

# Minutes

## *April 11, 2017- Board Meeting*

On April 11, 2017, 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, Ruchti, Moe, and Jaeger were present. Also present were General Manager Don White and Administrative Assistant/Board Secretary Karen Johnston. District Attorney Dan Kucera was present via telephone.

Chairman Topcik indicated that he would accept a motion to place the following items on a consent agenda and to accept that consent agenda, however, Trustee Moe indicated that he would like to discuss the treasurer’s report. Trustee Moe 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 March 14, 2017
- 5) Disbursements of April, 2017
- 7) End of month March 31, 2017 Budget Report
- 8) Monthly Operation Summation as of March 31, 2017

Trustee Moe inquired about the receivables for the North Point Marina. General Manager White advised that the number shown on the treasurer’s report included outstanding late fees and the restoration fee charged for the hydrant repairs. Discussion of this subject followed. Trustee Moe made a motion to accept the treasurer’s report, which was seconded by Trustee Jaeger, and unanimously approved.

### OPERATIONS & MAINTENANCE ACCOUNT April, 2017 – Disbursements

ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Mar-17	2,417.52
2921	Federal Withholding Taxes	Mar-17	3,630.59
2922	IL Department of Revenue	Monthly Remittance	712.99
2923	WI Department of Revenue	Monthly Remittance	518.58
7205	FICA Withholding Taxes (ER Portion)	Mar-17	2,417.52
7205	IL. Dept. Employment Security	Mar-17	59.19
7211	Commonwealth Edison	Electricity - Mar-17	68.97
7211	Dynegy Energy Systems	Electricity - Mar-17	12,470.23
7212	No. Shore Water Reclamation Dist.	Wastewater Charges	1,241.45
7215	Eurofins Eaton Analytical	Sample Testing	395.00
7215	McHenry Analytical	Sample Testing	105.00
7221	Hydrite	Chlorine Shipment	891.00
7221	Usalco	Aluminum Sulfate Shipment	6,550.50
7222	Applied Industrial Technologies	Misc. Supplies	397.80
7222	Aramark Refreshment	Coffee Supplies	199.14

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7222	Bearing Headquarters	Misc. Supplies	59.43
7222	Cintas	First Aid Supplies	66.29
7222	Electrical Control Distributors	Misc. Supplies	134.59
7222	EMD Millipore Corporation	Lab Supplies	1,575.41
7222	Hach	Lab Supplies	564.47
7223	Erickson, C. Design	Snowplowing	876.25
7223	Fluorecycle, Inc.	Lamp Recycling	90.81
7223	Ill. Office of State Fire Marshal	Air Tank Certificate Fee	70.00
7223	Waukegan Roofing	Roof Repairs	1,052.67
7225	Evoqua	Maintenance Contract	487.00
7225	Hansen Associates	May-17 Copier Service Agreement	95.00
7225	Klean Korner	Janitorial Service	565.00
7231	DeLage Landen Financial Services	May-17 Copier Lease	124.12
7232	AT&T	Telephone Service - Mar-17	1,303.43
7232	Verizon Wireless	Cellular Phone/Data Service	566.66
7234	Federal Express	Shipping Charges	76.99
7235	Office Depot	Office Supplies	940.28
7235.2	AARP Medical	Medical Insurance for Diane Fragassi	71.00
7235.2	AARP Prescription	Prescription coverage for Diane Fragassi	284.75
7235.2	Baillie, Anthony	Ins. Deductible Reimbursement	531.53
7235.2	Blue Cross/Blue Shield	Apr-17 Health Insurance	6,022.74
7235.2	Euclid Managers (Delta Dental)	Apr-17 Dental Insurance	494.14
7235.2	Humana	Apr-17 Vision/AD&D	100.29
7235.2	Johnston, Karen	Ins. Deductible Reimbursement	2,023.65
7235.2	Sun Life Financial	Disability Insurance	2,012.89
7235.2	White, Don	Ins. Deductible Reimbursement	924.13
7236	White, Don	Travel Reimbursement - 2017 Watercon	280.05
7237	White, Don	Food & Lodging - 2017 Watercon	610.97
7239	Krause Electrical Contractors	Exterior Light retrofit & replacing	2,348.00
7241	Hamlin, James	Payroll Fees - Mar-17	233.61
7242	Kucera, Daniel	General Legal Services Mar-17	1,845.00

### FIRST BANKCARD

	Acct. 7222	Misc. Supplies	80.87
	Acct. 7223	Maintenance & Repairs	49.43
	Acct. 7225	Maintenance Service Contracts	19.00
	Acct. 7234	Office Supplies	224.98
	Acct. 7236	Transportation	129.03
	Acct. 7237	Meetings/Seminars	148.96
	Acct. 7238	Subscriptions/Dues	-99.00
		<b>Total First Bankcard</b>	553.27
		<b>Grand Total - Operations</b>	<b>\$59,059.90</b>

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## R&R FUNDS

ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7290	Clark Dietz	Zion Generator Replacement	4,920.00
		<b>Total</b>	<b>\$4,920.00</b>

## CONSTRUCTION FUNDS

ACCT #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7280.03	Chicago Tribune	FY18 Bent Installation Bid Advertisement	95.20
7280.03	Clark Dietz	FY18 Bent Installation Specs	762.50
7283	Clark Dietz	SCU #1 Rehab	955.00
7352	US Bank	Misc. Bank Fees - Bond Issue	350.00
7421	Gurnee Community Bank	Interest - May-16 - Series 2015	545,204.00
7421	US Bank	Interest - May-16 - Series 2009	306,000.00
		<b>Total</b>	<b>\$853,366.70</b>

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

Chairman Topcik then asked for reports from the nominations, salary, and long range planning committees. Trustee Monk, of the nominating committee, started his report by stating that it was the recommendation of the committee to retain the current officers. However, he wanted to discuss the position of treasurer. Trustee Monk discussed that the Water District Act included verbiage regarding compensation for the positions of treasurer and secretary. Attorney Kucera stated that the statute states that the compensation for these positions are as prescribed by the board and that there should be a written resolution to this issue. Trustee Monk made a motion to approve the nominations as follows: Board Chairman – Gerold Topcik; Vice Chairman – Douglas Jaeger; Treasurer – Donald White; General Manager – Donald White; Attorney – Daniel Kucera; Secretary – Karen Johnston; Engineer – Clark Dietz, which was seconded by Trustee Mitchell, and unanimously approved.

## UNFINISHED BUSINESS

- **Intake Project** - General Manager White advised the board that Michels Corporation had won the bid for the installation of the bents for this project. He indicated that they had provided the appropriate bonds and insurance and were prepared to start the project in late May or early June, contingent upon favorable weather. Discussion of this subject followed.
- **Rehabilitation Solids Contact Unit #1 & #2** – General Manager White advised that this project had started. He stated that the fiberglass roof submittal had been approved by Clark Dietz, and that submittal for the tube settlers was under review by Clark Dietz.

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At the prior month's board meeting, the board had asked for more details regarding the repair options for Solids Contact Unit #2. General Manager White proceeded to discuss Clark Dietz' scope of work memo for this project. Several options were provided, and General Manager White reviewed the selections, explaining the pros and cons of each option, with his suggestion being option #5, removal, and replacement of foam insulation and coating on Solids Contact Unit #2 dome, and installation of aluminum backed insulating panels on Solids Contact Unit #2. The work will be done on a change order to the original contract to Solids Contact Unit #1. Trustee Jaeger made a motion to amend the contract with J.J. Henderson to include option #5 as shown above, in the amount of \$229,207.65, which was seconded by Trustee Mitchell, and unanimously approved.

- **Zion Pump Station Generator** – General Manager White stated that at the last board meeting, he had advised the board that Ron Colangelo from the City of Zion, had asked if the new generator could be relocated from inside the public works building to outside the City's garage. General Manager White indicated that Zion's engineering staff had provided Clark Dietz with drawings to see if this change would be feasible. Discussion of this subject followed.
- **Solids Contact Unit #2** – General Manager White stated there was nothing new to report regarding this issue.
- **Tentative Budget** – General Manager White presented another tentative budget for fiscal year 2018, along with his written discussion of lines items. The following line items were significant in this draft:
  - Personnel – Decreased with departure of Consultant Albrecht.
  - Electricity – Increased with new contract and possible higher usage.
  - Wastewater Charges– North Shore raised their rates 40%.
  - Lab Fees – Increased due to new testing rules.
  - Office Supplies – New server; several new PC's.
  - Health Insurance – Increased due to rate increase.
  - Intake Costs – Line item added back to account for side scan sonar.

Discussion of budget followed. Trustee Monk made a motion to accept the budget as presented, \$1,833,810, which was seconded by Trustee Ruchti, and unanimously approved.

- **Right of Ways- Redundant Raw Water Main** – General Manager White stated that Clark Dietz is verifying that the alleyway right of way to the south of the low lift building will be a viable route for an alternate route for the above project. When they have done this, they will prepare a report, which General Manager White will bring to the board for their review, and then submittal to the State of Illinois. Discussion of this subject followed.

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- **Maximum Funding Level - R&R Account** – General Manager White included several updated reports showing the estimated computation of the availability charge including or excluding the bents in the maximum funding level for the R&R account. He reviewed with the board the calculation of the refund/charge to the R&R account, and how that charge would affect the amount billed to the District's customers. He explained that the higher charge for the inclusion of the bents would be offset by the refund due the customers. Chairman Topcik and General Manager White both recommended including the bents. Discussion of this subject followed. Trustee Jaeger made a motion to accept the maximum funding limit of \$1,815,067, which includes the intake bents, and is based on the Clark Dietz engineering report, which was seconded by Trustee Fischer, and unanimously approved.
  
- **Health Insurance Benefits** – General Manager White stated that at the previous month's board meeting, the board had has some questions regarding the plan options presented by Jason Koperny of West's Insurance. General Manager White included a memo with explanations to those questions, and examples to clarify those questions. The board proceeded to discuss the various plans, and the insurance needs of the employees of the District. The board proceeded to discuss having the employees contribute a share of the costs. In addition, Chairman Topcik discussed tax advantages, in the form of a Section 125 plan. Trustee Jaeger made a motion to accept the current insurance plan, which was seconded by Trustee Moe, and unanimously approved. In addition, Trustee Jaeger made a motion for the District to continue to pay 100% of the premiums for the employees of the District, but have the employees contribute 20% for their dependents, which was seconded by Trustee Mitchell, and unanimously approved.

## NEW BUSINESS

- **Consulting Engineer Proposal** – General Manager White included a proposal from Clark Dietz for consulting engineering services for fiscal year 2018. He expressed his satisfaction with Clark Dietz, and advised the board that Attorney Kucera had reviewed and approved the contract. He asked the board for approval of the contract. Trustee Mitchell made a motion to accept the contract with Clark Dietz for consulting engineering services for fiscal year 2018 as presented, which was seconded by Trustee Jaeger, and unanimously approved. Discussion of various engineering projects followed.
  
- **SCADA Support Contract** – General Manager White included a proposal from Baxter and Woodman for SCADA System Support for \$16,950. He advised the board that the costs were higher due to the new server and the need for configuration. Discussion of this subject followed. Trustee Ruchti made a motion to accept the Baxter and Woodman contract for \$16,950, which was seconded by Trustee Jaeger, and unanimously approved.

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- **North Point Marina** – General Manager White advised the board that he had been advised that the State of Illinois had leased the North Point Marina to Westrec Marinas. He further stated that the final bill for March had been forwarded to the State, along with all past due invoices for late charges and hydrant restoration fees. General Manager White discussed the subject prior to the board meeting with Attorney Kucera, who advised that there is a clause in the contract with the State that includes new concessionaires, and thus administrative fees can be charged. Discussion of this subject followed.
  
- **Trustee Fischer** – Chairman Topcik advised the board that Trustee Fischer was successful in his run for office of Commissioner for the City of Zion, and thus would be resigning as trustee of the board of trustees of the Lake County Public Water District.
  
- **Bond Payment** – General Manager White advised that the bond principal and interest payment would be made at the end of April for the due date of May 1.

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