

Board of Municipal Utilities
Meeting Minutes
May 5, 2020
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 6:30 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. Phillips, and Mrs. Schnabel. Mr. Rush arrived partway through.

Also present: CUE Danielson, CUO Munro, Technical Support Specialist Collins, Community Outreach Specialist Arnold, Mayor Greg Zilka, and Attorney Bruce Rinker.

Approve Minutes

Chairman Dzwonczyk presented the minutes of the April 21, 2020, work session and 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 has been dealing with a customer who has been persistently calling and emailing staff and Board members. The customer has expressed dissatisfaction with his tree lawn on Electric Blvd. The CUO stated that he has had the contractor out to the site three times to restore what the customer believes is wrong.

He said that due to the calls directed toward Board members and staff that had become harassing, he has filed a police report. He said he spoke with the Law Director, Gary Ebert, and the director said he would issue a cease and desist letter to the resident the following day. Mayor Zilka expressed his experience with the resident, and he said the resident was very rude. He also said he was relieved that the CUO filed the report, and that it brings great comfort that the problem is being handled.

Expenditures

Following review of expenses dated May 5, 2020, for funds and amounts as follows, Mr. Abram moved, Mrs. Schnabel seconded, to approve the expenditures of May 5, 2020:

Water Fund 701	\$	328,089.04
Wastewater Fund 721	\$	170,351.47
MOR Fund 703	\$	30,990.33
MOR Fund 762	\$	74,478.40

LORCO Fund 749	\$	6,099.98
Water Construction Fund 704	\$	8,748.15

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

Nays: None

Motion carried.

Update on Operations

The CUO informed the Board that as the State of Ohio and Federal Government have been making adjustments throughout the pandemic, staff has been making some adjustments to the staffing schedule. He said that they have shifted the work schedules for crews to help eliminate unnecessary contact. The CUO also said that certain staff has been working in the office, but there are also a number of employees still working from home.

The Chairman asked how the staff morale has been affected. The CUO stated that staff has been working together and spirits are up despite the increased precaution and need for PPE. Mr. Abram asked if there have been any illnesses at the Utility from the coronavirus. The CUE said that there have been no illnesses, but staff has been taking an abundance of caution. He said a few staff members have utilized the COVID-19 sick leave set aside by the federal government.

Quarterly Performance Report

The CUE expounded on a memo and report for the Board to show how Avon Lake Regional Water performed against the budget for the first quarter of 2020. The report tracked the revenues and expenditures through March 31. He said that at this time the Utility is performing better than budgeted, but, in light of the coronavirus pandemic, he expects revenues to fall from projected at the end of last year.

The CUE stated that staff intends to provide the report following the close of each quarter and will highlight items of particular importance. He also said that, following the second and third quarter, staff will adjust the budgets of general ledger items to account for any changes that must be made but will not change the overall budget amount. Mr. Rush asked if there has been any drop off in revenue from the commercial customers. The CUE stated that there has been a decrease in water usage due to a suspension in the operations of those customers, but the residential and bulk customers have likely increased in their usage.

The Chairman asked about the real estate taxes that were initially charged. The CUE stated that two out of the three charges from 2019 real estate taxes have been reimbursed, and the utility is waiting on the final payment. The Chairman asked if those properties should be statutorily taxed. The CUE stated no, they should not. He said that the City sought to account for land improvements, like the water tower, and then to have the money be reimbursed after paying the taxes. He said this order of operations was easier when showing the accounting for audits.

Project Updates

2019 Water Main Replacement Bundle: The CUO said that beginning the week of April 27th, the contractor began work on driveway apron restoration on Jaycox Rd.

Redundancy & Future Capacity Project: The CUO informed the Board that there were no updates at this time.

Residuals Master Plan: The CUO said that staff is tentatively planning to have Hazen present updates to the Board during the May 19, 2020 work session.

CUE and CUO Reports

None

Member Reports

None

Miscellaneous

Mr. Rush asked if the backflow certification program has had any issue during the pandemic. The CUO said that the due date for the report is July 1st. He said that a postcard has been sent out to those customers who have one backflow prevention device. He will also be sending a more detailed letter to those customers who have multiple backflow prevention devices. The CUO said he has temporarily reassigned a staff member to dedicate his time to the backflow certification program.

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 pending legal matters to include the CUE, CUO, Technical Support Specialist, Community Outreach Specialist, and legal counsel.

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

Nays: None

Motion carried.

The Board adjourned from Executive Session with no further matters to discuss at 8:10 PM.

Adjourn

As there was no further business, Mr. Abram moved to adjourn, and Mr. Rush seconded. The meeting adjourned at 8:11 PM.

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

Nays: None

Motion carried.

Approved _____ 2020.

John Dzwonczyk, Chairman

Todd Danielson, Clerk