

Avon Lake Board of Municipal Utilities

AGENDA

For

Tuesday

January 4, 2022

6:30 PM

Swearing In of New Members

1. Call to Order
2. General Matters
 - A. Approve Minutes
 - B. Public Speakers (*3 minutes each*)
 - C. Correspondence
3. Expenditures
4. 2022 Waterline Bundle Project
5. Informational Items
 - A. Reports/Updates
 - 1) Project Updates
 - 2) CUE Report/Action Items
 - 3) Member Reports/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 – January 4, 2022**
Date: **December 30, 2021**

Swearing In of New Members

Prior to the start of the meeting, the Law Director will swear in the members whose terms begin January 1, 2022 and the members who have been appointed by the Board.

- Item 1: **Call to Order**
- Item 2A: **Approve Minutes**
- Item 2B: **Public Speakers**
- Item 2C: **Correspondence**
- Item 3: **Expenditures**
- Item 4: **2022 Waterline Bundle Project – RKM**

Included in the approved 2022 operating budgets are several small waterline projects around the city. Staff has bundled these smaller projects into one set of bid documents and specifications. Some of these streets will be joint projects between Avon Lake Regional Water and the City of Avon Lake. Due to long lead times on water distribution supply materials staff issued a purchase order at the beginning of December 2021 to procure the materials, in advance, for all of these projects using our annual supply bid. The 2022 Waterline Bundle project went out to bid on December 29, 2021 with an expected bid opening of Thursday January 20, 2022. Below is a summary of the streets where work will be done in 2022.

- Walker Rd. from Drug Mart west to the railroad tracks
 - Waterline replacement
 - Intersection of Moore Rd. valve repair/replacement

- Armour Rd. from Electric Blvd. to Lake Rd. (joint project)
 - Waterline replacement
 - Storm sewer
 - Road rehabilitation

- Avon Pointe Ave. from just south of Electric Blvd. to Lake Rd. (joint project)
 - Waterline replacement
 - Storm sewer
 - Minor sanitary sewer work
 - Road rehabilitation

- Coveland Dr. (joint project)
 - Waterline replacement
 - Storm sewer
 - Road rehabilitation

- Redwood Blvd. from Richland Dr. to Beechwood Ave.
 - Waterline replacement

- Redwood Blvd. from Brookfield Rd. to Rte. 83
 - Waterline replacement

- Vinewood Dr. from Redwood Blvd. north to Crestwood Dr.
 - Waterline replacement

- Waterline crossovers at Lake Rd.
 - Parkland Dr.
 - Rosewood Dr.
 - Edgewood Dr.
 - Maplecliff Dr.
 - Gra Gull Dr.
 - Rice Park Dr.
 - North Point Dr.
 - Highland Ave.

- Valve redundancy on Lear Rd at intersection of Gramercy Place/Ventanas Circle

Item 5A1: Project Updates – RKM

WFP & ETL Design Services: HDR met with staff on December 21st to go over updates to the ETL design drawings. Staff is currently working through this plan set and will provide HDR with additional comments. HDR continues to work on the updated construction costs for the project and will provide this update to staff in the coming weeks.

Spieth Road Water Tank Mixers: The four mixers were delivered to Practical Inspections, LLC. All underground electrical conduit is complete. The control panels are being fabricated with an estimated completion time of the end of January.

Item 5A2: **CUE Report/Action Items – RKM**

Action Items are as presented with the write-up.

Item 5A3: **Member Reports/Miscellaneous**

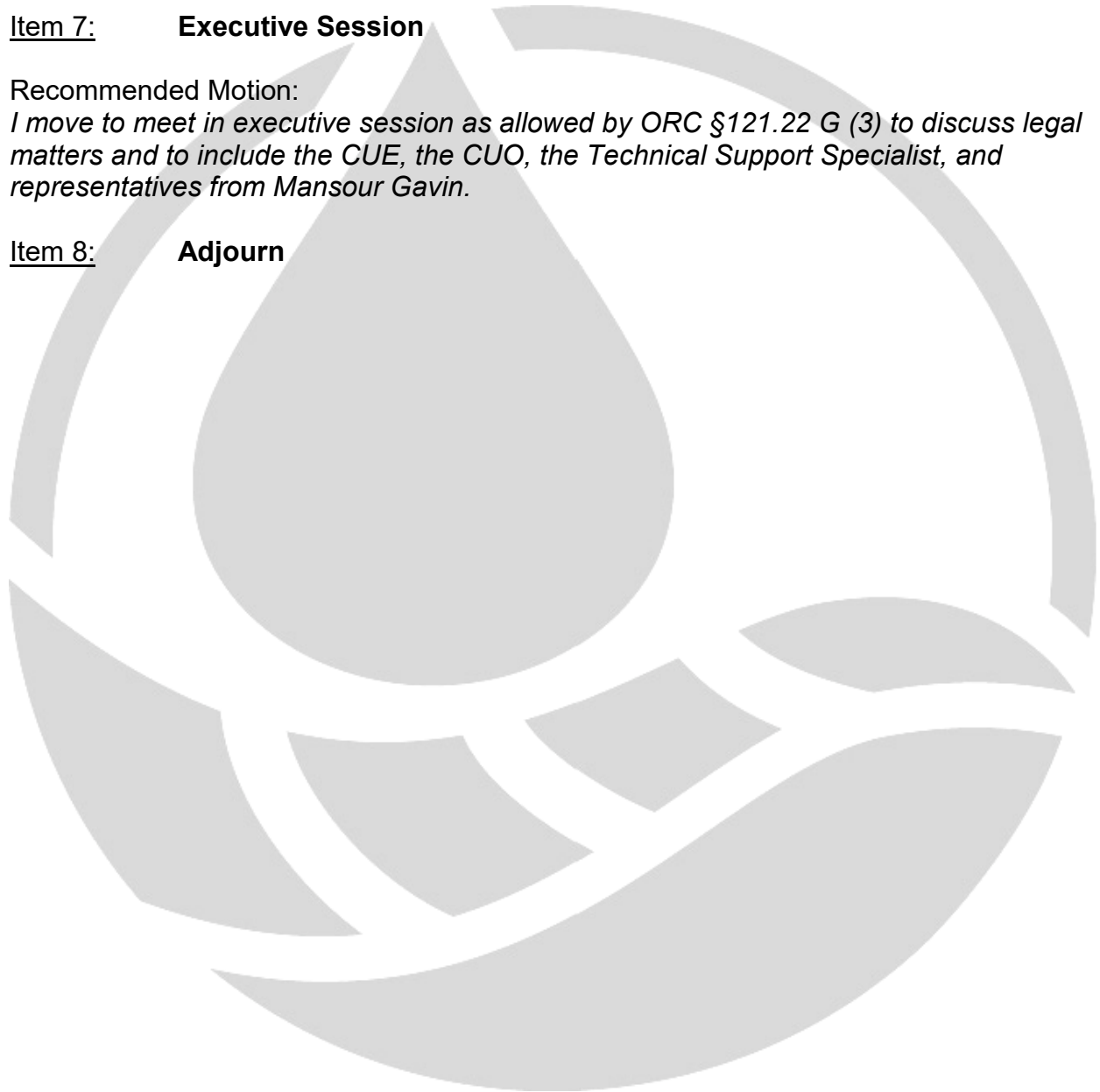
Item 6: **Public Speakers**

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, the CUO, the Technical Support Specialist, and representatives from Mansour Gavin.

Item 8: **Adjourn**



Board of Municipal Utilities
Meeting Minutes
December 21, 2021
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 6:30 PM. The meeting was held using web-based video conferencing technology and streamed live over Facebook.

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

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

Approve Minutes

Chairman Dzwonczyk presented the Minutes of the December 7, 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 December 21, 2021, for funds and amounts as follows, Mr. Abram moved, Mr. Rush seconded, to approve the expenditures of December 21, 2021:

Water Fund 701	\$	435,682.41
Wastewater Fund 721	\$	448,663.85
MOR Fund 703	\$	37,651.71
MOR Fund 762	\$	11,017.05
West Ridge Interconnect Fund 702	\$	237.70
LORCO Fund 749	\$	13,737.97

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

Nays: None

Motion carried.

Board Appointment

The Chairman stated that per Chapter IX, Section 48 of the Avon Lake Charter, whenever the office of a member of the Board of Municipal Utilities becomes vacant, the vacancy shall be filled for the unexpired term by a majority vote of the remaining members of the Board. He said the Board is required to fill the vacant seat of Mr. Paul R. Phillips no later than January 5, 2022.

The person selected by the Board will fulfill the remaining two years of Mr. Phillips term expiring December 31, 2023. The Chairman moved, and Mr. Rush seconded, to appoint Mr. Dave Rickey to full the unexpired term of Paul R. Phillips effective January 4, 2022.

Mr. Rush said that Mr. Rickey has served on the Board before and he will be a welcome addition. He added that with the sudden and recent passing of Mr. Phillips a replacement appointment must be made in a timely fashion. Mrs. Schnabel said that she is happy to see Mr. Rickey back on the Board. She said he was on the Board before and he did a great job, and he will be a welcome addition to the Board. Mr. Abram said that he has known Mr. Rickey for a long time and he will be a good addition to the Board. The Chairman said he seconds the sentiments of the Board.

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

Nays: None

Motion carried.

Chief of Utility Operations

Mr. Munro informed the Board that over the past several weeks, with the help of Avon Lake Regional Water's consultant, Miles LeHane, the HR selection committee performed an extensive search to fill the position of Chief of Utility Operations. There were four very talented individuals who interviewed for the position. He said that the HR selection committee recommends the promotion of Greg Yuronich from Water Filtration Plant Manager to Chief of Utility Operations. Mr. Rush moved, and Mrs. Schnabel seconded to appoint Greg Yuronich to the position of Chief of Utility Operations at a salary of \$117,000 per year and become effective January 1, 2022.

Mr. Rush said he was able to sit in for most of the interviews, and the person who rose to the top was Mr. Yuronich. He said he is happy to have him in the position. Mrs. Schnabel said that she thinks this will be great for Mr. Yuronich and this will only further benefit the organization. Mr. Abram said that he was glad to have interviewed other candidates, but he was glad to have promoted someone in house to the position of Chief of Utility Operations. The Chairman said that he supports the appointment and echoes the sentiments of the Board.

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

Nays: None

Motion carried.

Mr. Yuronich thanked the Board and he appreciated the opportunity. He looks forward to serving the organization and the community, and he looks forward to showing the Board that they made the correct choice.

Water Filtration Plant Manager

Mr. Rush said that with the promotion of Mr. Yuronich to the position of CUO there was a vacancy for the Water Filtration Plant Manager position. He said the HR selection committee recommends the hiring of John Christopher as the Water Filtration Plant Manager. Mr. Rush stated that Mr. Christopher has over twenty years of experience in the water and wastewater field serving in a variety of roles. He has dual licensure in water and wastewater and also laboratory certifications. Mr. Rush said staff looks forward to having him as a part of the leadership team. Mr. Rush moved, and Mr. Abram seconded, to appoint John Christopher to the

position of Water Filtration Plant Manager effective January 17, 2022 at an hourly rate of \$38.46/hour.

The Chairman said that all of the members at the interview believed this was an opportunity to hit two birds with one stone to bring on Mr. Christopher as Mr. Yuronich moves into the CUO position. Mr. Munro said Mr. Christopher brings over 20 years of water and wastewater experience to the organization. He said he is very seasoned and professional, and he is looking forward to having him join the utility.

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

Nays: None

Motion carried.

Facilities & Asset Manager

Mr. Abram said that at the November 18th meeting the job description and salary range for the Facilities & Asset Manager position was approved by the Board. He said on December 13th the City Council HR Committee and the full Council body recognized the job description and set the proposed salary range based on the Board's approval. Mr. Abram stated that staff recommends to the Board that Robertino Kimevski is appointed the Facilities & Asset Manager effective January 1, 2022. Mr. Abram moved, and Mrs. Schnabel seconded, to appoint Robertino Kimevski as the Facilities & Asset Manager effective January 1, 2022 at an hourly rate of \$44.25/hour.

Mrs. Schnabel said she believes this is a great role for Mr. Kimevski. She said he is very on top of the asset management and the facilities in general, and she is excited that this will be his new role. The Chairman said he knows Mr. Kimevski from many interactions, and he supports the appointment.

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

Nays: None

Motion carried.

Non-Bargaining Wage Adjustments

Mr. Munro stated that he recommends to the Board that a 2% cost of living adjustment is added to the following non-bargaining staff wages effective January 1, 2022. These proposed increases fall within the approved wage ranges and are included in the 2022 budgets.

	<i>Current Hourly Rate</i>	<i>Proposed Hourly Rate</i>
Cheryl Arnold – Community Outreach Specialist	\$28.77	\$29.35
Dennis Collins – Technical Support Specialist	\$24.32	\$24.81
Jack Gaydar – Engineering Services Manager	\$57.23	\$58.38
Ryan Hill – Water Reclamation Facility Manager	\$45.67	\$46.58
Jarod Larson – Engineer	\$29.59	\$30.18

Mrs. Schnabel moved, and Mr. Abram seconded, to increase hourly wages 2% effective January 1, 2022, for the Community Outreach Specialist, Technical Support Specialist, Engineering Services Manager, Water Reclamation Facility Manager, and Engineer.

The Chairman said these are modest increases. With the increase in prices due to inflation this year the wage adjustments are justified and he supports them.

Ayes (per voice vote): Abram, Dzwonczyk, Rush, and Schnabel.
Nays: None
Motion carried.

Project Updates

WFP & ETL Design Services: Mr. Munro said HDR provided staff with 75% ETL design drawings for review and comment. He said staff is currently working through this plan set and will provide HDR with comments in the next couple of weeks. HDR will provide staff with an updated opinion of probable construction costs in the coming weeks. He said staff met with HDR on December 21 to update on the progress of the WFP design.

Spieth Road Water Tank Mixers: Mr. Munro said the mixers have been ordered and are expected to arrive at the end of January or early February. He said Practical Inspections, LLC completed the pressure washing of the tanks and they have indicated that the tanks are in good shape and should not need any work for approximately five years. He said this is another example of the maintenance under the asset management program.

CUE Reports & Action Items

None.

Miscellaneous & Member Reports

The Chairman said the candidates have been interviewed for the open positions and the ones chosen have been appointed. He said be safe and healthy during the holiday season, and he wishes everyone a very happy and prosperous 2022.

Public Speakers

None.

Adjourn

As there was no further business, Mr. Abram moved to adjourn, and Mr. Rush seconded. The meeting adjourned at 6:54 PM.

Ayes (per voice vote): Abram, Dzwonczyk, Rush, and Schnabel.
Nays: None
Motion carried.

Approved _____ 2021.

John Dzwonczyk, Chairman

Robert Munro, Clerk



**AVON LAKE REGIONAL WATER
FUND 701 - WATER
DECEMBER 17 - DECEMBER 28, 2021
JANUARY 4, 2022**

Vendor	Amount	Description	G/L Account	G/L Sum	YTD Transactions	Budget	% of Budget Remaining
1 Water Employees	\$ 653.11	Hospitalization - HRA Payment Week Ending December 17, 2021	52203	\$ 653.11	\$ 409,931.03	\$ 624,708.00	34.38%
2 Huntington National Bank	\$ 311.92	Charges on MC - November 2021 - Shirts, Sprayer/Access. - DWC 1/8	52226	\$ 311.92	\$ 8,988.28	\$ 10,000.00	10.12%
3 Huntington National Bank	\$ 250.00	Charges on MC - November 2021 - Shirts, Sprayer/Access. - DWC 2/8	53500				
4 Huntington National Bank	\$ 591.25	Charges on MC - November 2021 - ORW Membership, Catering - DWC 1/8	53500				
5 Huntington National Bank	\$ 43.50	Charges on MC - November 2021 - State Board Registrations - JG 1/2	53500				
6 Huntington National Bank	\$ 235.66	Charges on MC - November 2021 - Cert. Renewals, Ledgers - DWC 1/2	53500	\$ 1,120.41	\$ 14,450.55	\$ 50,000.00	71.10%
7 Huntington National Bank	\$ 203.21	Charges on MC - November 2021 - Cert. Renewals, Ledgers - DWC 1/2	53602				
8 Fedex Corp	\$ 26.92	Shipping Charges - Tampering Letter 12/15/21 - DWC	53602	\$ 230.13	\$ 59,565.47	\$ 63,250.00	5.83%
9 USALCO, LLC Inc.	\$ 4,164.67	Op Spl - Alum 12/1/21 - GY	53611	\$ 4,164.67	\$ 673,319.93	\$ 794,800.00	15.28%
10 Discount Drug Mart Inc	\$ 10.98	Mnt Spl - November 2021 - Supplies for Luncheon - RKM	53612				
11 ABC Equipment Rental & Sales Corp	\$ 16.19	Mnt Spl - Hillman Fasteners (9) 12/16/21 - DWC	53612.001				
12 Huntington National Bank	\$ 91.88	Charges on MC - November 2021 - Shirts, Sprayer/Access. - DWC 3/8	53612.001				
13 Huntington National Bank	\$ 33.14	Charges on MC - November 2021 - ORW Membership, Catering - DWC 2/8	53612.001				
14 Grainger	\$ 314.20	Mnt Spl - Mini Lever Chain Hoist, Couplings, Hose Fittings - GY	53612.001	\$ 466.39	\$ 291,551.67	\$ 312,000.00	6.55%
15 Ferguson Waterworks	\$ 12,551.00	Meters - 12" Fire Service Octave Meter 12/6/21 - DWC	53612.005	\$ 12,551.00	\$ 129,063.64	\$ 115,500.00	-11.74%
16 Fisher Scientific Inc.	\$ 376.31	Lab Spl @ WFP - GY	53613	\$ 376.31	\$ 88,872.81	\$ 89,600.00	0.81%
17 Huntington National Bank	\$ 247.50	Charges on MC - November 2021 - ORW Membership, Catering - DWC 3/8	53701	\$ 247.50	\$ 268,367.86	\$ 325,000.00	17.43%
18 Illuminating Company	\$ 6,740.91	elec svc @ 33370 Lake Rd 11/16/21-12/15/21 - DWC	53703.001	\$ 6,740.91	\$ 847,385.97	\$ 785,100.00	-7.93%
19 Fisher Auto Parts, Inc	\$ 5.22	Eqp Mnt - Fan Switch Connector, Trailer Connector 12/16/21 - DWC	53707	\$ 5.22	\$ 15,463.42	\$ 23,000.00	32.77%
20 Coverall North America, Inc.	\$ 326.00	Cleaning Svc @ 201 Miller Rd - December 2021 - RKM	53708				
21 Huntington National Bank	\$ 25.99	Charges on MC - November 2021 - ORW Membership, Catering - DWC 4/8	53708.001	\$ 351.99	\$ 99,548.96	\$ 150,000.00	33.63%
22 Huntington National Bank	\$ 1,334.60	Charges on MC - November 2021 - Shirts, Sprayer/Access. - DWC 4/8	53804	\$ 1,334.60	\$ 98,516.53	\$ 250,000.00	60.59%
23 Cheryl Arnold	\$ 154.36	Reimbursement for Mileage and Expenses 12/10/21 - DWC	53901	\$ 154.36	\$ 10,745.42	\$ 6,000.00	-79.09%
24 City Hall	\$ 583,000.00	Supplemental Transfers by the Finance Director	59704	\$ 583,000.00	\$ 4,381,225.00	\$ 3,798,226.00	-15.35%
	\$ 611,708.52			\$ 611,708.52			

**FUND 721 - WASTEWATER
DECEMBER 17 - DECEMBER 28, 2021
JANUARY 4, 2022**

Vendor	Amount	Description	G/L Account	G/L Sum	YTD Transactions	Budget	% of Budget Remaining
1 Wastewater Employees	\$ 1,636.32	Hospitalization - HRA Payment Week Ending December 17, 2021	52203				
2 Wastewater Employees	\$ 438.68	MMO Payment Week Ending December 17, 2021	52203				
3 Wastewater Employees	\$ 2,387.86	MMO Payment Week Ending December 17, 2021	52203	\$ 4,462.86	\$ 421,857.37	\$ 546,620.00	22.82%
4 Huntington National Bank	\$ 311.93	Charges on MC - November 2021 - Shirts, Sprayer/Access. - DWC 5/8	52226	\$ 311.93	\$ 11,350.82	\$ 9,600.00	-18.24%
5 Huntington National Bank	\$ 250.00	Charges on MC - November 2021 - Shirts, Sprayer/Access. - DWC 6/8	53500				
6 Huntington National Bank	\$ 591.25	Charges on MC - November 2021 - ORW Membership, Catering - DWC 5/8	53500				
7 Huntington National Bank	\$ 43.50	Charges on MC - November 2021 - State Board Registrations - JG 2/2	53500	\$ 884.75	\$ 8,425.73	\$ 50,000.00	83.15%
8 Polydyne, Inc	\$ 19,424.88	Op Spl - Polymer 12/7/21 - RH	53611	\$ 19,424.88	\$ 253,889.50	\$ 210,000.00	-20.90%
9 Discount Drug Mart Inc	\$ 10.97	Mnt Spl - November 2021 - Supplies for Luncheon - RKM	53612				
10 Huntington National Bank	\$ 91.88	Charges on MC - November 2021 - Shirts, Sprayer/Access. - DWC 7/8	53612.001				
11 McMaster-Carr	\$ 172.23	Mnt Spl - Vegetable Fiber Gasket Material, Desoldering Tool - RH	53612.001				
12 Huntington National Bank	\$ 68.00	Charges on MC - November 2021 - Toilet Tissue, Paper Towels - RH 1/2	53612.001				
13 Huntington National Bank	\$ 33.13	Charges on MC - November 2021 - ORW Membership, Catering - DWC 6/8	53612.001				
14 Grainger	\$ 234.66	Mnt Spl - Entry Transmitter 12/16/21 - RH	53612.001	\$ 610.87	\$ 83,726.84	\$ 180,000.00	53.49%
15 Huntington National Bank	\$ 247.50	Charges on MC - November 2021 - ORW Membership, Catering - DWC 7/8	53701				
16 AECOM Technical Services, Inc.	\$ 2,650.00	Cnt Svc - ALWA Flow Monitoring @ WRF 12/8/21 - RH	53701	\$ 2,897.50	\$ 217,592.52	\$ 275,000.00	20.88%
17 Fisher Auto Parts, Inc	\$ 5.23	Eqp Mnt - Fan Switch Connector, Trailer Connector 12/16/21 - DWC	53707	\$ 5.23	\$ 18,499.66	\$ 20,000.00	7.50%
18 Coverall North America, Inc.	\$ 326.00	Cleaning Svc @ 201 Miller Rd - December 2021 - RKM	53708				
19 Huntington National Bank	\$ 25.99	Charges on MC - November 2021 - ORW Membership, Catering - DWC 8/8	53708.001				
20 Huntington National Bank	\$ 151.09	Charges on MC - November 2021 - Toilet Tissue, Paper Towels - RH 2/2	53708.001	\$ 503.08	\$ 76,301.93	\$ 105,000.00	27.33%
21 Huntington National Bank	\$ 1,334.59	Charges on MC - November 2021 - Shirts, Sprayer/Access. - DWC 8/8	53804	\$ 1,334.59	\$ 111,496.18	\$ 192,500.00	42.08%
	\$ 30,435.69			\$ 30,435.69			



AVON LAKE REGIONAL WATER
 FUND 762 - ETL2
 DECEMBER 17 - DECEMBER 28, 2021
 JANUARY 4, 2022

Vendor	Amount	Description	G/L Account	G/L Sum	YTD Transactions	Budget	% of Budget Remaining
1 Illuminating Company	\$ 2,190.40	elec svc @ 800 Moore Rd Rear Upper 11/6/21-12/7/21 - DWC	53703.003	\$ 2,190.40	\$ 295,526.48	\$ 296,000.00	0.16%
	\$ 2,190.40			\$ 2,190.40			

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.	Update: Lorain County Treasurer has indicated that the refund process is taking longer than expected due to a backlog.	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.	Staff is currently reviewing the proposal received from PUBLIQ.	Open
2/18/2020	Misc.	Mrs. Schnabel asked staff to consider a redesign of the bills to aid with their understanding.	Staff is currently reviewing the proposal received from PUBLIQ.	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 ALRW has 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.