

Board of Municipal Utilities  
**Meeting Minutes**  
**March 17, 2020**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

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

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

Also present: CUE Danielson, CUO Munro, Technical Support Specialist Collins, Community Outreach Specialist Arnold, and Councilman Zuber.

***Approve Minutes***

Chairman Dzwonczyk presented the minutes of the March 3, 2020, regular meeting. With no changes, additions or corrections noted, he ordered that the minutes stand and be distributed as presented.

***Public Speakers***

None

***Correspondence***

None

***Expenditures***

Following review of expenses dated March 17, 2020, for funds and amounts as follows, Mr. Abram moved, Mr. Rush seconded, to approve the expenditures of March 17, 2020:

Water Fund 701	\$	179,671.60
Wastewater Fund 721	\$	114,204.87
MOR Fund 703	\$	490,339.61
MOR Fund 762	\$	276,308.05
LORCO Fund 749	\$	12,829.95
West Ridge Interconnect Fund 702	\$	838.80

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

Nays: None

Motion carried.

***Electronic Sign***

The CUO presented to the Board the contract for an electronic sign from Wagner Electric Sign Co. to be installed at the Water Filtration Plant. He stated that at the January 21st Board meeting, he had informed the Board that staff had received quotes from two vendors for an electronic message sign to be located at the Water Filtration Plant on Lake Road. He said that

the Board asked the staff to ask the City of Avon Lake in regard to what they paid for their electronic sign at City Hall. The CUO informed the Board that he spoke with the Public Works Director Joe Reitz, and he stated that the City paid approximately \$25,000-\$30,000 for the sign. The CUO also said that the sign installed at City Hall is a one-sided electronic sign. The sign that will be installed at the Water Filtration Plant is a two-sided sign. Mr. Rush asked if there were other companies that bid on the project. The CUO stated that there was one more bidder, but their bid was for \$4000 more than the lowest price.

The Chairman asked if there was a controller system to change the messages on the sign. The CUO stated to the Board that there will be a control for the system through software. The Chairman also said that the contract indicated that they wanted evidence of permits before they would begin any work. The CUO stated that he has begun working with Zoning and the Mayor for permits to construct the sign. He also said that because of Avon Lake Regional Water's designation, they were allowed to have one sign per parcel. Mr. Rush asked why there were two quotes in the contract. The CUO informed the Board that the two prices reflected the size of the LED's on the sign. The more expensive sign would be with more lights to make the sign appear crisper and provide better resolution.

Mr. Phillips asked if the software for the sign is included in the pricing of the sign. The CUO informed the Board that the price does include the cost of the software. Mrs. Schnabel asked if the sign would have the ability to scroll and if there would be any additional capabilities. The CUO stated that there would be a number of different settings for the sign. The Chairman asked that the Engineering Services Manager be cognizant of the sight triangles from the intersection where the sign is being put up. He said that since the traffic light was removed by the city the intersection is much more dangerous. Mrs. Schnabel moved, and Mr. Abram seconded, to authorize the purchase of a new electronic sign from Wagner Electric Sign Co. of Elyria, OH in the amount of \$33,935.00.

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

Nays: None

Motion carried.

### ***Firewall Upgrade***

The CUO presented to the Board the contract from Technology Management Solutions, Inc. (TMS) for network security across the organization and updated firewall hardware and software. The CUO said that he received quotes from the current provider, TMS, and also Avon Lake Regional Water's GSA supplier. He said that TMS provided the lowest quote for all items. He also said that the quote bundles new network switches, firewall hardware and software, and necessary miscellaneous cabling.

The CUO stated that purchasing this bundled package will save the organization about \$8,000 on the contract. He said that the network switches were previously part of the new phone system and will not be purchased under that contract. Mr. Rush asked if there was a request for bids for the contract. The CUO said that since the contract did not meet the \$50,000 threshold, he did not put out a request for bids; but he said that he reached out to a number of companies in the area.

Mr. Phillips asked if TMS provided any assurances that the software will work together and not require any additional purchases. The CUO informed the Board that he has been working with TMS when he has been in talks with CBTS, the company installing the new phone system. The

Chairman asked if there were any additional costs involved with service contract with TMS to handle the new equipment. The CUO stated that there would be no additional costs because this is equipment that TMS currently maintains and this is just replacing and upgrading that equipment. Mr. Phillips asked if we have a yearly contract with TMS. The CUO stated that Avon Lake Regional Water does not have an annual service contract. He said that TMS is an on-call service integrator that is utilized by the organization.

Mr. Rush moved, Mrs. Schnabel seconded, to authorize the purchase of new network equipment from Technology Management Solutions of Akron, OH in the amount of \$44,103.37 plus an additional 5% for out of scope items as authorized by the CUE.

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

Nays: None

Motion carried.

### ***Legal Complaint***

The CUE informed the Board that on March 10th, Mansour Gavin filed a complaint in the Lorain County Court of Common Pleas on behalf of the Board against Kopf Construction Corporation for payment of owed trunk sanitary sewer and inspection fees in the amount of \$379,600.00 for new construction within Aqua Marine. He said that these fees should have been paid prior to any issuance of building permits by the City of Avon Lake. He also said that the Board seeks acknowledgement by Kopf Construction Corporation to pay trunk sanitary sewer and inspection fees for any future development within Aqua Marine. The CUE stated that the anticipated fees for the recently approved Aqua Marine dwelling units to be constructed are estimated to total just under \$240,000.00.

### ***Summer Help***

The CUE stated to the Board that in order to help complete a variety of tasks at Avon Lake Regional Water, staff is looking to hire up to 12 people for summer help, including engineering interns. He also said that may include up to two interns for hydrant painting to be managed by the fire department. The Chairman asked if there were any special provisions put into place considering the national emergency taking place regarding the coronavirus pandemic. The CUE stated that staff will look to see what is to be done when the organization brings on new temporary work. Mr. Abram asked when interns start. The CUE said that the normal start date is around the end of May, but he also said that things may be changed during this time due to the pandemic. Mr. Phillips asked if temporary help are normally sent to get physicals. He said that the regulation may be getting changed to make FMLA available to any staff regardless of length of employment period.

### ***Project Updates***

***2019 Water Main Replacement Bundle:*** The CUO informed the Board that the work on Lake Rd and West Shore has been completed. He said that the restoration will begin the week of March 14th. He also said that the contractor continues work on Jaycox installing water service connections to homes. This work is expected to last approximately 3-4 more weeks. Public Works has asked the contractor to perform additional storm sewer work on Jaycox that is outside the original scope of work. Staff is currently working with Joe Reitz and the contractor on this change order. Costs for this work will be paid for from the City's portion of the loan. If there are not available loan funds for this additional work, a change to the loan amount would be

initiated with OWDA and brought to the Board for approval. Once this additional work is complete the contractor will begin road resurfacing and tree lawn restoration.

*Redundancy & Future Capacity Project:* The CUO stated that staff had a workshop with HDR on March 13th to review the draft risk and resiliency assessment report. He also said that, HDR has scheduled a March 19th workshop, to be done remotely, with Avon Lake Regional Water's bulk customers to discuss growth and future water demands. He said that staff wants to engage the bulk customers because their future needs are a critical part of the project.

*Orthophosphate Point of Application:* The CUO also said that staff issued a request for bids for the orthophosphate project on March 17th.

### ***CUE and CUO Reports***

The CUE informed the Board that during the time of the global pandemic regarding COVID-19, Avon Lake Regional Water is committed to providing the best possible service to its customers. He said that staff is making the necessary changes to assure continued operations. He also said that staff is following the CDC guidelines regarding cleaning surfaces, limiting meetings, and regular hand washing. The CUE continued, saying that staff is working through alternate schedules and backup staffing to help limit interactions. He said that staff will be working diligently during this time period for crisis management.

The CUO added that staff was regularly reviewing the emergency response plans, and they were working with Ohio EPA to follow the strict guidelines. He also said he has been in communication with Avon Lake Regional Water's bulk customers to assure them that staff will continue doing what is necessary to continue providing safe, reliable water during this national emergency. He said staff is remaining vigilant in their personal hygiene and in following the limited gathering recommendations.

### ***Member Reports***

Mr. Abram stated that at the last meeting members received the Columbia Township Agreement. He asked that members review the agreement and see the suggested changes that he had to the proposed agreement.

The Chairman said that he, the CUE, and the CUO met with representatives of Lorain County regarding LORCO.

The Chairman also said he and Attorney Bruce Rinker, of Mansour Gavin, met with Mayor Zilka, the Public Works Director, the Finance Director, Councilman O'Donnell, and the Law Director regarding the legal matter with Kopf Construction Company.

Mr. Rush said that he attended the HR Committees meeting on increasing Board Member pay. He said a motion passed 3-0 to not give the Board's request additional consideration until after union agreements are complete. The Chairman asked if the request was considered after the June 1st deadline, would it still take effect for 2021. Mr. Rush said it was a charter issue and any consideration after June 1st would delay implementation until 2022 at the earliest.

### ***Miscellaneous***

None

### ***Public Speakers***

Mr. Zuber said that City Council elected Ms. Billy Joe Davis for the position of council member of Ward 1. He said Ms. Davis works in a public relations capacity for Summit County.

### ***Executive Session***

Mr. Rush moved, and Mr. Abram seconded, to meet in executive session as allowed by ORC 121.22 G. (3) to discuss pending legal matters to include the CUE, CUO, Technical Support Specialist, and Community Outreach Specialist.

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

### ***Adjourn***

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

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

Approved \_\_\_\_\_ 2020.

John Dzwonczyk, Chairman

Todd Danielson, Clerk