

Board of Municipal Utilities
Regular Meeting Minutes
April 4, 2017
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 7:16 PM.

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

Also present: Chief Utilities Executive Danielson, WPCC Manager Baytos, Engineering Services Manager Gaydar (left at 8:39 PM) Councilmember Fenderbosch (left at 8:51 PM), and Morning Journal Reporter Martin (left at 8:39 PM).

Approve Minutes

Chairman Dzwonczyk presented the minutes of the March 21, 2017, Work Session and the March 21, 2017, Regular Meeting. With the correction to Mr. Gaydar's request for an Engineering Technician, the minutes were ordered to stand and be distributed as presented.

Public Speakers – None.

Correspondence – None.

Expenditures

Following review of expenses dated April 4, 2017, for funds and amounts as follows, Mr. Rush moved, Mr. Rickey seconded, that all be approved and paid per budget:

Water Fund 701	\$	133,480.47
Wastewater Fund 721	\$	196,905.90
MOR Fund 703 ETL1	\$	15,169.50
MOR Fund 762 ETL2	\$	5,515.66
LORCO Fund 749	\$	1,441.07
Sewer Constr 724	\$	248,993.40
Lateral Loan 765	\$	11,300.00

Ayes: Dzwonczyk, Phillips, Rickey, Rush, Schnabel

Nays: None

Motion carried.

45s Sewer Separation Project Scope Change

The CUE presented a request to amend the scope of the design project to include design of an oversized-pipe-section of Lake Road sanitary sewer to hold and slow storm-induced flow in the sanitary sewer. The storage would be the first of a number of larger sections of pipe and/or offline storage in order to reduce chances for overflows into Lake Erie and basement backups. Board members indicated concern regarding

whether this was the most appropriate use of money and whether it would be more appropriate for the City do more on the stormwater side to divert storm flows before finding its way into the sanitary sewer. If millions of dollars must be paid by City residents to address storm flows (either through wastewater rates or taxes [stormwater]), members felt it would likely be more appropriate to spend them addressing the storm flows before entering the sanitary sewers, as that may cost less and address more issues. Members suggested meeting with Sewer Committee members and the collective staff and consultants to establish an appropriate path forward regarding stormwater management before money was spent on storage within the sanitary sewer system. The Board, therefore, tabled the motion for further review at a meeting in May 2017.

Reports/Updates

Customer Service Clerk: The Civil Service Commission certified the Customer Service Clerk test results on March 30, 2017, and provided the CUE the top five applicants' information. Interviews are being scheduled for the week of April 3, 2017. Pending interviews, background check, and physical/drug screening, staff hopes to notify the Board at its May 2, 2017, meeting that a new Clerk has been hired.

Project Updates:

Water plant: The new attenuation basins are complete and in service. Work continues on the removal of the old attenuation basin, with final regrading of the site and fence installation following.

Water Tower: Welding continues on the bowl. X-rays of the welds have shown several areas that need corrective action, which Landmark has agreed to do. The project remains nearly on schedule for the bowl to be completed by early May.

WPCC: Concrete work on the new headworks is complete. New UV equipment will start to be installed next week. Modification to the new grit chamber continues and modification to the east aeration basin is scheduled to start in the next 2 weeks.

Lateral Notifications: Following the Council's passage of the Resolution of Necessity, requiring property owners in Avon Lake to separate their laterals, staff has sent out 556 (up 190 since last meeting) of the approximately 1,269 letters that will be sent both to owners who either haven't had their laterals inspected or owners who have had their laterals inspected and still have work to do. The letters' response rate has doubled since the last update. Fifty-five inspections (10% response, up 37 from last meeting) can be attributed to the letters.

This is part of the larger lateral separation program, which is still progressing well. As of March 30, 2017, letters have been sent to 2,931 residents indicating that they may have clean water entering their sanitary lateral and requesting Avon Lake Regional Water be contacted to determine whether this may be the case. To date, 2,045 (70%) had responded (up 66 since 3/8/17). Of the 2,045, 1,419 had either separated laterals or already had separated laterals and 626 either had problems or are believed to have problems. By extrapolation, approximately 1,200 (626 + ~68% of homes not inspected) may need to separate laterals. See attached table/graphs for more information.

Lateral Loan Program Since the last Board meeting, six additional agreements for the Lateral Loan Program have been executed, bringing the total to 61 properties, with \$205,000 (total) committed and \$77,200 paid so far. The average loan request is for approximately \$3,350.

CUE Action Items:

Program to help Engineering Service Manager collect and archive institutional knowledge: Once the new engineer is hired, he/she will reinstitute the GIS program and work with staff to gather institutional knowledge and document it in GIS.

Do we need additional part-time clerical help: The time requirement for the lateral separation program is 1+ FTE. Once the new Clerk is hired, we intend to keep the existing temporary employee potentially for much of the remainder of the year to get through the heaviest of the lateral work and allow the new clerk to focus on learning many of the skills required for the job.

ETL2 Design-Build Project: There was a question regarding whether the ETL2 design-build project could be awarded because it was over the originally budgeted amount. Neither, Ohio code (ORC 153.693), City Ordinances, nor Avon Lake Regional Water Regulations tie award to budgeted amount. Rather, award is based upon qualifications.

Verify that drug testing/background checks will be accomplished for all new employees: This will be done for all new employees, including summer help.

Personnel Development and Quality Management: We are working with an independent consultant with familiarity and expertise in the various quality management approaches. He will provide information on several and take us through a half-day session to help us determine an appropriate path forward.

Chairman/Committee/Members Reports

Chairman Dzwonczyk reported he recommend staff work to repave the bike paths on Lake Rd. from Jaycox to the west end of Avon Lake from damage during water breaks.

Mr. Rickey reported he attended the Lorain County Commissioners quarters where Pheasant Run was discussed which could possible positively affect LORCO.

Mr. Rickey would also like to note Backflow Prevention Tests are due by May 25, 2017.

CUE Report

The Board was invited to attend this year's annual employee appreciation and awards breakfast scheduled at 8:00 AM, Friday May 5, 2017 at the Avon Lake Public Library.

Miscellaneous

None.

Executive Session

Mr. Rush moved, Mr. Rickey seconded, to meet in Executive Session as allowed by ORC 121.22 (G) (1) to discuss employee matters, (G)(3) to discuss legal matters, (G)(4)

to discuss negotiations, and (G)(6) to discuss security matters and to include the Chief Utilities Executive in the discussion.

Ayes (per rollcall vote): Dzwonczyk, Phillips, Rickey, Rush, Schnabel

Nays: None

Motion carried.

The Board reconvened at 9:40 PM

Adjourn

As there was no further business, Mrs. Schnabel moved, Mr. Rush seconded, that the meeting adjourn at 9:40 PM.

Ayes: Dzwonczyk, Phillips, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Approved April 18, 2017

John G. Dzwonczyk, Chairman

Todd A. Danielson, Clerk