

Board of Municipal Utilities
Meeting Minutes
August 20, 2019
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 6:34 PM.

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

Also present: CUE Danielson, CUO Munro, Community Outreach Specialist Arnold, Mayor Zilka, Technical Support Specialist Collins, and Rick Gerrone.

Approve Minutes

Chairman Dzwonczyk presented the minutes of the July 2, 2019, regular meeting. After a discussion regarding the minutes, the Chairman asked that the minutes be revised as necessary and presented at the next Board meeting.

Public Speakers

The Chairman inquired if Mr. Gerrone wished to speak. He declined, indicating he would wait.

Correspondence

None

Expenditures

Following review of expenses dated August 20, 2019, for funds and amounts as follows, Mr. Abram moved, Mr. Rush seconded to approve the expenditures of June 28, 2019, to July 11, 2019:

Water Fund 701	\$	247,385.34
Wastewater Fund 721	\$	164,878.25
MOR Fund 703	\$	215,641.20
MOR Fund 762	\$	141,442.92
LORCO Fund 749	\$	12,911.58
Lateral Loan Fund 765	\$	26,250.00

Ayes: Abram, Dzwonczyk, Rush, and Phillips.

Nays: None

Motion carried.

Following review of expenses dated August 20, 2019, for funds and amounts as follows, Mr. Rush moved, Mr. Abram seconded to approve the expenditures of July 12, 2019, to July 25, 2019:

Water Fund 701	\$	196,962.13
Wastewater Fund 721	\$	245,107.98
MOR Fund 703	\$	13,831.10
MOR Fund 762	\$	12,238.36
LORCO Fund 749	\$	5,396.32
Lateral Loan Fund 765	\$	47,600.00
Water Construction Fund 704	\$	216,618.92
Wastewater Construction Fund 724	\$	304,919.98

Ayes: Abram, Dzwonczyk, Rush, and Phillips.

Nays: None

Motion carried.

Following review of expenses dated August 20, 2019, for funds and amounts as follows, Mr. Dzwonczyk moved, Mr. Phillips seconded to approve the expenditures of July 26, 2019 to August 8, 2019:

Water Fund 701	\$	146,726.66
Wastewater Fund 721	\$	148,134.54
MOR Fund 762	\$	6,065.39
LORCO Fund 749	\$	1,029.11
Lateral Loan Fund 765	\$	22,650.00

Ayes: Abram, Dzwonczyk, Rush, and Phillips.

Nays: None

Motion carried.

Following review of expenses dated August 20, 2019, for funds and amounts as follows, Mr. Abram moved, Mr. Phillips seconded to approve the expenditures of August 8, 2019 to August 14, 2019:

Water Fund 701	\$	114,640.61
Wastewater Fund 721	\$	22,866.55
MOR Fund 703	\$	234,243.02
MOR Fund 762	\$	397,508.62
LORCO Fund 749	\$	18,148.09
Lateral Loan Fund 765	\$	12,000.00
Water Construction Fund 704	\$	4,000.00
Wastewater Construction Fund 724	\$	4,000.00

Ayes: Abram, Dzwonczyk, Rush, and Phillips.

Nays: None

Motion carried.

Technical Support Specialist

The CUE informed the Board's that during the April 2, 2019, meeting, the Board approved the job description for Technical Support Specialist. The CUE stated that following the approval, he

worked with the Civil Service Commission to advertise and test for the position. He said that a team of staff members interviewed the top five candidates and unanimously recommended Dennis Collins for the position. The CUE stated that after successfully passing the background check, physical, and drug screening, Mr. Collins was offered the position beginning on August 21, 2019, at an annual salary of \$49,000. The CUE clarified that since this is a new position that has been the subject of extensive discussion, staff is asking for a motion to ratify this.

The Chairman asked what the range of the salary was for the position. The CUE stated that the range was \$42,000 to \$70,000. Mr. Rush asked which staff members were part of the team who conducted the interview. The CUE informed the Board that he, the CUO, the Engineering Services Manager, and the Community Outreach Specialist conducted the interviews. Mr. Rush then asked if the scoring for the candidates was done numerically or qualitatively. The CUE informed the Board that the same questions were asked for all candidates, and their answers were scored qualitatively. The Chairman stated that since the Civil Service Exam was quantitatively scored, the questions asked by the staff members were qualitative.

Mr. Rush moved, and Mr. Abram seconded, to confirm the hiring of Dennis Collins to the position of Technical Support Specialist beginning August 21, 2019, and at an annual salary of \$49,000.

Ayes: Abram, Dzwonczyk, Rush, and Phillips.
 Nays: None
 Motion carried.

Lateral Separation Update

The CUO informed the Board that in light of all the lateral deadlines passing, the only outstanding properties are those that have gone or are going through the legal process.

Group	Need to do work to comply	Notes
A	2	1. One property was a foreclosure, has been auctioned, and has an affidavit recorded with County indicating work must be completed before water meter is provided. 2. One property is an estate situation with determination of executor currently in front of a judge.
B & C	7	1. Two properties have contracts for completion of work. 2. Two properties are foreclosures. 3. One property may be an estate situation, and staff is working with the prosecutor and police to determine if it is. 4. More will be found out about the remaining two properties at the 8/29/19 arraignments.

The Chairman stated that there has been excellent progress made, and that the properties are now within a manageable quantity. Mr. Rush asked where the Avondale Project falls. The CUO informed the Board that UUI has started their connection to the Walker Road sewer and that the pending easements have since been approved. He said that the grinder system for the two homes on Avondale are both on site and everything is progressing accordingly. The Chairman asked if the line was a 2-inch line. The CUO stated that it was a 2-inch force main that is running down Avondale. He continued that they have created an address on Avondale to install the e-one grinder pump. The Chairman asked if it will be a shallow project or if it will be large hole that needs to be dug out, to which the CUO confirmed shallow.

Mayor Zilka said that he spoke with PolyOne, and they expressed their surprise that work was being done on Walker Road. He asked if the second grinder pump is going to involve more work on the Walker Road line. The CUO stated the second grinder pump will be discharging into an existing manhole on Avondale. He also said that he met with PolyOne earlier in the year regarding the work to make them aware of it and the work that they would need to do. In response to the Chairman's inquiry regarding impact, the CUO informed the Board that Walker Road was down to one lane on Monday morning, which did lead to some congestion; but the Avon Lake Police Department was keeping traffic moving. The CUE added that the crossing of Walker Road is now complete (before the first day of school). The Chairman stated that the crew should be inspecting every connection that PolyOne has to the sewer to assure they are fully separated; to which the CUO responded that Mr. Baytos has been tracking the connections with PolyOne. He also said that Mr. Baytos has kept continuous communication with their plant.

Long Term Control Plan

The CUE informed the Board that earlier this month, Ohio EPA issued the revised NPDES permit for the Water Reclamation Facility. He said that this effectively updates the long-term control plan (LTCP). The CUE explained that Avon Lake Regional Water has a set timeline that provides important components of the revised permit:

Requirement	Due Date
1. Separate all combined sewers	12/31/19
2. Post-construction overflow monitoring	12/31/19 – 12/31/21
3. Effluent flow diversion construction completion	12/31/20
4. LTCP evaluation report	12/31/21
5. Complete implementation of any additional improvements	12/31/26

The CUE went on to say that in order to comply with these requirements, staff is currently reviewing files within each combined sewer basin to confirm separations of laterals prior to conversion of combined sewers into storm sewers. He said that upon confirmation, staff will make the conversions and prepare to begin post-construction monitoring. The Chairman asked who comes up with the additional work Avon Lake Regional Water needs to do, and how is that monitored to see how it is doing. The CUE stated that Avon Lake Regional Water determines the additional work required to prevent sewer overflows during normal rain years. He went on to say that staff then assesses the system to see what it can handle and how to best prevent overflows from occurring.

The Chairman said that the year 2019 has been one of contrasting precipitation; and, in light of that, asked how is the current system handling these changes? The CUE stated that as of October 2018, staff has been monitoring and publicizing the overflows and that a number have occurred. The CUO confirmed that the Ohio EPA and USEPA require public notification for any system overflows. The CUE informed the Board that they will keep track of the progress made over the next two years. The CUO added that there is a requirement to take samples during both wet and dry weather. He also said that they will require new equipment for certain sampling that needs to be taken; and, while some of those expenses have been budgeted, he wanted to remind the Board regarding expenses anticipated later this year.

Mr. Rush asked how quickly does staff foresee the flow diversion structure taking place. The CUE stated that he is hoping to complete the process quickly and that he has been working with CDM Smith to finish the design. If the design and bid are completed in the next few months, he

is hoping to get a 0%-interest loan for the project. Mr. Rush asked if the project has been budgeted, to which the CUE replied that the intention was to fund construction through a loan.

Laborer

The CUE informed the Board that staff interviewed for a WFP Laborer. He stated that in the August 1, 2019, memorandum to the Board, Vince Petruccelli, Jr. successfully passed all prerequisites and began as WFP Laborer, Step 1C, on August 5, 2019.

The following items (prior to Project Updates), as agreed to by the Chairman and the CUE, were included in the Board's write up but were not discussed at length during the Board Meeting:

Cleaning Contract

The CUO worked with the Law Director to draft a contract with a new cleaning company, JNA Quality Services, for janitorial services at 201 Miller Road. The CUE will be signing it on behalf of the Board for services beginning September 1, 2019.

Phone System

The CUO and CUE have been working on the budget item of the phone system replacement. Staff has investigated options for replacement of the system and is reviewing costs and benefits of the options, and intends to bring a recommendation to the Board at an upcoming meeting. Mr. Abram stated that the new phone system should include the On-Hold Message feature. Instead of listening to a radio station when on hold, the caller would hear ALRW information and updates."

Continuous Improvement

The next training sessions for continuous improvement have been scheduled. On August 23rd, the leadership team will take part in an all-day session regarding preparing documentation for ISO. Staff will update the Board on overall progress with the continuous improvement process.

Senior Operator

The WFP Operations Supervisor will be retiring at the beginning of 2020. Staff is in the process of drafting a job description for a Senior Operator that will succeed the Operations Supervisor and intends to bring a draft of it to the Board for review at the September 3rd meeting.

Shutoffs

August 15th was the date when shutoffs occurred for non-payment of the June 30th water and wastewater bills. Prior to the May shutoffs, the robocall system was changed to show the Avon Lake Regional Water phone number on the caller ID, rather than a random number provided by the robocall service. The 35 shutoffs on August 15th were the lowest in six years, and staff attributes at least part of the low numbers to the switch in robocalling systems.

Moore Road Water Line

Avon Lake Regional Water is taking the opportunity during the Moore Road closure to collaborate with the City to replace a portion of the water line at the culvert. The work is being

designed as part of the contract, will reduce future inconvenience of customers, and will not negatively affect reopening Moore Road.

Upcoming Bids

At the Board's next meeting, staff intends to present requests for award of annual chemical and water distribution supply contracts, along with a painting and repair contract for water filtration plant basins.

Big Trucks

The annual Avon Lake Big Trucks event is scheduled for the third Saturday in September, and various City departments and Avon Lake Regional Water have begun planning for the event. Avon Lake Regional Water will provide 1,600 hot dogs, buns, and chips for the lunch bags. The fire department and courts will provide other aspects of the free lunch. Avon Lake Regional Water will have a tent with staff, water bottles, and three pieces of equipment to allow for interaction with the community.

Project Updates

45 Project: The CUO informed the Board that the project work will resume in September with tree lawn restoration; restoration of Overlook Park; and top coat of asphalt on Lakewood, part of South Point, Tomahawk, and Grove.

Water Main Replacement Bundle: The CUE informed the Board that the contract and loan documents are executed. The contractor's current schedule is to begin this project during the late fall.

Water Tower Lighting: On Tuesday, August 6th, the Chairman, Mrs. Schnabel, and a few staff members met to light up the Walker Road water tower. The Morning Journal ran a piece on the tower being a part of the Board's larger efforts to address algae, and staff placed information/pictures on the website and Facebook.

Residuals Master Plan: The CUO stated that Hazen met with staff on August 7th, to initially discuss options and whether there were specific residuals processing technologies and approaches that should not be considered. Hazen's partner, Sylvis, is performing a market analysis to determine potentially available end uses for residuals within a reasonable driving distance. This analysis will influence the technologies and approaches that may be considered.

CUE and CUO Reports

None

Member Reports

None

Miscellaneous

None

Public Speakers

Mr. Gerrone said that he believes there will be a conflict between Medina City and Avon Lake Regional Water regarding the use of different water meters between the two municipalities. He stated that in the past there was an issue between Avon Lake and the City of Avon. The CUO informed Mr. Gerrone that the meter being used by Avon Lake Regional Water was the official metering system and would determine the amount owed by all bulk customers.

Executive Session

The CUE requested to meet in executive session to discuss pending legal matters.

Mr. Rush moved, and Mr. Abram seconded, to meet in executive session as allowed by ORC 121.22 G. (3) to discuss pending legal matters to include the CUE, CUO, Technical Support Specialist, and Community Outreach Specialist.

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

Nays: None

Motion carried.

The Chairman resumed the meeting following conclusion of the Executive Session.

Adjourn

As there was no further business, Mr. Abram moved to adjourn, and Mr. Rush seconded. The meeting adjourned at 8:26 PM.

Ayes: Abram, Dzwonczyk, Phillips, and Rush

Nays: None

Motion carried.

Approved _____ 2019.

John Dzwonczyk, Chairman

Todd A. Danielson, Clerk