

Board of Municipal Utilities  
**Meeting Minutes**  
**April 7, 2020**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

The meeting was called to order at 6:30 PM. As allowed by the Ohio Legislature during the Governor's declared emergency, the meeting was held using web-based video conferencing technology and streamed live over Facebook.

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

Excused: Mr. Phillips

Also present: CUE Danielson, CUO Munro, Technical Support Specialist Collins, and Community Outreach Specialist Arnold.

***Approve Minutes***

Chairman Dzwonczyk presented the minutes of the March 17, 2020, regular meeting. With no changes, additions or corrections noted, he ordered that the minutes stand and be distributed as presented.

***Public Speakers***

None

***Correspondence***

None

***Expenditures***

Following review of expenses dated April 7, 2020, for funds and amounts as follows, Mr. Abram moved, Mr. Rush seconded, to approve the expenditures of April 7, 2020:

Water Fund 701	\$	280,138.82
Wastewater Fund 721	\$	234,945.10
MOR Fund 703	\$	51,642.03
MOR Fund 762	\$	52,073.99
LORCO Fund 749	\$	9,492.87
Water Construction Fund 704	\$	24,494.83
Wastewater Construction Fund 724	\$	65,428.31

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

Nays: None

Motion carried.

### ***Update on Pandemic Response***

The CUO informed the Board that staff is working in close coordination with other utilities in the region, Ohio EPA, and state and local government officials to follow guidelines and promote the safety of all employees and customers. He said that our Utility continues to provide safe drinking water and reliable wastewater services throughout the worldwide pandemic. He also said staff has implemented changes, including a work from home policy and procedures and other necessary modifications to ensure continuity of operations across our entire organization.

### ***Delayed First Quarter Billing***

The CUE said that in response to the coronavirus and in consideration of the customers of Avon Lake Regional Water, staff has postponed mailing the March 31st bills. He said that staff is working on a plan to send out bills in early April with an extended due date in late May (scheduled for June 1st). He also said that staff is working on offering a payment plan to customers who have been financially affected by the current coronavirus pandemic. The Chairman asked if customers can make partial payments or still pay on time. The CUE stated that he asks that customers pay what they can during this time, but he said that water will not be turned off.

The CUE included that the convenience fee normally charged to customers for credit cards will not be assessed for the remainder of the year to help lessen the financial impact. The CUO added that the convenience fee will not be waived but absorbed by the utility. He said that staff felt it was important to lessen the burden on customers. The Chairman asked when the period of time when these billing changes would conclude. The CUE stated that it will be the shorter of when the Governor ends the state of emergency for Ohio or December 1st, 2020.

### ***Project Updates***

*2019 Water Main Replacement Bundle:* The CUO informed the Board that the contractor continues work on Jaycox installing additional storm sewer work that is outside the original scope of work. He said that once this is complete, there will be additional waterline tie-ins that will be made before road resurfacing and tree lawn restoration is initiated.

*Redundancy & Future Capacity Project:* The CUO said that staff is currently reviewing the draft Risk and Resiliency Assessment and has certified to USEPA that the assessment was completed. He also said that HDR is working remotely on other tasks including hydraulic modeling.

*Orthophosphate Point of Application:* The CUO informed the Board that the request for bids was removed from public consideration due to the current health pandemic. He included that staff will continue to assess the situation and will reissue the request for bids at an appropriate time in the near future.

*Flow Diversion Project:* The CUO said that the Ohio EPA is reviewing the project nomination and has indicated that Avon Lake Regional Water will likely be able to receive funding approval in August. He said that if that does occur, staff intends to issue the request for bids in mid-May for a July 7, 2020, conditional award by the Board.

***CUE and CUO Reports***

None

***Member Reports***

None

***Miscellaneous***

None

***Public Speakers***

Technical Support Specialist Collins informed the Board that there were two comments through Facebook Live who expressed their support and thanks to the organization for providing this level of transparency and accessibility using Facebook Live during the pandemic.

***Adjourn***

As there was no further business, Mr. Abram moved to adjourn, and Mr. Dzwonczyk seconded. The meeting adjourned at 6:56 PM.

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

Nays: None

Motion carried.

Approved \_\_\_\_\_ 2020.

John Dzwonczyk, Chairman

Todd Danielson, Clerk