

MINUTES
NORTHEAST OHIO REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES MEETING
MAY 5, 2022

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

I. Roll Call

Present: Darnell Brown
Timothy DeGeeter
Ronald Sulik
Jack Bacci
Marjorie Chambers
Samuel Alai
Sharon Dumas

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

II. Approval of Minutes

MOTION – Mayor Bacci moved, and Mr. Sulik seconded to approve the Minutes of the April 21, 2022 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, provided an update regarding NEORS D's ongoing COVID-19 pandemic response and informed the Board that NEORS D staff has 3 active COVID-19 cases, and 4 employees with COVID-19-like symptoms awaiting test results. There has been a total of 212 employees with confirmed diagnoses since the beginning of the pandemic, 209 of whom have recovered and returned to work.

On April 27, NEORS D held an open house event for the Hemlock Creek Restoration Project in Seven Hills. The project includes the purchase of eight properties+ which have flooded and have been threatened by erosion, in order to re-meander the creek and replace and upgrade two structurally deficient culvert crossings. Ms. Dreyfuss-Wells provided photographs from the outreach event and explained that the District offered both day and evening sessions, to facilitate conversations

with interested residents and answer their questions about the project. Mayor Biasiotta, Councilman Snitzsky, and 34 residents attended the open houses and walked through the project with NEORSD staff.

NEORSD is holding a similar event on May 11, in Broadview Heights for the Chippewa Creek Flood Reduction Near Echo Lane Project.

Ms. Dreyfuss-Wells expressed appreciation to NEORSD staff Kristen Buccier, Manager of Stormwater Inspection & Maintenance, Kim Colich, Manager of Stormwater Design, Donna Friedman, Watershed Team Leader, Janet Popielski, Stormwater Program Manager, Derek Vogel, Project Manager, as well as Rhoda Black, Infrastructure Service Representative, for their participation in the event. Ms. Black provided affordability information and other outreach to residents.

As part of the ongoing 50th Anniversary recognition, on April 29, NEORSD invited media to observe electrofishing at the Wildwood Marina. News Channels 5 and 3, as well as Cleveland.com attended the event. NEORSD's Water Quality and Industrial Surveillance (WQIS) team routinely performs water quality assessments on local rivers and streams. They conduct electrofishing surveys because fish are one of the indicators that Ohio EPA uses to assess water quality. The process entails using electricity to stun the fish, then they are netted, put into an aerated live well, identified, counted, and weighed, before being safely returned to the water. Ms. Dreyfuss-Wells acknowledged John Rhoades, Manager of WQIS, Seth Hothem, Supervisor of Environmental Assessment, Justin Telep, Field Biologist, and Mark Matteson, Field Biologist, and NEORSD's Communications team for organizing the event.

The Government Finance Officers Association (GFOA) awarded NEORSD with their Certificate of Achievement for Excellence in Financial Reporting for NEORSD's Annual Comprehensive Financial Report for the fiscal year ending December 31, 2020. The award recognizes the communication portion of the financial reporting. GFOA determined that the report clearly communicated NEORSD's financial story and motivated potential users to read the report. Ms. Dreyfuss-Wells acknowledged Ken Duplay, Chief Financial Officer, Shola Ojo, Manager of Finance and Compliance, and Majlinda Marku, Manager of Accounting and Reporting, for the achievement.

V. Action Items

Authorization to Advertise

Resolution No. 153-22	Authorization to publish notice calling for bids, in accordance with Ohio Revised Code Section 6119.10, for the Euclid Creek Tunnel Shaft 1 Grit Removal project with an anticipated expenditure of \$125,000.00.
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MOTION – Ms. Dumas moved, and Mayor Bacci seconded to adopt Resolution No. 153-22. Without objection, the motion carried unanimously.

Authorization to Enter Into Agreement

Resolution No. 154-22 Authorization to enter into the General Engineering Services – Wastewater Treatment (GES-10) professional services agreement with Brown & Caldwell Consultants, for task-order based, as-needed evaluation and design services, in an amount not-to-exceed \$3,000,000.00.

Resolution No. 155-22 Authorization to enter into the General Engineering Services – Wastewater Collections (GES-11) professional services agreement with HDR Engineering, Inc., for task-order based, as-needed evaluation and design services, in an amount not-to-exceed \$3,000,000.00.

MOTION – Mayor Alai moved, and Ms. Chambers seconded to adopt Resolution Nos. 154-22 through 155-22. After the following discussion, without objection, the motion carried unanimously.

President Brown noted that, presumably, there have been similar contracts awarded previously, and that they are being awarded to a primary contractor with several subcontractors for each agreement, and based on scope of service and skill, there is an assessment made as to who is most appropriate to perform the work. Devona Marshall, Director of Engineering and Construction, explained that GES-10 and GES-11 are follow-up agreements to GES-7. GES-7 covered both work in the collection system and the wastewater treatment plants (WWTPs), and that agreement is running out of funds. NEORS is recommending two separate agreements, based on the amount of work needed in the near future. GES-10 is for WWTPs, and GES-11 is focused on the collection system. The scope and fees are negotiated at the task level as work is identified and the consultant with the expertise to best perform the work for each task is selected. Each of the teams have multiple consultants from the national and regional levels.

Authorization to Enter Into Contract

Resolution No. 156-22 Authorization to enter into a construction contract with Fabrizio Trucking and Paving Company, Inc. for the Baldwin Creek Relief Culvert at Stormes Drive in Parma project in an amount not-to-exceed \$1,641,527.00.

MOTION – Ms. Dumas moved, and Mayor Bacci seconded to adopt Resolution No. 156-22. Without objection, the motion carried unanimously.

Authorization of Contract Modification

Resolution No. 157-22 Authorizing a modification to Construction Contract No. 21001932 with T&T Demolition and Recycling for Property Demolition Services to reallocate funds from both the Specific Allowance for Septic Removal and the bid item for Demolition, as presented, to the Specific Allowance for Asbestos Abatement, to allow for additional, as needed, asbestos abatement on future demolition projects, with no change in the total contract amount.

Resolution No. 158-22 Authorizing a modification to Construction Contract No. 20005031 with Triad Engineering and Contracting Co. for the West 3rd Quigley/Westerly Miscellaneous CSO Control project to extend the contract term by 111 non-compensable calendar days to complete trenchless sewer work and site restoration, with no change in the total contract amount.

MOTION – Mr. Sulik moved, and Ms. Chambers seconded to adopt Resolution Nos. 157-22 through 158-22. After the following discussion, without objection, the motion carried unanimously.

President Brown noted that Resolution No. 157-22 indicates the need for scope increase but not a change in the contract amount for asbestos removal and asked for an explanation as to how that came to be. Frank Greenland, Director of Watershed Programs, explained that when it comes to asbestos abatement, it is difficult to know if there is asbestos present and if so, how much, until the property can be assessed by a professional asbestos removal company. As NEORS D continues to buy residential properties to allow stormwater projects to proceed, more properties with asbestos are identified. Resolution No. 157-22 is reassigning funds from demolition to asbestos abatement. It is anticipated that the contract should be funded through the end of the year. There will need to be a determination made in the next contract as to how much to assign to the specific allowance for asbestos abatement. How much is needed tends to be dependent on when the structures were built.

President Brown asked for an explanation as to why a 4-month extension is necessary under Resolution No. 158-22. Ms. Marshall explained that this is the second non-compensable time extension on the project. The first extension was for third part utility re-locations and the second one which is before the Board today is related to differing site conditions encountered during trenchless sewer installation. Originally, soft ground was anticipated but hard ground was encountered, requiring changes to means and methods. It was also necessary to recover the pilot tube that was initially being used, requiring hand mining by the contractor. There will be additional costs associated with this work, which will be paid out of the general allowance. President Brown asked if due diligence was performed to identify the ground conditions or if something was missed.

Ms. Marshall explained that there were reasonable efforts made to identify soils in the area; however, these conditions were missed. This is based on the level of effort put into the design, which was felt to be appropriate. With underground construction, the cost of performing significant upfront work is generally not worth it.

Property Related Transactions

Resolution No. 159-22 Authorization to enter into a license agreement with the City of Cleveland for the use of the property known as PPNs 029-44-001, 029-44-002, and 029-44-009, located on Grayton Road, in the City of Cleveland, owned by the City of Cleveland, necessary for the construction and maintenance of the Debris Racks & Access Road Improvements at Various Locations project with total consideration of \$1.00.

Resolution No. 160-22 Authorization to acquire one permanent stormwater easement at the property known as PPN 455-27-003, located at 8106 Sierra Oval, in the City of Parma, owned by Thomas M. Doycich and Michael Ann C. Doycich, also known as Michael Ann Doycich, necessary for the construction and maintenance of the Big Creek Stream Restoration Upstream and Downstream of Ridge Road in Parma project with total consideration of \$9,570.00.

Resolution No. 161-22 Authorization to acquire one permanent stormwater easement at the property known as PPN 454-31-025, located at 5860 Kelley Lane, in the City of Parma, owned by James B. Fintz and Clarice R. Fintz, necessary for the construction and maintenance of the Big Creek Stream Restoration Upstream and Downstream of Ridge Road in Parma project with total consideration of \$6,970.00.

MOTION – Mayor Bacci moved, and Ms. Chambers seconded to adopt Resolution Nos. 159-22 through 161-22. Without objection, the motion carried unanimously.

VI. Information Items

President Brown noted that the Financial Investment Advisor’s Report was contained in the meeting materials and encouraged the Board to direct any questions to Mr. Duplay or Mr. Ojo.

Frank Foley, Director of Operation and Maintenance, provided the Operation and Maintenance (O&M) Quarterly Update for the first quarter of 2022, beginning with safety. There was one lost or restricted workday in the first quarter. An employee suffered a neck strain as the result of being in a collision with a vehicle that was involved in a police chase. The DART rate is the number of

incidents per 100 full-time employees or 200,000 work hours that result in lost or restricted workdays. For O&M through the first quarter, the DART rate is a little over 1, and just over .5 for the Sewer District overall. The internal target DART rate is 2 or lower.

Regarding effluent quality, suspended solids were below permit limits at all three WWTPs. Carbonaceous biochemical oxygen demand and phosphorus were below limits at all WWTPs throughout the quarter.

There are no results for *E. coli* bacteria for the quarter, as there are no effluent limits for *E. coli* from November 1 through April 30, each year. NEORS D is required to begin chlorinating and monitoring for *E. coli* on May 1 for the recreation season.

Mr. Foley provided a graphic demonstrating the costs of maintenance for the most critical assets for the quarter. As expected, the Southerly WWTP had the highest maintenance costs, as it is the largest and most complex WWTP. While there is not a specific key performance indicator, the hope would be that the cost of preventative maintenance would be higher than corrective maintenance. That was not the case for the Southerly WWTP in the first quarter.

In the collection system, there was one dry weather overflow during the first quarter, which resulted from a downstream blockage. In 2021, there was a total of nine dry weather overflows for the year, which was the least amount ever.

The automated collection system equipment performed as needed during wet weather and was available 100% of the time.

Regarding budget, for the 10 budget centers in O&M, the operating budget for 2022 is approximately \$63.1 million and approximately \$14.1 million was spent through the first quarter. Approximately 87% of the budget variance is due to electricity, chemicals, and hourly maintenance work. Spending in the first quarter is tracking in line with 2021.

Mr. Foley invited Meg Shively, Manager of Systems Integration and Mike Zapior, CMMS Program Lead, to discuss the Computerized Maintenance Management System (CMMS) implementation.

Ms. Shively advised the Board that she and Mr. Zapior are members of the Technical Services Group (TSG) and explained that TSG is a newer department of NEORS D which works with multiple other departments to try to improve efficiencies through technology. TSG manages several of NEORS D's computer programs and applications.

A CMMS allows staff to create work orders, track work, and manage that work, then report any costs associated with different assets. Additionally, it allows staff to forecast repair and renewal that will be needed to assist with budgeting.

Ms. Shively explained that there was an existing CMMS, which was Oracle WAM. Oracle WAM was going to be replaced by a new version with a new implementation, which would be very expensive.

NEORS D investigated other options to meet the Sewer District's unique needs, such as the ability of the program to integrate with its Geographic Information System (GIS) to allow for it to be used while out in the field.

Ms. Shively and Brian Villers, Manager of System Development and Operations, began working on the project in the 4th Quarter of 2019. They met with 28 District divisions to understand their needs. From this evaluation, NEXGEN Asset Management was determined to be the best solution; however, it required the redesign of the NEORS D asset hierarchy in order to standardize it District-wide.

There was significant work done to review the preventative maintenance practices and get the WWTPs and collection system onto the same schedule for best practices. Additionally, there was significant integration with other NEORS D software for things like purchase orders, as well as Wonderware PDMS and Synovia, which capture vehicle maintenance information.

There was a core team assembled from across the District to address a variety of concerns. TSG staff met with all 28 divisions of NEORS D to ensure that all of the needed systems would be properly integrated.

Ms. Shively provided a timeline of the project from inception in the 4th Quarter of 2019 through integration, staff training, and NEXGEN going live on June 21. To date, more than 500 staff have been trained and there are 405 active users, accounting for more than half of NEORS D employees. There are approximately 37,000 assets and 3,300 different preventative maintenance (PM) triggers.

Mr. Zapior addressed the Board regarding actual results of the project, advising that the project was completed on time and under budget, achieving standardization across all maintenance divisions. Of the 3,300 PMs, there are approximately 600 types of PMs for equipment. If there is a piece of equipment that is the same at different locations, be it a WWTP or in the collections system, each piece of equipment is now on the same inspection and maintenance schedule.

NEORS D did not require any new staff members for this project, though some staff members were reassigned to assist with systems integration and asset management.

Although the pandemic complicated matters, the project and training were achieved primarily through virtual meetings, with on-site training being completed over a two-week period. The utilization of Microsoft Teams allowed for project-related documents to be more readily accessible to contributors who were not a part of the core team, significantly improving workflows.

Preventative maintenance has been streamlined through NEXGEN by having needed parts obtained from the stockroom in advance of planned maintenance, having scheduled maintenance standardized, and through training.

NEORS staff has been working together to make NEXGEN more efficient by reviewing maintenance schedules and adjusting them, when necessary, as well holding training sessions and assessing feedback afterward. There have been 120 meetings in a 6-month period to address potential issues and hone product functionality.

Monthly training sessions have been implemented at the Southerly Maintenance Training Center to ensure that new and newly assigned employees receive proper training.

Quick Reference (QR) codes are being utilized on over 3,000 assets. The codes can be scanned on a phone or tablet to provide information about the equipment, including its scheduled maintenance and outstanding work orders. Another feature of NEXGEN is a contract portal allowing for more efficient capture of costs to assets.

An important issue is the asset management lifecycle, which is in the planning phase, with installation dates and other key information being gathered.

President Brown thanked the presenters for the update and noted that this is a perfect example of integrating preventative maintenance with predictive maintenance. There are a lot of assets to maintain. In terms of outcome measures, there are a number of driving factors to assess efficiency, cost, and downtime, to ensure that the uptime is optimized with greater systems efficiencies.

Ms. Dumas asked, as it relates to aging equipment and standardizing preventative maintenance, how that is achieved on a large-scale when different equipment requires different maintenance due to its age. Ms. Shively explained that the age and useful life of every piece of equipment is being entered into the system and not only can the age of the equipment be recorded but the system will automatically degrade it each year. The current focus is evaluating the high critical assets and creating specific condition scoring, meaning that very detailed assessments can be created for each type of equipment. While this is in the beginning stages of development, the intent is that the condition score will outweigh age to design life when evaluating equipment. If a piece of machinery is past its original design life but still functioning properly, the condition score could extend its useful life when analyzed for repair or renewal.

Ms. Dumas asked if the team is in communication with the Finance Department regarding these issues. Ms. Shively answered affirmatively and added that Finance is very interested in the risk module, and it should be very dynamic.

Ms. Dreyfuss-Wells highlighted the importance of the role of Jim Bunsey, Chief Operating Officer, throughout the project to have senior leadership available to answer questions and keep the

project moving forward. Mr. Bunsey set the tone for the team in this ongoing effort and staff across the Sewer District are doing a great job in this regard.

VII. Public Session (any subject matter)

There were no items.

VIII. Executive Session

Mayor Bacci, pursuant to Ohio Revised Code Section 121.22 (G)(2) and (3), moved, and Ms. Dumas seconded to enter an executive session to consider the purchase of real property for Sewer District purposes and to consult with legal counsel concerning disputes involving the Sewer District that are the subject of pending or imminent court action. By roll call vote, the Board voted unanimously to enter into executive session at 1:16 p.m.

The Board returned to open session at 2:01 p.m.

IX. Approval of Items from Executive Session

Resolution No. 162-22 Authorizing the District to retain McDonald Hopkins, LLC as outside legal counsel to advise and represent the District in the pending legal matter, Jump City USA, LLC, et al. v. Northeast Ohio Regional Sewer District, et al.

MOTION – Mayor Bacci moved, and Ms. Chambers seconded to adopt Resolution No. 162-22. Without objection, the motion carried unanimously.

X. Adjournment

MOTION – President Brown stated business having been concluded, he would entertain a motion to adjourn. Mayor Bacci moved, and Ms. Dumas seconded the motion to adjourn at 2:02 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