

Board of Municipal Utilities  
**Regular Meeting Minutes**  
**February 7, 2017**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

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

Present: Mr. Dzwonczyk, Mr. Phillips, Mr. Rush, and Ms. Schnabel.

Also present: Chief Utilities Executive Danielson, Mayor Zilka, Councilmember Fenderbosch.

***Oath of Office***

Newly appointed member Paul R. Phillips took the Oath of Office with CUE Danielson serving as Officiary.

***Approve Minutes***

Chairman Dzwonczyk presented the minutes of the January 17, 2017, Work Session and the January 17, 2017, Regular Meeting and with the deletion of Mr. Berner's name, ordered the minutes to stand and be distributed as amended.

***Public Speakers*** – None.

***Correspondence*** – CUE Danielson provided information to the Board on a customer who was unhappy with his late fees, this customer has been satisfied. CUE Danielson further informed the Board of a homeowner who was unhappy with the policy that the bill stays with the property.

***Expenditures***

Following review of expenses dated January 3, 2017, for funds and amounts as follows, Mr. Phillips moved, Mr. Rush seconded, that all be approved and paid per budget:

Water Fund 701	\$	220,902.17
Wastewater Fund 721	\$	217,024.50
MOR Fund 703 ETL1	\$	149,750.75
MOR Fund 762 ETL2	\$	309,302.53
LORCO Fund 749	\$	4,530.81
Sewer Constr 724	\$	874,192.99
Lateral Loan 765	\$	8,000.00

Ayes: Dzwonczyk, Phillips, Rush, Schnabel

Nays: None

Motion carried.

### **Reschedule of July Meeting**

Ms. Schnabel moved, Mr. Rush seconded to reschedule the July regular meeting to July 11, 2017.

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

### **New Laborer Job Descriptions**

After extensive discussion by the Board, Mr. Dzwonczyk moved and Mr. Rush seconded to approve the Laborer and Skilled Laborer job descriptions.

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

### **Establishing the Customer Service Clerk Wage Steps**

CUE Danielson presented to the Board a revised wage step for the Customer Service Clerk that was agreed upon with the union. Mr. Rush moved and Mr. Phillips seconded to set the hourly wage steps for Customer Service Clerk as follows:

Step 1A	Step 1B	Step 1C	Step 2	Step 3	Step 4	Step 5
\$14.00	\$14.60	\$15.20	\$15.80	\$16.40	\$17.00	\$18.00

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

### ***Reports/Updates***

Employee Promotion: Donald Hall received his Class I Distribution Certification this past year and now meets the Line Maintenance Man requirements. Based on the recommendation of his immediate supervisor and CUE concurrence, Mr. Hall has been promoted from Laborer Step 1C to Line Maintenance Man Step 1C.

Contract Update: During 2016, MWH Americas was purchased by Stantec. The CUE executed on the Board's behalf an assignment of the current MWH Americas contract to Stantec.

Job Description Updates: The CUE and senior staff continue to work both internally and with the HR Director on updates to job descriptions, including the redefining of the Executive Assistant and the GIS Analyst into new positions, and the rewriting of other new job descriptions.

Phone System Updates: An auto-attendant has been added to the phone system in order to best manage the increased phone calls due to the lateral separations and the construction projects and also allow the front-office staff to focus on other responsibilities. The auto attendant will help direct calls to the appropriate personnel.

Potential Appropriation: In late-2016, OWDA forwarded an approximate \$130,000 invoice to Avon Lake Regional Water for loan origination fees regarding the water pollution control center rehabilitation project. CUE Danielson expects these fees to be shown on the February 21, 2017 expenses. At the end of the third quarter, the CUE will further assess whether additional funds need to be appropriated to help pay for these expenses.

Lost Time Incident: A Line Maintenance Operator had an unfortunate accident on January 25, 2017 at the Water Filtration Plant. He is currently off work due to two broken fingers and a shattered bone in his heel.

Project Updates:

*Water Tower:* Initial tank bowl welding has begun for the bottom cone section. In order to make up lost time, crews are currently working seven days per week.

*Water Plant:* Continuing with the wash water recycling system and attenuation basins.

*Wastewater Plant:* Demolition of the old ultraviolet disinfection system has taken place. The new system is in the process of being installed.

Lateral Loan Program: Since the last Board meeting, three additional agreements for the Lateral Loan Program have been executed, bringing the total to 34 properties, with \$109,400 (total) committed and \$28,550 paid so far. The average loan request is for approximately \$3,200.

CUE Action Items:

Below are responses to questions asked by the Board:

*Debrief on how CMAR worked on the water project:* As the project approaches substantial completion in March or April, staff will provide a synopsis regarding how well the construction manager at risk approach worked.

*LORCO FPAs:* LORCO is currently discussing with Elyria the potential for minor FPA boundary adjustments where one entity may be better able to provide service than the other. The process is proceeding congenially.

*First Energy easements for Elyria interconnection:* CUE Danielson is working with the Assistant Law Director on a draft of the easement language.

*Chairman/Committee/Members Reports*

Chairman Dzwonczyk reported he will attend the Sewer Committee meeting Thursday February 9, 2017.

*CUE Report*

None.

***Miscellaneous***

None.

***Adjourn***

As there was no further business, Mr. Rush moved, Ms. Schnabel seconded, that the meeting adjourn at 7:30 PM.

Ayes: Dzwonczyk, Phillips, Rush, Schnabel

Nays: None

Motion carried.

Approved February 21, 2017

John G. Dzwonczyk, Chairman

Todd A. Danielson, Clerk