

Avon Lake Board of Municipal Utilities

AGENDA

For

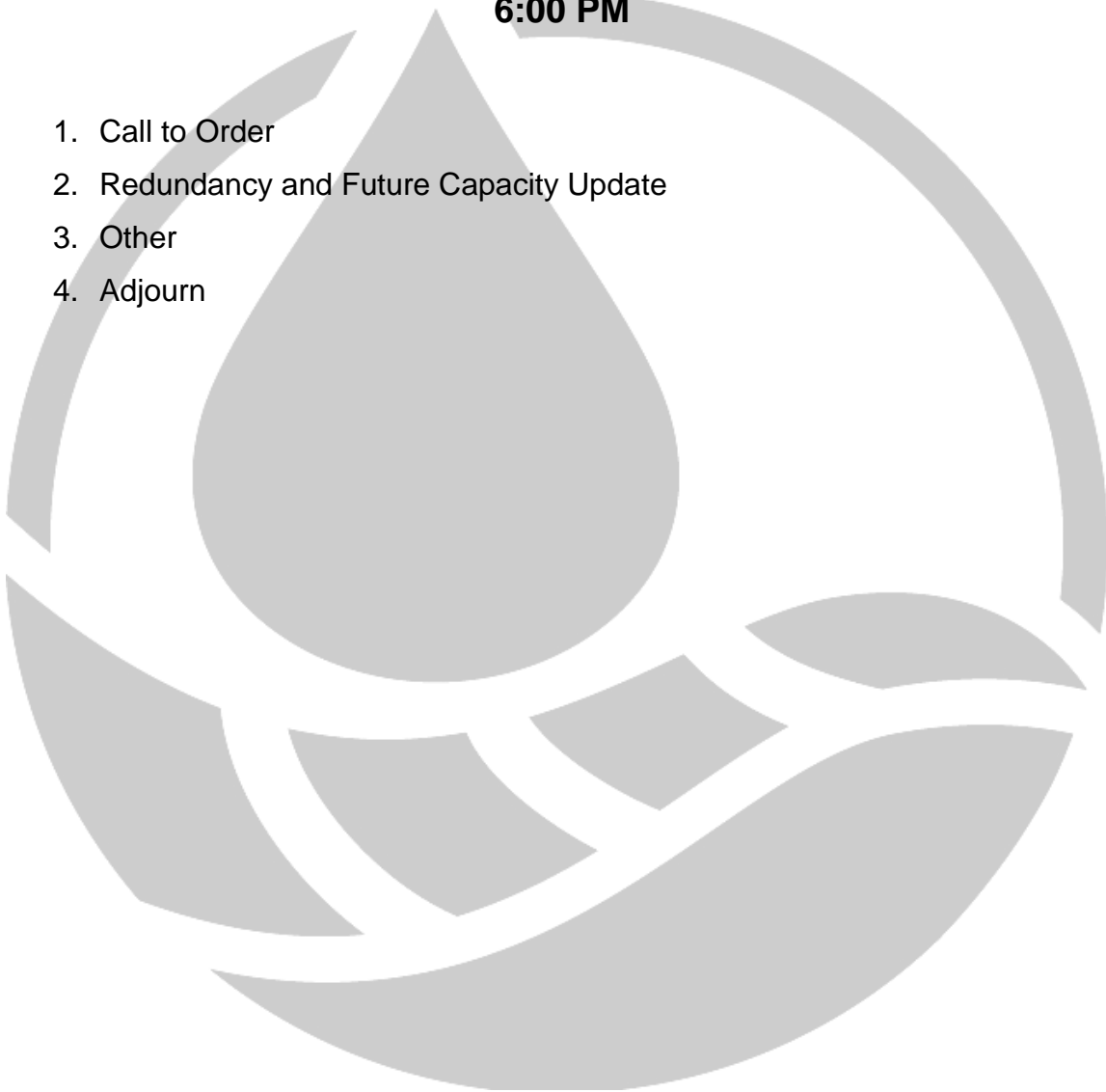
WORK SESSION

Tuesday

June 16, 2020

6:00 PM

1. Call to Order
2. Redundancy and Future Capacity Update
3. Other
4. Adjourn



Avon Lake Regional Water
MEMORANDUM

To: **Board of Municipal Utilities**
From: **Todd Danielson & Rob Munro**
Subject: **Agenda Items – June 16, 2020**
Date: **June 12, 2020**

Item 1: **Call to Order**

Item 2: **Redundancy and Future Capacity Update – RKM**

HDR will present to the Board an update to the work on Redundancy and Future Capacity.

Item 3: **Other**

Item 4: **Adjourn**

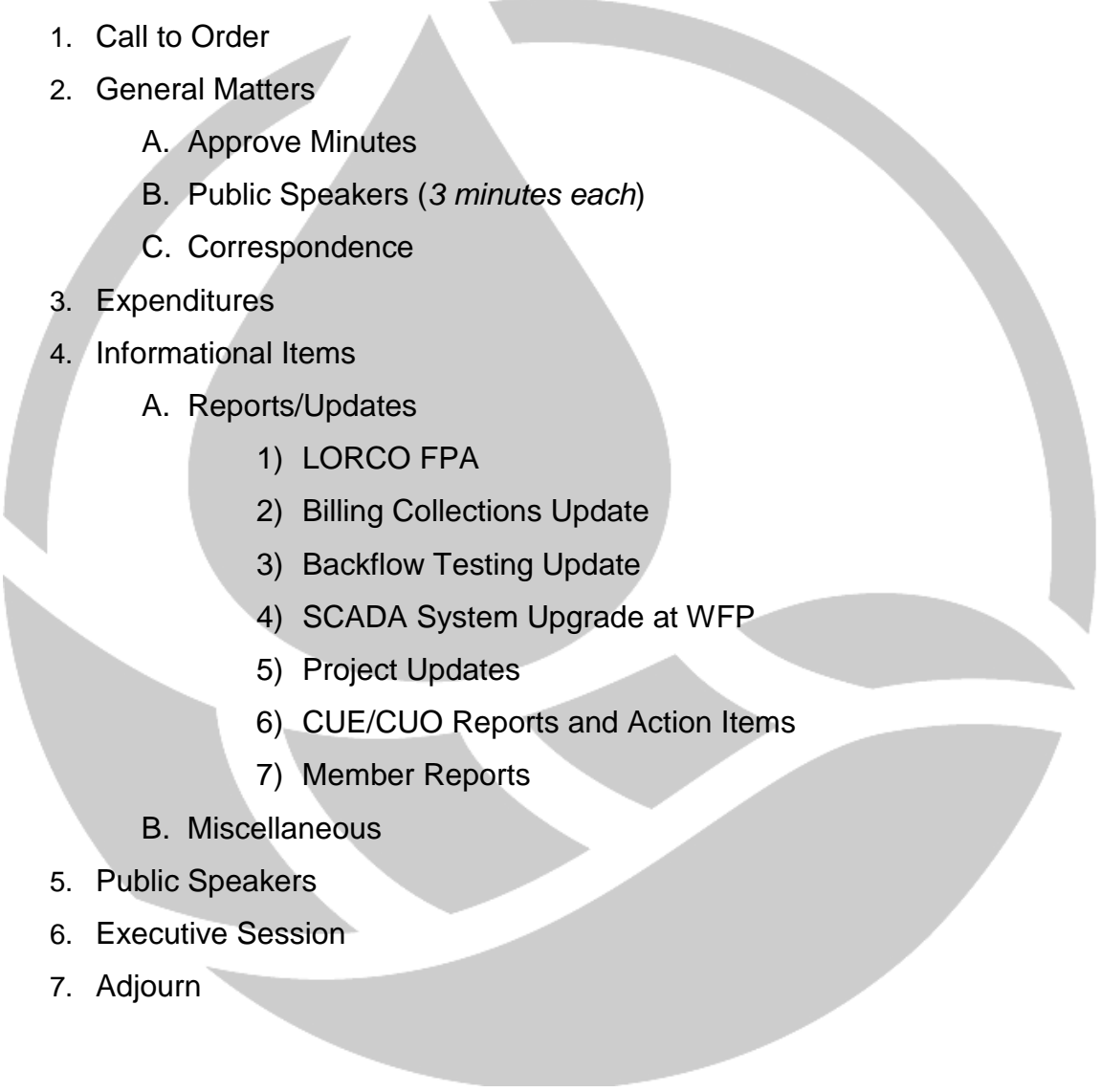
AGENDA

For

Tuesday

June 16, 2020

Immediately Following the Work Session

- 
1. Call to Order
 2. General Matters
 - A. Approve Minutes
 - B. Public Speakers (*3 minutes each*)
 - C. Correspondence
 3. Expenditures
 4. Informational Items
 - A. Reports/Updates
 - 1) LORCO FPA
 - 2) Billing Collections Update
 - 3) Backflow Testing Update
 - 4) SCADA System Upgrade at WFP
 - 5) Project Updates
 - 6) CUE/CUO Reports and Action Items
 - 7) Member Reports
 - B. Miscellaneous
 5. Public Speakers
 6. Executive Session
 7. Adjourn

Avon Lake Regional Water
MEMORANDUM

To: **Board of Municipal Utilities**
From: **Todd Danielson & Rob Munro**
Subject: **Agenda Items – June 16, 2020**
Date: **June 12, 2020**

Item 1: **Call to Order**

Item 2A: **Approve Minutes**

Item 2B: **Public Speakers**

For this Zoom meeting broadcast on Facebook Live, Technical Support Specialist Collins will be monitoring public comments submitted through email and Facebook and will inform the Board during the Public Comment period regarding any submitted.

Item 2C: **Correspondence**

Item 3: **Expenditures**

Item 4A1: **LORCO FPA – RKM**

The Northeast Ohio Areawide Coordinating Agency (NOACA) has asked Avon Lake Regional Water, LORCO, Lorain County, and the City of Elyria to comment on a proposed Facility Planning Area (FPA) amendment that involves Pine Brook Golf Club development on Durkee Rd. in Grafton. Pine Brook is requesting to connect into the LORCO system but currently this development falls within the City of Elyria's FPA. Staff is currently working to schedule a meeting with Lorain County to discuss this and other items of interest.

Item 4A2: **Billing Collections Update – RKM**

Staff continues to reach out to customers whom have an outstanding balance of \$25.00 or more. As of June 12th, we have 417 outstanding accounts due. The due date for these accounts was June 1st, which was extended for all customers due to the pandemic. The next quarterly bills go out on June 30th and staff will continue to remind customers that outstanding balances will not be forgiven and to please contact

Customer Service to setup a payment plan. To date we have had three (3) customers that have setup payment plans.

Item 4A3: Backflow Testing Update – RKM

The due date for customers to submit their backflow test results to Avon Lake Regional Water is July 1st. There are over 2,700 backflow devices in our system and as of June 12th we have received test reports for over half of them. Staff is diligently working to contact customers regarding the testing of backflow devices and the importance of doing so. Properly working backflow devices protect the public water system from backflow conditions and contamination of the drinking water distribution system. Customers who do not have a test report submitted to our office by July 1st will be assessed a \$50.00 penalty.

Item 4A4: SCADA System Upgrade at WFP – RKM

The SCADA system at the Water Filtration Plant (WFP) has not been upgraded in several years. Included in the 2020 Water Fund – 701 budget is a line item for upgrading this system. The current software is reaching the end of support from the manufacturer. This upgrade includes software, user licenses, maintenance agreement, and some network hardware items. Staff is in the process of obtaining software and hardware quotes from our SCADA integrator S.O.S. Integration and will seek authorization from the Board at a future meeting.

Item 4A5: Project Updates – RKM

2019 Water Main Replacement Bundle: All roadway restoration, paving, and road striping is complete on Jaycox. There are a few punch-list items that our inspector is working on with UUI.

Redundancy & Future Capacity Project: HDR presented a project update in the Work Session prior to the Regular Meeting.

Residuals Master Plan: Hazen is working to finalize the Residuals Master Plan and provide the final report to staff for acceptance.

Item 4A6: CUE/CUO Report and Action Items – TAD/RKM

Action Items are as presented with the write-up.

Item 4A7: Member Reports

Item 4B: Miscellaneous

Item 5: Public Speakers

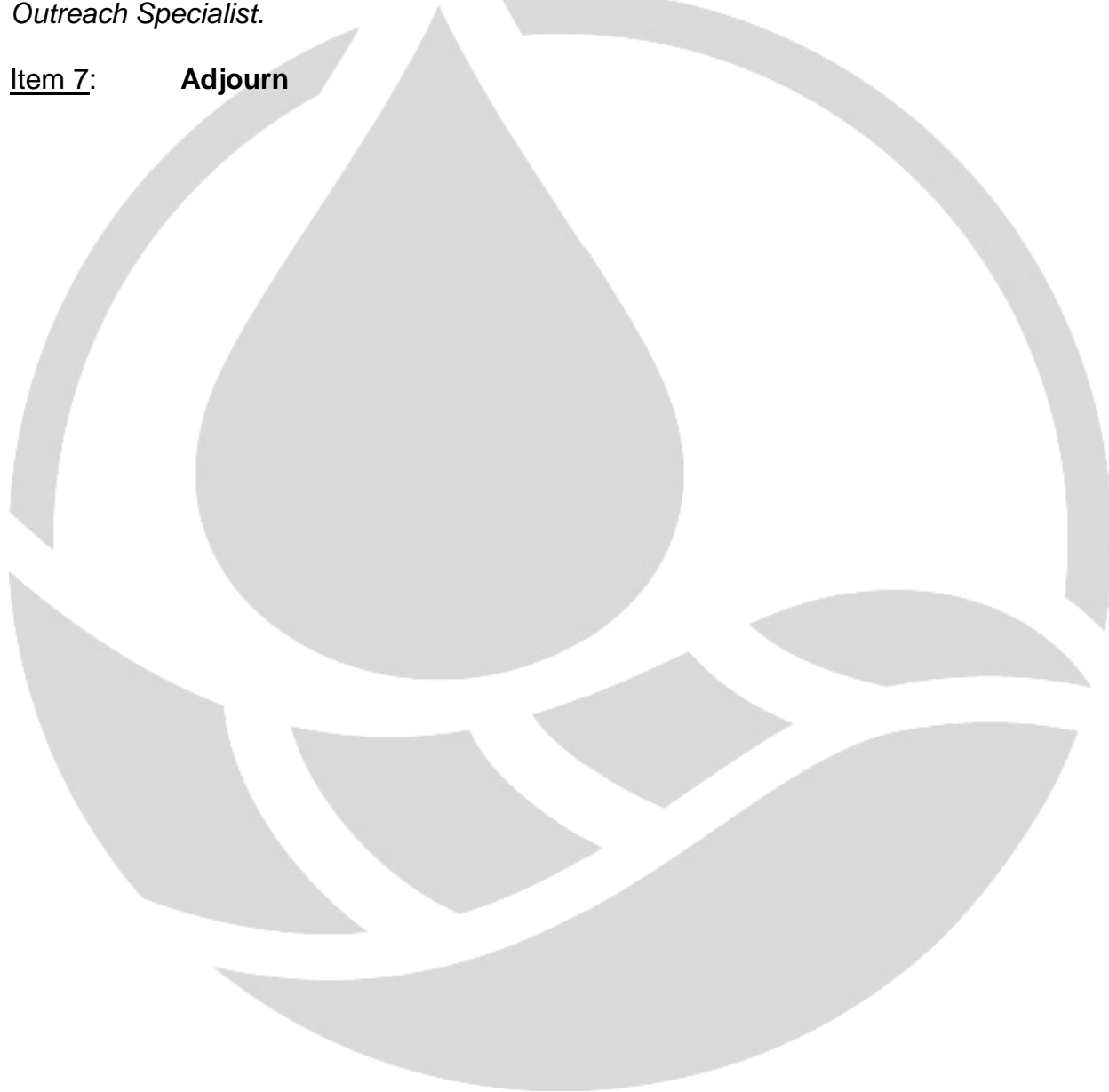
Item 6: Executive Session

The Board has requested to meet in executive session to discuss upcoming union negotiations.

Recommended Motion:

I move to meet in executive session as allowed by ORC 121.22 G. (4) to discuss union negotiations and include the CUO, Technical Support Specialist, and Community Outreach Specialist.

Item 7: **Adjourn**



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

DRAFT



AVON LAKE REGIONAL WATER
FUND 701 - WATER
MAY 28 - JUNE 10, 2020
JUNE 16, 2020

Vendor	Amount	Description	G/L Account	G/L Sum	YTD Transactions	Budget
1 Water Employees	\$ 61,027.86	Salaries PR Post BW 2202012	51102	\$ 61,027.86	\$ 746,254.48	\$ 1,975,000.00
2 Water Employees	\$ 1,474.25	Part Time Wages PR Post BW 2202012	51105	\$ 1,474.25	\$ 21,727.97	\$ 113,900.00
3 Water Employees	\$ 2,299.20	Overtime Wages Plant PR Post BW 2202012	51106.101			
4 Water Employees	\$ 1,011.00	Overtime Wages Dist/Col PR Post BW 2202012	51106.102			
5 Water Employees	\$ 203.36	Overtime Wages Admin PR Post BW 2202012	51106.103			
6 Water Employees	\$ 521.73	Overtime Wages Construction PR Post BW 2202012	51106.104			
7 Water Employees	\$ 193.54	Overtime Wages Office PR Post BW 2202012	51106.105	\$ 4,228.83	\$ 50,450.08	\$ 139,700.00
8 Water Employees	\$ 2,366.43	Medical Mutual week Ending May 29, 2020	52203			
9 Water Employees	\$ 95.92	HRA Week Ending May 29, 2020	52203			
10 Water Employees	\$ (32.95)	HRA Week Ending May 29, 2020	52203			
11 Water Employees	\$ (1,044.24)	Pay Day June 4, 2020 Employee Medical Contributions	52203			
12 Water Employees	\$ 1,143.87	Medical Mutual Week Ending June 9, 2020	52203			
13 Water Employees	\$ 77.35	HRA Week Ended June 5, 2020	52203			
14 Water Employees	\$ 1,667.67	HRA Week Ended June 5, 2020	52203	\$ 4,274.05	\$ 234,768.36	\$ 642,600.00
15 Internal Revenue Service	\$ 928.52	Medicare FEDERAL - Federal Taxes*	52212	\$ 928.52	\$ 12,785.32	\$ 32,300.00
16 Avon Lake Printing	\$ 136.50	Office Spl - 3 Banners 5/22/20 - RKM	53602			
17 Avon Lake Printing	\$ 28.00	Office Spl - Todd Danielson Business Cards 2/5/20 - RKM	53602			
18 Link Computer Corporation	\$ 2,271.02	Muni-Link Billing - June 2020 - RKM	53602			
19 Quadient Finance USA, Inc	\$ 491.38	Postage and Supplies 5/15/20 - RKM	53602			
20 Avon Lake Printing	\$ 3,726.00	2020 Water Quality Report 6/1/20 - GY	53602			
21 FriendsOffice	\$ 57.28	Office Spl - May 2020 - Ink. folders, gluesticks - RKM	53602	\$ 6,710.18	\$ 36,122.59	\$ 55,000.00
22 Fuelman	\$ 435.61	Fuel for Vehicles - 5/18/20-5/31/20 - RKM	53604	\$ 435.61	\$ 6,594.79	\$ 25,000.00
23 APO Pumps and Compressors LLC	\$ 1,050.09	Eqp Mnt - Raw Water Bldg Compressor Mnt 05/20/20 - GY	53607			
24 Rebman Systems, Inc	\$ 92.50	Eqp Mnt - Svc call/labor @ 201 Miller Rd 5/26/20 - RK	53607	\$ 1,142.59	\$ 21,169.37	\$ 125,000.00
25 City Hall	\$ 256.48	Municipal - May 2020 Monthly Fees for Utility Bank Account 1/2	53611			
26 USALCO, LLC Inc.	\$ 3,712.30	Op Spl - Alum 5/26/20 - GY	53611			
27 USALCO, LLC Inc.	\$ 3,712.30	Op Spl - Alum 5/21/20 - GY	53611			
28 USALCO, LLC Inc.	\$ 3,715.30	Op Spl - Alum 6/2/20 - GY	53611			
29 USALCO, LLC Inc.	\$ 3,712.30	Op Spl - Alum 6/1/20 - GY	53611			
30 USALCO, LLC Inc.	\$ 3,712.30	Op Spl - Alum 4/27/20 - GY	53611			
31 Bonded Chemicals Inc	\$ 4,632.00	Op Spl - Sodium Silicofluoride 5/27/20 - GY	53611			
32 Mississippi Lime Co.	\$ 4,631.61	Op Spl - Hydrated Lime 6/1/20 - GY	53611	\$ 28,084.59	\$ 342,083.50	\$ 794,800.00
33 Home Depot Credit Services	\$ 564.28	Mnt Spl - Risers, couplings, misc mnt spl - May 2020 - RK	53612.001			
34 Indy Equipment and Supply LLC	\$ 143.29	Mnt Spl - Expansion foam, wire mesh, clear sealant 5/21/20 - RK	53612.001			
35 Grainger	\$ 21.89	Mnt Spl - Jobber bits (8) 5/21/20 - GY	53612.001			
36 Grainger	\$ 601.00	Mnt Spl - Handheld paint sprayer 5/26/20 - GY	53612.001			
37 Grainger	\$ 102.30	Mnt Spl - Paper towel rolls 5/26/20 - GY	53612.001			
38 Grainger	\$ 36.90	Mnt Spl - Band saw blade 5/26/20 - GY	53612.001			
39 Aztec Steel Corporation	\$ 70.00	Mnt Spl - UniStrut Channel 5/22/20 - RK	53612.001			
40 Core & Main LP	\$ 834.60	Mnt Spl - Valves (2) and Flanges (4) 5/22/20 - RK	53612.001			
41 ABC Equipment Rental & Sales Corp	\$ 54.00	Mnt Spl - Safety Glasses 5/28/20 - RK	53612.001			
42 Active Plumbing Supplies	\$ 67.37	Mnt Spl - Brass Ell & Nipple 5/21/20 - RK	53612.001			
43 Platinum Chemicals, Inc.	\$ 955.00	Mnt Spl - Sanitizing Wipes 06/01/20 - SB	53612.001			
44 Menards	\$ 117.14	Mnt Spl - May 2020 - RKM	53612.001			
45 Grainger	\$ 299.48	Mnt Spl - Dolly 6/1/20 - GY	53612.001			
46 Trico Oxygen Company Inc.	\$ 36.30	Mnt Gases @ WFP 5/29/20 - GY 1/2	53612.001			
47 Trico Oxygen Company Inc.	\$ 48.95	Mnt Gases @ 201 Miller Rd 5/29/20 - RK	53612.001			
48 E&H Hardware Group, LLC	\$ 121.80	Mnt Spl - May 2020 - RK	53612.001			
49 ABC Equipment Rental & Sales Corp	\$ 17.01	Mnt Spl - Shoulder bolt kits (4), strainer 6/4/20 - RK	53612.001			
50 Active Plumbing Supplies	\$ 51.61	Mnt Spl - Elbows (2), nipples (2) 5/29/20 - RK	53612.001			
51 Active Plumbing Supplies	\$ 37.83	Mnt Spl - Nipples (4), Malleable Union 5/29/20 - RK	53612.001			
52 Harold Archer & Sons, Inc.	\$ 753.52	Stone for Repairs 5/20/20 - RK 1/2	53612.004			
53 Rock Pile Inc	\$ 210.33	Mnt Spl - Yard Repair Materials 5/31/20 - RK 1/2	53612.004			
54 Harold Archer & Sons, Inc.	\$ 689.88	Mnt Spl - Stone for repairs 5/31/20 - RK 1/2	53612.004	\$ 5,834.48	\$ 122,947.70	\$ 350,000.00
55 Fisher Scientific Inc.	\$ 567.12	Lab Spl @ WFP 5/28/20 - GY	53613			

Vendor	Amount	Description	G/L Account	G/L Sum	YTD Transactions	Budget
56 Fisher Scientific Inc.	\$ 303.70	Lab Spl @ WFP - 5/26/20 - GY	53613			
57 Trico Oxygen Company Inc.	\$ 27.65	Mnt Gases @ WFP 5/29/20 - GY 2/2	53613			
58 Alloway Corp	\$ 210.00	Lab Analysis @ WFP 5/31/20 - GY	53613			
59 Culligan of Northeast Ohio Corp	\$ 64.00	DI Rental and Supplies 5/31/20 - GY	53613			
60 Fisher Scientific Inc.	\$ 173.84	Lab Spl @ WFP 5/29/20 - GY	53613	\$ 1,346.31	\$ 35,090.60	\$ 80,000.00
61 U.S. Bank Equipment Finance Inc	\$ 420.38	Cnt Svc - Lease Payment on 2 Ricoh Copiers 5/12/20-6/12/20 - RKM 1/2	53701.001			
62 Westview Concrete Corporation	\$ 90.00	Cnt Svc - Concrete hauling 5/8/20 - RK	53701.002			
63 Cunningham & Associates, Inc.	\$ 356.00	Vacation & Consolidation of Prop. bt Shields & Miller - JG 1/2	53701.002			
64 KoneCranes Inc.	\$ 3,132.21	Cnt Svc - Inspection repairs and repair materials 5/26/20 - GY	53701.002			
65 Technology Management Solutions Inc	\$ 159.08	Cnt Svc - Materials to upgrade shop computer 6/4/20 - RKM 1/2	53701.002			
66 Technology Management Solutions Inc	\$ 2,501.25	Cnt Svc - Computer Support - May 2020 - RKM 1/2	53701.002			
67 Technology Management Solutions Inc	\$ 1,309.99	Cnt Svc - Computer Support/Off-site Back Up 6/3/20 - RKM 1/2	53701.002			
68 Seeley, Savidge, Ebert & Gourash Co., LPA	\$ 2,090.00	Legal Services-Avon Lake Regional Water	53701.003	\$ 10,058.91	\$ 152,923.80	\$ 375,000.00
69 Columbia Gas	\$ 33.35	gas svc @ 33370 Lake Rd - WFP Lab 4/17/20-5/18/20 - GY	53702.002			
70 Columbia Gas	\$ 283.23	gas svc @ 201 Miller Rd 4/27/20-5/27/20 - RKM	53702.002	\$ 316.58	\$ 8,011.46	\$ 25,000.00
71 Engie Resources	\$ 22,582.96	elec svc @ various addresses 5/26/20 - RKM 1/11	53703.001			
72 Illuminating Company	\$ 8,259.54	elec svc @ 33370 Lake Rd 4/16/20-5/15/20 - GY	53703.001			
73 Engie Resources	\$ 7,269.32	elec svc @ various addresses 5/26/20 - RKM 2/11	53703.002	\$ 38,111.82	\$ 310,015.39	\$ 785,100.00
74 Avon Lake Regional Water	\$ 146.64	Water Used from ETL1 - Krebs - May 2020 - RKM	53704	\$ 146.64	\$ 182.36	\$ 15,000.00
75 Greg Yuronich	\$ 25.00	Reimbursement for Cell Phone - Greg 6/5/20 - RKM	53705			
76 Verizon Wireless	\$ 626.75	Cell Phone Svc - 4/26/20-5/25/20 - RKM 1/2	53705	\$ 651.75	\$ 11,156.25	\$ 35,000.00
77 Kowalski Ford Inc	\$ 288.68	Eqp Mnt - Repairs to 2013 Econoline 5/21/20 - RK 1/2	53707			
78 Sylvester Truck & Tire Services Inc	\$ 18.33	Eqp Mnt - Flat repair 2009 Ford E-350 5/26/20 - RK 1/2	53707	\$ 307.01	\$ 12,060.35	\$ 23,000.00
79 Higey Mechanical Service Inc.	\$ 2,077.00	Bldg Mnt - Air purification system @ 201 Miller 5/22/20 - RKM 1/2	53708			
80 Sherwin Williams Company Inc	\$ 13.89	Bldg Mnt - Painting Supplies 6/1/20 - RK 1/2	53708			
81 JNA Quality Services, LLC	\$ 450.00	Cleaning Svc @ 201 Miller - April 2020 - RKM 1/2	53708			
82 JNA Quality Services, LLC	\$ 450.00	Cleaning Svc @ 201 Miller - May 2020 - RKM 1/2	53708	\$ 2,990.89	\$ 29,408.73	\$ 150,000.00
83 Karcher North America	\$ 3,829.51	Eqp Purchase - Hotsy Pressure Washer - RKM 1/2	53804	\$ 3,829.51	\$ 10,440.93	\$ 250,000.00
84 HDR, Inc.	\$ 19,293.35	Eng Fees - Redundancy + Future Capacity Plan- Pay #6 - JG 1/3	53806	\$ 19,293.35	\$ 121,689.71	\$ 325,000.00
	\$ 191,193.73			\$ 191,193.73		



AVON LAKE REGIONAL WATER
FUND 721 - WASTEWATER
MAY 28 - JUNE 10, 2020
JUNE 16, 2020

Vendor	Amount	Description	G/L Account	G/L Sum	YTD Transactions	Budget
1 Wastewater Employees	\$ 51,150.25	Salaries PR Post BW 2202012	51102	\$ 51,150.25	\$ 649,454.11	\$ 1,520,500.00
2 Wastewater Employees	\$ 1,474.25	Part Time Wages PR Post BW 2202012	51105	\$ 1,474.25	\$ 31,247.34	\$ 107,100.00
3 Wastewater Employees	\$ 2,900.94	Overtime Wages Plant PR Post BW 2202012	51106.101			
4 Wastewater Employees	\$ 1,011.00	Overtime Wages Dist/Col PR Post BW 2202012	51106.102			
5 Wastewater Employees	\$ 970.80	Overtime Wages Admin PR Post BW 2202012	51106.103			
6 Wastewater Employees	\$ 521.72	Overtime Wages Construction PR Post BW 2202012	51106.104			
7 Wastewater Employees	\$ 64.51	Overtime Wages Office PR Post BW 2202012	51106.105	\$ 5,468.97	\$ 49,042.24	\$ 136,700.00
8 Wastewater Employees	\$ 239.39	Medical Mutual week Ending May 29, 2020	52203			
9 Wastewater Employees	\$ 2,281.52	HRA Week Ending May 29, 2020	52203			
10 Wastewater Employees	\$ 391.87	HRA Week Ending May 29, 2020	52203			
11 Wastewater Employees	\$ (2,247.60)	Pay Day June 4, 2020 Employee Medical Contributions	52203			
12 Wastewater Employees	\$ 1,352.56	Medical Mutual Week Ending June 9, 2020	52203			
13 Wastewater Employees	\$ 367.76	HRA Week Ended June 5, 2020	52203	\$ 2,385.50	\$ 205,897.79	\$ 523,000.00
14 Internal Revenue Service	\$ 809.48	Medicare FEDERAL - Federal Taxes*	52212	\$ 809.48	\$ 11,215.49	\$ 25,600.00
15 Timothy Dillon	\$ 10.00	1 Employee Meal Allowance 5/21/20 - SB	52227	\$ 10.00	\$ 420.00	\$ 1,200.00
16 Avon Lake Printing	\$ 136.50	Office Spl - 3 Banners 5/22/20 - RKM 2/2	53602			
17 Avon Lake Printing	\$ 28.00	Office Spl - Todd Danielson Business Cards 2/5/20 - RKM 2/2	53602			
18 Link Computer Corporation	\$ 757.00	Muni-Link Billing - June 2020 - RKM 2/3	53602			
19 Quadient Finance USA, Inc	\$ 491.37	Postage and Supplies 5/15/20 - RKM 2/2	53602			
20 FriendsOffice	\$ 57.28	Office Spl - May 2020 - lnk. folders, gluesticks - RKM 2/2	53602	\$ 1,470.15	\$ 14,585.34	\$ 40,000.00
21 Fuelman	\$ 435.61	Fuel for Vehicles - 5/18/20-5/31/20 - RKM 2/2	53604	\$ 435.61	\$ 9,341.24	\$ 25,000.00
22 Rebman Systems, Inc	\$ 92.50	Eqp Mnt - Svc call/labor @ 201 Miller Rd 5/26/20 - RK 2/2	53607	\$ 92.50	\$ 65,953.39	\$ 100,000.00
23 City Hall	\$ 256.48	Municipal - May 2020 Monthly Fees for Utility Bank Account 2/2	53611			
24 Polydyne, Inc	\$ 15,569.16	Op Spl - Polymer 5/29/20 - SB	53611	\$ 15,825.64	\$ 114,457.37	\$ 175,000.00
25 Aztec Steel Corporation	\$ 70.00	Mnt Spl - UniStrut Channel 5/22/20 - RK 2/2	53612.001			
26 McMaster-Carr	\$ 85.99	Mnt Spl - Pinc clamps and pinch clamp pliers 5/26/20 - SB	53612.001			
27 Platinum Chemicals, Inc.	\$ 955.00	Mnt Spl - Sanitizing Wipes 06/01/20 - SB 2/2	53612.001			
28 Home Depot Credit Services	\$ 564.27	Mnt Spl - Risers, couplings, misc mnt spl - May 2020 - RK 2/2	53612.001			
29 Indy Equipment and Supply LLC	\$ 143.28	Mnt Spl - Expansion foam, wire mesh, clear sealant 5/21/20 - RK 2/2	53612.001			
30 ABC Equipment Rental & Sales Corp	\$ 54.00	Mnt Spl - Safety Glasses 5/28/20 - RK 2/2	53612.001			
31 United Laboratories Inc.	\$ 149.25	Mnt Spl - Nitrile gloves (10 cases) 5/19/20 - SB	53612.001			
32 Grainger	\$ 94.66	Mnt Spl - Liquid tight cord connector 6/2/20 - SB	53612.001			
33 Menards	\$ 349.45	Mnt Spl - May 2020 - RKM 2/2	53612.001			
34 Westview Concrete Corporation	\$ 1,065.63	Concrete Repair Spl @ WRF 5/21/20 - SB	53612.001			
35 Zoro Tools Inc	\$ 589.20	Mnt Spl - Pleated Air Filter 4/23/20 - SB	53612.001			
36 E&H Hardware Group, LLC	\$ 107.31	Mnt Spl - May 2020 - RK 2/2	53612.001			
37 ABC Equipment Rental & Sales Corp	\$ 17.00	Mnt Spl - Shoulder bolt kits (4), strainer 6/4/20 - RK 2/2	53612.001			
38 ABC Equipment Rental & Sales Corp	\$ 130.77	Mnt Spl - Boot covers, 2 cycle mix 5/26/20 - SB	53612.001			
39 McMaster-Carr	\$ 14.45	Mnt Spl - Silicone gaskets (4) 6/3/20 - SB	53612.001			
40 McMaster-Carr	\$ 12.77	Mnt Spl - Water resistant aramid gaskets (4) 6/3/20 - SB	53612.001			
41 McMaster-Carr	\$ 328.84	Mnt Spl - Dry eraseboards (2), marker kits (2) 6/3/20 - SB	53612.001			
42 McMaster-Carr	\$ 241.13	Mnt Spl - Pinch clamps, steel hoist trolley 6/2/20 - SB	53612.001			
43 McMaster-Carr	\$ 80.76	Mnt Spl - Pipe fittings, nipples 6/3/20 - SB	53612.001			
44 Trico Oxygen Company Inc.	\$ 48.95	Mnt Gases @ 201 Miller Rd 5/29/20 - RK 2/2	53612.001			
45 Trico Oxygen Company Inc.	\$ 35.55	Mnt Gases @ WRF 5/29/20 - SB	53612.001			
46 United Laboratories Inc.	\$ 546.16	Mnt Spl - Jet Pak Agreement 5/29/20 - SB	53612.001			
47 Harold Archer & Sons, Inc.	\$ 753.51	Stone for Repairs 5/20/20 - RK 2/2	53612.004			
48 Harold Archer & Sons, Inc.	\$ 689.87	Mnt Spl - Stone for repairs 5/31/20 - RK 2/2	53612.004			
49 Rock Pile Inc	\$ 210.33	Mnt Spl - Yard Repair Materials 5/31/20 - RK 2/2	53612.004	\$ 7,338.13	\$ 83,873.47	\$ 180,000.00
50 Jones & Henry Laboratories Inc.	\$ 150.00	Lab Testing @ WRF 5/28/20 - SB	53613			
51 Culligan of Northeast Ohio Corp	\$ 38.80	DI Rental and Supplies 5/31/20 - GY 2/2	53613	\$ 188.80	\$ 17,318.90	\$ 50,000.00
52 U.S. Bank Equipment Finance Inc	\$ 420.38	Cnt Svc - Lease Payment on 2 Ricoh Copiers 5/12/20-6/12/20 - RKM 2/2	53701.001			
53 Cunningham & Associates, Inc.	\$ 356.00	Vacation & Consolidation of Prop. bt Shields & Miller - JG 2/2	53701.002			
54 Technology Management Solutions Inc	\$ 159.07	Cnt Svc - Materials to upgrade shop computer 6/4/20 - RKM 2/2	53701.002			

Vendor	Amount	Description	G/L Account	G/L Sum	YTD Transactions	Budget
55 Technology Management Solutions Inc	\$ 3,622.50	Cnt Svc - Computer Support - May 2020 - RKM 2/2	53701.002			
56 Technology Management Solutions Inc	\$ 1,050.00	Cnt Svc - Computer Support/Off-site Back Up 6/3/20 - RKM 2/2	53701.002	\$ 5,607.95	\$ 89,281.76	\$ 500,000.00
57 Columbia Gas	\$ 34.98	gas svc @ 671 Bridgeside Dr 4/29/20-5/29/20 - RK	53702.003			
58 Columbia Gas	\$ 34.98	gas svc @ 100 Woodbridge Way 4/29/20-5/29/20 - RK	53702.003	\$ 69.96	\$ 2,869.66	\$ 40,000.00
59 Engie Resources	\$ 7,953.33	elec svc @ various addresses 5/26/20 - RKM 3/11	53703.001			
60 Engie Resources	\$ 650.39	elec svc @ various addresses 5/26/20 - RKM 4/11	53703.003	\$ 8,603.72	\$ 123,275.97	\$ 335,000.00
61 Spectrum Business	\$ 119.99	Internet/Phone svc @ WRF 5/22/20-6/21/20 - SB	53705			
62 Verizon Wireless	\$ 626.74	Cell Phone Svc - 4/26/20-5/25/20 - RKM 2/2	53705	\$ 746.73	\$ 10,507.73	\$ 30,000.00
63 Sylvester Truck & Tire Services Inc	\$ 18.32	Eqp Mnt - Flat repair 2009 Ford E-350 5/26/20 - RK 2/2	53707			
64 Kowalski Ford Inc	\$ 288.68	Eqp Mnt - Repairs to 2013 Econoline 5/21/20 - RK 2/2	53707	\$ 307.00	\$ 10,689.86	\$ 20,000.00
65 Higey Mechanical Service Inc.	\$ 2,077.00	Bldg Mnt - Air purification system @ 201 Miller 5/22/20 - RKM 2/2	53708			
66 Sherwin Williams Company Inc	\$ 13.89	Bldg Mnt - Painting Supplies 6/1/20 - RK 2/2	53708			
67 JNA Quality Services, LLC	\$ 450.00	Cleaning Svc @ 201 Miller - April 2020 - RKM 2/2	53708			
68 JNA Quality Services, LLC	\$ 450.00	Cleaning Svc @ 201 Miller - May 2020 - RKM 2/2	53708	\$ 2,990.89	\$ 63,290.37	\$ 105,000.00
69 Karcher North America	\$ 3,829.51	Eqp Purchase - Hotsy Pressure Washer - RKM 2/2	53804	\$ 3,829.51	\$ 19,089.53	\$ 175,000.00
70 Hazen and Sawyer	\$ 11,010.59	Prof Svc - Residuals Master Plan 4/24/20 - RKM	53806			
71 Hazen and Sawyer	\$ 15,323.18	Prof Svc - Residuals Master Plan 5/21/20 - RKM	53806	\$ 26,333.77	\$ 162,707.60	\$ 325,000.00
	\$ 135,138.81			\$ 135,138.81		



AVON LAKE REGIONAL WATER
FUND 703 - ETL1
MAY 28 - JUNE 10, 2020
JUNE 16, 2020

	Vendor	Amount	Description	G/L Account	G/L Sum	YTD Transactions	Budget
1	Underground Utilities Inc	\$ 21,462.98	Cnt Svc - ETL Booster Work 6/4/2020 - RKM 1/2	53701	\$ 21,462.98	\$ 57,448.71	\$ 58,000.00
2	Engie Resources	\$ 6,361.64	elec svc @ various addresses 5/26/20 - RKM 5/11	53703.003			
3	Engie Resources	\$ 150.21	elec svc @ various addresses 5/26/20 - RKM 6/11	53703.004			
4	Ohio Edison	\$ 68.70	elec svc @ Butternut @ Root 5/1/20-6/1/20 - RKM	53703.004			
5	Ohio Edison	\$ 88.66	elec svc @ Root @ Sprag 5/1/20-6/1/20 - RKM	53703.004			
6	Ohio Edison	\$ 69.26	elec svc @ Lear @ Chstnt 5/2/20-6/2/20 - RKM	53703.004	\$ 6,738.47	\$ 96,282.81	\$ 287,000.00
7	Avon Lake Regional Water	\$ 162,709.90	Water Used from ETL1 - May 2020 - RKM	53704	\$ 162,709.90	\$ 1,472,778.22	\$ 2,276,000.00
8	HDR, Inc.	\$ 6,326.97	Eng Fees - Redundancy + Future Capacity Plan- Pay #6 - JG 2/3	53806	\$ 6,326.97	\$ 100,084.06	\$ 225,000.00
		\$ 197,238.32			\$ 197,238.32		



AVON LAKE REGIONAL WATER
FUND 762 - ETL2
MAY 28 - JUNE 10, 2020
JUNE 16, 2020

	Vendor	Amount	Description	G/L Account	G/L Sum	YTD		Budget
						Transactions		
1	W.W. Williams	\$ 1,150.94	Eqp Mnt - Repair to generator @ Island Rd 5/22/20 - GY	53612.003	\$ 1,150.94	\$ 55,721.73	\$ 159,000.00	
2	Underground Utilities Inc	\$ 21,462.98	Cnt Svc - ETL Booster Work 6/4/2020 - RKM 2/2	53701	\$ 21,462.98	\$ 53,867.21	\$ 100,000.00	
3	Engie Resources	\$ 7,875.43	elec svc @ various addresses 5/26/20 - RKM 7/11	53703.003				
4	Ohio Edison	\$ 5,557.34	elec svc @ 15201 Island Rd 4/30/20-5/29/20 - RKM	53703.003				
5	Ohio Edison	\$ 38.36	elec svc @ 15201 Island Rd OAL 6/2/20 - RKM	53703.003				
6	Engie Resources	\$ 104.83	elec svc @ various addresses 5/26/20 - RKM 8/11	53703.004				
7	Ohio Edison	\$ 65.16	elec svc @ 36550 Chestnut Ridge 4/30/20-6/1/20 - RKM	53703.004				
8	Ohio Edison	\$ 66.33	elec svc @ 37780 Center Ridge 4/30/20-6/1/20 - RKM	53703.004	\$ 13,707.45	\$ 103,107.55	\$ 298,000.00	
9	Avon Lake Regional Water	\$ 384,801.01	Water Used from ETL2 - May 2020 - RKM	53704	\$ 384,801.01	\$ 1,817,912.87	\$ 3,178,000.00	
10	HDR, Inc.	\$ 6,326.96	Eng Fees - Redundancy + Future Capacity Plan- Pay #6 - JG 3/3	53806	\$ 6,326.96	\$ 100,084.02	\$ 225,000.00	
		\$ 427,449.34			\$ 427,449.34			



AVON LAKE REGIONAL WATER
FUND 749 - LORCO
MAY 28 - JUNE 10, 2020
JUNE 16, 2020

Vendor	Amount	Description	G/L Account	G/L Sum	YTD Transactions	Budget
1 City Hall	\$ 188.90	Municipipay - May 2020 Monthly Fees for LORCO	53701			
2 Data Command Corp	\$ 10,035.00	Cnt Svc - DC-2000 Lynx Units @ Triplex - RKM	53701.002	\$ 10,223.90	\$ 10,972.32	\$ 50,000.00
3 Engie Resources	\$ 548.01	elec svc @ various addresses 5/26/20 - RKM 9/11	53703.001			
4 Ohio Edison	\$ 305.71	elec svc @ 9845 Avon Belden 4/30/20-6/2/20 - RKM	53703.001			
5 Ohio Edison	\$ 849.83	elec svc @ 38393 Royalton Rd 4/29/20-5/28/20 - RKM	53703.001			
6 Engie Resources	\$ 5.15	elec svc @ various addresses 5/26/20 - RKM 10/11	53703.002			
7 Engie Resources	\$ 64.94	elec svc @ various addresses 5/26/20 - RKM 11/11	53703.003			
8 Ohio Edison	\$ 67.62	elec svc @ 12169 Avon Belden 4/29/20-5/29/20 - RKM	53703.003			
9 Ohio Edison	\$ 99.22	elec svc @ 12901 Avon Belden 4/29/20-5/29/20 - RKM	53703.003			
10 Ohio Edison	\$ 177.63	elec svc @ 33930 Cooley Rd 4/29/20-5/29/20 - RKM	53703.003			
11 Ohio Edison	\$ 289.39	elec svc @ 10301 Reed Rd 4/30/20-6/1/20 - RKM	53703.003			
12 Ohio Edison	\$ 66.87	elec svc @ 10920 Hawke Rd 4/30/20-6/1/20 - RKM	53703.003			
13 Ohio Edison	\$ 85.16	elec svc @ 36780 Giles Rd 4/28/20-5/27/20 - RKM	53703.003	\$ 2,559.53	\$ 18,163.17	\$ 42,000.00
14 Frontier Communications	\$ 55.99	Telephone svc @ Fourplex 5/25/20 - RKM	53705	\$ 55.99	\$ 336.89	\$ 10,000.00
15 Link Computer Corporation	\$ 336.45	Muni-Link Billing - June 2020 - RKM 3/3	53760			
16 Rural Lorain County Water Authority	\$ 1,340.00	Meter Readings - May 2020 - RKM	53760	\$ 1,676.45	\$ 13,006.65	\$ 27,000.00
17 LORCO	\$ 3,816.51	Reimburse Billing Payments to LORCO 2 - May 2020 - RKM	53901	\$ 3,816.51	\$ 19,666.30	\$ 25,000.00
	\$ 18,332.38			\$ 18,332.38		



**Avon Lake
Regional Water**

Serving the region,
protecting our resource.

**AVON LAKE REGIONAL WATER
FUND 704 - WATER CONSTRUCTION
MAY 28 - JUNE 10, 2020
JUNE 16, 2020**

Vendor	Amount	Description	G/L Account	G/L Sum	YTD Transactions	Budget
1 HDR, Inc.	\$ 23,620.01	Capital Improvement Design - Waterline - 11 - JG	55007			
2 Underground Utilities, Inc	\$ 2,543.96	Pay #7 - Revised per UUI - WMB - OWDA Loan #8616 - RKM	55007	\$ 26,163.97	\$ 1,701,388.09	\$ 2,950,000.00
	\$ 26,163.97			\$ 26,163.97		



AVON LAKE REGIONAL WATER
FUND 724 - WASTEWATER CONSTRUCTION
MAY 28 - JUNE 10, 2020
JUNE 16, 2020

Vendor	Amount	Description	G/L Account	G/L Sum	YTD Transactions	Budget
1 CDM Smith, Inc.	\$ 39,424.00	Professional Engineering Svc @ WRF 12/20/2019 - RKM	53806	\$ 39,424.00	\$ 39,424.00	\$ -
	\$ 39,424.00			\$ 39,424.00		

ACTION ITEMS FROM BOARD MEETINGS

DATE	CATEGORY*	TOPIC	SOLUTION	STATUS
6/2/2020	Misc.	The Chairman asked for an updated Employee handbook for the Board.	The CUO will work with the Community Outreach Specialist to provide an updated handbook.	Open
5/5/2020	Misc.	The Chairman asked if there was any scap value to the old Yaskowa drive unit that was replaced.	The CUO said he will find out how much value the unit can be scrapped for.	Open
4/21/2020	Misc.	The Chairman has asked to meet with Lorain County regarding LORCO	Staff is coordinating a meeting between the Board and Lorain County	Open
3/17/2020	Misc.	The Chairman asked that the future dashboard contain a link for members to see projects that are open to bid.	Currently, staff is working to include the projects out to bid in the Board WriteUp, but, in the future, a link will be provided to Members to view all current and recently completed projects.	Open
2/4/2020	Misc.	Board would like an invitation to tour the WRF now that all construction work is complete.	Staff will schedule a tour once the weather warms.	Open
2/18/2020	Misc.	Mrs. Schnabel asked staff to consider a redesign of the bills to aid with their understanding.	Update: Staff continues to work with SmartBill on the redesign.	Open
11/19/2019	Misc.	The Chairman asked if we have an IT policy for cyber security.	Staff intends to prepare an IT master plan and complete a cyber security assessment as part of the Risk and Resilience Assessment.	Open
9/17/2019	Financial	The Chairman asked staff to develop a plan for providing valve turning services to bulk customers in 2020, including estimated costs and revenues in the budget.	Staff has met internally and will continue moving the concept forward.	Open
5/19/2020	Financial	The Chairman asked if the Biosolids project could be covered by the budget or if it would require additional financing.	The project would require additional financing, however, the amount originally planned for was \$8M at 1%. The Biosolids project is expected to cost \$4.2M at an interest rate of between 1%-2%.	Answer
4/21/2020	Misc.	The Chairman asked that staff take advantage of the decrease in fuel prices.	The CUO has been filling the generators to fuel capacity and is looking to purchase a fuel tank as a reservoir.	Answer
3/3/2020	Misc.	The Chairman asked for an update on the Risk and Resiliency being conducted by HDR.	HDR will provide an update at the June 16th work session.	Answer
1/21/2020	Misc.	Does the Board need to be a signatory on the Columbia Township agreement?	Staff believes the Board must be a signatory and could seek the opinion of outside counsel, should the Board desire.	Answer
10/1/2019	Misc.	Members asked will Bana be able to demonstrate her work with her software/application at our water plant.	Staff has scheduled 4/21/2020 as the date when Bana can demonstrate her application.	Answer
11/19/2019	Misc.	Mr. Abram asked if the grant the Cleveland Water Alliance received regarding algae can benefit us.	The grant is to develop an HAB early warning system, not clean up HABs. Staff has asked Cleveland Water Allinace if there are ways to take part in the project.	Answer
10/15/2019	Misc.	Should we consider random drug testing for the entire organization?	Staff will investigate the possibility/implications.	Answer
9/3/2019	Misc.	Members asked that awards won by Avon Lake Regional Water be displayed for the public to see.	Staff will look into a display case or another method of display.	Answer
4/2/2019	Misc.	Members asked to see the new agreement with Sprint for a structure on the water tower	The CUO is working with the Law Director on revisions to the agreement and will provide a draft to the Board before requesting approval.	Answer
3/19/2019	Financial	What are anticipated costs for Class B v. landfilling residuals?	Will be included as a part of the Residuals Master Plan.	Answer
3/4/2019	Financial	Why is Avon Lake Regional Water being charged property taxes despite being a tax-exempt organization, and have we filed the appropriate exemptions?	The state Department of Taxation has determined that the water tower and the 3-million-gallon clear well are tax exempt. Staff is waiting for the determination for the WRF influent pumping station.	Answer
3/19/2019	Misc.	Please work with the City to see how the Developer Agreement could be worked into the Planning Code.	The CUE is working with the Public Works Director on this matter.	Answer

*Categories: Financial, Lateral Project, Personnel, Education/CI, Strat. Plan or Misc.



**Avon Lake
Regional Water**

Serving the region,
protecting our resource.

MEMORANDUM

To: **Marty O'Donnell, Council President**

From: **Todd Danielson & Rob Munro**

Subject: **Aqua Marine South**

Date: **June 10, 2020**

On December 9, 2019, Council approved Temporary Legislation #11328, regarding the revisions to the site/improvement plans for Aqua Marine South. In our comments to the City on November 20th, we stated certain revisions be made to the plans and that Council condition the approval subject to payment of Sewer Impact Fees on or before the connection of each and every condominium unit to the public water and sewer system. On December 4th, we confirmed that the requisite plan revisions had been made. Upon approving the site/improvement plans, Council did not condition approval on payment of the Sewer Impact Fees prior to connection to the public water and sewer system.

Comments made by Council at the December 9, 2019 meeting related to prior fees. There was not any mention of current fees. While we acknowledge that there is a dispute regarding prior fees for this development, there is no dispute about new development at the site and the associated fees. As it was clearly stated in our review comments, we feel that this condition was erroneously omitted from Council's approval of the site plan. Please confirm with us that this was the intent of the remarks made by Council during the approval process, as the time draws near for remittance of fees associated with the new development.

Cc: Board of Municipal Utilities ✓
Avon Lake City Council
Greg Zilka, Mayor
Gary Ebert, Law Director
Bruce Rinker, Mansour Gavin, LPA
File