

Board of Municipal Utilities  
**Meeting Minutes**  
**December 15, 2020**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

The meeting was called to order at 6:30 PM. As allowed by the Ohio Legislature during the Governor’s declared emergency, the meeting was held using web-based video conferencing technology and streamed live over Facebook.

Present: Mr. Abram, Mr. Dzwonczyk, Mr. Phillips, Mr. Rush, and Mrs. Schnabel (arrived partway through the Executive Session).

Also present: Acting CUE Munro, Technical Support Specialist Collins, Community Outreach Specialist Arnold, Mayor Zilka, and Councilman Mark Spaetzel.

***Approve Minutes***

Chairman Dzwonczyk presented the Minutes of the December 1, 2020 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 December 15, 2020, for funds and amounts as follows, Mr. Abram moved, Mr. Rush seconded, to approve the expenditures of December 15, 2020:

Water Fund 701	\$	379,312.64
Wastewater Fund 721	\$	286,886.18
MOR Fund 703	\$	228,155.01
MOR Fund 762	\$	374,989.15
West Ridge Interconnect Fund 702	\$	232.67
LORCO Fund 749	\$	12,039.63

Ayes (per roll-call vote): Abram, Dzwonczyk, Phillips, and Rush.

Nays: None

Motion carried.

***2021 Budgets***

The Acting CUE informed the Board that staff has prepared balanced budgets for the Board to review and for their consideration. He added that based on comments received from Board members adjustments were made to certain funds. He said that staff recommends the approval of the budgets as presented to the Board.

Mr. Rush moved, and Mr. Phillips seconded, to approve the following budgets for 2021:

<i>Fund 701 Water</i>	
<i>Personnel</i>	\$3,417,970
<i>Other</i>	\$8,595,476
<i>Fund 704 Water Construction</i>	\$770,000
<i>Fund 706 Water Debt Service</i>	\$3,905,933
<i>Fund 721 Wastewater</i>	
<i>Personnel</i>	\$2,672,683
<i>Other</i>	\$5,307,224
<i>Fund 724 Wastewater Construction</i>	\$0.00
<i>Fund 725 Trunk Sanitary Sewer</i>	\$332,732
<i>Fund 727 Wastewater Debt Service</i>	\$4,537,958
<i>Fund 765 Lateral Loan</i>	\$0.00
<i>Fund 702 West Ridge Interconnect</i>	\$290,733
<i>Fund 703 ETL1 MOR</i>	\$3,256,334
<i>Fund 762 ETL2 MOR</i>	\$4,701,554
<i>Fund 749 LORCO</i>	
<i>Personnel</i>	\$50,000
<i>Other</i>	\$2,172,100

Ayes (per roll-call vote): Abram, Dzwonczyk, Phillips, and Rush.

Nays: None

Motion carried.

### **2021 Water & Sewer Rates**

The Acting CUE stated that in December 2018, the Board moved to increase both water and wastewater rates. He said that due to expense management success in 2020, staff is pleased to recommend to the Board that neither water nor sewer rates will need to be raised in 2021. The Chairman stated that this was excellent news for ratepayers during this difficult economic time. The Chairman asked that a flyer be made to explain how to calculate one's own bill, since the Muni-link software vendor has been unable to provide it on the bill after asking for almost one year. Community Outreach Specialist Arnold promised that it would be included in the next bill.

Mr. Abram moved, and Mr. Phillips seconded to set water rates for bills issued after July 1, 2021, as follows:

	<b>Usage</b>	<b>Current</b>	<b>7/1/2021</b>
	Minimum Service Fee	\$4.25	\$4.25
Tier 1	First 50,000 gal	\$2.08	\$2.08
Tier 2	Next 200,000 gal	\$1.71	\$1.71
Tier 3	Over 250,000 gal	\$1.42	\$1.42

Note: The first 2,000 gallons of usage is included in the Minimum Service Fee.

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

Mr. Rush moved, and Mr. Phillips seconded, to set sewer rates for bills issued after July 1, 2021 as follows:

<b>Usage</b>	<b>Current</b>	<b>7/1/2021</b>
Minimum Service Fee	\$23.00	\$23.00
Rate Per 1,000 gal	\$7.30	\$7.30

Note: The first 2,000 gallons of usage is included in the Minimum Service Fee.

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

### ***Water Filtration Plant Operator***

The Acting CUE said that staff would like to recognize Mr. Dan Malz as the new Plant Operator at the Water Filtration Plant. He said that a team interviewed five candidates from the approved Civil Service list in November and unanimously selected Mr. Malz to fill the open position. The Acting CUE added that Mr. Malz successfully passed the drug screening, background check, and physical, and he is scheduled to begin employment as a Plant Operator, Step 5 on December 28, 2020.

### ***Project Updates***

*Redundancy & Future Capacity Project:* The Acting CUE informed the Board that HDR continues to work on finalizing the study and report for this project. Currently work is being finished on the hydraulic model for the Avon Lake distribution system and the Eastern Transmission Lines (ETL). Estimated engineering design costs were included in the 2021 proposed budgets.

*Orthophosphate Point of Application:* The Acting CUE said that staff is working through the contracting process with Underground Utilities, Inc. The costs for this project are included in the Water Construction budget for 2021.

### ***CUO Reports & Action Items***

The Acting CUE informed the Board that on Monday, December 14, City Council passed the union agreement. He said that the Agreement is for 2.5 years and is retroactive to July 1, 2020. The agreement will expire on December 31, 2022. He noted a few highlights regarding the agreement including a 0.50% increase from July to December of 2020, 0.75% increase from January to December of 2021, and a 1.00% increase from January to December of 2022. He added that there were a few modest stipend increases for staff as well. The Acting CUE thanked the bargaining unit for their willingness to work with management during the difficult economic climate. He also said HR Director Siwierka and Law Director Ebert were very helpful during the

bargaining process. Mr. Rush said that during the HR Committee there were many compliments from the committee for Mr. Munro for his help and explanation of the contract.

Technical Support Specialist Collins updated the Board with a Lateral Loan Program Report. This report informed the Board on the amount loaned to residents to complete their lateral separation, how many loans remain outstanding, and the amount owed to Avon Lake Regional Water. Mr. Collins stated that over the course of the program 400 loans were advanced to residents of Avon Lake, and he added that 56 residents have completed paid off their loan. He said that the \$1,417,946 was loaned to customers with over \$507,000 paid back to the Utility. Mr. Phillips asked how many loans were delinquent. Mr. Collins said he did not have that information, but he would provide that to Mr. Phillips. Mr. Munro said that he is aware of only one loan that is delinquent, and that the Law Director is assisting Avon Lake Regional Water with that matter.

### ***Member Reports***

None.

### ***Miscellaneous***

None.

### ***Public Speakers***

Mayor Zilka and Councilman Spaetzel wished everyone a Merry Christmas and a happy holiday.

### ***Executive Session***

Mr. Rush moved, and Mr. Abram seconded, to meet in executive session as allowed by ORC 121.22 G (1) to discuss personnel and include the Acting CUE, Community Outreach Specialist, and Technical Support Specialist.

Ayes (per roll-call vote): Abram, Dzwonczyk, Phillips, and Rush.

Nays: None

Motion carried.

The Board resumed the regular meeting at 7:40 PM.

### ***Adjourn***

As there was no further business, Mr. Abram moved to adjourn, and Mrs. Schnabel seconded. The meeting adjourned at 7:41 PM.

Ayes (per voice vote): Abram, Dzwonczyk, Phillips, Rush, and Schnabel.

Nays: None

Motion carried.

Approved \_\_\_\_\_ 2020.

John Dzwonczyk, Chairman

Rob Munro, Clerk