

Board of Municipal Utilities
Meeting Minutes
September 17, 2019
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 7:25 PM.

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

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

Approve Minutes

Chairman Dzwonczyk presented the minutes of the September 3, 2019, 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 September 17, 2019, for funds and amounts as follows, Mr. Abram moved, Mr. Rush seconded, to approve the expenditures of September 17, 2019:

Water Fund 701	\$	267,417.57
Wastewater Fund 721	\$	280,691.18
MOR Fund 703	\$	282,787.67
MOR Fund 762	\$	403,126.90
LORCO Fund 749	\$	9,683.47
Lateral Loan Fund 765	\$	11,430.00

Ayes: Abram, Dzwonczyk, Rush, Schnabel and Phillips.

Nays: None

Motion carried.

Letter of Engagement

The CUE presented to the Board his request for authorization to engage the outside counsel of Mansour Gavin. He said that the authorization letter has been reviewed and approved by the Law Director. Mr. Abram asked to meet with members of the firm once they have completed the parameters of the engagement letter. The Chairman moved, and Mr. Rush seconded, to

authorize the CUE to execute the September 12, 2019, engagement letter, subject to Board approval of any outside experts or consultants, with Mansour Gavin currently for up to \$10,000 for legal consultation and counseling.

Ayes: Abram, Dzwonczyk, Rush, Schnabel, and Phillips.

Nays: None

Motion carried.

Lateral Separation Update

The CUO informed the Board that the since the last update, one property has come into compliance. He also said that another property is starting construction soon. The following table summarizes the outstanding properties:

Group	8/29/19 Need to do work	9/13/19 Need to do work	Notes
A	2	2	<ol style="list-style-type: none"> 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. Other property is an estate situation with determination of executor currently in front of a judge.
B & C	5	4	<ol style="list-style-type: none"> 1. One property has completed the work since the last update. 2. An affidavit has been recorded with the County regarding the vacant estate property 3. A contractor has been scheduled at one property. 4. Two property owners have been re-served a summons, including the one with the scheduled contract. 5. The CUE met with the Law Director and the Public Works Director on 9/13 regarding the outstanding properties.

The Chairman asked if there were only five homes remaining. The CUO stated that once the construction is completed on the one property there would be only five properties outstanding.

Update on Positions

The CUE informed the Board that the advertisements for the WFP Operator Civil Service test closed on September 6th. He said that the test is scheduled for September 19th. The CUE also told the Board that he attended the Civil Service and HR Committee meetings to discuss the Senior Operator position. He said that the Civil Service determined the position to be a classified position, and the HR Committee approved the job description as presented which will be presented for three readings in front of Council.

The CUE stated that he will also be reaching out to the Civil Service Commission regarding a position for a Customer Service Clerk. Mr. Abram asked why staff was seeking another employee. The CUE informed the Board that one of the Customer Service Representatives submitted her resignation earlier in the week.

Project Updates

45 Project: The CUO informed the Board that the tree lawn restoration resumed on the project. He said that the final preparations are in progress for installation of the new playground and spray ground; top coat paving is currently scheduled for early October.

Avondale: The CUO stated that work will resume in late September with the project likely to be complete in by the end of October.

Moore Road Waterline Replacement: The CUO also said that UUI mobilized equipment for the waterline replacement during the week of September 9th. He said that work began on September 16th.

CUE and CUO Reports

The CUO informed the Board that he worked with crew members on fixing the valve on the line that connects ETL1 and ETL2. He said that the valve has had some problems and will most likely need replacement. The Chairman asked if staff has worked to sell the valve exercising service to bulk customers. The CUE told the Board that he has spoken with other municipalities regarding the service and they have expressed interest, and that he is still working through the details. The Chairman asked if the valve turning was demanding as far as maintenance was concerned. The CUO stated that it was not very difficult. Mr. Rush asked if there would be the need to purchase additional equipment for the valve turning. The CUO informed the Board that he did not believe they would need to purchase any new equipment to provide services to other municipalities, but we would need to work through items such as a protocol for repair and maintenance for valves with bulk customers.

Member Reports

The Chairman stated that he has a meeting with Mr. Waldecker and Mr. Armbruster to discuss the preliminary parameters for how to improve the reliability of the eastern transmission lines.

Miscellaneous

Mr. Abram reminded the Board that the Big Trucks festival is on Saturday, September 21, 2019. He asked what Avon Lake Regional Water was planning to contribute to the festival. The CUE informed the Board that they would be providing hotdogs, buns, and potato chips at the festival. He also said that there would be Avon Lake Regional Water water stations throughout the area to supply water to everyone in attendance.

Public Speakers

None

Adjourn

As there was no further business, Mr. Abram moved to adjourn, and Mrs. Schnabel seconded. The meeting adjourned at 7:47 PM.

Ayes: Abram, Dzwonczyk, Phillips, Schnabel, and Rush

Nays: None

Motion carried.

Approved _____ 2019.

John Dzwonczyk, Chairman

Todd Danielson, Clerk