

MINUTES
NORTHEAST OHIO REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES MEETING
OCTOBER 15, 2020

A Regular Meeting of the Board of Trustees of the Northeast Ohio Regional Sewer District was called to order at 12:30 p.m. by Darnell Brown.

President Brown opened the meeting by addressing the COVID-19 pandemic, and read the following statement:

Due to the COVID emergency, we are again conducting our Board meeting via live stream video conference using the Zoom Video Communications tool and pursuant to House Bill 197.

Members of the public may have access to the meeting using the Zoom login link found on the top of the District website, and those who wished to address the Board were able to make that request through the Zoom system prior to the start of the meeting.

I. Roll Call

PRESENT: Darnell Brown
Ronald Sulik
Samuel Alai
Terence Joyce
Jack Bacci
Timothy DeGeeter
Sharon Dumas

The Secretary informed the President that a quorum was in attendance, remotely.

II. Approval of Minutes

MOTION – Mayor Bacci moved, and Mayor Alai seconded to approve the Minutes of the October 1, 2020, Board Meeting. Without objection, the motion carried unanimously.

III. Public Session

There were no items

IV. Chief Executive Officer's Report

Kyle Dreyfuss-Wells, Chief Executive Officer, began her report by providing an update regarding the District's ongoing COVID-19 pandemic response. Ms. Dreyfuss-Wells informed the Board that as of October 15, 2020, the District has had a total of fourteen employees with confirmed diagnoses, of whom ten have recovered and four are convalescing. The District wishes them a full

and speedy recovery. The District is continuing its gradual reconstitution, as some employees with offices returned to District facilities on October 5. The District has adjusted its HVAC systems and increased sanitation to accommodate the increase in occupancy and comply with CDC guidelines. The District will monitor this phase of reconstitution, as it has done throughout the pandemic and will build from there.

The District originally intended to begin bringing back a portion of staff who work in cubicles beginning November 1, however, this date has been postponed until at least December 1 due in large part to the extent of the District's sanitation responses.

Each time an employee reports COVID-19-like symptoms to the Human Resource Department's COVID-19 hotline, the District immediately initiates a sanitation response before receiving confirmation as to whether the symptoms are due to COVID-19. The sanitation process can impact an area for several hours. The District is still discussing how to manage the extensive nature of sanitation in the large areas of GJM that are dominated by cubicles.

Ms. Dreyfuss-Wells informed the Board that the District is hosting its virtual service award celebration honoring retirees, employees reaching five-year milestones, and the Lifetime Achievement Award winner, Debbie Klosz, Superintendent of the Westerly Wastewater Treatment Plant. The District replaced its annual dinner event with a video ceremony which debuts October 16, and features honorees and messages from leaders, including President Brown. In addition to the video, honorees will be acknowledged with certificates of recognition, a special edition of People in Progress, large banners hung at each facility, and gifts to commemorate the occasion. Ms. Dreyfuss-Wells congratulated the honorees for their achievements.

Ms. Dreyfuss-Wells further advised the Board that the District has been awarded the prestigious 25th Annual Achievement of Excellence in Procurement (AEP) Award for 2020 from the National Procurement Institute and acknowledged Jackie Williams, Manager of Procurement Services, and her staff for their role in receiving this award. The AEP award is earned by public and nonprofit agencies that demonstrate a commitment to procurement excellence and it embodies the work of Ms. Williams and her team. The District is one of two agencies in Ohio and one of only thirty-four special districts in the U.S. and Canada to receive this award, and has done so in 2015, 2016, 2018, 2019, and 2020.

President Brown added his congratulations on behalf of the Board to Ms. Williams and her team for their work and thanked them for the expertise and leadership they provide.

V. Action Items

Authorization to Acknowledge

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| Resolution No. 278-20 | Resolution of Acknowledgement presented to Deborah Klosz in recognition of her years of outstanding service and noteworthy contributions to the Northeast Ohio Regional Sewer District. |
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MOTION – Ms. Dumas moved, and Mayor Bacci seconded to adopt Resolution No. 278-20. After the following discussion, without objection, the motion carried unanimously.

President Brown stated that he was pleased to begin the Action Items with the Resolution of Acknowledgement being presented to Ms. Klosz for her years of outstanding service to the District. This award is in recognition of more than 32 years of outstanding service which began on January 11, 1988 as a Wastewater Analyst at the Southerly WWTP. On November 19, 2007 she was promoted to Unit Process Manager. On March 21, 2011 she became Shift Manager at Westerly. On March 19, 2012 she became Assistant Superintendent at Westerly and on April 9, 2018 she became Superintendent at Westerly.

Ms. Klosz was an integral part of Southerly's 30-year comprehensive facility's planning, providing lab data and input into the plant processes and was key in transitioning from Zimpro and incineration to the Renewable Energy Facility (REF). Of note, Ms. Klosz was the first woman in District history to obtain a Class IV Wastewater license and was heavily involved in public outreach including planning and facility tours.

Through the years Ms. Klosz was a dependable and loyal employee, showing true leadership, and advocating for the right way of doing things even if it was the harder way.

President Brown, on behalf of the Board and the District, acknowledged the contributions of Ms. Klosz to the growth and development of the District and expressed thanks and appreciation to Ms. Klosz for her dedication to public service and further expressed best wishes to her and her family in all that they seek.

Ms. Dreyfuss-Wells invited Frank Foley, Director of Operation and Maintenance, to offer comments. Mr. Foley stated that Ms. Klosz has been an outstanding Superintendent and noted that Ms. Klosz served in what was essentially an entry-level position as a Wastewater Analyst for approximately 20 years before being promoted four times in a span of approximately ten years. During her tenure at Westerly, she has addressed challenging operational issues, developed staff, built a strong team and served as a role model for many people throughout the plant and the District.

Mr. Foley added that Ms. Klosz has been a pleasure to work with and will be missed and thanked her for her contributions to the organization and its ratepayers and congratulated her on her career and retirement.

Ms. Klosz stated that she is fortunate to work for the District since it provided so many opportunities and has met some great people and has an awesome group to work with at Westerly. She thanked her team for their support and hard work to get Westerly where it is today.

Ms. Dreyfuss-Wells offered congratulations on behalf of senior staff and added that Ms. Klosz is a legend at the District and has completed a huge amount of work at Westerly, which is greatly appreciated.

President Brown added that it is understood what it means to have a talented team getting work done quietly and without fanfare and the fact that it is quiet means that the District is doing a good job. President Brown thanked Ms. Klosz for her leadership and contributions and what she has imparted to her team and wished Ms. Klosz and her family the best of luck.

Authorization to Advertise

Resolution No. 279-20 Authorization to publish notice calling for bids, in accordance with Ohio Revised Code Chapter 6119, for a three-year requirement contract for sludge cake removal services for the Southerly and Westerly Wastewater Treatment Plants with an anticipated expenditure of \$580,000.00.

Resolution No. 280-20 Authorization to publish notice calling for bids, in accordance with Ohio Revised Code Chapter 6119, for the Westside Sediment and Debris Removal project with an anticipated expenditure of \$1,500,000.00.

Resolution No. 281-20
Withdrawn Authorization to publish notice calling for bids, in accordance with Ohio Revised Code Chapter 6119, for the purchase of replacement Portable Gas Meters and associated safety equipment with an anticipated expenditure of \$575,000.00.

MOTION – Mr. Sulik moved, and Mr. Joyce seconded to adopt Resolution Nos. 279-20 through 280-20. Without objection, the motion carried unanimously.

Authorization to Issue Request for Qualifications (RFQ)

Resolution No. 282-20 Authorization to issue an RFQ, in accordance with Ohio Revised Code Chapter 153, for engineering professional services under the Stormwater General Engineering Services III project.

MOTION – Mayor Bacci moved, and Ms. Dumas seconded to adopt Resolution No. 282-20. Without objection, after the following discussion, the motion carried unanimously.

President Brown noted that it appears that the District is nearing the end of a series of contracts that were the impetus to the District's stormwater program and asked for insight into the project.

Frank Greenland, Director of Watershed Programs, explained that this is the third iteration of the stormwater General Engineering Services (GES) contract. The previous version was signed in 2017, lasted almost four years, and cost \$8 million total. These contracts average \$2 million per year and are generally used for stormwater predesign activities and the design of smaller stormwater projects. The intent is to issue the RFQ, analyze the submittals, and select consultants and/or consultant teams. It is expected that there will be two to three contracts under this RFQ.

However, there will be other opportunities for stormwater design in larger projects resulting from master planning studies which will be advertised separately.

Authorization to Purchase

Resolution No. 283-20 Authorizing the purchase of replacement parts used in Moyno Pipe liners repair at the Easterly, Southerly and Westerly Wastewater Treatment Plants, as-needed, from sole source manufacturer's representative Schultz Fluid Handling Equipment in a total amount not-to-exceed \$150,000.00.

MOTION – Mayor Alai moved, and Mayor Bacci seconded to adopt Resolution No. 283-20. Without objection, the motion carried unanimously.

Authorization to Enter Into Agreement

Resolution No. 284-20 Authorization to award the following agreements for 2021 employee benefits:

- Cleveland Clinic Wellness Enterprise, LLC: \$37,600.00 for Employee Assistance Program;
- MedMutual Life Insurance Company: \$750,000.00 for Group Life, Accidental Death & Dismemberment, and Short-Term Disability Insurance;
- Medical Mutual of Ohio: \$1,543,100.00 for Administrative Fees and Stop-Loss Coverage;
- Medical Mutual Services, LLC: \$12,406,356.00 for Actual Claims Incurred Protection;
- Allowance for Premium Adjustments: \$80,000.00, for a total amount, for all agreements and the allowance, not-to-exceed \$14,817,056.00.

Resolution No. 285-20 Authorization to enter into a loan agreement with the Ohio EPA and the Ohio Water Development Authority to accept WPCLF funding for construction costs related to the Burke Brooke Open Channel project for a total amount up to \$4,142,520.00.

Resolution No. 286-20 Authorization to enter into a cooperative agreement with the U.S. Geological Survey for the operation and maintenance of 27 stream gages in the District's Regional Stormwater Service Area in the amount of \$409,500.00.

Resolution No. 287-20 Authorization to enter into a project agreement with the Cleveland Metroparks to provide Metroparks local match funding under the Ohio EPA's Section 319(h) nonpoint source program and to provide

Metroparks technical support for the design and construction of the Beechers Brook Restoration project in an amount not-to-exceed \$250,000.00.

MOTION – Ms. Dumas moved, and Mayor Bacci seconded to adopt Resolution Nos. 284-20 through 287-20. After the following discussion, without objection, the motion carried unanimously.

President Brown noted that, regarding Resolution No. 284-20, in addition to achieving good terms in negotiating these agreements, the costs are lower than last year. President Brown offered kudos and welcomed comments.

Elizabeth Brooks, Director of Human Resources, explained that the District’s insurance broker, Willis Towers Watson, has identified ways for the District to save money or keep expenses flat for its benefit programs. Claims expenses are forecasted to be down by 3.6% year over year, which will be passed on to employees with their cost share being reduced by 3.6%.

Additionally, Willis Towers Watson identified a program which will save money on premiums for specialty drugs as well as stop loss insurance resulting in \$100,000 in savings on premiums.

The District is pleased with this year’s renewal and it is the result of good work from the entire team.

Authorization to Enter Into Contract

Resolution No. 288-20 Authorization to enter into a construction contract with Marks Construction, Inc. for the Ridge Road Repair and Rocky River Tributary Stabilization and Re-Alignment project in an amount not-to-exceed \$438,471.10.

MOTION – Mr. Sulik moved, and Mr. Joyce seconded to adopt Resolution No. 288-20. Without objection, the motion carried unanimously.

Authorization of Contract Modification

Resolution No. 289-20 Authorization to exercise the second one-year option to renew the requirement contract with Polydyne, Inc. for delivery of up to 775,000 pounds of liquid emulsion polymer solution for all District Wastewater Treatment Plants in an amount not-to-exceed \$1,922,775.00.

Resolution No. 290-20 Authorizing final adjusting change order for Contract No. 17001251 with Kokosing Industrial, Inc. for the Southerly WWTC Second Stage Lift Station Improvements project by decreasing the contract amount by \$949,644.65, thereby bringing the total contract amount

to \$9,601,655.80, and ratifying a non-compensable schedule extension of 253 calendar days.

MOTION – Mayor Alai moved, and Ms. Dumas seconded to adopt Resolution Nos. 289-20 through 290-20. Without objection, the motion carried unanimously.

Authorization to Award

Resolution No. 291-20 Authorization to award a one-year requirement contract to sole source supplier Essix Resources for the purchase of olivine sand for the Renewable Energy Facility in an amount not-to-exceed \$59,170.00.

MOTION – Mayor DeGeeter moved, and Mr. Sulik seconded to adopt Resolution No. 291-20. Without objection, the motion carried unanimously.

Authorization to Grant Credit

Resolution No. 292-20 Authorizing the District to issue a credit adjustment in the total amount of \$29,788.67 against sewer charges on NEORSD account ending in 4489 for Ameritech Bill Payment Center, 15915 Libby Road, Maple Heights.

MOTION – Ms. Dumas moved, and Mayor Bacci seconded to adopt Resolution No. 292-20. Without objection, the motion carried unanimously.

Authorization to Pay Dues

Resolution No. 293-20 Authorization to renew of the District’s Water Research Foundation subscription for 2020-2021 in the amount of \$111,201.20.

MOTION – Ms. Dumas moved, and Mayor Bacci seconded to adopt Resolution No. 293-20. Without objection, the motion carried unanimously.

VI. Information Items

Devona Marshall, Director of Engineering and Construction, provided an update regarding the Capital Improvement Program for the month of September 2020.

Regarding cashflow, September ended at 73% of planned, which is in line with August. The three prior months closed at 76% of planned. The main driver for the reduced cashflow is the delayed mining operation at the Westerly Stormwater Storage Tunnel (SST), which is behind schedule due to COVID-19 and slower than anticipated mining production. There were a few other minor projects that were also delayed; however, with those projects beginning and the mining operations continuing at the Westerly SST into November and December, there is an anticipated uptick before

year's end. As for actual dollars spent, \$13 million was paid out in September bringing the year-to-date total to \$126 million.

As for Key Performance Indicators (KPIs), the District completed the designs of the Westerly Settling Tank Rehabilitation Project and the Southerly Primary Settling Tank Improvements Project. Both designs were completed within 60 days of planned, meeting the KPI.

The construction contract for the Burke Brook Open Channel Improvements projects was awarded within 60 days of planned, meeting that KPI. The KPI was not met on the engineer's estimate as the average of the three lowest bids did not come within 10%, however, it was awarded to the low bidder for \$4.1 million as compared to the engineer's estimate which was \$5.95 million.

Regarding construction level KPIs, substantial completion of the Southerly Second Stage Lift Station Improvements projects was achieved, but not within 90 days of planned, meaning that KPI was not met. This was a \$9.6 million construction contract.

The Westerly PST Drive Replacement Project contract was closed within 95% of the original contract amount, meeting that KPI. The 10% MBE/WBE Business Opportunity Program KPI was exceeded with the projected actual over 12%. This was a smaller construction contract at \$335,000 and there were no work orders issued on this project.

Ms. Marshall informed the Board that the construction highlights include site restorations associated with Project Clean Lake efforts, including two specialty site restoration contracts that were recently closed. Those contracts covered sixteen sites over four different projects in the Easterly district with a total investment of \$624,000 in plantings and hardscape features at the sixteen sites. The restorations were in line with the District's Tier 1 design criteria with an average investment of \$50,000 per acre in restoration. The District maintains ownership and maintenance of the sites. An attempt was made to go up to Tier 2 or Tier 3 but unfortunately, the District was not able to find partnerships to achieve that. Ms. Marshall provided a number of photographs demonstrating the changes made to the twelve Phase 1 sites covering 4.2 acres located in the City of Cleveland or East Cleveland with the addition of plantings, bollards, and other features.

Site restoration Phase 2 included the four remaining of the sixteen sites over two different projects, with the restoration of 2.75 acres in the City of Cleveland again with the addition of plantings, walkways, and other features. Two of the four sites were near schools, parks, and/or shopping, which was taken into consideration with input from the community while staying within budget. Ms. Marshall provided photographs of these sites demonstrating location-specific additions. At one site, plantings were installed along with bollards to discourage illegal dumping, while walking paths were added to create a park-like setting and an area intended to be used as outdoor classroom at another.

President Brown expressed appreciation of the benefits to the community of the enhanced restoration projects versus standard site restorations. President Brown thanked Ms. Marshall for her team's dedication and consistency in partnering with the community to provide these amenities, particularly in areas where the residents have been patiently waiting for the District to

work through multiple stages of construction. President Brown congratulated Ms. Marshall for a job well done.

Ms. Marshall thanked President Brown for his comments and added that as the District has been working in some of these areas for ten years, impacting the community, it is nice to leave something that benefits the community at the completion of these long-term projects.

Open Session

There were no items

VII. Public Session (any subject matter)

There were no items.

VIII. Executive Session

There were no items.

IX. Approval of Items from Executive Session

N/A

X. Adjournment

MOTION – President Brown stated business having been concluded, he would entertain a motion to adjourn. Mayor Bacci moved, and Mr. Sulik seconded the motion to adjourn at 1:20 p.m. Without objection, the motion carried unanimously.



Timothy J. DeGeeter, Secretary
Board of Trustees

Northeast Ohio Regional Sewer District



Darnell Brown, President
Board of Trustees

Northeast Ohio Regional Sewer District