

# Minutes

## February 14, 2012 – Board Meeting

On February 14, 2012, 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 5:40 p.m. Upon the roll being called, Trustees Moe, Jaeger, Ruchti, and Topcik were present. Trustee Monk was absent. Trustee Mitchell arrived at 5:45 p.m. Also present were General Manager Albrecht, Operations Manager White, District Attorney Kucera, and District Secretary Karen Johnston.

Chairman Topcik stated that he would accept a motion to place the following items on a consent agenda and to accept that consent agenda. These motions were made by Trustee Jaeger, seconded by Trustee Ruchti, and unanimously carried.

- 2) All Minutes
- 3) Disbursements for February, 2012
- 4) End of month January, 2012 Treasurer's Report
- 5) End of month January, 2012 Budget Report
- 6) End of month January, 2012 Monthly Operation Summation

### OPERATIONS & MAINTENANCE ACCOUNT February, 2012 – Disbursements

ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Jan-12	2,164.08
2921	Federal Withholding Taxes	Jan-12	6,403.28
2922	IL Department of Revenue	Monthly Remittance	1,375.94
2923	WI Department of Revenue	Monthly Remittance	477.42
2925	IL Unemployment	Monthly Remittance	206.32
7205	FICA Withholding Taxes (ER Portion)	Jan-12	2,914.32
7211	Commonwealth Edison	Electricity	17.97
7211	Integrus	Electricity	16,192.96
7215	McHenry Analytical	Sample Testing	233.00
7221	Hydrite	Chlorine shipment	866.00
7222	Ace Hardware	Seal - Knockouts - Misc. supplies	97.81
7222	CCP Industries	Misc. supplies	423.52
7222	Cole-Parmer	Misc. supplies	87.76
7222	Grainger	Misc. supplies	334.98
7222	Hach Company	Misc. supplies	751.60
7222	McMaster-Carr	Misc. supplies	306.95

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7222	Olson Service Co.	Fuel for generator	1,078.40
7222	Siemens Water Technologies	Misc. supplies	412.00
7222	Steiner Electric	Misc. supplies	155.53
7223	K. Erickson Designs	Snowplowing	830.00
7223	Krause Electrical Contractors	100 Amp NEMA 3RMLO Panel	1,170.00
7223	Tyco Valves & Controls	Valve	331.35
7225	Klean Korner	Janitorial Service	565.00
7225	Lakeland Larsen	Elevator maintenance	318.64
7231	GFC Leasing	Monthly Copier Lease	290.00
7232	Cimco Communications	Telephone service	1,311.29
7232	Verizon Wireless	Cellular Phone Service	207.59
7235.2	AARP Medical	Medical Insurance for Diane Fragassi	228.90
7235.2	AARP Prescription	Prescription coverage for Diane Fragassi	37.80
7235.2	Humana Choice Care	Monthly Med/Dent Premium	5,019.27
7235.2	Illinois Public Risk Fund	Work Comp for 03/12 to 05/12	4,261.00
7235.2	Sun Life Financial	1st Qtr. Disability	1,481.29
7235.2	White, Don	Ins. Deductible Reimbursement	329.44
7238	Water Research Foundation	2012 Membership Dues	1,274.83
7241	James Hamlin & Co.	Payroll Fees - 12/14 to 01/10	110.45
7242	Daniel J. Kucera	General Legal Services	1,687.40
7251	Correll Co.	Investment advisory service fee	234.00
7251	Tony's House of Creations	Flowers	115.00
7251	Zee Medical	First Aid Supplies	83.80

## FIRST BANKCARD

	Acct. 7221	Chemicals	111.19
	Acct. 7234	Office Supplies/Postage	24.99
	Acct. 7236	Transportation	188.38
	Acct. 7237	Meetings	149.61
	<b>TOTAL</b>		<b>\$54,861.06</b>

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## CONSTRUCTION FUND EXPENDITURES

ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7274	Dixon Engineering	No. Solids Tank Painting	600.00
	Total		\$600.00

## COMMITTEE APPOINTMENTS:

Chairman Topcik indicated that that the next item on the agenda was the appointments to Nominating, Salary, and Long Range Planning Committees. He stated if there were no objections, he would keep the members the same as last year. There were none and the appointments are as follows:

### **Nominations Committee:**

Trustees: Richard Moe, Chairperson  
Doug Jaeger

### **Salary Committee:**

Trustees: Amos Monk, Chairperson  
Michael Ruchti

### **Long Range Planning:**

Trustees: Jerry Topcik, Chairperson  
Dorothy Mitchell

## OLD BUSINESS:

- ➔ **North West Lake Michigan Planning Group:** - General Manager Albrecht stated that he had included a memo from the last Technical Subcommittee meeting of this group, which he attended on February 2, 2012. He indicated that representatives of the City of Waukegan expressed an interest in providing drinking water to the communities represented by this group. Discussion of this subject followed. General Manager Albrecht also discussed the status of other interested parties, such as CLCJAWA and the City of Evanston. He then went on to discuss the proposed acquisition of land from the State of Illinois near the low lift pump station down by the lake. Discussion of this subject followed.
- ➔ **Intake Pipeline Project:** - General Manager Albrecht stated he and Operations Manager White were preparing a specification for inspection work to be performed this spring on this project. He indicated that Carl Chase was the desired diver for this project as he was familiar with the District's system as well as knowledgeable and reliable. Discussion of the subject followed.

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- **North Solids Contact Unit** – General Manager Albrecht discussed the status of the work on the north solids contact unit. He had hoped that the work would be done last fall. He stated that the contractor has not yet provided a new schedule. He also indicated that liquidated damages were being withheld per contract, and that the board would have to make a decision shortly regarding the status of the liquidated damages.
- **South Solids Contact Unit & One Million Gallon Storage Tank** – General Manager Albrecht went on to discuss the proposed work for the south solids contact unit and the one million gallon storage tank. He included a memo in the board packet outlining these projects. Discussion of a possible schedule for both projects followed, as well as the funding for these projects and the effect the costs would have upon the rate structure. General Manager Albrecht indicated that he would discuss the technical review committee meeting later in the board meeting, however, he advised the board that the City of Zion was concerned about expenditures for these projects at this time. They would like the District to delay the start of these projects but General Manager Albrecht felt that the projects should proceed now. Discussion of this subject followed. The board agreed that General Manager Albrecht should choose an engineer and make a recommendation at the March board meeting. Trustee Jaeger made a motion to authorize the repair and repainting of the one million gallon ground storage tank, which Trustee Mitchell seconded and was unanimously carried.
- **Electrical Contracts** – Operations Manager White discussed the status of the electrical contract. Integrys is still the lowest bid. The current price is approximately 20% lower than the District's current rate. Discussion of this subject followed.
- **Stainless Steel Rusting** – Attorney Kucera reviewed the information on this subject to date. He indicated that he, General Manager Albrecht, Operations Manager White, Chairman Topcik, and Trustee Jaeger had once again met with CDM and Westech to discuss this topic. Attorney Kucera related to the board the information gathered from this meeting. The science behind the rusting was discussed by the board with General Manager Albrecht and Operations Manager White. Attorney Kucera stated that he had received a letter from CDM proposing some steps that the District could take to deal with the corrosion. Discussion of this subject followed. Attorney Kucera suggested that the District not change the chlorine process without further testing. Discussion of this subject followed. Trustee Jaeger made a motion to go forth with testing, which was seconded by Trustee Mitchell and unanimously carried.
- **Open Meetings Act** – Attorney Kucera reminded the board members that their OMA training must be done this year, and certificate filed with the District.
- **Proposed O&M Budget** - General Manager Albrecht indicated that he had included a proposed O&M budget in the board packet, with an explanation of line items. He reminded the board that a budget must be approved no later than their April board meeting. Discussion of the various line items, as well as the budget in its entirety followed.
- **Audit Proposal- General** Manager Albrecht included a copy of the audit proposal from Milburn Cain & Co. in the board packet, along with a copy of the audit engagement letter from that firm. He stated that it was the same fee as in the previous year and recommended the board's approval. Trustee Jaeger made a motion to accept Milburn Cain & Co.'s audit proposal, which was seconded by Trustee Mitchell and unanimously approved.

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- **Future R&R Projects** - General Manager Albrecht stated that he and Operations Manager White had met with Mr. John Hogan, from the Village of Winthrop Harbor and Mr. Ron Colangelo, from the City of Zion, for their Technical Review Committee meeting. General Manager Albrecht stated that this meeting must take place quarterly. Discussion of items discussed at this meeting followed.

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

X Donald J. White

Donald J. White  
Board Secretary