

Avon Lake Board of Municipal Utilities

AGENDA

For

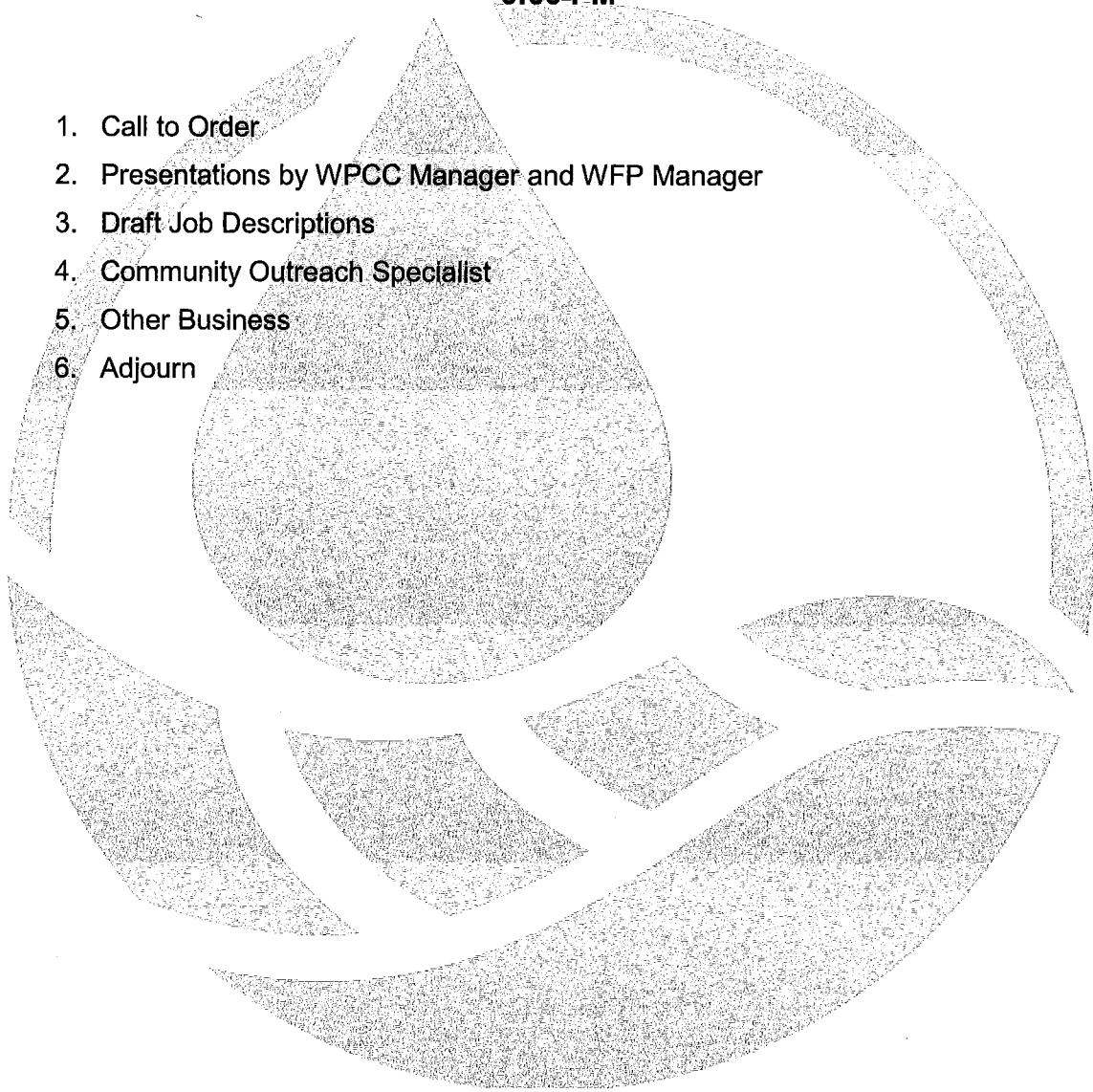
WORK SESSION

Tuesday

April 4, 2017

6:00 PM

1. Call to Order
2. Presentations by WPCC Manager and WFP Manager
3. Draft Job Descriptions
4. Community Outreach Specialist
5. Other Business
6. Adjourn



Avon Lake Regional Water
MEMORANDUM

To: **Board of Municipal Utilities**

From: **Todd Danielson**

Subject: **Work Session Agenda Items – April 4, 2017**

Date: **March 31, 2017**

Item 2: Presentations by WPCC Manager and WFP Manager – SCB/GY

Water Pollution Control Manager Steve Baytos and Water Filtration Plant Manager Greg Yuronich will each make brief presentations about what has been going on at their plants and what they believe will be going on in the near future.

Item 3: Draft Job Descriptions – TAD

In response to comments at the February 21, 2017, meeting, the CUE updated the draft job description for the Engineer. Additionally, staff worked together to develop a new Underground Asset Locator job description and is working with the union to negotiate a rate. Finally, the CUE updated the 2002 CUO job description. Drafts of each of these are attached for the Board's review. The CUE intends to take these descriptions through the Civil Service/HR Committee process during the beginning of May and seek the Board's approval of them at the May 2, 2017, meeting. If members have any comments they would like the CUE to consider, please provide them to him during April.

Item 4: Community Outreach Specialist – TAD

The CUE is currently advertising for the next Community Outreach Specialist and has received interest from approximately 8-10 individuals so far. The Board Chairman has requested that because this position helps to affect the brand and image of the organization, he wanted to assure that the CUE and the Board had similar visions for the position and the candidate.

The CUE intends for this position's primary focus to be on lateral and sewer separations through 2019. Letters, yard signs, quarterly newsletters, email communications, public meetings, social media, and phone calls will center around this campaign. As time permits, the position will also interact with customers to help them become more comfortable with the upcoming rate increases and will work to get "good information" out to our customers regarding the positive things we are doing to help them.

The candidate will need to be comfortable working in print and digital media, as well as interacting directly with customers. Being able to craft messages that positively impact the variety of customers we serve will be a key. Experience with the water sector will be a plus, but is not expected.

Based upon discussions with the Chairman, the CUE may invite the Community Outreach Specialist to provide quarterly updates to the Board regarding outreach and customer sentiments.

Job Title: Chief of Utility Operations
Organization: Avon Lake Regional Water
Immediate Supervisor: Chief Utilities Executive
Positions Supervised: 4
FLSA Status: Exempt
Bargaining Unit: N/A
Civil Service Status: Unclassified

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. Class IV Ohio water and wastewater licenses or ability to obtain, preferred.
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.

Before being hired, the successful applicant should possess:

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.

After performing the job, the successful applicant should also possess:

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.

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

GENERAL RESPONSIBILITIES:

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

GENERAL QUALIFICATIONS:

1. High School Diploma or General Equivalency Diploma. Associate's Degree, preferred.
2. Possession of a valid driver's license with an acceptable driving record.
3. Prefer One (1) year of experience in reading/interpretation of atlases/plans related to public utilities.

SPECIFIC DUTIES

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

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs and requirements of the job change.

Before being hired, successful applicant should possess the general qualifications, plus abilities to:

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

After performing the job, the successful applicant should also possess:

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

The physical/mental demands described bore are representative of the position to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

Job Title: Engineer
Organization: Avon Lake Regional Water
Immediate Supervisor: Engineering Services Manager
Positions Supervised: N/A
FLSA Status: Non-Exempt
Bargaining Unit: N/A
Civil Service Status: Unclassified

GENERAL RESPONSIBILITIES:

Under varying degrees of supervision, performs office and field technical work including, but not limited to, data collection, site inspection, and Geospatial and Infrastructure Asset Management information collection and model management. Assists in the design and management of sanitary sewer and/or waterline projects. Applies elementary engineering, mapping and surveying principles and techniques in performing these duties. This is a multi-disciplinary role combining engineering, GIS/Asset Management, inspection, drafting, data analysis, and other skills into one, dynamic position. The person filling this role may not initially have all of the qualifications, skills, and abilities but will be required to gain most or all of them.

GENERAL QUALIFICATIONS:

1. College graduate from a four-year Accreditation Board of Engineering & Technology (ABET) approved program with a Bachelor's Degree in engineering or engineering technology (civil, preferred). Must possess an Ohio Intern License (EI) from the Board of Professional Registration for Engineers and Surveyors.
2. Possession of a valid driver's license and acceptable driving record.

SPECIFIC DUTIES

Under varying levels of direction from a supervisor, shall perform a variety of technical and routine tasks including but not limited to:

- * Assist with or lead engineering design projects including laying out water and/or sewer lines with computer-aided drafting, preparing specifications and bidding documents, developing construction cost estimates, overseeing bidding, and preparing permits to install.
- * Assist with or lead construction project administration including construction oversight, change management, payment processing, and punchlist/closeout.
- * Assist in the development of computerized preventative/predictive maintenance and data management systems, taking lead on key areas of data collection, manipulation, and analysis.
- * Lead GIS effort performing GIS development and data management and prepare GIS products (e.g., maps, datasets, summary reports) to support organization

projects and programs. Analyze and perform quality checks on all Asset Management and GIS data.

- * Perform field work associated with the duties above.
- * Update and maintain paper and computerized files, records, databases; retrieve and create drawings, reports and maps.
- * Operate a variety of office and technical tools and equipment in order to best complete duties.
- * Perform additional functions/tasks as needed.
- * Respond to routine inquiries from public and/or officials.
- * Perform the duties of the Engineering Services Manager, as appropriate.

Each general responsibility is followed by a list of the specific tasks necessary to perform the duty. Essential functions are noted by an "**".

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Before being hired, successful applicant should possess the general qualifications, plus abilities to:

1. Use AutoCAD and ArcGIS Server, integrate databases, and hand draft and prepare graphic layouts.
2. Use accuracy and precision in preparing standards and calibrating electronic field surveying and data acquisition equipment.
3. Interpret and follow both oral and written instructions, procedures and supervisory direction.
4. Read legal descriptions, easements, maps, and software manuals.
5. Be innovative, organized, self-motivated, and able to multitask.
6. Learn new tools, software and processes as project needs dictate.
7. Communicate effectively, both orally and in writing.

After performing the job, the successful applicant should also possess:

1. Competency with engineering practices and survey data manipulations.
2. Familiarity with Ohio EPA permit-to-install (PTI), SWPPP and Ten State Standards for Water and Wastewater requirements.
3. Skill in interpreting land descriptions, maps, drawings, charts, plans, survey records and notes and aerial photos.
4. Knowledge of principles and practices of file and records management.
5. Ability to perform standard and complex office/field tasks including inspection.
6. Knowledge of office and field quality control procedures.
7. Skills to perform required work using standard field safety practices.
8. Proficiency operating surveying equipment, and software.

The physical/mental demands described here are representative of the position to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Required to work in office, treatment plants, and field environments.

2. Frequently required to talk or hear, stand, walk, use stairs, sit; use hands and fingers to handle or feel objects, tools, or controls; and reach.
3. The noise level in the work environment is usually moderate and sometimes may be high in the field and at the plants.
4. Hearing and speech to communicate effectively in person and over the telephone. May have to interact with abusive and/or irate customers and respond appropriately.
5. Required to climb or balance, stoop, kneel, crouch and reach.
6. Specific vision abilities required by this job include close vision and the ability to adjust focus.
7. Must handle instrumentation with care and safety.
8. Work independently or in a team environment.
9. Work accurately and calmly under pressure, with ability to handle several tasks at the same time.
10. Work safely without presenting a direct threat to self or others.
11. Physically capable of operating City vehicles safely.
12. Exposure to chemical compounds found in an office environment, construction sites, water and wastewater treatment facilities, confined spaces, loud noises, construction hazards, dust and/or fumes, heavy equipment, hot and cold temperatures and severe weather.
13. Mental capacities to make independent decisions.
14. Perform job duties on sites having limited access due to rough grading and/or in various stages of on-going construction.
15. Must be able to safely lift and/or move up to 50 pounds.
16. Must work overtime as needed.

Avon Lake Board of Municipal Utilities

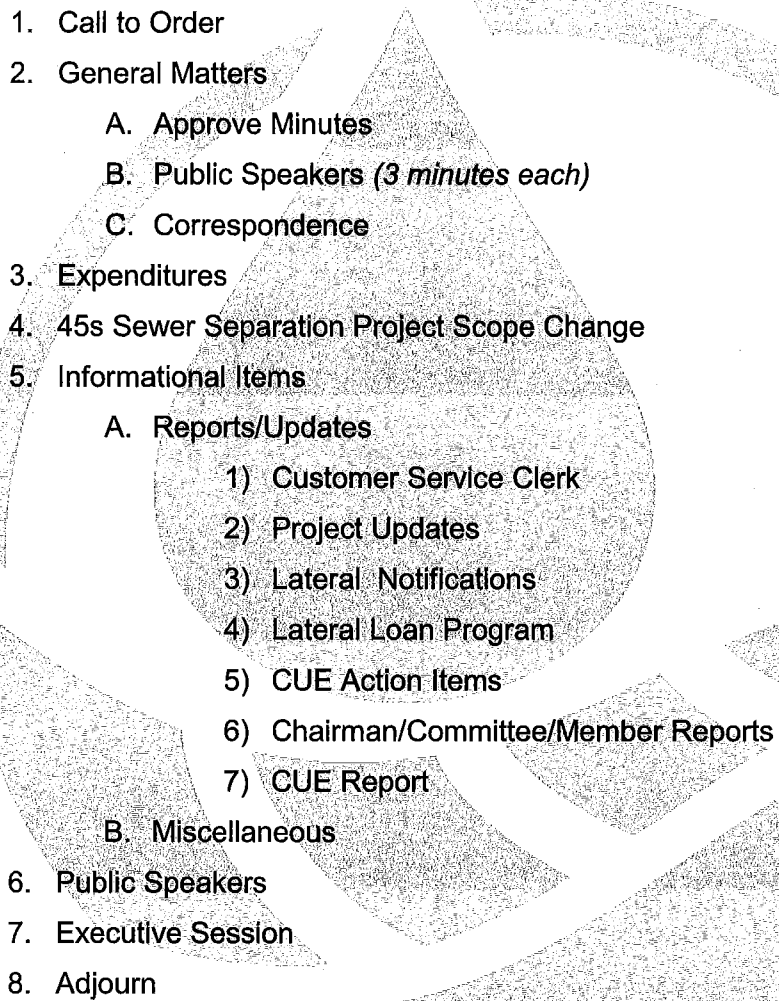
AGENDA

For

Tuesday

April 4, 2017

Immediately Following Work Session

- 
1. Call to Order
 2. General Matters
 - A. Approve Minutes
 - B. Public Speakers (*3 minutes each*)
 - C. Correspondence
 3. Expenditures
 4. 45s Sewer Separation Project Scope Change
 5. Informational Items
 - A. Reports/Updates
 - 1) Customer Service Clerk
 - 2) Project Updates
 - 3) Lateral Notifications
 - 4) Lateral Loan Program
 - 5) CUE Action Items
 - 6) Chairman/Committee/Member Reports
 - 7) CUE Report
 - B. Miscellaneous
 6. Public Speakers
 7. Executive Session
 8. Adjourn

Board of Municipal Utilities
Work Session Minutes
March 21, 2017
201 Miller Road
Avon Lake, Ohio

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

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

Also present: WPCO Manager Baytos, Distribution and Collection Manager Kasten, Engineering Services Manager Gaydar, Mayor Zilka, and Morning Journal Reporter Kevin Martin.

Manager Updates:

Engineering Services Manager Jack Gaydar provided an overview of recent past, current, and future projects. He explained the services his department provides to the organization includes surveying, utility protection marking, designing water and sewer lines, and GIS (documenting utility infrastructure), among other things.

Distribution and Collection Manager Rick Kasten provided an overview of what the distribution and collection crew does and what it has recently accomplished. He explained how the crews split up to do work such as repairing water main breaks, how they are preparing for the future, and how they respond immediately to problems to get mains back in operation very quickly. Because the crew recently responded to a break on the ETL1 line, he provided information about how responding to a break on a 36" line is much different than a neighborhood-sized line.

Both were asked by the Board about one thing they want or would like. Mr. Gaydar asked for a GIS analyst. They both would like a full time Locator for OUPS. Mr. Kasten indicated his department could benefit from adding a position of a Maintenance Man I as well as the purchase/lease of a mini excavator.

The work session adjourned at 6:48 PM.

Approved April 4, 2017

John G. Dzwonczyk, Chairman

Stephen C. Baytos IV, Acting Clerk

Board of Municipal Utilities
Regular Meeting Minutes
March 21, 2017
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 6:48 PM.

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

Also present: WPCO Manager Baytos, Mayor Zilka (left at 7:43 PM), and Kevin Martin (left at 7:48 PM).

Approve Minutes

Chairman Dzwonczyk presented the minutes of the March 7, 2017, Work Session and the March 7, 2017, Regular Meeting and with no changes, additions or corrections noted, ordered the minutes to stand and be distributed as presented.

Public Speakers – None.

Correspondence – Chairman Dzwonczyk reported the Board received a follow-up letter from Robin Ester who seemed to be satisfied with her inspection report.

Expenditures

Following review of expenses dated March 21, 2017, for funds and amounts as follows, Mr. Rush moved, Mr. Phillips seconded, that all be approved and paid per budget:

Water Fund 701	\$	145,647.81
Wastewater Fund 721	\$	123,924.54
MOR Fund 703 ETL1	\$	135,578.75
MOR Fund 762 ETL2	\$	279,218.40
LORCO Fund 749	\$	24,321.42
Water Constr 704	\$	290.00
Sewer Constr 724	\$	873,009.12
Lateral Loan 765	\$	17,950.00

Ayes: Dzwonczyk, Phillips, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Award of ETL2 Booster Pump Station Design-Build Project

Bids were opened on March 13, 2017 for the ETL2 Booster Pump Station Design-Build Project. One company provided a bid. Engineering Fluid, Inc. (EFI) of Centralia, Illinois provided a bid of \$489,668.00 and will be paid through ETL2 funds. Staff deems Engineering Fluid, Inc. responsive and responsible and requests the Board award the project. Mr. Rush moved and Mr. Rickey seconded to authorize the CUE to execute a

design-build agreement with Engineering Fluid, Inc. for the ETL2 booster pump station for a price of \$489,668.00, along with approximately 5% additional for out-of-scope items such as SCADA integration to be paid to EFI or other vendors, for a total project cost not to exceed \$514,000.00.

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

Award of WFP Modular Chemical Feed Station Design-Build Project

Bids were opened on March 13, 2017 for the WFP Modular Chemical Feed Station Design-Build Project. One company provided a bid. Engineering Fluid, Inc. (EFI) of Centralia, Illinois provided a bid of \$474,509.00. Staff deems Engineering Fluid, Inc. responsive and responsible and requests the Board award the project. Mr. Rush moved and Mrs. Schnabel seconded to authorize the CUE to execute a design-build agreement with Engineering Fluid, Inc. for the modular chemical feed station for a price of \$474,509.00, along with approximately 5% for out-of-scope items such as SCADA integration to be paid to EFI or other vendors, for a total project cost not to exceed \$500,000.00.

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

Water Filtration Plant Manager

After extensive discussions between the Board and staff, Mr. Dzwonczyk moved and Mr. Rickey seconded to appoint Greg Yuronich as WFP Manager and Operator of Record, effective April 3, 2017, with an hourly wage rate of \$40.87/hr. Mr. Heimlich will act as a transitional advisor at his current rate until April 28, 2017.

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

Reports/Updates

Employee Anniversary: Dennis Knick completes his one-year probationary period as a Line Maintenance Man April 18, 2017. Per the recommendation of his supervisor and concurrence of management, his promotion will become permanent, and he will receive the requisite step increase.

Employee Promotion: At the February 21, 2017, meeting, the CUE informed the Board that Tim Roten, WFP Janitor would be promoted to the Laborer position effective March 13, 2017. The transfer has been delayed and will now take effect April 10, 2017.

Regulations: This week, the CUE submitted comments to the USEPA regarding proposed public notice regulations for combined sewer overflows and comments to Ohio EPA regarding the draft revised lead and copper regulations.

Project Updates:

Water Tower: Tank bowl welding continues and is on schedule for ground completion in late April.

Water Plant: The work on backwash attenuation is almost complete and backwash will be diverted to the converted clearwells next week. Staff is currently in negotiations with lawn irrigation contractors and landscapers for completion of the south site and restoration of the north site.

Wastewater Plant: The lab is being completed and staff is working out of it this week. The UV system is moving along for the April 10th start up and training. Maintenance and storage areas are being finalized.

Lateral Notifications: Following the Council's passage of the Resolution of Necessity, requiring property owners in Avon Lake to separate their laterals by February 1, 2018; February 1, 2019; or June 30, 2019; depending upon where they live in the City, staff has sent out 366 of the approximately 1,269 letters that will be sent both to owners who either haven't had their laterals inspected or owners who have had their laterals inspected and still have work to do. The letters are not driving the phone calls we had originally anticipated. Only about 18 inspections (5% response) can be attributed to the letters. Response increases when the yard signs are placed in conjunction with the letters and the plan for placement of these signs is being re-thought in order to improve response.

This is part of the larger lateral separation program, which is still progressing well. As of March 8, 2017, letters had been sent to 2,925 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. As of that date, 1,979 (68%) had responded (up 83 last month). Of the 1,979, 1,358 had either separated laterals or already had separated laterals and 621 either had problems or are believed to have problems. By extrapolation, approximately 1,200 (621 + ~60% of homes not inspected) may need to separate laterals.

Lateral Loan Program: Since the last Board meeting, ten additional agreements for the Lateral Loan Program have been executed, bringing the total to 55 properties, with \$190,600 (total) committed and \$65,900 paid so far. The average loan request is for approximately \$3,500. On Tuesday, March 7, 2017, the loan application to Ohio EPA was submitted. Award is anticipated April 27, 2017.

Seasonal Help Per budget, up to twelve employees will be hired to assist with seasonal maintenance at the Avon Lake Regional Water facilities and/or engineering/construction projects.

CUE Action Items

Database on Sewer Separation: Prior to the last meeting, a customer emailed the Board indicating that she was told several years ago that she was in compliance, but we are still asking for an inspection. Prior to 2013, many letters were sent stating they were in compliance. That compliance was for the regulations in place at the time (i.e., splashed downspouts and closed-off yard and driveway drains if the foundation drain was connected to the sanitary lateral). This was the case with that customer. Our historical records are not perfect (either because they were not perfectly compiled originally, or

because owners have made changes without our knowledge). That is part of the reason why we are requesting inspections. This inspection process helps to provide better understanding regarding the connections of each of our customers.

Security for SCADA System: At the plant, there is a switch that provides "air gap separation" between the administration network and the control network. Also, the in-plant system has two virtual machine servers and a historian. The virtual machines continually backup the system and monitor security. Our IT provider (TMS) receives alerts if there are any issues. All equipment runs on UPS, which reduces impacts due to power loss or surges.

DHS Procedures: A member of the DHS met with a team of Avon Lake Regional Water employees, the police and fire chiefs, and a member of the Lorain emergency planning committee on Monday, March 13, 2017, to discuss security and resiliency of the Water Filtration Plant. In three-to-five weeks, a report that compares our level of security and resiliency to others and provides options for us to consider in becoming a more secure/resilient organization will be provided. We will also have interactive online dashboards that will allow us to change responses and see how that impacts our level of protection.

Elyria Interconnection: The Assistant Law Director has drafted an amended easement and is working with First Energy to receive their review and approval.

Buy American: The CUE followed up with Ohio EPA regarding Buy American requirements. Currently, only iron and steel are required to be from America. Consultants' corporate headquarters can be abroad.

CUO: The CUE has reached out to progressive utilities to get job descriptions of positions that may have some similar duties to those that will be assigned to our next CUO. Over the next few weeks, the CUE will begin drafting a new job description and will work with Member Rush to get initial concurrence on the draft.

Phone Answering System: Last week, it was identified that our nighttime greeting had an incorrect prompt that misdirected people calling about lateral inspections to Jack Gaydar's voice mail. The nighttime greeting has been re-recorded in order to direct people to our lateral inspection mailbox.

Lateral Separation Coordination with City Hall: Staff provided a message for people at City Hall to state to residents who mistakenly call the City, rather than Avon Lake Regional Water, inquiring about the lateral letter that was sent to them. For information purposes, the CUE provided the Board the text of the letters that are currently being sent as a result of the Resolution of Necessity.

Personnel Development and Quality Management: On March 15, Member Schnabel and the CUE met with representatives from Corporate College, a division of Cuyahoga Community College, regarding potential assistance for employee development (e.g., leadership, management, change management...) and to help determine the most appropriate quality management approach (e.g., ISO 9000, lean, six sigma...) for the organization. Corporate College will present further information in the upcoming weeks in order to help determine if they are the most appropriate partner and, potentially, structure the best program for organizational development.

Chairman/Committee/Members Reports

Chairman Dzwonczyk reported he attended the Sewer Committee meeting in the prior week, where the inappropriate letter by Avon Lake Regional Water was discussed. The Chairman would like to see doubled efforts to make sure a clerical mistake like this does not happen again.

Chairman Dzwonczyk thanked WPCC Manager Baytos for the tour of the Wastewater Plant. The Chairman would like to make sure at the completion of the project a maintenance procedure be put in place to keep the Plant looking its best at all times.

Mr. Rickey attended a LORCO Board meeting where they were celebrating their 20th Anniversary of conception. LORCO has not raised its rates in four years, the LORCO Board tabled a motion to raise the rates and will consider them at their April meeting.

Mr. Rickey also reported he toured the Wastewater Plant with WPCC Manager Baytos and CUO Eberle, where he was very impressed with the work that was completed.

Mrs. Schnabel and CUE Danielson met with representatives from Corporate College, a division of Cuyahoga Community College, regarding potential assistance for employee development and to help Avon Lake Regional Water determine the most appropriate quality management report.

CUE Report

None.

Miscellaneous

None.

Adjourn

As there was no further business, Mr. Rush moved, Mr. Rickey seconded, that the meeting adjourn at 8:02 PM.

Ayes: Dzwonczyk, Phillips, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Approved April 4, 2017

John G. Dzwonczyk, Chairman

Stephen C. Baytos IV, Acting Clerk

Avon Lake Regional Water
MEMORANDUM

To: **Board of Municipal Utilities**

From: **Todd Danielson & Steve Baytos**

Subject: **Agenda Items – April 4, 2017**

Date: **March 31, 2017**

Item 4: **45s Sewer Separation Project Scope Change – TAD**

As mentioned during the March 7, 2017, meeting, a potential cost-saving, compliance-enhancing opportunity was identified when we convened a meeting with our wet weather modeling firm (Brown and Caldwell) and our 45s sewer separation designers (HDR). We had originally considered upsizing a 400' section of the Lake Road sewer as part of the 45s Sewer Separation Project. In a similar area, Brown and Caldwell recommended parallel storage. HDR suggested constructing a specialized sewer line similar to the old combined sewers that has a small section for dry-weather flow and a larger section for wet-weather flow. Staff believes strongly that the HDR project should be modified to include this change to the design. From a concept estimate, it could add \$1,500,000-\$2,000,000 to the current project. However, a similar or larger expense would need to be made only a few years later when parallel storage is designed and constructed. Additionally, by completing the project now, the expenditure would qualify for the 0%-interest rate, which may not be available later. Importantly, it would reduce the need to perform another project in Lake Road, which causes both traffic and homeowner impact; and it further increases the goal of preventing basement backups and sewer overflows.

Immediately, staff is asking the Board to authorize an amendment for \$138,000 to the existing agreement with HDR to include this change of scope. For HDR to complete this work and "stamp" the project, they must confirm a portion of the Brown and Caldwell modeling so that they are comfortable with the level of service and resulting hydraulic grade line. They must determine the configuration that minimizes operation and maintenance issues; perform additional survey and geotechnical investigations; and design 1,100' of this oversized pipe, rather than upsizing 400' of the Lake Road sewer.

This project helps to address our sanitary surcharge abatement strategic initiative. The Principles that would help guide the Board are:

- ◆ Provide quality, affordable water services.
- ◆ Maintain existing assets, while investing in infrastructure that will take us into the future.
- ◆ Exercise fiduciary responsibility.

Recommended motion:

I move to authorize the CUE to execute a modification to the HDR agreement to include approximately 1,100' of wet weather storage on Lake Road in the design of the 45s combined sewer separation for a price not-to-exceed \$138,000.

Item 5A1: **Customer Service Clerk – TAD**

The Civil Service Commission certified the Customer Service Clerk test results on March 30, 2017, and provided the CUE the top five applicants' information. Interviews are being scheduled

for the week of April 3, 2017. Pending interviews, background check, and physical/drug screening, we hope to notify the Board at its May 2, 2017, meeting that a new Clerk has been hired.

Item 5A2: Project Updates – SCB

Water plant: The new attenuation basins are complete and in service. Work continues on the removal of the old attenuation basin. Once that is complete, the final regrading of the site will be performed and the remaining fence will be installed. Concrete sidewalks and drives are being installed on the south side and lawn irrigation and landscaping bids are being solicited.

Water Tower: Welding continues on the bowl. X-rays of the welds have shown several areas that need corrective action. Dixon Engineering will be on site next week to re-x-ray the repaired welds and to do further testing. The project remains on schedule for the bowl to be completed by early May.

WPCC: Concrete work on the new headworks is complete. Modifications to the UV channel are complete, and the new UV equipment will start to be installed next week. Modification to the new grit chamber continues and modification to the east aeration basin is scheduled to start in the next 2 weeks. Modification to the center portion of the Control Building started this week.

Item 5A3: Lateral Notifications – TAD

Following the Council's passage of the Resolution of Necessity, requiring property owners in Avon Lake to separate their laterals by February 1, 2018; February 1, 2019; or June 30, 2019; depending upon where they live in the City, staff has sent out 556 (up 190 since last meeting) of the approximately 1,269 letters that will be sent both to owners who either haven't had their laterals inspected or owners who have had their laterals inspected and still have work to do. The letters' response rate has doubled since the last update. Fifty-five inspections (10% response, up 37 from last meeting) can be attributed to the letters.

This is part of the larger lateral separation program, which is still progressing well. As of March 30, 2017, letters have been sent to 2,931 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, 2,045 (70%) had responded (up 66 since 3/8/17). Of the 2,045, 1,419 had either separated laterals or already had separated laterals and 626 either had problems or are believed to have problems. By extrapolation, approximately 1,200 (626 + ~68% of homes not inspected) may need to separate laterals. See attached table/graphs for more information.

Item 5A4: Lateral Loan Program – TAD

Since the last Board meeting, six additional agreements for the Lateral Loan Program have been executed, bringing the total to 61 properties, with \$205,000 (total) committed and an estimated \$77,200 paid so far. The average loan request is for approximately \$3,350.

Item 5A5: CUE Action Items – TAD

Below are responses to questions asked by the Board:

Program to help Engineering Service Manager collect and archive institutional knowledge: Once the new engineer is hired, he/she will reinstitute the GIS program and work with staff to gather institutional knowledge and document it in GIS. Staff is working with our IT consultant to determine the most-appropriate repository of the information (i.e., new servers or in the cloud).

Expense 701-50, damaged trees: The tree damage occurred on a vacant parcel owned by Avon Lake Regional Water/the City near the northern entrance to Westwinds during a recent wind storm. The trees were in jeopardy of falling on a neighbor's patio, etc. So, they were removed.

Expense 701-78, crack in concrete: Between the water plant's flocculation and sedimentation basins, there was a small leak that developed prior to construction (and outside of the area of construction). Staff contracted with Suburban Maintenance to repair this maintenance issue.

Do we need additional part-time clerical help: The time requirement for the lateral separation program is 1+ FTE. Once the new Clerk is hired, we intend to keep the existing temporary employee potentially for much of the remainder of the year to get through the heaviest of the lateral work and allow the new clerk to focus on learning many of the skills required for the job.

ETL2 Design-Build Project: There was a question regarding whether the ETL2 design-build project could be awarded because it was over the originally budgeted amount. Ohio code (ORC 153.693 for awarding design-build projects allows the owner to select a firm based upon the best value to the organization. Both City Ordinances and Avon Lake Regional Water Regulations state the lowest and best responsible public bidder should be selected and do not require a rebid if the cost is above estimates. Additionally, our regulations provide the Board discretion to select another bidder if it is in the best interests of the City.

Where is funding for WFP modular chemical addition: The 2017 budget included this as a cash-funded project to be paid through the Water Construction Fund.

Chemical costs for phosphate addition: At the last meeting, it was questioned what the additional cost of chemicals would be for adding phosphate at the water filtration plant. For the first three months of chemical addition, an elevated dose is required to quickly coat the pipes. Following that, a maintenance dose is applied. With this in mind, the anticipated first-year expense will be approximately \$50,000; and subsequent years will cost approximately \$25,000, based upon current flow rates and pricing. This would affect metered rates by less than \$0.003/1,000 gal.

Modular chemical addition bid "price lock": The contractor indicated that the bid is good for 60 days after bid opening. In this case, that would mean the project must be awarded by May 12, 2017.

Appropriate employment arrangement for Steve Heimlich: Per the recommendation of the Finance Director, the easiest way to continue receiving occasional assistance from Mr. Heimlich during the remainder of 2017 is to convert his role from fulltime to part-time in May and continue with the existing title and wage rate for the remainder of the year.

Verify that drug testing/background checks will be accomplished for all new employees: This will be done for all new employees, including summer help.

Personnel Development and Quality Management: We are expecting to receive initial information from Corporate College late on March 31 or early next week regarding organizational development training. As we review that and begin to determine the most appropriate direction, we are also working with an independent consultant with familiarity and expertise in the various quality management approaches. He will provide information on several and take us through a half-day session to help us determine an appropriate path forward. We will coordinate the session with Mrs. Schnabel's availability. If another member would also like to take part in the session, please let me know.

Item 7: **Executive Session – TAD**

The CUE requests to speak with the Board in executive session as allowed under ORC 121.22 to discuss a number of different issues.

Recommended Motion:

I move to meet in Executive Session as allowed by ORC 121.22 (G)(1) to discuss employee matters, (G)(3) to discuss legal matters, (G)(4) to discuss negotiations, and (G)(6) to discuss security matters and to include the Chief Utilities Executive in the discussion.

03/30/17

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

April 4, 2017

Name	Amount	Memo	Account
Apr 4, 17			
1. Water Employees	53,384.31	Salaries P/R #7.030617-031917	701.180.000-51102-...
2. Water Employees	1,439.10	PartTime P/R #7.030617-031917	701.180.000-51105-...
3. Board of Municipal...	1,541.67	March 2017 Board Salaries	701.180.000-51105-...
4. Water Employees	4,266.32	OT- Plant P/R #7.030617-031917	701.180.000-51106....
5. Water Employees	755.35	OT-Distrib P/R #7.030617-031917	701.180.000-51106....
6. Water Employees	840.60	OT-Admin P/R #7.030617-031917	701.180.000-51106....
7. Water Employees	342.00	OT-Constr P/R #7.030617-031917	701.180.000-51106....
8. Water Employees	2,900.00	Clothing Allow.P/R #7.030617-031917	701.180.000-52126-...
9. Water Employees	3,175.00	CDL Allow P/R #7.030617-031917	701.180.000-52127-...
10. Bruder, Bernard	20.00	2 Employee Meal Allowances-LS	701.180.000-52227-...
11. Ester, Les	50.00	5 Employee Meal Allowances-LS	701.180.000-52227-...
12. Mosher, Gregory	60.00	6 Employee Meal Allowances-LS	701.180.000-52227-...
13. American Water ...	187.00	AWWA Membership-R.Kasten-LS	701.180.000-53500-...
14. Neofunds by Neop...	27.18	1/2-Postage Supplies-LS	701.180.000-53602-...
15. Staples Advantage	475.83	Office Supplies-LS/KK	701.180.000-53602-...
16. Avon Lake Printing	1,193.00	Spring 2017 Waterline-TAD	701.180.000-53602-...
17. FriendsOffice	96.84	Office Supplies-KK	701.180.000-53602-...
18. Avon Lake Printing	31.50	1/2-Binder Copies-JRG	701.180.000-53602-...
19. Fuelman	622.70	1/2-Fuel for Vehicles.031317-032617-LS	701.180.000-53604-...
20. FCX Performance,...	4,997.25	Equipment Maintenance-SH	701.180.000-53607-...
21. Brohl & Appell	181.31	E-Stop Shields for Pumps-SH	701.180.000-53607-...
22. JCI, Jones Chemi...	2,850.00	6 Tons Chlorine-SH	701.180.000-53611-...
23. USALCO	19,052.18	148.72 Tons Alum-SH	701.180.000-53611-...
24. ABC Equipment	75.15	Boots & Gloves-SH	701.180.000-53612....
25. Trico Oxygen Com...	67.35	1/2-Maint Gases@201Miller-RK	701.180.000-53612....
26. Trico Oxygen Com...	63.21	1/2-Maintenance Supplies-RK	701.180.000-53612....
27. Forterra	7,062.00	Emergency Repair of 20" Concrete Pipe-RK	701.180.000-53612....
28. Kendera Enterpris...	2,320.00	Water Line Repairs-RK	701.180.000-53612....
29. Culligan of Clevela...	63.00	DI Rental 030117-030317-SH	701.180.000-53613-...
30. Hach Company	1,285.00	Repair Fluoride Analyzer-SH	701.180.000-53613-...
31. U.S. Bank Equipm...	670.61	1/2-Lease Pmt-2 Ricoh Copiers-TAD	701.180.000-53701....
32. Area Temps	761.20	Temporary Office Help-Week Ending 031217-...	701.180.000-53701....
33. Area Temps	677.44	Temporary Office Help-Week Ending 031917-...	701.180.000-53701....
34. Pro Oncall Techno...	434.75	1/2- Telephone Service@201 Miller-TAD	701.180.000-53701....
35. SOS Integration S...	400.00	Homeland Security Meeting-SH	701.180.000-53701....
36. SOS Integration S...	3,300.00	SCADA System Work-SH	701.180.000-53701....
37. Columbia Gas of ...	1,436.37	GasSvc@WaPlant.021717-032017-SH	701.180.000-53702....
38. Columbia Gas of ...	26.73	GasSvc@WFP Lab.021717-032017-SH	701.180.000-53702....
39. Columbia Gas of ...	394.47	GasSvc@WFP Garage.021717-032017-SH	701.180.000-53702....
40. Columbia Gas of ...	39.18	GasSvc@WFP Aux.021717-032017-SH	701.180.000-53702....
41. Columbia Gas of ...	61.49	GaSvc@WFP SIP.021717-032017-SH	701.180.000-53702....
42. Illuminating Comp...	12,536.10	Elect@WaPlant.022117-032117-SH	701.180.000-53703....
43. Illuminating Comp...	700.77	Elect@201Miller.021017-031317-TAD	701.180.000-53703....
44. Spectrum Business	137.02	1/2-Internet Svc@201Miller.031417-041317-T...	701.180.000-53705-...
45. Absolute Plumbing...	445.00	Backflow Inspections@WFP & 201 Miller-SH	701.180.000-53708-...
46. Jani-King of Clevel...	408.98	1/2-Carpet Cleaning@201Miller-TAD	701.180.000-53708-...
47. Cleveland Hermeti...	253.79	Building Maintenanc-SH	701.180.000-53708....
48. Sherwin-Williams ...	111.60	Paint & Supplies-SH/RK	701.180.000-53708....
49. Speed Exterminati...	30.00	1/2-ExterminatingSvc@201Miller-Mar.2017-TAD	701.180.000-53708....
50. Parker Supply LLC	337.90	Building Maintenance Supplies-SH	701.180.000-53708....
51. Lawn Tech	112.22	1/2-Fertilize Lawn@201 Miller-TAD	701.180.000-53708....
52. Calfee, Halter & G...	780.00	1/2-Legal Fees-February 2017-TAD	701.180.000-53907...

03/30/17

Avon Lake Regional Water
WATER FUND 701 EXPENSES
April 4, 2017

Name	Amount	Memo	Account
Apr 4, 17	<u>133,480.47</u>		

03/30/17

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

April 4, 2017

Name	Amount	Memo	Account
Apr 4, 17			
1. Wastewater Empl...	55,436.01	Salaries P/R #7.030617-031917	721.190.000-51102-...
2. Wastewater Empl...	3,680.00	PartTime P/R #7.030617-031917	721.190.000-51105-...
3. Board of Municipal...	1,541.66	March 2017 Board Salaries	721.190.000-51105-...
4. Wastewater Empl...	2,490.25	OT-Plant.P/R #7.030617-031917	721.190.000-51106-...
5. Wastewater Empl...	2,106.11	OT-Distrib P/R #7.030617-031917	721.190.000-51106-...
6. Wastewater Empl...	2,023.74	OT.Admin.P/R #7.030617-031917	721.190.000-51106-...
7. Wastewater Empl...	810.75	OT-Constr P/R #7.030617-031917	721.190.000-51106-...
8. Wastewater Empl...	2,500.00	ClothingAllow.P/R #7.030617-031917	721.190.000-52126-...
9. Wastewater Empl...	2,425.00	CDL Allow.P/R #7.030617-031917	721.190.000-52127-...
10. Dependent Health...	200.00	Depend.Healthcare-Smith-April 2017-LS	721.190.000-52203-...
11. Dillon, Timothy	10.00	1 Employee Meal Allowance-LS	721.190.000-52227-...
12. Fischer, Will	20.00	2 Employee Meal Allowances-LS	721.190.000-52227-...
13. Neofunds by Neop...	27.17	1/2-Postage Supplies-LS	721.190.000-53602-...
14. Staples Advantage	1,803.98	Office Supplies-LS/KK	721.190.000-53602-...
15. FriendsOffice	143.83	Office Supplies-KK	721.190.000-53602-...
16. Avon Lake Printing	31.50	1/2-Binder Copies-JRG	721.190.000-53602-...
17. Fuelman	622.69	1/2-Fuel for Vehicles.031317-032617-LS	721.190.000-53604-...
18. Fike Corporation	1,124.46	Rupture Discs-SB	721.190.000-53607-...
19. JWC Environment...	491.95	Panasonic PLC-SB	721.190.000-53607-...
20. Grainger	48.96	Locking Controller-SB	721.190.000-53607-...
21. McMaster-Carr Su...	367.15	Equipment Maintenance-SB	721.190.000-53607-...
22. Data-Command	130.00	Pump Stations Power Supply-SB	721.190.000-53607-...
23. Mississippi Lime C...	3,286.24	22.26 Tons Lime-SB	721.190.000-53611-...
24. Polydyne Inc.	3,234.00	Polymer for WPCC-SB	721.190.000-53611-...
25. Bonded Chemical...	3,725.78	8.6245 Tons Ferric Chloride-SB	721.190.000-53611-...
26. Active Plumbing S...	346.07	Zoeller Pumps-RK	721.190.000-53612-...
27. Trico Oxygen Com...	67.35	1/2-Maint Gases@201Miller-RK	721.190.000-53612-...
28. Trico Oxygen Com...	63.20	1/2-Maintenance Supplies-RK	721.190.000-53612-...
29. Harold Archer & S...	1,332.01	72 Tons Stone-RK	721.190.000-53612-...
30. Harold Archer & S...	1,626.19	99.17 Tons Stone-RK	721.190.000-53612-...
31. Culligan of Clevela...	37.80	DI Rental.030107-033117-SH	721.190.000-53613-...
32. Fisher Scientific	3,721.64	Lab Supplies for WPCC-SB	721.190.000-53613-...
33. North Coast Envir...	95.00	Lab Samples-SB	721.190.000-53613-...
34. Thomas Scientific	7,796.01	Lab Supplies for WPCC-SB	721.190.000-53613-...
35. U.S. Bank Equipm...	670.61	1/2-Lease Pmt-2 Ricoh Copiers-TAD	721.190.000-53701-...
36. Pro Oncall Techno...	434.75	1/2- Telephone Service@201 Miller-TAD	721.190.000-53701-...
37. Solar Testing Labo...	1,187.50	Testing/Inspection@WPCC.022017-030517-T...	721.190.000-53701-...
38. Williams Scotsma...	226.00	Container Rental 032117-042817-SB	721.190.000-53701-...
39. Great Lakes Pipeli...	9,238.00	CCTV Inspect Sewer Line-Hermann-JRG	721.190.000-53701-...
40. Republic Services	34,477.80	Sludge Disposal-February 2017-SB	721.190.000-53701-...
41. Interstate Gas Sup...	1,274.95	GasSvc@WPCC-February 2017-SB	721.190.000-53702-...
42. Columbia Gas of ...	26.73	GasSvc@Center P.S.021717-032017-RK	721.190.000-53703-...
43. Illuminating Comp...	58.36	Elect@810AB.021117-031417-RK	721.190.000-53703-...
44. Spectrum Business	137.01	1/2-Internet Svc@201Miller.031417-041317-T...	721.190.000-53705-...
45. Jani-King of Clevel...	408.98	1/2-Carpet Cleaning@201Miller-TAD	721.190.000-53708-...
46. Sherwin-Williams ...	1.94	Paint & Supplies-RK	721.190.000-53708-...
47. Speed Exterminati...	30.00	1/2-ExterminatingSvc@201Miller-Mar.2017-TAD	721.190.000-53708-...
48. Lawn Tech	112.22	1/2-Fertilize Lawn@201Miller-TAD	721.190.000-53708-...
49. Brown & Caldwell	44,474.55	Collection System Evaluation.012717-022317-...	721.190.000-53806-...
50. Calfee, Halter & G...	780.00	1/2-Legal Fees-February 2017-TAD	721.190.000-53907-...

Apr 4, 17

196,905.90

03/30/17

Avon Lake Regional Water
MOR FUND 703 EXPENSES
April 4, 2017

Name	Amount	Memo	Account
Apr 4, 17			
1. Absolute Plumbing...	40.00	Backflow Inspections@Moore P.S.-SH	703.180.000-53612....
2. Harold Archer & S...	1,357.54	73.38 Tons Stone-RK	703.180.000-53612....
3. Kendera Enterpris...	2,755.00	Repair ETL1 Water Line-RK	703.180.000-53612....
4. Illuminating Comp...	11,016.96	Elect@MooreP.S.021117-031317-TAD	703.180.000-53703....
Apr 4, 17	<u>15,169.50</u>		

03/30/17

Avon Lake Regional Water
MOR FUND 762 EXPENSES
April 4, 2017

<u>Name</u>	<u>Amount</u>	<u>Memo</u>	<u>Account</u>
Apr 4, 17			
1. Absolute Plumbing...	40.00	Backflow Inspections@Moore P.S.-SH	762.180.000-53612....
2. Illuminating Comp...	5,408.45	Elect@Moore P.S.021117-03117-TAD	762.180.000-53703....
3. Illuminating Comp...	67.21	Elect@Detroit PRV.021417-031417-TAD	762.180.000-53703....
Apr 4, 17	<u>5,515.66</u>		

03/30/17

Avon Lake Regional Water
LORCO FUND 749 EXPENSES
April 4, 2017

Name	Amount	Memo	Account
Apr 4, 17			
1. RLCWA	55.76	Water Used@TriPlex.020217-030217-TAD	749.190.000-53701....
2. RLCWA	92.00	Water Used@FourPlex.020217-030217-TAD	749.190.000-53701....
3. Illuminating Comp...	64.85	Elect@33678Walker.021417-031417-TAD	749.190.000-53703....
4. Meilander, Trevor	178.79	Refund Payment of LORCO Bill-TAD	749.190.000-53901-...
5. LORCO	1,049.67	Reimburse LORCO 2 Pmts Deposited in LOR...	749.190.000-53901-...
Apr 4, 17	<u><u>1,441.07</u></u>		

03/30/17

Avon Lake Regional Water
LATERAL LOAN FUND 765 EXPENSES

April 4, 2017

<u>Name</u>	<u>Amount</u>	<u>Memo</u>	<u>Account</u>
Apr 4, 17			
1. Concrete & More, Inc.	3,500.00	Lateral Loan Program-191 Inwood-TAD	765.190.000-53701-...
2. Heczko Landscape & Con...	4,000.00	Lateral Loan Program-175 Jaycox-TAD	765.190.000-53701-...
3. Heczko Landscape & Con...	3,800.00	Lateral Loan Program-126 Lakeview-TAD	765.190.000-53701-...
Apr 4, 17	<u><u>11,300.00</u></u>		

03/30/17

Avon Lake Regional Water
WASTEWATER CONSTRUCTION FUND 724 EXPENSES

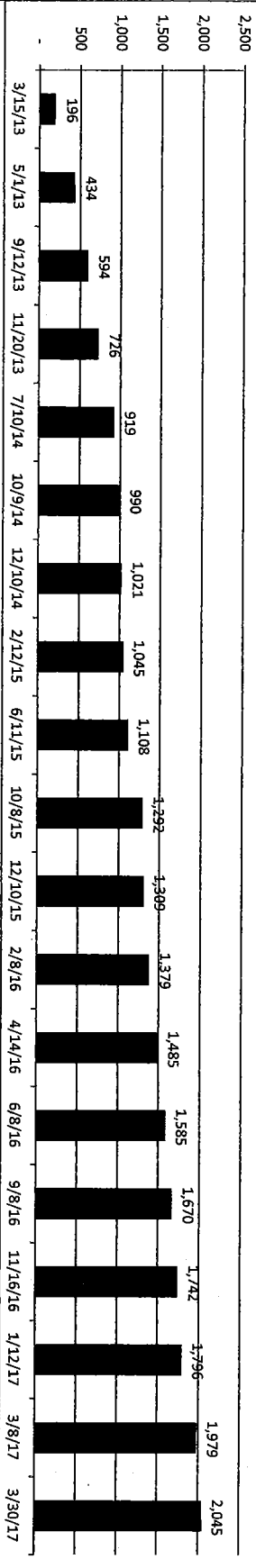
April 4, 2017

<u>Name</u>	<u>Amount</u>	<u>Memo</u>	<u>Account</u>
Apr 4, 17 1. HDR, Inc.	<u>248,993.40</u>	Prof Eng Svc-The 45's Proejct-JRG	724.190.000-53806
Apr 4, 17	<u><u>248,993.40</u></u>		

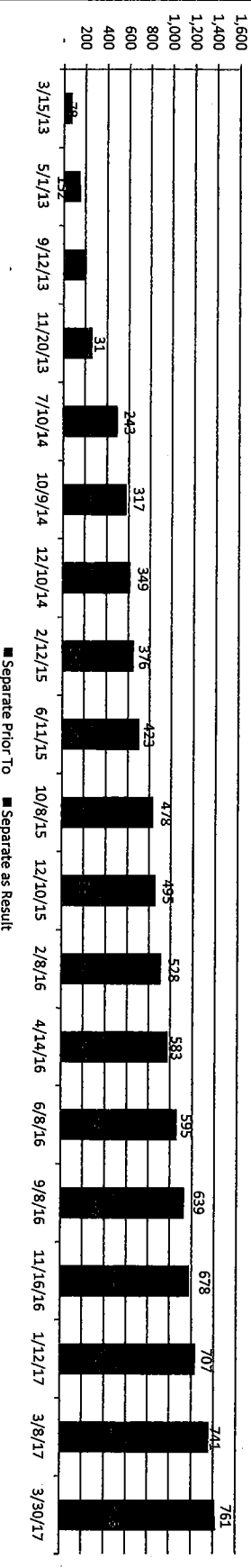
Sewer Lateral Program Summary

Date	3/15/13	5/1/13	6/12/13	7/10/13	7/10/14	10/9/14	10/9/14	12/10/14	2/12/15	6/11/15	10/8/15	12/10/15	2/8/16	4/14/16	6/8/16	9/8/16	11/16/16	1/12/17	3/8/17	3/30/17	
Total Letters Sent	2,666	2,700	2,705	2,694	2,728	2,731	2,733	2,803	2,808	2,809	2,810	2,835	2,867	2,900	2,915	2,925	2,931	2,931	2,925	2,931	
Total Inspections Made	196	434	594	726	919	990	1,021	1,045	1,108	1,292	1,379	1,485	1,585	1,670	1,742	1,796	1,979	2,045	2,045	2,045	
Houses Separating Laterals																					
Houses w/ No Further Action Needed	78	152	205	231	249	260	268	281	357	361	381	393	460	488	503	523	561	566	617	658	
Problems - Need Correction	104	178	279	349	427	413	404	401	457	457	361	371	401	530	543	543	561	566	621	626	

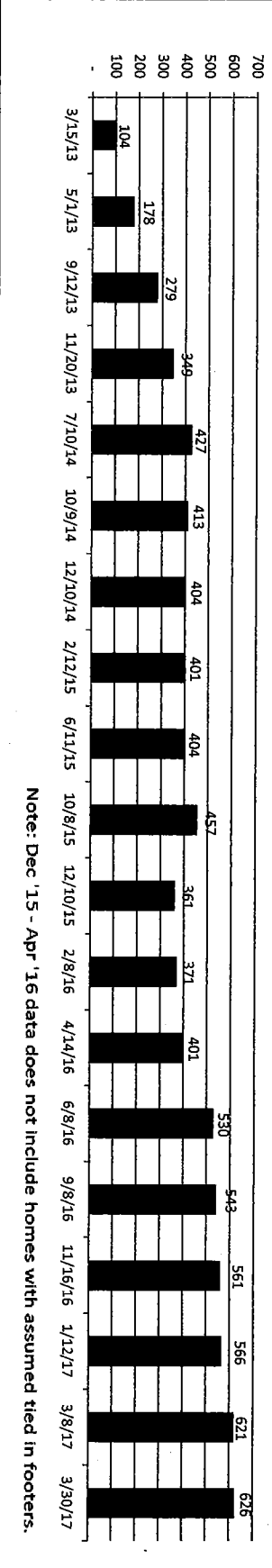
Total Inspections Made



No Further Action Needed



Problems Identified



Note: Dec '15 - Apr '16 data does not include homes with assumed tied in footers.