

Avon Lake Board of Municipal Utilities

**AGENDA**

For

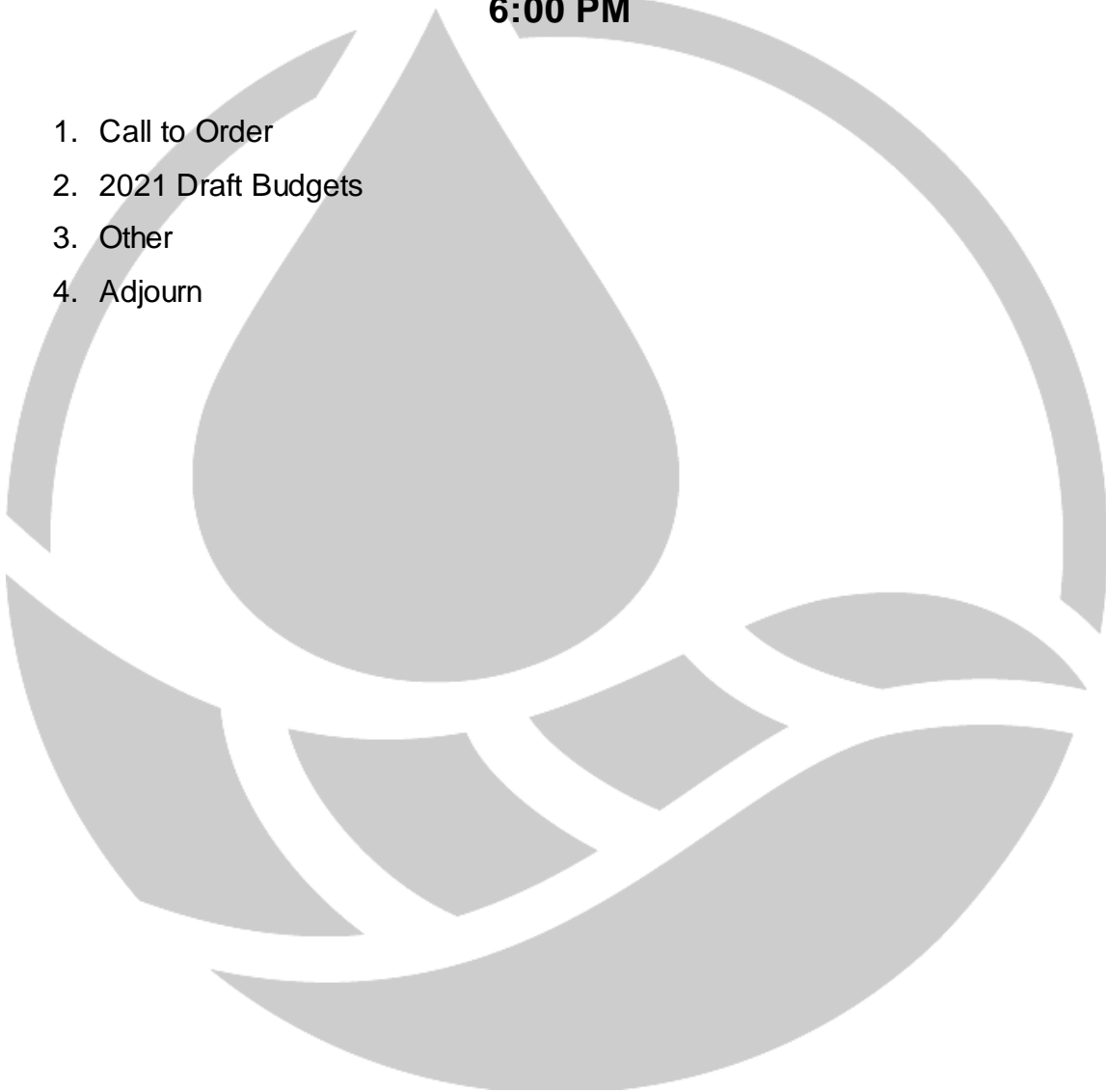
**WORK SESSION**

**Tuesday**

**December 1, 2020**

**6:00 PM**

1. Call to Order
2. 2021 Draft Budgets
3. Other
4. Adjourn



Avon Lake Regional Water  
**MEMORANDUM**

To: **Board of Municipal Utilities**  
From: **Rob Munro – Acting CUE**  
Subject: **Agenda Items – December 1, 2020**  
Date: **November 25, 2020**

---

Item 1: **Call to Order**

Item 2: **2021 Draft Budgets – RKM**

Draft budgets are included with this write-up for initial discussion with Board members. Staff is providing budgets for the following funds:

- Water Fund (701)
- Water Debt Service Fund (706)
- Wastewater Fund (721)
- Wastewater Debt Service Fund (727)
- ETL1 Fund (703)
- ETL2 Fund (762)

These budgets represent conservative revenue projections and real-cost expenditures that are required to continue progressively moving Avon Lake Regional Water forward into 2021.

Item 3: **Other**

Item 4: **Adjourn**

WATER BUDGET - FUND 701									
Account #	Description	Approved 2020	2020 Projected	Thru Oct	Percentage (-/+)	Remaining Balance	Draft Budget 2021	Notes	
1	701.180.000-51102	\$ 1,975,000	\$ 1,615,488	\$ 1,346,240	0.75%	\$ 628,760	\$ 1,989,813	CUE salary/New Operator/ Estimated incr w/ Union contract and 26 Pay Periods in 2021. New Engineer	
2	701.180.000-51105	\$ 113,900	\$ 50,598	\$ 42,165	-10.00%	\$ 71,735	\$ 102,510	Includes 1/2 of Board's, Arnold's salary, assumes 5 summer employees are here for 12 weeks + misc other interns	
3	701.180.000-51106	\$ 139,700	\$ 109,816	\$ 91,514	-10.00%	\$ 48,186	\$ 125,730		
4	701.180.000-52115	\$ 140,000	\$ 159,680	\$ 133,067	10.00%	\$ 6,933	\$ 154,000	Buyout for sick, vacation and personal time	
5	701.180.000-52126	\$ 18,700	\$ 4,320	\$ 3,600	6.00%	\$ 15,100	\$ 19,822	Per union contract	
6	701.180.000-52127	\$ 3,000	\$ 3,150	\$ 3,150	25.00%	\$ (150)	\$ 3,750	Per union contract	
7	701.180.000-52201	\$ 39,000	\$ 27,963	\$ 23,302	0.00%	\$ 15,698	\$ 39,000		
8	701.180.000-52202	\$ -	\$ 2,463	\$ 2,052		\$ (2,052)	\$ 3,000		
9	701.180.000-52203	\$ 642,600	\$ 485,705	\$ 404,754		\$ 237,846	\$ 624,708		
10	701.180.000-52204	\$ 3,700	\$ 3,600	\$ 3,000		\$ 700	\$ 3,700		
13	701.180.000-52208	\$ 23,600	\$ 16,272	\$ 13,560		\$ 10,040	\$ 23,600		
14	701.180.000-52209	\$ 276,500	\$ 253,323	\$ 211,103		\$ 65,397	\$ 296,176		
15	701.180.000-52212	\$ 32,300	\$ 27,519	\$ 22,932		\$ 9,368	\$ 32,162		
16		<b>\$ 3,408,000</b>	<b>\$ 2,759,896</b>	<b>\$ 2,300,439</b>	<b>0.29%</b>	<b>\$ 1,107,561</b>	<b>\$ 3,417,970</b>		
17	701.180.000-52226	\$ 10,000	\$ 7,228	\$ 6,023		\$ 3,977	\$ 10,000		
18	701.180.000-52227	\$ 1,500	\$ 657	\$ 548		\$ 953	\$ -	Removed from Union Contract	
19	701.180.000-52500	\$ -	\$ 2,700	\$ 2,250		\$ (2,250)	\$ -		
20	701.180.000-53206	\$ 1,500	\$ 797	\$ 665		\$ 836	\$ 1,500		
21	701.180.000-53500	\$ 50,000	\$ 29,722	\$ 24,769		\$ 25,232	\$ 50,000		
22	701.180.000-53602	\$ 55,000	\$ 70,780	\$ 58,983	15.00%	\$ (3,983)	\$ 63,250		
23	701.180.000-53604	\$ 25,000	\$ 15,781	\$ 13,150	-10.00%	\$ 11,850	\$ 22,500		
24	701.180.000-53607	\$ 125,000	\$ 39,030	\$ 32,525		\$ 92,475	\$ 125,000	Remaining SCADA upgrade, floc drive, exhaust fans, Raw Water pump, carbon pump, alum pump, ASCO valves	
25	701.180.000-53611	\$ 794,800	\$ 777,945	\$ 648,288		\$ 146,512	\$ 794,800	Alum, chlorine, Carbon, Lime, etc...	
26	701.180.000-53612	\$ 350,000	\$ 308,404	\$ 257,004		\$ 92,996	\$ 350,000	Chlorine preventative maint., Switchgear maint., Hach Service Contract. Etc...	
27	701.180.000-53612.005	\$ 127,500	\$ 107,592	\$ 89,660		\$ 37,840	\$ 127,500		
28	701.180.000-53613	\$ 80,000	\$ 105,024	\$ 87,520	12.00%	\$ (7,520)	\$ 89,600		
29	701.180.000-53701	\$ 375,000	\$ 303,686	\$ 253,072		\$ 121,928	\$ 375,000	ISO-9001 support, Miles-Lehane Renewal, mat service, Hach Service Contract, etc...	
30	701.180.000-53702	\$ 25,000	\$ 20,491	\$ 17,075		\$ 7,925	\$ 25,000		
31	701.180.000-53703	\$ 785,100	\$ 694,357	\$ 578,631		\$ 206,469	\$ 785,100		
32	701.180.000-53704	\$ 15,000	\$ 37,543	\$ 31,286	100.00%	\$ (16,286)	\$ 30,000	Water used from ETL1	
33	701.180.000-53705	\$ 35,000	\$ 21,578	\$ 17,982	-30.00%	\$ 17,018	\$ 24,500	Phone service, cell phone service etc...	
34	701.180.000-53706	\$ 1,000	\$ 4,275	\$ 3,562	300.00%	\$ (2,562)	\$ 4,000		
35	701.180.000-53707	\$ 23,000	\$ 25,003	\$ 20,836		\$ 2,164	\$ 23,000		
36	701.180.000-53708	\$ 150,000	\$ 74,024	\$ 61,687		\$ 88,313	\$ 150,000	Brick/Building flashings, fence replacement, door replacements, light upgrades.	
37	701.180.000-53710	\$ 32,000	\$ -	\$ -		\$ 32,000	\$ 32,000		
38	701.180.000-53804	\$ 250,000	\$ 99,358	\$ 82,798		\$ 167,202	\$ 250,000	1/2 Pole Barn, 1/2 F250 Truck, 1/2 F550 Truck	
39	701.180.000-53806	\$ 325,000	\$ 258,198	\$ 215,165		\$ 109,835	\$ 500,000	Engineering design services for Plant capacity and redundancy.	
40	701.180.000-53901	\$ 6,000	\$ 712	\$ 594		\$ 5,406	\$ 6,000		
41	701.180.000-53907.001	\$ 3,000	\$ 126	\$ 105		\$ 2,895	\$ 3,000		
42	701.180.000-53907.002	\$ 30,000	\$ 5,442	\$ 4,535		\$ 25,465	\$ 30,000		
43	701.180.000-59701	\$ 100,000	\$ 120,000	\$ 100,000		\$ -	\$ 100,000	Building future replacement fund, partially funding projects	
44	701.180.000-59703	\$ 1,000,000	\$ 1,200,000	\$ 1,000,000		\$ -	\$ 875,000	Residuals treatment	
45	701.180.000-59704	\$ 3,509,000	\$ 4,210,800	\$ 3,509,000		\$ -	\$ 3,798,226		
46	701.180.000-59711	\$ 65,000	\$ 72,000	\$ 60,000		\$ 5,000	\$ 65,000		
47		<b>\$ 8,349,400</b>	<b>\$ 8,613,300</b>	<b>\$ 7,177,712</b>		<b>\$ 1,171,700</b>	<b>\$ 8,709,976</b>		
48		<b>\$ 11,757,400</b>	<b>\$ 11,373,196</b>	<b>\$ 9,478,151</b>	<b>3.06%</b>	<b>\$ 2,279,261</b>	<b>\$ 12,127,946</b>		
49	<b>ESTIMATED REVENUE</b>								
50	701.180.000-47305	\$ 29,700	\$ 220,587	\$ 183,822		\$ (154,122)	\$ 29,700		
51	701.180.000-47508	\$ 47,900	\$ 42,607	\$ 35,506		\$ 12,394	\$ 47,900		
52	701.180.000-47511	\$ 45,600	\$ 56,239	\$ 46,866		\$ (1,266)	\$ 45,600		
53	701.180.000-47512	\$ 8,000	\$ 3,471	\$ 2,892		\$ 5,108	\$ 8,000		
54	701.180.000-47513	\$ 108,900	\$ 46,285	\$ 38,571		\$ 70,329	\$ 108,900		
55	701.180.000-47514	\$ 2,500	\$ -	\$ -		\$ 2,500	\$ 2,500		
56	701.180.000-47515	\$ 69,700	\$ 55,084	\$ 45,903		\$ 23,797	\$ 69,700		
57	701.180.000-47516	\$ 176,300	\$ 179,476	\$ 149,563	-15.00%	\$ 26,737	\$ 149,855		
58	701.180.000-47517	\$ 68,500	\$ 75,106	\$ 62,588		\$ 5,912	\$ 68,500		
59	701.180.000-47604	\$ 100,000	\$ 116,953	\$ 97,461		\$ 2,539	\$ 100,000		
60	701.180.000-47661	\$ 11,165,872	\$ 11,973,116	\$ 10,975,356		\$ 190,516	\$ 11,488,204		
61	701.180.000-47801	\$ 10,000	\$ -	\$ -		\$ 10,000	\$ 10,000		
62	701.180.000-49300	\$ -	\$ -	\$ -		\$ -	\$ -		
63		<b>\$ 11,832,972</b>	<b>\$ 12,768,924</b>	<b>\$ 11,638,530</b>	<b>2.44%</b>	<b>\$ 194,442</b>	<b>\$ 12,128,859</b>		

**WATER DEBT SERVICE FUND - 706  
2021 PROPOSED BUDGET**

	<b>2020 Approved Expenses</b>	<b>2020 Anticipated Revenue</b>		<b>2021 Anticipated Expenses</b>	<b>2021 Anticipated Revenue</b>
1	\$ 644,549		2015 Bonds (Refi of 2005)	\$ 667,050	
2	\$ 354,805		2005 OWDA Debt (#4001)	\$ 356,258	
3	\$ 245,049		2014 Water Plant Exp 50 mgd (#6454)	\$ 245,049	
4	\$ 1,708,485		2018 Addnl Storage & HAB (#7048)	\$ 1,707,485	
5	\$ 28,082		Belmar (#6456)	\$ 28,082	
6	\$ 31,995		Mull/Norman (#7240)	\$ 31,740	
7	\$ 245,850		Walker Rd GO Bond	\$ 237,350	
8	\$ 29,706		Curtis (#8165)	\$ 29,706	
9	\$ 121,766		FIBB (#7740)	\$ 121,766	
10	\$ -		Stop 45 (#7837)	\$ 201,986	
11	\$ 106,273		West Ridge Interconnect (#8047)	\$ 107,707	
12	\$ -		Jaycox Bundle (#8616)	\$ 171,754	
13					
14					
15					
16			Revenue:		
17		\$ 3,509,000	Transfers from Water Fund		\$ 3,798,226
18		\$ 106,273	Transfers from West Ridge Interconnect		\$ 107,707
19		\$ 20,000	Transfer from MOR Fund 703		\$ 20,000
20	<b>\$ 3,516,560</b>	<b>\$ 3,635,273</b>	<b>TOTALS</b>	<b>\$ 3,905,933</b>	<b>\$ 3,925,933</b>

revision date: 11/25/20 2:28 PM

**WASTEWATER BUDGET - FUND 721**

Account #	Description	Approved 2020	2020 Projected	Thru Oct	Percentage (-/+)	Remaining Balance	Draft Budget 2021	Notes	
1	721.190.000-51102	\$ 1,520,500	\$ 1,409,179	\$ 1,174,316	-2.00%	\$ 346,184	\$ 1,490,090	Estimated increase w/ Union contract and 26 Pay Periods in 2021. New MM2 position.	
2	721.190.000-51105	\$ 107,100	\$ 75,615	\$ 63,013	-10.00%	\$ 44,087	\$ 96,390	Includes 1/2 of Board's, Outreach salary, 2 inspectors, assumes 5 summer employees for 12 weeks	
3	721.190.000-51106	\$ 136,700	\$ 104,693	\$ 87,244	-10.00%	\$ 49,456	\$ 123,030		
4	721.190.000-52115	\$ 68,700	\$ 97,110	\$ 80,925	17.00%	\$ (12,225)	\$ 80,379		
5	721.190.000-52126	\$ 16,500	\$ 3,600	\$ 3,000	10.00%	\$ 13,500	\$ 18,150	Per union contract	
6	721.190.000-52127	\$ 3,000	\$ 2,940	\$ 2,450	20.00%	\$ 550	\$ 3,600	Per union contract	
7	721.190.000-52201	\$ 40,000	\$ 28,004	\$ 23,336	0.00%	\$ 16,664	\$ 40,000		
8	721.190.000-52202	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -		
9	721.190.000-52203	\$ 523,000	\$ 435,354	\$ 362,795		\$ 160,205	\$ 546,620		
10	721.190.000-52204	\$ 4,000	\$ 3,069	\$ 2,557	-5.00%	\$ 1,443	\$ 3,800		
13	721.190.000-52208	\$ 20,000	\$ 16,290	\$ 13,575	0.00%	\$ 6,425	\$ 20,000		
14	721.190.000-52209	\$ 246,000	\$ 226,195	\$ 188,496		\$ 57,504	\$ 225,837		
15	721.190.000-52212	\$ 25,600	\$ 23,974	\$ 19,979		\$ 5,621	\$ 24,788		
16		<b>\$ 2,711,100</b>	<b>\$ 2,426,023</b>	<b>\$ 2,021,686</b>	<b>-1.44%</b>	<b>\$ 689,414</b>	<b>\$ 2,672,683</b>		
17	721.190.000-52226	\$ 8,000	\$ 5,689	\$ 4,740	20.00%	\$ 3,260	\$ 9,600	New/replacement employer-provided apparel.	
18	721.190.000-52227	\$ 1,200	\$ 720	\$ 600		\$ 600	\$ -	Removed from Union Contract	
	721.190.000-52500	\$ -	\$ 2,760	\$ 2,300		\$ (2,300)	\$ -		
19	721.190.000-53206	\$ 1,000	\$ 382	\$ 319		\$ 682	\$ 1,000		
20	721.190.000-53500	\$ 50,000	\$ 3,789	\$ 3,158		\$ 46,842	\$ 50,000		
21	721.190.000-53602	\$ 40,000	\$ 29,556	\$ 24,630		\$ 15,370	\$ 40,000		
22	721.190.000-53604	\$ 25,000	\$ 19,866	\$ 16,555	-10.00%	\$ 8,445	\$ 22,500		
23	721.190.000-53607	\$ 100,000	\$ 90,415	\$ 75,346		\$ 24,654	\$ 100,000		
24	721.190.000-53611	\$ 175,000	\$ 221,757	\$ 184,798	20.00%	\$ (9,798)	\$ 210,000		
25	721.190.000-53612	\$ 180,000	\$ 189,718	\$ 158,098		\$ 21,902	\$ 180,000		
26	721.190.000-53612.005	\$ 10,000	\$ -	\$ -	-100.00%	\$ 10,000	\$ -		
27	721.190.000-53613	\$ 50,000	\$ 31,386	\$ 26,155	-25.00%	\$ 23,845	\$ 37,500		
28	721.190.000-53701	\$ 500,000	\$ 217,709	\$ 181,424		\$ 318,576	\$ 275,000		
29	721.190.000-53701.007	\$ 450,000	\$ 385,613	\$ 321,344		\$ 128,656	\$ 450,000	incl continual monofill removal	
30	721.190.000-53702	\$ 40,000	\$ 48,535	\$ 40,445	10.00%	\$ (445)	\$ 44,000		
31	721.190.000-53703	\$ 335,000	\$ 271,455	\$ 226,212		\$ 108,788	\$ 335,000		
32	721.190.000-53705	\$ 30,000	\$ 22,109	\$ 18,424	-15.00%	\$ 11,576	\$ 25,500		
33	721.190.000-53706	\$ 1,000	\$ 2,819	\$ 2,349	200.00%	\$ (1,349)	\$ 3,000		
34	721.190.000-53707	\$ 20,000	\$ 16,731	\$ 13,943		\$ 6,057	\$ 20,000		
35	721.190.000-53708	\$ 105,000	\$ 90,808	\$ 75,673		\$ 29,327	\$ 105,000		
36	721.190.000-53710	\$ 20,000	\$ -	\$ -		\$ 20,000	\$ 20,000		
37	721.190.000-53804	\$ 175,000	\$ 119,099	\$ 99,249	10.00%	\$ 75,751	\$ 192,500	1/2 Pole Barn, 1/2 F250, 1/2 F550, 4 Auma Actuators	
38	721.190.000-53806	\$ 325,000	\$ 277,108	\$ 230,923	-10.00%	\$ 94,077	\$ 150,000	wet weather, 1/2 GIS & asset mgt assistance	
39	721.190.000-53901	\$ 5,000	\$ 2,120	\$ 1,767		\$ 3,233	\$ 5,000		
40	721.190.000-53907.001	\$ 5,000	\$ 126	\$ 105		\$ 4,895	\$ 5,000		
41	721.190.000-53907.002	\$ 25,000	\$ 71,313	\$ 59,428	50.00%	\$ (34,428)	\$ 37,500		
42	721.190.000-59701	\$ 600,000	\$ 600,000	\$ 600,000		\$ -	\$ 100,000	Building fund balance for future projects.	
43	721.190.000-59708	\$ 1,900,000	\$ 2,280,000	\$ 1,900,000		\$ -	\$ 2,889,124		
44		<b>\$ 5,176,200</b>	<b>\$ 5,001,580</b>	<b>\$ 4,267,984</b>	<b>2.47%</b>	<b>\$ 908,216</b>	<b>\$ 5,307,224</b>		
45		<b>\$ 7,887,300</b>	<b>\$ 7,427,603</b>	<b>\$ 6,289,669</b>	<b>1.16%</b>	<b>\$ 1,597,631</b>	<b>\$ 7,979,908</b>		
47	<b>ESTIMATED REVENUE</b>								
48	721.190.000-47305	\$ 25,000	\$ 32,456	\$ 27,047		\$ (2,047)	\$ 25,000		
49	721.190.000-47514	\$ 1,000	\$ -	\$ -		\$ 1,000	\$ 1,000		
50	721.190.000-47515	\$ 2,000	\$ -	\$ -		\$ 2,000	\$ 2,000		
51	721.190.000-47516	\$ 20,000	\$ 13,845	\$ 11,538		\$ 8,462	\$ 20,000		
52	721.190.000-47517	\$ 15,000	\$ 8,546	\$ 7,122		\$ 7,878	\$ 15,000		
53	721.190.000-47604	\$ 150,000	\$ 227,028	\$ 189,190		\$ (39,190)	\$ 150,000		
54	721.190.000-47661	\$ 6,776,887	\$ 7,108,450	\$ 5,923,709		\$ 853,178	\$ 6,895,197	Conservative forecast. No rate increase.	
55	721.190.000-47801	\$ 10,000	\$ 3,716	\$ 3,097		\$ 6,903	\$ 10,000		
56	721.190.000-49370	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000		\$ -	\$ 875,000		
57		<b>\$ 7,999,887</b>	<b>\$ 8,394,042</b>	<b>\$ 7,161,701</b>	<b>-0.08%</b>	<b>\$ 838,185</b>	<b>\$ 7,993,197</b>		

**WASTEWATER DEBT SERVICE FUND - 727  
2021 PROPOSED BUDGET**

	<b>2020 Expenses</b>	<b>2020 Revenue</b>		<b>2021 Expenses</b>	<b>2021 Revenue</b>
1	\$ 221,575		2012 Various Bonds	\$ 221,898	
2	\$ 99,455		2008 Center Rd. Pump Sta. (#4889)	\$ 99,650	
3	\$ 113,324		2009 Fay / Vineyard OWDA (#4930)	\$ 113,500	
4	\$ 145,324		2009 Jaycox Separation (#5990)	\$ 145,324	
5	\$ 157,380		Belmar (#6456)	\$ 157,380	
6	\$ 32,732		Lear Rd. Sanitary Sewer (#7239)	\$ 32,103	
7	\$ 53,476		Mull/Norman (#7240)	\$ 53,050	
8	\$ 268,400		Moorewood GO Bond	\$ 267,900	
9	\$ 534,418		WPCC Rehabilitation (#7349)	\$ 1,265,664	
10	\$ 74,455		2020 Curtis OWDA (#8165)	\$ 74,455	
11	\$ 185,847		2020 FIBB WPCLF (#7740)	\$ 185,847	
12	\$ 1,664,591		LORCO	\$ 1,648,834	
13	\$ -		Stop 45 (#7837)	\$ 272,353	
14					
15					
16					
17					
18			Revenue:		
19		\$ 294,570	Fund Balance		\$ 263,717
20		\$ 1,900,000	Transfer from Sewer Fund - 721		\$ 2,889,124
21		\$ 32,732	Transfer from TSS Fund - 725		\$ 32,103
22		\$ 1,664,591	Transfer from LORCO		\$ 1,648,834
23	<b>\$ 3,550,977</b>	<b>\$ 3,891,893</b>	<b>TOTALS</b>	<b>\$ 4,537,958</b>	<b>\$ 4,833,778</b>

revision date: 11/25/20 2:29 PM

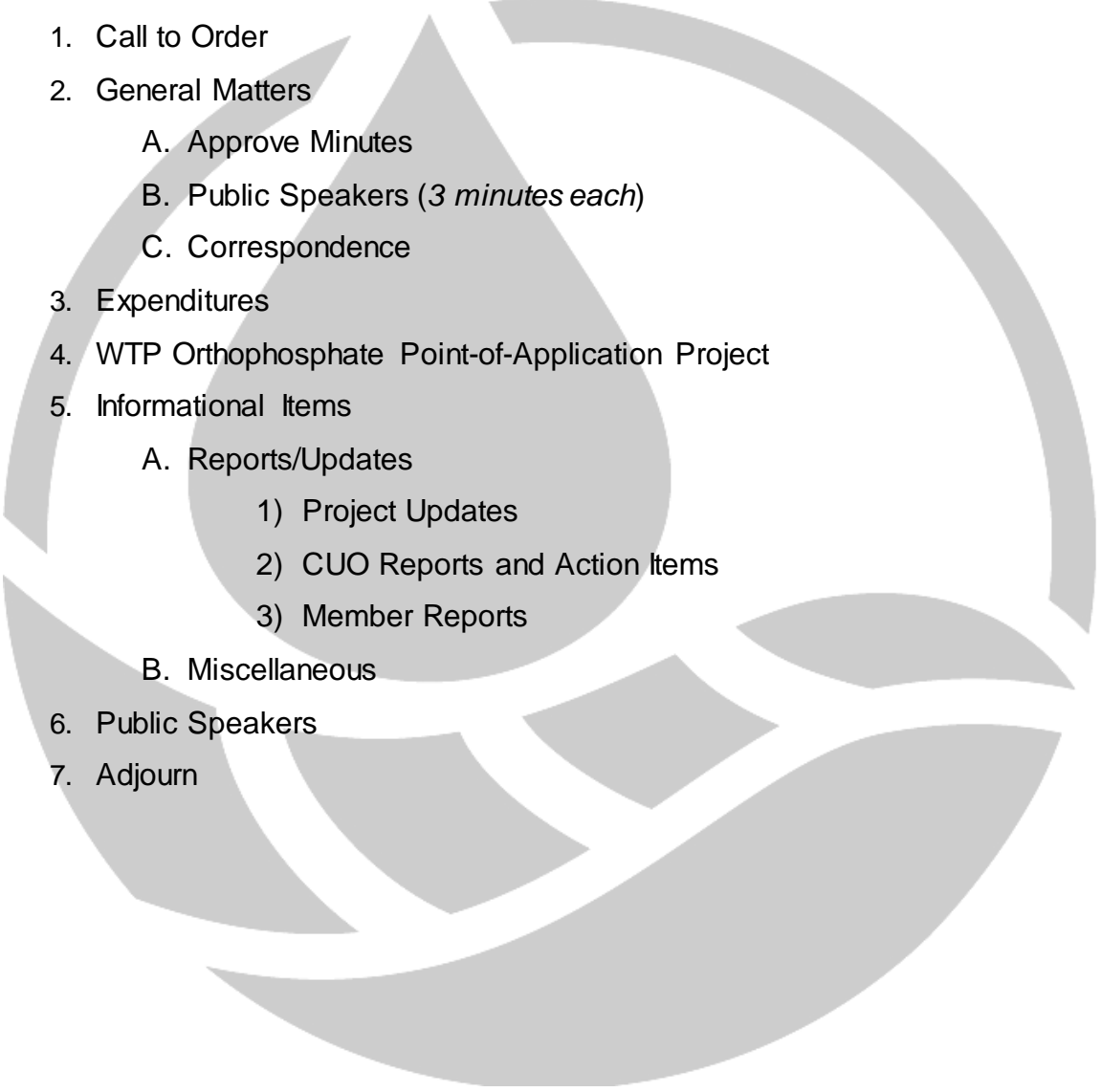
**AGENDA**

For

**Tuesday**

**December 1, 2020**

**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. WTP Orthophosphate Point-of-Application Project
  5. Informational Items
    - A. Reports/Updates
      - 1) Project Updates
      - 2) CUO Reports and Action Items
      - 3) Member Reports
    - B. Miscellaneous
  6. Public Speakers
  7. Adjourn

Avon Lake Regional Water  
**MEMORANDUM**

To: **Board of Municipal Utilities**  
From: **Rob Munro**  
Subject: **Agenda Items – December 1, 2020**  
Date: **November 25, 2020**

---

Item 1: **Call to Order**

Item 2A: **Approve Minutes**

Item 2B: **Public Speakers**

For this Zoom meeting broadcast on Facebook Live, Technical Support Specialist Collins will be monitoring public comments submitted through email and Facebook and will inform the Board during the Public Comment period regarding any submitted.

Item 2C: **Correspondence**

Item 3: **Expenditures**

Item 4: **WTP Orthophosphate Project – RKM**

In September of 2017, ALRW began adding Orthophosphate into the water system as part of the corrosion control program. With that initiation, staff began experiencing elevated turbidity readings within the treatment process. At this time, no turbidity readings have exceeded regulatory limits, the elevated values make it more difficult to identify potential water quality issues and could lead to violations. After investigating the possible cause of the turbidity issues, it was determined that having the application point of the Orthophosphate prior to the sample tap was not appropriate. It was initially installed in that location in order to reduce installation expenses and ease serviceability, as no vault was required.

This project was previously bid in October 2019 and the original bid price was \$278,929.55. After input from the Board the project was re-designed and put out for bid again. On November 23, 2020 the WTP Orthophosphate Point-of-Application project bids were due. There was one bid received from Underground Utilities, Inc. in the amount of \$167,477.07. The Engineering Services Manager's estimate was \$180,459.00.

*Recommended Motion:*

*I move to authorize the CUO to execute a contract with Underground Utilities, Inc. for the purpose of relocating the Orthophosphate application point in the amount of \$167,477.07 plus an additional 5% contingency.*



**Item 5A1: Project Updates – RKM**

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

*Board Room Renovation:* All audio and visual equipment is installed. JW Hornyak will provide training to staff and Avon Lake Digital Media. The room is fully functional and can be used as appropriate.

**Item 5A2: CUO 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: Adjourn**

Board of Municipal Utilities  
**Work Session Minutes**  
**November 17, 2020**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

The meeting was called to order at 6:00 PM. As allowed by the Ohio Legislature during the Governor's declared emergency, the meeting was held using web-based video conferencing technology and streamed live over Facebook.

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

Also present: CUO Munro, Community Outreach Specialist Arnold, Technical Support Specialist Collins, Water Reclamation Facility Manager Baytos, Mayor Greg Zilka, and Mr. Mark Spaetzel.

***Digester Improvements***

Water Reclamation Facility (WRF) Manager Baytos presented to the Board a component to be added to facility that would assist staff in managing the digester. He said that the WRF's capabilities are limited right now due to the inability to monitor the makeup of flows as they came into the plant. He explained that the digester, and the WRF, are similar to the human body and the reactions can be different depending on what is put in. He recommended the purchase of a Hach VFA Analyzer that would help facilitate staff in managing the plant's digester. He said the meter would allow staff to be more proactive as opposed to what they have to do now which is react to situations as they arise. Mr. Abram asked if the plant used the energy created from the digester. Mr. Baytos said that the methane created is used to heat the sludge to make it easier to mix in the plant. Mr. Rush asked how much would the VFA Analyzer be. Mr. Baytos said the total cost would come to around \$44,000.00. He added that there would also be service contracts involved to provide routine maintenance and diagnostics to the equipment. The Chairman asked how big the analyzer would be. Mr. Baytos said the total size of the cabinet that the meter would go into is about 3' by 4', and then the instrument would go into the already established pipe. The Chairman asked how long the service life is of the analyzer. Mr. Baytos said that with regular cleaning and upkeep it could last for quite some time.

Mayor Zilka said that he receives calls from Beachpark Towers with residents complaining about the odors emanating from the Water Reclamation Facility. He asked if that odor was from a pH imbalance or from the burning of methane. Mr. Baytos said that Avon Lake Regional Water just completed the Master Plan for the WRF and one of the areas of focus was rehabilitating the secondary digester. He said this secondary digester is where the sludge sits to stratify and then staff presses the sludge to dry it out. He said that their consultant has identified that the equipment on the second digester is very old and needs to be worked on because methane escapes from there. In regards to Beachpark Towers, he said that is where the two sewers meet so the odor might be stronger in that area. Mrs. Schnabel asked if the service for the new unit would be built in because Avon Lake Regional Water already has a number of instruments and equipment from Hach. Mr. Baytos said that Hach has a service department that will calibrate, troubleshoot, and clean the meters that are at the WRF, and this new meter would fall into that service. Mr. Rush asked where this meter would fit into the Master Plan. Mr. Baytos said that the Master Plan report is still being finalized but staff has seen it. He said they are seeing what modifications staff can do now to upgrade the plant to make it more efficient and operational. The CUO stated that this new sensor was compatible with all future plans for the WRF and that this is something the plant is going to keep for a long time. Mr. Rush asked if this new meter was covered in the budget. The CUO confirmed that the new VFA Analyzer was a budgeted item.

## ***Leadership Development & HR Review***

The CUO presented to the Board Miles-LeHane's new Leadership Development and HR Review proposal for 2021. He said that Miles-LeHane has worked with Avon Lake Regional Water since 2017, and that they have been a large part of helping to further develop the skills of the Leadership team and leading the organization into the future. He said that he requested proposals from two other organizations but had not received anything. He said that Miles-LeHane streamlined their proposal and will provide both the HR Review and the Leadership Development. The Board expressed their desire to only support the Leadership Development portion of the proposal, and they did not feel the cost for the HR Review was necessary at this time. The CUO said he can break out the price for the Board to approve at the regular meeting.

## ***Executive Session***

Mr. Rush moved, and Mr. Abram seconded, to meet in executive session as allowed by ORC 121.22 G (1) and (3) to discuss personnel and legal matters and include the CUO, Community Outreach Specialist, and Technical Support Specialist.

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

Nays: None

Motion carried.

The Chairman resumed the work session at 7:14 PM.

## ***Adjourn***

As there was no further business, Mr. Abram moved to adjourn, and the Chairman seconded. The meeting adjourned at 7:15 PM.

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

Nays: None

Motion carried.

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

John Dzwonczyk, Chairman

Rob Munro, Clerk

Board of Municipal Utilities  
**Meeting Minutes**  
**November 17, 2020**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

The meeting was called to order at 7:20 PM following the Work Session. As allowed by the Ohio Legislature during the Governor's declared emergency, the meeting was held using web-based video conferencing technology and streamed live over Facebook.

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

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

***Approve Minutes***

Chairman Dzwonczyk presented the Minutes of the November 3, 2020 regular meeting. With no changes, additions or corrections noted, he ordered that the minutes stand and be distributed as presented.

***Public Speakers***

Mayor Zilka stated that unless the Ohio Legislature acts to extend the emergency order on December 1, 2020, the order allowing Zoom for public meetings will expire. This will require the Board of Municipal Utilities to gather in-person at the next Board Meeting on December 1, 2020. He said he hopes that the legislature will act quickly to extend the emergency order.

***Correspondence***

None.

***Expenditures***

Following review of expenses dated November 17, 2020, for funds and amounts as follows, Mr. Abram moved, Mr. Rush seconded, to approve the expenditures of November 17, 2020:

Water Fund 701	\$	113,075.45
Wastewater Fund 721	\$	121,099.60
MOR Fund 703	\$	212,720.94
MOR Fund 762	\$	350,444.61
LORCO Fund 749	\$	7,468.86
Water Construction Fund 704	\$	805,945.57
Wastewater Construction Fund 724	\$	118,740.87

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

Nays: None

Motion carried.

### ***Digester Improvements***

The Chairman stated that the discussion regarding the Digester Improvements took place during the Work Session that preceded the regular meeting. Mr. Rush moved, and Mr. Phillips seconded, to authorize the CUO to purchase the VFA Meter from Hach Company for the Water Reclamation Facility in the amount of \$44,453.61.

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

Nays: None

Motion carried.

### ***Leadership Development***

The CUO said that the discussion about the contract with Miles-Lehane occurred during the Work Session before the regular meeting. Mr. Phillips moved, and Mr. Rush seconded, to authorize the CUO to enter into a contract with Miles-LeHane in the amount of \$50,500 plus expenses.

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

Nays: None

Motion carried.

### ***Project Updates***

*Redundancy & Future Capacity Project:* The CUO informed the Board that HDR and staff are finalizing the budgetary costs for design engineering and will present them as part of the 2021 budget discussion with Board members.

*Board Room Renovation:* The CUO updated the Board that all audio and visual equipment has been delivered. Installation began on Tuesday November 10th. He said that not all of the mounting hardware for the cameras would work with the drop ceiling and new ones have been ordered which are expected to be delivered the week of November 16th.

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

Technical Support Specialist Collins updated the Board on three remaining action items. He said that staff has been working with McMahon-DeGuilis to finalize the work done on the Rules and Regulations, and he said that staff plans to present that progress to the Board at the beginning of January 2021. He also said that a prospective vendor for bill redesign has been working to try to accommodate the needs of Avon Lake Regional Water's customers. Finally, the Technical Support Specialist said that he has spoken with the HR Director regarding a random drug testing policy and implementing that into the current work rules.

### ***Member Reports***

None.

### ***Miscellaneous***

The CUO informed the Board that a staff member was omitted at the last meeting regarding the annual step increases that take place on April 1, 2021:

Tim Bradley, Line Maintenance Man

Step 1C

He said that Tim Bradley has been a valuable asset to the organization and he is very pleased to acknowledge the step increase.

Mrs. Schnabel asked if there had been any issues regarding staff and the organization while the pandemic was going on. The CUO said that there have not been any positive cases with any staff. He said when there have been symptoms with children and spouses of staff, they utilize the appropriated sick time for those periods. He also said that there have been a number of safety procedures and protocols that have helped staff to remain safe and vigilant.

***Public Speakers***

None.

***Adjourn***

As there was no further business, Mr. Abram moved to adjourn, and Mr. Dzwonczyk seconded. The meeting adjourned at 7:45 PM.

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

Nays: None

Motion carried.

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

John Dzwonczyk, Chairman

Rob Munro, Clerk



**AVON LAKE REGIONAL WATER  
FUND 701 - WATER  
NOVEMBER 13 - NOVEMBER 19, 2020  
NOVEMBER 25, 2020**

Vendor	Amount	Description	G/L Account	G/L Sum	YTD Transactions	Budget
1 Water Employees	\$ 58,378.96	Salaries PR Post BW 2202024	51102	\$ 58,378.96	\$ 1,462,422.46	\$ 1,975,000.00
2 Water Employees	\$ 1,670.77	Part Time Wages PR Post BW 2202024	51105	\$ 1,670.77	\$ 45,486.79	\$ 113,900.00
3 Water Employees	\$ 37.00	Overtime Wages PR Post BW 2202024	51106			
4 Water Employees	\$ 2,482.92	Overtime Wages Plant PR Post BW 2202024	51106 101			
5 Water Employees	\$ 72.54	Overtime Wages Dist/Col PR Post BW 2202024	51106 102			
6 Water Employees	\$ 148.38	Overtime Wages Admin PR Post BW 2202024	51106 103			
7 Water Employees	\$ 391.35	Overtime Wages Construction PR Post BW 2202024	51106 104			
8 Water Employees	\$ 331.99	Overtime Wages Office PR Post BW 2202024	51106 105	\$ 3,464.18	\$ 99,307.18	\$ 139,700.00
9 Water Employees	\$ 1,115.99	MMO Week Ending November 13, 2020	52203			
10 Water Employees	\$ 166.84	MMO Week Ending November 13, 2020	52203			
11 Water Employees	\$ 597.21	Hospitalization PR Post BW 2202024	52203			
12 Water Employees	\$ (921.89)	Pay Day November 19, 2020 Employee Medical Contributions	52203	\$ 958.15	\$ 406,487.98	\$ 642,600.00
13 4impnnt Inc.	\$ 56.37	Clothing - Polos 9/23/20 - RKM 1/2	52226			
14 Cintas Corporation	\$ 178.40	Employee Clothing and Mat Rental Svc - October 2020 - RKM 1/4	52226	\$ 234.77	\$ 6,257.69	\$ 10,000.00
15 Mercy Occupational Health	\$ 39.50	Employee Drug Screen - October 2020 - 2 Employees - RKM 1/2	53206			
16 Mercy Occupational Health	\$ 37.50	DOT Random Pool - 10/30/20 - RKM 1/2	53206	\$ 77.00	\$ 741.50	\$ 1,500.00
17 Great Lakes Petroleum Co	\$ 747.32	Diesel @ 201 Miller Rd 11/4/20 - RK 1/2	53604			
18 Fuelman	\$ 369.31	Fuel for Vehicles - 11/2/20-11/15/20 - RKM 1/2	53604	\$ 1,116.63	\$ 14,676.50	\$ 25,000.00
19 Rexel, Inc.	\$ 162.99	Eqp Mnt - Fan Kits (2) 10/27/20 - RKM	53607			
20 Rexel, Inc.	\$ 219.37	Eqp Mnt - Fan Kit 10/26/20 - RKM	53607			
21 APO Pumps and Compressors LLC	\$ 1,911.41	Eqp Mnt - Raw Water Bldg Compressor Mnt 11/10/20 - RKM	53607			
22 Eaton Corporation	\$ 257.00	Eqp Mnt - NS Gear Communications Module 11/3/20 - RKM	53607	\$ 2,550.77	\$ 36,166.84	\$ 125,000.00
23 USALCO, LLC Inc.	\$ 3,927.20	Op Spl - Alum 11/6/20 - RKM	53611	\$ 3,927.20	\$ 663,849.15	\$ 794,800.00
24 Core & Main LP	\$ 5,115.00	Mnt Spl - Hydrants 11/9/20 - RK	53612			
25 Grainger	\$ 255.00	Mnt Spl - Laser Pointer, 20V Battery 11/10/20 - RKM	53612.001			
26 Indy Equipment and Supply LLC	\$ 128.66	Mnt Spl - Expansion Fiber, Sealer, Rebar 11/10/20 - RK 1/2	53612.001			
27 Kendera Enterprises Inc.	\$ 1,080.00	Excavation @ Lear Rd Water Tower 11/9/20 - RK	53612.002	\$ 6,578.66	\$ 266,507.07	\$ 350,000.00
28 Culligan of Northeast Ohio Corp	\$ 64.00	DI Rental & Supplies 10/31/20 - RKM 1/2	53613			
29 Fisher Scientific Inc.	\$ 1,672.71	Lab Spl - Buffer, filter paper 11/10/20 - RKM	53613			
30 USA Bluebook	\$ 317.43	Lab Spl - Blue-White Flow Meter 10/26/20 - RKM	53613	\$ 2,054.14	\$ 90,653.27	\$ 80,000.00
31 Clancy & Associates, LLC	\$ 700.00	Water Filtration Operator Examination	53701			
32 Miles LeHane Companies, Inc.	\$ 323.77	Cnt Svc - Consulting Fee Expenses - 11/12/20 - RKM 1/2	53701.002			
33 iamGIS Group, LLC	\$ 7,500.00	Cnt Svc - GIS Software and Support Renewal 10/20/20 - JG 1/2	53701.002			
34 Cintas Corporation	\$ 174.27	Employee Clothing and Mat Rental Svc - October 2020 - RKM 2/4	53701.002			
35 Cintas Corporation	\$ 43.27	Cnt Svc - Mat Rental @ 201 Miller - RKM 1/2	53701.002			
36 Railroad Management IV CO LLC	\$ 545.88	License Fees - Railroad Right-of-Way 10/29/20 - RKM	53701.002			
37 Technology Management Solutions Inc	\$ 2,831.88	Cnt Svc - Computer Support 11/6/20 - RKM 1/2	53701.002			
38 Technology Management Solutions Inc	\$ 1,901.33	Cnt Svc - New Computers (2) @ Plants 11/6/20 - RKM 1/2	53701.002			
39 Technology Management Solutions Inc	\$ 1,309.99	Cnt Svc - Computer Support and Off Site Back Up 11/5/20 - RKM 1/2	53701.002			
40 Technology Management Solutions Inc	\$ 111.09	Cnt Svc - Computer Supplies and Support 11/10/20 - RKM 1/2	53701.002	\$ 15,441.48	\$ 272,348.71	\$ 375,000.00
41 Illuminating Company	\$ 630.65	elec svc @ 201 Miller Rd 10/9/20-11/6/20 - RKM	53703.002	\$ 630.65	\$ 589,247.01	\$ 785,100.00
42 Treasurer, State of Ohio	\$ 370.25	Elevator Certification @ WFP 11/2/20 - RKM	53708	\$ 370.25	\$ 63,056.52	\$ 150,000.00
43 HDR, Inc.	\$ 629.70	Eng Fees - Redundancy & Future Capacity Plan - Pay #11 - JG 1/3	53806	\$ 629.70	\$ 215,795.08	\$ 325,000.00
	\$ 98,083.31			\$ 98,083.31		





**AVON LAKE REGIONAL WATER**  
**FUND 721 - WASTEWATER**  
**NOVEMBER 13 - NOVEMBER 19, 2020**  
**NOVEMBER 25, 2020**

Vendor	Amount	Description	G/L Account	G/L Sum	YTD Transactions	Budget
1 Wastewater Employees	\$ 51,701.07	Salaries PR Post BW 2202024	51102	\$ 51,701.07	\$ 1,277,154.85	\$ 1,520,500.00
2 Wastewater Employees	\$ 3,393.26	Part Time Wages PR Post BW 2202024	51105	\$ 3,393.26	\$ 69,669.34	\$ 107,100.00
3 Wastewater Employees	\$ 0.63	Overtime Wages PR Post BW 2202024	51106			
4 Wastewater Employees	\$ 2,028.04	Overtime Wages Plant PR Post BW 2202024	51106.101			
5 Wastewater Employees	\$ 72.54	Overtime Wages Dist/Col PR Post BW 2202024	51106.102			
6 Wastewater Employees	\$ 148.37	Overtime Wages Admin PR Post BW 2202024	51106.103			
7 Wastewater Employees	\$ 683.84	Overtime Wages Construction PR Post BW 2202024	51106.104			
8 Wastewater Employees	\$ 110.66	Overtime Wages Office PR Post BW 2202024	51106.105	\$ 3,044.08	\$ 94,004.35	\$ 136,700.00
9 Wastewater Employees	\$ 6,440.00	Employee Time Buy Back PR Post BW 2202024	52115	\$ 6,440.00	\$ 87,364.68	\$ 67,800.00
10 Wastewater Employees	\$ 2,750.98	HRA Week Ending November 13, 2020	52203			
11 Wastewater Employees	\$ 497.65	HRA Week Ending November 13, 2020	52203			
12 Wastewater Employees	\$ 627.38	MMO Week Ending November 13, 2020	52203			
13 Wastewater Employees	\$ 1,086.57	MMO Week Ending November 13, 2020	52203			
14 Wastewater Employees	\$ 199.07	Hospitalization PR Post BW 2202024	52203			
15 Wastewater Employees	\$ (2,410.80)	Pay Day November 19, 2020 Employee Medical Contributions	52203	\$ 2,750.85	\$ 369,122.73	\$ 523,000.00
16 Cintas Corporation	\$ 178.40	Employee Clothing and Mat Rental Svc - October 2020 - RKM 3/4	52226			
17 4imprint Inc.	\$ 56.37	Clothing - Polos 9/23/20 - RKM 2/2	52226	\$ 234.77	\$ 4,975.24	\$ 8,000.00
18 Mercy Occupational Health	\$ 39.50	Employee Drug Screen - October 2020 - 2 Employees - RKM 2/2	53206			
19 Mercy Occupational Health	\$ 37.50	DOT Random Pool - 10/30/20 - RKM 2/2	53206	\$ 77.00	\$ 395.50	\$ 1,000.00
20 Walters Environmental Consulting Inc.	\$ 370.00	Webinar for Tim Dillon 11/4/20 - SB	53500	\$ 370.00	\$ 3,937.73	\$ 50,000.00
21 Fedex Corp	\$ 35.71	Shipping Charges - October 2020 - RKM	53602	\$ 35.71	\$ 26,495.54	\$ 40,000.00
22 Great Lakes Petroleum Co	\$ 747.32	Diesel @ 201 Miller Rd 11/4/20 - RK 2/2	53604			
23 Fuelman	\$ 369.31	Fuel for Vehicles - 11/2/20-11/15/20 - RKM 2/2	53604	\$ 1,116.63	\$ 18,081.13	\$ 25,000.00
24 APGN, Inc.	\$ 90.17	Eqp Mnt - Replacement Lithium Battery 11/11/20 - SB	53607	\$ 90.17	\$ 89,665.63	\$ 100,000.00
25 GVS Safety Supplies Inc	\$ 189.50	Op Spl - Respirators 11/5/20 - SB	53611	\$ 189.50	\$ 211,640.92	\$ 175,000.00
26 Indy Equipment and Supply LLC	\$ 128.66	Mnt Spl - Expansion Fiber, Sealer, Rebar 11/10/20 - RK 2/2	53612.001			
27 Goldstar Products, Inc	\$ 4,947.25	Mnt Spl - Liquid Bacteria 11/2/20 - SB	53612.001			
28 Zoro Tools Inc	\$ 16.27	Mnt Spl - Grommet 11/5/20 - SB	53612.001			
29 Zoro Tools Inc	\$ 119.06	Mnt Spl - Duracell batteries 11/10/20 - SB	53612.001			
30 McMaster-Carr	\$ 83.68	Mnt Spl - Lever Door-Mount Holder 11/9/20 - SB	53612.001			
31 McMaster-Carr	\$ 13.37	Mnt Spl - Slotted spring pins 11/5/20 - SB	53612.001			
32 United Laboratories Inc.	\$ 357.53	Mnt Spl - Seasonal Equipment Wax 11/4/20 - SB	53612.001	\$ 5,665.82	\$ 165,720.17	\$ 180,000.00
33 Culligan of Northeast Ohio Corp	\$ 38.80	DI Rental & Supplies 10/31/20 - RKM 2/2	53613	\$ 38.80	\$ 26,243.76	\$ 50,000.00
34 Technology Management Solutions Inc	\$ 2,831.87	Cnt Svc - Computer Support 11/6/20 - RKM 2/2	53701.002			
35 Technology Management Solutions Inc	\$ 1,901.33	Cnt Svc - New Computers (2) @ Plants 11/6/20 - RKM 2/2	53701.002			
36 Technology Management Solutions Inc	\$ 1,050.00	Cnt Svc - Computer Support and Off Site Back Up 11/5/20 - RKM 2/2	53701.002			
37 Technology Management Solutions Inc	\$ 111.09	Cnt Svc - Computer Supplies and Support 11/10/20 - RKM 2/2	53701.002			
38 Miles LeHane Companies, Inc.	\$ 323.78	Cnt Svc - Consulting Fee Expenses - 11/12/20 - RKM 2/2	53701.002			
39 Kimble Recycling & Disposal	\$ 660.00	Cnt Svc - Front Load Container 11/1/20 - SB	53701.002			
40 iamGIS Group, LLC	\$ 7,500.00	Cnt Svc - GIS Software and Support Renewal 10/20/20 - JG 2/2	53701.002			
41 Cintas Corporation	\$ 201.74	Employee Clothing and Mat Rental Svc - October 2020 - RKM 4/4	53701.002			
42 Cintas Corporation	\$ 43.26	Cnt Svc - Mat Rental @ 201 Miller - RKM 2/2	53701.002	\$ 14,623.07	\$ 197,207.26	\$ 500,000.00
43 Kimble Recycling & Disposal	\$ 728.90	Cnt Svc - Disposal Charge (GSW) 10/31/20 - SB	53701.007			
44 Kimble Recycling & Disposal	\$ 25,013.12	Sludge Hauling - October 2020 - SB	53701.007	\$ 25,742.02	\$ 347,086.13	\$ 450,000.00
45 Illuminating Company	\$ 7.87	elec svc @ 209 Avondale 10/9/20-11/6/20 - RKM	53703.003			
46 Illuminating Company	\$ 102.55	elec svc @ 31900 Lake Rd PS 10/6/20-11/5/20 - RK	53703.003			
47 Illuminating Company	\$ 101.99	elec svc @ 671 Bridgeside PS 10/3/20-11/4/20 - RK	53703.003			
48 Illuminating Company	\$ 101.39	elec svc @ 641 Lear Rd 10/7/20-11/4/20 - RK	53703.003			
49 Illuminating Company	\$ 104.15	elec svc @ Woodbridge Way 10/6/20-11/4/20 - RK	53703.003			
50 Illuminating Company	\$ 4,333.75	elec svc @ 32789 Lake Rd PS 10/8/20-11/6/20 - RK	53703.003			
51 Illuminating Company	\$ 92.41	elec svc @ 758 Jaycox Rd Sewer 10/7/20-11/4/20 - RK	53703.004	\$ 4,844.11	\$ 231,056.24	\$ 335,000.00
52 Computer Aided Solutions LLC	\$ 224.45	Communication Svc - L2 True IRDA Comm. Link 11/9/20 - JG	53705	\$ 224.45	\$ 19,808.47	\$ 30,000.00
53 Quasar Energy Group	\$ 41,851.43	Project Costs - October 2020 - SB	53806	\$ 41,851.43	\$ 272,774.58	\$ 325,000.00
	\$ 162,432.74			\$ 162,432.74		





**AVON LAKE REGIONAL WATER**  
**FUND 703 - ETL1**  
**NOVEMBER 13 - NOVEMBER 19, 2020**  
**NOVEMBER 25, 2020**

Vendor		Amount	Description	G/L Account	G/L Sum	YTD Transactions	Budget
1	Ohio Edison	\$ 80.85	elec svc @ Root @ Sprag 10/2/20-11/2/20 - RKM	53703.004			
2	Ohio Edison	\$ 74.52	elec svc @ Lear @ Chestnut 10/3/20-11/2/20 - RKM	53703.004			
3	Ohio Edison	\$ 74.79	elec svc @ Lear @ Mills 10/6/20-11/4/20 - RKM	53703.004			
4	Ohio Edison	\$ 75.13	elec svc @ Lear @ US20 10/3/20-11/3/20 - RKM	53703.004	\$ 305.29	\$ 197,539.28	\$ 287,000.00
5	HDR, Inc.	\$ 19,769.00	Eng Fees - Redundancy & Future Capacity Plan - Pay #11 - JG 2/3	53806	\$ 19,769.00	\$ 168,487.62	\$ 225,000.00
		\$ 20,074.29			\$ 20,074.29		



**AVON LAKE REGIONAL WATER**  
**FUND 762 - ETL2**  
**NOVEMBER 13 - NOVEMBER 19, 2020**  
**NOVEMBER 25, 2020**

	Vendor	Amount	Description	G/L Account	G/L Sum	YTD Transactions	Budget
1	Ohio Edison	\$ 4,774.49	elec svc @ 15201 Island Rd 10/1/20-10/30/20 - RKM	53703.003			
2	Ohio Edison	\$ 79.43	elec svc @ 37780 Center Ridge 10/1/20-11/2/20 - RKM	53703.004			
3	Ohio Edison	\$ 74.88	elec svc @ 37980 Barres Rd 10/4/20-11/3/20 - RKM	53703.004	\$ 4,928.80	\$ 200,713.91	\$ 298,000.00
4	HDR, Inc.	\$ 19,769.00	Eng Fees - Redundancy & Future Capacity Plan - Pay #11 - JG 3/3	53806	\$ 19,769.00	\$ 168,487.58	\$ 225,000.00
		\$ 24,697.80			\$ 24,697.80		



**AVON LAKE REGIONAL WATER**  
**FUND 749 - LORCO**  
**NOVEMBER 13 - NOVEMBER 19, 2020**  
**NOVEMBER 25, 2020**

	Vendor	Amount	Description	G/L Account	G/L Sum	YTD Transactions	Budget
1	Data Command Corp	\$ 3,232.80	Cnt Svc - LORCO Lift Stations Annual Sub 2020-2021 - RKM	53701.002	\$ 3,232.80	\$ 29,980.19	\$ 50,000.00
2	Ohio Edison	\$ 245.87	elec svc @ 9845 Avon Belden 10/1/20-11/2/20 - RKM	53703.001			
3	Lorain Medina Rural Electric Corp	\$ 259.99	elec svc @ Durkee N 9/23/20-10/23/20 - RKM	53703.003			
4	Lorain Medina Rural Electric Corp	\$ 63.52	elec svc @ Durkee S 9/23/20-10/23/20 - RKM	53703.003			
5	Lorain Medina Rural Electric Corp	\$ 123.09	elec svc @ 36879 Capel 9/23/20-10/23/20 - RKM	53703.003			
6	Lorain Medina Rural Electric Corp	\$ 182.56	elec svc @ Indian Hollow 9/23/20-10/23/20 - RKM	53703.003			
7	Lorain Medina Rural Electric Corp	\$ 115.80	elec svc @ Slife Rd 9/23/20-10/23/20 - RKM	53703.003			
8	Lorain Medina Rural Electric Corp	\$ 142.43	elec svc @ Banks Rd 9/23/20-10/23/20 - RKM	53703.003			
9	Lorain Medina Rural Electric Corp	\$ 88.72	elec svc @ 12601 Cowley Rd 9/23/20-10/23/20 - RKM	53703.003	\$ 1,221.98	\$ 34,895.46	\$ 42,000.00
10	LORCO	\$ 2,689.91	Reimburse Billing Payments to LORCO 2 (October 2020) - RKM	53901	\$ 2,689.91	\$ 33,943.66	\$ 25,000.00
		\$ 7,144.69			\$ 7,144.69		



**AVON LAKE REGIONAL WATER**  
**FUND 724 - WASTEWATER CONSTRUCTION**  
**NOVEMBER 13 - NOVEMBER 19, 2020**  
**NOVEMBER 25, 2020**

Vendor	Amount	Description	G/L Account	G/L Sum	YTD Transactions	Budget
1 Mosser Construction, Inc.	\$ 161,644.00	WRF Effluent Flow Diversion Project - Pay #1 - JG	53806	\$ 161,644.00	\$ 268,295.00	\$ -
	\$ 161,644.00			\$ 161,644.00		

**ACTION ITEMS FROM BOARD MEETINGS**

<b>DATE</b>	<b>CATEGORY*</b>	<b>TOPIC</b>	<b>SOLUTION</b>	<b>STATUS</b>
11/3/2020	Strategic Plan	The Board would like an update from McMahon-DeGuilis regarding the progress on the Rules and Regulations.	Staff has finalized the Rules & Regulations and will double-check everything with the representative from McMahon-DeGuilis. A presentation will be set for the beginning of January.	Open
4/21/2020	Misc.	The Chairman has asked to meet with Lorain County regarding LORCO	Update: Staff is in the process of scheduling a meeting with the newly elected county commissioners	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.	A link will be provided to the Board to view all current and recently completed projects.	Open
2/18/2020	Misc.	Mrs. Schnabel asked staff to consider a redesign of the bills to aid with their understanding.	Update: Staff is working with prospective new vendors to determine if they are able to accommodate the needs of our customers	Open
10/15/2019	Personnel	Should ALRW consider random drug testing for the entire organization?	Update: Staff has discussed policies and procedures with ALRW's new vendor. Internally a plan is being completed by staff for implementation.	Open
2/4/2020	Misc,	Board would like an invitation to tour the WRF now that all construction work is complete.	Update: Staff is working with the plant managers on possible dates for the Board members and the HR Director to see the plants. For the safety of our operators, we will limit the number of people per tour date.	Open
11/19/2019	Misc.	The Chairman asked if we have an IT policy for cyber security.	Update: Staff will include an IT master plan in the ISO-9001 standardization and complete a cyber security assessment as part of the Risk and Resilience Assessment. Staff is completing	Answer
3/19/2019	Misc.	Please work with the City to see how the Developer Agreement could be worked into the Planning Code.	Update: Staff is working with the City on the Developer Agreement	Answer

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