

Board of Municipal Utilities  
**Meeting Minutes**  
**May 1, 2018**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

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

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

Also present: CUE Danielson, CUO Munro, Outreach Specialist Arnold, Councilmember Fenderbosch and Mayor Zilka

***Approve Minutes***

Chairman Dzwonczyk presented the minutes of the April 17, 2018, regular meeting and with no changes, additions or corrections noted, ordered that the minutes stand and be distributed as presented.

***Public Speakers***

None.

***Correspondence***

None.

***Expenditures***

Following review of expenses dated May 1, 2018, for funds and amounts as follows, Mr. Abram moved, Mr. Phillips seconded, that all be approved and paid per budget:

|                       |    |            |
|-----------------------|----|------------|
| Water Fund 701        | \$ | 222,341.21 |
| Wastewater Fund 721   | \$ | 228,489.81 |
| MOR Fund 703          | \$ | 13,543.09  |
| MOR Fund 762          | \$ | 7,611.61   |
| LORCO Fund 749        | \$ | 4,638.15   |
| Lateral Loan Fund 765 | \$ | 20,555.00  |

The CUE discussed reporting functions of New World Systems (NWS) and items the Board would like to see on a dashboard.

Mrs. Schnabel asked about contractors for the lateral separation project, indicating there are 18 contractors on the website, but only a few are active. Chairman Dzwonczyk suggested we update contractors on the lateral loan process.

## **Employee Promotion**

Nicole Huerner completed her one-year probationary period as Customer Service Clerk on May 1, 2018. She has been promoted to Customer Service Representative, Step 1A effective today.

## **Presentation at WEFTEC/Reschedule of October 2 Meeting**

The CUE was recently asked to present at WEFTEC's "Utility Leader's Roundtable" session regarding Avon Lake Regional Water's approach to innovation. Because the CUO will also be attending WEFTEC in order to take part in a Water Research Foundation project team meeting, the CUE requests the Board consider rescheduling its October 2, 2018, meeting to October 9, 2018.

Mr. Rush asked about an upcoming meeting in Cleveland. The CUE explained that this will be a meeting with the Department of Energy regarding energy efficiency in August. The CUE has been asked to be on a panel regarding on how water and wastewater utilities approach energy management. Mr. Rush suggested we offer to incorporate a tour. The CUE will investigate to see if that would be possible. CUE also shared that we may have a ribbon cutting ceremony when our new facility is fully operational.

## **Project Updates**

*Curtis Area Sanitary Sewer Rehabilitation Project:* The inspection, flushing and televising of lines is complete. All information from the inspections was forwarded to Public Works Director Joe Reitz for his evaluation.

*Wastewater Plant:* Rehabilitation of Primary Tank #3 continues. Concrete work continues and site restoration is ongoing. SCADA work and training is still ongoing and will continue through the end of the project. Representatives from Trojan UV have been troubleshooting some minor issues with the ultraviolet (UV) disinfection system. We have redundant units in place and these minor issues have not caused any operational issues.

Trojan UV requested the opportunity to bring potential customers to our site.

*SIP:* The CUO met last week with Rick Eberle regarding the bid package for the addition of tower lighting. Mr. Eberle reviewed with the CUO the PowerPoint presentation that was prepared regarding the tower lighting. It was discussed the need to finish preparing this bid package very soon so that it can be put out to bid. The CUO will continue to oversee this aspect of the project, with the assistance of Mr. Eberle.

## **Lateral Updates**

The lateral separation program continues to progress. As of April 26, 2018, letters have been sent to 3,043 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, 2,857 (94%) have responded (up 4 since 4/11/17, an average of >2/wk). Of the 2,857, 2,295 either have come into compliance or were already in compliances (~9 confirmed each week) and 562 either have problems or are believed to have problems. By extrapolation, approximately 690 (562 + ~67% of

homes not inspected) may need to do some work to come into compliance. The attached table/graphs provide additional information.

As of April 26, 2018, 74 of the homeowners with the 11/30/18 deadline have yet to respond and have their free inspection (unchanged in the previous 2 weeks). It is anticipated, approximately 50 of these homes will need to address clean water in their sanitary lateral, along with the 233 (homes we know have clean water entering the sanitary lateral. Therefore, about 280 need to do some work to comply by 11/30/18 (~9/wk).

The total executed Lateral Loan Program agreements are now at 281 (up 2 since April 16, 2018), with \$966,643 committed and \$571,540 paid to contractors so far. The average loan request is for approximately \$3,400.

Calls have decreased and door hangers are being placed.

Outreach Specialist Arnold will have a more streamlined description of the lateral loan program on the new website and revising follow-up letters to clear up any ambiguity. A copy of the flow chart will be provided at the next Board meeting.

Mrs. Schnabel suggested a contractor satisfaction survey for people who have completed the process.

### **CUE/CUO Report and Action Items**

There was discussion regarding the Notice of Violation from Ohio EPA regarding our valve exercising program. This is ahead of an October 1, 2018, asset management regulation. Ohio EPA claims that we must have a documented program and we exercise valves on an annual basis. We do exercise the valves and fully intend to document the process. We only have issue on how they approached us.

Energy expenses are typically the third-largest utility expense behind debt service and personnel expenses. The CUE has informed members in the past about ways he is working to help reduce energy expenses.

Below are answers to a question asked by members:

*Pothole on Lake Road* – The depression on Lake Road east of Lear has been patched, however, it still needs work.

*Sewer backup at a customer's house* - It was determined that there was slight differential settlement that occurred, which led to the collapse of the homeowners lateral and the subsequent backup. It was suggested that UUI reimburse Avon Lake Regional Water.

*Dependent healthcare* – Per the 2014 union agreement, our organization reimburses retired employees for up to 48 months for spousal healthcare coverage. This benefit expires at the end of 2018.

*Charge for deposit slips* – We've been paying for these as part of our banking fees. We are part of the banking system that the City utilizes. Members would like the Finance Director to investigate why we are charged for basic services.

## **Chairman/Committee/Member Reports**

Chairman Dzwonczyk received correspondence from our attorney regarding an agreement developed between the City attorney and him. Mr. Goddard should be at our next meeting. Chairman Dzwonczyk suggested that if the City is paying its attorney for his services, then the City should allow Calfee be paid for its services.

Mrs. Schnabel requested an update on Continuous Improvement training. CUE discussed the leadership training and getting us moved toward a specific program (ISO or TQM). Starting with developing a "Why" statement. The next two sessions will be "*Leading Change*." The CUE and CUO are leaning towards ISO certification, as it is well known and respected.

## **Miscellaneous**

Chairman Dzwonczyk brought up the topic of Lake Erie mercury levels. It is in our best interest to oppose any raised discharge of mercury into the lake. The CUE and CUO explained the current acceptable levels, how they vary, and exemptions to the regulation. We have an exemption because we have an active mercury information program. Chairman Dzwonczyk suggested we highlight the positive that we and others are taking.

Mr. Rush and Chairman Dzwonczyk have been invited to a Charter review meeting. There was a discussion regarding Charter review meetings and the timing of when items need to be submitted to Board of Elections to be placed on the ballot. CUO and CUE will attend the meeting this Thursday.

MWH Constructors (general contractor) is hosting a Safety Lunch on May 10, 2017 at 11:30 AM to celebrate a successful year without incidents. Board members are invited to attend.

## ***Adjourn***

As there was no further business, Mr. Rush moved, Mr. Abram seconded, that the meeting adjourn at 7:35 PM.

Ayes: Abram, Dzwonczyk, Phillips, Rush, and Schnabel

Nays: None

Motion carried.

Approved May 15, 2018

John Dzwonczyk, Chairman

Todd A. Danielson, Clerk