Avon Lake Board of Municipal Utilities

AGENDA

For

Tuesday

July 10, 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. Continuous Improvement
5. On-boarding Services Extension
6. Easement
7. Sludge Hauling/Disposal Services – Contract Extension
8. Informational Items
   A. Reports/Updates
      1) Tours of Water and Reclamation Facilities
      2) Lockbox
      3) New Laborer
      4) Equipment Purchases
      5) LORCO Transfer
      6) Notes
      7) Facility Planning Area Changes
      8) WRF Lot Consolidation
      9) Wet Weather Flow Investigation
      10) Communications
      11) Project Updates
      12) Lateral Updates
      13) CUE/CUO Reports and Action Items
      14) Member Reports
   B. Miscellaneous
9. Public Speakers
10. Adjourn

Avon Lake Regional Water

MEMORANDUM

To: **Board of Municipal Utilities**

From: **Todd Danielson & Rob Munro**

Subject: **Agenda Items – July 10, 2018**

Date: **July 6, 2018**

Item 4: **Continuous Improvement Assistance** – *TAD*

As presented in the work session, Avon Lake Regional Water has continued its relationship with Cuyahoga Community College (Tri-C) in order to launch the ISO 9001 continuous improvement program and is requesting the Board authorize the CUE to execute the Training Services Agreement.

This assistance helps satisfy the Personnel Development & Knowledge Management Initiative of our Strategic Plan, and the Principles that would help guide the Board are:

- Provide quality, affordable water services.
- Sustain an empowered, skilled, quality workforce with a commitment to innovation.
- Lead by influencing change that would leave a legacy for future generations.
- Exercise fiduciary responsibility.

Recommended Motion:
I move to authorize the CUE to execute the Corporate College continuous improvement Training Services Agreement for $81,900 based upon the current scope of work and up to an additional 10% for services not initially contemplated.

Item 5: **On-Boarding Services Extension** - *TAD/RKM*

As the CUE and CUO work with staff to implement continuous improvement and other initiatives, they will be most effective in doing so by best understanding each other's strengths, improving their own, and effectively working together to implement changes. The on-boarding of the CUO by Miles LeHane during the past three months has been helpful. During Dr. David Miles' last visit to Ohio, Dr. Miles and the Chairman discussed extending the engagement for the remaining nine months of Mr. Munro's initial year with Avon Lake Regional Water. The CUE requests the Board authorize him to execute the attached extension letter.

This assistance helps satisfy the Personnel Development & Knowledge Management Initiative of our Strategic Plan, and the Principles that would help guide the Board are:

- Sustain an empowered, skilled, quality workforce with a commitment to innovation.
- Lead by influencing change that would leave a legacy for future generations.
- Exercise fiduciary responsibility.

Recommended Motion:
I move to authorize the CUE to execute the on-boarding services extension with Miles LeHane for the remaining nine months of Mr. Munro's initial year with Avon Lake Regional Water.

Item 6: **Pondside Drive Covenant & Sanitary Sewer Easement** – *RKM*

In March 2018, Public Works Director Joe Reitz contacted Avon Lake Regional Water regarding sanitary connections for Ms. Marilyn Zeidner. Ms. Zeidner, residing at 31950 Krebs Rd., and Mr. & Mrs. Sheard, residing at 31960 Krebs Rd., are asking the Board to approve a covenant that would allow them to connect to the sanitary main located on Pondside Drive. Currently both of these properties have septic systems, and there currently is not a sewer main located on Krebs Road. Ms. Zeidner wishes to add an additional bathroom to the rear of her property. The Health Department has instructed Ms. Zeidner that she will need to connect to the public sanitary sewer in order to add an additional bathroom to her property. Currently the Pondside Drive sewer main stops at the north property line of Mr. & Mrs. Sheard. It is necessary for Ms. Zeidner to cross over the property of Mr. & Mrs. Sheard in order to connect to the Pondside Drive sewer main.

Law Director Lieberman was consulted on this issue and has prepared the attached Covenant and Grant of Sanitary Sewer Easement for execution by both property owners upon approval by the Board.

Recommended Motion:
I move to authorize the Covenant as presented, for Ms. Zeidner and Mr. & Mrs. Sheard to connect to the sanitary sewer main at Pondside Drive.

Item 7: **Sludge Hauling/Disposal Services – Contract Extension** – *RKM*

It was discussed at the previous meeting that we will need to extend the contract with Republic Services for waste hauling and disposal services for the Water Reclamation Facility. This contract will be re-bid once the Biosolids Master Plan is completed in 2019. Republic Services has agreed to hold their current rate of $38.98/ton for the hauling and disposal of dewatered municipal sanitary sewer sludge through December 31, 2018.

Recommended Motion:
I move to authorize the extension of the current contract for hauling and disposal of dewatered sludge by Republic Services at the current rate of $38.98/ton through December 31, 2018.

Item 8A1: **Tours of Water and Reclamation Facilities** – *TAD*

A tour of the water and wastewater facilities for Senator Gayle Manning and Representative Nathan Manning is scheduled for 7/18/18, beginning at 2PM. The tour will begin at the water plant, before heading to our reclamation facility. The focus of the tours will be on the vital public health role water and wastewater utilities play, the benefits of regionality, and the importance of the state funding programs that save our customers millions of dollars. The Mayor, Council President, and Public Works Director have been invited to take part in the tour and represent the City.

Item 8A2: **Lockbox/E-lockbox** – *TAD*

Upon reviewing the recording of the May 1 meeting, the CUE realized that due to time constraints, he did not mention the implementation of lockbox and e-lockbox during the meeting. Responding to questions at the June 19th meeting, the CUE is presenting the information below.

Lockbox is a process where we contract with an outside firm (in this case, Huntington Bank) to receive and process payments and then send us a digital file for incorporation into our customer information system. E-lockbox 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 Bank will receive those checks, process them, and transmit to us the payment information.

There will be virtually no difference seen by customers, except they will be mailing their payments to a PO Box in Cleveland with an addressed envelope we provide. Customers will still be able to come to our office and pay their bills in person, pay at Drug Mart, pay through their bank, and pay online.

This service by Huntington Bank will cost approximately $13,000/year more than we are currently paying with them.

However, there will be significant personnel savings. The CUE has indicated that once our new purchase order and customer information systems were fully functional and the lateral separation work was complete, optimal staffing should be able to decrease from four full-time employees to three full-time employees and a part-time staff member. However, with the exception of summer help, our union agreement does not allow part-time workers in union roles for periods longer than 90 days. The union has been unwilling to remove the part-time clause from the agreement. Because the agreement also states we will not contract out services that would result in a layoff of union staff, staff decided to move forward with lockbox and e-lockbox now because our staffing was down. In the long-run, due to this change, we should be able to maintain three, rather than four, employees in the Customer Service group. Even at the base level of $14/hr, the loaded expense is about $43,000/year for a Customer Service Clerk. So, it will save the organization and our customers at least $30,000/year and possibly as much as $90,000/year, depending upon the level of Customer Service Clerk/Representative.

If members have specific concerns about implementation of lockbox and e-lockbox, staff requests to understand those concerns better so that they may be investigated and addressed.

Item 8A3: **New Laborer** – *RKM*

As was presented in the 2018 budget and stated in the December 5, 2017, write-up, the Distribution and Collection Department staffing will be increased by one during 2018 in order to better be able to manage responsibilities such as valve exercising, hydrant maintenance, and wet weather investigation. Staff interviewed candidates from the Civil Service-approved Laborer list and extended an offer to the best-qualified candidate. Tim Bradley has successfully passed the physical, drug screening, and background checks and will begin employment as a Laborer, Step 1C on July 9, 2018.

Item 8A4: **Equipment Purchases** – *TAD*

The CUE and CUO have been informed by the Finance Director that the auditors require acknowledgement by the Board of the purchase of the F-550 that was originally included in the 2018 budget. Staff has requested more information about this requirement, as it was not done for the mini excavator earlier this year that was also part of the 2018 budget, and it was not done for the F-750 in 2016. This information item will acknowledge the Board's understanding of the purchase of the F-550 and the mini excavator.

Item 8A5: **LORCO Transfer** – *TAD*

The 2018 budget included an $800,000 advance from the Water Construction Fund to the LORCO Fund. During July, the $200,000 of that will be advanced to LORCO in order to assist with the July OWDA debt service payment.

Item 8A6: **Notes** – *TAD*

During the previous few months, the CUE worked with the Finance Director regarding the rollover of the Bond Anticipation Notes (Notes) that were used to fund the Moorewood sewer separation, and the Walker Road water line replacement. Notes were originally issued in 2016. With the rollover, $250,000 was paid on the Moorewood sewer note, which leaves $4,750,000 outstanding. For the Walker Road water line, $500,000 was paid, which leaves $2,000,000 outstanding. An approximately 1% bond premium was paid in order to receive a net interest rate of 1.92% for the one-year notes. With the rising short-term interest rates, staff is focusing on paying down these notes as quickly as reasonable.

Item 8A7: **Facility Planning Area Changes** – *TAD*

NOACA has been working through the process of updating Facility Planning Areas (FPA) across the five northeast Ohio counties. To remind the Board, FPAs are areas that provide bounds on which wastewater may be collected and sent to a management entity's treatment facilities. The FPA for Avon Lake includes part of Avon because wastewater is collected from parts of Avon and sent to the Avon Lake Water Reclamation Facility. NOACA has prepared a draft update to the Avon Lake FPA, which includes very minor boundary changes within Avon (requested by Avon) that result in a small amount of area now designated to be served by the Avon Lake WRF and a slightly larger amount of area now designated to be served by the French Creek treatment facility (a net change of approximately 68 acres). These changes were "clean-up" to move FPA boundaries to align with property lines or allow properties to drain by gravity to sewers, rather than require pumping stations. As this was the justification that originally allowed much of the Avon flow to be directed to Avon Lake, staff supports the minor "clean-ups" that allow the area to be most effectively served.

Additionally, the modifications change the "prescription" of several areas within Avon Lake from "Sewers Expected Within 20 Years" to "Currently Sewered" or "Limited Sewers Likely Within 20 Years." Practically, that does not limit our ability to provide sewer service in any part of Avon Lake. It just updates the map with the current understanding for sanitary sewer service.

As a note, this FPA is different from the LORCO/Avon Lake FPA, which has been the topic of significant discussion during the past 15 years. The CUE has been working with LORCO on those boundary modifications, which has been a slow (and, sometimes, fruitful) process negotiating with Lorain County, Elyria and others.

NOACA has requested signed acknowledgement of the Avon Lake FPA boundaries within which our facility serves or intends to serve. The CUE will sign this acknowledgement later in July.

Item 8A8: **Durrell/Waterbury/WRF Plat Consolidation** – *RKM*

The plan to consolidate the Water Reclamation Facility (WRF) plat with the existing "paper" streets adjacent to the Administration Building and the WRF is proceeding. The CUO met with

Law Director Lieberman and Public Work Director Joe Reitz and discussed the existing Verizon Cell Tower lease and whether or not it was necessary to notify neighbors. It is the opinion of Law Director Lieberman that there is sufficient language in the current lease contract that allows us to consolidate these properties while still allowing ingress/egress to their tower site. The current lease will not need to be amended due to the consolidation. In regard to notifying the public about the planned vacation/consolidation, the Law Director does not feel that it is necessary to publicize. Since the only properties abutting that portion of Durrell to be vacated are owned by the City, notice is not required. His legal opinion is based on R.C. § 723.05, § 723.06, § 723.07. This consolidation plat is scheduled to be on the agenda for the August 3, 2018, Planning Commission meeting.

Item 8A9: **Wet Weather Flow Investigation** – *RKM*

The CUO met with representatives from Brown and Caldwell on Monday July 2, 2018, to discuss wet weather flow monitoring activities and a path forward for continuing to identify areas of concern for Inflow & Infiltration (I&I). Brown and Caldwell has been retained by Avon Lake Regional Water for several years to create the wet weather flow model and Long-Term Control Plan (LTCP). The CUO has asked Brown and Caldwell to provide a proposal for continuing these services in our ongoing effort to eliminate storm sewer flows from our sanitary sewer flows. This proposal will be presented at a future meeting shortly after the Board's summer recess.

Item 8A10: **Communications** – *CMA*

Waterfront Wine Festival: On June 23, 2018, Avon Lake Regional Water participated in the Waterfront Wine Festival in Avon Lake. We provided attendees with complimentary water. During the event, we received at least 20 positive comments from Avon Lake residents as well as residents of our bulk customers on the quality/taste of the water.

2018 Consumer Confidence Report (CCR): During the week of June 25th, Avon Lake residents received the 2018 CCR via mail. This annual publication provides water quality statistics for 2017. Copies of the CCR may be found at the WFP, City Hall, the Old Firehouse Community Center, and the Avon Lake Public Library.

Recent Media Articles: On June 11, 2018, *The Morning Journal* carried a piece on Avon Lake Regional Water being nominated for the USEPA PISCES award, and on June 27, 2018, *The Press* carried a similar piece.

Item 8A11: **Project Updates** – *RKM*

45 Project: At the previous meeting Mr. Rush inquired about the progress on the 45 project. At approximately 9 months into a 24 month project, the overall project is 53.5% complete. The breakdown of specific work is as follows:

Part	Percent Complete
A – Water	80.3%
B – Sanitary	56.6%
C – Storm	57.7%
D – Road	16.3%
Total	53.5%

Curtis Area Sanitary Sewer Rehabilitation Project: Storm sewer work began the week of July 2nd and is progressing as scheduled.

Wastewater Plant: The top coat of asphalt is currently being laid. The temporary press has been removed from the premise. New screw presses are operational and functioning properly. Staff continues to fine tune the screw presses to attain optimum performance. All tanks have been rehabilitated with new equipment and are in service.

Item 8A12: **Lateral Updates** – *TAD*

The lateral separation program continues to progress. As of July 5, 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, 2,895 (95%) have responded (up 4 since 6/19/18, an average of 2/wk). Of the 2,895, 2,389 either have come into compliance or were already in compliances (~8 confirmed each week) and 506 either have problems or are believed to have problems. By extrapolation, approximately 607 (506 + ~67% of homes not inspected) may need to do some work to come into compliance. The attached table/graphs provide additional information.

As of July 5, 2018, 62 of the homeowners with the 11/30/18 deadline have yet to respond and have their free inspection. It is anticipated, approximately 235 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 $1,034,248 committed and $620,840 paid to contractors so far. The average loan request is for approximately $3,436. Cumulatively, 179 of the 657 (27%) whom have separated laterals have used the lateral loan program.

Item 8A13: **CUE/CUO Report and Action Items** – *TAD/RKM*

See attached sheets. Following this meeting, Action Items will be available on the Board Dashboard.

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 McMahon 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

Avon Lake Regional Water
WATER FUND 701 EXPENSES
July 10, 2018

	Name	Amount	Memo	Account
1	Water Employees	$ 71,112.64	Salaries P/R #14.061118-062418	701.180.000-51102-Salaries
2	Water Employees	$ 3,892.25	PartTimre P/R #14.061118-062418	701.180.000-51105-PartTime
3	Water Employees	$ 4,514.09	OT-Plant P/R #14.061118-062418	701.180.000-51106.101-OT Plant
4	Water Employees	$ 625.35	OT-Admin P/R #14.061118-062418	701.180.000-51106.103-OT Admin
5	Water Employees	$ 470.25	OT-Const P/R #14.061118-062418	701.180.000-51106.104-OT Constr
6	Water Employees	$ 1,534.36	OT-Office P/R #14.061118-062418	701.180.000-51106.105-OT-Office
7	Medical Mutual	$ 29,190.14	Medical Mutual-July 2018	701.180.000-52203-Hospital
8	Lincoln National Insurance	$ 247.62	Group Life Insurance for July 2018	701.180.000-52204 Group Life
9	Brass, Mike	$ 10.00	1 Employee Meal Allowance-LS	701.180.000-52227-Meal Allow
10	Ester, Les	$ 20.00	2 Employee Meal Allowances-LS	701.180.000-52227-Meal Allow
11	Lulfs, Robert	$ 10.00	1 Employee Meal Allowance-LS	701.180.000-52227-Meal Allow
12	Mosher, Gregory	$ 20.00	2 Employee Meal Allowances-LS	701.180.000-52227-Meal Allow
13	Caruso, George	$ 10.00	1 Employee Meal Allowance-LS	701.180.000-52227-Meal Allow
14	Avon Lake Printing	$ 91.00	1/2-Banners for Trucks-CMA	701.180.000-53602-Office Supply
15	Avon Lake Printing	$ 594.30	1/2-Summer Waterline-CMA	701.180.000-53602-Office Supply
16	Avon Lake Printing	$ 211.50	1/2-Door Hangers-CMA	701.180.000-53602-Office Supply
17	Avon Lake Printing	$ 3,282.00	Water Qual;ity Reports-CMA	701.180.000-53602-Office Supply
18	Staples Advantage	$ 31.11	1/2-Office Supplies-LS	701.180.000-53602-Office Supply
19	FriendsOffice	$ 275.93	Office Supplies-KK/NH	701.180.000-53602-Office Supply
20	Fuelman	$ 908.81	1/2-Fuel for Vehicles.060418-061718-LS	701.180.000-53604-Gasoline/Oil
21	Fuelman	$ 775.67	1/2-Fuel for Vehicles.061818-070118-LS	701.180.000-53604-Gasoline/Oil
22	E.M. Service	$ 385.12	Equipment Maintenance-GY	701.180.000-53607-Equip Maint
23	Jack Doheny Companies	$ 2,361.13	1/2-Equipment Maintenance-RK	701.180.000-53607-Equip Maint
24	Carmeuse Lime	$ 3,238.70	21.83 Tons Lime-GY	701.180.000-53611-Op.Supplies
25	Jones Chemicals Inc.	$ 10,800.00	18 Tons Chlorine-GY	701.180.000-53611-Op.Supplies
26	Sal Chemical	$ 8,931.60	Operating Supplies (Smart Phos)-GY	701.180.000-53611-Op.Supplies
27	USALCO	$ 13,566.45	99.17 Tons Alum-GY	701.180.000-53611-Op.Supplies
28	ABC Equipment	$ 25.70	Maintenance Supplies-RK	701.180.000-53612.001-Plants
29	Active Plumbing Supply	$ 43.93	1/2-Maintenance Supplies-RK	701.180.000-53612.001-Plants
30	Cleveland Hermetic & Supply	$ 35.41	1/2-Maintenance Supplies-RK	701.180.000-53612.001-Plants
31	E&H Hardware Group, LLC.	$ 216.72	1/2-Maintenance Supplies-RK	701.180.000-53612.001-Plants
32	Grainger	$ 1,804.33	Maintenance Supplies-GY	701.180.000-53612.001-Plants
33	Indy Equipment	$ 148.44	1/2-Maintenance Supplies-RK	701.180.000-53612.001-Plants
34	Kinzua Environmental Inc.	$ 680.00	Maintenance Supplies-GY	701.180.000-53612.001-Plants
35	Rex Pipe and Supply Company	$ 182.63	Maintenance Supplies-GY	701.180.000-53612.001-Plants
36	Roberts Surveying Supplies	$ 78.00	1/2-Maintenance Supplies (Hard Hats)-JRG	701.180.000-53612.001-Plants
37	Samsel Supply Co.	$ 807.37	1/2-Maintenance Supplies-RK	701.180.000-53612.001-Plants
38	Swift First Aid	$ 26.35	1/2-Svc First Aid Cabinets@201 Miller-LS	701.180.000-53612.001-Plants
39	Swift First Aid	$ 42.85	Svc First Aid Cabinets@WaPlant-LS	701.180.000-53612.001-Plants
40	Core & Main	$ 4,260.95	Water Distribution Supplies-RK	701.180.000-53612.002-Lines
41	Alloway	$ 140.00	Lab Analysis-GY	701.180.000-53613-Lab Supplies
42	U.S. Bank Equipment Finance	$ 476.26	1/2-Lease Pmt-@ Ricoh Copiers-TAD	701.180.000-53701.001-Leases
43	4imprint, Inc.	$ 287.04	1/2-Mood Stadium Cups-CMA	701.180.000-53701.002-Other
44	a.m. design group, inc.	$ 347.42	1/2-Design/Develop.OnLine Dashboard-TAD	701.180.000-53701.002-Other
45	a.m. design group, inc.	$ 3,806.40	1/2-Website Redesign-CMA	701.180.000-53701.002-Other
46	a.m. design group, inc.	$ 677.60	1/2-Design/Layout 2018 Wa Report-CMA	701.180.000-53701.002-Other
47	Area Temps	$ 1,200.00	TempOfficeHelp-Week Ending 061018-RKM	701.180.000-53701.002-Other
48	Area Temps	$ 1,200.00	TempOfficeHelp-Week Ending 061718-RKM	701.180.000-53701.002-Other
49	Area Temps	$ 1,200.00	TempOfficeHelp-Week Ending 062418-RKM	701.180.000-53701.002-Other
50	Chronicle Telegram	$ 99.04	1/2-Legal Notice-List of SUI's-TAD	701.180.000-53701.002-Other
51	Miles Lehane Companies, Inc.	$ 369.05	1/2-Consulting Service-CUO Search-TAD	701.180.000-53701.002-Other
52	PICT Partnership-Westlife/Pres	$ 375.00	1/2-Bicentennial Ad-CMA	701.180.000-53701.002-Other
53	Pro Oncall Technologies	$ 112.50	1/2-Telephone Svc@201 Miller-TAD	701.180.000-53701.002-Other
54	The University of Akron	$ 6,008.55	Graduate Assistant Program-RKM	701.180.000-53701.002-Other
55	Columbia Gas of Ohio	$ 156.33	GasSvc@Wa Plant.051818-061918-GY	701.180.000-53702.001-Plants

Avon Lake Regional Water
WATER FUND 701 EXPENSES
July 10, 2018

56	Columbia Gas of Ohio	$	28.06	Gas Svc@WFP Lab.051818-061918-GY	701.180.000-53702.002-Bldgs
57	Columbia Gas of Ohio	$	132.52	GasSvc@WFP Garage.051818-061918-GY	701.180.000-53702.002-Bldgs
58	Columbia Gas of Ohio	$	28.06	GasSvc@SIP Bldg.051818-061918-GY	701.180.000-53702.002-Bldgs
59	Columbia Gas of Ohio	$	44.32	GasSvc@WFP Aux.051818-061918-GY	701.180.000-53702.002-Bldgs
60	Engie Resources	$	31,990.35	Elect@WaPlant.042018-051818-RKM	701.180.000-53703.001-Plants
61	Illuminating Company	$	8,430.18	Elect@SIP Bldg.051018-061118-GY	701.180.000-53703.002-Bldgs
62	Illuminating Company	$	538.34	Elect@SIP P.S.051018-061118-GY	701.180.000-53703.002-Bldgs
63	Illuminating Company	$	657.86	Elect@WalkerWaTower.051218-061118-GY	701.180.000-53703.002-Bldgs
64	Illuminating Company	$	654.59	Elect@201 Miller.051118-060918-RKM	701.180.000-53703.002-Bldgs
65	Engie Resources	$	13,785.59	Elect@SIP Bldg.051018-061118-GY	701.180.000-53703.002-Bldgs
66	Engie Resources	$	1,335.36	Elect@SIP P.S.051018-061118-GY	701.180.000-53703.002-Bldgs
67	Engie Resources	$	748.54	Elect@201 Miller.051118-060918-RKM	701.180.000-53703.002-Bldgs
68	Spectrum Business	$	135.00	1/2-InternetSvc-201Miller.061418-071318-TAD	701.180.000-53705-Communication
69	Conrad's Tire Express	$	42.45	Truck Repairs (Dodge Caravan)-GY	701.180.000-53707-Mobile Maint
70	Corporate Billing, LLC	$	534.35	1/2-Mobile Equipment Maint-RK	701.180.000-53707-Mobile Maint
71	Cutting Edge Landscape	$	380.00	1/2-Lawn Service@201Miller-June 2018-RK	701.180.000-53708-Bldg Maint
72	Higey Mechanical Service, Inc.	$	300.00	Svc Charge on A/C Units@WFP-GY	701.180.000-53708-Bldg Maint
73	Lighting Supply Company	$	81.95	Building Maintenance-GY	701.180.000-53708-Bldg Maint
74	Speed Exterminating Company	$	30.00	1/2-ExterminatingSvc-201Miller-June 2018-TAD	701.180.000-53708-Bldg Maint
75	Sherwin-Williams Co.	$	15.73	1/2-Paint/Supplies-RK	701.180.000-53708.001-Plants
76	Technology Mgmt Solutions	$	6,159.67	1/2-Servers, Monitor, Software-RKM	701.180.000-53804-New Equipment
77	Burgess & Niple	$	5,838.00	ProfSvc-W.Ridge EmergencyBoosterSta.042918-052618-RRE	701.180.000-53806-Eng. Fees
78	Arnold, Cheryl	$	752.84	`Reimburse Mileage, Expense & Postage-TAD	701.180.000-53901-Refunds
79	Arnold, Cheryl	$	593.72	Reimbursement-Mileage/Postage-LS	701.180.000-53901-Refunds
		$	255,155.37		

Avon Lake Regional Water
WASTEWATER FUND 721 EXPENSES
July 10, 2018

	Name	Amount	Memo	Account
1	Wastewater Employees	$ 71,988.18	Salaries P/R #14.061118-062418	721.190.000-51102-Salaries
2	Wastewater Employees	$ 7,531.83	PartTime P/R #14.061118-062418	721.190.000-51105-PartTime
3	Wastewater Employees	$ 2,814.14	OT-Plant P/R #14.061118-062418	721.190.000-51106.101-OT Plant
4	Wastewater Employees	$ 2,016.55	OT-Distrib P/R #14.061118-062418	721.190.000-51106.102-OT Distr
5	Wastewater Employees	$ 2,750.36	OT-Admin P/R #14.061118-062418	721.190.000-51106.103-OT Admin
6	Wastewater Employees	$ 293.25	OT-Const P/R #14.061118-062418	721.190.000-51106.104-OT Constr
7	Medical Mutual	$ 19,023.93	Medical Mutual-July 2018	721.190.000-52203-Hospital
8	Lincoln National Insurance	$ 158.48	Group Life Insurance for July 2018	721.190.000-52204-Group Life
9	Fischer, Will	$ 10.00	1 Employee Meal Allowance-LS	721.190.000-52227-Meal Allow
10	Dillon, Timothy	$ 10.00	1 Employee Meal Allowance-LS	721.190.000-52227-Meal Allow
11	Pijor, Jeremy	$ 20.00	2 Employee Meal Allowances-LS	721.190.000-52227-Meal Allow
12	Sadowski, Dale	$ 10.00	1 Employee Meal Allowance-LS	721.190.000-52227-Meal Allow
13	Spinks, Joshua	$ 10.00	1 Employee Meal Allowance-LS	721.190.000-52227-Meal Allow
14	Avon Lake Printing	$ 91.00	1/2-Banners for Trucks-CMA	721.190.000-53602-Office Supply
15	Avon Lake Printing	$ 594.31	1/2-Summer Waterline-CMA	721.190.000-53602-Office Supply
16	Avon Lake Printing	$ 211.50	1/2-Door Hangers-CMA	721.190.000-53602-Office Supply
17	Staples Advantage	$ 31.12	1/2-Office Supplies-LS	721.190.000-53602-Office Supply
18	FriendsOffice	$ 589.50	Office Supplies-KK/NH	721.190.000-53602-Office Supply
19	Fuelman	$ 908.82	1/2-Fuel for Vehicles.060418-061718-LS	721.190.000-53604-Gasoline/Oil
20	Fuelman	$ 775.67	1/2-Fuel for Vehicles.061818-070118-LS	721.190.000-53604-Gasoline/Oil
21	Jack Doheny Companies	$ 2,361.13	1/2-Equipment Maintenance-RK	721.190.000-53607-Equip Maint
22	W.W.Williams	$ 2,600.00	Repairs to Center Rd Generator-RK	721.190.000-53607-Equip Maint
23	Bonded Chemicals, Inc.	$ 2,688.00	Sodium Bicarbonate-SB	721.190.000-53611-Op.Supplies
24	Grainger	$ 159.86	Maintenance Supplies (Web Sling Type)-SB	721.190.000-53612.001-Plants
25	United Laboratories	$ 546.16	Maintenance Supplies-SB	721.190.000-53612.001-Plants
26	ABC Equipment	$ 366.51	Maintenance Supplies-RK/SB	721.190.000-53612.001-Plants
27	Active Plumbing Supply	$ 43.93	1/2-Maintenance Supplies-RK	721.190.000-53612.001-Plants
28	Cleveland Hermetic & Supply	$ 35.40	1/2-Maintenance Supplies-RK	721.190.000-53612.001-Plants
29	E&H Hardware Group, LLC.	$ 216.72	1/2-Maintenance Supplies-RK	721.190.000-53612.001-Plants
30	Goldstar Products Inc.	$ 2,348.15	Maintenance Supplies-SB	721.190.000-53612.001-Plants
31	Indy Equipment	$ 148.43	1/2-Maintenance Supplies-RK	721.190.000-53612.001-Plants
32	Roberts Surveying Supplies	$ 78.00	1/2-Maintenance Supplies (Hard Hats)-JRG	721.190.000-53612.001-Plants
33	Samsel Supply Co.	$ 807.37	1/2-Maintenance Supplies-RK	721.190.000-53612.001-Plants
34	Swift First Aid	$ 26.35	1/2-Svc First Aid Cabinets@201 Miller-LS	721.190.000-53612.001-Plants
35	USA BlueBook	$ 552.48	Maintenance Supplies-SB	721.190.000-53612.001-Plants
36	United Laboratories	$ 1,115.90	Maintenance Supplies-SB	721.190.000-53612.001-Plants
37	Jones & Henry Laboratories	$ 300.00	Mercury Testing-SB	721.190.000-53613-Lab Supplies
38	North Coast Environmental Labs	$ 39.00	Lab Samples-SB	721.190.000-53613-Lab Supplies
39	U.S. Bank Equipment Finance	$ 476.26	1/2-Lease Pmt-@ Ricoh Copiers-TAD	721.190.000-53701.001-Lease
40	Burch Hydro, Inc.	$ 75,478.57	Sludge DeWatering.050118-053118-SB	721.190.000-53701.002-Other
41	4imprint, Inc.	$ 287.03	1/2-Mood Stadium Cups-CMA	721.190.000-53701.002-Other
42	a.m. design group, inc.	$ 347.42	1/2-Design/Develop.OnLine Dashboard-TAD	721.190.000-53701.002-Other
43	a.m. design group, inc.	$ 3,806.40	1/2-Website Redesign-CMA	721.190.000-53701.002-Other
44	a.m. design group, inc.	$ 677.59	1/2-Design/Layout 2018 Wa Report-CMA	721.190.000-53701.002-Other
45	Chronicle Telegram	$ 99.03	1/2-Legal Notice-List of SUI's-TAD	721.190.000-53701.002-Other
46	Cunningham & Associates	$ 2,850.00	Vacation/Consolidation WPCC Property-JRG	721.190.000-53701.002-Other
47	Miles Lehane Companies	$ 369.05	1/2-Consulting Service-CUO Search-TAD	721.190.000-53701.002-Other
48	PICT Partnership-Westlife/Pres	$ 375.00	1/2-Bicentennial Ad-CMA	721.190.000-53701.002-Other
49	Pro Oncall Technologies	$ 112.50	1/2-Telephone Svc@201 Miller-TAD	721.190.000-53701.002-Other
50	Solar Testing Laboratories	$ 486.50	Testing/InspectA@WPCC.051418-052718-SB	721.190.000-53701.002-Other
51	Republic Services	$ 29,706.01	Sludge Disposal-May 2018-SB	721.190.000-53701.007-Sludge

Avon Lake Regional Water
WASTEWATER FUND 721 EXPENSES
July 10, 2018

52	Columbia Gas of Ohio	$	537.55	Gas Svc@WPCC.042018-051818-SB	721.190.000-53702.001-Plants
53	Columbia Gas of Ohio	$	28.06	GasSvc@32789Lake.051818-061918-SB	721.190.000-53702.003-PumpSta
54	Illuminating Company	$	11,055.12	Elect@WPCC.050918-060818-SB	721.190.000-53703.001-Plants
55	Engie Resources	$	12,101.64	Elect@WRF.050918-060818-RKM	721.190.000-53703.001-Plants
56	Illuminating Company	$	3,949.01	Elect@32789Lake.050918-060918-RK	721.190.000-53703.003-PumpSta
57	Engie Resources	$	87.53	Elect@31900Lake.050918-060718-RKM	721.190.000-53703.003-PumpSta
58	Engie Resources	$	1,031.22	Elect@32789Lake.050918-060918-RKM	721.190.000-53703.003-PumpSta
59	Engie Resources	$	27.41	Elect@671 Bridgeside.050518-060718-RKM	721.190.000-53703.003-PumpSta
60	Engie Resources	$	34.09	Elect@641Lear.050818-060718-RKM	721.190.000-53703.003-PumpSta
61	Engie Resources	$	36.58	Elect@WoodbridgeWay.050518-060718-RKM	721.190.000-53703.003-PumpSta
62	Illuminating Company	$	64.66	Elect@810AvonBelden.051218-061118-RK	721.190.000-53703.004-Other
63	Spectrum Business	$	264.69	Internet/PhoneSvc@WPCC.052218-062118-SB	721.190.000-53705-Communication
64	Spectrum Business	$	264.87	Internet/PhoneSvc@WPCC.062218-072118-SB	721.190.000-53705-Communication
65	Spectrum Business	$	134.99	1/2-InternetSvc@201Miller.061418-071318-TAD	721.190.000-53705-Communication
66	Corporate Billing, LLC	$	534.35	1/2-Mobile Equipment Maint-RK	721.190.000-53707-Mobile Maint
67	Cutting Edge Landscape	$	380.00	1/2-Lawn Service@201Miller-June 2018-RK	721.190.000-53708-Bldg Maint
68	Speed Exterminating Company	$	30.00	1/2-ExterminatingSvc@201Miller-June 2018-TAD	721.190.000-53708-Bldg Maint
69	Sherwin-Williams Co.	$	15.72	1/2-Paint/Supplies-RK	721.190.000-53708.001-BldgMaint
70	Technology Mgmt Solutions	$	6,159.66	1/2-Servers, Monitor, Software-RKM	721.190.000-53804-New Equip
		$	**276,080.54**		

Avon Lake Regional Water
MOR FUND 703 EXPENSES
July 10, 2018

	Name	Amount	Memo	Account
1	Avon Lake Regional Water	$ 2,490.83	ETL1 Operator Charges-May 2018-RKM	703.180.000-53701.002
2	Illuminating Company	$ 10,091.20	Elect@800Moore.051118-061218-RKM	703.180.000-53703.003-Electric
3	Engie Resources	$ 11,250.11	Elect@800Moore.051118-061218-RKM	703.180.000-53703.003-Electric
4	Ohio Edison	$ 73.63	Elect@Lear/Mills.050918-060718-RKM	703.180.000-53703.004-Electric
5	Engie Resources	$ 17.47	Elect@Butternut/Root.050518-060418-RKM	703.180.000-53703.004-Electric
6	Engie Resources	$ 23.82	Elect@Lear/Mills.050918-060718-RKM	703.180.000-53703.004-Electric
7	Engie Resources	$ 26.20	Elect@Lear/Chestnut.050618-060618-RKM	703.180.000-53703.004-Electric
8	Engie Resources	$ 8.27	Elect@Lear/US20.050818-060518-RKM	703.180.000-53703.004-Electric
9	Engie Resources	$ 28.21	Elect@Root/Sprag.050518-060418-RKM	703.180.000-53703.004-Electric
		$ 24,009.74		

Avon Lake Regional Water
MOR FUND 762 EXPENSES
July 10, 2018

	Name	Amount	Memo	Account
1	Jones Chemicals Inc.	$ 1,125.00	Chlorine@Island Rd Pump Station-GY	762.180.000-53611-Operating Sup
2	Cutting Edge Landscape	$ 540.00	Lawn Service@Island Rd-June 2018-RK	762.180.000-53701-Contractual
3	Avon Lake Regional Water	$ 2,332.36	ETL2 Operator Charges.050118-053118-RKM	762.180.000-53701.002-Contr Svc
4	Fenik, John	$ 480.00	LawnSvc@Island Rd-RKM	762.180.000-53701.002-Contr Svc
5	Illuminating Company	$ 3,701.38	Elect@Moore P.S.051118-061218-RKM	762.180.000-53703.003-PumpSta
6	Ohio Edison	$ 11,800.97	Elect@Island P.S.050318-060418-RKM	762.180.000-53703.003-PumpSta
7	Engie Resources	$ 10,655.28	Elect@Moore P.S.051118-061218-RKM	762.180.000-53703.003-PumpSta
8	Illuminating Company	$ 82.29	Elect@DetroitPRV.051218-061218-RKM	762.180.000-53703.004-Other
9	Engie Resources	$ 15,603.00	Elect@Island P.S.040418-060418-RKM	762.180.000-53703.004-Other
10	Engie Resources	$ 49.91	Elect@Detroit.051218-061218-RKM	762.180.000-53703.004-Other
11	Engie Resources	$ 14.29	Elect@Barres050918-060618-RKM	762.180.000-53703.004-Other
12	Engie Resources	$ 6.02	Elect@CenterRidge.050518-060518-RKM	762.180.000-53703.004-Other
		$ 46,390.50		

Avon Lake Regional Water
LORCO FUND 749 EXPENSES
July 10, 2018

	Name	Amount	Memo	Account
1	Fenik, John	$ 250.00	Lawn Svc@Island Rd.RKM	749.190.000-53701.002-Other
2	Engie Resources	$ 95.37	Elect@9845AvonBelden.050518-060518-RKM	749.190.000-53703.001-Plants
3	Engie Resources	$ 390.24	Elect@38393Royalton.050218-053118-RKM	749.190.000-53703.001-Plants
4	Illuminating Co.	$ 64.66	Elect@33678 Walker.051218-061118-RKM	749.190.000-53703.002-Bldgs
5	Engie Resources	$ 3.76	Elect@33678Walker.051218-061118-RKM	749.190.000-53703.002-Bldgs
6	Engie Resources	$ 7.96	Elect@12169AvonBelden.050418-060418-RKM	749.190.000-53703.003-PumpSta
7	Engie Resources	$ 12.86	Elect@12901AvonBelden.050418-060418-RKM	749.190.000-53703.003-PumpSta
8	Engie Resources	$ 29.16	Elect@33393Cooley.050418-060518-RKM	749.190.000-53703.003-PumpSta
9	Engie Resources	$ 14.48	Elect@36780Giles.050318-060118-RKm	749.190.000-53703.003-PumpSta
10	Engie Resources	$ 6.90	Elect@10920 Hawke.050518-060618-RKM	749.190.000-53703.003-PumpSta
11	Engie Resources	$ 30.66	Elect@10301Reed.050518-060518-RKM	749.190.000-53703.003-PumpSta
12	RLCWA	$ 51.72	Water Used@TriPlex.050318-060418-RKM	749.190.000-53754-Water Used
13	RLCWA	$ 85.32	Water Used@FourPlex.050318-060418-RKM	749.190.000-53754-Water Used
		$ 1,043.09		

Avon Lake Regional Water

LATERAL LOAN FUND 765 EXPENSES

July 10, 2018

	Name	Amount	Memo	Account
1	Concrete & More, Inc.	$ 4,000.00	Lateral Loan Program-245 Duff-TAD	765.190.000-53701-ContractorPmt
2	Concrete & More, Inc.	$ 4,000.00	Lateral Loan Program-252 Yoder-TAD	765.190.000-53701-ContractorPmt
3	Concrete & More, Inc.	$ 3,000.00	Lateral Loan Program-33074 Electric-TAD	765.190.000-53701-ContractorPmt
4	Concrete & More, Inc.	$ 3,500.00	Lateral Loan Program-33036 Electric-TAD	765.190.000-53701-ContractorPmt
5	Heczko Construction	$ 4,000.00	Lateral Loan Program-125 Jaycox-TAD	765.190.000-53701-ContractorPmt
6	Heczko Construction	$ 3,000.00	Lateral Loan Program-183 Vineyard-RKM	765.190.000-53701-ContractorPmt
		$ 21,500.00		

Avon Lake Regional Water

WATERWORKS CONSTRUCTION FUND 704 EXPENSES

July 10, 2018

	Name	Amount	Memo	Account
1	Underground Utilities	$ 106,472.10	Pmt #8-Stop 45 Project-OWDA Loan #7837-TAD	704.180.000-55001
		$ 106,472.10		

07/03/18

Avon Lake Regional Water

WASTEWATER CONSTRUCTION FUND 724 EXPENSES

July 10, 2018

	Name	Amount	Memo	Account
1	Underground Utilities	$ 118,198.90	Pmt #8-Stop 45 Project-OWDA Loan #7837-TAD	724.190.000-55006-Cap.San.Sewer
2	CDM Smith	$ 96,557.00	Prof Eng-WPCC Improvements.040118-053118-RRE	724.190.000-53806-Eng.Fees
		$ 214,755.90		

Avon Lake Regional Water

On boarding Services Extension

June 19, 2018

Avon Lake Regional Water wishes to extend the Coaching On boarding Services being supplied by the Miles LeHane Companies for Robert Munro and Todd Danielson. The current initial on boarding was added to the initial Search Contract upon the hiring and acceptance of Robert Munro to fill the role of Chief of Utility Operations.

The continuation of initial on boarding services will begin on July 1, 2018 and continue until March 31, 2019. These services will include monthly communications as well as a full day onsite session with the leadership team each quarter. The focus will be on building leadership capacity and operational excellence.

Total fees for the extension of services will be $10,500 plus travel expenses. A 10% service fee is added to all out of pocket expenses.

David C. Miles

Ed.D, SPHR-SCP, CMF

The Miles LeHane Companies

dmiles@mileslehane.com

703-777-3370

Todd Danielson, P.E., BCEE

Chief Utilities Executive

Avon Lake Regional Water

tdanielson@avonlakewater.org

440-933-2147

NOACA Facility Planning Areas:
Guide to Prescriptions for Wastewater Treatment

Prescriptions for Wastewater Treatment (Prescriptions) are the wastewater management option(s) agreed upon by local communities and the Designated Management Agency (DMA) responsible for wastewater planning within a Facility Planning Area (FPA). Prescriptions should be based upon up-to-date planning information and represent current judgments about when and where central sewer service will be provided within an FPA over the next 20 years.

The following list represents the default categories, map labels, corresponding map colors and descriptions for NOACA's Clean Water 2000 Plan Prescriptions. These Prescriptions reflect how local officials want their community's wastewater to be handled in the future. Different categories can be applied to portions of a community. Non-default and more detailed Prescriptions can be assigned for all or portions of a community, with agreement from the responsible DMA.

1. **Area Currently Served with Sanitary Sewers**
   - **Map Label:** Currently Sewered
   - **Map Color:**
   - **Description:** Area is currently served with sanitary sewers except for isolated pockets of on-site systems. On-site systems must be abandoned when collector sewers are available. New on-site systems may be used where collector sewers are unavailable.

2. **Area Expected to be Served with Sanitary Sewers Within the Next 20 Years**
   - **Map Label:** Sewers Expected Within 20 Years
   - **Map Color:**
   - **Description:** All future sewers will be connected to a specified existing, publicly owned treatment plant (POTW). On-site systems may be used but must be abandoned when sewers are available.

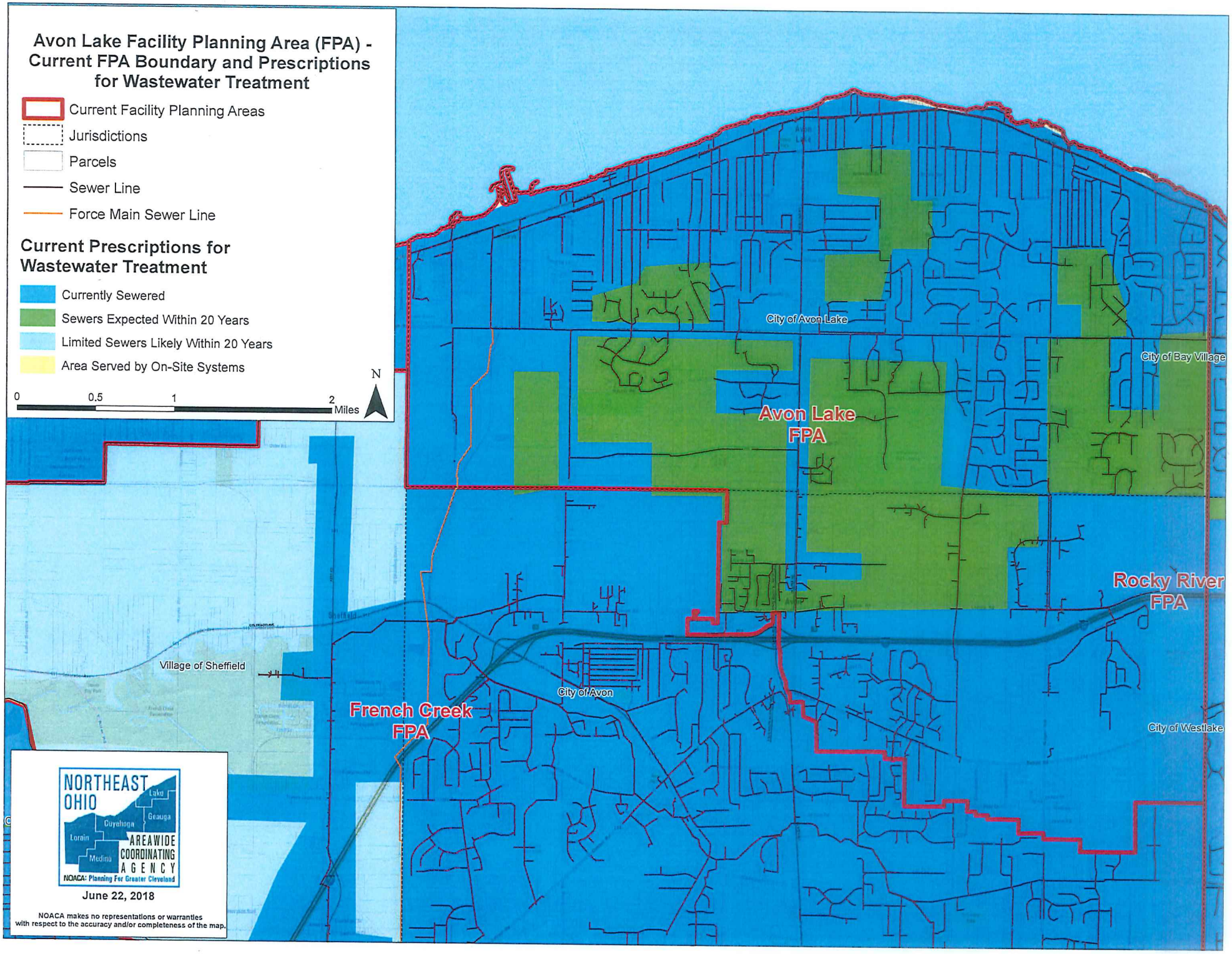
3. **Area Where Limited Sewers can be Extended in the Next 20 Years if a Demand Develops**
   - **Map Label:** Limited Sewers Likely Within 20 Years
   - **Map Color:**
   - **Description:** All future sewers will be connected to a specified existing, publicly owned treatment plant (POTW). On-site systems may be used but must be abandoned when sewers are available. However, sewer extensions are not likely to occur due to lack of demand, low development pressure or well-performing on-site systems.

4. **Area Designated to Remain Served with On-Site Systems for the Foreseeable Future**
   - **Map Label:** Area Served by On-Site Systems
   - **Map Color:**
   - **Description:** Service to be provided by on-site systems.

5. **Area Where Sewer Plans are Undeclared**
   - **Map Label:** Sewer Plans Undeclared
   - **Map Color:**
   - **Description:** Wastewater management options have not been identified by local officials and communicated to NOACA. Installation and expansion of central sewers or treatment works are inconsistent with the Clean Water 2000 Plan. On-site treatment system installations may proceed in such areas.

6. **Supplemental Wastewater Planning Declarations**
   - **Map Label:** Local Wastewater Planning Options
   - **Map Color:**
   - **Description:** Communities have selected wastewater options that supplement the general prescriptions listed above. Contact NOACA for specific prescription information.

5/11/2016


Avon Lake Facility Planning Area (FPA) - Current FPA Boundary and Prescriptions for Wastewater Treatment
Current Facility Planning Areas
Jurisdictions
Parcels
Sewer Line
Force Main Sewer Line
Current Prescriptions for Wastewater Treatment
Currently Sewered
Sewers Expected Within 20 Years
Limited Sewers Likely Within 20 Years
Area Served by On-Site Systems
0
0.5
1
2
Miles
N
City of Avon Lake
City of Bay Village
Avon Lake FPA
Rocky River FPA
Village of Sheffield
City of Avon
French Creek FPA
City of Westlake
NORTHEAST OHIO
Lake
Geauga
Cuyahoga
Lorain
Medina
AREAWIDE COORDINATING AGENCY
NOACA: Planning For Greater Cleveland
June 22, 2018
NOACA makes no representations or warranties with respect to the accuracy and/or completeness of the map.

Final Draft
Avon Lake Facility Planning Area (FPA) - Proposed FPA Boundary and Prescriptions for Wastewater Treatment

- Proposed Facility Planning Areas
- Jurisdictions
- Parcels
- Sewer Line
- Force Main Sewer Line

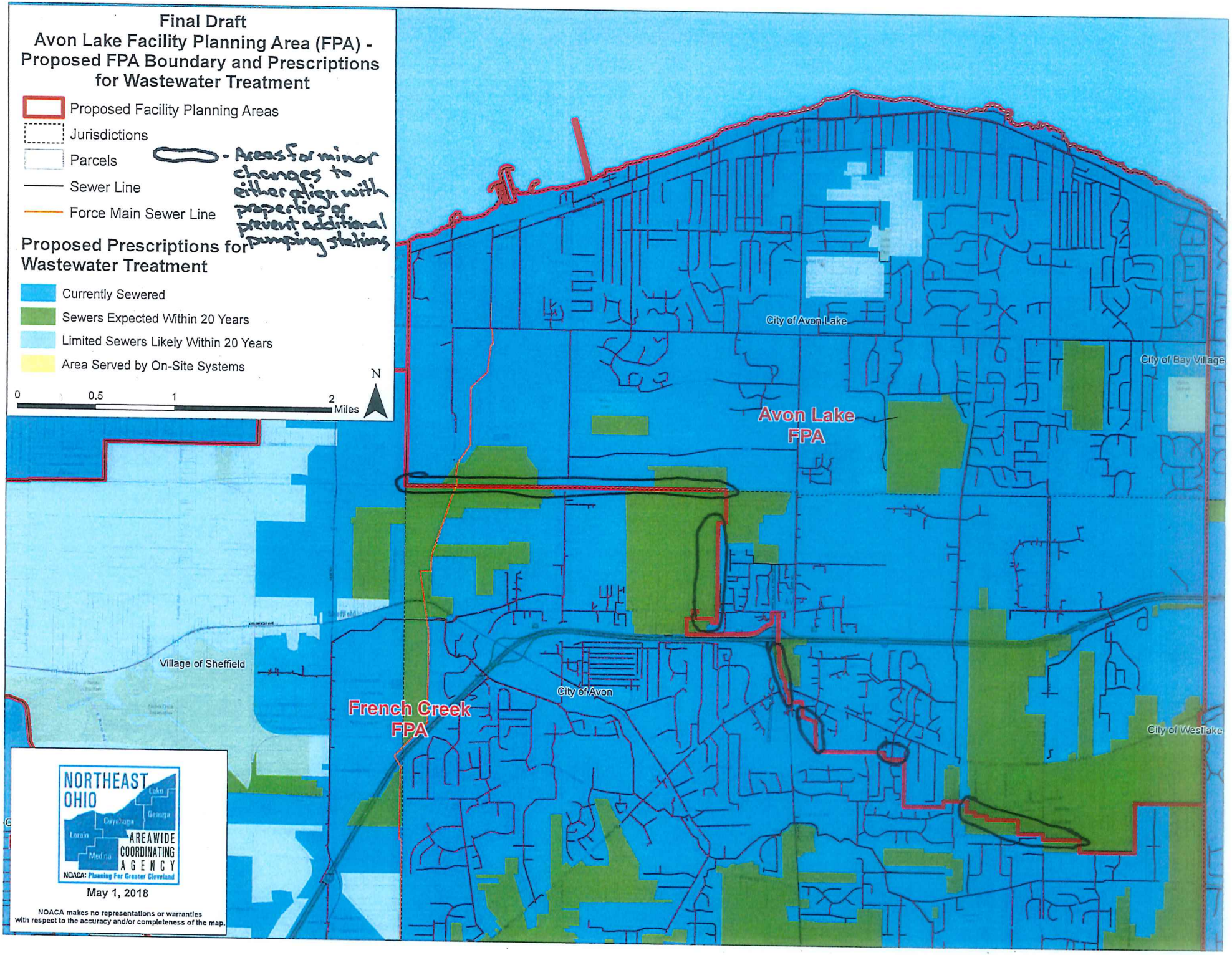
- Areas for minor changes to either align with properties or prevent additional pumping stations

Proposed Prescriptions for Wastewater Treatment

- Currently Sewered
- Sewers Expected Within 20 Years
- Limited Sewers Likely Within 20 Years
- Area Served by On-Site Systems

0 0.5 1 2 Miles

N



NORTHEAST OHIO AREAWIDE COORDINATING AGENCY
NOACA: Planning For Greater Cleveland

May 1, 2018

ACTION ITEMS FROM BOARD MEETINGS

DATE	Category*	TOPIC	SOLUTION	STATUS
6/19/2018	Financial	Chairman wants to know if cable franchise fee will pay for the new A/V equipment	Question has been posed to Digital Media Dept.	Open
6/19/2018	Misc.	Members would like to see the A/V equipment demonstrated		Open
6/19/2018	Misc.	Deadline for backflow testing discussed. Members would like the date later in the year.	Staff will present a path forward in August or September.	Open
6/19/2018	Misc.	Members would like a calendar of events (i.e. bills, notices)	Rob working on this.	Open
6/19/2018	Misc.	Members requested we bring the lockbox suggestion to Board for discussion of pros and cons.	Presented in 7/10/18 write-up.	Answer
6/19/2018	Lateral Project	45 Project area status needs to be included	45 Project area will be included going forward	Answer
6/19/2018	Lateral Project	Determine which properties are rentals versus homeowner occupied	There are 63 addresses on the current "no inspect" list with the 11/18 due date. Of those, 4 are rentals, 4 have forwarding addresses, and 1 is disconnected. More importantly, 27 of the 63 have repeatedly been delinquent in paying water/wastewater bills.	Answer
6/19/2018	Lateral Project	Members asked when the projected completion date for 45's sewer separation will be	As of May billing, project is ~54% complete (began in late Oct 2017). Contract allows UUI thru Oct 2019.	Answer
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 untill 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 reached 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

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

Updated on 7/6/2018

ACTION ITEMS FROM BOARD MEETINGS

DATE	Category*	TOPIC	SOLUTION	STATUS
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 rescheduled due to Charter stipulations. September 18th is the new 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, CUO, 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
6/5/2018	Financial	Members requested we obtain regulations vis-à-vis regarding claims on Kopf collection		Open
6/5/2018	Financial	Members requested we notify Univ. of Akron of Board position on additional donation	UAkron has been notified. Will not expend more than the Board-approved $28,000/yr.	Answer
6/5/2018	Misc.	Members would like a video of biomimicry plan		Open
6/5/2018	Misc.	Members asked what majority is needed to rescind legislation		Open
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

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

Updated on 7/6/2018

ACTION ITEMS FROM BOARD MEETINGS

DATE	Category*	TOPIC	SOLUTION	STATUS
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
5/15/2018	Financial	Members would like us to rationalize budget lines with actual budget	Financial dashboard is presented on Board page and attached to 7/10/18 Board package. Expenditures include Board's previous approvals and any checks sent out prior to Board approval (such as 7/3 check run).	Answer
5/1/2018	Misc.	Online Dashboard Project.	See attached and on Board page.	Answer
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
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

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

Updated on 7/6/2018

ACTION ITEMS FROM BOARD MEETINGS

DATE	Category*	TOPIC	SOLUTION	STATUS
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.	The tour is scheduled for 7/18/18.	Answer

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

Updated on 7/6/2018