

Avon Lake Board of Municipal Utilities

WORK SESSION

AGENDA

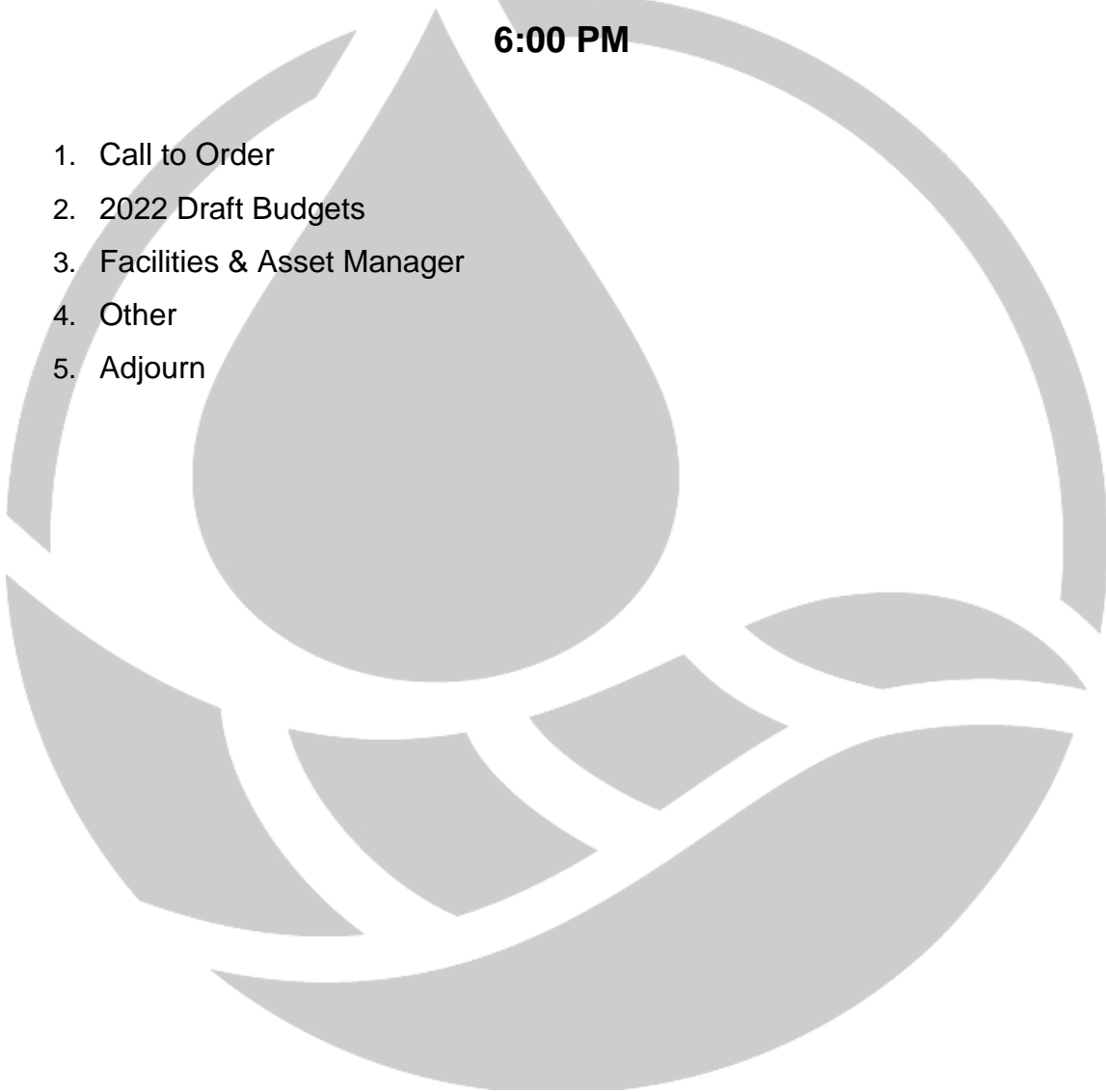
For

Tuesday

November 16, 2021

6:00 PM

1. Call to Order
2. 2022 Draft Budgets
3. Facilities & Asset Manager
4. Other
5. Adjourn



Avon Lake Regional Water
MEMORANDUM

To: **Board of Municipal Utilities**
From: **Rob Munro – CUE**
Subject: **Agenda Items – November 16, 2021**
Date: **November 12, 2021**

Item 1: **Call to Order**

Item 2: **2022 Draft Budgets – RKM**

The CUE will present the draft 2022 budgets to the Board.

Item 3: **Facilities & Asset Manager – RKM**

The draft Facilities & Asset Manager job description is provided for the Board's review.

Item 4: **Other**

Item 5: **Adjourn**

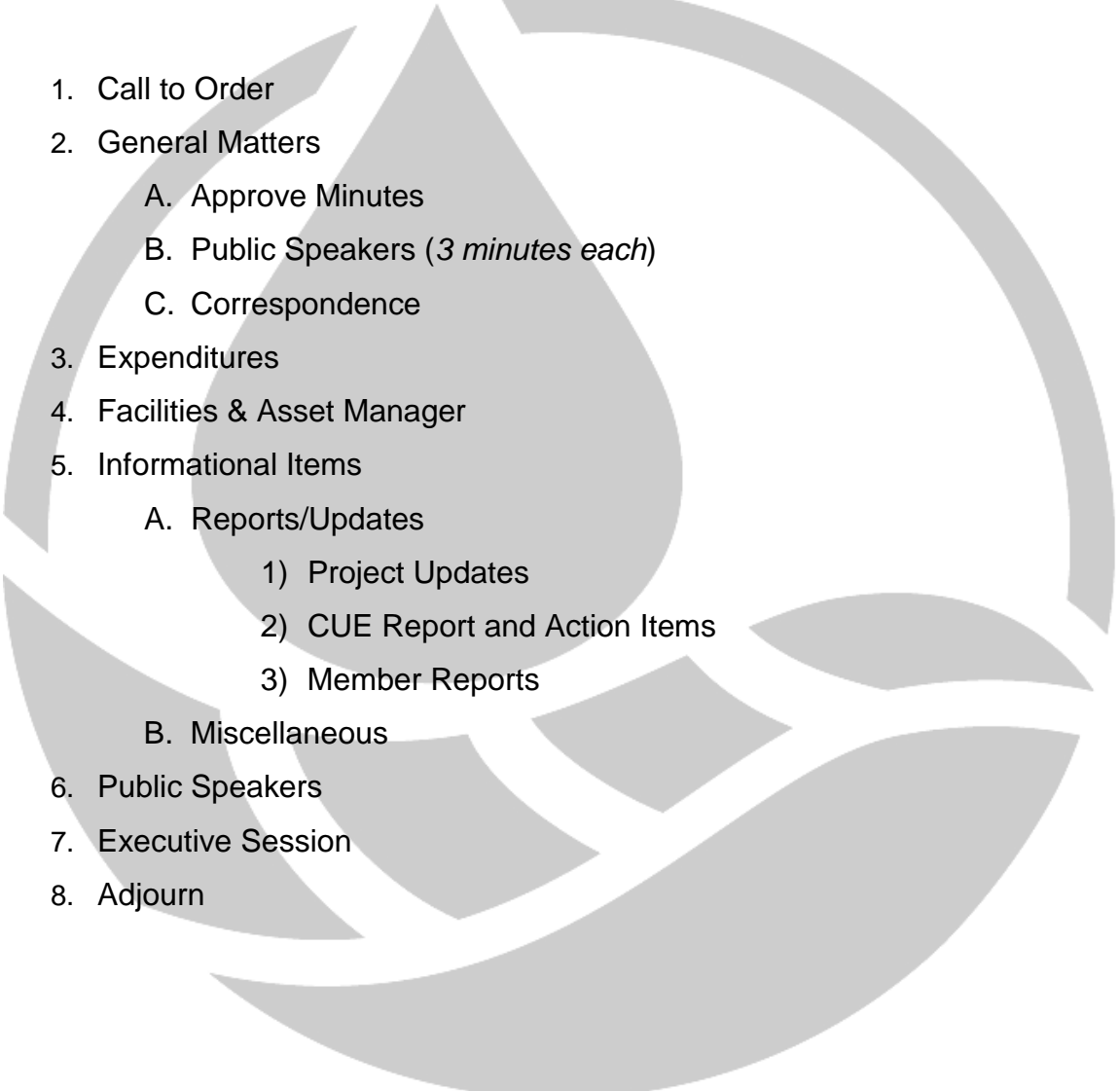
AGENDA

For

Tuesday

November 16, 2021

Immediately Following the Work Session

- 
1. Call to Order
 2. General Matters
 - A. Approve Minutes
 - B. Public Speakers (*3 minutes each*)
 - C. Correspondence
 3. Expenditures
 4. Facilities & Asset Manager
 5. Informational Items
 - A. Reports/Updates
 - 1) Project Updates
 - 2) CUE Report and Action Items
 - 3) Member Reports
 - B. Miscellaneous
 6. Public Speakers
 7. Executive Session
 8. Adjourn

Avon Lake Regional Water
MEMORANDUM

To: **Board of Municipal Utilities**
From: **Rob Munro**
Subject: **Agenda Items – November 16, 2021**
Date: **November 12, 2021**

- Item 1: **Call to Order**
- Item 2A: **Approve Minutes**
- Item 2B: **Public Speakers**
- Item 2C: **Correspondence**
- Item 3: **Expenditures**
- Item 4: **Facilities & Asset Manager – RKM**

The Facilities & Asset Manager job description and salary range was discussed during the Work Session. This new job description is re-casting the Distribution & Collection Manager job responsibilities with additional duties. This position is an un-classified hourly management position. The proposed salary range of this position is the same as the Distribution & Collection Manager position. Staff is recommending the approval of this job description and the proposed salary range.

Recommended Motion:

I move to approve the Facilities & Asset Manager job description and set the salary range at \$35.49 - \$52.88 per hour.

- Item 5A1: **Project Updates – RKM**

Orthophosphate Point of Application: Staff is pleased to report that the new orthophosphate point of application is operating as intended. Turbidity readings have remained consistent for the past month and they have not experienced the spiking issues as before. This project is now closed.

WFP & ETL Design Services: Staff met with three different PVC pipe manufacturers regarding the pipe that would be used for the ETL's. The CUE met with Law Director Ebert and an attorney from Seeley, Savidge, Ebert, & Gourash specializing in easements and real estate to discuss obtaining easements for the new ETL proposed alignment. They will provide an estimated budget for the CUE to review before proceeding.

Spieth Road Water Tank Mixers: Staff held a pre-construction meeting with Practical Inspections, LLC on November 12th to discuss the project details. A Notice to Proceed has been issued and staff is awaiting a construction schedule.

Item 5A2: CUE Report and Action Items – RKM

Action Items are as presented with the write-up.

Item 5A3: Member Reports

Item 5B: Miscellaneous

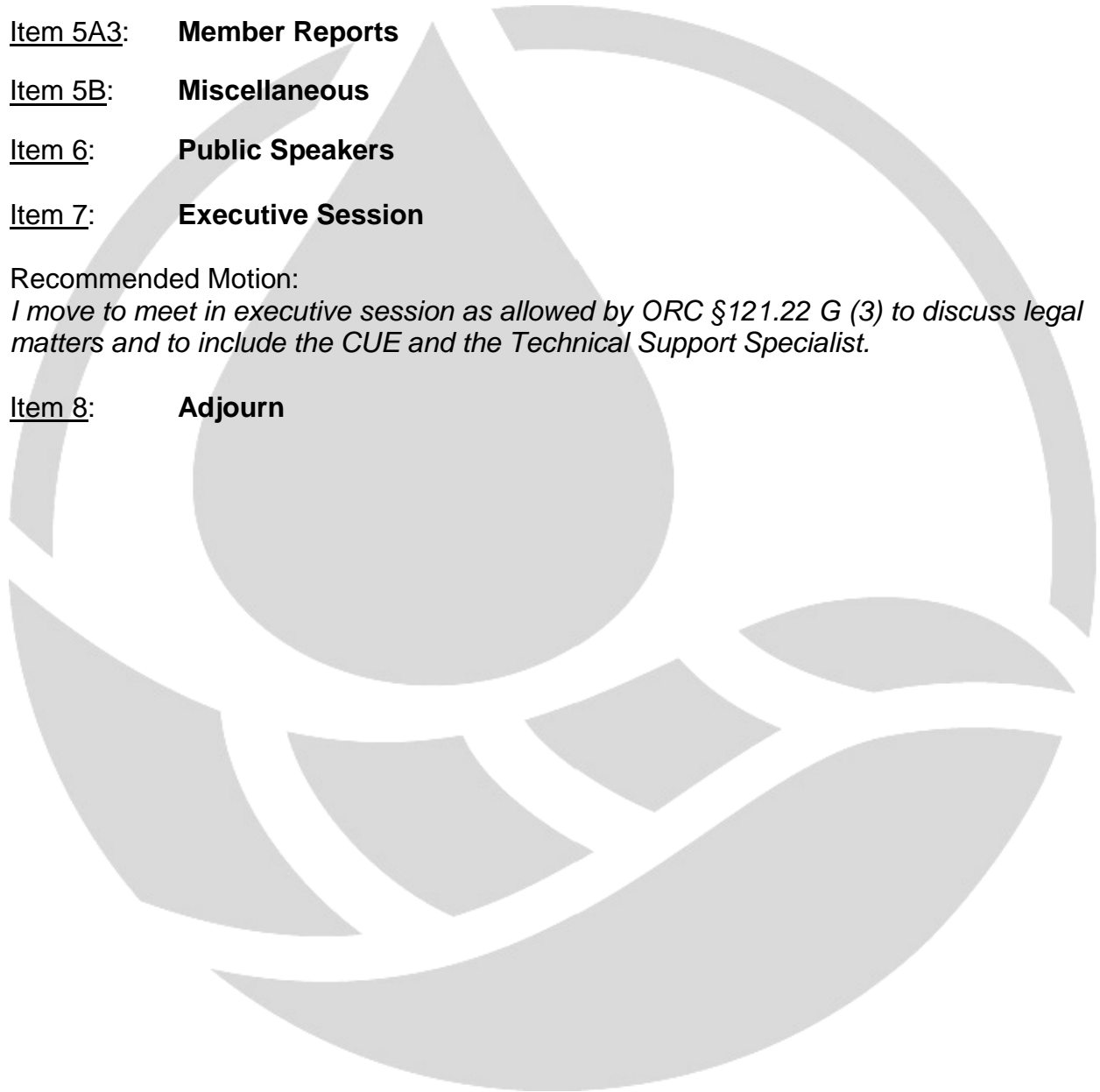
Item 6: Public Speakers

Item 7: Executive Session

Recommended Motion:

I move to meet in executive session as allowed by ORC §121.22 G (3) to discuss legal matters and to include the CUE and the Technical Support Specialist.

Item 8: Adjourn



Board of Municipal Utilities
Work Session Minutes
November 2, 2021
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 6:05 PM. The meeting was held using web-based video conferencing technology.

Present: Mr. Dzwonczyk, Mr. Abram, and Mr. Rush (arrived partway through).

Excused: Mr. Phillips and Mrs. Schnabel.

Also present: CUE Munro, Technical Support Specialist Collins, Water Filtration Plant Manager Yuronich, Chief Lab Analyst Woods, and representatives from Raftelis, Mr. Joe Crea and Mr. Steven McDonald.

Rate Study and System Valuation

Mr. Munro introduced Mr. Joe Crea of Raftelis to the Board. The Board and Mr. Crea discussed the history Avon Lake Regional Water, and what the ultimate goal of the Rate Study and Asset Valuation project was. Mr. Crea said that water and sewer rates have been outpacing inflation for twenty years, and a rate study will help the Board with raising rates, lowering rates, or keeping rates the same. Mr. Crea introduced Mr. Steven McDonald as the Chief Economist at Raftelis, and the head of the Asset Valuation Study. He outlined the progress he has made on evaluating the utility. He said he will be following a similar timeline as the Rate Study and will be completing the valuation by sometime in January. The Board asked how the utility will be valued. Mr. McDonald said he will be looking at the property, assets on the property, appurtenances, and all intangible assets like licenses and agreements. He added that he will be using three different methods to value the utility.

The Board asked about increased prices and rising water rates throughout the country. Mr. Crea said that water has been going up by over 5% a year on average. He stated that most utilities are getting older and need to replace their pipes and assets and this is adding to the overall cost. He also said that chemical prices are increasing, along with energy. Mr. Crea said that once the Raftelis study is completed, the Board will be provided with Financial Policies and Goals, a Financial Plan, Cost of Service & Rate Design, and a Final Rate of Adoption. The Board expressed their interest in keeping the rates low, and they said that the rates have not been raised in two years. Mr. Crea said the rate model provided will be for 25 years, and will help guide the Board in making their rate decisions. Mr. Crea said that ALRW is running very well financially, and that is due to the operations and decision making by the Board. He said there is a large amount in cash reserves and debt coverage, which benefits the overall health of the utility. The Board thanked Mr. Crea and Mr. McDonald and said they look forward to the final report on the Rate Study and Asset Valuation Study.

Adjourn

As there was no further business, Mr. Abram moved to adjourn, and the Mr. Rush seconded. The meeting adjourned at 6:56 PM.

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

Nays: None

Motion carried.

Approved _____ 2021.

John Dzwonczyk, Chairman

Robert Munro, Clerk

DRAFT

Board of Municipal Utilities
Meeting Minutes
November 2, 2021
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 7:02 PM following the scheduled Work Session. The meeting was held using web-based video conferencing technology and streamed live over Facebook.

Present: Mr. Abram, Mr. Dzwonczyk, and Mr. Rush.

Excused: Mr. Phillips and Mrs. Schnabel.

Also present: CUE Munro, Technical Support Specialist Collins, and Water Filtration Plant Manager Yuronich.

Approve Minutes

Chairman Dzwonczyk presented the Minutes of the October 19, 2021 work session meeting. With no changes, additions or corrections noted, he ordered that the minutes stand and be distributed as presented.

Chairman Dzwonczyk presented the Minutes of the October 19, 2021 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 date November 2, 2021, for funds and amounts as follows, Mr. Abram moved, Mr. Rush seconded, to approve the expenditures of November 2, 2021:

Water Fund 701	\$	520,947.11
Wastewater Fund 721	\$	153,663.61
MOR Fund 703	\$	50,605.67
MOR Fund 762	\$	144,236.09
West Ridge Interconnect Fund 702	\$	129.21
LORCO Fund 749	\$	2,577.19

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

Nays: None

Motion carried.

Spieth Road Water Tank Mixer Project

Mr. Munro informed the Board that included in the 2021 ETL2 Fund 762 budget was the purchase and installation of mixers and other maintenance work at the Spieth Road Water Tank. He said the mixers will be installed to help with water quality and water age, exterior pressure washing, and repair/maintenance as needed was included in the scope of work. He said bids were opened on October 11th with three bidders on the project, and after reviewing the bids staff is recommending the award of the project to Practical Inspections, LLC from Oak Harbor, Ohio for the amount of \$193,180. Mr. Munro added that the bid price was below the engineer's estimate of \$214,407. The Chairman asked if this will be paid with money from the consortium. Mr. Munro said that it will be paid with consortium money, and the percentage that ratepayers of Avon Lake will be paying is minimal.

The Chairman asked Mr. Yuronich to explain water age in the system. Mr. Yuronich said that as the water ages the chlorine residual can increase. One issue that can occur in the system, is that as the water ages there is a disinfectant byproduct that occurs. He said that the organization tries to keep the water age to minimum, because the less time chlorine can interact with the water the less chance of a disinfectant byproduct. That is why water is raised and lowered in the water towers and tanks to help reduce the age of the water.

Mr. Yuronich said that installing the tank mixers would mean staff will not need to vary the water tanks and will allow the tanks to serve as more of a flow through. He said as the water comes in, it will mix, and then go out. It provides flexibility because instead of refilling the water towers throughout the night, staff can maintain more of a constant level. He said with demand increasing or decreasing, less water will need to be pumped through the ETL. Mr. Yuronich said this will help save on energy with less starting and stopping of the pumps. The Chairman asked if this will help provide more of a reserve in the event of an outage. Mr. Yuronich confirmed that would be the case. The Chairman said this is a very good deal for the ratepayers.

Mr. Rush moved, and the Chairman seconded, to award the Spieth Road Water Tank Mixer project to Practical Inspections, LLC for the amount of \$193,180 and authorize the CUE up to a 5% contingency for out-of-scope items.

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

Nays: None

Motion carried.

Sodium Hypochlorite System Design

Mr. Munro explained to the Board the current issues associated with the chlorine gas disinfectant used at the Water Filtration Plant. He stated that during the October 19th Work Session, HDR presented their recommendation to the Board for replacing the chlorine gas system at the Water Filtration Plant. He said that after the discussion during the previous work session, and reviewing the scope of services, staff has recommended the approval of Amendment #3 for the design services of a bulk sodium hypochlorite disinfection system. Mr. Munro added that the services also include the design of an on-site sodium hypochlorite generation system that may be constructed at a future date.

Mr. Rush asked if by changing from one disinfectant to another the disinfectant byproduct would change as well. Mr. Yuronich said that there wouldn't be a significant change in the disinfectant byproduct. He said the amount of byproduct would be moderately better, and he confirmed that

sodium hypochlorite was the product used most often around the country. The Chairman asked if this would be in the budget for the next year, and if the Board would see that over the next few meetings. Mr. Munro confirmed that that is correct, and design services will be included in the budget for next year. He said that the anticipated design will be completed in April 2022, and once the design is completed the project will go out to bid. He added that ALRW has been very successful with low and zero-interest rate funding, and there would not be any real impact on the debt service for some time before the loan needed to be paid back.

Mr. Rushed moved, and Mr. Abram to authorize the CUE to execute Amendment #3 for the Redundancy & Future Capacity Plan for the amount of \$273,783.

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

Nays: None

Motion carried.

Annual Step Increases

Mr. Munro presented to the Board that due to the Ordinance, annual step increases due April 1st must be approved by the preceding December. He said that based on the recommendations of their supervisors, the following employees will receive their annual step increases due April 1st, 2022:

Rudy Ackerman – Line Maintenance Operator – Step 4

Heather Barnes – Customer Service Representative – Step 4

Tim Bradley – Line Maintenance Man – Step 4

George Caruso – Underground Asset Locator – Step 7

Michael Clough – Water Reclamation Facility Operator – Step 5

Greg Kushner – Water Filtration Plant Operator – Step 5

Vince Petrucci – Maintenance II – Step 4

Rebecca Robertson – Customer Service Representative – Step 5

Project Updates

WFP & ETL Design Services: Mr. Munro said staff has a scheduled project update meeting with HDR on November 3rd. Staff will also be meeting with two of the national PVC large diameter pipe manufacturers. He said with the execution of Amendment #3 HDR will begin the design work for the new sodium hypochlorite disinfection system.

Mr. Munro said obtaining easements is a priority for the ETL work and the he is discussing this topic with Law Director Ebert to determine the best path forward for the process. The Chairman asked if there are services that will do the easement work. Mr. Munro said that there are services, and historically ALRW used a service on the ETLs, but the owner has retired. He said Mr. Ebert does have an attorney at his firm who specializes in real estate and easements and Mr. Munro will be meeting him for the easement process.

CUE Reports & Action Items

Mr. Munro said the upcoming Annual Consortium meeting will be taking place on November 18th for the members of ETL1 and ETL2. That meeting will be held at Rural Lorain County Water Authority's administration building. The 2022 Budgets will be discussed, and the funding for construction on the ETL projects. He said he did speak with Department Environmental Finance Agency (DEFA) and OWDA about the ETL project, and because the project will benefit

many municipalities that this is a great candidate for a zero-interest loan. He said the nomination period takes place in February, and he has already begun compiling documents to submit those when the nomination period opens.

Mr. Munro said there were significant rain events that took place at the end of last week. He said Avon Lake received a decent amount of rain, and the flow diversion structure at the Water Reclamation Facility operated flawlessly. There were no overflows and the treatment plant was able to handle the increased flow. He said thank you to Mr. Ryan Hill and his staff at the Water Reclamation Facility. The Chairman said these are some of the dividends from the sewer separations that took place over the past few years.

Member Reports

The Chairman reported that he had a new portrait done by Thomas & Thomas in Avon Lake. The Chairman also said he and Mr. Munro met with the attorneys at Mansour Gavin, LLP to go over some topics that would be discussed during the executive session.

The Chairman said there was a meeting with Raftelis during the Work Session, and so far their findings have been favorable for the operations and financial situation of Avon Lake Regional Water. He said their final report should be completed in about sixty days. Mr. Munro confirmed that they are expecting to have their results by the end of the year or the beginning of New Year. The Chairman said these results will be helpful for the Board for financial forecasting and preparing for potential expenditures and projects in the future.

Mr. Abram said that sometime after the first of the year, he would like to arrange a Work Session with Engie Resources so they could assist the Board in how to help save money on electricity. Mr. Munro said that he would suggest Brakey Energy to come in and assist the Board since they are ALRW's energy consultant. He said that Engie Resources is the current supplier, and staff is shopping around for other suppliers. Mr. Munro said that because of the aggressive nature of energy savings from Avon Lake Regional Water, this has helped save the ratepayers tens of thousands of dollars. The Chairman said that Brakey Energy can always meet with the Board over Zoom.

Miscellaneous

None.

Public Speakers

None.

Executive Session

Mr. Rush moved, and Mr. Abram seconded, to meet in executive session as allowed by ORC §121.22 G (3) to discuss legal matters and to include the CUE and Technical Support Specialist.

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

Nays: None

Motion carried.

The regular session reconvened at 8:27 PM.

Mansour Gavin Legal Fees Budget

The Chairman moved, and Mr. Rush seconded, to approve a budget extension up to and not to exceed \$190,000.00 for legal fees in the legal matter of the Aquamarine sewer fee dispute payable to Mansour Gavin, LPA as services demand.

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

Nays: None

Motion carried.

Adjourn

As there was no further business, Mr. Abram moved to adjourn, and Mr. Rush seconded. The meeting adjourned at 8:28 PM.

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

Nays: None

Motion carried.

Approved _____ 2021.

John Dzwonczyk, Chairman

Robert Munro, Clerk



**AVON LAKE REGIONAL WATER
FUND 701 - WATER
OCTOBER 28 - NOVEMBER 10, 2021
NOVEMBER 16, 2021**

Vendor	Amount	Description	G/L Account	G/L Sum	YTD Transactions	Budget	% of Budget Remaining
1 Water Employees	\$ 63,150.94	Salaries PR Post BW 2202122	51102	\$ 63,150.94	\$ 1,289,981.25	\$ 1,989,813.00	35.17%
2 Water Employees	\$ 1,427.84	Part Time Wages PR Post BW 2202122	51105	\$ 1,427.84	\$ 37,815.10	\$ 102,510.00	63.11%
3 Water Employees	\$ 1,563.91	Overtime Wages Plant PR Post BW 2202122	51106.101				
4 Water Employees	\$ 307.14	Overtime Wages Dist/Col PR Post BW 2202122	51106.102				
5 Water Employees	\$ 480.39	Overtime Wages Admin PR Post BW 2202122	51106.103				
6 Water Employees	\$ 105.04	Overtime Wages Construction PR Post BW 2202122	51106.104				
7 Water Employees	\$ 421.87	Overtime Wages Office PR Post BW 2202122	51106.105	\$ 2,878.35	\$ 72,867.67	\$ 125,730.00	42.04%
8 Water Employees	\$ 1,099.16	HRA Payment Week Ending October 29, 2021	52203				
9 Water Employees	\$ 212.35	MMO Payment Week Ending November 25 2021	52203				
10 Water Employees	\$ 121.16	HRA payment Week Ending November 5, 2021	52203	\$ 1,432.67	\$ 373,639.58	\$ 624,708.00	40.19%
11 OPERS	\$ 9,444.08	OPERS - EMPLOYEE - OPERS Pension - Employee Share*	52209	\$ 9,444.08	\$ 224,070.74	\$ 296,176.00	24.35%
12 Internal Revenue Service	\$ 941.16	Medicare - FEDERAL - Federal Taxes*	52212	\$ 941.16	\$ 21,254.18	\$ 32,162.00	33.92%
13 ABC Equipment Rental & Sales Corp	\$ 59.00	Clothing - Jacket (R. Liepold) 11/5/21 - GY	52226	\$ 59.00	\$ 7,807.17	\$ 10,000.00	21.93%
14 Health Express Urgent Care	\$ 115.00	Physical & Drug Screen - S. Woods 11/2/21 - RKM	53206	\$ 115.00	\$ 729.00	\$ 1,500.00	51.40%
15 Link Computer Corporation	\$ 2,430.23	Muni-Link Billing - November 2021 - RKM 1/3	53602	\$ 2,430.23	\$ 55,851.45	\$ 63,250.00	11.70%
16 Petrochoice, LLC Corp	\$ 1,927.80	Mobil Oil @ WFP 11/1/21 - GY	53604	\$ 1,927.80	\$ 13,761.11	\$ 22,500.00	38.84%
17 USALCO, LLC Inc.	\$ 4,160.60	Op Spl - Alum 10/18/21 - GY	53611				
18 USALCO, LLC Inc.	\$ 4,080.00	Op Spl - Alum 10/21/21 - GY	53611				
19 Municipipay Fees	\$ 953.41	Utilities October 2021 Monthly Merchant Bank Fees 1/2	53611				
20 USALCO, LLC Inc.	\$ 4,203.65	Op Spl - Alum 10/28/21 - GY	53611				
21 Bonded Chemicals Inc	\$ 6,200.00	Op Spl - Sodium Silicofluoride 10/29/21 - GY	53611	\$ 19,597.66	\$ 597,399.00	\$ 794,800.00	24.84%
22 Cleveland Hermetic & Supply	\$ 23.32	Mnt Spl - Fluke for LORCO, Screwdriver, Crimping Tool - RKM 1/3	53612				
23 USA Bluebook	\$ 40.19	Mnt Spl - Sample Vial @ WFP 10/20/21 - GY	53612.001				
24 Grainger	\$ 24.96	Mnt Spl - Hex Head Plugs 10/28/21 - GY	53612.001				
25 Grainger	\$ 11.40	Mnt Spl - Reflectors, Rectangular (6) 10/28/21 - GY	53612.001				
26 Grainger	\$ 109.14	Mnt Spl - Pleated Air Filter 10/25/21 - GY	53612.001				
27 Grainger	\$ 78.28	Mnt Spl - Hex Head Plugs 10/26/21 - GY	53612.001				
28 Grainger	\$ 27.96	Mnt Spl - Electrical Tape 10/26/21 - GY	53612.001				
29 Grainger	\$ 153.10	Mnt Spl - Valve Rebuild Kit 10/26/21 - GY	53612.001				
30 Grainger	\$ 109.14	Mnt Spl - Pleated Air Filter 10/22/21 - GY	53612.001				
31 Zoro Tools Inc	\$ 97.15	Mnt Spl - Full Brim Hard Hats (10) 10/4/21 - RKM 1/2	53612.001				
32 Zoro Tools Inc	\$ 119.52	Mnt Spl - Alkaline Lantern Batteries (32) 10/5/21 - RKM 1/2	53612.001				
33 Zoro Tools Inc	\$ 220.68	Mnt Spl - Vented Bump Caps (24) 10/19/21 - RKM 1/2	53612.001				
34 Zoro Tools Inc	\$ 120.60	Mnt Spl - Rainbibs (5) 10/21/21 - RKM 1/2	53612.001				
35 Zoro Tools Inc	\$ (512.71)	Credit - Returned Impact Wrench 6/10/21 - RKM 1/2	53612.001				
36 Trico Oxygen Company Inc.	\$ 48.95	Mnt Gases @ 201 Miller 10/29/21 - RKM 1/2	53612.001				
37 Grainger	\$ 303.10	Mnt Spl - Coat Racks (5) 11/4/21 - GY	53612.001				
38 Grainger	\$ 151.86	Mnt Spl - Battery Charger 11/2/21 - GY	53612.001				
39 USA Bluebook	\$ 435.98	Mnt Spl - Replacement Wiper for Cleaning Unit 11/3/21 - GY	53612.001				
40 Zoro Tools Inc	\$ 153.72	Mnt Spl - Drum Fan Motors (2) 10/27/21 - RKM 1/2	53612.001				
41 Trico Oxygen Company Inc.	\$ 36.30	Mnt Gases @ WFP 10/29/21 - GY 1/2	53612.001				
42 Indy Equipment and Supply LLC	\$ 40.83	Mnt Spl - Expansion Foam, Spray Adhesive, Shovel 11/2/21 - RKM 1/2	53612.001				
43 Grainger	\$ 621.70	Mnt Spl - Drill Bits, Combo Wrenches, Cord Reels 10/28/21 - GY	53612.001				
44 Grainger	\$ 369.34	Mnt Spl - Hose Clamps 10/29/21 - GY	53612.001				
45 Grainger	\$ 203.97	Mnt Spl - Dry Erase Board, Hose Clamps 10/29/21 - GY	53612.001				
46 Grainger	\$ 345.29	Mnt Spl - Sump Pump 11/3/21 - GY	53612.001				
47 Grainger	\$ 166.13	Mnt Spl - Foam Conduit Pistons 11/3/21 - GY	53612.001				
48 Core & Main LP	\$ 544.30	Mnt Spl - Couplings, Plugs, Valve Box Risers 10/25/21 - RKM	53612.002				
49 Core & Main LP	\$ 470.00	Mnt Spl - Flange 10/25/21 - RKM	53612.002				
50 Core & Main LP	\$ 209.10	Mnt Spl - Valve Box Risers (6) 10/25/21 - RKM	53612.002				
51 Core & Main LP	\$ 96.00	Mnt Spl - 6", 8", & 12" Inlet Flange Gaskets (4 ea.) - RKM	53612.002				
52 Core & Main LP	\$ 229.28	Mnt Spl - Coupling, Plug, Pipe 10/29/21 - RKM 1/2	53612.002				
53 Core & Main LP	\$ 259.00	Mnt Spl - Flange 10/29/21 - RKM 1/2	53612.002				
54 Westview Concrete Corporation	\$ 614.30	Concrete Repair Spl @ 763 Lear 10/22/21 - RKM	53612.004				
55 Harold Archer & Sons, Inc.	\$ 529.67	Mnt Spl - Stone for Repairs 10/20/21 - RKM	53612.004				
56 Kurtz Bros., Inc.	\$ 13.87	Mnt Spl - Straw for Lawn Repairs 10/24/21 - RKM 1/2	53612.004				

Vendor	Amount	Description	G/L Account	G/L Sum	YTD Transactions	Budget	% of Budget Remaining
57 Rock Pile Inc	\$ 440.00	Mnt Spl - Top Soil 10/31/21 - RKM	53612.004	\$ 6,905.42	\$ 253,360.08	\$ 312,000.00	18.79%
58 Badger Meter Inc.	\$ 9.79	Beacon Cellular LTE - October 2021 - RKM	53612.005	\$ 9.79	\$ 116,502.85	\$ 115,500.00	-0.87%
59 Trico Oxygen Company Inc.	\$ 27.65	Mnt Gases @ WFP 10/29/21 - GY 2/2	53613				
60 Hach Company	\$ 116.62	Lab Spl @ WFP 11/2/21 - GY	53613				
61 Culligan of Northeast Ohio Corp	\$ 64.00	DI Rental and Supplies 10/31/21 - GY 1/2	53613				
62 Hach Company	\$ 2,809.03	Lab Spl @ WFP 10/25/21 - GY	53613				
63 Alloway Corp	\$ 710.00	Lab Analysis @ WFP 10/31/21 - GY	53613	\$ 3,727.30	\$ 81,525.30	\$ 89,600.00	9.01%
64 ComDoc, Inc.	\$ 109.18	Cnt Svc - Xerox Copier Metering 11/1/21 - RKM 1/2	53701				
65 Brakey Energy, Inc.	\$ 1,010.00	Mo. Fee for Energy Mgmt - October 2021 - DWC 1/2	53701.002	\$ 1,119.18	\$ 221,855.09	\$ 325,000.00	31.74%
66 Columbia Gas	\$ 187.06	gas svc @ 33370 Lake Rd - WFP 9/16/21-10/15/21 - DWC	53702.001				
67 Columbia Gas	\$ 36.65	gas svc @ 33370 Lake Rd - WFP Lab 9/16/21-10/15/21 - DWC	53702.002				
68 Columbia Gas	\$ 62.61	gas svc @ 33370 Lake Rd - WFP Aux 9/16/21-10/15/21 - DWC	53702.002				
69 Columbia Gas	\$ 57.15	gas svc @ 33370 Lake Rd - WFP Garage 9/16/21-10/15/21 - DWC	53702.002				
70 Columbia Gas	\$ 197.05	gas svc @ 201 Miller Rd 9/24/21-10/25/21 - DWC	53702.002	\$ 540.52	\$ 17,226.89	\$ 25,000.00	31.09%
71 Engie Resources	\$ 3,939.16	elec svc charge @ 33370 Lake - Sept & Oct 2021 - DWC	53703.001				
72 Illuminating Company	\$ 525.45	elec svc @ 201 Miller Rd 8/7/21-10/6/21 - DWC	53703.002				
73 Engie Resources	\$ 23,324.52	elec svc @ various addresses 10/28/21 - DWC 1/9	53703.002				
74 Illuminating Company	\$ 201.24	elec svc @ various Avon Lake locations 10/22/21 - DWC	53703.002				
75 Illuminating Company	\$ 667.73	elec svc @ 201 Miller Rd 10/7/21-11/4/21 - DWC	53703.002	\$ 28,658.10	\$ 739,630.18	\$ 785,100.00	5.79%
76 Avon Lake Regional Water	\$ 6.00	Water Used from ETLs - Krebs - October 2021 - RKM	53704	\$ 6.00	\$ 2,150.24	\$ 30,000.00	92.83%
77 Spectrum Business	\$ 162.49	Internet Svc @ 201 Miller Rd 10/14/21-11/13/21 - RKM 1/2	53705				
78 CBTS	\$ 382.30	Telephone Svc 9/20/21-10/19/21 - RKM 1/2	53705				
79 Spectrum Business	\$ 214.99	Internet Svc @ WFP 10/30/21-11/29/21 - GY	53705				
80 SmartBill Inc	\$ 521.27	AL 2nd Notices - Q3 10/28/21 - RKM 1/2	53705				
81 Verizon Wireless	\$ 384.56	Cell Phone Svc - 9/26/21-10/25/21 - RKM 1/3	53705	\$ 1,665.61	\$ 23,888.28	\$ 24,500.00	2.50%
82 NAPA Ohio Inc.	\$ 313.98	Eqp Mnt - 9/28/21-10/20/21 - RKM 1/2	53707				
83 Fisher Auto Parts, Inc	\$ 116.72	Eqp Mnt - Oil, Oil Filters 10/27/21 - RKM 1/2	53707				
84 Fisher Auto Parts, Inc	\$ 2.43	Eqp Mnt - Fuel Line Clip 11/2/21 - RKM 1/2	53707	\$ 433.13	\$ 14,921.48	\$ 23,000.00	35.12%
85 Coverall North America, Inc.	\$ 326.00	Cleaning Svc @ 201 Miller Rd - October 2021 - RKM 1/2	53708				
86 Lakeside Supply Company	\$ 11.16	Bldg Mnt - Freight for Backflow Repair Kit 10/20/21 - RKM	53708				
87 Hubert's Landscaping Co., Inc.	\$ 62.00	Irrigation Shutdown 2021 @ 201 Miller Rd 10/28/21 - RKM 1/2	53708				
88 Hubert's Landscaping Co., Inc.	\$ 203.00	Irrigation Shutdown 2021 @ WFP 10/28/21 - GY	53708	\$ 602.16	\$ 56,682.66	\$ 150,000.00	62.21%
89 Verizon Wireless	\$ 649.99	Cell Phone Svc - 9/26/21-10/25/21 - RKM 2/3	53804	\$ 649.99	\$ 94,502.27	\$ 250,000.00	62.20%
90 Cheryl Arnold	\$ 194.52	Reimbursement for Mileage and Expenses 10/27/21 - RKM	53901				
91 Hubert's Landscaping Co., Inc.	\$ 2,798.17	Refund for Accidental Overpayment of Permit Fee - RKM	53901	\$ 2,992.69	\$ 5,825.79	\$ 6,000.00	2.90%
92 MansourGavin LPA	\$ 945.00	Legal Fees - General Matters 9/20/21 - RKM 1/2	53907.002				
93 MansourGavin LPA	\$ 630.00	Legal Fees - General Matters 10/20/21 - RKM 1/2	53907.002	\$ 1,575.00	\$ 18,616.00	\$ 30,000.00	37.95%
	\$ 152,289.62			\$ 152,289.62			



**AVON LAKE REGIONAL WATER
FUND 721 - WASTEWATER
OCTOBER 28 - NOVEMBER 10, 2021
NOVEMBER 16, 2021**

Vendor	Amount	Description	G/L Account	G/L Sum	YTD Transactions	Budget	% of Budget Remaining
1 Wastewater Employees	\$ 52,090.09	Salaries PR Post BW 2202122	51102	\$ 52,090.09	\$ 1,157,048.07	\$ 1,490,090.00	22.35%
2 Wastewater Employees	\$ 3,486.87	Part Time Wages PR Post BW 2202122	51105	\$ 3,486.87	\$ 69,908.42	\$ 96,390.00	27.47%
3 Wastewater Employees	\$ 3,980.12	Overtime Wages Plant PR Post BW 2202122	51106.101				
4 Wastewater Employees	\$ 307.13	Overtime Wages Dist/Col PR Post BW 2202122	51106.102				
5 Wastewater Employees	\$ 426.78	Overtime Wages Construction PR Post BW 2202122	51106.104				
6 Wastewater Employees	\$ 140.62	Overtime Wages Office PR Post BW 2202122	51106.105	\$ 4,854.65	\$ 71,865.04	\$ 123,030.00	41.59%
7 Wastewater Employees	\$ 3,184.44	Employee Time Buy Back PR Post BW 2202122	52115	\$ 3,184.44	\$ 61,153.04	\$ 80,379.00	23.92%
8 Wastewater Employees	\$ (9.35)	HRA Payment Week Ending October 29, 2021	52203				
9 Wastewater Employees	\$ 23.59	MMO Payment Week Ending October 29, 2021	52203				
10 Wastewater Employees	\$ 42.00	MMO Payment Week Ending October 29, 2021	52203				
11 Wastewater Employees	\$ 144.89	MMO Payment Week Ending November 25 2021	52203				
12 Wastewater Employees	\$ 814.77	MMO Payment Week Ending November 25 2021	52203				
13 Wastewater Employees	\$ 99.11	HRA payment Week Ending November 5, 2021	52203				
14 Wastewater Employees	\$ 24.95	HRA payment Week Ending November 5, 2021	52203	\$ 1,139.96	\$ 380,820.38	\$ 546,620.00	30.33%
15 OPERS	\$ 8,906.18	OPERS - EMPLOYEE - OPERS Pension - Employee Share*	52209	\$ 8,906.18	\$ 209,725.00	\$ 225,837.00	7.13%
16 Internal Revenue Service	\$ 896.10	Medicare - FEDERAL - Federal Taxes*	52212	\$ 896.10	\$ 19,694.76	\$ 24,788.00	20.55%
17 Link Computer Corporation	\$ 810.07	Muni-Link Billing - November 2021 - RKM 2/3	53602	\$ 810.07	\$ 26,822.52	\$ 40,000.00	32.94%
18 APO Pumps and Compressors LLC	\$ 55.32	Eqp Mnt - Hudson Compressor @ WRF 9/27/21 - RH	53607				
19 APO Pumps and Compressors LLC	\$ 716.75	Eqp Mnt - R11N IR Compressors @ WRF 9/30/21 - RH	53607	\$ 772.07	\$ 88,035.51	\$ 100,000.00	11.96%
20 Sal Chemical Company	\$ 7,072.60	Op Spl - Caustic Soda 50% Diaphragm 10/26/21 - RH	53611				
21 Municipay Fees	\$ 953.41	Utilities October 2021 Monthly Merchant Bank Fees 2/2	53611	\$ 8,026.01	\$ 215,973.58	\$ 210,000.00	-2.84%
22 Cleveland Hermetic & Supply	\$ 23.32	Mnt Spl - Fluke for LORCO, Screwdriver, Crimping Tool - RKM 2/3	53612				
23 McMaster-Carr	\$ 37.05	Mnt Spl - Plastic Tubing 10/27/21 - RH	53612.001				
24 Grainger	\$ 154.04	Mnt Spl - Filter Roll 10/26/21 - RH	53612.001				
25 Zoro Tools Inc	\$ 1,069.49	Mnt Spl - Air/Oil Separator, Compressor Lubricant 10/5/21 - RH	53612.001				
26 Newark Element14 Inc	\$ 295.30	Mnt Spl - 12v Lead Acid Battery 10/27/21 - RH	53612.001				
27 Zoro Tools Inc	\$ 97.15	Mnt Spl - Full Brim Hard Hats (10) 10/4/21 - RKM 2/2	53612.001				
28 Zoro Tools Inc	\$ 119.52	Mnt Spl - Alkaline Lantern Batteries (32) 10/5/21 - RKM 2/2	53612.001				
29 Zoro Tools Inc	\$ 220.68	Mnt Spl - Vented Bump Caps (24) 10/19/21 - RKM 2/2	53612.001				
30 Zoro Tools Inc	\$ 120.59	Mnt Spl - Rainbibs (5) 10/21/21 - RKM 2/2	53612.001				
31 Zoro Tools Inc	\$ (512.70)	Credit - Returned Impact Wrench 6/10/21 - RKM 2/2	53612.001				
32 Grainger	\$ 210.84	Mnt Spl - Lamp Modules 11/3/21 - RH	53612.001				
33 Indy Equipment and Supply LLC	\$ 40.83	Mnt Spl - Expansion Foam, Spray Adhesive, Shovel 11/2/21 - RKM 2/2	53612.001				
34 Trico Oxygen Company Inc.	\$ 35.55	Mnt Gases @ WRF 10/29/21 - RH	53612.001				
35 Trico Oxygen Company Inc.	\$ 48.95	Mnt Gases @ 201 Miller 10/29/21 - RKM 2/2	53612.001				
36 Zoro Tools Inc	\$ 153.72	Mnt Spl - Drum Fan Motors (2) 10/27/21 - RKM 2/2	53612.001				
37 Core & Main LP	\$ 229.27	Mnt Spl - Coupling, Plug, Pipe 10/29/21 - RKM 2/2	53612.002				
38 Core & Main LP	\$ 259.00	Mnt Spl - Flange 10/29/21 - RKM 2/2	53612.002				
39 Kurtz Bros., Inc.	\$ 13.88	Mnt Spl - Straw for Lawn Repairs 10/24/21 - RKM 2/2	53612.004	\$ 2,616.48	\$ 73,512.69	\$ 180,000.00	59.16%
40 Hach Company	\$ 591.09	Lab Spl @ WRF 10/25/21 - RH	53613				
41 Hach Company	\$ 602.54	Lab Spl @ WRF 10/26/21 - RH	53613				
42 Hach Company	\$ 1,812.81	Lab Spl @ WRF 10/28/21 - RH	53613				
43 Culligan of Northeast Ohio Corp	\$ 38.80	DI Rental and Supplies 10/31/21 - GY 2/2	53613	\$ 3,045.24	\$ 28,569.79	\$ 37,500.00	23.81%
44 ComDoc, Inc.	\$ 109.18	Cnt Svc - Xerox Copier Metering 11/1/21 - RKM 2/2	53701				
45 Great Lakes Pipeline Services Inc.	\$ 5,181.25	CCTV Inspect Sanitary Sewers - Lear Rd 10/27/21 - JG	53701.002				
46 Brakey Energy, Inc.	\$ 1,010.00	Mo. Fee for Energy Mgmt - October 2021 - DWC 2/2	53701.002				
47 Kimble Recycling & Disposal	\$ 660.00	Cnt Svc - Front Load Container 11/1/21 - RH	53701.002	\$ 6,960.43	\$ 182,304.81	\$ 275,000.00	33.71%
48 IGS Energy	\$ 1,324.98	gas svc charge @ 33675 Durrell - September 2021 - DWC	53702.001				
49 Columbia Gas	\$ 36.65	gas svc @ 32789 Lake Rd - Center Rd PS 9/16/21-10/15/21 - DWC	53702.003				
50 Columbia Gas	\$ 41.85	gas svc @ 671 Bridgeside 9/28/21-10/27/21 - DWC	53702.003				
51 Columbia Gas	\$ 39.62	gas svc @ 100 Woodbridge Way 9/28/21-10/27/21 - DWC	53702.003	\$ 1,443.10	\$ 50,255.85	\$ 44,000.00	-14.22%
52 Engie Resources	\$ 14,535.00	elec svc @ various addresses 10/28/21 - DWC 2/9	53703.001				
53 Illuminating Company	\$ 10,251.86	elec svc @ Waterbury Ave 10/5/21-11/2/21 - DWC	53703.001				
54 Engie Resources	\$ 1,110.88	elec svc @ various addresses 10/28/21 - DWC 3/9	53703.003				
55 Illuminating Company	\$ 111.60	elec svc @ 31900 Lake Rd 10/6/21-11/3/21 - DWC	53703.003				
56 Illuminating Company	\$ 112.66	elec svc @ Woodbridge Way 10/6/21-11/3/21 - DWC	53703.003				

Vendor	Amount	Description	G/L Account	G/L Sum	YTD Transactions	Budget	% of Budget Remaining
57 Illuminating Company	\$ 109.15	elec svc @ 671 Bridgeside PS 10/6/21-11/3/21 - DWC	53703.003				
58 Illuminating Company	\$ 111.16	elec svc @ 641 Lear Rd 10/6/21-11/3/21 - DWC	53703.003				
59 Illuminating Company	\$ 105.52	elec svc @ 758 Jaycox Rd Sewer 10/6/21-11/2/21 - DWC	53703.004	\$ 26,447.83	\$ 309,605.52	\$ 335,000.00	7.58%
60 CBTS	\$ 382.30	Telephone Svc 9/20/21-10/19/21 - RKM 2/2	53705				
61 Spectrum Business	\$ 162.49	Internet Svc @ 201 Miller Rd 10/14/21-11/13/21 - RKM 2/2	53705				
62 Spectrum Business	\$ 64.99	Internet Svc @ 32789 Lake Rd PS 10/24/21-11/23/21 - RH	53705				
63 SmartBill Inc	\$ 173.76	AL 2nd Notices - Q3 10/28/21 - RKM 2/2	53705				
64 Spectrum Business	\$ 119.99	Internet Svc @ WRF 10/22/21-11/21/21 - RH	53705				
65 Verizon Wireless	\$ 384.56	Cell Phone Svc - 9/26/21-10/25/21 - RKM 3/3	53705	\$ 1,288.09	\$ 19,403.06	\$ 25,500.00	23.91%
66 Fisher Auto Parts, Inc	\$ 116.71	Eqp Mnt - Oil, Oil Filters 10/27/21 - RKM 2/2	53707				
67 NAPA Ohio Inc.	\$ 446.33	Eqp Mnt - 9/28/21-10/20/21 - RKM 2/2	53707				
68 Fisher Auto Parts, Inc	\$ 2.42	Eqp Mnt - Fuel Line Clip 11/2/21 - RKM 2/2	53707	\$ 565.46	\$ 18,414.23	\$ 20,000.00	7.93%
69 Coverall North America, Inc.	\$ 326.00	Cleaning Svc @ 201 Miller Rd - October 2021 - RKM 2/2	53708				
70 Hubert's Landscaping Co., Inc.	\$ 62.00	Irrigation Shutdown 2021 @ 201 Miller Rd 10/28/21 - RKM 2/2	53708	\$ 388.00	\$ 42,019.12	\$ 105,000.00	59.98%
71 Zoro Tools Inc	\$ 4,652.81	Eqp - Compressed Air Dryer 10/7/21 - RH	53804				
72 Trimble Inc.	\$ 3,111.40	New Eqp - Antenna @ WRF 10/19/21 - RH	53804				
73 Powers & Associates, Inc.	\$ 2,233.00	Eqp - FloWav Area Velocity Sensor @ WRF 10/15/21 - RH	53804	\$ 9,997.21	\$ 110,161.59	\$ 192,500.00	42.77%
74 MansourGavin LPA	\$ 945.00	Legal Fees - General Matters 9/20/21 - RKM 2/2	53907.002				
75 MansourGavin LPA	\$ 630.00	Legal Fees - General Matters 10/20/21 - RKM 2/2	53907.002				
76 MansourGavin LPA	\$ 13,431.77	Legal Fees - Aqua Marine 9/20/21 - RKM	53907.002				
77 MansourGavin LPA	\$ 29,067.83	Legal Fees - Aqua Marine 10/20/21 - RKM	53907.002	\$ 44,074.60	\$ 102,851.08	\$ 37,500.00	-174.27%
	\$ 180,992.88			\$ 180,992.88			



AVON LAKE REGIONAL WATER
FUND 703 - ETL1
OCTOBER 28 - NOVEMBER 10, 2021
NOVEMBER 16, 2021

Vendor	Amount	Description	G/L Account	G/L Sum	YTD Transactions	Budget	% of Budget Remaining
1 Engie Resources	\$ 15,069.88	elec svc @ various addresses 10/28/21 - DWC 4/9	53703.003				
2 Engie Resources	\$ 156.66	elec svc @ various addresses 10/28/21 - DWC 5/9	53703.004				
3 Illuminating Company	\$ 202.24	elec svc @ various ETL1 locations 10/22/21 - DWC	53703.004				
4 Ohio Edison	\$ 81.65	elec svc @ Lear @ Mills 10/5/21-11/2/21 - DWC	53703.004				
5 Ohio Edison	\$ 82.38	elec svc @ Lear @ Chstnt 10/5/21-11/2/21 - DWC	53703.004				
6 Ohio Edison	\$ 81.21	elec svc @ Lear @ US 20 10/1/21-11/1/21 - DWC	53703.004				
7 Ohio Edison	\$ 84.15	elec svc @ Root @ Sprag 10/3/21-10/30/21 - DWC	53703.004				
8 Ohio Edison	\$ 85.16	elec svc @ Butternut @ Root 9/30/21-10/30/21 - DWC	53703.004	\$ 15,843.33	\$ 271,180.07	\$ 287,000.00	5.51%
9 Avon Lake Regional Water	\$ 185,490.27	Water Used from ETL1 - October 2021 - RKM	53704	\$ 185,490.27	\$ 2,170,693.70	\$ 2,356,334.00	7.88%
	\$ 201,333.60			\$ 201,333.60			

FUND 762 - ETL2
OCTOBER 28 - NOVEMBER 10, 2021
NOVEMBER 16, 2021

Vendor	Amount	Description	G/L Account	G/L Sum	YTD Transactions	Budget	% of Budget Remaining
1 Ohio Edison	\$ 5,166.31	elec svc @ 15201 Island Rd 9/30/21-10/28/21 - DWC	53703.003				
2 Ohio Edison	\$ 38.34	elec svc @ 15201 Island Rd OAL 10/1/21-10/29/21 - DWC	53703.003				
3 Engie Resources	\$ 52.46	elec svc @ various addresses 10/28/21 - DWC 6/9	53703.004				
4 Ohio Edison	\$ 82.15	elec svc @ 37780 Center Ridge Rd 10/1/21-11/1/21 - DWC	53703.004				
5 Ohio Edison	\$ 79.36	elec svc @ 36550 Chestnut Ridge Rd 10/3/21-11/1/21 - DWC	53703.004				
6 Ohio Edison	\$ 82.35	elec svc @ 37980 Barres Rd 10/3/21-11/3/21 - DWC	53703.004	\$ 5,500.97	\$ 255,596.93	\$ 296,000.00	13.65%
7 Avon Lake Regional Water	\$ 384,173.02	Water Used from ETL2 - October 2021 - RKM	53704	\$ 384,173.02	\$ 3,879,571.07	\$ 3,395,480.00	-14.26%
	\$ 389,673.99			\$ 389,673.99			



AVON LAKE REGIONAL WATER
FUND 749 - LORCO
OCTOBER 28 - NOVEMBER 10, 2021
NOVEMBER 16, 2021

Vendor	Amount	Description	G/L Account	G/L Sum	YTD Transactions	Budget	% of Budget Remaining
1 Cleveland Hermetic & Supply	\$ 335.00	Mnt Spl - Fluke for LORCO, Screwdriver, Crimping Tool - RKM 3/3	53612	\$ 335.00	\$ 11,876.33	\$ 100,000.00	88.12%
2 Municipay Fees	\$ 160.03	LORCO October 2021 Monthly Merchant Bank Fees	53701				
3 Municipay Fees	\$ 38.89	LORCO 2 October 2021 Monthly Merchant Bank Fees	53701				
4 Data Command Corp	\$ 3,232.80	Cnt Svc - LORCO Lift Stations Annual Sub. 2021-2022 - RKM	53701.002	\$ 3,431.72	\$ 25,009.19	\$ 40,000.00	37.48%
5 Engie Resources	\$ 522.74	elec svc @ various addresses 10/28/21 - DWC 7/9	53703.001				
6 Ohio Edison	\$ 1,015.61	elec svc @ 38393 Royalton 9/28/21-10/27/21 - DWC	53703.001				
7 Ohio Edison	\$ 243.45	elec svc @ 9845 Avon Belden 10/1/21-10/29/21 - DWC	53703.001				
8 Engie Resources	\$ 11.30	elec svc @ various addresses 10/28/21 - DWC 8/9	53703.002				
9 Engie Resources	\$ 110.80	elec svc @ various addresses 10/28/21 - DWC 9/9	53703.003				
10 Ohio Edison	\$ 81.98	elec svc @ 10920 Hawke 10/2/21-11/1/21 - DWC	53703.003				
11 Ohio Edison	\$ 82.11	elec svc @ 12169 Avon Belden 9/29/21-10/29/21 - DWC	53703.003				
12 Ohio Edison	\$ 82.71	elec svc @ 12901 Avon Belden 9/29/21-10/29/21 - DWC	53703.003				
13 Ohio Edison	\$ 83.92	elec svc @ 36780 Giles Rd 9/28/21-10/27/21 - DWC	53703.003				
14 Ohio Edison	\$ 105.69	elec svc @ 10301 Reed Rd 10/1/21-11/1/21 - DWC	53703.003	\$ 2,340.31	\$ 42,109.46	\$ 42,000.00	-0.26%
15 Link Computer Corporation	\$ 360.03	Muni-Link Billing - November 2021 - RKM 3/3	53760				
16 Rural Lorain County Water Authority	\$ 1,357.00	Meter Readings - October 2021 - RKM	53760				
17 SmartBill Inc	\$ 690.31	LORCO Bills - Print and Postage - October 2021 - RKM	53760	\$ 2,407.34	\$ 25,894.01	\$ 27,000.00	4.10%
	\$ 8,514.37			\$ 8,514.37			

ACTION ITEMS FROM BOARD MEETINGS

DATE	CATEGORY*	TOPIC	SOLUTION	STATUS
2/2/2021	Financial	The Board asked for an inquiry into the real estate taxes charged on ALRW's tax-exempt properties.	Lorain County Treasurer has informed staff that they are working on the refunding the overpaid real estate taxes to ALRW.	Open
3/17/2020	Misc.	The Chairman asked that the future dashboard contain a link for members to see projects that are open to bid.	Update: PUBLIQ informed staff that they are addressing the concerns raised during the on-site demonstration. There is a scheduled meeting with PUBLIQ the week of November 15th.	Open
2/18/2020	Misc.	Mrs. Schnabel asked staff to consider a redesign of the bills to aid with their understanding.	In addition to the billing software, the agreement with PUBLIQ will include a bill redesign.	Open
2/4/2020	Misc.	The Board would like an invitation to tour the WRF now that all construction work is complete.	Staff will schedule a tour date for Board Members.	Open
11/19/2019	Misc.	The Chairman asked if we have an IT policy for cyber security.	The CUE is putting together an RFQ to send to firms. A firm will be selected to start at the beginning of 2022.	Answer
3/19/2019	Misc.	Please work with the City to see how the Developer Agreement could be worked into the Planning Code.	Staff is working with the City on the Developer Agreement	Answer

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

Job Title: Facilities & Asset Manager

Organization: Avon Lake Regional Water

Immediate Supervisor: Chief of Utility Operations

Positions Supervised: 14

FLSA Status: Exempt

Bargaining Unit: N/A

Civil Service Status: Unclassified

GENERAL RESPONSIBILITIES:

Under the general direction of the Chief Utilities Executive and supervision of the Chief of Utility Operations has the responsibility for operation and maintenance of the Avon Lake water distribution and sanitary collection systems, ETL1 and ETL2 transmission water mains, and operation and maintenance of the LORCO sanitary sewer system in compliance with all rules and regulations of the U.S. EPA, Ohio EPA and the Board of Municipal Utilities. Supervise all ALRW Distribution and Collection System and maintenance assigned personnel. Perform the job duties with strict attention to procedures with the knowledge gained through training and experience in a neat, workmanlike, efficient manner, and act courteously and professional with all ALRW customers and the general public.

GENERAL QUALIFICATIONS:

1. Class II Ohio EPA Distribution System license and/or Class II Ohio EPA Collection System license.
2. Valid Ohio Class B Commercial driver's license.
3. Minimum of five (5) years of direct operation and maintenance of a distribution or collection system and/or three (3) years of direct supervision of a distribution and collection system.
4. High School graduate, plus five (5) years of formal water supply, distribution system and/or sanitary collection system operations.
5. Bachelor degree in science or related field preferred.

SPECIFIC DUTIES

Under the supervision of the CUO shall perform a variety of technical and routine tasks including but not limited to:

- Plan, organize and implement all operations and maintenance aspects of the Avon Lake distribution and collection (D&C) system, ETL transmission mains and LORCO collection system.
- Supervise and instruct D&C and Maintenance staff to assure continued compliance with all regulations and ALRW standards.
- Ensure implementation and compliance of ALRW quality initiative in accordance with ISO 9001 quality standards.

- Lead and coordinate the D&C and maintenance staff with the implementation of the ALRW Asset Management Program in compliance with Ohio EPA and ALRW standards.
- Supervise and instruct all assigned full and part time staff on general maintenance and upkeep of assigned buildings, grounds, and assets.
- Prepare and submit all reports as required by U.S. EPA, Ohio EPA and/or any other regulatory authority having jurisdiction over water distribution and sanitary collection systems.
- Coordinate with the Water Filtration Plant (WFP) and Water Reclamation Facility (WRF) Managers in regard to maintenance at each facility.
- Participate in design and oversight of all Water Filtration Plant, distribution system, and sanitary sewer system construction and improvements.
- Maintain communications with partner organizations' D&C personnel regarding shared information, regulations, etc.
- Participate in the budgetary process and recommend purchase or replacement of equipment.
- Supervise, instruct and recommend all required safety training and programs.
- Know and keep current on all state and federal regulations governing water plant and wastewater plant operations and advise the CUO of same.
- Satisfy all federal, state and local requirements regarding the operation and maintenance of water distribution and sanitary collection systems.
- Maintain good customer service practices and procedures.
- Perform additional functions/tasks as required.