

Board of Municipal Utilities  
**Meeting Minutes**  
**October 20, 2020**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

The meeting was called to order at 6:30 PM. As allowed by the Ohio Legislature during the Governor’s declared emergency, 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.

Excused: Mr. Phillips

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

***Approve Minutes***

Chairman Dzwonczyk presented the minutes of the October 6, 2020 work session and the 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 October 20, 2020, excluding line item 97 of Fund 721, for funds and amounts as follows, Mr. Abram moved, Mr. Rush seconded, to approve the expenditures of October 20, 2020:

Water Fund 701	\$	267,495.56
Wastewater Fund 721	\$	188,365.14
MOR Fund 703	\$	270,005.60
MOR Fund 762	\$	410,054.96
LORCO Fund 749	\$	20,586.82
Wastewater Construction Fund 724	\$	24,407.00

Ayes (per roll-call vote): Abram, Dzwonczyk, Rush, and Schnabel.

Nays: None

Motion carried.

***SCADA System Proposal***

The CUO brought the contract from SOS Integration to the Board. He said that at the October 6, 2020 work session, SOS Integration presented to the Board its proposal to upgrade the Water Filtration Plant's SCADA system.

The CUO recommended the Board approve the proposal for hardware and the professional services provided by SOS Integration. He stated that the proposed upgrades and enhancements of the contract will help Avon Lake Regional Water continue to provide quality and reliable water services to its customers. He added that the contract had been split into a procurement of hardware contract and professional services contract. Mr. Rush said he appreciated staff asking for two motions for two contracts to help breakout the costs of the project. He said it will help clarify the costs of the contract and exactly what it is for.

Mr. Rush moved, and Mrs. Schnabel seconded, to authorize the CUO to execute a contract with SOS Integration for the procurement of SCADA operating system software and hardware at the Water Filtration Plant in the amount of \$23,910.

Ayes (per roll-call vote): Abram, Dzwonczyk, Rush, and Schnabel.

Nays: None

Motion carried.

Mrs. Schnabel moved, and Mr. Abram seconded, to authorize the CUO to execute a contract with SOS Integration for the purpose of providing professional services for the SCADA operating system in the amount of \$40,400.

Ayes (per roll-call vote): Abram, Dzwonczyk, Rush, and Schnabel.

Nays: None

Motion carried.

### ***Q3 Budget Performance Report***

Technical Support Specialist Collins presented to the Board the Q3 budget performance report. He provided a summary of the financial performance of Avon Lake Regional Water. The budget performance report included a column with recommended budget transfers between line items to account for overspending in certain categories and assure a positive balance in those funds at the end of 2020. The CUO stated that these adjustments will help staff more accurately forecast and budget for these items in the future and course-correct when necessary. He said that staff will bring a formal action to the Board on the budget transfers at a later meeting.

### ***LORCO Financials***

The CUO brought the LORCO Financial Report to the Board's attention. He highlighted the year over year change in the LORCO system and the continued stewardship provided by Avon Lake Regional Water. Mr. Abram asked about the Ohio Water Development Agency loan balance outstanding on the LORCO system. Technical Support Specialist Collins said that there was under \$24 million combined remaining on those loan balances. Mr. Abram commented that it was an improvement from what the balance was a few years ago.

### ***Project Updates***

*Redundancy & Future Capacity Project:* The CUO informed the Board that the HDR and staff continue working on providing capital budgetary numbers for Board members and consortium members. He said that HDR and staff intend to provide the budgetary numbers in November.

*Board Room Renovation:* The CUO updated the Board that the new audio/visual equipment is tentatively scheduled for installation the week of October 19th. He added that the back-ordered items have caused a delay in installation of this equipment.

### ***CUO Reports & Action Items***

The Technical Support Specialist updated the Board that a tentative meeting in November was being scheduled to meet with representatives of Lorain County about the LORCO system. He also said that the bill redesign is still progressing as staff is looking for other vendors to see if they can properly accommodate the needs of Avon Lake Regional Water's customers. He also said that he is working with the plant managers to set up a date that would work best to have the Board Members tour the facilities while remaining adherent to COVID-19 safety measures.

### ***Member Reports***

None.

### ***Miscellaneous***

The Chairman stated that the next Board meeting was on November 3, 2020, which was also election night. He asked the Board if they would prefer the meeting on a different night or change the time. Mr. Abram stated that if the meeting was a short agenda then he would be in support of holding the meeting. The Chairman suggested having the meeting start at 6:00pm instead of the usual 6:30pm start time.

Mr. Rush moved, and Mr. Abram seconded, that the November 3rd, 2020 Board Meeting time be changed from 6:30pm to the new time of 6:00pm.

Ayes (per roll-call vote): Abram, Dzwonczyk, Rush, and Schnabel.

Nays: None

Motion carried.

The Chairman asked the CUO if the utility had enacted any security enhancements for the upcoming election. The CUO stated that there have been several measures already taken by staff and additional enhancements have been ordered. He said that the leadership team has had planning sessions. The Chairman asked if the CUO had met with safety personnel and Mayor. The CUO said he had not met with the safety personnel or the mayor yet, but he has spoken with police and fire by phone and he has also reached out to his contacts at the Department of Homeland Security and the FBI. The Chairman asked if the bulk customers were aware of the security measures being taken. The CUO stated that he had reached out to the bulk customers and have kept them abreast of the security enhancements that Avon Lake Regional Water has taken.

### ***Public Speakers***

Mayor Zilka informed the Board that he has worked with the mayors and managers to establish security and to make sure that the elections cannot be disrupted. He said the police department

will be working to make sure there is an orderly process at the polls. The Mayor added that he looked forward to working with the CUO on security measures.

***Adjourn***

As there was no further business, Mr. Abram moved to adjourn, and Mr. Rush seconded. The meeting adjourned at 7:04 PM.

Ayes (per roll-call vote): Abram, Dzwonczyk, Rush, and Schnabel.

Nays: None

Motion carried.

Approved \_\_\_\_\_ 2020.

John Dzwonczyk, Chairman

Rob Munro, Clerk