

Board of Municipal Utilities  
**Meeting Minutes**  
**April 20, 2021**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

The meeting was called to order at 6:34 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, Mr. Phillips, and Mrs. Schnabel.

Also present: Acting CUE Munro, Technical Support Specialist Collins, Community Outreach Specialist Arnold, Mayor Zilka, and Councilman Spaetzel.

***Approve Minutes***

Chairman Dzwonczyk presented the Minutes of the April 6, 2021 regular meeting. With no changes, additions or corrections noted, he ordered that the minutes stand and be distributed as presented.

***Public Speakers***

Mayor Zilka reminded everyone that there was an election on May 4th. He expressed support for the paramedic levy and the library levy.

***Correspondence***

None.

***Expenditures***

Following review of expenses dated April 20, 2021, for funds and amounts as follows, Mr. Abram moved, Mrs. Schnabel seconded, to approve the expenditures of April 20, 2021:

Water Fund 701	\$	129,158.23
Wastewater Fund 721	\$	117,326.76
MOR Fund 703	\$	189,895.46
MOR Fund 762	\$	312,907.32
LORCO Fund 749	\$	11,036.06

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

Nays: None

Motion carried.

***Quarterly Budget Performance Report***

Mr. Collins presented the Q1 Quarterly Budget Performance Report to the Board. He noted the 2.5% increase in Miscellaneous Sales and Services Revenue. He said that the actual revenue

for both the Water and Wastewater Funds have been holding with the projected revenue for 2021. He said that there was a negative fund balance for the Water Fund in the first quarter, but that was due to half of the annual debt payments being made in January. Mr. Collins added that the cash flow for Avon Lake Regional Water is very cyclical, normally following the quarterly bill payments from ratepayers. He said this quarter had the first positive cash flow in both February and March since 2018. The Chairman said that he thought budget performance report was on the right track to report to the Board on a quarterly basis. He said this will allow the Board to see how Avon Lake Regional Water is progressing against the budget before any problem areas arise that are too acute to address later in the year.

### ***West Ridge Interconnect Intra-Fund Transfer***

The Acting CUE informed the Board that in the fall of 2020, Avon Lake Regional Water's electric supplier, Engie Resources, updated their billing software for customers. He said that during this update, many of the regular bills that staff would normally receive from Engie for different sites were going unbilled. This matter was brought to Engie's attention, and the corresponding bills were generated for 2020 and paid for at the beginning of 2021. He said that with the 2020 books being closed, the payment of the delayed bills impacting the budgeted total for Electric in the West Ridge Interconnect Fund. Therefore, staff would like to appropriate \$5,000.00 from the Contractual Services line item to the Electric line item to cover the expected energy expenses for the remainder of 2021.

The Chairman asked if there was any mechanism to take funds from the closed year and correctly account for the expenditures of 2020. Mr. Munro said that staff inquired to see if those expenses could be allocated to 2020 but they would not be able to due to the time lapse between the year end and the times the bills were received. The Chairman asked if the Acting CUE expected any impact on the overall performance on the budget after this transfer. Mr. Munro said that he did not expect any impact to the budgets due to the line item transfer.

Mrs. Schnabel moved, and Mr. Rush seconded, to appropriate \$5,000.00 from Fund 702.180.000-53701 Contractual Services to Fund 702.180.000-53703 Electric-Pumping Station.

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

Nays: None

Motion carried.

### ***Project Updates***

*Orthophosphate Point of Application:* The Acting CUE said that the injection quills have been delivered to staff and they are making the necessary taps at the designated injection points. Once these are installed SOS Integration will program the system to communicate with our SCADA system. The Chairman asked that the Acting CUE explain to the viewership what is an injection quill because it is a term of art. Mr. Munro said that staff makes a tap in a pipe, and an injection quill is inserted. He said the quill disperses the orthophosphate as opposed to just inserting the chemicals into the pipe. It provides a more uniform distribution of the orthophosphate. The Chairman asked if this would be similar to the Pitot tube on an airplane. Mr. Munro said yes it was similar to the Pitot tube.

*SCADA Upgrade:* The Acting CUE said the new system is running in parallel with our current system. He said SOS is in the process of verifying the Programmable Logic Controller (PLC) tags for accuracy. There are thousands of tags that need to be identified and verified by the

system. He also said that SOS Integration will run the new system in parallel for at least two more weeks to ensure control and accuracy is sufficient. The Chairman asked if each tag is a point of measurement. Mr. Munro said that they are measurements collecting data like flow and gallons per day for pumps and motors. He said anything staff wants to track. The Chairman said that once the PLC receives all of those inputs it reacts in a certain way. He said it is more difficult to overwhelm the PLC than it is an operator. The Chairman said SCADA has been around for many years and is used in many automobiles and airplanes.

*WFP & ETL Design Services:* The Acting CUE said that on April 13th HDR held a workshop with staff to discuss the chemical feed alternatives/enhancements at the Water Filtration Plant. He said that many alternatives were discussed during the meeting and HDR is fine-tuning the options based on this discussion so that staff can provide them with direction for their design. Mr. Munro said that since chemicals are such a large component of the operating budget it was a constructive meeting. The Chairman asked if chemicals were effecting the year to year costs in a positive or negative way. The Acting CUE said that the current chemicals do fall within budget for this year, and staff has not seen a significant impact due to the slower economy. He said that staff is looking at different alternatives for chemicals to save money and still keep the quality of the water top notch. Mr. Munro also said that the ETL design is continuing and the base map is still being created for design routes. The Chairman asked if there were any developments in the pipe material discussion. Mr. Munro said there had not been.

*WRF Flow Diversion Structure:* The Acting CUE said the Mosser Construction has de-mobilized from the site. Staff is planning to complete the concrete restoration work in the next few weeks as weather permits, because staff can complete the work at a lower cost. He added that this project is now completed and will be closed out. The Chairman said he hopes that this will be a nice investment for the utility.

### ***Acting CUE Reports & Action Items***

Mr. Munro said he attended the HR committee meeting on April 12, and the Board Salary item was part of the meeting. He said that the measure was voted out of committee to be put before City Council. The first reading will be on Monday, April 26th. He thanked Council and the administration who have supported the Board Salary item and he looks forward to getting it resolved. The Chairman echoed the thanks to the City Council members for helping to move this matter along.

Mr. Munro said he met with Avon Lake Fire Department to discuss hydrant flushing, hydrant painting, and the new radio system. He thanked the fire chief and his staff for their communication moving forward. Staff and the Avon Lake Fire Department will also be working on a joint training class with Mueller, the fire hydrant manufacturer, to help explain how the hydrants are intended to work and operate. The Chairman said this will be a good team building opportunity. He asked if there will be the opportunity to continuing education credit for this class. Mr. Munro said yes he will be working with Mueller to get additional credit for staff. Mr. Rush asked how the fire hydrant repair and replace program is proceeding. Mr. Munro said the program is going very well. All of the hydrants that were an issue were replaced. He attributes this to communication, and he is looking forward to the 2021 flushing program because the fire department keeps staff abreast of different priority hydrants that may need to be addressed.

Mr. Munro said that last week the backflow postcards went out the week before. He said the tests must be submitted by 4:30 PM on June 25th. The Chairman added that the backflow testing must be completed by a license backflow testing individual.

Mr. Munro said the last item to report was progress on the monofill. He said that staff has been working with Quasar to remove the monofill. He said that Quasar went through the process with Ohio EPA to classify the soil in the monofill as a soil amendment. The Acting CUE said there's a still lot of work remaining to remove that soil from the monofill, but this soil amendment will help reduce costs. He said Avon Lake Regional Water and Quasar would now be able to remove the soil for half the price that was were originally estimated. The process will take 3 to 4 years before the removal is complete.

The Chairman asked the Acting CUE to describe a soil amendment. Mr. Munro said the material when applied on the monofill was a Class-B sludge which limited its uses. He said Quasar went through a process with Ohio EPA to reclassify the soil. This required screening and tests to prove that the material was inert and no longer Class-B sludge. Quasar will bring in their own equipment, screen the material, and it will become a soil amendment. This soil will be blended with other different soils to be used for different applications. He added that Quasar received a 5-year permit from the Ohio EPA to use this amendment with the potential to renew. Mr. Munro said this is not a normal permit granted by the Ohio EPA and this will be a cost effective way to remove the material. The Chairman said in the past the material was driven 40-miles round trip to a landfill which was very expensive.

### ***Member Reports***

Mr. Abram said that the Village of Grafton is seeking to annex 40-acres of land from Eaton Township and request a Facility Planning Area change (FPA) to provide wastewater services to the annexation. This would then be discharged into the Black River. He said that LORCO is against this FPA and the Executive Director of LORCO, Gene Toy, has a few questions for Avon Lake Regional Water. Mr. Abram said that Mr. Toy will be reaching out to staff for their input. Mr. Munro said that Mr. Toy did contact staff and they will be getting back to him soon.

### ***Miscellaneous***

None.

### ***Public Speakers***

None.

### ***Executive Session***

Mr. Rush moved, and Mr. Abram seconded, to meet in executive session as allowed by ORC §121.22 G (3) to discuss legal matters and include the Acting CUE, Technical Support Specialist, and the Community Outreach Specialist.

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

Nays: None

Motion carried.

The Board resumed the regular meeting at 7:52 PM.

***Adjourn***

As there was no further business, Mr. Abram moved to adjourn, and Mrs. Schnabel seconded. The meeting adjourned at 7:52 PM.

Ayes (per voice vote): Abram, Dzwonczyk, Phillips, Rush, and Schnabel.

Nays: None

Motion carried.

Approved \_\_\_\_\_ 2021.

John Dzwonczyk, Chairman

Rob Munro, Clerk