

Avon Lake Board of Municipal Utilities

**AGENDA**

For

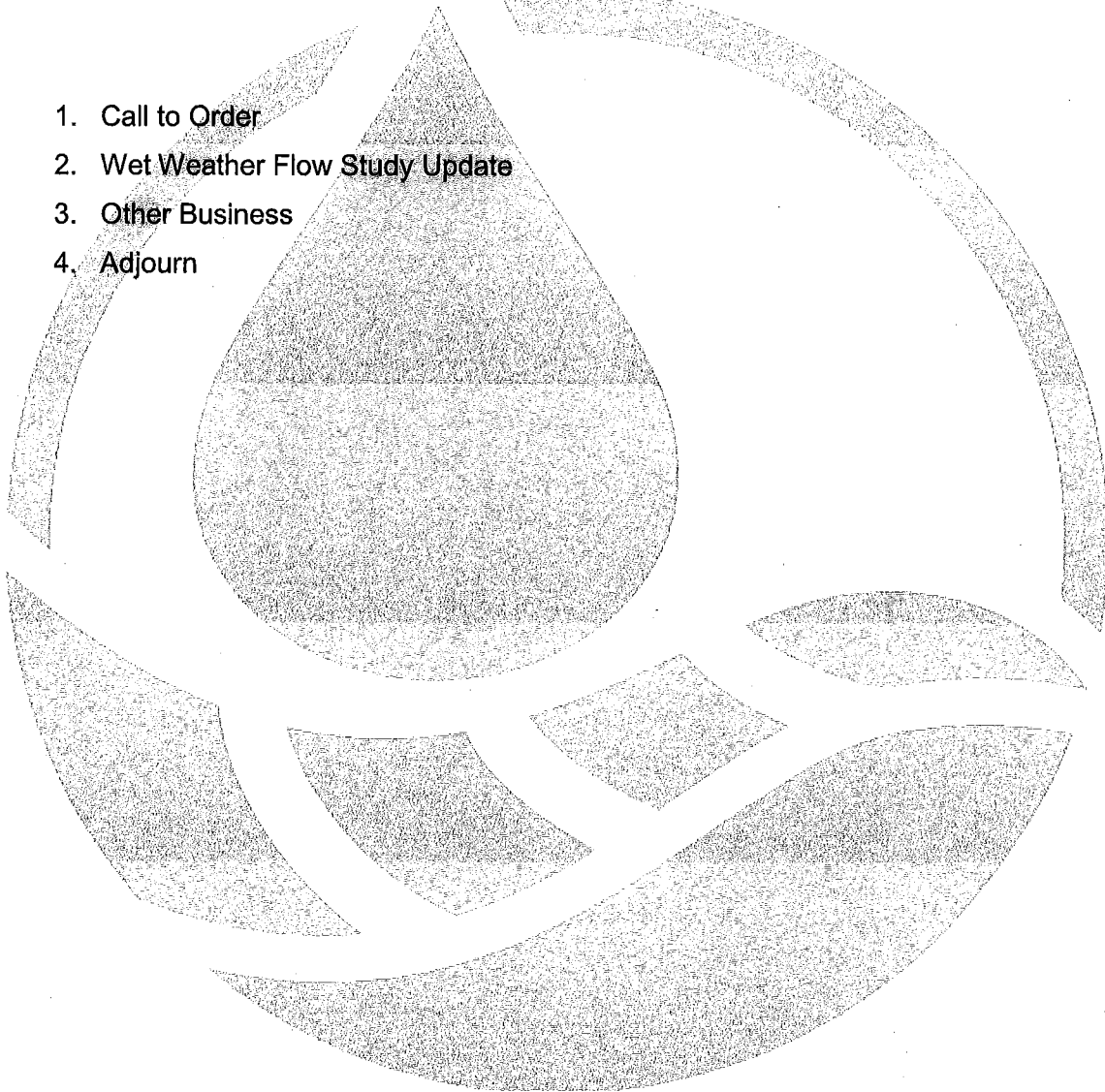
**WORK SESSION**

**Tuesday**

**February 21, 2017**

**6:00 PM**

1. Call to Order
2. Wet Weather Flow Study Update
3. Other Business
4. Adjourn



Avon Lake Regional Water  
**MEMORANDUM**

To: **Board of Municipal Utilities**

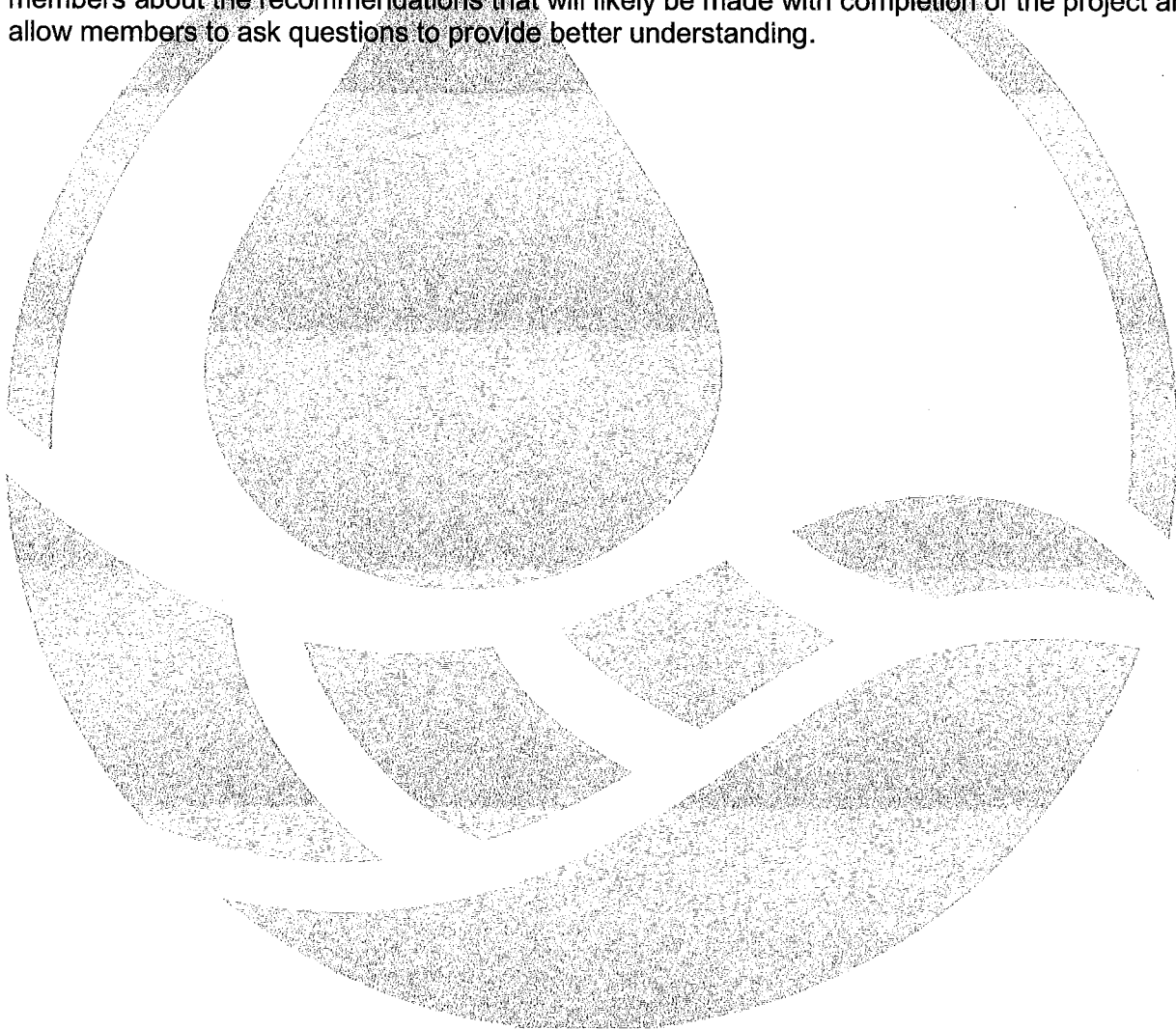
From: **Todd Danielson & Steve Baytos**

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

Date: **February 17, 2017**

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Brown and Caldwell will present findings to date from the wet weather flow study and sewer modeling they have been performing for Avon Lake Regional Water during the past year. The work is helping to set direction regarding major capital and maintenance project priorities for the collection system for the next five to ten years. The presentation will help inform Board members about the recommendations that will likely be made with completion of the project and allow members to ask questions to provide better understanding.



Avon Lake Board of Municipal Utilities

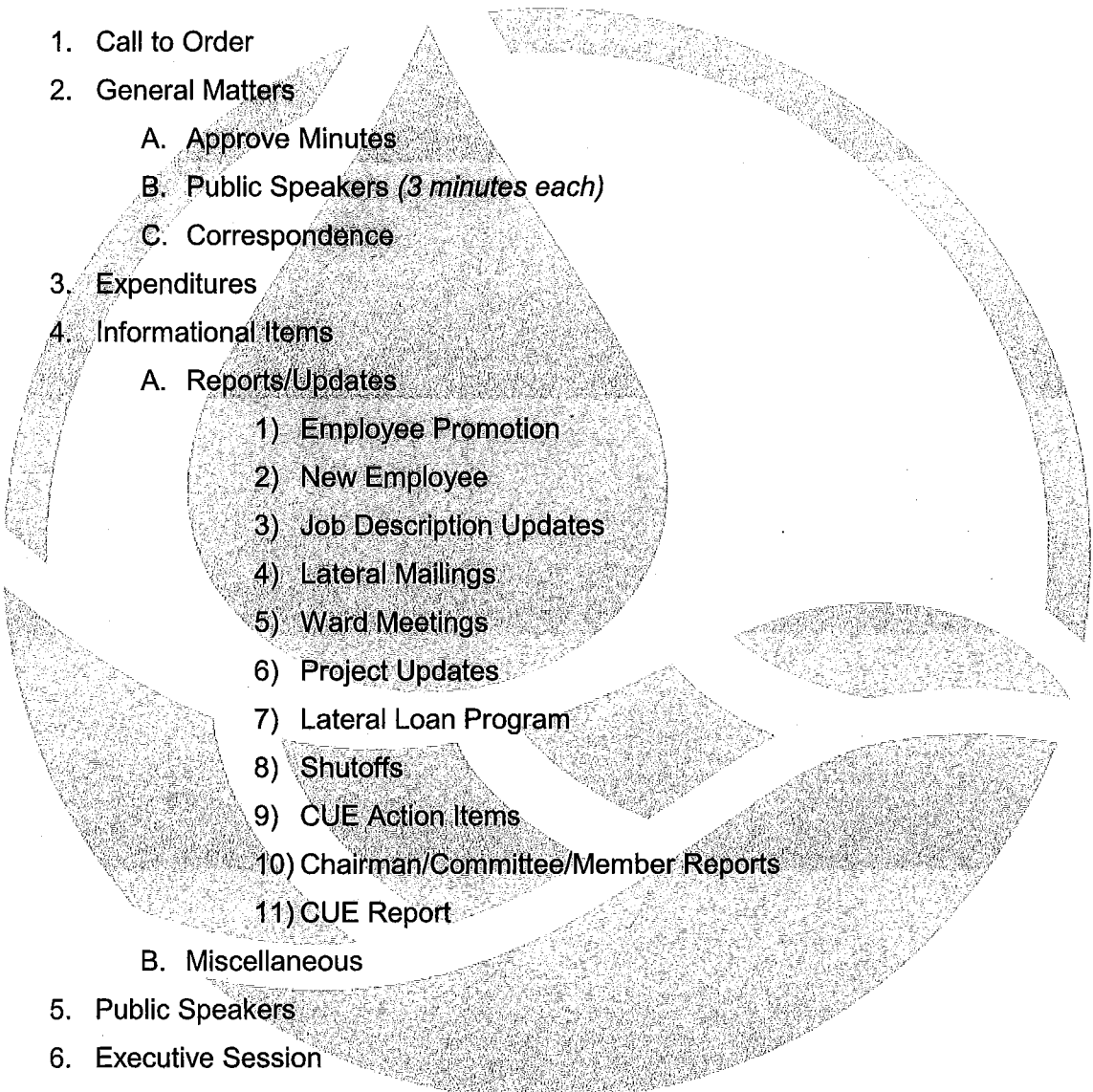
**AGENDA**

For

**Tuesday**

**February 21, 2017**

**Immediately Following Work Session**

- 
1. Call to Order
  2. General Matters
    - A. Approve Minutes
    - B. Public Speakers (*3 minutes each*)
    - C. Correspondence
  3. Expenditures
  4. Informational Items
    - A. Reports/Updates
      - 1) Employee Promotion
      - 2) New Employee
      - 3) Job Description Updates
      - 4) Lateral Mailings
      - 5) Ward Meetings
      - 6) Project Updates
      - 7) Lateral Loan Program
      - 8) Shutoffs
      - 9) CUE Action Items
      - 10) Chairman/Committee/Member Reports
      - 11) CUE Report
    - B. Miscellaneous
  5. Public Speakers
  6. Executive Session
  7. Adjourn

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

***Call to Order – Roll Call***

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

Present: Mr. Dzwonczyk, Mr. Phillips, Mr. Rush, and Ms. Schnabel.

Also present: Chief Utilities Executive Danielson, Mayor Zilka, Councilmember Fenderbosch.

***Oath of Office***

Newly appointed member Paul R. Phillips took the Oath of Office with CUE Danielson serving as Officiary.

***Approve Minutes***

Chairman Dzwonczyk presented the minutes of the January 17, 2017, Work Session and the January 17, 2017, Regular Meeting and with the deletion of Mr. Berner's name, ordered the minutes to stand and be distributed as amended.

***Public Speakers*** – None.

***Correspondence*** – CUE Danielson provided information to the Board on a customer who was unhappy with his late fees, this customer has been satisfied. CUE Danielson further informed the Board of a homeowner who was unhappy with the policy that the bill stays with the property.

***Expenditures***

Following review of expenses dated January 3, 2017, for funds and amounts as follows, Mr. Phillips moved, Mr. Rush seconded, that all be approved and paid per budget:

Water Fund 701	\$	220,902.17
Wastewater Fund 721	\$	217,024.50
MOR Fund 703 ETL1	\$	149,750.75
MOR Fund 762 ETL2	\$	309,302.53
LORCO Fund 749	\$	4,530.81
Sewer Constr 724	\$	874,192.99
Lateral Loan 765	\$	8,000.00

Ayes: Dzwonczyk, Phillips, Rush, Schnabel

Nays: None

Motion carried.

### **Reschedule of July Meeting**

Ms. Schnabel moved, Mr. Rush seconded to reschedule the July regular meeting to July 11, 2017.

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

### **New Laborer Job Descriptions**

After extensive discussion by the Board, Mr. Dzwonczyk moved and Mr. Rush seconded to approve the Laborer and Skilled Laborer job descriptions.

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

### **Establishing the Customer Service Clerk Wage Steps**

CUE Danielson presented to the Board a revised wage step for the Customer Service Clerk that was agreed upon with the union. Mr. Rush moved and Mr. Phillips seconded to set the hourly wage steps for Customer Service Clerk as follows:

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

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

### **Reports/Updates**

**Employee Promotion:** Donald Hall received his Class I Distribution Certification this past year and now meets the Line Maintenance Man requirements. Based on the recommendation of his immediate supervisor and CUE concurrence, Mr. Hall has been promoted from Laborer Step 1C to Line Maintenance Man Step 1C.

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

**Job Description Updates:** The CUE and senior staff continue to work both internally and with the HR Director on updates to job descriptions, including the redefining of the Executive Assistant and the GIS Analyst into new positions, and the rewriting of other new job descriptions.

Phone System Updates: An auto-attendant has been added to the phone system in order to best manage the increased phone calls due to the lateral separations and the construction projects and also allow the front-office staff to focus on other responsibilities. The auto attendant will help direct calls to the appropriate personnel.

Potential Appropriation: In late-2016, OWDA forwarded an approximate \$130,000 invoice to Avon Lake Regional Water for loan origination fees regarding the water pollution control center rehabilitation project. CUE Danielson expects these fees to be shown on the February 21, 2017 expenses. At the end of the third quarter, the CUE will further assess whether additional funds need to be appropriated to help pay for these expenses.

Lost Time Incident: A Line Maintenance Operator had an unfortunate accident on January 25, 2017 at the Water Filtration Plant. He is currently off work due to two broken fingers and a shattered bone in his heel.

**Project Updates:**

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

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

*Wastewater Plant:* Demolition of the old ultraviolet disinfection system has taken place. The new system is in the process of being installed.

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

**CUE Action Items:**

Below are responses to questions asked by the Board:

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

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

*First Energy easements for Elyria interconnection:* CUE Danielson is working with the Assistant Law Director on a draft of the easement language.

**Chairman/Committee/Members Reports**

Chairman Dzwonczyk reported he will attend the Sewer Committee meeting Thursday February 9, 2017.

**CUE Report**

None.

**Miscellaneous**

None.

**Adjourn**

As there was no further business, Mr. Rush moved, Ms. Schnabel seconded, that the meeting adjourn at 7:30 PM.

Ayes: Dzwonczyk, Phillips, Rush, Schnabel

Nays: None

Motion carried.

Approved February 21, 2017

John G. Dzwonczyk, Chairman

Todd A. Danielson, Clerk

DRAFT

02/17/17

**Avon Lake Regional Water  
Water Fund 701 Expenses  
February 21, 2017**

Name	Amount	Memo	Account
Feb 21, 17			
1. Water Employees	51,797.91	Salaries P/R #4 1/23/17-2/5/17	701 5-180 7-102-...
2. Water Employees	2,231.04	PartTime P/R #4 1/23/17-2/5/17	701 5-180 7-105-...
3. Board of Municipal Utilities	1,541.67	February 2017 Board Salaries	701 5-180 7-105-...
4. Water Employees	108.00	OT-Const P/R #4 1/23/17-2/5/17	701 5-180 7-106-...
5. Water Employees	2,438.91	OT-Plant P/R #4 1/23/17-2/5/17	701 5-180 7-106-...
6. Water Employees	1,340.16	OT-Distribution P/R #4 1/23/17-2/5/17	701 5-180 7-106-...
7. Water Employees	1,962.30	OT-Admin P/R #4 1/23/17-2/5/17	701 5-180 7-106-...
8. Gomez, Kristin	10.00	1 Employee Meal Allowance-LS	701 5-180 7-200-...
9. Mosher, Gregory	10.00	1 Employee Meal Allowance-LS	701 5-180 7-200-...
10. Yuronich, Greg	20.00	2 Employee Meal Allowances-LS	701 5-180 7-200 ...
11. Medical Mutual of Ohio	24,645.24	Hospitalization-March 2017	701 5-180 7-203-...
12. Medical Mutual of Ohio	469.65	Medical Mutual Prmt 02/07/17	701 5-180 7-203-...
13. Medical Mutual of Ohio	1,459.55	Medical Mutual Prmt 02/14/17	701 5-180 7-203-...
14. Medical Mutual of Ohio	878.10	Med Mutual Opt-Out P/R #4	701 5-180 7-203-...
15. Medical Mutual of Ohio	-1,688.82	Med Mut Employee Contrib P/R #4	701 5-180 7-203-...
16. Medical Mutual of Ohio	151.20	Group Life - March 2017	701 5-180 7-204-...
17. Medical Mutual of Ohio	1,270.74	Dental/Vision - March 2017	701 5-180 7-205-...
18. Medical Mutual of Ohio	6,504.94	Prescription Drug-March 2017	701 5-180 7-207-...
19. Medicare	802.42	Medicare - P/R #4 02/05/17	701 5-180 7-212-...
20. Cintas Corp.	225.04	Emp Uniform Rental Jan.2017-RK	701 5-180 8-226-...
21. Federal Express	37.07	Shipping Charges-LS	701 5-180 8-601-...
22. FriendsOffice	515.70	1/2-Office Supplies-KK/KG/LS	701 5-180 8-601-...
23. Link Computer Corporation	2,212.50	MuniLinkBilling-Feb.2017-TAD	701 5-180 8-601-...
24. MailFinance	243.16	1/2-Qtrly Meter Chgs 3/11/17-6/10/17-...	701 5-180 8-601-...
25. Jones Chemicals Inc.	2,850.00	6 Tons Chlorine @ Water Plant - SH	701 5-180 8-602-...
26. USALCO	6,350.30	49.58 Tons Alum - SH	701 5-180 8-602-...
27. ABC Equipment Rental	45.62	1/2-Maintenance Supplies-RK	701 5-180 8-603-...
28. Active Plumbing Supply	350.31	1/2-Maintenance Supplies-RK	701 5-180 8-603-...
29. Discount Drug Mart	48.29	Maintenance Supplies-LS	701 5-180 8-603-...
30. E & H Hardware Group, LLC.	35.93	1/2-Maintenance Supplies-TAD	701 5-180 8-603-...
31. Grainger Inc.	132.14	Maintenance Supplies-SH	701 5-180 8-603-...
32. GVS Safety Supplies, Inc.	70.00	Maintenance Supplies-SH	701 5-180 8-603-...
33. Home Depot	20.61	1/2-Maintenance Supplies-RK	701 5-180 8-603-...
34. Lakeshore Tool & Equipment	97.50	1/2-Maintenance Supplies-RK	701 5-180 8-603-...
35. Lowe's	398.19	Maintenance Supplies-TAD	701 5-180 8-603-...
36. Rex Pipe & Supply Co.	249.39	1/2-Maintenance Supplies-RK	701 5-180 8-603-...
37. Trico Oxygen Company	39.80	1/2-Mant Gases@201Miller-RK	701 5-180 8-603-...
38. Trico Oxygen Company	34.80	Maintenance Gases@WFP-SH	701 5-180 8-603-...
39. Grainger Inc.	104.40	Equipment Maintenance-SH	701 5-180 8-607-...
40. Rex Pipe & Supply Co.	111.21	Fluoride Feed Line Replacement-SH	701 5-180 8-607-...
41. Westview Concrete Corp.	163.50	Concrete Repairs-RK	701 5-180 8-612-...
42. Alloway	110.00	TOC/DOC Analysis-SH	701 5-180 8-615-...
43. Alloway	210.00	Monthly Analysis-SH	701 5-180 8-615-...
44. Culligan of Cleveland	63.00	DI Rental/Supplies 2/1/17-2/28/17-SH	701 5-180 8-615-...
45. Fisher Scientific	371.74	Water Lab Supplies-SH	701 5-180 8-615-...
46. Hach Company	313.14	Lab Supplies-SH	701 5-180 8-615-...
47. Trico Oxygen Company	40.60	Lab Gases-SH	701 5-180 8-615-...
48. CenturyLink	564.64	TelephoneSvc@WFP-Jan.2017-SH	701 5-180 8-700-...
49. CenturyLink	638.41	TelephoneSvc@201Miller-Jan.2017-T...	701 5-180 8-700-...
50. Engie Resources	2,717.18	Energy Resources Charge-Feb.2017-T...	701 5-180 8-700-...
51. Illuminating Co.	106.55	Elect@WFP-SIP.012317-021017-SH	701 5-180 8-700-...
52. Time Warner Cable	275.54	Internet Svc@WFP.013017-022817-SH	701 5-180 8-700-...
53. AWWA	369.00	AWWA Memberships-2 Empolyees-LS	701 5-180 8-701-...
54. Area Temps	1,617.60	Temp Office Help-2 Weeks Ending 2/5...	701 5-180 8-701-...



02/17/17

**Avon Lake Regional Water  
Water Fund 701 Expenses  
February 21, 2017**

Name	Amount	Memo	Account
55. Firstmerit Bankcard Ctr	301.92	Lunches, Computer Supplies-SH	701 5-180 8-701-...
56. Firstmerit Bankcard Ctr	250.00	Plotter Repair, Renewal Fees-JRG	701 5-180 8-701-...
57. Firstmerit Bankcard Ctr	174.62	Workshop Fee, Lunch Meeting-TAD	701 5-180 8-701-...
58. Mercy Occupational Health	25.00	1/2-Qtrly DOT Random Fees-TAD	701 5-180 8-701-...
59. MWH Constructors Inc.	47,087.78	SIP Project-Non-Contingency AIS Rela...	701 5-180 8-701-...
60. Ohio Utilities Protection Ser...	1,176.84	2017 Annual Gov Assessment-TAD	701 5-180 8-701-...
61. Pro OnCall Technologies	144.00	1/2-Telephone Service@201Miller-TAD	701 5-180 8-701-...
62. SEMS Technologies, LLC	20,700.00	SEMS Software Suite-SH	701 5-180 8-701-...
63. SOS Integration Service	1,800.00	Service Work on SCADA System-SH	701 5-180 8-701-...
64. SuccessFactors, Inc.	3,942.80	Subscription Fee 12/28/15-12/27/17-T...	701 5-180 8-701-...
65. Technology Management S...	848.12	1/2-Computer Support-Jan.2017-TAD	701 5-180 8-701-...
66. Treasurer, State of Ohio	40.00	Individual Fire Protection Renewal-B.Kl...	701 5-180 8-701-...
67. The University of Akron	6,953.34	Graduate Assistant Program-TAD	701 5-180 8-701-...
68. WERF	11,250.00	Lift for Mgmt: Dev. Utility Analysis-TAD	701 5-180 8-701-...
69. West, Elana	25.00	Reimbursement for Cell Phone-Feb.20...	701 5-180 8-701-...
70. Yuronich, Greg	25.00	Reimbursement for Cell Phone-Feb.20...	701 5-180 8-701-...
71. Firstmerit Bankcard Ctr	37.35	Fuel for Vehicle-RRE	701 5-180 8-707-...
72. Fuelman of Northern Ohio	649.57	1/2-Fuel for Vehicles 1/30/16-2/12/17-LS	701 5-180 8-707-...
73. Fisher Auto Parts Inc.	2.25	1/2-Misc Truck Parts-RK	701 5-180 8-707-...
74. NAPA Avon	211.96	1/2-Misc Truck Parts-RK	701 5-180 8-707-...
75. Sylvester Truck & Tire Servi...	383.26	1/2-Tires for Truck-RK	701 5-180 8-707-...
76. Active Plumbing Supply	203.54	Building Maintenance Supplies-RK	701 5-180 8-708-...
77. Bay Mechanical & Electrical ...	4,026.83	Conduit-Fiber Optic Cable Replacemen...	701 5-180 8-708-...
78. Complete Concrete	170.00	1/2-Snow Plowing@201Miller-RK	701 5-180 8-708-...
79. FLB Service Co.	125.00	1/2-Repair/Inspect Fire Door-RK	701 5-180 8-708-...
80. Grainger Inc.	27.74	Warning Signs-High Noise Area-SH	701 5-180 8-708-...
81. Lighting Supply Company	2,504.85	LED Lights-SH	701 5-180 8-708-...
82. Parker Supply LLC.	457.45	Building Maintenance Supplies-SH	701 5-180 8-708-...
83. Sherwin-Williams Co.	42.61	1/2-Paint & Supplies-RK	701 5-180 8-708-...
84. Illuminating Co.	670.04	Elect@201Miller.011217-020917-TAD	701 5-180 8-711-...
85. Northeast Blueprint & Suppl...	5,072.50	1/2-HP Designjet Color Printer/Plotter/...	701 5-180 8-804-...
86. Badger Meter Inc.	5,584.75	Meters-RK	701 5-180 8-805-...
87. Fauver Keyse-Walker & Do...	2,856.00	Legal Svc-Emergency Wa Agree-Jan.2...	701 5-180 8-907-...
88. Gitta's Table & Wine Shop	421.20	Reimburse-Plbg Bill Due to Wa Break-...	701 9-180 8-901-...
89. Light, Christine	75.00	Refund Overpmt on Account-LS	701 9-180 8-901-...
Feb 21, 17	<u>235,952.19</u>		

02/17/17

**Avon Lake Regional Water  
Wastewater Fund 721 Expenses  
February 21, 2017**

Name	Amount	Memo	Account
Feb 21, 17			
Wastewater Employees	55,325.61	Salaries P/R #4 1/23/17-2/5/17	721 5-190 7-102...
Wastewater Employees	4,653.50	PartTime P/R #4 1/23/17-2/5/17	721 5-190 7-105...
Board of Municipal Utilities	1,541.66	February 2017 Board Salaries	721 5-190 7-105...
Wastewater Employees	2,012.53	OT-Plant P/R #4 1/23/17-2/5/17	721 5-190 7-106...
Wastewater Employees	993.08	OT-Distrib P/R #4 1/23/17-2/5/17	721 5-190 7-106...
Wastewater Employees	622.12	OT-Admin P/R #4 1/23/17-2/5/17	721 5-190 7-106...
Wastewater Employees	353.63	OT-Construction P/R #4 1/23/17-2/5/17	721 5-190 7-106...
Spinks, Joshua D.	10.00	1 Employee Meal Allowance-LS	721 5-190 7-200...
Medical Mutual of Ohio	31,946.46	Hospitalization - March 2017	721 5-190 7-203...
Medical Mutual of Ohio	478.58	Medical Mutual Pmt 02/07/17	721 5-190 7-203...
Medical Mutual of Ohio	1,487.31	Medical Mutual Pmt 02/14/17	721 5-190 7-203...
Medical Mutual of Ohio	1,756.20	Med Mutual Opt-Out P/R #4	721 5-190 7-203...
Medical Mutual of Ohio	-2,091.78	Med Mut Employee Contrib P/R #4	721 5-190 7-203...
Medical Mutual of Ohio	168.00	Group Life - March 2017	721 5-190 7-204...
Medical Mutual of Ohio	1,647.12	Dental/Vision - March 2017	721 5-190 7-205...
Medical Mutual of Ohio	8,452.08	Prescription Drug - March 2017	721 5-190 7-207...
Medicare	814.38	Medicare - P/R #4 02/05/17	721 5-190 7-212...
Cintas Corp.	225.03	Emp Uniform Rental Jan.2017-RK	721 5-190 8-226...
FriendsOffice	515.69	1/2-Office Supplies-KK/KG/LS	721 5-190 8-601...
Link Computer Corporation	737.50	MuniLinkBilling-Feb.2017-TAD	721 5-190 8-601...
MailFinance	243.16	1/2-Qtrly Meter Chgs 3/11/17-6/10/17-TAD	721 5-190 8-601...
United Parcel Service	3.24	Shipping Charges-LS	721 5-190 8-602...
Bonded Chemicals Inc.	3,532.29	8.1766 Tons Ferric Chloride-SB	721 5-190 8-602...
Mississippi Lime Co.	5,912.59	40.05 Tons Lime-SB	721 5-190 8-602...
ABC Equipment Rental	45.61	1/2-Maintenance Supplies-RK	721 5-190 8-603...
Active Plumbing Supply	350.30	1/2-Maintenance Supplies-RK	721 5-190 8-603...
Discount Drug Mart	57.82	Maintenance Supplies-LS	721 5-190 8-603...
E & H Hardware Group, ...	35.92	1/2-Maintenance Supplies-TAD	721 5-190 8-603...
Goldstar Prolducts Inc.	1,383.52	Sanitizing Hand Wipes-SB	721 5-190 8-603...
Grainger Inc.	547.08	Maintenance Supplies-SB	721 5-190 8-603...
Home Depot	20.61	1/2-Maintenance Supplies-RK	721 5-190 8-603...
Lakeshore Tool & Equip...	97.50	1/2-Maintenance Supplies-RK	721 5-190 8-603...
Lowe's	1,960.19	Maintenance Supplies-TAD	721 5-190 8-603...
Newark	70.95	Power Supply-SB	721 5-190 8-603...
Parker Supply LLC.	408.50	Maintenance Supplies-SB	721 5-190 8-603...
Rex Pipe & Supply Co.	249.38	1/2-Maintenance Supplies-RK	721 5-190 8-603...
Trico Oxygen Company	39.80	1/2-Maint Gases@201Miller-RK	721 5-190 8-603...
Trico Oxygen Company	34.20	Maintenance Gases@WPCC-SB	721 5-190 8-603...
United Laboratories	1,092.76	Maintenance Supplies-SB	721 5-190 8-603...
Firstmerit Bankcard Ctr	596.09	Maintenance Supplies-SB	721 5-190 8-603...
APGN Inc.	2,403.47	Replacement Air Filter Sets-SB	721 5-190 8-607...
Culligan of Cleveland	37.80	DI Rental/Supplies 2/1/17-2/28/17-SH	721 5-190 8-615...
Hach Company	7,768.32	Lab Supplies-SH/SB	721 5-190 8-615...
Idexx Laboratories Inc.	750.00	Lab Supplies-SB	721 5-190 8-615...
Jones & Henry Labs Inc.	170.00	Mercury Testing-SB	721 5-190 8-615...
Thomas Scientific	3,279.16	Lab Supplies for WPCC-SB	721 5-190 8-615...
CenturyLink	371.96	TelephoneSvc@PumpStations-Jan.2017-RK	721 5-190 8-700...
Columbia Gas	987.28	GasSvc@WPCC.121716-011917-SB	721 5-190 8-700...
Columbia Gas	29.11	GasSvc@Bridgeside.123016-013117-RK	721 5-190 8-700...
Columbia Gas	27.33	GasSvc@Lear P.S.010517-020317-RK	721 5-190 8-700...
Columbia Gas	29.71	GasSvc@HuntClub.123016-013117-RK	721 5-190 8-700...
Illuminating Co.	90.71	Elect@31900Lake.011017-020717-RK	721 5-190 8-700...
Illuminating Co.	2,131.61	Elect@CenterP.S.011117-020917-RK	721 5-190 8-700...
Illuminating Co.	72.08	Elect@Bridgeside.011017-020717-RK	721 5-190 8-700...

02/17/17

**Avon Lake Regional Water  
Wastewater Fund 721 Expenses  
February 21, 2017**

Name	Amount	Memo	Account
Illuminating Co.	72.67	Elect@LearP.S.011017-020717-RK	721 5-190 8-700...
Illuminating Co.	82.13	Elect@HuntClub.011017-020717-RK	721 5-190 8-700...
Illuminating Co.	52.64	Elect@JaycoxSwMtr.011017-020817-RK	721 5-190 8-700...
Data-Command	838.20	DC Annual Subscriptions 3/1/17-3/1/18-TAD	721 5-190 8-701...
Firstmerit Bankcard Ctr	399.96	Lunches,EmpClothing-SB	721 5-190 8-701...
Firstmerit Bankcard Ctr	250.00	Plotter Repair, Renewal Fees-JRG	721 5-190 8-701...
Great Lakes Pipeline Ser...	6,802.00	CCTV Inspection Laterals-45's Pjt-JRG	721 5-190 8-701...
Mercy Occupational Health	45.00	DOT Testing-1 Employee-TAD	721 5-190 8-701...
Mercy Occupational Health	25.00	1/2-Qtrly DOT Random Fees-TAD	721 5-190 8-701...
OWDA	130,453.00	Loan#7349 OWDA Legal&Fin Svc Fees-TAD	721 5-190 8-701...
Pro OnCall Technologies	144.00	1/2-Telephone Service@201Miller-TAD	721 5-190 8-701...
Solar Testing Laboratorie...	717.00	Testing/Inspection@WPCC 1/9/17-1/22/17...	721 5-190 8-701...
SuccessFactors, Inc.	1,314.26	Subscription Fee 12/28/15-12/27/17-TAD	721 5-190 8-701...
Technology Managemen...	848.13	1/2-Computer Support-Jan.2017-TAD	721 5-190 8-701...
WERF	3,750.00	Lift for Mgmt.Dev.Utility Analysis-TAD	721 5-190 8-701...
Fuelman of Northern Ohio	649.58	1/2-Fuel for Vehicles 1/30/17-2/12/17-LS	721 5-190 8-707...
Fisher Auto Parts Inc.	2.25	1/2-Misc Truck Parts-RK	721 5-190 8-707...
NAPA Avon	211.95	1/2-Misc Truck Part-RK	721 5-190 8-707...
Sylvester Truck & Tire S...	383.26	1/2-Tires for Truck-RK	721 5-190 8-707...
Complete Concrete	170.00	1/2-SnowPlowing@201Miller-RK	721 5-190 8-708...
FLB Service Co.	125.00	1/2-Repair/Inspect FireDoor-RK	721 5-190 8-708...
Sherwin-Williams Co.	42.60	1/2-Paint & Supplies-RK	721 5-190 8-708...
Northeast Blueprint & Su...	5,072.50	1/2-HP Designjet Color Printer/Plotter/Scan...	721 5-190 8-804...
Light, Christine	175.00	Refund Overpmt on Account-LS	721 9-190 8-901...
Smith, Georgie Ann	470.00	Reimburse-Damages Caused-Improper Sw ...	721 9-190 8-901...
Feb 21, 17	<u>299,574.88</u>		

02/17/17

Avon Lake Regional Water  
MOR Fund 703 Expenses - ETL1  
February 21, 2017

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Name	Amount	Memo	Account
Feb 21, 17			
1. Ohio Utilities Protection...	392.28	2017 Annual Gov. Assessment-TAD	703 5-180 8-701...
2. Avon Lake Regional W...	1,592.34	Operator Charges - January 2017-TAD	703 5-180 8-740...
3. Ohio Edison	51.91	Elect@Butternut/Root.010517-020217-...	703 5-180 8-743...
4. Ohio Edison	49.29	Elect@Lear/Chstn.010617-020617-TAD	703 5-180 8-743...
5. Ohio Edison	77.05	Elect@Lear/Mills.011017-020817-TAD	703 5-180 8-743...
6. Ohio Edison	50.29	Elect@Lear/US20.010617-020617-TAD	703 5-180 8-743...
7. Ohio Edison	50.40	Elect@Root/Sprag.010517-020317-TAD	703 5-180 8-743...
8. Engle Resources	22.97	Elect@Root/Moore.010517-020317-TAD	703 5-180 8-743...
Feb 21, 17	<u>2,286.53</u>		

02/17/17

Avon Lake Regional Water  
MOR Fund 762 Expenses - ETL2  
February 21, 2017

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Name	Amount	Memo	Account
Feb 21, 17			
1.Ohio Utilities Protection...	392.28	2017 Annual Gov Assessment-TAD	762 5-180 8-701...
2.Ohio Edison	8,359.37	Elect@Island P.S.010417-020117-TAD	762 5-180 8-703...
3.Avon Lake Regional W...	1,476.03	Operator Charges - January 2017-TAD	762 5-180 8-740...
4.Hach Company	730.66	Reagents for ETL2 Chlorine Analyzer-SH	762 5-180 8-740...
5.Kalinoski Roofing LLC	290.00	Repair Roof Leak@Island Pump Station...	762 5-180 8-740...
6.Ohio Edison	48.81	Elect@Barres PRV.010717-020617-TAD	762 5-180 8-743...
7.Ohio Edison	47.92	Elect@CenterRidge.010517-020217-TAD	762 5-180 8-743...
8.Ohio Edison	51.41	Elect@Chestnut.010517-020317-TAD	762 5-180 8-743...
Feb 21, 17	<u>11,396.48</u>		

02/17/17

Avon Lake Regional Water  
**LORCO Fund 749 Expenses**  
 February 21, 2017

Name	Amount	Memo	Account
Feb 21, 17			
1. Ohio Edison	1,238.42	Elect@38393Royalton 010317-020117-...	749 5-190 8-700...
2. Ohio Edison	278.19	Elect@9845AvonBelden 010517-02021...	749 5-190 8-700...
3. Ohio Edison	49.85	Elect@12169AvonBelden 010417-0201...	749 5-190 8-700...
4. Ohio Edison	51.64	Elect@12901AvonBelden 010417-0201...	749 5-190 8-700...
5. Ohio Edison	91.91	Elect@33930Cooley 010417-020117-T...	749 5-190 8-700...
6. Ohio Edison	53.84	Elect@36780Giles 123116-013117-TAD	749 5-190 8-700...
7. Ohio Edison	47.61	Elect@10920 Hawke 010617-020317-T...	749 5-190 8-700...
8. Ohio Edison	55.13	Elect@10301 Reed 010617-020317-TAD	749 5-190 8-700...
9. Engle Resources	6.23	Elect@Hawke.010617-020317-TAD	749 5-190 8-700...
10. Engle Resources	30.07	Elect@Reed.010617-020317-TAD	749 5-190 8-700...
11. Lorain-Medina Rural Ele...	114.29	Elect@SlifeRd 122316-012317-TAD	749 5-190 8-700...
12. Lorain-Medina Rural Ele...	117.41	Elect@IndianHollow 122316-012317-TAD	749 5-190 8-700...
13. Lorain-Medina Rural Ele...	56.26	Elect@Durkee (S) 122316-012317-TAD	749 5-190 8-700...
14. Lorain-Medina Rural Ele...	165.53	Elect@12775Durkee 122316-012317-T...	749 5-190 8-700...
15. Lorain-Medina Rural Ele...	76.11	Elect@12601Cooley 122316-012317-T...	749 5-190 8-700...
16. Lorain-Medina Rural Ele...	113.10	Elect@36879Capel 122316-012317-TAD	749 5-190 8-700...
17. Lorain-Medina Rural Ele...	138.68	Elect@Banks 122316-012317-TAD	749 5-190 8-700...
18. Ohio Utilities Protection ...	392.28	2017 Government Assessment-TAD	749 5-190 8-701...
19. RLCWA	1,147.00	Meter Readings-January 2017-TAD	749 5-190 8-848...
20. OMDP	273.98	Legal Service - Jan.2017 - TAD	749 5-190 8-907...
21. LORCO	13,500.00	Mo.Operations Advance-February 2017...	749 5-190 8-907...
Feb 21, 17	<u>17,997.53</u>		

02/17/17

**Avon Lake Regional Water  
Sewer System Construction - Fund 724  
February 21, 2017**

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<u>Name</u>	<u>Amount</u>	<u>Memo</u>	<u>Account</u>
<b>Feb 21, 17</b>			
1. Underground Utilities Inc.	<u>1,107,787.27</u>	Pmt #5-FIBB Sewer Project-TAD	724 5-190 8-814 ...
<b>Feb 21, 17</b>	<u><u>1,107,787.27</u></u>		

02/17/17

Avon Lake Regional Water  
Lateral Loan Program Fund 765  
February 21, 2017

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<u>Name</u>	<u>Amount</u>	<u>Memo</u>	<u>Account</u>
Feb 21, 17			
Concrete & More Inc.	3,500.00	Sanitary Lateral Work-174 Vineyard-T...	765 5-190 8-701-...
Concrete & More Inc.	3,500.00	Sanitary Lateral Work-122 Inwood-TAD	765 5-190 8-701-...
Concrete & More Inc.	3,500.00	Sanitary Lateral Work-32883 Electric-...	765 5-190 8-701-...
Feb 21, 17	<u>10,500.00</u>		



Avon Lake Regional Water  
**MEMORANDUM**

To: **Board of Municipal Utilities**

From: **Todd Danielson & Steve Baytos**

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

Date: **February 17, 2017**

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**Item 4A1: Employee Promotion – TAD**

As a result of an upcoming retirement in the Distribution and Collection Department, an internal opening was posted for a new Laborer. Management interviewed candidates and promoted Tim Roten, Janitor (Step 3) to Laborer (Step 2, the next higher step) effective 3/13/17. By inclusion as an information item, the Board will recognize the promotion and wage change.

**Item 4A2: New Employee – TAD**

With the upcoming promotion of the Janitor, internal and external postings were advertised for the open Janitor position. The Civil Service Commission held competitive examinations and provided Avon Lake Regional Water administration the top five candidates. An interview team unanimously selected Jason Kempton, our existing part-time pretreatment inspector to fill the position. Mr. Kempton successfully completed a pre-employment physical and background check and will begin in his new role on February 27, 2017. By inclusion as an information item, the Board will recognize the appointment of Mr. Kempton to WFP Janitor Step 1B effective February 27, 2017.

**Item 4A3: Job Description Updates – TAD**

The draft Analyst/Assistant job description and wage range of \$40,000 to \$60,000 per year is intended to be reviewed by the HR Committee on February 21, 2017. The draft Engineer/Analyst job description and wage range is being finalized and should be reviewed by the HR Committee March 6, 2017. Both are attached for Board member comments.

**Item 4A4: Lateral Mailings – TAD**

The first of the mailings prompted by the Council's passage of the Resolution of Necessity will be mailed on February 17, 2017. The actual quantity of letters mailed each week will vary in order to maintain a manageable inspection backlog. Yard signs are being regularly moved in order to correspond with the mailings in order to increase response rates.

**Item 4A5: Ward Meetings – TAD**

Avon Lake Regional water attended the February 8, 2017, Wards 1&2 meeting and will also attend the February 22, 2017, Wards 3&4 meeting. Lateral separation requirements is the highlight of our presentation. On-going construction is also presented.

**Item 4A6: Project Updates – SCB**

*Water Tower:* Tank bowl welding continues for the bottom cone section.

*Water Plant:* Will provide verbal update at meeting.

*Wastewater Plant:* The work for the WPCC administration building is nearly complete, and the UV system change-out is well underway. The west aeration basin will out of service for a week to facilitate equipment replacement.

**Item 4A7: Lateral Loan Program – TAD**

Since the last Board meeting, three additional agreement for the Lateral Loan Program has been executed, bringing the total to 39 properties, with \$127,300 (total) committed and \$42,550 paid so far. The average loan request is for approximately \$3,250.

**Item 4A8: Shutoffs – TAD**

Thursday, February 16, 2017, was the day for quarterly shutoffs. Water and wastewater bills are typically sent out on the last day of March, June, September, and December and are due on the 20<sup>th</sup> of the following month. Second notices are then sent out after that. Customers have approximately one week before a disconnect notice is sent out (usually providing two weeks' warning). When crews were dispatched at noon on Thursday to turn off accounts that had not paid, they were sent to 115 homes, which is approximately double the usual amount. By the end of our staffing time on shutoff day (8:30PM), 23 remained off. As of noon Friday, 10 remain off (which is a normal number).

Staff is trying to understand why the numbers were so much higher this quarter. Some indicated they had neglected to switch over to automatic payments as we had discussed with them during the previous cycle.

**Item 4A9: CUE Action Items – TAD**

Below are responses to questions asked by the Board:

*Safety audits:* At the last meeting, Board asked about our safety audit program. Staff inspects emergency equipment such as eyewash stations and exit signs monthly and also inspects equipment such as ladders. The ladder that buckled was a former contractor's ladder left onsite and not part of the regular inspection program. New labeling is being placed on all Avon Lake Regional Water ladders in order to confirm regular inspections and that ladders will be taken out of service when they fail a safety inspection.

*Buy American:* The CUE has asked Ohio EPA to provide comment whether there may be problems working with engineering firms headquartered in foreign countries and complying with any Buy American requirements for federally-backed loans.

*CMAR Debrief:* At the beginning of the March 7, 2017 meeting, senior staff and the contractor will present a synopsis regarding how well the Construction Manager At Risk form of alternative project delivery worked for the Storage Improvements Project.

**Item 6: Executive Session – TAD**

The CUE requests to speak in executive session as allowed under ORC 121.22 (G)(1) to discuss employee matters.

*Recommended Motion:*

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