

Minutes

May 8, 2018- Board Meeting

On May 8, 2018, 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, Walsh, Moe, and Jaeger were present. Trustee Ruchti was absent. Also present were General Manager Don White and Administrative Assistant/Board Secretary Karen Johnston, and District Attorney Dan Kucera, via telephone.

Chairman Topcik stated that the first order of business was a presentation of the insurance policy renewal recommendations effective June 1, 2018, by Mr. Brent Jones of West's Insurance. A proposal outlining the insurance renewal was in the board packet. He advised the board that the overall premium had decreased by approximately 3.8%. The proposed renewal premium is \$62,968, down from \$64,210 in 2017, which include \$1,166 for the new coverage of cyber/network liability. He proceeded to review the coverages and limits. The blanket property coverage increased from \$16,078,001 to \$16,638,001. All coverages remained the same, with no proposed changes by West's Insurance, with the exception of adding the cyber/network liability. Discussion of the insurance renewal followed with Mr. Jones answering questions from the board. Mr. Jones left the meeting at 6:00 p.m.

Chairman Topcik then suggested that no consent agenda be used, and that the board discuss all report items individually.

- 4) Minutes – Chairman Topcik asked if any discussion was desired. There was none and Trustee Jaeger made a motion to approve the regular and executive session minutes of April 10, 2018, which was seconded by Trustee Walsh. Chairman Topcik asked if any further discussion was desired. As there was no further discussion, the motion was carried unanimously.
- 5) Disbursements – Chairman Topcik asked if any discussion was desired. Trustee Moe stated that he would abstain from voting on the disbursements, as a purchase was made by the District from his business, Benton Lumber Company. Trustee Mitchell made a motion to approve the disbursements, which was seconded by Trustee Walsh. Chairman Topcik asked if any further discussion was desired. As there was no further discussion, the motion was carried with all trustees present voting aye, except Trustee Moe, who abstained.
- 6) Treasurer's Report – Chairman Topcik reviewed the report with the board, and asked if any discussion was desired. General Manager White reviewed the balances in each account. Trustee Walsh made a motion to approve the treasurer's report, which was seconded by Trustee Mitchell. Chairman Topcik asked if any further discussion was desired. As there was no further discussion, the motion was carried unanimously.
- 7) Budget – Chairman Topcik remarked that the budget expenditures had decreased and asked if any discussion was desired. Trustee Jaeger made a motion to approve the budget, which was seconded by Trustee Mitchell. Chairman Topcik asked if any further discussion was desired. As there was no further discussion, the motion was carried unanimously.
- 8) MOS – Chairman Topcik remarked that consumption had decreased from the previous year. Trustee Jaeger made a motion to approve the MOS report, which was seconded by Trustee Monk. Chairman Topcik asked if any further discussion was desired. As there was no further discussion, the motion was carried unanimously.

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OPERATIONS & MAINTENANCE ACCOUNT May, 2018 – Disbursements

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Apr-18	2,479.00
2921	Federal Withholding Taxes	Apr-18	3,538.26
2922	IL Department of Revenue	Monthly Remittance	943.33
2923	WI Department of Revenue	Monthly Remittance	573.02
7205	FICA Withholding Taxes (ER Portion)	Apr-18	2,479.00
7211	Commonwealth Edison	Electricity - Apr-18	73.38
7211	Dynegy Energy Systems	Electricity - Apr-18	12,241.37
7215	Eurofins Eaton Analytical	Sample Testing	395.00
7215	PDC Laboratories	Sample Testing	122.50
7221	Hydrite	Chlorine Shipment	891.00
7221	Nalco	Nalclear Shipment	5,200.19
7222	Ace Hardware	Misc. Supplies	147.87
7222	Applied Industrial Technologies	Misc. Supplies	391.02
7222	Aramark Refreshment Services	Coffee Service	212.38
7222	Cintas	First Air Supplies	61.23
7222	Electrical Control Distributors	Misc. Supplies	130.94
7222	EMD Millipore	Misc. Supplies	2,373.89
7222	Hach	Lab Supplies	298.19
7222	VWR	Lab Supplies	208.95
7223	Dahme Mechanical	Pump Installation	14,670.00
7223	Dreisilker Electric Motors	Service call on pump	1,023.74
7223	Erickson, C. Designs	Snowplowing	1,635.00
7223	Grainger, W.W.	Maintenance Supplies	89.63
7225	Evoqua	Maintenance Contract	493.30
7225	Hansen Associates	Jun-18 Copier Service Agreement	95.00
7225	Klean Korners	Janitorial Service	565.00
7231	DeLage Landen Financial Services	Jun-18 Copier Lease	124.12
7232	AT&T	Telephone Service - Apr-18	1,241.29
7232	Verizon Wireless	Cellular Phone/Data Service	569.09

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ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7234	GoFlo	Web hosting & maintenance for FY2019	445.00
7234	Office Depot	Office Supplies	94.31
7234	Quill	Office Supplies	648.25
7235.2	AARP Medical	Medical Insurance for Diane Fragassi	585.75
7235.2	AARP Prescription	Prescription coverage for Diane Fragassi	81.80
7235.2	Blue Cross/Blue Shield	Jun-18 Health Insurance	7,055.19
7235.2	Dearborn National	Jun-18 Life/AD&D	63.00
7235.2	Euclid Managers (Delta Dental)	Jun-18 Dental Insurance	485.93
7235.2	Johnston, Karen	Deductible Reimbursement	732.77
7236	Pintescu, Ioan	Travel Reimbursement	16.05
7241	Hamlin, James	Payroll Fees - Apr-18	197.44
7242	Kucera, Daniel	General Legal Services Apr-18	4,995.00
7251	Aramark	Uniforms	846.84
7255	Correll Co.	Investment advisory service fee	861.00
7255	Correll Co.	Pension - Apr-18	5,515.35

FIRST BANKCARD

Acct. 7222	Misc. Supplies	113.34
Acct. 7225	Service Contracts	19.00
Acct. 7232	Telephone Expense	65.44
Acct. 7234	Office Supplies	546.01
Acct. 7236	Transportation	397.68
Acct. 7237	Meetings/Seminars	215.51
	Total First Bankcard	1,356.98
	Grand Total - Operations	\$70,024.16

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CONSTRUCTION FUNDS

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7421	Libertyville Bank & Trust	Interest - May-18 - Bond Series 2015A&B	83,905.30
2957	Libertyville Bank & Trust	2015A Bond Principal Payment May-18	423,000.00
2958	Libertyville Bank & Trust	2015B Bond Principal Payment May-18	354,000.00
7283	Clark Dietz	Solids Contact Unit #1 - Prof. Services	5,750.00
7283	Henderson & Son, J.J.	SCU #1 Rehab - Payout	134,049.88
		Grand Total - Operations	\$1,000,705.18

R&R FUNDS

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7286	Big Lake Marine	Emergency Repairs Revetment	75,900.00
7286	Chicago Tribune Media Group	Revetment Bid Advertisement	93.60
6	Shabica & Associates, Inc.	Revetment Project	4,550.00
7290	Krause Electrical Contractors	Zion Pump House Generator Replacement	85,000.00
		Grand Total - Operations	\$165,543.60

Committee Reports – The nominating committee presented and approved their nominations, the results of which are encompassed in the following trustee compensation/officer appointment resolution. Chairman Topcik proceeded to read the resolution, which Trustee Jaeger made a motion to accept, and Trustee Mitchell seconded. Chairman Topcik asked if further discussion was desired. As there was none, Chairman Topcik initiated a roll call vote. Trustees Mitchell, Monk, Walsh, Moe, Jaeger, and Topcik all voted aye; Trustee Ruchti was absent and no nays. The motion was carried.

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RESOLUTION

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE LAKE COUNTY PUBLIC WATER DISTRICT that:

1. The compensation to be paid to each of the Trustees for the fiscal year beginning May 1, 2018 shall be in the total amount of \$1,200.00, payable in equal monthly installments.
2. GEROLD TOPCIK be and is hereby elected Chairman of the Board of Trustees for the fiscal year beginning May 1, 2018.
3. DOUGLAS A. JAEGER be and is hereby elected the Vice Chairman of the Board of Trustees for the fiscal year beginning May 1, 2018.
4. DONALD J. WHITE be and is hereby elected Treasurer for the fiscal year beginning May 1, 2018. In performance of duties of Treasurer, he shall receive no compensation.
5. DONALD J. WHITE be and is hereby elected Pension Fund Trustee of the District for the fiscal year beginning May 1, 2018. In performance of duties of Pension Fund Trustee, he shall receive no compensation.
6. DONALD J. WHITE be and is hereby elected General Manager for the fiscal year beginning May 1, 2018 and thereafter until a successor is elected. The Board determines that compensation shall be determined by the Board. His compensation as General Manager shall be determined by the Board of Trustees.
7. KAREN L. JOHNSTON be and is hereby elected Secretary of the Board for the fiscal year beginning May 1, 2018 and thereafter until a successor is elected. In performance of duties of Secretary, she shall receive no compensation.
8. DAN KUCERA be and is hereby appointed Attorney for the District for the fiscal year beginning May 1, 2018 and thereafter until his successor is appointed; and that the duties as attorney shall be to supervise the legal affairs of the District; and that the compensation to be paid to the attorney shall be on a reasonable basis.
9. CLARK DIETZ, INC. be and are hereby appointed as an Engineer for the District for the fiscal year beginning May 1, 2018; and that the duties of Clark Dietz shall be to handle the certain engineering affairs of the District as determined by the Board; and that the compensation to be paid to Clark Dietz shall be on a reasonable basis.


(CORPORATE SEAL)

LAKE COUNTY PUBLIC WATER DISTRICT



Gerold Topcik
Chairman, Board of Trustees

ATTEST



Karen L. Johnston
Secretary

PRESENTED AND READ: May 8, 2018

APPROVED:

ROLL CALL VOTE:

Trustees voting aye: D. Mitchell; A. Monk; P. Walsh; R. Moer; D. Jaeger; G. Topcik

Trustee voting nay: None

Trustees absent: M. Ruchter

MOTION CARRIED

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UNFINISHED BUSINESS

- **Rehabilitation Solids Contact Unit #1**– General Manager White stated that J.J. Henderson had submitted a pay request for \$148,944.31, less 10% retainage. He stated that this payout request represented the work for the fiberglass grating, panel insulation, fiberglass doors, and tube settlers. General Manager White further indicated that the work should be completed this week, except for the fiberglass doors. The unit will also be filled and tested this week. Once this unit has run for a week, Solids Contact Unit #2 will be drained so work may start on that unit. Discussion of this subject followed.

Trustee Mitchell then made a motion to move into executive session to discuss possible litigation, which was seconded by Trustee Jaeger. Chairman Topcik asked if any further discussion was desired. As there was no further discussion, and upon the vote, the motion was carried unanimously.

General Manager White stated that Clark Dietz asked for an addendum to the contract to cover the time Tom Foley spent on discussing the project with Attorney Kucera, and additional site visits. Trustee Walsh made a motion to accept the Clark Dietz amendment #7 to the Professional Services Agreement, which was seconded by Trustee Jaeger. Chairman Topcik asked if any further discussion was desired. As there was no further discussion, and upon the vote, the motion was carried unanimously.

- **Zion Pump Station Generator** – General Manager White stated that Krause had substantially completed this project, and anticipated final completion by the following week. He further stated that a shutdown would occur the week of May 7, to transition from the old to the new equipment. Discussion of this subject followed.
- **Right of Ways- Redundant Raw Water Main** - General Manager White received pricing for welded PVC versus HDPE piping. Based on this information, both would be similar in pricing, without in-depth engineering. General Manager White asked the board whether he should write a letter to the IDNR in order to retain the rights of way. Chairman Topcik supported this action. Discussion of this subject followed.
- **Low Lift Pump Station** – General Manager White reminded the board that this was not the emergency repair situation. He stated that the permits had been received for this project. Shabica & Associates had been out to measure for stone quantities to prepare their bid documents. General Manager White prepared the bid specifications and went out for bid on April 27, with a bid opening of May 8, 2018. The bid results were in the bid packet. Michels Corporation was low bidder, with a bid of \$144,600. He indicated that he was still awaiting an answer from the Army Corps of Engineering regarding funding for the project. He had been advised that this information should be forthcoming by the end of May, but this is not a certainty. General Manager White suggested not adjourning the meeting this evening, but

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waiting to see if the funding has been awarded by the end of May. Discussion of this subject followed.

- **Video System Improvements** – General Manager White stated that the first step of a four-step process had been completed for the grant request, regarding this project. The District is on the second step waiting for approval, at which time will move on to the third step. Once all steps have been completed, and the grant window is still open an application will be submitted. Discussion of this subject followed.
- **Availability Charges/R&R Projections** – General Manager White provided an estimate for the R&R projections for the ending fiscal year. The projection includes the sixteen bents, and is waiting for the audit to determine if the Zion Generator will be included. The amount to be contributed by the customers, based on the generator not included, results in a charge to the District customers. If the generator is included, there will be a refund. Discussion of this subject followed.
- **End of Year Projections** – General Manager White proceed to discuss the new water rate, which he estimated to be \$1.70, a five-cent decrease. Discussion of this subject followed.
- **Zion Pump House Pump Replacement** – General Manager White stated that Dahme Mechanical had installed the new pump at the Zion Pump. It is anticipated that Krause Electric will install the starter the end of the current week, or the beginning of the next week. General Manager White further stated that a permit was required by the IEPA to run the pump, due to the larger size. Clark Dietz will submit the permitting information to the IEPA. Discussion of this subject followed.

NEW BUSINESS

- **2018-2019 Facilities Insurance** – General Manager White asked that the board approve the 2018-2019 Facilities Insurance. Trustee Walsh made a motion to accept West's Insurance Agency as proposed, which was seconded by Trustee Mitchell. Chairman Topcik asked if any further discussion was desired. As there was no further discussion, and upon the vote, the motion was carried unanimously.

Emergency Repairs/Low Lift Pump Station – General Manager White presented a report regarding the damage that occurred to the Low Lift Pump Station after the storm that occurred on April 13, 2018. General Manager White stated that stone was washed away and the Low Lift Pump Station was vulnerable. General Manager White felt that it would be prudent to perform emergency temporary repairs until the permanent work can be done. Discussion of this subject followed. General Manager White requested that the board approve the following resolution. Trustee Walsh made a motion to accept the motion to approve the resolution confirming the actions of the general manager, which was seconded by Trustee Jaeger. Chairman Topcik asked if any further discussion was

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desired. As there was no further discussion, the board proceeded to a roll call vote and the motion was carried as follows:

Ayes: (7) Mitchell, Monk, Walsh, Moe, Jaeger, Topcik

Nays: (0)

Absent: (1), Ruchti

The resolution follows:

RESOLUTION

WHEREAS, the District owns and maintains a Low Lift Pump Station protected by a stone revetment, located on 17th Street and Lake Michigan lakefront in the city of Zion, Illinois.

WHEREAS, portions of the stone revetment were damaged due to a large storm occurring the weekend of April 13, 2018.

WHEREAS, if said revetment were not repaired, further damage to the revetment and the Low Lift Pump Station could occur.

WHEREAS, because of said damage, and the need to protect the Low Lift Pump Station from further damage, the General Manager determined that an emergency situation exists within the meaning of Chapter 4, Section 1, of the District Procurement Procedures Ordinance; and, with co-execution by the Chairman, he proceeded to order emergency repairs.

NOW, -THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. It is declared that the damage of the revetment has caused an emergency situation within the meaning of Chapter 4, Section 1, of the District Procurement Procedures Ordinance.
2. The actions taken by the General Manager and Chairman hereby are confirmed.
3. The estimated end date of the emergency situation is by April 30, 2018.

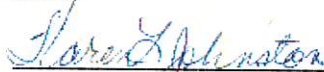
LAKE COUNTY PUBLIC WATER DISTRICT



Gerald Topcik
Chairman, Board of Trustees

(CORPORATE SEAL)

ATTEST:



Karen L. Johnston
Secretary

PRESENTED AND READ: May 8, 2018

ROLL CALL VOTE:

Trustees voting aye: D. Mitchell; A. Monk; P. Walsh, R. Moe; D. Jaeger; G. Topcik

Trustee voting nay: None

Trustees absent: M. Ruchti

MOTION CARRIED

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- **West Shore Water Producers Meeting** – General Manager White included a memo requesting approval of his travel to the West Shore Water Producers meeting. The cost for the meeting was \$35, plus mileage.
- **Amendment to travel reimbursement ordinance** – Attorney Kucera provided a draft of a travel reimbursement ordinance amending the provision on prior approval of travel reimbursement for personal vehicle use for inspection of the District's facilities. Trustee Mitchell made a motion to approve the amended travel reimbursement ordinance, which was seconded by Trustee Jaeger. Chairman Topcik asked if any further discussion was desired. As there was no further discussion, and upon the vote, the motion was carried unanimously.

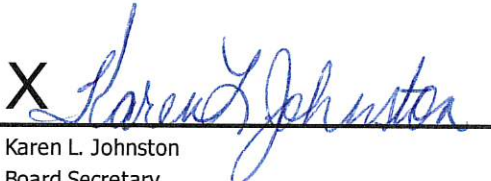
MISCELLANEOUS

- **Kenosha News Article** – Chairman Topcik included an article regarding the allocation for the proposed Foxconn Plant in Racine, WI.

Trustee Jaeger made a motion to continue the meeting to Wednesday, May 30, at 5:30 p.m.

The meeting was reconvened on Wednesday, May 30, at 5:30 p.m. In attendance were Chairman Topcik, General Manager White, and Secretary Johnston. Chairman Topcik stated due to lack of quorum the meeting was deferred until Wednesday, June 6, at 5:00 p.m.

The meeting was reconvened on Wednesday, June 6, at 5:00 p.m. In attendance were Chairman Topcik, General Manager White, and Secretary Johnston. Chairman Topcik stated due to lack of quorum the meeting was adjourned the regularly scheduled meeting of Tuesday, June 19, at 5:30 p.m.

X 

Karen L. Johnston
Board Secretary