

Board of Municipal Utilities  
**Regular Meeting Minutes**  
**December 19, 2017**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

The meeting was called to order at 7:00 PM immediately following the evening's work session.

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

Excused: Mr. Phillips

Also present: CUE Danielson, WPCC Manager Baytos, Community Outreach Specialist Arnold, Cynthia Farch, Mayor Zilka, Public Works Director Reitz, and Kathryn Crestani.

***Approve Minutes***

Chairman Dzwonczyk presented the minutes of the December 5, 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.

***Expenditures***

Following review of expenses dated December 19, 2017, for funds and amounts as follows, Mr. Rickey moved, Mrs. Schnabel seconded, that all be approved and paid per budget:

Water Fund 701	\$	666,267.29
Wastewater Fund 721	\$	594,234.07
MOR Fund 703	\$	153,780.04
MOR Fund 762	\$	318,041.00
LORCO Fund 749	\$	856,444.33
Lateral Loan Fund 765	\$	28,810.00
Waterworks Construction Fund 704	\$	543,859.78
Wastewater Construction Fund 724	\$	493,072.05

Ayes: Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

## ***Reports/Updates***

In relation to the Board's wastewater rates discussion during the meeting's preceding work session, CUE Danielson reported that the recently published 2016 Water/Wastewater Rate Study showed Avon Lake Regional Water's average rates significantly lower than the state of Ohio's averages. In comparison, Avon Lake Regional Water's average annual 2016 water bill was \$165 versus the state's \$628 average bill, and wastewater bills respectively compared at \$421 versus \$661, for a difference of \$703 overall.

The following reports and updates were made by copy of the meeting's write-up and discussed as noted:

### *Lake Road Closure*

New storm and sanitary sewers are being installed on Lake Road between the two ends of North Point Drive as part of the 45 Area Combined Sewer Separation. In preparation for the 60-day road closure, a meeting of Avon Lake Regional Water staff, the contractor and City departments was held to discuss project logistics, detours and alternate routes, and customer/general public notifications. The closure is intended to begin January 15 or 22, 2018, and will be confirmed closer to the intended start. Public Works Director Reitz noted as an aside that the light at Lear Road and the railroad tracks will be made operational on December 26, 2017.

### *Outreach to Homeowners*

Staff is beginning to phone homeowners who have not responded to communications regarding their required sewer separation nor scheduled their free lateral inspection. Residents with the 2018 deadline are being targeted first, and those with 2019 deadlines will then be called.

### *Communications*

- *The Press* is running an article on the new water tower this week and is considering an article in early January regarding Avon Lake Regional Water's efforts to prevent repeats to the icing events.
- A postcard is being prepared for mailing to the Fairfield-Brookfield project area residents thanking them for their patience and cooperation during that project.

### *Project Updates*

- *Water Tower:* The tower is operational with punchlist, cell conduit, and some internal work currently being completed.
- *ETL2 Pumps:* Both pumps are in service and running.
- *Wastewater Plant:* Primary Tank 1 is near completion, and the last two final tanks' equipment has been demolished. The structural steel is in place for the presses, and installation is expected beginning January 8.
- *Elyria Interconnection:* The Assistant Law Director is working with the Engineering Services Manager to provide the survey information necessary for the lot split to finalize the parcel purchase. The design is being finalized and is scheduled to bid in the February/March timeframe. Mr. Rush questioned Council's involvement with the process. The CUE reviewed and a brief discussion was had regarding the loan and Ordinance requirements and timing.

### *Lateral Updates*

Sewer lateral separation and loan program numbers were updated by this meeting's write-up. Chairman Dzwonczyk expressed concern regarding the 236 residents reported still in non-compliance, and Community Outreach Specialist Arnold reported that other notification options are being considered in addition to the current letters, phone calls, door-hangers, newspaper and website articles, and e-mails.

### *CUE Report and Action Items*

The CUE is currently working on the 2018-2019 wastewater rates. During the holidays, the CUE will meet with the incoming HR Committee Chair to discuss updates to the non-bargaining wage ranges and new (Pretreatment Technician and Customer Service Representative) and updated (Chief Lab Analyst and Lab Analyst) job descriptions. Loan applications for the Elyria Interconnection and the Curtis Sewer Rehabilitation are also being prepared, and longer term items include identifying a facilitator for an upcoming Work Session to establish consensus on future organizational structure.

### *Chairman/Committee/Member Reports*

Mr. Rush presented his Certification of Election.

### **Public Speakers**

Mayor Zilka congratulated the Board on the OEPA's recognition of the Lateral Loan Program in their December newsletter and thanked Board Member Rickey for his commitment to public service during his tenure on the Board.

### **Organizational Meeting**

Section 49 of the City Charter requires that the Board meet in December following member elections in order to organize. Per that requirement, 2018-2019 appointments were made provisionally as follows with the understanding that the positions be confirmed when the Board's new member is seated in January:

Mr. Rush moved, Mrs. Schnabel seconded, that Mr. Dzwonczyk serve as Chairman beginning January 1, 2018.

Ayes: Dzwonczyk, Rush, Schnabel (Mr. Rickey abstained due to his term ending December 31, 2017.)

Nays: None

Motion carried.

Mr. Dzwonczyk moved, Mrs. Schnabel seconded, that Mr. Rush serve as Acting Chairman in the Chairman's absence beginning January 1, 2018.

Ayes: Dzwonczyk, Rush, Schnabel (Mr. Rickey abstained due to his term ending December 31, 2017.)

Nays: None

Motion carried.

Mrs. Schnabel moved, Mr. Rush seconded, that Todd Danielson be appointed Clerk of the Board for the next two years without compensation.

Ayes: Dzwonczyk, Rush, Schnabel (Mr. Rickey abstained due to his term ending December 31, 2017.)

Nays: None

Motion carried.

Mrs. Schnabel moved, Mr. Dzwonczyk seconded, that in the event of the CUE's absence, the CUO or the Wastewater Manager be appointed Acting Clerk of the Board for the next two years without compensation.

Ayes: Dzwonczyk, Rush, Schnabel (Mr. Rickey abstained due to his term ending December 31, 2017.)

Nays: None

Motion carried.

Mr. Rush moved, Mrs. Schnabel seconded, that Rick Eberle's appointment as Chief of Utility Operations be extended until December 31, 2018.

Ayes: Dzwonczyk, Rush, Schnabel (Mr. Rickey abstained due to his term ending December 31, 2017.)

Nays: None

Motion carried.

Mrs. Schnabel moved, Mr. Rush seconded, that the Board of Municipal Utilities maintain their regular meeting nights as the first and third Tuesdays every month at 6:30 PM (or immediately after the Work Session) for 2018 and 2019 and that all meetings be held at the Avon lake Regional Water Office at 201 Miller Road, Avon Lake, unless otherwise noted. Mrs. Schnabel moved further, and Mr. Rush seconded, that the Board continue its tradition of forgoing the second meeting in July and the first meeting in August for a summer recess, and that the Board reschedule the January 1, 2019 meeting to January 2, 2019.

Ayes: Dzwonczyk, Rush, Schnabel (Mr. Rickey abstained due to his term ending December 31, 2017.)

Nays: None

Motion carried.

Mr. Dzwonczyk moved, Mr. Rush seconded, that the Board of Municipal utilities hold its work sessions prior to its regular meeting on the third Tuesday every month and, as needed, prior to the first Tuesday, and begin at 6:00 PM for 2018 and 2019 and that all meetings be held at the Avon lake Regional Water Office at 201 Miller Road, Avon Lake, unless otherwise noted.

Ayes: Dzwonczyk, Rush, Schnabel (Mr. Rickey abstained due to his term ending December 31, 2017.)

Nays: None

Motion carried.

### ***Executive Session***

Mr. Rush moved, Mrs. Schnabel seconded, to meet in Executive Session at 7:45 PM as allowed by ORC 121.22 to discuss legal matters and to include the CUE and Community Outreach Specialist, and that Mayor Zilka be included for the first portion and excused for the second.

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

Nays: None

Motion carried.

The Board reconvened at 9:00 PM.

***Adjourn***

As there was no further business, Mr. Rickey moved, Mrs. Schnabel seconded, that the meeting adjourn at 9:01 PM.

Ayes: Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Approved January 2, 2018

John Dzwonczyk, Chairman

Todd A. Danielson, Clerk