

Avon Lake Board of Municipal Utilities

AGENDA

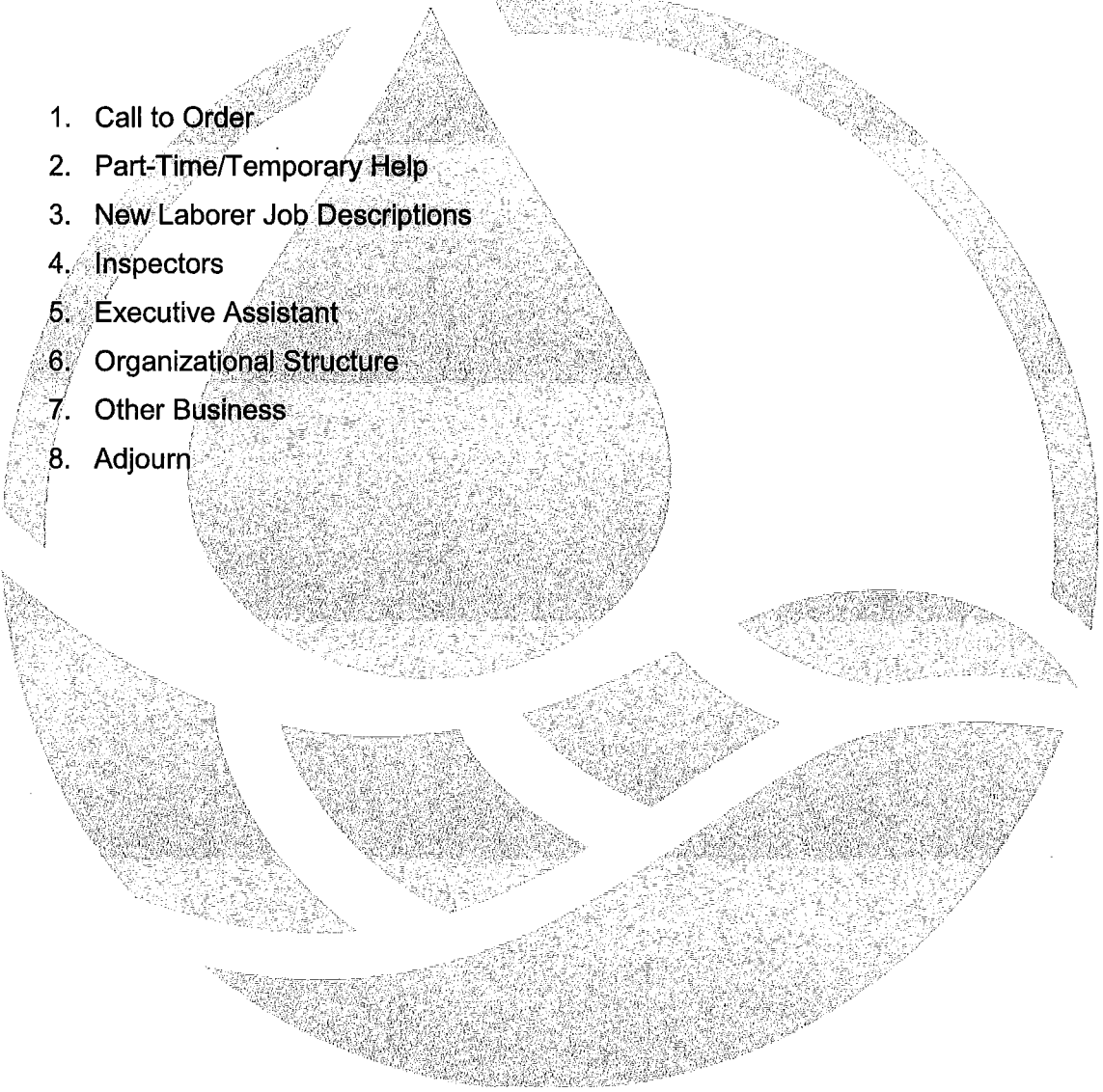
For

WORK SESSION

Tuesday

January 17, 2017

6:00 PM

- 
1. Call to Order
 2. Part-Time/Temporary Help
 3. New Laborer Job Descriptions
 4. Inspectors
 5. Executive Assistant
 6. Organizational Structure
 7. Other Business
 8. Adjourn

Avon Lake Regional Water
MEMORANDUM

To: **Board of Municipal Utilities**

From: **Todd Danielson & Steve Baytos**

Subject: **Work Session Agenda Items – January 17, 2017**

Date: **January 13, 2017**

Item 2: **Part-Time/Temporary Help – TAD**

As Avon Lake Regional Water tries to provide the best services to the community, senior staff has identified the need to specifically identify three separate types of part-time and/or temporary positions. Unless a specific wage rate/range is established separately, no part-time/temporary position below will pay more than the hourly rate established as the part-time/seasonal maximum wage by Council. As has been previously established, the CUE may hire a person to any of these positions and notify the Board as an information item. Each are presented below for discussion and concurrence:

Seasonal Help

Seasonal Help will be hired by Avon Lake Regional Water to perform tasks such as lawn mowing, filing, painting, cleaning, and other miscellaneous tasks. The duration of employment at any given time is not meant to last longer than six months. Seasonal employees may work intermittently for Avon Lake Regional Water over longer durations than six months but not continually for more than six months.

Interns

Interns are post-secondary education students that are employed by Avon Lake Regional Water to perform tasks generally related to the student's course of study but may also perform other duties as required. Interns may be employed on a continuous basis by Avon Lake Regional Water for up to two years but may not work more than 29.5 hours/week on an annual average.

Part-Time Employees

Part-time employees are hired on a permanent basis by Avon Lake Regional Water to perform duties presented in a job description. Unless specifically stated, there will be no more than one part-time position within each department of Avon Lake Regional Water. Part-time employees may not work more than 29.5 hours/week on an annual average.

Item 3: **New Laborer Job Descriptions – TAD**

As discussed in previous meetings, senior staff is reviewing the appropriate structure and job descriptions within the organization and is proposing changes to best respond to the needs of our customers. Similar to in the customer service group, a new, entry level position is needed for the Distribution and Collection group. During previous hirings, Avon Lake Regional Water has found very skilled people to become Laborers for our organization. These employees have been able to do much more than what has been required in the job description. Though this has served us well, these people are over-qualified for some of the work they are required to perform. Senior staff has updated the current Laborer job description to be renamed as "Skilled Laborer" and include in the description a few additional requirements that have been present in

recent hires and created a new "Laborer" job description that has lower requirements and would be paid less.

Attached to this memo are the draft job descriptions. They have received approval by the HR Committee and will receive Civil Service Commission review on February 2, 2017. Following that, the CUE will request Board approval of the descriptions at the February 7, 2017 meeting.

Item 4: **Inspectors – TAD**

The CUE has worked with the Engineering Services Manager to discuss long-term options for how construction inspections are completed at Avon Lake Regional Water. The CUE will provide information at the work session to assist with a discussion on the topic.

Item 5: **Executive Assistant – TAD**

The CUE has learned that though the Council has approved the job description for the Executive Assistant and the HR Committee originally recommended approval of the Board-established wage rate, there is question whether the full Council will fix the wage rate established by the Board. This is a position long-discussed between the Board and the CUE. The position would be a hybrid of what is classically an Executive Assistant and something like a Financial Analyst. The job description was originally written to favor the Executive Assistant responsibilities and pay an appropriate wage range (as documented by the Bureau of Labor Statistics and other websites). However, it may be appropriate to modify the job description to focus more on the Financial Analyst responsibilities. The attached draft job description (presented in "Track Changes") shows a revision to the approved job description that incorporates these changes. The position's name might also be modified to "Analyst/Assistant". However, if this is the case, it may be appropriate to modify the wage range. The CUE requests a discussion with members in order to determine the most appropriate path forward.

Item 6: **Organizational Structure – TAD**

The current and a revised future organization chart are presented again to the Board not specifically for discussion as a separate item but to assist with discussion of the items presented above.

Note: This is a new job description.

The current Laborer job description is being slightly modified and renamed as Skilled Laborer.

Job Title: Laborer
Organization: Avon Lake Regional Water
Immediate Supervisor: Manager of Distribution and Collection
Positions Supervised: N/A
FLSA Status: Non-Exempt
Bargaining Unit: Yes
Civil Service Status: Classified

GENERAL RESPONSIBILITIES:

Under the direction of the supervisors of Avon Lake Regional Water, this employee operates mechanical equipment including but not limited to trucks, tractors, lawnmowers, etc. and, in general, performs physical work in support of Avon Lake Regional Water activities as required. This employee assists other employees on various work projects and duties as required.

GENERAL QUALIFICATIONS:

1. High School Diploma or General Equivalency Diploma
2. Must be in good physical condition — Intermediate Physical Examination Valid
3. Ohio Driver's License

SPECIFIC DUTIES

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

1. Working skill in the safe use of hand and power tools;
2. Working skill in safe operation of vehicles;
3. Knowledge of proper techniques in lifting and carrying materials;
4. Working skill in performing preventive maintenance on assigned tools and equipment;
5. Ability to follow written and oral instructions.

Note: This is a new job description.

The current Laborer job description is being slightly modified and renamed as Skilled Laborer.

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

1. Sufficient clarity of hearing which permits the employee to discern verbal instructions and emergency and warning systems including backup alarms;
2. Sufficient visual acuity which permits the employee to comprehend written work instructions and operate in a physical work environment;
3. Sufficient manual dexterity which permits the employee to operate a variety of power and hand tools and to make adjustments to equipment;
4. Sufficient strength to lift objects up to 90 pounds, push or pull objects up to 300 pounds, and to carry objects up to 90 pounds for varying distances;
5. Sufficient body flexibilities, stamina and balance to perform maintenance operations requiring bending, stooping, twisting, reaching, kneeling, climbing, working on ladders and stairs, and standing for extended time periods;
6. Must be able to work in confined spaces;
7. Cannot have a fear of heights;
8. Must work overtime as needed;
9. Must be able to work outside in extreme weather conditions at all hours of the day.

Note: Items in **Bold** (excluding headings) are revisions to the current job description.

Job Title: **Skilled Laborer**
Organization: Avon Lake Regional Water
Immediate Supervisor: **Manager of Distribution and Collection**
Positions Supervised: N/A
FLSA Status: Non-Exempt
Bargaining Unit: Yes
Civil Service Status: Classified

GENERAL RESPONSIBILITIES:

Under the direction of the supervisors of Avon Lake **Regional Water**, this employee operates mechanical equipment including but not limited to trucks, tractors, lawnmowers, etc. and, in general, performs physical work in support of Avon Lake **Regional Water** activities as required. This employee performs as an independent worker or assists other employees on various work projects and duties as required.

GENERAL QUALIFICATIONS:

1. High School Diploma or General Equivalency Diploma
2. Must be in good physical condition — Intermediate Physical Examination Valid
3. **Must have experience in one or more trades.**
4. Ohio Driver's License

SPECIFIC DUTIES

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

1. Working skill in the safe use of hand and power tools;
2. **Ability to learn and understand Avon Lake Regional Water Distribution and Collection procedures;**
3. **Ability to complete tasks independently and efficiently;**
4. Working skill in safe operation of vehicles;
5. Knowledge of proper techniques in lifting and carrying materials;
6. **Working knowledge of one or more trades;**
7. Working skill in performing preventive maintenance on assigned tools and equipment;
8. Ability to follow written and oral instructions.

Note: Items in **Bold** (excluding headings) are revisions to the current job description.

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

1. Sufficient clarity of hearing which permits the employee to discern verbal instructions and emergency and warning systems including backup alarms;
2. Sufficient visual acuity which permits the employee to comprehend written work instructions and operate in a physical work environment;
3. Sufficient manual dexterity which permits the employee to operate a variety of power and hand tools and to make adjustments to equipment;
4. Sufficient strength to lift objects up to 90 pounds, push or pull objects up to 300 pounds, and to carry objects up to 90 pounds for varying distances;
5. Sufficient body flexibilities, stamina and balance to perform maintenance operations requiring bending, stooping, twisting, reaching, kneeling, climbing, working on ladders and stairs, and standing for extended time periods;
6. Must be able to work in confined spaces;
7. Cannot have a fear of heights;
8. Must work overtime as needed;
9. Must be able to work outside in extreme weather conditions at all hours of the day.

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

GENERAL RESPONSIBILITIES:

Provides administrative support to the Chief Utilities Executive (CUE) to help the organization operate progressively and efficiently.

GENERAL QUALIFICATIONS:

1. Educational experience: Bachelor's Degree, preferably in business, accounting/finance, or similar.
2. Highly proficient with standard software, internet research, and business computing.
3. Ability to ~~type at least 50 wpm and take minutes of meetings.~~
4. Must possess a valid Ohio driver's license with an acceptable driving record.

SPECIFIC DUTIES

Under the direction of the CUE, shall perform a variety of technical and routine tasks including but not limited to:

- Manage projects assigned by the CUE, conduct research, and write reports for these and other projects.
- Research and recommend various financing and money management options to provide best "return on investment" for customers.
- ~~Compose and/or prepare documents, spreadsheets, and other forms of information to assist the CUE in interacting with the Board, staff, customers, and other stakeholders.~~
- Create "dashboards" to help track and manage budgets and other functions of the organization.
- Represent the CUE at meetings as needed and as directed.
- Compose and/or prepare documents, spreadsheets, and other forms of information to assist the CUE in interacting with the Board, staff, customers, and other stakeholders.
- Monitor expenditures and performs various budgeting tasks.
- ~~Manage projects assigned by the CUE and conduct research for these and other projects.~~
- Assist the CUE with Board of Municipal Utilities' duties such as creating agendas, collecting background information, and preparing minutes.

- Handle information requests.
- Plan and schedule meetings.
- Organize and maintain files and records.
- Perform routine office functions such as copying, scanning, and operating office equipment.
- Maintain effective interactions and good working relationships with internal and external stakeholders.
- ~~Represent the CUE at meetings as needed and as directed.~~
- Perform administrative functions for other departments as needed.
- Perform other duties, as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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

Before being hired, the successful applicant should possess:

1. ~~An Associate's Degree, with a A Bachelor's Degree preferred, experience in an office setting, ability to type at least 50 wpm, and excellent public relations skills or an equivalent combination of skills, training, and experience. An Associate's Degree and 10 years' relevant experience might be considered in lieu of a Bachelor's Degree.~~
2. Familiarity with money management in a business setting.
3. Ability to positively promote the organization.
4. Ability to maintain confidential and sensitive information.
- 2.5. Knowledge of general office, filing, and record keeping practices and procedures.
- 3.6. Knowledge of various word processing, spreadsheet, presentation, and similar software applications.
- 4.7. Ability to effectively communicate in written and verbal forms.
- 5.8. Ability to operate various forms of office equipment.
- 6.1. ~~Ability to maintain confidential and sensitive information.~~
- 7.1. ~~Ability to positively promote the organization.~~

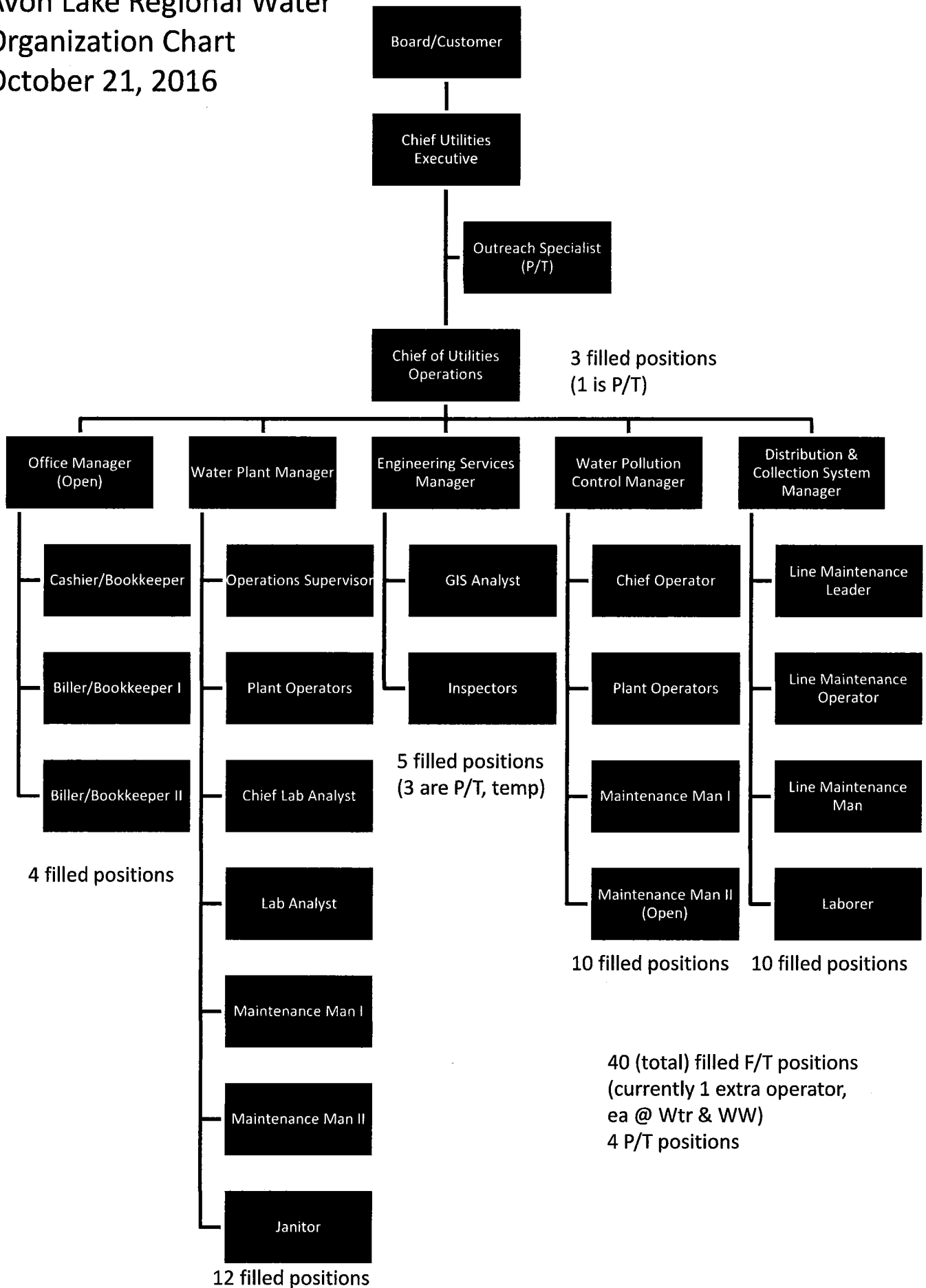
After performing the job, the successful applicant should also possess:

1. Knowledge of Avon Lake Regional Water operations.
2. Knowledge of the budgeting, purchasing, and tracking processes.
3. Knowledge of the interrelations and necessary interactions between the City of Avon Lake and Avon Lake Regional Water.

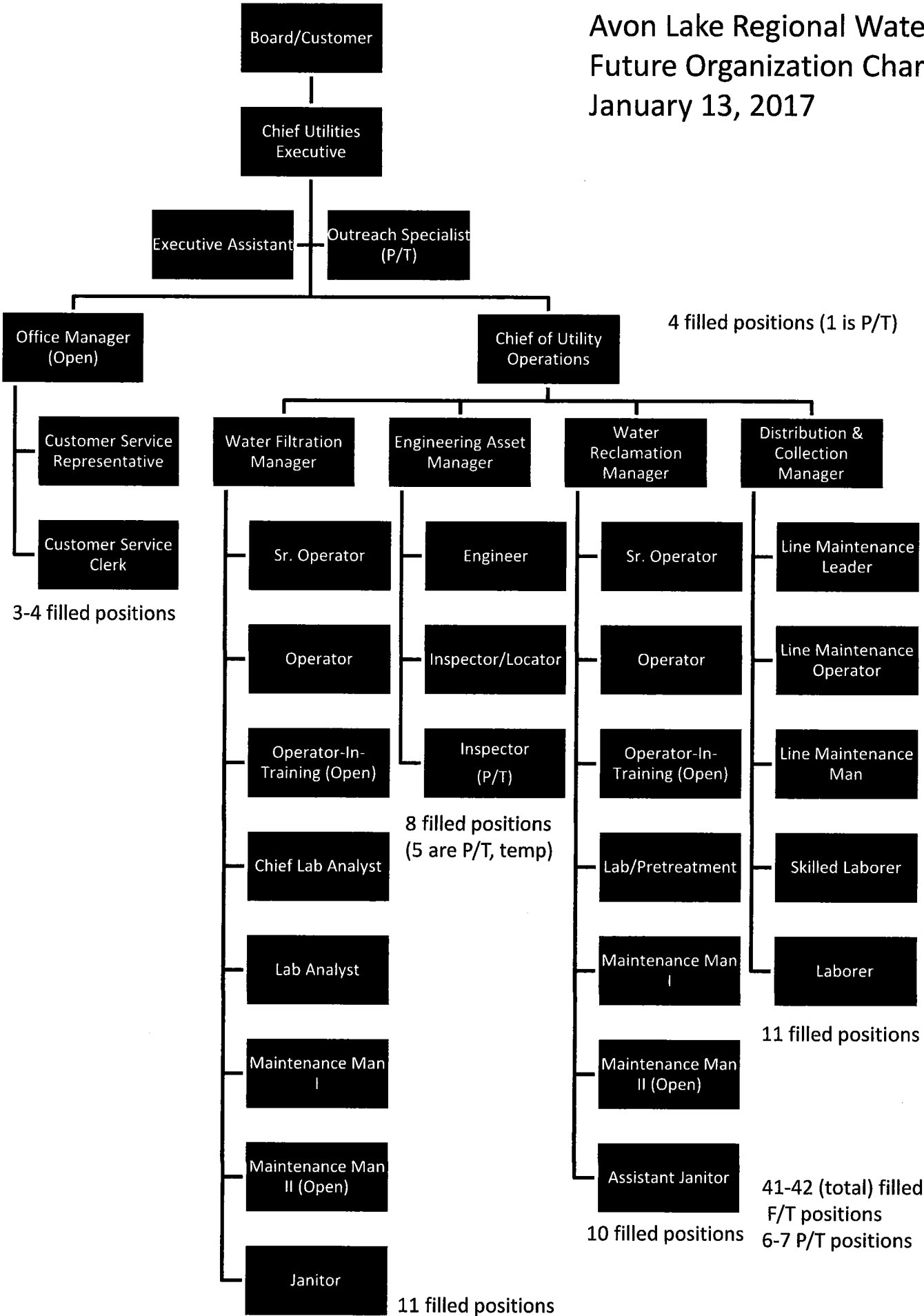
The physical/mental demands described here are representative of the position to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Meet the physical and mental demands.
2. Quickly answer staff and customer queries.
3. Work accurately, even with repeated interruptions.
4. Prioritize workloads.
5. Always be mentally alert.
6. Professional and courteous.
7. Work accurately and calmly under pressure.
8. Must work overtime as needed.

Avon Lake Regional Water
 Organization Chart
 October 21, 2016



Avon Lake Regional Water Future Organization Chart January 13, 2017



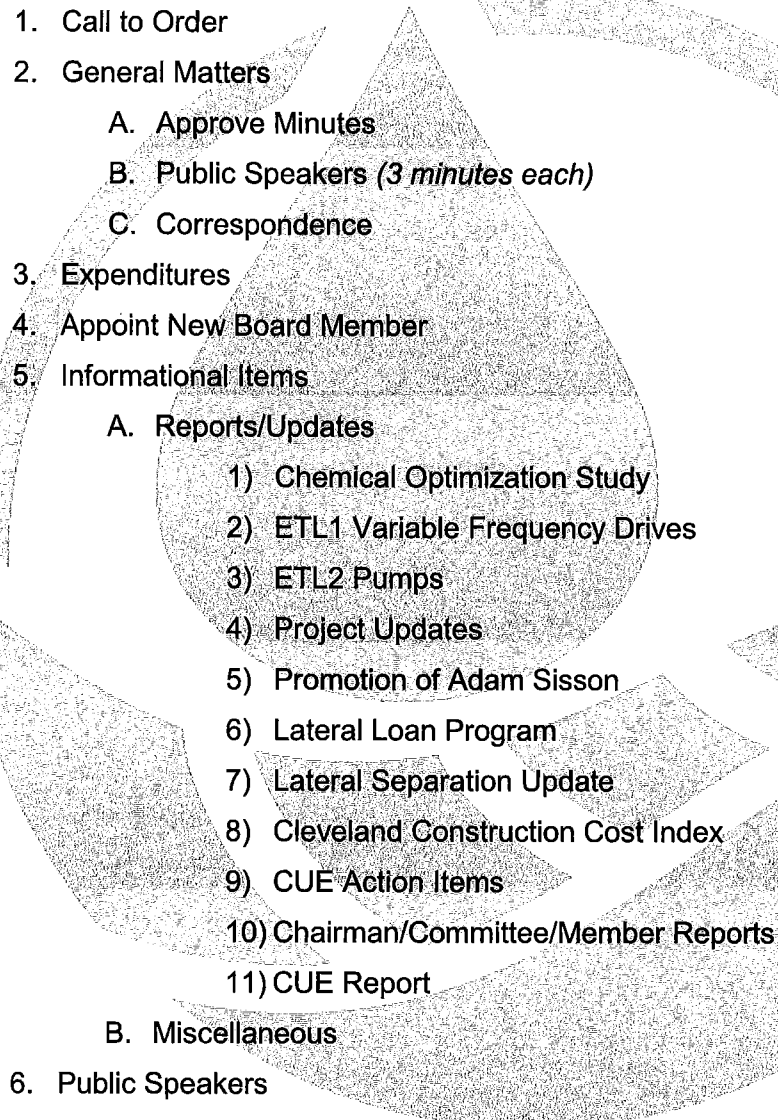
AGENDA

For

Tuesday

January 17, 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. Appoint New Board Member
 5. Informational Items
 - A. Reports/Updates
 - 1) Chemical Optimization Study
 - 2) ETL1 Variable Frequency Drives
 - 3) ETL2 Pumps
 - 4) Project Updates
 - 5) Promotion of Adam Sisson
 - 6) Lateral Loan Program
 - 7) Lateral Separation Update
 - 8) Cleveland Construction Cost Index
 - 9) CUE Action Items
 - 10) Chairman/Committee/Member Reports
 - 11) CUE Report
 - B. Miscellaneous
 6. Public Speakers
 7. Executive Session
 8. Adjourn

Board of Municipal Utilities
Work Session Minutes
December 20, 2016
201 Miller Road
Avon Lake, Ohio

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

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

Also present: Mayor Zilka, Councilmember Fenderbosch, Morning Journal Reporter Martin, Chief Utilities Executive Danielson, and WPCC Manager Baytos.

Future Organization

The CUE presented both the current organization chart and a draft of a future organization chart. He indicated that Avon Lake Regional Water currently employs 40 fulltime personnel (which is one extra at each the water and wastewater plants) and four part-time personnel, including the inspectors. To best respond to changing demands, the CUE envisions the staff growing to 41 to 42 fulltime positions and 6 to 7 part-time positions. There would be shifts in job titles, descriptions, and responsibilities. The extra staff members at both the water and wastewater plants will go in 2017, as retirements occur. Those would be replaced by an additional administrative staff member, along with one more in each the Wastewater, Engineering, and Distribution and Collection Departments. The Engineering Department would also temporarily expand with two additional part-time inspectors to assist with lateral separation inspections.

Board members indicated each would like to review the draft structure in more detail and discuss it more at a later time. Members indicated that they would like to assure part-time positions would stay below 30 hours per week on average; that there continues to be a chief of operations type of position; that they had concerns about the liability of maintaining a large group of inspectors and that, once the organization chart is approved, it goes through the proper channels so that it is supported universally.

The work session adjourned at 6:29 PM.

Approved January 17, 2017

John G. Dzwonczyk, Chairman

Todd A. Danielson, Clerk

Board of Municipal Utilities
Regular Meeting Minutes
December 20, 2016
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 6:40 PM.

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

Also present: Chief Utilities Executive Danielson, WPCC Manager Baytos, Mayor Zilka, Councilmember Fenderbosch, Morning Journal Reporter Martin.

Approve Minutes

Chairman Dzwonczyk presented the minutes of the December 6, 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 December 20, 2016 for funds and amounts as follows, Mr. Dzwonczyk moved, Mr. Rush seconded, that all be approved and paid per budget:

Water Fund 701	\$	131,250.85
Wastewater Fund 721	\$	162,747.63
MOR Fund 703 ETL1	\$	115,407.49
MOR Fund 762 ETL2	\$	281,998.19
LORCO Fund 749	\$	17,541.25
Lateral Loan 765	\$	2,500.00

Ayes: Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Appropriation

As discussed in a previous Board meeting, Mr. Rush moved and Mr. Rickey seconded to appropriate \$5,000,000 to the Wastewater Debt Service Fund (727) budget.

Ayes: Dzwonczyk, Rickey, Schnabel

Nays: None

Motion carried.

Janitor Job Description

Following a brief discussion, Mr. Rush moved Mr. Rickey seconded to approve the revised Janitor job description.

Ayes: Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Lateral Loan Program Loan

Following CUE Danielson's explanation of the City of Avon Lake's requirements for separating, Mr. Rush moved and Ms. Schnabel seconded 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.

Ayes: Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Resignation of Board Member Berner

Board Member Robert Berner's resignation was presented for the Board's action, Mr. Dzwonczyk moved and Mr. Rickey seconded to accept Board Member Berner's resignation effective December 31, 2016.

Ayes: Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Proposed Water Rates

CUE Danielson's recommendation for an increase to the current water rates was supported by an overhead presentation. The recommended increase and its effect on Avon Lake Regional Water's customers (an approximate \$5.00/year increase to an average residential billing) projected budgets, and anticipated capital and infrastructure improvements were reviewed at length. Members individually stated that each supported the change and wanted to stress to staff to assure they first look to reduce expenses before requesting to raise rates. Ms. Schnabel then moved and Mr. Rush seconded 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	\$1.78/1,000 gal	\$1.85/1,000 gal	\$1.92/1,000 gal
Tier 2	Next 200,000 gal	\$1.46/ 1,000 gal	\$1.52/1,000 gal	\$1.58/1,000 gal
Tier 3	Over 250,000 gal	\$1.22/1,000 gal	\$1.27/1,000 gal	\$1.32/1,000 gal

Ayes: Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Reports/Updates

New Clearwells and South High Service Pumping Station: 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.

Lateral Loan Program: 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.

LORCO: The Board was recently briefed on the decision in the DiGioia/LORCO lawsuit. The payment in response to the decision will be included in the expenses the Board will approve January 3, 2017.

CUE Action Items:

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.

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.

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.

First Energy easements for Elyria interconnection. Still waiting for draft easement language.

Brown and Caldwell. Working to determine most appropriate time for presentation of findings.

Why is Medical Mutual billed weekly?

Should we eliminate the GIS position? Staff has determined a GIS Analyst with strength in data analysis is still necessary for Avon Lake Regional Water.

Chairman/Committee/Members Reports

Chairman Dzwonczyk thanked the Mayor and Council for drafting the legislation for financing the sewer separation and the procedures that will need to be followed in accordance with the legislation.

Mr. Rush attended the Human Resource Committee meeting and reported they discussed the part-time, intern, and seasonal wages for Avon Lake Regional Water employees. He also reported they approved the job description for the Janitor position.

Mr. Rickey reported he attended the LORCO Board meeting on December 8, 2016 and reported Cinnamon Lake is moving forward.

CUE Report

CUE Danielson reported staff is working diligently with Muni-Link to process quarterly bills for Avon Lake customers with as minimal problems as possible.

Miscellaneous

Chairman Dzwonczyk presented to the Board a new invention called the Farm Bot.

Adjourn

As there was no further business, Mr. Rush moved, Mr. Rickey seconded, that the meeting adjourn at 8:16 PM.

Ayes: Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Approved January 17, 2017

John G. Dzwonczyk, Chairman

Todd A. Danielson, Clerk

Board of Municipal Utilities
Regular Meeting Minutes
January 3, 2017
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

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

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

Also present: Chief Utilities Executive Danielson, WPCO Manager Baytos, Mayor Ziika, Councilmember Fenderbosch arrived at 6:40 PM.

Approve Minutes

None.

Public Speakers – None.

Correspondence – CUE Danielson provided the Board with a resume for vacant Board position.

Expenditures

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

Water Fund 701	\$	112,363.08
Wastewater Fund 721	\$	158,538.22
MOR Fund 703 ETL1	\$	17,778.79
MOR Fund 762 ETL2	\$	9,847.78
LORCO Fund 749	\$	112,303.34
Lateral Loan 765	\$	4,000.00

Ayes: Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Reports/Updates

Republic Services Residuals Disposal Contract Extension: Due to the needs of Avon Lake Regional Water, staff executed an extension with Republic services through 2017 with no increase in rates.

Lateral Loan Program: Since the last Board meeting, one additional agreement for the Lateral Loan Program has been executed, bringing the total to 28 properties, with \$93,000 (total) committed and \$13,750 paid so far. The average loan request is for approximately \$3,300.

CUE Action Items:

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

Brown and Caldwell: CUE Danielson reported a report will be presented in the February Work session.

Employee Meal Allowances: CUE Danielson reported all staff receives a \$10 meal allowance for any day that eleven or more consecutive hours are worked.

SPCC Plan for 5,000 gal diesel tank at the WPCC: Currently the new generator and tank are not on property. Staff believes the new storm sewers will be in place before the tank is filled. These sewers will be connected to the Plant. Further, the sewers are secured by a valve vault that can be closed and hold any spill in the sewers if needed. There will be no chance of contaminating the Lake. Chairman Dzwonczyk requested WPCC Manager Baytos work with Engineering Services Manager Gaydar to determine what must be prepared.

Annual biomimicry report: The biomimicry PhD students will provide an update at the Board's May 16, 2017, work session. The CUE has the following draft schedule for work session agenda items:

January	Board Candidate Interviews
February	Brown and Caldwell Sewer Model Conclusions
March	Open (Asset management/GIS update?)
April	LORCO Update
May	Biomimicry Update

LORCO Expense: The lawsuit expense was working through the purchase order process earlier and is on the Expenditures the Board will approve on January 3, 2017.

Status of ISO9000: In order to begin preparing for an overall management system such as ISO9000, staff believes asset management will be part of any system implemented. Staff will begin speaking with consultants that can help provide guidance on quality management systems. Chairman Dzwonczyk requested staff to bring something forward to the Board soon.

What are we doing to harden SCADA?: The paperwork has been started to allow the Department of Homeland Security to complete a physical and virtual audit of our facilities.

Future of GIS Analyst position: Staff is still determining the needs for this position and working on a job description.

Medical Mutual Billing: Staff has requested information from the Finance Department to assist with answering this question.

Chairman/Committee/Members Reports

Chairman Dzwonczyk requested a special Work Session and Executive Session on January 10, 2017 to interview candidates for the vacant Board position.

Mr. Rickey requested a tour of the Wastewater Treatment Plant.

Mr. Rush asked for an update on the projects.

Chairman Dzwonczyk reported he received another email from a concerned citizen.

Mr. Rickey reported he will attend the LORCO Board meeting Thursday January 12, 2017.

CUE Report

None.

Miscellaneous

None.

Adjourn

As there was no further business, Mr. Rush moved, Mr. Rickey seconded, that the meeting adjourn at 7:06 PM.

Ayes: Dzwonczyk, Rickey, Rush, Schnabel

Nays: None

Motion carried.

Approved January 17, 2017

John G. Dzwonczyk, Chairman

Todd A. Danielson, Clerk

Avon Lake Regional Water
MEMORANDUM

To: **Board of Municipal Utilities**

From: **Todd Danielson & Steve Baytos**

Subject: **Agenda Items – January 17, 2017**

Date: **January 13, 2017**

Item 4: Appoint New Board Member

Following interviews on January 10, 2017, the Board will appoint a new member to fill the vacant position with the term ending 12/31/19.

Recommended Motion:

I move to appoint _____ to fill the vacant Board position with the term ending 12/31/19.

Item 5A1: Chemical Optimization Study – TAD

Staff has reviewed and provided comments to the consultant regarding the draft corrosion control study. As was expected, even though Avon Lake Regional Water is meeting all public health standards regarding lead and copper, addition of a phosphate-based corrosion inhibitor is recommended for optimal corrosion control. While the report is being finalized, staff is working separately to develop a design-build RFP to install a phosphate-based corrosion inhibition system.

Item 5A2: ETL1 Variable Frequency Drives – SCB

The VFDs for ETL1 were rebuilt in 2010 and 2013. They are now very outdated and will be replaced before failure. This was discussed with ETL1 customers at the annual consortium meeting. Staff will develop bidding documents and seek award at a future meeting.

Item 5A3: ETL2 Pumps – SCB

ETL2 pumps are inadequate to keep up with increasing demand (Medina County, Medina City, new Avon tower, and RLCWA). We have three existing pumps (5.2, 5.2, and 5.6 MGD). We intend to install a new 6 MGD pump and are developing bidding documents. This was discussed with ETL2 customers at the annual consortium meeting. Staff will seek award at a future meeting.

Item 5A4: Project Updates – SCB

Water Tower: Done with pedestal concrete, working on internal equipment including mechanical.

Water Plant: Moving into the wash water recycling system and attenuation basins.

Wastewater Plant: HVAC installed, Headworks junction chamber and next 14 foot lift going in, Final tank backfill, alum tank leak test complete, mechanical going in in alum tank,

administration building rough in with drywall and electrical, UV demo and will start bypass next week.

Item 5A5: Promotion of Adam Sisson – TAD

As a result of a recent retirement in the Distribution and Collection Department, an internal opening was posted for a new Laborer. Management interviewed candidates and promoted Adam Sisson, WFP Operator (Step 1C) to Laborer (Step 4, the next higher step) effective 1/9/17.

Item 5A6: Lateral Loan Program – TAD

Since the last Board meeting, three additional agreement for the Lateral Loan Program has been executed, bringing the total to 31 properties, with \$99,400 (total) committed and \$20,550 paid so far. The average loan request is for approximately \$3,200.

Item 5A7: Lateral Separation Update – TAD

As of January 12, 2017, 2,914 letters have been sent to 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. Currently, 1,796 (62%) have responded (up approximately 38 last month). Of the 1,796, 1,230 have either separated laterals or already had separated laterals and 566 either have problems or are believed to have problems. By extrapolation, approximately 1,200 (566 + ~60% of homes not inspected) may need to separate laterals. Please see the attached table and graphs.

Item 5A8: Cleveland Construction Cost Index – TAD

Please see attached memo providing updated fee information based upon last year's changes to the Cleveland Construction Cost Index. As per policy and regulation, various fees will automatically be increased by the CCCI.

Item 5A9: CUE Action Items – TAD

Below are responses to questions asked by the Board:

Why so much overtime for the pay period 12/12/16 to 12/25/16: As is often the case, there are several causes for overtime. For the pay period in question, below is a table explaining overtime in more detail:

Group	Cause	Hours Paid	Hours Comp'ed	Expense
Dist. & Coll'n	Jaycox break (37.5), Weekend work (16), LORCO Callouts (15), A.L. Callouts (12), Snow/Salt (5.5)	78	22.5	\$4,027
Dist. & Coll'n		12	3	\$637
WFP	Operating (71.5), Start-Up (~30), SCADA (~20)	110.5	42.5	\$6,020
WPCC	Operating (~60)	66	3	\$3,906
Admin	Muni-Link/Billing (38.5), Projects (21.5), Invoices/Finance (10)	70	0	\$3,701

Should expenses for the Elyria interconnect be capitalized: Even though consulting expenses for the Elyria emergency interconnection are paid through the operating budget, they (and other similar expenses) are generally capitalized for accounting purposes.

Subcontracting inspector status: Will be discussed separately.

Rebuilding the WPCC video status: The current intention for the video is to make it into a "before and after" video. Raw footage has been collected. Some on-going construction footage will be captured, and then final footage will be taken when the project is complete.

Proceeding with ISO9000: Staff is preparing to reach out to consultants regarding quality management programs.

Dave Rickey would like an updated LORCO spreadsheet: Done.

What have we done to minimize future over-pressurization: As was discussed previously, staff moved the water filtration plant's (WFP's) pressure sensor to more accurately monitor system pressure; and, now that the new South High Service pumping station is operating, we have a second pressure sensor that monitors system pressure at the WFP. Additionally, the ETL booster pumping stations measure suction pressure (Avon Lake system pressure) and are set to turn off if suction pressure drops too low. In the upcoming weeks, staff will be working with our integrators to determine how to best link and analyze the pressure data from the two WFP locations and whether additional backup sensors are advisable.

Brown and Caldwell synopsis re the 45s: A draft technical memorandum was submitted January 12, 2017. The report suggests that separation, possibly with additional storage, is still the best approach. Staff will review the memorandum in detail in the upcoming days.

SPCC for 5,000 gal diesel tank: Staff has reached out to regulators to assure that the correct documentation is completed.

Medical Mutual Billing: Per the Finance Department, Avon Lake is self-insured. Monthly payments are the standard feed for insurance. Weekly payments vary based upon weekly doctor visits/medication costs/etc.

Item 7: Executive Session – TAD

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

Recommended Motion:

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

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Avon Lake Municipal Utilities
Water Fund 701 Expenses
 January 17, 2017

Name	Amount	Memo	Account
Jan 17, 17			
1. Water Employees	67,151.89	Salaries P/R #2 12/26/16-01/08/17	701 5-180 7-102-...
2. Water Employees	2,956.99	PartTime P/R #2 12/26/16-01/08/17	701 5-180 7-105-...
3. Board of Municipal Utilities	941.67	January 2017 Board Salaries	701 5-180 7-105-...
4. Water Employees	100.50	OT-Const P/R #2 12/26/16-01/08/17	701 5-180 7-106-...
5. Water Employees	1,148.70	OT-Plant P/R #2 12/26/16-01/08/17	701 5-180 7-106-...
6. Water Employees	1,958.13	OT-Distribution P/R #2 12/26/16-01/08/...	701 5-180 7-106-...
7. Water Employees	1,434.98	OT-Admin P/R #2 12/26/16-01/08/17	701 5-180 7-106-...
8. Ester, Leslie	20.00	2 Employee Meal Allowances-LS	701 5-180 7-200-...
9. Mosher, Gregory	20.00	2 Employee Meal Allowances-LS	701 5-180 7-200-...
10. Sisson, Adam	10.00	1 Employee Meal Allowance - LS	701 5-180 7-200-...
11. Medical Mutual of Ohio	24,645.24	Hospitalizaton-January 2017	701 5-180 7-203-...
12. Medical Mutual of Ohio	288.43	Medical Mutual Payment 1/4/17	701 5-180 7-203-...
13. Medical Mutual of Ohio	230.71	Medical Mutual Payment 1/10/17	701 5-180 7-203-...
14. Medical Mutual of Ohio	-1,465.92	Med Mut Emp Contrib P/R #1	701 5-180 7-203-...
15. Medical Mutual of Ohio	159.60	Group Life - January 2017	701 5-180 7-204-...
16. Medical Mutual of Ohio	1,270.74	Dental/Vision-January 2017	701 5-180 7-205-...
17. Medical Mutual of Ohio	6,504.94	Precription Drug-January 2017	701 5-180 7-207-...
18. Medicare	733.28	Medicare - P/R #1 12/25/16	701 5-180 7-212-...
19. Avon Boot Shop	99.99	Employee Clothing-RK	701 5-180 8-226-...
20. Cintas Corp.	426.11	Emp Uniform Rental Dec. 2016-RK	701 5-180 8-226-...
21. GVS Safety Supplies, Inc.	422.55	Employee Clothing-SH	701 5-180 8-226-...
22. Randall's Team Shop	146.00	Add ALRW Logos to Jackets-SH	701 5-180 8-226-...
23. Rockmont	942.00	Uniforms for all Plants-EW	701 5-180 8-226-...
24. Avon Lake Printing	1,224.60	December Waterline-EW	701 5-180 8-601-...
25. Avon Lake Printing	96.00	Business Cards-EW	701 5-180 8-601-...
26. SmartBill	2,762.24	Forms & Envelopes-TAD	701 5-180 8-601-...
27. SmartBill	3,646.50	Print/Mail-4th Qtr Bills-TAD	701 5-180 8-601-...
28. SmartBill	436.88	Application for Pmt Insert-TAD	701 5-180 8-601-...
29. USALCO	9,525.45	74.37 Tons Alum - SH	701 5-180 8-602-...
30. Active Plumbing Supply	21.25	Maintenance Supplies-RK	701 5-180 8-603-...
31. E & H Hardware Group, LLC.	52.03	1/2-Maintenance Supplies-TAD	701 5-180 8-603-...
32. Grainger Inc.	378.34	Maintenance Supplies-RK/SH	701 5-180 8-603-...
33. Kinzua Environmental Inc.	531.20	Maintenance Supplies-SH	701 5-180 8-603-...
34. Lowe's	433.29	Maintenance Supplies-TAD	701 5-180 8-603-...
35. Trico Oxygen Company	39.80	1/2-Maint Gases@201Miller-RK	701 5-180 8-603-...
36. Trico Oxygen Company	34.80	Maint Gases@WaterPlant-SH	701 5-180 8-603-...
37. Firstmerit Bankcard Ctr	230.90	Repair Parts-RRE	701 5-180 8-603-...
38. Firstmerit Bankcard Ctr	164.04	Maint Supplies-SH	701 5-180 8-603-...
39. Jack Doheny Supplies Ohio ...	5,338.72	1/2-Vactor Repairs-RK	701 5-180 8-607-...
40. Grainger Inc.	622.35	Pump for Sodium Hypochlorite=SH	701 5-180 8-607-...
41. M Tech	125.00	1/2-Calibrate Gas Locators-RK	701 5-180 8-607-...
42. HD Supply Waterworks, Ltd.	24,280.50	Water Distribution Supplies-RK	701 5-180 8-612-...
43. Rock Pile	22.50	Yard Repair Materials-RK	701 5-180 8-612-...
44. Trumbull Industries	4,060.00	Water Distribution Supplies-RK	701 5-180 8-612-...
45. Environmental Resource As...	60.87	Lab Standards-SH	701 5-180 8-615-...
46. Trico Oxygen Company	40.60	Lab Gases@Water Plant-SH	701 5-180 8-615-...
47. USA Blue Book	304.71	Lab Sampling Equipment-SH	701 5-180 8-615-...
48. CenturyLink	647.17	TelephoneSvc@201Miller-Dec.2016-T...	701 5-180 8-700-...
49. CenturyLink	572.94	TelephoneSve@WFP-Dec.2016-TAD	701 5-180 8-700-...
50. Columbia Gas	903.65	GasSvc@201Miller 11/23/16-12/28/16-...	701 5-180 8-700-...
51. Illuminating Co.	16,863.90	Elect@WaPlant 11/18/16-12/19/16-SH	701 5-180 8-700-...
52. Engie Resources	31,386.42	Elect@WaPlant 11/18/16-12/19/16-SH	701 5-180 8-700-...
53. Illuminating Co.	49.17	Elect@AuxPumpHouse 11/8/16-12/9/1...	701 5-180 8-700-...
54. Illuminating Co.	51.27	Elect@WalkerWaTower 11/11/16-12/1...	701 5-180 8-700-...

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Avon Lake Municipal Utilities
Water Fund 701 Expenses
 January 17, 2017

Name	Amount	Memo	Account
55. Illuminating Co.	55.41	Elect@LearWaTower 11/5/16-12/7/16-...	701 5-180 8-700-...
56. Time Warner Cable	214.99	InternetSvc@WaPlant 12/30/16-1/29/1...	701 5-180 8-700-...
57. Verizon Wireless	445.21	1/2-Cell PhoneSvc 12/26/16-1/25/17-T...	701 5-180 8-700-...
58. Schafer Excavating L.L.C	4,150.12	Excavator Svc-2" Fiber@Moore/Lake-...	701 5-180 8-700-...
59. Link Computer Corporation	2,212.50	MuniLinkBilling-4th Qtr 2016-TAD	701 5-180 8-701-...
60. Aerocon Photogrammetric S...	5,145.00	1/2-CityWide Digital Orthophotography...	701 5-180 8-701-...
61. Area Temps	891.60	Temp Office Help-Week Ending 12/25/...	701 5-180 8-701-...
62. Area Temps	590.69	Temp Office Help-Week Ending 1/1/17...	701 5-180 8-701-...
63. Brakey Energy, Inc.	875.00	Energy Mgmt Svc- Dec 2016-TAD	701 5-180 8-701-...
64. Burgess & Niple, Inc.	4,998.34	Elyria Interconnection Eval 11/27/16-1...	701 5-180 8-701-...
65. Community Resource Servi...	750.00	Donation to Cover WA Bills-TAD	701 5-180 8-701-...
66. Data-Command	1,675.80	Annual Subscription@WaPlant 2/1/17-...	701 5-180 8-701-...
67. DLT Solutions Inc.	1,482.36	Autodesk Subscription Renewal 1 Yr-JG	701 5-180 8-701-...
68. Firstmerit Bankcard Ctr	418.62	MembershipFee, TrademarkPatent, Lun...	701 5-180 8-701-...
69. Firstmerit Bankcard Ctr	132.02	Lunches-RRE	701 5-180 8-701-...
70. Firstmerit Bankcard Ctr	36.95	1/2-Food for Emp-RK	701 5-180 8-701-...
71. Firstmerit Bankcard Ctr	118.00	Op Cert Renewal, Lunches-SH	701 5-180 8-701-...
72. David Frey Plumbing	282.00	Plumbing Repairs@116 Inwood-JRG	701 5-180 8-701-...
73. Railroad Management Com...	485.00	Right-of-Way Yearly Agreement-TAD	701 5-180 8-701-...
74. Solar Testing Laboratories, I...	254.00	Testing/Inspection@SIP Pjt 11/28/161...	701 5-180 8-701-...
75. Solar Testing Laboratories, I...	2,247.00	Testing/Inspection@WalkerTower 10/3...	701 5-180 8-701-...
76. SOS Integration Service	1,300.00	Emergency Service Call-SCADA Probl...	701 5-180 8-701-...
77. Treasurer, State of Ohio	2,900.00	Renewal Application-Standard Chemis...	701 5-180 8-701-...
78. Treasurer, State of Ohio	11,184.98	2017 Public Water System License-TAD	701 5-180 8-701-...
79. West, Elana	25.00	Reimbursement for Cell Phone-Jan.20...	701 5-180 8-701-...
80. Yuronich, Greg	25.00	Reimbursement for Cell Phone-Jan.20...	701 5-180 8-701-...
81. Avon Lake Regional Water	2,518.32	Water Used on ETL1-December 2016-...	701 5-180 8-703-...
82. Fuelman of Northern Ohio	652.64	1/2-Fuel for Vehicles 12/19/16-1/1/17-LS	701 5-180 8-707-...
83. Petroliance	538.99	1/2-Motor Oil-RK	701 5-180 8-707-...
84. Ed Tomko Chrysler-Jeep, Inc.	26.08	1/2-Truck Repairs-RK	701 5-180 8-707-...
85. Grainger Inc.	719.22	Building Maintenance Supplies-SH	701 5-180 8-708-...
86. Grainger Inc.	547.20	New Cabinet for SHS-SH	701 5-180 8-708-...
87. Huberts Landscaping Co., I...	624.00	1/2-Fall Cleanup @201 Miller-RK	701 5-180 8-708-...
88. Krystowski Tractor Sales, Inc.	106.28	Repair Parts-SH	701 5-180 8-708-...
89. The Salt Connection Inc.	3,220.80	Salt & Ice Melt-SH	701 5-180 8-708-...
90. Sandusky Electric Inc.	176.83	Water Heater Elements-SH	701 5-180 8-708-...
91. Sherwin-Williams Co.	63.00	Paint/Supplies-SH	701 5-180 8-708-...
92. Jani-King of Cleveland	322.50	1/2-CleaningSvc@201Miller-Jan.2017-...	701 5-180 8-709-...
93. Fauver Keyse-Walker & Do...	808.50	Legal Svc-Emergency Wa Agree. Dec....	701 5-180 8-907-...
94. Cardconnect	3.75	1/2-Mastercard Fee - LS	701 5-180 8-907-...
95. Danielson, Todd	46.00	Reimbursement for Notary Seal-LS	701 9-180 8-901-...
Jan 17, 17	<u>268,323.32</u>		

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Avon Lake Municipal Utilities
Wastewater Fund 721 Expenses
 January 17, 2017

Name	Amount	Memo	Account
Jan 17, 17			
1. Wastewater Employees	70,189.86	Salareis P/R #2 12/26/16-01/08/17	721 5-190 7-102...
2. Wastewater Employees	2,271.75	PartTime P/R #2 12/26/16-01/08/17	721 5-190 7-105...
3. Board of Municipal Utilities	1,541.66	January 2017 Board Salaries	721 5-190 7-105...
4. Wastewater Employees	2,141.73	OT-Plant P/R #2 12/26/16-01/08/17	721 5-190 7-106...
5. Wastewater Employees	383.06	OT-Distrib P/R #2 12/26/16-01/08/17	721 5-190 7-106...
6. Wastewater Employees	2,002.78	OT-Admin P/R #2 12/26/16-01/08/17	721 5-190 7-106...
7. Dillon, Timothy	20.00	2 Employee Meal Allowances-LS	721 5-190 7-200...
8. Spinks, Joshua D.	10.00	1 Employee Meal Allowance-LS	721 5-190 7-200...
9. Medical Mutual of Ohio	32,339.65	Hospitalization-January 2017	721 5-190 7-203...
10. Medical Mutual of Ohio	293.91	Medical Mutual Payment 1/4/17	721 5-190 7-203...
11. Medical Mutual of Ohio	235.10	Medical Mutual Payment 1/10/17	721 5-190 7-203...
12. Medical Mutual of Ohio	-2,314.68	Med Mut Emp Contrib P/R #1	721 5-190 7-203...
13. Dependent Health Care	200.00	Dependent Healthcare January 2017	721 5-190 7-203...
14. Medical Mutual of Ohio	151.20	Group Life-January 2017	721 5-190 7-204...
15. Medical Mutual of Ohio	1,559.98	Dental/Vision-January 2017	721 5-190 7-205...
16. Medical Mutual of Ohio	8,146.03	Prescription Drugs-January 2017	721 5-190 7-207...
17. Medicare	1,105.87	Medicare - P/R #1 12/25/16	721 5-190 7-212...
18. Avon Boot Shop	99.99	Employee Clothing-RK	721 5-190 8-226...
19. Cintas Corp.	182.23	Emp Uniform Rental Dec. 2016-RK	721 5-190 8-226...
20. GVS Safety Supplies, Inc.	749.40	Employee Clothing-SB	721 5-190 8-226...
21. Rockmont	100.00	Uniforms for all Plants-EW	721 5-190 8-226...
22. Avon Lake Printing	71.25	Heavy Duty Stakes for Yard Signs-EW	721 5-190 8-601...
23. Avon Lake Printing	100.00	Magnets for Sw Project-EW	721 5-190 8-601...
24. SmartBill	920.76	Forms & Envelopes-TAD	721 5-190 8-601...
25. SmartBill	1,215.50	Print/Mail-4th Qtr Bills-TAD	721 5-190 8-601...
26. SmartBill	145.62	Application for Pmt Insert-TAD	721 5-190 8-601...
27. Firstmerit Bankcard Ctr	99.99	Office Supplies-SB	721 5-190 8-601...
28. Bonded Chemicals Inc.	3,496.09	8.0928 Tons Ferric Chloride-SB	721 5-190 8-602...
29. Mississippi Lime Co.	5,720.66	38.75 Tons Lime-SB	721 5-190 8-602...
30. E & H Hardware Group, ...	52.03	1/2-Maintenance Supplies-TAD	721 5-190 8-603...
31. Grainger Inc.	288.26	Maintenance Supplies-RK	721 5-190 8-603...
32. Lowe's	438.13	Maintenance Supplies-TAD	721 5-190 8-603...
33. Newark	321.11	Maintenance Supplies-SB	721 5-190 8-603...
34. Trico Oxygen Company	39.80	1/2-Maint Gases@201Miller-RK	721 5-190 8-603...
35. Trico Oxygen Company	34.20	Maint Gases@WPCC-SB	721 5-190 8-603...
36. United Laboratories	1,424.80	Maintenance Supplies-SB	721 5-190 8-603...
37. USA Blue Book	330.70	Maintenance Supplies-SB	721 5-190 8-603...
38. Firstmerit Bankcard Ctr	230.90	Repair Parts-RRE	721 5-190 8-603...
39. Jack Doheny Supplies O...	5,338.72	1/2-Vactor Repairs-RK	721 5-190 8-607...
40. M Tech	125.00	1/2-Calibrate Gas Locators-RK	721 5-190 8-607...
41. W.W. Williams	2,144.06	Generator Inspections/Repairs@Center Rd ...	721 5-190 8-607...
42. Harold Archer & Sons	1,365.12	75.63 Tons Stone-RK	721 5-190 8-612...
43. Hach Company	3,857.86	Lab Supplies-SB	721 5-190 8-615...
44. Idexx Laboratories Inc.	6,404.92	Lab Supplies-SB	721 5-190 8-615...
45. Jones & Henry Labs Inc.	350.00	Lab Sample Testing-SB	721 5-190 8-615...
46. Thomas Scientific	6,438.82	Lab Supplies-SB	721 5-190 8-615...
47. CenturyLink	380.88	TelephonSvc@PumpStations-Dec.2016-TAD	721 5-190 8-700...
48. Columbia Gas	29.98	GasSvc@BridgesidePS 11/29/16-12/30/16-...	721 5-190 8-700...
49. Columbia Gas	27.38	GasSvc@Lear P.S. 12/2/16-1/5/17-RK	721 5-190 8-700...
50. Columbia Gas	29.33	GasSvc@HuntClub PS 11/29/16-12/30/16-RK	721 5-190 8-700...
51. Verizon Wireless	445.20	1/2-Cell PhoneSvc 12/26/16-1/25/17-TAD	721 5-190 8-700...
52. Illuminating Co.	50.05	Elect@JaycoxSwMtr 12/8/16-1/9/17-RK	721 5-190 8-700...
53. Link Computer Corporation	737.50	MuniLinkBilling-4th Qtr 2016-TAD	721 5-190 8-701...
54. a.m. design group, inc.	235.38	Research OnLine SLP Inspection System-EW	721 5-190 8-701...

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Avon Lake Municipal Utilities
Wastewater Fund 721 Expenses
January 17, 2017

Name	Amount	Memo	Account
55. Aerocon Photogrammetri...	5,145.00	1/2-CityWide Digital Orthophotography-JRG	721 5-190 8-701...
56. Brakey Energy, Inc.	875.00	Energy Mgmt Svc- Dec 2016-TAD	721 5-190 8-701...
57. Community Resource Se...	750.00	Donation to Cover WA Bills-TAD	721 5-190 8-701...
58. Cunningham & Associates	350.00	Vacation/Consolidation Plat Shields Propert...	721 5-190 8-701...
59. DLT Solutions Inc.	1,482.36	Autodesk Subscription Renewal 1 Yr-JG	721 5-190 8-701...
60. Firstmerit Bankcard Ctr	36.95	1/2-Food for Emp-RK	721 5-190 8-701...
61. Firstmerit Bankcard Ctr	128.90	Lunches,Meetings-SB	721 5-190 8-701...
62. Great Lakes Pipeline Ser...	1,900.00	CCTV/Clean/Vac SwLines@745AvonBelde...	721 5-190 8-701...
63. Solar Testing Laboratorie...	2,781.50	Testing/inspection@WPCC 10/3/16-12/1/16...	721 5-190 8-701...
64. Treasurer, State of Ohio	5,200.00	NPDES Annual Discharge Fee-TAD	721 5-190 8-701...
65. Firstmerit Bankcard Ctr	20.64	Fuel for Vehicle-SB	721 5-190 8-707...
66. Fuelman of Northern Ohio	652.63	1/2-Fuel for Vehicles 12/19/16-1/1/17-LS	721 5-190 8-707...
67. NAPA Avon	88.53	Truck Repair Parts-SB	721 5-190 8-707...
68. Petroliance	538.98	1/2-Motor Oil-RK	721 5-190 8-707...
69. Ed Tomko Chrysler-Jeep...	26.08	1/2-Truck Repairs-RK	721 5-190 8-707...
70. Data-Command	495.00	Modem-SB	721 5-190 8-708...
71. Huberts Landscaping Co...	624.00	1/2-Fall Cleanup@201 Miller-RK	721 5-190 8-708...
72. Jani-King of Cleveland	322.50	1/2-CleaningSvc@201Miller-Jan 2017-TAD	721 5-190 8-709...
73. USA Blue Book	6,711.00	Flow Meter-SB	721 5-190 8-804...
74. Cardconnect	3.75	1/2-Mastercard Fee - LS	721 5-190 8-907...
75. Baytos, Steve	63.90	Reimbursement-Lunch Meeting-LS	721 9-190 8-901...
Jan 17, 17	<u>192,496.24</u>		

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Avon Lake Municipal Utilities
MOR Fund 703 Expenses - ETL1
 January 13 - 17, 2017

Name	Amount	Memo	Account
Jan 13 - 17, 17			
1. Avon Lake Regional W...	177,756.35	Water Used from ETL1-December 201...	703 5-180 8-704...
2. Avon Lake Regional W...	1,945.35	Operator Charges-December 2016-TAD	703 5-180 8-740...
3. W.W. Williams	1,090.10	Generator Inspection/Repairs@Moore ...	703 5-180 8-740...
4. Ohio Edison	46.87	Elect@Root/Sprag 12/2/16-1/4/17-TAD	703 5-180 8-743...
5. Ohio Edison	60.44	Elect@Lear/US20 12/7/16-1/5/17-TAD	703 5-180 8-743...
6. Ohio Edison	54.44	Elect@Lear/Chstn 12/7/16-1/5/17-TAD	703 5-180 8-743...
7. Ohio Edison	71.08	Elect@Butternut/Root 12/6/16-1/4/17-T...	703 5-180 8-743...
8. Engie Resources	19.36	Elect@Root/Sprag 12/6/16-1/4/17-TAD	703 5-180 8-743...
9. Illuminating Co.	17.71	Elect@Lear/Krebs 11/5/16-12/7/16-TAD	703 5-180 8-743...
10. Illuminating Co.	49.10	Elect@Moore/RR 11/10/16-12/10/16-TAD	703 5-180 8-743...
Jan 13 - 17, 17	<u>181,110.80</u>		

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Avon Lake Municipal Utilities
MOR Fund 762 Expenses - ETL2
January 17, 2017

Name	Amount	Memo	Account
Jan 17, 17			
1. Dixon Engineering Inc.	4,600.00	Maint Inspection of Water Tanks-TAD	762 5-180 8-70...
2. Ohio Edison	7,326.45	Elect@Island PS 12/3/16-1/3/17-TAD	762 5-180 8-70...
3. Ohio Edison	36.63	Elect@Island OAL 12/6/16-1/4/17-TAD	762 5-180 8-70...
4. Engie Resources	5,348.37	Elect@Island PS 12/3/16-1/3/17-TAD	762 5-180 8-70...
5. Avon Lake Regional W...	281,639.23	Water Used from ETL2-December 2016...	762 5-180 8-70...
6. Avon Lake Regional W...	1,706.99	Operator Charges-December 2016-TAD	762 5-180 8-74...
7. W.W. Williams	1,090.10	Generator Inspection/Repairs@Moore P...	762 5-180 8-74...
8. Ohio Edison	51.16	Elect@CenterRidge 12/6/16-1/4/17-TAD	762 5-180 8-74...
9. Ohio Edison	43.95	Elect@ChestnutRidge 12/8/16-1/4/17-T...	762 5-180 8-74...
Jan 17, 17	<u>301,842.88</u>		

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Avon Lake Municipal Utilities
LORCO Fund 749 Expenses
 January 17, 2017

Name	Amount	Memo	Account
Jan 17, 17			
1. LORCO Employees	625.00	1st Quarter LORCO Stipends	749 5-190 7-102...
2. Medicare	18.13	Medicare P/R #1	749 5-190 7-212...
3. Frontier	56.69	TelephoneSvc@Four Plex 12/25/16-01/...	749 5-190 8-700...
4. Ohio Edison	51.26	Elect@10301 Reed 12/6/16-1/5/17-TAD	749 5-190 8-700...
5. Ohio Edison	46.78	Elect@10920 Hawke 12/6/16-1/5/17-TAD	749 5-190 8-700...
6. Ohio Edison	47.07	Elect@36780Giles 12/2/16-12/30/16-TAD	749 5-190 8-700...
7. Ohio Edison	51.96	Elect@33930Cooley 12/3/16-1/3/17-TAD	749 5-190 8-700...
8. Ohio Edison	47.52	Elect@12901AvonBelden 12/3/16-1/3/1...	749 5-190 8-700...
9. Ohio Edison	46.31	Elect@12169AvonBelden 12/3/16-1/3/1...	749 5-190 8-700...
10. Ohio Edison	162.29	Elect@9845AvonBelden 12/6/16-1/4/17...	749 5-190 8-700...
11. Ohio Edison	906.87	Elect@38393Royalton 12/2/16-1/3/17-T...	749 5-190 8-700...
12. Engie Resources	140.05	Elect@TriPlex.12/6/16-1/4/17-TAD	749 5-190 8-700...
13. Engie Resources	476.74	Elect@FourPlex.12/2/16-1/3/17-TAD	749 5-190 8-700...
14. Engie Resources	9.99	Elect@121639AvonBelden.12/3/16-1/3/...	749 5-190 8-700...
15. Engie Resources	15.03	Elect@12901AvonBelden.12/3/16-1/3/1...	749 5-190 8-700...
16. Engie Resources	33.78	Elect@33930Cooley.12/3/16-1/3/17-TAD	749 5-190 8-700...
17. Engie Resources	12.57	Elect@36780Giles.12/2/16-12/30/16-TAD	749 5-190 8-700...
18. Lorain-Medina Rural Ele...	91.21	Elect@Banks 11/23/16-12/23/16-TAD	749 5-190 8-700...
19. Lorain-Medina Rural Ele...	82.42	Elect@36879Capel 11/23/16-12/23/16-...	749 5-190 8-700...
20. Lorain-Medina Rural Ele...	76.76	Elect@12601Cooley 11/23/16-12/23/16...	749 5-190 8-700...
21. Lorain-Medina Rural Ele...	102.97	Elect@12775Durkee 11/23/16-12/23/16...	749 5-190 8-700...
22. Lorain-Medina Rural Ele...	54.83	Elect@Durkee (S) 11/23/16-12/23/16-T...	749 5-190 8-700...
23. Lorain-Medina Rural Ele...	104.27	Elect@IndianHollow 11/23/16-12/23/16-...	749 5-190 8-700...
24. Lorain-Medina Rural Ele...	94.32	Elect@SlifeRd 11/23/16-12/23/16-TAD	749 5-190 8-700...
25. Absolute Plumbing & Boi...	125.00	Backflow Inspections@Pump Stations-...	749 5-190 8-701...
26. LORCO	573.44	Reimburse LORCO 2 Payments-TAD	749 5-190 8-701...
27. Spitzer Management	4,000.00	Annual Lease Payment for 2017-TAD	749 5-190 8-701...
28. RLCWA	1,142.00	Meter Readings - December 2016-TAD	749 5-190 8-848...
29. Cardconnect	7.50	Credit Card Fees - Mastercard Location...	749 5-190 8-907...
30. LORCO	13,500.00	Monthly Operations Advance-January 2...	749 5-190 8-907...
Jan 17, 17	<u>22,702.76</u>		

01/13/17

Avon Lake Municipal Utilities
Water Works Construction Fund 704 Expenses
January 17, 2017

Name	Amount	Memo	Account
Jan 17, 17			
1.MWH Americas	150,000.00	SIP Pjt Prof Svc 7/2/16-12/2/16-TAD	704 5-180 8-80...
2.Underground Utilities I...	157,788.29	Pmt #5-Walker Rd WaMain-Phase 2-T...	704 5-180 8-84...
Jan 17, 17	<u>307,788.29</u>		

01/13/17

Avon Lake Municipal Utilities
Sewer System Construction - Fund 724
January 17, 2017

<u>Name</u>	<u>Amount</u>	<u>Memo</u>	<u>Account</u>
Jan 17, 17			
1. Underground Utilities Inc.	1,026,281.91	Pmt #3-FIBB Sewer Project-TAD	724 5-190 8-814 ...
Jan 17, 17	<u>1,026,281.91</u>		

01/13/17

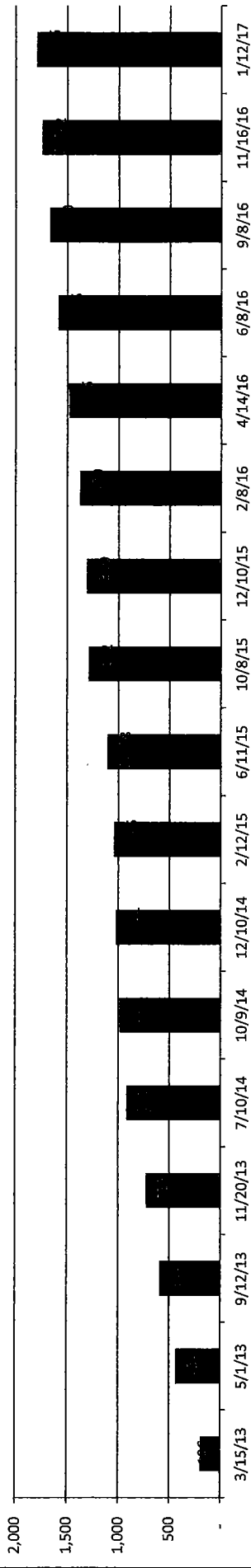
Avon Lake Municipal Utilities
Lateral Loan Program Fund 765
January 17, 2017

<u>Name</u>	<u>Amount</u>	<u>Memo</u>	<u>Account</u>
Jan 17, 17			
1. Concrete & More Inc.	<u>2,800.00</u>	Sanitary Lateral Work-32009 Lak...	765 5-190 8-701-Cont...
Jan 17, 17	<u><u>2,800.00</u></u>		

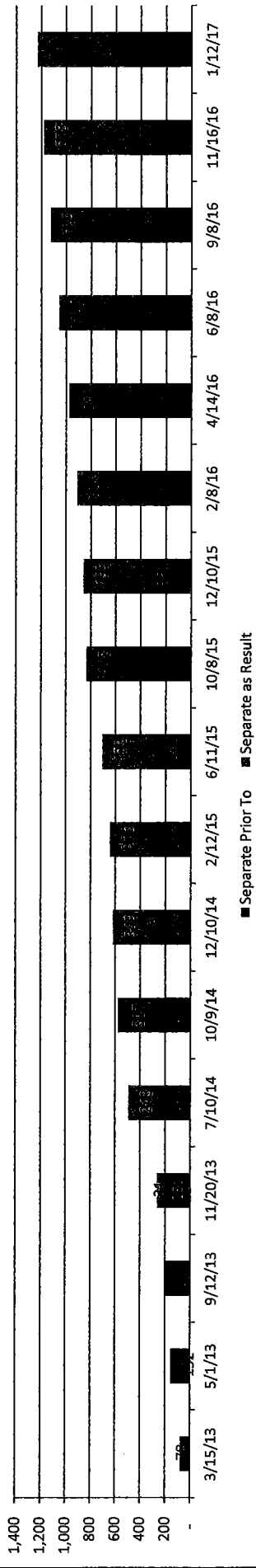
Sewer Lateral Program Summary

Date	3/15/13	5/1/13	5/12/13	9/12/13	11/20/13	7/10/14	10/9/14	12/10/14	2/12/15	6/11/15	10/8/15	12/10/15	2/8/16	4/14/16	6/8/16	9/8/16	11/16/16	1/12/17
Total Letters Sent	2,666	2,700	2,705	2,728	2,731	2,733	2,733	2,733	2,803	2,808	2,808	2,809	2,810	2,835	2,835	2,867	2,900	2,915
Total Inspections Made	196	434	594	919	990	1,021	1,045	1,108	1,292	1,309	1,379	1,485	1,585	1,670	1,742	1,796	1,796	1,796
Houses Separating Laterals	78	152	205	231	243	268	281	281	357	361	381	393	480	530	543	561	561	561
Houses w/ No Further Action Needed	104	178	279	427	413	404	404	404	457	361	371	401	530	543	561	561	561	561
Problems - Need Correction																		

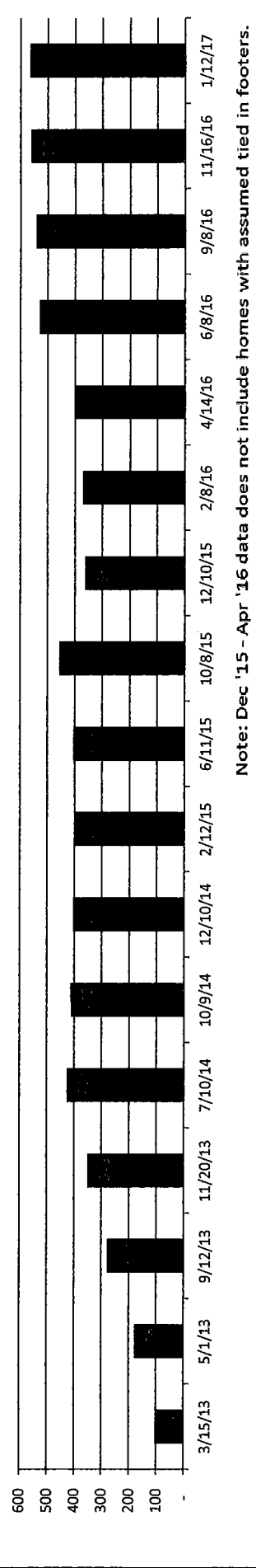
Total Inspections Made



No Further Action Needed



Problems Identified



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

Avon Lake Regional Water
MEMORANDUM

To: **Board of Municipal Utilities**
From: **Jack Gaydar, Engineering Services Manager**
Subject: **Cleveland Construction Cost Index**
Date: **January 11, 2017**

The Index for 2017 is **12267.85**
The Index for 2016 was **11895.69**

This is a difference of **+ 3.13%**

Therefore, the following are the adjusted 2017 fees:

	<u>2016</u>	<u>2017</u>
Trunk Sanitary Sewer Fee	\$1,990.00	\$2,052.00
Trunk Sanitary Square Foot Charge	13.27¢	13.69¢
8" Sanitary Sewer Front Foot Charge	\$69.99	\$72.18
CALDP Tap In Fee	\$10,492.46	\$10,820.87
Commercial Square Foot Charge	67.35¢	69.46¢
Water Impact Fee	\$2,400.00	\$2,475.00