

Board of Municipal Utilities  
**Regular Meeting Minutes**  
**October 17, 2017**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

The meeting was called to order at 6:46 PM.

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

Also present: CUE Danielson, WPCC Manager Baytos, Community Outreach Specialist Arnold, Customer Service Clerk Farch, Mayor Zilka, and Councilmember Fenderbosch.

***Approve Minutes***

Chairman Dzwonczyk presented the minutes of the October 3, 2017, regular meeting and with no changes, additions or corrections noted, ordered that the minutes stand and be distributed as presented.

***Public Speakers***

None.

***Correspondence***

CUE Danielson advised that a possible problem with a lateral separation was discovered this week when a resident was supposedly provided information from the Avon Lake Building Department unknown to Avon Lake Regional Water. Avon Lake Regional Water provides residents with any and all information on file and is limited to that information when conducting residential inspections. Avon Lake Regional Water is being told the information on file at the Building Department conflicted with Avon Lake Regional Water's and the resident is therefore disputing his contractor expenses. A meeting is being scheduled with Building officials to determine what records currently unknown to Avon Lake Regional Water are being held by other City departments which could be beneficial to the sewer lateral separation project. The matter will be presented to the Board and addressed more fully when all the facts are available.

***Expenditures***

Following review of expenses dated October 17, 2017, for funds and amounts as follows, Mr. Phillips moved, Mr. Rush seconded, that all be approved and paid per budget:

Water Fund 701	\$	236,605.69
Wastewater Fund 721	\$	135,343.71
MOR Fund 703	\$	186,044.61
MOR Fund 762	\$	405,217.46
LORCO Fund 749	\$	24,731.08

Waterworks Construction Fund 704	\$	102,738.91
Waterworks Construction Fund 724	\$	215,209.95
Lateral Loan Fund 765	\$	18,485.00

Ayes: Dzwonczyk, Phillips, Rickey, Rush, Schnabel

Nays: None

Motion carried.

### ***Construction Inspector***

Based on his performance and to acknowledge the experience he has gained during his employment, staff requested the Board's consideration of a wage increase for Construction Inspector Ryan Webb. Mr. Webb was hired as a full-time, temporary employee in August 2015 and has proven his value to the separation projects. His supervisor therefore wants to encourage his continuing in that capacity at least through the 45s Combined Sewer Separation Project. Following discussion of the inspectors' employment status and terms, benefits, and wages, Mr. Rush moved, Mr. Rickey seconded, to set Ryan Webb's hourly wage at \$18.00/hour beginning with the pay period including November 1, 2017.

Ayes: Dzwonczyk, Phillips, Rickey, Rush, Schnabel

Nays: None

Motion carried.

### ***Reports/Updates***

#### *Lateral Loan Program*

Copies of Lateral Loan Agreement Revision 14 were presented in response to the Board's request to better understand how landlord/tenant aspects fit within the overall context of the agreement. Mr. Phillips asked that the last sentence in Recitals D on page 1 be revised to include "in its sole discretion" following "the Board". Mr. Rickey questioned how each of these revisions affect previous signing borrowers and Avon Lake Regional Water. Mr. Phillips said that each borrower is bound by the wording in their agreement, and noted that this is an ongoing process and the Board can't ignore recognized improvements. Mr. Rickey asked that staff contact any owners that previously questioned this capability (i.e., landlord/tenant situations) and CUE Danielson said that notification of the program improvements will be made through community outreach.

#### *Streets without Storm Sewer Access*

CUE Danielson reported by copy of this evening's write-up that of the 25 known streets where residents do not have access to the storm sewer, two streets were addressed with the 2016 Mull-Norman project and Curtis will be addressed with that project next year. A list of the remaining 22 streets was presented for the Board information. A number of the streets were separated decades ago (often with a storm sewer constructed to capture roadside storm drainage exclusively) and others were never considered combination sewers (several are north of Lake Road and do not have more than shallow roadside drainage). Those never considered to have a combined sewer do not have an established separation deadline date. The Public Works department previously stated that it would work with customers individually on streets without storm sewer access in order to separate laterals; however recently determined that a more

holistic approach is warranted. Avon Lake Regional Water is supporting the Public Works department in its development of a plan that will be presented to the Sewer Committee in November. Updates on this issue, and possible recommendations for separation deadline extensions, will be made as warranted.

#### *Website Update*

Staff has authorized Avon Lake Regional Water's web designer to begin the process of redesigning and updating the website. The site has become cluttered and difficult to navigate since its last update seven years ago, and additionally has not been optimized for mobile devices. Staff will work closely with the web designer and create and update content in order to keep costs to a minimum.

#### *Project Updates*

WPCC Manager Baytos updated the following projects verbally and by copy of the write-up:

- ◆ *Water Tower:* The contractor is targeting an early November fill and is currently finishing piping and wiring.
- ◆ *Water Plant:* Working on the last item, a meter install.
- ◆ *Corrosion Control:* Phosphate addition is on-going. Water remains clear in the distribution system and turbidity levels remain stable, though higher at the 1 mg/L phosphate dosage. Staff is investigating changing the feed point and/or chemical.
- ◆ *ETL2 Pumps:* The pumps are installed, are being wired, and should be operational by November 15.
- ◆ *Wastewater Plant:* Alum, return activated sludge, and waste activated sludge pumps are officially started up. Fiber pull and final clarifiers will start this week, along with west aeration and the alum clarifier.
- ◆ *Elyria Interconnection:* Bidding documents are targeted to be issued near year's end, with the project being awarded in the spring. Substantial completion is expected by the end of 2018. Loan repayments will commence approximately 6-12 months following project completion.

#### *Lateral Updates*

Sewer lateral separation and loan program numbers were updated by this meeting's write-up.

#### *CUE Action Items*

The following responses to questions previously asked by the Board were presented by copy of this meeting's write-Up:

- ◆ *Sprint antenna on old Walker Road tower:* Review of the Clear Wireless, LLC (Sprint) agreement for the cell antenna on the current Walker Road tower proved an amendment necessary because the agreement specifically states the address. By moving the site, Clear Wire will thereby have an option to terminate. The CUE is working with the Zoning Administrator to establish the new tank as a wireless communications site.

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

- ◆ Chairman Dzwonczyk reported that he, Mr. Rush and the CUE met with the recruiter regarding the CUO search.
- ◆ Mr. Rush reported that he attended the Human Resource Committee meeting last week and changes to the Civil Service rules regarding military service are being considered.

- ◆ Mr. Rickey said he attended the LORCO directors' meeting and that he is encouraged by the positive steps then reported.
- ◆ Mrs. Schnabel advised that the Tri-C training starts for all Avon Lake Regional Water staff members tomorrow with three sessions scheduled.

#### *CUE Report*

Staff completed the mailing of City Council's Resolution of Necessity sewer separation letters with the posting of The 45s letters today.

#### ***Public Speakers***

None.

#### ***Executive Session***

Mr. Rush moved, Mr. Phillips seconded, to meet in Executive Session as allowed by ORC 121.22 (G)(4) to discuss employee matters and as allowed by ORC 121.22 (G)(4) to discuss collective bargaining and to include the Chief Utilities Executive, the Wastewater Manager, and the Community Outreach Specialist in the discussion.

Ayes per roll call vote: Dzwonczyk, Phillips, Rickey, Rush, Schnabel

Nays: None

Motion carried.

The Board reconvened at 9:15 PM.

#### ***Adjourn***

As there was no further business, Mr. Rush moved, Mrs. Schnabel seconded, that the meeting adjourn at 9:16 PM.

Ayes: Dzwonczyk, Phillips, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Approved November 7, 2017

John G. Dzwonczyk, Chairman

Todd Danielson, Clerk