

Minutes

June 21, 2016- Board Meeting

On June 21, 2016, 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 Topcik, Mitchell, Monk, Fischer, Moe, and Jaeger were present. Trustee Ruchti arrived at 6:20 p.m. Also present were Acting General Manager Don White and Administrative Assistant/Board Secretary Karen Johnston, and District Attorney Dan Kucera. Present as guest speakers were: Mr. Dave Cain, Milburn Cain & Co., Mr. Dave Suthard, North Point Marina, Mr. Drew Lombardo, Illinois Beach Resort. Representative Sheri Jesiel was also a guest speaker and arrived at 5:50 p.m. Members of the public present were: Mr. Saki Villalobos, IDNR, Ms. Karen Day and Mr. Marco Guerts, Illinois Beach Resort.

Chairman Topcik stated that the first order of business would be to hear from the guest speakers that were present. He proceeded to introduce Mr. Dave Suthard of North Point Marina.

Mr. Suthard indicated that he was present to ask the board to postpone disconnecting the water to the North Point Marina due to non-payment of water bills by the State of Illinois. He discussed the hardship this would impose on many employees and patrons of the marina, highlighting the loss of revenue. This includes the concessionaires that would be forced close, and there would be cancellation of fishing charters and tournaments.

Chairman Topcik thanked Mr. Suthard for his comments, and next introduced Mr. Drew Lombardo of the Illinois Beach Resort.

Mr. Drew Lombardo stated that he represented the hotel, proceeded to discuss the same subject and the economic impact it would have on the hotel. He stated that 50 brides who had booked the hotel for their weddings would be disappointed, and as many as 100 people would be out of work. He also indicated that the lodge was prepared to pay up to \$4,000 of the State's bill (water sales portion only), if it would persuade the board to keep the water service from being disconnected. Chairman Topcik advised that the board would take these statements under advisement.

The guest speakers left the conference room and Trustee Mitchell arrived at 5:35 p.m. Mr. Dave Suthard reentered the conference room at 5:45 p.m.

Chairman Topcik indicated that the presentation of the audit report would follow, and Mr. Dave Cain of Milburn Cain & Co. started his presentation, however, Representative Sheri Jesiel arrived at 5:50 p.m., during the audit presentation. Chairman Topcik deferred the remainder of the audit presentation until after Representative Jesiel's comments. The entire audit presentation detail will be shown in these minutes after Representative Jesiel's comments.

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Representative Jesiel first asked if everyone had a copy of the letter that she had sent over earlier in the day. It was acknowledged that the letter had been received. She proceeded to speak to the board regarding shutting water off to the State of Illinois. Representative Jesiel advised the board that the state cannot release any money without a budget. She stated that nothing could be done, and that her hands were tied, that no payments can be made for any operations. She went on to say that she hoped the District would not shut off the water, and that she hoped the District understood the dynamics of the situation. She also stated that she felt it would be punitive to shut off the water to the Illinois Beach Resort, as they have been paying their bill.

Chairman Topcik proceeded to explain the impact of non-payment of the water bills has on the bond issue payment. He advised that the District does not have the resources to make up the missing funds for that payment, and the burden would go to the District's other customers, which they would not appreciate. Representative Jesiel indicated that she wanted to keep the dialog with the District open, and that she hoped the District would decide to keep the water on. Representative Jesiel left the meeting at 6:00, along with Mr. Suthard.

Chairman Topcik stated that the next order of business was the continuation of the presentation of the annual audit report and supporting documents for fiscal year ending April 30, 2016, by Mr. M. David Cain of Milburn Cain & Company. Mr. Cain handed out a tentative and preliminary draft final audit report and attachments. Mr. Cain stated that it took a little more time than usual due to the complicated 2015 Revenue Bond Issue. In addition, Mr. Cain stated that the District wished to include some additional informational schedules at the back of the audit report, which he did not have as yet. He stated that there was a clean opinion on the financial statements, also known as an unqualified or unmodified opinion. The District has received this opinion since Mr. Cain's firm has performed the audit. He then proceeded to go through the financial statements, with the highlights as follows:

- Operations for the year resulted in an operating income of \$166,918, but after considering interest income and expense the net result for the year was a \$55,912 loss (rounded).
- The 2016 demand for water decreased 3.83% from 2015 levels, to 881,864,000 gallons. The District delivered 917,012,000 in 2015.
- On September 15, 201, the District issued \$7,391,000 in bonds to pay for rehabilitation of portions of the water plant, to stabilize the plant's intake pipe, and advance refund a portion of the District's 2009 bonds.
- Total revenue for 2016 of \$2,074,104 is approximately \$53,000 more than the \$2,021,041 reported in 2015. The increase is attributable primarily to increased availability charges and higher water delivery rates.
- The Customer Delivery Charges were up from \$1,475,000 to \$1,490,000.
- The Renewal and Replacement charges decreased from \$72,000 to \$24,000.

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- Total Operating Expenses before depreciation decreased by \$4,000.
- Depreciation decreased \$88,000 from 2015.
- Personnel costs for 2016 were \$48,000 less than for 2015.
- Pension costs for 2016 were \$8,400 more than 2015 at \$68,400.
- Insurance expense for 2016 decreased by \$14,434 to \$170,891.
- Maintenance and repair expenses for 2016 were \$11,000 less than the 2015 total.
- Electricity expense decreased by \$2,647 from \$136,290 in 2015 to \$134,273 in 2016.
- Legal fees increased from \$70,188 in 2015 to \$124,007 in 2016, an increase of \$53,819.
- Governmental Accounting Standards Board (GASB) requires that bond issuances expenses must be written off in the year that they are incurred. Prior to this, it was set up as a deferred charge and amortized over the life off the bonds.
- The 2017 delivery rate calculation is \$1.8502 per 1,000 gallons.
- There is a refund on the R&R account of \$28,386, to be allocated to the customers based on delivered gallons of water actually billed.

Mr. Cain stated that he expects to express an unmodified opinion on the financial statements meaning they are fairly stable, once the report is finalized upon receipt of the additional schedules.

The board proceeded to discuss the audit and the computation of the 2016 delivery rate calculation. Trustee Ruchti arrived at 6:20 p.m. Chairman Topcik discussed the wording shown the draft regarding depreciation on the intake. Mr. Cain mentioned to the board that the records were in good shape and well maintained. He indicated that the staff is very cooperative. Mr. Cain left the meeting at 6:40.

The board discussed approval of the audit and it was decided that the audit would not be approved until the wording had been revised and the additional schedules were added. The board opted to approve the financial reports, and not the audit itself. Trustee Mitchell made a motion to approve the financial reports for fiscal year ending April 30, 2016, subject to review by the Board Chairman and General Manager White, which was seconded by Trustee Moe, and unanimously approved. Trustee Jaeger then made a motion to accept the pension contribution of 17%), for fiscal year 2017 to be paid quarterly, which was seconded by Trustee Mitchell and unanimously approved.

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

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- 4) Minutes and Executive Minutes of May 10, 2016
- 5) Disbursements for June, 2016
- 6) Treasurer's Report for May 31, 2016
- 7) End of month May 31, 2016 Budget Report
- 8) End of month May 31, 2016 Monthly Operation Summation

OPERATIONS & MAINTENANCE ACCOUNT June, 2016 - Disbursements

ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	May-16	2,621.64
2921	Federal Withholding Taxes	May-16	4,061.31
2922	IL Department of Revenue	Monthly Remittance	907.61
2923	WI Department of Revenue	Monthly Remittance	485.49
7205	FICA Withholding Taxes (ER Portion)	May-16	2,621.64
7211	Commonwealth Edison	Electricity - May-16	69.53
7211	Dynegy Energy Systems	Electricity - May-16	16,959.83
7212	No. Shore Water Reclamation	Wastewater Charges	1,823.04
7215	McHenry Analytical	Sample Testing	107.50
7215	City of Waukegan	Sample Testing	15.00
7221	Hydrite Chemical	Chlorine Shipment	1,782.00
7221	Nalco	Nalclear	365.77
7222	Ace Hardware	Misc. Supplies	30.32
7222	Applied Industrial Technologies	Misc. Supplies	400.93
7222	Cintas	First Aid Supplies	58.84
7222	Hach	Lab Supplies	846.07
7222	Olson Service	Fuel for generator	861.24
7223	SKF Reliability	Vibration Testing	786.00
7225	K. Erickson Designs	Landscape Maintenance	1,425.00
7225	Gordon Flesch	May-16 Maintenance	53.64
7225	Hansen Associates	Jun-16 & Jul-16 Copier Service Agreement	180.48
7225	Klean Korner	Janitorial Service	565.00

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7225	Lakeland/Larsen Elevator	3rd Qtr. Elevator Maintenance	318.64
7231	Gordon Flesch	Equipment Return	600.00
7232	AT&T	Telephone Service - Apr-16	1,570.38
7232	Verizon Wireless	Cellular Phone/Data Service - May-16	558.51
7235.1	West's Insurance Agency	2016-2017 Facilities Insurance Renewal	56,339.00
7235.2	AARP Medical	Medical Insurance for Diane Fragassi	284.75
7235.2	AARP Prescription	Prescription coverage for Diane Fragassi	61.30
7235.2	Euclid Managers (Delta Dental)	Dental Insurance	494.14
7235.2	Blue Cross/Blue Shield	Jul-16 Health Insurance/Jun. End't.	7,178.03
7235.2	Humana	May-Jul-16 FY17 Vision/AD&D	339.97
7235.2	Ill. Public Risk Fund	Work Comp - 4th Qtr. 2016	2,349.00
7235.2	Thompson, Jeremy	Insurance Deductible Reimbursement	1,657.11
7236	White, Don	Travel Reimbursement	64.80
7241	Hamlin, James	Payroll Fees - 05/11/16-06/21/16	296.96
7242	Kucera, Daniel J.	General Legal Services	5,085.00
7242	Trobe, Babowice & Assoc.	Litigation Legal Fees	10,947.00
7251	Correll Co.	Qtrly. Investment Services	2,387.25

FIRST BANKCARD

	Acct. 7222	Misc. Supplies	190.73
	Acct. 7225	Service Contracts	19.00
	Acct. 7234	Office Supplies	74.99
	Acct. 7236	Transportation	137.27
	Acct. 7237	Meetings/Seminars	175.26
		Total First Bankcard	597.25
		Grand Total - Operations	\$ 128,156.97

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R&R FUNDS

ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7279	Clark Dietz	R&R Certificate	153.75
7281	Clark Dietz	VFD Replacement - Design/Certificate	4,067.50
7282	Clark Dietz	R&R Certificate	139.38
7283	Clark Dietz	SCU#1 Recommendation	62.50
7284	Clark Dietz	R&R Certificate	139.37
7285	Clark Dietz	Generator Rebuild	312.50
7286	Hey & Associates, Inc.	Revetment Wetland Delineation	1,750.00
		Total	6,625.00

CONSTRUCTION FUNDS

ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7273	Fuqua, Winter & Stiles	Revenue Bond Issue - Legal Fees	1,740.00
7280	AMS Mechanical Systems	Mfr. of 20 Pipe Support Collars w/pile boxes	102,297.00
7280	Michels Corporation	Intake Project Installation - Pay App. #1	80,000.00
7280	White, Dennis	Intake Pipe Consultant - to 06/18/16	4,179.00
		Total	188,216.00

Chairman Topcik asked if any committees had reports to present, which they did not.

ORDINANCES/RESOLUTIONS:

Prevailing Wage Ordinance: The Chairman then presented the following Resolution:

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RESOLUTION

WHEREAS, the State of Illinois has enacted the Prevailing Wage Act, 820 ILCS 130/0.01, et seq (1996) ("Act"); and

WEREAS, the Act requires that the Lake County Public Water District ("District") investigate and ascertain the prevailing rate of wages for laborers, workers and mechanics employed in performing construction of public works of the District, all as such terms are defined in the Act;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE LAKE COUNTY PUBLIC WATER DISTRICT AS FOLLOWS:

To the extent and as required by the Act, the general prevailing rate of wages in this locality for laborers, workers and mechanics who become engaged in construction of public works of the District is hereby ascertained to be the same as the prevailing rate of wages for construction work in Lake County area as determined by the Department of Labor of the State of Illinois as of June, 2016, a copy of which determination is attached hereto and incorporated herein. The definition of any terms appearing in this Resolution which are also defined in the Act shall be the same as in the Act.

Nothing contained in this Resolution shall be construed to apply to any work or employment except public works construction of the District to the extent required by the Act.

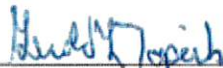
The General Manager of the District shall publicly post or keep available for inspection by any interested party in the main office of the District this determination.

The District Secretary shall promptly file a certified copy of this Resolution with the Illinois Secretary of State.

The District Secretary shall cause to be published in a newspaper of general circulation within Lake County notice of this determination.

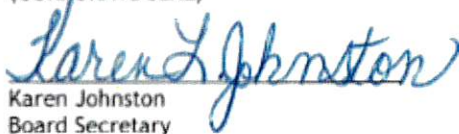
The General Manager of Lake County Public Water District shall mail a copy of this determination to any employer, any association of employers and any person or association of employees who have filed with the District their respective names and addresses requesting copies of any determination stating the particular wage rates and the particular class of workers whose wages will be affected by such rates.

LAKE COUNTY PUBLIC WATER DISTRICT



Gerold L. Topcik
Chairman, Board of Trustees

(CORPORATE SEAL)



Karen Johnston
Board Secretary

PRESENTED AND READ: June 21, 2016

APPROVED:

ROLL CALL VOTE:

Trustees voting aye: D. Mitchell; A. Monk; C. Fischer; M. Rucht; R. Moe; G. Topcik

Trustee voting nay: None

Trustees absent: None

Trustees Abstaining: D. Jaeger

MOTION CARRIED

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Trustee Fischer made a motion to accept the prevailing wage ordinance as presented, which was seconded by Trustee Mitchell. Chairman Topcik declared the motion carried on the following roll call vote.

Ayes: (6) Mitchell, Monk, Fischer, Ruchti, Moe, Topcik

Nays: (0)

Absent: (0)

Abstained: (1) Jaeger

Banking Resolution: The Chairman then presented the following Resolution:

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RESOLUTION OF ASSOCIATION OR ORGANIZATION

DATE: 6/21/2016

TO: NAME / ADDRESS OF FINANCIAL INSTITUTION ("Financial Institution") Gurnee Community Bank 675 N O'Plaine Rd Gurnee, IL 60031 (847) 625-3800	FROM: NAME / ADDRESS OF ASSOCIATION OR ORGANIZATION ("Organization") Lake County Public Water District 500 17th St Zion, IL 60099-1800
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Use this *Resolution Of Association Or Organization to Open Account(s), to Deposit and Withdraw Funds, and to Open and Have Access to Safe Deposit Boxes, as well as sign Agreements on behalf of the Association or Organization for ATM or Debit Cards, Night Depository services, Lock Box services, and Cash Management.*

Words, numbers or phrases preceded by a are applicable only when marked, i.e., .

THIS IS TO CERTIFY THAT, I am the duly elected and qualified Secretary Clerk and keeper of the records of the above-named Organization and that the following is a true copy of this Resolution duly adopted by the officers of said Organization at a meeting held on the 21st day of June, at which a quorum was present, and that such Resolution is still in full force and effect and has not been amended or rescinded.

This is a For Profit Nonprofit Organization.

IT IS RESOLVED THAT:

Pursuant to authority contained in the By-Laws of the Organization, the said officers of the Organization have duly designated Financial Institution as a depository of the funds of the Organization. By virtue of said election, the By-Laws and the afore-said designation, the following described officers, and designated parties or agents, if any, referred to below as "Authorized Signer" or "Authorized Signers" and whose names and signatures appear below, are authorized for and on behalf of the Organization to have the following indicated powers as contained in this Resolution:

DEPOSITORY ACCOUNT. Perform the following for the account(s) indicated on Page 2, in the name of the Organization, subject to any terms and conditions governing the account(s), such as: Authorized Signers

1. Open and maintain the account(s); _____
2. Make deposits to the account(s); _____
3. Endorse for negotiation, negotiate, and receive the proceeds of any negotiable instrument, check, draft, or order for the payment of money payable to or belonging to the Organization by writing, stamp, or other means permitted by this Resolution without the designation of the person endorsing; _____
4. Make withdrawals from the account(s) in any manner permitted by the account(s); _____
5. Transfer funds from the account(s) in Financial Institution to any account whether or not held at this Financial Institution and whether or not held by this Organization; _____
6. Transfer funds to the account(s) in Financial Institution from any account whether or not held at this Financial Institution and whether or not held by this Organization; _____
7. Approve, endorse, guarantee, and identify the endorsement of any payee or any endorser of any negotiable instrument, check, draft or order for the payment of money whether drawn by the Organization or anyone else and guarantee the payment of any negotiable instrument, check, draft, or order for the payment of money; and _____
8. Delegate to others the authority to approve, endorse, guarantee, and identify the endorsement of any payee or endorser on any negotiable instrument, check, draft, or order for the payment of money and to guarantee the payment of any such negotiable instrument, check, draft, or order for the payment of money. _____
9. All of the above. 1, 2, 3

SAFE DEPOSIT BOX. Lease a Safe Deposit Box(es) with Financial Institution, make inspections of, deposits to and removals from Box(es), and exercise all rights and be subject to all responsibilities under the Lease. 1, 2, 3

NIGHT DEPOSITORY. Enter into a Night Depository Agreement with Financial Institution and exercise all rights and be subject to all responsibilities under the Agreement. 1, 2, 3

DEBIT CARD/ATM CARD. Apply for, receive and utilize debit cards, automated teller machine cards, or other access devices to exercise those powers authorized by this Resolution or other Resolutions then in effect. 1, 2, 3

TREASURY MANAGEMENT. Enter into a Treasury Management Agreement with Financial Institution, and exercise all rights and be subject to all responsibilities under the Agreement. 1, 2, 3

OTHER AUTHORITY- describe: _____

Further, this Resolution continues on Page 2 of this document, and all of the power and authority granted are incorporated in this Resolution.

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RESOLUTION APPLIES TO (check all that apply): ALL ACCOUNTS SAFE DEPOSIT BOX NUMBER(S):
 ALL FUTURE ACCOUNTS SPECIFIC ACCOUNTS - NUMBER(S):

NAME AND TITLE	SIGNATURE	LIMITATIONS
1. Donald White General Manager <i>Treasurer</i>	X <i>Donald White</i>	COUNTERSIGNERS:
2. Gerold L Topcik Board Chairman	X <i>Gerold L Topcik</i>	COUNTERSIGNERS:
3. Douglas A Jaeger Vice Chairman	X <i>Douglas A Jaeger</i>	COUNTERSIGNERS:
4.	X	COUNTERSIGNERS:
5.	X	COUNTERSIGNERS:
6.	X	COUNTERSIGNERS:
7.	X	COUNTERSIGNERS:
8.	X	COUNTERSIGNERS:

SIGNATURE CERTIFICATION. The undersigned certifies that he/she is the Secretary/Clerk and keeper of the above-named Organization's official records, and is duly authorized to make this certification on its behalf.

By X *Karen Johnston* *6-21-16* Attest By X *Gerold L Topcik* *6-21-16*
Karen Johnston (Board Secretary) Date Gerold L Topcik Date
Secretary/Clerk Board President

IT IS FURTHER RESOLVED AS FOLLOWS, the Secretary/Clerk of this Organization certifies to the Financial Institution that:

- The Secretary/Clerk and keeper of the records of this Organization shall certify to the Financial Institution the names of the persons who are at present authorized to act on behalf of this Organization under this Resolution and shall from time to time hereafter, as changes in the personnel

Trustee Jaeger made a motion to accept the banking resolution as presented, which was seconded by Trustee Fischer. Chairman Topcik declared the motion carried on the following roll call vote.

- Ayes: (7) Mitchell, Monk, Fischer, Ruchti, Moe, Jaeger, Topcik
- Nays: (0)
- Absent: (0)
- Abstained: (0)

OLD BUSINESS

- **Intake Project** - General Manager White stated that Michels Corporation started the bent installation project on May 16, 2016, and had installed four of the 25 contracted bents. He also directed the board's attention to the first payout for this project of \$80,000, included on the list of disbursements.
- **SCU #1** -General Manager White stated that the board had approved the contract with Clark Dietz last month for the development of specifications

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for the rehabilitation of Solids Contact Unit #1. At that time, KTA-Tator's proposal. However, Clark Dietz sent a new proposal including the KTA's documents. General Manager White found everything to be in order. He proceeded to review the updated costs, and asked the board for approval for Chairman Topcik to sign the contract with the updated schedule. Trustee Jaeger made a motion for Chairman Topcik to sign the Clark Dietz contract, which was seconded by Trustee Ruchti, and unanimously approved.

- **Right of Ways** -General Manager White indicated that he had discussed this subject with Mr. Pat Brannan of the IDNR, and that the subject is still under consideration. As of this date, they had not been vacated. General Manager White will discuss this further in the meeting.
- **Low Lift Pump Station** - General Manager White and Chairman Topcik met with Ms. Kathy Chernich and Ms. Melyssa Navis, representatives of the Army Corps of Engineers to discuss the revetment repairs. Ms. Chernich asked if there were right of ways or easements on the alleyway and/or 17th Street. She requested that the District's attorney address this in a letter. Based on what General Manager White discussed with Mr. Brannan of the IDNR, the alleyway has not been abandoned. Attorney Kucera has written an opinion stating that the alleyway is intact. In addition, regarding the issue of the piping plover, the U.S. Fish & Wildlife (USFW) indicated that the nesting pair is in the south unit. The USFW indicated that this habitat is acceptable for the piping plover, but they will have until the end of July before they give the District the approval to proceed with the revetment work. General Manager White went on to remind the board that the District had hired Hey & Associates to do a wetlands delineation of the area, which they have done and there are no endangered plants or wetlands. General Manager White stated he would finish submitting the paperwork to the Army Corps and the IDNR for the permit for this project.
- **Long Range Planning** - General Manager White included an updated chart for facility planning. He reviewed the various projects with the board. He highlighted the most current projects, and indicated that he would be going out for bid on the variable frequency drive shortly.
- **Employee Handbook Revisions** - General Manager White included the revised changes to the employee handbook as discussed at the May board meeting. In addition to those changes, General Manager White included a proposed change to the PTO (personal time off) portion of the handbook to change the required number of hours used at one time from four hours to one hour. Trustee Jaeger made a motion to approve the proposed changes

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to the employee handbook, which was seconded by Trustee Fischer, and unanimously approved.

Trustee Mitchell made a motion to move into executive session to discuss litigation, which was seconded by Trustee Fischer, and unanimously approved.

* * * * EXECUTIVE SESSION * * * *

Trustee Jaeger made a motion to review in July, the possibility of disconnecting water service to the State of Illinois and North Point Marina, due to non-payment, which was seconded by Trustee Fischer, and unanimously approved.

NEW BUSINESS

• **Variable Frequency Drive** - General Manager White discussed this project in the facility plan. In February he asked Clark Dietz for a proposal for this work, which they provided for \$2,100. General Manager White stated that this was a very good price for a bid specification, and hoped for a bid opening on the project in July. Discussion of this subject followed.

• **Audit Explanation** - General Manager White included a set of charts and documents that he and Chairman Topcik had developed to aid the City of Zion understand the computation of the water rates from the District. General Manager White requested the board's input on the information contained in the documents. Discussion of this subject followed.


• **Facilities Evaluation** - General Manager White stated that the valuation of the District's facilities had been estimated by an engineer for several years. To ensure that the estimate is correct, he suggested that Clark Dietz take several sections of the Replacement Cost chart and have a physical estimation performed on those sections. He indicated that he had received a proposal from Clark Dietz for the work for \$11,840. Trustee Jaeger made a motion to accept Clark Dietz proposal of \$11,840, which was seconded by Trustee Mitchell, and unanimously approved.

Discussion of a retirement dinner for former General Manager Arlyn Albrecht followed. It was agreed that the District would have a dinner, but spouses would be paid for individually. A list of dates would be obtained for the dinner.

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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 

Karen L. Johnston
Board Secretary