

Avon Lake Board of Municipal Utilities

AGENDA

For

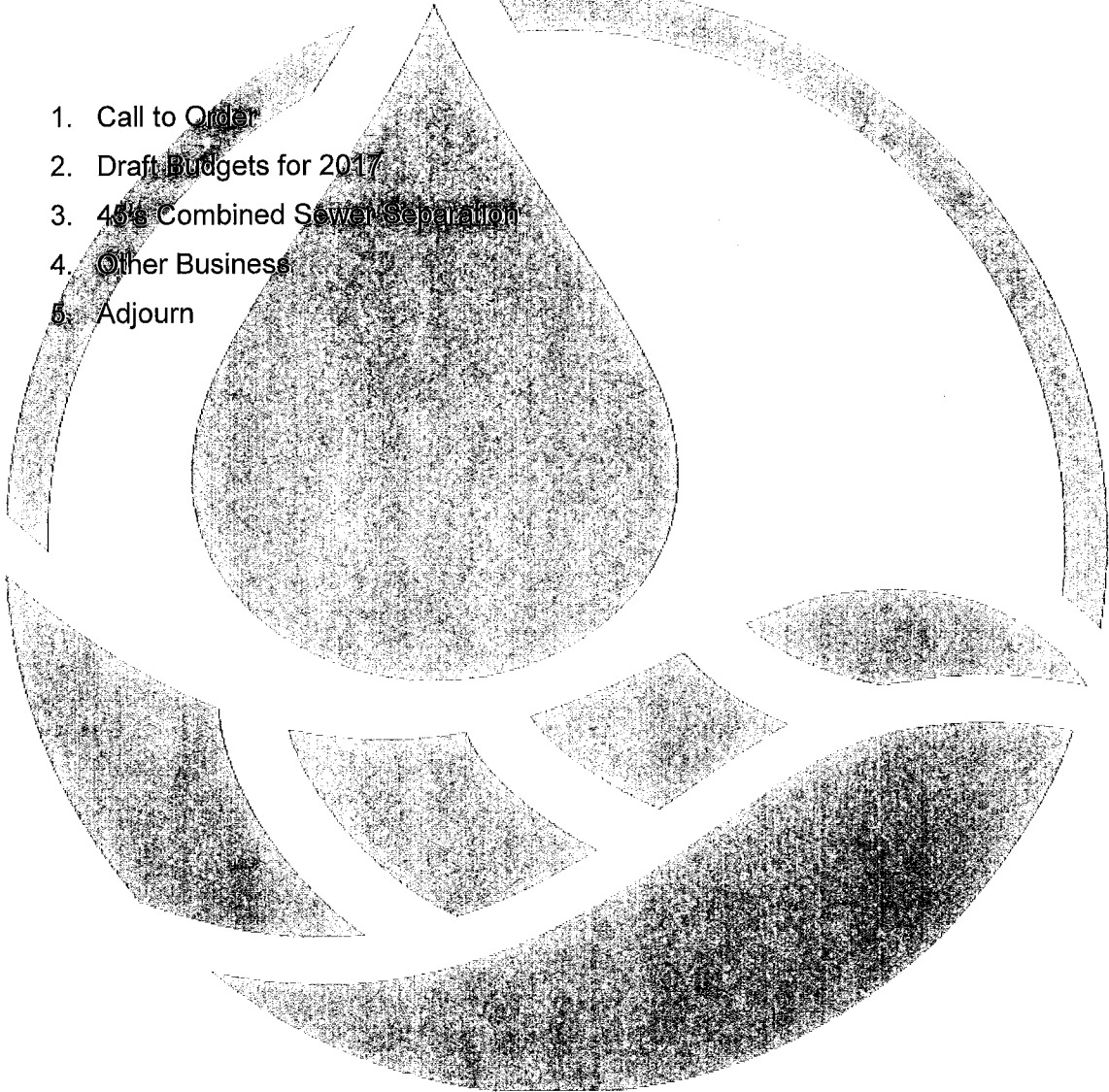
WORK SESSION

Tuesday

November 15, 2016

6:00 PM

1. Call to Order
2. Draft Budgets for 2017
3. 45% Combined Sewer Separation
4. Other Business
5. Adjourn



Avon Lake Board of Municipal Utilities

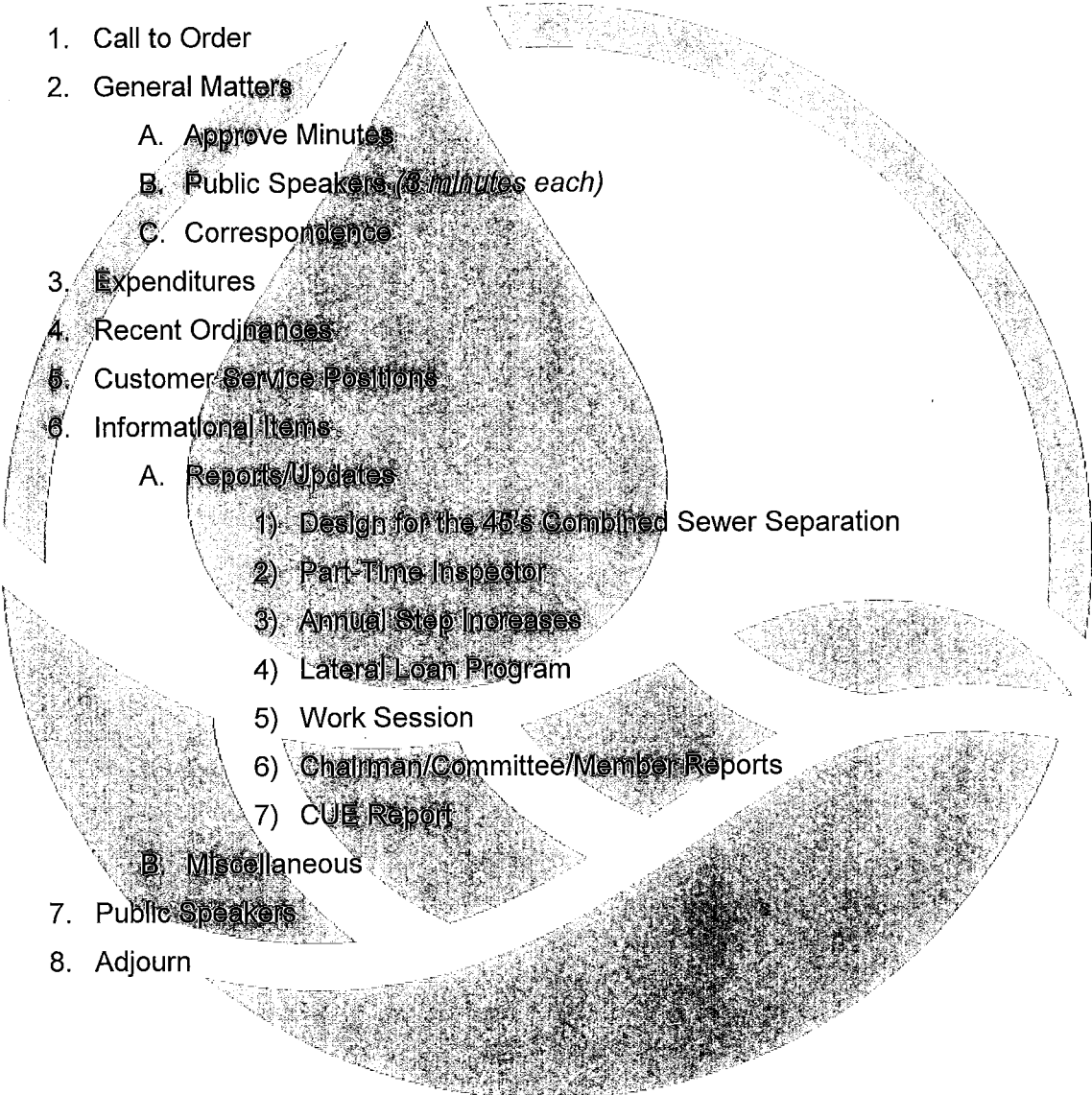
AGENDA

For

Tuesday

November 15, 2016

Immediately Following Work Session

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1. Call to Order
 2. General Matters
 - A. Approve Minutes
 - B. Public Speakers (3 minutes each)
 - C. Correspondence
 3. Expenditures
 4. Recent Ordinances
 5. Customer Service Positions
 6. Informational Items
 - A. Reports/Updates
 - 1) Design for the 45's Combined Sewer Separation
 - 2) Part-Time Inspector
 - 3) Annual Step Increases
 - 4) Lateral Loan Program
 - 5) Work Session
 - 6) Chairman/Committee/Member Reports
 - 7) CUE Report
 - B. Miscellaneous
 7. Public Speakers
 8. Adjourn

Avon Lake Regional Water
MEMORANDUM

To: **Board of Municipal Utilities**

From: **Todd Danielson**

Subject: **Agenda Items – November 15, 2016**

Date: **November 11, 2016**

Item 4: **Recent Ordinances – TAD**

As was discussed during the November 1, 2016, work session, the Board moved on October 4, 2016, to request the Council exclude Avon Lake Regional Water staff members from Temporary Legislation 10731 item (d) and 10735 because there was an inadvertent error in the way the legislation was written. With changes that were made to the Temporary Legislation, Board members indicated that the request was no longer necessary. The motion below formally rescinds the initial motion.

Recommended motion:

I move to rescind the October 4, 2016, motion regarding Temporary Legislation 10731 and 10735.

Item 5: **Customer Service Positions – TAD**

As discussed at the last meeting, job descriptions must first be approved by the Board, then go to the Civil Service Commission, and finally pass through the HR Committee and the City Council. When the Customer Service Representative and Customer Service Specialist job descriptions were being reviewed by the Civil Service Commission, the Commission indicated that they would be unable to develop a test to differentiate between the two positions and suggested we consider collapsing the two positions into one. Upon speaking with the HR Director and the union representatives, there is amenability to do this and broadband the wage range to begin at the bottom of the original Customer Service Representative scale and end at the top of the Customer Service Specialist scale. The attached updated Customer Service Representative job description is attached and the wage scale is presented below for the Board's approval.

Additionally, Member Rush and the CUE attended the HR Committee meeting on November 7, 2016. The Committee approved the job descriptions and wage ranges for the Customer Service Clerk and the Executive Assistant. The Customer Service Clerk job description approved included one minor change (to remove the word "workmanlike" in the General Description) that was suggested by Member Rush. The attached job description reflects that change.

In making this decision, 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 revised job description for the Customer Service Representative, along with the following hourly wage rates:

Step 1A	Step 1B	Step 1C	Step 2	Step 3	Step 4	Step 5	Step 6	Step 5
\$19.56	\$20.95	\$21.63	\$22.92	\$24.85	\$26.21	\$27.63	\$29.20	\$30.95

Item 6A1: Design for the 45's Combined Sewer Separation – TAD

Staff received qualifications packages from five consultants for the 45's combined sewer separation. One firm was selected as the top-ranked firm, and staff is currently negotiating scope and budget for the project. Once an agreed-upon scope and budget is developed, staff will present it to the Board for authorization to enter into an agreement.

Item 6A2: Part-Time Inspector – TAD

Due to the current union contract, part-time employees may work a maximum of 90 working days. The previous employee performing inspections worked as summer help prior to performing inspections. Due to this, he reached his maximum tenure. Staff elected to advertise for the position, interviewed, and will hire Jason Kempton as a part-time, temporary inspector at \$19.00/hr for fewer than 30 hours per week on an annual average.

Item 6A3: Annual Step Increases – TAD

By Ordinance, annual step increases due April 1 must be approved by the preceding December. Based on the recommendations of their supervisors, the Board must recognize annual step increases due April 1, 2017 for eligible employees as follows:

K. Gomez, Biller-Bookkeeper II	Step 1C to Step 2
J. Spinks, WPCC Operator	Step 1C to Step 2
W. Fischer, WPCC Operator	Step 2 to Step 3
D. Hall, Laborer	Step 1C to Step 2
A. Sisson, WFP Operator	Step 1C to Step 2
G. Mosher, WFP Operator	Step 3 to Step 4
T. Roten, WFP Janitor	Step 3 to Step 4

Item 6A4: Lateral Loan Program – TAD

Since the last Board meeting, five additional agreements for the Lateral Loan Program have been executed, bringing the total to 22 properties, with \$67,250 committed so far. Members asked to have included how much money has been expended. With the updates to the software systems, this should be easily able to be tracked and will be included in the future.

Item 6A5: Work Session – TAD

The Board's monthly work session will occur at 6:00PM on November 15, 2016. The main topic of discussion will be the draft budgets for 2017. The CUE will present the draft budgets to the Board at the meeting.

Board of Municipal Utilities
Work Session Minutes
November 1, 2016
201 Miller Road
Avon Lake, Ohio

The work session was called to order at 6:30 PM.

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

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

Recent Ordinances

The CUE presented two ordinances (129-2016 and 133-2016) recently passed by Council and discussed how they would affect Avon Lake Regional Water's non-bargaining staff. These were the matter of a motion the Board made on October 4, 2016, specifically requesting the Council exclude all employees of Avon Lake Regional Water. With the revisions the Council made to the original draft ordinance, the Board expressed comfort in rescinding its October 4, 2016, motion at the upcoming November 15, 2016, meeting.

Recent Water Breaks

Member Rickey inquired about the recent water breaks. CUE Danielson stated that Avon Lake Regional Water experienced a number of breaks, as did Sheffield Lake, as a result of poor readings from a pressure sensor in the distribution system, near the Avon Lake Water Filtration Plant. As staff was responding to a water break on Electric Boulevard and was closing valves, the pressure sensor began reading low pressure, which caused the pumps to push more water into the system. Unfortunately, the pressure sensor was not accurately representing the system pressure. The sensor has since been moved, and staff is assessing what other operational changes should be considered to reduce chances for future issues.

The work session adjourned at 6:40 PM.

Approved November 15, 2016

John G. Dzwonczyk, Chairman

Todd A. Danielson, Clerk

Board of Municipal Utilities
Regular Meeting Minutes
November 1, 2016
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 6:41 PM.

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

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

Approve Minutes

Chairman Dzwonczyk presented the minutes of the October 18, 2016 Work Session and the October 18, 2016, 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 October 28, 2016 for funds and amounts as follows, Mr. Rickey moved, Ms. Schnabel seconded, that all be approved and paid per budget:

Water Fund 701	\$	183,394.91
Wastewater Fund 721	\$	146,042.64
MOR Fund 703 ETL1	\$	18,781.18
MOR Fund 762 ETL2	\$	193,158.49
LORCO Fund 749	\$	732.65
Sewer Const 724	\$	568,549.82

Ayes: Berner, Dzwonczyk, Rickey, Schnabel

Nays: None

Motion carried.

Amendment to Brown and Caldwell Agreement

After an explanation by staff on the amendment to Brown and Caldwell's agreement, Mr. Rickey moved and Ms. Schnabel seconded to authorize the CUE to amend the agreement with Brown and Caldwell and increase the not-to-exceed fee by \$56,000.

Ayes: Berner, Dzwonczyk, Rickey, Schnabel

Nays: None

Motion carried.

Customer Service Positions

Per discussion at this previous Board meetings, and further explanation in the meeting's write-up, Mr. Dzwonczyk moved and Ms. Schnabel seconded to approve the following hourly wage rates for the position of Customer Service Representative:

Step 1A	Step 1B	Step 1C	Step 2	Step 3	Step 4	Step 5
\$19.56	\$20.95	\$22.76	\$24.03	\$25.38	\$26.76	\$28.09

Mr. Dzwonczyk further moved and Mr. Rickey seconded to approve the following hourly wage rates for the position of Customer Service Specialist:

Step 1A	Step 1B	Step 1C	Step 2	Step 3	Step 4	Step 5
\$21.63	\$22.92	\$24.85	\$26.21	\$27.63	\$29.20	\$30.95

Ayes: Berner, Dzwonczyk, Rickey, Schnabel

Nays: None

Motion carried.

Reports/Updates

Step Increase: Kristin Gomez will satisfactorily complete her one-year probationary period as Biller/Bookkeeper II on November 12, 2016. Ms. Gomez will be recognized as a permanent employee and her wage rate be moved from Step 1B to Step 1C effective on her anniversary date.

Software Updates: Both the City's new purchase order system and our new customer information system are up and running. Staff is learning how to use the new systems and working to address minor issues. We hope to be able to respond to some of the Board's previous requests and provide different financial information as we learn the new purchase order system better.

Regarding the customer information system (Muni-Link), as of midday Thursday, October 27, 2016, 556 customers had paid their bill by ACH (either by themselves online or with our assistance) and 147 have paid by credit card. Fewer second notices were sent out in November than were sent out for the June bill.

Lateral Loan Program: Since the last Board meeting, there have been no new agreements for the Lateral Loan Program. The total remains at seventeen properties, with \$49,550 committed so far. Members asked to have included how much money has been expended. With the updates to the software systems, this should be easily able to be tracked and will be included in the future.

Chairman/Committee/Members Reports

Chairman Dzwonczyk reported he attended the Sewer Committee Meeting where addressed main point of discussion regarded implementing appropriate methods to assure customers separate their laterals.. He also reported he will be attending the November 17, 2016 meeting.

CUE Report

CUE Danielson reported he received a report from NOAA on the algae bloom for the summer of 2016. Due to the extremely dry summer, the algae bloom was significantly lower than in past years.

Miscellaneous

None.

Adjourn

As there was no further business, Ms. Schnabel moved, Mr. Rickey seconded, that the meeting adjourn at 7:28 PM.

Ayes: Berner, Dzwonczyk, Rickey, Schnabel

Nays: None

Motion carried.

Approved November 15, 2016

John G. Dzwonczyk, Chairman

Todd A. Danielson, Clerk

11/11/16

Avon Lake Municipal Utilities
Water Fund 701 Expenses
 November 15, 2016

Name	Amount	Memo	Account
Nov 15, 16			
1. Water Employees	43,024.85	Salaries P/R #23 10/17/16-10/30/16	701 5-180 7-102-...
2. Water Employees	1,785.00	Part Time P/R #23 10/17/16-10/30/16	701 5-180 7-105-...
3. Water Employees	14,216.01	Overtime P/R #23 10/17/16-10/30/16	701 5-180 7-106-...
4. Ester, Leslie	30.00	3 Employee Meal Allowances-LS	701 5-180 7-200-...
5. Bruce, Lindsey	20.00	2 Employee Meal Allowances-LS	701 5-180 7-200-...
6. Busse, Carl	30.00	3 Employee Meal Allowances-LS	701 5-180 7-200-...
7. Haas, Donald	30.00	3 Employee Meal Allowances-LS	701 5-180 7-200-...
8. Klunk, Brian	30.00	3 Employee Meal Allowances-LS	701 5-180 7-200-...
9. Wohl, Michael	30.00	3 Employee Meal Allowances-LS	701 5-180 7-200-...
10. Kral, Kristin	20.00	2 Employee Meal Allowances-LS	701 5-180 7-200-...
11. Gomez, Kristin	10.00	1 Employee Meal Allowances-LS	701 5-180 7-200-...
12. Cintas Corp.	175.22	Emp Uniform Rental Oct. 2016-RK	701 5-180 8-226-...
13. Avon Lake Printing	102.00	Poster for Drive-Thru Window-EW	701 5-180 8-601-...
14. Avon Lake Printing	270.00	Door Hangers for Outside Crew-EW	701 5-180 8-601-...
15. Avon Lake Printing	135.30	Print Class IV Water Exam-SH	701 5-180 8-601-...
16. Federal Express	40.12	Shipping Charges-LS	701 5-180 8-601-...
17. FriendsOffice	156.16	Office Supplies-KG/LS	701 5-180 8-601-...
18. Shamrock	1,746.24	1/2-Print/Mail 3rd Qtr Wa Bills-TAD	701 5-180 8-601-...
19. Staples	96.87	1/2-Office Supplies-KK	701 5-180 8-601-...
20. Sal Chemical Co Inc.	19,338.94	Sodium Silicofluoride-SH	701 5-180 8-602-...
21. USALCO	6,351.58	49.59 Tons Alum - SH	701 5-180 8-602-...
22. Brohl & Appell, Inc.	419.54	Maintenance Supplies-SH	701 5-180 8-603-...
23. E & H Hardware Group, LLC.	265.33	1/2-Maintenance Supplies-TAD	701 5-180 8-603-...
24. Fastenal Company	251.09	1/2-Maintenance Supplies-RK	701 5-180 8-603-...
25. Grainger Inc.	601.77	Maintenance Supplies-SH/RK	701 5-180 8-603-...
26. Home Depot	181.98	1/2-Maintenance Supplies-RK	701 5-180 8-603-...
27. Indy Equipment	108.13	1/2-Maintenance Supplies-RK	701 5-180 8-603-...
28. Lowe's	958.27	Maintenance Supplies-TAD	701 5-180 8-603-...
29. Trico Oxygen Company	39.80	1/2-Maintenance Gases@201Miller-RK	701 5-180 8-603-...
30. Trico Oxygen Company	34.80	Maintenance Gases @WFP-SH	701 5-180 8-603-...
31. Trico Oxygen Company	341.88	Maintenance Gases@WFP-SH	701 5-180 8-603-...
32. Grainger Inc.	279.62	Equipment Maintenance-SH	701 5-180 8-607-...
33. Forterra	6,422.00	Repair Materials-RK	701 5-180 8-612-...
34. Harold Archer & Sons	6,704.15	399.42 Tons Stone-RK	701 5-180 8-612-...
35. HD Supply Waterworks, Ltd.	13,330.52	Water Distribution Supplies-RK	701 5-180 8-612-...
36. Heczko Landscaping & Con...	1,150.00	Yard Repairs from Water Breaks-RK	701 5-180 8-612-...
37. Kendera Enterprises, Inc.	15,463.00	Water Break Repair Work-RK	701 5-180 8-612-...
38. E. J. Prescott, Inc.	3,515.00	Water Distribution Supplies-RK	701 5-180 8-612-...
39. Rock Pile	2,115.00	Topsoil for Yard Repairs-RK	701 5-180 8-612-...
40. Westview Concrete Corp.	411.63	Concrete Repairs-RK	701 5-180 8-612-...
41. SiteOne Landscape Supply	165.29	Yard Repair Materials-RK	701 5-180 8-612-...
42. Alloway	320.00	Monthly TOC Analysis-SH	701 5-180 8-615-...
43. Culligan of Cleveland	578.92	DI Rental & Carbon Exchange-SH	701 5-180 8-615-...
44. Environmental Resource As...	818.26	Lab Standards-SH	701 5-180 8-615-...
45. Hach Company	2,593.35	Lab Supplies-SH	701 5-180 8-615-...
46. Idexx Laboratories Inc.	3,364.67	Water Lab Supplies-SH	701 5-180 8-615-...
47. Trico Oxygen Company	40.60	Lab Gases-SH	701 5-180 8-615-...
48. Illuminating Co.	202.44	Elect@WFP SIP 10/8/16-11/8/16-SH	701 5-180 8-700-...
49. Engle Resources	30,392.48	Elect@WaPlant 9/20/16-10/19/16-SH	701 5-180 8-700-...
50. Illuminating Co.	57.62	Elect@WalkerWaTower 9/13/16-10/12-...	701 5-180 8-700-...
51. Illuminating Co.	60.82	Elect@LearWaTower 9/8/16-10/6/16-SH	701 5-180 8-700-...
52. Illuminating Co.	55.66	Elect@AuxPumpHouse 9/9/16-10/6/16-...	701 5-180 8-700-...
53. Time Warner Cable	222.49	InternetSvc@WaPlant 10/30/16-11/29/...	701 5-180 8-700-...
54. Verizon Wireless	439.55	1/2-Cell Svc 10/26/16-11/25/16-TAD	701 5-180 8-700-...

11/11/16

Avon Lake Municipal Utilities
Water Fund 701 Expenses
November 15, 2016

Name	Amount	Memo	Account
55. a.m. design group, inc.	450.00	Website Design Work-Variou Progra...	701 5-180 8-701-...
56. Area Temps	2,033.00	Temporary Office Help-TAD	701 5-180 8-701-...
57. AWWA	291.00	Educational Books for Employees-SH	701 5-180 8-701-...
58. Brakey Energy, Inc.	875.00	Energy Mgmt Svc- Oct 2016-TAD	701 5-180 8-701-...
59. Ellis Family Carpet & Duct C...	2,800.00	Clean/Sanitize Basement due to Wa B...	701 5-180 8-701-...
60. Lake Erie Diving, Inc.	3,000.00	Inspect Clearwell #5 & #6-SH	701 5-180 8-701-...
61. McAfee	27.50	1/2-Email Filtering-Nov 2016-RRE	701 5-180 8-701-...
62. Mercy Occupational Health	25.00	1/2-Quarterly DOT Fee-12 Employees-...	701 5-180 8-701-...
63. Mercy Occupational Health	44.00	DOT Testing - M.Wohl-TAD	701 5-180 8-701-...
64. Ohio Department of Job & F...	25.03	Unemployment Benefits - R. Berner	701 5-180 8-701-...
65. Solar Testing Laboratories, I...	2,286.00	Testing/Inspection-WalkerWaTower 1...	701 5-180 8-701-...
66. West, Elana	25.00	Reimbursement for Cell Phone-Nov. 2...	701 5-180 8-701-...
67. Yuronich, Greg	25.00	Reimbursement for Cell Phone-Nov. 2...	701 5-180 8-701-...
68. Firstmerit Bankcard Ctr	256.25	License Renewal, Breakfast,Lunches-...	701 5-180 8-701-...
69. Firstmerit Bankcard Ctr	247.91	Breakfast, Lunches,Maint Supplies-RK	701 5-180 8-701-...
70. Firstmerit Bankcard Ctr	132.50	AWWA Books-JRG	701 5-180 8-701-...
71. Firstmerit Bankcard Ctr	102.99	1/2-HardHats,Lights,RoboCallFunds-R...	701 5-180 8-701-...
72. Firstmerit Bankcard Ctr	42.84	1/2-BreakfastMtgs,Press Ad-TAD	701 5-180 8-701-...
73. Technology Management S...	646.88	1/2-Computer Support - Oct. 2016-TAD	701 5-180 8-701-...
74. Fuelman of Northern Ohio	677.24	1/2-Fuel for Vehicles 10/24/16-11/6/16-...	701 5-180 8-707-...
75. Fisher Auto Parts Inc.	44.68	1/2-Misc Truck Parts-RK	701 5-180 8-707-...
76. NAPA Avon	51.86	1/2-Truck Repair Parts-RK	701 5-180 8-707-...
77. Lawn Tech	114.45	Fertilize Lawn @Water Plant-SH	701 5-180 8-708-...
78. Maximum Elevator	549.00	Annual Elevator Pressure Test-SH	701 5-180 8-708-...
79. Sherwin-Williams Co.	1,575.00	Paint/Supplies-SH	701 5-180 8-708-...
80. Treasurer, State of Ohio	271.25	Elevator Certification Renewal Fee-SH	701 5-180 8-708-...
81. Zep Manufacturing Company	162.64	Building Maintenance Supplies-SH	701 5-180 8-708-...
82. Lawn Tech	135.97	1/2-Fertilize Lawn@201Miller-TAD	701 5-180 8-709-...
83. Lawn Tech	124.43	1/2-Fall Treatment-Tree/Shrubs@201...	701 5-180 8-709-...
84. Columbia Gas	101.96	GasSvc@201Miller 9/26/16-10/25/16-...	701 5-180 8-711-...
85. BissNuss Inc.	4,220.00	Scale & Containment for Polymer-SH	701 5-180 8-804-...
86. Bodey, Kelli	37.55	Refund Credit Balance on Closed Acco...	701 9-180 8-901-...
87. Miller, Jean	72.98	Refund Credit Balance on Account-LS	701 9-180 8-901-...
88. Shoffner, Mary Jane	2.20	Refund Credit Balance on Closed Acco...	701 9-180 8-901-...
89. Simone, Kenneth	70.00	Refund Credit Balance on Account-LS	701 9-180 8-901-...
90. Sorensen, Haley	57.93	Refund Credit Balance on Closed Acco...	701 9-180 8-901-...
91. Van Niel, Kristina	44.50	Refund Credit Balance on Account-LS	701 9-180 8-901-...

Nov 15, 16

201,193.49

11/11/16

Avon Lake Municipal Utilities
Wastewater Fund 721 Expenses
 November 15, 2016

Name	Amount	Memo	Account
Nov 15, 16			
1. Wastewater Employees	66,481.72	Salaries P/R #23 10/17/16-10/30/16	721 5-190 7-102...
2. Wastewater Employees	4,924.63	Part Time P/R #23 10/17/16-10/30/16	721 5-190 7-105...
3. Wastewater Employees	12,355.57	Overtime P/R #23 10/17/16-10/30/16	721 5-190 7-106...
4. Kasten, Rick	15.00	3 Employee Meal Allowances-LS	721 5-190 7-200...
5. Frankiewicz, Paul	20.00	2 Employee Meal Allowances-LS	721 5-190 7-200...
6. Hall, Donald	20.00	2 Employee Meal Allowances-LS	721 5-190 7-200...
7. Knick, Dennis	30.00	3 Employee Meal Allowances-LS	721 5-190 7-200...
8. Sadowski, Dale	10.00	1 Employee Meal Allowances-LS	721 5-190 7-200...
9. Cintas Corp.	250.15	Emp Uniform Rental Oct. 2016-RK	721 5-190 8-226...
10. GVS Safety Supplies, Inc.	583.50	Employee Clothing-SB	721 5-190 8-226...
11. Federal Express	19.21	Shipping Charges-LS	721 5-190 8-601...
12. FriendsOffice	127.72	Office Supplies-KG/LS	721 5-190 8-601...
13. Shamrock	1,746.23	1/2-Print/Mail 3rd Qtr Wa Bills-TAD	721 5-190 8-601...
14. Staples	96.87	1/2-Office Supplies-KK	721 5-190 8-601...
15. Bonded Chemicals Inc.	3,719.87	8.6108 Tons Ferric Chloride-SB	721 5-190 8-602...
16. Bonded Chemicals Inc.	660.00	200 Gals. Hypochlorite-SB	721 5-190 8-602...
17. Mississippi Lime Co.	3,153.38	41.12 Tons Lime-SB	721 5-190 8-602...
18. Polydyne Inc.	3,625.50	Polymer - SB	721 5-190 8-602...
19. E & H Hardware Group, ...	265.33	1/2-Maintenance Supplies-TAD	721 5-190 8-603...
20. Fastenal Company	251.09	1/2-Maintenance Supplies-RK	721 5-190 8-603...
21. Grainger Inc.	560.98	Maintenance Supplies-RK	721 5-190 8-603...
22. Home Depot	181.97	1/2-Maintenance Supplies-RK	721 5-190 8-603...
23. Indy Equipment	108.12	1/2-Maintenance Supplies-RK	721 5-190 8-603...
24. Lowe's	1,044.58	Maintenance Supplies-TAD	721 5-190 8-603...
25. Rex Pipe & Supply Co.	258.32	Maintenance Supplies-SB	721 5-190 8-603...
26. Trico Oxygen Company	39.80	1/2-Maintenance Gases@201Miller-RK	721 5-190 8-603...
27. Trico Oxygen Company	34.20	Maintenance Gases@WPCC-SB	721 5-190 8-603...
28. Active Plumbing Supply	1,231.92	Zoeller Pumps-RK	721 5-190 8-604...
29. Applied Industrial Techn...	1,175.33	Motor - SB	721 5-190 8-607...
30. USA Blue Book	720.81	Chem. Pump-SB	721 5-190 8-607...
31. Culligan of Cleveland	75.60	DI Rental-SH	721 5-190 8-615...
32. Hach Company	859.17	Lab Supplies-SH	721 5-190 8-615...
33. Idexx Laboratories Inc.	3,185.00	Wastewater Lab Supplies-SH	721 5-190 8-615...
34. Jones & Henry Labs Inc.	1,726.00	Annual Priority Pollutants-SB	721 5-190 8-615...
35. Columbia Gas	29.35	GasSvc@Bridgeside P.S. 9/28/16-10/27/16-...	721 5-190 8-700...
36. Columbia Gas	27.28	GasSvc@Lear P.S. 10/3/16-11/1/16-RK	721 5-190 8-700...
37. Columbia Gas	28.82	GasSvc@HuntClub P.S. 9/28/16-10/27/16-RK	721 5-190 8-700...
38. CenturyLink	372.54	Telephone Svc@PumpStations-Oct.2016=T...	721 5-190 8-700...
39. Illuminating Co.	1,519.29	Elect@Center P.S. 10/7/16-11/7/16-RK	721 5-190 8-700...
40. Illuminating Co.	95.15	Elect@Bridgeside P.S. 10/6/16-11/4/16-RK	721 5-190 8-700...
41. Illuminating Co.	94.77	Elect@LearP.S. 10/6/16-11/04/16-RK	721 5-190 8-700...
42. Illuminating Co.	105.66	Elect@HuntClub P.S. 10/6/16-11/04/16-RK	721 5-190 8-700...
43. Illuminating Co.	55.71	Elect@JaycoxSwMtr 10/6/16-11/4/16-RK	721 5-190 8-700...
44. Verizon Wireless	439.56	1/2-Cell Svc 10/26/16-11/25/16-TAD	721 5-190 8-700...
45. a.m. design group, inc.	68.38	Website Design Work-Variou Programs-EW	721 5-190 8-701...
46. Brakey Energy, Inc.	875.00	Energy Mgmt Svc- Oct 2016-TAD	721 5-190 8-701...
47. Brown & Caldwell	48,603.83	Coll Sys Modeling Update 7/29/16-9/29/16-...	721 5-190 8-701...
48. Great Lakes Pipeline Ser...	2,150.00	CCTV Inspect Sw Lines-45 Project-JRG	721 5-190 8-701...
49. Hofmann-Metzker, Inc.	19,400.00	Field Location & Elevations-45 Project-JRG	721 5-190 8-701...
50. McAfee	27.50	1/2-Email Filtering-Nov 2016-RRE	721 5-190 8-701...
51. Mercy Occupational Health	25.00	1/2-Quarterly DOT Fee-12 Employees-TAD	721 5-190 8-701...
52. Solar Testing Laboratorie...	2,426.00	Testing/Inspection-WPCC 10/3/16-10/16/16...	721 5-190 8-701...
53. Walters Environemntal C...	390.00	Registration Fee-Classes-SB	721 5-190 8-701...
54. Williams Scotsman, Inc.	168.93	Container Rental 10/29/16-11/28/16-SB	721 5-190 8-701...

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Avon Lake Municipal Utilities
Wastewater Fund 721 Expenses
 November 15, 2016

Name	Amount	Memo	Account
55. Firstmerit Bankcard Ctr	893.48	License Renewal, Lunches, Misc-SB	721 5-190 8-701...
56. Firstmerit Bankcard Ctr	36.47	Maint Supplies-RK	721 5-190 8-701...
57. Firstmerit Bankcard Ctr	102.98	1/2-HardHats,Lights,RoboCallFunds-RRE	721 5-190 8-701...
58. Firstmerit Bankcard Ctr	42.84	1/2-BreakfastMtgs,Press Ad-TAD	721 5-190 8-701...
59. CDM Smith	231,759.00	Eng Svc-WPCC Improve.073116-122916-T...	721 5-190 8-701...
60. Technology Managemen...	646.87	1/2-Computer Support - Oct. 2016-TAD	721 5-190 8-701...
61. Republic Services	26,861.11	Sludge Disposal-October 2016-SB	721 5-190 8-702...
62. Fuelman of Northern Ohio	677.24	1/2-Fuel for Vehicles 10/24/16-11/6/16-LS	721 5-190 8-707...
63. Fisher Auto Parts Inc.	44.67	1/2-Misc Truck Parts-RK	721 5-190 8-707...
64. Great Lakes Petroleum ...	1,257.61	500 Gals Diesel Fuel-SB	721 5-190 8-707...
65. NAPA Avon	51.86	1/2-Truck Repair Parts-RK	721 5-190 8-707...
66. Lawn Tech	35.12	Fertilize Lawn@Center P.S.-RK	721 5-190 8-708...
67. Lawn Tech	135.98	1/2-Fertilize Lawn@201Miller-TAD	721 5-190 8-709...
68. Lawn Tech	124.42	1/2-Fall Treatment-Tree/Shrubs@101Miller-...	721 5-190 8-709...
69. Trico Oxygen Company	1,838.20	Weld Equipment for Gas Lines-SB	721 5-190 8-804...
70. Bodey, Kelli	-11.40	Refund Credit Balance on Closed Account-LS	721 9-190 8-901...
71. Miller, Jean	33.27	Refund Credit Balance on Account-LS	721 9-190 8-901...
72. Shoffner, Mary Jane	25.94	Refund Credit Balance on Closed Account-LS	721 9-190 8-901...
73. Simone, Kenneth	76.27	Refund Credit Balance on Account-LS	721 9-190 8-901...
74. Sorensen, Haley	-37.34	Refund Credit Balance on Closed Account-LS	721 9-190 8-901...
75. Van Niel, Kristina	83.31	Refund Credit Balance on Account-LS	721 9-190 8-901...
Nov 15, 16	<u>451,138.24</u>		

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Avon Lake Municipal Utilities
MOR Fund 703 Expenses - ETL1
November 15, 2016

Name	Amount	Memo	Account
Nov 15, 16			
1. Avon Lake Regional W...	130,344.83	Water Used from ETL1-October 2016-T...	703 5-180 8-704...
2. Avon Lake Regional W...	2,255.90	Operator Charges-October 2016-TAD	703 5-180 8-740...
3. Ohio Edison	56.24	Elect@Root/Sprag 10/5/16-11/3/16-TAD	703 5-180 8-743...
4. Ohio Edison	56.47	Elect@Lear/US20 10/6/16-11/3/16-TAD	703 5-180 8-743...
5. Ohio Edison	61.41	Elect@Lear/Mills 10/7/16-11/4/16-TAD	703 5-180 8-743...
6. Ohio Edison	52.94	Elect@Lear/Chstn 10/6/16-11/3/16-TAD	703 5-180 8-743...
7. Ohio Edison	67.68	Elect@Butternut/Root 10/5/16-11/2/16-...	703 5-180 8-743...
8. Illuminating Co.	69.72	Elect@Lear/Krebs 9/8/16-10/5/16-TAD	703 5-180 8-743...
9. Illuminating Co.	55.61	Elect@Moore/RR 9/13/16-10/12/16-TAD	703 5-180 8-743...
Nov 15, 16	<u>133,020.80</u>		

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Avon Lake Municipal Utilities
MOR Fund 762 Expenses - ETL2
November 15, 2016

Name	Amount	Memo	Account
Nov 15, 16			
1. Cunningham & Associa...	2,650.00	Surveying Service-ETL2 Property-JRG	762 5-180 8-70...
2. Ohio Edison	7,384.60	Elect@Island P.S. 10/4/16-11/1/16-TAD	762 5-180 8-70...
3. Ohio Edison	38.17	Elect@Island OAL 10/5/16-11/2/16-TAD	762 5-180 8-70...
4. Engie Resources	4,730.96	Elect@Island P.S. 10/4/16-11/1/16-TAD	762 5-180 8-70...
5. Avon Lake Regional W...	325,283.75	Water Used from ETL2-October 2016-T...	762 5-180 8-70...
6. Alloway	1,050.00	Special Purpose TTHM's & HAA5-SH	762 5-180 8-74...
7. Hach Company	521.90	Chlorine Supplies-SH	762 5-180 8-74...
8. Avon Lake Regional W...	2,117.53	Operator Charges-October 2016-TAD	762 5-180 8-74...
9. Ohio Edison	66.36	Elect@CenterRidge 10/5/16-11/2/16-TAD	762 5-180 8-74...
10. Ohio Edison	48.74	Elect@ChestnutRidge 10/5/16-11/2/16-...	762 5-180 8-74...
Nov 15, 16	<u>343,892.01</u>		

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Avon Lake Municipal Utilities
 LORCO Fund 749 Expenses
 November 15, 2016

Name	Amount	Memo	Account
Nov 15, 16			
1. Covalen	5,024.80	Grinder Pump Repair Parts-RK	749 5-190 8-603...
2. Frontier	66.69	TelephoneSvc@Four Plex 10/25/16-11/...	749 5-190 8-700...
3. Ohio Edison	55.96	Elect@10301 Reed 10/5/16-11/2/16-TAD	749 5-190 8-700...
4. Ohio Edison	50.62	Elect@10920 Hawke 10/6/16-11/3/16-T...	749 5-190 8-700...
5. Ohio Edison	54.86	Elect@36780Giles 10/1/16-10/31/16-TAD	749 5-190 8-700...
6. Ohio Edison	57.28	Elect@33930Cooley 10/4/16-11/1/16-T...	749 5-190 8-700...
7. Ohio Edison	52.51	Elect@12901AvonBelden 10/4/16-11/1/...	749 5-190 8-700...
8. Ohio Edison	51.27	Elect@12169AvonBelden 10/4/16-11/1/...	749 5-190 8-700...
9. Ohio Edison	139.19	Elect@9845AvonBelden 10/5/16-11/2/1...	749 5-190 8-700...
10. Ohio Edison	141.91	Elect@38393Royalton 10/1/16-10/31/16...	749 5-190 8-700...
11. Engie Resources	6.76	Elect@12169AvonBelden 10/4/16-11/1/...	749 5-190 8-700...
12. Engie Resources	10.75	Elect@12901AvonBelden 10/4/16-11/1/...	749 5-190 8-700...
13. Engie Resources	26.19	Elect@33930Cooley 10/4/16-11/1/16-T...	749 5-190 8-700...
14. Engie Resources	11.38	Elect@36780Giles 10/1/16-10/31/16-TAD	749 5-190 8-700...
15. Engie Resources	454.90	Elect@FourPlex 10/1/16-10/31/16-TAD	749 5-190 8-700...
16. Lorain-Medina Rural Ele...	86.06	Elect@Banks 9/23/16-10/23/16-TAD	749 5-190 8-700...
17. Lorain-Medina Rural Ele...	81.19	Elect@36879Cooley 9/23/16-10/23/16-...	749 5-190 8-700...
18. Lorain-Medina Rural Ele...	72.78	Elect@12601Cooley9/23/16-10/23/16-T...	749 5-190 8-700...
19. Lorain-Medina Rural Ele...	109.37	Elect@12775Durkee 9/23/16-10/23/16-...	749 5-190 8-700...
20. Lorain-Medina Rural Ele...	51.04	Elect@Durkee (s) 9/23/16-10/23/16-TAD	749 5-190 8-700...
21. Lorain-Medina Rural Ele...	98.41	Elect@IndianHollow 9/23/16-10/23/16-T...	749 5-190 8-700...
22. Lorain-Medina Rural Ele...	99.49	Elect@SilfeRd 9/23/16-10/23/16-TAD	749 5-190 8-700...
23. Data-Command	3,232.80	Annual Subscription @Lift Sta. 12/1/16-...	749 5-190 8-701...
24. RLCWA	1,142.00	Meter Reading - October 2016-TAD	749 5-190 8-848...
25. Shamrock	382.57	Print/Mail LORCO Bills - Sept. 2016-TAD	749 5-190 8-848...
26. LORCO	13,500.00	Monthly Advance - November 2016 - TAD	749 5-190 8-907...
Nov 15, 16	<u>25,060.78</u>		

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Avon Lake Municipal Utilities
Sewer System Construction - Fund 724
November 15, 2016

Name	Amount	Memo	Account
Nov 15, 16			
1. Sewer Debt Service & Reserve	214,927.77	Trsf Funds for 2012 Bond Payment-TAD	724 9-180 8-479-...
2. Underground Utilities Inc.	708,739.51	Pmt #2-FIBB Sewer Project-TAD	724 5-190 8-814 ...
Nov 15, 16	<u>923,667.28</u>		

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Avon Lake Municipal Utilities
Trunk Sanitary Sewer Fund 725 Expenses
November 15, 2016

Name	Amount	Memo	Account
Nov 15, 16			
1. Sewer Debt Service & R...	<u>8,075.28</u>	Trsf Funds 2012 Bond Payment-T...	725 9-190 8-479
Nov 15, 16	<u><u>8,075.28</u></u>		

Job Title: Customer Service Clerk
Organization: Avon Lake Regional Water
Immediate Supervisor: Chief Utilities Executive
Positions Supervised: N/A
FLSA Status: Non-Exempt
Bargaining Unit: Yes
Civil Service Status: Classified

GENERAL RESPONSIBILITIES:

Under direct supervision of the Chief Utilities Executive, with related supervision from the Chief of Utility Operations performs duties required for operation of Avon Lake Regional Water's billing and record keeping. Perform the job duties with strict attention to procedures with the knowledge gained through training and experience in a neat, efficient manner maintaining Avon Lake Regional Water's customer service goals.

GENERAL QUALIFICATIONS:

1. High School Graduate.
2. Must have ability to be bonded.

SPECIFIC DUTIES

Under the direction of a supervisor, shall perform a variety of technical and routine tasks which may include but not be limited to:

1. Assist in maintaining all Avon Lake Regional Water utility billing records.
2. Answer phones, receive guests at the counter, and operate the drive-up window.
3. Maintain computer based record of utility billing deposits, adjustments, water usage, etc.
4. Process and maintain records of miscellaneous billings and collections.
5. Maintain all utility locate (OUPS) data entry and notifications.
6. Coordinate and maintain sewer inspections, locations and storm disconnection information.
7. Maintain customer files and records.
8. Maintain good customer service practices and procedures.
9. Perform additional functions/tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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

1. Ability to perform all standard and complex clerical tasks.
2. Communicate effectively, both orally and in writing.
3. Work accurately with numbers.
4. Follow oral and written instructions, procedures and supervisory direction.
5. Ability to collect money and record fees from all departments.

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. Quickly answer staff and customer queries.
2. Work accurately, even with repeated interruptions.
3. Prioritize workloads.
4. Always be mentally alert.
5. Professional and courteous.
6. Normal physical activity for an office environment.
7. Work independently or in a team environment.
8. Work accurately and calmly under pressure.
9. Must work overtime as needed.

Job Title: Customer Service Representative
Organization: Avon Lake Regional Water
Immediate Supervisor: Chief Utilities Executive
Positions Supervised: N/A
FLSA Status: Non-Exempt
Bargaining Unit: Yes
Civil Service Status: Classified

GENERAL RESPONSIBILITIES:

Under direct supervision of the Chief Utilities Executive, with related supervision from the Chief of Utility Operations performs duties required for operation of Avon Lake Regional Water's billing, accounting, backflow, record keeping, and payroll programs. Performs the job duties with strict attention to procedures with the knowledge gained through training and experience in a neat, workmanlike, efficient manner maintaining Avon Lake Regional Water's customer service goals.

GENERAL QUALIFICATIONS:

1. Bachelor's Degree, preferably in business, accounting, communications, or a related field. However, 10 years of experience showing progressively increasingly complex duties and responsibilities or an Associate's Degree and 5 years of progressively increasingly complex duties and responsibilities may be considered as a substitute.
2. Must have ability to be bonded.
3. Minimum five (5) years' experience with Avon Lake Regional Water and/or seven (7) years in complex utility billing, accounting and technical assignments with direct customer service and/or accounting experience, preferably in a public utility.

SPECIFIC DUTIES

Under the guidance of a supervisor, shall perform a variety of technical and routine tasks which may include but not be limited to:

1. Maintain all Avon Lake Regional Water utility billing records.
 - a. Process transactions in utility billing system to produce timely and accurate utility bills.
 - b. Download and upload meter reading data to initiate billing according to established schedules.
 - c. Review consumption reports to ensure billing accuracy.
 - d. Perform critical review of billing exceptions and take appropriate action.
 - e. Ensure accurate establishment of new accounts and final bills in a timely manner.
 - f. Process all forms of utility bill payments.
2. Receive and process time sheets and prepare salary/status changes.
3. Answer phones, receive guests at the counter, and operate the drive-up window.
4. Maintain computer based record of utility billing deposits, adjustments, water usage, etc.

5. Process and maintain records of miscellaneous billings and collections.
6. Maintain all Avon Lake Regional Water backflow prevention program records including registered devices and annual inspection certifications.
 - a. Prepare and mail all annual backflow device inspection notices.
 - b. Maintain up to date list of approved backflow testers.
7. Maintain all utility locate (OUPS) data entry and notifications.
8. Coordinate and maintain sewer inspections, locations and storm disconnection information.
9. Maintain customer files and records, implementing appropriate retention and destruction schedules.
10. Create and monitor pending and completed distribution/collection work orders.
11. Prepare bid documents and correspondence.
12. Process and maintain records of the Lateral Loan Program.
13. Prepare and maintain accounts payable, fiscal, and related records in accordance with generally accepted accounting practices.
 - a. Account for all payments received.
 - b. Prepare monthly budget reports.
 - c. Prepare journal entries and verify proper coding and posting.
 - d. Prepare periodic financial and statistical reports.
 - e. Process, record, verify, and correct all transaction information.
 - f. Prepare, enter, verify, and back up all financial information.
 - g. Develop financial database information.
 - h. Maintain all transaction records and files.
 - i. Enter accounts payable invoices and process checks.
 - j. Resolve account discrepancies.
 - k. Maintain cash accounts.
 - l. Keep information confidential.
 - m. File inventory, fixed asset, and vendor information including checks, invoices, and letters.
 - n. Perform technical analysis and reconciliations of recorded financial and related transactions.
14. Maintain good customer service practices and procedures.
15. Perform additional functions/tasks, 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.

1. Thorough knowledge of Avon Lake Regional Water billing and collection and backflow prevention procedures including all meter reading/billing and backflow software.
2. Thorough knowledge of modern office practices and procedures, including all standard equipment and software.
3. Ability to perform all standard and complex clerical tasks.
4. Ability to generate, interpret, and explain all Avon Lake Regional Water billing, backflow reporting, accounting, financial reporting, rules and procedures.
5. Thorough knowledge of general accounting practices and accounting practices as they relate to Avon Lake Regional Water.
6. Ability to generate, interpret, and explain all Avon Lake Regional Water and other agencies' financial reports.
7. Communicate effectively, both orally and in writing.
8. Work accurately with numbers.
9. Follow oral and written instructions, procedures and supervisory direction.

10. Ability to collect money and record fees from all departments.

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. Quickly answer staff and customer queries.
2. Work accurately, even with repeated interruptions.
3. Prioritize workloads.
4. Always be mentally alert.
5. Professional and courteous.
6. Normal physical activity for an office environment.
7. Work independently or in a team environment.
8. Work accurately and calmly under pressure.
9. Must work overtime as needed.

Responses to questions asked during Board meetings

Items from November 1, 2016		
1	Bring new ordinances to 11/15/16 mtg & rescind prior motion	Board action is proposed at 11/15/16 mtg. Ordinances were in 11/01 package.
2	Measures to avoid future over-pressure actions in water system	Pressure sensor has been moved to the 36" discharge line from the plant and will accurately measure system pressure.
3	Should we look at other sensing locations	Multiple locations are measured and will alarm if pressure falls outside appropriate ranges. Operators will be alerted to issues if discrepancies occur.
4	New job descriptions to be approved by HR	Civil Service Commission agreed with our recommendations regarding which positions were classified. HR Committee approved C.S. Clerk & Executive Asst descriptions/wages.
5	Process for adding vendors	The process depends upon the type of service provided and the cost for the service. Generally, multiple quotes are received and the best price/value is selected.
6	New business cards	Only John Dzwonczyk has expressed need for cards. Order will be placed week of 11/14.
7	First Energy easements for Elyria interconnection	Still waiting for draft easement language.
8	Brown and Caldwell	Working to determine most appropriate time for presentation of findings.
9	Determine correct language for Customer Service positions	The Civil Service Commission recommended collapsing the mid- and upper-level job descriptions into one to facilitate with testing. The proposal, along with merging the pay ranges, is supported by the HR Director and union representatives.
Items from October 18, 2016		
A	How are revenues compared to last year?	Q3 Water up 12%, Q3 WW up 8%, See Comparable Reports.
B	Balance sheet	Will be receiving training re reporting on new software system 11/14/16. Will look for what may be available.
C	Revised motion from 10/4 – November work session	Brief work session at 6:30PM 11/1/16 to discuss. Will then move fwd.
Items from October 4, 2016		
1	Complete vacation of paper streets/lot consolidation	Asst. Law Director requested & received additional information.
2	Hydroseed Walker Road	No. SWPPP calls for straw.
3	Formatting on Fund 703 expense page	One-time formatting issue.
4	Vehicle charge for travel	Will update loaded billing rate charged to