

Board of Municipal Utilities  
**Meeting Minutes**  
**September 4, 2018**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

The meeting was called to order at 6:30PM.

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

Also present: CUE Danielson, CUO Munro, Community Outreach Specialist Arnold and Resident Mike Erlenmeyer

Excused: Mr. Phillips

***Approve Minutes***

Chairman Dzwonczyk presented the minutes of the August 21, 2018, 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***

Mike Erlenmeyer of 210 Avondale spoke to the Board about the proposed sewer separation on his street. Mr. Erlenmeyer feels the possible force main would cause unnecessary expenses, and an electrical box would be an eyesore as there are only two houses on Avondale. He requested Avon Lake Regional Water explore alternatives.

***Correspondence***

None

***Expenditures***

Following review of expenses dated September 4, 2018, the Board did not approve the expenses due to the provided format which they want to be more defined.

|                             |    |            |
|-----------------------------|----|------------|
| Water Fund 701              | \$ | 265,448.15 |
| Wastewater Fund 721         | \$ | 165,883.89 |
| MOR Fund 703                | \$ | 15,948.90  |
| MOR Fund 762                | \$ | 15,412.77  |
| LORCO Fund 749              | \$ | 42,336.13  |
| Water Construction Fund 704 | \$ | 20,613.25  |
| Lateral Loan Fund 765       | \$ | 33,400.00  |

## ***Contract Awards***

*Old Walker Rd. Water Tower* – Bids were opened on August 30, 2018, for the demolition of the old water tower on Walker Road. There were a total of nine plan holders, and Avon Lake Regional Water received three bids. The apparent low bidder is Lycoming Supply, Inc. of Williamsport, PA. The base bid is \$68,084.00 for the removal of the tower and Alternate 1 bid is an additional \$72,472.00 for the complete removal of the concrete piers by which the tower is supported. The recommendation is to award the base bid in the amount of \$68,084.00 for the removal of the tower.

Mr. Rush moved and Mrs. Schnabel seconded, to award the Old Walker Rd. Water Tower Demolition Project to Lycoming Supply, Inc. in the amount of \$68,084.00 and authorize the CUE up to an additional 10% for out-of-scope items.

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

## ***Strategic Planning and Organizational Path Forward***

On September 14, staff will begin the first training session for the strategic planning process: Executing Strategy at the Frontline. This session is meant to help key staff members better balance the pressures of daily tasks, while keeping focus on the greater organizational strategy.

Board members expressed concern about the CUE electively hiring a consultant to assist with discussing the future of the sector and how Avon Lake Regional Water may want to position itself. Members indicated that the CUE may be able to do that himself and that if the CUE wanted to bring in an outside consultant, they would like more involvement.

The Board requested a draft outline of possible topics for the upcoming strategic plan.

Staff will begin the strategic planning process with an all-day strategic planning workshop facilitated by Tri-C on September 26, 2018. As staff works to draft the strategic plan, members confirmed they would like the opportunity to review the document and provide input. As the strategic planning process is completed, the CUE intends to amend the current contract with Dr. David Miles in order for him to facilitate a discussion with the Board about any potential changes to the organizational chart.

## ***Capacity Fee Update***

Calfee, Halter & Griswold has begun drafting updates to the Board's water and wastewater capacity fee regulations. Staff hopes to finalize the editing process soon and propose updates an upcoming Board meeting. Due to scope and fee questions, Board members declined to approve further work with Calfee at this time.

## ***Project Updates***

*45 Project:* Paving for South Point began the week of August 27, 2018. Seeding of lawns began on Oakwood on September 4, 2018.

*Curtis Area Sanitary Sewer Rehabilitation Project:* Roadway restoration will start the week of September 10, 2018, pending any weather issues.

*Wastewater Plant:* All major construction is finished, and Avon Lake Regional Water staff is working with the contractors on punch list items.

### ***Lateral Updates***

The lateral separation program continues to progress. As of August 31, 2018, letters have been sent to 3,056 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, 2,957 (97%) have responded (up 1 since 8/21/18, an average of ~1/wk). Of the 2,957, 2,472 either have come into compliance or were already in compliances (up 17, or ~8/wk) and 485 either have problems or are believed to have problems. By extrapolation, approximately 551 (485 + ~67% of homes not inspected) may need to do some work to come into compliance.

As of August 31, 2018, 21 of the homeowners with the 11/30/18 deadline have yet to respond and have their free inspection. It is anticipated, approximately 205 need to do some work to comply by 11/30/18 (~10/wk).

The total executed Lateral Loan Program agreements are now at 316 (up 5, or ~2/wk) with \$1,108,648 committed and \$758,540 paid to contractors so far. The average loan request is for approximately \$3,465. Cumulatively, 211 of the 690 (31%) whom have separated laterals have used the lateral loan program.

### ***Communications***

None.

### ***CUE/CUO Report and Action Items***

Action items were presented with the write-up. Action Items are available on the Board Dashboard webpage.

### ***Chairman/Committee/Member Reports***

None.

### ***Miscellaneous***

*CUO Moving Expenses:* The CUO submitted a reimbursement request for moving expenses in the amount of \$8,000.

Chairman Dzwonczyk moved, Mr. Abram seconded to approve moving expenses of \$8,000 per the CUO's employment contract.

Ayes: Abram, Dzwonczyk, Rush and Schnabel

Nays: None

Motion carried.

*Avondale Force Main Project:* Board members discussed concerns by Mr. Erlenmeyer. Various design options and economic impacts were discussed. The CUE indicated that he appreciated their input and would assure the Engineering Services Manager considers it as we begin an options evaluation prior to design later this year. Staff will inform the Board regarding the options evaluated and the recommended path forward.

***Adjourn***

As there was no further business, Mr. Rush moved, Mr. Abram seconded, that the meeting adjourn at 7:57PM.

Ayes: Abram, Dzwonczyk, Phillips, and Rush

Nays: None

Motion carried.

Approved September 18, 2018

John Dzwonczyk, Chairman

Todd A. Danielson, Clerk