

Board of Municipal Utilities  
**Meeting Minutes**  
**August 25, 2020**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

The meeting was called to order at 6:30 PM. As allowed by the Ohio Legislature during the Governor's declared emergency, the meeting was held using web-based video conferencing technology and streamed live over Facebook.

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

Also present: CUO Munro, Community Outreach Specialist Arnold, Technical Support Specialist Collins, Attorney Rinker, and Mayor Zilka.

***Executive Session***

Mr. Rush moved, Mr. Abram seconded, to meet in Executive Session as allowed by ORC 121.22 G (3) to discuss legal matters and include the CUO, Community Outreach Specialist, Technical Support Specialist, and Attorney Rinker.

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

Nays: None

Motion carried.

The Chairman resumed the regular meeting at 7:25 PM.

***Approve Minutes***

Chairman Dzwonczyk presented the minutes of the July 7, 2020, work session and 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 July 16, 2020, for funds and amounts as follows, Mr. Abram moved, Mr. Phillips seconded, to approve the expenditures of July 16, 2020:

Water Fund 701	\$	292,070.64
Wastewater Fund 721	\$	214,417.17
MOR Fund 703	\$	245,590.77

MOR Fund 762	\$ 451,614.87
LORCO Fund 749	\$ 8,070.82

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

Nays: None

Motion carried.

Following review of expenses dated July 30, 2020, for funds and amounts as follows, Mr. Abram moved, Mr. Rush seconded, to approve the expenditures of July 30, 2020:

Water Fund 701	\$ 207,068.79
Wastewater Fund 721	\$ 162,981.60
MOR Fund 703	\$ 22,171.76
MOR Fund 762	\$ 24,766.17
West Ridge Interconnect Fund 702	\$ 90.96
LORCO Fund 749	\$ 22,503.03

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

Nays: None

Motion carried.

Following review of expenses dated August 13, 2020, for funds and amounts as follows, Mr. Abram moved, Mr. Dzwonczyk seconded, to approve the expenditures of August 13, 2020:

Water Fund 701	\$ 177,648.10
Wastewater Fund 721	\$ 91,517.05
MOR Fund 703	\$ 326,372.66
MOR Fund 762	\$ 545,160.16
LORCO Fund 749	\$ 19,309.09
Water Construction Fund 704	\$ 4,989.26

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

Nays: None

Motion carried.

Following review of expenses dated June 10, 2020, for funds and amounts as follows, Mr. Dzwonczyk moved, Mr. Phillips seconded, to approve the expenditures of June 10, 2020:

Water Fund 701	\$ 1,920.00
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Ayes (per roll-call vote): Abram, Dzwonczyk, Phillips, Rush, and Schnabel.

Nays: None

Motion carried.

#### ***Approval of CUE Separation Agreement***

Mr. Rush moved, Mrs. Schnabel seconded, to authorize the approval of the CUE Separation Agreement as set forth by the Board of Municipal Utilities and the Chief Utilities Executive.

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

Nays: None

Motion carried.

### ***Effluent Flow Diversion Project***

The CUO informed the Board that Avon Lake Regional Water per the Long-Term Control Plan, the organization must continue to reduce the possibility of sewer overflows into Lake Erie. He said that the Ohio EPA approved the concept of diverting disinfected effluent water into an existing 108-inch storm sewer. The CUO stated that on July 9, 2020, Avon Lake Regional Water put out to bid the Effluent Flow Diversion Project to install a flow diversion structure at the Water Reclamation Facility (WRF). He said that bids were received from three bidders, with the lowest responsible bidder being The Mosser Group, of Fremont, Ohio with a bid of \$656,000.00.

The CUO informed the Board that the project is eligible for zero percent interest funding through OWDA. He recommended awarding the contract to The Mosser Group, in the amount of \$656,000.00 with a 10% contingency for out-of-scope items. He also said that due to the timeline of completing the project before the December 31, 2020 deadline set forth by the Ohio EPA, staff is comfortable with the price of the project. The Chairman stated that any additional funds would need Board approval.

Mrs. Schnabel moved, Mr. Abram seconded, that the bid of \$656,000.00 by The Mosser Group be approved for the Effluent Flow Diversion Project and authorize the CUO up to a 10% contingency for out-of-scope items.

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

Nays: None

Motion carried.

Mrs. Schnabel moved, Mr. Phillips seconded, to authorize the CUO to seek \$656,000.00 in funding, with an additional 10% contingency for out-of-scope items, from the Ohio Water Development Authority for the Effluent Flow Diversion Project.

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

Nays: None

Motion carried.

### ***Billing Collections Update***

The CUO informed the Board that the second quarterly billing cycle has gone out to Avon Lake Regional Water's customers. He said that on July 11, OEPA Director Stevenson revoked and terminated the order to stop water service shutoffs throughout Ohio. He also said that Avon Lake Regional Water's staff has worked tirelessly to assure customers are still receiving the best possible service and to help those customers struggling during the COVID-19 pandemic.

The CUO said that all credit card service fees are still being absorbed by the Utility and will continue to be for the remainder of the year. He informed the Board that over 60 customers have signed up for a payment plan with Avon Lake Regional Water, and staff continues to assist customers in meeting all of their water and wastewater service needs. He said that the amount of customer shut-offs that were originally to take place was 88 on August 20th. By the efforts of staff, he said, the amount of shutoffs was reduced to 3 customers by August 21st. He continued by saying customers have expressed their gratitude to the Board for their understanding and compassion during the pandemic.

## **Project Updates**

*Redundancy & Future Capacity Project:* The CUO said this project continues to progress. He said that staff will meet with HDR soon for a project update meeting. Recently, during an ETL water break, HDR came out to the site to take samples to include in their data set.

*Residuals Master Plan:* The CUO informed the Board that staff is completing their review of the draft Residuals Master Plan report. He said staff comments are being compiled and incorporated into the report and a final copy will be presented to the Board for their review and discussion of next steps.

*Orthophosphate Point-of-Application:* The CUO said that this project was postponed due to the inability to congregate for a pre-bid walk-through due to COVID-19 restrictions. He stated that a Plan Approval determination recently sent from the Ohio EPA on Wednesday August 19th stated that the proposed changes to the application point are approved as submitted. He said that staff plans to re-release the bid in September via the electronic bidding platform Bid Express.

*Board Room Renovation:* The CUO informed the Board that the re-design of the layout of the Board Room is progressing. He said that the demolition work was completed during the month of July and renovation work started at the beginning of August. He also said that the custom committee table is scheduled to be delivered at the end of September. Quotes are being received for new audio and visual equipment in the Board Room. He said that it is anticipated that the Board Room will be completely finished and usable by the beginning of October. The Chairman stated that the Zoom meeting format has been effective for the public to follow. He said that until the time that the Board can follow proper social distancing guidelines, it will continue to use the Zoom meeting format to assure safety for everyone.

## **CUO Reports**

None.

## **Member Reports**

Mr. Abram asked about the LORCO pipe in Eaton Township. The CUO stated that staff received a report that there was a break at the force main by City Hall. He said when staff visited the area there was no issue with the pipe.

Mr. Rush asked about the Beck Rd line break that occurred on Lake Rd. The CUO stated that in the past the decision was made to not replace the water line extending across from Beck Rd. to the north side of Lake Rd. He said that the pipe was 75 years old and had reached the end of its useful life. He continued by saying that he made the decision to replace the pipe crossing over Lake Rd as well. Staff is currently evaluating other cross over areas of Lake Rd that are in that same era of pipe. He said staff put in a three-way valve to help isolate those breaks in the future. The CUO stated that he spoke with the Public Works Director who said that the intention is to pave Lake Rd in 2022. He said that he would want to consider that as a project to replace those crossovers in 2021.

Mr. Abram asked for the Columbia Township Agreement to be brought to the next Board Meeting. The Chairman asked if there was a new development on the agreement. Mr. Abram

replied that there was no update, but the agreement had been signed by the County and LORCO and LORCO is waiting for Avon Lake Regional Water to sign the agreement. The Chairman stated that since the agreement was not changed despite the Board's objections and the Board's attempts to meet with Lorain County, he did not want to have the agreement at the next meeting.

The Chairman asked about the programming of the new electronic sign at the Water Filtration Plant. The CUO stated that he has been working with the Community Outreach Specialist with training for the sign and to include new messages. The Chairman stated that since the sign was a considerable investment, the Board would like to see more than the time and temperature and should be more specific to Avon Lake Regional Water.

The Chairman asked about the lighting of the water tower. The CUO stated that there was some shadowing on the logos of the water tower, and he believed at the time that it might have been from the lighting mounts being moved. He said that staff is looking to add additional lighting to the poles and potentially some ground mounted lights.

***Miscellaneous***

None.

***Public Speakers***

None.

***Adjourn***

As there was no further business, Mr. Abram moved to adjourn, and Mr. Rush seconded. The meeting adjourned at 8:05 PM.

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

Nays: None

Motion carried.

Approved \_\_\_\_\_ 2020.

John Dzwonczyk, Chairman

Rob Munro, Acting Clerk