

Avon Lake Regional Water
MEMORANDUM

To: **Board of Municipal Utilities**

From: **Todd Danielson**

Subject: **Agenda Items – Work Session December 20, 2016**

Date: **December 16, 2016**

Item: **Future Organization – TAD**

With the assistance of senior staff, the CUE is drafting a future organizational structure to position the organization for the demands that it should face. The new structure will focus on asset management through preventive and predictive maintenance that relies on proper documentation of assets, will be more flexible to respond to staff out of the office, and will include new positions that better link required skills with requirements of the job. The organization will grow slightly to respond to data/documentation needs and regulatory requirements.

Embracing asset management is both an initial step for moving the organization toward a quality management system and will prepare the organization for the regulations that would be developed as a result of a bill in the Ohio House. The CUE and senior staff feel it an appropriate measure to embrace now, as the organization is starting and taking over operation of new infrastructure.

The CUE is currently finalizing the draft structure and will present it to members at the work session.

Avon Lake Board of Municipal Utilities

AGENDA

For

Tuesday

December 20, 2016

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. Appropriation
5. Janitor Job Description
6. Lateral Loan Program
7. Resignation of Board Member Berner
8. Proposed Water Rates
9. Informational Items
 - A. Reports/Updates
 - 1) New Clearwells and South High Service Pumping Station
 - 2) Lateral Loan Program
 - 3) LORCO
 - 4) Responses to Questions
 - 5) Chairman/Committee/Member Reports
 - 6) CUE Report
 - B. Miscellaneous
10. Public Speakers
11. Adjourn

Board of Municipal Utilities
Regular Meeting Minutes
December 6, 2016
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. Berner, Mr. Rickey, Mr. Rush, and Mrs. Schnabel.

Also present: Chief Utilities Executive Danielson, Chief of Utility Operations Eberle, WPCC Manager Baytos, Councilmember Fenderbosch, and Lorain Journal Reporter Keith Reynolds.

Approve Minutes

Chairman Dzwonczyk presented the minutes of the November 15, 2016 Work Session and the November 15, 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 – Chairman Dzwonczyk noted an email from Lou Hortonson on various observations on the management of the Utility.

Expenditures

Following review of expenses dated December 6, 2016 for funds and amounts as follows, Mr. Rickey moved, Mr. Rush seconded, that all be approved and paid per budget:

Water Fund 701	\$ 1,394,702.63
Wastewater Fund 721	\$ 510,582.93
MOR Fund 703 ETL1	\$ 34,471.82
MOR Fund 762 ETL2	\$ 9,800.20
LORCO Fund 749	\$ 841,793.64
Water Const 704	\$ 921,367.58
Sewer Const 724	\$ 923,667.28
Lateral Loan 765	\$ 3,500.00

Ayes: Berner, Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

2017 Budget

As a follow-up to previous discussions, CUE Danielson presented written explanation and supplemental fund breakdowns of necessary appropriations.

Per the information presented, Mr. Berner moved, Mr. Rush seconded, that the following appropriations be made:

Fund 701 Water	
Personnel	\$2,939,000
Other	\$6,863,000
Fund 704 Water Construction	\$20,550,000
Fund 706 Water Debt Service	\$6,000,000
Fund 721 Sewer	
Personnel	\$2,755,000
Other	\$3,452,000
Fund 724 Sewer Construction	\$29,800,000
Fund 725 Trunk Sanitary Sewer	\$14,000
Fund 727 Sewer Debt Service	\$3,212,000
Fund 703 ETL1 MOR	\$2,232,000
Fund 762 ETL2	\$4,621,000
Fund 765 Lateral Loan	\$500,000
Fund 749 LORCO	
Personnel	\$61,000
Other	\$2,476,000

Ayes: Berner, Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Note Issuance

Per staff's recommendation and explanation, Mr. Dzwonczyk moved and Mr. Rush seconded to authorize the CUE to work with the Finance Director to continue funding the Moorewood sewer separation project debt with a note. Mr. Dzwonczyk further moved and Mr. Rush further seconded to appropriate \$600,000 to the wastewater fund (721) budget to pay down principal and interest expenses for the note.

Ayes: Berner, Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Biller/Bookkeeper I

Following extensive discussions between the Board and staff Mr. Rickey moved and Mr. Berner seconded to set Ms. Gomez' wage at Biller/Bookkeeper I step 1C.

Ayes: Berner, Dzwonczyk, Rickey, Rush

Nays: Schnabel

Motion carried.

Reports/Updates

Future Water Rates: CUE Danielson will present information at the next Board meeting December 20, 2016 to support 4% rate increases in 2017 and 2018 and anticipates a 5% rate increase in 2019 and 2020.

New Bill Processing Service: CUE Danielson worked with the Law Director to negotiate and further signed an agreement with SmartBill of Hebron, OH who will provide bill processing services to Avon Lake Regional Water, which should lead to an annual savings of \$5,000 to \$10,000.

Quality Management: Avon Lake Regional Water is in the midst of a major capital improvement program and soon will have many "new/renewed" facilities it is maintaining. The CUE and senior staff have been implementing and further planning ways to better manage our system, including implementing GIS, investigating asset management, updating organizational structure and job descriptions. In the 2017 budget, money has been allotted to investigate whether independent certification programs such as ISO 9001 would help improve operations and assure our customers that the moneys they pay for service are effectively and efficiently used. CUE Danielson has been investigating what quality management programs other utilities are using and intends to issue a request for qualifications for experts to help with the process in early 2017.

Lateral Loan Program: Since the last Board meeting, four additional agreements for the Lateral Loan Program have been executed, bringing the total to 26 properties, with \$82,000 (total) committed and \$11,250 paid so far.

Chairman/Committee/Members Reports

Chairman Dzwonczyk reported he will be attending a Sewer Committee meeting on Thursday December 8, 2016.

Mr. Rickey reported he will be attending the LORCO meeting on Thursday December 8, 2016.

CUE Report

CUE Danielson reported that all attempts possible were made by staff to alleviate any shut-offs, due to the new billing software.

CUE Danielson also reported our new bill processing service has updated our bills and will have an ACH authorization pre-printed on the stub.

Miscellaneous

None.

Executive Session

Mr. Berner moved, Mr. Rush seconded, 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.

Ayes (per rollcall vote): Dzwonczyk, Berner, Rickey, Rush, Schnabel

Nays: None

Motion carried.

The Board reconvened at 8:54 PM

Adjourn

As there was no further business, Mr. Rush moved, Mr. Berner seconded, that the meeting adjourn at 8:54 PM.

Ayes: Berner, Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Approved December 20, 2016

John G. Dzwonczyk, Chairman

Todd A. Danielson, Clerk

Avon Lake Regional Water
MEMORANDUM

To: **Board of Municipal Utilities**
From: **Todd Danielson**
Subject: **Agenda Items – December 20, 2016**
Date: **December 16, 2016**

Item 4: **Appropriation – TAD**

The refinancing of the \$5.5 million Moorewood note is moving forward. At the last meeting, the Board appropriated \$600,000 to the wastewater operating budget to pay \$500,000 in principal and approximately \$78,000 in interest and other expenses. The \$5 million outstanding will be paid with a short-term note using City fund balance. To satisfy audit requirements, the Finance Director requests the Board appropriate \$5 million (the note money from the City) to its wastewater debt service fund budget so that the external note may be paid.

The Principle that would help guide the Board is:

- ◆ Exercise fiduciary responsibility.

Recommended motion:

I move to appropriate \$5,000,000 to the Water Debt Service Fund (727) budget.

Item 5: **Janitor Job Description – TAD**

As part of the process of reviewing job descriptions to determine what changes should be made to best position the organization for the future, management reviewed the Janitor job description and recommended minor changes. Aside from updating "ALMU" with "Avon Lake Regional Water" and removing the word "workmanlike," the only other change is under Specific Duties, where "and/or other custodial staff" was added to the middle of "Oversee all seasonal employees so assigned." The job description has been reviewed and approved by Civil Service and the HR Committee. Therefore, once the Board approves it, it should not be returned for modifications.

Recommended Motion:

I move to approve the revised Janitor job description.

Item 6: **Lateral Loan Program Loan – TAD**

In an interest to quickly start the Lateral Loan Program, the Board seeded the fund with \$200,000 from the Trunk Sanitary Sewer Fund with the understanding that revolving loan funding would eventually be available for the fund. This money will be available beginning in 2017, and the CUE requests the Board authorize him to enter into an agreement with Ohio EPA to take out a \$5 million, 12-year loan and guarantee wastewater revenues to repay the loan should customer payments not be sufficient.

This loan helps meet the Water Quality Enhancement initiatives of "Sanitary surcharge abatement" and "Combined sewer separations." In making this decision, the Principles that would help guide the Board is:

- ◆ Lead by influencing change that would leave a legacy for future generations.
- ◆ Exercise fiduciary responsibility.

Recommended Motion:

I move to authorize the CUE to apply for, accept, and enter into a Water Pollution Control Loan Fund Agreement for the lateral loan program and designate wastewater fees and revenues as the repayment source should customer repayments be insufficient.

Item 7: Resignation of Board Member Berner – TAD

Due to accepting a job in another community, Board Member Rob Berner has submitted his resignation effective December 31, 2016. The term expires December 31, 2019. The CUE has taken the initiative to place an advertisement in *The Press* for December 21, 2016 and December 28, 2016.

In making this decision, the Principles that would help guide the Board are:

- ◆ Engage and inform the community and stakeholders.
- ◆ Lead by influencing change that will leave a legacy for future generations.

Recommended Motion:

I move to accept Board Member Berner's resignation effective December 31, 2016.

Item 8: Proposed Water Rates – TAD

Avon Lake Regional Water customers enjoy some of the lowest rates in the state due to the regionalization that has occurred during the last 60 years. In fact, Ohio EPA's 2015 water and wastewater rate survey was recently released; and the survey showed that water bills for residents of Avon Lake were the second lowest in the state. During the past 30 years, statewide water rates increased an average of 4.4% per year. During the same 30-year period, Avon Lake Regional Water's rates increased an average of 3.0% per year. The CUE is proposing slightly larger changes for the next two years (4% per year) to help increase revenues in order to pay for debt service associated with major work to improve the resiliency and reliability of the water system (water line replacement, additional storage, additional pumping, additional emergency generators). The approximately \$40 million in recent and on-going improvements, will increase water debt service from \$1 million in 2017, to \$2 million in 2018, to \$3.4 million in 2019, and then will continue increasing at smaller levels. In order to be able to pay the additional \$2.4 million in debt service, the CUE proposes 4% rate increases for bills issued after July 1, 2017, and 4% rate increases for bills issued after July 1, 2018. Though not requested at this point, the CUE anticipates asking for 5% rate increases in 2019 and 2020. The proposed rate changes will increase the average residential customer's bill by approximately \$5 per year each year. The attached graphs provide additional information. The CUE will discuss this more fully during his presentation December 20, 2016.

Please note that the impending debt service is what is driving the proposed increases. Even if the CUE was more aggressive extrapolating other expense increases (i.e., forecasting 2% expense increases, instead of 3% increases), that would not change the proposed increases for the next two years. However, it could change the increases in subsequent years.

In making this decision, the Principles that would help guide the Board are:

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

Recommended Motion:

I move that water rates be increased for bills issued after July 1, 2017, and July 1, 2018, according to the following table:

	Usage	Current	7/1/2017	7/1/2018
Tier 1	First 50,000 gal	\$1.78	\$1.85	\$1.92
Tier 2	Next 200,000 gal	\$1.46	\$1.52	\$1.48
Tier 3	Over 250,000 gal	\$1.22	\$1.27	\$1.32

Item 9A1: New Clearwells and South High Service Pumping Station – TAD

On December 14, 2016, the contractor and staff started up the new clearwells (7 and 8) and the new South High Service Pumping Station. The new facility is now operating and will provide approximately 2.5 million gallons of additional water for use during emergencies.

Item 9A2: Lateral Loan Program – TAD

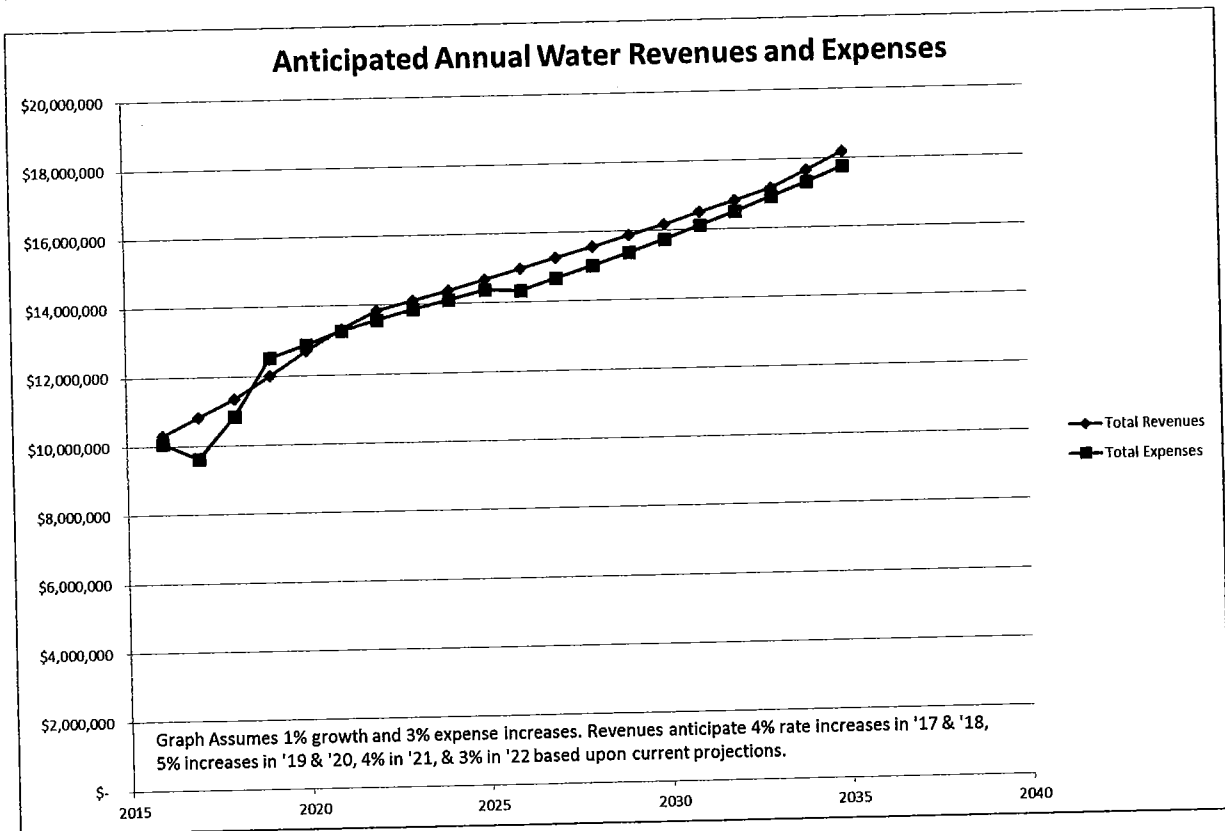
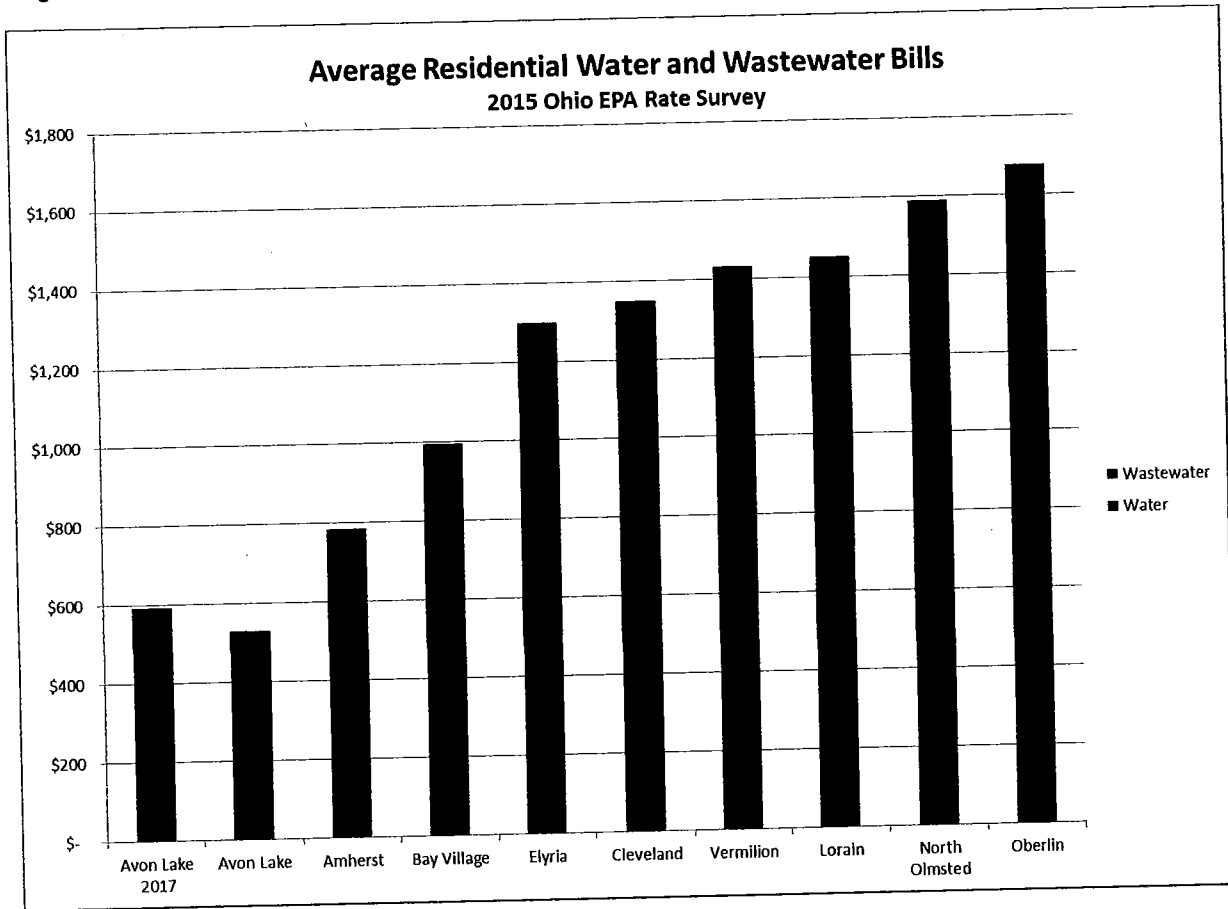
Since the last Board meeting, one additional agreement for the Lateral Loan Program has been executed, bringing the total to 27 properties, with \$89,000 (total) committed and \$13,750 paid so far. The average loan request is for approximately \$3,300.

Item 9A3: LORCO – TAD

The Board was recently briefed on the decision in the DiGioia/LORCO lawsuit. The payment in response to the decision is included in the expenses the Board is approving this week. All expenses the Board is approving are considered 2017 expenses.

Item 9A4: Responses to Questions – TAD

At the last meeting, members asked two questions: *How are revenues changing compared to personnel expenses? What led to large increases in the personnel budget?* Personnel expenses have increased on a percentage basis about twice the rate of expenses and revenues. This is because between 2010 and 2017 the staff has increased by five fulltime positions and five temporary inspection positions. The inspection positions are attributed primarily to complying with Ohio EPA requirements to separate sewers by 2020 as well as to replacing aging infrastructure. The growth in fulltime positions may be partially attributed to increasing workload associated with LORCO, as well as a shift to increased record keeping and “dashboarding.” The attached tables present more information.



	2010		2011		2012		2013		2014		2015		2016 estimated		2017 proposed		2010-2017			
	Total	% Chng	Total	% Chng	Total	% Chng	Total	% Chng	Total	% Chng	Total	% Chng	Total	% Chng	Total	% Chng	Total	% Chng	Per Year	
Water Fund Expenses and Revenues																				
Annual Personnel Expenses	\$ 1,777,252	18%	\$ 2,099,234	18%	\$ 2,090,616	0%	\$ 2,172,189	4%	\$ 2,417,798	11%	\$ 2,534,195	5%	\$ 2,570,675	2%	\$ 2,939,000	14%	\$ 2,939,000	1%	65%	9%
Annual Total Expense	\$ 7,563,178	37%	\$ 8,741,865	37%	\$ 8,741,865	-16%	\$ 8,153,718	-7%	\$ 8,637,905	-7%	\$ 11,739,834	36%	\$ 10,074,114	-14%	\$ 9,802,000	-3%	\$ 9,802,000	-14%	30%	4%
Annual Total Revenues	\$ 7,829,300	5%	\$ 8,249,115	5%	\$ 9,724,944	18%	\$ 9,506,014	-2%	\$ 9,207,434	-2%	\$ 9,750,250	6%	\$ 10,296,864	6%	\$ 9,809,000	-5%	\$ 9,809,000	5%	25%	4%
Personnel as % of Expenses	23%		20%		24%		27%		28%		22%		26%		30%		30%			
Personnel as % of Revenues	23%		25%		21%		23%		26%		26%		25%		30%		30%			
Salaries as % of Personnel	74%		75%		75%		73%		72%		71%		72%		69%		69%			
Reasons for Personnel Increases																				
The organization has grown by 5 fulltime staff (GIS Analyst, Biller/Bookkeeper II, Executive Assistant and 2 in Distribution and Collection) and 5 temporary inspectors. Attribution of Biller/Bookkeepers, Cashier/Bookkeeper, & CUE switched to 75 Water/25 Wastewater (& GIS Analyst and Executive Assistant established that way). Health care costs have increases by ~\$313,000 (138%).																				

	2010		2011		2012		2013		2014		2015		2016 estimated		2017 proposed		2010-2017			
	Total	% Chng	Total	% Chng	Total	% Chng	Total	% Chng	Total	% Chng	Total	% Chng	Total	% Chng	Total	% Chng	Total	% Chng	Per Year	
Wastewater Fund Expenses and Revenues																				
Annual Personnel Expenses	\$ 1,707,210	0%	\$ 1,714,652	0%	\$ 1,895,942	11%	\$ 2,063,771	9%	\$ 2,201,996	7%	\$ 2,380,455	8%	\$ 2,523,193	6%	\$ 2,755,000	9%	\$ 2,755,000	6%	61%	9%
Annual Total Expense	\$ 3,072,822	43%	\$ 4,382,400	43%	\$ 4,700,199	7%	\$ 4,443,568	-5%	\$ 4,635,740	4%	\$ 4,777,623	3%	\$ 5,475,642	15%	\$ 6,207,000	13%	\$ 6,207,000	15%	102%	15%
Annual Total Revenues	\$ 3,945,985	17%	\$ 4,597,730	17%	\$ 4,423,745	-4%	\$ 4,544,189	3%	\$ 4,878,272	7%	\$ 4,713,731	-3%	\$ 5,325,836	13%	\$ 6,146,000	15%	\$ 6,146,000	13%	56%	8%
Personnel as % of Expenses	56%		39%		40%		46%		48%		50%		46%		44%		44%			
Personnel as % of Revenues	43%		37%		43%		45%		45%		51%		47%		45%		45%			
Salaries as % of Personnel	71%		73%		75%		77%		70%		69%		73%		73%		73%			
Reasons for Personnel Increases																				
The organization has grown by 5 fulltime staff (GIS Analyst, Biller/Bookkeeper II, Executive Assistant and 2 in Distribution and Collection) and 5 temporary inspectors. Health care costs have increases by ~\$339,000 (151%).																				

	2010		2011		2012		2013		2014		2015		2016 estimated		2017 proposed		2010-2017			
	Total	% Chng	Total	% Chng	Total	% Chng	Total	% Chng	Total	% Chng	Total	% Chng	Total	% Chng	Total	% Chng	Total	% Chng	Per Year	
Water & Wastewater Fund (Combined) Expenses and Revenues																				
Annual Personnel Expenses	\$ 3,484,462	9%	\$ 3,813,886	9%	\$ 3,986,558	5%	\$ 4,235,960	6%	\$ 4,619,793	9%	\$ 4,914,650	6%	\$ 5,093,868	4%	\$ 5,694,000	12%	\$ 5,694,000	4%	63%	9%
Annual Total Expense	\$ 10,636,001	39%	\$ 14,762,813	39%	\$ 13,442,064	-9%	\$ 12,597,286	-9%	\$ 13,273,645	-6%	\$ 16,517,457	24%	\$ 15,549,755	-6%	\$ 16,009,000	3%	\$ 16,009,000	-6%	51%	7%
Annual Total Revenues	\$ 11,775,286	9%	\$ 12,846,845	9%	\$ 14,148,689	10%	\$ 14,950,202	10%	\$ 14,085,706	-1%	\$ 14,527,873	3%	\$ 15,582,700	7%	\$ 15,955,000	2%	\$ 15,955,000	7%	35%	5%
Personnel as % of Expenses	33%		26%		30%		34%		35%		30%		33%		36%		36%			
Personnel as % of Revenues	30%		30%		28%		30%		33%		34%		33%		36%		36%			
Salaries as % of Personnel	73%		74%		75%		75%		71%		70%		72%		71%		71%			
Reasons for Personnel Increases																				
The organization has grown by 5 fulltime staff (GIS Analyst, Biller/Bookkeeper II, Executive Assistant and 2 in Distribution and Collection) and 5 temporary inspectors. Health care costs have increases by ~\$652,000 (145%) to \$1.1 million.																				

12/15/16

Avon Lake Municipal Utilities
Water Fund 701 Expenses
 December 20, 2016

Name	Amount	Memo	Account
Dec 20, 16			
1. Water Employees	40,428.46	Salaries P/R #26 11/28/16-12/11/16	701 5-180 7-102-...
2. Water Employees	1,745.32	PartTime P/R #26 11/28/16-12/11/16	701 5-180 7-105-...
3. Board of Municipal Utilities	1,541.67	December 2016 Board Salaries	701 5-180 7-105-...
4. Water Employees	1,768.10	Overtime P/R #26 11/28/16-12/11/16	701 5-180 7-106-...
5. Water Employees	8,566.80	SickPay P/R #26 11/28/16-12/11/16	701 5-180 7-115-...
6. Ester, Leslie	10.00	1 Employee Meal Allowance-LS	701 5-180 7-200-...
7. Medical Mutual of Ohio	1,522.00	Med Mutual Crx Per Finance	701 5-180 7-203-...
8. Medical Mutual of Ohio	87.14	Med Mutual Crx Per Finance	701 5-180 7-203-...
9. Medical Mutual of Ohio	830.39	Medical Mutual Payment 10/28/16	701 5-180 7-203-...
10. Medical Mutual of Ohio	436.61	Medical Mutual Payment 11/04/16	701 5-180 7-203-...
11. Medical Mutual of Ohio	272.61	Medical Mutual Payment 11/11/16	701 5-180 7-203-...
12. Medical Mutual of Ohio	411.55	Medical Mutual Payment 11/22/16	701 5-180 7-203-...
13. Medical Mutual of Ohio	425.06	Medical Mutual Payment 11/29/16	701 5-180 7-203-...
14. Medical Mutual of Ohio	189.97	Medical Mutual Payment 12/06/16	701 5-180 7-203-...
15. Medical Mutual of Ohio	766.08	Med Mut Opt-Out P/R #24	701 5-180 7-203-...
16. Medical Mutual of Ohio	-1,374.87	Med Mutual Emp Contrib P/R #21	701 5-180 7-203-...
17. Medical Mutual of Ohio	-1,374.87	Med Mutual Emp Contrib P/R #23	701 5-180 7-203-...
18. Medical Mutual of Ohio	-1,374.87	Med Mutual Emp Contrib P/R #24	701 5-180 7-203-...
19. Medical Mutual of Ohio	-1,277.64	Med Mutual Emp Contrib P/R #25	701 5-180 7-203-...
20. Medical Mutual of Ohio	306.05	Med Mutual Crx Per Finance	701 5-180 7-207-...
21. PERS	21,317.10	PERS - October 2016 Wages	701 5-180 7-209-...
22. Medicare	704.14	Medicare - P/R #23 10/30/16	701 5-180 7-212-...
23. Medicare	586.11	Medicare - P/R #24 11/22/16	701 5-180 7-212-...
24. Cintas Corp.	244.10	Emp Uniform Rental Nov. 2016-RK	701 5-180 8-226-...
25. Randall's Team Shop	556.25	1/2-Employee Clothing-RK	701 5-180 8-226-...
26. FriendsOffice	471.51	Office Supplies-KK/KG/LS	701 5-180 8-601-...
27. W.B. Mason Co., Inc.	28.46	1/2-Office Supplies-LS	701 5-180 8-602-...
28. USALCO	6,351.58	49.59 Tons Alum - SH	701 5-180 8-603-...
29. ABC Equipment Rental	115.92	Maintenance Supplies-RK/SH/JRG	701 5-180 8-603-...
30. Cleveland Hermetic & Supply	108.34	1/2-Maintenance Supplies-RK	701 5-180 8-603-...
31. Discount Drug Mart	101.06	Maintenance Supplies-LS	701 5-180 8-603-...
32. E & H Hardware Group, LLC.	27.86	1/2-Maintenance Supplies-TAD	701 5-180 8-603-...
33. FCX Performance Inc.	800.00	Calibration Work-SH	701 5-180 8-603-...
34. GVS Safety Supplies, Inc.	49.50	Safety Vests-SH	701 5-180 8-603-...
35. Lowe's	760.10	Maintenance Supplies-TAD	701 5-180 8-603-...
36. McMaster-Carr Supply	55.49	Maintenance Supplies-SH	701 5-180 8-603-...
37. Trico Oxygen Company	39.80	1/2-Maint Gases@201Miller-RK	701 5-180 8-603-...
38. Trico Oxygen Company	34.80	Maintenance Gases@WFP-SH	701 5-180 8-607-...
39. E.M. Service Inc.	2,061.84	Pump-SH	701 5-180 8-612-...
40. HD Supply Waterworks, Ltd.	3,683.10	Water Distribution Supplies-RK	701 5-180 8-612-...
41. Heczko Landscaping & Con...	3,195.00	Yard Repairs from Water Breaks-RK	701 5-180 8-612-...
42. Maintenance Systems of No...	4,541.00	Asphalt Repairs-RK	701 5-180 8-612-...
43. Rock Pile	455.63	Topsoil for Yard Repairs-RK	701 5-180 8-612-...
44. Westview Concrete Corp.	516.50	Concrete Repairs-RK	701 5-180 8-612-...
45. Alloway	110.00	Monthly TOC Analysis-SH	701 5-180 8-615-...
46. Culligan of Cleveland	160.15	DI Rental 12/1/16-12/31/16 & Supplies...	701 5-180 8-615-...
47. Scientific Methods Inc.	375.00	Crypto/Giardia Samples-SH	701 5-180 8-615-...
48. Trico Oxygen Company	40.60	Lab Gases@WFP-SH	701 5-180 8-615-...
49. CenturyLink	565.62	TelephoneSvc@WFP-Nov.2016-TAD	701 5-180 8-700-...
50. CenturyLink	626.57	TelephoneSvc@201Miller-Nov.2016-T...	701 5-180 8-700-...
51. Illuminating Co.	666.62	Elect@WFP.SIP.110916-120916-SH	701 5-180 8-700-...
52. Illuminating Co.	121.01	Elect@AuxPumpHouse.10/07/16-11/0...	701 5-180 8-700-...
53. Illuminating Co.	57.77	Elect@WalkerWaTower.10/13/16-11/1...	701 5-180 8-700-...
54. Illuminating Co.	61.07	Elect@LearWaTower.10/07/16-11/04/...	701 5-180 8-700-...

12/15/16

Avon Lake Municipal Utilities
Water Fund 701 Expenses
 December 20, 2016

Name	Amount	Memo	Account
55. Time Warner Cable	214.99	Internet Svc@WFP.11/30/16-12/29/16-...	701 5-180 8-700-...
56. Verizon Wireless	759.93	1/2-CellSvc/Equip.11/26/16-12/25/16-T...	701 5-180 8-700-...
57. a.m. design group, inc.	165.88	Website Maintenance-Aug & Nov.2016...	701 5-180 8-701-...
58. Area Temps	534.96	Temporary Office Help-Week Ending 1...	701 5-180 8-701-...
59. Area Temps	713.28	Temporary Office Help-Week Ending 1...	701 5-180 8-701-...
60. Brakey Energy, Inc.	875.00	Energy Mgmt Svc- Nov 2016-TAD	701 5-180 8-701-...
61. ESRI	1,253.66	1/2-ArcGIS Concurrent License-JRG	701 5-180 8-701-...
62. Firstmerit Bankcard Ctr	28.50	Donuts for Breakfast Meeting-TAD	701 5-180 8-701-...
63. Firstmerit Bankcard Ctr	417.35	1/2-Parts, Printer-RRE	701 5-180 8-701-...
64. Firstmerit Bankcard Ctr	187.00	1/2-AWWA MembershipJRG	701 5-180 8-701-...
65. Firstmerit Bankcard Ctr	465.01	OpCertRenewals,Lunch,RegistrationFe...	701 5-180 8-701-...
66. Link Computer Corporation	1,991.25	MuniLinkBilling-December 2016-TAD	701 5-180 8-701-...
67. LimnoTech.	880.00	Calibrate Sondes-SH	701 5-180 8-701-...
68. McAfee	27.50	1/2-Email Filtering-Dec 2016-RRE	701 5-180 8-701-...
69. Mercy Occupational Health	749.50	Hepatitis Vaccine/Flu Shots-TAD	701 5-180 8-701-...
70. Operator Training Committe...	170.00	WaDistribution Workshop-J.Pijor-LS	701 5-180 8-701-...
71. PMG Consulting Inc.	250.00	Registration Fee-JAR Testing Class-SH	701 5-180 8-701-...
72. Kukuzoo	800.00	Four Explainer Videos-EW	701 5-180 8-701-...
73. SOS Integration Service	2,200.00	SCADA Work@WFP-SH	701 5-180 8-701-...
74. Technology Management S...	273.13	1/2-Computer Support-TAD	701 5-180 8-701-...
75. The University of Akron	6,953.33	Graduate Assistant Program-TAD	701 5-180 8-701-...
76. West, Elana	25.00	Reimbursement for Cell Phone-Dec. 2...	701 5-180 8-701-...
77. Yuronich, Greg	25.00	Reimbursement for Cell Phone-Dec. 2...	701 5-180 8-701-...
78. Avon Lake Regional Water	4,252.08	Water Used on ETL1-November 2016-...	701 5-180 8-703-...
79. Firstmerit Bankcard Ctr	15.94	1/2-Fuel for Vehicle-RRE	701 5-180 8-707-...
80. Firstmerit Bankcard Ctr	19.16	Fuel for Vehicles-SH	701 5-180 8-707-...
81. Fuelman of Northern Ohio	388.65	1/2-Fuel for Vehicles 11/21/16-12/4/16-...	701 5-180 8-707-...
82. Advance Auto Parts	37.00	1/2-Misc Truck Parts-RK	701 5-180 8-707-...
83. AutoZone	83.61	Truck Parts - SH RK	701 5-180 8-707-...
84. Fisher Auto Parts Inc.	48.04	1/2-Misc Truck Parts-RK	701 5-180 8-707-...
85. NAPA Avon	76.11	1/2-Truck Repair Parts-RK	701 5-180 8-707-...
86. Valley Ford Truck Inc.	503.49	1/2-Truck Repairs-RK	701 5-180 8-707-...
87. Acquire Fire Protection	78.71	Fire Extinguisher Cabinet-SH	701 5-180 8-708-...
88. Grainger Inc.	955.78	UPS Backup for Bldg Systems-SH	701 5-180 8-708-...
89. Lighting Supply Company	503.85	Lights for 201 Miller-SH	701 5-180 8-708-...
90. Fauver Keyse-Walker & Do...	833.00	Legal Svc-Emergency Wa Agree: Nov....	701 5-180 8-907-...

Dec 20, 16

131,250.85

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Avon Lake Municipal Utilities
Wastewater Fund 721 Expenses
 December 20, 2016

Name	Amount	Memo	Account
Dec 20, 16			
1. Wastewater Employees	78,141.16	Salaries P/R #26 11/28/16-12/11/16	721 5-190 7-102...
2. Wastewater Employees	5,765.57	PartTime P/R #26 11/28/16-12/11/16	721 5-190 7-105...
3. Board of Municipal Utilities	1,541.66	December 2016 Board Salaries	721 5-190 7-105...
4. Wastewater Employees	10,013.73	Overtime P/R #26 11/28/16-12/11/16	721 5-190 7-106...
5. Wastewater Employees	7,428.00	SickPay P/R#26 11/28/16-12/11/16	721 5-190 7-115...
6. Hall, Donald	10.00	1 Employee Meal Allowance-LS	721 5-190 7-200...
7. Fischer, William	10.00	1 Employee Meal Allowance-LS	721 5-190 7-200...
8. Mitchell, Dale	10.00	1 Employee Meal Allowance-LS	721 5-190 7-200...
9. Spinks, Joshua D.	20.00	2 Employee Meal Allowances-LS	721 5-190 7-200...
10. Medical Mutual of Ohio	-1,522.00	Med Mutual Crx Per Finance	721 5-190 7-203...
11. Medical Mutual of Ohio	846.19	Medical Mutual Payment 10/28/16	721 5-190 7-203...
12. Medical Mutual of Ohio	444.92	Medical Mutual Payment 11/04/16	721 5-190 7-203...
13. Medical Mutual of Ohio	277.80	Medical Mutual Payment 11/11/16	721 5-190 7-203...
14. Medical Mutual of Ohio	419.37	Medical Mutual Payment 11/22/16	721 5-190 7-203...
15. Medical Mutual of Ohio	433.14	Medical Mutual Payment 11/29/16	721 5-190 7-203...
16. Medical Mutual of Ohio	193.58	Medical Mutual Payment 12/06/16	721 5-190 7-203...
17. Medical Mutual of Ohio	1,532.16	Med Mut Opt-Out P/R #24	721 5-190 7-203...
18. Medical Mutual of Ohio	-2,115.75	Med Mutual Emp Contrib P/R #21	721 5-190 7-203...
19. Medical Mutual of Ohio	-2,018.52	Med Mutual Emp Contrib P/R #23	721 5-190 7-203...
20. Medical Mutual of Ohio	-2,115.75	Med Mutual Emp Contrib P/R #24	721 5-190 7-203...
21. Medical Mutual of Ohio	-2,018.52	Med Mutual Emp Contrib P/R #25	721 5-190 7-203...
22. Dependent Health Care	1,200.00	Dependent Healthcare July-Dec. 2016	721 5-190 7-203...
23. Medical Mutual of Ohio	-16.80	Med Mutual Crx Per Finance	721 5-190 7-204...
24. Medical Mutual of Ohio	-87.14	Med Mutual Crx Per Finance	721 5-190 7-205...
25. Medical Mutual of Ohio	-306.05	Med Mutual Crx Per Finance	721 5-190 7-207...
26. PERS	29,353.96	PERS - October 2016 Wages	721 5-190 7-209...
27. Medicare	1,070.76	Medicare - P/R #23 10/30/16	721 5-190 7-212...
28. Medicare	1,126.42	Medicare - P/R #24 11/22/16	721 5-190 7-212...
29. Cintas Corp.	244.10	Emp Uniform Rental Nov. 2016-RK	721 5-190 8-226...
30. Randall's Team Shop	556.25	1/2-Employee Clothing-RK	721 5-190 8-226...
31. FriendsOffice	233.94	Office Supplies-KK/KG	721 5-190 8-601...
32. W.B. Mason Co., Inc.	28.47	1/2-Office Supplies-LS	721 5-190 8-601...
33. Bonded Chemicals Inc.	3,726.73	8.6267 Tons Ferric Chloride-SB	721 5-190 8-602...
34. Mississippi Lime Co.	3,122.37	21.15 Tons Lime-SB	721 5-190 8-602...
35. ABC Equipment Rental	36.95	Maintenance Supplies-RK/JRG	721 5-190 8-603...
36. Cleveland Hermetic & Su...	108.34	1/2-Maintenance Supplies-RK	721 5-190 8-603...
37. Discount Drug Mart	86.89	Maintenance Supplies-LS	721 5-190 8-603...
38. E & H Hardware Group, ...	27.86	1/2-Maintenance Supplies-TAD	721 5-190 8-603...
39. Grainger Inc.	99.81	Band Saw Fluid & Coolant-SB	721 5-190 8-603...
40. Lowe's	766.31	Maintenance Supplies-TAD	721 5-190 8-603...
41. Trico Oxygen Company	39.80	1/2-Maint Gases@201Miller-RK	721 5-190 8-603...
42. Trico Oxygen Company	34.20	Maintenance Gases@WPCC-SB	721 5-190 8-603...
43. United Laboratories	2,120.11	Diesel Spill Cleanup Supplies-SB	721 5-190 8-603...
44. Firstmerit Bankcard Ctr	134.80	Repair Parts-SB	721 5-190 8-603...
45. Culligan of Cleveland	37.80	DI Rental 12/1/16-12/31/16-SH	721 5-190 8-615...
46. Jones & Henry Labs Inc.	170.00	Mercury Testing-SB	721 5-190 8-615...
47. CenturyLink	372.54	TelephonSvc@PumpStations-Nov.2016-TAD	721 5-190 8-700...
48. Columbia Gas	29.08	GasSvc@BridgesidePS.10/27/16-11/29/16-...	721 5-190 8-700...
49. Columbia Gas	27.33	GasSvc@Lear PS.11/01/16-12/02/16-RK	721 5-190 8-700...
50. Columbia Gas	29.08	GasSvc@HuntClub PS.0/27/16-11/29/16-RK	721 5-190 8-700...
51. Illuminating Co.	271.27	Elect@HaigsPS.110816-120716-RK	721 5-190 8-700...
52. Illuminating Co.	1,487.49	Elect@Center PS.11/08/16-12/08/16-RK	721 5-190 8-700...
53. Illuminating Co.	103.83	Elect@Bridgeside PS.11/05/16-12/07/16-RK	721 5-190 8-700...
54. Illuminating Co.	125.67	Elect@Lear PS.11/05/16-12/07/16-RK	721 5-190 8-700...

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Avon Lake Municipal Utilities
Wastewater Fund 721 Expenses
 December 20, 2016

Name	Amount	Memo	Account
55. Illuminating Co.	114.80	Elect@HuntClub PS.11/05/16-12/07/16-RK	721 5-190 8-700...
56. Illuminating Co.	49.10	Elect@JaycoxSwMtr.11/05/16-12/07/16-RK	721 5-190 8-700...
57. Verizon Wireless	759.92	1/2-CellSvc/Equip.11/26/16-12/25/16-TAD	721 5-190 8-700...
58. Brakey Energy, Inc.	875.00	Energy Mgmt Svc- Nov 2016-TAD	721 5-190 8-701...
59. Cunningham & Associates	11,600.00	Survey/Draft Svc-Vanda San Sewers-JRG	721 5-190 8-701...
60. ESRI	1,253.65	1/2-ArcGIS Concurrent License-JRG	721 5-190 8-701...
61. Firstmerit Bankcard Ctr	417.36	1/2-Parts,Printer-RRE	721 5-190 8-701...
62. Firstmerit Bankcard Ctr	603.45	Registration Fees, Lunch Meeting-SB	721 5-190 8-701...
63. Link Computer Corporation	663.75	MuniLinkBilling-December 2016-TAD	721 5-190 8-701...
64. McAfee	27.50	1/2-Email Filtering-Dec 2016-RRE	721 5-190 8-701...
65. Mercy Occupational Health	138.00	DOT Testing/Physical-J.Kempton-TAD	721 5-190 8-701...
66. Mercy Occupational Health	645.50	Hepatitis Vaccine/Flu Shots-TAD	721 5-190 8-701...
67. Kukuzoo	400.00	Four Explainer Videos-EW	721 5-190 8-701...
68. Research Associates Inc.	130.00	BackGroundCheck-J.Kempton-SB	721 5-190 8-701...
69. Technology Managemen...	273.12	1/2-Computer Support-TAD	721 5-190 8-701...
70. Treasurer, State of Ohio	55.00	Operator Certification Renewal-J.Pijor-LS	721 5-190 8-701...
71. Firstmerit Bankcard Ctr	15.93	1/2-Fuel for Vehicle-RRE	721 5-190 8-707...
72. Fuelman of Northern Ohio	388.65	1/2-Fuel for Vehicles 11/21/16-12/4/16-LS	721 5-190 8-707...
73. Advance Auto Parts	37.00	1/2-Misc Truck Parts-RK	721 5-190 8-707...
74. AutoZone	13.36	Truck Parts - SH RK	721 5-190 8-707...
75. Fisher Auto Parts Inc.	48.04	1/2-Misc Truck Parts-RK	721 5-190 8-707...
76. NAPA Avon	76.10	1/2-Truck Repair Parts-RK	721 5-190 8-707...
77. Valley Ford Truck Inc.	503.49	1/2-Truck Repairs-RK	721 5-190 8-707...
Dec 20, 16	<u>162,747.63</u>		

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Avon Lake Municipal Utilities
MOR Fund 703 Expenses - ETL1
December 20, 2016

Name	Amount	Memo	Account
Dec 20, 16			
1. Avon Lake Regional W...	111,189.12	Water Used from ETL1-Nov. 2016-TAD	703 5-180 8-704...
2. Avon Lake Regional W...	3,703.31	Operator Charges-Nov.2016-TAD	703 5-180 8-740...
3. Illuminating Co.	69.73	Elect@Lear/Krebs.10/06/16-11/04/16-T...	703 5-180 8-743...
4. Illuminating Co.	55.71	Elect@Moore/RR.10/13/16-11/09/16-TAD	703 5-180 8-743...
5. Ohio Edison	68.90	Elect@Butternut/Root 11/3/16-12/5/16-...	703 5-180 8-743...
6. Ohio Edison	47.90	Elect@Lear/Chstn 11/4/16-12/6/16-TAD	703 5-180 8-743...
7. Ohio Edison	142.86	Elect@Lear/Mills 11/5/16-12/7/16-TAD	703 5-180 8-743...
8. Ohio Edison	57.75	Elect@Lear/US20 11/4/16-12/6/16-TAD	703 5-180 8-743...
9. Ohio Edison	49.01	Elect@Root/Sprag 11/4/16-12/5/16-TAD	703 5-180 8-743...
10. Engie Resources	23.20	Elect@Root/Sprag 11/4/16-12/5/16-TAD	703 5-180 8-743...
Dec 20, 16	<u>115,407.49</u>		

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Avon Lake Municipal Utilities
MOR Fund 762 Expenses - ETL2
December 20, 2016

Name	Amount	Memo	Account
Dec 20, 16			
1. Ohio Edison	6,705.01	Elect@IslandP.S.11/02/16-12/02/16-TAD	762 5-180 8-70...
2. Ohio Edison	37.61	Elect@IslandOAL.11/03/16-12/05/16-TAD	762 5-180 8-70...
3. Engie Resources	4,776.05	Elect@Island P.S. 11/02/16-12/02/16-T...	762 5-180 8-70...
4. Avon Lake Regional W...	268,019.27	Water Used from ETL2-November 2016...	762 5-180 8-70...
5. Avon Lake Regional W...	2,233.01	Operator Charges-November 2016-TAD	762 5-180 8-74...
6. Ohio Edison	122.66	Elect@Barres.11/08/16-12/07/16-TAD	762 5-180 8-74...
7. Ohio Edison	61.55	Elect@CenterRidge 11/03/16-12/05/16-...	762 5-180 8-74...
8. Ohio Edison	43.03	Elect@ChestnutRidge.11/03/16-12/05/1...	762 5-180 8-74...
Dec 20, 16	<u>281,998.19</u>		

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Avon Lake Municipal Utilities
LORCO Fund 749 Expenses
 December 20, 2016

Name	Amount	Memo	Account
Dec 20, 16			
1. Eaton True Value	21.80	Maintenance Supplies-RK	749 5-190 8-603...
2. Lorain-Medina Rural Ele...	87.59	Elect@SlifeRd 10/23/16-11/23/16-TAD	749 5-190 8-700...
3. Lorain-Medina Rural Ele...	102.59	Elect@IndianHollow 10/23/16-11/23/16-...	749 5-190 8-700...
4. Lorain-Medina Rural Ele...	55.87	Elect@Durkee (S) 10/23/16-11/23/16-T...	749 5-190 8-700...
5. Lorain-Medina Rural Ele...	102.87	Elect@12775Durkee 10/23/16-11/23/16...	749 5-190 8-700...
6. Lorain-Medina Rural Ele...	12.16	Elect@12601Cooley 10/23/16-11/23/16...	749 5-190 8-700...
7. Lorain-Medina Rural Ele...	81.94	Elect@36879Cooley 10/23/16-11/23/16...	749 5-190 8-700...
8. Lorain-Medina Rural Ele...	91.61	Elect@Banks 10/23/16-11/23/16-TAD	749 5-190 8-700...
9. Ohio Edison	313.87	Elect@38393Royalton 11/1/16-12/1/16-...	749 5-190 8-700...
10. Ohio Edison	192.00	Elect@9845AvonBelden 11/3/16-12/5/1...	749 5-190 8-700...
11. Ohio Edison	46.26	Elect@12169AvonBelden 11/2/16-12/2/...	749 5-190 8-700...
12. Ohio Edison	47.10	Elect@12901AvonBelden 11/2/16-12/2/...	749 5-190 8-700...
13. Ohio Edison	52.39	Elect@33930Cooley 11/2/16-12/2/16-T...	749 5-190 8-700...
14. Ohio Edison	47.68	Elect@36780Giles 11/1/16-12/1/16-TAD	749 5-190 8-700...
15. Ohio Edison	45.34	Elect@10920 Hawke 11/4/16-12/5/16-T...	749 5-190 8-700...
16. Ohio Edison	51.55	Elect@10301 Reed 11/3/16-12/5/16-TAD	749 5-190 8-700...
17. Engie Resources	156.66	Elect@TriPlex.11/3/16-12/5/16-TAD	749 5-190 8-700...
18. Engie Resources	8.23	Elect@12169AvonBelden.11/2/16-12/2/...	749 5-190 8-700...
19. Engie Resources	11.88	Elect@12901AvonBelden.11/2/16-12/2/...	749 5-190 8-700...
20. Engie Resources	28.18	Elect@33930Cooley.11/2/16-12/2/16-T...	749 5-190 8-700...
21. Engie Resources	11.74	Elect@36780Giles.11/1/16-12/1/16-TAD	749 5-190 8-700...
22. Engie Resources	6.96	Elect@10920Hawke.11/4/16-12/5/16-T...	749 5-190 8-700...
23. Engie Resources	25.18	Elect@10301Reed.11/3/16-12/5/16-TAD	749 5-190 8-700...
24. Engie Resources	284.60	Elect@FourPlex.11/1/16-12/1/16-TAD	749 5-190 8-700...
25. Data-Command	2,155.20	Annual Subscription @Lift Sta. 1/1/17-1...	749 5-190 8-701...
26. LORCO	13,500.00	Monthly Advance - December 2016 - TAD	749 5-190 8-907...
Dec 20, 16	<u>17,541.25</u>		

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Avon Lake Municipal Utilities
Lateral Loan Program Fund 765
December 20, 2016

Name	Amount	Memo	Account
Dec 20, 16			
1. Concrete & More Inc.	<u>2,500.00</u>	Sanitary Lateral Work-126 Engle...	765 5-190 8-701-Cont...
Dec 20, 16	<u><u>2,500.00</u></u>		

Job Title: Janitor
Organization: Avon Lake Regional Water
Immediate Supervisor: Chief of Utility Operations
Positions Supervised: 0
FLSA Status: Non-Exempt
Bargaining Unit: Yes
Civil Service Status: Classified

GENERAL RESPONSIBILITIES:

Under the direction of the Chief Utilities Executive and supervision of the Manager to which the position is assigned, has the responsibility for cleaning and maintaining all Avon Lake Regional Water buildings, mowing grass, snow removal and maintaining landscaping exterior to Avon Lake Regional Water facilities and generally do all work necessary, including miscellaneous repair, to maintain Avon Lake Regional Water buildings and grounds. Duties may include minor preventive maintenance to heating and cooling systems. Perform the job duties with strict attention to procedures with the knowledge gained through training and experience in a neat, safe, efficient manner, and acts courteously to all Avon Lake Regional Water customers and general public. Notify supervisor concerning the need for repairs to buildings.

GENERAL QUALIFICATIONS:

1. * Valid Ohio driver's license.
2. * High school graduate or GED.
3. Previous building/grounds maintenance experience preferred.

SPECIFIC DUTIES

Under the overall supervision of the CUO shall perform a variety of technical and routine tasks including but not limited to:

- * Floor sweeping, mopping and waxing.
- * Cleaning walls and windows.
- * Maintain trash removal.
- * Maintain building and grounds lighting.
- * Clean facility equipment and surrounding areas.
- * Lawn mowing and leaf removal.
- * Landscaping maintenance including but not limited to trimming and planting.

- * Grounds maintenance including but not limited to snow removal.
- * Seasonal lighting installation and removal.
- * Perform minor repairs to all assigned equipment.
- * Maintain inventory for all building and grounds maintenance supplies.
- * Oversee all seasonal employees and/or other custodial staff so assigned.
- * Maintain good customer services practices and procedures.
- * Perform additional functions/tasks as needed.

Essential functions are noted by an "**".

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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

1. Follow oral and written instructions, procedures and supervisory direction.
2. Make judgment and minor changes in routine.
3. Communicate effectively, both orally and in writing.
4. Perform all buildings and grounds maintenance tasks.
5. Understand and perform safety procedures.
6. Perform work as outlined without direct supervision.
7. Assign tasks to seasonal employees as necessary.

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. Normal physical activity required in hands-on maintenance.
2. Work in all weather environments.
3. Alert to ever-changing conditions and problems.
4. Work independently or in a team environment.
5. Work accurately and calmly under pressure.
6. Must work overtime as needed.