

Board of Municipal Utilities
Meeting Minutes
April 21, 2020
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 6:18 PM, immediately following the work session. 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, Community Outreach Specialist Arnold, Councilman Gary Izo, Councilwoman Billie Jo David, and Attorney Gerald Phillips

Approve Minutes

Chairman Dzwonczyk presented the minutes of the April 7, 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

The CUO informed the Board that Avon Lake Regional Water had received a thank you card from a Ms. Karen Labelle of Avon Lake. She expressed her gratitude for staff making the effort to help her with her water bill and doing a leak check.

Expenditures

Following review of expenses dated April 21, 2020, for funds and amounts as follows, Mr. Abram moved, Mr. Rush seconded, to approve the expenditures of April 21, 2020:

Water Fund 701	\$	170,323.53
Wastewater Fund 721	\$	264,543.81
MOR Fund 703	\$	221,794.62
MOR Fund 762	\$	316,902.65
LORCO Fund 749	\$	3,126.77
Water Construction Fund 704	\$	474,767.50

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

Nays: None

Motion carried.

Winter Quarter Billing and Future Revenues

The CUE updated the Board on the bills that were mailed on April 9th, saying that those bills had an extended due date of June 1st. He said that the first week after billing, almost 1,000 people have paid their bills. This is almost twice as many as had paid their bills the same period last year. The CUE stated that staff anticipates a significant drop in usage/revenue for the spring quarter and, possibly, into the summer, due to the drop in business activity around the region. He said that staff will continue to watch revenues and reduce discretionary expenses in order to best respond to the pandemic. The Chairman asked that the Community Outreach Specialist gently remind customers about paying their bill to avoid the bill amount from accumulating during the second quarter. He also said that Avon Lake Regional Water will be flexible in working with customers in paying their bills during this difficult time.

Project Updates

2019 Water Main Replacement Bundle: The CUO informed the Board that the week of April 13, the contractor made waterline tie-ins to the side streets off of Jaycox. He said the clean-up work will soon begin, including lawn restoration and other items in preparation for road resurfacing.

Redundancy & Future Capacity Project: The CUO told the Board that HDR continues to work on tasks, including hydraulic modeling. He also said that representatives from HDR will attend a future work session to update the Board on their progress.

Residuals Master Plan: The CUO said that Hazen is continuing to progress with the master plan and is preparing to update the Board in May or June.

CUE and CUO Reports

The CUE thanked the Board for its support during the pandemic. He also said that the CUO has done an excellent job maintaining operations to provide safe drinking water.

The CUO informed the Board that Avon Lake Regional Water is deemed an essential responder with the Amazon business account during the pandemic because of the nature of the services provided. He said that this designation allows the Utility to get access to the necessary PPE to perform essential duties. He also said that while the amount of necessary equipment is only available in limited quantities, he has been able to procure a certain amount of equipment.

Member Reports

Mrs. Schnabel asked if the staff was still on a reduced schedule, and if so, is there a progression plan for the future. The CUO said that staff is still on a reduced schedule and that the Utility will take a very phased approach to begin normal operations again. He also said there is a tentative plan for May 4th, which will be the beginning of the Governor's first phase of reopening businesses around Ohio.

The Chairman asked if there was still a plan for additional fuel capacity at various generator installations. He said that cost of fuel is so low right now that Avon Lake Regional Water should take advantage of the price difference to increase reserves. The CUO stated that staff is taking advantage of the low fuel prices, specifically diesel which is used for the generators. He said

that there is a small fuel tank for off-road diesel at the administration building that is now full. He is also seeking a larger tank or a tanker on-site to capitalize on the low prices.

The Chairman also asked if there have been any delays in responding to water line breaks due to the limited staffing. The CUO said that staff has not had any delay in being able to respond to breaks and concerns around Avon Lake.

The Chairman asked if the lights on the water tower had been realigned after the wind storm last year had blown them off shining on the tower. The CUO stated that a lift was used to try to readjust the lights, and it didn't look like lights had been moved at all but there was a shadow on the tower. He said that he is looking to add another light fixture to the poles to remove the shadow when the weather warms up.

The Chairman asked when the message board was going to go up in front of the water plant. The CUO stated that the contractor, Wagner Signs, had stopped production on all signs and had staff working remotely. He said that he has been in contact with them and they are planning on beginning operations again this week.

The Chairman said that a meeting has not been able to be held with Lorain County in regards to LORCO sewers, but he would like to have the meeting soon. The CUO stated that he will work with the CUE to schedule a meeting with Lorain County.

Mr. Abram informed the Board that the county commissioners and LORCO have voted to approve the Columbia Township Agreement. He said they could not wait for the Board's proposed amendments. He added that if the Board wants to ratify the agreement, they could do it at the next Board meeting.

Miscellaneous

None

Public Speakers

Attorney Gerald Phillips asked a number of questions regarding acronyms used by Avon Lake Regional Water. He also asked if the Finance Director handles the accounting of Avon Lake Regional Water, and, if so, should he go through him to get a breakdown of the accounts. The CUE stated that the Finance Director does handle the accounting for the Utility. Mr. Phillips asked if any customers have had their water shut off during the pandemic. The CUO stated that staff will not shut off any customer's water during the state of emergency is in place as declared by the Governor. He also said that there are payment plans in place as well to assist customers.

Mr. Phillips asked if he would be able to follow up with some additional questions with the CUE in the coming days. The CUE stated that they could coordinate a time to discuss other items.

Adjourn

As there was no further business, Mr. Abram moved to adjourn, and Mr. Rush seconded. The meeting adjourned at 6:51 PM.

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

Nays: None

Motion carried.

Approved _____ 2020.

John Dzwonczyk, Chairman

Todd Danielson, Clerk