

Board of Municipal Utilities
Regular Meeting Minutes
April 17, 2018
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 6:30 PM.

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

Also present: CUE Robert Munro, Councilmember Fenderbosch, Mayor Zilka and Mr. Goddard (arrived approximately 7:00 PM)

Excused: CUE Todd Danielson

Approve Minutes

Chairman Dzwonczyk presented the minutes of the April 3, 2018, regular meeting and April 12, 2018, special meeting, and with no changes, additions or corrections noted, ordered that the minutes stand and be distributed as submitted.

Public Speakers

None.

Correspondence

Chairman Dzwonczyk indicated he received a letter requesting public records regarding unclaimed funds. Mr. Phillips reviewed and indicated we should respond. Chairman Dzwonczyk expressed doubts.

Expenditures

Following review of expenses dated April 12, 2018, for funds and amounts as follows, Mr. Phillips moved, Mr. Rush seconded, that all be approved and paid per budget:

Water Fund 701	\$	299,368.23
Wastewater Fund 721	\$	107,685.99
MOR Fund 703	\$	159,195.00
MOR Fund 762	\$	288,900.75
LORCO Fund 749	\$	21,039.90
Lateral Loan Fund 765	\$	22,080.00

Ayes: Abram, Dzwonczyk, Phillips, Rush, Schnabel

Nays: None

Motion carried.

Legal Expenditures

Mr. Abram moved, Mr. Phillips seconded, to approve a purchase order to Calfee, Halter & Griswold to help us better coordinate respective functions for the benefit of the city in the amount not to exceed \$25,000.

Ayes: Abram, Dzwonczyk, Phillips, Rush, Schnabel
Nays: None
Motion carried.

Mr. Rush moved, Mr. Abram seconded, the approval of the March 12, 2018, invoice from Calfee, Halter & Griswold LLP in the amount of \$19,899.60 for services rendered.

Ayes: Abram, Dzwonczyk, Phillips, Rush, Schnabel
Nays: None
Motion carried.

Continuous Improvement

On Wednesday, April 11th, Tri-C conducted a training class on the subject of *“Delivering Great Customer Service”* that focused on identifying whom our customers are and how we can improve the level of customer service. The next staff training session with Tri-C will focus on creating SOPs.

Transitioning our training over to LCCC, we will hold our first session on April 20th. The topic of this 4-hour training session will be *“Start With ‘Why’”*.

At the last meeting there was discussion about what we were going to name our Total Quality Management (TQM) program. Mr. Rush questioned if TQM is a registered trademark. He suggested we find our own name to rally the troops around it.

Annual Employee Appreciation Breakfast

The Annual Employee Appreciation Breakfast is scheduled for May 23, 2018, at 8:00 AM and will be held at the Avon Lake Library. Two employees with 10-year anniversaries and one employee with a 15-year anniversary will be honored. The Board is encouraged to attend this celebration.

Work Session Schedule

Below is the tentative topical schedule for Board Work Sessions for the remainder of 2018:

May	Biomimicry Student Update
June	Training Update
July	Summer Recess
August	Affordability Program or Asset Management
September	Strategic Planning/Benchmarking
October	LORCO
November	Budget
December	Affordability/Rates

Project Updates

Curtis Area Sanitary Sewer Rehabilitation Project: On April 4, 2018, a notice-to-proceed letter was sent to UUI. The week of April 16, 2018, UUI is scheduled to start the cleaning and televising of lines per the contract specifications.

Mr. Rush and CUO noted that at last night's Finance Committee, Mr. Presley indicated that he needed a motion by Council to appropriate funds for the project. He indicated that he wasn't very aware of the project. Chairman Dzwonczyk suggested we have procedures for things like this which could alleviate friction with City if published process and procedures were followed.

Wastewater Plant: SCADA work and training is still ongoing. Primary Tank #3 is under construction for rehabilitation. The new grit removal system is in service and operational. The concrete drive is under construction and site restoration has started in some areas of the site.

SIP: Cost proposals for the addition of tower lighting are currently being prepared. The CUO noted that proposals should be available in 2 to 4 weeks. Chairman Dzwonczyk noted it's been a long time since they asked for additional quotes and requested a process.

Lateral Updates

Sewer lateral separation and loan program numbers were updated by this meeting's write-up. Mr. Rush noted there are several homes outstanding and we will not meet our deadline. The CUO indicated he is looking for more contractors. Chairman Dzwonczyk shared his experience with communications regarding his personal property. He indicated the letter wasn't clear on the next steps and suggested a process be available in letter or online.

CUE/CUO Report and Action Items

Dashboard for Board Members: Staff is in the process of developing a password-protected web page specifically for Board members. The intention is for this dashboard to provide the Board with an uncomplicated view of financial information and other various updates.

Elyria Interconnect Construction Assistance: At the last meeting, there was discussion regarding the Construction Administration services from Burgess & Niple (B&N) and the process used to qualify them for this project. B&N was the firm hired to design the project and thus are most suited to oversee the Construction Administration, with the assistance of internal staff.

There was discussion at the last meeting regarding the new Ohio EPA legislation that will require a utility to provide residents with water filters if the utility is performing work in an area that lead water services are present. Currently the CUE is working with the Outreach Specialist to develop an outreach program for customers who may have a lead water service at their residence.

The CUO noted that the CUE is attending Water Week 2018 in Washington, DC. *Water Finance & Management* magazine is being handed out in Washington, DC. Our photo is on cover and CUE's article "*Conduit Financing: Avon Lake Regional Water Applies Unique Loan Program to Address Overflows*" is the main article. Mr. Abram passed out copies for the Board.

Board Comments/Reports

Mr. Abram stated that many companies no longer rely only on newspapers to advertise for bids. Companies also notify perspective contractors about projects by postal mail and email.

Chairman Dzwonczyk inquired about job posting services. The CUO talked about an online system he previously used. The CUO is also researching software packages and websites.

Mr. Rush noted the Ford Explorer purchase was discussed at Finance Meeting and based on the dollar amount that it should be bid out. The Chairman requested the CUE follow up with the Board regarding the purchase.

Executive Session

Mr. Rush moved, Mr. Abram seconded, to meet in Executive Session as authorized by ORC 121.22 to discuss legal matters and to include Mr. Goddard and the CUO.

Ayes (per roll call): Abram, Dzwonczyk, Phillips, Rush, Schnabel

Nays: None

Motion carried.

The Board reconvened at 8:03 PM.

Adjourn

Having no further business, Mr. Abram moved, Mr. Rush seconded, that the meeting adjourn at 8:03 PM.

Ayes: Abram, Dzwonczyk, Phillips, Rush, Schnabel

Nays: None

Motion carried.