

Avon Lake Board of Municipal Utilities

AGENDA

For

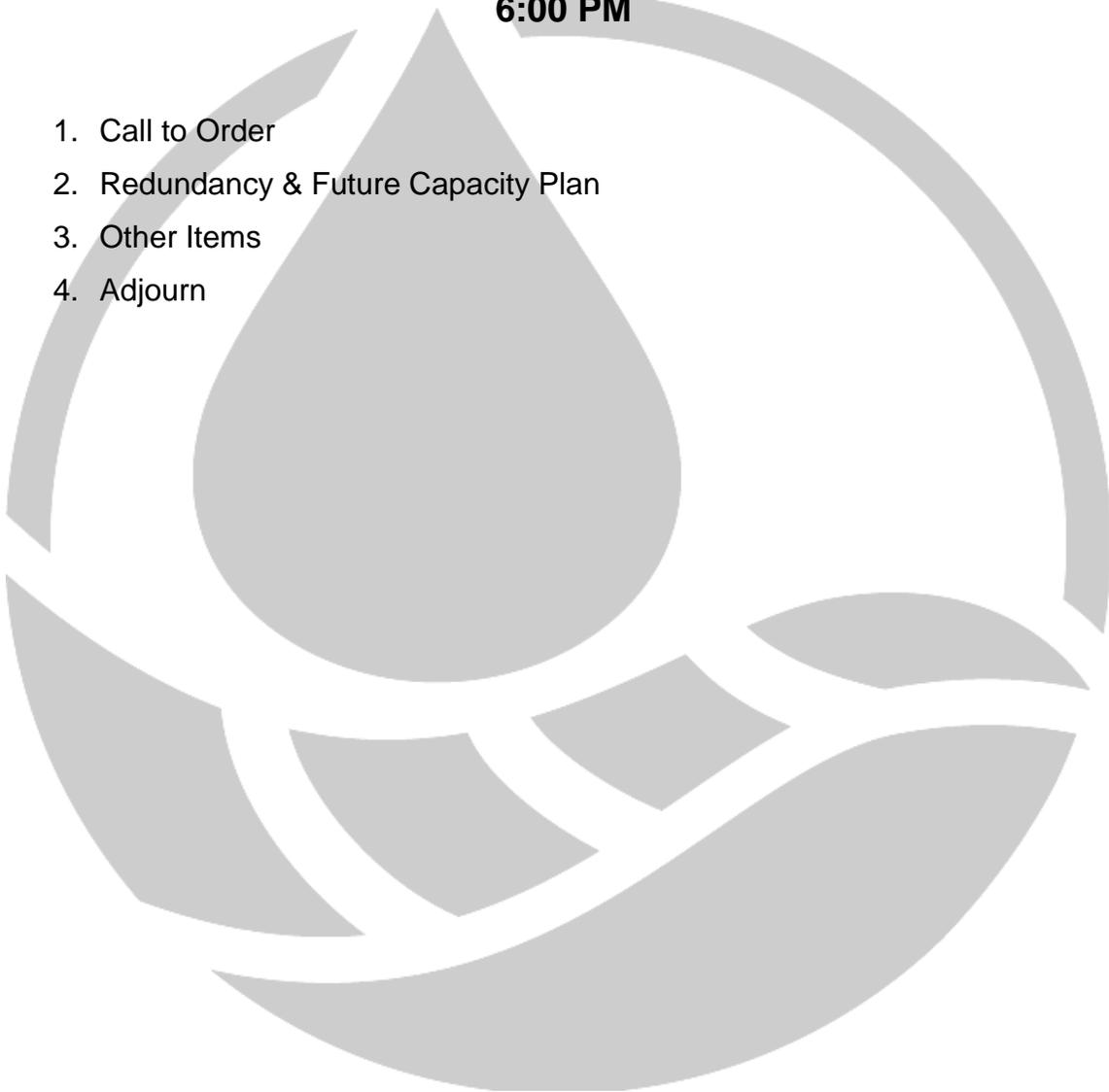
WORK SESSION

Tuesday

October 15, 2019

6:00 PM

1. Call to Order
2. Redundancy & Future Capacity Plan
3. Other Items
4. Adjourn



Avon Lake Regional Water
MEMORANDUM

To: **Board of Municipal Utilities**

From: **Todd Danielson & Rob Munro**

Subject: **Agenda Items – October 15, 2019, Work Session**

Date: **October 11, 2019**

Item 1: **Call to Order**

Item 2: **Redundancy & Future Capacity Plan – TAD/RKM**

The residents of Avon Lake enjoy plentiful, clean water at the second-lowest water rates in the state, partly due to the regionalization that has been encouraged and supported by the Board of Municipal Utilities. Approximately 85% of the water produced at the Water Filtration Plant (WFP) is delivered to bulk customers outside of the City. These bulk customers have indicated that they are happy with the relationship because Avon Lake Regional Water works hard to provide safe, reliable water service. Staff wants to assure the safety and reliability continues, and even improves, in response to the challenges experienced with the ETLs, which transmit over half of the water Avon Lake Regional Water produces (and accounts for more than half of the revenue received), and the oldest parts of the WFP reaching design life.

To best assure this safety and reliability, staff has worked with HDR to develop a comprehensive scope of work for the Redundancy and Future Capacity Plan. The plan aligns with our strategic initiatives of Continuous Improvement and Water Supply Resiliency and Reliability and includes five tasks that will allow HDR to partner with staff to assess the entire system to determine ways to reduce risk, improve reliability, assure future capacity, and provide tools to better manage the system. The proposed time-and-expense cost for the 9-month project is \$725,329, which would be split between the Water Fund (estimated at \$276,354) and the ETLs (the \$448,975 would be evenly split between ETL1 and ETL2). There is an additional allowance of up to \$500,000 for ETL field inspection and analysis that may be recommended upon review of existing data and information. An overview is presented below, and the detailed scope and budget is available upon request.

Task 1, Eastern Transmission Lines (ETLs) Assessment, will provide recommendations on long-term asset management of the ETLs to reliably deliver treated water to bulk customers. HDR will review existing information, evaluate data, develop a work plan for conducting the condition assessment based upon the evaluation of the data, potentially conduct field investigations (for an additional fee), develop planning level alternatives, and conduct an operational assessment. The budget for this task is approximately \$190,000, plus the cost of field inspection and analyses, which could cost as much as \$500,000 additional. Staff is very hesitant to currently recommend spending too much

on field inspection and analyses, especially for ETL1, feeling like it might be better to put the cost of the work toward the actual repairs. Following the initial assessment of Task 1, staff may approach the Board to seek approval for additional field inspection/analytical expenses. The expenses for this task will be borne by the ETL funds.

Task 2, Water Filtration Plant Assessment, will evaluate strategies to address changing water quality and regulations, future growth, redundancy, and plant optimization. HDR will review existing information, identify critical redundancy limitations, assess current and potential future water quality challenges, and identify future improvements to meet capacity and water quality estimates. The budget for this task is approximately \$116,000, with approximately \$16,000 of it borne by ETL funds.

Task 3, ETL System Hydraulic Analysis, will assess the capacity and redundancy of the transmission system and test alternatives for long-term reliability. HDR will review data; project future demands; develop a transmission main hydraulic model and incorporate it into the Avon Lake hydraulic model; assess the system for capacity, redundancy, and vulnerabilities; and develop alternatives to increase reliability, redundancy, and capacity. Approximately \$121,000 of the \$175,000 task will be borne by ETL funds.

Task 4, Capital Improvement Planning & Prioritization, will provide a plan prioritizing investments based upon risk-reduction. HDR will recommend capital improvements to address system repair/replacement requirements, supply, reliability, redundancy, capacity, and hydraulic deficiencies. HDR will work with staff to develop a list that provides a logical, phased, prioritized plan for implementing identified projects. Half of the \$93,000 task will be borne by ETL funds.

Finally, Task 5, Risk and Resiliency Assessment, will identify risks to the system, assess the resiliency of our infrastructure, and recommend ways to help mitigate and/or manage those risks. This Assessment is required by America's Water Infrastructure Act to be completed by 3/31/20 by collecting and reviewing data, conducting workshops and field assessments, confirming threats and consequences, calculating risks, determining mitigation measures, and preparing an implementation plan. Staff may ask for follow-on assistance to update the Emergency Response Plan (which must be updated by 9/30/20), based upon hazards identified. The anticipated cost of the task is \$150,000, half of which will be borne by ETL funds.

To help the Board better understand the overall study and outcomes, staff and HDR will make presentation to the Board and respond to questions. With the Board's support of the scope and budget, staff will request during the regular meeting authorization to enter into a contract with HDR.

Item 3: **Other Items**

Item 4: **Adjourn**

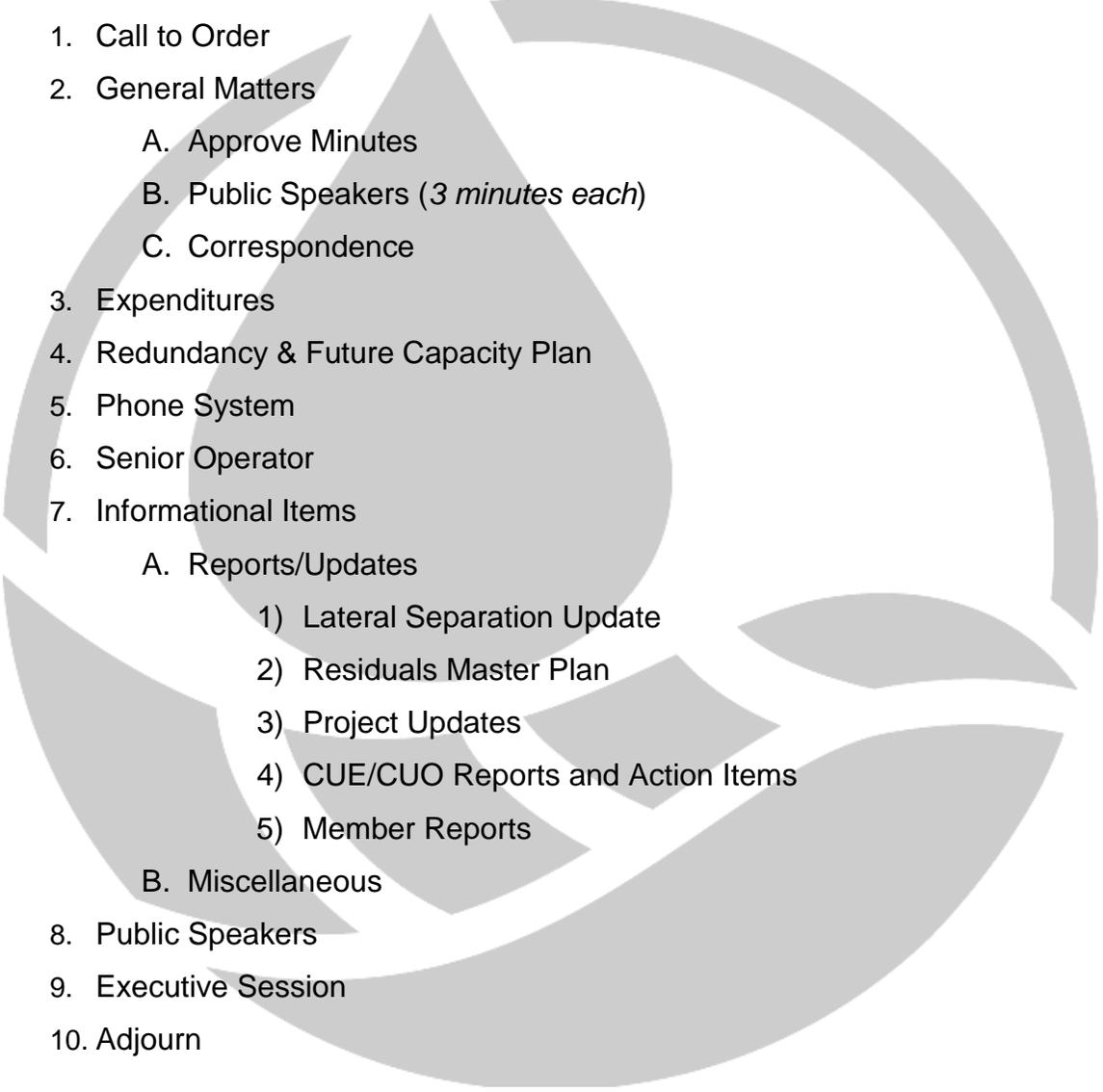
AGENDA

For

Tuesday

October 15, 2019

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. Redundancy & Future Capacity Plan
 5. Phone System
 6. Senior Operator
 7. Informational Items
 - A. Reports/Updates
 - 1) Lateral Separation Update
 - 2) Residuals Master Plan
 - 3) Project Updates
 - 4) CUE/CUO Reports and Action Items
 - 5) Member Reports
 - B. Miscellaneous
 8. Public Speakers
 9. Executive Session
 10. Adjourn

Avon Lake Regional Water
MEMORANDUM

To: **Board of Municipal Utilities**
From: **Todd Danielson & Rob Munro**
Subject: **Agenda Items – October 15, 2019**
Date: **October 11, 2019**

Item 1: **Call to Order**
Item 2A: **Approve Minutes**
Item 2B: **Public Speakers**
Item 2C: **Correspondence**
Item 3: **Expenditures**

Members will note 20 separate line items for Fisher Scientific on Fund 701; some of them are a year old. After months of prompting by our staff, Fisher Scientific sent all of the invoices at once. Staff has instituted a different billing procedure by Fisher Scientific to see if they will send invoices more regularly.

Item 4: **Redundancy & Future Capacity Plan – TAD/RKM**

Avon Lake Regional Water is able to provide exceptional service at low rates, in part, due to the regionalization promoted and supported by the Board of Municipal Utilities. Our bulk water customers have enjoyed the Board's forward thinking and preparation for future needs. As presented in the work session, staff requests the Board continue its strategic approach to providing excellent services to both City and regional (bulk) customers by authorizing the scope and budget for HDR to complete the Redundancy and Future Capacity Plan, which will identify risks and provide a plan for mitigation and/or risk management and allow for improved operation of the system.

The Principles that would help guide the Board are:

- ◆ Maintain existing assets, while investing in infrastructure that will take us into the future.
- ◆ Exercise fiduciary responsibility.

Recommended Motion:

I move to authorize the CUE to execute a contract with HDR to complete the Redundancy & Future Capacity Plan on a time and materials basis for up to \$725,329.00, with add-on options presented in the Scope of Work requiring separate approval.

Item 5: Phone System – RKM

Earlier this year, staff discussed the possibility of upgrading Avon Lake Regional Water's phone system. Currently, each of our three facilities (Administration Building, Water Filtration Plant, and Water Reclamation Facility) is on a separate system. In March, the Board approved the installation of redundant fiber optic lines to connect all three facilities. With this installation, we are now able to implement a shared phone system.

After evaluating phone system providers, staff recommends CBTS as the vendor. CBTS offers a hosted, cloud-based phone system. By upgrading our current phone system to this new phone system, we will be able to reduce the monthly recurring costs for phone service by having one system, instead of three separate systems.

CBTS is part of the State of Ohio Telecommunications contract. The hardware, engineering, training and implementation costs for this new system are \$28,993.77.

The Principles that would help guide the Board are:

- ◆ Exercise fiduciary responsibility.

Recommended Motion:

I move to authorize the purchase of a new phone system from CBTS at a cost of \$28,993.77 and also authorize a contingency allowance of 5% for out of scope items as authorized by the CUE.

Item 6: Senior Operator – TAD

The Senior Operator job description was presented to the Board during its September 3rd work session. The HR Committee unanimously voted for its consideration by Council. The job description is scheduled to be approved on October 28th. Staff requests the Board consider and approve the attached Senior Operator job description so that it may be approved by Council.

The Principles that would help guide the Board are:

- ◆ Sustain an empowered, skilled, quality workforce with a commitment to innovation.

Recommended Motion:

I move to approve the job description for Senior Operator.

Item 7A1: Lateral Separation Update – TAD/RKM/CMA

Of the four outstanding properties with water meters and laterals that have not been separated, staff remains confident that three properties are moving toward completion and looks forward to the October 24th court date for the fourth property.

Staff is completing file review and has scheduled a contractor to address lateral issues and allow required conversion of combination sewers to storm sewers by year's end.

Item 7A2: Residuals Master Plan – TAD/RKM

Residuals management is one important component of the water reclamation process that can greatly affect cost of treatment, environmental/aesthetic issues, and public opinion, among other things. The Residuals Master Plan that the Board authorized and is being completed by Hazen is continuing to progress, with a recommended path forward (with off-ramps) scheduled to be presented early in 2020. Staff met with Hazen on October 8th regarding the initial screening of alternatives for residuals management. Based upon their initial assessment, the number of biosolids/alum residuals treatment alternatives for consideration has been reduced to approximately six, with a few permutations. To date, consideration of alternatives has been driven by potential for end use/final disposition of residuals, costs, regulatory acceptance, and a few other criteria. Hazen will continue refining the alternatives for consideration to help staff better understand how the alternatives align with the screening criteria and work to reduce the potential alternatives to a small number before providing a Board briefing.

Item 7A3: Project Updates – RKM

45 Project: During the week of October 14th, the contractor will finish remaining concrete work and final preparations for stone berm and top coat paving, which is scheduled to start Monday, October 21st.

Avondale: During the week of October 14th, the contractor will complete restoration.

Item 7A4: CUE/CUO Report and Action Items – TAD/RKM

Action Items are as presented with the write-up.

Item 7A5: Member Reports

Item 7B: Miscellaneous

Item 8: Public Speakers

Item 9: Executive Session – TAD

The CUE may request to meet in executive session to discuss pending legal matters.

Recommended Motion:

I move to meet in executive session as allowed by ORC 121.22 G. (3) to discuss pending legal matters to include the CUE, CUO, Technical Support Specialist, & Community Outreach Specialist.

Item 10: Adjourn

Board of Municipal Utilities
Work Session Minutes
October 1, 2019
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, Mrs. Schnabel, and Mr. Phillips.

Also present: CUE Danielson, CUO Munro, Technical Support Specialist Collins, Councilwoman Fenderbosch, and Community Outreach Specialist Arnold (arrived partway through).

Redundancy/Future Capacity

The CUE informed the Board that staff met with HDR on September 25th to begin developing a scope and budget for the Redundancy and Future Capacity Plan, with the intention to provide a final scope and budget for Board consideration and approval at its October 15th meeting. He said that staff wanted to provide an overview of the draft scope and was seeking input from the Board in order to help assure it may be reflected in the final scope and budget.

The CUE stated that the focus of the planning effort with HDR was to assure reliability of the mains providing water to Avon Lake Regional Water's bulk customers and was intended to include a condition assessment and modeling in order to provide options for consideration. He said that the plan may include components that are required for the USEPA regulation supporting "America's Water Infrastructure Act" legislation.

He said that the scope will include an assessment of the Water Filtration Plant (WFP). With a portion of the plant nearing 100 years old, a path forward for that portion of the plant and its capacity will be included as part of the plan. He also said that staff will work closely with bulk customers to assure the plan will propose work that they want, need, and would be willing to help fund.

The CUO said that HDR was the top qualified firm; and, through their previous work with Avon Lake Regional Water, they are able to handle both aspects of the project. Mr. Rush asked what the plan is for the plant built in 1926; and, since it is out of service, would it fulfill the needs of Avon Lake Regional Water? He asked if there were any plans to utilize the old plant. The CUE indicated that the consultant would help determine the tradeoffs for reutilizing the old filters, constructing new filters, or doing something entirely else.

The Chairman said that if there was going to be expansion of the plant, Avon Lake Regional Water should build on the west end of the plant. He also said that it would probably be more cost prohibitive to build over the plant or to rehabilitate the plant, than to build elsewhere in the plant vicinity.

The CUE stated that the plan is to grow the plant's capacity now so future needs can be accommodated. He said that the final capacity was still being determined through work with HDR. There are a number of influencing factors, like the number of future customers and growth of bulk customers. He also said that HDR will provide guidance regarding future inputs and available capacity. Mr. Rush asked if the 42 MGD (the capacity without using the old filters) keeps Avon Lake Regional Water in compliance with the EPA. The CUE informed the Board that current flows are more than 20% below the 42 MGD. He said that once the capacity falls within 10% to the 42 MGD, the organization would need a plan for future compliance.

Mrs. Schnabel asked if the stated capacity is 60 MGD or 50 MGD, and she asked to clarify if the maximum the water plant can actually handle is 35 MGD. The CUE stated that 50 MGD is the current rated capacity and that 35 MGD is approximately the maximum demand. Mr. Phillips said that since a significant portion of bulk customer demand is through ETL 1 and it is failing so frequently, Avon Lake Regional Water should focus on fixing those issues first.

The CUO informed the Board that the City of Avon spoke with him about increasing their capacity, and he said he expects that need will be addressed soon. Mrs. Fenderbosch asked what kind of piping might be installed to address the situation. The CUE answered that there are three main pipe materials used today. He said that concrete, ductile iron, and PVC piping are the most common options. He said that PVC would be the most likely replacement. The CUO added that the recent repairs that have been made to ETL1 have all been replaced with PVC. Mr. Phillips asked if the PVC has any effect on the quality of the drinking water. The CUE informed the Board that it does not change the quality.

Mr. Rush asked if the consultation with HDR will address ETLs 1, 2, and 3. The CUO informed the Board that all three are being addressed by the consultants. The Chairman stated that he has spoken with Rural Lorain County Water Authority and North Ridgeville and both are in support of an ETL3. Mrs. Schnabel asked how the cost of the project will be divided since Avon Lake Regional Water is in a consortium with other entities. The CUE stated that the cost of the increased plant capacity would fall within the "water rate." He added that costs for ETL transmission line repairs/upgrades would be covered by the consortium, of which Avon Lake Regional Water has a minor share.

Other Items

None

Adjourn

With no other business, the Mr. Abram moved to adjourn, Mr. Rush seconded. The Chairman concluded the work session at 6:30 PM.

Approved _____ 2019

John Dzwonczyk, Chairman

Todd Danielson, Clerk

Board of Municipal Utilities
Meeting Minutes
October 1, 2019
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 6:34 PM.

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

Also present: CUE Danielson, CUO Munro, Technical Support Specialist Collins, Community Outreach Specialist Arnold, and Councilwoman Fenderbosch.

Approve Minutes

Chairman Dzwonczyk presented the minutes of the September 17, 2019, 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 October 1, 2019, for funds and amounts as follows, Mr. Abram moved, Mr. Rush seconded, to approve the expenditures of October 1, 2019:

Water Fund 701	\$	213,343.34
Wastewater Fund 721	\$	182,364.20
MOR Fund 703	\$	38,974.63
MOR Fund 762	\$	24,506.97
LORCO Fund 749	\$	49,603.14
Lateral Loan Fund 765	\$	15,800.00
Water Construction Fund 704	\$	153,967.48

Ayes: Abram, Dzwonczyk, Rush, Schnabel and Phillips.

Nays: None

Motion carried.

Lateral Separation Update

The CUE informed the Board that the since the last update, one property has chosen a contractor to begin work. The following table summarizes the outstanding properties:

Group	9/27/19 Need to do work	Notes
A	2	<ol style="list-style-type: none"> 1. One property is vacant and has an affidavit recorded with the County indicating work must be completed before occupancy. 2. Other property is an estate situation with determination of executor currently in front of a judge.
B & C	4	<ol style="list-style-type: none"> 1. Work for two properties is to be completed in October. 2. Title is scheduled to transfer on a foreclosed property during the week of 9/30; and staff has been in contact with the pending owner, who intends to complete work in the next 6-8 weeks and understands the water meter will be removed until work is complete. 3. The Public Works Director has indicated that he is comfortable with unoccupied houses without water meters remaining connected to the combination sewers that will be converted to storm sewers. (1 property)

The CUE stated that the three properties have paths to separation within four to eight weeks. He said that staff has been working with counsel and the court regarding a path forward for the other occupied property.

Staffing

The CUE informed the Board that Heather Barnes has been promoted from Customer Service Clerk to Customer Service Representative, Step 1A position effective September 30, 2019.

He also said that staff will be interviewing candidates from a staffing agency to temporarily fill the open Customer Service Clerk position, and the Civil Service Commission has authorized the advertising/testing to develop a Customer Service Clerk list. He said the test is scheduled for October 22nd, and he expects the certification of a list around November 11th.

Project Updates

45 Project: The CUO informed the Board that the tree lawn restoration began the week of September 30th.

Avondale: The CUO said that the work resumed the week of September 23rd, and staff expected the project will be completed by the end of October.

Moore Road Waterline Replacement: The CUO stated that the work has been completed.

CUE and CUO Reports

The CUE informed the Board that staff will be holding the annual Avon Lake Regional Water Chili Cook-off on October 23rd. He said that Board Members are invited to attend.

The CUO informed the Board that he and several staff members attended the CPR/AED/"Stop the Bleed" training that took place at the Avon Lake Police Department on September 25th. The CUO is working with the Avon Lake Fire Chief and University Hospitals on a grant to provide "Stop the Bleed" kits for all of our vehicles and facilities. He also said that several staff members

attended a blueprint training conducted by the Engineering Services Manager and OTCO. He said the training was useful for reviewing plans and blueprints during the normal course of their duties.

The CUO also stated that staff has been working with the City of Avon Lake on a commemorative plaque for the end of the sewer separations. He said the plaque location has been proposed for the area off of the 45's on the bike path. He said he spoke with the Mayor and Mr. Reitz, who both said that the plaque will not need to go to the Planning Commission for approval, and he expects to bring the matter in front of the Board soon.

Member Reports

The Chairman informed the Board that he met with Mr. Waldecker, General Manager of RLCWA, and Mr. Armbruster, Safety Services Director of North Ridgeville, to discuss the potential for an ETL3 line and/or improving the reliability of the current transmission lines. He said that the meeting went well and that both parties were enthusiastic about investigating options.

Miscellaneous

None

Public Speakers

None

Adjourn

As there was no further business, Mr. Abram moved to adjourn, and Mr. Rush seconded. The meeting adjourned at 7:01 PM.

Ayes: Abram, Dzwonczyk, Phillips, Schnabel, and Rush

Nays: None

Motion carried.

Approved _____ 2019.

John Dzwonczyk, Chairman

Todd Danielson, Clerk

**AVON LAKE REGIONAL WATER
FUND 701 - WATER EXPENSES
OCTOBER 15, 2019**

	Vendor	Amount	Description
1	Water Employees	\$ 63,044.40	Salaries PR Post BW 2201921
2	Water Employees	\$ 1,383.44	Part Time Wages PR Post BW 2201921
3	Water Employees	\$ 1,937.95	Overtime Wages Plant PR Post BW 2201921
4	Water Employees	\$ 917.92	Overtime Wages Dist/Col PR Post BW 2201921
5	Water Employees	\$ 132.90	Overtime Wages Admin PR Post BW 2201921
6	Water Employees	\$ 185.45	Overtime Wages Construction PR Post BW 2201921
7	Water Employees	\$ 39.38	Overtime Wages Office PR Post BW 2201921
8	Water Employees	\$ 1,980.33	HRA Week Ending September 27, 2019
9	Water Employees	\$ 2.33	MMO Pymt Claim Adjustments Week Ending 10/4/2019
10	Water Employees	\$ (208.57)	MMO HRA Payment Week Ending 10/4/2019
11	Water Employees	\$ (1,006.91)	Pay Day October 10, 2019 Employee Medical Contributions
12	Leon E. Bursley Jr.	\$ 20.00	2 Employee Meal Allowances - 9/21/19,9/29/19 - GY
13	Gregory J Mosher	\$ 20.00	2 Employee Meal Allowances - 9/21/19,9/29/19 - GY
14	Mercy Occupational Health	\$ 23.00	Employee Drug Screen 10/1/19 - TAD 1/2
15	USA Mobile Drug Testing of Northeast Ohio	\$ 145.00	Employee & Supervisor Drug Free Workplace Trng 8/26/19 - TAD
16	Avon Lake Printing	\$ 965.03	Fall Waterline 9/24/19 - RKM 1/2
17	Link Computer Corporation	\$ 2,061.55	Muni-Link Billing - October 2019 - RKM 1/3
18	SmartBill Inc	\$ 2,666.47	AL Bills - October 2019 - RKM 1/2
19	Avon Lake Printing	\$ 81.00	Laminated die cut stickers 9/26/19 - RKM 1/2
20	Fuelman	\$ 522.01	Fuel for Vehicles 9/23/19-10/6/19 - RKM 1/2
21	Jack Doheny Companies, Inc	\$ 130.03	Eqp Mnt - Tank straps (2) 9/23/19 - RK 1/2
22	W.W. Williams	\$ 616.00	Eqp Mnt - Annual Mnt of West Ridge PS 8/14/19 - RKM
23	Rexel, Inc.	\$ 1,562.50	Eqp Mnt - Assembly Wiring for WFP Pumps 9/23/19 - GY
24	USALCO, LLC Inc.	\$ 3,713.80	Op Spl - Alum 9/5/19 - GY
25	USALCO, LLC Inc.	\$ 3,709.31	Op Spl - Alum 9/13/19 - GY
26	USALCO, LLC Inc.	\$ 3,712.30	Op Spl - Alum 9/19/19 - GY
27	Cabot Norit Americas Inc	\$ 27,264.60	Op Spl - Activated Carbon 9/23/19 - GY
28	Mississippi Lime Co.	\$ 4,243.96	Op Spl - Lime (21.24 tons) 10/2/19 - GY
29	USALCO, LLC Inc.	\$ 3,715.30	Op Spl - Alum 9/25/19 - GY
30	USALCO, LLC Inc.	\$ 3,713.80	Op Spl - Alum 9/26/19 - GY
31	Core & Main LP	\$ 550.00	Mnt Spl - 8x8 plugs 9/20/19 - RK
32	Pollard Water.com	\$ 223.41	Mnt Spl - Meter pit keys (10) 10/1/19 - RK
33	Core & Main LP	\$ 4,926.00	Water Dist. Spl - Meter Pits (75) 7/9/19 - RK
34	ABC Equipment Rental & Sales Corp	\$ 131.70	Mnt Spl - Orange reflective cones (12) 9/26/19 - RK 1/2
35	Active Plumbing Supplies	\$ 314.82	Mnt Spl - Adapters, elbows, plugs 9/16/19 - RK
36	Active Plumbing Supplies	\$ 247.14	Mnt Spl - Ball valve, adapters, fitting brush 9/13/19 - RK
37	Active Plumbing Supplies	\$ 725.74	Mnt Spl - Tees, couplings, ball valves 9/10/19 - RK
38	Active Plumbing Supplies	\$ 652.80	Mnt Spl - Ball valves, elbows, fittings 9/12/19 - RK
39	Swift First Aid Corp	\$ 17.35	Svc to First Aid Cabinets @ 201 Miller 9/23/19 - RKM 1/2
40	Swift First Aid Corp	\$ 95.70	Svc to First Aid Cabinets @ WFP 9/23/19 - GY
41	Roberts Surveying Supplies Inc.	\$ 231.00	Mnt Spl - Striping paint (blue) 9/23/19 - JG 1/2
42	USA Bluebook	\$ 140.94	Mnt Spl - Online Desiccant Cartridge 9/11/19 - GY
43	Zoro Tools Inc	\$ 190.85	Mnt Spl - Nylon Web Slings 9/24/19 - RKM 1/2
44	Trico Oxygen Company Inc.	\$ 43.60	Mnt Gases @ 201 Miller Rd 9/30/19 - RK 1/2
45	Trico Oxygen Company Inc.	\$ 34.80	Mnt Gases @ WFP 9/30/19 - GY 1/2
46	Grainger	\$ 16.59	Mnt Spl - SS Rod 10/2/19 - GY
47	Grainger	\$ 224.46	Mnt Spl - Pressure gauges (6) 9/27/19 - GY
48	Grainger	\$ 125.49	Mnt Spl - Float ball, all purpose cleaner 10/2/19 - GY
49	Applied Industrial Technologies	\$ 5.06	Mnt Spl - Weatherheads (2) 9/27/19 - GY
50	ABC Equipment Rental & Sales Corp	\$ 32.50	Mnt Spl - Rain jacket 9/30/19 - RK 1/2
51	Harold Archer & Sons, Inc.	\$ 726.37	Stone 9/20/19 - RK 1/2
52	Rock Pile Inc	\$ 240.00	Yard Repair Materials - 9/30/19 - RK
53	Maintenance Systems of Northern Ohio Inc.	\$ 8,319.00	Asphalt repairs for water break @ Lake & Miller 9/23/19 - RK
54	Badger Meter Inc.	\$ 33.00	Orion Cellular LTE Serv Unit 9/30/19 - RKM
55	Phenova, Inc.	\$ 483.90	Lab Spl - WS Source Water 9/17/19 - GY

56	Trico Oxygen Company Inc.	\$	601.96	Lab Spl - Acetylene, Argon, Liquefied petroleum gas 9/25/19 - GY
57	Fisher Scientific Inc.	\$	230.84	Lab Spl - Hydroxylamine Sulfate 4/17/19 - GY
58	Fisher Scientific Inc.	\$	82.19	Lab Spl - 1ml Blue tip racked 1000/pk 4/18/19 - GY
59	Fisher Scientific Inc.	\$	3,540.89	Lab Spl - Filter paper, various chemicals 1/10/19 - GY
60	Fisher Scientific Inc.	\$	418.45	Lab Spl - Cadmium metal 1/11/19 - GY
61	Fisher Scientific Inc.	\$	714.42	Lab Spl - Nichiryo NPX 10/10/2018
62	Fisher Scientific Inc.	\$	266.05	Lab Spl - Tisab II 10/26/2018 - GY
63	Fisher Scientific Inc.	\$	586.17	Lab Spl - Tisab II 1/15/19 - GY
64	Fisher Scientific Inc.	\$	266.05	Lab Spl - Tisab II 10/11/18 - GY
65	Fisher Scientific Inc.	\$	71.20	Lab Spl - Xylenol orange 10/16/18 - GY
66	Fisher Scientific Inc.	\$	66.08	Lab Spl - Xylenol orange 6/14/19 - GY
67	Fisher Scientific Inc.	\$	613.35	Lab Spl - Tisab II, sod hydrox-thio 6/13/19 - GY
68	Fisher Scientific Inc.	\$	2,411.40	Lab Spl - Buffers, membrane, ammonium 6/11/19 - GY
69	Fisher Scientific Inc.	\$	1,740.03	Lab Spl - Alarm timer, Agar, Sparkleen 4/2/19 - GY
70	Fisher Scientific Inc.	\$	42.40	Lab Spl - Lab Chem 125ml 4/9/19 - GY
71	Fisher Scientific Inc.	\$	75.95	Lab Spl - Xylenol orange 1/28/19 - GY
72	Fisher Scientific Inc.	\$	75.95	Lab Spl - Xylenol orange 4/11/19 - GY
73	Fisher Scientific Inc.	\$	61.93	Lab Spl - Tryptic soy broth 4/4/19 - GY
74	Fisher Scientific Inc.	\$	280.27	Lab Spl - Tisab II 4/5/19 - GY
75	Fisher Scientific Inc.	\$	226.49	Lab Spl - Streptococcus agar 4/8/19 - GY
76	Fisher Scientific Inc.	\$	(230.84)	Lab Spl - Return Credit - 4/16/19 - GY
77	Hach Company	\$	2,950.83	Lab Spl @ WFP 9/24/19 - GY
78	Hach Company	\$	20.88	Lab Spl - Sulfuric acid 9/27/19 - GY
79	Hach Company	\$	483.00	Lab Spl - Stablcal STD (3) 9/30/19 - GY
80	Environmental Resources Assoc. Inc.	\$	64.35	Lab Spl - Ohio Flouride 10/1/19 - GY
81	Alloway Corp	\$	390.00	Lab Analysis 9/30/19 - GY
82	Trico Oxygen Company Inc.	\$	40.60	Mnt Gases @ WFP 9/30/19 - GY 1/2
83	Precision Laser & Instruments Inc.	\$	6,739.17	Trimble Geo 7 Series Premium Centimeter Kit 9/10/19 - JG 1/2
84	U.S. Bank Equipment Finance Inc	\$	390.65	Lease Payment on 2 Ricoh copiers 9/17/19 - RKM 1/2
85	T Kendera Concrete LLC	\$	1,400.00	Remove & Replace Apron - 694 Moore Rd - RK
86	Technology Management Solutions Inc	\$	399.60	Cnt Svc - Dell 43" monitor 9/23/19 - RKM 1/2
87	Miles LeHane Companies, Inc.	\$	703.71	Cnt Svc - Consulting Fee Expenses 9/23/19 - TAD 1/2
88	Advance Ohio Media LLC Corp.	\$	250.00	Ad for Customer Service Clerk - ALRW
89	Pict Partnership-Westlife/Press	\$	105.00	Ad for Customer Service Clerk
90	Brakey Energy, Inc.	\$	925.00	Mo. Fee for Energy Mgmt - Sept 2019 - TAD 1/2
91	iamGIS Group, LLC	\$	3,750.00	Cnt Svc - GIS Software & Support Renewal 10/1/19 - JG 1/2
92	Columbia Gas	\$	131.66	gas svc @ 33370 Lake Rd - WFP 8/19/19-9/18/19 - GY
93	Columbia Gas	\$	38.38	gas svc @ 33370 Lake Rd - WFP Garage 8/19/19-9/18/19 - GY
94	Columbia Gas	\$	46.13	gas svc @ 33370 Lake Rd - WFP Aux 8/19/19-9/18/19 - GY
95	Columbia Gas	\$	30.64	gas svc @ 33399 Lake Rd SIP Bldg - 8/19/19-9/18/19 - GY
96	Columbia Gas	\$	30.64	gas svc @ 33370 Lake Rd - WFP Lab 8/19/19-9/18/19 - GY
97	Columbia Gas	\$	142.53	gas svc @ 201 Miller Rd 8/27/19-9/26/19 - RKM
98	Illuminating Company	\$	7,383.03	elec svc @ 33370 Lake Rd 8/21/19-9/19/19 - GY
99	Engie Resources	\$	22,219.98	elec svc @ various addresses 9/25/19 - TAD 1/10
100	Engie Resources	\$	14,423.97	elec svc @ various addresses 9/25/19 - TAD 2/10
101	Avon Lake Regional Water	\$	411.72	Water Used from ETL1 - Krebs 8/30/19-9/30/19 - RKM
102	Spectrum Business	\$	157.49	Internet/Phone Svc @ 201 Miller Rd 9/14/19-10/13/19 - RKM 1/2
103	Verizon Wireless	\$	769.32	Cell Phone Svc - Aug 26 - Sep 25, 2019 - RKM 1/2
104	Kline's Rural Truck & Auto Body	\$	2,471.00	Eqp Mnt - F550 - Paint bedliner/undercoat/truck 6/4/19 - RK 1/2
105	Sylvester Truck & Tire Services Inc	\$	187.95	Eqp Mnt - Truck repairs 9/20/19 - RK 1/2
106	Napa Avon	\$	158.19	Eqp Mnt - Truck Parts & Tools - Sept 2019 - RK 1/2
107	Sylvester Truck & Tire Services Inc	\$	112.35	Eqp Mnt - Truck repair 9/27/19 - RK 1/2
108	Sylvester Truck & Tire Services Inc	\$	80.67	Eqp Mnt - Truck repairs 9/27/19 - RK 1/2
109	Kowalski Ford Inc	\$	320.45	Eqp Mnt - 8/31/19 - RK 1/2
110	Rebman Systems, Inc	\$	288.00	Fire Alarm Monitoring 2019-2020 - RK 1/2
111	FLB Service Co. Corp.	\$	105.00	Bldg Mnt - Repair gate @ 201 Miller 10/2/19 - RK 1/2
112	JNA Quality Services, LLC	\$	700.00	Cleaning Svcs @ 201 Miller Rd - September 2019 - RKM 1/2
		\$	226,989.62	

**AVON LAKE REGIONAL WATER
FUND 721 - WASTEWATER EXPENSES
OCTOBER 15, 2019**

	Vendor	Amount	Description
1	Wastewater Employees	\$ 59,828.29	Salaries PR Post BW 2201921
2	Wastewater Employees	\$ 4,307.69	Part Time Wages PR Post BW 2201921
3	Wastewater Employees	\$ 3,377.94	Overtime Wages Plant PR Post BW 2201921
4	Wastewater Employees	\$ 1,167.32	Overtime Wages Dist/Col PR Post BW 2201921
5	Wastewater Employees	\$ 1,357.69	Overtime Wages Construction PR Post BW 2201921
6	Wastewater Employees	\$ 13.12	Overtime Wages Office PR Post BW 2201921
7	Wastewater Employees	\$ 54.93	Employee Time Buy Back PR Post BW 2201921
8	Wastewater Employees	\$ 718.28	Medical Mutual Week Ending Sept 27, 2019
9	Wastewater Employees	\$ 294.04	HRA Week Ending September 27, 2019
10	Wastewater Employees	\$ 201.23	MMO Pymt Claim Adjustments Week Ending 10/4/2019
11	Wastewater Employees	\$ 432.33	MMO HRA Payment Week Ending 10/4/2019
12	Wastewater Employees	\$ (1,541.47)	Pay Day October 10, 2019 Employee Medical Contributions
13	Jeremy Pijor	\$ 10.00	1 Employee Meal Allowance 9/18/19 - SB
14	Joshua D Spinks	\$ 30.00	3 Employee Meal Allowances 9/17/19,9/21/19,9/22/19 - SB
15	Timothy Dillon	\$ 10.00	1 Employee Meal Allowance 9/17/19 - SB
16	Dale Sadowski	\$ 30.00	3 Employee Meal Allowances 9/19/19,9/21/19,9/28/19 - SB
17	Mercy Occupational Health	\$ 23.00	Employee Drug Screen 10/1/19 - TAD 2/2
18	USA Mobile Drug Testing of Northeast Ohio	\$ 145.00	Employee & Supervisor Drug Free Workplace Trng 8/26/19 - TAD 2/2
19	Avon Lake Printing	\$ 321.67	Fall Waterline 9/24/19 - RKM 2/2
20	Link Computer Corporation	\$ 687.18	Muni-Link Billing - October 2019 - RKM 2/3
21	Avon Lake Printing	\$ 81.00	Laminated die cut stickers 9/26/19 - RKM 2/2
22	SmartBill Inc	\$ 888.82	AL Bills - October 2019 - RKM 2/2
23	Fuelman	\$ 522.01	Fuel for Vehicles 9/23/19-10/6/19 - RKM 2/2
24	Jack Doheny Companies, Inc	\$ 130.02	Eqp Mnt - Tank straps (2) 9/23/19 - RK 2/2
25	APG-Neuros	\$ 8,478.75	Eqp Mnt - Routine Mnt on Turbo Blowers @ WRF 9/27/19 - SB
26	Bonded Chemicals Inc	\$ 7,320.00	Op Spl - Caustic Soda 50% Diaphragm 9/19/19 - SB
27	Bonded Chemicals Inc	\$ (2,425.00)	Drum return credit 9/19/19 - SB
28	ABC Equipment Rental & Sales Corp	\$ 131.70	Mnt Spl - Orange reflective cones (12) 9/26/19 - RK 2/2
29	Goldstar Products, Inc	\$ 7,527.02	Mnt Spl - Red Hot Sewer Solvent 9/2/19 - SB
30	Grainger	\$ 325.99	Mnt Spl - Solenoid valve 9/18/19 - GY
31	Grainger	\$ 115.68	Mnt Spl - Air filters 9/20/19 - SB
32	Zoro Tools Inc	\$ 190.85	Mnt Spl - Nylon Web Slings 9/24/19 - RKM 2/2
33	Roberts Surveying Supplies Inc.	\$ 231.00	Mnt Spl - Striping paint (blue) 9/23/19 - JG 2/2
34	Lincoln Electric Cutting Systems	\$ 4,904.16	Mnt Spl - Accumove 2 Upgrade, torch, misc 9/25/19 - SB
35	Mcmaster-Carr	\$ 1,697.46	Mnt Spl - Water heater, thermostat, unions 9/26/19 - SB
36	Platinum Chemicals, Inc.	\$ 897.00	Mnt Spl - Citra Clean 8/27/19 - SB
37	Swift First Aid Corp	\$ 17.35	Svc to First Aid Cabinets @ 201 Miller 9/23/19 - RKM 2/2
38	Goldstar Products, Inc	\$ 7,528.17	Mnt Spl - Red Hot Sewer Solvent 10/1/19 - SB
39	ABC Equipment Rental & Sales Corp	\$ 32.49	Mnt Spl - Rain jacket 9/30/19 - RK 2/2
40	Acuity Speciality Products, Inc.	\$ 1,082.58	Mnt Spl - Odorless LBA, glass cleaner 9/24/19 - SB
41	Mcmaster-Carr	\$ 16.83	Mnt Spl - Pipe fittings (2) 10/2/19 - SB
42	Mcmaster-Carr	\$ 86.25	Mnt Spl - Eyebolts, S-hooks, couplings 9/30/19 - SB
43	Mcmaster-Carr	\$ 98.11	Mnt Spl - Pipe fittings (6) 10/1/19 - SB
44	Menards	\$ 317.23	Mnt Spl - Pipes, adapters, couplings - Sept 2019 - SB
45	O.E. Meyer Co. Corp	\$ 374.60	Mnt Spl - Nozzles, defelctors, electrodes 9/24/19 - SB
46	Swift First Aid Corp	\$ 125.28	Svc to First Aid Cabinets @ WRF 9/23/19 - SB
47	Trico Oxygen Company Inc.	\$ 43.60	Mnt Gases @ 201 Miller Rd 9/30/19 - RK 2/2
48	Trico Oxygen Company Inc.	\$ 34.20	Mnt Gases @ WRF 9/30/19 - SB
49	Trico Oxygen Company Inc.	\$ 206.67	Mnt Gases @ WRF 9/27/19 - SB
50	United Laboratories Inc.	\$ 3,943.14	Mnt Spl - Ice melt, gloves, air freshener 9/25/19 - SB
51	Harold Archer & Sons, Inc.	\$ 726.36	Stone 9/20/19 - RK 2/2
52	Westview Concrete Corporation	\$ 961.30	Concrete Repair Supplies @ 361 Armour - RK
53	Thomas Scientific	\$ 594.60	Lab Spl - Finn tip bags 10/2/19 - SB
54	Precision Laser & Instruments Inc.	\$ 6,739.17	Trimble Geo 7 Series Premium Centimeter Kit 9/10/19 - JG 2/2
55	SOS Integration Services Corp	\$ 2,958.00	Cnt Svc - Polymer Additions 9/30/19 - SB
56	U.S. Bank Equipment Finance Inc	\$ 390.65	Lease Payment on 2 Ricoh copiers 9/17/19 - RKM 2/2

57	T Kendera Concrete LLC	\$	1,650.00	Remove & Replace Apron - 361 Armour 9/24/19 - RK
58	Technology Management Solutions Inc	\$	399.59	Cnt Svc - Dell 43" monitor 9/23/19 - RKM 2/2
59	Miles LeHane Companies, Inc.	\$	703.70	Cnt Svc - Consulting Fee Expenses 9/23/19 - TAD 2/2
60	Great Lakes Pipeline Services Inc.	\$	13,000.00	CCTV Sewer Lateral Inspection & Investigation 2018/2019 - JG
61	Great Lakes Pipeline Services Inc.	\$	450.00	CCTV Inspect @ Moore Rd near Culvert 9/23/19 - JG
62	Great Lakes Pipeline Services Inc.	\$	2,100.00	CCTV Sewer Lateral Inspection - Avon Belden 9/25/19 - JG
63	iamGIS Group, LLC	\$	3,750.00	Cnt Svc - GIS Software & Support Renewal 10/1/19 - JG 2/2
64	Brakey Energy, Inc.	\$	925.00	Mo. Fee for Energy Mgmt - Sept 2019 - TAD 2/2
65	Data Command Corp	\$	2,933.40	Cnt Svc - LORCO sites Annual Subscriptions 2019-2020 - SB
66	American Express	\$	22,715.57	Republic Services - Sludge Disposal - September 2019 - SB
67	Columbia Gas	\$	30.64	gas svc @ 32789 Lake Rd - Center Rd PS 8/19/19-9/18/19 - RK
68	Columbia Gas	\$	32.61	gas svc @ 671 Bridgeside PS 8/29/19-9/30/19 - RK
69	Columbia Gas	\$	32.12	gas svc @ 100 Woodbridge Way 8/29/19-9/30/19 - RK
70	Engie Resources	\$	8,079.87	elec svc @ various addresses 9/25/19 - TAD 3/10
71	Engie Resources	\$	713.78	elec svc @ various addresses 9/25/19 - TAD 4/10
72	Spectrum Business	\$	157.49	Internet/Phone Svc @ 201 Miller Rd 9/14/19-10/13/19 - RKM 2/2
73	Spectrum Business	\$	270.33	Internet/Phone Svc @ WRF 9/23/19 - SB
74	Verizon Wireless	\$	769.32	Cell Phone Svc - Aug 26 - Sep 25, 2019 - RKM 2/2
75	Sylvester Truck & Tire Services Inc	\$	187.94	Eqp Mnt - Truck repairs 9/20/19 - RK 2/2
76	Kline's Rural Truck & Auto Body	\$	2,471.00	Eqp Mnt - F550 - Paint bedliner/undercoat/truck 6/4/19 - RK 2/2
77	Sylvester Truck & Tire Services Inc	\$	112.35	Eqp Mnt - Truck repair 9/27/19 - RK 2/2
78	Sylvester Truck & Tire Services Inc	\$	80.67	Eqp Mnt - Truck repairs 9/27/19 - RK 2/2
79	Napa Avon	\$	158.18	Eqp Mnt - Truck Parts & Tools - Sept 2019 - RK 2/2
80	Kowalski Ford Inc	\$	320.45	Eqp Mnt - 8/31/19 - RK 2/2
81	JNA Quality Services, LLC	\$	700.00	Cleaning Svcs @ 201 Miller Rd - September 2019 - RKM 2/2
82	FLB Service Co. Corp.	\$	105.00	Bldg Mnt - Repair gate @ 201 Miller 10/2/19 - RK 2/2
83	Rebman Systems, Inc	\$	288.00	Fire Alarm Monitoring 2019-2020 - RK 2/2
84	Brown and Caldwell	\$	14,579.42	Prof Svc - Collection System Evaluation 9/19/19 - RKM
		\$	<u>206,477.71</u>	

**AVON LAKE REGIONAL WATER
FUND 703 - ETL1 EXPENSES
OCTOBER 15, 2019**

	Vendor	Amount	Description
1	Core & Main LP	\$ 6,870.00	Mnt Spl - ETL1 - 36" Repair Band X622 9/27/19 - RK
2	Flexim Americas Corporation	\$ 3,343.76	Flexim ETL1 on site svcs 10/4/19 - RK
3	Engie Resources	\$ 8,285.79	elec svc @ various addresses 9/25/19 - TAD 5/10
4	Engie Resources	\$ 72.47	elec svc @ various addresses 9/25/19 - TAD 6/10
		<u>\$ 18,572.02</u>	

**AVON LAKE REGIONAL WATER
FUND 762 - ETL2 EXPENSES
OCTOBER 15, 2019**

	Vendor	Amount	Description
1	Engie Resources	\$ 12,787.84	elec svc @ various addresses 9/25/19 - TAD 7/10
2	Ohio Edison	\$ 35.96	elec svc @ 15201 Island Rd OAI 10/2/19 - RKM
3	Engie Resources	\$ 47.17	elec svc @ various addresses 9/25/19 - TAD 8/10
		<u>\$ 12,870.97</u>	

**AVON LAKE REGIONAL WATER
FUND 749 - LORCO EXPENSES
OCTOBER 15, 2019**

	Vendor	Amount	Description
1	Engie Resources	\$ 333.75	elec svc @ various addresses 9/25/19 - TAD 9/10
2	Engie Resources	\$ 53.33	elec svc @ various addresses 9/25/19 - TAD 10/10
3	Frontier Communications	\$ 56.43	Telephone svc @ Fourplex 9/25/19 - RK
4	SmartBill Inc	\$ 124.25	LORCO Bills - Message Insert 9/23/19 - RKM
5	Link Computer Corporation	\$ 305.42	Muni-Link Billing - October 2019 - RKM 3/3
6	Rural Lorain County Water Authority	\$ 1,290.00	LORCO Meter Readings - September 2019 - RKM
7	SmartBill Inc	\$ 590.02	LORCO Bills - Print & Postage 9/30/19 - RKM
		<u>\$ 2,753.20</u>	

**AVON LAKE REGIONAL WATER
FUND 765 - LATERAL LOAN EXPENSES
OCTOBER 15, 2019**

	Vendor	Amount	Description
1	Killeen Plumbing Co.	\$ 4,000.00	Lateral Loan Program - 215 Brookfield - RKM
2	Concrete & More, Inc.	\$ 3,600.00	Lateral Loan Program - 184 Moore Rd 90% - RKM
3	Concrete & More, Inc.	\$ 4,000.00	Lateral Loan Program - 185 Oakwood - RKM
4	Gulla Brothers, Inc.	\$ 4,000.00	Lateral Loan Program - 189 Lakewood - RKM
		<u>\$ 15,600.00</u>	

**AVON LAKE REGIONAL WATER
FUND 724 - WASTEWATER CONSTRUCTION EXPENSES
OCTOBER 15, 2019**

	Vendor	Amount	Description
1	Underground Utilities Inc	\$ 64,736.72	2019 Sewer Separation Project Bundle - Pay 1 - TAD
2	Underground Utilities Inc	\$ 149,280.52	2019 Sewer Separation Project Bundle - Pay 2 - TAD
		<u>\$ 214,017.24</u>	

Job Title: Senior Operator
Organization: Avon Lake Regional Water
Immediate Supervisor: Manager of facility to which assigned
Positions Supervised: N/A
FLSA Status: Non-Exempt
Bargaining Unit: Yes
Civil Service Status: Classified

GENERAL RESPONSIBILITIES:

Under direct supervision from the Manager of the Treatment Plant to which he/she is assigned, the Senior Operator will be responsible for plant operations on alternating shifts. The Senior Operator is responsible for selection and adjustments to plant operation during his/her shift to optimize plant operations. When on afternoon and night shift, he/she is in primary charge of plant operations; similarly, for the day shift on weekends and/or holidays. The Senior Operator may be required to be in responsible charge during a Plant Manager's absence.

GENERAL QUALIFICATIONS:

1. High school graduate or equivalent.
2. Must possess a valid OEPA Class III Operator certification.
3. Minimum (2) years' experience in an OEPA approved Laboratory (water) or in a Plant laboratory environment (wastewater).
4. Ability to apply for Class IV Certification within 1 year.
5. A Class IV Certification will allow the Senior Operator to reach the top tier of the position's pay scale.
6. Ability to acquire laboratory approval for bacteriological work.

SPECIFIC DUTIES

Under the supervision of the respective Plant Manager, shall perform a variety of technical and routine tasks including but not limited to:

1. Operate Plant and all equipment and processes.
2. Assist Plant Manager in all operational issues to include, but not limited to, advising and directing staff during normal and after hour shifts.
3. Act in primary charge of Plant when working alone.
4. Will be in responsible charge when Plant Manager is absent.
5. Keep records on bench sheets and electronically.
6. Complete requirements for the bound daily log book.
7. Dose chemicals as required by bench testing.
8. Enter data into electronic form.
9. Perform operational testing to optimize treatment.
10. Monitor that all treatment goals are being achieved.
11. Look for discrepancies in lab test results or chemical feed monitoring and help other operators be more consistent.

12. Perform laboratory tests.
13. Will periodically be assigned to work shifts to cover another operator's absence.
14. Perform grounds keeping, housekeeping, and maintenance tasks, as required.
15. Make treatment adjustments as needed or directed.
16. Detect and solve problems at the Plant.
17. Monitor and respond to all collection or distribution system demands.
18. Calmly respond to emergency situations and handle them swiftly.
19. Deal with the Public in a positive manner, respond/react to complaints/emergencies.
20. If dual licensed, may be assigned to operate plant to which not normally assigned.
21. Perform additional functions/tasks as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

1. Must know principles involved in treatment of water or wastewater plant operations to optimize treatment and keep the public safe.
2. Knowledge of all OEPA relevant requirements.
3. Interpret test data.
4. Knowledge of laboratory procedures for water and wastewater.
5. Ability to be approved by the OEPA for all laboratory operations.
6. Ability to set pumping rates.
7. Understand principles of disinfection.
8. Ability to master any tasks performed that are unique to Avon Lake's Plants (e.g., filter washes, press operations).
9. Follow proper sampling procedures.
10. Basic maintenance skills.
11. Clean, calibrate and verify operation of online analytical equipment.
12. Ability to solve advanced math problems for Plant operation demands.
13. Moderate computer skills.
14. Skill to run basic machinery.
15. Ability to work safely and efficiently.
16. Keep accurate records, including Chain of Custody forms.

The physical/mental demands described here are representative of the position to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Normal physical activity required in hands-on operation of a multi-building Plant.
2. Public safety is a priority, react accordingly.
3. Above average mental demands required.
4. Work outside in all-weather environments.
5. Capable of properly lifting 50 pounds.
6. Alert to ever-changing conditions and problems.
7. Work independently and/or in a team environment.
8. Work accurately and calmly under pressure.
9. Communicate effectively, both orally and in writing.
10. Work accurately with numbers.
11. Follow oral and written instructions, procedures and supervisory direction.
12. Must work overtime as needed.

ACTION ITEMS FROM BOARD MEETINGS

DATE	CATEGORY*	TOPIC	SOLUTION	STATUS
10/1/2019	Misc.	Members asked who owns the intellectual property (IP) of the work created by the graduate students.	Staff is working with the University of Akron regarding IP rights of the work product created.	Open
10/1/2019	Misc.	Members asked will Bana be able to demonstrate her work with her software/application at our water plant.	Staff is working with the University of Akron to schedule a date when the presentation can be made.	Open
9/17/2019	Financial	The Chairman asked staff to develop a plan for providing valve turning services to bulk customers in 2020, including estimated costs and revenues in the budget.	Staff has met internally and will continue moving the concept forward.	Open
9/17/2019	Financial	Members asked the CUE to continue working with Executive Director Toy regarding the Columbia Township agreement.	The CUE met with Mr. Toy on 9/25 and will work closely with him regarding potential changes to the draft agreement.	Answer
9/3/2019	Misc.	Members asked if there was a requirement for the Civil Service Advertisement to be put in the local paper.	Civil Service Rules require publication in one paper of "general circulation." Westlife has historically been used because it is the most reasonably priced.	Answer
9/3/2019	Lateral Proj.	Members asked about the legal path forward for properties still connected to the combined sewer.	The CUE/CUO met with the Law Director and Public Works Director 9/13/19 to discuss options. The Law Director feels it is within our rights to remove the water meter for occupied properties in order to prevent unlawful discharges.	Answer
9/3/2019	Misc.	Members asked that awards won by Avon Lake Regional Water be displayed for the public to see.	Staff will look into a display case or another method of display.	Answer
8/23/2019	Misc.	Members asked for "On Hold Messaging" for the new phone system.	Staff has included the "On Hold Messaging" in the new phone system.	Answer
4/2/2019	Misc.	Please consider a landscape bed in front of the fence on Lake Rd. near WRF.	A revised landscape easement is currently being reviewed by GenOn.	Answer
4/2/2019	Misc.	Members asked to see the new agreement with Sprint for a structure on the water tower	The CUO is working with the Law Director on revisions to the agreement and will provide a draft to the Board before requesting approval.	Answer
3/19/2019	Financial	Please see if there is a way to work together with the City regarding the phone system.	Proposing to move forward with a separate company. Will determine how we may allow phone systems to interact.	Answer
3/19/2019	Financial	What are anticipated costs for Class B v. landfilling residuals?	Will be included as a part of the Residuals Master Plan or with potential earlier Residuals bidding process.	Answer
3/4/2019	Financial	Why is Avon Lake Regional Water being charged property taxes despite being a tax-exempt organization, and have we filed the appropriate exemptions?	All required documents have been submitted to the County. The Finance Director is awaiting a response.	Answer
3/19/2019	Misc.	Please work with the City to see how the Developer Agreement could be worked into the Planning Code.	The CUE is working with the Public Works Director on this matter.	Answer
1/15/2019	Misc.	Readerboard sign for Lake Road	Zoning classified Water Plant as institutional and we are required to follow the permitted use of "Public Utility Transmission & Distribution Stations" Section 1212.03 of the Zoning regulations.	Answer

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