

Board of Municipal Utilities  
**Meeting Minutes**  
**March 19, 2019**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

The meeting was called to order at 7:12 PM following the work session.

Present: Mr. Abram, Mr. Dzwonczyk, Mr. Rush, Mrs. Schnabel, and Mr. Phillips.  
Also present: CUE Danielson, CUO Munro, Community Outreach Specialist Arnold, Technical Support Specialist Collins, and Councilwoman Fenderbosch.

***Approve Minutes***

Chairman Dzwonczyk presented the minutes of the March 5, 2019, work session and 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 March 5, 2019, for funds and amounts as follows. Mr. Abram moved, Mr. Rush seconded to approve the expenditures of March 5, 2019:

Water Fund 701	\$	169,455.86
Wastewater Fund 721	\$	237,627.05
MOR Fund 703	\$	164,038.70
MOR Fund 762	\$	265,087.02
LORCO Fund 749	\$	8,349.38
Lateral Loan Fund 765	\$	44,900.00
Wastewater Construction Fund 724	\$	72,010.00

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

Nays: None

Motion carried.

***Residuals Master Plan***

The CUE informed the Board that staff has been working with the firm Hazen and Sawyer (Hazen) regarding the scope and budget of a Residuals Master Plan. The plan would be an integral part of the Strategic Plan being implemented by Avon Lake Regional Water. The CUE

explained that it has been 30 years since the last major work on the digesters at the Water Reclamation Facility. The current size of the digesters, in relation to the amount of solids processed, is near the maximum level allowed by regulation. Therefore, staff has selected Hazen to lead a project that will not only look at what changes may need to be done to the digesters in order to keep them in compliance, but will also look at what additional options might be considered in order to provide best value to customers. The Chairman asked if the proposed work with Hazen would include design services or just a planning effort and if purely rehabilitating the digesters would require design work. The CUO explained that digester rehabilitation would require some design work, and that would ultimately be determined by Hazen in their assessment. The CUE included that due to the volume of the digesters and their current capacity, there would most likely be design work necessary even if the preferred alternative is the baseline of rehabilitating the digesters.

Mr. Rush asked if the digesters are presently in use. The CUE informed the Board that they are not being used, and they have not been in use for 3 years. He stated that, now that the rehabilitation project is complete, the digesters will soon be restarted. Mrs. Schnabel asked the CUE to explain the digestion process to help provide others a better understanding. The CUE explained the purpose of the digesters in the wastewater process is to reduce the volume of residual solids that must be managed by allowing the bacteria to further degrade the solids. This process also reduces pathogenic content and allows residuals to be placed on agricultural fields, which is typically less expensive than the current method of landfilling the residuals. He then explained that Avon Lake Regional Water has been benefitting from the current hauler extending the landfill contract without increasing the costs for tipping fees. The Chairman requested charts in the future to help illustrate the before and after of the expenditures for clarification and to help with deciding the most appropriate form of residuals management.

Mr. Rush asked about readiness of the digesters and when they could be started. He also asked if there was anything else that needed to be addressed before they could be used. The CUO informed the Board that, mechanically, the digesters are ready to be used. There is conduit and electrical code upgrades being completed. The CUO did say that he was awaiting the final report from Hazen regarding the strength of the structural support, but he believes that the report itself will be positive.

The CUE explained that the master plan will take about one year to complete and is budgeted for a not-to-exceed amount of \$270,300. He informed the Board that additional services that could cause the budget to be exceeded, such as for deeper dives/proof-of-concept testing regarding promising options for residuals management, will be brought back to the Board for approval.

Mr. Phillips moved, and Mrs. Schnabel seconded, to authorize the CUE to execute an agreement with Hazen and Sawyer to complete the Residuals Master Plan for a currently estimated not-to-exceed budget of \$270,300.

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

Nays: None

Motion carried.

### ***Authorization of Legal Expenditures***

The CUE informed the Board that the Law Director reached a solution regarding the complaint brought by Ohio Services - CLE, LLC dba Jani-King of Cleveland leading to a dismissal of the

lawsuit. Mr. Phillips moved, and Mrs. Schnabel seconded, to authorize a settlement of \$2,250.00 with Ohio Services – CLE, LLC to be paid out of the revenues received from charges for utilities and utility services for a dismissal of the lawsuit with prejudice.

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

Nays: None

Motion carried.

### ***Expansion for the Lateral Loan Program***

Mr. Abram requested that the consideration of an expansion to the lateral loan program be postponed for a work session. He believes that an expansion to the program would take more than a short discussion. Mr. Phillips agreed with Mr. Abram and requested that the discussion be moved to a future work session.

### ***Summer Help***

The CUE informed the Board that Avon Lake Regional Water would be hiring temporary staff for the summer months in order help complete a variety of tasks at Avon Lake Regional Water's facilities and within the system. He told the Board that staff intends to hire up to 12 people for summer help/engineering interns. The Chairman asked if the help is recruited or if individuals are just encouraged to apply. The CUE stated that there is a website learn about the opportunities. Mrs. Schnabel asked what the proposed pay rate would be. The CUE informed the Board that for the engineering interns, the first-year rate would be \$12.00/hr, while the other help would near minimum wage during their first year. He also said that those individuals who return to work for Avon Lake Regional Water in succeeding years receive small pay increases. Mrs. Schnabel asked what tasks would the interns and summer help would handle. The CUO informed the Board that they would handle various tasks around the facilities like grounds maintenance, fire hydrant painting, and filing documents. The Chairman asked who would be managing the summer help. The CUE informed the Board that, depending on which tasks have been assigned, the managers or front office would be handling the summer help and engineering interns.

### ***Technical Support Specialist***

The CUE informed the Board that he met with the Civil Service Commission on March 13th to discuss the job description for Technical Support Specialist and seek a determination whether it is a Classified or Unclassified position. He told the Board that the Commission unanimously voted that it is a Classified position. The CUE stated that when staff presents the proposed future organization chart to the Board at its April 2nd work session, staff intends to further discuss the vision for the position. With concurrence from the Board, staff will then seek Board approval of the job description.

### ***Step Increases***

The CUE brought to the Board's attention two staff annual step increases. Adam Sisson finished his first (probationary) year as Line Maintenance Man on January 9, 2019; and Tim Roten will finish his first (probationary) year as Line Maintenance Man on April 10, 2019. The CUE told the Board that on the recommendations of their supervisor and concurrence by the CUO and CUE, they will receive their step increases on April 1, 2019 (Adam), and April 10, 2019 (Tim):

Adam Sisson, Line Maintenance Man  
Tim Roten, Line Maintenance Man

Step 3 to Step 4  
Step 2 to Step 3

### ***ISO 9001 Gap Analysis***

The CUO informed the Board that on March 12th and 13th, representatives from Tri-C were on site to perform a gap analysis for the entire organization. This is one of the first steps toward ISO 9001 certification. The purpose of the gap analysis is to capture the current state of processes within Avon Lake Regional Water to determine the areas that need the most focus in order to achieve a quality management system and initial ISO 9001 certification. The CUO stated that the gap analysis went well and staff is awaiting the final assessment from Tri-C to determine the path forward. The Chairman asked Councilwoman Fenderbosch if the ISO 9001 program would be something that the City Council would be interested in implementing in search of excellence in the local government. Mrs. Fenderbosch informed the Board that she was interested in the program and that she has brought it to the attention of other Council members.

### ***Project Updates***

45 Project: The CUO informed the Board that two crews have continued to make progress on the project. Lateral work is almost complete on Lakewood Rd and work continues on Forest Rd.

Elyria Interconnection Project: Generator load testing successfully took place on February 20<sup>th</sup>. Building the façade stone work was completed on February 22<sup>nd</sup>. Staff is developing a punch list to submit to EFI, Inc. for completion. The site restoration, paving, and fencing will take place in the spring to coincide with the groundbreaking ceremony.

### ***Lateral Updates***

As of Friday, March 15, 2019:

- No inspections
  - Group A: 0
  - Group B & C: 0
- Work to complete
  - Group A: 101
  - Group B & C: 195

### ***Member Reports***

No Member Reports

### ***Miscellaneous***

The CUE brought to the Board's attention the completion of the plaque that will be installed at the Water Reclamation Facility.

The CUE also informed the Board that staff has been working with Ohio EPA regarding the monofill. Ohio EPA has supplied Avon Lake Regional Water with some options on how to best determine the most economical path forward. Staff will be working on those options to see which is the most feasible.

The CUE stated that staff has been working with McMahon-DeGulis on the Developer Agreement that will be used in the future development work in Avon Lake in regards to access to the utilities provided by Avon Lake Regional Water. He will also provide a draft to any Board members who wish to see the agreement in advance of any discussion. Mr. Rush asked when the agreement will be finalized. The CUE informed the Board that the agreement is almost complete and a few minor adjustments remain. Mr. Abram asked if the agreement included the fees involved, which the CUE confirmed is the one of the main components of the agreement itself.

The CUE updated the Board that he and Mr. Abram have been working with Mr. Toy regarding the LORCO draft county agreement for the 5,000 acres in Columbia Township. The agreement will help facilitate future projects with LORCO.

The CUE told the Board that he was asked to go to Cleveland State University to give a presentation on Smart Water Management. This meeting will include a discussion on technology and its future implementation.

The CUO informed the Board that the management team met with Cincinnati Bell Technologies for a new phone system. The current system is original to the 201 Miller Rd building, and the inability to connect with the other facilities puts limits on staff communication. The Chairman asked that if the separate facilities do not use the same phone system, does that also mean that the phone systems at the City of Avon Lake are also separate. Mrs. Fenderbosch informed the Board that the City uses the company Warwick as their telephone service provider. The CUE told the Board that it is important to Avon Lake Regional Water that all of the facilities be able to contact each other on the same system. The Chairman urged that both Avon Lake Regional Water and the City coordinate to use the same system.

### ***Adjourn***

As there was no further business, Mr. Abram moved, Mr. Rush seconded, that the meeting adjourn at 8:04 PM.

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

Approved \_\_\_\_\_ 2019.

John Dzwonczyk, Chairman

Todd A. Danielson, Clerk