

Board of Municipal Utilities
Regular Meeting Minutes
November 7, 2017
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

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

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

Excused: Mr. Phillips.

Also present: WPCC Manager Baytos, Community Outreach Specialist Arnold, Customer Service Clerk Farch, Mayor Zilka, Councilmember Fenderbosch, and Attorney Ronald McMillan.

Due to CUE Danielson's absence, WPCC Manager Baytos served as Acting Clerk Pro Tem.

Mr. Rush moved, Mr. Rickey seconded, that an Executive Session be added to this evening's agenda following Item 5.

Ayes: Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Approve Minutes

Chairman Dzwonczyk presented the minutes of the October 17, 2017 work session and regular meeting and October 23, 2017 special meeting, and with no changes, additions or corrections noted, ordered that the minutes stand and be distributed as presented.

Public Speakers

None.

Correspondence

None.

Expenditures

Following review of expenses dated November 7, 2017, for funds and amounts as follows, Mr. Rush moved, Mrs. Schnabel seconded, that all be approved and paid per budget:

Water Fund 701	\$	249,329.55
Wastewater Fund 721	\$	191,857.16

MOR Fund 703	\$	19,821.98
MOR Fund 762	\$	20,829.75
LORCO Fund 749	\$	19,206.96
Lateral Loan Fund 765	\$	25,800.00

Ayes: Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Reports/Updates

Credit/Outstanding Balances

Staff advised by the meeting's write-up that a policy to address outstanding account balances similar to other organizations is being investigated and may be presented at a future meeting for the Board's consideration.

Advocacy

In response to the CUE's written report on staff's advocacy efforts, the Board members asked that a list of the boards and/or legislative and regulatory bodies being followed and with which staff are actively involved be prepared and a report of their efforts be presented quarterly.

CUO Search

The CUO job is intended to post on November 20, 2017 and run through January 8, 2018. A copy of the final posting will be presented at the Board's next meeting.

Project Updates

WPCC Manager Baytos updated the following projects verbally and by copy of the write-up:

- *Water Tower:* Filling of the tank and the disinfection process is expected to start the week of November 13 with the system then operational before December.
- *Water Plant:* A meter install is the only item remaining for completion.
- *Corrosion Control:* Phosphate addition continues and water remains clear in the distribution system. Turbidity levels remain stable and within requirements, however are higher than before the addition.
- *ETL2 Pumps:* A temporary power shut down is scheduled in order to connect the pumps. The beginning of December is targeted to have the new pumps running.
- *Wastewater Plant:* Aeration is now fully operational and work continues on preliminary treatment. Much of the asphalt has been laid in preparation for winter and work is ongoing on two of the final clarifiers which are currently out of service.
- *Elyria Interconnection:* It was recently identified that sufficient line power is available to operate the station and the designs are being updated to reflect that.

Chairman Dzwonczyk asked that Planning Commission be approached and proposals then sought for the illumination of the water tower and logo.

Councilperson Fenderbosch asked if customers will be affected by the ETL2 pumps shutdown. WPCC Manager Baytos responded that there will be no disruption in customers' service.

Lateral Updates

Sewer lateral separation and loan program numbers were updated by this meeting's write-up.

CUE Action Items

- The CUE is consulting with the Law Director to determine if staff should proceed in any different manner regarding the resident's complaint regarding a lateral separation mentioned at the last meeting.
- City Council has requested that a management member of the union negotiation and a Board member attend the collective Committee Meeting next week to help Council understand the union agreement approved by the Board.

The following responses to questions previously asked by the Board were presented by copy of this meeting's write-up:

- *Landlord/Tenant Loans:* Staff has identified and reached out to the four landlord accounts affected of the approximately 200 executed loans and *The Press* is running an article regarding the new loan option this week.
- *Streets without storm sewers or resident access:* Public Works is scheduled to speak about this at the next Sewer Committee meeting in order to determine a path forward.
- *Elyria Interconnection:* Staff is working with the assistant law director to split the lot and complete the purchase of the parcel, is expecting to receive 90% design documents from the consultant within the next month, and is working with Ohio EPA to provide them the required background information and loan documents necessary to provide funding. Project bidding and award is anticipated this winter, groundbreaking expected in April/May, the project operational by year-end 2018, and project finalization in 2019.
- *Underground Asset Locator:* The fully-burdened cost (including benefits) of this new position is estimated at \$62,000/year; however the effective efficiency offset due to increased productivity and/or reduced overtime in the Engineering and Distribution and Collection areas of the organization is estimated at \$52,000/year.
- *Outside accounting:* Staff is considering the potential for hiring outside accounting, either as an interim step or as a preventative to needing to create new positions.

Chairman/Committee/Member Reports

- Mr. Rush reported that job descriptions and wage ranges were discussed at last week's Human Resource Committee meeting.
- Mr. Rickey advised that he will attend the LORCO directors' meeting this Thursday.
- Mr. Dzwonczyk asked that discussion and an update of the CUO search be scheduled on the Board's December 5 agenda.

Public Speakers

None.

Executive Session

Mr. Dzwonczyk moved, Mrs. Schnabel seconded, to meet in Executive Session as allowed by ORC 121.22 (G)(1) to discuss employee matters and as allowed by ORC 121.22 (G)(4) to discuss collective bargaining and to include the Wastewater Manager, Community Outreach Specialist, Mayor Zilka, Councilmember Fenderbosch and Attorney McMillan in the discussion.

Ayes per roll call vote: Dzwonczyk, Rickey, Rush, Schnabel
Nays: None
Motion carried.

Mayor Zilka and Councilmember Fenderbosch left at 7:17 PM.

The Board reconvened at 8:37 PM.

Adjourn

As there was no further business, Rush moved, Schnabel seconded, that the meeting adjourn at 8:37 PM.

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

Approved November 21, 2017

John G. Dzwonczyk, Chairman

Stephen C. Baytos, Acting Clerk