

Avon Lake Board of Municipal Utilities

AGENDA

For

Tuesday

June 05, 2018

6:30 PM

1. Call to Order
2. Executive Session
3. General Matters
 - A. Approve Minutes
 - B. Public Speakers (*3 minutes each*)
 - C. Correspondence
4. Expenditures
5. July 2018 Board Meeting
6. Biomimicry Program Cost Increase
7. Informational Items
 - A. Reports/Updates
 - 1) New Hire
 - 2) Special Meeting on August 27, 2018 with George Hawkins
 - 3) Continuous Improvement
 - 4) Website Relaunch
 - 5) Sewer Separation Path Forward
 - 6) Better Buildings, Better Plant – Department of Energy
 - 7) Creating Resilient Water Utilities – United States EPA
 - 8) Project Updates
 - 9) Lateral Updates
 - 10) CUE/CUO Reports and Action Items
 - 11) Member Reports
 - B. Miscellaneous
8. Public Speakers
9. Executive Session
10. Adjourn



Board of Municipal Utilities
Work Session Minutes
May 15, 2018
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 6:05 PM.

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

Also present: CUE Danielson, CUO Munro, Outreach Specialist Arnold (arrived at 6:15 PM), Councilmember Fenderbosch and Mayor Zilka. Lamalani Siverts and Banafsheh Khakipoor arrived at 6:10 PM. Resident Nathan Nichols and his son arrived at 6:30 PM.

Excused: Mr. Phillips

Miscellaneous

The arrival of our biomimicry presenters was delayed by a traffic jam resulting from an accident blocking their route, the Chairman asked about the draft budget performance reporting included in the Board packet. He requested staff make sure the organization is budgeting appropriately, which he believes should be a realistic snapshot of what staff expects to need to spend in the upcoming year. He indicated in reviewing budget reports, Board members would be most interested in "exceptions," and staff should be able to explain the exceptions.

Biomimicry Program Update

With the arrival of Lamalani Siverts and Banafsheh (Bana) Khakipoor, the Chairman invited them to present their novel research. CUE Danielson provided a brief background, reminding members that in 2015, the Board supported a 5-year commitment to sponsor a student to complete a Ph.D. in biomimicry. Avon Lake Regional Water is the first utility sponsor of a student and will benefit from two students performing research in the area of harmful algal blooms. Lamalani Siverts, who has a marine biology background, re-introduced biomimicry to members with three examples. She mentioned how engineers looked to the kingfisher bird's head to help redesign the front of a bullet train to reduce drag and how the idea for Velcro was inspired by burrs. She also talked about how ants communicate to other ants using pheromones and bees use a waggle dance and how scientists are looking at those types of communication for potential application.

Lamalani then talked about her research. She presented a simplified Lake Erie food web and explained that warmer waters and nutrients in the lake give cyanobacteria a competitive advantage over other forms of algae. She then stated she would be looking at stable isotopes to track nutrients and carbon through the food web in order to hopefully identify better models to help predict harmful algal blooms.

Banafsheh Khakipoor, who has a computer science background, then spoke about using computers to perform deep learning to try to predict where harmful algal blooms and/or dead zones may develop. She also intends to look at Water Filtration Plant operational data to see if deep learning can help optimize treatment based upon raw water quality data.

Both Lamalani and Bana just completed their third year of the program and are about to begin their research efforts in earnest. The Chairman indicated the Board wants to assure their research continues, as necessary (even past the next two years), in order to assure that the utility realize success with its endeavors.

Adjourn

Following conclusion of the biomimicry discussion the Chairman adjourned the meeting at 7:02 PM.

Ayes: Abram, Dzwonczyk, Rush, and Schnabel

Nays: None

Motion carried.

Approved June 05, 2018

John Dzwonczyk, Chairman

Todd A. Danielson, Clerk

Board of Municipal Utilities
Meeting Minutes
May 15, 2018
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 7:10 PM.

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

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

Excused: Mr. Phillips

Approve Minutes

Chairman Dzwonczyk presented the minutes of the May 1, 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

The CUE received a letter addressed to the Board from a customer with questions regarding the \$1,000 lateral separation loan credit. The CUE will respond to the letter on the Board's behalf.

Expenditures

Following review of expenses dated May 15, 2018, for funds and amounts as follows, Mr. Abram moved, Mr. Rush seconded, that all be approved and paid per budget:

Water Fund 701	\$	368,494.23
Wastewater Fund 721	\$	213,468.87
MOR Fund 703	\$	176,469.56
MOR Fund 762	\$	321,079.92
LORCO Fund 749	\$	17,996.74
Lateral Loan Fund 765	\$	3,500.00
Water Construction Fund 724	\$	111,522.00

Ayes: Abram, Dzwonczyk, Schnabel and Rush

Nays: None

Motion carried.

October 2018 Board Meeting

Per the CUE's meeting write-up and this evening's discussion, Mr. Rush moved, Mr. Abram seconded to reschedule the October 2 to October 9, 2018 at 6:30 PM.

Ayes: Abram, Dzwonczyk, Schnabel and Rush

Nays: None

Motion carried.

Project Updates

Curtis Area Sanitary Sewer Rehabilitation Project: Letters went out to Curtis Drive residents on Monday, May 14, to inform them of the project start, project work, and estimated completion. Staff is working through the contracting process now. The Contractor may begin as early as Monday, May 21 or 28, depending upon crew availability.

Elyria Interconnect: Staff is working through the contracting process. Once complete, a Notice to Proceed can be issued.

Wastewater Plant: The old headworks' sewers have been permanently closed. The last of the concrete drive was poured Friday. Screw press start-up continues next week. Primary #3 is still under construction and will be complete this week. Sidewalks and fences are being installed on site.

Lateral Updates

The lateral separation program continues to progress. As of May 10, 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, 2,865 (94%) have responded (up 8 since 4/27/18, an average of 4/wk). Of the 2,865, 2,311 either have come into compliance or were already in compliances (>8 confirmed each week) and 554 either have problems or are believed to have problems. By extrapolation, approximately 675 (554 + ~67% of homes not inspected) may need to do some work to come into compliance.

As of May 10, 2018, 68 of the homeowners with the 11/30/18 deadline have yet to respond and have their free inspection (down 6, ~3/wk). It is anticipated, approximately 275 need to do some work to comply by 11/30/18 (~9/wk).

The total executed Lateral Loan Program agreements are now at 283 (up 2 since April 27, 2018), with \$985,798 committed and \$575,040 paid to contractors so far. The average loan request is for approximately \$3,425.

In the last two months, five different contractors have been paid through the lateral loan program. Though there are other contractors in the program, they have not done much work lately. In speaking with Customer Service staff, two additional contractors have been approved to perform lateral separations and be paid through the loan program.

Because progress regarding inspections slowed, Avon Lake Regional Water placed door hangers recently and is preparing to knock on the doors of those whom have not responded to inspection requests.

Several members of Council have offered to assist Staff with door knocking to assist in reaching those whom have not responded. We are looking at a variety of methods to reach homeowners to reach a positive response.

Mr. Rush and Mrs. Fenderbosch attended the Sewer Committee meeting and provided information regarding the letter that will be sent out that explains the steps that need to be taken per ORC. The letter is in process of being written and will need to be approved by the Law Director.

CUE/CUO Report and Action Items

Below are answers to questions asked by members:

Lake Road depression – UUI is having Erie Paving re-level the depression on May 15.

Sewer backup at customer's house – Staff is working with UUI regarding the reimbursement, which will be reconciled with the next invoice.

Department of Energy Conference – This conference will be held in Cleveland August 21 – 23. CUE has reached out to offer a tour. They may be interested and will get back to us.

Banking fees - CUE talked with the Finance Director who will be reviewing all of the City's banking needs and will get pricing from all of the banks located in Avon Lake.

Continuous Improvement – Staff met in groups this week and created several process maps, and the leadership team continued with its "Leading Change" training. The CUE and CUO will have more information on our efforts at the next meeting.

Chairman/Committee/Member Reports

Mr. Abram presented a report on LORCO after meeting with the Director. Developer Ron Palmer is in the process of planning to construct 150 additional houses at his Mallard's Edge Subdivision in Eaton Township.

LORCO is working with the City of Elyria on a proposed FPA (Facilities Planning Area) transfer from Elyria to LORCO in Carlisle Township. After the proposed transfer is finalized, it will be sent to NOACA for final approval.

Mr. Rush informed the Members that the HR committee will not consider a pay raise for the Board in 2019 and that Fire Chief Huerner will retire in early 2019.

Mr. Rush and other members are invited to a Safety Committee meeting on May 23. Mrs. Fenderbosch reviewed the agenda.

Miscellaneous

Mrs. Schnabel reminded the Board that next week is Bike to School week. We should remind contractors and our employees to watch for the children.

Chairman Dzwonczyk asked about the collection from Kopf on tap fees. The CUE reported that a meeting is scheduled to discuss this issue. The Law Director has been asked to give a report on this issue at the next Board meeting.

Executive Session

Mr. Rush moved, Mr. Abram seconded, to meet in Executive Session as authorized by ORC 121.22 to discuss legal matters and to include the CUE, CUO and Community Outreach Specialist.

Ayes (per roll call): Abram, Dzwonczyk, Rush, Schnabel
Nays: None
Motion carried.

The Board reconvened at 8:46 PM.

Adjourn

As there was no further business, Mr. Abram moved, Mr. Rush seconded, that the meeting adjourn at 8:46 PM.

Ayes: Abram, Dzwonczyk, Rush, and Schnabel
Nays: None
Motion carried.

Approved June 05, 2018

John Dzwonczyk, Chairman

Todd A. Danielson, Clerk

**Avon Lake Regional Water
WATER FUND 701 EXPENSES**

June 5, 2018

Name	Amount	Memo	Account
1 Water Employees	\$ 83,532.64	Salaries P/R #11.043018-051318	701.180.000-51102-Salaries
2 Water Employees	\$ 3,152.46	Part Time P/R #11.043018-051318	701.180.000-51105-PartTime
3 Board of Municipal Utilities	\$ 1,541.67	Board Salaries - May 2018	701.180.000-51105-PartTime
4 Water Employees	\$ 2,920.31	OT-Plant P/R #11.043018-051318	701.180.000-51106.101-OT Plant
5 Water Employees	\$ 2,290.22	OT-Admin P/R #11.043018-051318	701.180.000-51106.103-OT Admin
6 Water Employees	\$ 1,230.60	OT-Office P/R #11.043018-051318	701.180.000-51106.105-OT-Office
7 Medical Mutual	\$ 30,581.80	Medical Mutual - June 2018	701.180.000-52203-Hospital
8 Medical Mutual	\$ 128.05	Medical Mutual Payment 05/15/18	701.180.000-52203-Hospital
9 Medical Mutual	\$ 763.37	HRA Payment-Week Ending 05/11/18	701.180.000-52203-Hospital
10 Medical Mutual	\$ 4,350.26	HRA Payment-Week Ending 05/18/18	701.180.000-52203-Hospital
11 Medical Mutual	\$ 1,246.11	Medical Mutual Pmt 05/18/18	701.180.000-52203-Hospital
12 Medical Mutual	\$ 1,072.20	Med Mutual Opt-Out P/R #11.051318	701.180.000-52203-Hospital
13 Medical Mutual	\$ (552.84)	Med Mut Emp Contrib P/R #11.051318	701.180.000-52203-Hospital
14 Lincoln National Insurance	\$ 188.21	Life Insurance - June 2018	701.180.000-52204 Group Life
15 PERS	\$ 37,793.40	PERS - April 2018 Wages	701.180.000-52209-OPERS
16 Medicare	\$ 1,253.93	Medicare for P/R #11.051318 Wages	701.180.000-52212-Medicare
17 Brass, Mike	\$ 10.00	1 Employee Meal Allowance-LS	701.180.000-52227-Meal Allow
18 Lulfs, Robert	\$ 20.00	2 Employee Meal Allowances-LS	701.180.000-52227-Meal Allow
19 Brass, Mike	\$ 10.00	1 Employee Meal Allowance-LS	701.180.000-52227-Meal Allow
20 Lulfs, Robert	\$ 10.00	1 Employee Meal Allowance-LS	701.180.000-52227-Meal Allow
21 Simon, Bill	\$ 10.00	1 Employee Meal Allowance-LS	701.180.000-52227-Meal Allow
22 Caruso, George	\$ 30.00	3 Employee Meal Allowances-LS	701.180.000-52227-Meal Allow
23 Lorain Co. Community College	\$ 2,172.00	1/2-Continuous Improve.Training-RKM	701.180.000-53500-Edu/Training
24 Sandstone EHS Services, LLC.	\$ 175.00	1/2-Safety Training-GY	701.180.000-53500-Edu/Training
25 MailFinance	\$ 243.16	1/2-Qtly Meter Chgs.061118-091018-RKM	701.180.000-53602-Office Supply
26 NationalOffice	\$ 365.00	Executive Chair for R.Munro-RKM	701.180.000-53602-Office Supply
27 Neofunds by Neopost	\$ 500.00	1/2-Postage for Meter-RKM	701.180.000-53602-Office Supply
28 W.B.Mason Co., Inc.	\$ 72.46	1/2-Office Supplies-LS	701.180.000-53602-Office Supply
29 Link Computer Corp.	\$ 2,026.10	MuniLink Billing for June 2018-RKM	701.180.000-53602-Office Supply
30 NationalOffice	\$ 1,007.01	1/2-Workspace Furniture-RKM	701.180.000-53602-Office Supply
31 Fuelman	\$ 813.83	1/2-Fuel for Vehicles.050718-052018-LS	701.180.000-53604-Gasoline/Oil
32 Huntington National Bank	\$ 39.14	Fuel for Vehicle-RRE	701.180.000-53604-Gasoline/Oil
33 Huntington National Bank	\$ 39.37	Fuel for Vehicle-GY	701.180.000-53604-Gasoline/Oil
34 Great Lakes Petroleum	\$ 1,282.71	1/2-841.6 Gals. Diesel Fuel-RK	701.180.000-53604-Gasoline/Oil
35 BNR, Inc.	\$ 11,737.61	Equipment Maintenance-GY	701.180.000-53607-Equip Maint
36 Applied Specialties, Inc.	\$ 2,870.40	Polymer for Water Plant-GY	701.180.000-53611-Op.Supplies
37 USALCO	\$ 13,566.45	99.17 Tons Alum-GY	701.180.000-53611-Op.Supplies
38 Jones Chemicals Inc.	\$ 3,600.00	6 Tons Chlorine-GY	701.180.000-53611-Op.Supplies
39 ABC Equipment	\$ 63.06	1/2-Maintenance Supplies-RK	701.180.000-53612.001-Plants
40 Grainger	\$ 270.93	Maintenance Supplies-GY	701.180.000-53612.001-Plants
41 Indy Equipment	\$ 123.08	1/2-Maintenance Supplies-RK	701.180.000-53612.001-Plants
42 Mars Electric Co.	\$ 3,627.40	1/2-Maintenance Supplies-RK	701.180.000-53612.001-Plants
43 Rex Pipe and Supply Co.	\$ 10.00	Maintenance Supplies-GY	701.180.000-53612.001-Plants
44 Roberts Surveying Supplies	\$ 883.03	1/2-Maintenance Supplies-JRG	701.180.000-53612.001-Plants
45 Home Depot Credit Services	\$ 156.53	1/2-Maintenance Supplies-SB	701.180.000-53612.001-Plants
46 Rock Pile	\$ 595.94	Yard Repair Materials-RK	701.180.000-53612.002-Lines
47 Westview Concrete Corp.	\$ 1,047.30	Concrete Repairs-RK	701.180.000-53612.004-Other
48 SiteOne Landscape Supply	\$ 329.23	Yard Repair Mat'l(GrassSeed, Mulch)-RK	701.180.000-53612.004-Other
49 Alloway	\$ 1,380.00	Lab Anaylsis-GY	701.180.000-53613-Lab Supplies
50 Hach Company	\$ 3,974.41	Lab Supplies-GY	701.180.000-53613-Lab Supplies
51 U.S. Bank Equipment Finance	\$ 367.78	1/2-Lease Pmt Ricoh Copiers.051218-061218-RKM	701.180.000-53701.001-Leases
52 Engie Resources	\$ 2,717.18	Engie Mo.Energy Charges.May 2018-RKM	701.180.000-53701.002-Other
53 Huntington National Bank	\$ 111.40	1/2-Food&Beverages for Meetings-TAD	701.180.000-53701.002-Other

**Avon Lake Regional Water
WATER FUND 701 EXPENSES**

June 5, 2018

54	Huntington National Bank	\$	44.50	1/2-Meeting Registration, Computer Supplies-RRE	701.180.000-53701.002-Other
55	Huntington National Bank	\$	287.30	1/2-Op. Certification Renewal, Camera-JRG	701.180.000-53701.002-Other
56	Huntington National Bank	\$	14.93	1/2-Stamp-RK	701.180.000-53701.002-Other
57	Huntington National Bank	\$	2,193.22	1/2-Food, Beverages, Parking, Airline, WEF Reg-RKM	701.180.000-53701.002-Other
58	Huntington National Bank	\$	191.09	Lunch Mtgs, Turnpike Fees-GY	701.180.000-53701.002-Other
59	4imprint, Inc.	\$	474.00	1/2-Sports Water Bottles-CMA	701.180.000-53701.002-Other
60	American Water Works Assn.	\$	192.00	AWWA Membership-R.Kimevski.080118-073118-LS	701.180.000-53701.002-Other
61	Area Temps	\$	1,200.00	Temp. Office Help-Week Ending 050618-RKM	701.180.000-53701.002-Other
62	Area Temps	\$	1,200.00	Temp. Office Help-Week Ending 051318-RKM	701.180.000-53701.002-Other
63	Flexim Americas Corporation	\$	987.25	Calibrate/Test Meters @WA Plant-RK	701.180.000-53701.002-Other
64	Novotny Catering	\$	316.25	1/2-Annual Employee Breakfast-RKM	701.180.000-53701.002-Other
65	Pro Oncall Technologies	\$	80.00	1/2-Telephone Service@201 Miller-RKM	701.180.000-53701.002-Other
66	Pro Oncall Technologies	\$	160.00	Telephone Service@Water Plant-GY	701.180.000-53701.002-Other
67	Sonesta ES Suites Westlake	\$	875.00	1/2-Housing Allowance for R.Munro-TAD	701.180.000-53701.002-Other
68	Area Temps	\$	1,200.00	Temp Office Help-Week Ending 052018-RKM	701.180.000-53701.002-Other
69	Columbia Gas of Ohio	\$	589.11	GasSvc@Wa Plant.041918-051818-GY	701.180.000-53702.001-Plants
70	Columbia Gas of Ohio	\$	28.71	GasSvc@WTP Lab.041918-051818-GY	701.180.000-53702.002-Bldgs
71	Columbia Gas of Ohio	\$	197.80	GasSvc@WTP Garage.041918-051818-GY	701.180.000-53702.002-Bldgs
72	Columbia Gas of Ohio	\$	42.54	GasSvc@WTP Aux.041918-051818-GY	701.180.000-53702.002-Bldgs
73	Columbia Gas of Ohio	\$	28.20	GasSvc@SIP Bldg.041918-051818-GY	701.180.000-53702.002-Bldgs
74	Engie Resources	\$	9,388.96	Electric Svc@SIP Bldg.041118-050918-GY	701.180.000-53703.002-Bldgs
75	Engie Resources	\$	450.59	Elect Svc@SIP P.S.041118-050918-GY	701.180.000-53703.002-Bldgs
76	Illuminating Company	\$	5,984.24	Elect@SIP Bldg.041118-050918-GY	701.180.000-53703.002-Bldgs
77	Illuminating Company	\$	528.52	Elect@SIP P.S.041118-050918-GY	701.180.000-53703.002-Bldgs
78	Illuminating Company	\$	3,003.99	Elect@33660 Walker.041318-051118-GY	701.180.000-53703.002-Bldgs
79	Illuminating Company	\$	610.08	Elect@201 Miller.041118-051018-RKM	701.180.000-53703.002-Bldgs
80	Spectrum Business	\$	135.00	1/2-Internet Svc@201 Miller.051418-061318-RKM	701.180.000-53705-Communication
81	Fisher Auto Parts, Inc.	\$	41.86	1/2-Misc Truck Parts-RK	701.180.000-53707-Mobile Maint
82	Gross Plumbing Inc.	\$	137.50	1/2-Annual Fire Sprinkler Inspection-RK	701.180.000-53708-Bldg Maint
83	Lighting Supply Company	\$	446.71	Building Maintenance (Lighting Supplies)-GY	701.180.000-53708-Bldg Maint
84	Speed Exterminating Co.	\$	30.00	1/2-Exterminating Svc@201 Miller-May 2018-RKM	701.180.000-53708-Bldg Maint
85	Burgess & Niple	\$	973.00	Prof.Svc-W.Ridge Booster Sta.031418-042818-RKM	701.180.000-53806-Eng. Fees
86	Abram, Anthony	\$	35.00	Reimbursement-2017 Financial Disclosure Fee-RKM	701.180.000-53901-Refunds
87	Danielson, Todd	\$	70.85	1/2-Reimbursement for Mileage-RKM	701.180.000-53901-Refunds
88	Water Debt Service Fund	\$	176,205.41	Trsf Funds for OWDA Loan #4001 Pmt-RKM	701.180.000-59704-Trsf Debt Svc
89	Water Debt Service Fund	\$	122,524.47	Trsf Funds for OWDA Loan #6454 Pmt-RKM	701.180.000-59704-Trsf Debt Svc
90	Water Debt Service Fund	\$	855,857.29	Trsf Funds for OWDA Loan #7048 Pmt-RKM	701.180.000-59704-Trsf Debt Svc
91	Water Debt Service Fund	\$	35,447.00	Trsf Funds for OWDA Loan #7240 Pmt-RKM	701.180.000-59704-Trsf Debt Svc
			\$ 1,449,922.27		

Avon Lake Regional Water
WASTEWATER FUND 721 EXPENSES

June 5, 2018

Name	Amount	Memo	Account
1 Wastewater Employees	\$ 41,158.90	Salaries P/R #11.043018-051318	721.190.000-51102-Salaries
2 Wastewater Employees	\$ 5,168.00	Part Time P/R #11.043018-051318	721.190.000-51105-PartTime
3 Board of Municipal Utilities	\$ 1,541.66	Board Salaries - May 2018	721.190.000-51105-PartTime
4 Wastewater Employees	\$ 2,631.25	OT-Plant P/R #11.043018-051318	721.190.000-51106.101-OT Plant
5 Wastewater Employees	\$ 1,535.91	OT-Distrib P/R #11.043018-051318	721.190.000-51106.102-OT Distr
6 Wastewater Employees	\$ 1,524.60	OT-Admin P/R #11.043018-051318	721.190.000-51106.103-OT Admin
7 Wastewater Employees	\$ 209.63	OT-Const P/R #11.043018-051318	721.190.000-51106.104-OT Constr
8 Medical Mutual	\$ 19,023.93	Medical Mutual - June 2018	721.190.000-52203-Hospital
9 Medical Mutual	\$ 169.99	Medical Mutual Payment 05/15/18	721.190.000-52203-Hospital
10 Medical Mutual	\$ 2,736.15	HRA Payment-Week Ending 05/11/18	721.190.000-52203-Hospital
11 Medical Mutual	\$ 739.03	HRA Payment-Week Ending 05/18/18	721.190.000-52203-Hospital
12 Medical Mutual	\$ 1,072.20	Med Mutual Opt-Out P/R #11.051318	721.190.000-52203-Hospital
13 Medical Mutual	\$ (207.26)	Med Mut Emp Contrib P/R #11.051318	721.190.000-52203-Hospital
14 PERS	\$ 20,403.92	PERS - April 2018 Wages	721.190.000-52203-Hospital
15 Lincoln National Insurance	\$ 158.48	Life Insurance - June 2018	721.190.000-52204-Group Life
16 Medicare	\$ 776.65	Medicare for P/R #11.051318 Wages	721.190.000-52212-Medicare
17 GVS Safety Supplies, Inc.	\$ 60.00	Safety Glasses-SB	721.190.000-52226-Clothing
18 Fischer, Will	\$ 20.00	2 Employee Meal Allowances-LS	721.190.000-52227-Meal Allow
19 Sadowski, Dale	\$ 10.00	1 Employee Meal Allowance-LS	721.190.000-52227-Meal Allow
20 Spinks, Joshua	\$ 10.00	1 Employee Meal Allowance-LS	721.190.000-52227-Meal Allow
21 Dillon, Timothy	\$ 10.00	1 Employee Meal Allowance-LS	721.190.000-52227-Meal Allow
22 Fischer, Will	\$ 20.00	2 Employee Meal Allowances-LS	721.190.000-52227-Meal Allow
23 Spinks, Joshua	\$ 10.00	1 Employee Meal Allowance-LS	721.190.000-52227-Meal Allow
24 Lorain County Community College	\$ 2,172.00	1/2-Continuous Improve.Training-Part 2-RKM	721.190.000-53500-Training
25 Sandstone EHS Services, LLC.	\$ 175.00	1/2-Safety Training-GY	721.190.000-53500-Training
26 MailFinance	\$ 243.16	1/2-Quarterly Meter Charges.061118-091018-RKM	721.190.000-53602-Office Supply
27 NationalOffice	\$ 365.00	Executive Chair for R.Kasten-RK	721.190.000-53602-Office Supply
28 Neofunds by Neopost	\$ 500.00	1/2-Postage for Meter-RKM	721.190.000-53602-Office Supply
29 W.B.Mason Co., Inc.	\$ 72.46	1/2-Office Supplies-LS	721.190.000-53602-Office Supply
30 Link Computer Corp.	\$ 675.37	MuniLink Billing for June 2018-RKM	721.190.000-53602-Office Supply
31 NationalOffice	\$ 1,007.00	1/2-Workspace Furniture for R.Munro's Office-RKM	721.190.000-53602-Office Supply
32 Fuelman	\$ 813.84	1/2-Fuel for Vehicles.050718-052018-LS	721.190.000-53604-Gasoline/Oil
33 Great Lakes Petroleum	\$ 1,282.70	1/2-841.6 Gals. Diesel Fuel-RK	721.190.000-53604-Gasoline/Oil
34 Rawdon Myers, Inc.	\$ 2,372.00	Equipment Maintenance (Machine Dr.Couplings)-SB	721.190.000-53607-Equip Maint
35 Polydyne Inc.	\$ 4,968.00	Polymer for WPCC-SB	721.190.000-53611-Op.Supplies
36 Huntington National Bank	\$ 2,408.73	Maintenance Supplies-SB	721.190.000-53612.001-Plants
37 ABC Equipment	\$ 63.05	1/2-Maintenance Supplies-RK	721.190.000-53612.001-Plants
38 Goldstar Products Inc.	\$ 2,354.50	Maintenance Supplies (Disinfect Wipes)-SB	721.190.000-53612.001-Plants
39 Grainger	\$ 41.84	Maintenance Supplies-SB	721.190.000-53612.001-Plants
40 Indy Equipment	\$ 123.08	1/2-Maintenance Supplies-RK	721.190.000-53612.001-Plants
41 Mars Electric Co.	\$ 3,627.38	1/2-Maintenance Supplies-RK	721.190.000-53612.001-Plants
42 McMaster-Carr Supply	\$ 156.79	Maintenance Supplies-SB	721.190.000-53612.001-Plants
43 Newark Element 14	\$ 79.42	Maintenance Supplies-SB	721.190.000-53612.001-Plants
44 Roberts Surveying Supplies	\$ 883.03	1/2-Maintenance Supplies-JRG	721.190.000-53612.001-Plants
45 United Laboratories	\$ 7,552.06	Maintenance Supplies-SB	721.190.000-53612.001-Plants
46 Wm. T. Spaeder Co., Inc.	\$ 6,760.00	Expansion Joints-SB	721.190.000-53612.001-Plants
47 Home Depot Credit Services	\$ 156.53	1/2-Maintenance Supplies-SB	721.190.000-53612.001-Plants
48 Hach Company	\$ 183.35	Lab Supplies-SB	721.190.000-53613-Lab Supplies
49 Jones & Henry Laboratories	\$ 170.00	Mercury Testing-SB	721.190.000-53613-Lab Supplies
50 North Coast Environmental Labs	\$ 39.00	Lab Samples-SB	721.190.000-53613-Lab Supplies
51 U.S. Bank Equipment Finance	\$ 367.79	1/2-Lease Pmt-Ricoh Copiers.051218-061218-RKM	721.190.000-53701.001-Lease
52 Huntington National Bank	\$ 1,785.33	Hotel,Conference Res,ParkingFees-SB	721.190.000-53701.002-Other
53 Huntington National Bank	\$ 111.40	1/2-Food&Beverages for Meetings-TAD	721.190.000-53701.002-Other

**Avon Lake Regional Water
WASTEWATER FUND 721 EXPENSES**

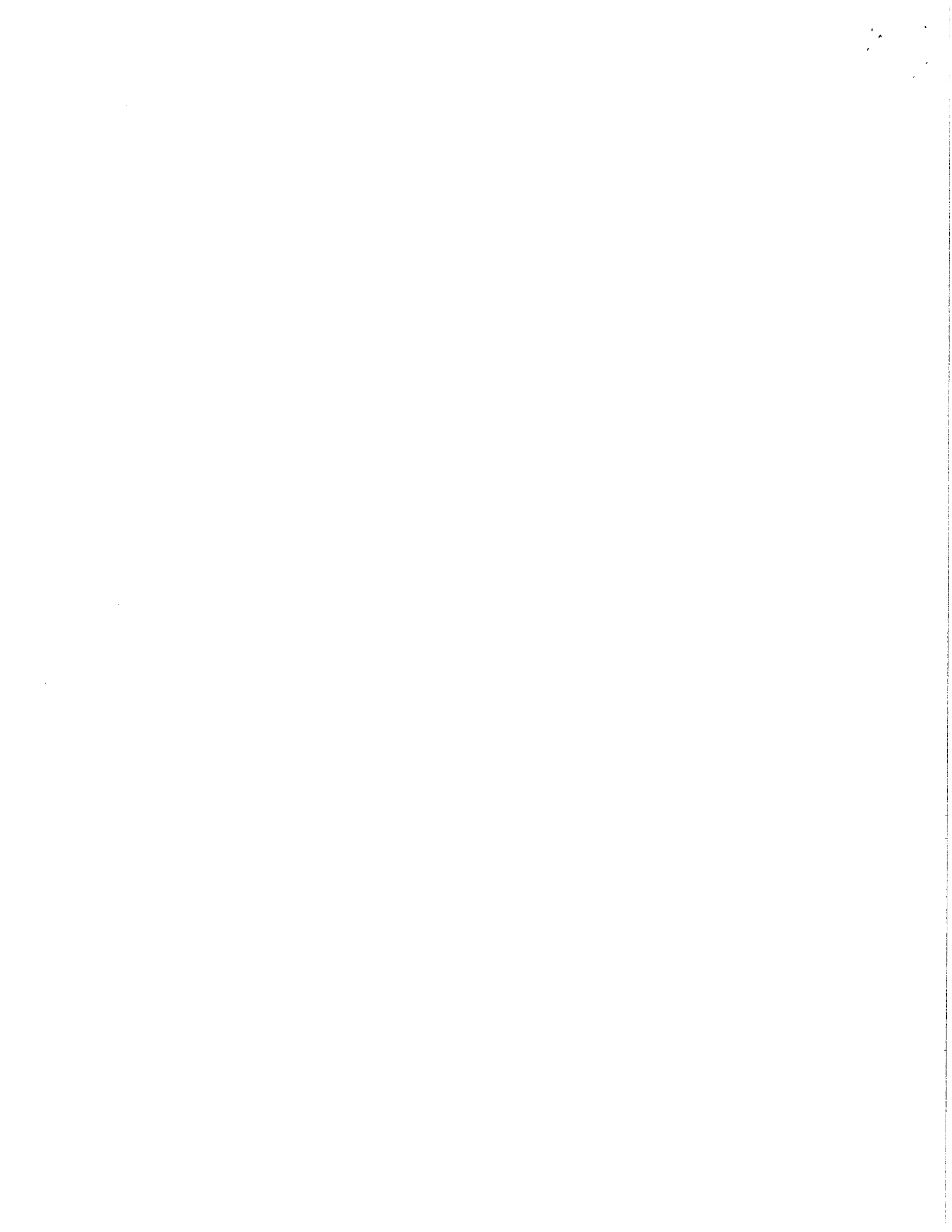
June 5, 2018

54	Huntington National Bank	\$	44.50	1/2-Meeting Registration,ComputerSupplies-RRE	721.190.000-53701.002-Other
55	Huntington National Bank	\$	287.30	1/2-Op.CertificationRenewal, Camera-JRG	721.190.000-53701.002-Other
56	Huntington National Bank	\$	14.92	1/2-Stamp-RK	721.190.000-53701.002-Other
57	Huntington National Bank	\$	2,193.22	1/2-Food,Beverages,Fees,Airline,WEF Reg-RKM	721.190.000-53701.002-Other
58	4imprint, Inc.	\$	474.00	1/2-Sports Water Bottles-CMA	721.190.000-53701.002-Other
59	Novotny Catering	\$	316.25	1/2-Annual Employee Breakfast-RKM	721.190.000-53701.002-Other
60	Pro Oncall Technologies	\$	80.00	1/2-Telephone Service@201 Miller-RKM	721.190.000-53701.002-Other
61	Water Environment Federation	\$	1,685.00	WEF Company Membership.070118-063019-RKM	721.190.000-53701.002-Other
62	Williams Scotsman, Inc.	\$	141.60	Container Rental.052118-062018-SB	721.190.000-53701.002-Other
63	Sonesta ES Suites Westlake	\$	875.00	1/2-Housing Allowance for R.Munro-TAD	721.190.000-53701.002-Other
64	Republic Services	\$	34,558.13	Sludge Disposal-April 2018-SB	721.190.000-53701.007-Sludge
65	Columbia Gas of Ohio	\$	1,044.24	GasSvc@WPCC.032118-041918-SB	721.190.000-53702.001-Plants
66	Columbia Gas of Ohio	\$	28.20	GasSvc@32789 Lkae.041918-051818-RK	721.190.000-53702.003-PumpSta
67	Illuminating Company	\$	10,661.93	Elect@WPCC.041018-050818-SB	721.190.000-53703.001-Plants
68	Illuminating Company	\$	96.98	Elect@641Lear.040818-050718-RK	721.190.000-53703.003-PumpSta
69	Illuminating Company	\$	153.35	Elect@31900Lake.040718-050818-RK	721.190.000-53703.003-PumpSta
70	Illuminating Company	\$	3,889.22	Elect@32789Lake.041018-050818-RK	721.190.000-53703.003-PumpSta
71	Illuminating Company	\$	64.39	Elect@810AvonBelden.041218-051118-RK	721.190.000-53703.004-Other
72	Illuminating Company	\$	64.39	Elect@758Jaycox.040818-050718-RK	721.190.000-53703.004-Other
73	Spectrum Business	\$	134.99	1/2-Internet Svc@201Miller.051418-061318-RKM	721.190.000-53705-Communication
74	Fisher Auto Parts, Inc.	\$	41.87	1/2-Misc Truck Parts-RK	721.190.000-53707-Mobile Maint
75	Gross Plumbing Inc.	\$	137.50	1/2-Annual Fire Sprinkler Inspection-RK	721.190.000-53708-Bldg Maint
76	Speed Exterminating Company	\$	30.00	1/2-Exterminating Svc@201Miller-May 2018-RKM	721.190.000-53708-Bldg Maint
77	Tremco/WTI	\$	16,857.00	Tuckpointing/Sealing Roof@WPCC-SB	721.190.000-53708.001-BldgMaint
78	Danielson, Todd	\$	70.85	1/2-Reimbursement for Mileage-RKM	721.190.000-53901-Refunds
79	Sewer Debt Service/Reserve Fund	\$	25,711.39	Trsf Funds for 2012 Bond Payment-TAD	721.190.000-59708-Trsf to SDR
80	Sewer Debt Service/Reserve Fund	\$	26,819.90	Trsf Funds for OWDA Loan #3139 Pmt-RKM	721.190.000-59708-Trsf to SDR
81	Sewer Debt Service/Reserve Fund	\$	49,566.99	Trsf Funds for OWDA Loan #4889 Pmt-RKM	721.190.000-59708-Trsf to SDR
82	Sewer Debt Service/Reserve Fund	\$	72,662.21	Trsf Funds for OWDA Loan #5590 Pmt-RKM	721.190.000-59708-Trsf to SDR
83	Sewer Debt Service/Reserve Fund	\$	16,916.82	Trsf Funds for OWDA Loan #7239 Pmt-RKM	721.190.000-59708-Trsf to SDR
84	Sewer Debt Service/Reserve Fund	\$	61,017.17	Trsf Funds for OWDA Loan #7240 Pmt-RKM	721.190.000-59708-Trsf to SDR
			\$ 466,932.16		

**Avon Lake Regional Water
MOR FUND 703 EXPENSES**

June 5, 2018

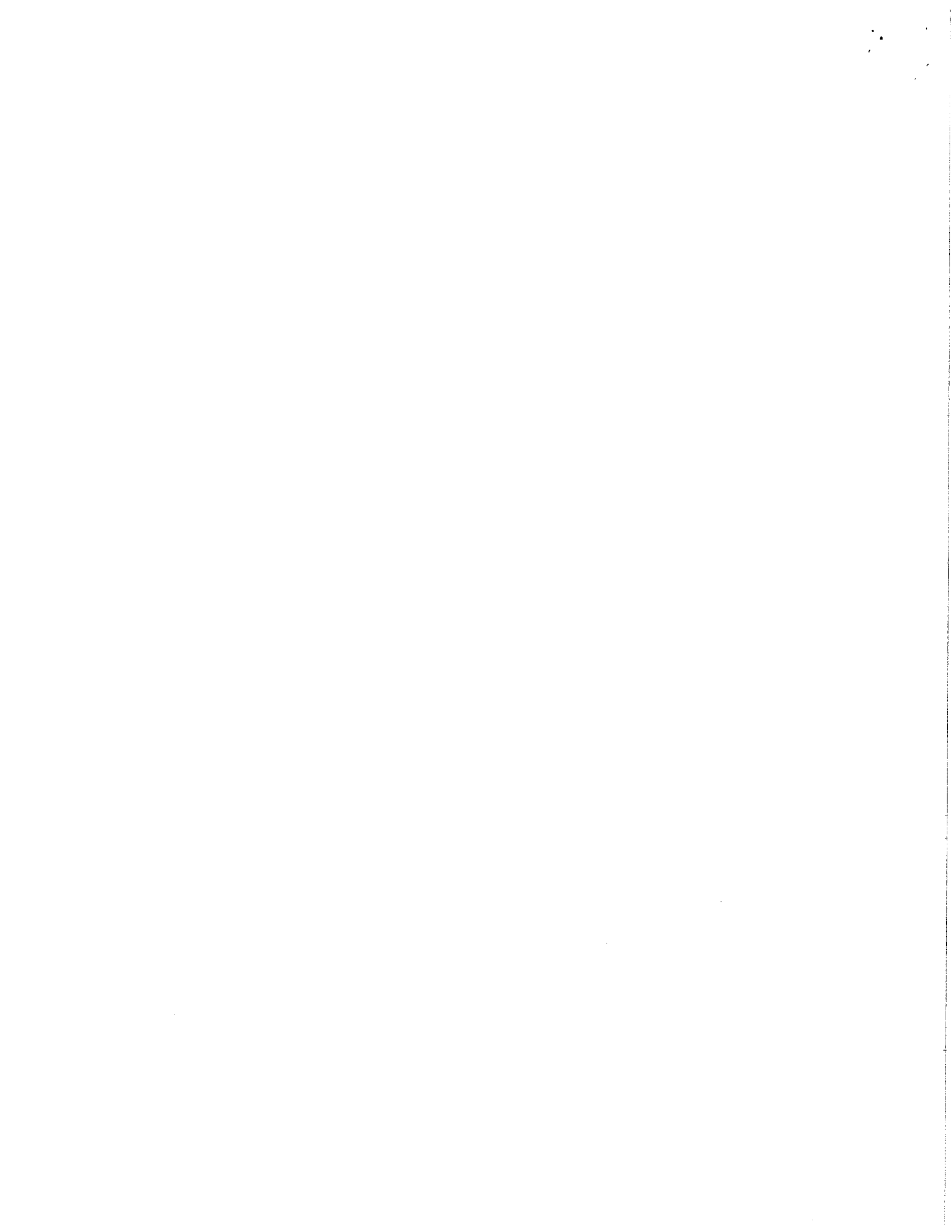
Name	Amount	Memo	Account
1 Kendera Enterprises, Inc.	\$ 1,225.00	Water Main Repair Work on ETL1-RK	703.180.000-53612.002-Lines
2 DRV Inc.	\$ 344.32	Fan Filters for ETL1 Pump Station-GY	703.180.000-53612.003-PumpSta
3 Avon Lake Regional Water	\$ 1,989.03	ELT1 Op.Charges.040118-043018-RKM	703.180.000-53701.002
4 Flexim Americas Corporation	\$ 1,645.42	Calibrate/Test ETL1 Meters-RK	703.180.000-53701.002
5 Operator Training Committee of OH	\$ 3,080.00	ALRW GIS/GPS Service-JRG	703.180.000-53701.002
6 Illuminating Company	\$ 11,123.86	Elect@ETL1 Moore P.S.041218-051018-RKM	703.180.000-53703.003-Electric
7 Ohio Edison	\$ 66.85	Elect@Lear/Chestnut.040718-050518-RKM	703.180.000-53703.004-Electric
8 Ohio Edison	\$ 59.00	Elect@Lear/Mills.041018-050818-RKM	703.180.000-53703.004-Electric
9 Ohio Edison	\$ 59.01	Elect@Lear/US20.040718-050718-RKM	703.180.000-53703.004-Electric
10 DRV Inc.	\$ 125,450.00	ETL1 Booster Station Upgrades-TAD	703.180.000-55001
	<u>\$ 145,042.49</u>		



Avon Lake Regional Water
MOR FUND 762 EXPENSES

June 5, 2018

Name	Amount	Memo	Account
1 W.W.Williams	\$ 260.69	Annual Inspect/Repair Island Generator-GY	762.180.000-53612.003-Pump Sta
2 Avon Lake Regional Water	\$ 2,289.94	ETL1 Op.Charges.040118-043018-RKM	762.180.000-53701.002-Contr Svc
3 Flexim Americas Corporation	\$ 3,949.02	Calibrate/Test ETL2 Meters-RK	762.180.000-53701.002-Contr Svc
4 Operator Training Committee of OH	\$ 3,080.00	ALRW GIS/GPS Services-JRG	762.180.000-53701.002-Contr Svc
5 Illuminating Company	\$ 3,359.70	Elect@ELT2 Moore P.S.041218-051018-RKM	762.180.000-53703.003-PumpSta
6 Ohio Edison	\$ 59.79	Elect@37980Barres.040818-050818-RKM	762.180.000-53703.004-Other
7 Illuminating Company	\$ 110.91	Elect@Detroit PRV.041318-051118-RKM	762.180.000-53703.004-Other
	<u>\$ 13,110.05</u>		



**Avon Lake Regional Water
LORCO FUND 749 EXPENSES**

June 5, 2018

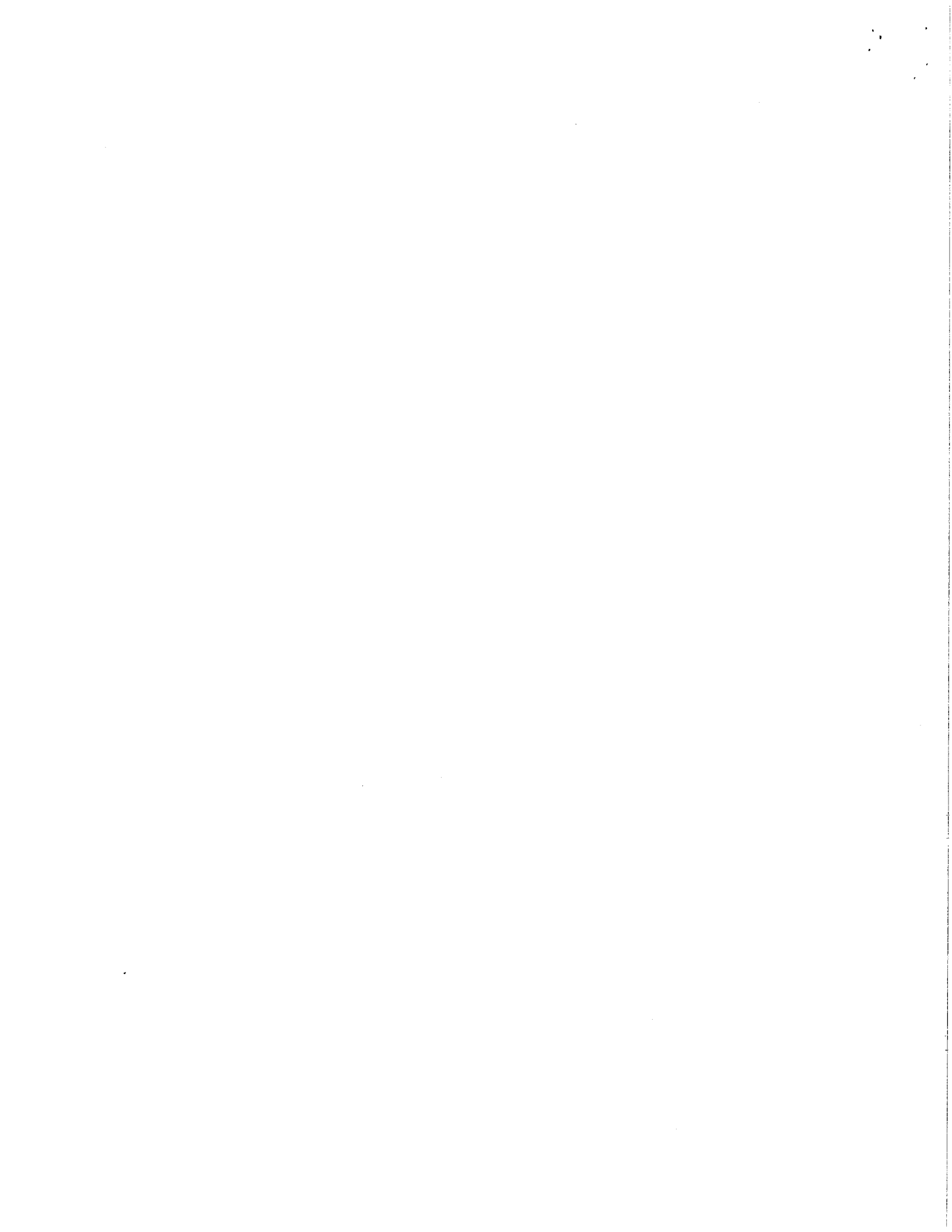
Name	Amount	Memo	Account
1 Operator Training Committee of OH	\$ 3,080.00	ALRW GIS/GPS Services-JRG	749.190.000-53701.002-Other
2 Ohio Edison	\$ 544.45	Elect@9845AvonBelden.040618-050418-RKM	749.190.000-53703.001-Plants
3 Illuminating Company	\$ 64.39	Elect@33678 Walker.041318-051118-RKM	749.190.000-53703.002-Bldgs
4 Ohio Edison	\$ 101.61	ElectSvc@10301Reed.040618-050418-RKM	749.190.000-53703.003-PumpSta
5 RLCWA	\$ 51.72	Water Used@TriPlex.040218-050718-RKM	749.190.000-53754-Water Used
6 RLCWA	\$ 85.32	Wate Used@FourPlex.040218-050318-RKM	749.190.000-53754-Water Used
7 Link Computer Corp.	\$ 300.16	MuniLink Billing for June 2018-RKM	749.190.000-53760-Billing Exp
8 SmartBill	\$ 116.00	LORCO Insert for June Billing-RKM	749.190.000-53760-Billing Exp
9 Sewer Debt Service/Reserve Fund	\$ 273,979.01	Trsf Funds-OWDA Loan #5164 Pmt-RKM	749.190.000-59706-Trsf to SDSR
10 Sewer Debt Service/Reserve Fund	\$ 549,998.07	Trsf Funds-OWDA Loan #5241 Pmt-RKM	749.190.000-59706-Trsf to SDSR
11 Sewer Debt Service/Reserve Fund	\$ 8,103.54	Trsf Funds-OWDA Loan #7120 Pmt-RKM	749.190.000-59706-Trsf to SDSR
	<u>\$ 836,424.27</u>		



Avon Lake Regional Water
LATERAL LOAN FUND 765 EXPENSES

June 5, 2018

<u>Name</u>	<u>Amount</u>	<u>Memo</u>	<u>Account</u>
1 Concrete & More, Inc.	\$ 4,000.00	Lateral Loan Program-130 Norman-RKM	765.190.000-53701-ContractorPmt
2 Concrete & More, Inc.	\$ 3,800.00	Lateral Loan Program-242 Fairfield-RKM	765.190.000-53701-ContractorPmt
3 Concrete & More, Inc.	\$ 4,000.00	Lateral Loan Program-32633 Belle-RKM	765.190.000-53701-ContractorPmt
4 Heczko Construction	\$ 4,000.00	Lateral Loan Program-156 Lear-RKM	765.190.000-53701-ContractorPmt
	<u>\$ 15,800.00</u>		

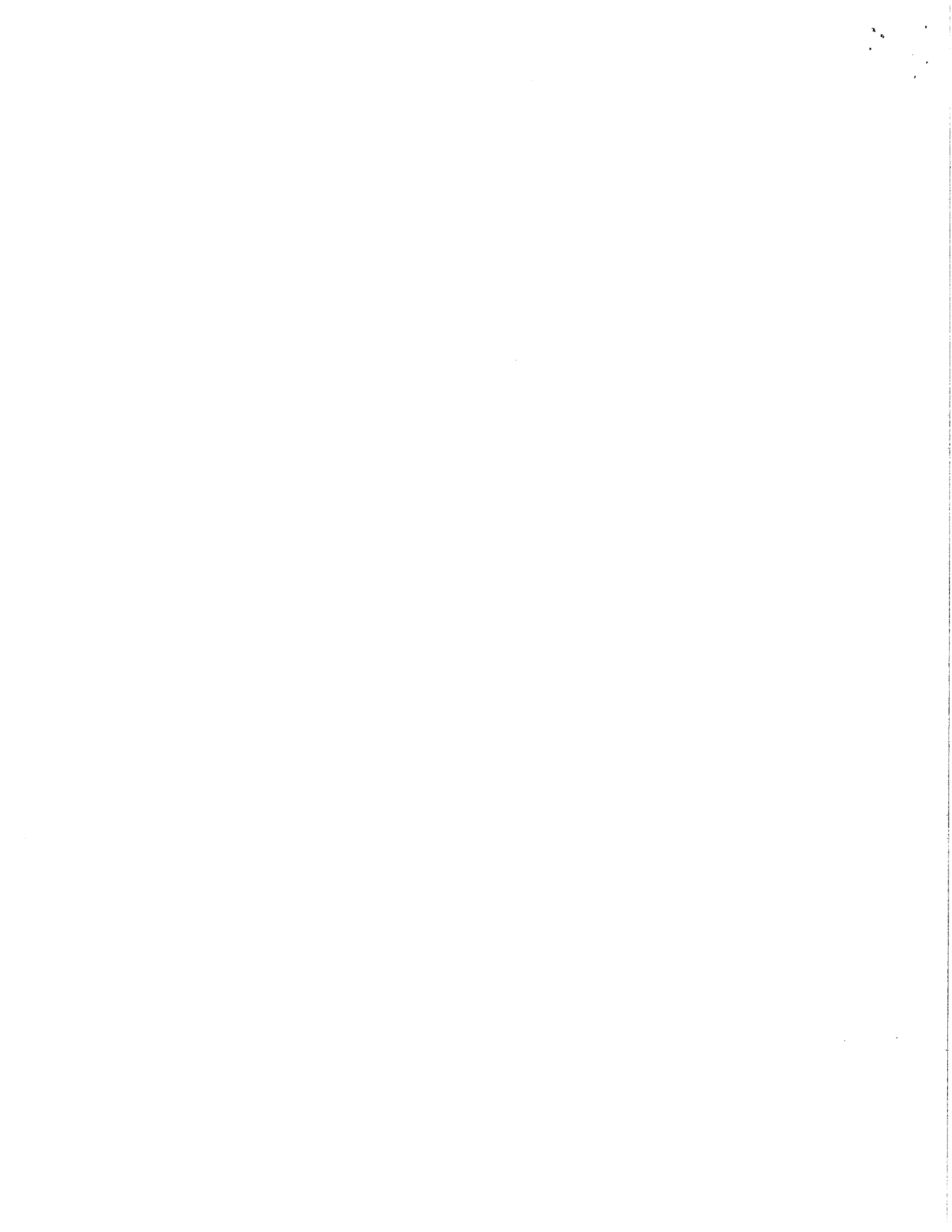


05/30/18

Avon Lake Regional Water
WATERWORKS CONSTRUCTION FUND 704 EXPENSES

June 5, 2018

<u>Name</u>	<u>Amount</u>	<u>Memo</u>	<u>Account</u>
1 Underground Utilities Inc.	\$ 40,600.00	Pmt #6-Stop 45 Pjt(OWDA Loan #7837)-RKM	704.180.000-55007-Cap Lines
	<u>\$ 40,600.00</u>		



Avon Lake Regional Water
WASTEWATER CONSTRUCTION FUND 724 EXPENSES

June 5, 2018

Name	Amount	Memo	Account
1 Underground Utilities Inc.	\$ 703,525.30	Pmt.#6-Stop 45 Pjt(OWDA Loan #7837)-RKM	724.190.000-55006-Cap.San.Sewer
2 Sewer Debt Service/Reserve Fund	\$ 56,592.37	Trsf Funds-OWDA Loan #4930 Pmt-RKM	724.190.000-59708-Trsf to SDSR
3 Sewer Debt Service/Reserve Fund	\$ 92,730.68	Trsf Funds-OWDa Loan #6456 Pmt-RKM	724.190.000-59708-Trsf to SDSR
	<u>\$ 852,848.35</u>		

Avon Lake Regional Water
TRUNK SANITARY SEWER FUND 725 EXPENSES

June 5, 2018

Name	Amount	Memo	Account
1 Sewer Debt Service/Reserve Fund	\$ 966.03	Trsf Funds for 2012 Bond Pmt-TAD	FUND 725-Trunk San Sw Fees
	<u>\$ 966.03</u>		

Avon Lake Regional Water
MEMORANDUM

To: **Board of Municipal Utilities**

From: **Todd Danielson & Rob Munro**

Subject: **Agenda Items – June 5, 2018**

Date: **June 2, 2018**

Item 2: Executive Session – TAD

The Chairman requests an Executive Session to discuss legal matters with the Law Director.

Recommended Motion:

I move to meet in Executive Session as allowed by ORC 121.22 to discuss legal matters and to include the Law Director, CUE, and CUO.

Item 5: July 2018 Board Meeting - TAD

As discussed via email, due to the Independence Day holiday, the CUE requests the July 3 meeting be rescheduled to July 10.

Recommended motion:

I move to reschedule the July 3, 2018 to July 10, 2018 at 6:30 PM.

Item 6: Biomimicry Program – TAD

At its August 18, 2015 meeting, the Board authorized an expenditure of up to \$28,000/year for the Biomimicry Program. Due to changes in the way the University of Akron now recovers expenses and an increase made to the stipends for graduate students, we will need to expend more than the \$28,000/year. It appears that the 2018 expense will be nearly \$30,000, and the 2019 expense is estimated to be approximately \$34,000. To provide a small leeway for changes in program expenses, the CUE requests the Board authorize up to \$36,000/year.

Recommended motion:

I move to change the maximum authorization of the Biomimicry Program from \$28,000 to \$36,000 annually.

Item 7A1: New Hire - TAD

Rebecca Robinson will be joining Avon Lake Regional Water as a Customer Service Clerk on June 11, 2018 at Step 1A of the wage scale.

Item 7A2: Special Meeting on August 27, 2018 – TAD

As indicated via email, the CUE requests to schedule a Special Meeting of the Board on Monday August 27, 2018, from 5PM to 7PM to begin the strategic planning process by members attending a dinner meeting with George Hawkins, the former General Manager and

CEO of DC Water. The topic of the meeting would be a discussion about the future of the sector and where Avon Lake Regional Water sees itself in that future. Mr. Hawkins' ideas helped move DC Water forward and significantly improve its reputation. He is considered a visionary for the sector, and the CUE believes the Board would benefit from meeting with him as the 2018 update to Avon Lake Regional Water's strategic plan begins.

Item 7A3: Continuous Improvement – TAD/RKM

On June 1, 2018, the CUO and CUE met with Tri-C to discuss next steps in the continuous improvement process, which will entail training on strategic planning, optimization of processes, and initiation of the ISO management program. During the next month, the CUO/CUE will work with Tri-C to develop agree upon a work plan for moving forward. Staff proposes to postpone the June 19, 2018, work session until July 10, 2018, where Tri-C and staff will present the work plan, along with a proposed outline for the strategic planning as related items.

At a previous meeting, members asked to learn more about the "Why" statement and the vision that staff is in the process of developing. We will also talk about this at the July 10, 2018, meeting.

Item 7A4: Website Relaunch – TAD

Staff is preparing to launch the new avonlakewater.org webpage on June 8, 2018. The CUE will provide an advance viewing of the site at the Board meeting to members, which will include a mock-up of a Board-only section that will include the financial dashboard and response to action items.

Item 7A5: Sewer Separation Path Forward – TAD

In 2004, Avon Lake Regional Water reached a Long-Term Control Plan agreement with Ohio EPA indicating we would separate sewers by December 31, 2019. Through later interactions with Ohio EPA, it was determined that sewer separations alone may not end sewer overflows; and overflow storage may be necessary. From that, our NPDES permit stated that sewer separations and overflow storage would be completed by December 31, 2019. With sewer and lateral separations, along with City improvements to the stormwater system, it is undetermined whether overflow storage will be necessary.

For these reasons, the CUE approached the Law Director and received approval to engage an outside law firm to assist with negotiation with Ohio EPA to provide the flexibility we need in our NPDES permit for us to still make the final determination. There will be a lot of work to do to prevent clean water from entering the sanitary sewer (both on the City's side and on our side). The CUE will soon be approaching the Board to authorize engagement with an environmental law firm to strategize and help with negotiations.

Item 7A6: Better Buildings, Better Plants – Department of Energy – RKM

On May 17, 2018, the CUE and CUO participated in a webinar presented by the Department of Energy relating to a program called Better Buildings, Better Plants. This program partners with industry, water, and wastewater facilities across the United States to help reduce energy intensity by 25% over a 10-year period. Currently, there are only 25 water/wastewater program partners in the United States. Not only will this program help save energy and money, it will also

provide national recognition for our organization as a partner in the program and would help prepare us for ISO 50001 certification, should we desire to undertake Energy Management certification.

This program aligns with our participation in the panel discussion at the 2018 Energy Exchange Conference in August. This 4-person panel will consist of Jenita Warner from Northeast Ohio Regional Sewer District, Bruce Bartel from NEW Water in Green Bay, WI, Nathan Casey from Des Moines Water Works in Des Moines, IA, and CUO Robert Munro.

Item 7A7: Creating Resilient Water Utilities – United States EPA – RKM

On July 17, 2018, the United States Environmental Protection Agency (USEPA) is holding a workshop under the heading of *Creating Resilient Water Utilities*. We have been asked to sit on a panel to discuss the activities we have undertaken to reduce vulnerabilities, enhance resilience to extreme weather events, and share relevant lessons we have learned in relation to resiliency in the water/wastewater sector. The 3-person panel will consist of Frank Greenland from Northeast Ohio Regional Sewer District, a representative from West Creek Reservation, and CUO Robert Munro.

Item 7A8: Project Updates – RKM

Curtis Area Sanitary Sewer Rehabilitation Project: Construction has started on Curtis Drive. We have worked through the requirements Ohio EPA had regarding site title opinions and should be able to finalize the loan and receive loan approval on June 28, 2018.

Elyria Interconnect: A pre-construction meeting is scheduled for Tuesday June 5, 2018, with Burgess & Niple, Engineered Fluid, Inc. and Avon Lake Regional Water staff.

Wastewater Plant: Primary Tank #3 is back in service after rehabilitation. Primary Tank #2 is out of service for rehabilitation. Startup continues with the Screw Presses, as we are working through minor startup control issues with sludge feed pumps and the polymer dosing system.

Item 7A9: Lateral Updates – TAD

The lateral separation program continues to progress. As of June 1, 2018, letters have been sent to 3,046 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, 2,888 (95%) have responded (up 23 since 5/10/18, an average of 8/wk). Of the 2,888, 2,341 either have come into compliance or were already in compliances (10 confirmed each week) and 547 either have problems or are believed to have problems. By extrapolation, approximately 652 (547 + ~67% of homes not inspected) may need to do some work to come into compliance.

As of June 1, 2018, 64 of the homeowners with the 11/30/18 deadline have yet to respond and have their free inspection (down 4, ~1.5/wk). It is anticipated, approximately 260 need to do some work to comply by 11/30/18 (~10/wk).

The total executed Lateral Loan Program agreements are now at 282 with \$1,016,148 committed and \$590,840 paid to contractors so far. The average loan request is for

approximately \$3,435. Cumulatively, 172 of the 647 (27%) who have separated laterals have used the lateral loan program.

To continue to improve calls for inspections and completion of required work, staff is preparing to do approximately the following:

- For those with the 11/30/18 deadline and whom have not responded to prior inspection requests, one more door hangar will be placed, along with a phone call. That will be followed by a follow-up phone call a week later. Two weeks after that, staff will begin knocking on doors.
- For those with the 11/30/18 deadline and have had an inspection, a phone call will be placed to inquire as to their progress and remind them of the deadlines.

Following these efforts, staff will regroup to consider next steps.

Item 7A10: **CUE/CUO Report and Action Items –TAD/RKM**

The CUE will provide a response to action items as part of the website relaunch and will also provide usernames and passwords so that Board members may then access the page at their leisure after the launch.

However, we do not want members to wait to hear this news: We told the Board at its May 1 meeting that we received a Notice of Violation from Ohio EPA regarding our valve exercising program, and we believed this inappropriate. We responded to Ohio EPA regarding the matter and received a voice mail earlier this week that the NOV would be rescinded.

Item 9: **Executive Session – TAD**

The Chairman requests an Executive Session to discuss legal matters.

Recommended Motion:

I move to meet in Executive Session as allowed by ORC 121.22 to discuss legal matters and to include _____.