

Avon Lake Board of Municipal Utilities

AGENDA

For

WORK SESSION

Tuesday

June 20, 2017

6:00 PM

1. Call to Order
2. Effective Utility Management
3. Other Business
4. Adjourn

Avon Lake Regional Water
MEMORANDUM

To: **Board of Municipal Utilities**

From: **Todd Danielson**

Subject: **Work Session Agenda Items – June 20, 2017**

Date: **June 16, 2017**

Item 2: **Effective Utility Management – TAD**

On Tuesday, May 30, 2017, senior staff and Board member, Dana Schnabel, met with a consultant to learn about a variety of continuous improvement, quality management approaches. No final decisions have been made yet on which approach or approaches to adopt. A leading approach was created by the water and wastewater sector and is called, "Effective Utility Management." Effective Utility Management is based on ten attributes such as product quality, customer satisfaction, and financial viability that are important to the operation of a water utility and five keys to management success (see attached excerpt).

On the 30th, the consultant took us through the ten attributes of effectively managed utilities, asked us to rank how well we believe we are accomplishing the attributes, and then asked us to rank-order the attributes in importance. By doing this, it helps identify areas on which we should focus. The CUE requests Board members review the attributes prior to the meeting complete the self-assessment in the work session on the 20th. The CUE is interested in the Board's perception of the organization based upon what we have shared in the past. After the Board completes the assessment, the CUE will share staff's assessment scores and will compare the results.

Ranking the attributes and assessing how well a utility is doing on each of them helps to provide a basis for strategic planning. Staff's self-assessment had reasonable alignment with the current strategic plan. Following the Board's assessment and discussion, we will talk briefly about our strategic plan and whether there should be any updates to the existing plan.

Throughout the *Primer*, utilities will learn about the Ten Attributes of Effectively Managed Utilities and the Five Keys to Management Success, and how these important elements work in tandem to support successful utilities in today's challenging operating contexts.

The Ten Attributes of Effectively Managed Utilities and Five Keys to Management Success



This *Primer* is the product of a decade-long collaboration between the Collaborating Organizations and group of respected water and wastewater utility leaders from across the nation. Originally released in 2008, and updated in 2017 to reflect changes to the context in which water sector utilities operate, the *Primer* is a powerful tool for water sector utilities of all sizes, types, and geographies. A brief history of Effective Utility Management is included on the following page.

IX. Appendix B: Self-Assessment

Step 1: Assess Current Conditions

Assess current conditions by rating your utility's systems and approaches and current level of achievement for each Attribute, using a 1 (high achievement) to 5 (low achievement) scale. Consider the degree to which your current management systems effectively support each of the Attributes and their component parts. Consider all components of each Attribute and gauge your rating accordingly. Use these descriptions to guide your rating. You will note that each Attribute has several components represented by the bullet points listed for each.

Your rating can either reflect the lowest level of achievement of all of the bullet points for that Attribute (for example, if you believe that your achievement in one of the bullet points for that Attribute was "5," but another bullet point you rated as "2," your rating for achievement under that Attribute would be "5"), or an average across all of the bullet points for that Attribute. For whatever approach you choose to use when rating, make sure to be consistent in this approach across all Attributes. Mark your answers in the Step 1 column of the table on the next page.

Rating	Description
1.	Effective, systematic approach and implementation; consistently achieve goals.
2.	Workable systems in place; mostly achieve goals.
3.	Partial systems in place with moderate achievement, but could improve.
4.	Occasionally address this when specific need arises.
5.	No system for addressing this.

Step 2: Rank Importance of Attributes

Rank the importance of each Attribute to your utility, based on your utility's vision, goals, and specific needs. The ranking should reflect the interests and considerations of all stakeholders (managers, staff, customers, regulators, elected officials, community and watershed interests, and others).

There are Ten Attributes; considering long-term importance to your utility, rank the most important Attribute 1, the second most important 2, and so on. The least important Attribute would be ranked 10. Your ranking of each Attribute's importance may be influenced by current or expected challenges in that particular area, recent accomplishments in addressing these issues, or other factors. Importance ranking is likely to change over time as internal and external conditions change.

Mark your answers in the Step 2 column of the table on the next page. As you fill in numbers, please note that your analysis for Step 1 (rating achievement) should be separate and independent from your analysis for Step 2 (ranking importance).

Attribute	Attribute Components	Step 1: Rate Achievement (1-5)	Step 2: Rank Importance (1-10)
Product Quality (PQ)	<ul style="list-style-type: none"> • Meets or exceeds regulatory and reliability requirements. • Operates consistent with customer, public health, economic, and ecological needs. 		
Customer Satisfaction (CS)	<ul style="list-style-type: none"> • Provides reliable, responsive, and affordable services. • Receives timely customer feedback. • Is responsive to customer needs and emergencies. • Provides tailored customer service and outreach to a range of customer groups (e.g., residential, commercial, industrial, and newly emerging groups such as high-strength waste producers or power companies) 		
Employee and Leadership Development (ED)	<ul style="list-style-type: none"> • Recruits, develops, and retains a competent, safety-focused workforce. • Is a collaborative organization dedicated to continual learning, improvement, and adaptation. • Implements procedures for institutional knowledge retention, workplace safety, and continual learning (e.g., standard operating procedures). • Invests in/provides opportunities for professional and leadership development. • Supports an integrated and well-coordinated senior leadership team. 		
Operational Optimization (OO)	<ul style="list-style-type: none"> • Conducts ongoing performance improvements informed by performance monitoring. • Minimizes resource use and loss from day-to-day operations. • Is aware of and adopts in a timely manner operational and technology improvements, including operational technology and information technology. • Manages and utilizes data from automated and smart systems. 		

Attribute	Attribute Components	Step 1: Rate Achievement (1-5)	Step 2: Rank Importance (1-10)
Financial Viability (FV)	<ul style="list-style-type: none"> • Understands and plans for full life-cycle cost of utility. • Effectively balances long-term debt, asset values, operations and maintenance expenditures, and operating revenues. • Sets predictable and adequate rates to support utility current needs and plans to invest in future needs, taking into account affordability and the needs of disadvantaged households when setting rates. • Understands opportunities for diversifying revenue and raising capital. 		
Infrastructure Strategy and Performance (IS)	<ul style="list-style-type: none"> • Understands the condition of and costs associated with critical infrastructure assets. • Maintains and enhances assets over the long-term at the lowest possible life-cycle cost and acceptable risk. • Coordinates repair efforts within the community to minimize disruptions. • Plans infrastructure investments consistent with community needs, anticipated growth, system reliability goals, and with a robust set of adaptation strategies. 		
Enterprise Resiliency (ER)	<ul style="list-style-type: none"> • Works together with staff internally and coordinate with external partners to anticipate and avoid problems. • Proactively establishes tolerance levels and effectively manages risks (including legal, regulatory, financial, environmental, safety, security, cyber, knowledge-loss, talent, and natural disaster-related). • Plans for and actively manages to maintain business continuity. 		

Attribute	Attribute Components	Step 1: Rate Achievement (1-5)	Step 2: Rank Importance (1-10)
Community Sustainability (SU)	<ul style="list-style-type: none"> • Actively leads in promoting and organizing improvements to community and watershed health within utility and with external community partners. • Actively leads in promoting welfare within the community for disadvantaged households. • Uses operations to enhance natural environment. • Efficiently uses water and energy resources, promotes economic vitality, and engenders overall community improvement. • Maintains and enhances ecological and community sustainability including pollution prevention, watershed and source water protection. 		
Water Resource Sustainability (WS)	<ul style="list-style-type: none"> • Ensures water availability through long-term resource supply and demand analysis, conservation, fit for purpose water reuse, integrated water resource management, watershed management and protection, and public education initiatives. • Manages operations to provide for long-term aquifer and surface water sustainability and replenishment. • Understands and plans for future water resource variability (e.g., changing weather patterns, including extreme events, such as drought and flooding). 		
Stakeholder Understanding and Support (SS)	<ul style="list-style-type: none"> • Engenders understanding and support from oversight bodies, community and watershed interests, and regulatory bodies for service levels, rate structures, operating budgets, capital improvement programs, and risk management decisions. • Actively engages in partnerships and involves stakeholders in the decisions that will affect them. • Actively promotes an appreciation of the true value of water and water services, and water's role in the social, economic, public and environmental health of the community. 		

Step 3: Graph Results

Graph each Attribute based on your rating and ranking.

Rating	Lower Achievement	5											
		4											
	Higher Achievement	3											
		2											
		1											
			1	2	3	4	5	6	7	8	9	10	
			More Important					Less Important					
			Ranking										

Avon Lake Board of Municipal Utilities

AGENDA

For

Tuesday

June 20, 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. Informational Items
 - A. Reports/Updates
 - 1) Project Updates
 - 2) Lateral Updates
 - 3) Line Maintenance Leader
 - 4) Chairman/Committee/Member Reports
 - 5) CUE Action Items/Report
 - B. Miscellaneous
5. Public Speakers
6. Executive Session
7. Adjourn

Avon Lake Regional Water
MEMORANDUM

To: **Board of Municipal Utilities**

From: **Todd Danielson & Steve Baytos**

Subject: **Agenda Items – June 20, 2017**

Date: **June 16, 2017**

Item: **Correspondence – TAD**

Earlier this spring, Avon Lake Regional Water received a letter from the Ohio Water Environment Association informing us that we will receive a facility image award at the annual state conference the last week of June. We received the award based upon our outreach work we do, especially with Avon Lake City Schools, on social media, and through events like WaterFest.

Item 4A1: **Project Updates – SCB**

Water Tower: Crews are preparing to hoist the bowl on June 19. The lifting process, itself, will last approximately 7 hours. Following that, the crews will be securing the bowl to the pedestal.

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

Wastewater Plant: Construction of the new final clarifier and old east clarifier is nearly complete and should be operational in July. All backfilling around the new influent pumping station is complete.

Item 4A2: **Lateral Updates – TAD**

Staff re-initiated sending Resolution of Necessity letters during the week of June 5, 2017. An additional 138 letters have been sent, bringing the total to 504 out of 1296 (39%). Fifteen have responded as a result of the recent letters.

The lateral separation program continues progress. As of June 16, 2017, letters have been sent to 2,960 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, 2,227 (75%), have responded (up 35 since 6/1/17). Of the 2,227, 1,538 either have separated laterals or already had separated laterals and 689 either have problems or are believed to have problems. By extrapolation, approximately 1,430 (689 + ~67% of homes not inspected) may need to separate laterals.

As of June 16, 2017, 547 of the homes with the February 1, 2018 deadline have yet to respond and have their free inspection. It is anticipated, approximately 400 of these homes will need to separate, along with the 450 homes we know need to separate. Therefore, about 850 need to separate to comply with the February 2018 deadline.

Since the last Board meeting, 10 additional agreements for the Lateral Loan Program have been executed, bringing the total to 98, with \$352,585 committed and \$116,050 paid so far. The average loan request is for approximately \$3,180. Customers began repaying loans following the December 2016 billing. Through the March 2017 billing, \$1,732 has been repaid.

Item 4A3: **Line Maintenance Leader – TAD**

With the retirement of Lindsey Bruce, management advertised internally for the Line Maintenance Leader position. Management interviewed four employees and selected Paul Frankiewicz to assume the responsibilities on May 29, 2017 and begin at Step IV in the wage scale (the next step higher than his previous position).

Item 6: **Executive Session – TAD**

The CUE requests to speak with the Board in executive session as allowed under ORC 121.22 to discuss employment of a public employee.

Recommended Motion:

I move to meet in Executive Session as allowed by ORC 121.22 (G)(1) to discuss employment of a public employee and to include the Chief Utilities Executive in the discussion.

Avon Lake Regional Water
WATER FUND 701 EXPENSES
 June 20, 2017

Name	Amount	Memo	Account
1 Water Employees	\$ 53,045.19	Salaries P/R #12.051517-052817	701.180.000-51102-Salaries
2 Water Employees	\$ 56,663.03	Salaries P/R #13.052917-061117	701.180.000-51102-Salaries
3 Water Employees	\$ 2,028.56	PartTime P/R #12.051517-052817	701.180.000-51105-PartTime
4 Water Employees	\$ 4,139.00	PartTme P/R #13.052917-061117	701.180.000-51105-PartTime
5 Board of Municipal Utilities	\$ 1,541.67	Board Salaries - June 2017	701.180.000-51105-PartTime
6 Water Employees	\$ 2,687.20	OT-Plant P/R #12.051517-052817	701.180.000-51106.101-OT Plant
7 Water Employees	\$ 3,242.63	OT-Plant P/R #13.052917-061117	701.180.000-51106.101-OT Plant
8 Water Employees	\$ 659.97	OT-Distrib P/R #12.051517-052817	701.180.000-51106.102-OT Dist
9 Water Employees	\$ 2,268.39	OT-Distrib P/R #13.052917-061117	701.180.000-51106.102-OT Dist
10 Water Employees	\$ 126.75	OT-Admin P/R #13.051917-061117	701.180.000-51106.103-OT Admin
11 Water Employees	\$ 312.00	OT-Const P/R #12.061517-052817	701.180.000-51106.104-OT Constr
12 Water Employees	\$ 102.00	OT-Const P/R #13.052917-061117	701.180.000-51106.104-OT Constr
13 Water Employees	\$ 2,454.32	OT-Office P/R #12.051517-052817	701.180.000-51106.105-OT-Office
14 Water Employees	\$ 1,676.85	OT-Office P/R #13-052917-061117	701.180.000-51106.105-OT-Office
15 Medical Mutual	\$ 25,264.62	Hospitalization - July 2017	701.180.000-52203-Hospital
16 Medical Mutual	\$ 1,060.97	Medical Mutual Payment 06/06/17	701.180.000-52203-Hospital
17 Medical Mutual	\$ 683.87	Medical Mutual Payment 06/13/17	701.180.000-52203-Hospital
18 Medical Mutual	\$ (1,577.37)	Medical Mutual Emp Contrib P/R #12	701.180.000-52203-Hospital
19 Dependent Healthcare	\$ 619.38	Dependent Healthcare - Jan 2017-June 2017	701.180.000-52203-Hospital
20 Medical Mutual	\$ 217.91	Group Life - July 2017	701.180.000-52204 Group Life
21 Medical Mutual	\$ 1,270.74	Dental/Vision - July 2017	701.180.000-52205-Dental/Vis
22 Medical Mutual	\$ 6,504.94	Prescription Drug - July 2017	701.180.000-52207-Presc Drug
23 Medicare	\$ 817.68	Medicare - P/R #12	701.180.000-52212-Medicare
24 Cintas Corporation	\$ 175.22	1/2-Employee Uniform Rental-April 2017-RK	701.180.000-52226-Clothing
25 GVS Safety Supplies, Inc.	\$ 181.95	Employee Clothing-GY	701.180.000-52226-Clothing
26 Randall's Team Shop & Custom Engraving	\$ 142.75	1/2-Employee T-Shirts-RK	701.180.000-52226-Clothing
27 Ester, Les	\$ 10.00	1 Employee Meal Allowance-LS	701.180.000-52227-Meal Allow
28 Mosher, Gregory	\$ 40.00	4 Employee Meal Allowances-LS	701.180.000-52227-Meal Allow
29 Simon, Bill	\$ 10.00	1 Employee Meal Allowance-LS	701.180.000-52227-Meal Allow
30 Kral, Kristin	\$ 10.00	1 Employee Meal Allowance-LS	701.180.000-52227-Meal Allow
31 Mercy Occupational Health	\$ 198.50	1/2-PreEmployment/DOT Testing - 5 Employees-TAD	701.180.000-53206-Physical
32 Mercy Occupational Health	\$ 291.50	1/2-PreEmployment Testing-7 Employees-TAD	701.180.000-53206-Physical
33 American Water Works Association	\$ 187.00	AWWA Membership-G.Mosher-LS	701.180.000-53500-Edu/Training
34 Avon Lake Printing	\$ 41.50	1/2-Business Cards-C.Arnold-TAD	701.180.000-53602-Office Supply
35 FriendsOffice	\$ 336.70	1/2-Office Supplies-KK/MW/LS	701.180.000-53602-Office Supply
36 Link Computer Corp.	\$ 2,212.50	MuniLink Billing-June 2017-TAD	701.180.000-53602-Office Supply
37 NationalOffice	\$ 17.50	1/2-Connecting Plates-Front Office-TAD	701.180.000-53602-Office Supply
38 SmartBill	\$ 817.07	Print/Mail Second Notices-TAD	701.180.000-53602-Office Supply
39 Fuelman	\$ 444.80	1/2-Fuel for Vehicles.052217-060417	701.180.000-53604-Gasoline/Oil
40 BissNuss, Inc.	\$ 95.39	Replacement Battery-CL2 Detector-GY	701.180.000-53607-Equip Maint
41 Hach Company	\$ 780.77	Turbidimeter Cables-GY	701.180.000-53607-Equip Maint
42 Cabot Corporation	\$ 35,252.80	20.03 Tons Chlorine-GY	701.180.000-53611-Op.Supplies
43 JCI, Jones Chemicals Inc.	\$ 2,850.00	6 Tons Chlorine-GY	701.180.000-53611-Op.Supplies
44 USALCO	\$ 28,580.19	223.14 Tons Alum-GY	701.180.000-53611-Op.Supplies
45 ABC Equipment	\$ 1,235.08	Maintenance Supplies-GY/RK	701.180.000-53612.001-Plants
46 Applied Industrial Technologies	\$ 54.56	Couplers for Sludge Pump-GY	701.180.000-53612.001-Plants
47 Discount Drug Mart	\$ 78.89	Maintenance Supplies-LS	701.180.000-53612.001-Plants
48 E&H Hardware Group, LLC.	\$ 233.77	Maintenance Supplies-LS	701.180.000-53612.001-Plants
49 Grainger	\$ 404.19	Maintenance Supplies-GY	701.180.000-53612.001-Plants
50 Indy Equipment and Supply LLC	\$ 60.98	1/2-Maintenance Supplies-RK	701.180.000-53612.001-Plants
51 Kinzua Environmental Inc.	\$ 799.00	Maintenance Supplies-GY	701.180.000-53612.001-Plants
52 Lowe's	\$ 1,056.85	Maintenance Supplies-TAD	701.180.000-53612.001-Plants
53 McMaster-Carr Supply Company	\$ 333.84	Maintenance Supplies-RK	701.180.000-53612.001-Plants
54 Parker Supply LLC	\$ 362.23	Janitorial Supplies-GY	701.180.000-53612.001-Plants
55 Roberts Surveying Supplies	\$ 240.00	1/2-Blue Marking Paint-JRG	701.180.000-53612.001-Plants
56 Trico Oxygen Company	\$ 41.30	1/2-Maintenance Gases@201Miller-RK	701.180.000-53612.001-Plants
57 Trico Oxygen Company	\$ 34.80	Maintenance Gases@WaPlant-GY	701.180.000-53612.001-Plants
58 USA BlueBook	\$ 400.91	Lime Additive Pump-GY	701.180.000-53612.001-Plants

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

June 20, 2017

59 Grainger	\$ 35.04	Maintenance Supplies-GY	701.180.000-53612.001-Plants
60 Allied Power Equipment	\$ 360.00	1/2-2 Lawn Mowers-RK	701.180.000-53612.002-Lines
61 HD Supply Waterworks	\$ 2,439.40	Water Distribution Supplies-RK	701.180.000-53612.002-Lines
62 Rock Pile	\$ 1,830.00	Yard Repair Materials-RK	701.180.000-53612.002-Lines
63 Westview Concrete Corp.	\$ 420.25	Concrete Repairs-RK	701.180.000-53612.002-Lines
64 Kendera Concrete & Masonry LLC	\$ 1,600.00	Repair Driveway Apron-571 Jaycox-RK	701.180.000-53612.004-Other
65 SiteOne Landscape Supply, LLC	\$ 149.78	Yard Repair Materials-RK	701.180.000-53612.004-Other
66 Alloway	\$ 110.00	Lab Analysis-GY	701.180.000-53613-Lab Supplies
67 Culligan of Cleveland	\$ 160.15	DI Supplies & Rental.060117-063017-GY	701.180.000-53613-Lab Supplies
68 Trico Oxygen Company	\$ 40.60	Lab Gases for Water Plant-GY	701.180.000-53613-Lab Supplies
69 a.m. design group, inc.	\$ 95.63	1/2-Misc Site Requests,Design,Layout-TAD	701.180.000-53701.002-Other
70 Brakey Energy, Inc.	\$ 920.00	1/2-Mo.Energy Mgmt Fee-May 2017-TAD	701.180.000-53701.002-Other
71 Cutting Edge Landscape Development	\$ 380.00	1/2-Lawn Service@201Miller-May 2017-TAD	701.180.000-53701.002-Other
72 Ginley, James F	\$ 202.76	1/2-Quality Program Workshop Expenses-TAD	701.180.000-53701.002-Other
73 Operator Training Committee of Ohio	\$ 2,447.50	1/2-GIS/GPS Training-JRG	701.180.000-53701.002-Other
74 Pro Oncall Technologies	\$ 160.00	Telephone Service@201 Miller-TAD	701.180.000-53701.002-Other
75 Research Associate, Inc,	\$ 82.50	1/2-Background Checks-2 Emp-SB	701.180.000-53701.002-Other
76 Solar Testing Laboratories, Inc.	\$ 254.00	Test/Inspect-SIP Pjt.050117-051417-TAD	701.180.000-53701.002-Other
77 SOS Integration Services	\$ 940.00	SCADA Work@Water Plant-TAD	701.180.000-53701.002-Other
78 Technology Management Solutions, Inc.	\$ 1,696.25	1/2-Computer Support-May 2017-TAD	701.180.000-53701.002-Other
79 Technology Management Solutions, Inc.	\$ 975.00	1/2-Offsite Backup-June 2017-TAD	701.180.000-53701.002-Other
80 Huntington National Bank	\$ 71.05	1/2-Breakfast/Lunch Mtgs,Candy for Parada-TAD	701.180.000-53701.002-Other
81 Huntington National Bank	\$ 232.76	1/2-RoboCallPmt, Conf Registration-RRE	701.180.000-53701.002-Other
82 Huntington National Bank	\$ 50.62	1/2-WERF Publications,DVD Player-JRG	701.180.000-53701.002-Other
83 Huntington National Bank	\$ 174.50	1/2-RoboCall Service-RK	701.180.000-53701.002-Other
84 Columbia Gas of Ohio	\$ 183.11	GasSvc@201Miller.042717-052617-TAD	701.180.000-53702.002-Bldgs
85 Engie Resources	\$ 2,717.18	Energy ResourcesEngery Charges-June 2017-TAD	701.180.000-53703-Elect Svc
86 Illuminating Company	\$ 7,491.71	Elect@WaterPlant.042117-051917-GY	701.180.000-53703.001-Plants
87 Illuminating Company	\$ 35,437.92	Elect@33385Lake-SIP.012317-041117-GY	701.180.000-53703.002-Bldgs
88 Illuminating Company	\$ 210.18	Elect@Aux Pump House.040817-051007-GY	701.180.000-53703.002-Bldgs
89 Illuminating Company	\$ 64.62	Elect@WalkerWaTower.041417-051217-GY	701.180.000-53703.002-Bldgs
90 Illuminating Company	\$ 65.92	Elect@LearWaTower.040817-050917-GY	701.180.000-53703.002-Bldgs
91 Illuminating Company	\$ 731.33	Elect@201Miller.051217-061017-TAD	701.180.000-53703.002-Bldgs
92 Avon Lake Regional Water	\$ 174.72	Water Used from ETL1-May 2017-TAD	701.180.000-53704-Water Used
93 CenturyLink	\$ 565.62	TelephoneSvc@WaPlant-May 2017-GY	701.180.000-53705-Communication
94 CenturyLink	\$ 676.14	TelephoneSvc@201Miller-May2017-TAD	701.180.000-53705-Communication
95 Spectrum Business	\$ 214.99	Internet Svc@WaPlant.053017-062917-GY	701.180.000-53705-Communication
96 Verizon Wireless	\$ 479.44	1/2-Cell Phone Svc.052617-062517-TAD	701.180.000-53705-Communication
97 Yuronich, Greg	\$ 25.00	Cell Phone Reimbursement-June 2017-TAD	701.180.000-53705-Communication
98 NAPA Avon	\$ 249.87	1/2-Misc Truck Parts & Tools-RK	701.180.000-53707-Mobile Maint
99 Conrad's Tire Express	\$ 176.95	Tire Repair-GY	701.180.000-53707-Mobile Maint
100 Sylvester Truck & Tire Service, Inc.	\$ 1,601.55	1/2-Tires for Vactor-RK	701.180.000-53707-Mobile Maint
101 Jani-King of Cleveland	\$ 322.50	1/2-CleaningSvc@201Miller-June 2017-TAD	701.180.000-53708-Bldg Maint
102 Lawn Tech	\$ 135.98	1/2-Fertilize Lawn@201Miller-TAD	701.180.000-53708-Bldg Maint
103 Cleveland Hermetic & Supply	\$ 82.56	Building Maintenance Supplies-RK	701.180.000-53708.001-Plants
104 Lighting Supply Company	\$ 222.95	Building Maintenance Supplies-GY	701.180.000-53708.001-Plants
105 Technology Management Solutions, Inc.	\$ 184.86	1/2-Dell Color Laser Printer-TAD	701.180.000-53804-New Equipment
106 Burgess & Niple	\$ 9,930.00	Elyria Interconnect Evaluation.043017-052717-TAD	701.180.000-53806-Eng. Fees
107 Panda, Nikhil	\$ 5.15	Refund Overpmt on Closed Acct-LS	701.180.000-53901-Refunds
108 Fauver Keyse-Walker & Donovan	\$ 459.00	Legal Svc-Cleve Wa Agreement-May 2017-TAD	701.180.000-53907.002-Legal Fee
109 Water Debt Service Fund	\$ 175,562.71	Trsf Funds-OWDA Loan #4001 Pmt-TAD	701.180.000-59704-Trsf Debt Svc
110 Water Debt Service Fund	\$ 98,593.17	Trsf Funds-OWDA Loan #6454 Pmt-TAD	701.180.000-59704-Trsf Debt Svc
111 Water Debt Service Fund	\$ 35,722.86	Trsf Funds-OWDA Loan #7240 Pmt-TAD	701.180.000-59704-Trsf Debt Svc
	<u>\$ 631,938.62</u>		

Avon Lake Regional Water
WASTEWATER FUND 721 EXPENSES
 June 20, 2017

Name	Amount	Memo	Account
1 Wastewater Employees	\$ 55,760.01	Salaries P/R #12.051517-052817	721.190.000-51102-Salaries
2 Medical Mutual	\$ 33,924.49	Hospitalization - July 2017	721.190.000-51102-Salaries
3 Wastewater Employees	\$ 56,760.01	Salaries P/R #13.052917-061117	721.190.000-51102-Salaries
4 Wastewater Employees	\$ 4,108.25	PartTime P/R #12.051517-052817	721.190.000-51105-PartTime
5 Wastewater Employees	\$ 5,356.00	PartTime P/R #13.052917-061117	721.190.000-51105-PartTime
6 Board of Municipal Utilities	\$ 1,541.66	Board Salaries - June 2017	721.190.000-51105-PartTime
7 Wastewater Employees	\$ 3,576.06	OT-Plant P/R #12.051517-052817	721.190.000-51106.101-OT Plant
8 Wastewater Employees	\$ 3,008.65	OT-Plant P/R #13.052917-061117	721.190.000-51106.101-OT Plant
9 Wastewater Employees	\$ 805.16	OT-Distrib P/R #12.051517-052817	721.190.000-51106.102-OT Distr
10 Wastewater Employees	\$ 1,259.02	OT-Distrib P/R #13.052917-061117	721.190.000-51106.102-OT Distr
11 Wastewater Employees	\$ 1,248.61	OT-Admin P/R #12.051517-052817	721.190.000-51106.103-OT Admin
12 Wastewater Employees	\$ 2,691.46	OT-Admin P/R #13.052917-061117	721.190.000-51106.103-OT Admin
13 Wastewater Employees	\$ 353.63	OT-Const P/R #12.051517-052817	721.190.000-51106.104-OT Constr
14 Wastewater Employees	\$ 569.25	OT-Const P/R #13.052917-061117	721.190.000-51106.104-OT Constr
15 Medical Mutual	\$ 1,081.15	Medical Mutual Payment 06/06/17	721.190.000-52203-Hospital
16 Medical Mutual	\$ 696.88	Medical Mutual Payment 06/13/17	721.190.000-52203-Hospital
17 Medical Mutual	\$ (2,091.78)	Medical Mutual Emp Contrib P/R #12	721.190.000-52203-Hospital
18 Dependent Healthcare	\$ 200.00	Dependent Healthcare - June 2017	721.190.000-52203-Hospital
19 Medical Mutual	\$ 198.10	Group Life - July 2017	721.190.000-52204-Group Life
20 Medical Mutual	\$ 1,647.12	Dental/Vision - July 2017	721.190.000-52205-Dent/Vis
21 Medical Mutual	\$ 8,452.08	Prescription Drug - July 2017	721.190.000-52207-Presc Drug
22 Medicare	\$ 809.09	Medicare - P/R #12	721.190.000-52212-Medicare
23 Cintas Corporation	\$ 175.22	1/2-Employee Uniform Rental-April 2017-RK	721.190.000-52226-Clothing
24 Randall's Team Shop & Custom Engraving	\$ 142.75	1/2-Employee T-Shirts-RK	721.190.000-52226-Clothing
25 Dillon, Timothy	\$ 10.00	1 Employee Meal Allowance-LS	721.190.000-52227-Meal Allow
26 Mitchell, Dale	\$ 10.00	1 Employee Meal Allowance-LS	721.190.000-52227-Meal Allow
27 Pijor, Jeremy	\$ 40.00	4 Employee Meal Allowances-LS	721.190.000-52227-Meal Allow
28 Sadowski, Dale	\$ 10.00	1 Employee Meal Allowance-LS	721.190.000-52227-Meal Allow
29 Mercy Occupational Health	\$ 198.50	1/2-PreEmployment/DOT Testing - 5 Employees-TAD	721.190.000-53206-Emp Physicals
30 Mercy Occupational Health	\$ 291.50	1/2-PreEmployment Testing-7 Employees-TAD	721.190.000-53206-Emp Physicals
31 Avon Lake Printing	\$ 41.50	1/2-Business Cards-C.Arnold-TAD	721.190.000-53602-Office Supply
32 FedEx	\$ 142.98	Shipping Charges-LS	721.190.000-53602-Office Supply
33 FriendsOffice	\$ 336.69	1/2-Office Supplies-KK/MW/LS	721.190.000-53602-Office Supply
34 Link Computer Corp.	\$ 737.50	MuniLink Billing-June 2017-TAD	721.190.000-53602-Office Supply
35 NationalOffice	\$ 17.50	1/2-Connecting Plates-Front Office-TAD	721.190.000-53602-Office Supply
36 SmartBill	\$ 272.35	Print/Mail Second Notices-TAD	721.190.000-53602-Office Supply
37 Fuelman	\$ 444.81	1/2-Fuel for Vehicles.052217-060417	721.190.000-53604-Gasoline/Oil
38 Huntington National Bank	\$ 36.05	Fuel for Vehicle-RRE	721.190.000-53604-Gasoline/Oil
39 W.W.Williams	\$ 1,206.07	Repair Generator@Center P.S.-RK	721.190.000-53607-Equip Maint
40 Mississippi Lime Company	\$ 6,030.69	40.85 Tons Lime-SB	721.190.000-53611-Op.Supplies
41 Bonded Chemicals, Inc.	\$ 3,694.68	8.5525 Tons Ferric Chloride-SB	721.190.000-53611-Op.Supplies
42 ABC Equipment	\$ 382.70	Maintenance Supplies-RK	721.190.000-53612.001-Plants
43 Discount Drug Mart	\$ 95.29	Maintenance Supplies-LS	721.190.000-53612.001-Plants
44 E&H Hardware Group, LLC.	\$ 233.76	Maintenance Supplies-LS	721.190.000-53612.001-Plants
45 Indy Equipment and Supply LLC	\$ 60.97	1/2-Maintenance Supplies-RK	721.190.000-53612.001-Plants
46 Lowe's	\$ 1,298.25	Maintenance Supplies-TAD	721.190.000-53612.001-Plants
47 McMaster-Carr Supply Company	\$ 333.84	Maintenance Supplies-RK	721.190.000-53612.001-Plants
48 Norlab, Inc.	\$ 372.70	Sewer Tracing Dye-RK	721.190.000-53612.001-Plants
49 Parker Supply LLC	\$ 223.79	Maintenance Supplies-SB	721.190.000-53612.001-Plants
50 Roberts Surveying Supplies	\$ 240.00	1/2-Blue Marking Paint-JRG	721.190.000-53612.001-Plants
51 Trico Oxygen Company	\$ 41.30	1/2-Maintenance Gases@201Miller-RK	721.190.000-53612.001-Plants
52 Trico Oxygen Company	\$ 34.20	Maintenance Gases@WPCC-SB	721.190.000-53612.001-Plants
53 United Laboratories	\$ 1,255.17	Maintenance Supplies-SB	721.190.000-53612.001-Plants
54 Allied Power Equipment	\$ 360.00	1/2-2 Lawn Mowers-RK	721.190.000-53612.001-Plants
55 Culligan of Cleveland	\$ 37.80	DI Rental.060117-063017-GY	721.190.000-53613-Lab Supplies
56 Hach Company	\$ 2,521.95	Lab Supplies for WPCC-SB	721.190.000-53613-Lab Supplies
57 Idexx	\$ 7,713.49	Lab Supplies for WPCC-SB	721.190.000-53613-Lab Supplies
58 Jones & Henry Laboratories, Inc.	\$ 170.00	Mercury Testing-SB	721.190.000-53613-Lab Supplies

Avon Lake Regional Water
WASTEWATER FUND 721 EXPENSES
 June 20, 2017

59 North Coast Environmental Labs Inc.	\$ 76.00	Lab Samples-SB	721.190.000-53613-Lab Supplies
60 a.m. design group, inc.	\$ 95.63	1/2-Misc Site Requests,Design,Layout-TAD	721.190.000-53613-Lab Supplies
61 Brakey Energy, Inc.	\$ 920.00	1/2-Mo.Energy Mgmt Fee-May 2017-TAD	721.190.000-53701.002-Other
62 Cutting Edge Landscape Development	\$ 380.00	1/2-Lawn Service@201Miller-May 2017-TAD	721.190.000-53701.002-Other
63 Cunningham & Associates, Inc.	\$ 1,270.00	Property Line Staking@WPCC-JRG	721.190.000-53701.002-Other
64 Ginley, James F	\$ 202.76	1/2-Quality Program Workshop Expenses-TAD	721.190.000-53701.002-Other
65 Great Lakes Pipeline Services	\$ 4,071.25	CCTV Sewer Lines-Lake/Redwood-JRG	721.190.000-53701.002-Other
66 Operator Training Committee of Ohio	\$ 2,447.50	1/2-GIS/GPS Training-JRG	721.190.000-53701.002-Other
67 Research Associate, Inc.	\$ 82.50	1/2-Background Checks-2 Emp-SB	721.190.000-53701.002-Other
68 Solar Testing Laboratories, Inc.	\$ 1,346.00	Test/Inspect@WPCC.050117-051417-TAD	721.190.000-53701.002-Other
69 Technology Management Solutions, Inc.	\$ 1,696.25	1/2-Computer Support-May 2017-TAD	721.190.000-53701.002-Other
70 Technology Management Solutions, Inc.	\$ 974.99	1/2-Offsite Backup-June 2017-TAD	721.190.000-53701.002-Other
71 Williams Scotsman, Inc.	\$ 123.00	Container Rental.052917-062817-SB	721.190.000-53701.002-Other
72 Huntington National Bank	\$ 71.04	1/2-Breakfast/Lunch Mtgs,Candy for Parada-TAD	721.190.000-53701.002-Other
73 Huntington National Bank	\$ 232.76	1/2-RoboCallPmt, Conf Registration-RRE	721.190.000-53701.002-Other
74 Huntington National Bank	\$ 50.61	1/2-WERF Publications,DVD Player-JRG	721.190.000-53701.002-Other
75 Huntington National Bank	\$ 174.50	1/2-RoboCall Service-RK	721.190.000-53701.002-Other
76 Huntington National Bank	\$ 670.40	Lunch, Conf Registration Fee-SB	721.190.000-53701.002-Other
77 Columbia Gas of Ohio	\$ 31.06	GasSvc@Bridgeside.050117-053117	721.190.000-53702.003-PumpSta
78 Columbia Gas of Ohio	\$ 28.82	GasSvc@Lear P.S.050417-060517-RK	721.190.000-53702.003-PumpSta
79 Columbia Gas of Ohio	\$ 30.50	GasSvc@HuntClub.050117-053117-RK	721.190.000-53702.003-PumpSta
80 Illuminating Company	\$ 7,882.23	Elect@WPCC.051017-060817-SB	721.190.000-53703.001-Plants
81 Illuminating Company	\$ 154.32	Elect@31900Lake.051017-060817-RK	721.190.000-53703.003-PumpSta
82 Illuminating Company	\$ 2,778.76	Elect@CenterP.S.051117-060917-RK	721.190.000-53703.003-PumpSta
83 Illuminating Company	\$ 66.71	Elect@BridgesideP.S.051017-060717-RK	721.190.000-53703.003-PumpSta
84 Illuminating Company	\$ 70.60	Elect@LearP.S.050917-060717-RK	721.190.000-53703.003-PumpSta
85 Illuminating Company	\$ 70.85	Elect@HuntClubP.S.051017-060717-RK	721.190.000-53703.003-PumpSta
86 Illuminating Company	\$ 60.92	Elect@JaycoxSwMtr.051017-060817-RK	721.190.000-53703.004-Other
87 CenturyLink	\$ 373.32	TelephoneSvc@PumpSta-May2017-TAD	721.190.000-53705-Communication
88 Verizon Wireless	\$ 479.45	1/2-Cell Phone Svc.052617-062517-TAD	721.190.000-53705-Communication
89 NAPA Avon	\$ 249.88	1/2-Misc Truck Parts & Tools-RK	721.190.000-53707-Mobile Maint
90 Sylvester Truck & Tire Service, Inc.	\$ 1,601.55	1/2-Tires for Vactor-RK	721.190.000-53707-Mobile Maint
91 Jani-King of Cleveland	\$ 322.50	1/2-CleaningSvc@201Miller-June 2017-TAD	721.190.000-53708-Bldg Maint
92 Lawn Tech	\$ 135.97	1/2-Fertilize Lawn@201Miller-TAD	721.190.000-53708-Bldg Maint
93 Technology Management Solutions, Inc.	\$ 184.86	1/2-Dell Color Laser Printer-TAD	721.190.000-53804-New Equip
94 Panda, Nikhil	\$ 12.00	Refund Overpmt on Closed Acct-LS	721.190.000-53901-Refunds
95 Sewer Construction Fund 724	\$ 34,618.14	Trsf Fund for 2016 Gals Billed in AL-TAD	721.190.000-59701-Trsf to SCF
96 Sewer Debt Service & Reserve Fund	\$ 26,390.75	Trsf Funds-OWDA Loan #3139 Pmt-TAD	721.190.000-59708-Trsf to SDR
97 Sewer Debt Service & Reserve Fund	\$ 49,480.49	Trsf Funds-OWDA Loan #4889 Pmt-TAD	721.190.000-59708-Trsf to SDR
98 Sewer Debt Service & Reserve Fund	\$ 72,662.21	Trsf Funds-OWDA Loan #5590 Pmt-TAD	721.190.000-59708-Trsf to SDR
99 Sewer Debt Service & Reserve Fund	\$ 17,231.55	Trsf Funds-OWDA Loan #7239 Pmt-TAD	721.190.000-59708-Trsf to SDR
100 Sewer Debt Service & Reserve Fund	\$ 61,492.03	Trsf Funds-OWDA Loan #7240 Pmt-TAD	721.190.000-59708-Trsf to SDR
	\$ 502,463.56		

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**Avon Lake Regional Water
MOR FUND 703 EXPENSES**

June 20, 2017

Name	Amount	Memo	Account
1. Engineered Solution Methods, Inc.	\$ 4,078.51	1" Hatch Extension & Gaskets-JRG	703.180.000-53612.002-Lines
2. Avon Lake Regional Water	\$ 1,599.48	Operator Charges-April 2017-TAD	703.180.000-53701.002
3. Futronics, Inc.	\$ 167.00	Tower Site Rent-Comm.System-May2017-GY	703.180.000-53701.002
4. Futronics, Inc.	\$ 167.00	Tower Site Rent-Comm.System-June2017-GY	703.180.000-53701.002
5. Direct Energy Business	\$ 4.02	Elect@Moore/RR.041217-051217-TAD	703.180.000-53703.004
6. Ohio Edison	\$ 56.66	Elect@Butternut/Root.050617-060517-TAD	703.180.000-53703.004
7. Ohio Edison	\$ 59.18	Elect@Root/Sprag.050617-060517-TAD	703.180.000-53703.004
8. Illuminating Company	\$ 91.05	Eelct@Lear/Krebs.040817-050917-TAD	703.180.000-53703.004
9. Illuminating Company	\$ 58.46	Elect@Moore/RR.041217-051217-TAD	703.180.000-53703.004
10. Ohio Edison	\$ 53.30	Elect@Lear/Chstn.050717-060617-TAD	703.180.000-53703.004
11. Ohio Edison	\$ 70.30	Elect@Lear/Mills.050917-060717-TAD	703.180.000-53703.004
12. Ohio Edison	\$ 55.09	Elect@Lear/US20.050717-060717-TAD	703.180.000-53703.004
13. Avon Lake Regional Water	\$ 188,442.69	Water Used from ETL1-May 2017-TAD	703.180.000-53704-Water Used
	<u>\$ 194,902.74</u>		

**Avon Lake Regional Water
MOR FUND 762 EXPENSES**

June 20, 2017

Name	Amount	Memo	Account
1. Avon Lake Regional Water	\$ 2,062.37	Operator Charges-April 2017-TAD	762.180.000-53701.002
2. Fenik, John	\$ 300.00	Lawn Maintenance@Island Rd-RK	762.180.000-53701.002
3. Futronics, Inc.	\$ 501.00	TowerSite Rent-Comm System-May 2017-GY	762.180.000-53701.002
4. Futronics, Inc.	\$ 501.00	TowerSite Rent-Comm System-June 2017-GY	762.180.000-53701.002
5. Ohio Edison	\$ 6,125.97	Elect@Island P.S.050417-060217-TAD	762.180.000-53703.003-PumpSta
6. Ohio Edison	\$ 37.01	Elect@Island OAL.050517-060517-TAD	762.180.000-53703.003-PumpSta
7. Ohio Edison	\$ 53.80	Elect@CenterRidge.050617-060517-TAD	762.180.000-53703.004-Other
8. Ohio Edison	\$ 52.35	Elect@ChestnutRidge.050617-060517-TAD	762.180.000-53703.004-Other
9. Ohio Edison	\$ 55.18	Elect@BarresPRV.050917-060717-TAD	762.180.000-53703.004-Other
10. Avon Lake Regional Water	\$ 279,093.45	Water Used from ETL2-May 2017-TAD	762.180.000-53704-Water Used
11. Fund 703 ETL1	\$ 246,225.00	Trsf Funds to ETL1-2016 Power Cost Adj-TAD	762.180.000-59707-Trsf to ETL1
	<u>\$ 535,007.13</u>		

**Avon Lake Regional Water
LORCO FUND 749 EXPENSES**

June 20, 2017

Name	Amount	Memo	Account
1. Fenik, John	\$ 200.00	Lawn Maint@FourPlex-RK	749.190.000-53701.002-Other
2. Ohio Edison	\$ 998.61	Elect@FourPlex.050317-060117-TAD	749.190.000-53703.001-Plants
3. Ohio Edison	\$ 140.04	Elect@TriPlex.050617-060517-TAD	749.190.000-53703.001-Plants
4. Lorain-Medina Rural Electric Cooperative	\$ 97.28	Elect@Slife.042317-052317-TAD	749.190.000-53703.002-Bldgs
5. Ohio Edison	\$ 54.90	Elect@12169AvonBelden.050517-060317-TAD	749.190.000-53703.003-PumpSta
6. Ohio Edison	\$ 57.27	Elect@12901AvonBelden.050517-060317-TAD	749.190.000-53703.003-PumpSta
7. Ohio Edison	\$ 123.56	Elect@33930Cooley.050417-060317-TAD	749.190.000-53703.003-PumpSta
8. Ohio Edison	\$ 74.71	Elect@36780Giles.050417-060217-TAD	749.190.000-53703.003-PumpSta
9. Ohio Edison	\$ 241.84	Elect@10301Reed.050617-060517-TAD	749.190.000-53703.003-PumpSta
10. Ohio Edison	\$ 55.38	Elect@10920Hawke.050617-060617-TAD	749.190.000-53703.003-PumpSta
11. Lorain-Medina Rural Electric Cooperative	\$ 97.01	Elect@Banks.042317-052317-TAD	749.190.000-53703.003-PumpSta
12. Lorain-Medina Rural Electric Cooperative	\$ 90.70	Elect@Capel.042317-052317-TAD	749.190.000-53703.003-PumpSta
13. Lorain-Medina Rural Electric Cooperative	\$ 77.80	Elect@Cowley.042317-052317-TAD	749.190.000-53703.003-PumpSta
14. Lorain-Medina Rural Electric Cooperative	\$ 130.70	Elect@Durkee(N).042317-052317-TAD	749.190.000-53703.003-PumpSta
15. Lorain-Medina Rural Electric Cooperative	\$ 57.83	Elect@Durkee(S).042317-052317-TAD	749.190.000-53703.003-PumpSta
16. Lorain-Medina Rural Electric Cooperative	\$ 110.27	Elect@IndianHollow.042317-052317-TAD	749.190.000-53703.003-PumpSta
17. Frontier	\$ 53.05	Telephone Svc@FourPlex.052517-062417-TAD	749.190.000-53705-Communication
18. RLCWA	\$ 1,147.00	Meter Readings-May 2017-TAD	749.190.000-53760-Billing Exp
19. LORCO	\$ 930.55	Reimburse LORCO 2 Payments-May 2017-TAD	749.190.000-53901-Refunds/Reimb
20. LORCO	\$ 13,500.00	Monthly Operations Advance-June 20147-TAD	749.190.000-59500-Mo Advance
21. Sewer Debt Serivce & Reserve Fund	\$ 273,979.01	Trsf Fund-OWDA Loan #5164 Pmt-TAD	749.190.000-59706-Trsf to SDR
22. Sewer Debt Serivce & Reserve Fund	\$ 549,834.14	Trsf Fund-OWDA Loan #5241 Pmt-TAD	749.190.000-59706-Trsf to SDR
23. Sewer Debt Serivce & Reserve Fund	\$ 8,103.54	Trsf Fund-OWDA Loan #7120 Pmt-TAD	749.190.000-59706-Trsf to SDR
	<u>\$ 850,155.19</u>		

Avon Lake Regional Water
WASTEWATER CONSTRUCTION FUND 724 EXPENSES

June 20, 2017

<u>Name</u>	<u>Amount</u>	<u>Memo</u>	<u>Account</u>
1. Sewer Debt Service & Reserve Fund	\$ 121,566.18	Trsf Funds-OWDA Loan #6456 Pmt-TAD	724.190.000-59708-Trsf to SDSR
2. Sewer Debt Service & Reserve Fund	\$ 56,539.28	Trsf Funds-OWDA Loan #4930 Pmt-TAD	724.190.000-59708-Trsf to SDSR
3. 1st Nationwide Title Agency, Ltd.	\$ 96,059.75	Land Purchase for WPCC Renovations-RRE	724.190.000-55008-Land
4. 1st Nationwide Title Agency, Ltd.	\$ (95,828.51)	Void 04/18/17 Transactions-Wrong Amt-RRE	724.190.000-55008-Land
	<u>\$ 178,336.70</u>		

Avon Lake Regional Water
LATERAL LOAN FUND 765 EXPENSES

June 20, 2017

<u>Name</u>	<u>Amount</u>	<u>Memo</u>	<u>Account</u>
1 American Plumbing	\$ 1,200.00	Lateral Loan Program - 161 Inwood-TAD	765.190.000-53701-ContractorPmt
2 Concrete & More, Inc.	\$ 3,500.00	Lateral Loan Program - 213 Berkshire-TAD	765.190.000-53701-ContractorPmt
3 Heczko Landscape & Construction, LLC.	\$ 3,300.00	Lateral Loan Program - 250 Vinewood-TAD	765.190.000-53701-ContractorPmt
4 Heczko Landscape & Construction, LLC.	\$ 3,000.00	Lateral Loan Program - 146 Woodstock-TAD	765.190.000-53701-ContractorPmt
5 Heczko Landscape & Construction, LLC.	\$ 4,000.00	Lateral Loan Program - 262 Glenview-TAD	765.190.000-53701-ContractorPmt
	<u>\$ 15,000.00</u>		