

Board of Municipal Utilities
Regular Meeting Minutes
October 18, 2016
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

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

Present: Mr. Rush, Mr. Rickey, Mr. Berner and Ms. Schnabel.

Also present: Chief Utilities Executive Danielson, Chief of Utility Operations Eberle, Councilmember Fenderbosch.

Approve Minutes

Acting Chairman Rush presented the minutes of the October 4, 2016 regular meeting and with no changes, additions or corrections noted, the minutes were ordered to stand and be distributed as presented.

Public Speakers – None.

Correspondence – None.

Expenditures

Following review of expenses dated October 18, 2016 for funds and amounts as follows, Mr. Berner moved, Mr. Rickey seconded, that all be approved and paid per budget:

Water Fund 701	\$ 2,883,679.86
Wastewater Fund 721	\$ 201,636.73
MOR Fund 703 ETL1	\$ 164,497.14
MOR Fund 762 ETL2	\$ 332,946.78
LORCO Fund 749	\$ 20,352.71
Water Const 704	\$ 691,919.00

Ayes: Berner, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Revenue Bond

Per CUE Danielson's request and discussion at the Board meeting, Mr. Berner moved and Ms. Schnabel seconded to authorize the CUE to work with the finance director to issue wastewater revenue bonds to pay off the Moorewood area sewer separation bond anticipation notes.

Ayes: Berner, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Additional Appropriations

Following information presented at the work session, Mr. Berner moved and Mr. Rush seconded to move additional appropriations to the following:

<i>Fund / Account</i>	<i>Amount</i>
<i>Water Fund 701 Personnel</i>	<i>\$90,000</i>
<i>Water Fund 701 Other</i>	<i>\$90,000</i>
<i>ETL1 Fund 703</i>	<i>\$75,000</i>
<i>ETL2 Fund 762 subfund 2</i>	<i>\$300,000</i>

Ayes: Berner, Rickey, Rush, Schnabel
Nays: None
Motion carried.

Compensatory Time for Non-Bargaining Staff

Mr. Berner moved and Ms. Schnabel seconded to authorize the CUE to establish a compensatory time program for non-bargaining staff similar to that previously approved for bargaining staff.

Ayes: Berner, Rickey, Rush, Schnabel
Nays: None
Motion carried.

New Job Descriptions

Per discussion at this evening's work session, and with clarification to the Board on the Union's agreement with the change, noting the proper steps to be approved by City Council, Ms. Schnabel moved and Mr. Berner seconded to approve the job descriptions for Customer Service Clerk, Customer Service Representative, Customer Service Professional, and Executive Assistant. Ms. Schnabel further moved and Mr. Berner seconded to approve a \$15/hour to \$30/hour wage range for the Executive Assistant and the following hourly wage range for the Customer Service Clerk:

Step 1A	Step 1B	Step 1C	Step 2	Step 3	Step 4	Step 5
\$12.00	\$13.00	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00

Ayes: Berner, Rickey, Rush, Schnabel
Nays: None
Motion carried.

Reports/Updates

Software Updates: The City has been working through the launch of the new accounting software. The old system has been "turned off" and all information/open purchase orders are being loaded into the new system. New general ledger items have been created. Connection issues between different buildings have been resolved. Once the new system is up and running, new purchase orders from the previous two weeks can be entered. The City is working to resolve outstanding issues because, similar to all other

expenses, none of the expenses the Board is approving at this meeting can be paid until the new system is live.

Similarly, the vendor and staff are working through issues with the launch of the customer information system (Muni-Link). Much of what caused the delays in implementation relate back to the difficulty to convert the data from our previous system. The system will be accessible to customers by the end of the night.

Lateral Loan Program: Since the last Board meeting, four additional agreements for the Lateral Loan Program have been executed, bringing the total to seventeen properties, with \$49,550 committed so far. Members asked to have included how much money has been expended. With the updates to the software systems, this should be easily able to be tracked and will be included in the future.

Chairman/Committee/Members Reports

Chairman Dzwonczyk requested an update on action items from the previous Board meeting. CUE Danielson will provide an update via email to the Board on all action items.

Mr. Rush requested an action item for the next meeting to revise the motion from the previous Board meeting on non-bargaining employees.

Mr. Rush recommended all further Board meetings where an ordinance is referenced, said ordinance should be provided to the Board for review.

Mr. Rickey reported he was unable to attend the last LORCO Board meeting, but plans to attend the meeting next month.

CUE Report

CUE Danielson reported he attended the Sewer Committee meeting. Mr. Danielson reported the City and Avon Lake Regional Water should continue to be proactive in offering help to residents in the affected areas.

Miscellaneous

None.

Adjourn

As there was no further business, Mr. Berner moved, Mr. Rickey seconded, that the meeting adjourn at 7:31 PM.

Ayes: Berner, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Approved November 1, 2016

Timothy Rush, Acting Chairman

Todd A. Danielson, Clerk