

Avon Lake Board of Municipal Utilities

**AGENDA**

For

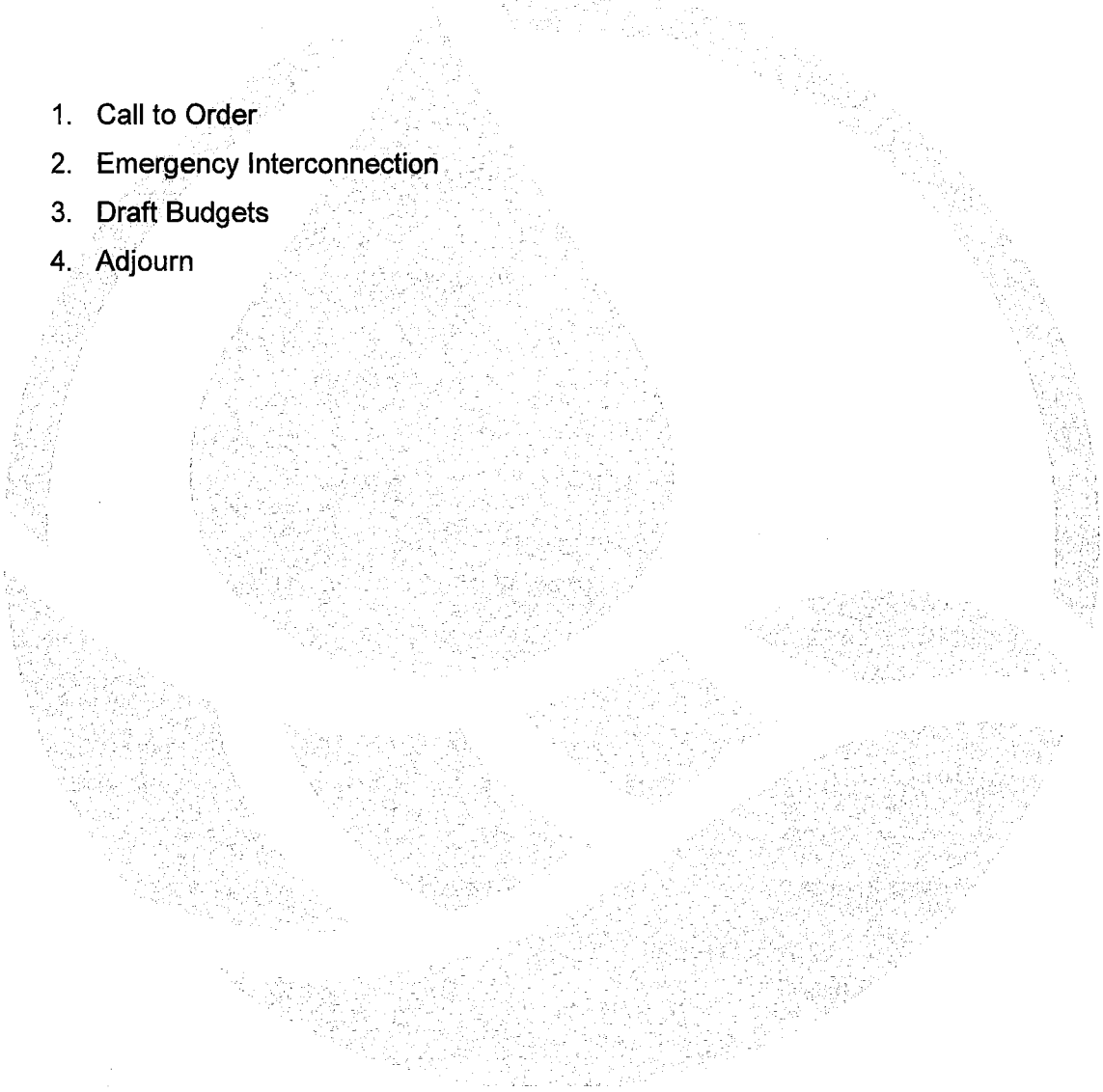
**WORK SESSION**

**Tuesday**

**November 21, 2017**

**6:00 PM**

1. Call to Order
2. Emergency Interconnection
3. Draft Budgets
4. Adjourn



Avon Lake Regional Water  
**MEMORANDUM**

To: **Board of Municipal Utilities**

From: **Todd Danielson**

Subject: **Work Session Agenda Items – November 21, 2017**

Date: **November 17, 2017**

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**Item 2:      Emergency Interconnection – TAD**

Staff has been discussing with Cleveland Water the potential for an emergency interconnection to assure redundancy and increase reliability. This connection would be in addition to the 8 mgd emergency interconnection with Elyria that is currently under design. Representatives from Cleveland Water will make a brief presentation to the Board about the potential benefits they see regarding an interconnection and their willingness to provide flexibility in how potential interconnection(s) could occur.

**Item 3:      Draft Budgets – TAD**

Staff is working to finalize draft budgets and hopes to be able to provide hard copies before Tuesday's work session.

Avon Lake Board of Municipal Utilities

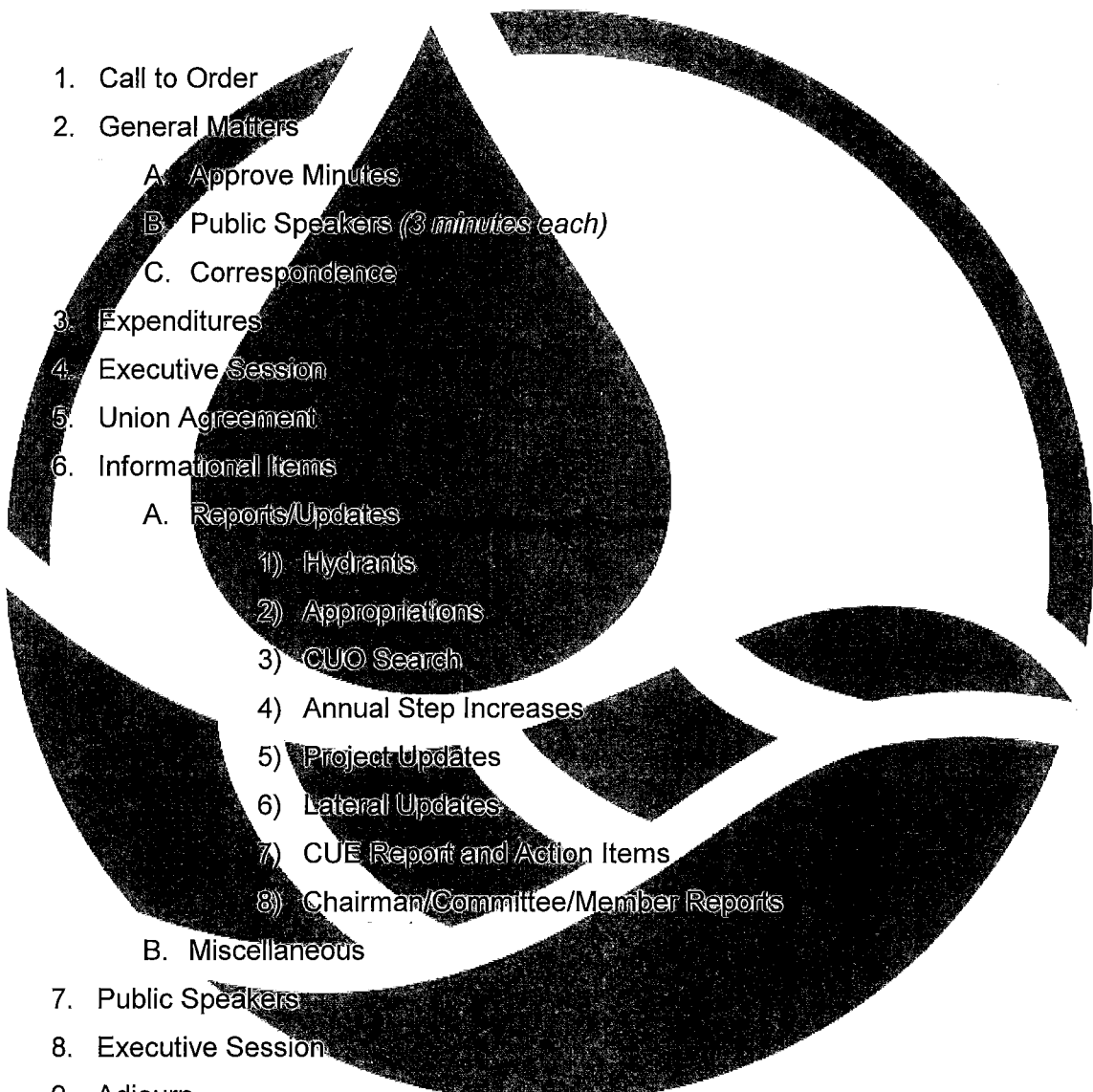
**AGENDA**

For

**Tuesday**

**November 21, 2017**

**Immediately Following the Work Session**

- 
1. Call to Order
  2. General Matters
    - A. Approve Minutes
    - B. Public Speakers (*3 minutes each*)
    - C. Correspondence
  3. Expenditures
  4. Executive Session
  5. Union Agreement
  6. Informational Items
    - A. Reports/Updates
      - 1) Hydrants
      - 2) Appropriations
      - 3) CUO Search
      - 4) Annual Step Increases
      - 5) Project Updates
      - 6) Lateral Updates
      - 7) CUE Report and Action Items
      - 8) Chairman/Committee/Member Reports
    - B. Miscellaneous
  7. Public Speakers
  8. Executive Session
  9. Adjourn

Avon Lake Regional Water  
**MEMORANDUM**

To: **Board of Municipal Utilities**

From: **Todd Danielson & Steve Baytos**

Subject: **Agenda Items – November 21, 2017**

Date: **November 17, 2017**

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**Item 4: Executive Session – TAD**

The CUE requests to meet with the Board to discuss the tentative collective bargaining agreement.

*Recommended Motion:*

*I move to meet in Executive Session as allowed by ORC 121.22 (G)(4) to discuss collective bargaining and to include the Chief Utilities Executive and the Wastewater Manager in the discussion.*

**Item 5: Union Agreement – TAD**

Based upon discussion in the Executive Session, the CUE will present a draft motion for the Board's consideration.

*Recommended Motion:*

*(To be presented at the meeting)*

**Item 6A1: Hydrants – TAD**

Earlier this year, Avon Lake Regional Water agreed to complete any of the larger maintenance work that fire hydrants in Avon Lake require. As the fire department completed its annual flushing this past summer, staff informed us of hydrants that needed repair; and we repaired them. About a year-and-a-half ago the fire department and we learned of a recall issue with certain fire hydrants within the city. We coordinated with the manufacturer's contractor, and all hydrants on the recall list were inspected and fixed, if necessary, earlier this month.

**Item 6A2: Appropriations – TAD**

The CUE is working with our Cashier-Bookkeeper and the Finance Director to prepare appropriation requests to be approved at the next meeting so that they may be included with year-end appropriation changes approved by Council.

**Item 6A3: CUO Search – TAD**

A copy of the posting for the search for the next Chief of Utility Operations is attached. The posting begins on November 20, 2017 and concludes on January 8, 2018. The search consultant will be present at the December 5 meeting and provide an overview of the process.

**Item 6A4: Annual Step Increases – TAD**

By Ordinance, annual step increases due April 1 must be approved by the preceding December. Based on the recommendations of their supervisors, the Board must recognize annual step increases due April 1, 2018 for eligible employees as follows:

|                               |                  |
|-------------------------------|------------------|
| Greg Mosher, Operator – WFP   | Step 4 to Step 5 |
| Will Fisher, Operator – WRF   | Step 3 to Step 4 |
| Joshua Spinks, Operator – WRF | Step 3 to Step 4 |

On a related note, the CUE will individually appraise his managers and intends to present recommended wage increases at the next Board meeting.

**Item 6A5: Project Updates – SCB**

*Water Tower:* Disinfection of the pipe has started and the fill is scheduled for the last week in November.

*Water Plant:* We are waiting for the meter to be delivered and installed.

*Corrosion Control:* The dosage of phosphate at this time is 0.7 ppm with little impact on turbidity.

*ETL2 Pumps:* The last power hook ups have been completed and we are awaiting start up.

*Wastewater Plant:* The last two RAS pumps have been installed, demolition is almost complete in press building, and the overhead crane and structural steel for new equipment are being installed.

*Elyria Interconnection:* The bid specs are expected to be complete in January.

**Item 6A6: Lateral Updates – TAD**

The lateral separation program continues to progress. As of November 17, 2017, letters have been sent to 3,008 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, 2,526 (84%) have responded (up 19 since 11/3/17). Of the 2,526, 1,866 either have separated laterals or already had separated laterals and 660 either have problems or are believed to have problems. By extrapolation, approximately 980 (660+ ~67% of homes not inspected) may need to separate laterals.

As of November 17, 2017, 242 of the homes with the February 1, 2018, deadline have yet to respond and have their free inspection. It is anticipated, approximately 168 of these homes will need to separate, along with the 283 homes we know need to separate. Therefore, about 450 need to separate to comply with the February 2018 deadline.

The total executed Lateral Loan Program agreements are now at 209 (up 9 since November 3, 2017), with \$753,255 committed and \$285,695 paid to contractors so far. The average loan request is for approximately \$3,400. Customers began repaying loans following the December 2016 billing. Through receipts in the September 2017 billing, \$11,791 has been repaid.

**Item 6A7: CUE Report and Action Items – TAD**

Below are responses to questions asked by the Board:

*Core and Main:* HD Supply, the company that was awarded one of our supply contracts was recently purchased and has changed its name to Core and Main.

*Advocacy items:* Per the request of the Board, we will begin presenting in work sessions an approximately quarterly update of advocacy items.

*Water tower illumination:* This is an item we have intended to do and will provide information to the Board as it is better defined.

*Cell antennae on water towers:* Per Zoning, approval will be required for cell antennae to be placed on the new tower. Sprint is currently on the existing Walker Road tower. Staff will work with Sprint to receive approval for moving the antenna to the new tower.

*Cell agreements:* Any changes to cell agreements will be submitted to the Board for approval.

*HR-related items:* Steve Baytos is working with the HR Director to confirm the process for working HR-related items through the approval process.

*Healthcare:* All non-bargaining employees have submitted updated health care forms. We are working with the Finance Department to assure union membership would be on the new policy if the tentative union agreement is approved.

**Item 8: Executive Session – TAD**

The Board has requested an Executive Session to discuss employee matters.

*Recommended Motion:*

*I move to meet in Executive Session as allowed by ORC 121.22 (G)(1) to discuss employee matters.*

Board of Municipal Utilities  
**Regular Meeting Minutes**  
**November 7, 2017**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

The meeting was called to order at 6:30 PM.

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

Excused: Mr. Phillips.

Also present: WPCC Manager Baytos, Community Outreach Specialist Arnold, Customer Service Clerk Farch, Mayor Zilka, Councilmember Fenderbosch, and Attorney Ronald McMillan.

Due to CUE Danielson's absence, WPCC Manager Baytos served as Acting Clerk Pro Tem.

Mr. Rush moved, Mr. Rickey seconded, that an Executive Session be added to this evening's agenda following Item 5.

Ayes: Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

***Approve Minutes***

Chairman Dzwonczyk presented the minutes of the October 17, 2017 work session and regular meeting and October 23, 2017 special meeting, and with no changes, additions or corrections noted, ordered that the minutes stand and be distributed as presented.

***Public Speakers***

None.

***Correspondence***

None.

***Expenditures***

Following review of expenses dated November 7, 2017, for funds and amounts as follows, Mr. Rush moved, Mrs. Schnabel seconded, that all be approved and paid per budget:

|                     |    |            |
|---------------------|----|------------|
| Water Fund 701      | \$ | 249,329.55 |
| Wastewater Fund 721 | \$ | 191,857.16 |

|                       |    |           |
|-----------------------|----|-----------|
| MOR Fund 703          | \$ | 19,821.98 |
| MOR Fund 762          | \$ | 20,829.75 |
| LORCO Fund 749        | \$ | 19,206.96 |
| Lateral Loan Fund 765 | \$ | 25,800.00 |

Ayes: Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

### ***Reports/Updates***

#### *Credit/Outstanding Balances*

Staff advised by the meeting's write-up that a policy to address outstanding account balances similar to other organizations is being investigated and may be presented at a future meeting for the Board's consideration.

#### *Advocacy*

In response to the CUE's written report on staff's advocacy efforts, the Board members asked that a list of the boards and/or legislative and regulatory bodies being followed and with which staff are actively involved be prepared and a report of their efforts be presented quarterly.

#### *CUO Search*

The CUO job is intended to post on November 20, 2017 and run through January 8, 2018. A copy of the final posting will be presented at the Board's next meeting.

#### *Project Updates*

WPCC Manager Baytos updated the following projects verbally and by copy of the write-up:

- *Water Tower:* Filling of the tank and the disinfection process is expected to start the week of November 13 with the system then operational before December.
- *Water Plant:* A meter install is the only item remaining for completion.
- *Corrosion Control:* Phosphate addition continues and water remains clear in the distribution system. Turbidity levels remain stable and within requirements, however are higher than before the addition.
- *ETL2 Pumps:* A temporary power shut down is scheduled in order to connect the pumps. The beginning of December is targeted to have the new pumps running.
- *Wastewater Plant:* Aeration is now fully operational and work continues on preliminary treatment. Much of the asphalt has been laid in preparation for winter and work is ongoing on two of the final clarifiers which are currently out of service.
- *Elyria Interconnection:* It was recently identified that sufficient line power is available to operate the station and the designs are being updated to reflect that.

Chairman Dzwonczyk asked that Planning Commission be approached and proposals then sought for the illumination of the water tower and logo.

Councilperson Fenderbosch asked if customers will be affected by the ETL2 pumps shutdown. WPCC Manager Baytos responded that there will be no disruption in customers' service.



### *Lateral Updates*

Sewer lateral separation and loan program numbers were updated by this meeting's write-up.

### *CUE Action Items*

- The CUE is consulting with the Law Director to determine if staff should proceed in any different manner regarding the resident's complaint regarding a lateral separation mentioned at the last meeting.
- City Council has requested that a management member of the union negotiation and a Board member attend the collective Committee Meeting next week to help Council understand the union agreement approved by the Board.

The following responses to questions previously asked by the Board were presented by copy of this meeting's write-up:

- *Landlord/Tenant Loans:* Staff has identified and reached out to the four landlord accounts affected of the approximately 200 executed loans and *The Press* is running an article regarding the new loan option this week.
- *Streets without storm sewers or resident access:* Public Works is scheduled to speak about this at the next Sewer Committee meeting in order to determine a path forward.
- *Elyria Interconnection:* Staff is working with the assistant law director to split the lot and complete the purchase of the parcel, is expecting to receive 90% design documents from the consultant within the next month, and is working with Ohio EPA to provide them the required background information and loan documents necessary to provide funding. Project bidding and award is anticipated this winter, groundbreaking expected in April/May, the project operational by year-end 2018, and project finalization in 2019.
- *Underground Asset Locator:* The fully-burdened cost (including benefits) of this new position is estimated at \$62,000/year; however the effective efficiency offset due to increased productivity and/or reduced overtime in the Engineering and Distribution and Collection areas of the organization is estimated at \$52,000/year.
- *Outside accounting:* Staff is considering the potential for hiring outside accounting, either as an interim step or as a preventative to needing to create new positions.

### *Chairman/Committee/Member Reports*

- Mr. Rush reported that job descriptions and wage ranges were discussed at last week's Human Resource Committee meeting.
- Mr. Rickey advised that he will attend the LORCO directors' meeting this Thursday.
- Mr. Dzwonczyk asked that discussion and an update of the CUO search be scheduled on the Board's December 5 agenda.

### *Public Speakers*

None.

***Executive Session***

Mr. Dzwonczyk moved, Mrs. Schnabel seconded, to meet in Executive Session as allowed by ORC 121.22 (G)(1) to discuss employee matters and as allowed by ORC 121.22 (G)(4) to discuss collective bargaining and to include the Wastewater Manager, Community Outreach Specialist, Mayor Zilka, Councilmember Fenderbosch and Attorney McMillan in the discussion.

Ayes per roll call vote: Dzwonczyk, Rickey, Rush, Schnabel  
Nays: None  
Motion carried.

Mayor Zilka and Councilmember Fenderbosch left at 7:17 PM.

The Board reconvened at 8:37 PM.

***Adjourn***

As there was no further business, Rush moved, Schnabel seconded, that the meeting adjourn at 8:37 PM.

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

Approved November 21, 2017

John G. Dzwonczyk, Chairman

Stephen C. Baytos, Acting Clerk

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

November 21, 2017

| Name | Amount                            | Memo          | Account                                     |                                 |
|------|-----------------------------------|---------------|---|---------------------------------|
| 1    | Water Employees                   | \$ 58,085.77  | Salaries P/R #24.103017-111217              | 701.180.000-51102-Salaries      |
| 2    | Water Employees                   | \$ 3,289.50   | PartTime P/R #24.103017-111217              | 701.180.000-51105-PartTime      |
| 3    | Board of Municipal Utilities      | \$ 1,541.67   | Board Salaries-November 2017-TAD            | 701.180.000-51105-PartTime      |
| 4    | Water Employees                   | \$ 818.34     | OT-Plant P/R #24.103017-111217              | 701.180.000-51106.101-OT Plant  |
| 5    | Water Employees                   | \$ 2,882.86   | OT-Distrib P/R #24.103017-111217            | 701.180.000-51106.102-OT Dist   |
| 6    | Water Employees                   | \$ 459.83     | OT-Admin P/R #24.103017-111217              | 701.180.000-51106.103-OT Admin  |
| 7    | Water Employees                   | \$ 420.00     | OT-Constr P/R #24.103017-111217             | 701.180.000-51106.104-OT Constr |
| 8    | Medical Mutual                    | \$ 25,251.26  | Hospitalization - December 2017             | 701.180.000-52203-Hospital      |
| 9    | Medical Mutual                    | \$ 711.82     | Medical Mutual Payment 11/07/17             | 701.180.000-52203-Hospital      |
| 10   | Medical Mutual                    | \$ 980.78     | Medical Mutual Payment 11/14/17             | 701.180.000-52203-Hospital      |
| 11   | Medical Mutual                    | \$ (1,731.66) | Med Mut-Emp Contrib P/R #23                 | 701.180.000-52203-Hospital      |
| 12   | Medical Mutual                    | \$ 188.19     | Group Life - December 2017                  | 701.180.000-52204 Group Life    |
| 13   | Medical Mutual                    | \$ 1,301.80   | Dental/Vision - December 2017               | 701.180.000-52205-Dental/Vis    |
| 14   | Medical Mutual                    | \$ 6,711.64   | Prescription Drugs - December 2017          | 701.180.000-52207-Presc Drug    |
| 15   | Medicare                          | \$ 824.80     | Medicare for 10/29/17 P/R #23               | 701.180.000-52212-Medicare      |
| 16   | GVS Safety Supplies, Inc.         | \$ 452.40     | Employee Clothing for Water Plant-GY        | 701.180.000-52226-Clothing      |
| 17   | Randall's Team Shop               | \$ 400.00     | Employee Clothing for Water Plant-CMA       | 701.180.000-52226-Clothing      |
| 18   | Cintas Corporation                | \$ 342.41     | Employee Uniform Rental-Oct. 2017-RK        | 701.180.000-52226-Clothing      |
| 19   | Mercy Occupational Health         | \$ 25.00      | 1/2-Quarterly DOT Random Fee-TAD            | 701.180.000-53206-Physical      |
| 20   | Huntington National Bank          | \$ 742.49     | Conference Expenses-TAD                     | 701.180.000-53500-Edu/Training  |
| 21   | Huntington National Bank          | \$ 231.43     | 1/2-Membership Fees-JRG                     | 701.180.000-53500-Edu/Training  |
| 22   | Huntington National Bank          | \$ 131.70     | Operators Certification Renewals-GY         | 701.180.000-53500-Edu/Training  |
| 23   | FedEx                             | \$ 66.83      | Shipping Charges-LS                         | 701.180.000-53602-Office Supply |
| 24   | FriendsOffice                     | \$ 47.26      | 1/2-Office Supplies-MW                      | 701.180.000-53602-Office Supply |
| 25   | Link Computer Corp.               | \$ 2,026.10   | MuniLink Billing-Nov. 2017-TAD              | 701.180.000-53602-Office Supply |
| 26   | MailFinance                       | \$ 243.16     | 1/2-Quarterly Postage Meter Charges-TAD     | 701.180.000-53602-Office Supply |
| 27   | MT Business Technologies, Inc.    | \$ 44.57      | 1/2-Maint Agreement-2 Ricoh Copiers-TAD     | 701.180.000-53602-Office Supply |
| 28   | SmartBill                         | \$ 878.62     | Print/Mail Water Bill Second Notices-TAD    | 701.180.000-53602-Office Supply |
| 29   | Link Computer Corp.               | \$ 2,251.10   | MuniLink Billing-Dec. 2017-TAD              | 701.180.000-53602-Office Supply |
| 30   | Huntington National Bank          | \$ 889.00     | Misc Forms & Signs-JRG                      | 701.180.000-53602-Office Supply |
| 31   | Fuelman                           | \$ 544.08     | 1/2-Fuel for Vehicles.102317-110517-LS      | 701.180.000-53604-Gasoline/Oil  |
| 32   | Great Lakes Petroleum             | \$ 6,006.85   | 2484.9 Gals. Diesel Fuel-GY                 | 701.180.000-53604-Gasoline/Oil  |
| 33   | Huntington National Bank          | \$ 8.71       | Fuel for Vehicle-RRE                        | 701.180.000-53604-Gasoline/Oil  |
| 34   | APO Pumps and Compressors Inc.    | \$ 1,720.77   | Equipment Maintenance-GY                    | 701.180.000-53607-Equip Maint   |
| 35   | Brohl & Appell                    | \$ 1,980.76   | Equipment Maintenance-GY                    | 701.180.000-53607-Equip Maint   |
| 36   | Hashier & Hashier Mfg, Inc.       | \$ 1,020.00   | Equipment Maintenance-GY                    | 701.180.000-53607-Equip Maint   |
| 37   | Worcester's Sales & Service, Inc. | \$ 81.41      | 1/2-Equipment Repair-RK                     | 701.180.000-53607-Equip Maint   |
| 38   | Grainger                          | \$ 257.81     | Equipment Maintenance -GY                   | 701.180.000-53607-Equip Maint   |
| 39   | Bonded Chemicals, Inc.            | \$ 31,771.33  | 20.045 Tons Carbon-GY                       | 701.180.000-53611-Op.Supplies   |
| 40   | JCI, Jones Chemicals Inc.         | \$ 3,600.00   | 6 Tons Chlorine-GY                          | 701.180.000-53611-Op.Supplies   |
| 41   | USALCO                            | \$ 13,563.71  | 99.15 Tons Alum-GY                          | 701.180.000-53611-Op.Supplies   |
| 42   | USALCO                            | \$ 3,389.90   | 24.78 Tons Alum-GY                          | 701.180.000-53611-Op.Supplies   |
| 43   | Mississippi Lime Company          | \$ 2,958.30   | 19.940 Tons Lime-GY                         | 701.180.000-53611-Op.Supplies   |
| 44   | Bonded Chemicals, Inc.            | \$ 17,520.00  | 20 Tons Fluoride-GY                         | 701.180.000-53611-Op.Supplies   |
| 45   | ABC Equipment                     | \$ 1.70       | Maintenance Supplies (Hillman Fasteners)-GY | 701.180.000-53612.001-Plants    |
| 46   | Brohl & Appell                    | \$ 37.10      | Maintenance Supplies-GY                     | 701.180.000-53612.001-Plants    |
| 47   | Discount Drug Mart                | \$ 68.01      | Maintenance Supplies-LS                     | 701.180.000-53612.001-Plants    |
| 48   | E&H Hardware Group, LLC.          | \$ 148.91     | 1/2-Maintenance Supplies-RK                 | 701.180.000-53612.001-Plants    |
| 49   | Grainger                          | \$ 3,232.52   | Maintenance Supplies-GY                     | 701.180.000-53612.001-Plants    |
| 50   | Indy Equipment and Supply LLC     | \$ 316.98     | 1/2-Maintenance Supplies-RK                 | 701.180.000-53612.001-Plants    |
| 51   | Kinzua Environmental Inc.         | \$ 637.71     | Maintenance Supplies-GY                     | 701.180.000-53612.001-Plants    |
| 52   | Lakeshore Tool & Equipment        | \$ 97.50      | 1/2-Maintenance Supplies-RK                 | 701.180.000-53612.001-Plants    |

**Avon Lake Regional Water**  
**WATER FUND 701 EXPENSES**  
 November 21, 2017

|    |                                 |    |                      |  |                                 |
|----|---------------------------------|----|----------------------|--|---------------------------------|
| 53 | Lowe's                          | \$ | 258.41               | Maintenance Supplies-TAD                   | 701.180.000-53612.001-Plants    |
| 54 | Roberts Surveying Supplies      | \$ | 1,042.00             | 1/2-Maintenance Supplies-JRG               | 701.180.000-53612.001-Plants    |
| 55 | Summers Rubber Cleveland        | \$ | 5,810.31             | Maintenance Supplies-GY                    | 701.180.000-53612.001-Plants    |
| 56 | Grainger                        | \$ | 126.03               | 1/2-Maintenance Supplies-RK                | 701.180.000-53612.001-Plants    |
| 57 | McMaster-Carr Supply Company    | \$ | 80.84                | Maintenance Supplies (Cable Ties)-GY       | 701.180.000-53612.001-Plants    |
| 58 | Grainger                        | \$ | 3.41                 | Maintenance Supplies (Socket)-GY           | 701.180.000-53612.001-Plants    |
| 59 | Core & Main                     | \$ | 14,056.19            | Water Distribution Supplies-RK             | 701.180.000-53612.002-Lines     |
| 60 | Alloway                         | \$ | 110.00               | Lab Analysis-GY                            | 701.180.000-53613-Lab Supplies  |
| 61 | Culligan of Cleveland           | \$ | 63.00                | DI Rental.110117-113017-GY                 | 701.180.000-53613-Lab Supplies  |
| 62 | Environmental Resource Assoc    | \$ | 416.87               | 1/2-Lab Testing-GY                         | 701.180.000-53613-Lab Supplies  |
| 63 | Brakey Energy, Inc.             | \$ | 920.00               | 1/2-Mo.Energy Mgmt Fee-Oct. 2017-TAD       | 701.180.000-53701.002-Other     |
| 64 | Cutting Edge Landscape          | \$ | 190.52               | 1/2-Lawn Svc@201Miller-Oct. 2017-RK        | 701.180.000-53701.002-Other     |
| 65 | Cuyahoga Community College      | \$ | 1,387.50             | 1/2-Staff Professional Development-TAD     | 701.180.000-53701.002-Other     |
| 66 | Hubert's Landscaping Company    | \$ | 2,155.00             | 1/2-Piccolo Place-Install Trees-TAD        | 701.180.000-53701.002-Other     |
| 67 | Pro Oncall Technologies         | \$ | 160.00               | Telephone Svc@201Miller-TAD                | 701.180.000-53701.002-Other     |
| 68 | Railroad Management Compay      | \$ | 499.55               | License Fee for Railroad Right-of-Way-TAD  | 701.180.000-53701.002-Other     |
| 69 | Technology Management Solutions | \$ | 718.75               | 1/2-Computer Support-October 2017-TAD      | 701.180.000-53701.002-Other     |
| 70 | Technology Management Solutions | \$ | 1,024.99             | 1/2-Offsite Backup-Nov. 2017-TAD           | 701.180.000-53701.002-Other     |
| 71 | Huntington National Bank        | \$ | 366.70               | 1/2-Domain Registration & Lunch Mtgs-TAD   | 701.180.000-53701.002-Other     |
| 72 | Engie Resources                 | \$ | 2,717.18             | Engie Resource Energy Chgs-Nov. 2017-TAD   | 701.180.000-53703.001-Plants    |
| 73 | Illuminating Company            | \$ | 9,160.78             | Elect@WaPlant.092017-101917-GY             | 701.180.000-53703.001-Plants    |
| 74 | Illuminating Company            | \$ | 544.53               | Elect@201 Miller.101117-110817-TAD         | 701.180.000-53703.002-Bldgs     |
| 75 | Illuminating Company            | \$ | 534.75               | Elect@SIP P.S.101017-110817-GY             | 701.180.000-53703.002-Bldgs     |
| 76 | Illuminating Company            | \$ | 5,083.79             | Elect@SIP Bldg.101017-110817-GY            | 701.180.000-53703.002-Bldgs     |
| 77 | CenturyLink                     | \$ | 569.89               | TelephoneSvc@WaPlant.Oct 2017-GY           | 701.180.000-53705-Communication |
| 78 | CenturyLink                     | \$ | 697.16               | TelephoneSvc@201Miller.Oct 2047-TAD        | 701.180.000-53705-Communication |
| 79 | Verizon Wireless                | \$ | 547.37               | 1/2-Cell Svc/Equip.102617-112517-TAD       | 701.180.000-53705-Communication |
| 80 | Yuronich, Greg                  | \$ | 25.00                | Cell Phone Reimbursement-Nov. 2017-TAD     | 701.180.000-53705-Communication |
| 81 | NAPA Avon                       | \$ | 213.74               | 1/2-Misc Truck Parts & Tools-RK            | 701.180.000-53707-Mobile Maint  |
| 82 | Sylvester Truck & Tire Service  | \$ | 579.38               | 1/2-Tires & Tire Repair-RK                 | 701.180.000-53707-Mobile Maint  |
| 83 | Lawn Tech                       | \$ | 114.45               | Fertilize Lawn@Water Plant-GY              | 701.180.000-53708-Bldg Maint    |
| 84 | Lighting Supply Company         | \$ | 411.05               | Building Maintenance-GY                    | 701.180.000-53708.001-Plants    |
| 85 | Parker Supply LLC               | \$ | 293.12               | Building Maintenance Supplies-GY           | 701.180.000-53708.001-Plants    |
| 86 | Treasurer, State of Ohio        | \$ | 271.25               | Elevator Annual Cert. Renewal Fee-GY       | 701.180.000-53708.001-Plants    |
| 87 | Technology Management Solutions | \$ | 487.49               | Dell 7200 Hard Drive-TAD                   | 701.180.000-53804-New Equipment |
| 88 | Burgess & Niple                 | \$ | 7,944.00             | Elyria WaInterconnection.100117-102817-TAD | 701.180.000-53806-Eng. Fees     |
| 89 | Arnold, Cheryl                  | \$ | 140.46               | Reimbursement-Mileage & Expenses-LS        | 701.180.000-53901-Refunds       |
| 90 | Huntington National Bank        | \$ | 78.11                | Charge for Deposit Slips-LS                | 701.180.000-53907.001-Bank Fees |
| 91 | Huntington National Bank        | \$ | 56.42                | Charge for Deposit Bags-LS                 | 701.180.000-53907.001-Bank Fees |
|    |                                 |    | <b>\$ 259,332.72</b> |  |                                 |

**Avon Lake Regional Water**  
**WASTEWATER FUND 721 EXPENSES**  
November 21, 2017

| Name                                 | Amount        | Memo                                     | Account                         |
|--------------------------------------|---------------|--|---------------------------------|
| 1 Wastewater Employees               | \$ 51,119.00  | Salaries P/R #24.103017-111217           | 721.190.000-51102-Salaries      |
| 2 Wastewater Employees               | \$ 3,674.25   | PartTime P/R #24.103017-111217           | 721.190.000-51105-PartTime      |
| 3 Board of Municipal Utilities       | \$ 1,541.66   | Board Salaries-November 2017-TAD         | 721.190.000-51105-PartTime      |
| 4 Wastewater Employees               | \$ 2,682.33   | OT-Plant P/R #24.103017-111217           | 721.190.000-51106.101-OT Plant  |
| 5 Wastewater Employees               | \$ 706.09     | OT-Distrib P/R #24.103017-111217         | 721.190.000-51106.102-OT Distr  |
| 6 Wastewater Employees               | \$ 1,804.00   | OT-Admin P/R #24.103017-111217           | 721.190.000-51106.103-OT Admin  |
| 7 Wastewater Employees               | \$ 138.00     | OT.Constr P/R #24.103017-111217          | 721.190.000-51106.104-OT Constr |
| 8 Wastewater Employees               | \$ 609.73     | OT-Office P/R #24.103017-111217          | 721.190.000-51106.105-Office    |
| 9 Medical Mutual                     | \$ 28,137.10  | Hospitalization - December 2017          | 721.190.000-52203-Hospital      |
| 10 Medical Mutual                    | \$ 725.36     | Medical Mutual Payment 11/07/17          | 721.190.000-52203-Hospital      |
| 11 Medical Mutual                    | \$ 999.43     | Medical Mutual Payment 11/14/17          | 721.190.000-52203-Hospital      |
| 12 Medical Mutual                    | \$ (1,731.66) | Med Mut-Emp Contrib P/R #23              | 721.190.000-52203-Hospital      |
| 13 Dependent Healthcare              | \$ 200.00     | Dependent Healthcare-Oct. 2017-D.Smith   | 721.190.000-52203-Hospital      |
| 14 Dependent Healthcare              | \$ 200.00     | Dependent Healthcare - Nov. 2017-S.Smith | 721.190.000-52203-Hospital      |
| 15 Medical Mutual                    | \$ 198.10     | Group Life - December 2017               | 721.190.000-52204-Group Life    |
| 16 Medical Mutual                    | \$ 1,363.92   | Dental/Vision - December 2017            | 721.190.000-52205-Dent/Vis      |
| 17 Medical Mutual                    | \$ 7,560.15   | Prescription Drug - December 2017        | 721.190.000-52207-Presc Drug    |
| 18 Medicare                          | \$ 797.16     | Medicare for 10/29/17 P/R #23            | 721.190.000-52212-Medicare      |
| 19 Cintas Corporation                | \$ 877.61     | Employee Uniform Rental-Oct. 2017-RK     | 721.190.000-52226-Clothing      |
| 20 Dillon, Timothy                   | \$ 20.00      | 2 Employee Meal Allowances-LS            | 721.190.000-52227-Meal Allow    |
| 21 Fischer, Will                     | \$ 10.00      | 1 Employee Meal Allowances-LS            | 721.190.000-52227-Meal Allow    |
| 22 Mercy Occupational Health         | \$ 25.00      | 1/2-Quarterly DOT Random Fee-TAD         | 721.190.000-53206-Emp Physicals |
| 23 Lulfs, Robert                     | \$ 56.04      | Reimburse-Certification Renewal Fee-LS   | 721.190.000-53500-Training      |
| 24 Huntington National Bank          | \$ 231.43     | 1/2-Membership Fees-JRG                  | 721.190.000-53500-Training      |
| 25 Huntington National Bank          | \$ (152.21)   | Credit for Hotel Reservation-SB          | 721.190.000-53500-Training      |
| 26 FriendsOffice                     | \$ 47.25      | 1/2-Office Supplies-MW                   | 721.190.000-53602-Office Supply |
| 27 Link Computer Corp.               | \$ 675.37     | MuniLink Billing-Nov. 2017-TAD           | 721.190.000-53602-Office Supply |
| 28 MailFinance                       | \$ 243.16     | 1/2-Quarterly Postage Meter Charges-TAD  | 721.190.000-53602-Office Supply |
| 29 MT Business Technologies, Inc.    | \$ 44.57      | 1/2-Maint Agreement-2 Ricoh Copiers-TAD  | 721.190.000-53602-Office Supply |
| 30 SmartBill                         | \$ 292.86     | Print/Mail Water Bill Second Notices-TAD | 721.190.000-53602-Office Supply |
| 31 Link Computer Corp.               | \$ 750.37     | MuniLink Billing-Dec. 2017-TAD           | 721.190.000-53602-Office Supply |
| 32 Fuelman                           | \$ 544.08     | 1/2-Fuel for Vehicles.102317-110517-LS   | 721.190.000-53604-Gasoline/Oil  |
| 33 Huntington National Bank          | \$ 33.00      | Fuel for Vehicle-JRG                     | 721.190.000-53604-Gasoline/Oil  |
| 34 Worcester's Sales & Service, Inc. | \$ 81.41      | 1/2-Equipment Repair-RK                  | 721.190.000-53607-Equip Maint   |
| 35 Huntington National Bank          | \$ 493.16     | Maintenance Supplies-SB                  | 721.190.000-53612-Maint/Repairs |
| 36 Active Plumbing Supply            | \$ 1,276.05   | 6 Zoeller Pumps-RK                       | 721.190.000-53612.001-Plants    |
| 37 Discount Drug Mart                | \$ 39.80      | Maintenance Supplies-LS                  | 721.190.000-53612.001-Plants    |
| 38 E&H Hardware Group, LLC.          | \$ 148.91     | 1/2-Maintenance Supplies-RK              | 721.190.000-53612.001-Plants    |
| 39 Goldstar Products Inc.            | \$ 1,617.75   | Maintenance Supplies-SB                  | 721.190.000-53612.001-Plants    |
| 40 Indy Equipment and Supply LLC     | \$ 316.96     | 1/2-Maintenance Supplies-RK              | 721.190.000-53612.001-Plants    |
| 41 Lakeshore Tool & Equipment        | \$ 97.50      | 1/2-Maintenance Supplies-RK              | 721.190.000-53612.001-Plants    |
| 42 Lowe's                            | \$ 1,234.43   | Maintenance Supplies-TAD                 | 721.190.000-53612.001-Plants    |
| 43 McMaster-Carr Supply Company      | \$ 252.65     | Maintenance Supplies-SB                  | 721.190.000-53612.001-Plants    |
| 44 Roberts Surveying Supplies        | \$ 1,042.00   | 1/2-Maintenance Supplies-JRG             | 721.190.000-53612.001-Plants    |
| 45 USA BlueBook                      | \$ 612.96     | Sludge Judge for Tank-SB                 | 721.190.000-53612.001-Plants    |
| 46 Grainger                          | \$ 126.02     | 1/2-Maintenance Supplies-RK              | 721.190.000-53612.001-Plants    |
| 47 United Laboratories               | \$ 1,535.71   | Maintenance Supplies-SB                  | 721.190.000-53612.001-Plants    |
| 48 Culligan of Cleveland             | \$ 37.80      | DI Rental.110117-113017-GY               | 721.190.000-53613-Lab Supplies  |
| 49 Environmental Resource Assoc      | \$ 416.86     | 1/2-Lab Testing-GY                       | 721.190.000-53613-Lab Supplies  |
| 50 Jones & Henry Laboratories, Inc.  | \$ 150.00     | Mercury Testing-SB                       | 721.190.000-53613-Lab Supplies  |
| 51 Huntington National Bank          | \$ 156.00     | Lunch Meetings-SB                        | 721.190.000-53701-Contract Svc  |

**Avon Lake Regional Water**  
**WASTEWATER FUND 721 EXPENSES**  
 November 21, 2017

|    |                                  |                      |  |                                 |
|----|----------------------------------|----------------------|--|---------------------------------|
| 52 | Illuminating Company             | \$ 7,640.37          | Elect@WPCC.101017-110717-SB              | 721.190.000-53701.001-Lease     |
| 53 | Brakey Energy, Inc.              | \$ 920.00            | 1/2-Mo.Energy Mgmt Fee-Oct. 2017-TAD     | 721.190.000-53701.002-Other     |
| 54 | Cutting Edge Landscape           | \$ 190.52            | 1/2-Lawn Svc@201Miller-Oct. 2017-RK      | 721.190.000-53701.002-Other     |
| 55 | Cuyahoga Community College       | \$ 1,387.50          | 1/2-Staff Professional Development-TAD   | 721.190.000-53701.002-Other     |
| 56 | Great Lakes Pipeline Services    | \$ 725.00            | CCTV Sewer Lines@Inwood/Electric-JRG     | 721.190.000-53701.002-Other     |
| 57 | Hubert's Landscaping Company     | \$ 2,155.00          | 1/2-Piccolo Place-Install Trees-TAD      | 721.190.000-53701.002-Other     |
| 58 | SOS Integration Services         | \$ 15,000.00         | pH Meters, Compressors & Telemetry-SB    | 721.190.000-53701.002-Other     |
| 59 | Solar Testing Laboratories, Inc. | \$ 1,283.00          | Testing/Inspect@WPCC.100217-101517-SB    | 721.190.000-53701.002-Other     |
| 60 | Technology Management Solutions  | \$ 718.75            | 1/2-Computer Support-October 2017-TAD    | 721.190.000-53701.002-Other     |
| 61 | Technology Management Solutions  | \$ 1,025.00          | 1/2-Offsite Backup-Nov. 2017-TAD         | 721.190.000-53701.002-Other     |
| 62 | Huntington National Bank         | \$ 366.70            | 1/2-Domain Registration & Lunch Mtgs-TAD | 721.190.000-53701.002-Other     |
| 63 | Columbia Gas of Ohio             | \$ 28.76             | Gas Svc@641 Lear.100317-110117-RK        | 721.190.000-53703.003-PumpSta   |
| 64 | Illuminating Company             | \$ 3,640.85          | Elect@32789Center.101017-110817-RK       | 721.190.000-53703.003-PumpSta   |
| 65 | Illuminating Company             | \$ 163.99            | Elect@31900Lake.100617-110417-RK         | 721.190.000-53703.003-PumpSta   |
| 66 | Illuminating Company             | \$ 211.59            | Elect@671Bridgeside.100617-110717-RK     | 721.190.000-53703.003-PumpSta   |
| 67 | Illuminating Company             | \$ 69.76             | Elect@641Lear.100617-110317-RK           | 721.190.000-53703.003-PumpSta   |
| 68 | Illuminating Company             | \$ 71.29             | Elect@HuntClub.100617-110717-RK          | 721.190.000-53703.003-PumpSta   |
| 69 | Illuminating Company             | \$ 60.53             | Elect@810AvonBelden.101017-110917-RK     | 721.190.000-53703.004-Other     |
| 70 | Illuminating Company             | \$ 60.53             | Elect@758Jaycox.100617-110417-RK         | 721.190.000-53703.004-Other     |
| 71 | CenturyLink                      | \$ 365.59            | TelephoneSvc@PumpStas.Oct.2017-RK        | 721.190.000-53705-Communication |
| 72 | Verizon Wireless                 | \$ 547.37            | 1/2-Cell Svc/Equip.102617-112517-TAD     | 721.190.000-53705-Communication |
| 73 | NAPA Avon                        | \$ 213.75            | 1/2-Misc Truck Parts & Tools-RK          | 721.190.000-53707-Mobile Maint  |
| 74 | Sylvester Truck & Tire Service   | \$ 579.38            | 1/2-Tires & Tire Repair-RK               | 721.190.000-53707-Mobile Maint  |
| 75 | Lawn Tech                        | \$ 35.12             | Fertilize Lawn@32789Lake-RK              | 721.190.000-53708-Bldg Maint    |
| 76 | Baytos, Steve                    | \$ 366.48            | Reimbursement-Mileage-TAD                | 721.190.000-53901-Refunds       |
| 77 | Langermeier, Brian               | \$ 72.76             | Reimbursement for Mileage-SB             | 721.190.000-53901-Refunds       |
|    |                                  | <b>\$ 151,958.71</b> |  |                                 |

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

November 21, 2017

| Name                        | Amount                      | Memo                                   | Account                        |
|-----------------------------|-----------------------------|--|--------------------------------|
| 1 Avon Lake Regional Water  | \$ 1,998.34                 | ELT! Operator Charges for Oct 2017-TAD | 703.180.000-53701.002          |
| 2 Illuminating Company      | \$ 8,212.95                 | Elect@Moore P.S.101217-110917-TAD      | 703.180.000-53703.003-Electric |
| 3 Ohio Edison               | \$ 55.35                    | Elect@Butternut/Root.100417-110217-TAD | 703.180.000-53703.004-Electric |
| 4 Ohio Edison               | \$ 53.00                    | Elect@Lear/Chstnt.100517-110317-TAD    | 703.180.000-53703.004-Electric |
| 5 Ohio Edison               | \$ 55.80                    | Elect@Lear/Mills.100717-110317-TAD     | 703.180.000-53703.004-Electric |
| 6 Ohio Edison               | \$ 53.38                    | Elect@Lear/US20.100617-110317-TAD      | 703.180.000-53703.004-Electric |
| 7 Ohio Edison               | \$ 58.55                    | Elect@Root/Sprag.100517-110217-TAD     | 703.180.000-53703.004-Electric |
| 8 Illuminating Company      | \$ 73.88                    | Elect@Lear/Krebs.090717-100517-TAD     | 703.180.000-53703.004-Electric |
| 9 Illuminating Company      | \$ 60.54                    | Elect@Moore/RR.091317-101117-TAD       | 703.180.000-53703.004-Electric |
| 10 Avon Lake Regional Water | \$ 175,843.47               | Water Used from ETL1-Oct 2017-TAD      | 703.180.000-53704-Water Used   |
|                             | <b><u>\$ 186,465.26</u></b> |  |                                |

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

November 21, 2017

| Name                       | Amount                      | Memo                                  | Account                         |
|----------------------------|-----------------------------|---------------------------------------|---------------------------------|
| 1 Avon Lake Regional Water | \$ 1,909.07                 | ETL2 Operator Charges-Oct 2017-TAD    | 762.180.000-53701.002-Contr Svc |
| 2 Ohio Edison              | \$ 5,823.14                 | Elect@Island P.S.100417-110117-TAD    | 762.180.000-53703.003-PumpSta   |
| 3 Ohio Edison              | \$ 38.19                    | Elect@IslandOAL.100517-110217-TAD     | 762.180.000-53703.003-PumpSta   |
| 4 Illuminating Company     | \$ 3,464.90                 | Elect@ETL2 Moore.101217-110917-TAD    | 762.180.000-53703.003-PumpSta   |
| 5 Illuminating Company     | \$ 66.74                    | Elect@Detroit PRV.101217-110917-TAD   | 762.180.000-53703.004-Other     |
| 6 Ohio Edison              | \$ 54.85                    | Elect@Barres PRV.100617-110617-TAD    | 762.180.000-53703.004-Other     |
| 7 Ohio Edison              | \$ 53.55                    | Elect@CenterRidge.100517-110117-TAD   | 762.180.000-53703.004-Other     |
| 8 Ohio Edison              | \$ 52.21                    | Elect@ChestnutRidge.100517-110217-TAD | 762.180.000-53703.004-Other     |
| 9 Avon Lake Regional Water | \$ 325,706.65               | Water Used from ETL2-October 2017-TAD | 762.180.000-53704-Water Used    |
|                            | <b><u>\$ 337,169.30</u></b> |                                       |                                 |



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

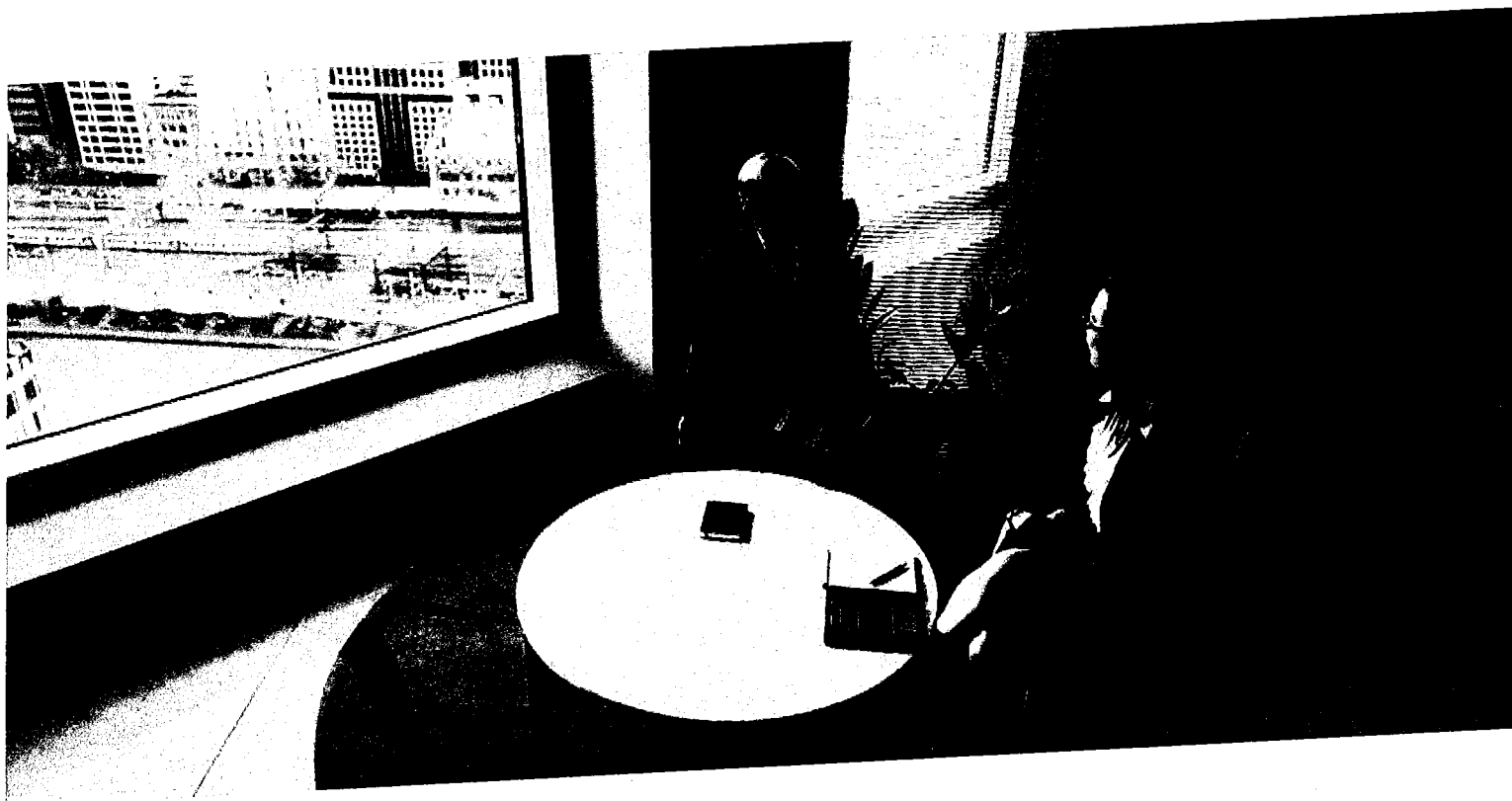
November 21, 2017

| Name                            | Amount                     | Memo                                    | Account                         |
|---------------------------------|----------------------------|---|---------------------------------|
| 1 Covalen                       | \$ 99.28                   | Grinder Pump Repair Parts-RK            | 749.190.000-53612.004-Other     |
| 2 Data-Command                  | \$ 3,232.80                | DataCommand Subscription Renewals-TAD   | 749.190.000-53701.002-Other     |
| 3 Ohio Edison                   | \$ 192.89                  | Elect@TriPlex.100417-110217-TAD         | 749.190.000-53703.001-Plants    |
| 4 Ohio Edison                   | \$ 808.83                  | Elect@FourPlex.093017-103117-TAD        | 749.190.000-53703.001-Plants    |
| 5 Illuminating Company          | \$ 61.44                   | Elect@33678Walker.101317-110917-TAD     | 749.190.000-53703.002-Bldgs     |
| 6 Lorain-Medina Rural Electric  | \$ 93.28                   | Elect@Banks.092317-102317-TAD           | 749.190.000-53703.003-PumpSta   |
| 7 Lorain-Medina Rural Electric  | \$ 96.12                   | Elect@36879Capel.092317-102317-TAD      | 749.190.000-53703.003-PumpSta   |
| 8 Lorain-Medina Rural Electric  | \$ 75.02                   | Elect@12601Cowley.092317-102317-TAD     | 749.190.000-53703.003-PumpSta   |
| 9 Lorain-Medina Rural Electric  | \$ 115.94                  | Elect@12775Durkee.092317-102317-TAD     | 749.190.000-53703.003-PumpSta   |
| 10 Lorain-Medina Rural Electric | \$ 54.75                   | Elect@Durkee(S).092317-102317-TAD       | 749.190.000-53703.003-PumpSta   |
| 11 Lorain-Medina Rural Electric | \$ 103.59                  | Elect@IndianHollow.092317-102317-TAD    | 749.190.000-53703.003-PumpSta   |
| 12 Lorain-Medina Rural Electric | \$ 90.50                   | Elect@Slife.092317-102317-TAD           | 749.190.000-53703.003-PumpSta   |
| 13 Ohio Edison                  | \$ 54.46                   | Elect@12169AvonBelden.100317-103117-TAD | 749.190.000-53703.003-PumpSta   |
| 14 Ohio Edison                  | \$ 55.83                   | Elect@12901AbonBelden.100317-103117-TAD | 749.190.000-53703.003-PumpSta   |
| 15 Ohio Edison                  | \$ 59.96                   | Elect@33930Cooley.100317-110117-TAD     | 749.190.000-53703.003-PumpSta   |
| 16 Ohio Edison                  | \$ 58.09                   | Elect@36780Giles.093017-103017-TAD      | 749.190.000-53703.003-PumpSta   |
| 17 Ohio Edison                  | \$ 53.52                   | Elect@10920Hawke.100617-110217-TAD      | 749.190.000-53703.003-PumpSta   |
| 18 Ohio Edison                  | \$ 58.33                   | Elect@10301Reed.100517-110117-TAD       | 749.190.000-53703.003-PumpSta   |
| 19 Link Computer Corp.          | \$ 300.16                  | MuniLink Billing-Nov. 2017-TAD          | 749.190.000-53760-Billing Exp   |
| 20 RLCWA                        | \$ 1,234.00                | LORCO Meter Reading-October 2017-TAD    | 749.190.000-53760-Billing Exp   |
| 21 Link Computer Corp.          | \$ 300.16                  | MuniLink Billing - December 2017-TAD    | 749.190.000-53760-Billing Exp   |
| 22 LORCO                        | \$ 1,300.77                | Refund LORCO 2 Payments-Oct. 2017-TAD   | 749.190.000-53901-Refunds/Reimb |
| 23 LORCO                        | \$ 13,500.00               | Mo.Operations Advance-Nov. 2017-TAD     | 749.190.000-59500-Mo Advance    |
|                                 | <b><u>\$ 21,999.72</u></b> |   |                                 |

**Avon Lake Regional Water**  
**LATERAL LOAN FUND 765 EXPENSES**

November 21, 2017

| <u>Name</u>                 | <u>Amount</u>              | <u>Memo</u>                                 | <u>Account</u>                  |
|-----------------------------|----------------------------|---|---------------------------------|
| 1 Concrete & More, Inc.     | \$ 4,000.00                | Lateral Loan Program - 205 Beck-TAD         | 765.190.000-53701-ContractorPmt |
| 2 Concrete & More, Inc.     | \$ 4,000.00                | Lateral Loan Program - 179 Brookfield-TAD   | 765.190.000-53701-ContractorPmt |
| 3 Concrete & More, Inc.     | \$ 4,000.00                | Lateral Loan Program - 32249 Lake-TAD       | 765.190.000-53701-ContractorPmt |
| 4 Concrete & More, Inc.     | \$ 1,600.00                | Lateral Loan Program - 111 Moorewood-TAD    | 765.190.000-53701-ContractorPmt |
| 5 Concrete & More, Inc.     | \$ 1,600.00                | Lateral Loan Program - 112 Moorewood-TAD    | 765.190.000-53701-ContractorPmt |
| 6 Concrete & More, Inc.     | \$ 3,000.00                | Lateral Loan Program - 139 Woodstock-TAD    | 765.190.000-53701-ContractorPmt |
| 7 Concrete & More, Inc.     | \$ 2,300.00                | Lateral Loan Program - 107 Moorewood-TAD    | 765.190.000-53701-ContractorPmt |
| 8 Concrete & More, Inc.     | \$ 4,000.00                | Lateral Loan Program - 32277 Lake-TAD       | 765.190.000-53701-ContractorPmt |
| 9 Concrete & More, Inc.     | \$ 4,000.00                | Lateral Loan Program - 171 Forest-TAD       | 765.190.000-53701-ContractorPmt |
| 10 Personal Plumber Service | \$ 2,900.00                | Lateral Loan Program - 125 Beck-TAD         | 765.190.000-53701-ContractorPmt |
| 11 Concrete & More, Inc.    | \$ 4,000.00                | Lateral Loan Program - 175 Glenview-TAD     | 765.190.000-53701-ContractorPmt |
| 12 Concrete & More, Inc.    | \$ 4,000.00                | Lateral Loan Program - 266 South Point -TAD | 765.190.000-53701-ContractorPmt |
|                             | <u><b>\$ 39,400.00</b></u> |   |                                 |



## **Executive Search Posting**

**Position: Chief of Utility Operations, Avon Lake Regional Water**

**Effective: November 20, 2017 - January 8, 2018**

## **About Avon Lake Regional Water**

Avon Lake Regional Water, located on the shores of Lake Erie, just west of Cleveland, is looking for its next Chief of Utility Operations (CUO). The CUO works in partnership with the Chief Utilities Executive (CUE) to lead this mid-sized (40-person) water and wastewater utility that not only serves the citizens of Avon Lake, but also provides bulk services outside of the city. The organization is in the process of finishing its combined sewer separations in adherence with its Long-Term Control Plan and rehabilitating its treatment facilities. It looks forward to initiating a biosolids/reclamation master plan, finalizing its launch of its GIS system, and embracing asset management and continuous improvement. More information about Avon Lake Regional Water can be found at: <https://avonlakewater.org/>

The CUO reports to the CUE and the Board of Municipal Utilities, a 5-member, elected board that governs the utility. The CUO is responsible for the successful operation of the water filtration and reclamation plants, the distribution and collection systems, and engineering, and should either have or be capable of obtaining an Ohio Class III water or wastewater license. The Board and CUE are looking for someone who will be able to help improve collaborative performance, stretch the organization and turn vision into reality; all while assuring public health, safety and environmental requirements are met.

Avon Lake Regional Water began operating in the 1920s, starting with water provision for 1,200 Avon Lake residents. Today, Avon Lake Regional Water treats drinking water for over 200,000 people and wastewater for over 30,000 people and has annual revenues approaching \$20 million.

## **Our Water Source**

Lake Erie is one of the world's largest fresh water sources. The Great Lakes today hold an estimated six quadrillion gallons of water — a fifth, or 20 percent, of all the drinkable water on the surface of Earth. Lake Erie is the fourth-largest Great Lake and the world's twelfth largest freshwater lake. Lake Erie is about 210 miles long, 57 miles wide. Bordered by Michigan, Ohio, Pennsylvania, New York and Ontario, it has 856 miles of shoreline, giving it a surface area of just over 9,900 square miles — slightly larger than the state of Vermont. Having a modern water treatment facility strategically located next to Lake Erie has placed Avon Lake Regional Water in the enviable position of being able to supply the area's growing need for high quality drinking water.

## **Facts about Avon Lake, Ohio and surrounding area**

Avon Lake is a highly-educated, professional community with a top-quality school system. It is one of the more attractive communities in the Cleveland/Lorain/Elyria metropolitan areas.

The City of Avon Lake is located in Northern Ohio between the cities of Cleveland and Lorain. As part of Lorain County, Avon Lake's geographical limits lie off the shores of Lake Erie to the north; the land area is roughly 12 square miles. According to the 2010 U.S. Census, the population is approximately 22,581.

Residents enjoy the recreational activities that our City has to offer. The community has public beaches and parks, 20 miles of bike trails, a boat launch, and many other recreational amenities. Other activities available for the enjoyment of our residents include our municipal swimming pool, golf courses, tennis courts, youth sports, adult sports, and a great library.

Located only 15 miles west of Cleveland, Avon Lake residents have convenient access to professional sports' teams, Playhouse Square, University Circle (the world-famous Cleveland Orchestra and museums), the Rock and Roll Hall of Fame, and an extensive park system.

The Cleveland Clinic is a top-rated, multispecialty academic hospital located in the greater Cleveland area that is owned and operated by the Cleveland Clinic Foundation, an Ohio nonprofit corporation established in 1921. In addition to their flagship hospital in Cleveland, the Cleveland Clinic also operates affiliated facilities in Florida, Nevada, Canada and the United Arab Emirates. <https://my.clevelandclinic.org/about>

## **Chief of Utility Operations Position Specifications**

The Chief of Utility Operations (CUO) is a full-time exempt, onsite (not remote) position. Avon Lake Regional Water is located at 201 Miller Road, Avon Lake, Ohio 44012. Preferred local area residence.

### **General Responsibilities:**

Assure operations and maintenance of all treatment, pumping, and piping systems are performed safely, in a manner that provides the appropriate level of service to customers, at the least cost, and in adherence with all regulations.

### **General Qualifications:**

1. Bachelor's Degree, preferably in engineering, sciences, business, administration, or a related field. Master's degree preferred.
2. Minimum of ten (10) years' experience in water and wastewater operations.
3. At least a Class III Ohio water and/or wastewater license, or equivalent; and preferably both.
4. Must possess a valid driver's license with an acceptable driving record.

### **Specific Duties**

Serves as the CUE's operations expert, assuring operations are performed strategically and according to quality standards. To do this, the CUO performs a variety of technical and routine tasks, including but not limited to:

- Assure all facilities are operated safely and securely in a manner to best comply with regulations, meet the needs of customers, and comply with budgetary constraints.
- Provide oversight of capital improvement plan and asset management program.
- Ensure departments are working together to minimize burdens and maximize potential.
- Champion strategic initiatives and look for new strategic opportunities.
- Embrace quality management protocols to continuously strive for organizational improvement.
- Develop, mentor, and enable staff to achieve goals.
- Manage projects assigned by the CUE.
- Represent the CUE at meetings as needed and as directed.
- Maintain effective interactions and good working relationships with internal and external stakeholders.
- Represent the organization at appropriate forums and meetings.
- Keep abreast of current "state of the art" utility operations and pending regulations.
- Assume the responsibilities of the CUE in the CUE's absence or at the CUE's direction.
- Perform other duties, 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 and requirements of the job change.*

The successful applicant should possess (minimum requirements):

1. A Bachelor's Degree with a minimum of ten years' experience in water and wastewater operations, regulations/compliance, and budgeting.
2. Familiarity with appropriate safety and security procedures.
3. Understanding of asset management practices and quality management protocols.
4. Expertise with general office and specific technical operations software.
5. Demonstrated ability to establish and maintain effective working relationships.
6. Ability to successfully complete background check, drug screening, and physical.
7. Ability to positively promote the organization and comfort speaking before groups.
8. Ability to maintain confidential and sensitive information.
9. Ability to effectively communicate in written and verbal forms, especially regarding highly technical subjects.

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

1. Knowledge of Avon Lake Regional Water operations.
2. Familiarity with all relevant regulations and permit requirements and knowledge of proposed regulations and potential impacts.
3. Knowledge of the budgeting, purchasing, and tracking processes.
4. Knowledge of the interrelations and necessary interactions between the City of Avon Lake and Avon Lake Regional Water.

*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. Meet the physical and mental demands.
2. Regularly check on and walk through plants, pumping stations, and other facilities.
3. Prioritize workloads.
4. Always be mentally alert.
5. Professional and courteous.
6. Work accurately and calmly under pressure and/or with repeated interruptions.
7. Must be available for evening meetings, etc. as needed.

Most front-line staff are represented by the United Steelworkers (USW) union. The management and a few other positions are non-union positions. The CUE and CUO positions serve at the pleasure of the Board.

## **Compensation and General Information**

Compensation will include base salary (\$92,000-\$135,000, depending on qualifications) and a Comprehensive Benefits Package. Health and welfare benefits are provided through local government agencies, including a defined benefit retirement plan (OPERS) and optional 457 plans.

Avon Lake Regional Water recruits and hires in a non-discriminatory manner and in accordance with federal and state laws.

## **Instructions for applying for the Chief of Utility Operations Position**

Miles LeHane is handling all aspects of the Chief of Utility Operations search. Contact Miles LeHane directly, *not Avon Lake Regional Water*, if you would like to submit your resume or have questions. Please send your expression of interest and resume to [email protected]. We will acknowledge your application upon receipt. We will contact selected candidates directly. Applications/resumes will be accepted from November 20, 2017, through close of business 5PM EDT January 8, 2018.



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