

Board of Municipal Utilities  
**Regular Meeting Minutes**  
**February 20, 2018**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

The meeting was called to order at 6:04 PM.

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

Also present: CUE Danielson, David Miles, Robert Munro, and Barbara Paynter (arrived at 7:30 PM).

***Executive Session***

Mr. Rush moved, Mr. Abram seconded, to meet in Executive Session at 6:04 PM as allowed by ORC 121.22 to discuss personnel matters to include the CUE, David Miles and the candidate for CUO.

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

Nays: None

Motion carried.

The Board reconvened at 7:30 PM.

***Approve Minutes***

Chairman Dzwonczyk presented the minutes of the February 6, 2018, work session and regular meeting and with corrections submitted by Mr. Abram, ordered that the minutes are approved as amended and be distributed.

***Public Speakers***

None.

***Correspondence***

None.

***Expenditures***

Following review of expenses dated February 20, 2018, for funds and amounts as follows, Mr. Phillips moved, Mr. Abram seconded, that all be approved and paid per budget:

Water Fund 701	\$	167,930.85
Wastewater Fund 721	\$	165,975.54

MOR Fund 703	\$	186,081.59
MOR Fund 762	\$	345,908.50
LORCO Fund 749	\$	20,137.51
Lateral Loan Fund 765	\$	39,170.00
Waterworks Construction Fund 704	\$	31,180.00

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

**Special Expenditure**

Mr. Abram moved, Mrs. Schnabel seconded the submittal to the Finance Director in the amount of \$23,051.28, to authorize payment to Calfee, Halter & Griswold LLP for services rendered.

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

**ETL1 Booster Station Upgrade Bid Award**

Per CUE’s meeting write-up and this evening’s discussion, Mr. Rush moved, Mr. Abram seconded to approve the submitted bid \$125,450.00 by DRV.

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

**Non-bargaining Wage Ranges**

Per CUE’s meeting write-up and this evening’s discussion, Chairman Dzwonczyk moved, Mr. Phillips seconded to set the Non-bargaining Wage Range through 2021. Mr. Abram stated for the record that these proposed wage ranges are too high for our size utility.

<i>Position</i>	<i>Minimum Wage</i>	<i>Maximum Wage</i>
<i>Analyst/Assistant</i>	\$19.23/hr	\$30.16/hr
<i>Engineer</i>	\$21.63/hr	\$35.52/hr
<i>Community Outreach Specialist</i>	\$22.10/hr	\$45.11/hr
<i>Water Filtration Plant Manager</i>	\$31.88/hr	\$53.99/hr
<i>Water Pollution Control Manager</i>	\$31.54/hr	\$55.67/hr
<i>Engineering Services Manager</i>	\$43.11/hr	\$69.65/hr
<i>Manager of Distribution and Collection</i>	\$35.49/hr	\$52.88/hr
<i>Chief of Utility Operations</i>	\$44.21/hr	\$76.42/hr
<i>Chief Utilities Executive</i>	\$56.55/hr	\$91.57/hr

Ayes: Dzwonczyk, Rush, Schnabel and Phillips  
 Nays: Abram  
 Motion carried.

## **Sewer Lateral Program**

Mr. Abram moved, Mr. Phillips seconded to amend the update to the Sewer Lateral Program for the capped credit at \$1,000.00.

*8. Upon Avon Lake Regional Water's acceptance of the work and any requisite approvals from the Building Department, Avon Lake Regional Water will provide a \$1,000 wastewater bill credit to the party paying the wastewater bill. This is payable quarterly over a ten-year period. The rate rebate may not be accelerated and is not transferrable. If there is a special arrangement where there are different parties responsible for payment of the work required and for payment of the wastewater services, and the party paying for the work uses a lateral loan offered by Avon Lake Regional Water, the credit may be applied to the loan principal/interest bill. Note that if the customer previously took part in the Foundation Drain Sump Disconnect program and received the \$100 or \$300 bill credit, any credit received through this program will be capped at \$1,000 total bill credit, including the previous program.*

Ayes: Abram, Dzwonczyk, Rush, Schnabel and Phillips

Nays: None

Motion carried.

## **Reports/Updates**

The following reports and updates were made by copy of the meeting's write-up and discussed as noted:

### *Extension of Agreement with SmartBill*

In late November 2016, the CUE executed a contract with SmartBill of Hebron, Ohio to process and mail water and wastewater bills generated through our billing software, Muni-Link. Based upon the original recommendation of the Law Director, the agreement was executed for a one-year duration. This agreement has expired, and the CUE worked with the Law Director to renew this agreement for a two-year term with no increase in costs.

### *Resolution of Necessity*

At its February 12, 2018, meeting, the City Council updated its original Resolution of Necessity regarding lateral inspections/separations. Avon Lake Regional Water had intended to update customers regarding the Board changing the inspection/separation deadlines and offered to serve as the designee that notifies residents of the Council's action. Letters have started going out to the approximately 900 customers/owners that must be notified. These customers/owners have either not had an inspection or still need to complete their projects. This number is down from over 1,600 whom received the first letter a year ago. Therefore, approximately 700 customers/owners moved through the process in the past year.

### *Communications*

Since the February 6th Board meeting, *The Morning Journal* had a piece about the wastewater rate increases and *The Press* had a piece regarding the lateral inspection/separation deadline extension. *The Press* is also planning a piece on the wastewater rate change and the reasoning behind it for the February 21st issue.

### *Project Updates*

- *Wastewater Plant:* SCADA continues to be installed. Pipe is being installed in the dewatering building for the new presses. Windows and the garage doors are being installed at the dewatering building. Work continues on the new headworks facility, with anticipated start-up within the next month.
- *Elyria Interconnection:* The project is being advertised, with a bid opening date of March 9th.
- *SIP:* Additional cost proposals are being solicited for the tower lighting and project closeout documents are being finalized.

### *Lateral Updates*

Sewer lateral separation and loan program numbers were updated by this meeting's write-up.

### *CUE Report and Action Items*

*Insurance:* The City's deductible is \$2,500. Staff has further investigated how others respond to claims as discussed at the past meeting. In the future, staff will only consider liability if we knew about the issue that led to the problem, had sufficient time to address it, and did not.

*Improved camera system for Board meetings:* Staff has been working with the City's Digital Media Department and outside contractors to get quotes on updating the video recording system and intends to provide the information to the Board in March.

*Improved meeting facilities:* Staff understands there is a desire to consider a better-laid-out meeting room. Staff intends to work with a local architect/interior designer to complete a needs assessment for the entire building and include any Board room changes in that assessment. The intention would be to complete that assessment during 2018 and, in 2019, make any changes with which the Board wants to proceed.

### **Miscellaneous - CUO**

Chairman Dzwonczyk moved, Mr. Phillips seconded authorization for CUO Search Committee to present job offer to candidate, Robert Munro for position of CUO.

Ayes: Abram, Dzwonczyk, Rush, Schnabel and Phillips per Roll Call

Nays: None

Motion carried

### ***Executive Session***

Mr. Rush moved, Mrs. Schnabel seconded, to meet in Executive Session at 7:48 PM as allowed by ORC 121.22 to discuss personnel and legal matters and to include the CUE and Barb Paynter

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

Nays: None

Motion carried.

The Board reconvened at 8:57 PM.

Mr. Phillips moved, Mr. Rush seconded to authorize the Chairman of the Board to enter into an agreement with Paynter Communications for communications assistance.

Ayes: Abram, Dzwonczyk, Rush, Schnabel and Phillips

Nays: None

Motion carried.

***Adjourn***

As there was no further business, Mr. Abram moved, Mr. Rush seconded, that the meeting adjourn at 8:59 PM.

Ayes: Abram, Dzwonczyk, Rush, Schnabel and Phillips

Nays: None

Motion carried.

Approved March 6, 2018

John Dzwonczyk, Chairman

Todd A. Danielson, Clerk