

Board of Municipal Utilities  
**Meeting Minutes**  
**April 2, 2024**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

The meeting was called to order at 6:30 PM. The meeting was held in-person using web-based video conferencing technology and streamed live to Facebook and YouTube.

Present: Mr. Abram, Mr. Dzwonczyk, Mr. Rickey and Mrs. Schnabel

Excused: Mr. Rush

Also present: CUE Munro, CUO Yuronich, WFP Manager Gibboney, Attorney Bruce Rinker of Mansour Gavin, City of Avon Lake Councilwoman Gentry and Avon Lake resident Nick Mondello.

***Approve Minutes***

Mr. Dzwonczyk presented the Minutes of the March 19, 2024 regular meeting. With no additional changes, additions or corrections noted, he ordered that the minutes stand and be distributed as presented.

Mr. Dzwonczyk presented the Minutes of the March 19, 2024 work session. With no additional changes, additions or corrections noted, he ordered that the minutes stand and be distributed as presented.

***Public Speakers***

Councilwoman Gentry inquired if the developer performing work on the Kopf Reservation would be required to extend utilities such as sanitary and storm sewers down Electric Blvd. Mr. Munro stated that if there is a platted street then yes, the developer is required to extend utilities if they are constructing improvements in that area.

***Correspondence***

None.

***Expenditures***

Following review of expenses for funds and amounts as follows, Mr. Abram moved, Mr. Rickey seconded, to approve the expenditures of March 15 through March 27, 2024:

Water Fund 701	\$	1,191,542.85
Wastewater Fund 721	\$	1,359,232.93
ETL1 Fund 703	\$	18,570.77
ETL2 Fund 762	\$	6,540.86
LORCO Fund 749	\$	832,917.01
Water Construction Fund 704	\$	685.20
Wastewater Construction Fund 724	\$	368.70

Ayes (per voice vote): Abram, Dzwonczyk, Rickey, and Schnabel  
Nays: None  
Motion carried.

### ***York Street Emergency Sewer Repair***

Mr. Munro informed the Board that staff had to complete an emergency repair of the York Street sanitary sewer line. Mr. Munro stated that just to the west of Moore Rd. it was discovered during routine use of the camera inspection truck that a resident had a cross connection where their sewer lateral was connected to the storm sewer. Mr. Munro also stated that upon further investigation the vitrified clay pipe had collapsed several feet away from this location and was allowing leaks in and out of this line creating a health and safety condition. Mr. Munro stated that he had spoken with the Avon Lake Public Works director regarding the paving of York Street in this area since almost half the road would need to be repaved after this repair and the rest of the street was in poor condition. Mr. Munro informed the Board that the City of Avon Lake is going to be splitting the cost of paving from tree lawn to tree lawn. Mr. Munro stated that all of the work is completed except for the paving and that will take place later in the month when the asphalt plants begin production for the year.

Mr. Dzwonczyk stated that ALRW had completed sewer separations over the last twenty years and asked if this cross-connection was something that was missed during the inspecting. Mr. Munro stated that what likely happened was that there were two storm sewer mains and that this caused the contractor to not realize they had connected to the incorrect sewer. Mr. Munro also added that that this street was not in a known cross-connected area due to the age of the construction. Mr. Munro stated it is likely that more cross connections will be discovered and having the camera truck in operation will help to locate these.

Mr. Munro informed the Board that ALRW contacted two emergency contractors to perform the repair. Mr. Munro stated that the first was unavailable but KMU was able to do the work. Mr. Munro stated that the total cost to ALRW would be approximately \$35,000 to KMU and that ALRW procured all of the materials under its contract and those expenses will be on top of that amount. Mr. Munro also added that the cost for paving the entire area was quoted as just over \$25,000 and that will be split with the City of Avon Lake. Mr. Munro informed the Board that there is money in the construction fund to cover this expense without reallocation of funds at this time.

### ***Fluoride Equipment Grant***

Mr. Munro stated that he was pleased to report that ALRW was the recipient of a \$25,000 grant from the Ohio Department of Health to be used to upgrade the fluoride feed equipment. Mr. Munro added that the total cost of the fluoride upgrades was about \$580,000 and that approximately \$80,000 of that cost was eligible under the grant. Mr. Munro added that grant funds do not need to be repaid.

Mr. Rickey asked what the \$580,000 included. Mr. Munro stated that this upgrade includes a new building very similar to the building that was added for the orthophosphate feed equipment in the 2016 improvements at the WFP. Mr. Munro stated that at that time staff had decided to install conduits and piping with the intent of eventually adding another structure for fluoride.

### ***Comprehensive Master Plan***

Mr. Munro stated that in early January ALRW staff had submitted a request for qualifications (RFQ) for firms interested in completing a comprehensive master plan for the WFP and for the

distribution system. Mr. Munro informed the Board that two proposals were received from Stantec and HDR. Mr. Munro stated that after staff had reviewed the proposals, they have selected Stantec to complete this work. Mr. Munro added that some of the major items included in the scope of the master plan include growth projections for Avon Lake Regional Water and its bulk customers and growing the service territory, a Capital Improvement Plan (CIP) for the WFP, distribution system and the Eastern Transmission Lines (ETLs). Mr. Munro also stated that an increase in water production would lead to an increase in treatment residuals that would need to be treated and disposed of and that this would be looked at also. Mr. Munro stated that the timeline for completion is approximately nine months from the time a notice to proceed is issued. Mr. Munro stated that staff is recommending the award of a contract to Stantec in the not-to-exceed amount of \$277,910.90 and that this money had been appropriated in the 2024 701 Water Fund budget. Mr. Munro stated that \$300,000 had been budgeted and that this proposal came in slightly below that amount.

Mr. Abram inquired about the item in the scope of work relating to water tower siting. Mr. Abram wanted to know if ALRW was going to be looking in to constructing an additional water tower within the city. Mr. Munro stated that it related to the ETLs and is a need and want that has been expressed by various bulk customers at past consortium meetings. Mr. Munro also stated that any components of the master plan that are attributable to the ETLs will be paid for out of the appropriate ETL fund.

Mr. Rickey asked if the scope was put together by the contractor, by ALRW staff or both. Mr. Munro stated that staff worked with Stantec to develop the scope of work along with many of the items being outlined in the RFQ.

Mr. Dzwonczyk asked where the local office for Stantec is. Mr. Munro stated it was in Cleveland. Mr. Dzwonczyk also inquired what the growth projections would be based on. Mr. Munro stated that this takes into account the rate of growth and number of new taps installed for all the communities in ALRW's service area. As an example, Mr. Munro stated that Rural Lorain County Water Authority (RLCWA) has records of the number of newly constructed homes that were added in each of the last five years. Mr. Munro added that another example included RLCWA's plans to upgrade their Miller Rd. pump station that is connected directly to our system and this Master Plan will look at current and proposed demands of that station specifically and look to see when increased capacity feeding that pump station will be required. Mr. Munro also added that at the previous meeting Mr. Abram had reported on the new homes that were being constructed within the LORCO system and that those homes are likely to be within our service area as well.

Mr. Munro stated that economic development throughout the area would be looked at as well. Mr. Munro informed that Board that as has been discussed in the past, there is an area within RLCWA's service area that has been marketed to a large industrial user. Mr. Munro also stated that a future location for an additional water filtration plant would be researched.

Mr. Dzwonczyk stated that while having a plan is important, we would need to ensure that the need was there prior to actually constructing that plant. Mr. Munro replied that one of the advantages to procuring property directly adjacent to the WFP is that short term needs could be easily addressed there while giving the organization time to enact the plan for the additional water plant. Mr. Munro also added that in the event a large user comes into the service area, ALRW would ensure that the cost of those improvements was not passed on to the rest of the customer base.

Mr. Dzwonczyk moved, Mr. Abram seconded, to authorize the CUE to execute a master services agreement and Task Order #1 with Stantec for the 2024 Comprehensive Water Master

Plan in the not-to-exceed amount of \$277,910.90 plus a 5% contingency for any out-of-scope items.

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

Nays: None

Motion carried.

### ***WFP Improvement Project Alternative Bid Items***

Mr. Yuronich informed the Board that during the bidding process for the Water Filtration Plant Improvement Project there were several smaller projects that staff wished to consider including and that those items were listed as alternate bid items. Mr. Yuronich stated that some of those items were bid in the past and the proposals received were either above the engineer's estimates or included significant bid exceptions that were not acceptable to ALRW and were not awarded. Mr. Yuronich stated that staff wished to retain the ability to approve or reject those proposals when bids were opened. Mr. Yuronich informed the Board that they discovered the company that was awarded the contract has an internal policy of not submitting bids for alternate items. Mr. Yuronich further explained that this company had submitted a bid for a large project in the past and was only awarded a \$50,000 alternate bid for some surveying work and decided as a company that they would not put the effort into bidding large projects with the possibility of only receiving a small alternate bid item. Mr. Yuronich continued by stating that out of the numerous alternate bid items they had included in the original bid documents, there were two items staff felt really needed to be completed and requested a change order quote from The Great Lakes Construction.

Mr. Yuronich informed the Board that one of the alternate bid items was the resealing of clearwells five and six. Mr. Yuronich stated that these clearwells are from the 1980 expansion of the WFP and are exposed above ground. Mr. Yuronich added that the rubberized coating that is currently on the clearwells has weathered, aged and is peeling off the concrete and needs to be removed and reapplied. Mr. Yuronich stated that the proposal from The Great Lakes Construction was \$643,299.00 and was less than the engineer's estimate of \$652,776.00.

Mr. Dzwonczyk asked if the Engineers estimate was from 2019 or from a newer figure. Mr. Yuronich stated that it was a recent estimate. Mr. Dzwonczyk inquired what the cost would have been in 2019. Mr. Munro replied that it was approximately \$487,000 but that had come in much higher than the Engineers estimate at the time. Mr. Yuronich added that it also did not include the same area that was included in the current pricing. Mr. Yuronich stated that the 2019 figure was for the clearwells only and that the current change order also has the settling basins and flocculation basins.

Mr. Rickey inquired what makes the estimates to apply this coating so high. Mr. Yuronich stated that it is a very time-consuming process. Mr. Yuronich informed the Board that when ALRW bid this project in 2019 there had been test patches of various removal methods including pressure washing and dustless abrasive blasting and those all were very slow processes.

Mr. Rickey asked if the same type of coating would be used or if there was a newer sealant. Mr. Yuronich stated that it was a very similar coating and that age was the reason why it needed to be replaced.

Mr. Yuronich stated that the other alternate bid item staff felt needed to be included was an alternate source of wash water for the filters. Mr. Yuronich informed the Board that the existing wash tower was constructed to wash the original, smaller filters and no longer had sufficient

volume for the newer filters. Mr. Yuronich went on to explain that the existing wash water pumps only have the ability to draw water from clearwell #5 and that if this clearwell needed to be taken out of service for any reason that would leave the WFP without the ability to wash any of the filters. Mr. Yuronich stated that in order for the WFP to have the necessary redundancy there needs to be a connection made to the high service header to supply a source of washwater to the wash pumps. Mr. Yuronich stated that the cost for this change order was \$366,717.00 which was less than the Engineers estimate of \$370,272.43. Mr. Yuronich added that the total cost of both change orders was \$1,020,016.00.

Mr. Rickey stated that he had concerns about one-million dollars' worth of change orders prior to the project even beginning. Mr. Munro replied that although he absolutely agrees with that statement, this was a unique scenario due to the items were bid so that they could be included in the contract amount, but there were no bids on those items. Mr. Munro stated that if the projects had been bid ALRW would still have had to take on funding to cover this amount. Mr. Munro also added that this money will be paid out of the contingency amount of the funding award and represents approximately one-third of the contingency.

Mr. Abram inquired what the total cost of the project with the change orders is going to be now. Mr. Munro stated that the original contract was just over twenty-nine million dollars and OWDA requires a ten-percent contingency amount to be added to that number and was already approved by the Board. There is no required change to the contract because ALRW is utilizing some of the contingency money to complete these alternate bid items.

Mr. Dzwonczyk inquired if some of this work was going to be put off if we were focused on expanding the existing WFP. Mr. Munro stated that some of this work is maintenance type of work that would need to be performed whether the WFP is expanded or not. Mr. Munro elaborated by stating that staff had expected to have already begun construction and that these items need to be completed.

Mr. Rickey asked if this work could be completed concurrently with the other improvements or do they need to be sequenced. Mr. Munro stated that the work on these change orders could begin as soon as the contractor wants as they do not require any portion of the plant to be shut down or require other equipment installed prior to the resealing. Mr. Yuronich added that there are other portions of the project that will require partial or complete shutdowns of the WFP but that these were addressed in the bid documents to occur with approval of WFP staff and only can take place during lower demand times of the year.

Mr. Dzwonczyk inquired if these alternate bid items would increase the capacity of the WFP. Mr. Yuronich stated that it doesn't necessarily increase the capacity but that it will decrease the likelihood of any unexpected shutdowns due to lack of washwater. Mr. Yuronich also added that it definitely helps to safeguard the existing capacity.

### ***Project Updates***

*Commercial Wash Bay:* (A video showing an ALRW truck being washed was shown)

Mr. Dzwonczyk inquired about what routine maintenance would be needed for the wash bay equipment. Mr. Munro stated that prior to being off on leave Mr. Kimevski and staff received training from the manufacturer on operation and maintenance of the wash bay equipment and staff has a tracking plan in place to ensure that the proper maintenance tasks are performed. Mr. Munro also stated that a contract is in place to have the unit serviced and checked once per year by factory technicians.

Mr. Dzwonczyk stated that these procedures should be memorialized in the book of SOPs that staff maintain as part of ALRW's quality initiative. Mr. Munro stated that this SOP and any changes will be tracked. Mr. Munro stated that each SOP gets a revision number and that older methods are retained so that there is a paper trail of procedures.

*Additional Storage Building:* Mr. Yuronich stated that this project has been closed out and there will no further updates.

*Power Plant Update:* Mr. Yuronich stated that demolition continues on the north side of Lake Rd.

*ETL Design Services:* No update

*WFP Improvements:* Mr. Yuronich informed the Board that staff will hold a preconstruction meeting on April 3<sup>rd</sup>.

*Inductively Coupled Plasma Mass Spectrometer (ICP):* Mr. Yuronich stated that staff will be submitting their initial display of competencies (IDOCs) to the OEPA to continue proceeding towards certification to be able to run analyses on drinking water samples. Mr. Yuronich stated that staff hopes to submit this week so that the certification test can be scheduled. Mr. Yuronich added that staff continues to analyze wastewater and industrial samples and is feeling very confident in the operation of the ICP unit. Mr. Yuronich also stated to the Board that due to the drinking water samples being very consistent in their composition, staff feels that method development will not incur the same difficulties that the industrial samples did.

*SCADA Communication Upgrade:* Mr. Yuronich stated that the replacement pieces of hardware have been ordered and are expected to arrive and be installed the third week of May. Mr. Yuronich also stated that Engineering Services staff are continuing the modifications needed to create the dedicated server room within the current WFP layout. Mr. Yuronich stated that being able to control the environment the equipment is exposed to and remove it from contact with any chlorine in the air or moisture from the locker room area.

Mr. Dzwonczyk inquired what would happen if there was fire or catastrophic event that disabled all of the server room equipment. Mr. Yuronich replied that the initial reaction would be the same as if the WFP lost the SCADA system now. Mr. Yuronich mentioned that as part of the WFP Contingency Plan, specific scenarios including this one have the steps that must be taken outlined. Mr. Yuronich stated that the PLCs are designed to maintain their last known value and that the operator would verify this by walking through the WFP. Mr. Gibboney added that the server room contains both OT and IT equipment. All of the IT equipment is backed up on the server. Mr. Gibboney stated that the current plan calls for a second operator to be contacted immediately so that they can assist in monitoring the WFP. Mr. Munro added that all of the server information is backed up and can be uploaded to the new server equipment quickly.

Mr. Dzwonczyk inquired if a backup server in a remote location was an option that had been considered. Mr. Munro stated that ALRW staff is working with SOS to see what can be done on the OT side. Mr. Munro added that this is already taking place on the IT side and also off-site backups for disaster recovery scenarios. Mr. Dzwonczyk stated that while ALRW spends a large amount of money on the mechanical aspects of our infrastructure he wants to ensure that staff puts the same amount into maintaining the control infrastructure.

## ***CUE/CUO Report***

Mr. Munro informed the Board that in the 600 block of Lear Rd. a few residents experienced a sewer backup. Mr. Munro stated that he is aware of three properties affected but there may be more. Mr. Munro stated that the City of Avon was experiencing some problems with their pump station and due to it being offline for an extended period of time and when it restarted operation it contributed to overloading ALRW's collection system. Mr. Munro added that staff is also investigating a potential design flaw within the manhole where Avon's system pumps into ALRW's. Mr. Munro stated that Avon is likely to be increasing the amount of sewage that is produced and before any improvements are made it would be wise to assess what if any increase in capacity is needed so that those improvements could be made at the same time to save money.

Mr. Dzwonczyk inquired if any improvements should redirect the flow from Avon along the railroad tracks and head closer to where the WRF is rather than emptying into the Walker Rd. Interceptor. Mr. Munro replied that the current pump station actually pumps in two directions; one down Lear Rd. and the other alongside the railroad tracks in Avon until it reaches Jaycox Rd. Mr. Dzwonczyk expressed concern that there is still additional development potential in that area of Avon Lake and he doesn't want any residents to experience a backup in the future to lack of capacity. Mr. Dzwonczyk reiterated that he feels the best option is to have Avon run a line along the railroad until it reaches an area closer to the WRF.

Mr. Munro stated that there is an area on Krebs Rd. that does not currently have a sewer line and that Engineering Services is working with Engineering seniors at Cleveland State University on their senior design project to design a sewer line for that area. Mr. Dzwonczyk stated that he expects Mr. Gaydar to maintain close oversight of this design work. Mr. Munro assured him that Mr. Gaydar would be very detailed with his review of those plans.

Mr. Munro stated that this is the exact reason that ALRW requires new connections to pay the Trunk Sanitary Sewer Fee (TSSF) is collected. Mr. Munro stated that money from that fee can be used to build improvements that are needed because of the result of system growth. Mr. Dzwonczyk asked if Avon contributes to the TSSF. Mr. Munro stated that they do and are invoiced twice per year for their fair share.

Mr. Munro informed the Board that there was a sewer backup on Pin Oak Parkway and that once cleanup of the blockage was completed, staff was investigating potential causes. Mr. Munro stated that once the source of the discharge is determined ALRW staff will follow cost recovery methods within the regulations. Mr. Munro explained that the substance clogging the sewer main appeared to be a polymer. Mr. Dzwonczyk stated that a polymer acts a coagulant that binds materials together. Mr. Dzwonczyk added that it appears a discharge such as this would be illegal and subject to a fine on top of the cleanup costs. Mr. Munro agreed and stated that is the course of action ALRW plans on taking.

Mr. Munro informed the Board that the Auditor of the State had just finished their investigation of a preliminary audit involving ALRW. Mr. Munro stated that an anonymous complaint had been made and the Auditor of the State found no evidence whatsoever of any wrongdoing. Mr. Munro stated that all requested documents were provided and said that this is a good example of the thoroughness of Mr. Gaydar's recordkeeping. Mr. Munro stated that when you do things the right way you have nothing to worry about and the investigation is now closed.

### ***Miscellaneous & Member Reports***

Mr. Rickey stated that he attended the Building and Utilities Committee meeting that is headed by Councilwoman Gentry and Brightspeed Cable is going to be installing fiber optic cables. Mr. Rickey stated that a large portion of Avon Lake will be covered and it will likely keep ALRW's locators busy marking all underground assets. Mr. Rickey added that Brightspeed was formerly known as CenturyTel but will be using several third-party contractors for the fiber optic installation.

Mr. Rickey informed the Board that he had spoken with Tom Brock, the former owner of Avon Lake Printing and was told that the current occupant of that location is going to be relocating and the building will soon be up for sale. Mr. Rickey stated that he had passed that information on to Mr. Munro in case ALRW had interest in purchasing the property.

Mrs. Schnabel inquired if there were any updates on the investing of ALRW funds into the Star Ohio accounts. Mr. Munro stated that there are no updates but Mr. Logan had provided a memo to the City of Avon Lake outlining the steps that need to be taken.

### ***Public Speakers***

None.

### ***Executive Session***

Mr. Dzwonczyk moved, Mr. Abram seconded, to meet in executive session as allowed by ORC §121.22 (G)(1) and (G)(3) to discuss the employment and/or dismissal of a public employee, the purchase and/or sale of property for public purposes, and pending or imminent court actions and to include the CUE, the CUO, the Business and Financial Coordinator and a representative from Mansour Gavin.

Ayes (per roll-call vote): Abram, Dzwonczyk, Rickey, and Rush

Nays: None

Motion carried.

The Board entered Executive Session at 7:55 PM

The Board reconvened at 8:43 PM

### ***Adjourn***

As there was no further business, Mr. Abram moved, and Mr. Rickey seconded, to adjourn. The meeting adjourned at 8:43 PM.

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

Nays: None

Motion carried.

Approved April 16, 2024.

John Dzwonczyk, Chairman

Robert Munro, Clerk