

Board of Municipal Utilities  
**Regular Meeting Minutes**  
**June 6, 2017**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

The meeting was called to order at 6:46 PM.

Present: Mr. Phillips, Mr. Rickey, Mr. Rush, and Mrs. Schnabel.

Excused: Mr. Dzwonczyk.

Also present: Chief Utilities Executive Danielson, WPCO Manager Baytos, Customer Service Clerk Cynthia Farch, Customer Service Clerk Michelle Woods, and Community Outreach Specialist Cheryl Arnold.

Due to Mr. Dzwonczyk's absence and per the Board's 2016-2017 organizational meeting, Mr. Rush served as Acting Chairman Pro Tem.

***Approve Minutes***

Acting Chairman Rush presented the minutes of the May 20, 2017, Work Session and Regular Meeting. Mrs. Schnabel asked that her presence at the Work Session be noted and Mr. Phillips asked that his excused absence at both meetings be included. With those corrections recognized, Acting Chairman Rush ordered the minutes to stand and be distributed as amended.

***Public Speakers*** – None.

***Correspondence*** – None.

***Expenditures***

Following review of expenses dated June 6, 2017, for funds and amounts as follows, Mr. Rickey moved, Mr. Phillips seconded, that all be approved and paid per budget:

Water Fund 701	\$	150,364.21
Wastewater Fund 721	\$	216359.67
MOR Fund 703 ETL1	\$	18,053.85
MOR Fund 762 ETL2	\$	9,218.03
LORCO Fund 749	\$	323.88
Lateral Loan 765	\$	12,200.00

Ayes: Phillips, Rickey, Rush, Schnabel

Nays: None

Motion carried.

## ***Job Descriptions***

CUE Danielson presented an updated Plant Operator and new Underground Asset Locator job description for the Board's approval. Staffing changes at the Water Filtration Plant have left that facility short one operator; and, therefore, management is anxious to get the revised job description approved by the HR Committee at their June 12 meeting. The Underground Asset Locator position was previously presented for the Board's consideration, but was put on hold awaiting the HR Committee's review. Following discussion of staffing needs, the positions' qualifications and responsibilities, and in hopes of getting Council's recognition prior to their summer recess, Mr. Phillips moved, Mrs. Schnabel seconded, to approve the job description for Plant Operator.

Ayes: Phillips, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Mr. Philips moved, Mr. Rickey seconded, to approve the job description for Underground Asset Locator.

Ayes: Phillips, Rickey, Rush, Schnabel

Nays: None

Motion carried.

## ***Reports/Updates***

Project Updates:

*Water Tower:* Painting crews are applying initial coatings on the inside of the water tank and beginning application of the logo. The hoisting of the bowl is scheduled to begin June 19 and Community Outreach Specialist Arnold is coordinating a watch area for city officials and the public.

*Water Plant:* Crews are working on punch-list items.

*Wastewater Plant:* The new generator and switchgear is on site. The new final clarifier was reported complete and photos of the equipment were presented.

Lateral Updates: Sending of the Resolution of Necessity letters has been reinitiated with the hiring of the additional office personnel. To date approximately 74% of the 2,953 addresses being tracked have responded to the notifications sent with 677 of those still requiring some corrective action. Since the Board's last meeting, 19 additional loan agreements have been executed, bring the total to 88, with \$322,685 committed and \$101,050 paid to date. The Brookfield Project is progressing ahead of schedule and the upcoming 45s Project was briefly discussed and reported to be expected to start in the fall.

New Employees: After completing all pre-employment requirements, Cheryl Arnold was hired as Community Outreach Specialist effective June 5, 2017, at a wage rate of \$26.00. Customer Service Clerks Cynthia Farch and Michelle Woods began their employment May 30, 2017, and all were introduced by CUE Danielson and welcomed by the Board.

Advertising for Open Positions: The Engineer position has been advertised and the wage range will be presented for the HR Committee's approval at their June 12 meeting.

CUE Action Items:

Below are responses to questions asked by the Board not previously answered herein or at this evening's work session:

*Water tap for chlorine makeup water:* Our gaseous chlorine feed system needs a water source to make an aqueous chlorine solution that we add to our water. During the construction, we had to temporarily shut off the line that normally feeds the chlorine building. We determined that we should have a backup available for the future to be used during emergencies or when the line needed to be shut down for maintenance purposes.

*Milling machine:* Avon Lake Regional Water has had a smaller milling machine with lower capabilities for a number of years. We have repaired grit elevator buckets, cut keyways for pump shafts, made blind flanges, made valve operators, created mounting brackets, fixed hydrant nuts, and drilled countless holes at a savings to the company of at least \$100,000.

*Advertising for lateral contractors:* As staffing levels increase, we intend to begin searching for interested contractors.

Chairman/Committee/Members Reports  
None.

CUE Report  
None.

***Miscellaneous***

None.

***Adjourn***

As there was no further business, Mr. Rickey moved, Mr. Phillips seconded, that the meeting adjourn at 7:47 PM.

Ayes: Phillips, Rickey, Rush, Schnabel  
Nays: None  
Motion carried.

Approved June 20, 2017

Timothy Rush, Acting Chairman

Todd A. Danielson, Clerk