

Board of Municipal Utilities  
**Meeting Minutes**  
**June 2, 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, Mr. Rush, and Mrs. Schnabel.

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

***Approve Minutes***

Chairman Dzwonczyk presented the minutes of the May 19, 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***

None

***Expenditures***

Following review of expenses dated June 2, 2020, for funds and amounts as follows, Mr. Abram moved, Mr. Rush seconded, to approve the expenditures of June 2, 2020:

Water Fund 701	\$	187,188.92
Wastewater Fund 721	\$	217,672.70
MOR Fund 703	\$	17,343.10
MOR Fund 762	\$	10,808.74
LORCO Fund 749	\$	3,783.08

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

Nays: None

Motion carried.

***Senior Operator***

The CUO informed the Board that Jack Evans was promoted to the position of Senior Operator, Step 3 at the Water Filtration Plant. He said that the promotion went into effect on June 1, 2020.

## **Step Increase**

The CUO informed the Board that the Tim Bradley would be receiving a step increase from Line Maintenance Man, Step 1A to Line Maintenance Man 1B. He said this step increase went into effect on June 1, 2020.

## **Project Updates**

*2019 Water Main Replacement Bundle:* The CUO said that all of the driveway aprons have been restored and treelawn restoration is underway on Jaycox. He also said that the roadway restoration is scheduled to begin the first week of June. The CUO informed the Board that the City of Avon Lake has requested UUI to install an additional yard drain in front of 719 Jaycox on a Time and Material basis. He said this additional work will be paid for directly by Public Works.

*Redundancy & Future Capacity Project:* The CUO told the Board that HDR will be presenting an update to the Board at the June 16th Work Session.

*Residuals Master Plan:* The CUO said that following Hazen and Sawyer's presentation during the work session on May 19th, they have been working with staff to finalize the Residuals Master Plan. He said that Hazen and Sawyer will provide staff with a final report for their acceptance.

## **CUE and CUO Reports**

The CUO said that as a reminder to the customers of Avon Lake Regional Water, the March 31st bills were delayed to help customers during the pandemic. He said that the due date for bills was extended to June 1st. He informed the Board that as of June 2nd, there were still approximately 800 bills outstanding. He said that typically the amount is usually 300 the day after the bills are due.

The CUO informed the Board that no customers have set up a payment plan, but he said that a number of customers have inquired about having the bill amount forgiven. He said that bills cannot be forgiven. He said that the convenience fee for customers to use their credit card to pay their bills has also been absorbed by the utility to help customers during the pandemic. He said that he hopes customers will pay their bills to avoid having a large balance.

The Chairman asked if there was a boilerplate payment plan for customers. The CUO stated that there was no boilerplate, but that staff is willing to work with customers and the organization is very flexible in all arrangements to provide affordability. Mr. Rush asked if there was an increase in the use of credit cards for customers to pay their bills since the fee was being absorbed by the utility. The CUO informed the Board that the use of credit card payments had increased. The Chairman said he would like reminders sent out to customers so their water bill does not become insurmountable.

The Chairman asked about the progress for the sign in front of the Water Filtration Plant. The CUO informed the Board that the sign was 16 inches in width between the two sign faces which was larger than the 12 inches as dictated by the zoning code. He said he is working with zoning now to apply for variance to allow the sign to be installed. The Chairman asked if the sign would be mounted on a brick base or have brick pillars. The CUO stated that the sign will be aluminum and it will be Avon Lake Regional Water colors. He also said once the sign is completed and before the final location determined, he will work with Mr. Gaydar, the Engineering Services

Manager, to make sure it is properly installed with the appropriate sight triangles taken into consideration on Moore and Lake Roads.

### ***Member Reports***

None

### ***Miscellaneous***

Mrs. Schnabel asked if there were any Facebook updates to customers regarding the backflow testing deadline. She said that because customers are a month away from the deadline, Avon Lake Regional Water should remind customers to get on the schedule to get their backflow tested. The CUE provided an explanation as to why customers need to get their backflow device tested, and he emphasized that it is important to help prevent contamination in the drinking water. The CUO stated that several properties have a fire line and he said that these are equally as important to be tested in case there is a backflow condition. He said this also protects the public drinking water.

Mr. Rush said that at the last meeting he said that the intent of the backflow regulation was to have the backflow testing done prior to activating the system. He said that might not be happening right now, and he asked if Avon Lake Regional Water had any plans to address that now or in the future. The CUE stated the intent was to have all backflow devices tested, and he said he and staff will look to adding that language to the regulations.

Mr. Rush asked if the devices fail, since they are typically inspected by independent contractors, do the contractors need to file a report indicating there was an issue and the backflow device is in need of repair. The CUO stated those contractors do need to submit a report to Avon Lake Regional Water when there is a failed test. He also said that there is an employee that is working only on backflow testing during this time. The employee is maintaining the records and that the forms are filled out correctly. The employee is also going out to sites where there are issues.

### ***Public Speakers***

None

### ***Executive Session***

Mr. Rush moved, and the Chairman 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, and the Community Outreach Specialist.

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

Nays: None

Motion carried.

The Chairman resumed the meeting following the conclusion of the Executive Session.

***Adjourn***

As there was no further business, Mr. Abram moved to adjourn, and Mr. Dzwonczyk seconded. The meeting adjourned at 7:46 PM.

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

Nays: None

Motion carried.

Approved \_\_\_\_\_ 2020.

John Dzwonczyk, Chairman

Todd Danielson, Clerk