

# Minutes

## February 12, 2013- Board Meeting

On February 12, 2013, 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, Ruchti, Mitchell, Moe, Jaeger and Topcik were present. Trustee Monk was absent. Also present were General Manager Albrecht, Operations Manager White, District Attorney Kucera, 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 excluded from the consent agenda for discussion. Chairman Topcik indicated that the disbursements would be withdrawn and requested that items 4, 5, 7, and 8 be placed on a consent agenda and that consent agenda be approved. Trustee Ruchti then made a motion to place the following items on a consent agenda, which was seconded by Trustee Mitchell, and unanimously carried.

- 4) Minutes of January 8, 2013
- 6) End of month January, 2012 Treasurer's Report
- 7) End of month January, 2012 Budget Report
- 8) End of month January, 2012 Monthly Operation Summation

Trustee Moe questioned the purpose of an item on the disbursements for Off Broadway Shoes. Operations Manager White explained that this was for steel toe work boots for one of the operators, which by District policy was an acceptable expenditure. Trustee Moe also discussed what was spent at Seven-Eleven. Operations Manager White explained that this was a gas station where the operators purchased gasoline for the District's pickup truck. Discussion of these items followed. Trustee Mitchell made a motion to accept the minutes of January 8, 2013, which was seconded by Trustee Jaeger and unanimously approved.

### OPERATIONS & MAINTENANCE ACCOUNT February, 2013 – Disbursements

ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Jan-12	3,072.66
2921	Federal Withholding Taxes	Jan-12	6,645.22
2922	IL Department of Revenue	Monthly Remittance	1,460.24
2923	WI Department of Revenue	Monthly Remittance	461.27
2925	IDES	Monthly Remittance	208.48
7205	FICA Withholding Taxes (ER Portion)	Jan-12	3,072.66
7211	ComEd	Electricity	16.96
7211	Integritys	Electricity	16,146.10

# Minutes

February 12, 2013- Board Meeting

7215	McHenry Analytical	Sample Testing	202.50
7221	Hydrite	Chlorine Shipment	866.00
7222	Ace Hardware	Misc. supplies	33.98
7222	Bearing Headquarters	Misc. supplies	20.24
7222	W.W. Grainger	Misc. supplies	184.08
7222	Graybar Electric	Misc. supplies	34.91
7222	Hach	Lab Supplies	4,247.95
7222	Siemens Water Technologies	Misc. supplies	445.00
7222	Steiner Electric	Misc. supplies	551.77
7222	USA Blue Book	Misc. Supplies	65.76
7222	Walgreens	Misc. supplies	12.82
7223	Erickson, K. Designs	Snowplowing	140.00
7223	Lakeland Larsen Elevator	Pressure test on elevator	210.00
7223	Waukegan Roofing	Roof Repairs	410.00
7225	Baxter & Woodman	SmartNet Firewall Service Contract	1,308.33
7225	Baxter & Woodman	IT/SCADA Service Support Contract	4,325.00
7225	Klean Korners	Janitorial Service	565.00
7225	Maintenance Assistant, Inc.	Monthly Equipment Maintenance Contract	19.00
7232	Cimco	Telephone Service	2,048.18
7232	Verizon Wireless	Cellular Phone Service	206.55
7234	Adobe Systems	Software	211.44
7234	Baxter & Woodman	Computer	622.63
7234	Rubber Stamp Champ	Rubber Stamp	33.35
7234	Stamps.com	Monthly Postage Service	24.99
7234	UPS	Shipping Charges	1.31
7234	USPS	Postage	50.00
7235.1	Risk Resources	Insurance Consultant Services	728.00
7235.2	AARP Medical	Medical Insurance for Diane Fragassi	224.25
7235.2	AARP Prescription	Prescription coverage for Diane Fragassi	35.10
7235.2	Humana Choice Care	Monthly Med/Dent Premium	5,128.22
7235.2	Sun-Life Financial	Disability Insurance Premium	1,501.00
7236	7-Eleven	Fuel for truck	75.28

# Minutes

February 12, 2013- Board Meeting

7236	Pintescu, Ioan	Travel Reimbursement	68.82
7236	Thompson, Jeremy	Travel Reimbursement	40.32
7236	White, Donald	Travel Reimbursement	241.27
7237	Chesapeake Seafood House	Springfield meeting	41.17
7237	Emily Pancake House	Lunch meeting	50.36
7237	Jewel	Food for meeting	60.47
7237	Maldaner's	Springfield meeting	251.50
7237	President Abraham Lincoln Hotel	Springfield meeting lodging	176.71
7237	Roma Pizza	Food for meeting	95.00
7238	Bradford Publishing	Subscription renewal	30.00
7238	Zion Chamber of Commerce	Membership Dues	60.00
7241	James Hamlin & Co.	Payroll Fees - 01/09/13-02/12/13	298.88
7242	Daniel J. Kucera	General Legal Services	5,408.75
7251	Aramark Refreshment	Coffee Service	529.27
7251	Correll Co.	Investment advisory service fee	312.00
7251	Zee Medical Supplies	First Air Supplies	118.25
	<b>TOTAL</b>		<b>\$63,399.00</b>

## R&R FUND EXPENDITURES

ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7275	Dixon Engineering	IMG Tank Painting - Professional Services	675.00
7277	Tank Industry Consultants	Solids Contact Unit #1 - Evaluation	4,500.00
	<b>Total</b>		<b>\$5,175.00</b>

## Resolutions/Ordinances

Included in the board packet was a draft of a revised Trustee Compensation Resolution. Chairman Topcik advised the board that this document was only for inspection. No action could be taken on the resolution until May 1, 2013. He indicated that it would be re-presented at the May board meeting. Discussion of this subject followed.

## Committee Appointments

Chairman Topcik directed the board's attention to a memo in their packet showing the committee appointments for Fiscal Year 2014. They are as follows:

### **Nominations Committee:**

# Minutes

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## *February 12, 2013– Board Meeting*

Trustees: Michael Ruchti, Chairperson  
Amos Monk

### **Salary Committee:**

Trustees: Doug Jaeger, Chairperson  
Richard Moe

### **Long Range Planning:**

Trustees: Jerry Topcik, Chairperson  
Dorothy Mitchell

Chairman Topcik indicated that he would like reports from these committees in the near future.

## Old Business:

- **Intake Pipeline Project:** General Manager Albrecht indicated that a specification was being prepared for this project, following the outline of the specification used last year, and expected to have something to present at the June meeting. He also stated that he anticipated going out for bids by June. Discussion of this subject followed.
- **Solids Contact Unit #2** –General Manager Albrecht indicated that the final check on this project still had not been cashed. He also indicated that the District received a form from the bonding company regarding this firm. Discussion of this subject followed. He indicated that the stop payment would be authorized on the check in question, and that a replacement check would be sent, via certified, return receipt mail.
- **Northwest Water Group** – General Manager Albrecht indicated that he had had a conversation with Bill Balling and also Frank Tiefert, ATI regarding this group. They verified that several communities are joining the Central Lake County JAWA. Discussion of this subject followed.
- **Fiscal Year 2014 Projections** – General Manager Albrecht included a memo with tables outlining projections of where the District would be at financially at the end of the fiscal year 2013. He estimated the expenditures would be up slightly this year from last. He went on to review the numbers on the charts, from where they were derived, and how they affected the customers computation of delivery of water rate, as well as the funding for the R&R account. General Manager Albrecht discussed the aspect of depreciation, and how it related to the rate as well as the monies collected by the District. He proceeded to discuss the use of the monies collected for work to be performed on maintenance of the plant and various projects. Discussion of this subject followed.
- **Stainless Steel Rusting** – Operations Manager White included a memo regarding this subject. He stated that he received an email from CDM stating that Westech had completed the HVAC controls, and they were determining where they will mount the controls. He indicated they should be mounted within the next few weeks. There is no schedule regarding the passification at this time. Discussion of this subject followed.
- **Solids Contact Unit #1** – Operations Manager White received a report on the condition of Solids Contact Unit #1 the day before the board meeting from Tank Industry Consultants. They had inspected this unit and a great deal of deterioration was discovered in this unit.

# Minutes

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## *February 12, 2013- Board Meeting*

Discussion of this subject followed. This contractor recommends that work be done within the next six months. Operations Manager White provided estimated repair costs along with replacement costs. Discussion of this subject followed. Operations Manager White stated that he would review the report more thoroughly and discuss this subject again at the March board meeting.

- **Rights of Way** – Attorney Kucera summarized the trip that the group of representatives from the District made to Springfield for a meeting with IDNR. They met on January 31 at the offices of the IDNR. He indicated it was a good, but not very productive meeting. The following items were discussed at the meeting. There was nothing substantive to report. Discussion of this subject followed.

- ◆ **Alternative Access Routes**
- ◆ **Land Purchase for Additional Pump Station**
- ◆ **Amendment to contract**
- ◆ **Sand Loss**

## New Business:


- **Proposed O&M Budget** – General Manager Albrecht indicated that he had included a proposed O&M budget for fiscal year 2014 in the board packet, with an explanation of line items. He stated that it can be compared to the approved O&M budget for fiscal year 2013. He discussed the intake costs and their effect on the budget. He also reminded the board that a budget must be approved no later than their April board meeting. Discussion of subject 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 although the cost had changed, nothing else had. Trustee Mitchell made a motion to accept Milburn Cain & Co.'s audit proposal, which was seconded by Trustee Jaeger and unanimously approved.
- **Roth 457 Plan** – General Manager Albrecht included a memo regarding this subject, but as it was not on the agenda, he would revisit it again next month. Discussion of this subject followed.
- **S&P Bond Rating** – General Manager Albrecht received a call from Judith Waite from Standard & Poor's regarding the District's bond rating. She had some concerns regarding the District's relationship with the State of Illinois and their ability to pay their water bills. Because of this possibility the District's rating could be downgraded. General Manager Albrecht will get back to her. Discussion of this subject followed.

# Minutes

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*February 12, 2013- Board Meeting*

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

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Donald J. White  
Board Secretary