	Chemtrade	\$ 3,345.15	Operating Supplies - Alum 1/14/19 - GY	701.180.000-53611
40	Chemtrade	\$ 3,368.64	Operating Supplies - Alum 1/8/19 - GY	701.180.000-53611
41	Chemtrade	\$ 3,407.50	Operating Supplies - Alum 1/9/19 - GY	701.180.000-53611
42	The Consumers Builders Supply Co.	\$ 330.00	Maintenance Supplies 12/7/18 - RK	701.180.000-53612
43	The Consumers Builders Supply Co.	\$ 191.25	Maintenance Supplies 12/27/18 - RK	701.180.000-53612
44	Discount Drug Mart Inc	\$ 97.85	Maintenance Supplies 12/31/18 - RKM	701.180.000-53612
45	Polen Implement Inc	\$ 1,408.49	Maintenance Supplies 1/14/19 - RK	701.180.000-53612
46	Grainger	\$ 39.79	Maintenance Supplies 12/24/18 - GY	701.180.000-53612.001
47	Grainger	\$ 113.72	Maintenance Supplies 12/24/18 - GY	701.180.000-53612.001
48	Grainger	\$ 148.86	Maintenance Supplies 12/28/18 - GY	701.180.000-53612.001
49	Indy Equipment and Supply LLC	\$ 24.98	Maintenance Supplies 12/27/18 - RK	701.180.000-53612.001
50	Mcmaster-Carr	\$ 9.38	Maintenance Supplies 12/28/18 - GY	701.180.000-53612.001
51	Indy Equipment and Supply LLC	\$ 25.99	Maintenance Supplies 12/21/18 - RK	701.180.000-53612.001
52	Parker Supply LLC	\$ 170.44	Maintenance Supplies 12/12/18 - GY	701.180.000-53612.001
53	Swift First Aid Corp	\$ 51.34	Service First Aid Cabinets 12/31/18 - RKM	701.180.000-53612.001
54	Trico Oxygen Company Inc.	\$ 43.60	Maintenance Gases 12/31/18 - RK	701.180.000-53612.001
55	Trico Oxygen Company Inc.	\$ 111.61	Maintenance Gases 1/10/19 - RK	701.180.000-53612.001
56	Mcmaster-Carr	\$ 614.93	Maintenance Supplies 1/11/19 - GY	701.180.000-53612.001
57	Parker Supply LLC	\$ 60.63	Maintenance Supplies 1/2/19 - GY	701.180.000-53612.001
58	Grainger	\$ 106.16	Maintenance Supplies 1/7/19 - GY	701.180.000-53612.001
59	Grainger	\$ 114.20	Maintenance Supplies 1/7/19 - GY	701.180.000-53612.001
60	Grainger	\$ 31.99	Maintenance Supplies 10/30/18 - GY	701.180.000-53612.001

61	Grainger	\$	25.85	Maintenance Supplies 10/31/18 - GY	701.180.000-53612.001
62	Grainger	\$	303.00	Maintenance Supplies 1/11/19 - GY	701.180.000-53612.001
63	Grainger	\$	308.68	Maintenance Supplies 1/17/19 - GY	701.180.000-53612.001
64	Grainger	\$	285.64	Maintenance Supplies 11/21/18 - GY	701.180.000-53612.001
65	Grainger	\$	603.52	Maintenance Supplies 01/08/19 - GY	701.180.000-53612.001
66	Indy Equipment and Supply LLC	\$	197.38	Maintenance Supplies 01/07/19 - RK	701.180.000-53612.001
67	Indy Equipment and Supply LLC	\$	50.70	Maintenance Supplies 1/15/19 - RK	701.180.000-53612.001
68	Cleveland Hermetic & Supply	\$	75.55	Maintenance Supplies 1/14/19 - RK	701.180.000-53612.001
69	ABC Equipment Rental & Sales Corp	\$	26.92	Maintenance Supplies 12/26/18 - RK	701.180.000-53612.001
70	ABC Equipment Rental & Sales Corp	\$	42.95	Maintenance Supplies 1/14/19 - RK	701.180.000-53612.001
71	ABC Equipment Rental & Sales Corp	\$	89.24	Maintenance Supplies 1/10/19 - RK	701.180.000-53612.001
72	ABC Equipment Rental & Sales Corp	\$	21.40	Maintenance Supplies 1/19/19 - RK	701.180.000-53612.001
73	Active Plumbing Supplies	\$	6.21	Maintenance Supplies 1/11/19 - RK	701.180.000-53612.001
74	Active Plumbing Supplies	\$	41.47	Maintenance Supplies 1/9/19 - RK	701.180.000-53612.001
75	Active Plumbing Supplies	\$	186.56	Maintenance Supplies 12/27/18 - RK	701.180.000-53612.001
76	Mcmaster-Carr	\$	56.04	Maintenance Supplies 1/22/19 - RK	701.180.000-53612.001
77	Kinzua Environmental Inc.	\$	344.62	Maintenance Supplies 1/18/19 - GY	701.180.000-53612.001
78	Trico Oxygen Company Inc.	\$	34.80	Maintenance Gases 11/30/18 - RK	701.180.000-53612.001
79	Uline	\$	42.94	Maintenance Supplies 01/28/19 - RK	701.180.000-53612.001
80	Huntington National Bank	\$	910.90	Charges on Mastercard December 18 - GY	701.180.000-53612.001
81	Lowe's	\$	710.27	Misc Items - RKM	701.180.000-53612.001
82	Grainger	\$	111.19	Maintenance Supplies 01/18/19 - GY	701.180.000-53612.001
83	Grainger	\$	376.21	Maintenance Supplies 01/18/19 - GY	701.180.000-53612.001
84	Grainger	\$	28.68	Maintenance Supplies 01/18/19 - GY	701.180.000-53612.001
85	Grainger	\$	647.91	Maintenance Supplies 01/21/19 - GY	701.180.000-53612.001
86	Grainger	\$	3,207.20	Maintenance Supplies 01/21/19 - GY	701.180.000-53612.001
87	ABC Equipment Rental & Sales Corp	\$	95.70	Maintenance Supplies 1/21/19 - RK	701.180.000-53612.001
88	Active Plumbing Supplies	\$	65.27	Maintenance Supplies 1/15/19 - RK	701.180.000-53612.001
89	Corrpro Companies, Inc.	\$	1,350.00	Water Tank Add Ons 1/8/19 - RKM	701.180.000-53612.003
90	Corrpro Companies, Inc.	\$	5,340.00	Watertank Insp. & Repair 12/7/18 - RKM	701.180.000-53612.003
91	Westview Concrete Corporation	\$	2,685.50	Concrete Repair Supplies 1/7/19 - RK	701.180.000-53612.004
92	Badger Meter Inc.	\$	410.89	Meters 01/07/19 - RKM	701.180.000-53612.005
93	Environmental Resources Assoc. Inc.	\$	185.35	Lab Standards and Testing 1/14/19 - GY	701.180.000-53613
94	Environmental Resources Assoc. Inc.	\$	64.35	Lab Supplies - Fluoride 1/2/19 - GY	701.180.000-53613
95	Agilent Technologies Inc.	\$	3,636.70	Lab Supplies 1/8/19 - GY	701.180.000-53613
96	Trico Oxygen Company Inc.	\$	40.60	Maintenance Gases 11/30/18 - RK	701.180.000-53613
97	Agilent Technologies Inc.	\$	24.40	Lab Supplies 1/16/19 - GY	701.180.000-53613
98	Complete Concrete	\$	400.00	Saw Cut Garage Floor 12/20/18 - RK	701.180.000-53701
99	Chaswardo Custom Sign	\$	1,700.00	Fabricate 2 New Sign Faces 1/21/19 - GY	701.180.000-53701
100	Complete Concrete	\$	175.00	Saw Cut - New Trench Drain 1/4/19 - RK	701.180.000-53701
101	Core & Main LP	\$	11,243.00	Annual Contract 2018/2019 - Repair Parts - RKM	701.180.000-53701
102	North Bay Construction, Inc.	\$	2,936.00	Install 2 2" Pipe Taps 1/15/19 - GY	701.180.000-53701
103	Treasurer, State of Ohio	\$	40.00	Individual Fire Protection Renewal 2019 - RKM	701.180.000-53701.002
104	Complete Concrete	\$	350.00	Contractual Services - Core Drilling - RK	701.180.000-53701.002
105	Cuyahoga Community College	\$	2,845.00	Training/Implementation Svc - Phase II - TAD	701.180.000-53701.002
106	Brakey Energy, Inc.	\$	925.00	Monthly Fee for Energy Mgmt Services 12/28/18 - TAD	701.180.000-53701.002
107	Data Command Corp	\$	2,200.00	Annual Data Command Subscription 2/1/19 - 2/1/20 - GY	701.180.000-53701.002
108	A.M. Design Group, Inc	\$	110.33	Website Design & Maintenance 1/5/19 - CMA	701.180.000-53701.002
109	Area Temps	\$	1,336.00	Temporary Office Help - Week Ending 01/13/19 - TAD	701.180.000-53701.002
110	Area Temps	\$	1,135.60	Temporary Office Help - Week Ending 01/06/19 - TAD	701.180.000-53701.002
111	Area Temps	\$	801.60	Temporary Office Help - Week Ending 12/09/18 - TAD	701.180.000-53701.002
112	Engie Resources	\$	2,717.18	Engie Resources Mo. Energy Charges for Jan. 2019 - TAD	701.180.000-53701.002
113	The University of Akron	\$	5,311.14	Graduate Assistant Program 12/03/18 - TAD	701.180.000-53701.002
114	Republic Services #224	\$	154.01	Container Delivery 12/27/18 - GY	701.180.000-53701.002
115	Technology Management Solutions Inc	\$	89.43	Computer Support & Offsite Back Up 1/11/19 - RKM	701.180.000-53701.002
116	Technology Management Solutions Inc	\$	1,322.50	Computer Support & Offsite Back Up 1/9/19 - RKM	701.180.000-53701.002
117	Technology Management Solutions Inc	\$	1,557.49	Computer Support & Offsite Back Up 1/3/19 - RKM	701.180.000-53701.002
118	Chronicle Telegram Inc	\$	640.27	Ads for Bids 1/21/19 - JG	701.180.000-53701.002
119	Community Resource Services	\$	750.00	Donation to Cover Water Bills 1/21/19 - TAD	701.180.000-53701.002
120	Area Temps	\$	1,336.00	Temporary Office Help - Week Ending 01/20/19 - TAD	701.180.000-53701.002
121	DLT Solutions, Inc.	\$	2,889.52	Annual Subscription 2019 - JG	701.180.000-53701.002
122	Huntington National Bank	\$	23.00	Charges on Mastercard December 18 - JG	701.180.000-53701.002
123	Huntington National Bank	\$	16.99	Charges on Mastercard December 18 - TAD + RKM	701.180.000-53701.002
124	Columbia Gas	\$	2,128.76	gas svc @ 33370 Lake Rd WFP 12/18/18-1/21/19 - GY	701.180.000-53702.001

125 Columbia Gas	\$	53.31	gas svc @ 33370 Lake Rd WFP Aux 12/18/18-1/21/19 - GY	701.180.000-53702.002
126 Columbia Gas	\$	82.79	gas svc @ 33399 Lake Rd SIP Bldg 12/18/18-1/21/19 - GY	701.180.000-53702.002
127 Columbia Gas	\$	442.63	gas svc @ 33370 Lake Rd WFP Garage 12/18/18-1/21/19 - GY	701.180.000-53702.002
128 Engie Resources	\$	12,262.72	elec svc @ 33385 Lake Rd SIP Bldg 1/14/19 - TAD	701.180.000-53703.002
129 Illuminating Company	\$	6,665.25	elec svc @ 33385 Lake Rd SIP Bldg 12/8/18 - 1/9/19 - GY	701.180.000-53703.002
130 Illuminating Company	\$	566.69	elec svc @ 33385 Lake Rd SIP PS 12/8/18 - 1/9/19 - GY	701.180.000-53703.002
131 Illuminating Company	\$	1,379.47	elec svc @ 33660 Walker Rd 12/11/18 - 1/1/19 - GY	701.180.000-53703.002
132 Illuminating Company	\$	653.14	elec svc @ 201 Miller 12/9/18 - 1/9/19 - RKM	701.180.000-53703.002
133 Verizon Wireless	\$	446.17	Cellphone Service 11/26/18-12/25/18 - RKM	701.180.000-53705
134 Centurylink	\$	617.42	Telephone Svc @ WFP December 2018 - GY	701.180.000-53705
135 Centurylink	\$	747.05	Telephone Svc @ 201 Miller Rd December 2018 - RKM	701.180.000-53705
136 Spectrum Business	\$	214.99	Internet/Phone Service 1/1/19 - GY	701.180.000-53705
137 Spectrum Business	\$	177.51	Internet/Phone Svc @ 201 Miller 1/14/19-2/13/19 - RKM	701.180.000-53705
138 Napa Avon	\$	150.71	Misc Truck Parts & Tools Dec 2018 - RK	701.180.000-53707
139 Sylvester Truck & Tire Services Inc	\$	3,424.29	Truck Repairs/Tires 12/31/18 - RK	701.180.000-53707
140 AutoZone Inc.	\$	69.74	Misc Truck Parts & Tools 1/17/19 - RK	701.180.000-53707
141 AutoZone Inc.	\$	159.50	Misc Truck Parts & Tools 1/17/19 - RK	701.180.000-53707
142 Kowalski Ford Inc	\$	7.77	Truck Repairs/Parts 1/18/19 - RK	701.180.000-53707
143 Sylvester Truck & Tire Services Inc	\$	47.08	Truck Repairs/Tires 01/14/19 - RK	701.180.000-53707
144 Jani-King of Cleveland	\$	322.50	Cleaning Svc @ 201 Miller - January 2019 - RKM	701.180.000-53708
145 Lescher Tree Care & Land Clearing, Inc.	\$	450.00	Tree and Stump Removal 12/19/18 - RKM	701.180.000-53708
146 FLB Service Co. Corp.	\$	972.46	Garage Door Maintenance/Service @ 201 Miller 1/10/19 - RK	701.180.000-53708
147 FLB Service Co. Corp.	\$	125.00	Garage Door Maintenance/Service @ 201 Miller 1/21/19 - RK	701.180.000-53708
148 Sherwin Williams Company Inc	\$	14.30	Paint & Supplies 1/11/19 - RK	701.180.000-53708.001
149 Acquire Fire Protection Inc.	\$	447.50	Annual Fire Protection/Insp Maintenance 1/16/19 - GY	701.180.000-53708.003
150 Acquire Fire Protection Inc.	\$	219.03	Annual Fire Protection/Insp Maintenance 1/16/19 - RK	701.180.000-53708.003
151 Burgess & Niple Limited Inc.	\$	13,622.00	Prof Svc @ West Ridge Emer. Interconnect 01/14/19 - RKM	701.180.000-53806
152 Wendy Roberts	\$	(11.13)	Customer Refund 12/05/18 - RR	701.180.000-53901
153 Mike Liptak	\$	120.35	Customer refund for over payment 1/2/19 - TAD	701.180.000-53901
154 Neil Benson	\$	19.48	Customer refund for over payment 1/2/19 - TAD	701.180.000-53901
155 David Cooley	\$	12.49	Customer refund for over payment 1/2/19 - TAD	701.180.000-53901
156 K. Hovnanian	\$	12.25	Customer refund for over payment 1/2/19 - TAD	701.180.000-53901
157 Christopher Venesile	\$	28.41	Customer refund for over payment 12/17/18 - TAD	701.180.000-53901
158 Building Community Investment	\$	62.85	Customer refund for over payment 12/17/18 - TAD	701.180.000-53901
159 Dan Smith	\$	6.69	Customer refund for over payment 12/17/18 - TAD	701.180.000-53901
160 Kopf Construction	\$	94.50	Customer refund for over payment 12/17/18 - TAD	701.180.000-53901
161 Patricia Butler	\$	(8.67)	Customer Refund 12/05/18 - RR	701.180.000-53901
162 Patricia Butler	\$	28.89	Refund-original check lost - KH	701.180.000-53901
163 Adam Sisson	\$	16.00	Reimbursement for Fuel 01/17/19 - RR	701.180.000-53901
164 Keith Malloy	\$	5.36	Customer refund for over payment 1/17/19 - RR	701.180.000-53901
165 Dennis Collins	\$	37.70	Reimbursement - Meeting Lunch 1/23/19 - TAD	701.180.000-53901
166 Calfee Halter & Griswold LLP	\$	5,000.00	Legal Services 10/15/18 - TAD	701.180.000-53907.002
	\$	<u>352,234.64</u>		

**AVON LAKE REGIONAL WATER
FUND 721 WASTEWATER EXPENSES
FEBRUARY 5, 2019**

	Vendor	Amount	Description	Account #
1	Wastewater Employees	\$ 59,963.99	Salaries - PR Post Bi-Weekly 220192	721.190.000-511102
2	Wastewater Employees	\$ 2,495.01	Part Time Wages - PR Post Bi-Weekly 220192	721.190.000-511105
3	Wastewater Employees	\$ 3,482.01	Overtime Wages Plant - PR Post Bi-Weekly 220192	721.190.000-511106.101
4	Wastewater Employees	\$ 5,097.29	Overtime Wages Dist. - PR Post Bi-Weekly 220192	721.190.000-511106.102
5	Wastewater Employees	\$ 1,908.03	Overtime Wages Admin - PR Post Bi-Weekly 220192	721.190.000-511106.103
6	Wastewater Employees	\$ 36.85	Overtime Wages Office - PR Post Bi-Weekly 220192	721.190.000-511106.105
7	Wastewater Employees	\$ 33,626.35	Employee Time Buy Back - PR Post Bi-Weekly 220192	721.190.000-521115
8	American Express	\$ 15,565.09	Workers Compensation - Misc Items	721.190.000-522201
9	Wastewater Employees	\$ 2,151.48	Hospitalization - HRA Payment Week Ending 01/11/2019	721.190.000-522203
10	Wastewater Employees	\$ 1,082.25	Hospitalization - Payroll Post BW Bi-Weekly 220192	721.190.000-522203
11	Wastewater Employees	\$ 23.47	Medical Mutual Payment Week Ending 1-18-19	721.190.000-522203
12	Wastewater Employees	\$ 89.17	Longevity - Payroll Post BW Bi-Weekly 220192	721.190.000-522208
13	OPERS	\$ 21,900.87	OPERS - EMPLOYEE - OPERS Pension - Employee Share*	721.190.000-522209
14	Internal Revenue Service	\$ 2,455.34	Medicare - FEDERAL - Federal Taxes*	721.190.000-522212
15	Avon Boot Shop Inc.	\$ 201.98	Employee Clothing 12/27/18 - RKM	721.190.000-522226
16	Cintas Corporation	\$ 53.54	Employee Uniform Rental December 2018 - RK	721.190.000-522226
17	Cintas Corporation	\$ 389.77	Employee Uniform Rental December 2018 - RK	721.190.000-522226
18	Rudy Ackerman	\$ 20.00	2 Employee Meal Allowances - RK	721.190.000-522227
19	Huntington National Bank	\$ 106.04	Charges on Mastercard 1/5/19 - SB	721.190.000-53500
20	Huntington National Bank	\$ 115.37	Charges on Mastercard December 18 - TAD	721.190.000-53500
21	Huntington National Bank	\$ 100.00	Charges on Mastercard December 18 - TAD + RKM	721.190.000-53500
22	Fedex Corp	\$ 43.91	Shipping Charges 1/9/19 - SB	721.190.000-53602
23	Neofunds by Neopost	\$ 500.00	Postage and Supplies 12/16/18 - RKM	721.190.000-53602
24	Avon Lake Printing	\$ 117.50	Misc Forms 1/8/19 - TAD	721.190.000-53602
25	SmartBill Inc	\$ 668.75	Bill Forms and Envelopes 1/23/19 - RKM	721.190.000-53602
26	Fuelman	\$ 518.86	Fuel for Vehicles 1/14/19 - RKM	721.190.000-53604
27	Fuelman	\$ 732.01	Fuel for Vehicles 1/28/19 - RKM	721.190.000-53604
28	Great Lakes Petroleum Co	\$ 572.96	Diesel Fuel 1/17/19 - RK	721.190.000-53604
29	W.W. Williams	\$ 2,334.19	32789 Lake Rd Generator Maint. - RKM	721.190.000-53607
30	W.W. Williams	\$ 695.00	32789 Lake Rd Generator Maint. - RKM	721.190.000-53607
31	Polydyne, Inc	\$ 2,570.94	Operating Supplies - Polymer 12/20/18 - SB	721.190.000-53611
32	Polydyne, Inc	\$ 7,712.82	Operating Supplies - Polymer 12/21/18 - SB	721.190.000-53611
33	Polydyne, Inc	\$ 7,712.82	Operating Supplies - Polymer 12/20/18 - SB	721.190.000-53611
34	Discount Drug Mart Inc	\$ 97.85	Maintenance Supplies 12/31/18 - RKM	721.190.000-53612
35	Polen Implement Inc	\$ 1,408.48	Maintenance Supplies 1/14/19 - RK	721.190.000-53612
36	Indy Equipment and Supply LLC	\$ 24.97	Maintenance Supplies 12/27/18 - RK	721.190.000-53612.001
37	Indy Equipment and Supply LLC	\$ 25.99	Maintenance Supplies 12/21/18 - RK	721.190.000-53612.001
38	Swift First Aid Corp	\$ 51.33	Service First Aid Cabinets 12/31/18 - RKM	721.190.000-53612.001
39	Trico Oxygen Company Inc.	\$ 43.60	Maintenance Gases 12/31/18 - RK	721.190.000-53612.001
40	Trico Oxygen Company Inc.	\$ 111.61	Maintenance Gases 1/10/19 - RK	721.190.000-53612.001
41	United Laboratories Inc.	\$ 546.16	Maintenance Supplies 12/28/18 - SB	721.190.000-53612.001
42	United Laboratories Inc.	\$ 768.54	Maintenance Supplies 12/13/18 - SB	721.190.000-53612.001
43	Zoro Tools Inc	\$ 481.31	Maintenance Supplies 1/11/19 - SB	721.190.000-53612.001
44	Zoro Tools Inc	\$ 464.98	Maintenance Supplies 11/16/18 - SB	721.190.000-53612.001
45	Cleveland Hermetic & Supply	\$ 75.55	Maintenance Supplies 1/14/19 - RK	721.190.000-53612.001
46	Goldstar Products, Inc	\$ 8,365.85	Maintenance Supplies 12/28/18 - SB	721.190.000-53612.001
47	Grainger	\$ 386.03	Maintenance Supplies 12/11/18 - SB	721.190.000-53612.001
48	Indy Equipment and Supply LLC	\$ 197.38	Maintenance Supplies 1/07/19 - RK	721.190.000-53612.001
49	Indy Equipment and Supply LLC	\$ 50.69	Maintenance Supplies 1/15/19 - RK	721.190.000-53612.001
50	Mcmaster-Carr	\$ 103.19	Maintenance Supplies 1/14/19 - SB	721.190.000-53612.001
51	Aztec Steel Corporation	\$ 2,385.00	Maintenance Supplies 1/17/19 - SB	721.190.000-53612.001
52	ABC Equipment Rental & Sales Corp	\$ 26.91	Maintenance Supplies 12/26/18 - RK	721.190.000-53612.001
53	ABC Equipment Rental & Sales Corp	\$ 42.95	Maintenance Supplies 1/14/19 - RK	721.190.000-53612.001
54	ABC Equipment Rental & Sales Corp	\$ 89.23	Maintenance Supplies 1/10/19 - RK	721.190.000-53612.001
55	ABC Equipment Rental & Sales Corp	\$ 21.40	Maintenance Supplies 1/19/19 - RK	721.190.000-53612.001
56	Active Plumbing Supplies	\$ 6.21	Maintenance Supplies 1/11/19 - RK	721.190.000-53612.001
57	Active Plumbing Supplies	\$ 41.47	Maintenance Supplies 1/9/19 - RK	721.190.000-53612.001
58	Active Plumbing Supplies	\$ 186.56	Maintenance Supplies 12/27/18 - RK	721.190.000-53612.001

59	Leppo Inc.	\$	118.92	Maintenance Supplies 1/22/19 - SB	721.190.000-53612.001
60	Mcmaster-Carr	\$	303.36	Maintenance Supplies 1/22/19 - GY	721.190.000-53612.001
61	Mcmaster-Carr	\$	12.67	Maintenance Supplies 1/21/19 - SB	721.190.000-53612.001
62	Mcmaster-Carr	\$	492.74	Maintenance Supplies 1/22/19 - SB	721.190.000-53612.001
63	Mcmaster-Carr	\$	56.04	Maintenance Supplies 1/22/19 - RK	721.190.000-53612.001
64	Parker Supply LLC	\$	495.50	Maintenance Supplies 1/16/19 - SB	721.190.000-53612.001
65	Grainger	\$	943.36	Maintenance Supplies 1/18/19 - SB	721.190.000-53612.001
66	Lowe's	\$	1,100.73	Misc Items - RKM	721.190.000-53612.001
67	ABC Equipment Rental & Sales Corp	\$	95.70	Maintenance Supplies 1/21/19 - RK	721.190.000-53612.001
68	Active Plumbing Supplies	\$	65.26	Maintenance Supplies 1/15/19 - RK	721.190.000-53612.001
69	Uline	\$	42.93	Maintenance Supplies 1/28/19 - RK	721.190.000-53612.001
70	United Laboratories Inc.	\$	1,538.17	Maintenance Supplies 1/15/19 - RK	721.190.000-53612.001
71	Zoro Tools Inc	\$	507.42	Maintenance Supplies 1/22/19 - SB	721.190.000-53612.001
72	North Coast Enviromental Lab Inc	\$	68.00	Lab Samples 1/12/19 - SB	721.190.000-53613
73	Hach Company	\$	319.39	Lab Supplies 12/28/18 - SB	721.190.000-53613
74	Jones & Henry Laboratories Inc.	\$	350.00	Mercury/Lab Testing 1/15/19 - SB	721.190.000-53613
75	Complete Concrete	\$	175.00	Saw Cut - New Trench Drain 1/4/19 - RK	721.190.000-53701
76	Cunningham & Associates, Inc.	\$	950.00	Survey and Reset Pins 1/8/19 - JG	721.190.000-53701
77	Concrete & More, Inc.	\$	4,000.00	Lateral Loan Program - 203 Vinewood - RKM	721.190.000-53701
78	Brakey Energy, Inc.	\$	925.00	Monthly Fee for Energy Mgmt Services 12/28/18 - TAD	721.190.000-53701.002
79	Cuyahoga Community College	\$	2,845.00	Training/Implementation Svc - Phase II - TAD	721.190.000-53701.002
80	SOS Integration Services Corp	\$	3,450.00	Historian Software to Connect to WIMS 12/20/18 - SB	721.190.000-53701.002
81	A.M. Design Group, Inc	\$	110.33	Website Design & Maintenance 1/5/19 - CMA	721.190.000-53701.002
82	Data Command Corp	\$	1,792.60	Annual Data Command Subscription 12/1/18-12/1/19 - SB	721.190.000-53701.002
83	Technology Management Solutions Inc	\$	89.43	Computer Support & Offsite Back Up 1/11/19 - RKM	721.190.000-53701.002
84	Technology Management Solutions Inc	\$	1,322.50	Computer Support & Offsite Back Up 1/9/19 - RKM	721.190.000-53701.002
85	Technology Management Solutions Inc	\$	1,350.00	Computer Support & Offsite Back Up 1/3/19 - RKM	721.190.000-53701.002
86	Chronicle Telegram Inc	\$	640.27	Ads for Bids 1/21/19 - JG	721.190.000-53701.002
87	Community Resource Services	\$	750.00	Donation to Cover Water Bills 1/21/19 - TAD	721.190.000-53701.002
88	Concrete & More, Inc.	\$	3,500.00	Lateral Separation - 229 Fay - RKM	721.190.000-53701.002
89	DLT Solutions, Inc.	\$	2,889.51	Annual Subscription 2019 - JG	721.190.000-53701.002
90	Huntington National Bank	\$	16.98	Charges on Mastercard December 18 - TAD + RKM	721.190.000-53701.002
91	Huntington National Bank	\$	23.00	Charges on Mastercard December 18 - JG	721.190.000-53701.002
92	Huntington National Bank	\$	43.49	Charges on Mastercard 1/5/19 - SB	721.190.000-53701.002
93	American Express	\$	43,281.63	Republic Services Sludge Disposal - SB	721.190.000-53701.007
94	Columbia Gas	\$	2,001.59	gas svc @ 33675 Durrell Ave 1/11/19 - SB	721.190.000-53702.001
95	Constellation NewEnergy	\$	3,275.32	gas svc @ 33675 Durrell Ave 1/16/19 - SB	721.190.000-53702.001
96	Columbia Gas	\$	30.15	gas svc @ 641 Lear Rd PS 12/4/18 - 1/7/19 - RK	721.190.000-53702.002
97	Columbia Gas	\$	29.98	gas svc @ 32789 Lake Rd-Center PS 12/18/18-1/21/19 - RK	721.190.000-53702.003
98	Engie Resources	\$	13,599.98	elec svc @ Waterbury Ave 12/7/18 - 1/8/19 - TAD	721.190.000-53703.001
99	Illuminating Company	\$	12,576.29	elec svc @ Waterbury Ave 12/7/18 - 1/8/19 - SB	721.190.000-53703.001
100	Illuminating Company	\$	84.13	elec svc @ 641 Lear 12/6/18 - 1/7/19 - RK	721.190.000-53703.003
101	Illuminating Company	\$	92.56	elec svc @ Woodbridge Way 12/6/18 - 1/7/19 - RK	721.190.000-53703.003
102	Illuminating Company	\$	87.26	elec svc @ 671 Bridgeside PS 12/6/18 - 1/7/19 - RK	721.190.000-53703.003
103	Illuminating Company	\$	161.94	elec svc @ 31900 Lake Rd 12/7/18 - 1/8/19 - RK	721.190.000-53703.003
104	Illuminating Company	\$	5,727.54	elec svc @ 32789 Lake Rd PS 12/9/18 - 1/8/19 - RK	721.190.000-53703.003
105	Illuminating Company	\$	63.87	elec svc @ 810 Avon Belden Rd 12/11/18 - 1/10/19 - RK	721.190.000-53703.004
106	Illuminating Company	\$	62.91	elec svc @ 758 Jaycox Rd Sewer 12/6/18 - 1/7/19 - RK	721.190.000-53703.004
107	Verizon Wireless	\$	446.17	Cellphone Service 11/26/18-12/25/18 - RKM	721.190.000-53705
108	Centurylink	\$	364.14	Telephone Svc @ Pump Stations December 2018 - RKM	721.190.000-53705
109	Spectrum Business	\$	177.51	Internet/Phone Svc @ 201 Miller 1/14/19-2/13/19 - RKM	721.190.000-53705
110	Napa Avon	\$	150.71	Misc Truck Parts & Tools Dec 2018 - RK	721.190.000-53707
111	Sylvester Truck & Tire Services Inc	\$	3,424.28	Truck Repairs/Tires 12/31/18 - RK	721.190.000-53707
112	AutoZone Inc.	\$	69.74	Misc Truck Parts & Tools 1/17/19 - RK	721.190.000-53707
113	AutoZone Inc.	\$	159.49	Misc Truck Parts & Tools 1/17/19 - RK	721.190.000-53707
114	Sylvester Truck & Tire Services Inc	\$	47.08	Truck Repairs/Tires 01/14/19 - RK	721.190.000-53707
115	Kowalski Ford Inc	\$	7.76	Truck Repairs/Parts 1/18/19 - RK	721.190.000-53707
116	Jani-King of Cleveland	\$	322.50	Cleaning Svc @ 201 Miller - January 2019 - RKM	721.190.000-53708
117	Lescher Tree Care	\$	450.00	Tree and Stump Removal 12/19/18 - RKM	721.190.000-53708
118	FLB Service Co. Corp.	\$	972.46	Garage Door Maintenance/Service @ 201 Miller 1/10/19 - RK	721.190.000-53708
119	FLB Service Co. Corp.	\$	125.00	Garage Door Maintenance/Service @ 201 Miller 1/21/19 - RK	721.190.000-53708
120	Sherwin Williams Company Inc	\$	14.30	Paint & Supplies 1/11/19 - RK	721.190.000-53708.001

121 Acquire Fire Protection Inc.	\$	473.55	Annual Fire Protection/Insp Maintenance 1/16/19 - SB	721.190.000-53708.003
122 Acquire Fire Protection Inc.	\$	219.02	Annual Fire Protection/Insp Maintenance 1/16/19 - RK	721.190.000-53708.003
123 Wendy Roberts	\$	(25.97)	Customer Refund 12/05/18 - RR	721.190.000-53901
124 Mike Liptak	\$	51.58	Customer refund for over payment 1/2/19	721.190.000-53901
125 Neil Benson	\$	14.12	Customer refund for over payment 1/2/19 - TAD	721.190.000-53901
126 David Cooley	\$	5.36	Customer refund for over payment 1/2/19 - TAD	721.190.000-53901
127 K. Hovnanian	\$	5.25	Customer refund for over payment 1/2/19 - TAD	721.190.000-53901
128 Christopher Venesile	\$	66.28	Customer refund for over payment 12/17/18 - TAD	721.190.000-53901
129 Building Community Investment	\$	146.66	Customer refund for over payment 12/17/18 - TAD	721.190.000-53901
130 Dan Smith	\$	15.61	Customer refund for over payment 12/17/18 - TAD	721.190.000-53901
131 Kopf Construction	\$	232.40	Customer refund for over payment 12/17/18 - TAD	721.190.000-53901
132 Patricia Butler	\$	(20.22)	Customer Refund 12/05/18 - RR (Returned, customer moved)	721.190.000-53901
133 Steve Baytos	\$	408.75	Reimbursement for Mileage/Expenses 1/18/19 - RKM	721.190.000-53901
134 LORCO	\$	965.83	Brakey Energy Rebate 2018 Transfer 1/18/19 - RR	721.190.000-53901
135 Adam Sisson	\$	16.00	Reimbursement for Fuel 01/17/19 - RR	721.190.000-53901
136 Keith Malloy	\$	12.49	Customer refund for overpayment 1/17/19 - RR	721.190.000-53901
137 Donald Hall	\$	151.97	Reimbursement for Eye Glasses 1/29/19 - RKM	721.190.000-53901
138 Calfee Halter & Griswold LLP	\$	5,000.00	Legal Services 10/15/18 - TAD	721.190.000-53907.002
	\$	<u>317,975.17</u>		

AVON LAKE REGIONAL WATER
FUND 703 MOR ETL1 EXPENSES
FEBRUARY 5, 2019

	Vendor	Amount	Description	Account #
1	DRV, Incorporated	\$ 6,732.81	ETL1 Pumps 1&2 Soft Starters - GY	703.180.000-53612.003
2	Avon Lake Regional Water	\$ 1,573.99	Operator Charges ETL1 - December 2018 - RKM	703.180.000-53701.002
3	Illuminating Company	\$ 8,946.71	elec svc @ 800 Moore 12/11/18 - 1/10/19 - RKM	703.180.000-53703.003
4	Ohio Edison	\$ 61.71	elec svc @ Butternut @ Root 12/4/18 - 1/4/19 - RKM	703.180.000-53703.004
5	Ohio Edison	\$ 59.75	elec svc @ Lear @ US20 12/4/18 - 1/7/19 - RKM	703.180.000-53703.004
6	Ohio Edison	\$ 67.60	elec svc @ Lear @ Chstn 12/5/18 - 1/4/19 - RKM	703.180.000-53703.004
7	Ohio Edison	\$ 57.01	elec svc @ Lear @ Mills 12/6/18 - 1/8/19 - RKM	703.180.000-53703.004
		<u>\$ 17,499.58</u>		

AVON LAKE REGIONAL WATER
 FUND 762 MOR ETL2 EXPENSES
 FEBRUARY 5, 2019

	Vendor	Amount	Description	Account #
1	Jones Chemicals Inc.	\$ 825.00	Chlorine for Island Rd PS 1/11/19 - GY	762.180.000-53611
2	Active Plumbing Supplies	\$ 12.47	Maintenance Supplies ETL 2 12/07/18 - JG	762.180.000-53612
3	Core & Main LP	\$ 340.00	ETL2 Repair Parts 12/21/18 - JG	762.180.000-53612.002
4	American Roadway Logistics, Inc.	\$ 1,530.00	Maintaining Traffic (Partial) Race Rd ETL2 12/31/18 - JG	762.180.000-53701
5	Avon Lake Regional Water	\$ 2,520.88	Operator Charges ETL2 - December 2018 - RKM	762.180.000-53701.002
6	Illuminating Company	\$ 3,041.52	elec svc @ 800 Moore Rear Uppr 12/11/18 - 1/10/19 - RKM	762.180.000-53703.003
7	Ohio Edison	\$ 5,942.43	elec svc @ 15201 Island Rd 12/1/18 - 1/2/19 - RKM	762.180.000-53703.003
8	Ohio Edison	\$ 56.23	elec svc @ 37780 Center Ridge Rd 12/4/18 - 1/4/19 - RKM	762.180.000-53703.004
9	Ohio Edison	\$ 94.56	elec svc @ 37980 Barres 12/6/18 - 1/7/19 - RKM	762.180.000-53703.004
10	Illuminating Company	\$ 194.83	elec svc @ Detroit Rd 12/12/18 - 1/12/19 - RKM	762.180.000-53703.004
11	Ohio Edison	\$ 54.71	elec svc @ 36550 Chestnut Ridge 12/4/18 - 1/4/19 - RKM	762.180.000-53703.004
		\$ 14,612.63		

**AVON LAKE REGIONAL WATER
FUND 749 LORCO EXPENSES
FEBRUARY 5, 2019**

Vendor	Amount	Description	Account #
1 W.W. Williams	\$ 585.00	Annual Maint & Operational Svc Insp - Triplex Gen. - RKM	749.190.000-53607
2 W.W. Williams	\$ 685.00	Annual Maint & Operational Svc Insp - LORCO - RKM	749.190.000-53607
3 W.W. Williams	\$ 1,424.78	Maintenance @ Fourplex Generator 1/24/19 - RKM	749.190.000-53607
4 Covalen Inc.	\$ 4,861.00	Grinder Pumps & Repair Parts 12/14/18 - RKM	749.190.000-53612.002
5 Covalen Inc.	\$ 1,170.35	Grinder Pumps & Repair Parts 12/18/18 - RKM	749.190.000-53612.002
6 Spitzer Management, Inc.	\$ 4,000.00	Annual Lease Payment for 2019 - TAD	749.190.000-53701.002
7 Illuminating Company	\$ 63.86	elec svc @ 33678 Walker 12/11/18 - 1/9/19 - RKM	749.190.000-53703.002
8 Lorain Medina Rural Electric Corp	\$ 95.17	elec svc @ Banks Rd 11/23/18-12/23/18 - RKM	749.190.000-53703.003
9 Lorain Medina Rural Electric Corp	\$ 100.66	elec svc @ Slife Rd 11/23/18-12/23/18 - RKM	749.190.000-53703.003
10 Lorain Medina Rural Electric Corp	\$ 111.42	elec svc @ Indian Hollow 11/23/18-12/23/18 - RKM	749.190.000-53703.003
11 Lorain Medina Rural Electric Corp	\$ 96.34	elec svc @ 36879 Capel Rd 11/23/18-12/23/18 - RKM	749.190.000-53703.003
12 Lorain Medina Rural Electric Corp	\$ 57.89	elec svc @ Durkee South 11/23/18-12/23/18 - RKM	749.190.000-53703.003
13 Lorain Medina Rural Electric Corp	\$ 143.94	elec svc @ Durkee North 11/23/18-12/23/18 - RKM	749.190.000-53703.003
14 Lorain Medina Rural Electric Corp	\$ 78.72	elec svc @ Cowley Rd 11/23/18-12/23/18 - RKM	749.190.000-53703.003
15 Ohio Edison	\$ 62.31	elec svc @ 10301 Reed Rd 12/4/18 - 1/4/19 - RKM	749.190.000-53703.003
16 Ohio Edison	\$ 57.39	elec svc @ 12901 Avn Belden 11/2/18 - 1/3/19 - RKM	749.190.000-53703.003
17 Ohio Edison	\$ 57.38	elec svc @ 10920 Hawke 12/4/18 - 1/4/19 - RKM	749.190.000-53703.003
18 Frontier Communications	\$ 54.79	Telephone Svc @ Fourplex - RKM	749.190.000-53705
19 Rural Lorain County Water Authority	\$ 95.71	Water Used @ LORCO 1/14/19 - RKM	749.190.000-53754
20 Rural Lorain County Water Authority	\$ 58.04	Water Used @ LORCO 1/14/19 - RKM	749.190.000-53754
21 Rural Lorain County Water Authority	\$ 1,224.00	LORCO Meter Readings 1/2/19 - RKM	749.190.000-53760
22 SmartBill Inc	\$ 288.00	Bill Forms and Envelopes 1/23/19 - RKM	749.190.000-53760
23 LORCO	\$ 1,489.88	Reimburse LORCO 2 Payments - November 18 - RKM	749.190.000-53901
24 LORCO	\$ 1,649.55	Reimburse LORCO 2 Payments - December 18 - RKM	749.190.000-53901
	<u>\$ 18,511.18</u>		

AVON LAKE REGIONAL WATER
FUND 765 LATERAL LOAN EXPENSES
FEBRUARY 5, 2019

	Vendor	Amount	Description	Account #
1	Leonard's Plumbing & Heating	\$ 3,166.50	Lateral Loan Program - 145 Sunset - RKM	765.190.000-53701
2	Concrete & More, Inc.	\$ 4,000.00	Lateral Loan Program - 213 Inwood - RKM	765.190.000-53701
3	Concrete & More, Inc.	\$ 4,000.00	Lateral Loan Program - 244 Moore Rd - RKM	765.190.000-53701
4	David Frey Plumbing, LLC	\$ 3,500.00	Lateral Loan Program - 246 Brookfield - RKM	765.190.000-53701
5	Heczko Landscaping & Construction LLC	\$ 4,000.00	Lateral Loan Program - 152 Oakwood - RKM	765.190.000-53701
6	Leonard's Plumbing & Heating	\$ 3,300.00	Lateral Loan Program - 33167 Lake Rd - RKM	765.190.000-53701
7	Concrete & More, Inc.	\$ 3,500.00	Lateral Loan Program - 221 Brookfield - RKM	765.190.000-53701
8	Heczko Landscaping & Construction LLC	\$ 4,000.00	Lateral Loan Program - 115 Jaycox -RKM	765.190.000-53701
		<u>\$ 29,466.50</u>		

Resolution of Appreciation

Whereas, *Rick Eberle has served Avon Lake Regional Water since July 1984, and*

Whereas, Mr. Eberle has provided excellent operational guidance and practical input during his tenure, and

Whereas, Mr. Eberle's term expired December 31, 2018, after more than 34 years of service;

Now therefore, the Board of Municipal Utilities hereby expresses its sincere gratitude for Mr. Eberle's exemplary work during his years of service and wishes him a well-deserved future of good health and happiness.

In testimony whereof, the Avon Lake Board of Municipal Utilities has affixed their signatures hereon this 5th day of February, 2019.

John Dzwonczyk

Anthony Abram



Randy Phillips

Timothy Rush

Dana Schnabel



Avon Lake Regional Water

Extension Proposal

January 28, 2019

History- Back in June of 2018 we extended the On boarding agreement with an additional focus on Leadership Integration with a focus on Todd and Rob defining roles and responsibilities. The extension of the contract goes through March, 31, 2019 as it currently is defined. Our phone conversations focused on extending support coaching to four or five additional members of the Management Team that would coincide with my visits to Avon Lake and include interim monthly support via phone conversations, emails as needed. The focus of these additional Managers will be collectively-in a small Group- on enhanced communications as well as individual private sessions on their development in management skills when I am on site. Following is a proposal to consider:

Extend existing contract for Todd and Rob for the full calendar year of 2019-end 12/31/2019 and implement additional Management programs until 12/31/2019. Total annual fees invoiced in two segments would be: \$11,000 for Todd and Rob and \$5,000/participant for each Management participant. This option allows various focus efforts and concentrates more on individual development plan defined with leadership directions including selected training programs from the Managing People Series on key management functions. (Note- Todd and Rob fee is based on a 9 month extension while the Management Team participants are over 12 months).

If you have any questions please do not hesitate to contact us. Thank you.

A handwritten signature in black ink that reads "David C. Miles".

Dr. David C. Miles

Chairman

703.777.3370

[Employable Talent](#)

[LinkedIn](#)

Signature/ Date: _____

Todd Danielson

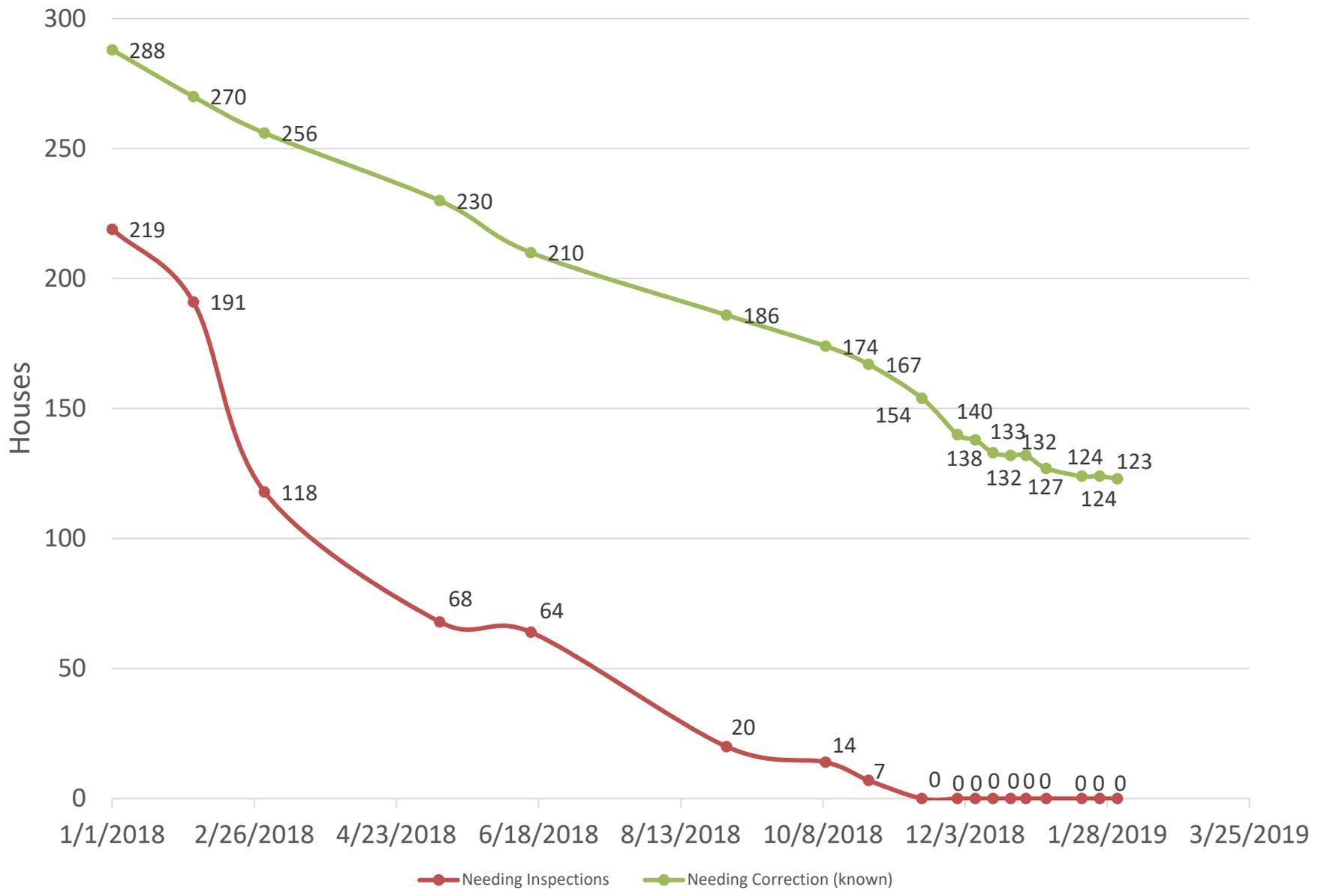
Chief Utilities Executive

Avon Lake Regional Water

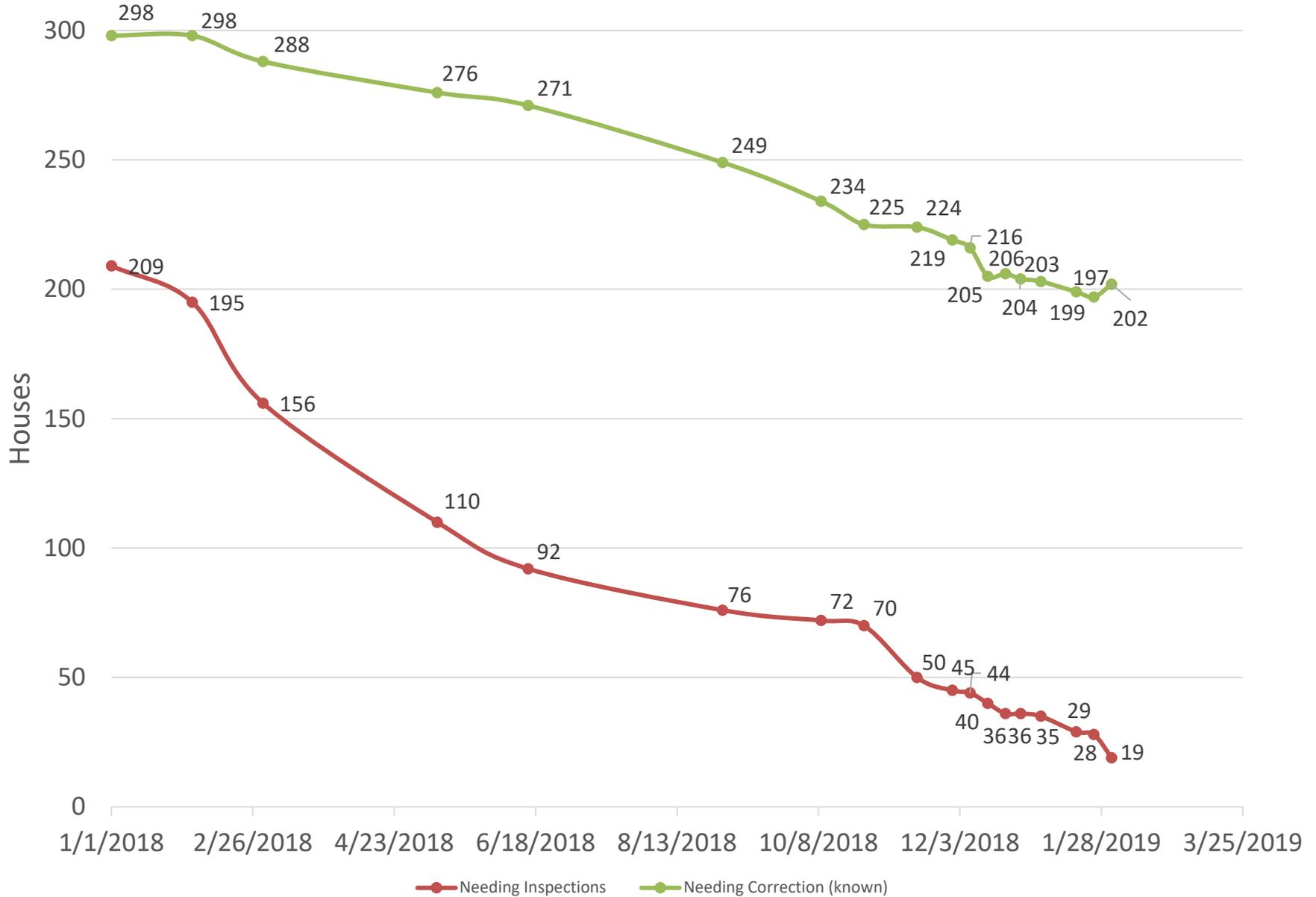
The Miles LeHane Companies, Inc
205 N. King St., Leesburg, VA 20176
703-777.3370

feedback@mileslehane.com
www.mileslehane.com

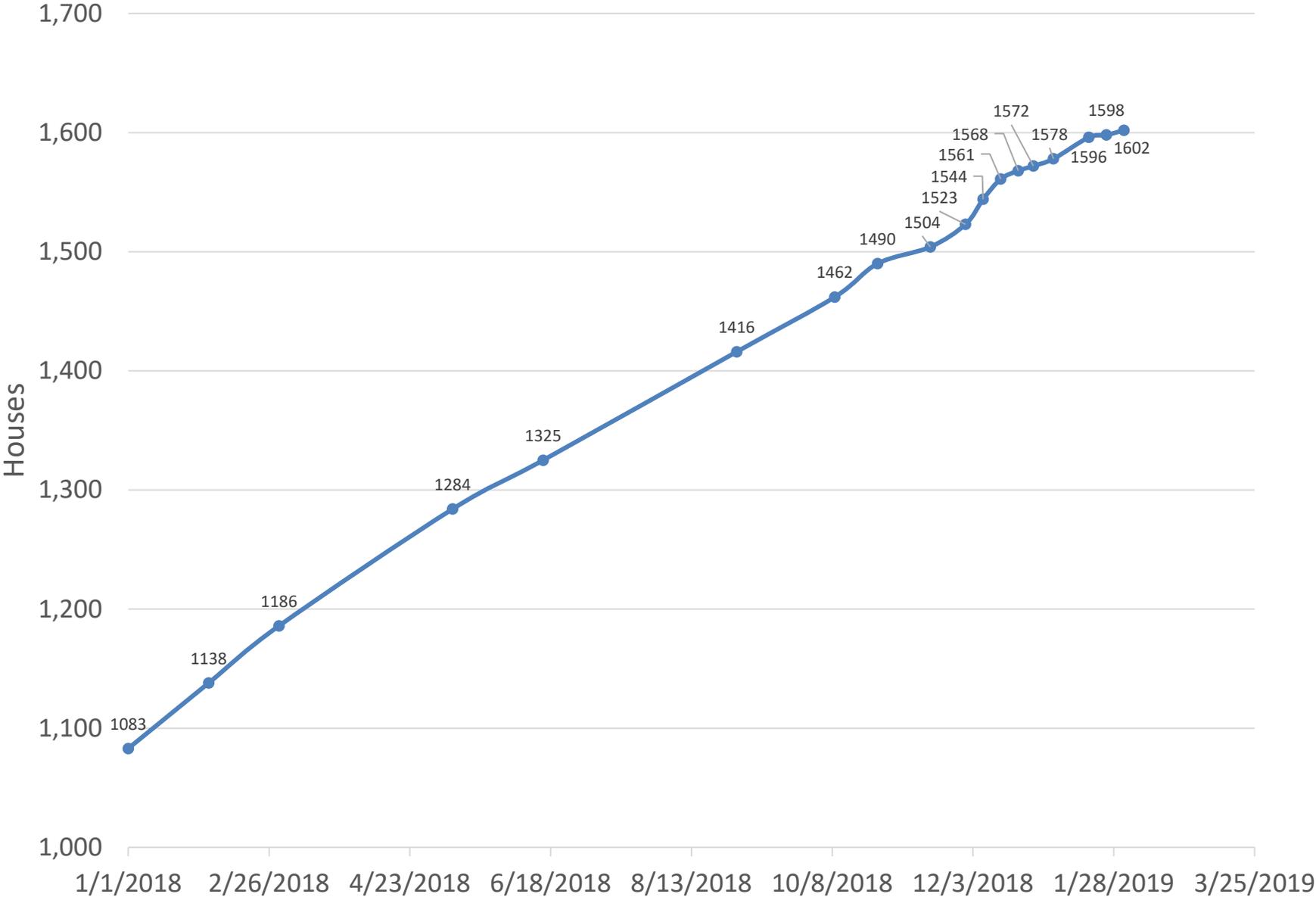
Group A Houses Still Needing Inspections or Correction



Group B&C Houses Still Needing Inspections or Correction



Total Houses Completed Work to Comply



ACTION ITEMS FROM BOARD MEETINGS

DATE	CATEGORY*	TOPIC	SOLUTION	STATUS
6/5/2018	Misc.	Members asked what majority is needed to rescind legislation.		Open
1/15/2019	Misc.	Colored Lights for Water Tower	CUO waiting on recommendation from an engineering firm for concrete footers due to soil composition. The work will be done in-house.	Answer
1/15/2019	Misc.	Readerboard sign for Lake Road	CUO working with Councilwoman Fenderbosch on zoning. Once determination is made on zoning specifications, they will take quotes from contractors.	Answer
1/2/2019	Misc.	Issue checks to Board for Ohio Ethics Commission.	Processing the Chairman's repayment and will process others as submitted.	Answer
1/2/2019	Financial	Verify the tap-in fee for LORCO is deposited to the disbursement account.	Tap fees and assessments are deposited into the same account from which loan payments and other payments are made.	Answer
1/2/2019	Financial	Review the fees v. costs for LORCO.	CUE spoke with LORCO Exec Dir, who is proposing changes to the Hawke Rd agreement with Lorain County.	Answer
1/2/2019	Personnel	Introduce Dennis Collins to Dr. Miles.	Will do so when Mr. Miles is next in town.	Answered
1/2/2019	Lateral	Video of loan process.	Outreach Specialist is working with Chairman.	Answered
1/2/2019	Personnel	Please share Success Factors with Board.	CUE provided example reviews and list of competencies.	Closed
1/2/2019	Misc.	Incorporate lessons learned into future specifications.	Comment has been relayed to Engineering Svcs Mgr.	Closed
12/18/2018	Financial	Show comparable water/wastewater rates for neighboring municipalities.	A graph showing Avon Lake rates in comparison to neighboring jurisdictions has been included in the Board package.	Closed
12/18/2018	Misc.	Create multiple slides for backflow prevention testing notices.	Staff will be preparing backflow prevention postcards for distribution this spring.	Closed
12/18/2018	Financial	Please meet with Mrs. Andro re water bill.	The CUO has been working with Mrs. Andro.	Closed
12/4/2018	Misc.	The Board requests lighting our sign at 201 Miller Rd.	Materials have been ordered to illuminate the sign. Staff will install soon.	Closed
12/4/2018	Financial	The Board requests renaming Trunk Sanitary Sewer to Capacity Fee Fund.	CUE is working with legal counsel to draft "impact fee" regulations.	Closed

*Categories: Financial, Lateral Project, Personnel, Education/CI, Strat. Plan or Misc.