

Avon Lake Board of Municipal Utilities

AGENDA

For

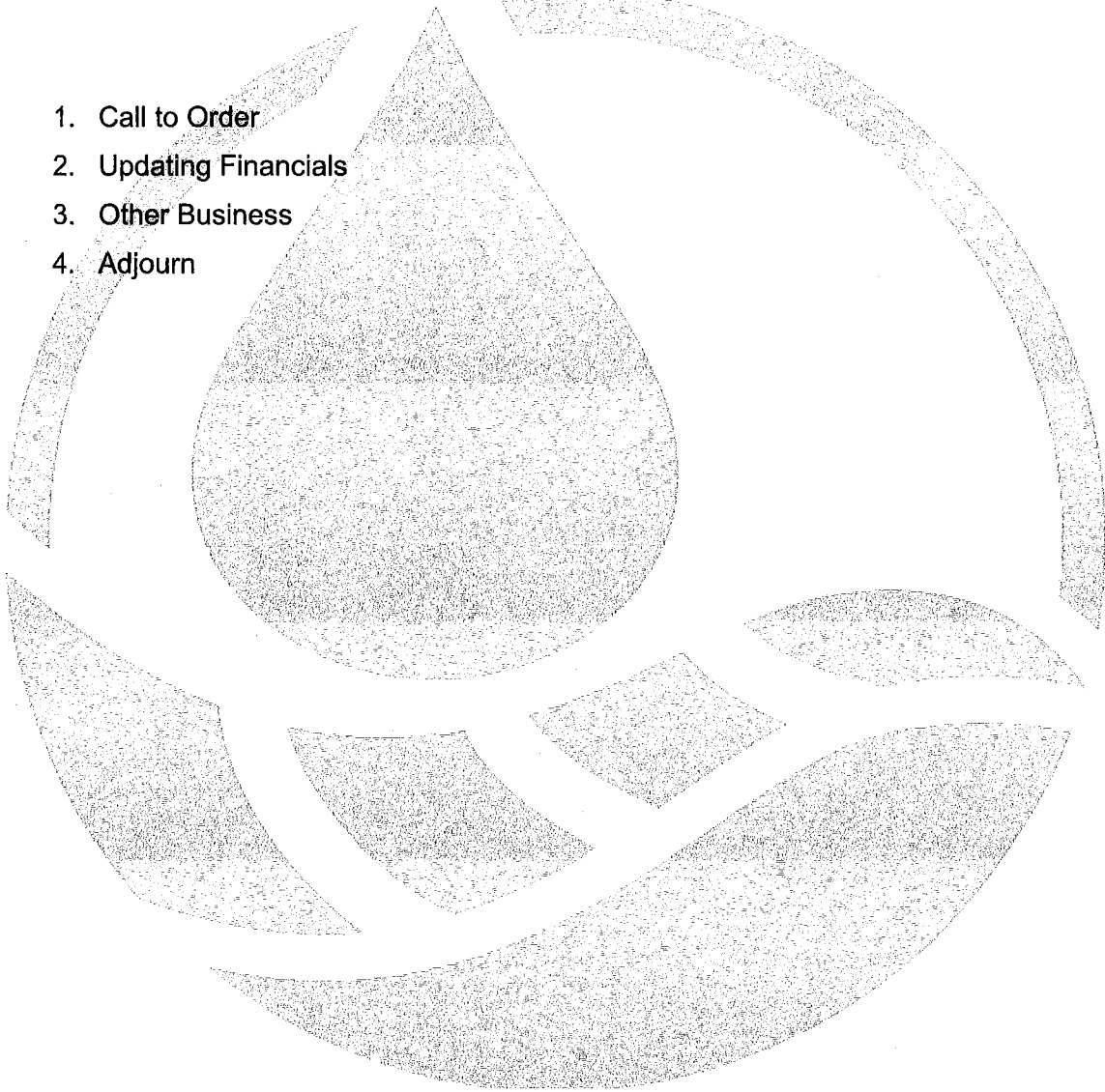
WORK SESSION

Tuesday

May 2, 2017

6:00 PM

1. Call to Order
2. Updating Financials
3. Other Business
4. Adjourn



Avon Lake Board of Municipal Utilities

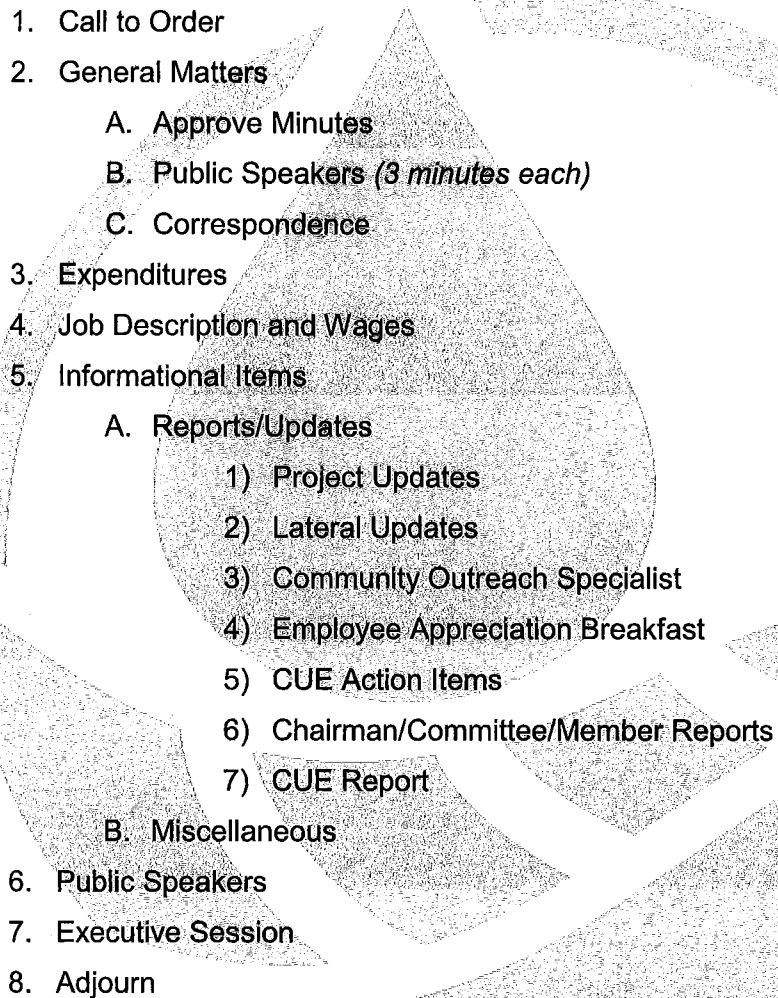
AGENDA

For

Tuesday

May 2, 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. Job Description and Wages
 5. Informational Items
 - A. Reports/Updates
 - 1) Project Updates
 - 2) Lateral Updates
 - 3) Community Outreach Specialist
 - 4) Employee Appreciation Breakfast
 - 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
April 18, 2017
201 Miller Road
Avon Lake, Ohio

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

Present: Mr. Dzwonczyk, Mr. Phillips, and Mr. Rickey.

Also present: WPCC Manager Baytos, Mayor Zilka and Gene Toy.

LORCO Update:

Gene Toy went into detail about several projects that LORCO is currently pursuing: Pheasant Run, Cinnamon Lake, FPA swap with Elyria, Brentwood Estates, Eaton Estates, and several new developments that may be coming in the future. Hawke Road was discussed at length. Gene mentioned that if they can get some of these projects, the yearly payments to LORCO will be reduced.

The work session adjourned at 6:50 PM.

Approved May 2, 2017

John G. Dzwonczyk, Chairman

Stephen C. Baytos, Acting Clerk

Board of Municipal Utilities
Regular Meeting Minutes
April 18, 2017
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 6:55 PM.

Present: Mr. Dzwonczyk, Mr. Phillips, and Mr. Rickey.

Also present: WPCO Manager Baytos, and Mayor Zilka.

Approve Minutes

Chairman Dzwonczyk presented the minutes of the April 4, 2017, Work Session and the April 4, 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 – None.

Expenditures

Following review of expenses dated April 18, 2017, for funds and amounts as follows, Mr. Rickey moved, Mr. Phillips seconded, that all be approved and paid per budget:

Water Fund 701	\$	201,616.19
Wastewater Fund 721	\$	147,582.66
MOR Fund 703 ETL1	\$	179,662.62
MOR Fund 762 ETL2	\$	260,997.24
LORCO Fund 749	\$	18,995.13
Lateral Loan 765	\$	6,400.00

Ayes: Dzwonczyk, Phillips, Rickey

Nays: None

Motion carried.

Reports/Updates

Customer Service Clerk: Five applicants have been interviewed from the list supplied by the Civil Service Commission for the open Customer Service Clerk position. The three-person interview team selected Nicole Huerner. Ms. Huerner will begin in her new role on May 1, 2017. By inclusion as an information item, the Board will recognize the appointment of Ms. Huerner to Customer Service Clerk Step 1C effective May 1, 2017.

Project Updates:

Water plant: The project is moving into the closeout phase with regrading, pavement, and landscaping either on-going or upcoming.

Water Tower: The majority of the defective welds have been redone, and testing shows they meet criteria. Overall schedule has slipped by a few days and may, hopefully, be made up.

WPCC: Operations personnel will be moving out of the trailer and into the WPCC administration building during the remainder of this week. Other parts of the project remain on schedule.

Lateral Updates: With the abrupt departure of our temporary employee, no additional Resolution of Necessity letters have been sent during the past two weeks, and the spreadsheet has not been updated.

The lateral separation program is still progressing. As of April 13, 2017, letters have been sent to 2,932 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, 2,077 (71%) have responded (up 32 since 3/30/17). Of the 2,077, 1,443 either have separated laterals or already had separated laterals and 634 either have problems or are believed to have problems. By extrapolation, approximately 1,200 (634 + ~67% of homes not inspected) may need to separate laterals.

CUE Action Items:

Below are responses to questions asked by the Board:

Are as-built plans provided following plant construction projects: As-built plans are generally provided after construction projects and are included in the current Storage Improvements Project.

Outreach Specialist to Board meetings: The CUE will have the next Community Outreach Specialist attend Board meetings at regular intervals.

Phone service: Staff continues to investigate the most resilient, cost-effective solution.

Storm drainage in the 45s: Public Works interacted with HDR to look at several storm intensity scenarios and opted to design the storm sewer for the "10-year" storm.

Citywide stormwater management: A small-group meeting is being scheduled tentatively for the first week of May. The outcome of this meeting would establish the path forward for discussions regarding citywide stormwater management.

Personnel Development and Quality Management: Staff is currently working with Corporate College to develop an appropriate professional development program for our staff and will meet with an independent consultant on May 30, 2017, (Members Rush and Schnabel will take part) to review various quality management programs to determine the best approach for our organization.

Chairman/Committee/Members Reports

Chairman Dzwonczyk reported Councilmember Fenderbosch is working diligently to coordinate a meeting between Utilities and Public Works.

Mr. Rickey was unable to attend the LORCO meeting due to a conflict.

CUE Report

None.

Miscellaneous

None.

Adjourn

As there was no further business, Mr. Phillips moved, Mr. Rickey seconded, that the meeting adjourn at 7:17 PM.

Ayes: Dzwonczyk, Phillips, Rickey

Nays: None

Motion carried.

Approved May 2, 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 – May 2, 2017**
Date: **April 27, 2017**

Item 4: Job Descriptions and Wages – TAD

The Engineer, Chief of Utility Operations, and Underground Asset Locator job descriptions have been revised based upon comments during the April 4, 2017 work session, and wage steps for the Underground Asset Locator and the Laborer have been negotiated with the union. Additionally, the CUE has requested to present the new job descriptions to the HR Committee on Monday night, and Mr. Baytos will present them to the Civil Service Commission on Tuesday. The job descriptions (Engineer, Chief of Utility Operations, and Underground Asset Locator) are attached for the Board's final review and approval and wages for the Laborer, Underground Asset Locator, and Engineer are presented for the Board's approval. With the concurrence of the union (received 4/26/17) and approval by the Board, no additional steps are necessary for the Laborer or Underground Asset Locator. The wage range for the Engineer will be reviewed by the HR Committee on Monday. Wages for both the Underground Asset Locator and Engineer were established by conducting a survey of wage ranges for similar positions in utilities in the greater Cleveland area, and the ranges proposed to the Board are competitive. The CUE intends to advertise for all three positions for which the Board is approving wage ranges and will continue working with Member Rush to prepare for advertising for the CUO.

The Principles that would help guide the Board are:

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

Recommended motion:

I move to approve the job descriptions for Chief of Utility Operations, Engineer, and Underground Asset Locator.

Furthermore, I move to establish the wage range for the Engineer at \$45,000/yr to \$70,000/yr.

I also move to establish the hourly wage steps for the Underground Asset Locator as:

<i>Step 1A</i>	<i>Step 1B</i>	<i>Step 1C</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>
<i>\$20.00</i>	<i>\$21.00</i>	<i>\$22.00</i>	<i>\$23.00</i>	<i>\$24.00</i>	<i>\$25.00</i>	<i>\$26.00</i>

Finally, I move to establish the hourly wage steps for the recently-approved Laborer description as:

<i>Step 1A</i>	<i>Step 1B</i>	<i>Step 1C</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>
<i>\$16.00</i>	<i>\$17.00</i>	<i>\$18.00</i>	<i>\$19.00</i>	<i>\$20.00</i>	<i>\$21.00</i>	<i>\$22.00</i>

Item 5A1: Project Updates – SCB

Water Tower: Tank bowl preparation and painting is starting.

Water Plant: Top soil is being spread. MWHC Staff is preparing to remove the trailer.

Wastewater Plant: The Manager's office is almost complete. The new UV is up and running. Equipment for Aeration, Final tanks, and Alum tank is on site. The influent pumping station excavation is over 50% backfilled.

Item 5A2: Lateral Updates – TAD

The lateral separation program is progressing well. As of April 27, 2017, letters have been sent to 2,944 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, 2,134 (72%) have responded (up 57 since 4/13/17). Of the 2,134, 1,470 either have separated laterals or already had separated laterals and 664 either have problems or are believed to have problems. By extrapolation, approximately 1,200 (664 + ~67% of homes not inspected) may need to separate laterals.

Since the last Board meeting, no additional agreements for the Lateral Loan Program have been executed (however, 11 are "in process"), leaving the total to 63, with \$250,400 (total) committed and \$83,600 paid so far. The average loan request is for approximately \$3,210.

Item 5A3: Community Outreach Specialist – TAD

Interviews for the Community Outreach Specialist will be conducted on Monday, May 1.

Item 5A4: Employee Appreciation Breakfast – TAD

As a reminder, the employee appreciation breakfast will be Friday, May 5, 2017 at 8:00 AM at the Avon Lake Public Library.

Item 5A5: CUE Action Items – TAD

Below are responses to questions asked by the Board:

LORCO: Staff has been investigating and identifying clean water sources entering the system, and the Executive Director is addressing them. Additionally, we are working with the Executive Director to assist him in his preparation of public comments regarding anti-degradation. The Executive Director also indicated that the 400-home Ryan Homes subdivision is anticipated to be submitted to the Planning Commission during the week of May 1, 2017.

New employees: At the request of the Board, all new employees will attend one meeting to meet Board members. Customer Service Clerk Nicole Huerner, who will begin on May 1, 2017, has been invited to attend the May 16 Board meeting.

Clerk: With the selection of Nicole Huerner to fill an open Clerk position, the interview team was able to meet with one more clerk candidate. The team believes several candidates could capably perform the duties of Customer Service Clerk and that it is in our customers' best interests to offer fulltime employment to an additional candidate. Fulltime, permanent personnel will be much more vested in learning the requirements and providing a high level of service to

our customers. Additionally, none of the training they receive would go to waste, there is a much lower likelihood of them quitting, and they cost less than temporary workers. There is certainly the fulltime need during the next year to two years due to the lateral separations, and the additional employee would enable us to better train the replacement for our Cashier-Bookkeeper who is intending to retire at the end of 2018.

Signs in the 45s for inspections: With the loss of the temporary clerk, we have been unable to send out additional Resolution of Necessity letters and coordinate the placement of signs. With the hiring of an additional clerk, we will be able to begin that again.

Additional contractor interest for lateral separations: One of the primary responsibilities of the new Community Outreach Specialist will be the lateral and sewer separations. This will include searching to identify new contractors potentially interested in lateral separations.

Bleser Park: Construction-related equipment is being removed from the parking lot. Parking lot asphalt and sidewalk work is scheduled to be complete prior to Memorial Day. The City is responsible for plantings/grass on the mound.

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 pending legal matter.

Recommended Motion:

I move to meet in Executive Session as allowed by ORC 121.22 (G)(3) to discuss legal matters and to include the Chief Utilities Executive, the WPCC Manager, and legal counsel in the discussion.

04/28/17

Avon Lake Regional Water WATER FUND 701 EXPENSES

May 2, 2017

Name	Amount	Memo	Account
May 2, 17			
1. Water Employees	50,087.43	Salaries P/R #9.040317-041617	701.180.000-51102-...
2. Water Employees	1,280.00	PartTime P/R #9.040317-041617	701.180.000-51105-...
3. Water Employees	2,425.23	OT-Plant P/R #9.040317-041617	701.180.000-51106-...
4. Water Employees	866.41	OT-Distrib P/R #9.040317-041617	701.180.000-51106-...
5. Water Employees	1,538.21	OT-Admin P/R #9.040317-041617	701.180.000-51106-...
6. Medical Mutual	947.98	Medical Mutual Payment 4/25/17	701.180.000-52203-...
7. PERS	16,829.87	PERS for March 2017 Wages	701.180.000-52209-...
8. Brass, Mike	10.00	1 Employee Meal Allowance-LS	701.180.000-52227-...
9. Bruder, Bernard	10.00	1 Employee Meal Allowance-LS	701.180.000-52227-...
10. Mosher, Gregory	10.00	1 Employee Meal Allowance-LS	701.180.000-52227-...
11. Kral, Kristin	10.00	1 Employee Meal Allowance-LS	701.180.000-52227-...
12. FedEx	305.11	Shipping Charges-LS	701.180.000-53602-...
13. FriendsOffice	314.12	Office Supplies-LS	701.180.000-53602-...
14. FriendsOffice	243.22	1/2-Office Supplies-LS	701.180.000-53602-...
15. Neofunds by Neop...	500.00	1/2-Postage for Meter-LS	701.180.000-53602-...
16. Fuelman	473.99	1/2-Fuel for Vehicles.041017-042317-LS	701.180.000-53604-...
17. Indian Springs Ma...	690.51	Yokes for WTP Chlorine Feed-GY	701.180.000-53607-...
18. Active Plumbing S...	56.50	1/2-Maintenance Supplies-RK	701.180.000-53612-...
19. Fastenal Company	34.31	1/2-Maintenance Supplies-RK	701.180.000-53612-...
20. Grainger	329.40	1/2-Maintenance Supplies-RK	701.180.000-53612-...
21. Forterra	4,918.67	16" Emergency Repair Parts-RK	701.180.000-53612-...
22. HD Supply Water...	334.00	Water Distribution Supplies-RK	701.180.000-53612-...
23. Kendera Enterpris...	1,869.06	Repair Work-WaLine Install@148Woodstock-...	701.180.000-53612-...
24. Rock Pile	1,004.99	Topsoil & Straw for Wa Break Repairs-RK	701.180.000-53612-...
25. Westview Concret...	560.50	Concrete Repairs-RK	701.180.000-53612-...
26. Maintenance Syst...	4,617.00	Asphalt Repairs-Lake Road-RK	701.180.000-53612-...
27. SiteOne Landscap...	119.53	Grass Seed for Wa Break Repairs-RK	701.180.000-53612-...
28. Swift First Aid	35.60	1/2-Svc FirstAid Cabinets@201Miller-LS	701.180.000-53612-...
29. U.S. Bank Equipm...	357.77	1/2-Lease Payment-2 Ricoh Copiers-TAD	701.180.000-53701-...
30. American Legal P...	75.00	1/2-Internet Renewal 050117-050118-TAD	701.180.000-53701-...
31. Area Temps	42.34	Temporary Office Help-Week Ending 040917-...	701.180.000-53701-...
32. Pro Oncall Techno...	79.50	1/2-Telephone Service@201Miller-TAD	701.180.000-53701-...
33. Research Associat...	92.50	1/2-Employee Background Check-N.Huerner-SB	701.180.000-53701-...
34. Technology Mana...	1,049.99	OffSite Backup-Main Office & Intake Plant-TAD	701.180.000-53701-...
35. Technology Mana...	2,918.13	1/2-Computer Support-March 2017-TAD	701.180.000-53701-...
36. Operator Training ...	937.50	1/2-Training/Mapping Svc.010617-030617-JRG	701.180.000-53701-...
37. Engie Resources	2,717.18	Monthly Energy Charges-April 2017-TAD	701.180.000-53703-...
38. Engie Resources	22,952.47	ElectSvc@WaPlant.012017-032117-TAD	701.180.000-53703-...
39. Engie Resources	669.41	ElectSvc@201Miller.020117-031317-TAD	701.180.000-53703-...
40. Engie Resources	689.15	Elect@201Miller.031417-041017-TAD	701.180.000-53703-...
41. Illuminating Comp...	699.86	Elect@201Miller.031417-041017-TAD	701.180.000-53703-...
42. Spectrum Business	135.00	1/2-InternetSvc@201Miller.041417-051317-TAD	701.180.000-53705-...
43. Kowalski Ford	52.50	1/2-Truck Part (Mirror)-RK	701.180.000-53707-...
44. Speed Exterminati...	30.00	1/2-Exterminating Svc@201Miller-April 2017-T...	701.180.000-53708-...
45. Burgess & Niple	3,972.00	Elyria Interconnection Evaluation.012217-0401-...	701.180.000-53806-...
46. Beard, Beatrice	-17.80	Refund Credit Balance on Closed Account-LS	701.180.000-53901-...
47. Danielson, Todd	362.80	Reimburse Conference Expenses-JD	701.180.000-53901-...
48. Drake, Sylvia	7.85	Refund Credit Balance on Closed Account-LS	701.180.000-53901-...
49. Calfee, Halter & G...	1,382.00	1/2-Legal Fees- March 2017-TAD	701.180.000-53907-...

May 2, 17

129,626.79

04/28/17

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

May 2, 2017

Name	Amount	Memo	Account
May 2, 17			
1. Wastewater Empl...	55,760.01	Salaries P/R #9.040317-041617	721.190.000-51102-...
2. Wastewater Empl...	3,680.00	PartTime P/R #9.040317-041617	721.190.000-51105-...
3. Wastewater Empl...	2,800.81	OT-Plant P/R #9.040317-041617	721.190.000-51106-...
4. Wastewater Empl...	1,438.83	OT-Distrib P/R #9.040317-041617	721.190.000-51106-...
5. Wastewater Empl...	1,866.68	OT-Admint P/R #9.040317-041617	721.190.000-51106-...
6. Wastewater Empl...	552.00	OT-Construct P/R #9.040317-041617	721.190.000-51106-...
7. Medical Mutual	828.14	Medical Mutual Payment 4/25/17	721.190.000-52203-...
8. Dependent Health...	200.00	Dependent Healthcare-Smith-May 2017	721.190.000-52203-...
9. PERS	19,212.85	PERS for March 2017 Wages	721.190.000-52209-...
10. Fischer, Will	10.00	1 Employee Meal Allowance-LS	721.190.000-52227-...
11. Avon Lake Printing	134.00	Sheets, Signs & Magnets-SB	721.190.000-53602-...
12. FriendsOffice	243.22	1/2-Office Supplies-LS	721.190.000-53602-...
13. Neofunds by Neop...	500.00	1/2-Postage for Meter-LS	721.190.000-53602-...
14. OfficeFurniture.co...	4,171.20	Office Furniture-SB	721.190.000-53602-...
15. OfficeFurniture.co...	543.84	Office Furniture-SB	721.190.000-53602-...
16. Fuelman	473.99	1/2-Fuel for Vehicles.041017-042317-LS	721.190.000-53604-...
17. Bonded Chemical...	3,587.50	8.3044 Tons Ferric Chloride-SB	721.190.000-53611-...
18. Mississippi Lime C...	3,174.05	21.50 Tons Lime-SB	721.190.000-53611-...
19. Mississippi Lime C...	3,213.91	21.770 Tons Lime-SB	721.190.000-53611-...
20. ABC Equipment	257.43	Maintenance Supplies-SB	721.190.000-53612-...
21. Active Plumbing S...	56.49	1/2-Maintenance Supplies-RK	721.190.000-53612-...
22. Discount Drug Mart	26.48	Maintenance Supplies-LS	721.190.000-53612-...
23. Fastenal Company	34.30	1/2-Maintenance Supplies-RK	721.190.000-53612-...
24. Grainger	329.40	1/2-Maintenance Supplies-RK	721.190.000-53612-...
25. McMaster-Carr Su...	169.39	Maintenance Supplies-SB	721.190.000-53612-...
26. United Laboratories	3,084.03	Maintenance Supplies-SB	721.190.000-53612-...
27. United Laboratories	3,256.15	Maintenance Supplies-SB	721.190.000-53612-...
28. Zoro Tools, Inc.	1,295.20	MaIntenance Supplies-SB	721.190.000-53612-...
29. Harold Archer & S...	1,361.98	73.62 Tons Stone for WPCC-RK	721.190.000-53612-...
30. Kendera Enterpris...	1,960.00	Repair Work @Lift Station-RK	721.190.000-53612-...
31. Swift First Aid	35.60	1/2-Svc FirstAid Cabinets@201Miller-LS	721.190.000-53612-...
32. Hach Company	859.17	Lab Supplies for WPCC-SB	721.190.000-53613-...
33. Jones & Henry La...	300.00	Lab Testing-SB	721.190.000-53613-...
34. U.S. Bank Equipm...	357.78	1/2-Lease Payment-2 Ricoh Copiers-TAD	721.190.000-53701-...
35. American Legal P...	75.00	1/2-Internet Renewal 050117-050118-TAD	721.190.000-53701-...
36. Pro Oncall Techno...	79.50	1/2-Telephone Service@201Miller-TAD	721.190.000-53701-...
37. Pro Oncall Techno...	1,777.50	Telephone Repair Work@WPCC-SB	721.190.000-53701-...
38. Pro Oncall Techno...	129.00	Telephone Service@WPCC-SB	721.190.000-53701-...
39. Research Associat...	92.50	1/2-Employee Background Check-N.Huerner-SB	721.190.000-53701-...
40. Solar Testing Labo...	2,065.50	Testing/Inspection@WPCC.032017-040217-T...	721.190.000-53701-...
41. Technology Mana...	900.00	OffSite Backup-April 2017-TAD	721.190.000-53701-...
42. Technology Mana...	2,918.12	1/2-Computer Support-March 2017-TAD	721.190.000-53701-...
43. Williams Scotsma...	113.00	Container Rental 042117-052017-SB	721.190.000-53701-...
44. Operator Training ...	937.50	1/2-Training/Mapping Svc.010617-030617-JRG	721.190.000-53701-...
45. Republic Services	37,494.49	Sludge Disposal-March 2017-SB	721.190.000-53701-...
46. Columbia Gas of ...	729.95	Gas Svc@WPCC.021817-032017-SB	721.190.000-53702-...
47. Columbia Gas of ...	26.73	GasSvc@32789LakeRd.032017-041917-RK	721.190.000-53702-...
48. Engie Resources	15,441.84	ElectSvc@WPCC.020917-040717-TAD	721.190.000-53703-...
49. Illuminating Comp...	7,888.64	Elect@WPCC.031017-040717-SB	721.190.000-53703-...
50. Engie Resources	62.65	Elect@31900Lake.020317-030617-TAD	721.190.000-53703-...
51. Engie Resources	1,854.37	Elect@Center P.S.021017-040717-TAD	721.190.000-53703-...
52. Engie Resources	64.09	Elect@671Bridgeside.020817-040717-TAD	721.190.000-53703-...
53. Engie Resources	100.55	Elect@641Lear.020817-040717-TAD	721.190.000-53703-...
54. Engie Resources	88.00	Elect@HuntClub.020817-040717-TAD	721.190.000-53703-...

04/28/17

**Avon Lake Regional Water
WASTEWATER FUND 721 EXPENSES
May 2, 2017**

Name	Amount	Memo	Account
55. Engie Resources	64.27	Elect@31900 Lake.031017-040617-TAD	721.190.000-53703....
56. Illuminating Comp...	12,293.84	Elect@33385Lake.012317-041017-SB	721.190.000-53703....
57. Illuminating Comp...	58.48	Elect@AvonBeldenSwMtr.031517-041117-RK	721.190.000-53703....
58. Spectrum Business	135.00	1/2-InternetSvc@201Miller.041417-051317-TAD	721.190.000-53705-...
59. Kowalski Ford	52.51	1/2-Truck Part (Mirror)-RK	721.190.000-53707-...
60. Absolute Plumbing...	47.00	Backflow Inspection@Center Rd Pump Station...	721.190.000-53708-...
61. Speed Exterminati...	30.00	1/2-Exterminating Svc@201Miller-April 2017-T...	721.190.000-53708....
62. Brown & Caldwell	24,683.68	Collection Evaluation System.022417-032217-...	721.190.000-53806-...
63. Beard, Beatrice	29.33	Refund Credit Balance on Closed Account-LS	721.190.000-53901-...
64. Drake, Sylvia	30.07	Refund Credit Balance on Closed Account-LS	721.190.000-53901-...
65. Calfee, Halter & G...	1,382.00	1/2-Legal Fees- March 2017-TAD	721.190.000-53907....
May 2, 17	<u>227,419.54</u>		

04/28/17

Avon Lake Regional Water
MOR FUND 703 EXPENSES
May 2, 2017

Name	Amount	Memo	Account
May 2, 17			
1. Corpro Companie...	5,256.54	Annnode Supplies-RK	703.180.000-53612-...
2. HD Supply Water...	18,254.37	Water Main Repair Parts-RK	703.180.000-53612-...
3. HD Supply Water...	17,084.47	Water Line Repair Parts-RK	703.180.000-53612-...
4. Illuminating Comp...	12,004.81	Elect@Moore Rd P.S.031417-041217-TAD	703.180.000-53703-...
5. Engie Resources	8,770.17	Elect@Moore P.S.021117-031317-TAD	703.180.000-53703-...
6. Engie Resources	8,426.43	Elect@Moore P.S. 031417-041217-TAD	703.180.000-53703-...
7. Engie Resources	33.90	Elect@Butternut/Root.020317-040417-TAD	703.180.000-53703-...
8. Engie Resources	155.86	Elect@Lear/Mills.020917-040717-TAD	703.180.000-53703-...
9. Engie Resources	17.88	Elect@Lear/Chestnut.010617-040517-TAD	703.180.000-53703-...
10. Engie Resources	8.20	Elect@Lear/US20.020717-030717-TAD	703.180.000-53703-...
11. Engie Resources	34.50	Elect@Root/Sprag.020417-040417-TAD	703.180.000-53703-...
12. Engie Resources	10.24	Elect@Lear/US20.030817-041017-TAD	703.180.000-53703-...
May 2, 17	<u>70,057.37</u>		

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Avon Lake Regional Water
MOR FUND 762 EXPENSES

May 2, 2017

Name	Amount	Memo	Account
May 2, 17			
1. Illuminating Comp...	2,340.82	Elect@Moore P.S.031417-041217-TAD	762.180.000-53703....
2. Engie Resources	4,085.27	Elect@Moore P.S.011217-031317-TAD	762.180.000-53703....
3. Engie Resources	3,670.65	Elect@Island P.S.010417-030317-TAD	762.180.000-53703....
4. Illuminating Comp...	66.65	Elect@Detroit PRV.031517-041117-TAD	762.180.000-53703....
5. Engie Resources	53.92	Elect@DetroitPRV.011317-031417-TAD	762.180.000-53703....
6. Engie Resources	10.68	Elect@BarresPRV.020717-030817-TAD	762.180.000-53703....
7. Engie Resources	8.40	Elect@CenterRidge.020317-040517-TAD	762.180.000-53703....
8. Engie Resources	25.00	Elect@Detroit PRV.031517-041117-TAD	762.180.000-53703....
9. Engie Resources	12.28	Elect@Barres PRV.030917-040617-TAD	762.180.000-53703....
May 2, 17	10,273.67		

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Avon Lake Regional Water
LORCO FUND 749 EXPENSES
May 2, 2017

Name	Amount	Memo	Account
May 2, 17			
1. RLCWA	55.76	Water Used@TriPlex.030217-040317-TAD	749.190.000-53701....
2. RLCWA	92.00	Water Used@FourPlex.030217-040317-TAD	749.190.000-53701....
3. Engie Resources	294.21	Elect@TiPlex.020317-040417-TAD	749.190.000-53703....
4. Engie Resources	1,327.03	Elect@FourPlex.020217-040117-TAD	749.190.000-53703....
5. Illuminating Comp...	65.84	Elect@33678Walker.031517-041317-TAD	749.190.000-53703....
6. Engie Resources	21.03	Elect@33678Walker.031517-041317-TAD	749.190.000-53703....
7. Engie Resources	36.23	Elect@33678Walker.011317-031417-TAD	749.190.000-53703....
8. Engie Resources	16.21	Elect@12169AvonBelden.020217-040317-TAD	749.190.000-53703....
9. Engie Resources	24.74	Elect@12901AvonBelden.020217-040317-TAD	749.190.000-53703....
10. Engie Resources	70.83	Elect@33930Cooley.020217-040317-TAD	749.190.000-53703....
11. Engie Resources	26.40	Elect@36780Giles.020117-040317-TAD	749.190.000-53703....
12. Engie Resources	14.81	Elect@10920Hawke.020417-040517-TAD	749.190.000-53703....
13. Engie Resources	50.23	Elect@10301Reed.020417-040417-TAD	749.190.000-53703....
14. SmartBill	91.00	Custom Inserts for LORCO Rate Increase-TAD	749.190.000-53760-...
15. LORCO	500.00	ReimburseTap Fees Collected by Auditor-TAD	749.190.000-53901-...
May 2, 17	<u>2,686.32</u>		

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Avon Lake Regional Water
WATERWORKS CONSTRUCTION FUND 704 EXPENSES
May 2, 2017

<u>Name</u>	<u>Amount</u>	<u>Memo</u>	<u>Account</u>
May 2, 17			
1. Underground Utilities Inc.	10,546.41	Pmt #7-Fairfield Area Project-TAD	704.180.000-55006-...
May 2, 17	<u>10,546.41</u>		

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Avon Lake Regional Water
WASTEWATER CONSTRUCTION FUND 724 EXPENSES
May 2, 2017

Name	Amount	Memo	Account
May 2, 17			
1. 1st Nationwide Titl...	95,828.51	Land Purchase for WPCC Renovations-TAD	724.190.000-55008-...
2. Underground Utiliti...	169,797.14	Pmt #7-Fairfield Area Project-TAD	724.190.000-55006-...
May 2, 17	<u><u>265,625.65</u></u>		

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. At least a Class III Ohio water and/or wastewater license, or equivalent; and preferably both.
4. Must possess a valid driver's license with an acceptable driving record.

SPECIFIC DUTIES

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

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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

The successful applicant should possess (minimum requirements):

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

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

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

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

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

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 within 15 minutes from the receipt of said call.

GENERAL QUALIFICATIONS:

1. Associate's Degree or high school diploma with sufficient relevant qualifications and experience.
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.
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.

The successful applicant should possess at a minimum 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 sketches/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.

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

1. Broad knowledge of the geographical service area.
2. Working knowledge of water distribution and wastewater collection systems.
3. Knowledge of proper techniques in lifting and carrying materials.
4. Working skill in performing preventive maintenance on assigned tools and equipment.
5. Skills to perform required work using standard field safety practices.
6. 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. Must be in good physical condition.
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, perform 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. Assist in the design and management of sanitary sewer and/or waterline projects. Apply 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:

1. 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.
2. Assist with or lead construction project administration including construction oversight, change management, payment processing, and punchlist/closeout.
3. Assist in the development of computerized preventative/predictive maintenance and data management systems, taking lead on key areas of data collection, manipulation, and analysis.
4. 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.
5. Perform field work associated with the duties above.
 6. Update and maintain paper and computerized files, records, databases; retrieve and create drawings, reports and maps.
 7. Operate a variety of office and technical tools and equipment in order to best complete duties.
 8. Perform additional functions/tasks as needed.
 9. Respond to routine inquiries from public and/or officials.
 10. Perform the duties of the Engineering Services Manager, as appropriate.

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.

The successful applicant should possess at a minimum 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.

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

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.