

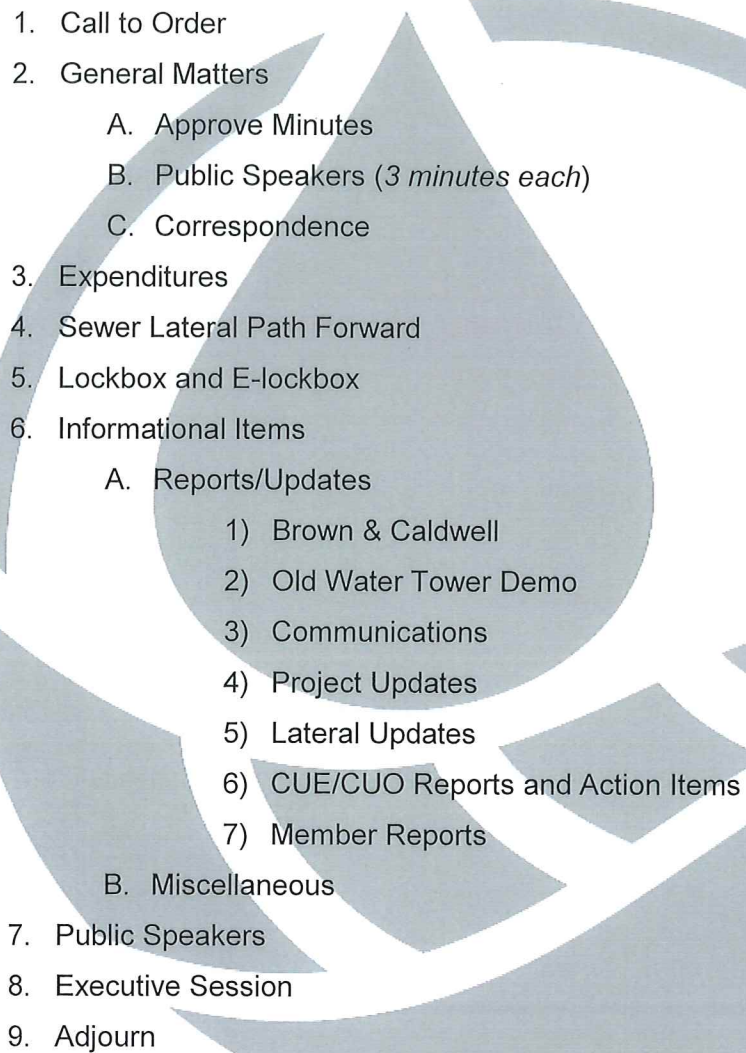
AGENDA

For

Tuesday

October 9, 2018

Immediately Following Work Session

- 
1. Call to Order
 2. General Matters
 - A. Approve Minutes
 - B. Public Speakers (*3 minutes each*)
 - C. Correspondence
 3. Expenditures
 4. Sewer Lateral Path Forward
 5. Lockbox and E-lockbox
 6. Informational Items
 - A. Reports/Updates
 - 1) Brown & Caldwell
 - 2) Old Water Tower Demo
 - 3) Communications
 - 4) Project Updates
 - 5) Lateral Updates
 - 6) CUE/CUO Reports and Action Items
 - 7) 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 & Rob Munro**
Subject: **Agenda Items – October 9, 2018**
Date: **October 5, 2018**

Item 4: **Sewer Lateral Path Forward – TAD**

Based upon discussion at the work session, the CUE may seek approval by the Board regarding a revised sewer lateral path forward.

Recommended motion:
TBD

Item 5: **Lockbox and E-lockbox – TAD**

At the July 10, 2018, meeting, staff presented information about the move from processing payments by staff to processing payments through Huntington Bank with lockbox and e-lockbox. Members were comfortable with moving forward and requested additional details. Because the contract had been executed by the Finance Director in May, rather than providing additional information prior to contract approval, the CUE will monitor the time savings and additional expenses during the first year of implementation and report back to the Board regarding whether the anticipated overall savings have been or will be realized.

Recommended motion:
I move to confirm the Board's support for lockbox and e-lockbox for improved efficiency within Avon Lake Regional Water.

Item 6A1: **Brown & Caldwell Contract Amendment – RKM**

At the July 10, 2018, meeting the CUO discussed our intention to continue the contract with Brown & Caldwell relating to the Long Term Control Plan (LTCP) and wet weather system issues. Staff met on Friday October 5th to discuss and agree on the proposed scope of the project. The CUO plans to present the updated scope and budget for approval at the October 16, 2018, meeting.

Item 6A2: **Old Water Tower Demo – RKM**

Members from Avon Lake Police and Fire Departments along with representatives from Avon Lake Regional Water met on October 5th to discuss project coordination and public communications. Lycoming Supply is scheduled to mobilize to the site on Monday, October 22nd to begin site prep work. Demolition drop of the tower is scheduled for Tuesday, October 23rd between 9:00 am – 4:00 pm. Once on the ground, the dismantling of the tower will continue on Wednesday, October 24th and clean-up of the site will be completed on Thursday, October 25th and Friday, October 26th. Walker Road will be closed on Tuesday, October 22nd from Moore Rd.

to Avondale between the hours of 8:00 am – 6:00 pm. Avon Lake Regional Water staff will hold a “Pop-Up” Community Meeting on Saturday, October 13th from 9:00 am – 11:00 am directly adjacent to the project site to inform residents on the details of the project. Letters will also be sent out on Monday, October 8, 2018 to all residents in the Powdermaker neighborhood detailing the project details.

Item 6A4: Project Updates – RKM

45 Project: During the week of October 8th, the crew will begin sanitary sewer work on Lakewood. Also, the crew will be doing the topcoat paving for Vanda, Lakeview, Oakwood, South Point (between Grove and just north of Gedeohn), Overlook (sections paved during South Point paving), Electric (between Lear and South Point) and Lake Road (between Lear and South Point) as early as Thursday or Friday. If paving does not occur these days, paving will occur the week of October 15th.

Curtis Area Sanitary Sewer Rehabilitation Project: Possibly as early as Thursday, October 11th or October 12th, the crew will be doing the topcoat paving.

Elyria Interconnection Project: Assembly of the booster station building is almost complete and is scheduled to be delivered to the project site the week of October 8, 2018. Once the building is placed on-site, construction of necessary utilities will commence. Rather than a ground-breaking, ribbon-cutting ceremony is being scheduled because the actual construction schedule indicates substantial completion within a matter of weeks.

Wastewater Plant: Staff continues to work with CDM and MWH to negotiate pricing on change orders to be paid out of the contingency account. Work on punch list items for HVAC and the SCADA system continue as well.

Item 6A5: Lateral Updates – TAD

The lateral separation program continues to progress. As of October 5, 2018, letters have been sent to 3,059 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, 2,973 (97%) have responded (up 8 since 9/13/18, an average of ~3/wk). Of the 2,973, 2,519 either have come into compliance or were already in compliances (up 21, or ~7/wk) and 454 either have problems or are believed to have problems. By extrapolation, approximately 512 (454 + ~67% of homes not inspected) may need to do some work to come into compliance.

As of October 5, 2018, 14 of the homeowners with the 11/30/18 deadline have yet to respond and have their free inspection. It is anticipated, approximately 182 need to do some work to comply by 11/30/18 (~17/wk).

The total executed Lateral Loan Program agreements are now at 321 (up 1) with \$1,143,798 committed and \$813,140 paid to contractors so far. The average loan request is for approximately \$3,477. Cumulatively, 226 of the 700 (32%) whom have separated laterals have used the lateral loan program.

Item 6A6: CUE/CUO Report and Action Items – TAD/RKM

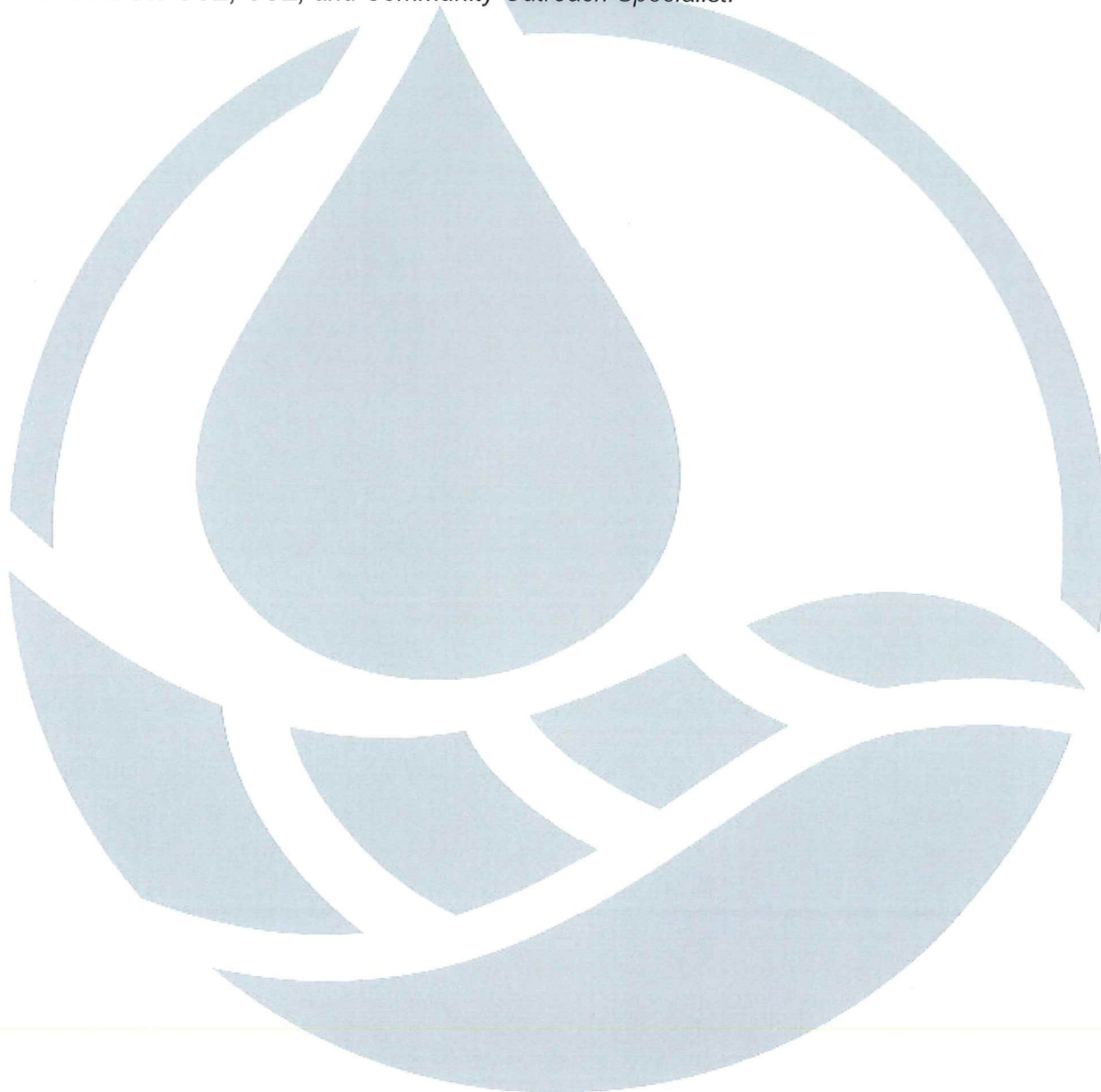
Action Items are as presented with the write-up and available on the Board Dashboard.

Item 8: **Executive Session – TAD**

The CUE requests to meet in executive session with the Board to discuss legal matters.

Recommended motion:

I move to meet in executive session as allowed by ORC 121.22 (G) to discuss legal matters and to include the CUE, CUE, and Community Outreach Specialist.



Board of Municipal Utilities
Work Session Minutes
September 18, 2018
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 5:54 PM.

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

Also present: CUE Danielson, CUO Munro, CUO Eberle, WPCC Manager Baytos, Community Outreach Specialist Arnold (arrived at 6:40 PM), Ed St. John (CDM Smith), Councilmember Fenderbosch, and Councilmember Zuber.

WPCC Rehabilitation Project Contingency

CUO Munro presented an update on the status of the rehabilitation project, changes authorized to date by staff under loan contingency, and additional work that staff would like to complete using loan funds. The Chairman asked whether some items discussed such as the digester cleaning should be capitalized or considered as operation and maintenance expenses and expressed a desire to assure rates cover all operation and maintenance expenses. The Chairman further commented that assuring that the rates included all relevant operation and maintenance expenses help to reduce future rate shocks. Staff agreed and indicated that this cleaning would be capitalized to limit negative impacts on the new equipment.

Members questioned whether the request to authorize contingency should be stated as a percentage of project cost or an actual dollar amount. The chairman indicated his support to finish the project appropriately but not to overdo it.

Compliance with November 30, 2018 Deadline

CUE Danielson indicated that customers have been contacting Avon Lake Regional Water regarding the lateral compliance dates, indicating that they are trying to get contractors to separate the laterals on their properties, and the contractors are unable to complete the work by the deadline. The CUE asked Board members for input regarding the Sewer Lateral Path Forward they approved in January 2018.

The Chairman indicated he had been giving this some thought and presented a draft flow chart for consideration. Members indicated that the ultimate goal was compliance and that there was a willingness for property owners with signed contracts to be allowed past the November 30, 2018, deadline to complete the work. Member Rush requested that there be recognition that any delay for compliance for the first group (Group A) impacts subsequent groups. Therefore, the deadline cannot be delayed too much; and the next group may also need some additional time for contracted work to be completed. Members concurred and indicated that Avon Lake Regional Water has a hard deadline of December 31, 2019, by which all sewers must be separated. Members also discussed

the concept of issuing fines for non-compliance, compared to court action compelling compliance or authorizing public action to separate laterals on private property.

Members generally agreed that to avoid negative action, property owners need to have a signed contract by their due date and will lose the ability to receive the \$1,000 wastewater bill credit if they do not have a contract in place. Property owners must provide a copy of this contract to Avon Lake Regional Water. There was a suggestion that projects for Group A homes must be complete by the end of March or April 2019. Members will further consider that before potential action at the next Board meeting.

Councilperson Fenderbosch added to the conversation, indicating that the Sewer Committee authorized the Public Works Director to seek bids for contractors to perform the separations on private property if the property owners do not complete the required work.

Adjourn

Following the discussion, Mr. Dzwonczyk adjourned the meeting at 6:57 PM.

Approved October 9, 2018

John Dzwonczyk, Chairman

Todd A. Danielson, Clerk

Board of Municipal Utilities
Meeting Minutes
September 18, 2018
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 7:08PM.

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

Also present: CUE Danielson, CUO Munro, Community Outreach Specialist Arnold, Councilmember Fenderbosch and Councilmember Zuber.

Approve Minutes

Chairman Dzwonczyk presented the minutes of the September 4, 2018 regular meeting. With no changes, additions or corrections noted, he ordered that the minutes stand and be distributed as presented.

Public Speakers

None

Correspondence

None

Expenditures

Following review of expenses dated September 4, 2018, for funds and amounts as follows, Mr. Abram moved, Chairman Dzwonczyk seconded that all be approved per budget. The Board questioned the Wastewater Fund 721 expenditure from Jones and Henry Laboratories. Mr. Abram moved to amend his motion to exclude the Jones and Henry expenditure from the Expenses, Mr. Phillips seconded.

Water Fund 701	\$	265,448.15
Wastewater Fund 721	\$	165,883.89
MOR Fund 703	\$	15,948.90
MOR Fund 762	\$	15,412.77
LORCO Fund 749	\$	42,336.13
Water Construction Fund 704	\$	20,613.25
Lateral Loan Fund 765	\$	33,400.00
Wastewater Construction	\$	142,450.50

Ayes: Abram, Dzwonczyk, Phillips, Rush and Schnabel

Nays: None

Motion carried.

Following review of expenses dated September 18, 2018, for funds and amounts as follows, Chairman Dzwonczyk moved, Mr. Phillips seconded that all be approved per budget:

Water Fund 701	\$	253,831.23
Wastewater Fund 721	\$	140,666.92
MOR Fund 703	\$	219,479.61
MOR Fund 762	\$	401,829.07
LORCO Fund 749	\$	8,280.00
Water Construction Fund 704	\$	16,000.00
Lateral Loan Fund 765	\$	33,400.00
Wastewater Construction	\$	225,704.30

Ayes: Abram, Dzwonczyk, Phillips, Rush and Schnabel
Nays: None
Motion carried.

WPCC Rehabilitation Project Contingency

In April 2016, the Board awarded the WPCC Rehabilitation Project to MWH Constructors for a contract value of \$33,229,029.00. This value did not include any contingency amount. (In August 2016, the Board adopted the policy to include contingency with project awards.) As discussed in the work session, there is additional work that Avon Lake Regional Water would like the contractor to perform while on site, protect and enhance the investment, and capitalize upon the contractor being mobilized and the 0.45% interest rate. In order to do so, the CUE requested the Board authorize him to execute change orders for out of scope work and/or execute new contracts for up to 5% of the contract value and pay for those changes through the existing loan. As required by the August 2016 policy, the CUE will provide informational updates regarding the work authorized.

Mr. Rush moved and Mr. Phillips seconded to authorize the CUE to execute change orders for out-of-scope items or enter into additional contracts for the Water Pollution Control Center Plant Improvements Project valuing up to \$1.7 million.

Ayes: Abram, Dzwonczyk, Phillips, Rush and Schnabel
Nays: None
Motion carried.

Employee Anniversary – Robert Lulfs

Robert Lulfs completed his one-year probationary period as an Operator at the Water Filtration Plant. He had acceptable performance and will receive the required step increase at his one-year anniversary.

Strategic Plan Update

The CUE briefed the Board on strategic planning efforts and discussed progress made by staff regarding the 2015 – 2018 strategic plan. He indicated that staff will conduct a full-day workshop with Tri-C on September 26 to begin the 2019 – 2022 strategic plan. As they reach a stage in the drafting process where he is able to share it with the Board, he will. Member Abram indicated he would like for the Board to receive regular updates about strategic plan priorities, and the CUE indicated he would do so on an annual basis.

Project Updates

45 Project: Driveway aprons and tree lawn restoration is progressing. The 45 Project is 64% complete as of August 31, 2018.

Curtis Area Sanitary Sewer Rehabilitation Project: Paving began on Monday, September 17, 2018, and will continue through the week, with driveway apron restoration following that. The Curtis Project is 65% as of September 12, 2018.

Wastewater Plant: At the most recent construction progress meeting it was discussed that Avon Lake Regional Water staff will work to provide an updated punch list to the contractors. Some out-of-scope items have been discussed and will be paid for out of the contingency account.

Lateral Updates

The lateral separation program continues to progress. As of September 13, 2018, letters have been sent to 3,059 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, 2,965 (97%) have responded (up 8 since 9/4/18, an average of ~4/wk). Of the 2,965, 2,498 either have come into compliance or were already in compliances (up 26, or ~13/wk) and 467 either have problems or are believed to have problems. By extrapolation, approximately 530 (467 + ~67% of homes not inspected) may need to do some work to come into compliance.

As of September 13, 2018, 18 of the homeowners with the 11/30/18 deadline have yet to respond and have their free inspection. It is anticipated, approximately 191 need to do some work to comply by 11/30/18 (~18/wk).

The total executed Lateral Loan Program agreements are now at 320 (up 4, or 2/wk) with \$1,117,848 committed and \$786,540 paid to contractors so far. The average loan request is for approximately \$3,472. Cumulatively, 221 of the 695 (32%) whom have separated laterals have used the lateral loan program.

Communications

September 15, 2018, Avon Lake Regional Water participated in Big Trucks event with the City of Avon Lake. Avon Lake Regional Water had a number of vehicles on display and water jugs on hand for public use.

CUE/CUO Report and Action Items

Action items were presented with the write-up. Action Items are available on the Board Dashboard webpage.

Chairman/Committee/Member Reports

None

Miscellaneous

None.

Adjourn

As there was no further business, Mr. Rush moved, Mr. Abram seconded, that the meeting adjourn at 7:33PM.

Ayes: Abram, Dzwonczyk, Phillips, Rush and Schnabel

Nays: None

Motion carried.

Approved October 9, 2018

John Dzwonczyk, Chairman

Todd A. Danielson, Clerk

DRAFT

AVON LAKE REGIONAL WATER

WATER FUND 701 EXPENSES

OCTOBER 9, 2018

	NAME	AMOUNT	DESCRIPTION	ACCOUNT #
1	Water Employees	\$ 61,899.12	Salaries P/R #19.082018-090218	701-180.000-51102
2	Water Employees	\$ 61,390.86	Salaries P/R #20.090318-091618	701-180.000-51102
3	Water Employees	\$ 3,117.47	Part Time P/R #19.082018-090218	701.180.000-51105
4	Water Employees	\$ 2,584.42	Part Time P/R #20.090318-091618	701.180.000-51105
5	Water Employees	\$ 1,440.94	OT - Plant P/R #19.082018-090218	701.180.000-51106.101
6	Water Employees	\$ 2,919.91	OT - Plant P/R #20.090318-091618	701.180.000-51106.101
7	Water Employees	\$ 968.13	OT - Distrib P/R #19.082018-090218	701.180.000-51106.102
8	Water Employees	\$ 806.00	OT - Distrib P/R #20.090318-091618	701.180.000-51106.102
9	Water Employees	\$ 918.75	OT - Admin P/R #19.082018-090218	701.180.000-51106.103
10	Water Employees	\$ 1,870.49	OT - Admin P/R #20.090318-091618	701.180.000-51106.103
11	Water Employees	\$ 328.50	OT - Const P/R #19.082018-090218	701.180.000-51106.104
12	Water Employees	\$ 243.00	OT - Const P/R #20.090318-091618	701.180.000-51106.104
13	Water Employees	\$ 602.60	OT - Office P/R #19.082018-090218	701.180.000-51106.105
14	Water Employees	\$ 598.18	OT - Office P/R #20.090318-091618	701.180.000-51106.105
15	Water Employees	\$ 2,400.00	CDL Allowance P/R #20.090318-091618	701.180.000-52127
16	Medical Mutual	\$ 58.93	Medical Mutual Pmt. 091418	701.180.000-52203
17	Medical Mutual	\$ 552.00	HRA Payment Week Ending 091418	701.180.000-52203
18	Medical Mutual	\$ 10.87	Medical Mutual Pmt Week Ending 092118	701.180.000-52203
19	Medical Mutual	\$ 226.12	Medical Mutual Pmt Week Ending 092118	701.180.000-52203
20	Medical Mutual	\$ 0.16	HRA Pmt. Week Ending 092118	701.180.000-52203
21	Medical Mutual	\$ 227.46	HRA Pmt. Week Ending 092118	701.180.000-52203
22	Medical Mutual	\$ 30,974.41	Medical Mutual - October 2018	701.180.000-52203
23	Medical Mutual	\$ 1,072.20	Med Mut - Opt Out P/R #20.091618	701.180.000-52203
24	Lincoln National Life	\$ 330.96	Life Insurance-Oct	701.180.000-52227
25	Cintas Corporation	\$ 215.98	Employee Uniform Rental-Aug. 2018-RK	701.180.000-52227
26	Mike Brass	\$ 20.00	2 employee meal allowances-RR	701.180.000-52227
27	Robert J Lulfs	\$ 10.00	1 employee meal allowance-RR	701.180.000-52227
28	Gregory J Mosher	\$ 20.00	2 employee meal allowances-RR	701.180.000-52227
29	William Simon	\$ 10.00	1 employee meal allowance-RR	701.180.000-52227
30	Mercy Occupational Health	\$ 103.00	Immunzations for T.Bradley-RKM	701.180.000-53206
31	Huntington National Bank	\$ 1,743.65	Conf.Expense, Lunch Meeting-GY	701.180.000-53500
32	Huntington National Bank	\$ 1,522.47	Conf.Expenses,Supplies,LunchMtgs,MembershipDues-TAD	701.180.000-53500
33	Huntington National Bank	\$ 655.61	ConfExpenses,WaTreatmentBook-JRG	701.180.000-53500
34	Link Computer Corporation	\$ 2,026.10	Munilink Billing for Sept. 2018-RKM	701.180.000-53602
35	Avon Lake Printing	\$ 45.50	Banner for Big Truck Show-CMA	701.180.000-53602
36	Fuelman	\$ 666.27	Fuel for Vehicles.091018-092318-LS	701.180.000-53604
37	Jack Doheny Supplies	\$ 75.42	Equipment Maintenance-RKM	701.180.000-53607
38	Krystowski Tractor Sales, Inc.	\$ 474.95	Lawn Mower Repairs-GY	701.180.000-53607
39	Jones Chemicals Inc.	\$ 3,600.00	6 Tons Chlorine @WFP-GY	701.180.000-53611
40	Discount Drug Mart Inc	\$ 87.35	Maintenance Supplies-LS	701.180.000-53612
41	Trumbull Industries	\$ 6,958.79	Water Distribution Supplies-RK	701.180.000-53612.001
42	ABC Equipment Rental	\$ 2.98	Maintenance Supplies (Hillman Fasteners)-RK	701.180.000-53612.001
43	ABC Equipment Rental	\$ 91.70	Maintenance Supplies-RK	701.180.000-53612.001
44	Active Plumbing Supplies	\$ 11.58	Maintenance Supplies-RK	701.180.000-53612.001
45	ABC Equipment Rental	\$ 48.10	Maintenance Supplies-RK	701.180.000-53612.001

OCTOBER 9, 2018

	NAME	AMOUNT	DESCRIPTION	ACCOUNT #
46	Grainger	\$ 517.53	Maintenance Supplies-GY	701.180.000-53612.001
47	Grainger	\$ 49.17	Maintenance Supplies-GY	701.180.000-53612.001
48	Grainger	\$ 51.00	Maintenance Supplies-GY	701.180.000-53612.001
49	Grainger	\$ 105.82	Maintenance Supplies-GY	701.180.000-53612.001
50	BissNuss Inc.	\$ 887.94	Maintenance Supplies (Batteries)-GY	701.180.000-53612.001
51	BissNuss Inc.	\$ 84.50	Maintenance Supplies (Battery)-GY	701.180.000-53612.001
52	Core & Main LP	\$ 745.20	Water Distribution Supplies-RK	701.180.000-53612.001
53	Huntington National Bank	\$ 658.22	MiscSupplies,ParkingFees,Lunches-RKM	701.180.000-53612.001
54	Huntington National Bank	\$ 24.99	Conf.Expenses,Supplies,LunchMtgs,MembershipDues-TAD	701.180.000-53612.001
55	Lowe's	\$ 435.59	misc items-various depts - RKM	701.180.000-53612.001
56	Rock Pile Inc	\$ 305.00	Yard Repair Materials-RK	701.180.000-53612.002
57	Westview Concrete Corp	\$ 575.00	Concrete Repairs (Armour)-RK	701.180.000-53612-004
58	Hach Company	\$ 1,591.71	Lab Supplies for WFP-GY	701.180.000-53613
59	Hach Company	\$ 249.27	Lab Supplies@WFP-GY	701.180.000-53613
60	OH Muni. Advisory Council	\$ 275.00	Bond Anticipation Notes, Various Purposes, Series 2018	701.180.000-53701
61	Op. Training Committee of OH	\$ 852.50	GIS/GPS Training-JRG	701.180.000-53701.002
62	Op. Training Committee of OH	\$ 225.00	GIS/GPS Training-JRG	701.180.000-53701.002
63	Area Temps	\$ 1,200.00	Temporary Office Help-Week Ending 090218-RKM	701.180.000-53701.002
64	Area Temps	\$ 1,080.00	Temporary Office Help=Week Ending 090918-RKM	701.180.000-53701.002
65	Huntington National Bank	\$ 2,355.45	Conf.Expenses,Supplies,LunchMtgs,MembershipDues-TAD	701.180.000-53701.002
66	Huntington National Bank	\$ 692.71	MiscSupplies,ParkingFees,Lunches-RKM	701.180.000-53701.002
67	Technology Mgmt Solutions	\$ 1,380.00	Computer Support for Aug. 2018-RKM	701.180.000-53701.002
68	Huntington National Bank	\$ 51.97	Conf.Expense, Lunch Meeting-GY	701.180.000-53701.002
69	Lake Erie Diving Inc.	\$ 7,670.00	Misc work on chemical feed line-GY	701.180.000-53701.002
70	Lake Erie Diving Inc.	\$ 2,920.00	Misc work on 36" intake crib-GY	701.180.000-53701.002
71	Lake Erie Diving Inc.	\$ 14,220.00	Misc work-chemical feed line & intake crib-GY	701.180.000-53701.002
72	Engie Resources	\$ 5,371.58	Elect Svc@SIP Pump Station.081018-091018-GY	701.180.000-53703.002
73	Engie Resources	\$ 13,561.80	Elect Svc@SIP Bldg.081018-091018-GY	701.180.000-53703.002
74	Illuminating Company	\$ 728.32	Elect Svc@201 Miller.081018-091018-RKM	701.180.000-53703.002
75	Illuminating Company	\$ 275.51	Electric Service-RKM	701.180.000-53703.002
76	Spectrum Business	\$ 218.26	Internet Service@WFP.083018-092918-GY	701.180.000-53705
77	Greg Yuronich	\$ 25.00	Reimbursment for Cell Phone-Sept. 2018-RKM	701.180.000-53705
78	Centurylink	\$ 611.26	Telephone Svc@WaterPlant - Aug. 2018-GY	701.180.000-53705
79	Centurylink	\$ 740.58	Telephone Svc@201 Miller-Aug. 2018-RKM	701.180.000-53705
80	Napa Avon	\$ 1,070.92	Misc Truck Parts & Tools-RK	701.180.000-53707
81	Fisher Auto Parts, Inc	\$ 21.78	Misc Truck Part- RK	701.180.000-53707
82	Sylvester Truck & Tire	\$ 165.15	Vehicle Repairs-RK	701.180.000-53707
83	AutoZone Inc.	\$ 35.97	Misc truck parts/tools-RK	701.180.000-53707
84	FLB Service Co. Corp.	\$ 117.50	Garage Door Maintenance - RK	701.180.000-53708
85	Cutting Edge Landscape	\$ 380.00	Lawn Service for July 2018-RK	701.180.000-53708
86	Burgess & Niple Limited Inc.	\$ 6,811.00	Prof.Svc-W.RidgeBooster Station.072218-081818-RKM	701.180.000-53806
87	Cheryl Arnold	\$ 13.98	Reimbursement for Mileage-LS	701.180.000-53901
88	Robert K. Munro	\$ 542.28	Rembursement for Big Truck Show Expenses-TAD	701.180.000-53901
89	Cheryl Arnold	\$ 299.77	Reimbursement-Mileage/Supplies for Big Truck show	701.180.000-53901
		<u>\$ 264,125.16</u>		

AVON LAKE REGIONAL WATER
WASTEWATER FUND 721 EXPENSES

OCTOBER 9, 2018

	NAME	AMOUNT	DESCRIPTION	ACCOUNT #
1	Wastewater Employees	\$ 60,998.89	Salaries - P/R #19.082018-090218	721.190.000-51102
2	Wastewater Employees	\$ 60,830.11	Salaries - P/R #20.090318-091618	721.190.000-51102
3	Wastewater Employees	\$ 4,219.06	Part Time P/R #19.082018-090218	721.190.000-51105
4	Wastewater Employees	\$ 3,066.94	Part Time P/R #20.090318-091618	721.190.000-51105
5	Wastewater Employees	\$ 2,541.18	OT- Plant P/R #19.082018-090218	721.190.000-51106.101
6	Wastewater Employees	\$ 2,194.66	OT - Plant P/R #20.090318-091618	721.190.000-51106.101
7	Wastewater Employees	\$ 1,469.09	OT - Distrib P/R #19.082018-090218	721.190.000-51106.102
8	Wastewater Employees	\$ 2,832.29	OT - Distrib P/R #20.090318-091618	721.190.000-51106.102
9	Wastewater Employees	\$ 1,884.72	OT - Admin P/R #19.082018-090218	721.190.000-51106.103
10	Wastewater Employees	\$ 1,643.19	OT - Admin P/R #20.090318-091618	721.190.000-51106.103
11	Wastewater Employees	\$ 415.13	OT - Const P/R #19.082018-090218	721.190.000-51106.104
12	Wastewater Employees	\$ 267.38	OT - Const P/R #20.090318-091618	721.190.000-51106.104
13	Wastewater Employees	\$ 200.85	OT - Office P/R #19.082018-090218	721.190.000-51106.105
14	Wastewater Employees	\$ 199.39	OT - Office P/R #20.090318-091618	721.190.000-51106.105
15	Wastewater Employees	\$ 2,850.00	CDL Allowance P/R #20.090318-091618	721.190.000-52127
16	Medical Mutual	\$ 147.07	Medical Mutual Payment Week Ending	721.190.000-52203
17	Medical Mutual	\$ 878.58	HRA Week Ending September 14, 2018	721.190.000-52203
18	Medical Mutual	\$ 68.57	Medical Mutual Payment Week Ending	721.190.000-52203
19	Medical Mutual	\$ 307.49	HRA Payment Week Ending September 21,	721.190.000-52203
20	Medical Mutual	\$ 20,605.98	Medical Mutual - October 2018	721.190.000-52203
21	Medical Mutual	\$ 1,072.20	Med. Mutual-Opt Out P/R #20	721.190.000-52203
22	Lincoln National Life	\$ 234.43	Life Insurance-Oct	721.190.000-52204
23	Cintas Corporation	\$ 215.98	Employee Uniform Rental-Aug. 2018-RK	721.190.000-52226
24	Timothy Dillon	\$ 10.00	1 employee meal allowance-RR	721.190.000-52227
25	William H Fischer	\$ 10.00	1 employee meal allowance-RR	721.190.000-52227
26	Jeremy Pijor	\$ 10.00	1 employee meal allowance-RR	721.190.000-52227
27	Joshua D Spinks	\$ 20.00	2 employee meal allowances-RR	721.190.000-52227
28	NEDSOWEA	\$ 35.00	Registration Fees	721.190.000-53500
29	Huntington National Bank	\$ 1,401.80	Conference Expenses & Supplies-SB	721.190.000-53500
30	Huntington National Bank	\$ 976.03	Conference Expenses-RRE	721.190.000-53500
31	Huntington National Bank	\$ 655.60	ConfExpenses,WaTreatmentBook-JRG	721.190.000-53500
32	NESOWEA	\$ 35.00	NESOWEA Section meeting for S. Baytos	721.190.000-53500
33	Link Computer Corporation	\$ 675.37	Munilink Billing for Sept. 2018-RKM	721.190.000-53602
34	Avon Lake Printing	\$ 45.50	Banner for Big Truck Show-CMA	721.190.000-53602
35	Fuelman	\$ 666.26	Fuel for Vehicles.091018-092318-LF-LS	721.190.000-53604
36	Jack Doheny Supplies Ohio	\$ 75.42	Equipment Maintenance-RKM	721.190.000-53607
37	Huntington National Bank	\$ 101.99	Conference Expenses & Supplies-SB	721.190.000-53612
38	Discount Drug Mart Inc	\$ 83.26	Maintenance Supplies-LS	721.190.000-53612
39	ABC Equipment Rental	\$ 2.98	Maintenance Supplies (Hillman Fasteners)-RK	721.190.000-53612.001
40	ABC Equipment Rental	\$ 91.70	Maintenance Supplies-RK	721.190.000-53612.001
41	Active Plumbing Supplies	\$ 11.58	Maintenance Supplies-RK	721.190.000-53612.001
42	United Laboratories Inc.	\$ 546.16	Maintenance Supplies-SB	721.190.000-53612.001
43	United Laboratories Inc.	\$ 1,115.68	Maintenance Supplies-SB	721.190.000-53612.001
44	USA Bluebook	\$ 556.47	Maintenance Supplies-SB	721.190.000-53612.001
45	ABC Equipment Rental	\$ 48.09	Maintenance Supplies-RK	721.190.000-53612.001
46	Goldstar Products, Inc	\$ 7,655.55	Maintenance Supplies-SB	721.190.000-53612.001
47	Parker Supply LLC	\$ 594.72	Maintenance Supplies-SB	721.190.000-53612.001
48	Parker Supply LLC	\$ 49.55	Maintenance Supplies-SB	721.190.000-53612.001
49	Lowe's	\$ 1,020.58	misc items-various depts	721.190.000-53612.001

OCTOBER 9, 2018

	NAME	AMOUNT	DESCRIPTION	ACCOUNT #
50	North Coast Environmental	\$ 39.00	Lab Sample-SB	721.190.000-53613
51	Huntington National Bank	\$ 795.22	MiscSupplies,ParkingFees,Lunches-RKM	721.190.000-53701
52	Huntington National Bank	\$ 659.94	MiscSupplies,ParkingFees,Lunches-RKM	721.190.000-53701.002
53	Op.Training Committee of	\$ 852.50	GIS/GPS Training-JRG	721.190.000-53701.002
54	Op.Training Committee of	\$ 225.00	GIS/GPS Training-JRG	721.190.000-53701.002
55	Technology Mgmt Solutions	\$ 1,380.00	Computer Support for Aug. 2018-RKM	721.190.000-53701.002
56	American Express	\$ 28,931.61	misc items-various depts	721.190.000-53701.007
57	Columbia Gas	\$ 28.62	Gas Service@641Lear.080318-090418-RK	721.190.000-53702.003
58	Illuminating Company	\$ 178.73	Elect Svc@31900 Lake.080918-090718-RKM	721.190.000-53703.003
59	Illuminating Company	\$ 3,826.01	Elect Svc@32789Lake.080918-090818-RK	721.190.000-53703.003
60	Illuminating Company	\$ 70.30	Elect Svc@641 Lear.080818-090718-RK	721.190.000-53703.003
61	Illuminating Company	\$ 70.09	Elect Svc@671 Bridgeside.080818-090718-RK	721.190.000-53703.003
62	Illuminating Company	\$ 71.55	Elect Svc@Hunt Club P.S.080818-090718-RK	721.190.000-53703.003
63	Illuminating Company	\$ 64.32	Elect Svc@758 Jaycox.080818-090718-RK	721.190.000-53703.004
64	Illuminating Company	\$ 64.32	Elect Svc@810 AvonBelden.081118-091118-RK	721.190.000-53703.004
65	Centurylink	\$ 383.19	Telephone Svc@PumpStations-Aug. 2018-RK	721.190.000-53705
66	Fisher Auto Parts, Inc	\$ 21.78	Misc Truck Parts-RK	721.190.000-53707
67	Sylvester Truck & Tire	\$ 165.16	Vehicle Repairs-RK	721.190.000-53707
68	Napa Avon	\$ 1,070.93	Misc Truck Parts & Tools-RK	721.190.000-53707
69	AutoZone Inc.	\$ 35.96	Misc truck parts/tools-RK	721.190.000-53707
70	FLB Service Co. Corp.	\$ 117.50	Garage Door Maintenance - RK	721.190.000-53708
71	Cutting Edge Landscape	\$ 380.00	Lawn Service for July 2018-RK	721.190.000-53708
72	Telog Instruments, Inc.	\$ 12,415.54	Wireless Rain Recorder,Gauges/Software-RK	721.190.000-53804
73	Tom Fike	\$ 35.00	Reimbursement for Op.Cert. Renew -LS	721.190.000-53901
74	Robert K. Munro	\$ 542.28	Reimbursement-Big Truck Show Expenses-TAD	721.190.000-53901
		<u>\$ 238,062.02</u>		

AVON LAKE REGIONAL WATER
MOR FUND 703 - ETL1 EXPENSES

OCTOBER 9, 2018

	NAME	AMOUNT	DESCRIPTION	ACCOUNT #
1	Illuminating Company	\$ 755.27	Disconnect/Reconnect Svc@800 Moore-RKM	703.180.000-53612.003
2	ALRW	\$ 1,932.52	ETL1 Operator Charges.080118-083118-RKM	703.180.000-53701.002
3	Op. Training Committee	\$ 568.34	GIS/GPS Training-JRG	703.180.000-53701.002
4	Ohio Edison	\$ 58.42	ElectSvc@Butternut/Root.080418-090518-RKM	703.180.000-53703.004
5	Ohio Edison	\$ 59.76	Elect Svc@Lear/Mills.080918-090718-RKM	703.180.000-53703.004
6	Ohio Edison	\$ 57.09	Elect Svc@Lear/US 20.080818-090618-RKM	703.180.000-53703.004
7	Ohio Edison	\$ 60.06	Elect Svc@Lear/Chestnut.080818-090618-RKM	703.180.000-53703.004
8	Ohio Edison	\$ 62.21	Elect Svc@Root/Sprague.080718-090518-RKM	703.180.000-53703.004
9	Insurance Partners	\$ 9,462.50	Insurance Premium for ETL's-RKM	703.180.000-53710
		<u>\$ 13,016.17</u>		

**AVON LAKE REGIONAL WATER
MOR FUND 762 - ETL2 EXPENSES**

OCTOBER 9, 2018

	NAME	AMOUNT	DESCRIPTION	ACCOUNT #
1	Cutting Edge Landscape	\$ 405.00	Lawn Service for July 2018-RK	762.180.000-53701
2	Op.Training Committee	\$ 568.33	GIS/GPS Training-JRG	762.180.000-53701.002
3	ALRW	\$ 2,524.83	ETL2 Operator Charges.080118-083118-RKM	762.180.000-53701.002
4	Ohio Edison	\$ 5,783.33	Elect Svc@Island P.S.080318-083118-RKM	762.180.000-53703.003
5	Illuminating Company	\$ 68.76	Elect Svc@Detroit PRV.081418-091118-RKM	762.180.000-53703.004
6	Ohio Edison	\$ 59.00	Elect Svc@37980Barres.080918-090718-RKM	762.180.000-53703.004
7	Ohio Edison	\$ 55.98	Elect Svc@36550 ChestnutRidge.080718-090518-RKM	762.180.000-53703.004
8	Ohio Edison	\$ 57.03	Elect Svc@37780 Center Ridge.080718-090518-RKM	762.180.000-53703.004
9	Insurance Partners Agency	\$ 9,462.50	Insurance Premium for ETL's	762.180.000-53710
		<u>\$ 18,984.76</u>		

AVON LAKE REGIONAL WATER

LORCO FUND 749

OCTOBER 9, 2018

	NAME	AMOUNT	DESCRIPTION	ACCOUNT #
1	Op.Training Committee	\$ 568.33	GIS/GPS Training-JRG	749.190.000-53701.002
2	Ohio Edison	\$ 741.27	Elect Svc@9845 AvonBelden.080718-090518-RKM	749.190.000-53703.001
3	Ohio Edison	\$ 718.18	Elect Svc@38393 Royaltlon.080218-083118	749.190.000-53703.001
4	Illuminating Company	\$ 64.31	Elect Svc@33678 Walker.081218-091118-RKM	749.190.000-53703.002
5	Ohio Edison	\$ 57.91	Elect Svc@12169 AvonBelden.080318-090418-RKM	749.190.000-53701.003
6	Ohio Edison	\$ 73.91	Elect Svc@12901Avon Belden.080318-090418	749.190.000-53701.003
7	Ohio Edison	\$ 60.37	Elect Svc@33930 Cooley.080418-090418-RKM	749.190.000-53701.003
8	Ohio Edison	\$ 79.02	Elect Svc@36780 Giles.080318-083118-RKM	749.190.000-53701.003
9	Ohio Edison	\$ 56.97	Elect Svc@10920Hawke.080718-090518-RKM	749.190.000-53701.003
10	Ohio Edison	\$ 213.11	Elect Svc@10301 Reed.080718-090518-RKM	749.190.000-53701.003
11	RLCWA	\$ 1,217.00	LORCO Meter Readings for August 2018-RKM	749.190.000-53760
12	Link Computer Corp.	\$ 300.16	Munilink Billing for Sept. 2018-RKM	749.190.000-53760
13	LORCO	\$ 10,000.00	Monthly Operations Advance - Sept. 2018-RKM	749.190.000-59500
		\$ 14,150.54		

AVON LAKE REGIONAL WATER
FUND 765 - LATERAL LOANS EXPENSES

OCTOBER 9, 2018

	NAME	AMOUNT	DESCRIPTION	ACCOUNT #
1	Concrete & More, Inc.	\$ 4,000.00	Lateral Loan Program - 137 Moorewood-RKM	765.190.000-53701
2	Concrete & More, Inc.	\$ 4,000.00	Lateral Loan Program - 33223 Lake-RKM	765.190.000-53701
3	Concrete & More, Inc.	\$ 4,000.00	Lateral Loan Program - 33461 York-RKM	765.190.000-53701
4	Heczko Construction	\$ 4,000.00	Lateral Loan Program - 239 Brookfield-RKM	765.190.000-53701
5	Concrete & More, Inc.	\$ 4,000.00	Lateral Loan Program - 196 Jaycox - RKM	765.190.000-53701
		<u>\$ 20,000.00</u>		

AVON LAKE REGIONAL WATER
WATER CONSTRUCTION FUND 704 EXPENSES

OCTOBER 9, 2018

	<u>NAME</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>ACCOUNT #</u>
1	Underground Utilities Inc	\$ 662.40	Pmt. #3 Curtis Project-OWDA Loan #8165	704.180.000-55007

AVON LAKE REGIONAL WATER
WASTEWATER CONSTRUCTION FUND 724 EXPENSES

OCTOBER 2, 2018

	NAME	AMOUNT	DESCRIPTON	ACCOUNT #
1	Underground Utilities Inc	\$ 44,336.10	Pmt. #3 Curtis Project-OWDA Loan #8165-RKM	724.190.000-55006

ACTION ITEMS FROM BOARD MEETINGS

DATE	Category*	TOPIC	SOLUTION	STATUS
9/18/2018	Financial	Chairman would like to see the costs for digester cleaning.		Open
9/18/2018	Financial	There were errors in the financials which affected the dollar amounts for Jones & Henry for mercury testing. These were caused by a staff formatting error and should have been \$150.00 and \$170.00.	Staff is working with NWS and Steve Presley to create a customized report to save time and reduce the possibility of human error.	Open
8/21/2018	Misc.	Provide a training session for Board dashboard. A webinar based meeting would be acceptable.	Considering providing individual training but will look into ability to provide webinar.	Open
7/10/2018	Lateral Project	Chairman asked about the correlation between habitual delinquent customers, special needs and CRS	Cross-referencing shutoff lists with inspection lists and CRS.	Open
6/5/2018	Misc.	Members asked what majority is needed to rescind legislation		Open
5/1/2018	Financial	Bank fees – CUE to talk to S. Presley.	Steve P. talking to Avon Lake banks.	Open
5/1/2018	Lateral Project	Lateral separation - Keep pushing out names of available contractors on FB, emails and letters.	Preparing updated information to customers based upon Board discussions regarding deadlines.	Open
9/18/2018	Misc.	The CUE stated there was a recent newspaper article.	The article has been forwarded to Board members.	Answer
9/18/2018	Lateral Project	Board requested an update on the path forward.	The CUE will prepare a draft prior to next meeting so the Board can gather their thoughts and act.	Answer
9/4/2018	Misc.	Percentage completion on projects	The CUO will include completion percentage on a regular basis.	Answer
9/4/2018	Strat. Plan	Board requests a draft on what we are envisioning for a strategic plan before meeting with Mr. Hawkins.	CUE met with chairman with initial thoughts. Following 9/26 staff workshop, strategic plan will be the focus of a work session.	Answer
8/21/2018	Misc.	SOP for inspections needs to be written.	Initial draft is complete.	Answer
8/21/2018	Lateral Project	CUE working with law director in getting contractor paid more quickly. Could be a loophole homeowners are taking advantage of in regard to returning the final signoff letter.	Law Director drafted change to the lateral loan agreement for path-forward.	Answer
8/21/2018	Financial	Ask Steve Presley what he needs to cut checks for expenses. Would like to move toward the way Council approves expenses.	Finance Director will be providing CUE purchasing procedures and approval requirements for City Staff & Council. From there, will determine what, if anything, must be adopted by Board.	Answer
8/21/2018	Financial	Provide all requested materials on Kopf to Calfee.	CUE has provided all currently-requested information.	Answer

ACTION ITEMS FROM BOARD MEETINGS

DATE	Category*	TOPIC	SOLUTION	STATUS
8/21/2018	Misc.	Follow up on inspection of 229 Fay to determine whether to pursue previous owner.	Working with Law Director	Answer
6/19/2018	Misc.	Deadline for backflow testing discussed. Members would like the date later in the year.	Staff will present a path forward in October.	Answer
6/5/2018	Financial	CUE to calculate Kopf interest.	Addressing with Calfee assistance.	Answer

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