

Board of Municipal Utilities  
**Meeting Minutes**  
**October 19, 2021**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

The meeting was called to order at 6:41 PM following the scheduled Work Session. 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: CUE Munro, Technical Support Specialist Collins, Water Filtration Plant Manager Yuronich, Mayor Zilka, and Adam Arnold of HDR, Inc.

Excused: Mr. Phillips.

***Approve Minutes***

Chairman Dzwonczyk presented the Minutes of the October 5, 2021 regular meeting. With no changes, additions or corrections noted, he ordered that the minutes stand and be distributed as presented.

***Public Speakers***

Mayor Zilka stated that the process for planning has begun for the area around the power plant once the clearing has been completed. He said that a select group of individuals is currently working on the plans, and he said a larger group will be asked to help as the project moves further along.

***Correspondence***

Mr. Munro informed the Board that he received the annual inspection from the Ohio EPA for the Water Reclamation Facility (WRF). He noted that the inspection had zero violations and three recommendations. Mr. Munro said that all three recommendations have been addressed and removed by Mr. Ryan Hill at the WRF.

***Expenditures***

Following review of expenses date October 19, 2021, for funds and amounts as follows, Mr. Abram moved, Mr. Rush seconded, to approve the expenditures of October 19, 2021:

Water Fund 701	\$	196,000.45
Wastewater Fund 721	\$	158,808.15
MOR Fund 703	\$	210,805.55
MOR Fund 762	\$	402,498.46
LORCO Fund 749	\$	10,890.85

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

Nays: None

Motion carried.

### ***Lab Chief Analyst***

Mr. Munro informed the Board that the current Lab Chief Analyst Ted Popiel will be retiring at the end of November. He said in order to fill this vacancy staff interviewed several candidates from the certified list. He stated staff would like to welcome Sarah Woods as the new Lab Chief Analyst at the Water Filtration Plant. Ms. Woods will begin on November 1, 2021 at Step 3. Mr. Munro said that Ted has 26 years of service with Avon Lake Regional Water. Mrs. Schnabel said that Sarah will be getting one month of training under Ted. She asked if Ted will be coming back to assist in the future while Ms. Woods gets more acquainted with the lab. Mr. Munro said Mr. Popiel intends to assist in the lab where he can and he will be a phone call away if there should be any questions that arise. Mr. Munro added that the other lab analysts will be available to provide assistance.

Mrs. Schnabel asked that Ms. Woods come to a Board Meeting so members can meet her in person. Mr. Munro said that Ms. Woods will come to a Board meeting as soon as she has been situated in her position with ALRW. He also said that Ms. Woods comes with a great deal of laboratory and quality assurance experience.

### ***Lab Analyst***

Mr. Munro informed the Board that Robin Liepold has been assisting laboratory staff at the Water Filtration Plant since June of 2021. He said in preparation for upcoming retirements in 2022, the CUE is promoting Robin to the position of Lab Analyst to provide adequate coverage and overlap in the lab. He also said that Robin is being promoted, retroactively, from Customer Service Clerk Step 1 to Lab Analyst Step 1 effective August 1, 2021. Mr. Munro added that Ms. Liepold has been doing an exceptional job in the lab. Mr. Yuronich said Ms. Liepold has been doing a very good job and she is very impressive. He also stated she is currently seeking her water treatment license.

### ***Project Updates***

***Additional Storage Building:*** Mr. Munro stated that staff received three bids for the Additional Storage Building project. All bids were significantly higher than the engineer's estimate. He said the engineer's estimate was just under \$900,000 for the project. The bids received were all around \$2,000,000. Therefore, staff does not have a recommendation for award. He said staff is looking at alternative options for implementing the project and will bring a recommendation to the Board at a later date. He added that staff has already installed the new water service and hydrant to the proposed site. As the alternative options are explored ancillary work will continue such as installation of the natural gas service line, removing the existing fence where the building will be located, and having a fence contractor install the new fence.

***Orthophosphate Point of Application:*** Mr. Munro said the new system is fully functional and is injecting orthophosphate. He said staff will observe the new system in operation for thirty days and make any necessary adjustments during that time. He said that once the observation period has concluded, if the system is operating and dosing orthophosphate as designed, staff will contact Ohio EPA and notify them that it is online and functioning as intended. He stated that he will report to the Board after the observation period with the performance results of the new system.

Mr. Abram asked if Ohio EPA will need to come back to look at the system. Mr. Munro said they will not and they have issued their plan approval. Staff can move forward with the work once the system is fully functional. The data would be reviewed by Ohio EPA once it is submitted next year. Mr. Rush asked how the turbidity looked so far in the area that the orthophosphate is being dosed. Mr. Yuronich said there has been a slight improvement. He said once they are assured that this is the setup that staff will be continuing with, staff will be able to clean out some of the tubing and remove residual that has built up. The Chairman stated that this is similar to the Additional Storage Building project where there were initially some setbacks, but the project was completed after there was a favorable price and way to complete the project.

*WFP & ETL Design Services:* Mr. Munro said representatives from HDR were present at the Work Session before the Board Meeting. He said staff met with HDR on October 6th to finalize the technical memorandum for the sodium hypochlorite system. HDR presented in the Work Session their recommendation for replacing the chlorine system. He said he will have the recommended Amendment #3 for the Design Services at the next meeting for the new sodium hypochlorite system.

Mr. Munro also said that the design services for the ETL's continues and is on schedule to be completed in early 2022. He said he contacted OWDA about the project and spoke with them about the potential for zero percent interest financing. He stated to the Board that OWDA indicated that it is a great project to qualify for that financing but they will not commit to that until the nomination period is opened up in February of 2022. Mr. Munro said he will submit the necessary paperwork during this nomination period for both the ETL's and the Water Filtration Plant. ALRW has been very successful in attaining low interest and zero interest loans and this has helped saved ratepayers millions of dollars over the life of these loans.

### ***CUE Reports & Action Items***

Mr. Collins informed the Board that there is an update to the Accounting and Billing Software action item. Staff will be meeting with PUBLIQ, an accounting and billing software firm, the week of October 25th to give the customer service staff a hands-on demonstration of the billing software. He said staff has been experiencing issues for quite some time with the current billing software, Muni-link, and staff is seeking a new billing software provider.

Mr. Collins also said that he has reached out to the Lorain County Treasurer's office regarding the real estate taxes that were incorrectly assessed at the beginning of the year. He said the office acknowledged they received the necessary paperwork for ALRW's claim, and they are working on processing that claim to refund the taxes.

### ***Member Reports***

The Chairman stated that Councilman Mark Spaetzel, a regular attendee of the Board Meetings, is running for a contested reelection. He said the Board has been pleased with Councilman Spaetzel's participation and interest in what Avon Lake Regional Water does. He hopes other people in the community recognize that and give him the votes. He said Election Day is on November 2nd, the same day as the next Board Meeting.

### ***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 (3) to discuss legal matters and to include the CUE and Technical Support Specialist.

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 8:13 PM.

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

Nays: None

Motion carried.

Approved \_\_\_\_\_ 2021.

John Dzwonczyk, Chairman

Robert Munro, Clerk