

Board of Municipal Utilities  
**Meeting Minutes**  
**November 20, 2018**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

The meeting was called to order at 6:35 PM.

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

Also present: CUE Danielson, CUO Munro, Community Outreach Specialist Arnold, and Mayor Zilka.

***Approve Minutes***

Chairman Dzwonczyk presented the minutes of the November 6, 2018, 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 20, 2018, for funds and amounts as follows, Mr. Abram moved, Mr. Phillips seconded, that all be approved and paid per budget:

Water Fund 701	\$	191,471.84
Wastewater Fund 721	\$	142,008.06
MOR Fund 703	\$	189,295.67
MOR Fund 762	\$	9,741.06
LORCO Fund 749	\$	16,405.80
Lateral Loan Fund 765	\$	15,300.00
Water Construction Fund 704	\$	622,815.65
Sewer Construction Fund 724	\$	137,037.96

Ayes: Abram, Dzwonczyk, Phillips, Rush and Schnabel

Nays: None

Motion carried.

## ***Appropriations***

The CUE explained that as Avon Lake Regional Water gets down to the end of the year, management needs to ensure there are positive fund balances and not to overspend.

The CUE explained the request for Water Fund 701 Personnel is to account for hiring personnel in anticipation of upcoming retirements.

The CUE stated that he will seek an additional appropriation, not included in the Board's packet, of \$500,000 for the Water Fund 701 Other for paying down some of the bond anticipation note before we take out general obligation debt or revenue debt next year while we have the additional revenue coming in this year. Also, the CUE explained the impact of current debt before switching to general obligation debt.

The CUE explained the request for Wastewater Fund 721 Other of \$2,500,000 and Trunk Sanitary Sewer Fund 725 of \$600,000. The bond anticipation notes are appropriated into the Construction Fund. When the Finance Director takes money out of our account to pay the notes, it comes from our Debt Service Fund. The appropriations request is for us to transfer funds between accounts.

After discussion by the Board, Mr. Rush moved, Mr. Abram seconded to appropriate the following:

Fund / Account	Amount
Water Fund 701 Personnel	\$250,000
Water Fund 701 Other	\$500,000
Wastewater Fund 721 Other	\$2,500,000
Trunk Sanitary Sewer Fund 725	\$600,000

Ayes: Abram, Dzwonczyk, Phillips, Rush and Schnabel

Nays: None

Motion carried.

## ***Annual Step Increases***

As required by Ordinance and per the recommendations from their supervisors, the Board recognized annual step increases due April 1, 2019, for eligible employees as follows:

Will Fisher, Operator – WRF	Step 4 to Step 5
Don Hall, Line Maintenance Man	Step 3 to Step 4
Jason Kempton, Janitor	Step 2 to Step 3
Robert Lulfs, Operator – WFP	Step 2 to Step 3

### ***Staffing***

The CUE informed the Board of the organization's new hire, Heather Barnes, would start as a new Customer Service Clerk on November 26, 2018. In addition, the CUE explained two promotions, effective December 10, 2018, for Rebecca Robertson, Customer Service Clerk to Customer Service Representative, Step 1A; and Rudy Ackerman, Laborer in the Distribution & Collection to Line Maintenance Man, Step 1A.

Mr. Abram inquired about probationary periods for promoted employees within the first year of employment.

Chairman Dzwonczyk asked for clarification from the Law Director on if the Board needs to formally approve hiring of new employees.

### ***Design Services Contract***

The CUE informed the Board that it issued a request for qualifications for engineering design services. Seven firms submitted qualifications. Staff and the Public Works Department reviewed the qualifications and determined HDR as the top-ranked firm. Staff is negotiating scope and budget for 2019 design services. Staff will present a request to the Board at the December 4, 2018, meeting.

### ***Sewer System Modeling***

Brown & Caldwell performed initial sewer modeling regarding increasing flow through the Water Reclamation Facility with discharge of some effluent into the storm sewer during wet weather conditions. Through the model, additional flow through the plant and the diversion of effluent through the storm sewer would have a positive effect on the collection system.

Chairman Dzwonczyk asked the CUE to diagram the flow to help the Board better understand the sewer system modeling. The CUE explained how the modeling relates to the Design Services Contract item discussed earlier.

Chairman Dzwonczyk asked the CUE for examination of the feasibility of a relief sewer on Electric Blvd. versus Lake Road for offline storage.

### ***Ohio EPA Communications***

The CUE provided the Board with recent communications with Ohio EPA on regionalization, protecting Lake Erie through a potential partnership with water utilities, and input on proposed modifications to EPA regulations.

### ***Residuals Master Plan RFQ***

The CUO explained that on Friday November 23, 2018, staff will issue a Request For Qualifications (RFQ) for the Residuals Master Plan at the Water Reclamation Facility (WRF). The deadline for submission is January 4, 2019. Internal review of submittals will take place in January and finalist interviews will take place in February. Staff intends to select a firm for Board approval in late February or early March 2019.

Mr. Abram asked why Avon Lake Regional Water would hire another firm when we already hired Brown & Caldwell. The CUO explained that the goal is to reduce our costs associated with our treatment process and select a firm that has a specialty in this area.

Ms. Schnabel asked about if the firms were local. The CUO explained that several of the firms have a local presence and have worked with other local utilities.

The CUE added that the organization is trying to best balance time with this upcoming project by being mindful of finishing the lateral separation project.

Mr. Rush inquired about the scoring system for the RFQ. The CUE explained there would be a scoring template with several staff members being part of the scoring process.

### ***Project Updates***

ETL-2 Emergency Repair: Emergency repair work is scheduled to start the week of November 26, 2018. All materials have been ordered and will be delivered to the site as directed by staff. We are estimating a construction schedule of 4-6 weeks.

45 Project: Work continues on Tomahawk (laterals) and Lakewood (Sanitary and Storm lines).

Elyria Interconnection Project: The pre-fabricated building was delivered to the site on Friday November 9, 2018. Building footers have been poured and site preparation work continues.

### ***Lateral Updates***

As of November 15, 2018:

- No inspections
  - Group A: 0
  - Group B & C: 50
- Work to complete
  - Group A: 154
  - Group B & C: 224

### ***CUE/CUO Report and Action Items***

Action Items were as presented with the write-up.

Chairman Dzwonczyk asked the CUO for a status update on the water tower lighting. The CUO stated that staff met with a firm local to Avon Lake. The firm is preparing a proposal for Avon Lake Regional Water.

### ***Member Reports***

Ms. Schnabel informed the Board of a recent meeting with Tri-C on future employee training, ISO9001 Implementation, and asset management regulations.

### ***Miscellaneous***

Mr. Abram stated that his meeting with LORCO Director, Gene Toy, was cancelled due to the death of his mother-in-law. Also, Mr. Abram stated that Dorothy Cooper, our Area Temp employee for the past eight months, asked him to convey to the Board that she enjoyed her stay at our Utility and was happy working for the Board and Avon Lake Regional Water staff.

Mr. Phillips requested the Board make a motion regarding the 2019 St. Jude Dream Home sponsorship opportunity. Mr. Phillips moved, Mr. Rush seconded to waive the tap fee for water and wastewater with regard to the St. Jude home, and to also include the increase fee for 2019 based on the Cleveland Construction Cost Index.

Ayes: Abram, Dzwonczyk, Phillips, Rush and Schnabel  
Nays: None  
Motion carried.

### ***Public Speakers***

Mayor Zilka informed the Board that City Council waived construction fees for the 2019 St. Jude Dream Home. He explained it's a great public relations item for the City of Avon Lake.

### ***Adjourn***

As there was no further business, Mr. Abram moved, Mr. Rush seconded, that the meeting adjourn at 7:58 PM.

Ayes: Abram, Dzwonczyk, Phillips, Rush, and Schnabel  
Nays: None  
Motion carried.

Approved December 4, 2018

John Dzwonczyk, Chairman

Todd A. Danielson, Clerk