

Board of Municipal Utilities
Meeting Minutes
June 19, 2018
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

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

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

Also present: CUO Munro, Outreach Specialist Arnold, Ms. Barb Cagley of Avon Lake Digital Media Department, Attorney Erin McDevitt-Frantz of McMahan DeGulis and Councilmember Fenderbosch.

Excused: CUE Danielson

Approve Minutes

Chairman Dzwonczyk presented the minutes of the June 5, 2018, regular meeting. With no changes, additions or corrections noted, he ordered that the minutes stand and be distributed as presented.

Public Speakers

None.

Correspondence

None.

Expenditures

Following review of expenses dated June 19, 2018, for funds and amounts as follows, Mr. Abram moved, Mr. Rush seconded, that all be approved and paid per budget:

| | | |
|----------------------------------|----|--------------|
| Water Fund 701 | \$ | 414,089.26 |
| Wastewater Fund 721 | \$ | 160,943.80 |
| MOR Fund 703 | \$ | 179,816.75 |
| MOR Fund 762 | \$ | 327,436.00 |
| LORCO Fund 749 | \$ | 17,472.28 |
| Lateral Loan Fund 765 | \$ | 8,500.00 |
| Waterworks Construction Fund 704 | \$ | 2,572,474.25 |
| Water Construction Fund 724 | \$ | 467,595.43 |

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

Nays: None

Motion carried.

Engagement of McMahon DeGulis

At the June 5, 2018, 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 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 Chairman, CUE, and CUO met with McMahon DeGulis to further discuss the potential path forward. This led to the request for the Board authorize the CUE to engage McMahon DeGulis to assist with preparations for discussions with Ohio EPA and related matters. (The Law Director had been notified and approved 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 Avon Lake Regional Water has slowed down the initiation of the residuals master planning effort.

Attorney McDevitt-Frantz stated that it's best to approach the discussion preemptively for several reasons: 1) easier conversation, 2) the organization will not be in violation, and 3) assist in staying away from a consent decree. Also, the current Ohio EPA administration has been more amiable to these conversations.

Mr. Rush moved, Mr. Phillips seconded 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.

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

Nays: None

Motion carried.

Audio Visual Equipment Proposal

In order to make it easier and more convenient for Avon Lake Regional Water 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.

Following completion of the Strategic Plan and revision 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 asked 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.

Ms. Cagley discussed the two (2) proposals that were included in the Board packet for upgrades to the audio-video equipment and provided her thoughts.

Members have requested more proposals and equipment demonstrations. Ms. Cagley had reached out to another company and did not receive a response. Mr. Abram said that the cost of this new equipment, if approved by the Board, should be paid for by the City's Cable Franchise Fee Account. The consensus of the Members was to hold off on upgrading the equipment until the space has been reconfigured.

Special Meeting

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, with the concurrence of the Board, staff will now schedule a dinner work session beginning at 5PM, prior to the regular meeting on September 18, 2018. Members noted the work session on their calendars.

Backflow Testing

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 the main 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. Members requested to have the initial letters sent out again, a process that had been changed to being included as part of the quarterly billing.

Implementation of Lockbox

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, Avon Lake Regional Water receives checks directly from their banks. Rather than receiving those checks at 201 Miller Road,

Huntington will receive those checks, process them, and transmit Avon Lake Regional Water 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.

Mr. Abram stated that there was no mention of the Lockbox Program either in the May 1st Meeting or in the May 1st Write-Up. He said the Board should investigate this proposed program before making a decision. Topic will be put on the agenda when the CUE is present.

Lead & Copper Update

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 of 3.3 ppb and 9.4ppb, 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.

Project Updates

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. Staff is 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: Staff continues to work through start-up with the contractor and operator training on the screw presses. Due to a slight delay with the startup of the screw presses, staff 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.

45 Area Project: Over the past few weeks, the contractor has reduced the number of works crews from five to two. The second level of asphalt has been finished on Vanda and Lakeview. Restoration continues on Vanda. Grove is finishing up lateral work. Grading and seeding is in process in certain areas. The next street scheduled for restoration is Oakwood which will be a long process due to the need to dig down into street to create a base. Staff is receiving fewer comments from the residents and is working with them to answer all of their questions. Staff is working on a project map to show the residents what has been completed and what work needs to continue.

Lateral Updates

Lateral updates were presented in write up without discussion:

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.

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

CUE/CUO Report and Action Items

Action items were presented with the write-up.

Chairman/Committee/Member Reports

The Chairman met with the CUE, Mayor, Law Director, and Avon Lake Regional Water attorneys and intended to discuss in Executive Session.

The Chairman spoke with staff regarding articles in WE&T magazine regarding several articles. Members may want to read *Sunny Side of Solids*. The Chairman spoke with Mr. Baytos regarding new technology that makes Class B biosolids to Class A. The Chairman asked Mr. Baytos to research this technology. The CUO told members that staff is planning a biosolids master plan discussion.

The Chairman spoke with Mr. Gaydar and Mr. Baytos about an article he read regarding fungus application enabling concrete repair to itself. This could lead to experiments with the City. Wastewater effluent could possibly be used with making concrete instead of

discharging into the lake. The Chairman suggested staff talk with some of the concrete contractors about a test program.

Executive Session

Mrs. Schnabel moved, Mr. Abram seconded, to meet in Executive Session as authorized by ORC 121.22 to discuss legal matters and to include the CUO and Outreach Specialist.

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

Nays: None

Motion carried.

Board reconvened at 8:35 PM.

Adjourn

As there was no further business, Mr. Rush moved, Mrs. Schnabel seconded, that the meeting adjourn at 8:35 PM.

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

Nays: None

Motion carried.

Approved July 10, 2018

John Dzwonczyk, Chairman

Robert K. Munro, Acting Clerk