

Board of Municipal Utilities  
**Meeting Minutes**  
**November 5, 2019**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

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

Present: Mr. Abram, Mr. Dzwonczyk, Mrs. Schnabel, and Mr. Phillips.

Also present: CUE Danielson, CUO Munro, Technical Support Specialist Collins, Community Outreach Specialist Arnold, Councilwoman Fenderbosch, and Katherine Danielson.

***Approve Minutes***

Chairman Dzwonczyk presented the minutes of the October 15, 2019, work session and 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 November 5, 2019, for funds and amounts as follows, Mr. Abram moved, Mr. Rush seconded, to approve the expenditures of November 5, 2019:

Water Fund 701	\$	216,429.85
Wastewater Fund 721	\$	230,100.80
MOR Fund 703	\$	16,978.30
MOR Fund 762	\$	11,901.60
LORCO Fund 749	\$	9,745.08
Lateral Loan Fund 765	\$	4,400.00
Water Construction 704	\$	439,516.69
Wastewater Construction Fund 724	\$	48,638.75

Ayes: Abram, Dzwonczyk, Phillips, and Schnabel.

Nays: None

Motion carried.

***Orthophosphate Application Point***

The CUO presented to the Board the plans for the proposed Orthophosphate Application point project. He said that in September of 2017, Avon Lake Regional Water began adding

Orthophosphate into the water system as part of the corrosion control program. He said that since then, staff has been experiencing elevated turbidity readings within the treatment process. He also told the Board that no turbidity readings have exceeded regulatory limits, but that the elevated values make it more difficult to identify potential water quality issues and could lead to violations.

The CUO informed the Board that it was determined that having the application point of the Orthophosphate prior to our sample tap was not appropriate. It was initially installed in that location in order to reduce installation expenses and ease serviceability, as no vault was originally required.

After an extended discussion involving the efficiency of the plan and the costliness involved, the Board has requested the answers to a number of questions they have before they move forward with the project. The Chairman concluded that until the issues and questions that the Board had asked were resolved, he would be postponing the request for an award to Underground Utilities, Inc.

**Senior Operator Wage Steps & Class IV Stipend**

The CUE stated to the Board that once they approved the job description for the new position of Senior Operator, a wage progression for that position was developed and agreed to by the Union. The progression aligns with both the Line Maintenance Leader (the senior position within Distribution and Collection) and the Maintenance Man I (the senior maintenance position). The position is meant to assist the plant managers and help provide experiences for the Senior Operator for succession planning purposes.

In order to help promote development of Class IV operators, a new stipend has been created in association with the position. Currently, stipends have been put in place for the Class II and Class III licenses. The following table shows those stipends, along with the Class IV stipend staff requests the Board approve.

<u>License</u>	<u>Annual Stipend</u>
Class II	\$800
Class III	\$1,500
<u>Class IV (proposed)</u>	<u>\$2,500</u>

He said that he worked in consultation with the HR Director, who indicated that these minor labor relations did not need Council approval. He also said that he and the CUO have met with the Union regarding the wage steps and stipend, and are now seeking authorization to execute Letters of Understanding confirming joint agreement with the changes.

Mr. Abram moved, and Mrs. Schnabel seconded, to authorize the CUE to execute two letters of understanding, which establish a \$2,500/year Class IV operator stipend and the Senior Operator wage steps as follows:

	<b>Wage Step</b> (hourly wage)						
	<b>1A</b>	<b>1B</b>	<b>1C</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Senior Operator	\$24.46	\$26.49	\$29.02	\$31.17	\$35.51	\$37.78	\$39.75

Ayes: Abram, Dzwonczyk, Phillips, and Schnabel.

Nays: None  
Motion carried.

### ***Lateral Separation Update***

The CUO presented to the Board the developments in lateral separation. He said that 4 homes remain which must be separate; but, of those 4, only 1 of them is hooked up to the sanitary sewer line. He said that staff has been working with 164 Burton to get their work completed to have finally separated all of Avon Lake.

<b>Property</b>	<b>Previously</b>	<b>Path Forward</b>
223 Beck	Owner claims he is looking for a contractor	Separated 10/24
205 Jaycox	Foreclosed, No meter, Affidavit recorded	Separated 11/5
164 Burton	Estate with no executor	Son living in house appeared in court 10/24, Claims he will get work completed, Next hearing 12/3
181 Inwood	Foreclosed, New owner, Previous owner still there	Previous owner gone, New owner found foundation issues, Water meter removed, Lateral to Combo Sewer to be capped, Will file affidavit
225 Berkshire	Foreclosure proceedings	Previous owner being evicted, New owner has agreed to having water meter removed and completing work
181 Forest	Estate with no executor, No meter, Affidavit recorded	Waiting on executor or sheriff sale

The CUE also said that he would be keeping the Board abreast of any progress that is made. The Chairman said that staff should be contacting the remaining to assure that they complete the work quickly.

### ***Promotions***

The CUO informed the Board that Line Maintenance Men Rudy Ackerman, Carl Busse, and Adam Sisson were being promoted to Line Maintenance Operators. He also said that Brian Klunk will be promoted to Line Maintenance Leader at the following pay steps:

Rudy Ackerman	Line Maintenance Operator Step 1A
Carl Busse	Line Maintenance Operator Step 4
Brian Klunk	Line Maintenance Leader Step 4
Adam Sisson	Line Maintenance Operator Step 3

The CUO added that the promotions were effective on October 28, 2019.

### ***WFP Operator***

The CUE brought to the Board's attention that staff has been conducting interviews for the WFP Operator position in preparation for upcoming retirements. He said that staff has met with the top five candidates on the eligibility list. The CUE added that staff intends to move forward with an offer, which will be included as an information item for the next Board meeting.

### ***ISO 9001:2015 Update***

The CUE informed the Board that on October 24<sup>th</sup> staff had a workshop to review an initial draft Quality Manual. He said that there will also be a November 6<sup>th</sup> workshop to continue with Process Mapping. He included that in the New Year, he will dedicate a work session to updating the Board regarding implementation of ISO 9001:2015.

### ***Natural Gas Contracts***

The CUE presented to the Board that he has been working with an energy consultant, Brakey Energy, to solicit quotes for natural gas contracts. He said that Brakey identified the least-cost providers for the two different types of natural gas accounts, "GTS" and "Choice," and the CUE is working with the Law Director to get acceptable contracts for both accounts.

The CUE informed the Board that once the Law Director signs off on the contract, he will sign on behalf of the Board a 2-year, variable price contracts with IGS Energy for the GTS account and Plymouth Rock for the Choice accounts. He said that using last year's usage, the new variable price rates will save approximately \$25,000/year compared to the previous variable rates.

### ***Project Updates***

*45 Project:* The CUO informed the Board that all paving work was completed the week of October 28<sup>th</sup> and restoration of Overlook Park continues. He said that staff is working on the verbiage for the dedication plaque that will be placed in the 45 to commemorate the completion of sewer separations in Avon Lake.

*Avondale:* The CUO stated that the project is complete and the two remaining homes on this street are separated. The Board discussed the planned closing of combination sewers for industrial customers, and they wanted to assure that those customers have received sufficient notice before the sewer is closed. The CUO stated that he and the wastewater plant manager will work with those customers to help reduce chances for possible discharges to receiving waters. He also said that he will keep the Board abreast of the progress that is made.

*2019 Water Main Replacement Bundle:* The CUO also stated that in order to help reduce congestion in Avon Lake while Moore Road is closed as the culvert is being replaced, staff has worked with the contractor to postpone initiation of water line construction on Jaycox Road until the beginning of 2020. Mr. Phillips asked how long it would take to complete the project. The CUO informed the Board that water line construction would take only a matter of weeks to complete; but due to the lawn restoration the project would require, the overall project would take a number of months. He said that staff agreed it would be best to begin in the spring.

### ***CUE and CUO Reports***

The CUE informed the Board that following the extensive discussion involving LORCO and Columbia Township agreement, he has received the Columbia Township agreement comments from the County and will be reviewing it before updating the Board. He said that there has been some pushback regarding the Board's requests. Mr. Abram said that he spoke with Dennis O'Toole, the attorney for the LORCO board, and he said that the contract was never presented for his review. He asked that the CUE contact Gene Toy to see what happened with the

agreement. The CUE stated that he knows that the LORCO board has been working with Mr. O'Toole's law firm, and that may be why Mr. O'Toole himself did not see the agreement.

The CUE also informed the Board that the NOAA HAB Summary for the summer of 2019 has the algal bloom output at a 7.3 on their scale. He said that they accurately forecasted the bloom, and he said that the bloom did not affect Avon Lake's residents. He said that the bloom was further to the west where Lake Erie is much shallower. The Chairman asked if the Biomimicry program students' work would have forecasted the algal blooms. The CUE stated that one of the students is doing work on identifying aspects of the food chain which could predict blooms, and the other student is looking at the dead zone issues taking place in Lake Erie. He said that he does not believe their work would have forecasted the algal blooms.

The CUE informed the Board that next week will be his 9th anniversary with Avon Lake Regional Water. He thanked the Board for their confidence in him for the last 9 years.

### ***Member Reports***

The Chairman stated that he has not seen anything lately regarding the past due delinquent fees, and he has asked the law firm Avon Lake Regional Water has been working with to come to the next Board meeting to meet in an executive session.

### ***Miscellaneous***

Mrs. Schnabel asked if Dr. Miles's contract would be expiring in December; and, if so, would Avon Lake Regional Water be asking to renew the contract? She also asked if it was in the budget. The CUO stated that he found Dr. Miles's help to be very beneficial to Avon Lake Regional Water. He also said that he would like to renew the contract because he thinks the team is starting to connect the dots and work very well together with Dr. Miles' assistance.

### ***Public Speakers***

None

### ***Adjourn***

As there was no further business, Mr. Abram moved to adjourn, and Mrs. Schnabel seconded. The meeting adjourned at 8:03 PM.

Ayes: Abram, Dzwonczyk, Phillips, and Schnabel

Nays: None

Motion carried.

Approved \_\_\_\_\_ 2019.

John Dzwonczyk, Chairman

Todd Danielson, Clerk