

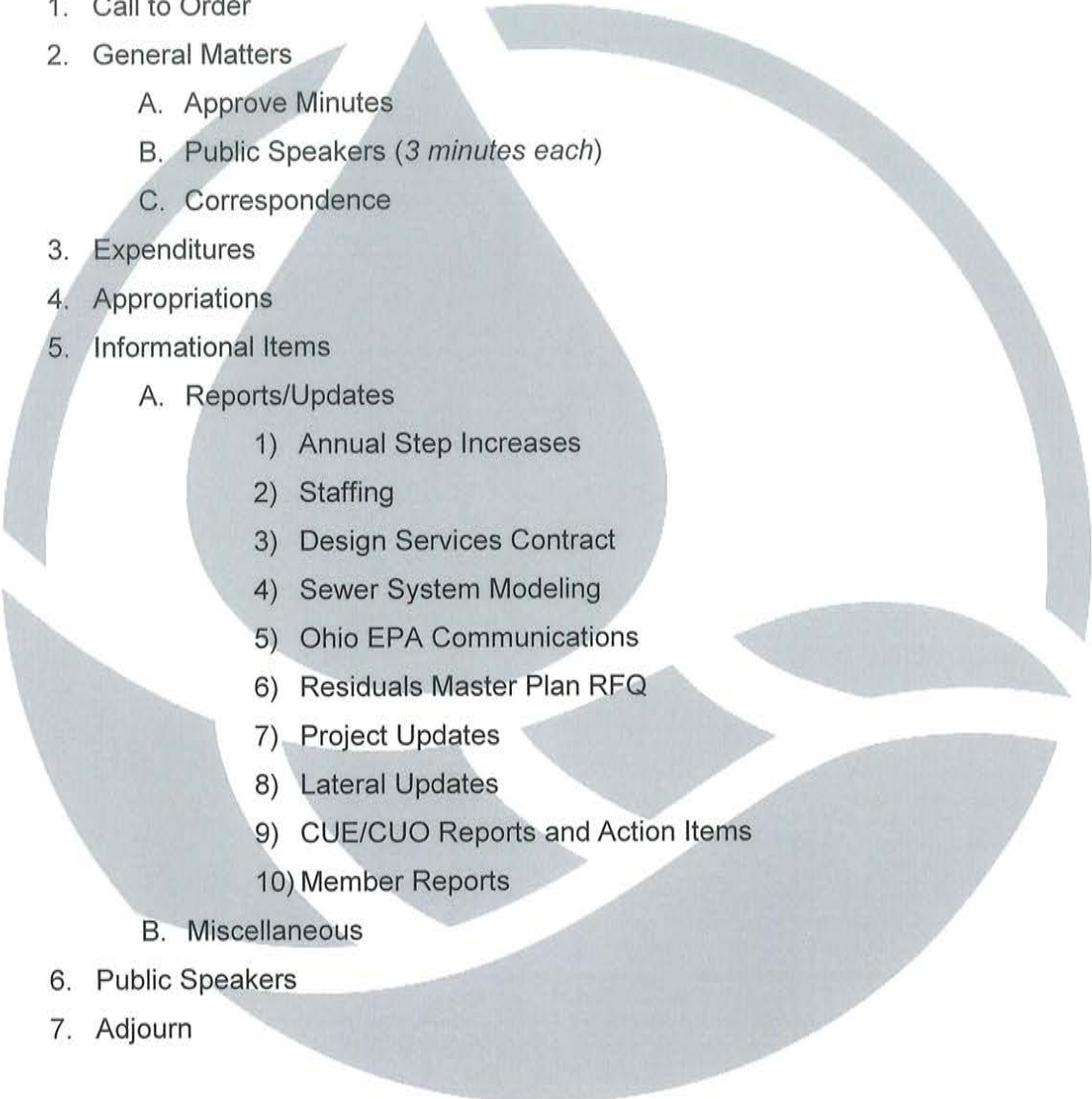
AGENDA

For

Tuesday

November 20, 2018

Immediately Following Work Session

- 
1. Call to Order
 2. General Matters
 - A. Approve Minutes
 - B. Public Speakers (*3 minutes each*)
 - C. Correspondence
 3. Expenditures
 4. Appropriations
 5. Informational Items
 - A. Reports/Updates
 - 1) Annual Step Increases
 - 2) Staffing
 - 3) Design Services Contract
 - 4) Sewer System Modeling
 - 5) Ohio EPA Communications
 - 6) Residuals Master Plan RFQ
 - 7) Project Updates
 - 8) Lateral Updates
 - 9) CUE/CUO Reports and Action Items
 - 10) Member Reports
 - B. Miscellaneous
 6. Public Speakers
 7. Adjourn



Avon Lake Regional Water
MEMORANDUM

To: **Board of Municipal Utilities**
From: **Todd Danielson & Rob Munro**
Subject: **Agenda Items – November 20, 2018**
Date: **November 16, 2018**

Item 4: **Appropriations – TAD**

During the past year, expenditures have been close to budget in many areas. However, to assure the year ends without over-expending the appropriated budget, small changes will be necessary in the Water Fund budget. Additionally, during the past three years, with the rolling of bond anticipation notes and the on-going construction work, a large negative balance has been accumulating in the Wastewater Debt Service Fund, while surpluses have been accumulating in other wastewater funds. To finally rectify the surpluses and deficits, appropriations and transfers now need to be made to assure positive fund balance. Background for individual requests follows:

- Water Fund 701 Personnel – Did not originally budget to bring replacement distribution crew worker on as early as we decided to do and did not budget for two CUOs for nine months. Additionally, changes to final union contract led to additional expenses.
- Wastewater Debt Service Fund – To eradicate the Wastewater Debt Service Fund negative balance, \$2,500,000 must be appropriated to the Wastewater “Other” Fund and \$600,000 to the Trunk Sanitary Sewer Fund. Funds will then be transferred to the Wastewater Debt Service Fund

The Principles that would help guide the Board are:

- ◆ Exercise fiduciary responsibility.

Recommended Motion:

I move to appropriate the following:

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

Item 5A1: **Annual Step Increases – TAD**

By Ordinance, annual step increases due April 1 must be approved by the preceding December. Based on the recommendations of their supervisors, the Board must recognize 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
Joshua Spinks, Operator – WRF

Step 2 to Step 3
Step 3 to Step 4

Item 5A2: **Staffing – TAD**

Previewed in the last write-up, staff conditionally offered employment for a new Customer Service Clerk. Heather Barnes has successfully completed her background check, physical and drug screening and will begin employment with Avon Lake Regional Water on November 26, 2018.

Other staffing updates include, Rebecca Robertson, Customer Service Clerk, has successfully trained to take on the responsibilities Linda Stotridge has been performing, and will take over those responsibilities upon her retirement. She will be promoted to Customer Service Representative, Step 1, effective December 10, 2018. Also, Rudy Ackerman has exceeded expectations as a Laborer in the Distribution & Collection division and will be promoted to Line Maintenance Man, Step 1, effective December 10, 2018.

Item 5A3: **Design Services Contract – TAD**

Avon Lake Regional Water issued a request for qualifications for engineering design services. Seven firms submitted qualifications. Staff from Avon Lake Regional Water and the Public Works Department reviewed the qualifications and determined HDR as the top-ranked firm. Staff is currently negotiating scope and budget for 2019 design services including water line and storm sewer replacement. Upon successful completion of that negotiation, staff will present a request to the Board regarding these services.

Item 5A4: **Sewer System Modeling – TAD**

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. During a 10-year rain event, the change could reduce total overflow volume from 2.7 million gallons to 1.7 million gallons. If this was paired with aggressive infiltration and inflow removal, an additional 0.5 million gallons could be removed, eliminating the need for overflow storage near Miller Road Park. It would also reduce the amount of overflow storage needed upstream of the Center Road Pumping Station.

With this information, the CUE will work with McMahon DeGulis to update Ohio EPA regarding their questions about our request for additional time to study and design overflow storage alternatives.

Item 5A5: **Ohio EPA Communications – TAD**

The CUE was invited to meet with Director Butler and Ohio EPA on November 13, 2018, to help provide input on a new initiative he would like to launch. The Director is interested in undertaking a study in northeast Ohio regarding the potential to further “regionalize” or find improved collaboration among public water systems. Avon Lake Regional Water was one of four water utilities included with regional planning and economic development groups that met with Ohio EPA.

On November 6, 2018, the CUE was asked to take part in a conference call with Director Butler, the Chief of the Ohio EPA Division of Surface Water, the USEPA Deputy Assistant Administrator for Water, the USDA Undersecretary for Farm and Foreign Agricultural Service, and a number of others and was asked to speak about a concept the CUE has been promoting with other Lake Erie utilities. In support of recent public opinion surveys indicating that a majority of Americans would be willing to pay more to protect the Great Lakes and complementing surveys indicating voters support increased investment in water infrastructure, the CUE is trying to see if there would, first, be support among utilities to invest in Lake Erie source water protection and, second, if there is a way to leverage that investment into larger protection. With the Governor signing an agreement with Michigan and Ontario to reduce by 40% phosphorus discharges into Lake Erie, the CUE is promoting source water protection as a potential way to prevent the need for significant investment for increased phosphorus removal at the water reclamation facility.

As Chair of the OAWWA Water Utility Council, the CUE has provided input to Ohio EPA regarding potential modifications they are considering with the Disinfection Byproducts Rule and Surface Water Treatment Regulations and will soon be providing comments regarding Ohio EPA's implementation of the Operator Certification Rule. Additionally, the CUE provided input on draft legislation in front of the Ohio House that would place significant limitations on financial structures for providing regional water services.

Item 5A6: Residuals Master Plan RFQ – RKM

On Friday November 23, 2018 staff will issue a Request For Qualifications (RFQ) for our 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. It is our intention to select a firm for Board approval in late February or early March 2019.

Item 5A7: Project Updates – RKM

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.

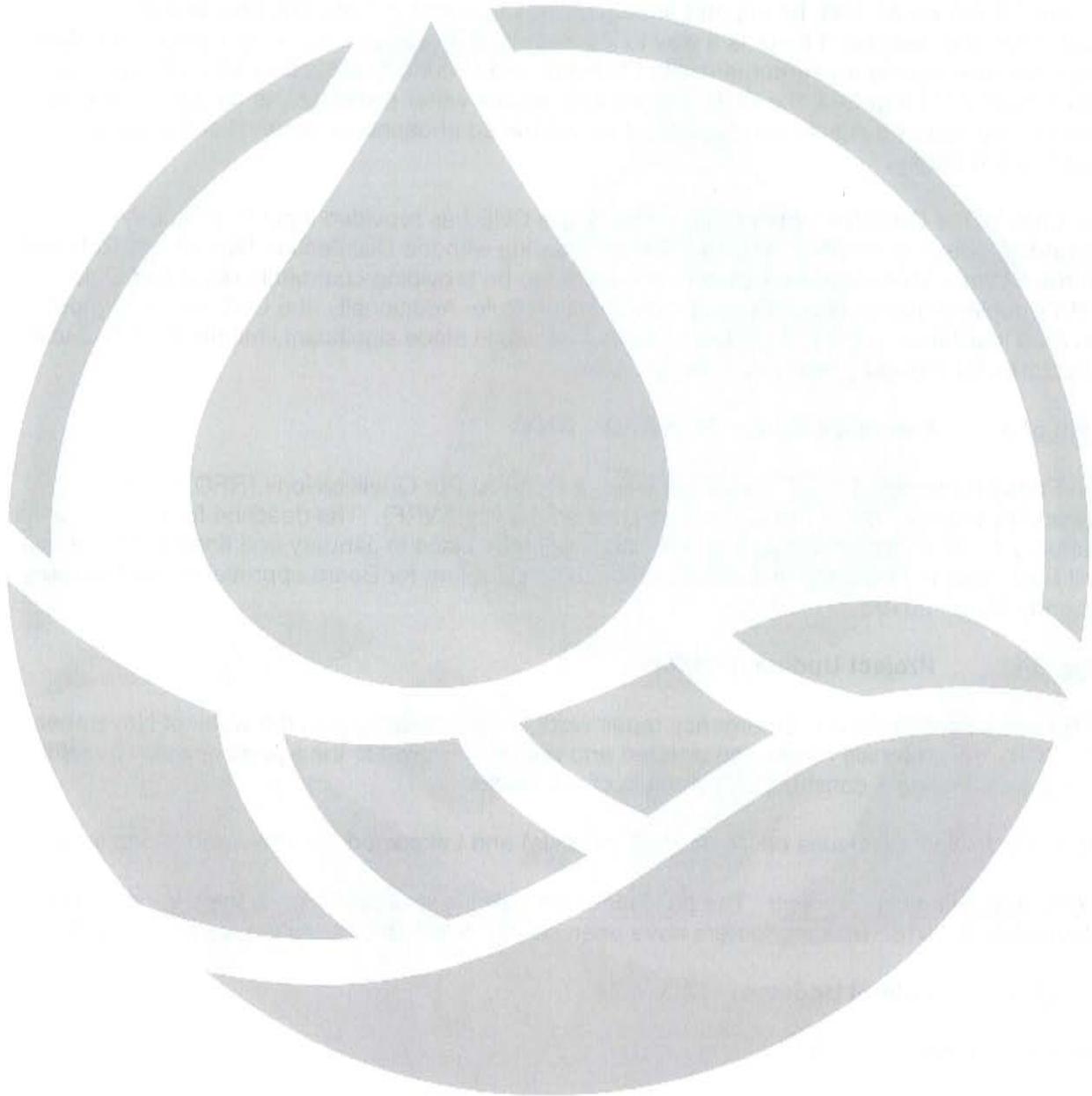
Item 5A8: Lateral Updates – TAD/RKM

As of November 15, 2018:

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

Item 5A9: **CUE/CUO Report and Action Items – TAD/RKM**

Action Items are as presented with the write-up.



Board of Municipal Utilities
Work Session Minutes
November 6, 2018
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 6:00 PM.

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

Also present: LORCO Executive Director Toy, Mayor Zilka, Mark Heckzo, Council Member Zuber (arrived at 6:30 PM), Mark Bennett (arrived at 6:30 PM), CUE Danielson, CUO Munro, and Community Outreach Specialist Arnold.

LORCO Update

Chairman Dzwonczyk called the meeting to order at 6:00PM and invited LORCO Executive Director Gene Toy to provide his annual update regarding LORCO activities. Mr. Toy briefed the Board on the recent agreement with Cinnamon Lake, where LORCO has taken over their wastewater system; the progress of Ryan Homes' development, Eaton Crossing, that intends to break ground in 2019 and should lead to \$3 million in new tap fees; the Barrington subdivision the discharges to Grafton and has grown by 50 homes in the past four years; that Lorain County has begun speaking with LORCO about the possibility of creating a flow agreement for the Eaton Homes and/or Brentwood Lake subdivisions; and that Lorain County has provided a draft flow agreement where LORCO could provide treatment services for all of Columbia Township. Mr. Toy indicated that these and other developments could lead to LORCO arriving at its assumed "break even" number of connections of about 2,700. With the progress, Mr. Toy indicated that LORCO is requesting Avon Lake Regional Water reduce the monthly cooperative payment in 2019 from \$10,000 to \$8,500.

Members indicated appreciation for the positive news and asked Mr. Toy if he has begun thinking about future staffing and whether he has envisioned how LORCO intends to begin paying back the debt it is accumulating with Avon Lake Regional Water. Mr. Toy indicated that he has begun considering future staffing requirements and that the cooperative agreement provides an initial template as to how to repay the accumulated debt. The Chairman requested that when Mr. Toy next presents to the Board to please present the various aspects of LORCO's indebtedness to begin laying out the framework for repayment.

St. Jude Dream Home Sponsorship Opportunity

Outreach Specialist Arnold presented a request by the St. Jude Foundation for Avon Lake Regional Water to assist in St. Jude's goal to build its next "Dream Home" at a net-zero cost. St. Jude is specifically requesting for Avon Lake Regional Water to sponsor the building of the home by waiving water and wastewater connection fees and inspection costs. Members asked Ms. Arnold about the benefits (to both sides) of sponsorship and whether a representative from St. Jude could be invited to provide

additional information. The Mayor indicated that City Council will be considering a similar request at its next session.

Affordability

CUE Danielson refreshed the Board on comments it made about a year ago regarding the potential for implementing water and wastewater rate affordability programs and requested members to indicate if they had any additional guidance as he investigates affordability program options. Mr. Abram presented information about programs offered by another utility where customers are solicited for voluntary contributions to assist those in need. Mr. Rush asked for staff to investigate whether those donations may be tax deductible. Members indicated that they liked the voluntary program and would like staff to see if a program such as that could be managed by another organization, such as Community Resource Services. The Chairman indicated that there was ample room to discuss the affordability matter in the future.

Adjourn

With no other business before the Board, Mr. Dzwonczyk adjourned the work session at 6:45 PM.

Approved November 20, 2018

John Dzwonczyk, Chairman

Todd Danielson, Clerk

Board of Municipal Utilities
Meeting Minutes
November 6, 2018
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 6:52 PM.

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

Also present: CUE Danielson, CUO Munro, Community Outreach Specialist Arnold, Mayor Zilka, Councilmember Fenderbosch, Councilmember Zuber, and Mark Bennett.

Approve Minutes

Chairman Dzwonczyk presented the minutes of the October 16, 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

The CUO read an email from Lycoming Supply sent to Engineering Services Manager Gaydar complimenting Avon Lake Regional Water, Mr. Gaydar, and the Board on the cooperation and hard work regarding the water tower demolition project.

The CUO received a letter and plaque from the WEF/WRF LIFT Intelligent Water Systems Challenge thanking Avon Lake Regional Water for participating. This challenge supports innovation excellence in intelligent water system practices, and for promoting meaningful opportunities that foster the adoption of smart water technologies.

The CUE reported that Avon Lake Regional Water received an Honorable Mention from the USEPA for their PISCES Award program for the lateral loan program. Each state submitted applications for remarkable state revolving loan projects and Avon Lake Regional Water is in the top 15 in the country for the lateral loan program.

Expenditures

Following review of expenses dated November 6, 2018, for funds and amounts as follows, Mr. Abram moved, Mr. Phillips seconded, that all be approved and paid per budget:

Water Fund 701	\$ 1,678,662.49
Wastewater Fund 721	\$ 256,467.52
MOR Fund 703	\$ 75,034.17
MOR Fund 762	\$ 252,651.32

LORCO Fund 749	\$	4,804.36
Lateral Loan Fund 765	\$	29,900.00

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

HOA Irrigation Request

Mr. Mark Bennett, President of the Legacy #2 HOA/Condo Association (Tournament Drive and Champions Court), expressed a desire to convert the water supply of their irrigation system over to Avon Lake Regional Water's system. Currently, the irrigation system is supplied water from Legacy Golf Course ponds. He expressed concern regarding the foul odor of the pond water and it also leaves residue on the homes and lawns. His HOA/Condo Association appreciates the high quality of water that Avon Lake Regional Water provides to the region and would like to explore the options available for moving this forward.

The Chairman requested the CUE follow up with Mr. Bennett.

ETL-2 Emergency Repair

The 42" pre-stressed concrete transmission pipe for ETL-2 has developed a leak beside Race Road in North Ridgeville. Due to capacity limitations within ETL-1 and the inability of emergency interconnections with other systems to provide sufficient pressure to certain residents, ETL-2 must continue to provide water to customers and be fixed before a catastrophic failure. Staff has identified a solution that entails constructing a temporary bypass, inserting temporary valves into the line, and then investigating and repairing the line. Staff has worked closely with the ETL-2 consortium (Rural Lorain County Water Authority, Medina County, the City of Medina, the City of North Ridgeville, and the City of Avon) and most recently met with the consortium on November 1st to present the final approach and budget. The consortium members support the approach and want Avon Lake Regional Water to move forward with this emergency repair, with the understanding that it will cost approximately \$600,000. This was not a budgeted item, and the Board needs to appropriate the money from available ETL-2 fund balance, which means there is no direct impact on Avon Lake residents.

After Board discussion, Mr. Rush moved, Mr. Phillips seconded, to appropriate \$650,000 to the ETL-2 budget for the emergency water line repair.

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

Mr. Rush moved, Mr. Phillips seconded, to authorize staff to enter into contracts and make expenditures related to the emergency repair of ETL-2 for the health, safety and welfare of all customers that rely on this transmission line for drinking water.

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

Brown & Caldwell Contract Amendment

In Avon Lake Regional Water's ongoing effort to modify the National Pollutant Discharge Elimination System (NPDES) permit with Ohio EPA, staff asked Brown & Caldwell to provide a proposed scope and budget to amend the existing contract for assistance with the Long-Term Control Plan (LTCP). The approach of this scope of work will satisfy Avon Lake Regional Water's immediate needs of providing information and costs to Ohio EPA that was requested in order for Ohio EPA to consider granting more time for ultimate compliance with the LTCP. Additionally, it will provide the required work necessary to study the effects of Avon Lake Regional Water's sewer separation efforts over the next two (2) years.

Mr. Rush moved, Mr. Abram seconded, to authorize the CUE to approve the contract amendment with Brown & Caldwell, for current and future services related to the Long-Term Control Plan (LTCP), for a not-to-exceed amount of \$188,980 and authorize the CUE up to a 10% contingency for out-of-scope items.

Ayes: Abram, Dzwonczyk, Phillips, Rush and Schnabel

Nays: None

Motion carried.

Sewer Lateral Inspection/Investigation Award

In response to recent discussions by the Board, staff issued a request for bids for sewer lateral inspection/investigation services. Seven companies received copies of the bid packages, and two submitted bids for this unit-price contract. The lowest price and best bidder was Great Lakes Pipeline Services of Cleveland, Ohio at a total estimated cost of \$93,500, which is below the engineer's estimate.

Mr. Abram moved, Mr. Phillips seconded, to authorize the CUE to execute a contract with Great Lakes Pipeline Services of Cleveland, Ohio, the lowest and best bidder for the Sewer Lateral Inspection/Investigation contract, for a not-to-exceed amount of \$93,500 and authorize the CUE up to a 10% contingency for out-of-scope items.

Ayes: Abram, Dzwonczyk, Phillips, Rush and Schnabel

Nays: None

Motion carried.

Project Updates

Blue Water Tower: On Tuesday, October 23rd, the Blue Water Tower off of Walker Road successfully came down.

45 Project: Sanitary sewer line work continued on Lakewood. Last week, Avon Lake Regional Water's crew started back on Tomahawk with laterals work. To this date (halfway through the two-year contract duration), the project is about 64% complete.

Curtis Area Sanitary Sewer Rehabilitation Project: Final work for the year is currently being completed. Pending weather issues, the gravel berm beside the asphalt will be installed the week of November 5th. Aside from potential minor other items, final clean-up will take place in the spring.

Elyria Interconnection Project: Building footers were poured the week of October 29th. Site prep work continues and the pre-fabricated building is scheduled for site delivery the week of November 5th.

Wastewater Plant: The contractor is preparing to begin digester cleaning soon. Weather delays have pushed back placing the pad for the pole barn until the week of November 5th or 12th.

Lateral Updates

The lateral separation program continues to progress. As of November 2, 2018, letters have been sent to 3,067 residents indicating that they may have clean water entering their sanitary lateral and requesting Avon Lake Regional Water be contacted to determine whether this may be the case.

As of November 6, 2018, all homeowners with the 11/30/18 deadline have had their free inspection. Group A has 125 homes that need to separate and 42 of those are under contract. Staff has identified 37 homes that need further investigation.

The total executed Lateral Loan Program agreements are now at 335 (up 14) with \$1,170,898 committed and \$844,540 paid to contractors so far. The average loan request is for approximately \$3,465. Cumulatively, 246 of the 706 (35%) who have separated laterals have used the lateral loan program.

In Groups B and C that have an inspection date of April 30, 2019, 70 homes received door hangers because they had not yet responded to inspection requests. Thirteen immediately responded, dropping the "no-inspects" to 57. Staff has identified 147 homes that need to separate, 29 are under contract, and 47 need further investigation.

CUE/CUO Report and Action Items

Action Items were as presented with the write-up.

Member Reports

Mr. Rush reported that Charter Review decided not to act on the three requests.

Miscellaneous

Mr. Abram asked that his previous request about maintaining Utility property near the Jaycox Road Storm Water Sewer on Lake Road be placed on the Action Item list.

Executive Session

The CUE requested to meet in executive session with the Board to discuss legal matters.

Mr. Rush moved, and Mr. Abram seconded to meet in executive session as allowed by ORC 121.22 (G) to discuss employment and legal matters and to include the CUE, CUO and Community Outreach Specialist.

Ayes (per roll call): Abram, Dzwonczyk, Phillips, Rush, and Schnabel

Nays: None
Motion carried.

Board reconvened at 8:32 PM. Community Outreach Specialist did not attend the executive session.

Adjourn

As there was no further business, Mrs. Schnabel moved, Mr. Rush seconded, that the meeting adjourn at 8:32 PM.

Ayes: Abram, Dzwonczyk, Phillips, Rush, and Schnabel

Nays: None

Motion carried.

Approved November 20, 2018

John Dzwonczyk, Chairman

Todd A. Danielson, Clerk

DRAFT

1. The first part of the document discusses the importance of maintaining accurate records of all transactions.

2. It also highlights the need for regular audits to ensure the integrity of the financial data.

3. Furthermore, the document emphasizes the role of transparency in building trust with stakeholders.

4. Finally, it concludes by stating that these practices are essential for the long-term success of any organization.

5. The document is intended to provide a comprehensive overview of these key financial management principles.

6. It is hoped that this information will be helpful to all those involved in the financial operations of the company.

7. The document is a confidential document and should be handled accordingly.

8. If you have any questions or need further information, please contact the finance department.

9. Thank you for your attention and cooperation.

10. Sincerely,
[Signature]

11. The document is dated [Date].

12. It is subject to the terms and conditions of the company's financial policy.

13. The document is available in both English and Spanish.

14. For more information, please visit our website at [Website Address].

15. We appreciate your feedback and suggestions.

**AVON LAKE REGIONAL WATER
FUND 701 - WATER EXPENSES
NOVEMBER 20, 2018**

Name	Amount	Description	Account Number
1 Water Employees	\$ 62,079.75	Payroll Post BW Bi-Weekly 2201823 Salaries	701.180.000-51102
2 Water Employees	\$ 2,718.98	Payroll Post BW Bi-Weekly 2201823 Part Time Wages	701.180.000-51105
3 Water Employees	\$ 1,489.49	Payroll Post BW Bi-Weekly 2201823 Overtime Wages Plant	701.180.000-51106.101
4 Water Employees	\$ 787.00	Payroll Post BW Bi-Weekly 2201823 Overtime Wages Dist./Collection	701.180.000-51106.102
5 Water Employees	\$ 2,053.64	Payroll Post BW Bi-Weekly 2201823 Overtime Wages Administration	701.180.000-51106.103
6 Water Employees	\$ 364.50	Payroll Post BW Bi-Weekly 2201823 Overtime Wages Construction	701.180.000-51106.104
7 Water Employees	\$ 409.29	Payroll Post BW Bi-Weekly 2201823 Overtime Wages Office	701.180.000-51106.105
8 Water Employees	\$ 685.00	Payroll Post BW Bi-Weekly 2201823 Employee Time Buy Back	701.180.000-52115
9 Internal Revenue Service	\$ 2,940.83	MEDICARE - Medicare Tax*	701.180.000-52212
10 Internal Revenue Service	\$ 1,874.85	MEDICARE - Medicare Tax*	701.180.000-52212
11 Internal Revenue Service	\$ 2,131.64	MEDICARE - Medicare Tax*	701.180.000-52212
12 Cintas Corporation	\$ 533.84	Employee Uniform Rental Oct 2018 - RK	701.180.000-52226
13 Dennis Knick	\$ 10.00	1 Employee Meal Allowance - RR	701.180.000-52227
14 Rudy J Ackerman	\$ 10.00	1 Employee Meal Allowance - RR	701.180.000-52227
15 Mercy Occupational Health	\$ 193.00	Immunizations for R. Ackerman 10/04/18 - RKM	701.180.000-53206
16 Mike Brass	\$ 35.66	Refund for Certification Renewal 10/08/18 - RR	701.180.000-53500
17 Treasurer, State of Ohio	\$ 22.50	Operator Certification Renewal - Klonk - RK	701.180.000-53500
18 Treasurer, State of Ohio	\$ 22.50	Operator Certification Renewal - Frankiewicz - RK	701.180.000-53500
19 Monroe Systems for Business Inc.	\$ 26.68	Calculator Ribbons - LS	701.180.000-53602
20 SmartBill Inc	\$ 896.81	Service fee/postage for water bills 10/31/18 - RKM	701.180.000-53602
21 FriendsOffice	\$ 673.72	Office Supplies - Sept 18-Nov 18 - RR	701.180.000-53602
22 MT Business Technologies Inc	\$ 108.43	Maintenance Agreement on 2 Ricoh Copiers 11/18 - RKM	701.180.000-53602
23 Staples Advantage	\$ 34.87	Office Supplies 11/03/18 - RKM	701.180.000-53602
24 Link Computer Corporation	\$ 2,061.55	MuniLink Billing 10/26/18 - RKM	701.180.000-53602
25 Fuelman	\$ 704.37	Fuel for Vehicles - RR	701.180.000-53604
26 Jack Doheny Companies, Inc	\$ 32.46	Equipment Maintenance 11/5/18 - RK	701.180.000-53607
27 Ohio CAT	\$ 379.52	Equipment Maintenance 10/24/18 - RK	701.180.000-53607
28 Chemtrade	\$ 3,338.48	Operating Supplies 10/15/18 - GY	701.180.000-53611
29 Applied Specialties, Inc	\$ 2,870.40	Operating Supplies - Polymer 11/7/18 - GY	701.180.000-53611
30 Jones Chemicals Inc.	\$ 3,600.00	Operating Supplies - Chlorine 11/02/18 - GY	701.180.000-53611
31 Chemtrade	\$ 3,327.17	Operating Supplies - Alum 10/30/18 -GY	701.180.000-53611
32 Chemtrade	\$ 3,287.44	Operating Supplies - Alum 10/24/18 - GY	701.180.000-53611
33 Chemtrade	\$ 3,355.01	Operating Supplies - Alum 10/19/18 - GY	701.180.000-53611
34 Dynatech Systems Inc.	\$ 670.50	Maintenance Supplies 11/01/18 - RK	701.180.000-53612
35 Swift First Aid Corp	\$ 41.60	Service First Aid Cabinets @ 201 Miller - RR	701.180.000-53612.001
36 ABC Equipment Rental & Sales Corp	\$ 76.37	Maintenance Supplies 10/29/18 - GY	701.180.000-53612.001
37 Trico Oxygen Company Inc.	\$ 70.14	Maintenance Supplies 10/31/18 - RK	701.180.000-53612.001
38 Trico Oxygen Company Inc.	\$ 21.20	Maintenance Supplies - 08/29/18 - RK	701.180.000-53612.001
39 Home Depot Credit Services	\$ 26.91	Maintenance Supplies - 10/22/18 - RK	701.180.000-53612.001
40 Aztec Steel Corporation	\$ 367.00	Maintenance Supplies 10/29/18 - RK	701.180.000-53612.001
41 Grainger	\$ 54.27	Maintenance Supplies 11/05/18 - GY	701.180.000-53612.001
42 Grainger	\$ 61.38	Maintenance Supplies 11/05/18 - GY	701.180.000-53612.001
43 Applied Industrial Technologies	\$ 155.27	Maintenance Supplies 10/31/18 - GY	701.180.000-53612.001
44 Rock Pile Inc	\$ 240.00	Yard Repair Materials 10/31/18 - RK	701.180.000-53612.002
45 Maintenance Systems of Northern Ohio Inc.	\$ 3,995.00	Asphalt repairs from water breaks 10/25/18 - RK	701.180.000-53612.004
46 Westview Concrete Corporation	\$ 1,033.20	Concrete Repairs @ Miller Rd 10/19/18 - RK	701.180.000-53612.004
47 Anixter, Inc.	\$ 3,215.51	Fiber Optic Cable - RKM	701.180.000-53612.004
48 Badger Meter Inc.	\$ 780.00	Meters 10/31/18 - RKM	701.180.000-53612.005
49 Hach Company	\$ 1,897.93	Lab Supplies 10/25/18 - GY	701.180.000-53613
50 Alloway Corp	\$ 1,040.00	Lab Analysis 10/31/18 - GY	701.180.000-53613
51 Environmental Resources Assoc. Inc.	\$ 817.62	Lab Standards and Testing 11/05/18 - GY	701.180.000-53613
52 Culligan of Northeast Ohio Corp	\$ 63.00	DI Rental and Supplies 10/31/18 - RKM	701.180.000-53613
53 Area Temps	\$ 1,200.00	Temporary Office Help for week ending 10/28/18 - RKM	701.180.000-53701.002
54 Dixon Engineering, Inc.	\$ 2,050.00	Inspections of Wa. Tank-lost check in mail-old system	701.180.000-53701.002
55 Area Temps	\$ 1,200.00	Temporary Office Help for week ending 11/04/18 - RKM	701.180.000-53701.002
56 Dr. Edward J. Walter & Associates, Inc.	\$ 2,100.00	Vibration Testing @ Walker Road Tower - JG	701.180.000-53701.002
57 Technology Management Solutions Inc	\$ 790.62	Computer Support & OffSite Backup - 11/07/18 - RKM	701.180.000-53701.002
58 Technology Management Solutions Inc	\$ 1,494.99	Computer Support & OffSite Backup - 11/05/18 - RKM	701.180.000-53701.002

59 Brakey Energy, Inc.	\$	925.00	Monthly Fee for Energy Mgmt Services 10/31/18 - RKM	701.180.000-53701.002
60 Complete Concrete	\$	350.00	Contractual Services - Saw Cut Road 10/31/18 - RK	701.180.000-53701.002
61 Engie Resources	\$	2,717.18	Engie Resources Mo. Energy Charges for Nov 2018 - GY	701.180.000-53701.002
62 Miles LeHane Companies, Inc.	\$	496.43	On-going Coaching Fees 11/07/18 - TAD	701.180.000-53701.002
63 A.M. Design Group, Inc	\$	360.00	Website Design and Maintenance - CMA	701.180.000-53701.002
64 Columbia Gas	\$	176.98	gas svc @ 201 Miller Rd 10/26/18 - RKM	701.180.000-53702.002
65 Illuminating Company	\$	7,880.15	elec svc @ 33370 Lake Rd 10/25/18- GY	701.180.000-53703.001
66 Engie Resources	\$	7,830.29	elec svc @ WTP SIP Bldg - GY	701.180.000-53703.002
67 Engie Resources	\$	8,159.57	elec svc @ WTP SIP PS 10/29/18 - GY	701.180.000-53703.002
68 Illuminating Company	\$	134.73	Electric Service-VariouS depts	701.180.000-53703.002
69 Avon Lake Regional Water	\$	60.86	Water used from ETL1 - RKM	701.180.000-53704
70 Verizon Wireless	\$	476.66	Cell Phone Service 10/25/18 - RKM	701.180.000-53705
71 Centurylink	\$	617.63	Telephone svc @ Water Plant Oct 2018 - GY	701.180.000-53705
72 Centurylink	\$	749.03	Telephone svc @ 201 Miller Rd Oct 2018 - RKM	701.180.000-53705
73 Spectrum Business	\$	218.21	Internet Phone Service @ WFP 11/01/18 - GY	701.180.000-53705
74 Greg Yuronich	\$	25.00	Cell Phone Reimbursement - November 2018 - RKM	701.180.000-53705
75 Sylvester Truck & Tire Services Inc	\$	26.25	Truck Repair/ Tire 09/25/18 - RK	701.180.000-53707
76 Speed Exterminating Co. Inc.	\$	30.00	Exterminating Svc @ 201 Miller Rd - RKM	701.180.000-53708
77 Cutting Edge Landscape Development Inc	\$	380.00	Lawn Svc @ 201 Miller Rd & Island Rd PS - Oct 2018 - RKM	701.180.000-53708
78 Cutting Edge Landscape Development Inc	\$	380.00	Lawn Svc @ 201 Miller Rd & Island Rd PS - Sept 2018 - RKM	701.180.000-53708
79 Jani-King of Cleveland	\$	322.50	Cleaning svc @ 201 Miller Rd 11/01/18 - RKM	701.180.000-53708
80 Arthur J. Gallagher Risk Management Services Inc.	\$	31,187.68	Premium 11/1/18 to 11/1/19	701.180.000-53710
81 Trico Oxygen Company Inc.	\$	1,249.00	New Welder - Shop Equipment 10/31/18 - RK	701.180.000-53804
82 David Chippi	\$	196.80	Requested refund	701.180.000-53901
	\$	<u>191,471.84</u>		

**AVON LAKE REGIONAL WATER
FUND 721 - SEWER EXPENSES
NOVEMBER 20, 2018**

Name	Amount	Description	Account Number
1 Wastewater Employees	\$ 60,998.88	Payroll Post BW Bi-Weekly 2201823 Salaries	721.190.000-51102
2 Wastewater Employees	\$ 4,728.86	Payroll Post BW Bi-Weekly 2201823 Part Time Wages	721.190.000-51105
3 Wastewater Employees	\$ 1,387.62	Payroll Post BW Bi-Weekly 2201823 Overtime Wages Plant	721.190.000-51106.101
4 Wastewater Employees	\$ 4,836.76	Payroll Post BW Bi-Weekly 2201823 Overtime Wages Distribution/Collection	721.190.000-51106.102
5 Wastewater Employees	\$ 1,678.40	Payroll Post BW Bi-Weekly 2201823 Overtime Wages Administration	721.190.000-51106.103
6 Wastewater Employees	\$ 1,069.88	Payroll Post BW Bi-Weekly 2201823 Overtime Wages Construction	721.190.000-51106.104
7 Wastewater Employees	\$ 432.98	Payroll Post BW Bi-Weekly 2201823 Overtime Wages Office	721.190.000-51106.105
8 Daniel J Smith	\$ 200.00	Dependent Healthcare for November 2018 - RR	721.190.000-52203
9 Internal Revenue Service	\$ 3,074.46	MEDICARE - Medicare Tax*	721.190.000-52212
10 Internal Revenue Service	\$ 2,012.57	MEDICARE - Medicare Tax*	721.190.000-52212
11 Internal Revenue Service	\$ 2,135.06	MEDICARE - Medicare Tax*	721.190.000-52212
12 Cintas Corporation	\$ 600.53	Employee Uniform Rental Oct 2018 - RK	721.190.000-52226
13 GVS Safety Supplies Inc	\$ 431.70	Employee Clothing and Safety Equipment 10/30/18 - SB	721.190.000-52226
14 Carl Busse	\$ 10.00	1 Employee Meal Allowance - RR	721.190.000-52227
15 Paul Frankiewicz	\$ 10.00	1 Employee Meal Allowance - RR	721.190.000-52227
16 Adam Sisson	\$ 10.00	1 Employee Meal Allowance - RR	721.190.000-52227
17 Rick Kasten	\$ 10.00	1 Employee Meal Allowance - RR	721.190.000-52227
18 Treasurer, State of Ohio	\$ 22.50	Operator Certification Renewal - Klouk - RK	721.190.000-53500
19 Treasurer, State of Ohio	\$ 22.50	Operator Certification Renewal - Frankiewicz - RK	721.190.000-53500
20 Walters Environmental Consulting Inc.	\$ 215.00	Training Classes 10/23/18 - SB	721.190.000-53500
21 Monroe Systems for Business Inc.	\$ 26.67	Calculator Ribbons - LS	721.190.000-53602
22 SmartBill Inc	\$ 298.94	Service fee/postage for water bills 10/31/18 - RKM	721.190.000-53602
23 FriendsOffice	\$ 673.73	Office Supplies - Sept 18-Nov 18 - RR	721.190.000-53602
24 MT Business Technologies Inc	\$ 108.43	Maintenance Agreement on 2 Ricoh Copiers 11/18 - RKM	721.190.000-53602
25 Staples Advantage	\$ 34.88	Office Supplies 11/03/18 - RKM	721.190.000-53602
26 Link Computer Corporation	\$ 687.18	MuniLink Billing 10/26/18 - RKM	721.190.000-53602
27 Fuelman	\$ 704.37	Fuel for Vehicles - RR	721.190.000-53604
28 Jack Doheny Companies, Inc	\$ 32.46	Equipment Maintenance 11/5/18 - RK	721.190.000-53607
29 Ohio CAT	\$ 379.52	Equipment Maintenance 10/24/18 - RK	721.190.000-53607
30 Dynatech Systems Inc.	\$ 670.50	Maintenance Supplies 11/01/18 - RK	721.190.000-53612
31 Swift First Aid Corp	\$ 41.60	Service First Aid Cabinets @ 201 Miller - RR	721.190.000-53612.001
32 Home Depot Credit Services	\$ 26.91	Maintenance Supplies - 10/22/18 - RK	721.190.000-53612.001
33 Trico Oxygen Company Inc.	\$ 70.14	Maintenance Supplies 10/31/18 - RK	721.190.000-53612.001
34 Trico Oxygen Company Inc.	\$ 21.21	Maintenance Supplies - 08/29/18 - RK	721.190.000-53612.001
35 Trico Oxygen Company Inc.	\$ 34.20	Maintenance Gases 10/25/18 - SB	721.190.000-53612.001
36 Aztec Steel Corporation	\$ 367.00	Maintenance Supplies 10/29/18 - RK	721.190.000-53612.001
37 United Laboratories Inc.	\$ 546.16	Maintenance Supplies 10/30/18 - SB	721.190.000-53612.001
38 Anixter, Inc.	\$ 3,215.50	Fiber Optic Cable - RKM	721.190.000-53612.004
39 Culligan of Northeast Ohio Corp	\$ 37.80	DI Rental and Supplies 10/31/18 - RKM	721.190.000-53613
40 A.M. Design Group, Inc	\$ 360.00	Website Design and Maintenance - CMA	721.190.000-53701.002
41 Brakey Energy, Inc.	\$ 925.00	Monthly Fee for Energy Mgmt Services 10/31/18 - RKM	721.190.000-53701.002
42 Miles LeHane Companies, Inc.	\$ 496.44	On-going Coaching Fees 11/07/18 - TAD	721.190.000-53701.002
43 Technology Management Solutions Inc	\$ 790.63	Computer Support & OffSite Backup - 11/07/18 - RKM	721.190.000-53701.002
44 Technology Management Solutions Inc	\$ 1,495.00	Computer Support & OffSite Backup - 11/05/18 - RKM	721.190.000-53701.002
45 American Express	\$ 16,910.69	Republic Services - Sludge Disposal	721.190.000-53701.007
46 Columbia Gas	\$ 28.63	gas svc @ 641 Lear Rd PS 11/02/18 - RK	721.190.000-53702.002
47 Columbia Gas	\$ 30.29	gas svc @ 100 Woodbridge Way 09/28/18-10/29/18 -RK	721.190.000-53702.003
48 Columbia Gas	\$ 30.86	gas svc @ 671 Bridgeside PS 09/28/18-10/29/18 -RK	721.190.000-53702.003
49 Illuminating Company	\$ 69.04	elec svc @ 671 Bridgeside Dr PS 11/5/18 - RK	721.190.000-53703.003
50 Illuminating Company	\$ 73.92	elec svc @ 641 Lear Rd 11/5/18 - RK	721.190.000-53703.003
51 Illuminating Company	\$ 170.63	elec svc @ 31900 Lake Rd 11/3/18 - RK	721.190.000-53703.003
52 Illuminating Company	\$ 73.92	elec svc @ Woodbridge Way 11/5/18 - RK	721.190.000-53703.003
53 Illuminating Company	\$ 64.36	elec svc @ 758 Jaycox rd 11/5/18 - RK	721.190.000-53703.004
54 Verizon Wireless	\$ 476.67	Cell Phone Service 10/25/18 - RKM	721.190.000-53705
55 Centurylink	\$ 384.19	Telephone svc @ Pump Stations for Oct 2018 - RK	721.190.000-53705
56 Spectrum Business	\$ 260.46	Internet Phone Service @ WPCC 10/23/18 - SB	721.190.000-53705
57 Sylvester Truck & Tire Services Inc	\$ 26.25	Truck Repair/ Tire 09/25/18 - RK	721.190.000-53707
58 Cutting Edge Landscape Development Inc	\$ 380.00	Lawn Svc @ 201 Miller Rd & Island Rd PS - Oct 2018 - RKM	721.190.000-53708

59	Cutting Edge Landscape Development Inc	\$	380.00	Lawn Svc @ 201 Miller Rd & Island Rd PS - Sept 2018 - RKM	721.190.000-53708
60	Jani-King of Cleveland	\$	322.50	Cleaning svc @ 201 Miller Rd 11/01/18 - RKM	721.190.000-53708
61	Speed Exterminating Co. Inc.	\$	30.00	Exterminating Svc @ 201 Miller Rd - RKM	721.190.000-53708
62	Arthur J. Gallagher Risk Management Services Inc.	\$	22,536.48	Premium 11/1/18 to 11/1/19	721.190.000-53710
63	Trico Oxygen Company Inc.	\$	1,249.00	New Welder - Shop Equipment 10/31/18 - RK	721.190.000-53804
64	Adam Sisson	\$	19.00	CDL Reimbursement - Sisson - RR	721.190.000-53901
65	David Chippi	\$	459.20	Requested refund	721.190.000-53901
66	Marshall A. Bruehler	\$	2,100.00	Job at 195 Yoder - JG	721.190.000-53701
		\$	<u>142,008.06</u>		

**AVON LAKE REGIONAL WATER
MOR FUND 703 - ETL 1 EXPENSES
NOVEMBER 20, 2018**

Name	Amount	Description	Account Number
1 Engineered Solutions Midwest, Inc,	\$ 3,275.00	4' Hatch Extension 10/30/18 - JG	703.180.000-53612
2 Ohio Edison	\$ 59.44	elec svc @ Lear Nagle @ Mills 11/8/18 - RKM	703.180.000-53703.004
3 Illuminating Company	\$ 152.51	Electric Service-Various depts	703.180.000-53703.004
4 Ohio Edison	\$ 65.00	elec svc @ Lear Nagle @ Chstn 11/05/18 - RKM	703.180.000-53703.004
5 Ohio Edison	\$ 62.00	elec svc @ Root Rd @ Sprag 11/2/18 - RKM	703.180.000-53703.004
6 Ohio Edison	\$ 59.13	elec svc @ Butternut Ridge @ Root Rd 11/02/18 - RKM	703.180.000-53703.004
7 Ohio Edison	\$ 58.27	elec svc @ Lear Nagle @ US 20 11/02/18 - RKM	703.180.000-53703.004
8 Avon Lake Regional Water	\$ 185,564.32	Water Used from ETL1 - RKM	703.180.000-53704
	\$ 189,295.67		

**AVON LAKE REGIONAL WATER
MOR FUND 762 - ETL 2 EXPENSES
NOVEMBER 20, 2018**

Name	Amount	Description	Account Number
1 Jones Chemicals Inc.	\$ 450.00	Chlorine @ Pump Stations 11/02/18 - RK	762.180.000-53611
2 Cutting Edge Landscape Development Inc	\$ 540.00	Lawn Svc @ 201 Miller Rd & Island Rd PS - Oct 2018 - RKM	762.180.000-53701
3 Cutting Edge Landscape Development Inc	\$ 405.00	Lawn Svc @ 201 Miller Rd & Island Rd PS - Sept 2018 - RKM	762.180.000-53701
4 Avon Lake Regional Water	\$ 2,723.20	Operator Charges 10/12/18 - RKM	762.180.000-53701.002
5 Ohio Edison	\$ 5,444.48	elec svc @ 15201 Island Rd 11/1/18 - RKM	762.180.000-53703.003
6 Ohio Edison	\$ 65.00	elec svc @ 37980 Barres Rd 11/5/18- RKM	762.180.000-53703.004
7 Ohio Edison	\$ 57.34	elec svc @ 37780 Center Ridge 11/2/18 - RKM	762.180.000-53703.004
8 Ohio Edison	\$ 56.04	elec svc @ 36550 Chestnut Ridge Rd 11/02/18 - RKM	762.180.000-53703.004
	<u>\$ 9,741.06</u>		

**AVON LAKE REGIONAL WATER
LORCO FUND 749 EXPENSES
NOVEMBER 20, 2018**

Name	Amount	Description	Account Number
1 Data Command Corp	\$ 3,232.80	Annual Subscription 11/01/18 - SB	749.190.000-53701
2 Ohio Edison	\$ 975.40	elec svc @ 38393 Royaltan Rd 10/30/18 - RKM	749.190.000-53703.001
3 Ohio Edison	\$ 201.31	elec svc @ 9845 Avon Belden 11/2/18 - RKM	749.190.000-53703.001
4 Ohio Edison	\$ 117.16	elec svc @ 10301 Reed Rd 11/2/18 - RKM	749.190.000-53703.003
5 Ohio Edison	\$ 61.56	elec svc @ 36780 Giles Rd 11/2/18 - RKM	749.190.000-53703.003
6 Ohio Edison	\$ 59.84	elec svc @ 12901 Avon Belden 11/01/18 - RKM	749.190.000-53703.003
7 Ohio Edison	\$ 63.08	elec svc @ 33930 Cooley Rd 11/05/18 - RKM	749.190.000-53703.003
8 Ohio Edison	\$ 58.60	elec svc @ 12169 Avon Belden 11/5/18 - RKM	749.190.000-53703.003
9 Ohio Edison	\$ 57.34	elec svc @ 10920 Hawke 11/2/18 - RKM	749.190.000-53703.003
10 Frontier Communications	\$ 54.29	Telephone svc @ Fourplex 10/25/18 - RKM	749.190.000-53705
11 Link Computer Corporation	\$ 305.42	MuniLink Billing 10/26/18 - RKM	749.190.000-53760
12 Rural Lorain County Water Authority	\$ 1,219.00	LORCO Meter Readings - October 2018 - RKM	749.190.000-53760
13 LORCO	\$ 10,000.00	LORCO Monthly Operations Advance - Nov 2018 - RKM	749.190.000-59500
	<u>\$ 16,405.80</u>		

AVON LAKE REGIONAL WATER
FUND 765 - LATERAL LOAN EXPENSES
NOVEMBER 20, 2018

<u>Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>
1 David Frey Plumbing, LLC	\$ 3,500.00	Lateral Loan Program - 159 Miller Rd - RKM	765.190.000-53701
2 Heczko Landscaping & Construction LLC	\$ 4,000.00	Lateral Loan Program - 230 Yoder - RKM	765.190.000-53701
3 Weeden Waterproofing	\$ 4,000.00	Lateral Loan Program - 220 Duff - RKM	765.190.000-53701
4 Concrete & More, Inc.	\$ 3,800.00	Lateral Loan Program - 227 South Point - RKM	765.190.000-53701
	<u>\$ 15,300.00</u>		

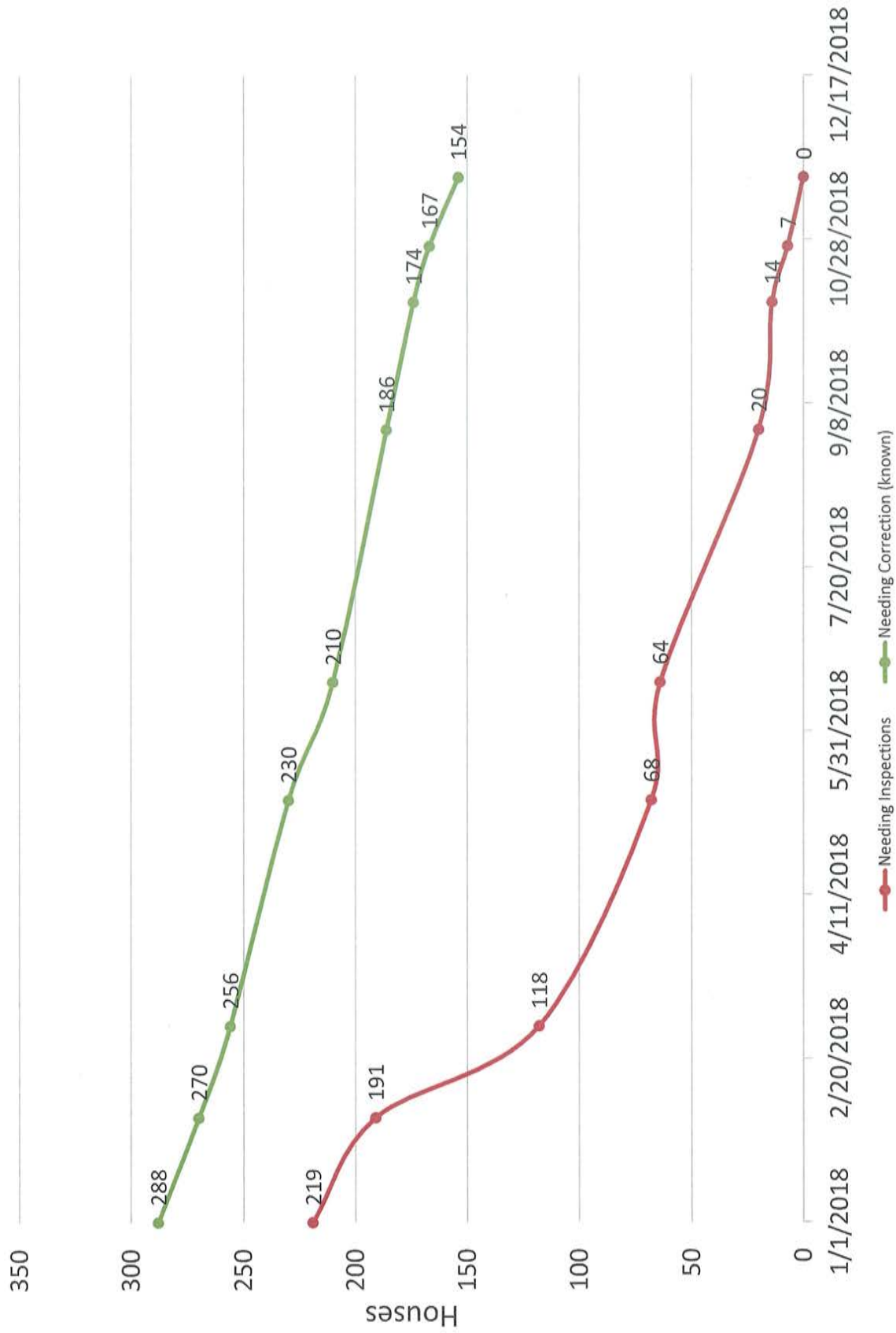
**AVON LAKE REGIONAL WATER
FUND 704 - WATER CONSTRUCTION EXPENSES
NOVEMBER 20, 2018**

Name	Amount	Description	Account Number
1 Engineered Fluid, Inc.	\$ 575,437.74	Pmt #1 - Elyria Interconnection (OWDA Loan #8047) - RKM	704.180.000-55007
2 Underground Utilities Inc	\$ 47,377.91	Payment #12 - Stop 45 - OWDA Loan #7837 - RKM	704.180.000-55007
	\$ 622,815.65		

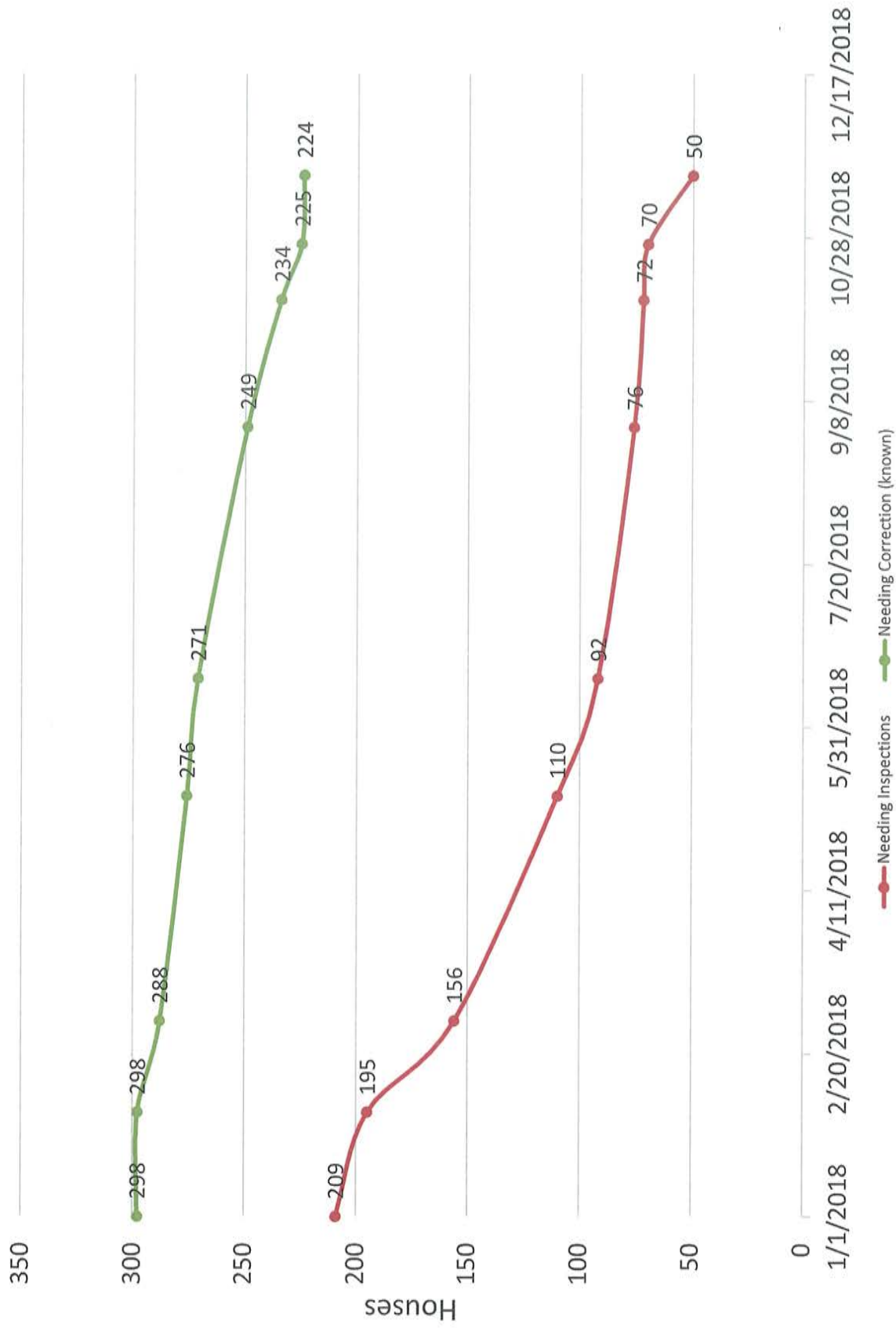
**AVON LAKE REGIONAL WATER
FUND 724 - SEWER CONSTRUCTION EXPENSES
NOVEMBER 20, 2018**

<u>Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>
1 CDM Smith, Inc.	\$ 88,008.00	Professional Eng. Service @ WPC 08/01/18-09/30/18 - RKM	724.190.000-53806
2 Underground Utilities Inc	\$ 49,029.96	Payment #12 - Stop 45 - OWDA Loan #7837 - RKM	724.190.000-55006
	\$ 137,037.96		

Group A Houses Still Needing Inspections or Correction



Group B&C Houses Still Needing Inspections or Correction



ACTION ITEMS FROM BOARD MEETINGS

DATE	CATEGORY*	TOPIC	SOLUTION	STATUS
11/6/2018	Financial	Prepare graphic presentation of LORCO financial obligations to Avon Lake Regional Water.		Open
11/6/2018	Financial	Chairman would like us to meet with Mr. Bennet regarding the feasibility of connecting HOA Legacy to Avon Lake Regional Water.		Open
11/6/2018	Misc.	Chairman asked if the reconfiguration of the WWTP outfall can be used for minimizing dredging at the boat ramp.		Open
11/6/2018	Financial	Votruba property investigation.		Open
6/5/2018	Misc.	Members asked what majority is needed to rescind legislation.		Open
5/1/2018	Financial	Bank fees – CUE to talk to Mr. Presley.		Open
11/6/2018	Lateral Project	Chairman would like us to meet with Heczko to determine issue/remedy.	Mr. Presley talking to Avon Lake banks. CUO discussed the outstanding issue with Heczko. He explained the inspection process and gathered suggestions. Both parties feel the issue is resolved.	Answer
10/16/2018	Financial	Chairman would like us to analyze purchase versus rental regarding uniforms.	Staff is reviewing data. Initial numbers seem to indicate that overall uniform expenses are lower now due to a significant reduction in rental expenses from before purchasing part of the uniforms. Staff is developing a uniform purchase policy.	Answer
8/21/2018	Misc.	Provide a training session for Board dashboard. A webinar based meeting would be acceptable.	Staff is looking into better options for the Board dashboard.	Answer
6/19/2018	Misc.	Deadline for backflow testing discussed. Members would like the date later in the year.	Staff will present a path forward in November.	Answer
6/5/2018	Financial	CUE to calculate Kopf interest.	CUE addressing with Calfee assistance.	Answer
10/16/2018	Misc.	Chairman asked if Brakey can be extended to residential customers.	CUE has contacted Brakey. Because Avon Lake is a NOPEC community, we need to understand the NOPEC contract details. The CUE has requested NOPEC contract information from Mr. Presley.	Closed
10/16/2018	Financial	Board inquired about IT charges and effectiveness.	CUO is looking at various options, which will be part of an IT strategic plan.	Closed

*Categories: Financial, Lateral Project, Personnel, Education/CI, Strat. Plan or Misc.

ACTION ITEMS FROM BOARD MEETINGS

DATE	CATEGORY*	TOPIC	SOLUTION	STATUS
10/9/2018	Financial	Why can we not pay Republic Services with a check?	CUE has contacted Republic Services' account manager and learned that Republic Services is intending to end the ability for credit card payments (at least for commercial accounts).	Closed
10/9/2018	Financial	Why so much overtime pay?	Much of the overtime pay can be attributed to LORCO callouts. Additionally, there were call-ins to staff the plants due to sick time and time associated with Big Trucks.	Closed
10/16/2018	Lateral Project	Chairman would like Outreach Specialist to get a message to the residents that it is best to do the work while the streets are torn up.	This has been stated during community meetings and in community update emails. Staff will assure this information is included in letters, as well.	Closed
10/16/2018	Financial	Chairman asked about the LORCO reimbursement.	LORCO has an area (Barrington) that discharges to Grafton. We collect the money on LORCO's behalf and transfer it to LORCO's account (LORCO2) every month.	Closed
10/9/2018	Misc.	Put "application fees must be paid" in plan review.	Will be included, as appropriate, during plan review process.	Closed
10/9/2018	Financial	Change water bill wording to reflect minimum usage.	Will incorporate into any rate updates in December.	Closed
10/9/2018	Lateral Project	New letter to be composed and sent to non-compliant residents.	Mr. Phillips and CUO composed and sent letter	Closed
9/18/2018	Financial	There were errors in the financials which affected the dollar amounts for Jones & Henry for mercury testing. These were caused by a staff formatting error and should have been \$150.00 and \$170.00.	CUE authorized Mr. Presley to have NWS create a customized report.	Closed
9/18/2018	Financial	Chairman would like to see the costs for digester cleaning.	MWHC is currently negotiating a contract with the digester cleaning company.	Closed
9/4/2018	Lateral Project	Board is interested in our path forward for Avondale.	Engineer continues to review possible paths forward.	Closed
9/4/2018	Misc.	Percentage completion on projects.	The CUO will include completion percentage on a regular basis.	Closed

*Categories: Financial, Lateral Project, Personnel, Education/CI, Strat. Plan or Misc.

ACTION ITEMS FROM BOARD MEETINGS

DATE	CATEGORY*	TOPIC	SOLUTION	STATUS
8/21/2018	Financial	Ask Mr. Presley what he needs to cut checks for expenses. Would like to move toward the way Council approves expenses.	Finance Director will be providing CUE purchasing procedures and approval requirements for City Staff & Council. From there, will determine what, if anything, must be adopted by Board.	Closed
8/21/2018	Financial	Provide all requested materials on Kopf to Calfee.	CUE has provided all currently-requested information.	Closed
8/21/2018	Lateral Project	CUE working with law director in getting contractor paid more quickly. Could be a loophole homeowners are taking advantage of in regard to returning the final signoff letter.	Law Director drafted change to the lateral loan agreement for path-forward.	Closed
8/21/2018	Misc.	SOP for inspections needs to be written.	Completed.	Closed
8/21/2018	Misc.	Follow up on inspection of 229 Fay to determine whether to pursue previous owner.	Work completed.	Closed
7/10/2018	Lateral Project	Chairman asked about the correlation between habitual delinquent customers, special needs and CRS.	Staff cross-referenced shutoff lists with inspection lists and CRS.	Closed
5/1/2018	Lateral Project	Lateral separation - Keep pushing out names of available contractors on FB, emails and letters.	Preparing updated information to customers based upon Board discussions regarding deadlines.	Closed

*Categories: Financial, Lateral Project, Personnel, Education/CI, Strat. Plan or Misc.

