

Board of Municipal Utilities  
**Meeting Minutes**  
**June 16, 2020**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

The meeting was called to order at 6:52 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: CUO Munro, Community Outreach Specialist Arnold, Technical Support Specialist Collins, and Mayor Zilka.

Excused: CUE Danielson.

***Approve Minutes***

Chairman Dzwonczyk presented the minutes of the June 2, 2020 regular meeting. With no changes, additions or corrections noted, he ordered that the minutes stand and be distributed as presented.

***Public Speakers***

Mayor Zilka stated that he was very impressed with the paving job completed on Jaycox Rd. He said it is one of the best paving jobs he has seen in a long time. He also said he hopes Lear Rd turns out the same.

***Correspondence***

None

***Expenditures***

Item No. 68 in Fund 701 was withheld, as a question of approval authority was not satisfactorily answered. Mr. Munroe stated that neither he nor (absent) CUE Danielson had signed off for the item. The Chairman asked for an inquiry as to the process that was followed in reviewing the invoice. Following review of expenses dated June 16, 2020, for funds and amounts as follows, Mr. Abram amended his motion and Mr. Rush seconded, to approve the expenditures of June 16, 2020 less Water Fund 701 Line Item 68:

Water Fund 701	\$	189,103.73
Wastewater Fund 721	\$	135,138.81
MOR Fund 703	\$	197,238.32
MOR Fund 762	\$	427,449.34
LORCO Fund 749	\$	18,332.38
Water Construction Fund 704	\$	26,163.97
Wastewater Construction Fund 724	\$	39,424.00

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

Nays: None

Motion carried.

### ***LORCO FPA***

The CUO informed the Board that the Northeast Ohio Areawide Coordinating Agency (NOACA) had asked the Utility, LORCO, Lorain County, and the City of Elyria to comment on a proposed Facility Planning Area (FPA) amendment. He said that the FPA involves Pine Brook Golf Club development on Durkee Rd. in Grafton. Pine Brook is requesting to connect to the LORCO system, but the development is in the City of Elyria's FPA. The CUO said that staff is working to schedule a meeting with Lorain County. The Chairman asked how many homes were in the development and the CUO stated he would provide that information to the Board. Mr. Rush asked if the flow would come to Avon Lake Regional Water. The CUO said that yes flow would come to the Utility. Mr. Abram stated that the City of Elyria is unable to service the development.

### ***Billing Collections Update***

The CUO updated the Board on the winter quarterly billing collection for Avon Lake Regional Water. He said that as of June 12th there are 417 accounts outstanding with a balance of \$25.00 or greater. At the time of today's meeting, the number outstanding is down to 325. The CUO reminded customers that the next quarterly bills go out on June 30th and staff will continue to remind customers with outstanding balances that these balances will not be forgiven. He said some customers have set up payment plans. The CUO also said that tentatively on July 10<sup>th</sup>, the Governor's emergency order preventing water shutoffs may be rescinded. He said that if that order is removed, the Utility will resume shut-offs for failure to pay bills.

### ***Backflow Testing Update***

The CUO said that the due date for customers to submit their backflow test results to Avon Lake Regional Water is July 1st. He informed the Board that there are about 2,700 backflow devices in the system, and as of June 16th there are under 900 devices remaining to be inspected. He said that a properly working backflow device is an important part of protecting the public water system. The Chairman asked if staff had overcome the issue of COVID infected areas where the backflow device needs to be tested. The CUO said that there are still a few devices from that area that need to be tested, but a few of the devices have submitted their tests at this time.

### ***SCADA System Upgrade***

The CUO brought to the Board's attention that the SCADA system at the Water Filtration Plant had not been upgrade in several years. He said that this was a budgeted line item that staff had planned on making this year. The current software is reaching the end of its support from the manufacturer, and it is time to begin looking for an upgrade. The CUO stated that staff is in the process of obtaining software and hardware quotes from the SCADA integrator S.O.S. Integration. He said that staff will seek authorization from the Board at a future meeting. The Chairman requested that a work session presentation similar to the one with HDR.

### ***Project Updates***

*2019 Water Main Replacement Bundle:* The CUO said the project is now complete. All the roadway restoration, paving, road striping, and the remaining punch-list items have since been completed.

*Redundancy & Future Capacity Project:* The CUO said that an update was given to the Board at the work session. He said that the tentative schedule has the assessment being completed by the end of the year.

*Residuals Master Plan:* The CUO said that Hazen and Sawyer is working to finalize the Residuals Master Plan to provide to staff soon. Mrs. Schnabel asked if that plan would be given to the Board before the Board's summer recess. The CUO stated that since there are three weeks before the next meeting, he is hoping to have that to the Board before the recess.

### ***CUE and CUO Reports***

The CUO informed the Board that a redesign and remodel of the Board room is being worked on with the Chairman and the Engineering Services Manager. He said that because of the Board meeting through Zoom and the recess coming up this is an opportune time to take advantage of redesigning the room.

The CUO also said that the Lear Rd water tower is no longer in use by the Utility. He said that the tower has not been in service for a few years, and it has become a topic of discussion with the Ohio EPA. He said there are cell phone structures on the tower, and he will be working with the Technical Support Specialist to review those lease agreements.

### ***Member Reports***

Mr. Abram asked that there be an update at the next meeting regarding the LORCO manhole issue.

### ***Miscellaneous***

Mrs. Schnabel asked if things are going well or if there have been any illnesses at the office. The CUO stated that there are thermometers and staff is strictly abiding by the policies and procedures. He said there were still some staff members working from home and they are gradually reintroducing staff.

### ***Public Speakers***

None

### ***Executive Session***

Mr. Rush moved, and the Chairman seconded, to meet in executive session as allowed by ORC 121.22 G (4) to discuss pending union negotiation matters to include the 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 7:58 PM.

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

Nays: None

Motion carried.

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

John Dzwonczyk, Chairman

Rob Munro, Acting Clerk