

Board of Municipal Utilities  
**Meeting Minutes**  
**July 6, 2021**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

The meeting was called to order at 6:30 PM. The meeting was held using web-based video conferencing technology and streamed live over Facebook.

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

Also present: Acting CUE Munro, Technical Support Specialist Collins, Mayor Zilka, and Councilman Spaetzel.

Excused: Mr. Dzwonczyk and Mr. Phillips.

***Approve Minutes***

Acting Chairman Rush presented the Minutes of the June 15, 2021 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 date July 6, 2021, for funds and amounts as follows, Mr. Abram moved, Mrs. Schnabel seconded, to approve the expenditures of July 6, 2021:

Water Fund 701	\$	250,264.78
Wastewater Fund 721	\$	215,575.88
MOR Fund 703	\$	37,333.42
MOR Fund 762	\$	13,794.97
West Ridge Interconnect Fund 702	\$	136.19
Water Construction Fund 704	\$	6,699.09
LORCO Fund 749	\$	9,772.64

Ayes (per voice vote): Abram, Rush, and Schnabel.

Nays: None

Motion carried.

### ***Fleet Vehicle Purchase***

Mr. Munro said that included in the 2021 budget was the purchase of two fleet trucks that will replace 2 older vehicles that have exceeded their useful life. The two trucks will be the Ford 550 model. He added that staff received state contract pricing quotes from National Auto Fleet Group who is a part of the Sourcewell cooperative purchasing contract. He said staff recommends the purchase of the trucks as the pricing is within the budgeted amounts.

Mr. Rush asked for Mr. Munro to comment on the Sourcewell state bid process. Mr. Munro said that Sourcewell bids on a national level and was formerly known as NJPA (National Joint Powers Alliance). He said Sourcewell goes through the process with the states of putting out contracts, like fueling which Avon Lake Regional Water uses, to meet the public bidding requirement.

Mrs. Schnabel moved, Mr. Abram seconded, to authorize the purchase of a 2022 Ford Super Duty F-550 Crew Cab Service Body from National Auto Fleet Group in the amount of \$70,474.06.

Ayes (per voice vote): Abram, Rush, and Schnabel.  
Nays: None  
Motion carried.

Mrs. Schnabel moved, and Mr. Abram seconded, to authorize the purchase of a 2022 Ford Super Duty F-550 Regular Cab Dump Body with Plow from National Auto Fleet Group in the amount of \$76,166.34.

Ayes (per voice vote): Abram, Rush, and Schnabel.  
Nays: None  
Motion carried.

### ***Tower Lease***

Mr. Munro said that staff has been working with the Avon Lake Fire Department and Cleveland Communication, Inc. on a site lease for the Walker Road Water Tower for the placement of equipment to be used for the new Public Safety Communications System. He said he has reviewed the proposed lease with the Law Director and is recommending the approval of this lease.

Mr. Abram asked for Mr. Munro to explain the non-payment of the lease. Mr. Munro said that in the agreement in exchange for the space on the water tower Avon Lake Regional Water will be able to use the communications system. He said he is looking forward to using this for the purpose of public safety.

Mrs. Schnabel moved, and Mr. Abram seconded, to authorize the Acting CUE to enter into a lease with Cleveland Communication, Inc. for the purpose of the Public Safety Communications System at the Walker Road Water Tower.

Ayes (per voice vote): Abram, Rush, and Schnabel.  
Nays: None  
Motion carried.

### ***HDR Additional Design Services***

The Acting CUE informed the Board that part of the design services at the Water Filtration Plant (WFP), HDR performed a comprehensive evaluation of all chemical storage and application points. A full evaluation of the plant has not taken place since the 1980's. He said after conducting the evaluation, and presenting the results to staff, there are recommended improvements to the chemical storage and associated systems. Staff asked HDR to provide a scope of design services and a fee proposal for the additional services.

Mr. Munro said the scope of services for Amendment #2 includes the design of a new alum storage building and the design of a retrofit of the existing Powder Activated Carbon (PAC) for liquid hydrated lime. Design of the new PAC storage system was included in the original design scope of Amendment #1. He did say that not included in this scope is the design of a new hypochlorite disinfection system. Staff and HDR are performing additional evaluations of hypochlorite systems to determine a path forward, and staff will bring a recommendation for Board approval at a future meeting.

Mr. Munro added that staff will be visiting different facilities that have on-site generation of hypochlorite to provide a clearer picture of what that process will require. Mr. Rush asked about the compensation portion of the scope of services. He said while the price of the services is high, there have been several reductions to bring down the costs. Mr. Munro said that the total additional design fees was \$163,000, but there was a reduction of \$32,000 due to staff maximizing the current chemical storage. He added that there was \$75,000 saved from the original scope of services. He said because of those savings the net difference for the additional design service fees was \$55,643.00.

Mrs. Schnabel moved, and Mr. Abram seconded, to authorize the Acting CUE to execute Amendment #2 for the Redundancy & Future Capacity Plan in the amount of \$55,643.00.

Ayes (per voice vote): Abram, Rush, and Schnabel.

Nays: None

Motion carried.

### ***Janitorial Services***

Mr. Munro informed the Board that staff has received proposals for janitorial services at the Administration Building. He said after reviewing the proposals that were submitted, staff recommends the award of this professional service to Coverall. He said the fee will be \$652.00 per month. Included in this item will be additional services as needed, like waxing, shampooing, and window cleaning. Mr. Abram asked if the cleaning company was bonded. Mr. Munro confirmed that they were bonded.

Mrs. Schabel moved, and Mr. Abram seconded, to authorize the Acting CUE to execute an agreement for janitorial services with Coverall North America, Inc.

Ayes (per voice vote): Abram, Rush, and Schnabel.

Nays: None

Motion carried.

## ***Laborer***

Mr. Munro said that staff would like to welcome Mr. Jeremy Osborn to Avon Lake Regional Water in the Laborer position in the Distribution and Collection division. He said that Mr. Osborn will begin on July 13, 2021 at Step 3. Mr. Osborn comes to the organization from the GenOn power plant and staff is happy to have him as a part of the Avon Lake Regional Water team.

## ***Project Updates***

*Orthophosphate Point of Application:* The Acting CUE said the programming of the new system continues by SOS Integration. The system is functional but will require additional testing and evaluation to ensure proper compliance with water quality parameters.

*WFP & ETL Design Services:* The Acting CUE informed the Board that a site walkthrough took place on June 25th with staff and representatives from HDR on the proposed alignment of the ETL suction line and ETL1 discharge line from Moore Rd. to Krebs Rd. He said purpose of this site walkthrough was to determine the necessary permits that will be required for the construction phase of the project. Mr. Munro said HDR is proceeding with the necessary documentation needed for the permitting once the design phase is complete.

## ***Acting CUE Reports & Action Items***

Mr. Collins said that the second real estate taxes came out for 2021. He said that staff is waiting to hear back from the Lorain County Treasurer regarding the reimbursement of the real estate taxes that were improperly applied at the beginning of the year. Mrs. Schnabel asked if the taxes this time were correct. Mr. Collins confirmed that they were corrected for the second payment.

## ***Member Reports***

None.

## ***Miscellaneous***

Mr. Abram asked if there had been any summer employee hired by Avon Lake Regional Water. Mr. Munro said that there were no hires, and many of the tasks that would be handled by summer help had already been contracted out. Mr. Abram said he knew things had been difficult for some employers trying to hire staff. Mr. Rush added that he believed this spoke more to the job market in general.

## ***Public Speakers***

None.

## ***Executive Session***

Mr. Abram moved, and Mrs. Schnabel seconded, to meet in executive session as allowed by ORC §121.22 G (3) to discuss legal matters and include the Acting CUE and Technical Support Specialist.

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

Nays: None

Motion carried.

***Adjourn***

As there was no further business, Mr. Abram moved to adjourn, and Mrs. Schnabel seconded. The meeting adjourned at 7:17 PM.

Ayes (per voice vote): Abram, Rush, and Schnabel.

Nays: None

Motion carried.

Approved \_\_\_\_\_ 2021.

Tim Rush, Acting Chairman

Robert Munro, Clerk