

Board of Municipal Utilities  
**Meeting Minutes**  
**September 1, 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 posted later on Facebook. Technical difficulties prevented the live streaming of this meeting.

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

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

***Approve Minutes***

Chairman Dzwonczyk presented the minutes of the September 25, 2020, 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 September 1, 2020, for funds and amounts as follows, Mr. Abram moved, Mr. Rush seconded, to approve the expenditures of September 1, 2020:

Water Fund 701	\$	243,541.31
Wastewater Fund 721	\$	226,891.94
MOR Fund 703	\$	26,922.37
MOR Fund 762	\$	16,584.17
West Ridge Interconnect Fund 702	\$	92.76
LORCO Fund 749	\$	7,224.98

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

Nays: None

Motion carried.

***Annual Chemicals Bid***

The CUO told the Board that the Annual Treatment Chemicals were opened on August 24th through the electronic bidding platform, Bid Express. He said that staff received a number of bids through the system and were pleased with the results. The CUO added that the bids were reviewed by the Engineering Services Manager and Technical Support Specialist who recommend their approval. The Chairman asked if the supplier Polydyne, Inc. was the same supplier Avon Lake Regional Water recently had with a shipment of dry polymer. The CUO informed the Board that it was the same supplier. The Chairman asked if the shipping charges were included in the Mississippi Lime contract. The CUO stated that they were.

Mr. Rush asked how this year's bid prices compared to last year's bid and previous years. The Technical Support Specialist stated that the bids were all consistent with previous years and except for small increase in one chemical all of the chemical prices were roughly the same.

Mrs. Schnabel moved, and Mr. Rush seconded, that the annual Chemical Supplies bids be awarded in accordance with the following:

<b><i>Supplier</i></b>	<b><i>Chemical</i></b>	<b><i>Contract Award</i></b>
USALCO, LLC	Liquid Alum	\$390,252.00
Mississippi Lime	Hydrated Lime	\$52,445.00
SAL Chemical	Sodium Silicofluoride	\$120,800.00
JCI Jones	Liquid Chlorine	\$44,100.00
Bonded Chemicals	Potassium Permanganate	\$39,840.00
Polydyne, Inc.	Dry Polymer	\$35,800.00
Polydyne, Inc.	Liquid Polymer	\$132,000.00
PVS Technologies	Ferrous Chloride	\$3,540.00
Bonded Chemicals	Carbon	\$236,480.00
Bonded Chemicals	Liquid Orthophosphate	\$35,640.00
Bonded Chemicals	Liquid Sodium Hydroxide	\$17,100.00

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

Nays: None

Motion carried.

### ***Temporary Pay Increase for Chief of Utility Operations***

The Chairman stated that a temporary pay increase was the discussion that took place during the executive session at the previous meeting. He said that with the departure of the CUE, the Board has assigned that position's duties to the CUO while the Board performs a comprehensive organization assessment of all the positions at Avon Lake Regional Water. During that time, the CUO will receive a temporary wage increase for performing both job duties. Mr. Rush said that the wage increase falls within the salary range for the CUO position.

Mr. Dzwonczyk moved, and Mr. Abram seconded, that the wage for the CUO be set at \$66.06/hour on a temporary basis while he performs the duties of the CUE and CUO.

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

Nays: None

Motion carried.

### ***Project Updates***

*Redundancy & Future Capacity Project:* The CUO stated that staff met with HDR on August 27th for an update on the progress of the project. He said that staff is seeking a proposal from Xylem Technologies to perform pipe condition assessment services on the 36" suction line that runs south to the Moore Rd. pump station and the 36" discharge pipe for the ETL1 that runs east from the Moore Rd. pump station along the railroad tracks to Krebs Rd. Mr. Abram said that Columbia Gas has been having an issue with their pipes, and he asked that we reach out to them to see if they can provide guidance with how they are handling their pipe condition issues.

*Board Room Renovation:* The CUO informed the board that during the week of August 24th, Kobak Construction began hanging drywall. He said he received quotes for updating the audio/visual equipment in the Board room and he will proceed with JW Hornyak Videoconferencing. The low quote for material and installation of all equipment is \$12,630.00 and will include a comprehensive package for all future meetings. He said tablets for Board use will be obtained by staff through GSA contracts and will be a separate quote.

### ***CUO Reports & Action Items***

Per the Chairman's request, the Technical Support Specialist shared with the Board updates on the outstanding Action Items. The Technical Support Specialist informed the Board that staff is planning on bidding out lawn care and maintenance for the facilities at Avon Lake Regional Water starting in 2021. The SCADA presentation, requested by the Board, is being discussed with the provider, SOS Integration, and the presentation will be made soon. The CUO stated that the SCADA system is the software used by the Water Filtration Plant and Water Reclamation Facility and a budgeted upgrade will be made this year. The Technical Support Specialist informed the Board that the Yaskowa drive unit was of negligible scrap value and would therefore be removed. He also informed the Board that staff continues to reach out to Lorain County to schedule a meeting regarding LORCO and they are waiting to hear from Mr. Cordes for a meeting.

The Technical Support Specialist updated the Board that a dashboard for Bid Express was being worked on with staff to provide the Board with access to bids in the future. He also said that Mrs. Schnabel had asked about the redesign of the bills. The Community Outreach Specialist informed the Board that staff is working with Muni-Link and SmartBill regarding the redesign of the bill. Staff is working with the vendors on how to display the Summer Billing Adjustment information to customers.

The Technical Support Specialist informed the Board that IT policy regarding cyber security is a part of the Risk & Resiliency Project and once that project is completed staff would be bringing it before the Board. The Chairman asked Mrs. Schnabel to check to see if cyber security would be a part of the ISO-9001 standards and to provide the Board with an update. The Technical Support Specialist stated that the majority of Avon Lake Regional Water's bulk customers already have a valve turning service. He said that North Ridgeville is the only customer without a truck or staff turning their valves. The Chairman stated that staff should follow up to see if North Ridgeville would be interested in that service being provided. The Technical Support Specialist also said that he has been working with the Community Outreach Specialist regarding a display case in the new lobby area once the Board Room Renovation is completed.

### ***Member Reports***

The Chairman said he spoke with the Law Director regarding what City Council intended in the approval of the Aquamarine project. He said that Mr. Ebert would be providing the CUO with an

update about the disputed fees owed to Avon Lake Regional Water and the approval of the Southport project.

***Miscellaneous***

None.

***Public Speakers***

None.

***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, and Technical Support Specialist.

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

Nays: None

Motion carried.

The Chairman resumed the regular meeting at 7:58 PM.

***Adjourn***

As there was no further business, Mr. Abram moved to adjourn, and Mr. Rush seconded. The meeting adjourned at 7:58PM.

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

Nays: None

Motion carried.

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

John Dzwonczyk, Chairman

Rob Munro, Clerk