

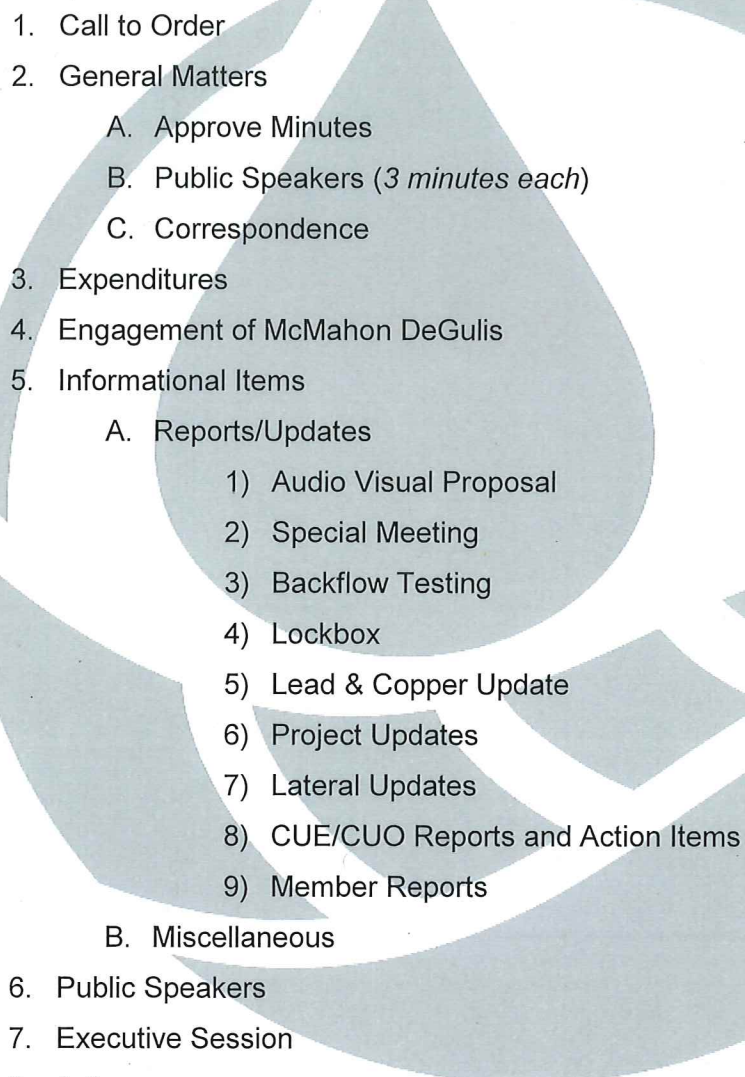
**AGENDA**

For

**Tuesday**

**June 19, 2018**

**6:30 PM**

- 
1. Call to Order
  2. General Matters
    - A. Approve Minutes
    - B. Public Speakers (*3 minutes each*)
    - C. Correspondence
  3. Expenditures
  4. Engagement of McMahon DeGulis
  5. Informational Items
    - A. Reports/Updates
      - 1) Audio Visual Proposal
      - 2) Special Meeting
      - 3) Backflow Testing
      - 4) Lockbox
      - 5) Lead & Copper Update
      - 6) Project Updates
      - 7) Lateral Updates
      - 8) CUE/CUO Reports and Action Items
      - 9) Member Reports
    - B. Miscellaneous
  6. Public Speakers
  7. Executive Session
  8. Adjourn



Avon Lake Regional Water  
**MEMORANDUM**

To: **Board of Municipal Utilities**

From: **Todd Danielson & Rob Munro**

Subject: **Agenda Items – June 19, 2018**

Date: **June 15, 2018**

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As a reminder, the CUE will not be at the June 19, 2018, meeting, as he will be in Raleigh to present at the Nutrient Removal and Recovery Conference.

**Item 4: Engagement of McMahon DeGulis – RKM**

At the last meeting, the CUE provided information to the Board about the evolution from the agreement to separate sewers to the current NPDES requirement to separate sewers and construct overflow storage. As indicated at the meeting, the Board Chairman, CUE, and CUO have met with McMahon DeGulis, a Cleveland-based environmental law firm to discuss a potential path forward to speak with Ohio EPA about the current requirements and potentially making changes to them. Following that meeting, the CUE requests the Board authorize him to engage McMahon DeGulis to assist with discussions with Ohio EPA and related matters (see attached). (The Law Director has been notified and approves as to the Legal Form of the engagement letter.) The initial request is for up to \$25,000 for these services. Later this year, the CUE may request a revision of the amount authorized. Though these expenses were not originally budgeted under Legal Fees, budget funds originally intended for Engineering Services are available, as we have slowed down the initiation of the residuals master planning effort.

The Principles that would help guide the Board are:

- ◆ Provide quality, affordable water services.
- ◆ Exercise fiduciary responsibility.

*Recommended Motion:*

*I move to authorize the CUE to execute the May 31, 2018, engagement letter with McMahon DeGulis currently for up to \$25,000 for legal consultation and counseling for issues related to the Long-Term Control Plan.*

**Item 5A1: Audio Visual Equipment Proposal – RKM**

In order to make it easier and more convenient for our customers to watch Board meetings and/or be informed as to what is going on, the CUE has been working with Barb Cagley, Avon Lake Digital Media Director, to explore options for audio-video improvements for the Board Room. The intention would be to move to higher quality cameras and microphones so that the picture is much less grainy and people will be better able to hear the discussions. The improvements would also allow broadcasting the meetings on Facebook Live and, potentially, allow the Digital Media Department (fka ALC-TV) to create a highlights video that they upload to YouTube. Ms. Cagley will discuss the two (2) proposals that are included in the Board packet for upgrades to the audio-video equipment and provide her thoughts.



Following completion of the Strategic Plan and revising of the organizational chart, the CUE intends to secure the services of an outside firm to perform a space-needs assessment for the administration building. As changes are considered for the building, a reconfiguration of the Board Room is envisioned in order to help make it easier for Board-audience interaction and to also modify the room to allow for better training activities and team meetings. Representatives from both proposing companies understood that as they were preparing their proposals, and have proposed in order to assure that the most equipment can be reused following the reconfiguration.

The CUE asks members to determine whether they would like the project to proceed now so that customers may more quickly have the improved options for seeing meetings or wait for the better understanding of the reconfiguration. If members are interested in moving forward, the Board can choose to either act upon this information item or request that staff bring this back to the Board's July 10, 2018, meeting.

Item 5A2:    **Special Meeting – RKM**

In response to the question by Member Rush regarding scheduling the Work Session on August 27, 2018, the CUE confirmed the 2012 Charter revision prohibits the Board from holding meetings on the same day as regularly scheduled Council meetings. Therefore, unless members indicate they are unable to attend, staff will schedule a dinner work session beginning at 5PM, prior to the regular meeting on September 18, 2018. The CUE asks members to review their schedules and confirm availability during the June 19 meeting so that plans can be made.

Item 5A3:    **Backflow Testing – RKM**

There are nearly 3,000 backflow prevention devices in Avon Lake. Avon Lake Regional Water regulations require all devices to be tested annually, and reports be provided to our office by May 25 each year. Historically, follow-up letters are sent, and then turn-off notices follow that. The intention is for all of it to be complete by the beginning of July each year. During the past few years; possibly as the weather has become more erratic or as there are more and more devices in not only Avon Lake, but also in surrounding communities; it has been more difficult to achieve compliance with the testing and paperwork requirement. Following completion of this backflow prevention reporting season, staff will consider alternatives and may approach the Board to approve changes to the process for next year.

Item 5A4:    **Implementation of Lockbox – RKM**

As reported at the May 1, 2018, meeting, Avon Lake Regional Water is switching to a "lockbox" and "e-lockbox" payment processing system. What that means is that rather than sending payments to 201 Miller Road, payments will be mailed to a PO Box (a lockbox) in Cleveland. Huntington Bank will now process payments on our behalf and transmit us the payment information. During the past six weeks, staff has been working with affected parties in order to launch the new system with the June 30 billing.

The "e-lockbox" system is a similar concept to lockbox. When customers work through their individual banks for online bill paying, we receive checks directly from their banks. Rather than



receiving those checks at 201 Miller Road, Huntington will receive those checks, process them, and transmit us the payment information.

The switch to lockbox and e-lockbox will help reduce some of the cyclical burden within the Customer Service Department. Any changes to workload will be reflected, if necessary, in the update to the organizational chart following the strategic planning process.

**Item 5A5: Lead & Copper Update – RKM**

The first six-month lead & copper sampling event is now complete. Sixty samples were required to be collected. Sixty-one samples were collected. Lead results from fifty-nine samples were below the 3 part per billion (ppb) quantification limit. Results from only two samples had detectable lead results, and these results were below the Action Level of 15 ppb. All 61 customers have been informed about their results, and staff is preparing the report for Ohio EPA.

**Item 5A6: Project Updates – RKM**

*Curtis Area Sanitary Sewer Rehabilitation Project:* UUI is currently working in the area of Electric Blvd/Curtis. The week of June 18, 2018 sanitary sewer work will continue to the south of Electric Blvd.

*Elyria Interconnect:* A pre-construction meeting was held on June 5, 2018. We are currently reviewing shop drawings and will have a construction schedule within the next few weeks. Substantial completion for this project is December 31, 2018.

*Wastewater Plant:* We continue to work through start-up and operator training on the screw presses. Due to a slight delay with the startup of the screw presses, we will extend the current contract with Republic Services for hauling/disposal of sludge cake.

Site remediation and landscaping will proceed over the next 3 – 5 weeks that will include grading, grass seeding, and tree planting.

**Item 5A7: Lateral Updates – RKM**

The lateral separation program continues to progress. As of June 15, 2018, letters have been sent to 3,047 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, 2,891 (95%) have responded (up 3 since 6/2/18, an average of 2/wk). Of the 2,891, 2,364 either have come into compliance or were already in compliances (~12 confirmed each week) and 527 either have problems or are believed to have problems. By extrapolation, approximately 630 (527 + ~67% of homes not inspected) may need to do some work to come into compliance. The attached table/graphs provide additional information.

As of June 15, 2018, 64 of the homeowners with the 11/30/18 deadline have yet to respond and have their free inspection (unchanged since 6/5/18). It is anticipated, approximately 250 need to do some work to comply by 11/30/18 (~10/wk).

The total executed Lateral Loan Program agreements are now at 292 with \$1,026,748 committed and \$599,340 paid to contractors so far. The average loan request is for

approximately \$3,435. Cumulatively, 176 of the 630 (27%) who have separated laterals have used the lateral loan program.

During the past two weeks, staff began focusing on the customers with the November 30, 2018, deadline whom have had an inspection but have not completed the work. Staff attempted to reach 224 customers. The following are the results so far:

- Separated – 4
- In process/scheduled – 28
- Spoke to homeowner – 27
- Need to call back - 20
- No phone number/disconnected – 94
- Left messages - 51

Item 5A8:     **CUE/CUO Report and Action Items – RKM**

*See attached sheets.*

Item 7:       **Executive Session – RKM**

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 the CUO.*



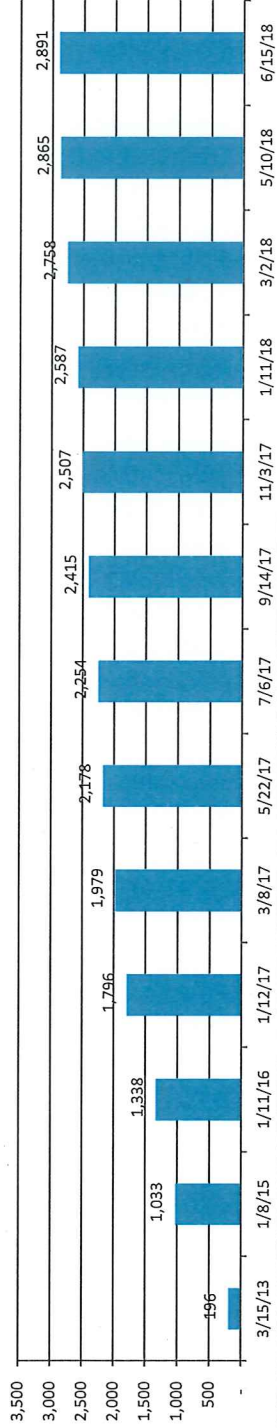
# Sewer Lateral Program Summary

Date	3/15/13	1/8/15	1/11/16	1/12/17	3/8/17	5/22/17	7/6/17	9/14/17	11/3/17	11/11/18	3/2/18	5/10/18	6/15/18
Total Letters Sent	2,866	2,733	2,810	2,915	2,925	2,951	2,965	2,979	3,006	3,015	3,032	3,043	3,047
Total Inspections Made	196	1,033	1,338	1,796	1,979	2,178	2,254	2,415	2,507	2,587	2,758	2,865	2,891
Houses Separating Laterals	359	508	707	741	741	793	820	820	844	1,002	1,083	1,284	1,325
Houses w/ No Further Action Needed	78	267	370	523	617	712	743	807	844	870	972	1,027	1,039
Problems - Need Correction	104	407	369	566	621	673	691	687	661	634	600	554	527

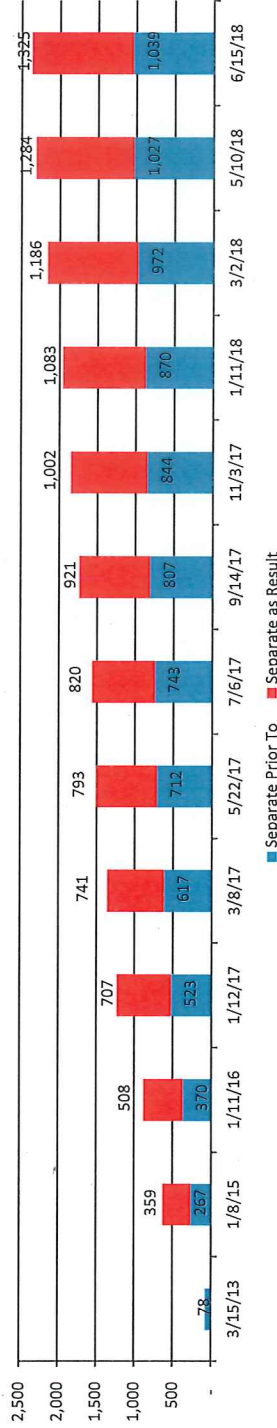
**Homes with deadlines**

Total Letters Sent	Group A	Group B	Group C	Later
Needing Inspections	1,591	879	345	232
Needing Correction (known)	64	51	41	156
	210	151	120	46

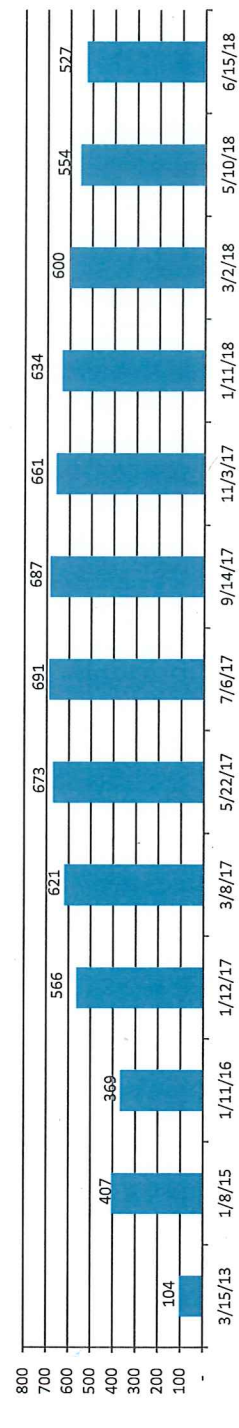
## Total Inspections Made



## No Further Action Needed



## Problems Identified



Note: Dec '15 - Apr '16 data does not include homes with assumed tied in footers.





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

June 19, 2018

Name	Amount	Memo	Account	
1	Water Employees	\$ 77,100.21	Salaries P/R #12.051418-052718	701.180.000-51102-Salaries
2	Water Employees	\$ 77,826.27	Salaries P/R #13.052818-061018	701.180.000-51102-Salaries
3	Water Employees	\$ 4,681.26	Part Time P/R #12.051418-052718	701.180.000-51105-PartTime
4	Water Employees	\$ 5,503.86	Part Time P/R #13.052818-061018	701.180.000-51105-PartTime
5	Board of Municipal Utilities	\$ 1,541.67	Board Salaries - June 2018	701.180.000-51105-PartTime
6	Water Employees	\$ 2,192.56	OT-Plant P/R #12.051418-052718	701.180.000-51106.101-OT Plant
7	Water Employees	\$ 1,261.21	OT-Plant P/R #13.052818-061018	701.180.000-51106.101-OT Plant
8	Water Employees	\$ 1,648.91	OT-Distrib P/R #12.051418-052718	701.180.000-51106.102-OT Dist
9	Water Employees	\$ 1,656.46	OT-Distrib P/R #13.052818-061018	701.180.000-51106.102-OT Dist
10	Water Employees	\$ 1,585.15	OT-Admin P/R #12.051418-052718	701.180.000-51106.103-OT Admin
11	Water Employees	\$ 1,201.01	OT-Admin P/R #13.052818-061018	701.180.000-51106.103-OT Admin
12	Water Employees	\$ 153.00	OT-Const P/R #12.051418-052718	701.180.000-51106.104-OT Constr
13	Water Employees	\$ 247.50	OT-Const P/R #13.052818-061018	701.180.000-51106.104-OT Constr
14	Water Employees	\$ 1,413.81	OT-Office P/R #12.051418-052718	701.180.000-51106.105-OT-Office
15	Water Employees	\$ 1,254.10	OT-Office P/R #13.052818-061018	701.180.000-51106.105-OT-Office
16	Medical Mutual	\$ (552.84)	Med Mut Emp Contrib P/R #12.060618	701.180.000-52203-Hospital
17	Medical Mutual	\$ 863.97	MMO Pmt - Week Ending 060118	701.180.000-52203-Hospital
18	Medical Mutual	\$ 647.15	MMO Claim Adj-Week Ending 060818	701.180.000-52203-Hospital
19	Medical Mutual	\$ 883.04	MMO Pmt - Week Ending 060818	701.180.000-52203-Hospital
20	Medicare	\$ 1,152.67	Medicare-P/R #12.060618 Wages	701.180.000-52212-Medicare
21	Avon Boot Shop, Inc.	\$ 72.50	1/2-Safety Boots for G.Caruso-JRG	701.180.000-52226-Clothing
22	Cintas Corporation	\$ 248.59	1/2-Employee Uniform Rental-May 2018-RK	701.180.000-52226-Clothing
23	Randall's Team Shop	\$ 30.00	1/2-ALRW LOGO's on Shirts-LS	701.180.000-52226-Clothing
24	Randall's Team Shop	\$ 69.00	1/2-Employee T-Shirts/Bottle Filler Plates-CMA	701.180.000-52226-Clothing
25	Caruso, George	\$ 20.00	2 Employee Meal Allowances-LS	701.180.000-52227-Meal Allow
26	Kral, Kristin	\$ 30.00	3 Employee Meal Allowances-LS	701.180.000-52227-Meal Allow
27	Mercy Occupational Health	\$ 362.50	1/2-DOT Testing for New Employees-RKM	701.180.000-53206-Physical
28	Huntington National Bank	\$ 525.47	Conference Expenses-TAD	701.180.000-53500-Edu/Training
29	Huntington National Bank	\$ 215.00	OP.Training-GY	701.180.000-53500-Edu/Training
30	FriendsOffice	\$ 303.41	1/2-Office Supplies-KK/NH	701.180.000-53602-Office Supply
31	NationalOffice	\$ 406.71	1/2-Lateral File for Front Office-RKM	701.180.000-53602-Office Supply
32	Fuelman	\$ 685.43	1/2-Fuel for Vehicles.052118-060318-LS	701.180.000-53604-Gasoline/Oil
33	Bonded Chemicals, Inc.	\$ 31,723.78	20.02 Tons Carbon-GY	701.180.000-53611-Op.Supplies
34	Carmeuse Lime	\$ 8,772.53	59.13 Tons Lime-GY	701.180.000-53611-Op.Supplies
35	Sal Chemical	\$ 5,106.64	Lime Slurry Additive-GY	701.180.000-53611-Op.Supplies
36	USALCO	\$ 20,346.25	148.73 Tons Alum-GY	701.180.000-53611-Op.Supplies
37	Active Plumbing Supply	\$ 1,581.60	WaFountain/Bottle Filler Station-RK	701.180.000-53612-Maint/Repairs
38	ABC Equipment	\$ 341.44	1/2-Maintenance Supplies-RK	701.180.000-53612.001-Plants
39	Active Plumbing Supply	\$ 77.86	1/2-Maintenance Supplies-RK	701.180.000-53612.001-Plants
40	Corrpro Companies, Inc.	\$ 61.29	Maintenance Supplies-RK	701.180.000-53612.001-Plants
41	Discount Drug Mart	\$ 74.29	Maintenance Supplies-LS	701.180.000-53612.001-Plants
42	E&H Hardware Group, LLC.	\$ 211.13	1/2-Maintenance Supplies-RKM	701.180.000-53612.001-Plants
43	Grainger	\$ 195.79	Maintenance Supplies-GY	701.180.000-53612.001-Plants
44	Lowe's	\$ 739.13	Maintenance Supplies-RKM	701.180.000-53612.001-Plants
45	Parker Supply LLC	\$ 28.20	Maintenance Supplies-GY	701.180.000-53612.001-Plants
46	Rex Pipe and Supply Company	\$ 86.44	Maintenance Supplies-GY	701.180.000-53612.001-Plants
47	Roberts Surveying Supplies	\$ 288.00	1/2-Maintenance Supplies (Paint)-JRG	701.180.000-53612.001-Plants
48	Sherwin-Williams Co.	\$ 95.03	Maintenance Supplies-RK	701.180.000-53612.001-Plants
49	Trico Oxygen Company	\$ 45.10	1/2-Maintenance Gases@201Miller-RK	701.180.000-53612.001-Plants
50	Trico Oxygen Company	\$ 34.80	Maintenance Gases@WaPlant-GY	701.180.000-53612.001-Plants
51	Xylem DeWatering Solutions Inc.	\$ 66.85	Maintenance Supplies-RK	701.180.000-53612.001-Plants



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

June 19, 2018

52	Huntington National Bank	\$	59.73	Batteries-GY	701.180.000-53612.001-Plants
53	Core & Main	\$	6,922.25	Water Distribution Supplies-RK	701.180.000-53612.002-Lines
54	Harold Archer & Sons, Inc.	\$	1,417.99	1/2-150.45 Tons Stone-RK	701.180.000-53612.002-Lines
55	Rock Pile	\$	1,352.00	Mulch & Topsoil-RK	701.180.000-53612.002-Lines
56	Kurtz Bros., Inc.	\$	264.50	Mulch & Topsoil-RK	701.180.000-53612.004-Other
57	Maintenance Systems of N. Ohio	\$	1,080.00	Asphalt Repairs-RK	701.180.000-53612.004-Other
58	Sherwin-Williams Co.	\$	205.28	Paint for Fire Hydrants-RK	701.180.000-53612.004-Other
59	SiteOne Landscape Supply	\$	373.58	Yard Repair Materials-RK	701.180.000-53612.004-Other
60	Westview Concrete Corp.	\$	9.90	Masonry Lime-RK	701.180.000-53612.004-Other
61	Badger Meter	\$	7,236.52	10" Meter-RK	701.180.000-53612.005-Meters
62	Alloway	\$	350.00	Lab Analysis-GY	701.180.000-53613-Lab Supplies
63	Culligan of Cleveland	\$	63.00	DI Rental.060118-063018-GY	701.180.000-53613-Lab Supplies
64	Trico Oxygen Company	\$	34.80	Lab Gases-GY	701.180.000-53613-Lab Supplies
65	Thomas Scientific	\$	7,022.06	Lab Supplies for Water Plant-GY	701.180.000-53613-Lab Supplies
66	Hach Company	\$	342.43	Lab Supplies-GY	701.180.000-53613-Lab Supplies
67	Cuyahoga Community College	\$	2,400.00	1/2-Staff Prof. Development-Session 2-RKM	701.180.000-53701-Contract Svc
68	Area Temps	\$	825.00	Temp.Office Help-Week Ending 05/27/18-RKM	701.180.000-53701.002-Other
69	Area Temps	\$	960.00	Temp.Office Help-Week Ending 06/03/18-RKM	701.180.000-53701.002-Other
70	Brakey Energy, Inc.	\$	925.00	1/2-Mo.Fee for Mgmt.Svc.043018-052418-RKM	701.180.000-53701.002-Other
71	Cipro, Michael	\$	180.00	Off Duty Taffic Control@Lake on 050718-RK	701.180.000-53701.002-Other
72	Complete Concrete	\$	350.00	Saw Cut Lake Rd-Repair Water Line-RK	701.180.000-53701.002-Other
73	Configuration & Calibration Svcs	\$	737.06	Start Up Service-GY	701.180.000-53701.002-Other
74	Engie Resources	\$	2,757.94	Engie Resources Mo. Charge-June 2018-RKM	701.180.000-53701.002-Other
75	FCX Performance, Inc.	\$	5,025.00	Annual Calibration of the dp Cells-GY	701.180.000-53701.002-Other
76	Huntington National Bank	\$	111.16	1/2-Food for Meetings-TAD	701.180.000-53701.002-Other
77	Huntington National Bank	\$	503.35	1/2-MovingExp,Conf Expenes-RKM	701.180.000-53701.002-Other
78	Huntington National Bank	\$	176.00	CPESC Renewal-JRG	701.180.000-53701.002-Other
79	Huntington National Bank	\$	42.41	Lunch Meetings-GY	701.180.000-53701.002-Other
80	Operator Training Committee of OH	\$	990.00	1/2-GIS/GPS Field Training for G.Caruso-JRG	701.180.000-53701.002-Other
81	Operator Training Committee of OH	\$	262.50	1/2-ALRW GIS/GPS Training for J.Gaydar-JRG	701.180.000-53701.002-Other
82	Operator Training Committee of OH	\$	7,397.50	1/2-ALRW GIS/GPS Services-JRG	701.180.000-53701.002-Other
83	SOS Integration Services	\$	960.00	On-Site Service@Wa Plant-GY	701.180.000-53701.002-Other
84	Technology Mgmt Solutions	\$	1,250.00	1/2-OffSite BackUp@201Miller-June 2018-RKM	701.180.000-53701.002-Other
85	Technology Mgmt Solutions	\$	189.99	OffSite BackUp@Wa Plant-June 2018-RKM	701.180.000-53701.002-Other
86	Technical Services Group Inc.	\$	618.12	1/2-Computer Service for May 2018-RKM	701.180.000-53701.002-Other
87	United Vanlines, LLC	\$	3,250.00	1/2-Moving Expenses for R.Munro-TAD	701.180.000-53701.002-Other
88	Columbia Gas of Ohio	\$	183.13	Gas Svc@201 Miller.042718-052918-RKM	701.180.000-53702.002-Bldgs
89	Illuminating Company	\$	7,833.00	Elect@Water Plant.04218-051818-GY	701.180.000-53703.001-Plants
90	Engie Resources	\$	747.44	Elect@201 Miller.041118-051018-RKM	701.180.000-53703.002-Bldgs
91	Illuminating Company	\$	206.60	Elect@Aux PumpHouse.041118-050918-GY	701.180.000-53703.002-Bldgs
92	Illuminating Company	\$	66.49	Elect@WalkerTower.041318-051118-GY	701.180.000-53703.002-Bldgs
93	Illuminating Company	\$	70.25	Elect@LearTower.040818-050418-GY	701.180.000-53703.002-Bldgs
94	Avon Lake Regional Water	\$	106.14	Water Used from ETL1-May 2018-RKM	701.180.000-53704-Water Used
95	Verizon Wireless	\$	773.66	1/2-Cell Phone Svc/Equip.052618-062518-RKM	701.180.000-53705-Communication
96	CenturyLink	\$	583.26	TelephoneSvc@WAPlant-May 2018-GY	701.180.000-53705-Communication
97	CenturyLink	\$	714.46	TelephoneSvc@201Miller-May 2018-RKM	701.180.000-53705-Communication
98	Spectrum Business	\$	214.99	InternetSvc@WaPlant.053018-062918-GY	701.180.000-53705-Communication
99	Yuronich, Greg	\$	25.00	Cell Phone Reimbursement-June 2018-RKM	701.180.000-53705-Communication
100	NAPA Avon	\$	175.28	1/2-Misc Truck Parts & Tools-RK	701.180.000-53707-Mobile Maint
101	Cutting Edge Landscape	\$	380.00	1/2-LawnSvc@201Miller-May 2018-RK	701.180.000-53708-Bldg Maint
102	Jani-King of Cleveland	\$	322.50	1/2-CleaningSvc@201Miller-June 2018-RKM	701.180.000-53708-Bldg Maint
103	Hubert's Landscaping Company	\$	183.00	TurnOn Sprinkler System@WFP-GY	701.180.000-53708-Bldg Maint
104	FriendsOffice	\$	482.80	Office Furniture for Wa Plant-GY	701.180.000-53804-New Equipment



06/15/18

Avon Lake Regional Water  
WATER FUND 701 EXPENSES

June 19, 2018

105 Ohio CAT	\$ 81,167.84	Caterpillar Mini Hydraulic Excavator-RK	701.180.000-53804-New Equipment
106 Arnold, Cheryl	\$ 243.49	Reimbursement for Mileage & Expenses-RKM	701.180.000-53901-Refunds
107 Munro, Robert	\$ 376.19	Reimbursement for Mileage-TAD	701.180.000-53901-Refunds
108 Calfee, Halter & Griswold LLP	\$ 7,482.94	1/2-Legal Services.030118-053118-TAD	701.180.000-53907.002-Legal Fee
	<u>\$ 414,089.26</u>		





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

June 19, 2018

Name	Amount	Memo	Account
1 Wastewater Employees	\$ 38,946.40	Salaries P/R #12.051418-052718	721.190.000-51102-Salaries
2 Wastewater Employees	\$ 39,083.92	Salaries P/R #13.052818-061018	721.190.000-51102-Salaries
3 Wastewater Employees	\$ 5,920.00	Part Time P/R #12.051418-052718	721.190.000-51105-PartTime
4 Wastewater Employees	\$ 5,485.25	Part Time P/R #13.052818-061018	721.190.000-51105-PartTime
5 Board of Municipal Utilities	\$ 1,541.66	Board Salaries - June 2018	721.190.000-51105-PartTime
6 Wastewater Employees	\$ 2,759.84	OT-Plant P/R #12.051418-052718	721.190.000-51106.101-OT Plant
7 Wastewater Employees	\$ 1,200.19	OT-Plant P/R #13.052818-061018	721.190.000-51106.101-OT Plant
8 Wastewater Employees	\$ 2,044.92	OT-Distrib P/R #12.051418-052718	721.190.000-51106.102-OT Distr
9 Wastewater Employees	\$ 1,984.73	OT-Distrib P/R #13.052818-061018	721.190.000-51106.102-OT Distr
10 Wastewater Employees	\$ 831.60	OT-Admin P/R #12.051418-052718	721.190.000-51106.103-OT Admin
11 Wastewater Employees	\$ 138.60	OT-Admin P/R #13.052818-061018	721.190.000-51106.103-OT Admin
12 Wastewater Employees	\$ 876.91	OT-Constr P/R #12.051418-052718	721.190.000-51106.104-OT Constr
13 Wastewater Employees	\$ 999.51	OT-Const P/R #13.052818-061018	721.190.000-51106.104-OT Constr
14 Medical Mutual	\$ (207.26)	Med Mut Emp Contrib P/R #12.060618	721.190.000-52203-Hospital
15 Medical Mutual	\$ 530.70	MMO Pmt - Week Ending 060118	721.190.000-52203-Hospital
16 Medical Mutual	\$ 592.14	MMO Claim Adj-Week Ending 060818	721.190.000-52203-Hospital
17 Medical Mutual	\$ 240.26	MMO Pmt - Week Ending 060818	721.190.000-52203-Hospital
18 Dependent Healthcare	\$ 1,200.00	Dependent Healthcare-Jan-June 2018	721.190.000-52203-Hospital
19 Dependent Healthcare	\$ 200.00	Dependent Healthcare-June 2018-LS	721.190.000-52203-Hospital
20 Medicare	\$ 726.44	Medicare-P/R #12.060618 Wages	721.190.000-52212-Medicare
21 Avon Boot Shop, Inc.	\$ 72.49	1/2-Safety Boots for G.Caruso-JRG	721.190.000-52226-Clothing
22 Cintas Corporation	\$ 248.59	1/2-Employee Uniform Rental-May 2018-RK	721.190.000-52226-Clothing
23 Randall's Team Shop	\$ 30.00	1/2-ALRW LOGO's on Shirts-LS	721.190.000-52226-Clothing
24 Randall's Team Shop	\$ 69.00	1/2-Employee T-Shirts/Bottle Filler Plates-CMA	721.190.000-52226-Clothing
25 Fischer, Will	\$ 40.00	4 Employee Meal Allowances-LS	721.190.000-52227-Meal Allow
26 Pijor, Jeremy	\$ 10.00	1 Employee Meal Allowance-LS	721.190.000-52227-Meal Allow
27 Sadowski, Dale	\$ 10.00	1 Employee Meal Allowance-LS	721.190.000-52227-Meal Allow
28 Mercy Occupational Health	\$ 362.50	1/2-DOT Testing for New Employees-RKM	721.190.000-53206-Emp Physicals
29 FriendsOffice	\$ 303.39	1/2-Office Supplies-KK/NH	721.190.000-53602-Office Supply
30 NationalOffice	\$ 406.71	1/2-Lateral File for Front Office-RKM	721.190.000-53602-Office Supply
31 Fuelman	\$ 685.42	1/2-Fuel for Vehicles.052118-060318-LS	721.190.000-53604-Gasoline/Oil
32 ABC Equipment	\$ 341.43	1/2-Maintenance Supplies-RK	721.190.000-53612.001-Plants
33 Active Plumbing Supply	\$ 77.87	1/2-Maintenance Supplies-RK	721.190.000-53612.001-Plants
34 Discount Drug Mart	\$ 75.88	Maintenance Supplies-LS	721.190.000-53612.001-Plants
35 E&H Hardware Group, LLC.	\$ 211.12	1/2-Maintenance Supplies-RKM	721.190.000-53612.001-Plants
36 Lowe's	\$ 1,293.57	Maintenance Supplies-RKM	721.190.000-53612.001-Plants
37 Roberts Surveying Supplies	\$ 288.00	1/2-Maintenance Supplies (Paint)-JRG	721.190.000-53612.001-Plants
38 Sherwin-Williams Co.	\$ 120.68	1/2-Maintenance Supplies (Paint)-JRG	721.190.000-53612.001-Plants
39 Trico Oxygen Company	\$ 45.10	1/2-Maintenance Gases@201Miller-RK	721.190.000-53612.001-Plants
40 Trico Oxygen Company	\$ 34.20	Maintenance Gases@WPCC-SB	721.190.000-53612.001-Plants
41 McMaster-Carr Supply	\$ 17.10	Maintenance Supplies-SB	721.190.000-53612.001-Plants
42 Harold Archer & Sons, Inc.	\$ 1,417.99	1/2-150.45 Tons Stone-RK	721.190.000-53612.002-Lines
43 Culligan of Cleveland	\$ 37.80	DI Rental.060118-063018-GY	721.190.000-53613-Lab Supplies
44 Jones & Henry Laboratories	\$ 611.44	Lab Samples-SB	721.190.000-53613-Lab Supplies
45 Hach Company	\$ 1,306.31	Lab Supplies-SB	721.190.000-53613-Lab Supplies
46 Cuyahoga Community College	\$ 2,400.00	1/2-Staff Prof. Development-Session 2-RKM	721.190.000-53701-Contract Svc
47 Brakey Energy, Inc.	\$ 925.00	1/2-Mo.Fee for Mgmt.Svc.043018-052418-RKM	721.190.000-53701.002-Other
48 Great Lakes Pipeline Services	\$ 3,287.50	CCTV Inspection-Lake Rd/Curtis Sewers-JRG	721.190.000-53701.002-Other
49 Huntington National Bank	\$ 111.15	1/2-Food for Meetings-TAD	721.190.000-53701.002-Other
50 Huntington National Bank	\$ 503.34	1/2-MovingExp,Conf Expenes-RKM	721.190.000-53701.002-Other
51 Huntington National Bank	\$ 30.00	OWEA Fee-RRE	721.190.000-53701.002-Other
52 Huntington National Bank	\$ 1,620.78	ConferenceExp, Misc Supplies-SB	721.190.000-53701.002-Other



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

June 19, 2018

53	Operator Training Committee of OH	\$	990.00	1/2-GIS/GPS Field Training for G.Caruso-JRG	721.190.000-53701.002-Other
54	Operator Training Committee of OH	\$	262.50	1/2-ALRW GIS/GPS Training for J.Gaydar-JRG	721.190.000-53701.002-Other
55	Operator Training Committee of OH	\$	7,397.50	1/2-ALRW GIS/GPS Services-JRG	721.190.000-53701.002-Other
56	Solar Testing Laboratories, Inc.	\$	2,277.50	Testing/Inspection@WPCC.041618-051318-SB	721.190.000-53701.002-Other
57	Technology Mgmt Solutions	\$	1,250.00	1/2-OffSite BackUp@201Miller-June 2018-RKM	721.190.000-53701.002-Other
58	Technical Services Group Inc.	\$	618.13	1/2-Computer Service for May 2018-RKM	721.190.000-53701.002-Other
59	United Vanlines, LLC	\$	3,250.00	1/2-Moving Expenses for R.Munro-TAD	721.190.000-53701.002-Other
60	Columbia Gas of Ohio	\$	43.28	Gas Svc@671 Bridgeside.050118-053118-RK	721.190.000-53702.003-PumpSta
61	Columbia Gas of Ohio	\$	28.59	Gas Svc@641 Lear.050418-060518-RK	721.190.000-53702.003-PumpSta
62	Columbia Gas of Ohio	\$	30.16	Gas Svc@100 Woodbridge.050118-053118-RK	721.190.000-53702.003-PumpSta
63	Engie Resources	\$	11,695.01	Elect@WPCC.041018-050518-RKM	721.190.000-53703.001-Plants
64	Engie Resources	\$	68.37	Elect@31900Lake.040718-050818-RKM	721.190.000-53703.003-PumpSta
65	Engie Resources	\$	821.89	Eelct@32789Lake.041018-050818-RKM	721.190.000-53703.003-PumpSta
66	Engie Resources	\$	30.82	Elect@671Bridgeside.040718-050418-RKM	721.190.000-53703.003-PumpSta
67	Engie Resources	\$	46.97	Elect@641Lear.040818-050718-RKM	721.190.000-53703.003-PumpSta
68	Engie Resources	\$	41.56	Elect@WoodbridgeWay.040818-050418-RKM	721.190.000-53703.003-PumpSta
69	illuminating Company	\$	152.11	Elect@31900Lake.050918-060718-RK	721.190.000-53703.003-PumpSta
70	illuminating Company	\$	73.14	Elect@671Bridgeside.050518-060718-RK	721.190.000-53703.003-PumpSta
71	illuminating Company	\$	75.34	Elect@641Lear.050818-060718-RK	721.190.000-53703.003-PumpSta
72	illuminating Company	\$	75.92	Elect@HuntClub.050518-060718-RK	721.190.000-53703.003-PumpSta
73	illuminating Company	\$	64.67	Elect@758Jaycox.050818-060718-RK	721.190.000-53703.004-Other
74	Verizon Wireless	\$	773.66	1/2-Cell Phone Svc/Equip.052618-062518-RKM	721.190.000-53705-Communication
75	CenturyLink	\$	354.24	TelephoneSvc@PumpStations-May 2018-RK	721.190.000-53705-Communication
76	NAPA Avon	\$	175.28	1/2-Misc Truck Parts & Tools-RK	721.190.000-53707-Mobile Maint
77	Cutting Edge Landscape	\$	380.00	1/2-LawnSvc@201Miller-May 2018-RK	721.190.000-53708-Bldg Maint
78	Jani-King of Cleveland	\$	322.50	1/2-CleaningSvc@201Miller-June 2018-RKM	721.190.000-53708-Bldg Maint
79	Munro, Robert	\$	71.56	Reimbursement for Expenses-TAD	721.190.000-53901-Refunds
80	Calfee, Halter & Griswold LLP	\$	7,482.93	1/2-Legal Services.030118-053118-TAD	721.190.000-53907.002-LegalFees
			<b>\$ 160,943.80</b>		



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

June 19, 2018

Name	Amount	Memo	Account
1 Engie Resources	\$ 9,833.58	Elect@Moore P.S.041218-051018-RKM	703.180.000-53703.003-Electric
2 Ohio Edison	\$ 59.99	Elect Svc@Butternut/Root.050518-060418-RKM	703.180.000-53703.004-Electric
3 Ohio Edison	\$ 63.28	Elect Svc@Lear/Chestnut.050618-060618-RKM	703.180.000-53703.004-Electric
4 Ohio Edison	\$ 58.00	Elect Svc@Lear/US20.050818-060518-RKM	703.180.000-53703.004-Electric
5 Ohio Edison	\$ 61.87	Elect Svc@Root/Sprag.05518-060418-RKM	703.180.000-53703.004-Electric
6 Illuminating Company	\$ 101.56	Elect@Lear/Krebs.040818-050718-RKM	703.180.000-53703.004-Electric
7 Illuminating Company	\$ 64.39	Elect@Moore/RR.041318-051118-RKM	703.180.000-53703.004-Electric
8 Engie Resources	\$ 21.17	Elect@Butternut/Root.040618-050418-RKM	703.180.000-53703.004-Electric
9 Engie Resources	\$ 15.69	Elect@Lear/Mills.041018-050818-RKM	703.180.000-53703.004-Electric
10 Engie Resources	\$ 38.52	Elect@Lear/Chestnut.040718-05518-RKM	703.180.000-53703.004-Electric
11 Engie Resources	\$ 11.14	Elecxt@Lear/US20.040718-050718-RKM	703.180.000-53703.004-Electric
12 Engie Resources	\$ 21.39	Elect@Root/Sprag.040618-050418-RKM	703.180.000-53703.004-Electric
13 Avon Lake Regional Water	\$ 169,466.17	Water Used from ETL1-May 2018-RKM	703.180.000-53704-Water Used
	<b><u>\$ 179,816.75</u></b>		





Avon Lake Regional Water  
**MOR FUND 762 EXPENSES**

June 19, 2018

Name	Amount	Memo	Account
Cutting Edge Landscape	\$ 405.00	LawnSvc@Island P.S.-May 2018-RKM	762.180.000-53701-Contractual
Ohio Edison	\$ 37.18	Elect@Island OAL.050418-060518-RKM	762.180.000-53703.003-PumpSta
Engie Resources	\$ 9,007.01	Elect@Moore P.S.041218-051018-RKM	762.180.000-53703.003-PumpSta
Ohio Edison	\$ 59.06	Elect@37890Barres.050918-060618-RKM	762.180.000-53703.004-Other
Ohio Edison	\$ 57.11	Elect@37780CenterRidge.050518-060518-RKM	762.180.000-53703.004-Other
Ohio Edison	\$ 55.75	Elect@36550ChestnutRidge.050518-060518-RKM	762.180.000-53703.004-Other
Engie Resources	\$ 61.38	Elect@Detroit 041318-051118-RKM	762.180.000-53703.004-Other
Engie Resources	\$ 16.49	Elect@Barres.040818-050818-RKM	762.180.000-53703.004-Other
Engie Resources	\$ 5.85	Elect@CenterRidge.040618-050418-RKM	762.180.000-53703.004-Other
Avon Lake Regional Water	\$ 317,731.17	Water Used from ETL2 for May 2018-RKM	762.180.000-53704-Water Used
	<u>\$ 327,436.00</u>		





Avon Lake Regional Water  
LORCO FUND 749 EXPENSES

June 19, 2018

Name	Amount	Memo	Account
1 Ohio Edison	\$ 254.44	Elect@9845AvonBelden.050518-060518-RKM	749.190.000-53703.001-Plants
2 Ohio Edison	\$ 784.81	Elect@38393Royalton.050218-053118-RKM	749.190.000-53703.001-Plants
3 Engie Resources	\$ 184.53	Elect@9845AvonBelden.040618-050418-RKM	749.190.000-53703.001-Plants
4 Engie Resources	\$ 684.29	Elect@38393Royalton.040318-050118-RKM	749.190.000-53703.001-Plants
5 Engie Resources	\$ 4.05	Elect@33678Walker.041318-051118-RKM	749.190.000-53703.002-Bldgs
6 Ohio Edison	\$ 58.05	Elect@12169AvonBelden.050418-060418-RKM	749.190.000-53703.003-PumpSta
7 Ohio Edison	\$ 60.03	Elect@12901AvonBelden.050418-060418-RKM	749.190.000-53703.003-PumpSta
8 Ohio Edison	\$ 134.40	Elect@33930Cooley.050418-060518-RKM	749.190.000-53703.003-PumpSta
9 Ohio Edison	\$ 62.11	Elect@36780Giles.050318-060118-RKM	749.190.000-53703.003-PumpSta
10 Ohio Edison	\$ 57.65	Elect@10920Hawke.050518-060618-RKM	749.190.000-53703.003-PumpSta
11 Ohio Edison	\$ 80.47	Elect@10301Reed.050518-060518-RKM	749.190.000-53703.003-PumpSta
12 Lorain-Medina Rural Electric	\$ 94.94	Elect@Banks.042318-052318-RKM	749.190.000-53703.003-PumpSta
13 Lorain-Medina Rural Electric	\$ 157.20	Elect@Slife.042318-052318-RKM	749.190.000-53703.003-PumpSta
14 Lorain-Medina Rural Electric	\$ 142.59	Elect@IndianHollow.042318-052318-RKM	749.190.000-53703.003-PumpSta
15 Lorain-Medina Rural Electric	\$ 92.57	Elect@36879Capel.042318-052318-RKM	749.190.000-53703.003-PumpSta
16 Lorain-Medina Rural Electric	\$ 56.46	Elect@Durkee(S).042318-052318-RKM	749.190.000-53703.003-PumpSta
17 Lorain-Medina Rural Electric	\$ 138.05	Elect@12775Durkee(N).042318-052318-RKM	749.190.000-53703.003-PumpSta
18 Lorain-Medina Rural Electric	\$ 76.66	Elect@12601Cowley.042318-052318-RKM	749.190.000-53703.003-PumpSta
19 Engie Resources	\$ 9.44	Elect@12169AvonBelden.040518-050318-RKM	749.190.000-53703.003-PumpSta
20 Engie Resources	\$ 13.80	Elect@12901AvonBelden.040518-050318-RKM	749.190.000-53703.003-PumpSta
21 Engie Resources	\$ (43.49)	Elect@33930Cooley.020618-050318-RKM	749.190.000-53703.003-PumpSta
22 Engie Resources	\$ 15.82	Elect@36780Giles.040418-050218-RKM	749.190.000-53703.003-PumpSta
23 Engie Resources	\$ 7.79	Elect@10920Hawke.040618-050418-RKM	749.190.000-53703.003-PumpSta
24 Engie Resources	\$ 30.17	Elect@10301Reed.040618-050418-RKM	749.190.000-53703.003-PumpSta
25 Frontier	\$ 54.14	Telephone Svc@FourPlex.052518-062418-RKM	749.190.000-53705-Communication
26 SmartBill	\$ 605.86	ServiceFee/Postage for Bills-RKM	749.190.000-53760-Billing Exp
27 LORCO	\$ 1,655.45	Reimburse LORCO 2 Pmts-May 2018-RKM	749.190.000-53901-Refunds/Reimb
28 LORCO	\$ 12,000.00	Monthly Op.Advance-June 2018-RKM	749.190.000-59500-Mo Advance
	<u>\$ 17,472.28</u>		





Avon Lake Regional Water  
**WATERWORKS CONSTRUCTION FUND 704 EXPENSES**  
June 19, 2018

Name	Amount	Memo	Account
1 Water Debt Service Fund	\$ 2,100,000.00	Transfer Funds to Fund 706 Water Debt Svc-TAD	FUND 704 -WWC
2 Underground Utilities Inc.	\$ 472,474.25	Pmt #7-Stop 45 Proejct-OWDA Loan #7837-RKM	704.180.000-55007-Cap Lines
	<u>\$ 2,572,474.25</u>		





06/15/18

Avon Lake Regional Water  
**WASTEWATER CONSTRUCTION FUND 724 EXPENSES**

June 19, 2018

Name	Amount	Memo	Account
1 Underground Utilities Inc.	<u>\$ 467,595.43</u> <u>\$ 467,595.43</u>	Pmt #7-Stop 45 Proejct-OWDA Loan #7837-RKM	724.190.000-55006-Cap.San.Sewer





06/15/18

Avon Lake Regional Water  
**LATERAL LOAN FUND 765 EXPENSES**

June 19, 2018

<u>Name</u>	<u>Amount</u>	<u>Memo</u>	<u>Account</u>
1 Concrete & More, Inc.	\$ 400.00	Lateral Loan Program-236 Vineyard (10%)-RKM	765.190.000-53701-ContractorPmt
2 Concrete & More, Inc.	\$ 2,000.00	Lateral Loan Program-146 Fairfield-RKM	765.190.000-53701-ContractorPmt
3 Concrete & More, Inc.	\$ 2,700.00	Lateral Loan Program-246 Fairfield-RKM	765.190.000-53701-ContractorPmt
4 David Frey Plumbing	\$ 3,400.00	Lateral Loan Program-126Norman-RKM	765.190.000-53701-ContractorPmt
	<u>\$ 8,500.00</u>		







216.367.1407 | [lmcmahon@mdllp.net](mailto:lmcmahon@mdllp.net)

May 31, 2018

*Via e-mail*  
Mr. Todd Danielson  
Avon Lake Regional Water  
201 Miller Road  
Avon Lake, Ohio 4401

**RE: *Engagement Letter***

Dear Mr. Danielson,

We are pleased to represent Avon Lake Regional Water with respect to legal consultation and counseling for issues related to the Long Term Control Plan. This letter describes practices regarding fees and expenses for our services.

The fees in our office are calculated on the basis of the time involved in rendering services, with hourly rates at \$300 for partners, \$240 for associates, \$125 for law clerks, and \$100 for paralegals.

At this time, Avon Lake Regional Water has authorized the payment of fees and expenses of up to \$25,000. If additional fees and expenses are necessary, we will notify you and request additional authorization.

Statements are rendered on a monthly basis and identify charges for legal services with a description of the services performed. You will not be charged for ordinary photocopying, local telephone calls, local travel or mileage. Payment is due within 30 days of the statement date.

We are pleased to have the opportunity to represent Avon Lake Regional Water as legal counsel and will undertake to provide you with legal work in a responsive, timely and cost-efficient manner.

Please acknowledge your acceptance of the terms outlined by signing a copy of this letter and returning it to me. Please retain a copy for your files.

**McMahon DeGulis LLP | Attorneys | [www.mdllp.net](http://www.mdllp.net)**

812 Huron Road | Suite 650 | Cleveland, Ohio 44115 | 216.621.1312 | Fax: 216.621.0577

Should you have any questions, please do not hesitate to contact me or Erin M. McDevitt-Frantz.

Sincerely,  
MCMAHON DEGULIS LLP



Louis L. McMahon  
LLM/emf

On behalf of Avon Lake Regional Water:

By: \_\_\_\_\_

Title: \_\_\_\_\_





DESIGN-SALES-INTEGRATION

January 31, 2018

Todd Danielson  
Avon Lake Regional Water  
201 Miller Road  
Avon Lake, Ohio 44012

Todd,

Thank you for considering RPC Video for your audio/visual requirements. Please review this entire document very carefully. The lead-time for this equipment is approximately 2 to 4 weeks from acceptance of this proposal.

As we discussed you could add a Mersive screen sharing device that would allow all meeting participants to share their devices for a more interactive and productive meeting experience.

Issuing a purchase order based on this proposal confirms that you agree to all of the details included in the scope of work and the customer check list.

I will be in contact with you soon to review the proposal in detail. In the meantime, if you have any questions, please do not hesitate to contact me. I look forward to working with you.

Sincerely,

Robert P. Ring  
Account Manager

**This document has been provided for review only.  
Use of ideas, design concepts equipment lists and or drawings contained within this  
proposal for any purpose requires written approval of RPC Video Inc.**

PITTSBURGH 50 Allegheny River Blvd. - Verona, PA 15147  
412-828-1414 • FAX 412-828-1488

HARRISBURG 717-566-4401 • PHONE/FAX

CLEVELAND 440-328-3338 • FAX 440-328-3330







## About RPC Video Inc.

With offices in Pittsburgh, Cleveland and Harrisburg, RPC Video has been supplying audio and video technology solutions to the educational, medical, government and corporate marketplaces since 1966. RPC Video has a long prestigious record of successful projects such as television production facilities, distance learning, video conferencing facilities, observation facilities, medical research, automation for broadcasting and a broad range of electronic educational and training facility applications. Our business relies on referrals from our existing customers, therefore we only represent those product lines that we are confident will support those referrals. RPC Video engineering services ensure that your system concept becomes a reality with the appropriate technology to accomplish your mission and the assurance that you get the return on investment you expect from your technology assets. RPC Video has service customers that we continue to support after 15 years, so you don't need to wonder if we will be there when you need service.

## Scope of Work

We will replace your three existing fixed wall mount cameras with three HD pan/tilt/zoom cameras mounted in the same location. They will be connected to the new HD switcher along with an HDMI feed from a location at the conference table. The output of the switcher will feed the disc recorder and the streaming appliance. We will use your existing Samsung monitor for the multiview preview output of the switcher. We will replace your existing ceiling microphones with 2 multi element ceiling hung pods. These will be placed above the conference table enabling audio pick up from most anywhere in the room. We will use your existing mobile cart to house the new HD A/V switcher, camera controller, hard drive recorder, and streaming unit. We will replace your existing cable raceway with a longer (8 feet) compliant one for power and HDMI accessibility to under the conference table.

I have included the Mersive display sharing device to this proposal. This will allow you and anyone else in the room who has a mobile device to share screen content and to connect to the room display wirelessly. We will need a static IP address for this device and will need to have your IT team involved with the setup of this device.

Be aware of the fact that we will be sending an HD signal to the streaming device. This type of signal requires a large amount of bandwidth and internet speed. Please check with your streaming provider for their requirements and set up protocol. Your IT department will need to work with them to ensure the correct connection.



## Equipment

Proposal # alwater-system-013118rr

Item	Qty	Manuf.	Model	Description	
1	1	Roland	VR-4HD	HD A/V mixer with built-in USB stream/record	
2	1	Blackmagic	HyperDeck Studio	HD recorder	
3	1	Boxcast	Boxcaster	HD streaming device	
4	1	Kramer	RK-1	Rack shelf for streaming device	
5	1	Vaddio	999-8800-000	EasyUSB mic pod and two ceiling mic pods	
6	1	Vaddio	998-6000-004	Rack kit for mic pod	
7	1	Kramer	C-HM/HM-35	35' HDMI cable from laptop to mixer	
8	4	Kramer	C-HM/HM-3	3' HDMI cable, mixer to recorder, recorder to Boxcast, DA to mixer, and mixer to display	
9	1	RDL	STP-1	Mic/line attenuator	
10	1	RDL	PS24AS	Power supply	
11	3	Marshall	CV620-WH2	HD/SDI PTZ camera system	
12	3	Marshall	CV6XX-WMW	White wall mount for PTZ camera	
13	1	Marshall	VS-PTC-200	Multi camera control panel	
14	3	Marshall	CV620-CABLE-07	CATX to RS232 cable from camera to camera	
15	1	Marshall	CV620-CABLE-06	RS232 to CAT X cable from controller to camera	
16	1	Mersive	SP-7000	Solstice perpetual software license integrated on an android appliance - unlimited users	
17	1	Mersive	SM-101-UP	1 year extended software maintenance (at time of purchase) 2 year total maintenance	
18	1	Legrand	OFRBC-8R	8' over floor raceway for HDMI and power to table	
19	1	Kramer	CP-HM/HM/ETH-50	50' plenum HDMI cable from window camera to switcher	
20	1	Kramer	CP-HM/HM/ETH-35	35' plenum HDMI cable from rear camera to switcher	
21	1	Kramer	CP-HM/HM/ETH-25	25' plenum HDMI cable from 3rd camera to switcher	
22	1	Kramer	CP-AOCH-66	66' Hybrid HDMI cable from DA to display	
23	1	Kramer	VM-2H2	1 x 2 HDMI dist amp from laptop to switcher and display	
24	1	Kramer	RK-T2B	Rack kit for DA	
25	3	Kramer	ADC-DM/HF	DVI to HDMI interface	
26	1	Mid Atlantic	PD915R	Rack mount surge protected power strip	
27	1	RPC	INSTALL	RPC Set-Up, Materials, and Installation	
				<b>GRAND TOTAL</b>	<b>\$19,940</b>

## Proposal Terms and Conditions

Terms Net 20 days – PCA  
 F.O.B. Ship Point PPA  
 Proposal Valid 30 days





**Client Check List**

**All labor priced as non-union.**

Issuing a purchase order based on this proposal confirms that you agree to all of the details included in the scope of work and the customer check list.

**Plenum cabling is specified in this proposal as required by the NEC (National electrical code).**

Any changes or modifications to this proposal must be mutually agreed upon. All changes shall be submitted and approved in writing by both RPC Video and the client.

Should the Owner in whole cancel a project or in part, prior to final completion, the Owner agrees to pay RPC Video for all costs incurred to date and/or to bring the project to an acceptable close. Materials and equipment may be subject to restocking charge.

Room Availability - All work is to be performed during normal business hours M-F between 9:00am and 6:00pm, unless stated otherwise by this quote. In the event it is necessary to work off regular hours, an increased labor rate will be presented in the form of a change order for customer approval.

Power outlets, conduit, wall boxes, floor boxes, wire way, and wall penetrations are to be provided by others before any work can commence. Any delays or re-scheduling of installation work due to lack of pre-requisite power or network requirements, may result in additional charges.

Any work not specifically detailed, or equipment not specified in the system proposed by RPC Video may require a change order to cover additional equipment, labor and/or materials as required.

Unlimited access to the systems, work areas, and any other space we require access to, in order to complete our work.

**Acceptance**

Avon Lake Regional Water and RPC Video agree to the A/V services outlined in this proposal and as they relate to the board room A/V upgrade project, RPC Video job # alwater-system-013118rr for a fee of **\$19,940.00** dated January 31, 2018.

Accepted

**RPC Video**

**Avon Lake Regional Water**

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: Robert P. Ring

Name: \_\_\_\_\_

Title: Account Manager

Title: \_\_\_\_\_

Date: 01-31-18

Date: \_\_\_\_\_



## THE HISTORY OF THE VIDEO INDUSTRY

The video industry has a long and rich history, starting with the invention of motion pictures in the late 19th century. The first motion picture was created by Thomas Edison in 1888, and it was called "The Great Cabbage Head Race".

Over the years, the video industry has grown and evolved, with the invention of television in the 1920s and the development of the video cassette recorder (VCR) in the 1970s.

The video industry has also been shaped by the rise of home video, which allowed consumers to watch movies and television shows in their own homes.

The video industry has also been impacted by the rise of digital technology, which has led to the development of digital video recording (DVR) and digital video disc (DVD) formats.

The video industry has also been shaped by the rise of streaming services, which have allowed consumers to watch movies and television shows online.

The video industry has also been impacted by the rise of social media, which has allowed consumers to share their favorite videos and reviews with others.

The video industry has also been shaped by the rise of mobile devices, which have allowed consumers to watch videos on their smartphones and tablets.

The video industry has also been impacted by the rise of virtual reality (VR), which has allowed consumers to experience movies and television shows in a new and immersive way.

The video industry has also been shaped by the rise of artificial intelligence (AI), which has allowed for the development of new and innovative video formats and experiences.

The video industry has also been impacted by the rise of big data, which has allowed for the development of new and innovative video marketing strategies.

The video industry has also been shaped by the rise of the Internet of Things (IoT), which has allowed for the development of new and innovative video experiences.

The video industry has also been impacted by the rise of blockchain technology, which has allowed for the development of new and innovative video distribution models.

The video industry has also been shaped by the rise of quantum computing, which has allowed for the development of new and innovative video experiences.

The video industry has also been impacted by the rise of nanotechnology, which has allowed for the development of new and innovative video experiences.

The video industry has also been shaped by the rise of biotechnology, which has allowed for the development of new and innovative video experiences.

The video industry has also been impacted by the rise of space technology, which has allowed for the development of new and innovative video experiences.

The video industry has also been shaped by the rise of quantum entanglement, which has allowed for the development of new and innovative video experiences.

The video industry has also been impacted by the rise of quantum teleportation, which has allowed for the development of new and innovative video experiences.

The video industry has also been shaped by the rise of quantum cryptography, which has allowed for the development of new and innovative video experiences.

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High  
Performance  
Solutions for



Audio, Video,  
Sound and



Communication  
Technologies

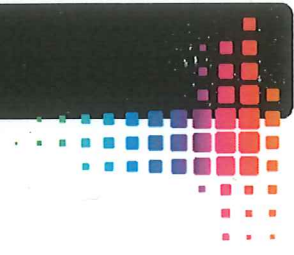
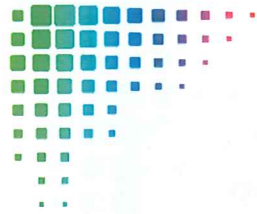
■ MAY 17, 2018

# Boardroom Audio Visual System Upgrade (Revised – R2)



Avon Lake  
Regional Water





May 17, 2018

Mr. Todd Danielson  
Avon Lake Regional Water  
201 Miller Road  
Avon Lake, OH 44012

PROPOSAL

**Boardroom AV System Upgrades**

(Revised - R2)



Please accept this letter along with the additional information enclosed as our revised proposal to upgrade the audio visual systems in the boardroom at Avon Lake Regional Water. This is a valued opportunity for SoundCom and let me start by saying that we would like to earn your business.

We have been performing comparable work for over 40 years and are proud to call many of the region's top performing companies our clients. We have completed countless projects over the years including hundreds that integrate sound, video, and communications systems for a wide range of clients.

In fact, we have recently deployed comparable solutions for clients in the region including the cities of Westlake, Oberlin, Beachwood, Cleveland, and Brunswick, just to name a few.

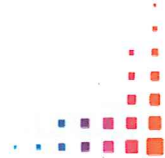
Our highly trained and certified staff is singularly focused on delivering world-class sound, video, and specialty communications solutions with an acute attention on quality and service.

On behalf of our over 180 full-time employees, I would like to personally thank you for the opportunity to continue to earn your business and we look forward to discussing this project with you in greater detail soon.

Please feel free to contact us with any questions.

Sincerely,

Richard Threadgill  
Sr. Account Executive







SoundCom is ranked among the top 25 systems integration firms in the U.S. by Systems Contractor News, and has ranked among the top 50 since 2004.

## About SoundCom Systems

*For over 40 years, SoundCom Systems has been providing cutting-edge sound, video, and communications solutions for businesses and institutions of nearly every size. Headquartered in Cleveland, Ohio with offices in Detroit, Pittsburgh, Columbus, Grand Rapids, Flint, Lansing, and Cincinnati, SoundCom has the knowledge, experience, and scalability to meet virtually any project scope and deadline with an attention to detail and focus on quality that is unrivaled in the industry.*



### COMPLETE TURN-KEY SERVICES

As a full-service integration firm, SoundCom offers complete turn-key services for any project of any size including:

- Consulting & Design
- Engineering & CAD
- Shop & Fabrication
- Project Management
- Installation
- Programming
- Training
- Technical Support

### WE'RE ALWAYS OPEN

SoundCom prides itself on providing our customers with world-class support before, during, and after the sale. Our service department is never closed delivering critical services to customers when it is needed most.

We're here when you need us!

24/7/365

### CERTIFIED INDUSTRY EXPERTS

SoundCom's engineering and technical teams are some of the most experienced and well-trained in the industry. Our engineering department collectively has over 130 years of experience and our installation and service teams have an average tenure over 10 years with SoundCom and over 230,000 hours of available man-power annually. Our technical staff carries many of the industry's major certifications so you can be assured that your project will be done right and on-time.



## Detailed Project Narrative

(Revised - R2)

### BOARDROOM AUDIO VIDEO SYSTEM UPGRADE

The existing audio visual system in the boardroom of the Avon Lake Regional Water building is outdated and doesn't meet the needs of the agency.

SoundCom proposes the following system upgrades designed to meet the immediate needs of the boardroom, but to also support future functionality as the room is to be renovated to support a wider range of meeting needs.

The existing wall-mounted flat panel display will remain as is, but will be integrated with the system upgrades. For optimal performance, this proposal assumes the existing display has an RS-232 control port.

At the meeting room table, SoundCom will provide digital HDMI and analog VGA with audio connections (one of each) so that a guest with a laptop computer can easily connect and show content on the main display.

These cable connections will feed a small extender that will be mounted under the table. From this extender, SoundCom will provide a shielded Cat-6 cable which will be run along the floor to the wall and then pulled to the existing display location. A scaling receiver will be installed behind the display converting the signal back to HDMI.

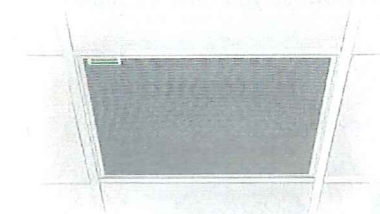
This receiver will feed a small 1 x 2 HDMI distribution amplifier. One output from the DA will feed the existing display while the other output will be pulled to the broadcast production cart at the back of the room using an active fiber cable.

It is worth noting that the system will automatically scale any connected content source to match the native output resolution of the main display (1080p). By doing so, users will not need to adjust the output resolution of their portable device and content will be optimized for viewing on the display.

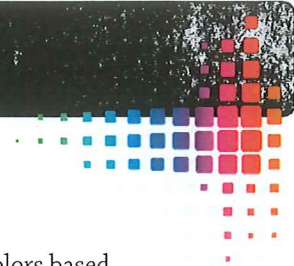
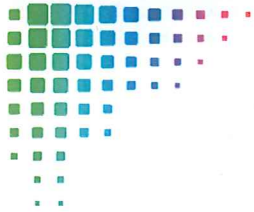
This proposal also includes a new audio system. SoundCom will provide and install one (1) ceiling mounted beam-forming microphone array designed to cover anyone at the table and along the side walls of the room.

Each array has multiple microphone elements that are custom programmed to create unique pickup patterns optimized for human speech. These microphones reduce the impact of unwanted noises created by paper shuffles, finger taps, and keyboard clicks.

The intent of these microphones is to improve the audio experience for any meetings that are streaming, broadcasted, and/or recorded.







The microphone has a visible LED status bar that can change colors based on status. Typically, they will turn green when on, red when muted, and blue when the microphones are recording.

A new audio digital signal processor (DSP) is included in this design. This DSP provides advanced equalization, compression, limiting, and delays needed to optimize the sound system.

This proposal also addresses the camera system, upgrading them to high definition while also upgrading the switching and control of the cameras.

SoundCom will provide and install three (3) pan-tilt-zoom robotic cameras with 30X zoom lenses at the same locations as the existing three cameras. These are fully robotic cameras which will be controlled at the broadcast production cart.

Each camera will be wired back to the camera operator station in the room and connected to a new camera production switcher.



A new 27" touch screen control panel will be provided and installed at the camera operator location. This display will provide previews of each camera and of any connected content being viewed on the main display along with a program and preview of the broadcast output over its multi-view output.

An operator of the system will be able to switch cameras and sources by simply touching the screen, making broadcasting of meetings in this room easy and simple.

A simple camera control panel will also be provided so an operator can zoom in and out, pan and tilt, and adjust camera setting. It also supports presets for quick changes to the camera settings when needed during a broadcast.

This new switching system will even support simple graphics, keyers, and picture-in-picture functions that would improve overall productions of meetings.

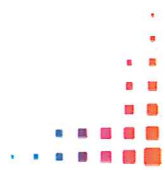
This production equipment will be integrated in the existing millwork where the current production system resides.

The audio video system will be controlled by a tabletop 7" color touch panel to be located on the boardroom table. From this panel, users will be able to turn on/off the system and mute or unmute the microphones.

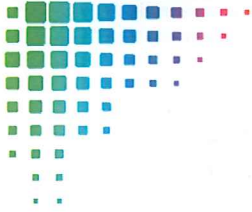


The user interface will be custom programmed by SoundCom's certified programmers to be highly intuitive and incredibly easy to use.

It is important to note that the 7" control panel is not intended to control the broadcast camera system, but rather just the in-room audio video system.



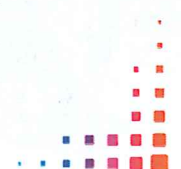




This proposal includes some main electronics that will be housed in the existing credenza. SoundCom will mount this equipment in a small wire-frame equipment rack intended to be placed inside this credenza.

It may be necessary to modify the credenza to support this equipment with active fans and thermal management equipment, or to consider a new credenza altogether designed specifically for technology integrations. These would be at additional cost and require further vetting.

For the broadcast productions, this system will output a single digital, high-definition output over HDMI (1080P) with embedded audio. This proposal does not include any costs to down-convert this signal.



## General Project Notes

### GENERAL PROJECT NOTES

Unless otherwise noted within this proposal, all on-site labor services are assumed to occur during normal business hours, Monday through Friday, excluding major holidays.

### NETWORK NOTES

Unless otherwise noted within this proposal, any required data network drops are assumed to be existing or provided by others, at locations as directed by SoundCom.

This proposal assumes the client's IT staff will coordinate network access and configuration closely with SoundCom field technicians and engineers. This includes configurations for remote access where possible.

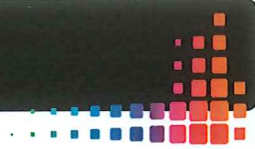
If applicable, additional pre-installation coordination with the client's IT staff may be required for specialized system integrations involving video conferencing, audio conferencing (VoIP), control systems, streaming, digital signage, and other similar technologies.

Systems requiring a custom control system are installed on a dedicated network/VLAN utilizing network switches provided by SoundCom, unless otherwise noted.

### ADDITIONAL NOTES \ EXCEPTIONS

SoundCom will provide on-site, hands-on operation training on the system for both general users and for administrators of the system. SoundCom will also provide custom-built quick reference materials on the operation of the system

SoundCom will provide on-site hands-on technical support during the first main event use of the system (board meeting). This additional support will help make sure the first meeting runs smoothly and any technical issues are resolved immediately.



### SoundCom Systems Custom Design Proposal

SoundCom is proud to present this revised proposal for the boardroom audio video upgrades at Avon Lake Regional Water. This summary is intended to provide a simple and brief overview of our approach to the project and is supplemented with much more detailed information including a detailed narrative, scope definition, warranty and support details, and SoundCom's qualifications relative to this project along with other supporting documentation.

May 17, 2018

SoundCom Proposal # **61811-R2**

Client  
**Avon Lake Regional Water**  
201 Miller Road  
Avon Lake, OH 44012

Project  
**Boardroom AV Upgrades**

Item	Description	All Prices USD Price
Boardroom AV System	Boardroom AV System Upgrade	\$49,885.00

**PROPOSAL TOTAL** \$49,885.00

**THIS PROPOSAL ASSUMES THE CLIENT IS TAX EXEMPT OR WILL SELF-PAY ANY APPLICABLE TAX  
IF THIS PROJECT IS TAX EXEMPT CUSTOMER IS REQUIRED TO SUBMIT PROOF OF TAX EXEMPT STATUS**

#### OPTIONS

Item	Description	Amount
------	-------------	--------

Payment Terms: 0% Down Payment due upon receipt of PO  
90% Progress Billed Based on Implementation of System – Invoiced with Net30 Day Terms  
10% Certification of System & System “Go-Live” – Invoiced with Net30 Day Terms

Proposal Originating Office  
**SoundCom Systems - Cleveland**  
227 Depot Street  
Berea, OH 44017  
(440) 234-2604

Proposal Created By:  
**Richard Threadgill**  
Sr. Account Executive  
[rthreadgill@soundcom.net](mailto:rthreadgill@soundcom.net)  
Ext. 1407

This proposal is subject to SoundCom System's Standard Terms & Conditions of Sale enclosed within this proposal and available online at <http://www.soundcom.net/info/terms-conditions.asp>



## Scope Overview

Every project is unique and we strive to deliver clear definitions of scope for every project. Our project managers are highly trained to clearly understand where scope breaks occur between trades on any given project so that the installation runs smoothly and on time while keeping the customer accurately informed, removing any mystery about our delivery commitment.

## Engineering

### DRAWINGS

All drawings are engineered in AutoCAD and delivered in electronic (PDF) format and are archived at SoundCom.

\*All D/C drawings require accurate floorplan files (backgrounds) delivered to SoundCom in AutoCAD format (DWG with applicable X-refs). \*\* Specialty detail drawings may require source files supplied by a third-party.

		SoundCom Systems	N/A
Functional	Engineered technical drawing(s) showing the schematic design of the system including device connections, signal types, and equipment parts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Device & Cable* D/C	Engineered technical drawing(s) detailing the wiring and locations of all devices and equipment racks outlined on a floor plan.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Rack Elevation	Engineered technical drawing(s) detailing the layout of any equipment racks, cabinets, lecterns, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Plate Details	Engineered technical drawing(s) detailing any connection plates for the project to be installed in the field or on any equipment rack, including specific plate labeling.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Specialty Details**	Engineered technical drawing(s) detailing any custom or specialty work, including but not limited to custom mounts, rigging, console design, lectern layout, furniture, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Trade Coordination	Engineered technical drawing(s) most often detailing conduit, rough-in, blocking, etc. requirements for the project for use by other trades in coordination with the system(s) being provided by SoundCom.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
As-Builts	A complete set of all SoundCom engineered drawings reflecting the complete system as installed, which may have varied from the originally engineered set of drawings based on unique changes/adds/deletions during the installation period.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Documents

All engineering documents are delivered in electronic (PDF) format and are archived at SoundCom.

Submittals	A complete set of data/cut-sheets for all primary/major pieces of equipment being supplied for the project showing brand/make & model along with the detailed technical specifications submitted prior to project deployment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
O/M's	A complete set of manufacturer's operation and/or owner's manuals for all primary/major pieces of equipment submitted during the closeout period of the project.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Scope Overview: Installation

FIELD INSTALLATION		SoundCom Systems	E.C.	G.C.	Owner	Existing	N/A
Demolition	Removal of any existing equipment and/or wire as specified and required for the project. Any wire and/or equipment to be reused must be properly protected by others during demo.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power	Provide power as specified at all required locations including equipment racks and field devices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rough-In	Provide rough-in as specified at all required locations including equipment racks and field devices, plate locations, floor boxes, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Conduit	Provide conduit with pull string as specified at all required locations including equipment racks and field devices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Backboxes	Backboxes as specified at all locations as required for the project.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Floor Boxes	Floor boxes as specified at all locations as required by the project.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Table Interfaces	Specialty interface boxes and/or "cubbies" designed to accommodate AV cabling connections, and other cables including data and AC power.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Lift/Scaffolding	If necessary, provide a lift and/or scaffolding capable of safely reaching and lifting required personnel and equipment to correct mounting/wiring positions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Provide Wire	Provide all cable for complete and functional system as required for the project.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pull (Install) Wire	Pull (install) and tag (label) all cable for complete and functional system as required for the project and as directed by D/C drawings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blocking	Provide appropriate blocking and/or structural support for wall mounted equipment cabinets and/or specialty field devices like LCD flat panels, large format speakers, projectors, etc. as specified and required by the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cutting & Patching	Cutting, patching, and painting of walls and/or ceilings, including ceiling tiles and grid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Install Field Devices	Install all field devices including, but not necessarily limited to speakers, cameras, projectors, screens, displays, TV's, etc. Exceptions? <input type="checkbox"/> Yes (if YES, see "General Project Notes") <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Install Field Plates	Install all connection field located plates as specified and required for the project.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Install Headend	Install system headend which could include floor standing equipment racks, wall mounted equipment cabinets, plywood backboard mounted headends, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Scope Overview: Specialty Services

SHOP & FABRICATION		SoundCom Systems	E.C.	G.C.	Owner	Existing	N/A
Rack Assembly	The assembly of, and equipment loading of any and all equipment racks, cabinets, lecterns, podiums, and/or furniture as required for the project. <input type="checkbox"/> On-Site <input checked="" type="checkbox"/> Off-Site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rack Plate Fab	The fabrication and labeling of any connection plates to be installed in an equipment rack, cabinet, lectern, podium, and/or furniture as required for the project.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Field Plate Fab	The fabrication and labeling of any connection plates to be installed in the field including wall and floor plates.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setup & Programming							
System Configuration	Configure and setup system for proper operation as coordinated with customer and/or specifications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
System Programming	Develop and test any custom system programming for proper operation as coordinated with customer and/or specifications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TESTING & COMMISSIONING		SoundCom Systems			N/A		
Testing	Test complete system and verify operation meets specifications as required by project. Provide documentation of testing results.	<input checked="" type="checkbox"/>				<input type="checkbox"/>	
System Commissioning	Verification of system functionality and completeness of system configurations including software version verification operational accuracy.	<input checked="" type="checkbox"/>				<input type="checkbox"/>	
Tune (EQ)	Tune system for optimum performance as specified and/or as project requires.	<input checked="" type="checkbox"/>				<input type="checkbox"/>	
Configuration Backup	Backup and archive of all system programming, configuration settings, and setup files as specified and required by the project.	<input checked="" type="checkbox"/>				<input type="checkbox"/>	
TRAINING & SUPPORT		SoundCom Systems			N/A		
On-Site Training	Provide on-site training with key customer personnel as specified and required by the project.	<input checked="" type="checkbox"/>				<input type="checkbox"/>	
Off-Site Training	Provide off-site training with key customer personnel as specified and required by the project.	<input type="checkbox"/>				<input checked="" type="checkbox"/>	
Online Training	Provide online training, either self-paced or instructor-guided as specified and required by the project.	<input type="checkbox"/>				<input checked="" type="checkbox"/>	
Training Materials	Provide comprehensive user training materials, typically in electronic (PDF) format, as specified and required by the project. <input type="checkbox"/> Video Recording <input checked="" type="checkbox"/> Quick Ref. Guides <input type="checkbox"/> Training Manual	<input checked="" type="checkbox"/>				<input type="checkbox"/>	
Event Support	Provide on-site "first use" support with qualified technical and/or engineering personnel.	<input checked="" type="checkbox"/>				<input type="checkbox"/>	



## SoundCom Systems Client List

Below is just a small listing. Upon request, SoundCom can provide detailed references specific to your project.

Hundreds of the region's top performing companies have chosen SoundCom for their technology needs and we are proud to call all of these companies our clients.





SoundCom operates 24 hours a day, 7 days a week, 365 days a year to service our customers with mission and life-critical support systems and is staffed by veteran technicians trained to troubleshoot virtually any system and situation quickly minimizing downtime.

To obtain warranty service, contact SoundCom's Service Department at +1 (800) 628-8739.

## SoundCom Systems 12 Month Warranty

Today's technology and communications systems are complex, often requiring careful integration of hardware and software from a multitude of manufacturers. SoundCom engineers carefully research equipment selection and work closely with manufacturers and our installation technicians to make sure every system functions as expected.

Our installation technicians are highly-trained, experienced, and carry numerous industry certifications meeting manufacturer's installation guidelines and our industry's demanding installation standards.

Many systems require custom software development and our programmers are some of the best in the industry, keeping up with the latest trends and platforms while delivering easy to use control interfaces our customers can rely on.

Because our engineering, installation, and programming teams consistently deliver world-class quality systems for our customers, we are proud to offer an *industry-leading twelve (12) month warranty* on all SoundCom provided equipment, materials, and labor, effective upon substantial completion of the project as outlined in our standard terms and conditions.



Severity	Description	On-Site Response Time
<b>Level I Critical</b>	<b>Catastrophic or total system failure</b> System is in a complete non-functional state.	Within one (1) business day during normal business hours.
<b>Level II Minor</b>	<b>Erratic, sporadic system performance</b> System is still functional, but minor problems exists.	Within two (2) business days during normal business hours.
<b>Level III Routine</b>	<b>Routine system maintenance or fixes</b> System is generally functional, however minor programming or firmware updates may be needed to resolve a system issue.	Within three (3) business days during normal business hours.

### CUSTOMER SERVICE HOURS

While our service department operates 24/7/365, our standard service department business hours are, Monday through Friday (excluding holidays) from 8:00 AM to 5:00 PM EST.

Customers placing service calls during normal business hours will receive a phone response immediately or within two (2) hours.

Customers placing after-hours service calls will be connected with an answering service who will contact an available on-call technician. If classified as a Level I – Critical service disruption, the technician will call-back within two (2) hours and be on-site within four (4) hours\*. Unless specifically requested, Level II and Level III classified service disruptions placed during after-hours periods will be responded to the next business day.

**\*After-hours emergency service is for Level 1 – Critical issues specific to life safety only.**

Unless specifically outlined in a SoundCom Performance Maintenance Agreement, after-hours emergency service is typically limited to healthcare facilities with life-safety related systems.



## Performance Maintenance Agreement

To supplement SoundCom's standard twelve-month warranty, we are proud to offer comprehensive system Performance Maintenance Agreements (PMA) designed to maximize system uptime by proactively managing the critical components of each system.

SoundCom PMA's are ideal for mission critical systems allowing our customers to fully understand and manage their total cost of ownership while minimizing downtime and insuring their systems are always kept up to date with the latest software releases and bug fixes.

Our service department is staffed by our most senior and experienced technicians highly trained to troubleshoot and resolve system problems fast.

SoundCom PMA's include a number of enhanced services including:

- Priority Service Response
- Preventative Maintenance
- Regular System Training
- Software/Firmware Updates
- Remote Diagnostics
- Technology Refresh
- System Backup & Archive
- 24/7/365 Service Availability
- Equipment Repair/Replacement
- Loaner Equipment
- System Documentation Maintenance
- After hours Emergency Service
- On-Site Hot Spares
- Dedicated Staffing

In addition to custom agreements, SoundCom offers a number of pre-designed PMA's designed for virtually any project and budget with varying service levels and access based on the need.

These packages are available in one, two, and three year terms and can be renewed annually. Our Custom/Critical offering can even include advanced replacement of parts, on-site hot-spares, and dedicated staffing options.

	Silver	Gold	Platinum
24/7/365 Availability	☒	☒	☒
Priority Service	☒	☒	☒
Documentation Maintenance	☒	☒	☒
Scheduled Maintenance		☒	☒
Continued System Training		☒	☒
System Backup & Archive		☒	☒
Parts Repair/Replacement			☒
After-Hours Emergency Service			☒
Loaner Equipment			☒

SoundCom can provide a proposal upon customer request.



## SoundCom Systems Terms & Conditions of Sale

### Fees and Payment Terms

- 1.1 Prices and/or fees quoted by SoundCom are for acceptance within 30 days from the date of quotation and are subject to change thereafter.
- 1.2 Prices and/or fees quoted by SoundCom are inclusive of any taxes, levies, duties, or other governmental charges, shipping, and insurance unless otherwise specifically outlined within the quotation. If Customer is exempt from any tax, proof of exempt status is required prior to order acceptance.
- 1.3 Any and all taxes, levies, duties and governmental charges or other charges of any nature, present or future, imposed on SoundCom or which SoundCom has a duty to collect in connection with the sale, delivery, or use of any Products and/or Services will appear as separate line items on the invoice.
- 1.4 SoundCom's standard payment terms are net thirty (30) calendar days from the date of invoice unless otherwise specified in the Quotation/Proposal/Contract or otherwise agreed to in writing by the parties, regardless of when the Products and/or Services are placed into service or whether ancillary commissioning or related services have been offered or performed by SoundCom.
- 1.5 All payment terms are subject to prior credit approval by SoundCom.
- 1.6 All payments shall be made in US dollars (\$USD).
- 1.7 SoundCom reserves the right to cancel or amend any accepted Purchase Order if for any reason it becomes unable to fulfill Customer's Purchase Order. In such case, notice of SoundCom's action will be promptly given to Customer. The amendment or cancellation will be deemed accepted by Customer unless rejected by Customer within ten (10) calendar days of the date of such amendment or cancellation. If customer chooses to reject the amendment or cancellation, SoundCom may terminate the related Quotation/Proposal/Contract or Statement of Work (SOW) without further liability.
- 1.8 This proposal is subject to SoundCom's complete Terms and Conditions of Sale which may be found online here: <http://www.soundcom.net/info/terms-conditions.asp>.

### Client Acceptance

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Company Name

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Printed Name

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Signature

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Date



## ACTION ITEMS FROM BOARD MEETINGS

DATE	Category*	TOPIC	SOLUTION	STATUS
6/5/2018	Misc.	Chairman asked about the bike lane east of Jaycox. It isn't in good shape and isn't slated to be repaved until 2021. Are we going to fix it up?	Lake Rd bike path (E&W) between Jaycox & Bay Village was assessed. Damage was attributed to "Water," "Garbage," "Gas," and "Other." Approx. 48% of damage due to garbage trucks, 37% to water line repairs, 6% to gas, and 9% to other. Staff works to minimize disruption of the bike path and repairs are in relatively good shape and account for approx. 2% of overall path. Staff will reach out to Public Works to offer paying for 2% of bike path repaving between Jaycox and the Bay line.	Answer
6/5/2018	Financial	Members requested detailed information on expenses regarding training/conferences/meetings on dashboard.	Staff will include on the online dashboard.	Answer
6/5/2018	Lateral Project	Members have concerns about the loans and separations being completed on time.	Phone calls being made to ~230 homes with known issues. Door hangers and phone calls being made to ~60 whom have not responded at all.	Answer
6/5/2018	Misc.	Confirm location and if it will be filmed for the August 27 Special Meeting. Check charter to be sure there are no stipulations.	Meeting to be held at Lake House. Meeting needs to be rescheduled due to Charter stipulations. September 18th is the new proposed date.	Answer
6/5/2018	Misc.	Chairman requested dashboard passwords meet ISO requirements	Passwords must be "lengthy and complex, consisting of a mix of letters, numerals and special characters that would be difficult to guess."	Answer
6/5/2018	Misc.	Request was made to make the new website dropdown boxes are more opaque.	Done.	Answer
6/5/2018	Misc.	Chairman requested a meeting with all parties regarding offline storage relating to our NPDES permit.	Chairman, CUE, CUEO, and counsel met 6/15/18. Engagement letter on 6/19/18 agenda.	Answer
6/5/2018	Misc.	Chairman would like J. Gaydar, J. Reitz, and other appropriate staff to create a standard for detour marking.	CUE met initially with J. Reitz to discuss matter. Reitz and Gaydar to continue discussions.	Answer



## ACTION ITEMS FROM BOARD MEETINGS

DATE	Category*	TOPIC	SOLUTION	STATUS
6/5/2018	Financial	CUE to calculate Kopf interest.		Open
5/15/2018	Financial	Mrs. Schnabel asked about the \$1,800 repair on truck.	Repair not a warranty issue.	Closed
5/15/2018	Financial	Rob to follow up on the \$10,500 from SOS Integration Services – Cerlic Sensor for pH & DO meters.	Add-on to original design. Will be capitalized, but paid thru cash.	Closed
5/15/2018	Lateral Project	Lateral loans – Mr. Rush -Asked about number (%) of ones being done as a loan or as cash.	As of 5/31/18, 172 of 647 (27%) of completed work done thru loans. 110 additional expected loans awaiting project completion.	Closed
5/15/2018	Misc.	Todd to send a revised meeting invitation for the October 9 board meeting.		Closed
5/15/2018	Misc.	Details requested on the air release removal in North Ridgeville at Center Ridge Road.	Air releases are installed to allow air removal when filling line. Since original construction, a hydrant was placed nearby and can serve as air release.	Closed
5/15/2018	Lateral Project	Lateral separation - Mr. Rush requested we send out a few more letters prior to the City sending out a more formal legal letter.	Provide copies of letters.	Open
5/15/2018	Lateral Project	Lateral separation - Chairman suggested an ad in the paper regarding individual properties.	Submitted press release 5/22/18. Considering ad later this summer.	Open
5/15/2018	Misc.	Notice of Violation from Ohio EPA.	Violation will be rescinded.	Closed
5/15/2018	Financial	Clarify when LORCO will be at a work session.	LORCO update emailed 6/5/18. Currently, presentation scheduled for Oct.	Closed
5/15/2018	Misc.	Weed control.	Complete	Closed
5/15/2018	Financial	Collection from Kopf on tap fees.	Law Director will be at 6/5 meeting.	Closed
5/1/2018	Misc.	Online Dashboard Project.	Staff has developed a mock up. Need S. Presley to clear up budget figure differences.	Open
5/1/2018	Lateral Project	Lateral separation - Keep pushing out names of available contractors on FB, emails and letters.	Will follow item below.	Open
5/1/2018	Lateral Project	Lateral loan process - Update information for the contractors.	Will be preparing package for contractors.	Open
5/1/2018	Misc.	Check on tour for the August Dept. of Energy Conference in Cleveland.	Todd contacted DOE. DOE is unable to make it work for the conference.	Closed
5/1/2018	Lateral Project	Lateral Loans - Flow chart to Chairman (email).	Sent 5/8/18	Closed
5/1/2018	Lateral Project	Lateral Loans - Ambiguity in follow-up letters.	Cheryl updated language and provided new letters for Customer Service to send.	Closed

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



## ACTION ITEMS FROM BOARD MEETINGS

DATE	Category*	TOPIC	SOLUTION	STATUS
5/1/2018	Lateral Project	Contractor satisfaction survey on website. Could Cheryl send out a Doodle poll?	Staff does not feel this will increase separations and is not pursuing further.	Closed
5/1/2018	Financial	Provide a copy of the Asset Management regulation.	Sent 5/31/18 and will brief Board @ August Work Session.	Closed
5/1/2018	Misc.	Follow up regarding Lake Rd. depression.	Addressed	Closed
5/1/2018	Financial	Bank fees – CUE to talk to S. Presley.	Steve P. talking to Avon Lake banks.	Open
5/1/2018	Education/CI	Provide the “Why” statement to the Board.	Will be part of 7/10/18 Work Session.	Closed
5/1/2018	Education/CI	Chairman feels City would benefit from ISO involvement.	Todd will approach City as program is better defined.	Open
5/1/2018	Misc.	Lake Erie mercury levels – our levels are low and should get the word out and who we work with.	Will correspond with 2018 CCR.	Closed
5/1/2018	Misc.	Get details on Charter review.	Members receiving minutes/attending meetings.	Closed
5/1/2018	Financial	SIP - lighting proposals.	Rob/Rick will prepare as time allows.	Open
5/1/2018	Misc.	5/10 - Find out where the Safety Lunch will be. T-shirt sizes for the Board members who want a shirt.		Closed
5/1/2018	Lateral Project	Talk to UUI about reimbursement for homeowner clean up.	UUI to credit our next monthly invoice.	Closed
4/3/2018	Misc.	Tours for Senator Gayle Manning and Representative Nathan Manning will be scheduled.	Senator Manning's tour is tentatively scheduled for 7/18/18. CUE is continuing to coordinate with Representative Manning's office.	Answer

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

