

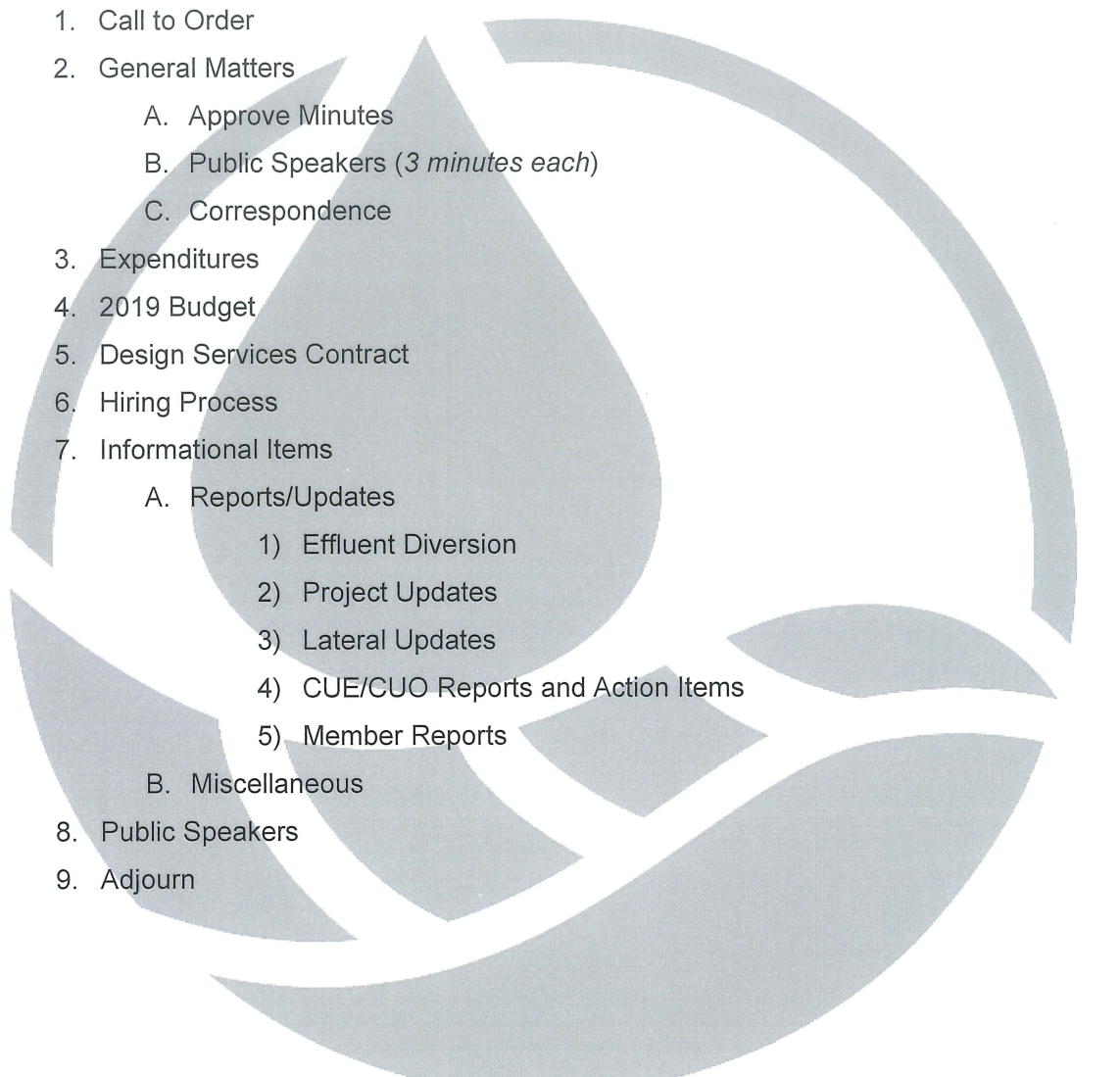
AGENDA

For

Tuesday

December 4, 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. 2019 Budget
 5. Design Services Contract
 6. Hiring Process
 7. Informational Items
 - A. Reports/Updates
 - 1) Effluent Diversion
 - 2) Project Updates
 - 3) Lateral Updates
 - 4) CUE/CUO Reports and Action Items
 - 5) Member Reports
 - B. Miscellaneous
 8. Public Speakers
 9. Adjourn

Avon Lake Regional Water
MEMORANDUM

To: **Board of Municipal Utilities**
From: **Todd Danielson & Rob Munro**
Subject: **Agenda Items – December 4, 2018**
Date: **November 30, 2018**

Item 4: **2019 Budget – TAD**

As outlined in the attached budget memo, staff has prepared a budget that, though larger than previous budgets, includes actual needs and helps set the path forward on a variety of items.

The Principles that would help guide the Board are:

- ◆ Maintain existing assets, while investing in infrastructure that will take us into the future.
- ◆ Lead by influencing change that will lead a legacy for future generations.
- ◆ Exercise fiduciary responsibility.

Recommended Motion:

I move to approve the following budgets:

<i>Fund 701 Water</i>	
<i>Personnel</i>	\$3,249,600
<i>Other</i>	\$8,285,700
<i>Fund 704 Water Construction</i>	\$7,150,000
<i>Fund 706 Water Debt Service</i>	\$3,179,752
<i>Fund 721 Wastewater</i>	
<i>Personnel</i>	\$2,546,200
<i>Other</i>	\$4,415,300
<i>Fund 724 Wastewater Construction</i>	\$4,770,000
<i>Fund 725 Trunk Sanitary Sewer</i>	\$14,000
<i>Fund 727 Wastewater Debt Service</i>	\$2,964,667
<i>Fund 765 Lateral Loan</i>	\$2,000,000
<i>Fund 703 ETL1 MOR</i>	\$3,062,000
<i>Fund 762 ETL2 MOR</i>	\$5,416,759
<i>Fund 749 LORCO</i>	
<i>Personnel</i>	\$60,000
<i>Other</i>	\$2,360,000

Item 5: **Design Services Contract – RKM**

During the November 20, 2018, meeting, staff provided information on its request for qualifications for engineering design services and its determination of HDR as the top-ranked firm. Staff completed the negotiation of scope and budget for 2019 design services including water line and storm sewer replacement and will present an overview of the scope and budget at the meeting. Note that the proposed design fee is approximately \$528,000 and will be shared by Avon Lake Regional Water (~\$357,000) and the City of Avon Lake (~\$171,000).

The Principles that would help guide the Board are:

- ◆ Maintain existing assets, while investing in infrastructure that will take us into the future.
- ◆ Lead by influencing change that will leave a legacy for future generations.
- ◆ Exercise fiduciary responsibility.

Recommended Motion:

I move to authorize the CUE to approve the contract with HDR, for 2019 design services, for a not-to-exceed amount of \$527,443.60 and authorize the CUE up to a 10% contingency for out-of-scope items.

Item 6: Hiring Process – TAD

At the November 20, 2018 meeting, Members asked for clarification from the Law Director on whether the Board must move to approve hiring and/or promotions of budgeted, non-management positions. The Law Director provided the following information to the CUE:

The Board, by adopting a resolution, can grant you the authority to hire staff without the need for additional approval from the Board, provided:

1. The hiring does not violate any applicable provisions of your collective bargaining agreements;
2. The hiring complies with any applicable civil service requirements; and
3. The compensation for the position has been established by the Board and City Council (see Section 12 of the City's Charter).

Based upon this, staff recommends the Board approve the following motion:

Recommended Motion:

I move to authorize the CUE after following all requisite hiring requirements established through collective bargaining agreements, Civil Service, and the Avon Lake Charter to hire and promote budgeted, non-management positions by only providing the hiring or promotion as an information item to the Board prior to the start of the hire or promotion.

Item 7a1: Effluent Diversion – TAD

As a follow-up to the information presented at the last meeting, where our wastewater collection system modelers, Brown & Caldwell, indicated that diverting water reclamation facility effluent to the 108" storm sewer during rain events would help to reduce sanitary sewer overflows and basement backups, the CUE has worked with Ohio EPA regarding potential funding of that project. The CUE has been able to receive tentative approval for 0%-interest funding for the project, which could reduce the overall project cost by 20% with current interest rates. In order to qualify, the construction project must be awarded no later than June 2019. The CUE is working with outside counsel to draft the next letter to the Ohio EPA Twinsburg office in order to secure approval of the extended timeline for full Long-Term Control Plan compliance and will also work with our consultants to develop a scope and budget for the design of the diversion facilities.

Item 7a2: Project Updates – RKM

ETL-2 Emergency Repair: Work began on Monday November 26th preparing the site for the installation of the line-stops and emergency by-pass line. Work is progressing as anticipated and the temporary 30" by-pass line installation will begin the week of December 3rd.

45 Project: Lateral work continues on Tomahawk. The crew expects this work to finish by the end of December. Storm work continues on Lakewood. Once the crew finishes storm work, it will begin lateral work.

Elyria Interconnection Project: Work continues to progress on this project with various site work at West Ridge Rd. and Miller Rd. This should be substantially complete by the end of December. The only outstanding items that will need completed are site restoration, paving and building façade stone work, which will all take place in the spring when weather permits.

Item 7a3: Lateral Updates –RKM

As of Friday November 30, 2018:

- No inspections
 - Group A: 0
 - Group B & C: 45
- Work to complete
 - Group A: 140
 - Group B & C: 219

Item 7a4: 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 20, 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: Jeff Crawford (Cleveland Custom Homes), Mayor Zilka, CUE Danielson, CUO Munro, Engineering Services Manager Gaydar, Distribution and Collection Manager Kasten, Water Filtration Plant Manager Yuronich, and Community Outreach Specialist Arnold.

St. Jude Dream Home Sponsorship Opportunity

Chairman Dzwonczyk called the meeting to order at 6:00PM and invited Jeff Crawford to present information about the St. Jude Dream Home sponsorship opportunity. Mr. Crawford indicated that this will be the ninth Dream Home built in the greater Cleveland area and that each Dream Home raises up to \$2 million for St. Jude Children's Research Hospital because the foundation sells \$2 million in raffle tickets for the home and has a goal for the home to be constructed at a "Net Zero" cost. Due to the sponsorship by Fox 8, there is significant publicity about the home and the sponsors, which provides a great benefit to both St. Jude and Avon Lake. They are requesting Avon Lake Regional Water consider waiving the water and wastewater connection fees to help with the "Net Zero" goal.

Following Mr. Crawford's presentation, members asked a few questions of Mr. Crawford and indicated that they would further discuss the request and then act on it at either tonight's meeting or the next meeting.

2019 Draft Budgets

CUE Danielson presented the 11 draft budgets to members and specifically discussed the draft Water Fund budget. Members asked about some of the upcoming debt, which the CUE indicated he was considering working with the City to convert Bond Anticipation Notes into General Obligation Bonds with the City. Members indicated concern for that because they did not want to impact the City's borrowing ability or credit rating. The CUE indicated that he had be working in collaboration with the City's Finance Director on the potential offering but would present benefits and drawbacks about that approach before moving forward on the specific debt instrument.

Members also asked about a potential \$550,000 expenditure for water meters. The CUE indicated that the last water meter replacement finished around 10 years ago and batteries were beginning to fail. CUO Munro added that 2019 would be the first year of a five-year replacement program. There was detailed discussion about the potential costs and benefits of replacing the water meters, which ended with the Chairman indicating

that this was very interesting and requesting that staff provide more information about the meter replacement program at an upcoming work session.

Member Abram asked about bank fees and whether less expensive options had been identified. The CUE indicated that the Finance Director had stated that he would look at this as time permits.

The Chairman asked members to review the draft budgets and be prepared to act on the budgets at the next meeting. The CUE offered to respond to any member's questions about the budgets between tonight's meeting and the next meeting in order to reduce questions on December 4th.

Adjourn

With no other business before the Board, Mr. Dzwonczyk adjourned the work session at 6:34 PM.

Approved December 4, 2018

John Dzwonczyk, Chairman

Todd Danielson, Clerk

DRAFT

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

**AVON LAKE REGIONAL WATER
FUND 701 - WATER EXPENSES
DECEMBER 4,2018**

Vendor	Amount	Description	Account #
1 Water Employees	\$ 61,550.04	Salaries - Payroll Post	701.180.000-51102
2 Water Employees	\$ 2,482.79	Part Time Wages - Payroll Post	701.180.000-51105
3 Water Employees	\$ 1,940.45	Overtime Wages Plant - Payroll Post	701.180.000-51106.101
4 Water Employees	\$ 1,793.49	Overtime Wages Distribution/Collection - Payroll Post	701.180.000-51106.102
5 Water Employees	\$ 1,002.56	Overtime Wages Administration - Payroll Post	701.180.000-51106.103
6 Water Employees	\$ 276.75	Overtime Wages Construction - Payroll Post	701.180.000-51106.104
7 Water Employees	\$ 467.98	Overtime Wages Office - Payroll Post	701.180.000-51106.105
8 Water Employees	\$ 1,018.70	Hospitalization - MMO Claim Adjustments Week Ending 11/16/2018	701.180.000-52203
9 Water Employees	\$ 146.60	Hospitalization - HRA Payment Week Ending 11/16/2018	701.180.000-52203
10 Water Employees	\$ 1,072.20	Hospitalization - Payroll Post Bi-Weekly 2201824	701.180.000-52203
11 Medical Mutual	\$ 29,257.36	Medical/Prescription Insurance-Dec	701.180.000-52203
12 Medical Mutual	\$ 1,717.05	Dental/Vision Insurance-Dec	701.180.000-52203
13 Lincoln National Life Insurance Co	\$ 330.96	Group Life Insurance-December	701.180.000-52204
14 Cintas Corporation	\$ 107.09	Employee Uniform Rental Oct 2018 - RK	701.180.000-52226
15 Robert J Lulfs	\$ 20.00	2 Employee Meal Allowances - RR	701.180.000-52227
16 Leslie Ester	\$ 10.00	1 Employee Meal Allowance - RR	701.180.000-52227
17 Gregory J Mosher	\$ 10.00	1 Employee Meal Allowance - RR	701.180.000-52227
18 Leslie Ester	\$ 56.04	Reimbursement for Op Certification 11/15/18 - GY	701.180.000-53500
19 Huntington National Bank	\$ 1,688.51	Charges on Mastercard 09/18 - TAD	701.180.000-53500
20 Huntington National Bank	\$ 238.16	Charges on Mastercard 10/18 - GY	701.180.000-53500
21 Huntington National Bank	\$ 103.25	Charges on Mastercard 10/18 - RK	701.180.000-53500
22 Fedex Corp	\$ 64.89	Shipping Charges 11/14/18 - RR	701.180.000-53602
23 Mail Finance Inc	\$ 243.16	Quarterly Postage Meter Charges 12/11/18-3/10/19 - RKM	701.180.000-53602
24 Avon Lake Printing	\$ 72.50	Misc Forms and Envelopes 11/13/18 - TAD	701.180.000-53602
25 Avon Lake Printing	\$ 27.25	Misc Forms and Envelopes 11/7/18 - TAD	701.180.000-53602
26 Fuelman	\$ 738.80	Fuel for Vehicles 11/5/18-11/18/18 - RKM	701.180.000-53604
27 Great Lakes Petroleum Co	\$ 1,139.42	Diesel Fuel 11/14/18 - RK	701.180.000-53604
28 APO Pumps and Compressors LLC	\$ 1,994.06	Equipment Maintenance 11/12/18 - GY	701.180.000-53607
29 Sal Chemical Company	\$ 9,270.12	Operating Supplies 11/12/18 - GY	701.180.000-53611
30 Chemtrade	\$ 3,330.07	Operating Supplies - Alum 11/05/18 - GY	701.180.000-53611
31 Allied Power Equipment	\$ 35.73	Maintenance Supplies 10/31/18 - RK	701.180.000-53612
32 Autobody Products, Inc	\$ 77.20	Maintenance Supplies 11/02/18 - RK	701.180.000-53612
33 ABC Equipment Rental & Sales Corp	\$ 6.49	Maintenance Supplies 11/12/18 - RK	701.180.000-53612.001
34 ABC Equipment Rental & Sales Corp	\$ 3.20	Maintenance Supplies 11/12/18 - RK	701.180.000-53612.001
35 Grainger	\$ 166.06	Maintenance Supplies 11/12/18 - GY	701.180.000-53612.001
36 Lakeshore Tool & Equipment LTE Inc	\$ 7.48	Maintenance Supplies 11/12/18 - RK	701.180.000-53612.001
37 Roberts Surveying Supplies Inc.	\$ 210.63	Maintenance Supplies 10/24/18 - JG	701.180.000-53612.001
38 Roberts Surveying Supplies Inc.	\$ 24.00	Maintenance Supplies 10/31/18 - JG	701.180.000-53612.001
39 Roberts Surveying Supplies Inc.	\$ 144.00	Maintenance Supplies 10/26/18 - JG	701.180.000-53612.001
40 Lowe's	\$ 495.62	Maintenance Supplies 11/13/18 - RKM	701.180.000-53612.001
41 Grainger	\$ 2.00	Maintenance Supplies 11/14/18 - GY	701.180.000-53612.001
42 Grainger	\$ 36.57	Maintenance Supplies 11/14/18 - GY	701.180.000-53612.001
43 Kinzua Environmental Inc.	\$ 165.50	Maintenance Supplies 11/09/18 - GY	701.180.000-53612.001
44 Huntington National Bank	\$ 177.72	Charges on Mastercard 09/18 - TAD	701.180.000-53612.001
45 Huntington National Bank	\$ 764.82	Charges on Mastercard 10/18 - GY	701.180.000-53612.001
46 Parker Supply LLC	\$ 172.30	Maintenance Supplies 11/14/18 - GY	701.180.000-53612.001
47 Parker Supply LLC	\$ 263.09	Maintenance Supplies 11/13/18 - GY	701.180.000-53612.001
48 Roberts Surveying Supplies Inc.	\$ 165.00	Maintenance Supplies 11/12/18 - JG	701.180.000-53612.001
49 Roberts Surveying Supplies Inc.	\$ 130.00	Maintenance Supplies 11/20/18 - JG	701.180.000-53612.001
50 Rock Pile Inc	\$ 240.00	Yard Repair Materials 11/15/18 - RK	701.180.000-53612.002
51 Harold Archer & Sons, Inc.	\$ 681.99	Stone - 11/10/18 - RK	701.180.000-53612.002

52	Westview Concrete Corporation	\$	885.00	Concrete repairs @ Jaycox & Redwood 11/7/18 - RK	701.180.000-53612.004
53	Alloway Corp	\$	390.00	Lab Analysis 10/31/18 - GY	701.180.000-53613
54	Hach Company	\$	502.20	Lab Supplies 11/13/18 - GY	701.180.000-53613
55	SOS Integration Services Corp	\$	900.00	On Site Services 11/08/18 - GY	701.180.000-53701
56	Area Temps	\$	1,200.00	Temporary Office Help for week ending 11/11/18 - RKM	701.180.000-53701.002
57	Railroad Management Company IV LLC	\$	514.54	License Fees - Railroad Right of Way - RKM	701.180.000-53701.002
58	Huntington National Bank	\$	175.00	Charges on Mastercard 09/18 - TAD	701.180.000-53701.002
59	Huntington National Bank	\$	78.50	Charges on Mastercard 10/18 - JG	701.180.000-53701.002
60	Huntington National Bank	\$	93.24	Charges on Mastercard 10/18 -TAD	701.180.000-53701.002
61	Huntington National Bank	\$	55.00	Charges on Mastercard 10/18 - RK	701.180.000-53701.002
62	Huntington National Bank	\$	42.73	Charges on Mastercard 10/18 - RKM	701.180.000-53701.002
63	Columbia Gas	\$	812.67	gas svc @ WFP 10/17/18-11/15/18 - GY	701.180.000-53702.001
64	Columbia Gas	\$	197.78	gas svc @ WFP Garage 10/17/18-11/15/18 - GY	701.180.000-53702.002
65	Columbia Gas	\$	44.82	gas svc @ WFP Aux 10/17/18-11/15/18 - GY	701.180.000-53702.002
66	Illuminating Company	\$	512.24	elec svc @ 201 Miller Rd 10/11/18-11/08/18 - RKM	701.180.000-53703.002
67	Illuminating Company	\$	540.68	elec svc @ 33385 Lake SIP PS 10/10/18-11/07/18 - GY	701.180.000-53703.002
68	Illuminating Company	\$	808.44	elec svc @ 33660 Walker 10/11/18-11/10/18 - GY	701.180.000-53703.002
69	Illuminating Company	\$	6,460.94	elec svc @33385 Lake - SIP Bldg 10/10/18-11/7/18 - GY	701.180.000-53703.002
70	Spectrum Business	\$	135.00	Internet/Phone Service 11/14/18-12/13/18 - RKM	701.180.000-53705
71	Mike Bass Ford, Inc.	\$	851.52	Truck Repairs 11/16/18 - RK	701.180.000-53707
72	Fisher Auto Parts, Inc	\$	39.41	Misc Truck Parts 11/16/18 - RK	701.180.000-53707
73	Fisher Auto Parts, Inc	\$	69.92	Misc Truck Parts 11/19/18 - RK	701.180.000-53707
74	Fisher Auto Parts, Inc	\$	2.54	Misc Truck Parts 11/19/18 - RK	701.180.000-53707
75	Treasurer, State of Ohio	\$	271.25	Elevator Certification 11/02/18 - GY	701.180.000-53708
76	Maximum Elevator & Safety Test	\$	549.00	Annual Elevator Test 11/07/18 - GY	701.180.000-53708
77	Hubert's Landscaping Co., Inc.	\$	101.50	Sprinkler Turn Off 2018	701.180.000-53708
78	Burgess & Niple Limited Inc.	\$	5,838.00	Prof svc @ West Ridge Emergency Interconnection 11/12/18 - RKM	701.180.000-53806
79	Cheryl Arnold	\$	16.72	Reimbursement for Mileage 11/21/18 - RR	701.180.000-53901
80	Cheryl Arnold	\$	11.98	Reimbursement for Mileage 11/21/18 - RR	701.180.000-53901
81	Bank Fees	\$	2.54	October 2018 U.S. Bank Analysis Service Charge	701.180.000-53907.001
		\$	148,242.81		

**AVON LAKE REGIONAL WATER
FUND 721 - SEWER EXPENSES
DECEMBER 4, 2018**

Vendor	Amount	Description	Account #
1 Wastewater Employees	\$ 60,830.14	Salaries - Payroll Post	721.190.000-51102
2 Wastewater Employees	\$ 4,699.02	Part Time Wages - Payroll Post	721.190.000-51105
3 Wastewater Employees	\$ 2,977.04	Overtime Wages Plant - Payroll Post	721.190.000-51106.101
4 Wastewater Employees	\$ 547.05	Overtime Wages Distribution/Collection - Payroll Post	721.190.000-51106.102
5 Wastewater Employees	\$ 1,105.67	Overtime Wages Administration - Payroll Post	721.190.000-51106.103
6 Wastewater Employees	\$ 534.76	Overtime Wages Construction - Payroll Post	721.190.000-51106.104
7 Wastewater Employees	\$ 155.99	Overtime Wages Office - Payroll Post	721.190.000-51106.105
8 Wastewater Employees	\$ 2,916.55	Hospitalization - MMO Claim Adjustments Week Ending 11/16/2018	721.190.000-52203
9 Wastewater Employees	\$ 990.47	Hospitalization - HRA Payment Week Ending 11/16/2018	721.190.000-52203
10 Wastewater Employees	\$ 17.46	Hospitalization - HRA Claim Adjustments Week Ending 11/16/2018	721.190.000-52203
11 Wastewater Employees	\$ 1,072.20	Hospitalization - Payroll Post Bi-Weekly 2201824	721.190.000-52203
12 Medical Mutual	\$ 18,467.00	Medical/Prescription Insurance-December	721.190.000-52203
13 Medical Mutual	\$ 1,158.27	Dental/Vision Insurance-December	721.190.000-52203
14 Lincoln National Life Insurance Co	\$ 234.43	Life Insurance-December	721.190.000-52204
15 Cintas Corporation	\$ 107.09	Employee Uniform Rental Oct 2018 - RK	721.190.000-52226
16 William H Fischer	\$ 10.00	1 Employee Meal Allowance - RR	721.190.000-52227
17 Joshua D Spinks	\$ 20.00	2 Employee Meal Allowances - RR	721.190.000-52227
18 Huntington National Bank	\$ 290.00	Charges on Mastercard 10/18 - RE	721.190.000-53500
19 Walters Environmental Consulting Inc.	\$ 390.00	Training Classes 11/7/18 - SB	721.190.000-53500
20 Huntington National Bank	\$ 163.44	Charges on Mastercard 09/18 - TAD	721.190.000-53500
21 Huntington National Bank	\$ 103.24	Charges on Mastercard 10/18 - RK	721.190.000-53500
22 Huntington National Bank	\$ 80.64	Charges on Mastercard 10/18 - SB	721.190.000-53500
23 Fedex Corp	\$ 154.82	Shipping Charges 11/14/18 - RR	721.190.000-53602
24 Mail Finance Inc	\$ 243.16	Quarterly Postage Meter Charges 12/11/18-3/10/19 - RKM	721.190.000-53602
25 Avon Lake Printing	\$ 72.50	Misc Forms and Envelopes 11/13/18 - TAD	721.190.000-53602
26 Avon Lake Printing	\$ 27.25	Misc Forms and Envelopes 11/7/18 - TAD	721.190.000-53602
27 Fuelman	\$ 738.80	Fuel for Vehicles 11/5/18-11/18/18 - RKM	721.190.000-53604
28 Great Lakes Petroleum Co	\$ 1,139.42	Diesel Fuel 11/14/18 - RK	721.190.000-53604
29 Polydyne, Inc	\$ 7,712.82	Operating Supplies - Polymer 11/02/18 - SB	721.190.000-53611
30 Huntington National Bank	\$ 83.16	Charges on Mastercard 10/18 - RE	721.190.000-53612
31 Allied Power Equipment	\$ 35.73	Maintenance Supplies 10/31/18 - RK	721.190.000-53612
32 Autobody Products, Inc	\$ 77.20	Maintenance Supplies 11/02/18 - RK	721.190.000-53612
33 ABC Equipment Rental & Sales Corp	\$ 6.49	Maintenance Supplies 11/12/18 - RK	721.190.000-53612.001
34 ABC Equipment Rental & Sales Corp	\$ 3.20	Maintenance Supplies 11/12/18 - RK	721.190.000-53612.001
35 Lakeshore Tool & Equipment LTE Inc	\$ 7.47	Maintenance Supplies 11/12/18 - RK	721.190.000-53612.001
36 Huntington National Bank	\$ 102.01	Charges on Mastercard 10/18 - RE	721.190.000-53612.001
37 Lowe's	\$ 882.65	Maintenance Supplies 11/13/18 -RKM	721.190.000-53612.001
38 Goldstar Products, Inc	\$ 4,562.10	Maintenance Supplies 10/26/18 - SB	721.190.000-53612.001
39 Roberts Surveying Supplies Inc.	\$ 210.62	Maintenance Supplies 10/24/18 - JG	721.190.000-53612.001
40 Roberts Surveying Supplies Inc.	\$ 24.00	Maintenance Supplies 10/31/18 - JG	721.190.000-53612.001
41 Roberts Surveying Supplies Inc.	\$ 144.00	Maintenance Supplies 10/26/18 - JG	721.190.000-53612.001
42 United Laboratories Inc.	\$ 508.94	Maintenance Supplies - 11/2/18 - SB	721.190.000-53612.001
43 Huntington National Bank	\$ 314.49	Charges on Mastercard 10/18 - SB	721.190.000-53612.001
44 Active Plumbing Supplies	\$ 137.49	Maintenance Supplies 11/18/18 - RK	721.190.000-53612.001
45 Roberts Surveying Supplies Inc.	\$ 165.00	Maintenance Supplies 11/12/18 - JG	721.190.000-53612.001
46 Roberts Surveying Supplies Inc.	\$ 130.00	Maintenance Supplies 11/20/18 - JG	721.190.000-53612.001
47 United Laboratories Inc.	\$ 18.90	Maintenance Supplies 11/15/18 - SB	721.190.000-53612.001
48 Harold Archer & Sons, Inc.	\$ 681.99	Stone - 11/10/18 - RK	721.190.000-53612.002
49 Jones & Henry Laboratories Inc.	\$ 1,726.00	Mercury/Lab Testing 10/09/18 - SB	721.190.000-53613
50 Hach Company	\$ 654.08	Lab Supplies 11/15/18 - SB	721.190.000-53613

51	Huntington National Bank	\$	51.06	Charges on Mastercard 10/18 - SB	721.190.000-53701.002
52	Huntington National Bank	\$	42.73	Charges on Mastercard 10/18 - RKM	721.190.000-53701.002
53	Huntington National Bank	\$	55.00	Charges on Mastercard 10/18 - RK	721.190.000-53701.002
54	Huntington National Bank	\$	175.00	Charges on Mastercard 09/18 - TAD	721.190.000-53701.002
55	Huntington National Bank	\$	78.50	Charges on Mastercard 10/18 - JG	721.190.000-53701.002
56	Huntington National Bank	\$	93.23	Charges on Mastercard 10/18 - TAD	721.190.000-53701.002
57	Columbia Gas	\$	371.15	gas svc @ 33675 Durrell - WPCC Oct 2018 - SB	721.190.000-53702.001
58	Columbia Gas	\$	28.06	gas svc @ 32789 Lake - Center Rd PS 10/17/18-11/15/18 - RK	721.190.000-53702.003
59	Illuminating Company	\$	10,044.68	elec svc @ Waterbury Ave 10/09/18-11/06/18 - SB	721.190.000-53703.001
60	Illuminating Company	\$	3,877.01	elec svc @ 32789 Lake Rd - RK	721.190.000-53703.003
61	Illuminating Company	\$	64.36	elec svc @ 810 Avon Belden Rd Sewer 11/9/18	721.190.000-53703.004
62	Spectrum Business	\$	134.99	Internet/Phone Service 11/14/18-12/13/18 - RKM	721.190.000-53705
63	Mike Bass Ford, Inc.	\$	851.53	Truck Repairs 11/16/18 - RK	721.190.000-53707
64	Fisher Auto Parts, Inc	\$	39.42	Misc Truck Parts 11/16/18 - RK	721.190.000-53707
65	Fisher Auto Parts, Inc	\$	69.92	Misc Truck Parts 11/19/18 - RK	721.190.000-53707
66	Fisher Auto Parts, Inc	\$	2.54	Misc Truck Parts 11/19/18 - RK	721.190.000-53707
67	Hubert's Landscaping Co., Inc.	\$	101.50	Sprinkler Turn Off 2018	721.190.000-53708
68	Quasar Energy Group	\$	6,781.00	Engineering/Project Costs - Monofil Site - SB	721.190.000-53806
69	Bank Fees	\$	2.53	October 2018 U.S. Bank Analysis Service Charge	721.190.000-53907.001
70	Norman Law	\$	350.00	Opinion Letter - Curtis Rehab Project - 5/31/18 - TAD	721.190.000-53907.002
		\$	<u>140,648.96</u>		

**AVON LAKE REGIONAL WATER
FUND 703 - ETL1 EXPENSES
DECEMBER 4, 2018**

	Vendor	Amount	Description	Account #
1	Kendera Enterprises Inc.	\$ 813.75	Water line repair work 11/12/18 - RK	703.180.000-53612.002
2	Avon Lake Regional Water	\$ 2,394.48	Operator Charges ETL1 11/15/18 - RKM	703.180.000-53701.002
3	Illuminating Company	\$ 8,929.75	elec svc @ 800 Moore Rd 10/11/18-11/08/18 - RKM	703.180.000-53703.003
		<u>\$ 12,137.98</u>		

**AVON LAKE REGIONAL WATER
FUND 762 - ETL2 EXPENSES
DECEMBER 4, 2018**

Vendor	Amount	Description	Account #
1 Kendera Enterprises Inc.	\$ 813.75	Water line repair work 11/12/18 - RK	762.180.000-53612.002
2 Cutting Edge Landscape Development Inc	\$ 135.00	Lawn Svc @ Island Water Tanks 11/19/18 - RKM	762.180.000-53701
3 Huntington National Bank	\$ 2,731.25	Charges on Mastercard 10/18 - JG	762.180.000-53701
4 Work Zone Video	\$ 636.00	Race Rd Video - ETL2 - JG	762.180.000-53701
5 Avon Lake Regional Water	\$ 4,771.09	Operator Charges ETL2 11/15/18 - RKM	762.180.000-53701.002
6 Illuminating Company	\$ 3,012.19	elec svc @ 800 Moore Rd Rear 10/11/18-11/8/18 - RKM	762.180.000-53703.004
7 Illuminating Company	\$ 74.94	elec svc @ Detroit Rd 10/12/18-11/08/18 - RKM	762.180.000-53703.004
8 Avon Lake Regional Water	\$ 277,046.13	Water Used from ETL2 10/31/18 - RKM	762.180.000-53704
	<u>\$ 289,220.35</u>		

**AVON LAKE REGIONAL WATER
FUND 749 - LORCO EXPENSES
DECEMBER 4, 2018**

Vendor	Amount	Description	Account #
1 Covalen Inc.	\$ 752.44	Grinder Pumps & Repair Parts 11/15/18 - RKM	749.190.000-53612.002
2 Illuminating Company	\$ 64.36	elec svc @ 33678 Walker 10/11/18-11/10/18 - RKM	749.190.000-53703.002
3 Lorain Medina Rural Electric Corp	\$ 20.88	elec svc @ 12601 Cowley Rd 09/23/18-10/23/18 - RKM	749.190.000-53703.003
4 Lorain Medina Rural Electric Corp	\$ 123.99	elec svc @ Banks Rd PS 09/23/18-10/23/18 - RKM	749.190.000-53703.003
5 Lorain Medina Rural Electric Corp	\$ 138.81	elec svc @ Slife Rd PS 09/23/18-10/23/18 - RKM	749.190.000-53703.003
6 Lorain Medina Rural Electric Corp	\$ 133.68	elec svc @ Indian Hollow Rd 09/23/18-10/23/18 - RKM	749.190.000-53703.003
7 Lorain Medina Rural Electric Corp	\$ 42.93	elec svc @ 36879 Capel Rd 09/23/18-10/23/18 - RKM	749.190.000-53703.003
8 Lorain Medina Rural Electric Corp	\$ 58.30	elec svc @ Durkee (South) 09/23/18-10/23/18 - RKM	749.190.000-53703.003
9 Lorain Medina Rural Electric Corp	\$ 154.20	elec svc @ Durkee (North) 09/23/18-10/23/18 - RKM	749.190.000-53703.003
10 Rural Lorain County Water Authority	\$ 52.76	Water used @ LORCO 10/2/18-11/1/18 - RKM	749.190.000-53754
11 Rural Lorain County Water Authority	\$ 87.01	Water used @ LORCO 10/2/18-11/1/18 - RKM	749.190.000-53754
12 LORCO	\$ 1,613.62	Reimburse billing payments to LORCO2 from LORCO1 (Oct 18) - RKM	749.190.000-53901
	\$ 3,242.98		

ACTION ITEMS FROM BOARD MEETINGS

DATE	CATEGORY*	TOPIC	SOLUTION	STATUS
6/5/2018	Misc.	Members asked what majority is needed to rescind legislation.		Open
11/20/2018	Strat. Plan	The Chairman asks for examination of the feasibility of a relief sewer on Electric Blvd. v. Lake Road for offline storage.	Staff is evaluating whether this request would be part of the Brown & Caldwell work or separate.	Answer
11/20/2018	Financial	The Board seeks an explanation for the Arthur J. Gallagher Risk Management Services, Inc. expenditure.	Arthur J. Gallagher Risk Management Services is the company that provides property insurance for the overall City. The total annual premium is \$134,402. That premium is then paid proportionally by many different parts of the City based upon the value of the buildings/equipment for which each part of the City is responsible.	Answer
11/20/2018	Financial	What is the advantage of the Combined General Obligation Bonds?	CUE spoke with the Finance Director to request attendance at the January 15, 2019 work session to provide more information.	Answer
11/20/2018	Financial	The Board seeks an explanation on the method for approaching insurance and similar shared expenses with the City of Avon Lake.	In providing more information on the Arthur J. Gallagher Risk Management Services, the CUE learned that one check is sent to the insurance company; and, through accounting, each Fund has a certain percentage of responsibility.	Answer
11/20/2018	Personnel	The Board seeks clarification from the Law Director on if the Board needs to formally approve hiring of new employees.	Per the Law Director: The Board, by adopting a resolution, can grant the CUE the authority to hire staff without the need for additional approval from the Board, provided: (1) the hiring does not violate any applicable provisions of the collective bargaining agreements; (2) the hiring complies with any applicable civil service requirements; and (3) the compensation for the position has been established by the Board and City Council (Section 12 of the City's Charter)	Answer

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

ACTION ITEMS FROM BOARD MEETINGS

DATE	CATEGORY*	TOPIC	SOLUTION	STATUS
11/20/2018	Misc.	What is the sponsorship amount for the 2019 St. Jude Dream Home in Avon Lake?	The 2018 tap fees for water and wastewater services is \$5,363. The 2019 tap fee will increase based on the Cleveland Construction Index, which will be released the second week of January.	Answer
11/20/2018	Strat. Plan	The Board requests a presentation/information session on smart water meters.	Staff will present smart water meter information to the Board during the January 15, 2019 Work Session.	Answer
11/6/2018	Misc.	Chairman asked if the reconfiguration of the WWTP outfall can be used for minimizing dredging at the boat ramp.	Staff will reach out to Brown & Caldwell to discuss feasibility.	Answer
11/6/2018	Financial	Chairman would like the CUE to meet with Mr. Bennet regarding the feasibility of connecting HOA Legacy to Avon Lake Regional Water.	CUE is working with Mr. Bennet and investigating further.	Answer
11/6/2018	Financial	Prepare graphic presentation of LORCO financial obligations to Avon Lake Regional Water.	CUE asked Mr. Toy to prepare this request for the next LORCO update to the Board.	Answer
11/6/2018	Financial	City Property on Lake Road.	The outfall is now a stormwater outfall, which is under Public Work's jurisdiction.	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
5/1/2018	Financial	Bank fees – CUE to talk to Mr. Presley.	CUE continues to follow up with Mr. Presley.	Answer
11/6/2018	Lateral Project	Chairman would like us to meet with Heczeko to determine issue/remedy.	CUO discussed the outstanding issue with Heczeko. He explained the inspection process and gathered suggestions. Both parties feel the issue is resolved.	Closed
6/5/2018	Financial	CUE to calculate Kopf interest.	CUE addressing with Calfee assistance.	Closed

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

