

Board of Municipal Utilities  
**Meeting Minutes**  
**June 1, 2021**  
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. Rush, and Mrs. Schnabel.

Excused: Mr. Phillips.

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

***Approve Minutes***

Chairman Dzwonczyk presented the Minutes of the May 18, 2021 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 Acting CUE said that the Chairman, Mr. Dzwonczyk, received a letter from the former chairman, Mr. David Marquard, with a few suggestions for two programs to be undertaken by Avon Lake Regional Water. He suggested that similar to the backflow handout the annual Water Quality Report be printed on a 3" x 7" two-sided postcard with the ALRW web address to the water quality report or the number for customers to call. He said instead of printing out the full report, the postcard should be sent out to give customers access to the information should they wish to seek it, and he added that the customer data metrics would be useful to the staff of Avon Lake Regional Water. He said it would also be cost-effective and reduce postage. Mr. Munro said that he appreciated the suggestion, but the Ohio EPA requires the information and delivery of a hard copy of the Water Quality Report be delivered to customers. He said the format and look of the report is ALRW's choice as well as information regarding that particular utility, but the remaining information regarding water safety and quality is required by Ohio EPA regulations.

Mr. Marquard also suggested that there be a three-step fertilizer runoff prevention program and to include free training to support customers. He suggested that literature be offered in both English and Spanish. Mr. Munro said this was a good suggestion and one that staff will look into. He explained that this would go hand-in-hand with the backflow prevention requirements and preventing the siphoning of fertilizer into the water system. The Chairman said that the Ohio EPA has programs for farm training to prevent the addition of nutrients into the freshwater source of Lake Erie. He said the nutrients are what causes the algal blooms which sometimes

occur in the lake. He encouraged customers to go to the Ohio EPA website and to explore as much as they would like about fertilizer runoff. He added that algal blooms are a problem for the animal life in the lake when the algae uses up all of the oxygen in the water.

### ***Expenditures***

Following review of expenses date June 1, 2021, for funds and amounts as follows, Mr. Abram moved, Mrs. Schnabel seconded, to approve the expenditures of June 1, 2021:

|                                  |    |            |
|----------------------------------|----|------------|
| Water Fund 701                   | \$ | 204,536.36 |
| Wastewater Fund 721              | \$ | 115,743.87 |
| MOR Fund 703                     | \$ | 17,367.12  |
| MOR Fund 762                     | \$ | 8,728.05   |
| West Ridge Interconnect Fund 702 | \$ | 251.60     |
| LORCO Fund 749                   | \$ | 4,710.08   |

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

Nays: None

Motion carried.

### ***Diesel Fuel Trailer***

The Acting CUE informed the Board that Avon Lake Regional Water owns a 1,000-gallon diesel Above Ground Storage Tank (AST) that is located at the Administration Building. He said that in preparation for the construction of the new pole barn this tank needs to be relocated. After discussion with the Ohio Fire Marshall this tank will need to be inspected and pressure tested prior to moving. He added that the costs associated with multiple site visits/inspections of the AST will exceed \$5,000, and therefore, as an alternative, staff feels that the purchase of a mobile diesel fuel trailer would better serve the organization. This will allow staff the ability to fuel equipment at job sites during emergency repairs, and the mobile trailer will also serve as a redundant fuel supply in case there are supply issues with the diesel supplier. He said that five quotes were obtained by staff for a Department of Transportation (DOT) approved 1,000-gallon diesel fuel trailer, and LeeAgra Inc. of Lubbock, TX provided the lowest quote of \$15,910.55, and staff recommends the purchase of this diesel trailer.

Mrs. Schnabel asked what would happen to the current 1,000-gallon tank. Mr. Munro said the tank would be decommissioned, and the Fire Marshall informed staff that the tank would be able to stay on the property without being used. He said he would look into selling the tank or sell it for scrap metal. Mrs. Schnabel asked if this would be the only 1,000-gallon tank diesel fuel trailer to be used until ALRW purchased a second. Mr. Munro confirmed that that was correct. The Chairman advised that any time there is storage of a product like diesel fuel a fuel management system should be included. He said that LeeAgra would be able to supply a system for the diesel fuel trailer. He added that these systems usually include sensors and assure there are no unauthorized withdrawals.

The Chairman also said the tank should be locked up and secured, and he said staff should get off-road diesel for use of equipment since ALRW will pay taxes for on-road diesel fuel. He said that if the existing tank is sold for any purpose, that staff should include a bill of sale for the buyer that gives the buyer all liability for the tank. The Chairman said the fuel trailer is a good idea, especially to deliver the fuel to equipment instead of driving the backhoe down the road to return to the administration building for fuel. He added that with the fuel management system there should be a pump that has a meter so all withdrawals can be recorded and reconciled with

the fuel management system should there be any gaps. He said this is a way to make sure the utility is acting environmentally sound and safe, and to assure that Avon Lake Regional Water is being a good steward of the environment. He said that the trailer should also have a spill kit, so he asked that the funds be available for all of the incidental items. Mr. Munro said that the diesel fuel trailer was a budgeted item. Mr. Rush asked about the safety of the trailer and its walls. Mr. Munro said the AST is double-walled and therefore does not require containment, but the fuel-trailer is single-walled and would require containment around it while it is parked. He added that when towing the trailer it would not require containment. He said there are staff members that have the necessary licensure required, a Class A CDL, to transport the diesel fuel trailer.

Mrs. Schnabel moved, and Mr. Rush seconded, to authorize the purchase of a 1000-gallon diesel fuel trailer from LeeAgra, Inc. for the amount of \$15,910.55.

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

Nays: None

Motion carried.

### ***Step Increases***

The Acting CUE informed the Board that Mr. Jack Evans, the Senior Operator at the Water Treatment Plant, has received a positive annual review from Mr. Yuronich. He said that Mr. Evans will be receiving a step increase to Step 6. He thanked Mr. Evans for his hard work and dedication at the WTP. The Chairman expressed his gratitude to Mr. Evans for his hard work.

### ***Project Updates***

*Orthophosphate Point of Application:* The Acting CUE said the pipe sleeving installation is completed. He said all of the necessary pumps and day tank are installed, and programming will begin for the pump controls in the first week of June.

*SCADA Upgrade:* The Acting CUE said the new system is now fully functional and is being utilized by staff. He added that the old system will be decommissioned over the next several weeks, and this project will now be closed out.

*WFP & ETL Design Services:* The Acting CUE said a meeting with consortium members was held on Wednesday May 26th. He said that members were provided an update on the design services for the ETL's. Mr. Munro also said there was an extensive discussion regarding financing of the project and what mechanism would be used to fund the construction phase of the project.

Mr. Munro said HDR is progressing on the design for the four new filters and continues work on the comprehensive evaluation of chemical feed points. Also, all base mapping is complete for the WFP and ETL's. He said a progress meeting will take place on June 2nd. The Chairman asked how the sewers performed the previous week when there was a large amount of rainfall. Mr. Munro said the effluent flow diversion structure worked according to design and there was no issue with the rainfall. He said staff was able to maintain everything in the plant and no discharges were recorded.

*Walker Road Water Tower:* The Acting CUE informed the Board that two additional water tower light poles and lights have been installed and are fully functional. He said there was shadowing on the tower, and these lights will now eliminate that. He thanked Mr. Kimevski for leading the project.

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

Mr. Munro reminded the Board and residents of Avon Lake that all backflow tests are due on June 25, 2021 by 4:30 PM at 201 Miller Rd, Avon Lake. He asked that customers submit those tests by that time to avoid incurring any penalties. The Chairman said that the life you save may be your own or your neighbors by getting your backflow properly tested. Mr. Munro added that the representative from the Ohio EPA was very impressed with the backflow program established by staff.

Mr. Munro said the annual Employee Appreciation Lunch will be held on June 16, 2021 from 11:30 AM to 1:30 PM at 201 Miller Rd. He added that all members of the Board are invited.

Mr. Munro concluded the Acting CUE Reports by saying the LORCO Financial Report requested by Mr. Abram was included in the Board packet for review.

### ***Member Reports***

Mr. Abram thanked staff for the updated LORCO Financial Report. He asked Mr. Munro that between July 1 and the end of the year that staff reduce the monthly stipend to LORCO be reduced from \$5,000/month to zero. Mr. Munro said he discussed that with Mr. Toy, the Executive Director of LORCO, the last time he met with him. He said Mr. Toy expressed concern because LORCO will be required to make their tap fee payments for connecting to the ALRW system beginning at the end of the year. Mr. Munro said that this is something that he is pursuing and he will bring that request to Mr. Toy again. Mr. Abram said that it has been 10 years since ALRW has been working with LORCO, and he said the amount can be reduced gradually. The Chairman said that the good news is that the tap fee money is being paid to Avon Lake Regional Water. Mr. Abram said that the utility needs to be made whole again.

The Chairman thanked Mayor Zilka and City Council for supporting the pay increase for the Board up to the PERS minimum. He said he hoped this would put the issue behind everyone for a long time. He said it was a unanimous vote by the council and he was appreciative of that.

### ***Miscellaneous***

The Chairman asked what the status of the disposition of the Division Road Water Tower. Mr. Munro said that staff recently received the additional structural analysis that AT&T and T-Mobile had requested. He said staff is reviewing that analysis. He added that Mr. Collins is going through the leases of the cell phone providers focusing on when that structure comes down what the plan will be going forward. He also said that 5G technology can be affixed to utility poles and it may not be necessary to place it on high structures. The Chairman said the high structures are still useful for communicating with satellites and other high structures. He said 5G is a lower intensity of radiation from the smaller antennas, but the tradeoff is that it requires more antenna. He added that a new dish was put on a smokestack at the power plant for communicating farther distances, but 5G would use smaller antennas more frequently.

### ***Public Speakers***

None.

***Adjourn***

As there was no further business, Mr. Abram moved to adjourn, and Mr. Rush seconded. The meeting adjourned at 7:08 PM.

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

Nays: None

Motion carried.

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

John Dzwonczyk, Chairman

Robert Munro, Clerk