

Board of Municipal Utilities  
**Regular Meeting Minutes**  
**April 3, 2018**  
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, Mrs. Schnabel and Mr. Rush.

Excused: Mr. Phillips

Also present: CUO Munro, Mayor Zilka and Mr. Eberle  
Councilmember Campo and Councilmember Fenderbosch (arrived after start of meeting)

***Approve Minutes***

Chairman Dzwonczyk presented the minutes of the March 20, 2018, regular meeting and with corrections submitted by Mr. Abram, ordered that the minutes stand and be distributed as presented.

***Public Speakers***

None.

***Correspondence***

None.

***Expenditures***

Following review of expenses dated April 3, 2018, for funds and amounts as follows, Mr. Abram moved, Mr. Rush seconded, that all be approved and paid per budget:

Water Fund 701	\$	165,978.24
Wastewater Fund 721	\$	131,224.41
MOR Fund 703	\$	11,692.40
MOR Fund 762	\$	5,942.62
LORCO Fund 749	\$	5,013.69
Lateral Loan Fund 765	\$	35,840.00
Waterworks Construction Fund 704	\$	380,137.05
Wastewater Construction Fund 724	\$	756,094.84

Ayes: Abram, Dzwonczyk, Schnabel and Rush

Nays: None

Motion carried.

## **Curtis Area Sanitary Sewer Rehabilitation Project**

Per CUE's meeting write-up and this evening's discussion, Mr. Abram moved, Mr. Rush seconded to approve the submitted low bid of \$1,875,352.00 by Underground Utilities, Inc. and the CUE be authorized up to an additional 5% for other project-related items, including out-of-scope work with UUI.

Ayes: Abram, Dzwonczyk, Schnabel and Rush

Nays: None

Motion carried.

Per CUE's meeting write-up and this evening's discussion, Mrs. Schnabel moved, Mr. Rush seconded to approve the CUE to complete the requirements necessary to apply for financing through the Water Pollution Control Revolving Loan Fund and execute all loan documents for the Curtis Area Sanitary Sewer Rehabilitation Project and designate user fees and revenues as the repayment source.

Ayes: Abram, Dzwonczyk, Schnabel and Rush

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:

#### *Elyria Interconnect Construction Assistance*

At the last meeting, the Board authorized the CUE approximately \$187,000 for interconnect-related items outside of the scope of Engineering Fluid, Inc. Under this amount, the CUE will execute an agreement on behalf of the Board for Construction Administration of this project by Burgess & Niple. Staff is currently negotiating the final scope and budget, which may be as much as approximately 5% of the construction cost (<\$100,000). Staff currently has limited capacity to administer the project internally and is working to determine the appropriate level of oversight internally v. externally through Burgess & Niple.

#### *Continuous Improvement*

The general staff training/development is proceeding well. On Wednesday, March 28, Tri-C conducted a Process Mapping training class that introduced the organization to the concept. In May, we will specifically create maps for one process in each department. Prior to that, in April, staff training will include creating SOPs and delivering great customer service.

Now that staff readiness has reached a level for the process to take hold, the CUO and CUE met with LCCC on March 27 regarding the next steps in the Continuous Improvement process. This will include much deeper training and teambuilding for the organization's leadership so that they can help implement it across the organization.

### *Project Updates*

- *Wastewater Plant:* The new headworks is in service and operational. SCADA work and training is ongoing. Reconditioned Primary Tank #1 and Final Clarifier #1 are complete and in service. Primary Tank #3 was taken out of service for rehabilitation. The new grit removal system is scheduled for start-up the week of April 1, 2018. Anticipated completion date in late June or July 2018.
- *SIP:* Additional cost proposals are being solicited for the tower lighting and project closeout documents are being finalized. Design proposal package being created.

### *Lateral Updates*

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

### *CUE Report and Action Items*

On March 26, 2018, the CUE in his role as Chair of the OAWWA Water Utility Council presented testimony to the Ohio legislature's Joint Committee on Agency Regulatory Review (JCARR) opposing a specific part of the Lead & Copper Regulation that was being filed to become law. The objectionable part is a requirement that utilities must offer lead-removing filters to customers during construction within an area that may have lead service lines. This new regulation that will take effect October 1, 2018, will increase project costs, and there is insufficient research available showing any increased risk (and, hence, the need for filters) for customers who are in the construction area and do not have lead service lines.

Within the past few weeks, the CUE has spoken both with Senator Gayle Manning and Representative Nathan Manning and is in the process of scheduling tours of our facilities for them. The CUE will update the Board as they are scheduled.

During the third week of April, the CUE will be part of a team of six from Ohio attending the Water Matters Fly-In in Washington, D.C. to meet with Congressional representation on water-related matters.

Recently, Avon Lake Regional Water was approached by the U.S. Department of Energy to present and serve on a panel at the national Better Building Summit, a 1,000-person conference that will be held this summer in Cleveland on August 21 – 23. DOE learned about our "Utility of the Future Today" award in 2016 and asked us to speak about some of the work we are doing regarding energy efficiency, messaging, creating stakeholder buy-in, and future goals.

*AWWA partnering fee:* Responding to the request for more information about this expense, the AWWA partnering fee is to become a member of The Partnership for Safe Water, which is part of our continuous improvement process. This is one of the programs recommended by our management consultant. It establishes a more-stringent standard of treatment at our drinking water facility and recognizes how well we achieve our goals.

### ***Miscellaneous***

#### **Public Speakers**

None.

***Adjourn***

As there was no further business, Mr. Abram moved, Mr. Rush seconded, that the meeting adjourn at 7:30 PM.

Ayes: Abram, Dzwonczyk, Rush, Schnabel

Nays: None

Motion carried.

Approved April 17, 2018

John Dzwonczyk, Chairman

Robert K. Munro, Acting Clerk