

Board of Municipal Utilities
Work Session Minutes
April 1, 2025
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The Work Session was called to order at 6:00 PM.

Present: Mr. Dzwonczyk, Mr. Mondello, Mr. Rickey, Mr. Rush, and Mrs. Schnabel.

Also present: CUE Munro, CUO Yuronich, Business & Financial Coordinator Logan, Attorney Anthony Coyne of Mansour Gavin, and ALPD Officer Riggs.

Job Descriptions

Mr. Munro informed the Board that ALRW has been experiencing growth and this has created the need for additional staff. Mr. Munro stated that he and staff worked to develop two new job descriptions within the Engineering Services Department and also for a Business Development Director. Mr. Munro stated that as part of ALRW's succession planning there is a need for additional staff to prepare for the future retirement of Engineering Services Manager Jack Gaydar. Mr. Munro informed the Board that there is need for a Senior Engineer position that will assist the organization in its current workload while also preparing to transition to the Engineering Services Manager upon the retirement of Mr. Gaydar. Mr. Munro stated that there is also a need to provide for a position between the entry level Engineer position and Engineering Services Manager and propose the position of Staff Engineer that requires registration as a Professional Engineer. Mr. Dzwonczyk stated that he agrees with the requirements for the two positions but feels that the job titles should be changed to Professional Engineer and Senior Professional Engineer. Upon concurrence with other Board members, those changes will be made to the job descriptions.

Mr. Munro then discussed the need to develop relationships with potential new bulk customers and to assist the CUE, CUO and Business & Financial Coordinator in their duties when they are pulled to other projects. A new position titled Business Development Director has been drafted for the Board's consideration. Mr. Munro added that the ideal candidate would assist in developing and implementing long-term growth strategies, identify and pursue economic development opportunities, and assist with negotiating agreements with external organization.

Updated Salary Ranges

Mr. Logan presented updated salary ranges for non-bargaining employees to the Board. Mr. Logan stated that in the past ALRW has used the compensation survey from the American Water Works Association based on an average of the large and medium utility wages for each job to determine an appropriate wage range. Mr. Logan proposed that to better keep these ranges current and competitive, the top end of each range could be updated each year using the Ohio Public Employees Retirement System's cost of living increase when it is released each year in a manner similar to how ALRW updates fees

using the Cleveland Construction Cost Index to make adjustments. Mr. Logan reiterated that this was only an increase to the upper limit of the wage-range and not an increase to actual employee compensation.

Sheffield/RLCWA/ALRW Agreement

Mr. Munro informed the Board that the water purchase agreement between Sheffield Village, Rural Lorain County Water Authority and Avon Lake Regional Water recently expired. Mr. Munro stated that RLCWA has been renegotiating the agreement with Sheffield Village but have not finalized a new agreement. Mr. Munro added that the original agreement was a bit convoluted as ALRW bills Sheffield directly even though Sheffield does not have a direct connection to ALRW's distribution system. Mr. Munro stated that water is sold to RLCWA through its Miller Rd. pump station and then receives a credit from ALRW for the water that Sheffield withdraws. Mr. Munro stated that the future agreement will be between only RLCWA and Sheffield as there is no reason for ALRW to be involved after the water leaves ALRW's distribution system and is purchased by RLCWA. Mr. Munro added that the amount of water ALRW sells will not change and that this will decrease the workload for ALRW staff as RLCWA will handle billing for Sheffield itself.

Adjourn

As there was no further business, Mr. Rush moved to adjourn, and Mr. Rickey seconded. The work session adjourned at 6:56 PM.

Ayes (per voice vote): Dzwonczyk, Mondello, Rickey, Rush, and Schnabel

Nays: None

Motion carried.

Approved April 15, 2025

John Dzwonczyk, Chairman

Robert Munro, Clerk