

Minutes

September 11, 2012 – Board Meeting

On September 11, 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 5:45 p.m. Upon the roll being called, Trustees Moe, Mitchell, Monk, and Topcik were present. Trustees Jaeger and Ruchti were absent. 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. It was requested that the disbursements and the MOS reports be pulled from the consent agenda for discussion. Chairman Topcik then stated he would accept a motion to place items 2, 4, and 5 on a consent agenda. Trustee Moe made the motion to place those items on the consent agenda and to accept the consent agenda. The motion was seconded by Trustee Mitchell, and unanimously carried.

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

General Manager Albrecht indicated that the disbursements list showed a payment to Big Lake Marine for work on the District's intake pipe. He indicated that the contractor was close to being done. He also stated that the contractor had submitted a pay request for the full amount. He directed the board's attention to a memo he wrote with an attachment showing the portion of the payout that he suggested the board approve for payment. He further stated that this was a good contractor and the board should consider a payment for a partial amount. General Manager Albrecht also stated that liquidated damages were being assessed at \$300 per days, and the contractor was in fact ten days overdue, as of the date of the board meeting. District Attorney Kucera suggested that the board withhold \$3,000, representing the liquidated damages to date. As General Manager Albrecht suggested paying \$231,633, this would bring the suggested payout down to \$228,633. After discussion, Trustee Moe made a motion to approve a payment of \$228,633 to Big Lake Marine, which was seconded by Trustee Mitchell and unanimously approved.

Further discussion of the disbursements followed. Trustee Mitchell made a motion to accept the disbursement list as modified, which was seconded by Trustee Moe and unanimously approved.

Trustee Moe discussed the decrease in chemical usage on the MOS report. Operations Manager White reviewed the report for the board. Trustee Moe made a motion to accept the MOS report, which was seconded by Trustee Monk and unanimously approved.

Minutes

September 11, 2012 – Board Meeting

OPERATIONS & MAINTENANCE ACCOUNT September, 2012 – Disbursements

ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7211	ComEd	Electricity	16.69
7211	Integrays	Electricity	7,347.67
7215	McHenry Analytical	Sample Testing	377.50
7221	Hydrite	Chlorine shipment	866.00
7222	Ace Hardware	Misc. supplies	111.59
7222	Drydon Equipment	Misc. supplies	546.72
7222	E.S.I. Power Hydraulics	Misc. supplies	629.34
7222	W.W. Grainger	Misc. supplies	129.80
7223	Excell Feeders	Polymer Feeder	6,938.44
7223	Illini Power Products	Radiator Cap	35.27
7223	Krueger Tower	Antenna Repairs	3,965.00
7223	Lake County Door Co.	Overhead door repairs	518.75
7223	SKF Reliability	Bimonthly Vibration Test	700.00
7223	Vortex Technologies	Calibration of flow monitors	1,302.45
7225	Baxter & Woodman	Support Services Control Contract	2,659.80
7225	K. Erickson Designs	Landscape Maintenance	494.00
7225	Klean Korner	Janitorial Service	565.00
7225	Lakeland Larsen Elevator	Elevator Maintenance	318.64
7225	Specter Instruments	2012-13 ESP Support Program	395.00
7231	GFC Leasing	Copier Lease	297.00
7232	Cimco	Telephone Service	1,379.74
7232	Verizon Wireless	Cellular Phone Service	249.65
7234	Reliable	Office Supplies	29.46
7235.2	AARP Medical	Medical Insurance for Diane Fragassi	224.25
7235.2	AARP Prescription	Prescription coverage for Diane Fragassi	34.20
7235.2	Humana Choice Care	Monthly Med/Dent Premium	5,128.22
7235.2	White, Don	Insurance Deductible reimbursement	84.00
7241	James Hamlin & Co.	Payroll Fees - 06/20/12-07/10/12	184.62

Minutes

September 11, 2012 - Board Meeting

ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7242	Daniel J. Kucera	General Legal Services	877.50
7251	Aramark Refreshment Services	Coffee Service	164.65
7251	Correll Co.	Investment Services	377.25
7251	Zee Medical	First Air Supplies	98.10
7251	Zion, City of	Elevator Inspection	50.00

FIRST BANKCARD

	Acct. #7222	Misc. Supplies	6.41
	Acct. #7223	Maintenance & Repairs	834.25
	Acct. #7234	Offices Supplies/Postage	106.56
	Acct. #7236	Transportation	263.39
	Acct. #7237	Meetings/Seminars	119.46
	TOTAL		\$38,426.37

R&R FUND EXPENDITURES

ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7270	Big Lake Marine	Installation of six (6) bents	228,633.00
7270	White, Dennis	Consultant work on intake pipe project	6,930.00
	Total		\$235,563.00

OLD BUSINESS:

➔ **North West Lake Michigan Planning Group:** - General Manager Albrecht included a memo regarding this group stating that Bill Balling was trying to set up a technical meeting for September; there were no meetings in August. He indicated that Don White would be attending on behalf of the District, as he would be unavailable. General Manager Albrecht stated that at this point all communities involved in the group, except Antioch and Fox Lake, were considering CLCJAWA as the provider for drinking water. Chairman Topcik asked the board if the District should quit this group. Discussion of this subject followed. General Manager Albrecht indicated that the MOU was still in place until the end of the year. Further discussion of the group followed.

Minutes

September 11, 2012 – Board Meeting

- **Intake Pipeline Project:** General Manager Albrecht stated that it took awhile for the contractor to get their bonding after being awarded the contract, but they are working on this project every possible day. He also indicated that Dennis White, the representative for the District on this project, is doing a good job. Discussion of this project followed.

- **North Solids Contact Unit** – General Manager Albrecht stated that Tecorp had submitted a “final” pay estimate. Dixon Engineering has received waivers and certified payrolls; however, the paint supplier has not provided a waiver. He indicated that as of the date of the board meeting, liquidated damages had accrued to \$66,000 on this project. He stated that he was not recommending any payment on this project yet, and hoped to have a final resolution of costs at the October board meeting. He also stated that a change order in that amount had been requested for the liquidated damages. Discussion of the liquidated damages followed, including reasons for the delay on the project with the board deciding to retain all liquidated damages. Further Discussion of the project followed.

- **Acquiring Additional Land** – General Manager Albrecht discussed the subject of acquiring additional land adjacent to the low lift pump station. He included a sketch of the Illinois Beach State Park. He indicated that he would like a letter indicating how much land the District would like to purchase before meeting with the DNR. The Board went on to discuss the usage of additional land, such as redundancy. Attorney Kucera has been trying to negotiate to acquire the extra lots and rights-of-way. The State of Illinois has been reluctant over this issue as the lots are within a nature preserve. He indicated that the District needs to prove the need for the use of the land. He would like to separate the land acquisition from the rights-of-way. It was agreed that Attorney Kucera will pursue the land acquisition, and the additional land would be put in abeyance.

- **Stainless Steel Rusting** – Operations Manager White stated that he had a conference call with CDM and Westech to discuss the permitting process regarding this project. He stated that CDM would be redoing the drawings at the request of the EPA. He indicated that Len Rago advised that once the EPA receives the drawings, there likely should be no problem issuing the permit, hopefully by the end of the month. Operations Manager White indicated that Westech had submitted their plans to CDM for approval. He also indicated that after approval of the permits Westech will have 30 to 40 days to pacify the four areas. Operations Manager White stated that he would take pictures on a weekly basis to monitor and decide if the rusting issue has subsided. Discussion of this subject followed.

- **1 MG Tank Painting** – Operations Manager White indicated that the painters are onsite and working on this project. He reviewed the progress of the work with the Board. General Manager Albrecht is encouraged by the manpower on this project. Discussion of this subject followed.

- **Electrical Power** – Operations Manager White stated that the representative from Nimec thought we had not purchased power for 2014. After receiving the prices, Operations Manager White realized that this was the price we currently have for 2014 and no additional action was required. Discussion of this subject followed.

Minutes

September 11, 2012 – Board Meeting

NEW BUSINESS:

- **Facility Plan Schedule** – General Manager Albrecht included a copy of the facility plan schedule he started working on last month. He stated that it was a work in progress, and discussed projects, length of projects, dates, and approximate costs with the Board.
- **Insurance Consultant** – General Manager Albrecht stated that there was nothing to report at this time.
- **Employee Handbook** – Operations Manager White stated that the District currently has three operators, any of which is always on call. This operator can handle most problems via computer from home. However, occasionally there was a need to come in to the plant. He discussed how long that would take them to arrive at the plant from home. After some discussion, and taking into account where the operators resided, the suggestion was made that there should be a limit of 20 miles (road wise) as a restriction of where the operators could reside. Discussion of this subject followed. Trustee Mitchell made a motion to adopt as a policy in the employee handbook this residency restriction, which was seconded by Trustee Monk and unanimously carried.
- **Safety Act-** Attorney Kucera included a copy of an article regarding this act as it related to insurance coverage. He indicated that he would do research on this subject, if the board liked. General Manager Albrecht felt that in order to get some of the discounts outlined, the District would have to spend a great deal of money. Operations Manager White stated that to comply, extensive fencing may be required, which would also be expensive. Discussion of this subject followed.

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

X Donald J. White

Donald J. White
Board Secretary