

Board of Municipal Utilities  
**Meeting Minutes**  
**February 5, 2019**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

The meeting was called to order at 6:57 PM following the work session.

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

Also present: Councilman Zuber (left around 7:30 PM), Councilwoman Fenderbosch (left around 7:10 PM), CUE Danielson, CUO Munro, Community Outreach Specialist Arnold, and Technical Support Specialist Collins.

***Approve Minutes***

Chairman Dzwonczyk presented the minutes of the January 15, 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 February 5, 2019, for funds and amounts as follows. Mr. Abram moved, Mr. Rush seconded to approve the expenditures of February 5, 2019. Resulting from the discussion in which a number of the questions presented by the Board could not be adequately answered, Mr. Abram moved, Mr. Dzwonczyk seconded, that approval of the expenses be moved to the next meeting on February 19, 2019, and the expenses will be considered once the Board's questions are resolved.

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

Nays: None

Motion carried.

***Resolution of Appreciation for Rick Eberle***

The CUE read the Resolution of Appreciation for Rick Eberle on behalf of the Board. After more than 34 years of service to the organization, Rick Eberle retired on December 31, 2018. No vote was necessary for the resolution.

***Coaching Services Extension***

The CUE informed the Board that 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 requested 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. Mr. Rush expressed his confidence in the program, and he supported the continued improvement as displayed by the CUE and CUO. Mr. Rush moved, and Mrs. Schnabel seconded, to extend the on-boarding/coaching services to Miles LeHane.

Ayes: Abram, Dzwonczyk, Phillips, Rush, and Schnabel  
Nays: None  
Motion carried.

### ***Wage Changes for Non-Bargaining Staff***

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 requested Board approval for the change in wage rates and that wage rates to be paid retroactively to January 1, 2019.

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

Mrs. Schnabel moved, and Mr. Phillips seconded, to approve the wage rates of non-bargaining staff and that the wage rates to be paid retroactively to January 1, 2019.

Ayes: Abram, Dzwonczyk, Phillips, Rush, and Schnabel  
Nays: None  
Motion carried.

### ***Water Plant Operator***

The CUO informed the Board that they 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.

### ***NPDES Permit Modification***

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), Avon Lake Regional Water 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.

### ***Annual Step Increase***

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 the CUE 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.

### ***Residuals Master Plan***

The CUO informed the Board that interviews were conducted with the three top firms, Hazen & Sawyer was selected as the top-ranked firm, and the team is currently working with them regarding scope and budget. The CUO intends to present it for Board approval at one of the next two meetings. Mrs. Schnabel asked about the headquarters location of Hazen and Sawyer. The CUO informed her that while they are headquartered in New York City, NY, they do have a Cleveland office.

### ***Project Updates***

*45 Project:* The CUO explained that 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:* The CUO informed the Board that flushing of lines, pressure testing and bacteria sampling took place the week of February 21st. Startup of the new system is tentatively scheduled for the week of February 4th. Mr. Phillips asked about the use of the project in maintaining maximum capacity at times when other parts of the system are down. The CUE affirmed that the project would help facilitate in maintaining maximum capacity to meet EPA regulations.

### ***Lateral Updates***

As of Friday, January 31, 2019:

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

The CUO updated the Board that as of February 5, 2019, there were only 7 homes remaining with "No inspections." In Group B & C from the "Work to Complete" there were now only 219 outstanding. The Chairman asked the CUO about the contracting work that has been supplementing the lateral separations. The CUO informed the Board that there are about five contractors who are continuing the lateral separation. Mr. Rush, requested the current pricing procedures of contractors who are working on lateral separation. The CUO informed the Board that the pricing has remained consistent with the costs seen last year.

### ***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***

Mrs. Schnabel informed the Board that she attended the Introductory Course of the ISO 9001 training with staff on January 25, 2019. Mrs. Schnabel found the training to be useful and informative. Mrs. Schnabel also believes the training brought up many key areas that will help support the staff's efforts, and she is pleased with the program and the potential it offers.

The Chairman offered his support for Mr. Phillips and Mrs. Schnabel in their efforts to run again for the Board of Utilities. He appreciates their efforts, especially during abnormally extreme weather conditions.

### ***Miscellaneous***

None

### ***Executive Session***

The CUE and CUO requested to meet in executive session to discuss the draft organizational chart and how they envision the evolution of the organization and its staff. Mr. Rush moved to Executive Session, Mr. Abram seconded, to 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.

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

Nays: None

Motion carried.

The Board reconvened at 8:28 PM.

### ***Adjourn***

As there was no further business, Mr. Abram moved, Mr. Rush seconded, that the meeting adjourn at 8:29 PM.

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

Nays: None

Motion carried.

Approved February 19 2019.

John Dzwonczyk, Chairman

Todd A. Danielson, Clerk