

Board of Municipal Utilities
Meeting Minutes
October 17, 2023
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 in-person using web-based video conferencing technology and streamed live over Facebook.

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

Also present: CUE Munro, CUO Yuronich, Mayor Zilka and Attorney Anthony Coyne of Mansour Gavin.

Approve Minutes

Mr. Dzwonczyk presented the Minutes of the October 3, 2023 regular meeting. With no additional changes, additions or corrections noted, he ordered that the minutes stand and be distributed as presented.

Public Speakers

None.

Correspondence

Mr. Munro informed the Board that per the agreement with LORCO he had sent and confirmed the receipt of notice that the third payment out of seven tap fees will be transferred from the custodial account in the approximate amount of \$172,000. Notice is required to be given at least ten days ahead of the November 18, 2023 due date and this was met.

Expenditures

Following review of expenses for funds and amounts as follows, Mr. Abram moved, Mrs. Schnabel seconded, to approve the expenditures of September 29 through October 17, 2023:

Water Fund 701	\$	225,239.91
Wastewater Fund 721	\$	150,165.72
ETL1 Fund 703	\$	183,571.81
ETL2 Fund 762	\$	422,137.47
LORCO Fund 749	\$	21,109.19
Water Construction Fund 704	\$	27,061.68
Wastewater Construction Fund 724	\$	27,061.67

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

Nays: None

Motion carried.

2024 Water Bundle Project

Mr. Munro stated that staff has finalized the list of twelve streets that will be included in the 2024 Water Bundle Project for water line replacement. Replacing the water lines on those streets will total just over three miles of new water line and will include six-inch and eight-inch pipe. Mr. Munro informed the Board that many of those streets date back to the 1950s and have exceeded one of the metrics ALRW uses to determine the need for replacement which is when breaks average less than one hundred feet of pipe. These water mains have all reached the end of their useful life.

Mr. Munro also stated that there is a second part to the 2024 Water Bundle Project and that is the relocation or replacement of approximately 220 water meters that are located within a customer's house. In the areas identified on the map (attached) the contractor will excavate around the service line and place the meter vault. ALRW staff will then schedule a time to cut the service line, install the meter and setter, remove the old meter from inside the house (if entrance is granted) and install a jumper where the old meter was previously installed inside the home.

Mr. Munro stated that all the appurtenances (meter vault, lid, setter and meter) will be procured by ALRW under the current contract bids. Mr. Dzwonczyk asked if it would only be our staff that installs the meter. Mr. Munro stated that since we need to ensure that the meter is installed, programmed, and reading correctly, only ALRW staff would install the meters.

Mr. Munro also stated that many of the customers with inside meters are excited for this change to happen. Some customers have finished basements and have had to remove access panels on their walls along with having to grant access to ALRW staff when there has been a need to reach the meters.

Mr. Dzwonczyk inquired if the standard procedure for replacing water lines involves open cuts and temporary, above-ground waterlines while the pipe is replaced. Mr. Munro responded that what typically takes place is that the contractor will install the new water main while the old line is still operational. One-by-one new taps will be made, and service will be switched from the old line to the new line. Once this is completed the old main will be isolated and removed if possible. Mr. Munro reiterated that homeowners would be given plenty of notice so that they are aware of the brief disruption in service when the changeover occurs.

Mr. Munro referenced the three streets with an asterisk next to them. Mr. Munro stated that he had been discussing the project area with Councilman Spaetzel so that ALRW and the City of Avon Lake could potentially partner on project areas where the City had either storm sewer or roadwork planned.

Mr. Abram asked how long it will take to replace the water meters that are located within a home. Mr. Munro stated that much of the work will be completed by the contractor while the customer still has full water service. The contractor will perform the excavation and placement of the meter vault over the water service. Once ALRW staff arrive to perform the actual meter replacement Mr. Munro stated that will be a relatively quick process.

Mr. Dzwonczyk noticed that there was a two-inch water main listed on the project list. Mr. Munro responded that there were two streets, Colony Dr. and Bonnieview Dr. that have two-inch services. Those areas do not have fire hydrants so in the event that there is a fire, the Avon Lake Fire Department will have to run hoses up to five hundred feet to the nearest fire hydrant. Installing a larger water main will allow fire hydrants to be installed on these streets thereby increasing public safety.

Mr. Rickey asked if ALRW was going to procure the pipe for this project. Mr. Munro replied that the contractor would be responsible for the procurement.

Project Updates

Power Plant Update: Mr. Yuronich informed the Board that the demolition and remediation work continues on the north side of the power plant. Mr. Yuronich referenced a picture taken by ALRW's drone that shows the northern half of the coal pile property and directed the audience's attention to the catch basins that were visible in the parking lot. Mr. Yuronich stated that the catch basins have been delivered and the contractor has already begun the excavation to install the catch basins and pipe that will connect the retention basin to the 108-inch storm sewer. Mr. Yuronich informed the Board that the connection to the storm sewer is still expected to be completed by the end of October 2023.

Mr. Dzwonczyk inquired about the work that will be taking place on the south side of the coal pile property and across Walker Rd. Mr. Yuronich stated that the railroad tracks that cross Walker Rd. are going to be removed. Mr. Dzwonczyk wanted to make sure that the public would be alerted to this work taking place. Mr. Yuronich informed him that there was a pre-construction meeting that was held earlier in the day and that not only would there be various social media posting and signage along Walker Rd., but the contractor will also be hand-delivering notices to the businesses along Walker from Moore Rd. to Miller Rd. Mr. Munro added that this work would take place the first week of November and is expected to take four days with a fifth day available as a contingency day.

Mr. Rickey asked what our involvement in this project was. Mr. Munro stated that Bramhall is Charah's engineering firm and Chris Howard, P.E., also a Bramhall engineer, is the acting City Engineer. To avoid a conflict-of-interest Mayor Zilka had asked if Mr. Gaydar, P.E., Engineering Services Manager for ALRW would act as the City's engineer and oversee this project. Mr. Munro stated that ALRW was happy to oblige.

ETL Design Services: Mr. Yuronich stated that the United States Army Corps of Engineers (USACE) provided correspondence to HDR that an approval letter should be expected soon. Mr. Munro added that he had just received the approval letter from the USACE and although there is some more paperwork to complete such as executing the final wetlands credit payment and additional paperwork.

Mr. Rickey asked how long ALRW has been waiting for this approval. Mr. Munro stated that it had been a little over one year.

Mr. Dzwonczyk asked if ALRW had completed an agreement with Norfolk Southern regarding running the new suction line underneath the railroad tracks. Mr. Munro informed him that Railpros is still reviewing the redline agreement with their legal counsel and expects they will be in contact with him soon.

WFP Improvements: Mr. Yuronich stated that ALRW staff are finalizing their internal review of the drawings and specifications for the alternate bid items that will be included in the submittal for this project. The bid package will go live on Bix Express on Friday October 20, 2023 and will be bid for a period of eight weeks.

Mr. Dzwonczyk inquired if there was a way to judge interest in the project ahead of the bid opening. Mr. Yuronich replied that some information can be gathered based on the number of plan holders and the questions that are asked to determine how far along in the bid preparation

plan holders are. Mr. Munro added that there is a mandatory pre-bid meeting to be held on November 19, 2023 onsite at the Water Filtration Plant that will also help gauge the interest.

Additional Storage Building: Mr. Yuronich informed the Board that the fifth concrete pour was completed on the east side of the building and referenced a visual of the property. The next pour will be an extension of the concrete on the east side of the building and that will be the final area on the southeast section of the property.

Mr. Yuronich stated that the final electrical panel has shipped. Once it arrives North Bay Construction will complete the electrical connections and the utility contract will be closed out.

Mr. Yuronich informed the Board that no delivery date has yet been set for the commercial truck wash equipment. Once a delivery date has been finalized it will allow the final timeline for the installation of the equipment, but staff is confident that it will be operational by the end of December 2023.

Mr. Dzwonczyk added that shipping delays like this reinforce the Board's opinion that finding ways to isolate ALRW from supply chain issues is an important consideration in ALRW's decision making. Mission critical components such as chlorine or sodium hypochlorite, that we cannot produce water without, need to have plans in place to ensure that we will not be affected by supply chain issues.

Traveling Screen Replacement: Mr. Yuronich informed the Board that there is a ship date for the replacement traveling screen at the Water Filtration Plant (WFP). The existing unit has been in service since the WFP was expanded in 1980 and has reached the end of its useful life. Mr. Yuronich stated that the new unit is scheduled to ship November 13, 2023. ALRW staff already have a crane scheduled to be at the WFP on November 14 and 15, 2023 to remove the unit and install the replacement. Mr. Yuronich stated the new unit should be operational by November 17th at the latest.

Mr. Dzwonczyk asked Mr. Yuronich to explain how this piece of equipment operates. Mr. Yuronich said that as water is brought in from Lake Erie large debris will be stopped by the slats that cover the intake structure and prevent anything larger than six inches from entering the WFP. The water then must flow through the traveling screen where the openings prevent anything larger than a half-inch from entering the treatment processes. Larger items would cause wear or build up and create blockages in other sections of the treatment.

Mr. Rickey asked if this was based on a differential sensor? Mr. Yuronich responded that there is a level sensor on each side of the screen that will detect when there is buildup on the screen. There is also a timer that will cause the screen to operate so that it doesn't sit in the same position for too long.

Mr. Dzwonczyk inquired if that was the basket that is visible next to the screen as he recalled from previous site visits. Mr. Yuronich confirmed that it was and that this basket gets raised to ground level by a hoist and emptied by WFP staff into the dumpster for disposal.

Inductively Coupled Plasma Mass Spectrometer (ICP): Mr. Yuronich informed the Board that the ICP unit has been installed at the WFP and staff have been working with Thermo Scientific representatives on the initial set-up of the equipment. Mr. Yuronich reminded the Board that this is the piece of equipment that performs metal analyses at the WFP such as lead and copper. He also stated that as the Board has observed on the budget reports the Water Reclamation Facility has been required to send a large amount of their samples and the industrial pre-treatment samples to an outside laboratory for analyses.

Thermo Scientific will be sending a chemist to work with ALRW lab staff to provide training and develop a site-specific method for analyses. Each client needs a method that will work best with the parameters in their water and range of detection requirements. Once staff has their methods developed and are comfortable using the ICP they will perform a few side-by-side tests with Alloway (third-party laboratory) to ensure they are getting valid data and then complete their certification on this equipment with the Ohio Environmental Protection Agency.

Mr. Dzwonczyk asked if the sample goes in the silver tray visible in the photo. Mr. Yuronich stated that this equipment utilizes an auto-sampler that will perform analyses in sequence from a tray so that once identification has been entered into the machine, it will automatically go through the tray and analyze each sample without the lab staff having to manually run each individual sample.

Mr. Dzwonczyk stated that it looked like the unit would be operational by the end of November 2023 and Mr. Yuronich replied that was correct.

CUE Report

Mr. Munro stated that, as mentioned earlier in the meeting, the budget proposal will be presented for the Board's consideration at the November 21, 2023 work session. There are two items that Mr. Munro wanted to emphasize will be part of the budget. One will be an update of the master plan for the WFP and distribution system. Mr. Munro added that historically ALRW has had a significant increase in capacity every ten to twelve years at the WFP and we are approaching that time.

Mr. Munro stated that the second item will be a cybersecurity master plan. Mr. Munro said that while we have taken numerous measures to ensure we are safely operating our network infrastructure we need to ensure we are always staying ahead of the game. This includes both our IT network, which is information technology or the office computer network, and our OT network which is our operational technology network that is our SCADA (supervisory control and data acquisition) and treatment plant equipment. Mr. Munro added that as part of our quality initiative ALRW needs to standardize our approach to security so that all parts of the organization are moving in the same direction.

Mr. Munro stated that ALRW has accepted delivery of the new GapVax vacuum truck that had been on order for a year and a half. Mr. Munro announced that ALRW has recently received a slew of vehicles that had been on order including the tow-behind compressor unit, skid steer track loader and the vacuum truck. Mr. Munro stated that there will be a work session prior to the November 7, 2023 meeting at 6:00PM so that the Board and the public will have an opportunity to view and ask questions about this new equipment. The new camera truck will also be on display.

Mr. Rickey asked what will become of the older vacuum trucks. Mr. Munro stated that the newer of the two units will be maintained as a back-up and the other may have its tank removed and allow ALRW to repurpose the cab and chassis as there is low mileage on those components and it is only the vacuum equipment and tank that have gone bad.

Mr. Rush inquired about the new position that was previously mentioned by the CUE. Mr. Munro stated that he is working on a draft of the position that will replace the Technical Support Specialist position that has been vacant. This new position will include duties of that position along with incorporating elements of financial, budget and customer service duties.

Mr. Rush asked about the process of creating a new position. Mr. Munro added that he's been working with the HR Director who will be leaving that position at the end of November. Mr.

Munro stated that he'll continue to work with the HR Director and Law Director. Once the description is approved it will be brought to the Board for their consideration and to set the pay range.

Mr. Abram inquired about budget performance report showing the income ALRW receives. Mr. Munro stated that this will be included with the budget proposal that will be presented at the next meeting. This will include income and expenses year-to-date along with projections for the rest of the year.

Miscellaneous & Member Reports

Mr. Dzwonczyk thanked Mr. Rush for a fine job of chairing the last meeting in his absence.

Public Speakers

None.

Executive Session

Mr. Rush moved, Mr. Dzwonczyk seconded to meet in executive session as allowed by ORC §121.22 (G1) and (G)(3) to discuss personnel matters and pending legal matters and to include the CUE, the CUO, and a representative from Mansour Gavin.

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

Nays: None

Motion carried.

The Board entered Executive Session at 7:15 PM.

Adjourn

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

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

Nays: None

Motion carried.

Approved November 7, 2023.

John Dzwonczyk, Chairman

Robert Munro, Clerk