

Board of Municipal Utilities
Meeting Minutes
September 7, 2021
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 6:30 PM. The meeting was held using web-based video conferencing technology and streamed live over Facebook.

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

Also present: Acting CUE Munro.

Excused: Mr. Phillips.

Approve Minutes

Chairman Dzwonczyk presented the Minutes of the August 17, 2021 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 date September 7, 2021, for funds and amounts as follows, Mr. Abram moved, Mr. Rush seconded, to approve the expenditures of September 7, 2021:

Water Fund 701	\$	185,254.93
Wastewater Fund 721	\$	197,794.26
MOR Fund 703	\$	48,710.85
MOR Fund 762	\$	16,423.56
West Ridge Interconnect Fund 702	\$	123.66
LORCO Fund 749	\$	20,260.37

Ayes (per voice vote): Abram, Dzwonczyk, Rush, and Schnabel.

Nays: None

Motion carried.

Annual Chemicals Bid

Mr. Munro presented to the Board the bids for the Annual Treatment Chemicals that were opened on August 30th via the electronic platform Bid Express. He said that staff received a number of bids through the online bidding system, and after review by the Engineering Services

Manager and the Technical Support Specialist, staff recommended the approval of the following contracts. He added that there were no bids received for Chlorine or Ferrous Chloride due to a scheduling mistake by the vendors. The solicitation for those chemicals is currently out for bid to be presented at the next Board meeting on September 21.

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

<i>Supplier</i>	<i>Chemical</i>	<i>Contract Award</i>
USALCO, LLC	Liquid Alum	\$417,612.00
Bonded Chemicals	Hydrated Lime	\$57,500.00
Bonded Chemicals	Sodium Silicofluoride	\$248,000.00
Bonded Chemicals	Potassium Permanganate	\$43,800.00
Bonded Chemicals	Carbon	\$259,200.00
Polydyne, Inc.	Dry Polymer	\$42,000.00
Polydyne, Inc.	Liquid Polymer	\$163,200.00
SAL Chemical	Liquid Orthophosphate	\$37,500.00
SAL Chemical	Liquid Sodium Hydroxide	\$25,440.00
SAL Chemical	Sodium Bicarbonate	\$36,400.00

Ayes (per voice vote): Abram, Dzwonczyk, Rush, and Schnabel.

Nays: None

Motion carried.

Security Camera Upgrade

The Acting CUE informed the Board that in the 2021 Water and Sewer operating budgets, staff included funds to upgrade the security camera system at the Water Filtration Plant, Water Reclamation Facility, and the Administration Building. He said the project will be implemented in multiple phases during 2021 and 2022. Multiple quotes were received from vendors, and staff recommends moving forward with the first phase at the Water Filtration Plant and the South High Service Building.

The Chairman asked if the quote was based on an internet based platform or a hardwired platform. Mr. Munro said the platform is hardwired and would utilize the existing network infrastructure between the three facilities. He said the platform is a centralized system, and the quote includes network storage servers so there will be several days of recording history. He added that the system will be backed up at the off-site location where the current system backs up. The Chairman said that would require internet, and he asked if the internet was down would there still be security cameras. Mr. Munro confirmed that there would still be security cameras and individuals covering security and monitoring cameras.

The Chairman asked how the security system is configured. Mr. Munro said that similar to the existing networks, there would be implementation by Technology Management Solutions (TMS) that would help integrate the system along with SOS Integration for the SCADA network. He said they would follow the same security protection architecture that is currently in place. The Chairman said that is very important and that Avon Lake Regional Water is robustly keeping away any intrusion into the system. Mr. Munro added that this primary reason for the upgrade is the security of the facilities, but also the Avon Lake Police Department have utilized the cameras at ALRW on numerous occasions due to the location on Lake Road. He said those cameras have become a very important asset to the police department.

Mr. Abram asked if the cameras will be located both inside and outside of the buildings. Mr. Munro confirmed that they would be both inside and outside the facility. He also said that the Water Filtration Plant will be the most expensive location. There will be a total of 30 cameras, but this quote includes the servers and monitors as well. He said in the future the quotes will only be for cameras.

Mr. Rush moved, and Mr. Abram seconded, to award the Security Camera Upgrade Project, for the Water Treatment Plant and South High Service Building, to Technology Management Solutions for the amount of \$40,513.72.

Ayes (per voice vote): Abram, Dzwonczyk, Rush, and Schnabel.

Nays: None

Motion carried.

Asset Evaluation & Rate Study

Mr. Munro said that at the August 17th meeting he had informed Board members that he received submittals from two firms responding to the Asset Evaluation & Rate Study RFQ that was issued. He said that after reviewing the proposals staff chose Raftelis to perform this work. Mr. Munro said that during the past several weeks staff has worked with Raftelis to determine the scope and budget for the project and is recommending approval of this study. He said this is very important because of its two components. The first component being the asset evaluation which is in line with the quality initiative and the asset management program. He added that this will help value the assets within the system and compile those into a report.

The second component of the proposal is a rate study. Mr. Munro said that while ALRW has been able to hold the current water and wastewater rates for 2021, he is looking to the future for the ten year capital improvement plan and the current debt service. He said he would like to have the right plan in place in order to make the right decisions in the future. The estimate that was included in the budget was \$150,000 and the agreement falls well below that budget estimate.

Mr. Abram asked if LORCO would be included in the study. Mr. Munro said that LORCO would not be included in the study. The Chairman said that LORCO's assets are theirs, but there may be a time when the Board will pay for another contract to review that as well. The Chairman said that this will be important if ALRW does acquire any additional assets and how those would be evaluated. He said that similar to how Westlake has set up a lot of their assets with a fund for replacement. He said this will help plan for budgeting in the future and less money would need to be borrowed if the funds were available. He said this is a part of quality organization and helps the organization know what it has and will help the Board with setting rates in the future.

Mr. Munro added that if the agreement is approved at the meeting a notice to proceed will be issued in the next week with the estimated time to complete both components of the study by the beginning of January. He said he looks forward to having that completed by the end of the year or the beginning of the New Year. The Chairman asked if the Board will have the opportunity to examine the findings and question the methodology and conclusions of the provider. Mr. Munro said the intent is for the study to remain in draft form while the various steps are worked through and any input from the Board is very important. He said the Board is the ultimate decision maker on the rates, and it is important for the Board to be able to speak with a representative of Raftelis and before anything is finalized.

The Chairman expressed his enthusiasm for the study and he stated it will provide a sound basis for how the Board proceeds. Mr. Abram stated this is something that the utility needs. Mrs. Schnabel said the study is very thorough and the proposal includes ten years of budgeting and could potentially be extended beyond those ten years. She asked if that extension beyond the ten years of the current scope has been discussed with Raftelis. Mr. Munro said that he has spoken with Raftelis and both parties agreed that they would not wait until the final year to begin a new study. He said the utility would monitor any changes and would adjust, similar to a hydraulic model. The study would not be completed and then put on a shelf. Mrs. Schnabel said she thought this study would be very beneficial.

Mr. Dzwonczyk moved, and Mrs. Schnabel seconded, to authorize the Acting CUE to enter into an agreement with Raftelis for the Asset Evaluation and Rate Study for the not-to-exceed amount of \$99,734.00.

Ayes (per voice vote): Abram, Dzwonczyk, Rush, and Schnabel.

Nays: None

Motion carried.

Additional Storage Building

Mr. Munro informed the Board that the bid opening was held on August 18th for the Additional Storage Building. He said there were no bids received for this project even though there were several plan holders. Staff reached out to plan holders to understand better why they chose not to bid on the project. Schedule and staffing were a primary reason for some contractors, while scope of project and the amount of work to be performed by owner was another reason. He said the Engineering Services group has worked on a revamped bid package and that the bid solicitation was released to the public on Friday, September 3rd with a scheduled bid opening on October 8th. Mr. Munro said staff intends to have a recommended award at the October 19th meeting.

The Chairman asked if the building particularly needs heavy construction firms that are typically used at the wastewater plants or is this more commercial-type contractors that could help widen the field of potential candidates for the project. Mr. Munro said that the project does not need to have heavy construction contractors, but they were included in the search for firms. He said that BidExpress has proven very successful in reaching a wider audience, and it was a surprise that zero bids were received for the project. He said staff did take into consideration some of the comments that were received and changes were made to the bid package.

Mr. Munro said he will be attending the Planning Commission meeting to seek approval for the Additional Storage Building on the 201 Miller Road parcel. He said he did need to submit to Planning Commission for approval. The Chairman asked if it is approved when the plan goes before City Council. Mr. Munro said that it would be at the following Council meeting in October.

Project Updates

Orthophosphate Point of Application: Mr. Munro said that staff and SOS Integration pinpointed the control issue with the Programmable Logic Controller (PLC) and feedback loop wiring. He said it was due to a faulty control valve on the system. A new control valve has been sent by the vendor and the faulty valve will be returned. The estimated delivery date for the new valve is September 8th. Mr. Rush asked about the faulty control valve and future issues with the PLC regarding dosing. Mr. Munro said staff was not dosing with the new system. The existing application point is still in service and product was being administered from there. He said the

other control valves are within the confines of the Water Filtration Plant so there is redundancy, and the valves can be operated manually should that be needed.

Mr. Rush asked if there will be redundancy in the system after the new control valve has been installed. Mr. Munro said that there will be redundancy in the new system to prevent overdosing and under-dosing. He said there is also a high-point and low-point programmed into the PLC that keeps the amount of dosing in a specific range.

WFP & ETL Design Services: Mr. Munro said staff and HDR have a Basis of Design review meeting scheduled for Wednesday, September 8th to discuss the improvements at the Water Filtration Plant. He added that HDR provided a technical memorandum regarding on-site generation of hypochlorite for staff to review. The Chairman asked if this would include a presentation from HDR. Mr. Munro said he would discuss that with HDR during the meeting, and if they feel that they are ready to present, staff will set up a presentation.

He also said that staff has been working with representatives from Avient, Lubrizol, and Geon in regard to the proposed alignment for the 42" ETL suction line from Electric Blvd to the Moore Rd. pump station. Mr. Munro said a construction easement and perpetual easement will be required with all property owners that fall within the limits of the project. Mr. Rush asked how the new pipe would coincide with the existing pipe. Mr. Munro said in some areas the pipes will parallel with approximately 30-40 feet between them, because once the existing line is rehabbed the lines will have true redundancy. He said there is a proposed realignment of the new line that will limit the impact on property owners and their future plans. In most areas the pipes will run parallel. Mr. Abram asked if CEI is one of the property owners. Mr. Munro confirmed that CEI is one of the property owners.

Acting CUE Reports & Action Items

Mr. Munro said he will be attending the Planning Commission meeting for the Additional Storage Building and he will be working with Mr. Reitz and Colleen from Public Works.

Mr. Munro said Avon Lake Regional Water hosted the Lorain County Mayor's group for a tour of the Water Filtration Plant. He said the Chairman was present for the tour, and the tour was well attended. There was a lot of positive feedback from everyone present. The Chairman agreed that there was a lot of positive feedback and a good impression was made on the mayors.

Member Reports

None.

Miscellaneous

None.

Public Speakers

None.

Executive Session

Mr. Rush moved, and Mr. Abram seconded, to meet in executive session as allowed by ORC §121.22 G (1) to discuss personnel and include the Acting CUE.

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

Nays: None

Motion carried.

Adjourn

As there was no further business, Mr. Abram moved to adjourn, and Mr. Rush seconded. The meeting adjourned at 8:34 PM.

Ayes (per voice vote): Abram, Dzwonczyk, Rush, and Schnabel.

Nays: None

Motion carried.

Approved _____ 2021.

John Dzwonczyk, Chairman

Robert Munro, Clerk