

Minutes

October 12, 2010 – Board Meeting

On October 12, 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, Moe, and Topcik were present. Trustees Hill, Ruchti, and Monk were absent. 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 (September 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 Moe and unanimously approved.

OPERATIONS & MAINTENANCE ACCOUNT October 2010 – Disbursements

ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Sep-10	2,811.62
2921	Federal Withholding Taxes	Sep-10	5,796.78
2922	IL Department of Revenue	Monthly Remittance	932.55
2923	WI Department of Revenue	Monthly Remittance	387.31
7205	FICA Withholding Taxes (ER Portion)	Sep-10	2,811.62
7211	Commonwealth Edison	Electricity	16.40
7211	Integrys	Electricity	4,069.49
7215	McHenry Analytical	Sample Testing	169.00
7221	Hydrite	Chlorine Shipment	777.00
7221	LCl, Ltd.	Fluorosilicic Acid	9,601.69
7221	Usalco	Aluminum Sulfate	5,097.61
7222	Ace Hardware	Misc. supplies	21.97
7222	McMaster-Carr	Lab supplies	60.96
7222	Lube Oils	Fuel for generator	762.75
7222	Uline	Misc. supplies	57.93
7222	Zion Auto Parts	Misc. supplies	164.85
7223	Smith Ecological Systems	Misc. supplies	64.37
7225	Emerson Network Power	Annual Contract Battery Backup	1,454.00

Minutes

October 12, 2010 – Board Meeting

7225	K. Erickson Designs	Monthly Maintenance	230.00
7225	Klean Korner	Monthly Janitorial Services	1,130.00
7232	Cimco Communications	Telephone service	1,306.03
7232	Verizon Wireless	Cellular Phone Service	246.38
7234	Baxter & Woodman	Maintenance for Symantec Endpoint Protection	43.00
7234	Reliable	Office Supplies	20.11
7234	UPS	Shipping	1.48
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	4,452.95
7235.2	Secketa, Nick	Deductible Reimbursement	188.69
7237	AWWA	Standards on CD update service	498.00
7239	Bull's Eye Boring	Move concrete blocks	275.00
7241	James Hamlin & Co.	July Payroll Service Fees	176.49
7242	Daniel J. Kucera	General Legal Services	1,147.50
7251	Filterfresh	Coffee Service Supplies	267.77
7251	Zee Medical	First Aid Supplies	53.05
7251	Zion, City of	Elevator Inspection	50.00
	First Bankcard		
	Acct. #7234	Office Supplies	6.49
	Acct. #7236	Transportation	97.29
	Acct. #7237	Meetings	174.45
	Acct #7238	Dues/Subscriptions	30.00
	TOTAL		\$45,928.62
CONSTRUCTION FUND EXPENDITURES			
ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7266	CDM	Plant upgrade to 6.5 mgd	3,971.06

Minutes

October 12, 2010 – Board Meeting

7268	Baxter & Woodman	SCADA System - Final Invoice	13,355.00
7269	Bullseye Contractors	Chlorine Gas Scrubber Project	93,974.40
	Total		\$111,300.46
REVENUE BOND INTEREST EXPENDITURE			
ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7421	Deutsche Bank	Bond Payment	98,003.13
	Total		\$98,003.13
R&R FUND EXPENDITURES			
ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7270	Big Lake Marine, LLC	Underwater Inspection of Intake Pipe. Furnish and place stone.	35,172.08
7270	Chase Commercial Diving Service	Diver and equipment for Intake Pipe Maintenance	4,500.00
7270	White, Dennis	Pipeline inspection & stone placement	2,226.00
	Total		\$41,898.08

ORDINANCES/RESOLUTIONS:

The Chairman presented the following ordinance and General Manager Albrecht reviewed the changes as agreed upon at the September board meeting:

ADMINISTRATIVE ORDINANCE

AN ORDINANCE PRESCRIBING RULES FOR THE CONDUCT OF THE BUSINESS OF LAKE COUNTY PUBLIC WATER DISTRICT.

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE LAKE COUNTY PUBLIC WATER DISTRICT:

Minutes

October 12, 2010 – Board Meeting

Chapter 1

OFFICERS

Section 1. The Officers of the Board shall be Chairman, Vice-Chairman, Secretary, Attorney, Treasurer, General Manager, and Operations Manager.

Section 2. CHAIRMAN. The Chairman shall be the executive officer of the Board. It shall be the duty of the Chairman to preside at all meetings when present; to sign all contracts and other papers authorized by the Board; to see that all ordinances of the Board are enforced, and that all orders of the Board are faithfully executed; and to exercise general supervision of all elected and appointed officers and employees and over the business and property of the District, all subject, however, to the direction, ratification and approval of the Board of Trustees.

Section 3. VICE-CHAIRMAN. The Vice-Chairman in the absence of the Chairman, or in the event of his refusal or inability to act, shall be vested with the powers and perform the duties of the Chairman.

Section 4. SECRETARY. The Secretary shall have the custody of the corporate seal and of all books and papers pertaining to the office; shall attest and affix the corporate seal to all instruments requiring such action when authorized by ordinance or vote of the Board, and shall cause all ordinances, resolutions and other actions of the Board requiring publication, to be duly published; shall attend all meetings of the Board and keep a full and true record of its proceedings.

Section 5. ATTORNEY. The Attorney shall have charge of all legal matters and of the prosecution and defense of all litigation in which the District is interested; shall draft all ordinances, resolutions and other instruments required by the Board and shall give opinions on all questions referred by the Board.

Section 6. TREASURER. The Treasurer shall receive and safely keep all monies belonging to the District and received from whatever source, in a Bank or Banks, or Savings and Loan Association or Savings and Loan Associations, approved and designated by the Board, in the name of the District and shall disburse the same only upon the authority of the Board. The Treasurer shall make monthly reports to the Board of all receipts and disbursements and shall submit at the annual meeting of the Board a detailed statement showing all receipts and disbursements during the preceding year.

Section 7. GENERAL MANAGER. The General Manager's time shall be devoted exclusively to the affairs of the District. The General Manager shall have power, within the limits of the budget and the job descriptions as approved by the Board of Trustees, to employ, discharge and fix compensation of all employees of the District except as in the Act under which the District is organized and is operating otherwise provides and shall perform and exercise such above and other powers and duties as may be conferred upon the General Manager by the Board of Trustees.

Section 8. OPERATIONS MANAGER. The Operations Manager is appointed by the Board. He reports to and his salary is fixed by the General Manager. The Operations Manager shall supervise the operating employees under his charge and manage the day-to-day operations of the District in the

Minutes

October 12, 2010 – Board Meeting

production of safe drinking water meeting quality regulations. The Operations Manager holds the Operating License of the District and is responsible for ensuring that the plant is operated in compliance with the regulations of the Illinois Environmental Protection Agency. The Operations Manager shall regularly attend Board meetings as an Officer of the Board and will report to the Board of Trustees and the General Manager all water quality irregularities.

Section 9. ADDITIONAL DUTIES OF OFFICERS. In addition to the duties hereinbefore specified, each officer shall perform such other duties as may be required by law or by the ordinances or the resolutions of the Board.

Section 10. ELECTIONS AND APPOINTMENTS OF OFFICERS. All officers shall be chosen by the Trustees at the annual meeting hereinafter provided for, and at such other times as a vacancy occurs, and each of said officers shall hold office until the next annual meeting and thereafter until their successor is chosen and has qualified. Vacancies may be filled at any regular or special meeting of the Board, and in case of the temporary absence or inability of any officer to act as such, the Board may fill that office pro tempore.

Section 11. COMPENSATION OF OFFICERS. The officers shall receive such compensation as determined by resolution annually at their first meeting in May in accordance with Section 4 of the Public Water District Act, 70 ILCS § 3705/4. However, the Operations Manager is excluded from this officer compensation determination.

Chapter 2.

MEETINGS AND RULES OF ORDER

Section 1. ANNUAL MEETING. The annual meeting of the Trustees shall be held in May of each year, at 5:30 O'clock P.M. on the date specified by the Resolution establishing meeting dates.

Section 2. REGULAR MEETINGS. Regular meetings of the Board shall be held each month at 5:30 o'clock P.M. on the dates specified by the Resolution establishing meeting dates.

Section 3. SPECIAL MEETINGS. Special meetings of the Board may be called by the Chairman, or any two Trustees, whenever deemed necessary. Notice shall be given by the Secretary to each Trustee of the date, time, place, and agenda of such special meeting by email to each Trustee's email address on file with the Secretary, and/or other appropriate means, at least 48 hours before the special meeting.

Section 3.1 EMERGENCY SPECIAL MEETINGS. In the event of an emergency special meeting, such notice shall be given to Trustees as soon as practicable prior to the meeting.

Section 4. PLACE OF MEETING. The meetings of the Board shall be held at the office of the District, at 500 -17th Street, Zion, Illinois; provided that meetings may be held at any place with the consent of not less than four Trustees.

Minutes

October 12, 2010 – Board Meeting

Section 5. QUORUM. A majority of the duly appointed and qualified Trustees shall constitute a quorum for the transaction of business.

Section 5.1. ATTEND MEETING BY VIDEO OR AUDIO CONFERENCE. Provided that a quorum of the Board of Trustees is physically present, a Trustee may attend a meeting by video or audio conference if the Trustee is prevented from physically attending because of (i) personal illness or disability; (ii) employment purposes or the business of the District; or (iii) a family or other emergency. (Open Meetings Act Resolution passed February 13, 2007).

Section 5.2. NOTIFICATION OF SECRETARY OF THE DISTRICT. If a Trustee wishes to attend a meeting of the Board of Trustees by video or audio conference, the Trustee must notify the Secretary of the District before the meeting unless advance notice is impracticable. (Open Meetings Act Resolution passed February 13, 2007).

Section 6. ORDER OF BUSINESS. The order of business at all meetings of the Board shall be as follows: (1) Public Comment (2) Guest Speakers (3) Consent Agenda; (4) Minutes of last meeting; (5) List of Disbursements; (6) Report of Treasurer; (7) Budget Report; (8) Monthly Operation Summation; (9) Ordinances/Resolutions (10) Unfinished business; (11) New business.

Section 7. PUBLIC COMMENTS RULES. Any person wishing to address the board shall fill out an available form indicating the speaker's name, address, telephone number, email address, and the subject of that person's presentation. This completed form shall be provided to the board chairman by the start of the board meeting. A maximum of 30 minutes per meeting will be allocated for public comment. Individual speakers will be limited to no more than five minutes of speaking time.

Section 8. ORDINANCES AND REPORTS TO BE IN WRITING. All ordinances, resolutions, and orders shall be in writing.

Section 9. VOTE - MANNER OF. The yeas and nays shall be taken upon the passage of all ordinances and upon all propositions to create any liability or for the expenditure or appropriation of money, and in all cases, at the request of any Trustee, and shall be entered upon the journal of the proceedings

Section 10. RULES OF ORDER. The most current edition of Robert's Rules of Order shall govern in all questions of procedure not herein provided for.

Section 11. All Ordinances and parts of ordinances in conflict or inconsistent with any of the provisions of this ordinance are hereby repealed, and this ordinance shall be in force from and after its passage and approval.

Trustee Jaeger made a motion to accept the ordinance as presented, which was seconded by Trustee Moe. Upon a roll call vote Trustees Topcik, Jaeger, Mitchell, and Moe voted aye, no nay votes and Trustees Hill, Monk, and Ruchti were absent. The ordinance was adopted.

Minutes

October 12, 2010 - Board Meeting

OLD BUSINESS:

- **Plant Upgrade to 6.5 mgd Project** – General Manager Albrecht stated that as of the date of the board meeting Maxim Construction had not as yet reached final completion, and that it was at least two weeks away. He also indicated that the District is accruing liquidated damages until final completion has been achieved and that as of the date of the board meeting, Maxim had accumulated \$86,000 in liquidated damages. General Manager Albrecht discussed the factors relative to the delays of the project. He indicated that the painting of the tank was a contributing reason to the delay. A discussion of this project including tank painting, rust issues, liquidated damages, and the contractor's performance followed.
- **Kellogg Creek:** - General Manager Albrecht indicated that the bid documents for this project still needed to be completed. A discussion of the project followed.
- **Chlorine Scrubber** – General Manager Albrecht indicated that a progress meeting for this project would be held at the District offices on October 13. He stated that the final completion date for this project is November 11, but there are instrumentation items that were backordered. He also indicated that a large pay request was included on the list of disbursements for this month. He stated that was due to the scrubber unit being included on the payout request.
- **North West Lake Michigan Planning Group:** - General Manager Albrecht stated that no meetings were scheduled at this time. He indicated that there probably would not be any additional meetings until water allocations were awarded.
- **Intake Pipe Project Update** – General Manager Albrecht stated that this project has been completed and had come to a quick finish. He stated that in the spring the District would need to go out for a contract with this diver for review of the intake pipeline.
- **Banking Modification** – General Manager Albrecht stated that the bond reserve monies had been moved from Chase Bank into two separate certificates of deposit with Gurnee Community Bank and First Midwest Bank, in equal amounts of \$218,303.13. In addition, \$250,000 has been moved from the R&R Savings at Chase Bank to NorStates Bank into a certificate of deposit.

New Business:

- **Technical Review Committee** – General Manager Albrecht stated that he, Operations Manager White, and Chairman Topcik had met with Mr. Ron Colangelo, Director of Public Works, City of Zion and Mr. John Hogan, Superintendent of Public Works, Village of Winthrop Harbor. He felt that this was a good and informative meeting. A number of different subjects were discussed including the R&R account, the 3 mgd tank painting, and the water sales. A copy of the agenda for that meeting was included in the board's packet. General Manager Albrecht also stated that he discussed their employee's retirement

Minutes

October 12, 2010 – Board Meeting

programs and paid holidays to compare with the District's current policies. A discussion of this meeting followed.

- **Personnel Issues** – In response to employment ads from the various communities and discussion at the previous month's board meeting, General Manager Albrecht provided information regarding the number of paid holidays provided by other communities. He proposed that the District provide two additional paid holidays, one on the day after Thanksgiving, and other to be either a floating holiday or split between Christmas Eve and New Years' Eve. A complete discussion of the subject followed with the Board making no decision as to General Manager Albrecht's proposal. Chairman Topcik appointed Trustees Moe and Monk as an ad hoc committee to review the current employee policy handbook.
- **Award** - The District staff won an award for consistent fluoridation for the third consecutive year. Chairman Topcik asked that the Board's congratulations be passed on to the staff.

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

X Donald J. White
Donald J. White
Board Secretary