

Board of Municipal Utilities  
**Meeting Minutes**  
**December 3, 2019**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

The meeting was called to order at 7:28 PM.

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

Also present: CUE Danielson, CUO Munro, Technical Support Specialist Collins, Councilwoman Fenderbosch, and Attorney Rinker.

***Approve Minutes***

Chairman Dzwonczyk presented the minutes of the November 19, 2019, 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 December 3, 2019, for funds and amounts as follows, Mr. Abram moved, Mr. Rush seconded, to approve the expenditures of December 3, 2019:

Water Fund 701	\$	105,098.29
Wastewater Fund 721	\$	146,840.65
MOR Fund 703	\$	10,341.69
MOR Fund 762	\$	2,859.43
LORCO Fund 749	\$	2,210.92
Water Construction Fund 704	\$	80,434.31

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

Nays: None

Motion carried.

***2020 Budget***

The CUE presented to the Board the finalized proposed budgets for the year 2020. The Chairman stated that the conversation took place during the preceding work session. Mrs. Schnabel moved, and Mr. Abram seconded, to approve the following budgets:

Fund 701 Water: Personnel \$3,408,000, Other \$8,349,400;  
Fund 704 Water Construction: \$3,400,000;  
Fund 706 Water Debt Service: \$3,614,974;  
Fund 721 Wastewater: Personnel \$2,711,100, Other \$5,176,200;  
Fund 724 Wastewater Construction: \$950,000;  
Fund 725 Trunk Sanitary Sewer: \$32,732;  
Fund 727 Wastewater Debt Service: \$3,550,977;  
Fund 765 Lateral Loan: \$100,000;  
Fund 702 West Ridge Interconnection: \$161,000;  
Fund 703 ETL1 MOR: \$2,985,000;  
Fund 762 ETL2 MOR: \$4,348,218;  
Fund 749 LORCO Personnel: \$50,000, Other \$2,427,300.

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

Nays: None

Motion carried.

### ***Declaration of Necessity for Emergency Repair***

The CUE informed the Board that during the August 23rd ETL1 breaks, the crew discovered a faulty valve that needed to be replaced. He continued by saying that in previous meetings with the Board, the Board and staff had made it the utmost priority to repair the weaknesses in the system. The CUE stated that staff is intending to complete the repair once a valve has been delivered. He also included that during the investigation, staff identified a deficiency with the interconnection line and will be installing two valves in order to reduce chances for a failure in the ETLs between the interconnect lines to lead to a service outage. He asked that the Board formally acknowledge that this work is being completed as an emergency repair.

Mr. Rush moved, and Mr. Abram seconded, to authorize staff to enter into contracts and make expenditures related to the emergency repair of the line connecting ETL1 and ETL2 for the health, safety and welfare of customers that rely on these transmission lines for drinking water.

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

Nays: None

Motion carried.

### ***Wages***

The CUE presented to the Board regarding the wages for its non-bargaining positions. He said that due to the upcoming pay periods (27, instead of 26) in 2020, two non-bargaining employees would receive a pay cut by working 2,160 hours versus 2,080 which they are salaried for. The Chairman asked why not adjust the pay dates to make the change. The CUE informed the Board that the rate would be converted to an hourly rate versus an annual rate to make up for this difference. Mr. Rush asked if this would bump those individuals outside of their wage range. The CUE stated that it would not, but it did need to be acknowledged by the Board.

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

The CUE presented to the Board the latest developments in lateral separation. The Chairman stated that since the lateral separation was covered during the work session, the Board did not need to discuss it further.

<b>Property</b>	<b>Previous</b>	<b>Update</b>
164 Burton	Sent a letter offering assistance and asking for an updated contact number.	Staff spoke with customer, who now contests the requirement. Staff is working with the Prosecutor on the path forward. Trial date is January 9 <sup>th</sup> .
225 Berkshire	Court has ordered previous owner out by 12/1. New owner understands meter will be removed and remain that way until work is completed.	The water meter has been removed and affidavit filed.

### ***Project Updates***

*45 Project:* The CUO informed the Board that UUI finished Overlook Park restoration the week of November 18th and removed the final pieces of equipment. He said that Avon Lake Regional Water discovered an issue with a section of pavement on Grove Street that staff is working with UUI to address. He said this will most likely take place in spring when the asphalt plant reopens.

*2019 Water Main Replacement Bundle:* The CUO informed the Board that UUI has postponed project initiation by one week and is now intending to begin the water line work near the intersection of Lake Road and Avondale the week of December 9nd.

*Redundancy & Future Capacity:* The CUO stated that HDR has been collecting and reviewing information from staff for the assessment of ETL1 and ETL2. He also said that the kick off for the Risk & Resilience Assessment was scheduled for December 6th.

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

The CUO informed the Board that there was a correction that needed to be made regarding the hiring wage for Jack Evans at the Water Treatment Plant. The step was recorded at Step 1C, but Jack will be starting at Step 3.

### ***Member Reports***

Mrs. Schnabel informed the Board that she would be touring the General Motors plant in Parma on December 6th with CUO Munro, Community Outreach Specialist Arnold, Maintenance Man Kimevski, and Technical Support Specialist Collins to review their incorporation of ISO-9001.

### ***Miscellaneous***

None

### ***Public Speakers***

None

### ***Organizational Meeting***

The Chairman stated that Board must hold an Organizational Meeting in December, following elections and asked for the Board to nominate a chairman.

Mr. Abram moved, and Mr. Phillips seconded that John Dzwonczyk be appointed Chairman for the next two years.

Ayes: Abram, Phillips, Rush, and Schnabel.

Nays: None

Abstain: Dzwonczyk

Motion carried.

Mr. Dzwonczyk moved, and Mr. Phillips seconded, that Tim Rush be appointed Acting Chairman in the absence of the Chairman for the next two years without compensation.

Ayes: Abram, Dzwonczyk, Phillips, and Schnabel.

Nays: None

Abstain: Rush

Motion carried.

Mr. Dzwonczyk moved, and Mr. Abram seconded, that the CUE be appointed Clerk of the Board for the next two years with compensation.

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

Nays: None

Motion carried.

Mr. Dzwonczyk moved, and Mr. Abram seconded, that the CUO be appointed Acting Clerk of the Board in the absence of the CUE for the next two years with compensation.

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

Nays: None

Motion carried.

Mr. Dzwonczyk moved, and Mr. Abram seconded, the following Committee Assignments:

<b>Committee Designation</b>	<b>Board Appointee</b>	<b>Alternate Board Appointee</b>
Wholesale Customer	Mr. Dzwonczyk	Mr. Rush
Board Compensation	Mr. Dzwonczyk	
LORCO	Mr. Abram	Mr. Rush
Communications	Mrs. Schnabel	Mr. Abram
Finance Committee	Mr. Rush	
Human Resource	Mr. Rush	Mr. Phillips
Sewer Committee	Mr. Phillips	

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

Nays: None

Motion carried.

Mr. Dzwonczyk moved, and Mr. Phillips seconded, that the Board of Municipal Utilities maintain its regular meeting nights as the first and third Tuesdays every month at 6:30 PM, or immediately after the Work Session, for 2020 and 2021 and that all meetings be held at the Avon Lake Regional Water Office at 201 Miller Road, Avon Lake, unless otherwise noted. He

further moved that the Board continue its tradition of forgoing the second meeting in July and the first meeting in August for a summer recess.

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

Mr. Dzwonczyk moved, and Mr. Abram seconded, that the Board of Municipal Utilities hold its work session prior to its regular meeting on the third Tuesday of every month and begin at 6:00 PM for 2020 and 2021 and that all meetings be held at the Avon Lake Regional Water Office located at 201 Miller Road, Avon Lake, unless otherwise noted.

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

### ***Executive Session***

Mr. Rush moved, and Mr. Abram seconded, to meet in executive session as allowed by ORC 121.22G (3) to discuss the compensation of public employees to include the CUE and CUO.

Ayes (per roll-call vote): Abram, Dzwonczyk, Phillips, Rush, and Schnabel  
Nays: None  
Motion carried.

The Chairman resumed the meeting following the conclusion of the Executive Session.

Mr. Rush moved, Mr. Abram seconded to grant the non-bargaining employees, Cheryl Arnold, Steve Baytos, Dennis Collins, Jack Gaydar, Rick Kasten, Greg Yuronich, Rob Munro, and Todd Danielson a 2% hourly wage increase effective with the first pay period of 2020.

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

### ***Adjourn***

As there was no further business, Mr. Phillips moved to adjourn, and Mrs. Schnabel seconded. The meeting adjourned at 8:11 PM.

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

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

John Dzwonczyk, Chairman

Todd Danielson, Clerk