

Avon Lake Board of Municipal Utilities

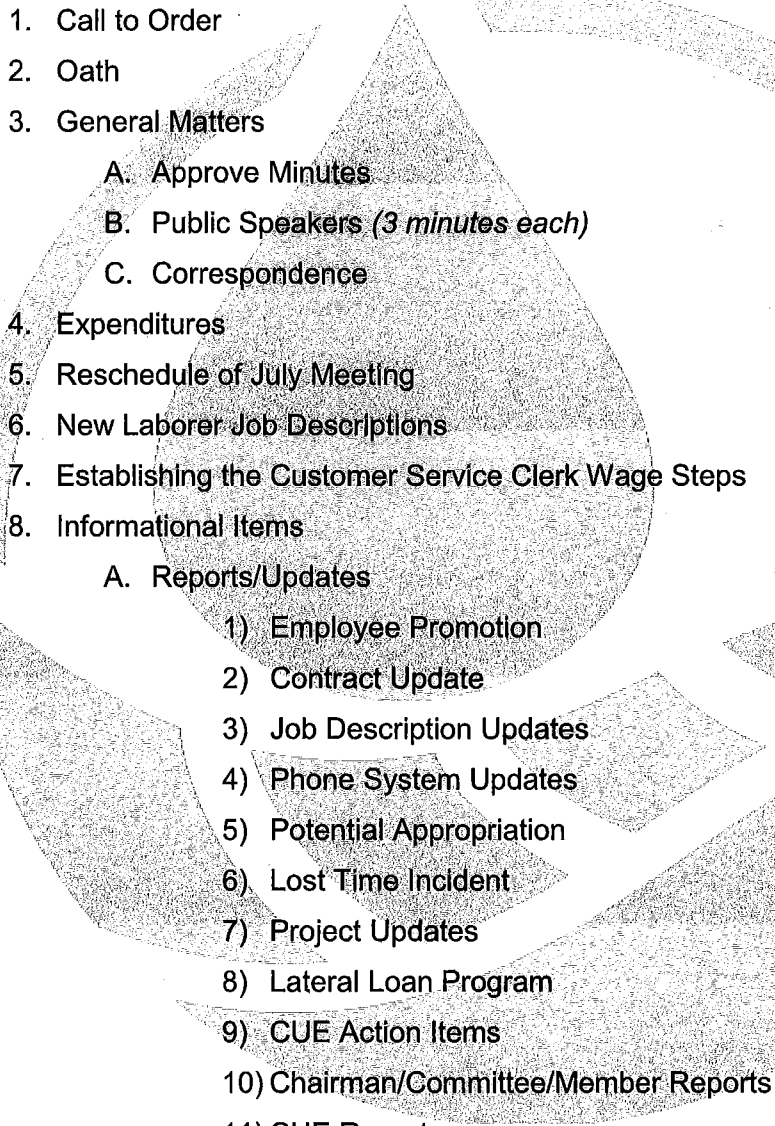
AGENDA

For

Tuesday

February 7, 2017

6:30 PM

- 
1. Call to Order
 2. Oath
 3. General Matters
 - A. Approve Minutes
 - B. Public Speakers (*3 minutes each*)
 - C. Correspondence
 4. Expenditures
 5. Reschedule of July Meeting
 6. New Laborer Job Descriptions
 7. Establishing the Customer Service Clerk Wage Steps
 8. Informational Items
 - A. Reports/Updates
 - 1) Employee Promotion
 - 2) Contract Update
 - 3) Job Description Updates
 - 4) Phone System Updates
 - 5) Potential Appropriation
 - 6) Lost Time Incident
 - 7) Project Updates
 - 8) Lateral Loan Program
 - 9) CUE Action Items
 - 10) Chairman/Committee/Member Reports
 - 11) CUE Report
 - B. Miscellaneous
 9. Public Speakers
 10. Adjourn

Avon Lake Regional Water
MEMORANDUM

To: **Board of Municipal Utilities**

From: **Todd Danielson & Steve Baytos**

Subject: **Agenda Items – February 7, 2017**

Date: **February 3, 2017**

Item 2: **Oath of Office**

At the beginning of the meeting, the CUE will administer the Oath of Office to Randy Phillips.

Item 5: **Reschedule of July Meeting**

The Board's July meeting is currently scheduled for July 4, 2017. As this is a holiday, it is requested the Board reschedule the meeting, potentially to July 11, 2017.

Recommended Motion:

I move to reschedule the July regular meeting to July 11, 2017.

Item 6: **New Laborer Job Descriptions – TAD**

As presented at the January 17, 2017, work session, management created a new position of "Laborer" in the Distribution and Collection Department and renamed the existing "Laborer" position as a "Skilled Laborer" with minor changes. The CUE requests their approval and is working with the union to finalize the wage steps.

The Principles that would help guide the Board are:

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

Recommended Motion:

I move to approve the Laborer and Skilled Laborer job descriptions.

Item 7: **Establishing the Customer Service Clerk Wage Steps – TAD**

Last fall, the Board approved a job description and proposed wage range for the Customer Service Clerk. As set forth in the collective bargaining agreement, the CUE met with the union to then negotiate the rate. (As a note, the CUE realizes this method of meeting first with the Board and then the union to negotiate seems out of order and is being modified for other positions.)

Through negotiation, the union and the CUE agreed upon the following wage steps below, pending Board approval. The top two wage steps remain unchanged from what the Board approved last fall. The bottom wage step begins at \$14.00/hr, rather than the \$12.00/hr originally proposed to the Board. The original wage steps were proposed by the CUE to reflect the customer service market wages. During the negotiation, the CUE also looked at market wages for bookkeeping clerks. The higher initial wages would be supported when also considering those responsibilities.

The Principles that would help guide the Board are:

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

Recommended Motion:

I move to set the wage steps for Customer Service Clerk as follows:

Step 1A	Step 1B	Step 1C	Step 2	Step 3	Step 4	Step 5
\$14.00	\$14.60	\$15.20	\$15.80	\$16.40	\$17.00	\$18.00

Item 8A1: Employee Promotion – TAD

Donald Hall was hired as a Laborer on May 4, 2015 and, per his direct supervisor, has provided exceptional service performing all the tasks required of him and has received his Class I Distribution license. With recommendation from his supervisor, the CUE concurs with the promotion of Donald Hall from Laborer Step 1C to Line Maintenance Man Step 1C (the next higher step). It was originally intended that Mr. Hall would receive a step increase in April. This promotion will be in lieu of the increase. By inclusion as an information item, the Board will recognize the promotion and wage change.

Item 8A2: Contract Update – TAD

During 2016, MWH Americas was purchased by Stantec. The CUE recently executed on the Board's behalf an assignment of the current MWH Americas contract to Stantec.

Item 8A3: Job Description Updates – TAD

The CUE and senior staff continue to work both internally and with the HR Director on updates to job descriptions, including the redefining of the Executive Assistant and the GIS Analyst into new positions, and the rewriting of other new job descriptions. The CUE and senior staff are also negotiating any potential wage changes with the union so that fewer issues should arise after the CUE seeks Board approval.

Item 8A4: Phone System Updates – TAD

Staff is in the process of updating the phone system to include an auto-attendant. In order to best manage the increased phone calls due to the lateral separations and the construction projects and also allow the front-office staff to focus on other responsibilities, the auto attendant will help direct calls to the appropriate personnel.

Item 8A5: Potential Appropriation – TAD

In late-2016, OWDA forwarded an approximate \$130,000 invoice to Avon Lake Regional Water for loan origination fees regarding the water pollution control center rehabilitation project. For OWDA projects, origination fees are usually rolled into the loan. However, because the rehabilitation project was funded using state revolving loan funds, the fees must be paid separately. These fees were neglected to be budgeted in the 2017 Wastewater Fund operating budget. The Board will see them in the February 21, 2017, expenses. Around the end of the third quarter, the CUE will assess whether additional funds need to be appropriated to help pay for these expenses.

Item 8A6: Lost Time Incident – SCB

Line Maintenance Operator Dennis Knick was working on a ladder about five feet above the ground at the Water Filtration Plant on January 25, 2017. The ladder leg broke, causing Dennis to fall to the concrete. As a result of the fall, bones in Mr. Knick's heel and two fingers were broken. We are glad his injuries were not more severe and look forward to having him return to work. The ladder has been destroyed so that it cannot be used again.

Item 8A7: Project Updates – SCB

Water Tower: Initial tank bowl welding has begun for the bottom cone section. In order to make up lost time, crews are currently working seven days per week.

Water Plant: Continuing with the wash water recycling system and attenuation basins.

Wastewater Plant: Will provide verbal update.

Item 8A8: Lateral Loan Program – TAD

Since the last Board meeting, three additional agreement for the Lateral Loan Program has been executed, bringing the total to 34 properties, with \$109,400 (total) committed and \$28,550 paid so far. The average loan request is for approximately \$3,200.

Item 8A9: CUE Action Items – TAD

Below are responses to questions asked by the Board:

Debrief on how CMAR worked on the water project: As the project approaches substantial completion in March or April, staff will provide a synopsis regarding how well the construction manager at risk approach worked.

LORCO FPAs: LORCO is currently discussing with Elyria the potential for minor FPA boundary adjustments where one entity may be better able to provide service than the other. The process is proceeding congenially.

Board of Municipal Utilities
Work Session Minutes
January 17, 2017
201 Miller Road
Avon Lake, Ohio

The work session was called to order at 6:00 PM.

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

Also present: WPCCC Manager Baytos and CUE Danielson.

Part-Time/Temporary Help

Board members recently requested better definition regarding the various types of part-time positions employed by Avon Lake Regional Water. The CUE presented draft definitions for "seasonal help," "interns," and "part-time employees." Members generally concurred with the definitions and wanted to assure that the HR Director was also comfortable with them. The CUE agreed he would speak with the HR Director and indicated he wanted the Board's concurrence on this item before he worked with the HR Director.

New Laborer Job Descriptions

The CUE stated that as part of the review of all job descriptions within Avon Lake Regional Water, he and management staff identified that a few of the departments needed new entry-level positions. The Distribution and Collection Department is one that does, and a draft of a new "Laborer" Job description was presented, along with a revised job description for "Skilled Laborer," which is a minor re-write to the old "Laborer" description. The CUE indicated that the HR Committee had no comments on the descriptions and would move them forward to the Council for approval. The CUE further indicated that he would present them to the Civil Service Commission on February 2, 2017, for agreement that the new position was classified. The CUE stated he would be meeting with the union before the next Board meeting, where he would seek the Board's approval for the descriptions.

Inspectors

The CUE informed the Board that he has been investigating long-term options for inspection of water line and sewer construction projects and needs to investigate more alternatives before he presents any recommendations.

Executive Assistant

Due to potential concern that the Council would not fix the Executive Assistant wage range established by the Board, the CUE decided to update the job description to better reflect the actual intended financial duties that would be undertaken by the person filling that role. The CUE and the Board further discussed what the role may entail, and consensus was achieved that the role would include several aspects similar to a financial analyst and one that could take over financial responsibilities in the CUE's

absence. With that, the CUE indicated he would write a new description that reflected the revised scope and work with the HR Director regarding roles and wages.

Other Business

Members indicated that they had not been briefed by management lately regarding the various projects and priorities of each department. After brief discussion, the CUE indicated that he would invite them to speak at an upcoming work session in the spring and then also have them attend as draft budgets are being discussed in the fall.

The work session adjourned at 7:17 PM.

Approved February 7, 2017

John G. Dzwonczyk, Chairman

Todd A. Danielson, Clerk

Board of Municipal Utilities
Regular Meeting Minutes
January 17, 2017
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 7:24 PM.

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

Also present: Chief Utilities Executive Danielson, WPCC Manager Baytos.

Approve Minutes

Chairman Dzwonczyk presented the minutes of the December 20, 2016 Work Session and Regular Meeting, the January 3, 2017 Regular Meeting, and the January 10, 2017 Work Session and with no changes, additions or corrections noted, ordered the minutes to stand and be distributed as presented.

Public Speakers – None.

Correspondence – CUE Danielson reported he is trying to reach out to Mr. Hook who had questions on his last bill.

Expenditures

Following review of expenses dated January 17, 2017, for funds and amounts as follows, Mr. Rush moved, Mr. Rickey seconded, that all be approved and paid per budget:

Water Fund 701	\$	268,232.32
Wastewater Fund 721	\$	192,496.24
MOR Fund 703 ETL1	\$	181,110.80
MOR Fund 762 ETL2	\$	301,842.88
LORCO Fund 749	\$	22,702.76
Water Constr 704	\$	307,788.29
Sewer Constr 724	\$	1,026,281.91
Lateral Loan 765	\$	4,000.00

Ayes: Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Appoint New Board Member

Ms. Schnabel moved and Mr. Rush seconded to appoint C. J. Tyree to fill the vacant Board position with a term expiring December 31, 2019. Mr. Dzwonczyk requested a roll call vote.

Ayes (per rollcall vote): Rush, Schnabel
Nays: Dzwonczyk, Rickey.
Motion failed.

Mr. Rickey moved and Mr. Dzwonczyk seconded to appoint Randy Phillips to fill the vacant Board position with a term expiring December 31, 2019.

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

Reports/Updates

Chemical Optimization Study: Staff has reviewed and provided comments to the consultant regarding the draft corrosion control study. As was expected, even though Avon Lake Regional Water is meeting all public health standards regarding lead and copper, addition of a phosphate-based corrosion inhibitor is recommended for optimal corrosion control. While the report is being finalized, staff is working separately to develop a design-build RFP to install a phosphate-based corrosion inhibition system.

ETL1 Variable Frequency Drives: The VFDs for ETL1 were rebuilt in 2010 and 2013. They are now outdated and will be replaced before failure. This was discussed with ETL1 customers at the annual consortium meeting. Staff will develop bidding documents and seek award at a future meeting.

ETL2 Pumps: The three ETL2 pumps are inadequate to keep up with increasing demand (Medina County, Medina City, new Avon tower, and RLCWA). We intend to install a fourth pump and are developing bidding documents. This was discussed with ETL2 customers at the annual consortium meeting. Staff will seek award at a future meeting.

Project Updates:

Water Tower: Done with pedestal concrete, working on internal equipment including mechanical.

Water Plant: Moving into the wash water recycling system and attenuation basins.

Wastewater Plant: HVAC installed, headworks junction chamber and next 14 foot lift going in, final tank backfill, alum tank leak test complete, mechanical going in in alum tank, administration building rough-in with drywall and electrical, will start bypass of UV system next week.

Promotion of Adam Sisson: As a result of a recent retirement in the Distribution and Collection Department, an internal opening was posted for a new Laborer. Management interviewed candidates and promoted Adam Sisson, WFP Operator (Step 1C) to Laborer (Step 4, the next higher step) effective 1/9/17.

Lateral Loan Program: Since the last Board meeting, three additional agreements for the Lateral Loan Program have been executed, bringing the total to 31 properties, with \$99,400 (total) committed and \$20,550 paid so far. The average loan request is for approximately \$3,200.

Lateral Separation Update: As of January 12, 2017, 2,914 letters have been sent to 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. Currently, 1,796 (62%) have responded (up approximately 38 last month). Of the 1,796, 1,230 have either separated laterals or already had separated laterals and 566 either have problems or are believed to have problems. By extrapolation, approximately 1,200 (566 + ~60% of homes not inspected) may need to separate laterals.

Cleveland Construction Cost Index:

By Ordinance the Trunk Sanitary Sewer Fee is adjusted annually corresponding to a change in the January Cleveland Construction Cost Index. The adjustment to the Trunk Sanitary Sewer Fee is calculated by comparing the Index published in January each year and multiplying that comparison by the current Trunk Sanitary Sewer Fee. The Index published January 11, 2017 was 12267.85 as compared to 11895.69 for 2016, an increase of 3.13%. The Board thereby recognized the following adjustments then effective and, accordingly, the respective adjustments for the existing sanitary sewer front foot fees, the CALDP Tap in Fee, Commercial Square Foot Charge, and Water Impact Fee:

Trunk Sanitary Sewer Fee	\$2,052.00
Trunk Sanitary Square Foot Charge	13.69¢
8" Sanitary Sewer Front Foot Charge	\$72.18
CALDP Tap in Fee	\$10,820.87
Commercial Square Foot Charge	\$69.46¢
Water Impact Fee	\$2,475.00

CUE Action Items:

Below are responses to questions asked by the Board:

Why so much overtime for the pay period 12/12/16 to 12/25/16: As is often the case, there are several causes for overtime. For the pay period in question, below is a table explaining overtime in more detail:

Group	Cause	Hours Paid	Hours Comp'ed	Expense
Dist. & Coll'n	Jaycox break (37.5), Weekend work (16), LORCO Callouts (15), A.L. Callouts (12), Snow/Salt (5.5)	78	22.5	\$4,027
WFP	Operating (71.5), Start-Up (~30), SCADA (~20)	110.5	42.5	\$6,020
WPCC	Operating (~60)	66	3	\$3,906
Admin	Muni-Link/Billing (38.5), Projects (21.5), Invoices/Finance (10)	70	0	\$3,701

Should expenses for the Elyria interconnect be capitalized: CUE Danielson reported consulting expenses for the Elyria emergency interconnection are paid through the operating budget, and are generally capitalized for accounting purposes.

Rebuilding the WPCC video status: The current intention for the video is to make it into a "before and after" video. Raw footage has been collected. Some on-going construction footage will be captured, and then final footage will be taken when the project is complete.

Proceeding with ISO9000: Staff is preparing to reach out to consultants regarding quality management programs.

Dave Rickey would like an updated LORCO spreadsheet: CUE Danielson provided the LORCO spreadsheet for the Board's information.

What have we done to minimize future over-pressurization: CUE Danielson reported staff will be working with integrators to determine how to best link and analyze the pressure data from the two WFP locations and whether additional backup sensors are advisable.

Brown and Caldwell synopsis re the 45s: A draft technical memorandum was submitted January 12, 2017. The report suggests that separation, possibly with additional storage, is still the best approach. Staff will review the memorandum in detail in the upcoming days.

SPCC for 5,000 gal diesel tank: Staff has reached out to regulators to assure that the correct documentation is completed.

Medical Mutual Billing: Per the Finance Department, Avon Lake is self-insured. Monthly payments are the standard feed for insurance. Weekly payments vary based upon weekly doctor visits/medication costs/etc.

What are we doing to harden SCADA? The paperwork has been started to allow the Department of Homeland Security to complete a physical and virtual audit of our facilities.

Chairman/Committee/Members Reports

Chairman Dzwonczyk reported he attended last week's Sewer Committee Meeting during which there was extensive discussion on the Sewer Separation Project.

Mr. Rush reported he will attend the Human Resources Committee Meeting.

CUE Report

CUE Danielson reported that although Avon Lake Regional Water has become more resilient, frazil ice was detected on the air burst system, but after modifying the burst cycle, we were able to get back to normal operations. As a precautionary measure, divers removed the access port plate to assure water would keep flowing.

Miscellaneous

None.

Executive Session

Mr. Rush moved, Mr. Rickey seconded, to meet in Executive Session as allowed by ORC 121.22 (G) (3) to discuss legal matters and to include the Chief Utilities Executive in the discussion.

Ayes (per rollicall vote): Dzwonczyk, Berner, Rickey, Rush, Schnabel

Nays: None

Motion carried.

The Board reconvened at 9:12 PM

Adjourn

As there was no further business, Mr. Rickey moved, Ms. Schnabel seconded, that the meeting adjourn at 9:12 PM.

Ayes: Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Approved February 7, 2017

John G. Dzwonczyk, Chairman

Todd A. Danielson, Clerk

02/03/17

**Avon Lake Regional Water
Water Fund 701 Expenses
February 7, 2017**

Name	Amount	Memo	Account
Feb 7, 17			
1. Water Employees	52,472.91	Salaries P/R #3 1/9/17-1/22/17	701 5-180 7-102-...
2. Water Employees	3,615.37	PartTime P/R #3 1/9/17-1/22/17	701 5-180 7-105-...
3. Water Employees	358.50	OT-Const P/R #3 1/9/17-1/22/17	701 5-180 7-106-...
4. Water Employees	4,722.68	OT-Plant P/R #3 1/9/17-1/22/17	701 5-180 7-106-...
5. Water Employees	1,357.25	OT-Distribution P/R #3 1/9/17-1/22/17	701 5-180 7-106-...
6. Water Employees	3,002.44	OT-Admin P/R #3 1/9/17-1/22/17	701 5-180 7-106-...
7. Brass, Mike	10.00	1 Employee Meal Allowance - LS	701 5-180 7-200-...
8. Ester, Leslie	10.00	1 Employee Meal Allowance-LS	701 5-180 7-200-...
9. Mosher, Gregory	10.00	1 Employee Meal Allowance-LS	701 5-180 7-200-...
10. Simon , William	20.00	2 Employee Meal Allowances - LS	701 5-180 7-200-...
11. Medical Mutual of Ohio	-1,688.82	Med Mutual-Emp Contribution P/R #3	701 5-180 7-203-...
12. Medicare	836.09	Medicare - P/R #3 01/22/17	701 5-180 7-212-...
13. Avon Boot Shop	764.92	1/2-Carharts for 8 Employees-RK	701 5-180 8-226-...
14. Rockmont	1,142.65	Love Your Lake T-Shirts-EW	701 5-180 8-226-...
15. Avon Lake Printing	43.00	Mount Poster-JRG	701 5-180 8-601-...
16. Federal Express	56.66	Shipping Charges-LS	701 5-180 8-601-...
17. FriendsOffice	392.77	Office Supplies-KK/KG/LS	701 5-180 8-601-...
18. SmartBill	3,646.50	Print/Mail-4th QtrBills & Envelopes-TAD	701 5-180 8-601-...
19. Staples	38.66	1/2-Office Supplies-LS	701 5-180 8-601-...
20. U.S. Bank Equipment Finance	318.40	1/2-Lease Payment-2 Ricoh Copiers-T...	701 5-180 8-601-...
21. U.S. Postage Meter Center, ...	287.91	1/2-InkCartridge/Supplies-Postage Met...	701 5-180 8-601-...
22. SmartBill	868.25	SvcFee-Wa Bills, Envelopes, Postage-T...	701 5-180 8-601-...
23. Cabot Norit Americas Inc.	35,358.40	20.09 Tons Carbon-SH	701 5-180 8-602-...
24. Mississippi Lime Co.	2,893.55	19.60 Tons Lime-SH	701 5-180 8-602-...
25. USALCO	9,526.73	74.38 Tons Alum - SH	701 5-180 8-602-...
26. ABC Equipment Rental	178.33	1/2-Maintenance Supplies-RK	701 5-180 8-603-...
27. Discount Drug Mart	80.18	Maintenance Supplies-LS	701 5-180 8-603-...
28. Grainger Inc.	289.95	Maintenance Supplies-SH	701 5-180 8-603-...
29. McMaster-Carr Supply	88.40	Maintenance Supplies-SH	701 5-180 8-603-...
30. Rex Pipe & Supply Co.	39.20	1/2-Maintenance Supplies-RK	701 5-180 8-603-...
31. Roberts Surveying Supplies	192.00	1/2-Field Books & Lath-JRG	701 5-180 8-603-...
32. Jack Doheny Supplies Ohio ...	1,454.54	1/2-Vactor Repairs-RK	701 5-180 8-607-...
33. Precision Laser & Instrumen...	226.25	1/2-Trimble Accessories-JRG	701 5-180 8-607-...
34. Harold Archer & Sons	847.52	1/2-99.43 Tons Stone-RK	701 5-180 8-612-...
35. Harold Archer & Sons	2,300.42	1/2-296.963 Tons Stone-RK	701 5-180 8-612-...
36. HD Supply Waterworks, Ltd.	1,856.00	Water Distribution Supplies-RK	701 5-180 8-612-...
37. Alloway	110.00	Monthly TOC Analysis-SH	701 5-180 8-615-...
38. Beagle Bioproducts, Inc	2,225.00	Lab Supplies - SH	701 5-180 8-615-...
39. Culligan of Cleveland	330.00	DI Rental/Supplies 1/1/17-1/31/17-SH	701 5-180 8-615-...
40. Environmental Resource As...	211.73	Lab Standards-SH	701 5-180 8-615-...
41. Fisher Scientific	2,041.88	Lab Supplies-SH	701 5-180 8-615-...
42. Hach Company	1,276.00	Lab Supplies-SH	701 5-180 8-615-...
43. Scientific Methods Inc.	375.00	Monthly Lab Testing-SH	701 5-180 8-615-...
44. Columbia Gas	26.73	GasSvc@WFP Lab 12/16/16-1/19/17-...	701 5-180 8-700-...
45. Columbia Gas	2,173.75	GasSvc@WaPlant 12/16/16-1/169/17-...	701 5-180 8-700-...
46. Columbia Gas	776.49	GasSvc@WFP Garage 12/16/16-1/19/...	701 5-180 8-700-...
47. Columbia Gas	46.22	GasSvc@WFP Aux 12/16/16-1/19/17-...	701 5-180 8-700-...
48. Columbia Gas	82.42	GasSvc@WFP Sip 12/16/16-1/19/17-SH	701 5-180 8-700-...
49. Illuminating Co.	56.60	Elect@LearWaTower 12/8/16-1/9/17-SH	701 5-180 8-700-...
50. Illuminating Co.	52.77	Elect@WalkerWaTower 12/11/16-1/12-...	701 5-180 8-700-...
51. Illuminating Co.	184.87	Elect@AuxPumpHouse 12/10/16-1/10/...	701 5-180 8-700-...
52. Illuminating Co.	14,225.67	Elect@WaPlant 12/20/16-1/19/17-SH	701 5-180 8-700-...
53. Engie Resources	27,412.63	Elect@WaPlant 12/20/16-1/9/17-SH	701 5-180 8-700-...
54. Engie Resources	2,717.18	EnergyMgmt Svc 11/1/16-11/30/16-TAD	701 5-180 8-700-...

02/03/17

**Avon Lake Regional Water
Water Fund 701 Expenses
February 7, 2017**

Name	Amount	Memo	Account
55. Engie Resources	2,717.18	EnergyMgmt Svc 12/1/16-12/31/16-TAD	701 5-180 8-700-...
56. Engie Resources	2,717.18	EnergyMgmt Svc 1/1/17-1/31/17-TAD	701 5-180 8-700-...
57. Time Warner Cable	135.00	1/2-InternetSvc@201Miller 1/14/17-2/1...	701 5-180 8-700-...
58. Verizon Wireless	436.89	1/2-Cell PhoneSvc 1/26/17-2/25/17-TAD	701 5-180 8-700-...
59. Area Temps	2,552.21	Temp Office Help-3 Weeks Ending 1/2...	701 5-180 8-701-...
60. Clemans-Nelson Associates...	75.00	Prof Svc-December 2016-TAD	701 5-180 8-701-...
61. Solar Testing Laboratories, I...	254.00	Testing/Inspection@SIP Pjt 12/12/16-1...	701 5-180 8-701-...
62. Solar Testing Laboratories, I...	584.00	Testing/Inspection@WalkerWaTower ...	701 5-180 8-701-...
63. SOS Integration Service	1,020.00	Service Work on SCADA System-SH	701 5-180 8-701-...
64. Technology Management S...	416.88	1/2-Computer Support-Dec.2016-TAD	701 5-180 8-701-...
65. Technology Management S...	850.00	1/2-Offsite Backup-Jan.2017-TAD	701 5-180 8-701-...
66. Daniel J. Talarek, Lorain Co...	1,436.22	2016 Property Taxes-LearRd WaTowe...	701 5-180 8-701-...
67. Brakey Energy, Inc.	920.00	Energy Mgmt Svc- Jan. 2017-TAD	701 5-180 8-701-...
68. Burgess & Niple, Inc.	10,951.82	Elyria Interconnection Eval 12/25/16-1/...	701 5-180 8-701-...
69. Avon Lake Regional Water	2,380.56	Water Used on ETL1-January 2017-TAD	701 5-180 8-703-...
70. Fuelman of Northern Ohio	799.65	1/2-Fuel for Vehicles 1/2/17-1/15/17-LS	701 5-180 8-707-...
71. Fuelman of Northern Ohio	598.68	1/2-Fuel for Vehicles 1/16/16-1/29/17-LS	701 5-180 8-707-...
72. Advance Auto Parts	29.50	1/2-Misc Truck Parts-RK	701 5-180 8-707-...
73. Fisher Auto Parts Inc.	3.94	1/2-Misc Truck Parts-RK	701 5-180 8-707-...
74. NAPA Avon	838.07	Misc Truck Parts-RK/SH	701 5-180 8-707-...
75. Perkins Motor Service	250.00	1/2-Repair Gas Tank-Truck#4-RK	701 5-180 8-707-...
76. Petroliance	300.25	1/2-Motor Oil-RK	701 5-180 8-707-...
77. Acquire Fire Protection	889.71	Annual Maint/Inspect Fire Ext@WFP-SH	701 5-180 8-708-...
78. Acquire Fire Protection	160.75	1/2-Annual Mant/Inspect FireExt@201...	701 5-180 8-708-...
79. Bay Mechanical & Electrical ...	1,167.88	Pipe/Fitings for Chlorine Lines-SH	701 5-180 8-708-...
80. Fire Loss Control, Inc.	235.00	Annual Exit/Emergency Light Inspectio...	701 5-180 8-708-...
81. Grainger Inc.	659.49	Building Maintenance@WaPlant-SH	701 5-180 8-708-...
82. Lighting Supply Company	1,995.70	LED Light Replacements-SH	701 5-180 8-708-...
83. Jani-King of Cleveland	322.50	1/2-CleaningSvc@201Miller-Feb.2017-...	701 5-180 8-709-...
84. Speed Exterminating Comp...	30.00	1/2-Exterminating@201Miller-Jan 201...	701 5-180 8-709-...
85. Illuminating Co.	686.89	Elect@201Miller 12/10/16-1/11/17-TAD	701 5-180 8-711-...
86. Engie Resources	864.14	Elect@201Miller 12/10/16-1/11/17-TAD	701 5-180 8-711-...
87. Columbia Gas	1,027.41	Gas Svc@201Miller 12/28/16-01/27/17...	701 5-180 8-711-...
88. Technology Management S...	653.12	1/2-Computer Monitor for J.Gaydar-JRG	701 5-180 8-804-...
Feb 7, 17	<u>220,902.17</u>		

02/03/17

**Avon Lake Regional Water
Wastewater Fund 721 Expenses
February 7, 2017**

Name	Amount	Memo	Account
Feb 7, 17			
1. Wastewater Employees	55,325.62	Salaries P/R #3 1/9/17-1/22/17	721 5-190 7-102...
2. Wastewater Employees	4,273.80	PartTime P/R #3 1/9/17-1/22/17	721 5-190 7-105...
3. Wastewater Employees	866.20	OT-Plant P/R #3 1/9/17-1/22/17	721 5-190 7-106...
4. Wastewater Employees	1,185.47	OT-Distrib P/R #3 1/9/17-1/22/17	721 5-190 7-106...
5. Wastewater Employees	3,822.72	OT-Admin P/R #3 1/9/17-1/22/17	721 5-190 7-106...
6. Wastewater Employees	405.38	OT-Construction P/R #3 1/9/17-1/22/17	721 5-190 7-106...
7. Fischer, William	10.00	1 Employee Meal Allowance-LS	721 5-190 7-200...
8. Medical Mutual of Ohio	-2,091.78	Med Mutual-Emp Contribution P/R #3	721 5-190 7-203...
9. Dependent Health Care	200.00	Dependent Healthcare February 2017	721 5-190 7-203...
10. Medicare	809.49	Medicare - P/R #3 01/22/17	721 5-190 7-212...
11. Avon Boot Shop	764.91	1/2-Carharts for 8 Employees-RK	721 5-190 8-226...
12. Avon Lake Printing	140.00	2019 SLP Yard Signs-EW	721 5-190 8-601...
13. Avon Lake Printing	468.00	2018 Deadline Yard Signs-EW	721 5-190 8-601...
14. FriendsOffice	271.58	Office Supplies-KK/KG/LS	721 5-190 8-601...
15. SmartBill	1,215.50	Print/Mail-4th QtrBills & Envelopes-TAD	721 5-190 8-601...
16. Staples	38.65	1/2-Office Supplies-LS	721 5-190 8-601...
17. U.S. Bank Equipment Fin...	318.40	1/2-Lease Payment-2 Ricoh Copiers-TAD	721 5-190 8-601...
18. U.S. Postage Meter Cent...	287.90	1/2-InkCartridge/Supplies-PostageMeter-LS	721 5-190 8-601...
19. SmartBill	289.41	SvcFee-WaBills,Envelopes,Postage-TAD	721 5-190 8-601...
20. Bonded Chemicals Inc.	3,728.42	8.6306 Tons Ferric Chloride-SB	721 5-190 8-602...
21. Mississippi Lime Co.	5,803.33	39.31 Tons Lime-SB	721 5-190 8-602...
22. ABC Equipment Rental	178.32	1/2-Maintenance Supplies-RK	721 5-190 8-603...
23. Discount Drug Mart	71.34	Maintenance Supplies-LS	721 5-190 8-603...
24. Grainger Inc.	47.91	Maintenance Supplies-SB	721 5-190 8-603...
25. GVS Safety Supplies, Inc.	99.00	Helmet Lights-SB	721 5-190 8-603...
26. McMaster-Carr Supply	876.32	Maintenance Supplies-SB	721 5-190 8-603...
27. Newark	641.45	Maintenance Supplies-SB	721 5-190 8-603...
28. USA Blue Book	300.70	Manhole Support Bracket-SB	721 5-190 8-603...
29. Rex Pipe & Supply Co.	39.19	1/2-Maintenance Supplies-RK	721 5-190 8-603...
30. Roberts Surveying Suppli...	192.00	1/2-Field Books & Lath-JRG	721 5-190 8-603...
31. Newark	538.49	Maintenance Supplies-SB	721 5-190 8-603...
32. Jack Doheny Supplies O...	1,454.53	1/2-Vactor Repairs-RK	721 5-190 8-607...
33. Grainger Inc.	918.00	Final Gear Drive Motor-SB	721 5-190 8-607...
34. Precision Laser & Instru...	226.25	1/2-Trimble Accessories-JRG	721 5-190 8-607...
35. Harold Archer & Sons	847.52	1/2-99.43 Tons Stone-RK	721 5-190 8-612...
36. Harold Archer & Sons	2,300.42	1/2-296.93 Tons Stone-RK	721 5-190 8-612...
37. Culligan of Cleveland	115.80	DI Rental/Supplies 1/1/17-1/31/17-SH	721 5-190 8-615...
38. Fisher Scientific	1,542.43	Lab Supplies-SH	721 5-190 8-615...
39. Thomas Scientific	23,905.73	Lab Supplies & Equipment-SB	721 5-190 8-615...
40. Thomas Scientific	2,775.90	Lab Supplies for WPCC-SB	721 5-190 8-615...
41. Columbia Gas	730.60	GasSvc@WPCC 11/16/16-12/16/16-SB	721 5-190 8-700...
42. Columbia Gas	26.73	GasSvc@CenterP.S. 12/16/16-1/19/17-SB	721 5-190 8-700...
43. Interstate Gas Supply, Inc.	790.37	Gas Svc@WPCC December 2016-SB	721 5-190 8-700...
44. Illuminating Co.	7,090.08	Elect@WPCC 12/9/16-1/9/17-SB	721 5-190 8-700...
45. Illuminating Co.	10.47	Elect@31900Lake 12/8/16-1/9/17-RK	721 5-190 8-700...
46. Illuminating Co.	2,296.03	Elect@32789Lake 12/9/16-1/10/17-RK	721 5-190 8-700...
47. Illuminating Co.	138.03	Elect@Bridgeside 12/8/16-1/9/17-RK	721 5-190 8-700...
48. Illuminating Co.	177.35	Elect@Lear P.S. 12/8/16-1/9/17-RK	721 5-190 8-700...
49. Illuminating Co.	190.26	Elect@HuntClub 12/8/16-1/9/17-RK	721 5-190 8-700...
50. Illuminating Co.	51.02	Elect@AvonBeldenSwMtr 12/10/16+-1/11/1...	721 5-190 8-700...
51. Engie Resources	9,323.59	Elect@WPCC 12/9/16-1/9/17-SB	721 5-190 8-700...
52. Engie Resources	930.73	Elect@CenterP.S. 12/9/16-1/10/17-RK	721 5-190 8-700...
53. Time Warner Cable	134.99	1/2-InternetSvc@201Miller 1/14/17-2/13/17-...	721 5-190 8-700...
54. Time Warner Cable	264.63	Internet/Phone Svc@WPCC 1/22/17-2/21/1...	721 5-190 8-700...

02/03/17

Avon Lake Regional Water
Wastewater Fund 721 Expenses
February 7, 2017

Name	Amount	Memo	Account
55. Verizon Wireless	436.89	1/2-Cell PhoneSvc 1/26/17-2/25/17-TAD	721 5-190 8-700...
56. aomwa	2,340.00	2017 Annual Dues-SB	721 5-190 8-701...
57. Brown & Caldwell	12,013.28	Coll Sys Modeling Update 11/25/16-12/29/1...	721 5-190 8-701...
58. CSEAO	100.00	CSEAO Membership-Gaydar-JRG	721 5-190 8-701...
59. Great Lakes Pipeline Ser...	20,381.00	CCTV Inspection Laterals-45's Project-JRG	721 5-190 8-701...
60. Great Lakes Pipeline Ser...	1,500.00	CCTV Inspection-3 Outfalls-JRG	721 5-190 8-701...
61. Solar Testing Laboratorie...	2,055.00	Testing/Inspection@WPCC 12/12/16-1/8/17...	721 5-190 8-701...
62. Technology Managemen...	416.87	1/2-Computer Support-Dec.2016-TAD	721 5-190 8-701...
63. Technology Managemen...	850.00	1/2-Offsite Backup-Jan 2017-TAD	721 5-190 8-701...
64. Treasurer, State of Ohio	3,262.59	Annual Sewage Sludge Fee-SB	721 5-190 8-701...
65. Williams Scotsman, Inc.	246.00	Container Rental 1/21/17-2/28/17-SB	721 5-190 8-701...
66. Brakey Energy, Inc.	920.00	Energy Mgmt Svc- Jan. 2017-TAD	721 5-190 8-701...
67. Republic Services	31,127.50	Sludge Disposal-Dec. 2016-SB	721 5-190 8-702...
68. Fuelman of Northern Ohio	799.65	1/2-Fuel for Vehicles 1/2/17-1/15/17-LS	721 5-190 8-707...
69. Fuelman of Northern Ohio	598.68	1/2-Fuel for Vehicles 1/16/17-1/28/17-LS	721 5-190 8-707...
70. Advance Auto Parts	29.49	1/2-Misc Truck Parts-RK	721 5-190 8-707...
71. Fisher Auto Parts Inc.	3.94	1/2-Misc Truck Parts-RK	721 5-190 8-707...
72. NAPA Avon	760.82	Misc Truck Part-RK	721 5-190 8-707...
73. Perkins Motor Service	250.00	1/2-Repair Gas Tank-Truck#4-RK	721 5-190 8-707...
74. Petrolance	300.24	1/2-Motor Oil-RK	721 5-190 8-707...
75. Acquire Fire Protection	107.00	Annual Maint/Inspect Fire Ext@WPCC-SB	721 5-190 8-708...
76. Acquire Fire Protection	160.75	1/2-Annual Maint/Inspect FireExt@201Miller...	721 5-190 8-708...
77. Jani-King of Cleveland	322.50	1/2-CleaningSvc@201Miller-Feb 2017-TAD	721 5-190 8-709...
78. Speed Exterminating Co...	30.00	1/2-Exterminating@201Miller-Jan 2017-TAD	721 5-190 8-709...
79. Technology Managemen...	653.12	1/2-Computer Monitor for J.Gaydar-JRG	721 5-190 8-804...
Feb 7, 17	<u>217,024.50</u>		

02/03/17

Avon Lake Regional Water
MOR Fund 703 Expenses - ETL1
February 7, 2017

Name	Amount	Memo	Account
Feb 7, 17			
1. Illuminating Co.	9,377.63	Elect@Moore P.S.12/11/16-01/11/17-T...	703 5-180 8-703...
2. Engie Resources	9,997.86	Elect@Moore P.S.12/11/16-01/11/17-T...	703 5-180 8-703...
3. Avon Lake Regional W...	129,983.83	Water Used from ETL1-January 2017-T...	703 5-180 8-704...
4. Ohio Edison	232.36	Elect@Lear/Mills 12/8/16-1/9/17-TAD	703 5-180 8-743...
5. Illuminating Co.	108.68	Elect@Lear/Krebs 12/8/16-1/9/17-TAD	703 5-180 8-743...
6. Illuminating Co.	50.39	Elect@Moore/RR 12/11/16-1/12/17-TAD	703 5-180 8-743...
Feb 7, 17	<u>149,750.75</u>		

02/03/17

Avon Lake Regional Water
MOR Fund 762 Expenses - ETL2
February 7, 2017

Name	Amount	Memo	Account
Feb 7, 17			
1. Illuminating Co.	4,907.52	Elect@Moore P.S. 12/11/16-1/11/17-TAD	762 5-180 8-70...
2. Engle Resources	5,447.91	Elect@Moore P.S. 12/11/16-1/11/17-TAD	762 5-180 8-70...
3. Ohio Edison	37.82	Elect@IslandOAL.01/05/17-02/02/17-TAD	762 5-180 8-70...
4. Avon Lake Regional W...	297,148.72	Water Used from ETL2-January 2017-AD	762 5-180 8-70...
5. Great Lakes Petroleum ...	1,639.91	Diesel Fuel-Island Rd Genertor-RK	762 5-180 8-74...
6. Illuminating Co.	120.65	Elect@Detroit PRV 12/11/16-1/12/17-TAD	762 5-180 8-74...
Feb 7, 17	<u>309,302.53</u>		

02/03/17

Avon Lake Regional Water
LORCO Fund 749 Expenses
February 7, 2017

Name	Amount	Memo	Account
Feb 7, 17			
1. Covalen	599.47	Grinder Pump Repair Parts-RK	749 5-190 8-603...
2. Illuminating Co.	86.06	Elect@Walker 12/11/16-1/12/17-TAD	749 5-190 8-700...
3. Engie Resources	5.19	Elect@Hawke 12/6/16-1/5/17-TAD	749 5-190 8-700...
4. Engie Resources	29.37	Elect@Reed 12/6/16-1/5/17-TAD	749 5-190 8-700...
5. Frontier	56.64	TelephoneSvc@FourPlex 1/25/17-2/24/...	749 5-190 8-700...
6. RLCWA	55.76	Water Used@TriPlex 12/1/16-1/3/17-TAD	749 5-190 8-700...
7. RLCWA	92.00	Water Used@FourPlex 12/1/16-1/3/17-...	749 5-190 8-700...
8. Great Lakes Pipeline Se...	3,522.50	CCTV/Clean San Sw Lines-Barrington-J...	749 5-190 8-701...
9. Daniel J. Talarek, Lorain...	37.82	2016 Property Taxes-TAD	749 5-190 8-701...
10. OMDP	46.00	Legal Service - Dec 2016 - TAD	749 5-190 8-907...
Feb 7, 17	<u>4,530.81</u>		

02/03/17

**Avon Lake Regional Water
Sewer System Construction - Fund 724
February 7, 2017**

<u>Name</u>	<u>Amount</u>	<u>Memo</u>	<u>Account</u>
Feb 7, 17			
1. Underground Utilities Inc.	635,887.04	Pmt #4-FIBB Sewer Project-TAD	724 5-190 8-814 ...
2. CDM Smith	179,553.00	WPCC Design 10/30/16-12/31/16-TAD	724 5-190 8-827-...
3. HDR Inc.	58,752.95	Prof Svc-The 45's Project-JRG	724 5-190 8-806 ...
Feb 7, 17	<u>874,192.99</u>		

02/03/17

Avon Lake Regional Water
Lateral Loan Program Fund 765
February 7, 2017

Name	Amount	Memo	Account
Feb 7, 17			
1. Concrete & More Inc.	4,000.00	Sanitary Lateral Work-179 Berkshire-...	765 5-190 8-701-...
2. Concrete & More Inc.	4,000.00	Sanitary Lateral Work-237 Inwood-TAD	765 5-190 8-701-...
Feb 7, 17	<u>8,000.00</u>		

Avon Lake Regional Water
MEMORANDUM

To: **Board of Municipal Utilities**

From: **Todd Danielson**

Subject: **Analyst/Assistant Job Description & Wages**

Date: **January 25, 2017**

Attached is a draft job description for the new Analyst/Assistant position. This is a major modification to the position originally described as an Executive Assistant. The position would be responsible for providing financial analysis regarding revenues and expenses, projects and debt, operations, "what-if" scenarios, and a variety of other areas. The position would create "dashboards," perform budgeting tasks, and oversee financial duties at the CUE's direction. The position would also perform administrative functions such as preparing Board packages and creating minutes, record keeping and filing, and handling information requests.

As with many positions in small companies, the position is a hybrid: comprising approximately 70% Financial Analyst and 30% Executive Assistant. As such, the proposed wage range is a blend of the two. The Bureau of Labor Statistics states that the May 2015 wages for Financial Analysts in our area was \$50,000 to \$96,000 for the 10th to 75th percentiles and the wage range for Executive Assistant was \$33,000 to \$60,000 for the 10th to 75th percentiles. Therefore, I believe an appropriate wage range would be \$40,000 to \$80,000 per year as a salary. This range should attract the right type of people for the duties we wish the position to perform.