

Board of Municipal Utilities
Regular Meeting Minutes
November 21, 2017
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 7:05 PM.

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

Also present: CUE Danielson, Community Outreach Specialist Arnold, Mayor Zilka, and Councilmember Fenderbosch.

Approve Minutes

Chairman Dzwonczyk presented the minutes of the November 7, 2017 regular meeting and with no changes, additions or corrections noted, ordered that the minutes stand and be distributed as presented.

Public Speakers

None.

Correspondence

None.

Executive Session

Due to the subject matters, Mr. Rush moved, Mr. Dzwonczyk seconded, that the first executive session be combined with that at the meeting's end and that Agenda Item 5 also be so moved.

Ayes: Dzwonczyk, Phillips, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Expenditures

Following review of expenses dated November 21, 2017, for funds and amounts as follows, Mr. Phillips moved, Mrs. Schnabel seconded, that all be approved and paid per budget:

Water Fund 701	\$	259,332.72
Wastewater Fund 721	\$	151,958.71
MOR Fund 703	\$	186,465.26
MOR Fund 762	\$	337,169.30
LORCO Fund 749	\$	21,999.72
Lateral Loan Fund 765	\$	39,400.00

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

Reports/Updates

Hydrants

Earlier this year, Avon Lake Regional Water agreed to complete the larger maintenance work required on the city's fire hydrants. The fire department completed its annual flushing this past summer and provided a list of hydrants requiring repair, and Avon Lake Regional Water completed all "first priority" hydrants, along with most of the "second priority" and "third priority" hydrants. Approximately a year-and-a-half ago a recall issue with certain fire hydrants within the city was made known. Following determination by the fire department during this year's flushing of which hydrants fall under the recall, staff coordinated with the manufacturer's contractor and all hydrants on the recall list were inspected and any necessary repairs completed earlier this month.

Appropriations

The CUE is working with Cashier-Bookkeeper Stotridge and Finance Director Presley to prepare appropriation requests that will be presented at the Board's next meeting for approval and inclusion with the year-end appropriation changes as required by Council.

CUO Search

A copy of the Chief of Utility Operations search posting was presented for the Board's information. The notification has hit numerous sites since its posting yesterday and the search consultant will be present at the Board's December 5 meeting to provide an update and overview of the process.

Annual Step Increases

As required by Ordinance and per the recommendations of their supervisors, the Board recognized annual step increases due April 1, 2018 for eligible employees as follows:

Greg Mosher, Operator – WFP	Step 4 to Step 5
Will Fisher, Operator – WRF	Step 3 to Step 4
Joshua Spinks, Operator – WFR	Step 3 to Step 4

Project Updates

WPCC Manager Baytos updated the following projects by copy of the meeting's write-up:

- *Water Tower:* The disinfection of the pipe has begun and the fill is scheduled next week.
- *Water Plant:* The meter is expected to be delivered soon and will then be installed.
- *Corrosion Control:* Currently the phosphate dosage is 0.7 ppm with little impact on turbidity.
- *ETL2 Pumps:* The last power hook-ups have been completed and start-up will commence soon.
- *Wastewater Plant:* The last two RAS pumps have been installed, demolition is almost complete in the press building, and the overhead crane and structural steel for the new equipment are being installed.
- *Elyria Interconnection:* The bid specifications are expected to be complete in January.

Lateral Updates

Sewer lateral separation and loan program numbers were updated by this meeting's write-up. The CUE noted that one-quarter of the residents who have completed their lateral separations in the last 17 months have also taken advantage of the loan program, and he expects that ratio will increase through the program's completion.

CUE Report and Action Items

Community Outreach Specialist Arnold advised that the website update go-live goal is January 2018. All then briefly discussed mobile capabilities and auto-pay and credit card payment options.

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

- *Core and Main:* HD Supply, the company that was awarded one of our supply contracts was recently purchased and has changed its name to Core and Main.
- *Advocacy items:* Per the request of the Board, we will begin presenting in work sessions an approximately quarterly update of advocacy items.
- *Water tower illumination:* This is an item we have intended to do and will provide information to the Board as it is better defined.
- *Cell antennae on water towers:* Per Zoning, approval will be required for cell antennae to be placed on the new tower. Sprint is currently on the existing Walker Road tower. Staff will work with Sprint to receive approval for moving the antenna to the new tower.
- *Cell agreements:* Any changes to cell agreements will be submitted to the Board for approval.
- *HR-related items:* Steve Baytos is working with the HR Director to confirm the process for working HR-related items through the approval process.
- *Healthcare:* All non-bargaining employees have submitted updated health care forms. We are working with the Finance Department to assure union membership would be on the new policy if the tentative union agreement is approved.

The CUE verbally reported on the following:

- *Lateral Loan Program:* A letter explaining the lateral loan landlord billing option is scheduled to be mailed next week to the approximately 150 landlords associated with approximately 200 properties yet due for inspection and/or correction within the project areas.
- *45 Area Sewer Separation:* The Westwind Drive/Lake Road intersection is scheduled to be closed for two weeks beginning November 27 to make the required storm water tie-in at the Westwinds subdivision. The CUE's report prompted discussion of communications and residents' complaints regarding Overlook Park and the project's construction site, and the Chairman asked that the Westwind/Lake Road intersection closing and detour routes be adequately marked and communicated to the public.

Chairman/Committee/Member Reports

- Chairman Dzwonczyk reported that he attended a Rural Lorain County Water Authority meeting conducted by CUE Danielson last week and was favorably impressed with his presentation.
- Mr. Rush reported that the revised tentative union agreement was presented at Monday's Human Resource Committee meeting.

- Mr. Rickey advised that 1300 lots were reported billed with the Cinnamon Lake Subdivision's first billing at LORCO's meeting last week, and reminded that Avon Lake Regional Water is not handling those billings. Mr. Rickey then informed the LORCO board that December completes his term as an Avon Lake Municipal Utilities Board Member and therefore his LORCO Committee assignment. Chairman Dzwonczyk then thanked Mr. Rickey for the very helpful service he has done in that capacity.
- Mrs. Schnabel said that Tri-C's third session, "Accountability at Work", is scheduled for December 13.
- Mr. Rickey said he attended, and enjoyed, this year's Chili cook-off, and noted that CUO Eberle again won the competition.

Public Speakers

None.

Executive Session

Mr. Rush moved, Mr. Phillips seconded, to meet in Executive Session as allowed by ORC 121.22 (G)(4) to discuss collective bargaining and as allowed by ORC 121.22 (G)(1) to discuss employee matters and to include the Chief Utilities Executive, Community Outreach Specialist, Mayor Zilka, and Councilmember Fenderbosch.

Ayes per roll call vote: Dzwonczyk, Phillips, Rickey, Rush, Schnabel

Nays: None

Motion carried.

The Board reconvened at 9:58 PM.

Mr. Rush moved and Mr. Phillips seconded that the tentative collective bargaining agreement presented in the Board Package and ratified by the union November 20, 2017 be approved.

Ayes: Dzwonczyk, Phillips, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Adjourn

As there was no further business, Mr. Phillips moved and Mrs. Schnabel seconded, that the meeting be adjourned at 10:00 PM.

Ayes: Dzwonczyk, Phillips, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Approved December 5, 2017

John G. Dzwonczyk, Chairman

Todd A. Danielson, Clerk