

MINUTES

April 13, 2011

On April 12, 2011, 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 5:30 p.m. Upon the roll being called, Trustees Jaeger, Monk, Ruchti, Mitchell, and Topcik were present. Trustees Moe and Hill were absent. Also present were General Manager Albrecht, Operations Manager Don White, and District Secretary Karen Johnston. In addition, present as guest speakers were Mr. Ed Shultis and Mr. Jason Koperny from West's Insurance Agency.

Chairman Topcik introduced guest speakers Ed Shultis and Jason Koperny from West's Insurance Agency. Mr. Shultis and Mr. Koperny were present at the meeting to discuss the employee health insurance renewal package, effective May 1, 2011. Mr. Shultis included a letter in the board packet discussing the renewal increase of 10.25%. Mr. Shultis stated that this was less than he had anticipated. He then proceeded to discuss the various aspects of the Healthcare Reform PPACA Act, now called the Affordable Care Act and the impact the District's renewal plan. Mr. Shultis then discussed his renewal letter. He discussed how the increased costs could be deflected, including various deductible options and employee contributions. Dick Moe arrived at 5:55. Mr. Shultis answered questions from the board. The board continued to discuss the various options, as well as the possible deductible scenarios. Chairman Topcik asked for a motion and Trustee Monk made a motion to renew the health insurance with an annual deductible of \$4,000 per person and \$8,000 per family, which Trustee Mitchell seconded. Upon a vote by the board, Trustees Topcik, Mitchell, Monk, Moe, and Jaeger voted aye, with Trustee Ruchti voting nay. The motion was carried. Mr. Shultis and Mr. Koperny left the meeting at 6:35.

Chairman Topcik stated that he would accept a motion to place the following items on a consent agenda and to accept that consent agenda. The motion was made by Trustee Jaeger, seconded by Trustee Mitchell, and unanimously carried.

- 3) All Minutes
- 4) Disbursements for April, 2011
- 5) End of month March, 2011 Treasurer's Report
- 6) End of month March, 2011 Budget Report
- 7) End of month March, 2011 Monthly Operation Summation

OPERATIONS & MAINTENANCE ACCOUNT APRIL 2011 – DISBURSEMENTS

ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Mar-11	2,070.41
2921	Federal Withholding Taxes	Mar-11	5,803.88

MINUTES

April 13, 2011

2922	IL Department of Revenue	Monthly Remittance	1,422.15
2923	WI Department of Revenue	Monthly Remittance	407.67
7205	FICA Withholding Taxes (ER Portion)	Mar-11	4,873.79
7211	Commonwealth Edison	Electricity	16.20
7211	Integrus	Electricity	15,932.84
7215	McHenry Analytical	Sample Testing	44.00
7221	Hydrite	Chlorine Shipment	1,622.00
7221	Nalco	Polymer	185.20
7222	Ace Hardware	Misc. supplies	55.11
7222	Grainger	Misc. supplies	516.19
7222	Hach	Misc. supplies	83.42
7222	McMaster-Carr	Misc. supplies	219.26
7222	Millipore	Lab supplies	2,502.77
7222	Newark	Power supply switches	460.48
7223	Anixter	Misc. parts	322.80
7223	IL Office of State Fire Marshal	Boiler Inspection	140.00
7225	K. Erickson Designs	Snowplowing	140.00
7225	Klean Korner	Monthly Janitorial Services	565.00
7231	Gordon Flesch Co.	Monthly Copier Lease	274.00
7232	Cimco Communications	Telephone service	1,308.60
7232	Verizon Wireless	Cellular Phone Service	225.13
7234	FedEx	Shipping Charges	103.54
7234	Graphic Partners	Business Cards	62.50
7234	GoFlo, Inc.	Web hosting & maintenance for FY12	310.00
7234	Personnel Concepts	Labor Posters	69.85
7235.2	AARP Medical	Medical Insurance for Diane Fragassi	207.10
7235.2	AARP Prescription	Prescription coverage for Diane Fragassi	30.60
7235.2	Humana Choice Care	Monthly Med/Dent Premium	5,206.00
7235.2	Sun Life Financial	Disability Insurance	1,260.55
7236	Albrecht, Al	Travel Reimbursement for Conference	244.29
7236	White, Don	Travel Reimbursement for Conference	262.65

MINUTES

April 13, 2011

7237	Albrecht, Al	Reimbursement for Annual Conference	39.00
7237	White, Don	Reimbursement for Annual Conference	22.85
7241	James Hamlin & Co.	Payroll Service Fees	166.01
7242	Daniel J. Kucera	General Legal Services	1,462.50
7243	Ashton Metallurgical Services	Corrosion Investigation	2,500.00
7251	Sun Times Media	Advertisement	72.80
7251	Zee Medical	First Aid Supplies	23.75
7251	City of Zion	Elevator Inspection	50.00
7251	City of Zion	Vehicle Sticker	30.00

FIRST BANKCARD			
	Acct. #7222	Misc. supplies	46.84
	Acct. #7223	Maintenance & Repairs	1,119.74
	Acct. #7234	Office Supplies/Postage	245.99
	Acct. #7236	Transportation	153.82
	Acct. #7237	Meetings	1,070.48
	TOTAL		<u>\$53,951.76</u>

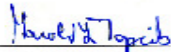

CONSTRUCTION FUND EXPENDITURES

ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7266	CDM	Plant Upgrade to 6.5 mgd	5,161.58
7272	Sun Times Media	Streambank Stabilization - Bid Ad	72.80
2955	Deutsche Bank	Principal portion of bond payment	235,000.00
7421	Deutsche Bank	Interest portion of bond payment	98,003.13
7273	Deutsche Bank	Annual Admin. Fee - Revenue Bonds	350.00
	Total		<u>\$338,587.51</u>

MINUTES

April 13, 2011

Nominating Committee – Chairman Topcik asked the board members if any of the committee members had reports. Trustee Moe presented his report as Chairman of the Nominating Committee. He included a copy of that report in the board packet. Trustee Mitchell made a motion to accept the nominations as outlined in the report, recommending that the officer positions remain as they are currently, and adopt the following resolution. Gerold L. Topcik, Board Chairman, Douglas A. Jaeger, Vice Chairman, Arlyn E. Albrecht, General Manager/Treasurer, and Donald J. White, Board Secretary. They also recommended Daniel Kucera as the District's Attorney. This motion was seconded by Trustee Ruchti. A roll call vote was called with Trustees Topcik, Mitchell, Monk, Ruchti, Moe, and Jaeger voting aye, no nays, and Trustee Hill was absent. A resolution was included in the board packet as follows:

RESOLUTION	
BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE LAKE COUNTY PUBLIC WATER DISTRICT that:	
<ol style="list-style-type: none">1. The compensation to be paid to each of the Trustees for the fiscal year beginning May 1, 2011 shall be in the total amount of \$1,000.00, payable in equal monthly installments.2. GEROLD TOPCIK be and is hereby elected Chairman of the Board of Trustees for the fiscal year beginning May 1, 2011.3. DOUGLAS A. JAEGER be and is hereby elected the Vice-Chairman of the Board of Trustees for the fiscal year beginning May 1, 2011.4. ARLYN E. ALBRECHT be and is hereby elected Treasurer of the District for the fiscal year beginning May 1, 2011. Further, ARLYN E. ALBRECHT be and is hereby appointed General Manager for the District for the fiscal year beginning May 1, 2011 and thereafter until a successor is appointed. Compensation shall be as determined by the Board.5. DONALD J. WHITE be and is hereby elected Secretary of the Board for the fiscal year beginning May 1, 2011 and thereafter until a successor is elected. Further, DONALD J. WHITE be and is hereby appointed Operations Manager for the District for the fiscal year beginning May 1, 2011 and thereafter until a successor is appointed. The Board determines that compensation shall be determined by the General Manager.6. DAN KUCERA be and is hereby appointed Attorney for the District for the fiscal year beginning May 1, 2011 and thereafter until his successor is appointed; and that the duties as attorney shall be to supervise the legal affairs of the District; and that the compensation to be paid to the attorney shall be on a reasonable basis.	
(CORPORATE SEAL)	LAKE COUNTY PUBLIC WATER DISTRICT
	 _____ Gerald Topcik Chairman, Board of Trustees
ATTEST:	
 _____ Donald J. White District Secretary	
PRESENTED AND READ: <i>April 13, 2011</i>	
APPROVED:	
ROLL CALL VOTE:	
Trustees voting aye: <i>Topcik, Mitchell, Monk, Ruchti, Moe, Jaeger</i>	
Trustee voting nay: <i>None</i>	
Trustees absent: <i>Hill</i>	
MOTION CARRIED	

MINUTES

April 13, 2011

OLD BUSINESS:

- **Update on Maxim Construction Project** - General Manager Albrecht stated that not a lot had changed since he wrote the memo included in the board packet. He also stated that Bret Hancock is no longer with Maxim. Discussion of the project followed.
- **Kellogg Creek Project Update** – General Manager Albrecht stated that a preconstruction meeting was set for 9:00, April 26, and that the Stormwater Management Commission (SWMC) will have a great deal of control over this project. The contractor (Coperhaver) has indicated they will have the earthwork done in two weeks. Discussion of possible weather conditions and on project followed.
- **Chlorine Scrubber Project Update** – General Manager Albrecht stated that Bullseye is still owed \$42,000 on the contract by the District. He also indicated they were having trouble getting lien waivers, most likely due to lack of payment. The electrical contractor plans to file a lien against the District.
- **North-West Lake County Water Project Update** – General Manager Albrecht stated that there is a memo in the board packet about the technical committee meeting he attended. He also included a copy of the MOU. He then discussed some of the important elements in this MOU. He indicated that Dan Kucera has been following this effort to get MOU ready and feels it is ready for the board to make a decision on its approval. Chairman Topcik stated that Attorney Kucera made every effort to limit liability on the District's part. Chairman Topcik also related information from the various meetings that he attended. General Manager Albrecht stated that he would like to see a motion to accept the MOU. Discussion of this MOU by the board followed. Chairman Topcik asked for a motion regarding the MOU. Trustee Jaeger made a motion to accept the MOU as drafted, which was seconded by Trustee Mitchell. Chairman Topcik called for a roll call vote, Trustees Mitchell, Monk, Ruchti, Moe, Jaeger, and Topcik all voted aye, with no nays and Trustee Hill absent, the motion was carried.
- **Intake Pipe Project** – General Manager Albrecht stated that the District has made a commitment with Chase Commercial Diving to have them inspect the intake either at the end of April or in early May. This will assist General Manager Albrecht and Operations Manager White in determining how much more rock needs to be placed around the intake pipe. The second item relating to this project is a letter sent by General Manager Albrecht and Chairman Topcik to Rep. Osmond relating to her the District's concern regarding the intake. No response had been received yet. The board discussed the various issues related to these subjects.
- **Solids Contact Unit – No. 2 (North Unit) Repairs** – General Manager Albrecht stated that a preconstruction meeting was set for 9:30 this Friday for this project. Discussion of this project followed.

MINUTES

April 13, 2011

- ➔ **Redundant Raw Water Creek Crossing Project** – General Manager Albrecht stated that he had talked with Frank Tiefert (ATI) and they do not have the report ready yet.
- ➔ **Approval of O&M Budget** – General Manager Albrecht included the latest proposed budget of \$1,775,000 which includes \$100,000 for placing stone along the intake pipe. Discussion of the proposed budget followed. Trustee Mitchell made a motion to accept the proposed budget for fiscal year 2012, which was seconded by Trustee Monk and unanimously carried.

OPERATIONS MANAGER REPORT

- ➔ **Emergency Weather Issues** – At the board's request, Operation Manager White investigated the pricing quotes for an all-terrain vehicle, a 4-wheel drive truck, and a transfer switch. He presented the estimated prices he received and discussed these with the board. A discussion of the various vehicles and their uses followed. Operation Manager White felt that the transfer switch was a good idea; the four-wheel drive truck as well. The ATV is not advantageous. Trustee Mitchell made a motion to install transfer switch, which was seconded by Trustee Jaeger and unanimously approved. Trustee Ruchti made a motion to go out for bids on truck, which was seconded by Trustee Jaeger and unanimously carried.
- ➔ **Landscaping** - Operation Manager White presented a revised proposal and drawing for landscaping work. He reviewed the changes in the proposal for the board, and asked for approval of the new proposed plan. Discussion of the revised proposal followed. General Manager Albrecht stated that he would like the concrete blocks removed. A discussion of alternatives to the concrete blocks followed. Trustee Jaeger made a motion to allocate \$6,000 for the landscaping, which was seconded by Trustee Mitchell. Upon a vote, Trustees Topcik, Mitchell, Monk, Moe, and Jaeger voted aye. Ruchti vote nay. Motion carried.

NEW BUSINESS:

- ➔ **Consumer Confidence Report** – Operation Manager White included the annual Consumer Confidence Report, which is mandated by EPA to supply to our customers. He explained the report to the board and a discussion of the report followed.
- ➔ **Technical Review meeting** – Operation Manager White stated that at the last Technical Review meeting, Ron_Colangelo, Director of Public Works, City of Zion, stated he would like the 3 mg tank washed. Operation Manager White received several quotes. A discussion of this topic followed.

MINUTES

April 13, 2011

- **Emergency Response Tour** – Firefighters and EMT’s from the City of Zion will be touring so they can be aware of what hazardous chemicals are at the District, and so they can be familiar with the plant in the event of an emergency.
- **USEPA Needs Survey** - General Manager Albrecht stated that this survey is finished and he will be sending it to the USEPA this week. A discussion of this survey followed.
- **Lake Forest Operators** – General Manager Albrecht included for reference an advertisement for a Chief Water Plant Operator, which included the salary range.
- **Metallurgical Report** – General Manager Albrecht stated that Operations Manager White found a metallurgical expert and received a report regarding the stainless steel on the new solids contact unit. Operations Manager White discussed the rusting issue as well as the report.
- **3 mg gallon tank** – Operation Manager White stated that Dixon Engineering will inspect the 3mg tank to see condition of the inside of the tank. They will provide a report. Discussion of this subject followed.

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