

Avon Lake Board of Municipal Utilities

AGENDA

For

WORK SESSION

Tuesday

June 6, 2017

6:00 PM

1. Call to Order
2. Financial Update
3. Adjourn

Avon Lake Regional Water
MEMORANDUM

To: **Board of Municipal Utilities**
From: **Todd Danielson**
Subject: **Work Session Agenda Items – June 6, 2017**
Date: **June 2, 2017**

Item 1: **Financial Update – TAD**

Attached are the April financial statements, along with budget tracking graphs for the water and wastewater funds. Prior to the work session, the CUE will prepare and provide the graphs for the other funds.

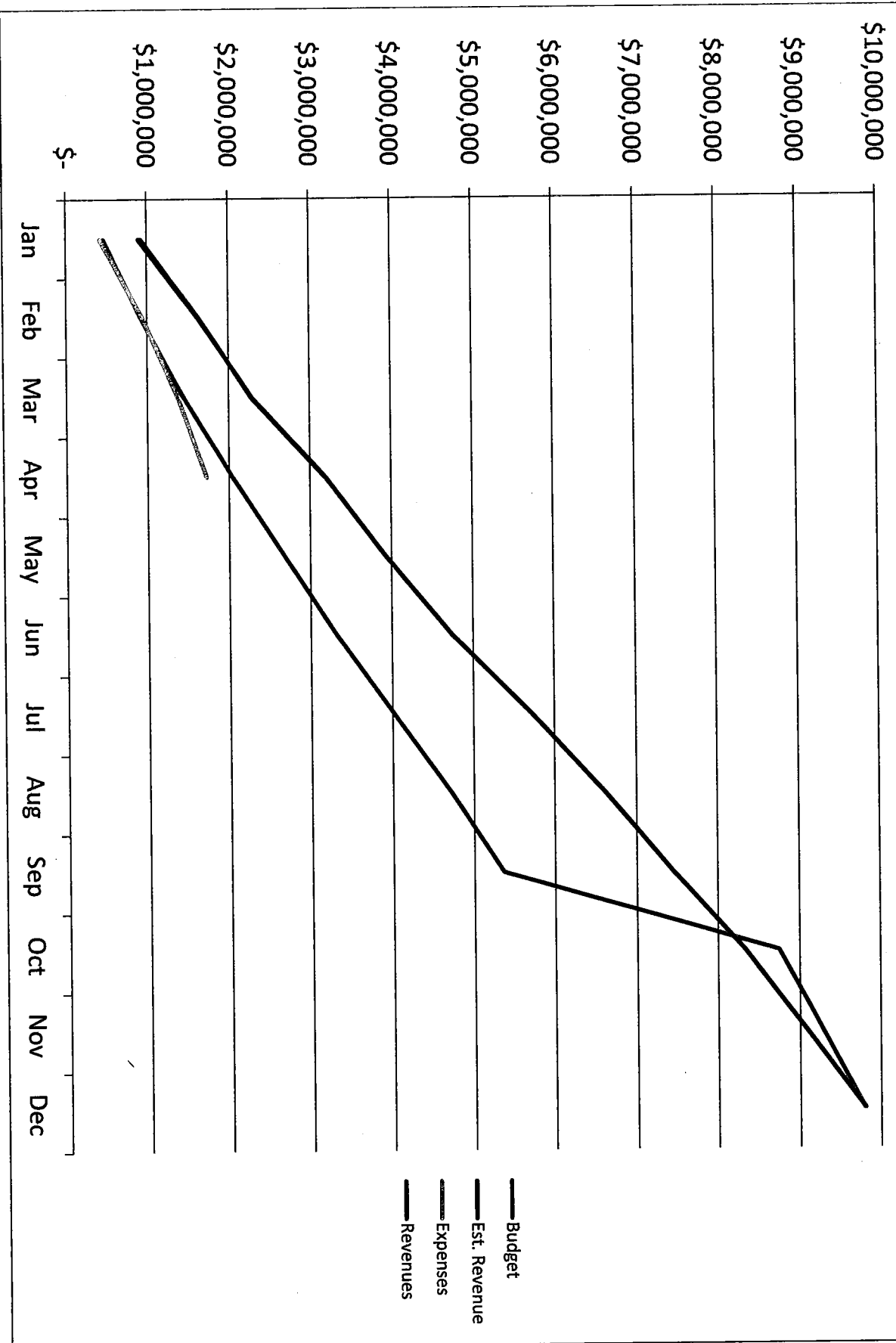
Once a financial staff member is brought on, we will work to revise the presentation of this information to make it easier to digest and forecast.

**FINANCIAL STATEMENT FOR THE MONTH OF APRIL 2017
WATER - FUND 701**

ACCOUNT #	APPROPRIATIONS	PREVIOUS YTD	MONTHLY	TOTAL EXP	UNEXPENDED	% BUDGET
		EXPENSES	EXPENSES	TO DATE	APPROP	EXPENDED
701.180.000-51102..Salaries	\$ 1,743,000.00	\$ 373,354.35	\$ 119,002.63	\$ 492,356.98	\$ 1,250,643.02	28.25%
701.180.000-51105..PartTime	\$ 120,000.00	\$ 21,852.22	\$ 4,122.80	\$ 25,975.02	\$ 94,024.98	21.65%
701.180.000-51106..Overtime	\$ 160,000.00	\$ 46,629.53	\$ 9,012.38	\$ 55,641.91	\$ 104,358.09	34.78%
701.180.000-52116..Retirement/Scik	\$ 5,000.00	\$ -	\$ 24,634.12	\$ 24,634.12	\$ (19,634.12)	492.68%
701.180.000-52126..Shoe Allowance	\$ 3,000.00	\$ 2,700.00	\$ -	\$ 2,700.00	\$ 300.00	90.00%
701.180.000-52127..CDL Allowance	\$ 3,000.00	\$ 2,775.00	\$ -	\$ 2,775.00	\$ 225.00	92.50%
701.180.000-52201..Workers Comp	\$ 50,000.00	\$ 30,225.02	\$ -	\$ 30,225.02	\$ 19,774.98	60.45%
701.180.000-52202..Unemploy Comp	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
701.180.000-52203..Hospitalization	\$ 434,000.00	\$ 104,929.76	\$ 25,019.19	\$ 129,948.95	\$ 304,051.05	29.94%
701.180.000-52204..Group Life	\$ 2,000.00	\$ 638.40	\$ 142.80	\$ 781.20	\$ 1,218.80	39.06%
701.180.000-52205..Dental/Vision	\$ 23,000.00	\$ 4,996.63	\$ 1,011.75	\$ 6,008.38	\$ 16,991.62	26.12%
701.180.000-52207..Prescription Drug	\$ 83,000.00	\$ 25,584.65	\$ 5,199.61	\$ 30,784.26	\$ 52,215.74	37.09%
701.180.000-52208..Longevity	\$ 15,000.00	\$ -	\$ 566.68	\$ 566.68	\$ 14,433.32	3.78%
701.180.000-52209..PERS	\$ 266,000.00	\$ 54,082.10	\$ 16,829.87	\$ 70,911.97	\$ 195,088.03	26.66%
701.180.000-52212..Medicare	\$ 25,000.00	\$ 5,771.15	\$ 1,614.73	\$ 7,385.88	\$ 17,614.12	29.54%
701.180.000-52226..Clothing	\$ 7,000.00	\$ 4,693.37	\$ 415.19	\$ 5,108.56	\$ 1,891.44	72.98%
701.180.000-52227..Meal Allowances	\$ 1,000.00	\$ 310.00	\$ 150.00	\$ 460.00	\$ 540.00	46.00%
701.180.000-53206..Emp. Physicals	\$ 3,000.00	\$ 115.00	\$ -	\$ 115.00	\$ 2,885.00	0.00%
701.180.000-53500..Education/Training	\$ 3,000.00	\$ 1,496.86	\$ 2,161.59	\$ 3,658.45	\$ (658.45)	0.00%
701.180.000-53206..Office Supplies	\$ 50,000.00	\$ 25,751.66	\$ 7,942.15	\$ 33,693.81	\$ 16,306.19	67.39%
701.180.000-53604..Gasoline/Oil	\$ 20,000.00	\$ 8,609.04	\$ 1,878.11	\$ 10,487.15	\$ 9,512.85	0.00%
701.180.000-53607..Equipment Maint	\$ 200,000.00	\$ 10,306.13	\$ 5,637.76	\$ 15,943.89	\$ 184,056.11	7.97%
701.180.000-53611..Operating Supplies	\$ 600,000.00	\$ 128,157.42	\$ 39,247.69	\$ 167,405.11	\$ 432,594.89	27.90%
701.180.000-53612..Repairs/Maintenance	\$ 210,000.00	\$ 49,165.03	\$ 12,379.14	\$ 61,544.17	\$ 148,455.83	29.31%
701.180.000-53612.005..Meters	\$ 150,000.00	\$ 5,584.75	\$ 23,958.00	\$ 29,542.75	\$ 120,457.25	19.70%
701.180.000-53613..Lab Supplies	\$ 120,000.00	\$ 13,232.03	\$ 2,858.79	\$ 16,090.82	\$ 103,909.18	13.41%
701.180.000-53701..Contractual Service	\$ 347,000.00	\$ 170,062.47	\$ 10,887.48	\$ 180,949.95	\$ 166,050.05	52.15%
701.180.000-53702..Gas Service	\$ 10,500.00	\$ 10,354.89	\$ 2,667.54	\$ 13,022.43	\$ (2,522.43)	124.02%
701.180.000-53703..Electric Service	\$ 723,000.00	\$ 138,716.75	\$ 13,419.02	\$ 152,135.77	\$ 570,864.23	21.04%
701.180.000-53704..Water Used	\$ 5,000.00	\$ 5,345.76	\$ 330.96	\$ 5,676.72	\$ (676.72)	113.53%
701.180.000-53705..Communications	\$ 16,500.00	\$ 6,179.98	\$ 4,009.96	\$ 10,189.94	\$ 6,310.06	61.76%
701.180.000-53707..Mobile Equip Maint	\$ 30,000.00	\$ 2,830.48	\$ 341.92	\$ 3,172.40	\$ 26,827.60	10.57%
701.180.000-53708..Building Maint	\$ 180,000.00	\$ 35,110.22	\$ 2,900.12	\$ 38,010.34	\$ 141,989.66	21.12%
701.180.000-53710..Insurance	\$ 23,000.00	\$ 21,536.92	\$ -	\$ 21,536.92	\$ 1,463.08	93.64%
701.180.000-53804..New Equipment	\$ 100,000.00	\$ 44,558.07	\$ 2,135.78	\$ 46,693.85	\$ 53,306.15	46.69%
701.180.000-53806..Engineering Fees	\$ 60,000.00	\$ 23,832.00	\$ -	\$ 23,832.00	\$ 36,168.00	0.00%
701.180.000-53901..Refund/Reimburse	\$ 4,000.00	\$ 794.86	\$ -	\$ 794.86	\$ 3,205.14	19.87%
701.180.000-53907.001..Bank Fees	\$ 12,000.00	\$ 253.54	\$ 14.47	\$ 268.01	\$ 11,731.99	2.23%
701.180.000-53907.002..Legal Fees	\$ 15,000.00	\$ 5,194.50	\$ 3,151.50	\$ 8,346.00	\$ 6,654.00	55.64%
701.180.000-..Trsf to WWC	\$ 1,800,000.00	\$ -	\$ -	\$ -	\$ 844,000.00	0.00%
701.180.000-59706..Trfs to Debt Service	\$ 844,000.00	\$ -	\$ -	\$ -	\$ 1,300,000.00	0.00%
701.180.000-..Trsf to Sw (Sludge)	\$ 1,300,000.00	\$ -	\$ -	\$ -	\$ -	0.00%
TOTALS	\$ 9,766,000.00	\$ 1,385,730.54	\$ 343,643.73	\$ 1,729,374.27	\$ 8,036,625.73	17.71%
RECEIPTS	\$ 1,700,809.60	\$ 2,277,091.65	\$ 906,720.64	\$ 3,183,812.29	\$ 3,155,247.62	
	(January 1, 2017)	(Prev. Receipts)	(Monthly Receipts)	(To Date)	(Ending Balance)	

	PREV.TOTALS	MO.TOTALS	YTD TOTALS
WA IMPACT FEE	\$ 61,350.00	\$ 7,425.00	\$ 68,775.00
AVON DEBT - ETL2	\$ 11,396.88	\$ 3,798.96	\$ 15,195.84
N.RIDGE - ETL2	\$ 13,314.78	\$ -	\$ 13,314.78
Interest Revenue	\$ -	\$ -	\$ -

2017 Water Fund Cumulative Budget, Expenses, & Revenues



— Budget
 — Est. Revenue
 — Expenses
 — Revenues

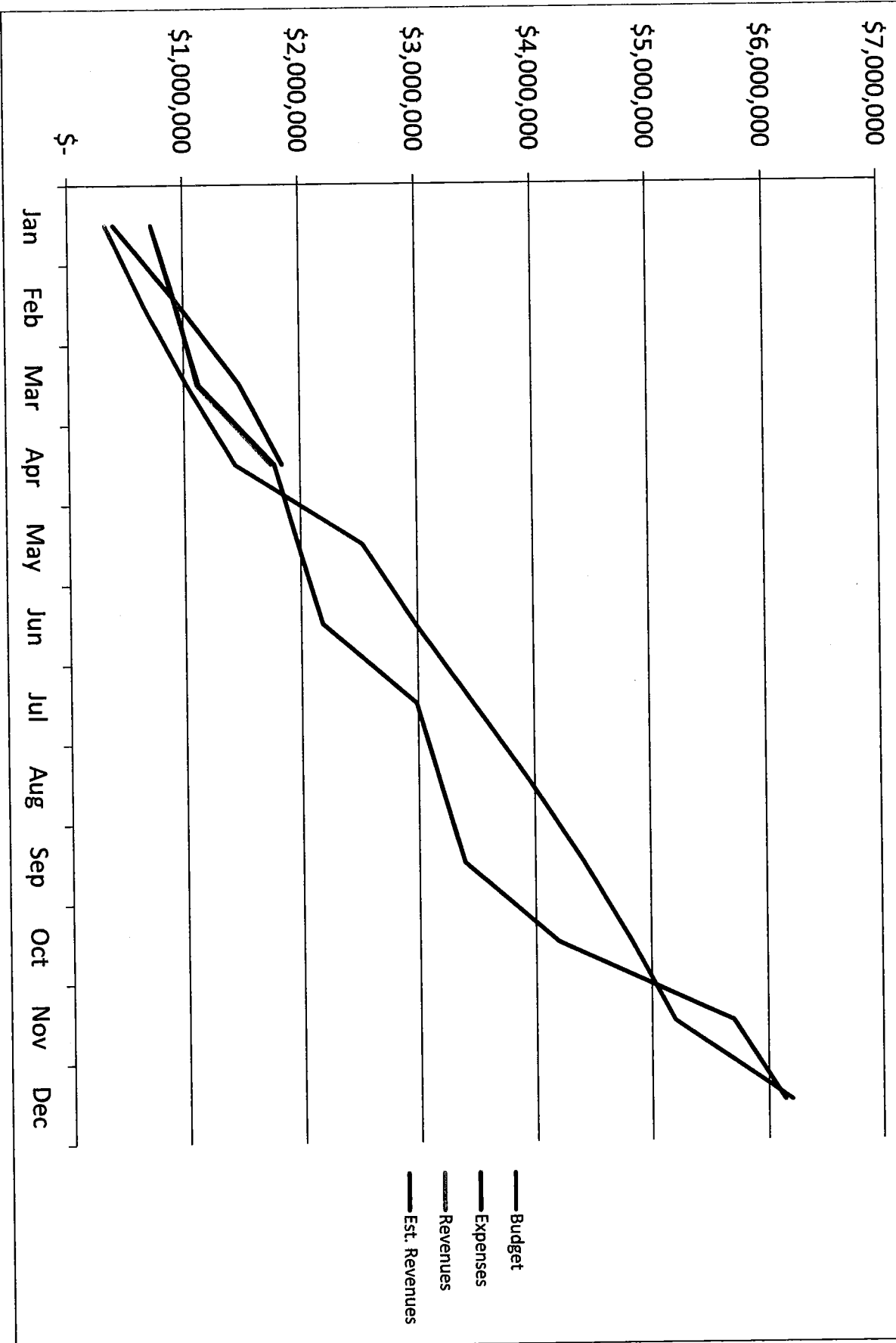
**FINANCIAL STATEMENT FOR THE MONTH OF APRIL 2017
WASTEWATER - FUND 721**

ACCOUNT #	APPROPRIATIONS	PREVIOUS YTD	MONTHLY	TOTAL EXP	UNEXPENDED	% BUDGET
		EXPENSES	EXPENSES	TO DATE	APPROP	EXPENDED
721.190.000-51102..Salaries	\$ 1,479,000.00	\$ 417,397.61	\$ 113,759.92	\$ 531,157.53	\$ 947,842.47	35.91%
721.190.000-51105..Part Time	\$ 167,000.00	\$ 35,989.25	\$ 8,901.66	\$ 44,890.91	\$ 122,109.09	26.88%
721.190.000-51106..Overtime	\$ 127,000.00	\$ 43,022.38	\$ 12,043.09	\$ 55,065.47	\$ 71,934.53	43.36%
721.190.000-52115..Retirement/Sick	\$ 40,000.00	\$ -	\$ -	\$ -	\$ 40,000.00	0.00%
721.190.000-52126..Shoe Allowance	\$ 3,000.00	\$ 2,700.00	\$ -	\$ 2,700.00	\$ 300.00	0.00%
721.190.000-52127..CDL Allowances	\$ 3,000.00	\$ 2,825.00	\$ -	\$ 2,825.00	\$ 175.00	0.00%
721.190.000-52201..Workers Comp	\$ 32,000.00	\$ 30,269.54	\$ -	\$ 30,269.54	\$ 1,730.46	94.59%
721.190.000-52202..Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
721.190.000-52203..Hospitalization	\$ 444,000.00	\$ 123,440.12	\$ 34,503.72	\$ 157,943.84	\$ 286,056.16	35.57%
721.190.000-52204..Group Life	\$ 3,000.00	\$ 646.80	\$ 168.00	\$ 814.80	\$ 2,185.20	27.16%
721.190.000-52205..Dental / Vision	\$ 24,000.00	\$ 6,501.34	\$ 1,647.12	\$ 8,148.46	\$ 15,851.54	33.95%
721.190.000-52207..Presc Drug	\$ 90,000.00	\$ 33,502.27	\$ 8,452.08	\$ 41,954.35	\$ 48,045.65	46.62%
721.190.000-52208..Longevity	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00	0.00%
721.190.000-52209..PERS, City Share	\$ 231,000.00	\$ 63,182.68	\$ 19,212.85	\$ 82,395.53	\$ 148,604.47	35.67%
721.190.000-52212..Medicare	\$ 22,000.00	\$ 6,244.91	\$ 1,668.09	\$ 7,913.00	\$ 14,087.00	35.97%
721.190.000-52226..Clothing	\$ 5,000.00	\$ 2,448.78	\$ 175.22	\$ 2,624.00	\$ 2,376.00	52.48%
721.190.000-52227..Meal Allowances	\$ 1,000.00	\$ 247.50	\$ 40.00	\$ 287.50	\$ 712.50	28.75%
721.190.000-53206..Emp. Physicals	\$ 3,000.00	\$ 229.00	\$ 102.00	\$ 331.00	\$ 2,669.00	0.00%
721.190.000-53500..Education/Training	\$ 4,000.00	\$ 610.00	\$ 2,059.99	\$ 2,669.99	\$ 1,330.01	0.00%
721.190.000-53602..Office Supplies	\$ 40,000.00	\$ 11,185.23	\$ 4,379.44	\$ 15,564.67	\$ 24,435.33	38.91%
721.190.000-53604..Gasoline/Oil	\$ 32,000.00	\$ 7,206.99	\$ 1,911.49	\$ 9,118.48	\$ 22,881.52	0.00%
721.190.000-53607..Equip Maint	\$ 150,000.00	\$ 36,341.09	\$ 2,162.52	\$ 38,503.61	\$ 111,496.39	25.67%
721.190.000-53611..Operating Supplies	\$ 275,000.00	\$ 52,910.54	\$ 19,905.54	\$ 72,816.08	\$ 202,183.92	26.48%
721.190.000-53612..Repair/Maint	\$ 163,000.00	\$ 37,007.26	\$ 6,282.29	\$ 43,289.55	\$ 119,710.45	26.56%
721.190.000-53612.005..Meters	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	0.00%
721.190.000-53613..Lab Supplies	\$ 75,000.00	\$ 63,282.37	\$ 16,740.86	\$ 80,023.23	\$ (5,023.23)	106.70%
721.190.000-53701..Contractual Svc	\$ 150,000.00	\$ 219,505.04	\$ 18,084.46	\$ 237,589.50	\$ (87,589.50)	158.39%
721.190.000-53701.007..Residual Haul	\$ 350,000.00	\$ 65,247.91	\$ 35,135.51	\$ 100,383.42	\$ 249,616.58	28.68%
721.190.000-53702..Gas Service	\$ 22,000.00	\$ 6,145.83	\$ 1,386.07	\$ 7,531.90	\$ 14,468.10	34.24%
721.190.000-53703..Electric Service	\$ 308,000.00	\$ 67,674.31	\$ 2,899.05	\$ 70,573.36	\$ 237,426.64	22.91%
721.190.000-53705..Communications	\$ 20,000.00	\$ 3,413.10	\$ 1,233.22	\$ 4,646.32	\$ 15,353.68	23.23%
721.190.000-53707..Mobile Equip Mainl	\$ 23,000.00	\$ 2,768.85	\$ 341.91	\$ 3,110.76	\$ 19,889.24	13.53%
721.190.000-53708..Bldg Maintenance	\$ 70,000.00	\$ 4,092.21	\$ 821.76	\$ 4,913.97	\$ 65,086.03	7.02%
721.190.000-53710..Insurance	\$ 15,000.00	\$ 14,045.83	\$ -	\$ 14,045.83	\$ 954.17	93.64%
721.190.000-53804..New Equipment	\$ 100,000.00	\$ 13,005.71	\$ -	\$ 13,005.71	\$ 86,994.29	13.01%
721.190.000-53806..Eng.Fees	\$ 60,000.00	\$ 108,180.78	\$ 44,474.55	\$ 152,655.33	\$ (92,655.33)	0.00%
721.190.000-53901..Refund/Reimburse	\$ 6,000.00	\$ 708.90	\$ 780.00	\$ 1,488.90	\$ 4,511.10	24.82%
721.190.000-53907.001..Bank Fees	\$ 12,000.00	\$ 179.11	\$ 14.47	\$ 193.58	\$ 11,806.42	1.61%
721.190.000-53907.002-Legal Fees	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 25,000.00	0.00%
721 9-190 8-477..Trsf to SCF	\$ 300,000.00	\$ -	\$ -	\$ -	\$ 300,000.00	0.00%
721 9-190 8-479..Transfer to SDR	\$ 1,190,000.00	\$ -	\$ -	\$ -	\$ 1,190,000.00	0.00%
TOTALS	\$ 6,084,000.00	\$ 1,482,158.24	\$ 359,286.88	\$ 1,841,445.12	\$ 4,242,554.88	30.27%
RECEIPTS	\$ 1,352,669.62	\$ 1,113,711.73	\$ 634,790.32	\$ 1,748,502.05	\$ 1,259,726.55	
	(January 1, 2017)	(Prev.Receipts)	(Monthly Rec.)	(To Date)	(Ending Balance)	

	PREV.TOTALS	MO.TOTALS	ACCUM.TOTALS
TSSF-A.L.	\$ 48,814.00	\$ 6,156.00	\$ 54,970.00
TSSF-AVON	\$ -	\$ -	\$ -
TSSF - Interest	\$ 623.10	\$ 251.46	\$ 874.56
Total TSSF	\$ 49,437.10	\$ 6,407.46	\$ 55,844.56

	PREV.TOTALS	MO.TOTALS	ACCUM.TOTALS
INTEREST REV.			
Interest	\$ 697.09	\$ 281.32	\$ 978.41

2017 Sewer Fund Cumulative Budget, Expenses, & Revenues



**FINANCIAL STATEMENT FOR THE MONTH OF APRIL 2017
MOR FUND 703 - ETL1**

ACCOUNT #	APPROPRIATIONS	PREVIOUS YTD EXP	MONTHLY EXPENSES	TOTAL EXP TO DATE	UNEXPENDED APPROP	% BUDGET EXPENDED
703.180.000-53611..Op. Supplies	\$ 5,000.00	\$ 162.50	\$ -	\$ 162.50	\$ 4,837.50	3.25%
703.180.000-53612..Repairs/Maint	\$ 195,000.00	\$ 1,090.10	\$ 7,611.65	\$ 8,701.75	\$ 186,298.25	4.46%
703.180.000-53701..Contractual Svc	\$ 20,000.00	\$ 3,929.97	\$ 1,699.69	\$ 5,629.66	\$ 14,370.34	28.15%
703.180.000-53703.003..Elect-Pump Sta	\$ 240,000.00	\$ 55,636.73	\$ 11,016.96	\$ 66,653.69	\$ 173,346.31	27.77%
703.180.000-53703.004..Elect PRV's	\$ 7,000.00	\$ 1,577.50	\$ 467.50	\$ 2,045.00	\$ 4,955.00	29.21%
703.180.000-53704..Water Used	\$ 1,674,000.00	\$ 442,854.48	\$ 174,036.32	\$ 616,890.80	\$ 1,057,109.20	36.85%
703.180.000-53710..Insurance	\$ 9,000.00	\$ -	\$ -	\$ -	\$ 9,000.00	0.00%
..VFD Replacement	\$ 110,000.00	\$ -	\$ -	\$ -	\$ 110,000.00	0.00%
703.180.000-59702..Trsf to WDS	\$ 5,317.00	\$ -	\$ -	\$ -	\$ 5,317.00	0.00%
TOTALS	\$ 2,265,317.00	\$ 505,251.28	\$ 194,832.12	\$ 700,083.40	\$ 1,565,233.60	30.90%
RECEIPTS	\$ 213,648.70 (January 1, 2017)	\$ 737,228.47 (Previous Rec.)	\$ 90,013.56 (Monthly)	\$ 827,242.03 (To Date)	\$ 340,807.33 (Ending Balance)	

RECEIPTS	PREVIOUS YTD RECEIPTS	MONTHLY RECEIPTS	TOTAL YTD RECEIPTS
Avon	\$ 333,143.96	\$ 5,031.60	\$ 338,175.56
Avon Lake	\$ 5,345.76	\$ 330.96	\$ 5,676.72
N.Ridgeville	\$ 161,577.62	\$ -	\$ 161,577.62
RLCWA	\$ 232,026.48	\$ 82,950.00	\$ 314,976.48
TOTAL	\$ 732,093.82	\$ 88,312.56	\$ 820,406.38
Miscellaneous	\$ 5,131.40	\$ 1,699.69	\$ 6,831.09
Int. Revenue	\$ 3.25	\$ 1.31	\$ 4.56
Trsf from ETL2	\$ -	\$ -	\$ -
	\$ 737,228.47	\$ 90,013.56	\$ 827,242.03

**FINANCIAL STATEMENT FOR THE MONTH OF APRIL 2017
MOR FUND 762 - ETL2 - SUBFUND #2**

ACCOUNT #	APPROPRIATIONS	PREVIOUS YTD EXP	MONTHLY EXPENSES	TOTAL EXP TO DATE	UNEXPENDED APPROP	% BUDGET EXPENDED
762.180.000-53611..Op. Supplies	\$ 4,900.00	\$ 1,218.16	\$ -	\$ 1,218.16	\$ 3,681.84	0.00%
762.180.000-53612..Repairs/Maint.	\$ 70,000.00	\$ 3,315.01	\$ 40.00	\$ 3,355.01	\$ 66,644.99	4.79%
762.180.000-53701..Contractual Svc	\$ 20,000.00	\$ 10,175.71	\$ 1,535.89	\$ 11,711.60	\$ 8,288.40	58.56%
762.180.000-53703.003..Pump Sta	\$ 130,000.00	\$ 29,271.46	\$ 5,408.45	\$ 34,679.91	\$ 95,320.09	26.68%
762.180.000-53703.004..PRV's	\$ 4,600.00	\$ 703.32	\$ 227.04	\$ 930.36	\$ 3,669.64	20.23%
762.180.000-53704..Water Used	\$ 3,586,000.00	\$ 847,211.16	\$ 254,144.33	\$ 1,101,355.49	\$ 2,484,644.51	30.71%
762.180.000-53710..Insurance	\$ 9,500.00	\$ -	\$ -	\$ -	\$ 9,500.00	0.00%
762.180.000-59707..Trsf to ETL1	\$ 300,000.00	\$ -	\$ -	\$ -	\$ 300,000.00	0.00%
762.180.000-55001..New Pumps	\$ 375,000.00	\$ -	\$ -	\$ -	\$ 375,000.00	
TOTALS	\$ 4,500,000.00	\$ 891,894.82	\$ 261,355.71	\$ 1,153,250.53	\$ 3,346,749.47	25.63%
RECEIPTS	\$ 1,252,406.14	\$ 1,002,852.51	\$ 300,679.98	\$ 1,303,532.49	\$ 1,402,688.10	
	(January 1, 2017)	(Prev. Receipts)	(Mo. Receipts)	(To Date)	(Ending Balance)	

GALLONS BILLED X \$1.58 RECEIPTS:	PREVIOUS YTD RECEIPTS	MONTHLY RECEIPTS	TOTAL YTD RECEIPTS
RLCWA	\$ 126,118.76	\$ 45,248.04	\$ 171,366.80
MEDINA CO.	\$ 322,509.60	\$ 105,038.40	\$ 427,548.00
MEDINA CITY.	\$ 412,452.68	\$ 138,194.70	\$ 550,647.38
N.RIDGEVILLE	\$ 657.28	\$ -	\$ 657.28
AVON	\$ 135,902.12	\$ 10,573.36	\$ 146,475.48
SUB TOTAL	\$ 997,640.44	\$ 299,054.50	\$ 1,296,694.94
INT. REV.	\$ 221.99	\$ 89.59	\$ 311.58
Miscellaneous	\$ 4,990.08	\$ 1,535.89	\$ 6,525.97
TOTALS	\$ 1,002,852.51	\$ 300,679.98	\$ 1,303,532.49

**FINANCIAL STATEMENT FOR THE MONTH OF APRIL 2017
MOR FUND 762 - ETL2 - SUBFUND #3 (ISLAND ROAD POWER COSTS)**

ACCOUNT #	APPROPRIATIONS	PREVIOUS YTD EXP	MONTHLY EXPENSES	TOTAL EXP TO DATE	UNEXPENDED APPROP	% BUDGET EXPENDED
762.180.000-53703.003..Pump Station	\$ 220,000.00	\$ 35,531.68	\$ 5,157.19	\$ 40,688.87	\$ 179,311.13	18.49%
TOTALS	\$ 220,000.00	\$ 35,531.68	\$ 5,157.19	\$ 40,688.87	\$ 179,311.13	
RECEIPTS	\$ 204,024.61	\$ 54,498.80	\$ 18,258.30	\$ 72,757.10	\$ 236,092.84	
	(January 1, 2017)	(Prev. Receipts)	(Mo. Receipts)	(To Date)	(Ending Balance)	

Gals.Billed X \$.10 RECEIPTS:	PREVIOUS YTD RECEIPTS	MONTHLY RECEIPTS	TOTAL YTD RECEIPTS
RLCWA	\$ 7,982.20	\$ 2,863.80	\$ 10,846.00
Medina Co.	\$ 20,412.00	\$ 6,648.00	\$ 27,060.00
Medina City	\$ 26,104.60	\$ 8,746.50	\$ 34,851.10
Miscellaneous	\$ -	\$ -	\$ -
TOTALS	\$ 54,498.80	\$ 18,258.30	\$ 72,757.10

**FINANCIAL STATEMENT FOR THE MONTH OF APRIL 2017
LORCO OPERATING FUND 749**

ACCOUNT #	APPROPRIATIONS	PREVIOUS YTD EXP	MONTHLY EXPENSES	TOTAL EXP TO DATE	UNEXPENDED APPROP	% BUDGET EXPENDED
749.190.000-51102..Salaries	\$ 10,000.00	\$ 1,875.00	\$ 1,875.00	\$ 3,750.00	\$ 6,250.00	37.50%
749.190.000-52209..PERS	\$ 1,400.00	\$ 175.00	\$ -	\$ 175.00	\$ 1,225.00	0.00%
749.190.000-52212..Medicare	\$ 100.00	\$ 18.13	\$ 27.19	\$ 45.32	\$ 54.68	0.00%
..Booked Labor	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 50,000.00	0.00%
749 5-190 8-500..Travel	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00	0.00%
749190.000-53602..Office Supplies	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00	0.00%
749.190.000-53604..Gasoline/Oil		\$ 825.14	\$ -	\$ 825.14	\$ (825.14)	0.00%
749.190.000-53607..Equip Maint.	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00	0.00%
749.190.000-53612..Repair/Maint	\$ 60,000.00	\$ 6,210.87	\$ 174.85	\$ 6,385.72	\$ 53,614.28	10.64%
749.190.000-53701..Contractual Svc	\$ 35,500.00	\$ 117,976.63	\$ 147.76	\$ 118,124.39	\$ (82,624.39)	332.74%
749.190.000-53703..Electric Service	\$ 39,100.00	\$ 9,919.75	\$ 2,311.38	\$ 12,231.13	\$ 26,868.87	31.28%
749.190.000-53705..Communications	\$ 900.00	\$ 169.97	\$ 51.75	\$ 221.72	\$ 678.28	24.64%
749.190.000-53710..Insurance	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00	0.00%
749.190.000-53754..Utility Treatment	\$ 330,000.00	\$ -	\$ -	\$ -	\$ 330,000.00	0.00%
749.190.000-53760..Billing Expense	\$ 35,000.00	\$ 4,888.00	\$ 1,147.00	\$ 6,035.00	\$ 28,965.00	17.24%
749.190.000-53907..Refunds/Reimburse		\$ 573.44	\$ 1,228.46	\$ 1,801.90	\$ (1,801.90)	0.00%
749.190.000-53907.001..Bank Fees	\$ 2,000.00	\$ 7.50	\$ -	\$ 7.50	\$ 1,992.50	0.38%
749.190.000-53907.002..Legal Fees	\$ 30,000.00	\$ 319.98	\$ -	\$ 319.98	\$ 29,680.02	1.07%
749.190.000-59500..Mo. Advance	\$ 162,000.00	\$ 40,500.00	\$ 13,500.00	\$ 54,000.00	\$ 108,000.00	33.33%
749.190.000-59706..Trsf to Sewer Debt	\$ 1,650,000.00	\$ -	\$ -	\$ -	\$ 1,650,000.00	0.00%
TOTALS	\$ 2,427,800.00	\$ 183,459.41	\$ 20,463.39	\$ 203,922.80	\$ 2,223,877.20	
RECEIPTS	\$ 158,184.31 (January 1, 2017)	\$ 209,240.91 (Previous Rec.)	\$ 233,532.94 (Monthly)	\$ 442,773.85 (To Date)	\$ 397,035.36 (Ending Balance)	

RECEIPTS	PREVIOUS YTD RECEIPTS	MONTHLY RECEIPTS	TOTAL YTD RECEIPTS
Tap Fees	\$ 16,000.00	\$ 161,295.20	\$ 177,295.20
Billing Revenue	\$ 193,240.91	\$ 72,237.74	\$ 265,478.65
Miscellaneous	\$ -	\$ -	\$ -
Advance	\$ -	\$ -	\$ -
TOTAL	\$ 209,240.91	\$ 233,532.94	\$ 442,773.85

Avon Lake Board of Municipal Utilities

AGENDA

For

Tuesday

June 6, 2017

Immediately Following Work Session

1. Call to Order
2. General Matters
 - A. Approve Minutes
 - B. Public Speakers (*3 minutes each*)
 - C. Correspondence
3. Expenditures
4. Job Descriptions
5. Informational Items
 - A. Reports/Updates
 - 1) Project Updates
 - 2) Lateral Updates
 - 3) New Employees
 - 4) Advertising for Open Positions
 - 5) CUE Action Items
 - 6) Chairman/Committee/Member Reports
 - B. Miscellaneous
6. Public Speakers
7. Adjourn

Board of Municipal Utilities
Work Session Minutes
May 16, 2017
201 Miller Road
Avon Lake, Ohio

The work session was called to order at 6:03 PM.

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

Also present: CUE Danielson, WFP Manager Yuronich, Mayor Zilka, Councilmember Fenderbosch, Lamalani Siverts, Banafsheh Khakipoor, Nicole Huerner, and Cheryl Arnold.

Banafsheh Khakipoor and Lamalani Siverts are Ph.D. students at the University of Akron and are each partially supported by Avon Lake Regional Water. At the request of the Board, they presented about their research to date and where they intend to direct it during their remaining three years in the program. Ms. Siverts is working to identify simple, low-cost indicators to predict algal blooms, especially toxic algal blooms, and is looking within the biological food web. Ms. Khakipoor is working to develop a low-cost neural network sensor system to better predict where algal blooms and/or "dead zones" are travelling. The work is relevant to Avon Lake Regional Water because we have been beginning to detect algal toxins at times in the water coming into our water filtration plant. We are able to easily remove the levels detected, but do not want to have an event similar to other utilities in 2014. Dead zone issues are more frequent in Lake Erie's Central Basin, and predicting their potential would better prepare us to respond before the event occurs. Members were interested in their research and asked for them to provide another update in about six months.

The CUE then provided members with an overview of the bulk water agreements Avon Lake Regional Water currently has.

The work session adjourned at 6:42 PM.

Approved June 6, 2017

John G. Dzwonczyk, Chairman

Todd A. Danielson, Clerk

Board of Municipal Utilities
Regular Meeting Minutes
May 16, 2017
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 6:47 PM.

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

Also present: Chief Utilities Executive Danielson, Councilmember Fenderbosch (left at 7:14 PM), Mayor Zilka (left at 7:14 PM), Nicole Huerner, and Cheryl Arnold.

Approve Minutes

Chairman Dzwonczyk presented the minutes of the May 2, 2017, Work Session and the May 2, 2017, Regular Meeting and with no changes, additions or corrections noted, ordered the minutes to stand and be distributed as presented.

Public Speakers – None.

Correspondence – None.

Expenditures

Following review of expenses dated May 16, 2017, for funds and amounts as follows, Mr. Rush moved, Mrs. Schnabel seconded, that all be approved and paid per budget:

Water Fund 701	\$	149,094.22
Wastewater Fund 721	\$	107,746.73
MOR Fund 703 ETL1	\$	122,417.54
MOR Fund 762 ETL2	\$	296,753.32
LORCO Fund 749	\$	17,756.63
Water Constr 704	\$	257,264.48
WW Constr 724	\$	361,333.46
Lateral Loan 765	\$	5,250.00

Ayes: Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Reports/Updates

Debt/Refinancing: CUE Danielson reported Avon Lake Regional Water worked with the City of Avon Lake last year to jointly issue one-year notes in order to help fund projects. As the notes come due, the debt for some will be moved to the state revolving loan fund. Other debt will roll over into another one-year (joint-issue) note, and one will be paid off as follows:

Note Purpose	Amount	Disposition
Moorewood Sewer Separation	\$5,000,000	Rolling into another note
Walker Road Water Main	\$2,500,000	Rolling into another note
Miscellaneous Water Mains	\$650,000	Paying off
Fairfield-Brookfield Water Mains	\$2,000,000	Moving to state revolving loan (DEFA)
Fairfield-Brookfield Sewer Separation	\$6,000,000	Paying down some & moving to state revolving loan (DEFA)

Project Updates:

Water Tower: Crews will again be working 7 d/wk to paint the bowl and remain on schedule.

Water Plant: Paving and landscaping are being completed.

Wastewater Plant: Mechanical equipment is being installed in the final clarifiers and the alum clarifier.

Lateral Updates: The lateral separation program is progressing well. As of May 12, 2017, letters have been sent to 2,948 residents indicating that they may have clean water entering their sanitary lateral and requesting Avon Lake Regional Water be contacted to determine whether this may be the case. To date, 2,164 (73%) have responded (up 30 since 4/27/17). Of the 2,164, 1,487 either have separated laterals or already had separated laterals and 677 either have problems or are believed to have problems. By extrapolation, approximately 1,200 (677 + ~67% of homes not inspected) may need to separate laterals.

Since the last Board meeting, 16 additional agreements for the Lateral Loan Program have been executed, bringing the total to 69, with \$287,500 committed and \$88,850 paid so far. The average loan request is for approximately \$3,230.

New Employees: CUE Danielson introduced the Board to new employee Customer Service Clerk Nicole Huerner, who began working with Avon Lake Regional Water on May 1, 2017. Customer Service Clerk Cynthia Farch has successfully completed her background check, physical, and drug screening and will begin on May 30, 2017, at Step 1C. Customer Service Clerk Michelle Woods will also begin on May 30, 2017, at Step 1C, pending successful completion of her background check, physical, and drug screening.

CUE Action Items:

Below are responses to questions asked by the Board:

GLRI: The Great Lakes Restoration Initiative was launched in 2010 to accelerate efforts to protect and restore that Great Lakes by cleaning up areas of concern, preventing and controlling invasive species, reducing nutrient runoff, and restoring habitats. To date, over \$1.7 billion in projects have been funded, including more than \$14 million for restoration work and harbor maintenance on the Black River and in Lorain Harbor. The 2017 budget that Congress recently approved kept annual GLRI funding at \$300 million for the fiscal year ending 9/30/17.

Board salaries: Members previously asked about the timing regarding the fixing of Board salaries. Section 52 of the Charter indicates that Council must fix the salaries on or

before the first day of June. Per discussion by the Board, this should be revisited in January 2018.

Expense sheet formatting: Staff is working to end the process of using the expense sheets generated in QuickBooks and exported to Excel. The new purchase order software, New World Systems, has the ability to create reports, but staff is still working though issues to get the functionality.

Potential lateral loans: As of May 12, 2017, there are 437 known lateral problems in homes that must be separated by 2/1/18; and 587 homes have not been inspected. Of these homes not yet inspected, it is estimated 434 must separate. Therefore, an approximate 875 homes must separate by 2/1/18, which leads to approximately 100 loans per month if everyone takes out a loan. This could lead to needing up to approximately \$350,000 on-hand each month to pay contractor expenses. The Board originally advanced \$200,000 to seed the fund. We will, therefore, need to keep the seed money in the fund until after we get through separations for the first deadline.

Lateral Contractor Safety Enforcement: The City's contractor registration program primarily requires bonding and insurance. Safety requirements/enforcement is the responsibility of the state. For example OAC 4123:1-5-26 governs Trenches and Excavation.

Chairman/Committee/Members Reports
None.

CUE Report
None.

Miscellaneous
None.

Executive Session

Mr. Rush moved, Mr. Rickey seconded, to meet in Executive Session as allowed by ORC 121.22 to discuss employment of a public employee and to include the Chief Utilities Executive and Cheryl Arnold in the discussion.

Ayes (per rollcall vote): Dzwonczyk, Rickey, Rush, Schnabel
Nays: None
Motion carried.

The Board reconvened at 9:16 PM

Adjourn

As there was no further business, Mr. Dzwonczyk moved, Mr. Rush seconded, that the meeting adjourn at 9:16 PM.

Ayes: Dzwonczyk, Rickey, Rush, Schnabel
Nays: None
Motion carried.

Approved June 6, 2017

John G. Dzwonczyk, Chairman

Todd A. Danielson, Clerk

**Avon Lake Regional Water
WATER FUND 701 EXPENSES**

June 6, 2017

Name	Amount	Memo	Account
1. Water Employees	\$ 51,828.93	Salaries P/R #11.050117-051417	701.180.000-51102-Salaries
2. Water Employees	\$ 1,524.58	PartTime P/R #11.050117-051417	701.180.000-51105-PartTime
3. Board of Municipal Utilities	\$ 1,541.67	Board Salaries - May 2017	701.180.000-51105-PartTime
4. Water Employees	\$ 4,186.33	OT-Plant P/R #11.050107-051417	701.180.000-51106.101-OT Plant
5. Water Employees	\$ 2,108.02	OT-Distrib P/R #11.050117-051417	701.180.000-51106.102-OT Dist
6. Water Employees	\$ 318.00	OT-Constr P/R #11.050117-051417	701.180.000-51106.104-OT Constr
7. Water Employees	\$ 1,767.99	OT-Office P/R #11.050117-051417	701.180.000-51106.105-OT-Office
8. Medical Mutual	\$ 1,125.27	Medical Mutual Payment 5/16/17	701.180.000-52203-Hospital
9. Medical Mutual	\$ 1,569.05	Medical Mutual Payment 5/23/17	701.180.000-52203-Hospital
10. Medical Mutual	\$ 3,512.40	Medical Mutual Opt Out P/R #11	701.180.000-52203-Hospital
11. Medical Mutual	\$ (1,577.37)	Med Mutual Emp Contribution P/R #11	701.180.000-52203-Hospital
12. Medical Mutual	\$ (42.84)	Pay Deduction 04/27/17-D.Knick	701.180.000-52203-Hospital
13. Medical Mutual	\$ (42.84)	Pay Deduction 05/11/17 D.Knick	701.180.000-52203-Hospital
14. PERS	\$ 24,952.72	PERS - April 2017 Wages	701.180.000-52209-OPERS
15. Medicare	\$ 894.44	Medicare - P/R #11 05/14/17	701.180.000-52212-Medicare
16. Rockmont	\$ 129.23	1/2-Employee Clothing-TAD	701.180.000-52226-Clothing
17. Avon Lake Printing	\$ 83.00	1/2-Window Envelopes-KK	701.180.000-53602-Office Supply
18. FedEx	\$ 118.09	Shipping Charges-LS	701.180.000-53602-Office Supply
19. FriendsOffice	\$ 116.08	Office Supplies-LS	701.180.000-53602-Office Supply
20. FriendsOffice	\$ 82.77	1/2-Office Supplies-KK	701.180.000-53602-Office Supply
21. MailFinance	\$ 243.16	1/2-Qtrly Meter Chages.061117-091017-TAD	701.180.000-53602-Office Supply
22. NationalOffice	\$ 2,430.79	1/2-Reconfigure Front Office-TAD	701.180.000-53602-Office Supply
23. Staples Advantage	\$ 66.83	1/2-Office Supplies-LS	701.180.000-53602-Office Supply
24. Fuelman	\$ 584.93	1/2-Fuel for Vehicles.050817-052117	701.180.000-53604-Gasoline/Oil
25. BissNuss, Inc.	\$ 5,000.00	Chlorine Parts/Cylinder Shut Off Rebuild-GY	701.180.000-53607-Equip Maint
26. BNR, Inc.	\$ 1,359.58	Repair Parts-GY	701.180.000-53607-Equip Maint
27. Galco	\$ 105.98	Equipment Maintenance-GY	701.180.000-53607-Equip Maint
28. USALCO	\$ 9,526.73	74.38 Tons Alum-GY	701.180.000-53611-Op.Supplies
29. ABC Equipment	\$ 202.09	1/2-Maintenance Supplies-RK	701.180.000-53612.001-Plants
30. Discount Drug Mart	\$ 70.37	Maintenance Supplies-LS	701.180.000-53612.001-Plants
31. Grainger	\$ 1,618.30	Maintenance Supplies-GY	701.180.000-53612.001-Plants
32. Indy Equipment and Supply LLC	\$ 409.10	Maintenance Supplies-RK	701.180.000-53612.001-Plants
33. Parker Supply LLC	\$ 117.50	1/2-Maintenance Supplies-RK	701.180.000-53612.001-Plants
34. Roberts Surveying Supplies	\$ 190.00	1/2-Stake Flags-JRG	701.180.000-53612.001-Plants
35. Trico Oxygen Company	\$ 80.00	1/2-Maintenance Supplies-RK	701.180.000-53612.001-Plants
36. Harold Archer & Sons, Inc.	\$ 693.66	1/2-74.99 Tons Stone-RK	701.180.000-53612.002-Lines
37. HD Supply Waterworks	\$ 16,499.67	Water Distribution Supplies-RK	701.180.000-53612.002-Lines
38. Rock Pile	\$ 317.50	Topsoil & Straw-Repair Lawns-RK	701.180.000-53612.002-Lines
39. Westview Concrete Corp.	\$ 136.71	Dura Bricks-RK	701.180.000-53612.002-Lines
40. Heatech	\$ 325.25	1/2-Soap/Maint for Truck Wash-RK	701.180.000-53612.004-Other
41. SiteOne Landscape Supply, LLC	\$ 139.50	Grass Seed/Fertilizer-RK	701.180.000-53612.004-Other
42. Culligan of Cleveland	\$ 126.00	DI Rental.040117-053117-GY	701.180.000-53613-Lab Supplies
43. Environmental Resource Associates	\$ 833.73	Lab Standards-GY	701.180.000-53613-Lab Supplies
44. Scientific Methods, Inc.	\$ 375.00	Lab Sample Testing-GY	701.180.000-53613-Lab Supplies
45. U.S. Bank Equipment Finance	\$ 352.40	1/2-Lease Pmt-2 Ricoh Copiers-TAD	701.180.000-53701.001-Leases
46. Operator Training Committee of Ohio	\$ 3,115.00	1/2-GIS Data Capture, Training, Mapping-JRG	701.180.000-53701.002-Other
47. Research Associate, Inc.	\$ 357.50	1/2-Background Checks-9 Employees-TAD/SB	701.180.000-53701.002-Other
48. SOS Integration Services	\$ 1,600.00	SCADA Support/Repair@Water Plant-GY	701.180.000-53701.002-Other
49. Technology Management Solutions, Inc.	\$ 974.99	1/2-Off-Site Backup-May 2017-TAD	701.180.000-53701.002-Other
50. Columbia Gas of Ohio	\$ 524.76	Gas Svc@Wa Plant.041917-051817-GY	701.180.000-53702.001-Plants
51. Columbia Gas of Ohio	\$ 28.11	Gas Svc@WTP Lab.041917-051817-GY	701.180.000-53702.002-Bldgs
52. Columbia Gas of Ohio	\$ 152.63	Gas Svc@WTP Garage.041917-051817-GY	701.180.000-53702.002-Bldgs
53. Columbia Gas of Ohio	\$ 34.32	Gas Svc@WTP Aux.041917-051817-GY	701.180.000-53702.002-Bldgs
54. Columbia Gas of Ohio	\$ 31.34	Gas Svc@WTP.SIP.041917-051817-GY	701.180.000-53702.002-Bldgs
55. Illuminating Company	\$ 606.24	Elect Svc@201Miller.041117-051117-TAD	701.180.000-53703.002-Bldgs

05/31/17

**Avon Lake Regional Water
WATER FUND 701 EXPENSES**

June 6, 2017

56. Spectrum Business	\$	135.00	1/2-Internet Svc@201Miller.051417-061317-TAD	701.180.000-53705-Communication
57. Denny & Lynne's Locksmith	\$	132.00	Key for Water Plant-GY	701.180.000-53708-Bldg Maint
58. Jani-King of Cleveland	\$	322.50	1/2-Cleaning Svc@201Miller-April 2017-TAD	701.180.000-53708-Bldg Maint
59. Sherwin-Williams Co.	\$	26.28	1/2-Paint/Supplies-RK	701.180.000-53708-Bldg Maint
60. Speed Exterminating Company	\$	30.00	1/2-Exterminating Svc@201Miller-May 2017-TAD	701.180.000-53708-Bldg Maint
61. Young Security Services	\$	365.50	Building Maintenance-GY	701.180.000-53708-Bldg Maint
62. Technology Management Solutions, Inc.	\$	744.25	1/2-Laptop Computer for J.Gaydar-TAD	701.180.000-53804-New Equipment
63. Technology Management Solutions, Inc.	\$	1,044.34	Computer for Front Office-TAD	701.180.000-53804-New Equipment
64. Burgess & Niple	\$	1,986.00	Elyria Interconnection.040217-042917-TAD	701.180.000-53806-Eng. Fees
65. Panda, Nikhil	\$	5.15	Refund Overpmt on Closed Account-LS	701.180.000-53901-Refunds
66. Calfee, Halter & Griswold LLP	\$	2,148.00	1/2-Legal Fees-April 2017-TAD	701.180.000-53907.002-Legal Fee
		<u>\$ 150,364.21</u>		

Avon Lake Regional Water
WASTEWATER FUND 721 EXPENSES
 June 6, 2017

Name	Amount	Memo	Account
1. Wastewater Employees	\$ 55,760.04	Salaries P/R #11.050117-051417	721.190.000-51102-Salaries
2. Wastewater Employees	\$ 3,409.75	PartTime P/R #11.050117-051417	721.190.000-51105-PartTime
3. Board of Municipal Utilities	\$ 1,541.66	Board Salaries - May 2017	721.190.000-51105-PartTime
4. Wastewater Employees	\$ 2,682.64	OT-Plant P/R #11.050117-051417	721.190.000-51106.101-OT Plant
5. Wastewater Employees	\$ 2,650.97	OT-Distrib P/R #11.050117-051417	721.190.000-51106.102-OT Distr
6. Wastewater Employees	\$ 2,653.28	OT-Admin P/R #11.050117-051417	721.190.000-51106.103-OT Admin
7. Wastewater Employees	\$ 250.13	OT-Const P/R #11.050117-051417	721.190.000-51106.104-OT Constr
8. Medical Mutual	\$ 1,146.67	Medical Mutual Payment 5/16/17	721.190.000-52203-Hospital
9. Medical Mutual	\$ 1,598.90	Medical Mutual Payment 5/23/17	721.190.000-52203-Hospital
10. Medical Mutual	\$ 878.10	Medical Mutual Opt Out P/R #11	721.190.000-52203-Hospital
11. Medical Mutual	\$ (2,091.78)	Med Mutual Emp Contribution P/R #11	721.190.000-52203-Hospital
12. PERS	\$ 27,959.98	PERS - April 2017 Wages	721.190.000-52209-OPERS
13. Medicare	\$ 854.05	Medicare - P/R #11 05/14/17	721.190.000-52212-Medicare
14. Rockmont	\$ 129.24	1/2-Employee Clothing-TAD	721.190.000-52226-Clothing
15. Dillon, Timothy	\$ 10.00	1 Employee Meal Allowance-LS	721.190.000-52227-Meal Allow
16. Mitchell, Dale	\$ 20.00	2 Employee Meal Allowances-LS	721.190.000-52227-Meal Allow
17. Pijor, Jeremy	\$ 10.00	1 Employee Meal Allowance-LS	721.190.000-52227-Meal Allow
18. Spinks, Joshua	\$ 10.00	1 Employee Meal Allowance-LS	721.190.000-52227-Meal Allow
19. Avon Lake Printing	\$ 83.00	1/2-Window Envelopes-KK	721.190.000-53602-Office Supply
20. FriendsOffice	\$ 82.76	1/2-Office Supplies-KK	721.190.000-53602-Office Supply
21. MailFinance	\$ 243.16	1/2-Qtrly Meter Chages.061117-091017-TAD	721.190.000-53602-Office Supply
22. NationalOffice	\$ 2,430.78	1/2-Reconfigure Front Office-TAD	721.190.000-53602-Office Supply
23. OfficeFurniture.com, LLC	\$ 4,633.31	Office Furniture for WPCC-SB	721.190.000-53602-Office Supply
24. Staples Advantage	\$ 66.83	1/2-Office Supplies-LS	721.190.000-53602-Office Supply
25. Fuelman	\$ 584.93	1/2-Fuel for Vehicles.050817-052117	721.190.000-53604-Gasoline/Oil
26. Bonded Chemicals, Inc.	\$ 3,675.80	8.5088 Tons Ferric Chloride-SB	721.190.000-53611-Op.Supplies
27. Mississippi Lime Company	\$ 6,007.06	40.69 Tons Lime-SB	721.190.000-53611-Op.Supplies
28. ABC Equipment	\$ 202.09	1/2-Maintenance Supplies-RK	721.190.000-53612.001-Plants
29. Discount Drug Mart	\$ 27.96	Maintenance Supplies-LS	721.190.000-53612.001-Plants
30. Indy Equipment and Supply LLC	\$ 383.61	Maintenance Supplies-RK	721.190.000-53612.001-Plants
31. McMaster-Carr Supply Company	\$ 487.01	Fire Hose-SB	721.190.000-53612.001-Plants
32. Newark Element 14	\$ 29.00	Power Supply-SB	721.190.000-53612.001-Plants
33. Parker Supply LLC	\$ 117.50	1/2-Maintenance Supplies-RK	721.190.000-53612.001-Plants
34. Roberts Surveying Supplies	\$ 190.00	1/2-Stake Flags-JRG	721.190.000-53612.001-Plants
35. Trico Oxygen Company	\$ 80.00	1/2-Maintenance Supplies-RK	721.190.000-53612.001-Plants
36. United Laboratories	\$ 2,479.33	Maintenance Supplies-SB	721.190.000-53612.001-Plants
37. Harold Archer & Sons, Inc.	\$ 693.66	1/2-74.99 Tons Stone-RK	721.190.000-53612.002-Lines
38. Heatech	\$ 325.25	1/2-Soap/Maint for Truck Wash-RK	721.190.000-53612.004-Other
39. Culligan of Cleveland	\$ 75.60	DI Rental.040117-053117-GY	721.190.000-53613-Lab Supplies
40. Idexx	\$ 1,663.86	Lab Supplies for WPCC-SB	721.190.000-53613-Lab Supplies
41. U.S. Bank Equipment Finance	\$ 352.39	1/2-Lease Pmt-2 Ricoh Copiers-TAD	721.190.000-53701.001-Lease
42. Great Lakes Pipeline Services	\$ 3,150.00	CCTV Inspect Lake Rd Sewers-JRG	721.190.000-53701.002-Other
43. Operator Training Committee of Ohio	\$ 3,115.00	1/2-GIS Data Capture, Training, Mapping-JRG	721.190.000-53701.002-Other
44. Operator Training Committee of Ohio	\$ 1,060.00	GIS Data Capute-FIBB Project-JRG	721.190.000-53701.002-Other
45. Research Associate, Inc,	\$ 357.50	1/2-Background Checks-9 Employees-TAD/SB	721.190.000-53701.002-Other
46. Solar Testing Laboratories, Inc.	\$ 2,394.50	Testing/Inspection @WPCC.041717-043017-TAD	721.190.000-53701.002-Other
47. Technology Management Solutions, Inc.	\$ 975.00	1/2-Off-Site Backup-May 2017-TAD	721.190.000-53701.002-Other
48. Water Environment Federation	\$ 1,754.00	WEF Company Membership-TAD	721.190.000-53701.002-Other
49. Williams Scotsman, Inc.	\$ 123.00	Container Rental.052117-062017-SB	721.190.000-53701.002-Other
50. Republic Services	\$ 32,498.93	Sludge Disposal-April 2017-SB	721.190.000-53701.007-Sludge
51. Columbia Gas of Ohio	\$ 521.56	Gas Svc@WPCC.032117-041917-SB	721.190.000-53702.001-Plants
52. Interstate Gas Supply, Inc.	\$ 329.60	Gas Service@WPCC-April 2017-SB	721.190.000-53702.001-Plants
53. Columbia Gas of Ohio	\$ 28.11	Gas Svc@Center Rd P.S.041917-051817-RK.	721.190.000-53702.003-PumpSta
54. Illuminating Company	\$ 8,273.83	Elect Svc@WPCC.040817-050917-SB	721.190.000-53703.001-Plants
55. Illuminating Company	\$ 8,052.42	Elect Svc@33385Lake.041117-051117-SB	721.190.000-53703.003-PumpSta

**Avon Lake Regional Water
WASTEWATER FUND 721 EXPENSES**

June 6, 2017

56. Illuminating Company	\$ 5,220.50	Elect Svc@33385Lake.041117-051117-SB	721.190.000-53703.003-PumpSta
57. Illuminating Company	\$ 68.66	Elect Svc@Bridgeside P.S.040817-050917-RK	721.190.000-53703.003-PumpSta
58. Illuminating Company	\$ 70.24	Elect Svc@HuntClub P.S.040817-050917-RK	721.190.000-53703.003-PumpSta
59. Illuminating Company	\$ 98.29	Elect Svc@31900Lake.040717-050917-RK	721.190.000-53703.003-PumpSta
60. Illuminating Company	\$ 3,781.76	Elect Svc@Center P.S.040817-051017-RK	721.190.000-53703.003-PumpSta
61. Illuminating Company	\$ 58.46	Elect Svc@810AvonBelden.041217-051117-RK	721.190.000-53703.004-Other
62. Illuminating Company	\$ 58.46	Elect Svc@758 Jaycox.040817-050917-RK	721.190.000-53703.004-Other
63. Spectrum Business	\$ 134.99	1/2-Internet Svc@201Miller.051417-061317-TAD	721.190.000-53705-Communication
64. Spectrum Business	\$ 270.14	Internet/Phone Svc@WPCC.052217-062117-SB	721.190.000-53705-Communication
65. Fisher Auto Parts, Inc.	\$ 13.14	Truck Supplies-SB	721.190.000-53707-Mobile Maint
66. Jani-King of Cleveland	\$ 322.50	1/2-Cleaning Svc@201Miller-April 2017-TAD	721.190.000-53708-Bldg Maint
67. Speed Exterminating Company	\$ 30.00	1/2-Exterminating Svc@201Miller-May 2017-TAD	721.190.000-53708-Bldg Maint
68. Sherwin-Williams Co.	\$ 26.28	1/2-Paint/Supplies-RK	721.190.000-53708.001-BldgMaint
69. Technology Management Solutions, Inc.	\$ 744.25	1/2-Laptop Computer for J.Gaydar-TAD	721.190.000-53804-New Equip
70. Technology Management Solutions, Inc.	\$ 4,575.37	Computers for S.Baytos & J.Pijor-TAD	721.190.000-53804-New Equip
71. Brown & Caldwell	\$ 11,704.66	Collection System Evaluation.031117-042717-TAD	721.190.000-53806-Eng.Fees
72. Panda, Nikhil	\$ 12.00	Refund Overpmt on Closed Account-LS	721.190.000-53901-Refunds
73. Calfee, Halter & Griswold LLP	\$ 2,148.00	1/2-Legal Fees-April 2017-TAD	721.190.000-53907.002-LegalFees
	<u>\$ 216,359.67</u>		

05/30/17

Avon Lake Regional Water
MOR FUND 703 EXPENSES

June 6, 2017

<u>Name</u>	<u>Amount</u>	<u>Memo</u>	<u>Account</u>
1. BNR, Inc.	\$ 374.14	Repair Parts-GY	703.180.000-53612-Repair/Maint
2. Kendera Enterprises, Inc.	\$ 2,000.00	ETL1 Leak Repair-RK	703.180.000-53612.004-Other
3. Avon Lake Regional Water	\$ 4,944.56	Operator Charges-March 2017-TAD	703.180.000-53701.002
4. Futronics, Inc.	\$ 402.50	FCC Filing Fee-GY	703.180.000-53701.002
5. Illuminating Company	\$ 10,276.48	Elect Svc@Moore P.S.041317-051117-TAD	703.180.000-53703.003
6. Ohio Edison	\$ 56.17	Elect Svc@Lear/Mills.040817-050817-TAD	703.180.000-53703.004
	<u>\$ 18,053.85</u>		

05/30/17

Avon Lake Regional Water
MOR FUND 762 EXPENSES

June 6, 2017

<u>Name</u>	<u>Amount</u>	<u>Memo</u>	<u>Account</u>
1. BNR, Inc.	\$ 932.50	Repair Parts-GY	762.180.000-53612-Repair/Maint
2. W.W.Williams	\$ 1,299.00	Annual Svc-Island Rd.Generator-TAD	762.180.000-53612.003-Pump Sta
3. Avon Lake Regional Water	\$ 2,140.34	Operator Charges-March 2017-TAD	762.180.000-53701.002
4. Fenik, John	\$ 225.00	Lawn Maintenance @Island Rd-RK	762.180.000-53701.002
5. Futronics, Inc.	\$ 1,207.50	FCC Filing Fee-GY	762.180.000-53701.002
6. Dixon Engineering, Inc.	\$ 200.00	Warranty Repair Visit-Island Wa Tanks-TAD	762.180.000-53701.002
7. Illuminating Company	\$ 3,148.82	Elect Svc@Moore P.S.041317-051117-TAD	762.180.000-53703.003-PumpSta
8. Illuminating Company	\$ 64.87	Elect Svc@Detroit PRV.041217-051217-TAD	762.180.000-53703.004-Other
	<u>\$ 9,218.03</u>		

05/30/17

Avon Lake Regional Water
LORCO FUND 749 EXPENSES

June 6, 2017

<u>Name</u>	<u>Amount</u>	<u>Memo</u>	<u>Account</u>
1. Fenik, John	\$ 125.00	Lawn Maintenance@Four Plex-RK	749.190.000-53701.002-Other
2. RLCWA	\$ 50.69	Water Used@TriPlex.040317-050117-TAD	749.190.000-53701.002-Other
3. RLCWA	\$ 83.64	Water Used@Four Plex.040317-050117-TAD	749.190.000-53701.002-Other
4. Illuminating Company	\$ 64.55	Elect Svc@33678 Walker.031517-05117-TAD	749.190.000-53703.002-Bldgs
	<u><u>\$ 323.88</u></u>		

05/30/17

Avon Lake Regional Water
LATERAL LOAN FUND 765 EXPENSES

June 6, 2017

<u>Name</u>	<u>Amount</u>	<u>Memo</u>	<u>Account</u>
1. American Plumbing	\$ 1,500.00	Lateral Loan Program - 188 Brookfield-TAD	765.190.000-53701-ContractorPmt
2. Concrete & More, Inc.	\$ 2,700.00	Lateral Loan Program-241 Lear-TAD	765.190.000-53701-ContractorPmt
3. KMU Residential	\$ 4,000.00	Lateral Loan Program-233 Avon Belden-TAD	765.190.000-53701-ContractorPmt
4. Weeden Waterproofing Inc.	\$ 4,000.00	Lateral Loan Program- 33162 Redwood-TAD	765.190.000-53701-ContractorPmt
	<u>\$ 12,200.00</u>		

Avon Lake Regional Water
MEMORANDUM

To: **Board of Municipal Utilities**

From: **Todd Danielson & Steve Baytos**

Subject: **Agenda Items – June 6, 2017**

Date: **June 2, 2017**

Chairman Dzwonczyk is unable to attend the meeting on June 6, 2017.

Item 4: **Job Descriptions – TAD**

The Operator job description was last updated in 2006. In the 11 years since the last update, operation of the plants has become progressively more complex. In order to respond to this complexity, management has modified the Operator job description to place more emphasis on obtaining higher-level licenses. To better protect public health, the new job description also indicates that dual-licensed operators may be temporarily assigned to operate the plant to which he/she is not normally assigned.

Management requests the Board approve the attached Plant Operator job description. It will be in front of the HR Committee on Monday, June 12, 2017, for approval to send it to the Council upon approval by the Board. On June 6, staff will be asking the Civil Service Commission to advertise for a water plant operator. With the promotion of Greg Yuronich to Plant Manager, the water plant has been short one operator. We would like to fill the opening with an operator adhering to the requirements of the new job description.

The CUE had previously asked the Board to consider adopting a job description for a new position, Underground Asset Locator, but put the request on hold until it is approved by the HR Committee and sent to Council. The Underground Asset Locator has been requested to be considered by the HR Committee on June 12, 2017.

Because the CUE will request Council to pass the ordinances for both the Plant Operator and the Underground Asset Locator before the summer recess, Board approval for both of these descriptions is requested on the 6th so as not to slow down the ordinances coming before Council.

The Principles that would help guide the Board are:

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

Recommended motions:

I move to approve the job description for Plant Operator.

I move to approve the job description for Underground Asset Locator.

Item 5A1: **Project Updates – SCB**

Water Tower: Painting crews are applying initial coatings on the inside of the water tank and beginning application of the logo. The hoisting of the bowl is scheduled to begin on June 19 and last about a week.

Water Plant: Crews are working on punch-list items.

Wastewater Plant: The new generator and switchgear is on site. The new final clarifier is complete.

Item 5A2: Lateral Updates – TAD

With the front office up to four staff members as of May 30, 2017; staff will reinitiate sending out the Resolution of Necessity letters during the week of June 5, 2017. Also, with the arrival of the new Community Outreach Specialist, staff will begin identifying and pursuing other ways to promote compliance with the inspection and separation requirements.

The lateral separation program is progressing well. As of June 1, 2017, letters have been sent to 2,953 residents indicating that they may have clean water entering their sanitary lateral and requesting Avon Lake Regional Water be contacted to determine whether this may be the case. To date, 2,192 (74%) have responded (up 28 since 5/12/17). Of the 2,192, 1,515 either have separated laterals or already had separated laterals and 677 either have problems or are believed to have problems. By extrapolation, approximately 1,200 (677 + ~67% of homes not inspected) may need to separate laterals.

Since the last Board meeting, 19 additional agreements for the Lateral Loan Program have been executed, bringing the total to 88, with \$322,685 committed and \$101,050 paid so far. The average loan request is for approximately \$3,230. Customers began repaying loans following the December 2016 billing. So far, \$1,732 has been repaid.

Item 5A3: New Employees – TAD

Customer Service Clerks Cynthia Farch and Michelle Woods began with us on May 30, 2017, and will attend the meeting on June 6th in order to meet the Board.

Community Outreach Specialist Cheryl Arnold has completed all pre-employment requirements and will begin on June 5, 2017, at a wage rate of \$26.00/hr.

Item 5A4: Advertising for Open Positions – TAD

Avon Lake Regional Water has begun advertising for the Engineer and has requested the wage range be approved by the HR Committee at its June 12 meeting.

Item 5A5: CUE Action Items – TAD

Below are responses to questions asked by the Board:

Water tap for chlorine makeup water: Our gaseous chlorine feed system needs a water source to make an aqueous chlorine solution that we add to our water. During the construction, we had to temporarily shut off the line that normally feeds the chlorine building. We determined that we should have a backup available for the future to be used during emergencies or when the line needed to be shut down for maintenance purposes.

Milling machine: Avon Lake Regional Water has had a smaller milling machine with lower capabilities for a number of years. We have repaired grit elevator buckets, cut keyways for

pump shafts, make blind flanges, made valve operators, created mounting brackets, fixed hydrant nuts, and drilled countless holes at a savings to the company of at least \$100,000.

Financials: Will be presented at work session.

Payments received from lateral loans: Included above.

Advertising for lateral contractors: As staffing levels increase, we intend to begin searching for interested contractors.

Job Title: Plant 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 Plant Operator will be responsible for plant operations on alternating shifts. The 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. This description shall apply to the Plant Operator assigned to the Water Filtration Plant as well as those assigned to the Water Resource Recovery Facility.

GENERAL QUALIFICATIONS:

1. High school graduate or equivalent.
2. Minimum one (1) year experience in appropriate Plant.
3. Class I Water or Waste Water Certification from the OEPA, as appropriate. The Class I will allow an operator to achieve the Wage Step 2 (based upon the January 2017 Step methodology). A Class II Certification will allow the Plant Operator to achieve Step 3. A Class III is needed to reach Steps 4 and 5.

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. Act in primary charge of Plant when working alone.
3. Keep records on bench sheets and electronically.
4. Complete requirements for the bound daily log book.
5. Dose chemicals as required by bench testing.
6. Perform operational testing to optimize treatment.
7. Perform laboratory tests.
8. May be assigned to work shifts to cover another operator's absence.
9. Perform all grounds keeping, housekeeping, and maintenance tasks, as required.
10. Make treatment adjustments as needed or directed.
11. Detect and solve problems at the Plant.
12. Monitor and respond to all collections and distribution system demands.
13. Calmly respond to emergency situations and handle them swiftly.

14. Deal with the Public in a positive manner, respond to complaints, and react to emergency situations.
15. If dual licensed, may be temporarily assigned to operate plant to which not normally assigned.
16. 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. Ability to set pumping rates.
3. Understand principles of disinfection.
4. Ability to master any tasks performed that are unique to Avon Lake's Plants (e.g., filter washes, press operations).
5. Follow proper sampling procedures.
6. Basic maintenance skills.
7. Ability to solve advanced math problems for Plant operation demands.
8. Basic computer skills.
9. Ability to comprehend and follow complex laboratory procedures.
10. Ability to read and write.
11. Skill to run basic machinery.
12. Ability to work safely and efficiently.
13. 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. Work outside in all-weather environments.
4. Capable of properly lifting 50 pounds.
5. Alert to ever-changing conditions and problems.
6. Work independently and/or in a team environment.
7. Work accurately and calmly under pressure.
8. Communicate effectively, both orally and in writing.
9. Work accurately with numbers.
10. Follow oral and written instructions, procedures and supervisory direction.
11. Must work overtime as needed.

Job Title: Underground Asset Locator
Organization: Avon Lake Regional Water
Immediate Supervisor: Engineering Services Manager
Positions Supervised: N/A
FLSA Status: Non-Exempt
Bargaining Unit: Yes
Civil Service Status: Classified

GENERAL RESPONSIBILITIES:

Under the direction of the Engineering Services Manager, carries out all work activities as related to the Ohio Utilities Protection Service (O.U.P.S.) program. Takes all required field measurements and photographs and updates all databases/records as needed for asset management of critical facilities. Due to the importance of response time for emergency locates, the Underground Asset Locator must be able to respond to a work call within 15 minutes from the receipt of said call.

GENERAL QUALIFICATIONS:

1. Associate's Degree or high school diploma with sufficient relevant qualifications and experience.
2. Possession of a valid driver's license with an acceptable driving record.
3. Prefer One (1) year of experience in reading/interpretation of atlases/plans related to public utilities.

SPECIFIC DUTIES

Under the limited direction of a supervisor, shall complete all tasks assigned.

1. Receive O.U.P.S. locate requests, prioritize locates, research relevant files, and mark all relevant underground utilities in an efficient and effective manner.
2. Update appropriate records and files based upon information learned in the field.
3. Maintain physical and electronic records and libraries in order to preserve and protect the information.
4. Collect and record information/data to support other organizational needs.
5. Perform other duties as assigned.

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 and requirements of the job change.

The successful applicant should possess at a minimum the general qualifications, plus abilities to:

1. Read maps, plans, sketches, and plats.
2. Working knowledge of equipment used to locate and mark underground facilities.
3. Safely operate vehicles, and equipment/tools associated with the job.
4. Plan and prioritize work assignments and meet critical deadlines.
5. Make accurate and legible hand-filed sketches/notes.
6. Maintain, update and record a variety of records.
7. Be innovative, organized, self-motivated, and able to multitask.
8. Learn new tools, software and processes as project needs dictate.
9. Follow written and oral instructions.
10. Communicate effectively, both orally and in writing.

Within the first year, the successful applicant should learn and have:

1. Broad knowledge of the geographical service area.
2. Working knowledge of water distribution and wastewater collection systems.
3. Knowledge of proper techniques in lifting and carrying materials.
4. Working skill in performing preventive maintenance on assigned tools and equipment.
5. Skills to perform required work using standard field safety practices.
6. Proficiency operating surveying equipment and software.

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. Must be in good physical condition.
2. Strong attention to detail to assure accuracy of location of underground infrastructure.
3. Basic reading, writing and math skills.
4. Ability to learn new technology: GIS Mapping System, GPS, etc.
5. Sufficient clarity of hearing which permits the employee to discern verbal instructions and emergency and warning systems including backup alarms.
6. Sufficient visual acuity which permits the employee to comprehend written work instructions and operate in a physical work environment.
7. Sufficient manual dexterity which permits the employee to operate a variety of power and hand tools and to make adjustments to equipment.
8. Sufficient body flexibilities, stamina and balance to perform field operations requiring bending, stooping, twisting, reaching, kneeling, climbing, working and standing for extended time periods.
9. Must be able to work outside in extreme/adverse weather conditions at all hours of the day.
10. Must work overtime as needed.