

Board of Municipal Utilities
Regular Meeting Minutes
May 2, 2017
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 6:37 PM.

Present: Mr. Dzwonczyk, Mr. Phillips, Mr. Rickey, Mr. Rush, and Mrs. Schnabel (arrived at 7:37 PM).

Also present: Chief Utilities Executive Danielson, WPCO Manager Baytos, Engineering Services Manager Gaydar (left at 7:29 PM) Councilmember Fenderbosch (left at 7:14 PM), Mayor Zilka (left at 7:14 PM), and Anthony Abram (left at 6:42 PM).

Approve Minutes

Chairman Dzwonczyk presented the minutes of the April 18, 2017, Work Session and the April 18, 2017, Regular Meeting and with no changes, additions or corrections noted, ordered the minutes to stand and be distributed as presented.

Public Speakers – Former Board Member Anthony Abram stated that the Board will be making a financial mistake by hiring a full-time Engineer and Underground Asset Locator. He believes the duties of these proposed positions do not warrant full-time employees with benefits and that these duties should be farmed out to consulting engineering firms and underground asset locator companies. He said the Board must not increase expenditures by hiring unnecessary full-time personnel. The Utility should contract with outside consultants and save money for the ratepayers.

Correspondence – None.

Expenditures

Following review of expenses dated May 2, 2017, for funds and amounts as follows, Mr. Phillips moved, Mr. Rickey seconded, that all be approved and paid per budget:

Water Fund 701	\$	129,626.79
Wastewater Fund 721	\$	227,419.54
MOR Fund 703 ETL1	\$	70,057.37
MOR Fund 762 ETL2	\$	10,273.67
LORCO Fund 749	\$	2,686.32
Water Constr 704	\$	10,546.41
WW Constr 724	\$	265,625.65

Ayes: Dzwonczyk, Phillips, Rickey, Rush

Nays: None

Motion carried.

Job Descriptions and Wages

At Chairman Dzwonczyk's request, Engineering Services Manager Gaydar commented about the need for in-house engineering and locating assistance. He indicated that using in-house staff has saved our customers hundreds of thousands of dollars with engineering projects and that substantial workloads would keep these new positions gainfully employed. He also reminded the Board that the Engineer is a replacement for the GIS Analyst position. Following a brief discussion, Mr. Rush moved Mr. Phillips seconded to approve the job description for the Chief of Utility Operations.

Ayes: Dzwonczyk, Phillips, Rickey, Rush
Nays: None
Motion carried.

Furthermore, Mr. Rush moved Mr. Phillips seconded to approve the job description for the Engineer.

Ayes: Dzwonczyk, Phillips, Rickey, Rush
Nays: None
Motion carried.

Finally, Mr. Rush moved Mr. Phillips seconded to establish the wage range for the Engineer at \$45,000/yr to \$70,000/yr.

Ayes: Dzwonczyk, Phillips, Rickey, Rush
Nays: None
Motion carried.

Reports/Updates

Project Updates:

Water Tower: Tank bowl preparation and painting is starting.

Water Plant: Top soil is being spread. MWHC Staff is preparing to remove the trailer.

Wastewater Plant: The Manager's office is almost complete. The new UV is up and running. Equipment for Aeration, Final tanks, and Alum tank is on site. The influent pumping station excavation is over 50% backfilled.

Lateral Updates: The lateral separation program is progressing well. As of April 27, 2017, letters have been sent to 2,944 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, 2,134 (72%) have responded (up 57 since 4/13/17). Of the 2,134, 1,470 either have separated laterals or already had separated laterals and 664 either have problems or are believed to have problems. By extrapolation, approximately 1,200 (664 + ~67% of homes not inspected) may need to separate laterals.

Since the last Board meeting, no additional agreements for the Lateral Loan Program have been executed (however, 11 are "in process"), leaving the total to 63, with \$250,400 (total) committed and \$83,600 paid so far. The average loan request is for approximately \$3,210.

Community Outreach Specialist: Interviews for the Community Outreach Specialist were conducted on Monday, May 1. Second interviews will be scheduled the week of May 8th, 2017.

Employee Appreciation Breakfast: As a reminder, the employee appreciation breakfast will be Friday, May 5, 2017 at 8:00 AM at the Avon Lake Public Library.

CUE Action Items:

Below are responses to questions asked by the Board:

LORCO: Staff has been investigating and identifying clean water sources entering the system, and the Executive Director is addressing them. Members indicated that law enforcement may need to get involved to help customers understand the gravity of the issue.

New employees: At the request of the Board, all new employees will attend one meeting to meet Board members.

Signs in the 45s for inspections: With the loss of the temporary clerk, staff has been unable to send out additional Resolution of Necessity letters and coordinate the placement of signs. Members questioned how much time items like this take. The CUE indicated that he is requesting fulltime assistance for the lateral separation program because letters, phone calls, pulling files, coordinating inspections, and processing loans is currently approximately a fulltime job over and above the time it takes to inspect the houses. Members further questioned whether the part-time inspectors could make the phone calls, rather than hiring a fulltime clerk.

Chairman/Committee/Members Reports

None.

CUE Report

None.

Miscellaneous

None.

Executive Session

Mr. Dzwonczyk moved, Mrs. Schnabel seconded, to meet in Executive Session as allowed by ORC 121.22 (G) (3) to discuss legal matters and to include the Chief Utilities Executive and the WPCC Manager in the discussion.

Ayes (per rollcall vote): Dzwonczyk, Phillips, Rickey, Rush, Schnabel

Nays: None

Motion carried.

The Board reconvened at 8:58 PM

Adjourn

As there was no further business, Mr. Rush moved, Mr. Rickey seconded, that the meeting adjourn at 8:59 PM.

Ayes: Dzwonczyk, Phillips, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Approved May 16, 2017

John G. Dzwonczyk, Chairman

Todd A. Danielson, Clerk