

Board of Municipal Utilities
Meeting Minutes
June 5, 2018
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 6:30 PM.

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

Also present: CUE Danielson, CUO Munro, Law Director Abraham Lieberman, Attorney Erin McDevitt-Frantz, Attorney Goddard (arrived at 7:14 PM) and Councilmember Fenderbosch.

Approve Minutes

Chairman Dzwonczyk presented the minutes of the May 15, 2018, regular meeting and work session. With no changes, additions or corrections noted, he ordered that the minutes stand and be distributed as presented.

Public Speakers

None.

Correspondence

The CUE received an email from the organizer of the Men's New Westsiders group complementing our facilities and staff following a tour on May 23, 2018.

The CUE received an email from a resident in the 45 area indicating the bike trail looks nice.

Expenditures

Following review of expenses dated June 5, 2018, for funds and amounts as follows, Mr. Abram moved, Mr. Phillips seconded, that all be approved and paid per budget:

Water Fund 701	\$	1,456,583.81
Wastewater Fund 721	\$	473,593.69
MOR Fund 703	\$	145,042.49
MOR Fund 762	\$	13,110.05
LORCO Fund 749	\$	836,424.37
Lateral Loan Fund 765	\$	15,800.00
Waterworks Construction Fund 704	\$	40,600.00
Water Construction Fund 724	\$	852,848.35
Trunk Sanitary Sewer Fund 725	\$	966.03

Members expressed concern that the lateral loans and separations will not be finished by the deadline. The CUE reviewed current follow-up plans and will provide more information to the Board.

Ayes: Abram, Dzwonczyk, Schnabel, Phillips and Rush

Nays: None

Motion carried.

Executive Session

Mr. Phillips moved, Mr. Abram seconded, to meet in Executive Session as authorized by ORC 121.22 to discuss legal matters relating to and to include the Law Director, CUE and CUO.

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

Nays: None

Motion carried.

Board reconvened at 7:14 PM and Mr. Lieberman left the meeting.

July 2018 Board Meeting

Due to the July 3 Independence Day holiday, Mr. Abram moved, Mr. Phillips seconded to reschedule the July 3 meeting to July 10, 2018 at 6:30 PM.

Ayes: Abram, Dzwonczyk, Schnabel, Phillips and Rush

Nays: None

Motion carried.

New Hire

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

Members inquired about the staffing plan. The CUE responded that it will be discussed in more detail with the organization chart later this year.

Mr. Abram asked if the Board should have a motion to hire this new employee in order to make it official. Chairman Dzwonczyk replied that a few years ago the Board gave the CUE permission to hire certain staff personnel without Board vote, and providing the CUE inform the Board of his action before hiring.

Special Meeting on August 27, 2018

The CUE requested a Special Meeting of the Board on Monday August 27, 2018, from 5PM to 7PM for a dinner meeting 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. Members indicated that the date and time should work.

Continuous Improvement

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 55001 asset management program. The Ohio Senate Bill 2 will require us to implement an asset management program. This will fall in line with that regulation. During the next month, the CUO/CUE will work with Tri-C to develop 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.

Tri-C has some thoughts on approaching the City of Avon Lake in joining us regarding the ISO certification program.

Website Relaunch

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

Sewer Separation Path Forward

In 2004, Avon Lake Regional Water reached a Long-Term Control Plan agreement with Ohio EPA indicating Avon Lake Regional Water 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, the NPDES permit was modified to state 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 needed in the NPDES permit 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 Avon Lake Regional Water's side). The CUE will soon be approaching the Board to authorize engagement with an environmental law firm to strategize and help with negotiations.

After discussion, Chairman Dzwonczyk requested a separate meeting at a later date with all parties to discuss the NPDES permit including the offline storage project.

Better Buildings, Better Plants – Department of Energy

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 staff desire to undertake Energy Management certification.

This program aligns with Avon Lake Regional Water's participation in the panel discussion at the 2018 Energy Exchange Conference in August. This 4-person panel will consist of the Northeast Ohio Regional Sewer District; NEW Water in Green Bay, WI; Des Moines Water Works in Des Moines, IA; and the CUO.

Project Updates

Projects as presented in write up without discussion:

Curtis Area Sanitary Sewer Rehabilitation Project: Construction has started on Curtis Drive. Staff has 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 staff is working through minor startup control issues with sludge feed pumps and the polymer dosing system.

Creating Resilient Water Utilities – United States EPA

Topic as presented in write up without discussion:

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

Lateral Updates

Lateral updates as presented in write up without discussion:

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 hanger 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.

CUE/CUO Report and Action Items

Road Closure - Electric Blvd. will be closed next week for a few days due to the Curtis project. Detour signs are up and information on road closure will be posted on Facebook. Chairman Dzwonczyk requested that a meeting be arranged with the necessary parties to create a standard for detour marking in Avon Lake.

Lead and Copper Testing - As a result of Avon Lake Regional Water's corrosion control program being updated last year, additional lead and copper testing is required. Staff has collected 54 out of 60 samples and analyzing them in batches of 20. Two batches have been tested and all are below detection limits. Samples are collected at customer's kitchen sink tap. Staff provides and collects the bottles; the participating customers receive a \$25 credit on their bills.

Algae Preparations - An article which was in the Press regarding Avon Lake Regional Water's preparations for algae was emailed to Board members last week.

Lateral Loan Project - The CUE received a phone call that other local jurisdictions have learned about Avon Lake Regional Water's lateral loan program and would like to meet to learn more.

Correction to Minutes - An employee anniversary and step increase was inadvertently left out of the minutes from May 15, 2018. Paul Frankiewicz successfully completed his

first year as Line Maintenance Leader on May 29, 2018. Mr. Frankiewicz was granted a step increase to Step 5.

Chairman/Committee/Member Reports

Chairman Dzwonczyk and Mr. Rush attended a Charter Review Committee meeting a couple weeks ago. Chairman Dzwonczyk urged members to attend in the spirit of support and cooperation.

Executive Session

Mr. Abram moved, Chairman Dzwonczyk seconded, to meet in Executive Session as authorized by ORC 121.22 to discuss legal matters and to include the CUE, CUO and Attorney Goddard.

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

Board reconvened at 8:52 PM.

Mr. Phillips moved, Mr. Rush seconded to approve the Engagement Letter dated June 5, 2018, submitted by Calfee, Halter & Griswold.

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

Adjourn

As there was no further business, Mr. Abram moved, Mr. Rush seconded, that the meeting adjourn at 8:56 PM.

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

Approved June 19, 2018

John Dzwonczyk, Chairman

Todd A. Danielson, Clerk