

Minutes

December 13, 2016– Board Meeting

On December 13, 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, Monk, Fischer, Moe, and Jaeger were present. Trustee Ruchti arrived at 6:30 p.m. Trustee Mitchell was absent. Also present were General Manager Don White and Administrative Assistant/Board Secretary Karen Johnston. District Attorney Dan Kucera was present via telephone. Mr. Tom Foley of Clark Dietz was present as a guest speaker. In addition, members of the public, Christy Fischer and Barb Jaeger were present.

Chairman Topcik stated that Mr. Foley was present to review the bid results for Solids Contact Unit #1. General Manager White requested that the board turn to the memo in the board packet regarding this project. Mr. Foley proceeded to review the bid opening of November 16, 2016. He indicated that one bid had been received, from J.J. Henderson & Son. The amount of the bid was \$1,074,000, and the alternate bid, which was for the inclusion of a fiberglass dome was \$1,280,000. Mr. Foley stated that Clark Dietz has had a good relationship with J.J. Henderson, and that they had done good work in the past. He indicated that Clark Dietz's recommendation was to award the contract for this project to J.J. Henderson, and proceed to take questions from the board. Discussion followed regarding the reasons for only one bidder, as well as the project work. Chairman Topcik reminded the board that this was the second time the project had received only one bid. Mr. Foley stated that he had improved the bid package to make it more friendly to general contractors, and there seemed to be more interest, however, no additional bids were received. Further discussion of the project followed. Trustee Jaeger made a motion to accept the alternate bid, which included the fiberglass dome for \$1,280,000, which was seconded by Trustee Fischer, and unanimously approved.

Chairman Topcik thanked Mr. Foley for attending the board meeting, and Mr. Foley left the meeting at 5:55 p.m.

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 Monk made the motion to place the following items on the consent agenda, and approve the consent agenda, which was seconded by Trustee Jaeger and unanimously carried.

- 4) Minutes of November 8, 2016
- 5) Disbursements of December, 2016.
- 6) Treasurer's Report for November 30, 2016
- 7) End of month November 30, 2016 Budget Report
- 8) End of month November 30, 2016 Monthly Operation Summation

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OPERATIONS & MAINTENANCE ACCOUNT December, 2016 – Disbursements

ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Nov-16	2,344.56
2921	Federal Withholding Taxes	Nov-16	3,556.17
2922	IL Department of Revenue	Monthly Remittance	666.04
2923	WI Department of Revenue	Monthly Remittance	551.11
7205	FICA Withholding Taxes (ER Portion)	Nov-16	2,344.56
7211	Commonwealth Edison	Electricity - Nov-16	65.85
7211	Dynegy Energy Systems	Electricity - Nov-16	9,749.83
7215	Eurofins Eaton Analytical	Sample Testing	395.00
7215	McHenry Analytical	Sample Testing	77.50
7221	Hydrite	Chlorine Shipment	891.00
7221	Nalco	Nalclear Shipment	4,834.42
7221	Avalon Petroleum	Fuel for generator	736.29
7222	Cintas	First Aid Supplies	61.62
7222	Graybar	Radios	566.20
7222	Hach	Lab Supplies	89.57
7223	Cummins Npower	Transfer switch repair	839.00
7223	Graybar	Maintenance Supplies	670.45
7223	Kirchner Fire Extinguisher	Fire Extinguisher Maintenance	360.25
7223	Vortex Technologies	Calibration of filter	830.00
7225	Erickson, C. Designs	Landscape Maintenance - Sep-Nov-16	1,425.00
7225	Hansen Associates	Nov-16 Copier Service Agreement	95.00
7225	Klean Korner	Janitorial Service	565.00
7225	Lakeland Larsen	Elevator Maintenance	318.64
7231	DeLage Landen Financial Services	Dec-16 Copier Lease	124.12
7232	AT&T	Telephone Service - Nov-16	1,283.45
7232	Verizon Wireless	Cellular Phone/Data Service - Oct/Nov-16	563.02
7234	Federal Express	Shipping Charges	15.34

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7234	Quill	Office Supplies	205.68
7235.1	West's Insurance	End't. adding coverage for rented dehumidifier	416.00
7235.2	AARP Medical	Medical Insurance for Diane Fragassi	284.75
7235.2	AARP Prescription	Prescription coverage for Diane Fragassi	61.30
7235.2	Blue Cross/Blue Shield	Jan-16 Health Insurance	6,022.74
7235.2	Cincinnati Insurance	Life Insurance	450.00
7235.2	Euclid Managers (Delta Dental)	Dental Insurance	494.14
7235.2	Humana	Jan-16 FY17 Vision/AD&D	100.29
7235.2	Ill. Public Risk Fund	1st Qtr. 2017 Work Comp Premium	2,502.00
7238	Maximum PC	Magazine Renewal	19.95
7238	Lake County's Chamber of Commerce	2017 Membership Renewal	60.00
7241	Hamlin, James	Payroll Fees - 11/09/16-12/13/16	188.61
7242	Kucera, Daniel	General Legal Services Nov-16	3,842.50
7242	Trobe, Babowice & Associates	General Legal Services	4,613.97
7243	Clark Dietz	Facilities Repl. Cost Estimate	5,328.00
7251	Correll Co.	Investment advisory service fee	557.25

FIRST BANKCARD

	Acct. 7222	Misc. Supplies	1.81
	Acct. 7223	Maintenance & Repairs	1,546.34
	Acct. 7225	Maintenance Service Contracts	19.00
	Acct. 7234	Office Supplies	315.74
	Acct. 7236	Transportation	110.32
	Acct. 7237	Meetings/Seminars	206.48
		Total First Bankcard	2,199.69
		Grand Total - Operations	\$61,365.86

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CONSTRUCTION FUNDS

ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7283	Clark Dietz	Professional Services -SCU #I Rehabilitation	4,668.03
		Total	\$ 4,668.03

R&R FUNDS

ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7285	Clark Dietz	Generator Rebuild - Certificate	187.50
7289	Krause Electrical Contractors	VFD #I Replacement - Partial	25,300.00
		Total	\$ 25,487.50

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

ORDINANCES/RESOLUTIONS:

Chairman Topcik presented the following Resolution:

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RESOLUTION

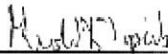
BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE LAKE COUNTY PUBLIC WATER DISTRICT, Lake County, Illinois, that the regular monthly meetings of the Board of Trustees for the calendar year beginning January 1, 2017, be held at the hour of 5:30 P.M. in the conference room at the District's Filtration Plant located at 500 -17th Street, Zion, Illinois, have been scheduled for the following days and dates:

Tuesday, January 10, 2017
Tuesday, February 14, 2017
Tuesday, March 14, 2017
Tuesday, April 11, 2017
Tuesday, May 9, 2017
Tuesday, June 20, 2017
Tuesday, July 11, 2017
Tuesday - August 8, 2017
Tuesday - September 12, 2017
Tuesday - October 10, 2017
Tuesday - November 14, 2017
Tuesday - December 12, 2017

BE IT FURTHER RESOLVED that public notice of the scheduled meetings shall be given by posting a copy at the office of the District, 500 -17th Street, Zion, Illinois, and by publication thereof in the Zion-Benton News.

(CORPORATE SEAL)

LAKE COUNTY PUBLIC WATER DISTRICT


Gerald L. Tapcik
Chairman, Board of Trustees

ATTEST:


Karen L. Johnston
Secretary, Board of Trustees

PRESENTED AND READ: December 13, 2016
PASSED AND APPROVED: December 13, 2016

ROLL CALL VOTE:

Trustees voting aye: A. Monk; C. Fischer; R. Moe; D. Jaeger; G. Enpelt
Trustee voting nay: None
Trustees absent: D. Mitchell; M. Ruchti

MOTION CARRIED

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Trustee Jaeger made a motion to accept the 2017 Meeting Date Resolution, which was seconded by Trustee Moe. Upon a roll call vote taken, Trustees, Monk, Fischer, Moe, Jaeger, and Topcik all voted in the affirmative, there were no nays and Trustees Mitchell and Ruchti were absent.

- **Intake Project** - General Manager White stated that he had previously discussed obtaining a proposal from Clark Dietz for boilerplate language bid documents for the installation of the remaining 17 intake bents. He indicated that he felt these documents would be more detailed. He further stated that he would be meeting with John Boldt and Tom of Clark Dietz to review the boilerplates, and anticipated having more information at the January board meeting.
- **Right of Ways** –General Manager White indicated that the right of ways were still under review by the IDNR.
- **Low Lift Pump Station** - General Manager White stated we were in the process of placing temporary stone at the end of 17th Street, to protect the north side of the pump station. He indicated that proposals had been solicited for placement and that only Michels Corporation had submitted a bid. This will be for 200 tons of stone and equipment to stack the stone. General Manager White included a photograph showing where the stone would be placed. He also indicated that the revetment repair was anticipated to occur in summer 2017. Discussion of this subject followed.
- **Zion Pump Station Generator** – General Manager White stated that there would be a kick-off meeting on December 15, for the discussion of the replacement of the generator at the pump house. He noted that there was an issue for this particular generator in the last few weeks that had been repaired. Discussion of this subject followed.
- **Variable Frequency Drive (VFD) #1** – General Manager White stated that Krause Electrical Contractors had been awarded the contract for this project, which they have since completed. The unit was started up, and the plant staff has been running it since that time. It appears to be operating smoothly. The District now has two new variable frequency drives.
- **Winthrop Harbor Meter Pits** – General Manager White stated that he had contracted with Red Horse to seal the meter pits as required by IEPA. Red Horse was out to begin the job, however, due to unforeseen conditions; they could not seal the pits. General Manager White explained the construction of the pits, and why Red Horse was unable to perform this service. He indicated

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that he had contacted two other contractors and anticipated having proposals from those contractors for the January board meeting. Discussion of this subject followed.

- **Solids Contact Unit #2** – Attorney Kucera stated that he had sent the second payment to Tecorp, through Attorney Babowice. As of the date of this board meeting, Attorney Babowice had received no response from Tecorp.
- **Hydrant** – Attorney Kucera stated that he had deferred any contact with IDNR to try to get the addendum modified as the District is dealing with IDNR on several other matters. He indicated that he did not want to interrupt those matters at this time.
- **Travel Regulations Legislation** – Attorney Kucera reviewed with the board the framework of the new legislation. He referred to the documents he had provided at the last board meeting. He indicated that the statute would take effect on January 1, 2017. He indicated that there was 180 days for local governments to change their regulations on travel expense reimbursement, or reimbursement may not be made at all. He indicated that this applies to employees and officers. It also indicates that there are only 60 days to approve rules of when reimbursement requests exceed the maximum under the rules. Attorney Kucera provided a draft ordinance and asked the board for questions. He suggested that there could be a category for rental vehicles, and that maximum limits need to be set. Discussion of this subject followed. Chairman Topcik asked Attorney Kucera to fine-tune the ordinance.
- **29th St. Easement** – General Manager White stated that he had contacted the City of Zion last month regarding this subject. Ray Roberts from the City of Zion could not find any information regarding the easement; however, Attorney Kucera found an easement agreement dated 1968. General Manager White then contacted Zion Solutions for a discussion of the easement. He spoke with Mr. Don Roth, and explained that the District needed access to this easement for potential maintenance and repairs of the water main. Mr. Roth indicated to General Manager White that this should not be a problem so long as security is informed beforehand. Discussion of this subject followed.
- **Declassification of Executive Session Minutes** – Attorney Kucera advised that he had reviewed the executive session minutes for the past two years, and that he recommended no declassification of any of those minutes at this time.
- **Employee Bonus** – Chairman Topcik reviewed the employee bonuses from previous years. General Manager White indicated that the amount had been

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\$250, grossed up for taxes. Chairman Topcik stated that he would like to make the bonus \$500.00, grossed up for taxes. Trustee Ruchti arrived 6:30 p.m. Discussion of this subject followed. Trustee Jaeger made a motion to approve employee bonuses for \$500.00 grossed up for taxes for employees, except those in their probationary period, which was seconded by Trustee Fischer, and unanimously approved.

- **Miscellaneous** – Chairman Topcik advised the board that he, Trustee Monk, and General Manager White had a meeting set for the day after the board meeting, with representatives of the City of Zion and Village of Beach Park, to discuss the possibility of the City of Zion providing drinking water to the Village of Beach Park. Discussion of this subject followed.

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

X 

Karen L. Johnston
Board Secretary