

Minutes

September 14, 2010 – Board Meeting

On September 14, 2010, the Board of Trustees of the Lake County Public Water District met in a regularly scheduled meeting at the hour of 5:30 p.m. in the conference room of the District, 500 – 17th Street, Zion, Illinois. Chairman Topcik opened the meeting at approximately 5:50 p.m. Upon the roll being called, Trustees Jaeger, Mitchell, Monk, Moe, and Topcik were present. Trustee Hill was absent. Trustee Ruchti arrived at 5:45 p.m. Also present were General Manager Albrecht, Operations Manager White, and District Secretary Karen Johnston.

Chairman Topcik requested that items 2, 3, 4, 5, and 6 (August Minutes, September Disbursements, Treasurers Report, Budget, and MOS Report) be placed on a consent agenda and approve that consent agenda. Trustee Mitchell made a motion to place those items on the consent agenda and also made a motion to approve the consent agenda; both items were seconded by Trustee Jaeger and unanimously approved.

OPERATIONS & MAINTENANCE ACCOUNT September 2010 – Disbursements

ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Aug-10	2,777.79
2921	Federal Withholding Taxes	Aug-10	5,777.92
2922	IL Department of Revenue	Monthly Remittance	900.36
2923	WI Department of Revenue	Monthly Remittance	441.08
7205	FICA Withholding Taxes (ER Portion)	Aug-10	2,777.73
7211	Commonwealth Edison	Electricity	16.20
7211	Integrys	Electricity	28,819.48
7212	North Shore Sanitary District	Waste Water Charges	3,677.47
7215	McHenry Analytical	Sample Testing	86.50
7221	Hydrite	Chlorine Shipment	1,622.00
7222	Ace Hardware	Misc. supplies	138.87
7222	Grainger	Misc. supplies	278.65
7222	McMaster-Carr	Lab supplies	77.97
7222	VWR International	Misc. supplies	41.81
7223	Drydon Equipment	Automatic Gas Control Valve	5,993.36
7223	HD Supply	Repair 10" & 6" Turbo Meter	3,085.00
7223	SKF Reliability Systems	Bimonthly vibration test	665.00
7223	Vortex Technologies	Calibration of flow monitors	1,500.00

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7225	K. Erickson Designs	August Maintenance	230.00
7225	Lakeland Larsen	Elevator Maintenance	318.64
7231	Gordon Flesch	Monthly Copier Lease	274.00
7231	Neopost	Annual Lease for postage equipment	314.11
7232	Cimco Communications	Telephone service	1,306.84
7232	Verizon Wireless	Cellular Phone Service	203.77
7234	Baxter & Woodman	Maintenance for Symantec Endpoint Prot.	371.20
7234	Quill	Office Supplies	208.83
7234	Reliable	Office Supplies	145.65
7234	UPS	Shipping	24.59
7235.1	Illinois Public Risk Fund	4th Quarter Work Comp Premium	4,014.00
7235.1	West's Insurance	End't. increasing coverage	232.00
7235.2	AARP Medical	Medical Insurance for P & D Fragassi	401.84
7235.2	AARP Prescription	Prescription coverage for P&D Fragassi	74.20
7235.2	Humana Choice Care	Monthly Med/Dent Premium	4,811.83
7241	James Hamlin & Co.	July Payroll Service Fees	167.49
7242	Daniel J. Kucera	General Legal Services	2,081.35
7251	Correll Co.	Qtr. Services - Profit Sharing	257.00
7251	Hewlett-Packard	Computer Equipment	799.00
7251	Zion, City of	Elevator Inspection	50.00
	First Bankcard		
	Acct. #7234	Office Supplies	19.99
	Acct. #7236	Transportation	126.91
	Acct. #7237	Meetings	180.16
	TOTAL		\$75,290.59

CONSTRUCTION FUND EXPENDITURES

ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7266	CDM	Plant upgrade to 6.5 mgd	9,720.50

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7266	Maxim Construction	Plant upgrade to 6.5 mgd	57,090.25
7266	Maxim - Liquidated Damages	Liquidated Damages	(24,500.00)
7269	Clark Dietz	Chlorine Gas Scrubber Project	5,088.91
7272	Becker's Landscaping	Tree Removal	10,750.00
	Total		\$58,149.66

OLD BUSINESS:

- **Plant Upgrade to 6.5 mgd Project** – General Manager Albrecht stated that a meeting had been held with Maxim Construction and CDM the previous Thursday at the District's offices and a memo was included in the board packet outlining what occurred at that meeting. He indicated that progress toward final completion was moving slowly. General Manager Albrecht stated that there is a significant amount of work that still needs to be completed, but the critical item is the repainting of sections of the new solids contact unit. There are issues that need to be resolved relating to this item, and when the contractor decides to do the painting it will probably be two weeks or longer in duration. This will probably make it some time in October before Maxim can claim final completion. General Manager Albrecht indicated that as of the evening of the board meeting, the District had withheld a total of \$66,000 in liquidated damages. A discussion of the painting of the unit followed.
- **Kellogg Creek:** - General Manager Albrecht and Operations Manager White met with Alycia Klunenbergh of Huff & Huff and all is on schedule with for doing work next spring relative to this project. General Manager Albrecht indicated that Becker's Landscaping had come in and removed several trees, per contract with the District.
- **Chlorine Scrubber** – General Manager Albrecht stated that the schedule had called for the scrubber unit to be delivered on September 30, 2010. It arrived the day before the board meeting, on September 13th making this project ahead of schedule. A pay estimate was not submitted for this month, therefore, a large pay estimate can be expected by the next board meeting.
- **North West Lake Michigan Planning Group:** - General Manager Albrecht stated that this project had quieted down in the past few months. He also stated that the group had not heard as yet about the water allocations. The meeting scheduled for the previous month was cancelled and the meeting scheduled for the following Tuesday had also been cancelled. General Manager Albrecht indicated that the District's attorney, Dan Kucera had not yet received the written agreement (MOU) from the group's attorney, Barbara Adams. A discussion of this subject followed.
- **Intake Pipe Project Update** – General Manager Albrecht stated that this project has not started yet. A discussion of this project followed, with General Manager Albrecht stating that he would like this work done by fall.

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New Business:

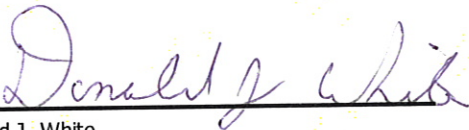
- **Banking Modification** – General Manager Albrecht included a memo regarding rates for Certificates of Deposit and placement of some of the District’s liquid funds. Chase is offering rather low interest rates. As such, General Manager Albrecht indicated that it would be in the District’s best interest to have a working relationship with other financial institutions. He indicated that the board’s approval would be necessary to consider making investments at any other bank. A discussion of various banks followed. Trustee Ruchti made a motion to accept the proposed banks, Libertyville Bank, NorStates Bank and First Midwest Bank as additional depository banks, which was seconded by Trustee Mitchell and unanimously approved.
- **Administrative Ordinance Modification** – General Manager Albrecht stated that the State of Illinois had passed a law making provisions for the public to be able to speak at the District’s board meetings. General Manager Albrecht discussed the law with the District’s attorney, Dan Kucera who related to General Manager Albrecht that he feels that this provision needs to be included within the District’s Administrative Ordinance. General Manager Albrecht indicated that a copy of the proposed changes was included in the board packet. A discussion of the order of business followed. General Manager Albrecht stated that Attorney Kucera also related that he would like to see a form filled out by interested parties indicating who they are and on what they wish to speak. The form should be given to the Chairman, who can call upon that person at the subject meeting. A discussion of the subject followed, with a motion being made by Trustee Jaeger to amend the administrative ordinance to include public comment speakers to present first at the board meeting with a limitation of five minutes per speaker and 30 minutes in total for public comment speakers, which was seconded by Trustee Monk and unanimously carried. The revised ordinance will be presented at next month’s meeting.
- **Kensa Utilities Renewal** – Operations Manager White stated that he had attended a meeting with Kensa. The District is a member of this co-op group relative to purchasing electricity. Operations Manager White included a copy of the minutes of that meeting, along with a spreadsheet showing the projected costs for the next several years. Kensa has received low quotes and will extend the rate commitment to 2013 for .0615 per kilowatt. A discussion of the subject followed.
- **Copy Machine Renewal** – General Manager Albrecht stated that the lease on the copy machine is due for renewal soon. He indicated that he would like to present a new proposal at next month’s meeting.
- **R&R Account** – General Manager Albrecht included a page from the most recent audit pertaining to the R&R account. He stated that he wanted to review with the board what should occur relative to that account during the next fiscal year. One of the critical items affecting this account’s upper limit is the addition of new facilities, as the new solids contacts unit and chlorine scrubber unit will be completed. A discussion of the computation of the funding for this account followed.

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- ➔ **Personnel Issues** – General Manager Albrecht included recent advertisements for water operators. He also included an updated summary of benefits comparing the District to other water plants in the area. General Manager Albrecht stated that since the other municipalities offer some additional time off and benefits to their operators, he would like to bring a proposal to board next month with some policy changes. A discussion of salary and benefits followed.

With no further business to discuss, Trustee Mitchell made a motion to adjourn, which was seconded by Trustee Monk and unanimously approved.

X 

Donald J. White
Board Secretary