

Minutes

January 14, 2014 – Board Meeting

On January 14, 2014, 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 Moe, Monk, Mitchell, Fischer, Jaeger and Topcik were present. Trustee Ruchti was absent. Also present were General Manager Albrecht, Operations Manager White, and Administrative Assistant 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. Trustee Moe requested that the Disbursements be withdrawn. Chairman Topcik indicated that report would be withdrawn and requested that items 4, 6, 7, and 8 be placed on a consent agenda and that consent agenda be approved. Trustee Jaeger made that motion, which was seconded by Trustee Fischer and unanimously carried. Trustee Moe questioned the disbursement for Atkinson Fishery. Operations Manager White explained that this bill was for breaking ice in Waukegan Harbor. Discussion of this bill followed. Trustee Moe also inquired about the charge for GFC Leasing. It was explained that this is for the lease on the District's copier. Further discussion of this disbursement followed. Trustee Moe made a motion to accept the report, which was seconded by Trustee Jaeger, and unanimously carried

- 4) Minutes of December 10, 2013
- 5) Disbursements for January, 2014
- 6) End of month December, 2013 Treasurer's Report
- 7) End of month December , 2013 Budget Report
- 8) End of month December, 2013 Monthly Operation Summation

OPERATIONS & MAINTENANCE ACCOUNT

January, 2014 – Disbursements

ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Dec-13	2,105.33
2921	Federal Withholding Taxes	Dec-13	6,658.84
2922	IL Department of Revenue	Monthly Remittance	1,489.89
2923	WI Department of Revenue	Monthly Remittance	541.26
7205	FICA Withholding Taxes (ER Portion)	Dec-13	2,105.33
7211	Commonwealth Edison	Electricity	19.18
7211	Integrays	Electricity	12,104.49
7212	North Shore Sanitary District	Wastewater Charges	1,627.60
7215	McHenry Analytical	Sample Testing	77.50
7221	Hydrite	Chlorine Shipment	866.00
7222	Grainger, WW.	Misc. supplies	138.07
7222	Hach	Lab Supplies	160.47

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ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7222	Marathon Petroleum	Diesel	216.39
7222	Menard's	Misc. supplies	174.80
7222	Millipore	Lab Supplies	2,138.82
7223	Amazon	Computer Cable	12.23
7223	Erickson Designs, K.	Snowplowing	915.00
7223	HD Supply Waterworks	Meter Repairs	1,330.47
7223	Mid-American Water	AC Pipe Couplings	1,090.00
7223	SKF Reliability	Bimonthly Vibration Test	700.00
7225	Baxter & Woodman	2013-14 Support Contract - 3rd Qtr.	3,500.00
7225	Klean Korner	Janitorial Service	1,695.00
7225	Maintenance Assistant	Dec-13 Monthly Maintenance	19.00
7231	GFC Leasing	Copier Lease	307.00
7232	Cimco	Telephone Service	1,818.32
7232	Verizon Wireless	Cellular Phone Service	291.76
7234	Intuit	Checks, forms	304.96
7234	Stamps.com	Postage Service	24.99
7234	USPS	Postage Service	50.00
7235.2	AARP Medical	Medical Insurance for Diane Fragassi	232.75
7235.2	AARP Prescription	Prescription coverage for Diane Fragassi	36.90
7235.2	Euclid Managers (Delta Dental)	Dental Insurance	541.61
7235.2	Humana Choice Care	Monthly Medical Premium	5,053.83
7235.2	Sun Life Financial	Quarterly Disability	1,501.00
7235.2	White, Don	Insurance Reimbursement	3,814.42
7236	Seven Eleven	Fuel for truck	136.26
7237	Jewel	Food for meeting	54.81
7237	Hob Nob	Holiday Dinner	885.25
7237	Pizza House	Holiday Lunch	37.99
7238	Press Plus	Daily Herald	9.99
7238	Water Research Foundation	2014 Subscription	1,270.40
7238	Zion Area Chamber of Commerce	2014 Membership Dues	60.00
7241	Hamlin, James	Payroll Fees - 12/11/13-01/14/13	245.89

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ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7242	Kucera, Daniel J.	General Legal Services	2,079.90
7247	Atkinson Fishery	Winter Intake Inspection	1,800.00
7251	Aramark Refreshment Services	Coffee Service	216.95
7251	Zee Medical	First Aid Supplies	130.70
	TOTAL		\$60,591.35

Old Business:

- **Intake Pipeline Project:** General Manager Albrecht discussed the status of the intake pipe work and obtaining the necessary permits. He indicated that a permit had not yet been received. General Manager Albrecht stated that the District is required to get a representative sampling of liquids and solids around the proposed bent locations analyzed for contaminants. He indicated that, weather permitting, the sample would be taken the following week. Discussion of this subject followed.
- **Solids Contact Unit #1** –General Manager Albrecht stated that the specifications have been prepared. A few minor changes remained. He also indicated that he had written the advertisement for the bid on the project and was ready to go out for bids. General Manager Albrecht discussed the possibility of a fiberglass cover and the estimated cost, based on past bid estimates. He also discussed the need to make a decision from where the payments for this project should come. Discussion of these subjects followed.
- **Solids Contact Unit #2** - Operations Manager White stated that the District was still waiting until spring to make repairs on this unit. Discussion of this subject followed.
- **Telephone Service** –Operations Manager White stated that the District was scheduled to have the internet service installed around March 3. He indicated that an AT&R representative was due to come out and mark spots, and reestablish locations of poles. Discussion of this subject followed.

New Business:

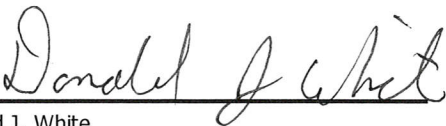
- **Budget Forecast**– General Manager Albrecht directed the board’s attention to a proposed budget included in the packet. He stated that he had included an additional column, which was different from previous years. This column reflects an estimate of where the District will stand at the end of the fiscal year. General Manager Albrecht discussed various expenditures and budget performance. He indicated that employee health insurance could be of significance in the coming fiscal year, and this would be an item worth noting. Discussion of this subject followed.

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- **Lake Zurich Article** –General Manager Albrecht included a newspaper article regarding the Village of Lake Zurich and their search for a source of Lake Michigan drinking water. Discussion of this subject followed.
- **Emergency Plan** - – Attorney Kucera was not present, however, he asked Chairman Topcik to discuss the District's emergency plan. Operations Manager White discussed the emergency procedures that are currently in place. He also stated that that there is a written manual. Discussion of this subject followed.

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

X 

Donald J. White
Board Secretary