

Minutes

March 12, 2019- Board Meeting

On March 12, 2019, 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, Ruchti, Moe, and Jaeger were present. Also present were General Manager Don White, Administrative Assistant/Board Secretary Karen Johnston, and District Attorney Dan Kucera, via telephone.

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. Chairman Topcik then asked for a motion to approve the consent agenda, which was made by Trustee Moe, and seconded by Trustee Monk. Chairman Topcik asked if discussion was desired for those items, as there was none, and upon the vote, the motion was carried unanimously.

- 4) Regular Minutes of February 12, 2019
- 5) Disbursements for March, 2019
- 6) Treasurer’s Report for February 28, 2019
- 7) Budget Report for February 28, 2019
- 8) End of month February 28, 2019 Monthly Operation Summation

OPERATIONS & MAINTENANCE ACCOUNT March, 2019 – Disbursements

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Feb-19	2,421.80
2921	Federal Withholding Taxes	Feb-19	3,464.62
2922	IL Department of Revenue	Monthly Remittance	1,004.45
2923	WI Department of Revenue	Monthly Remittance	446.82
2925	IL Dept. of Unemployment	Feb-19	100.02
7205	FICA Withholding Taxes (ER Portion)	Feb-19	2,421.80
7255	Correll Co.	Pension - Feb-19	5,375.53
7211	Commonwealth Edison	Electricity - Feb-19	70.96
7211	Dynegy	Electricity - Feb-19	15,968.57
7215	PDC Laboratories	Sample Testing	92.50
7221	Hawkins	Chlorine Shipment	763.00
7222	Cintas	First Air Supplies	60.01
7222	Hach	Lab Supplies	604.76
7222	Lake County Pipe & Supply	Miscellaneous Supplies	77.29

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7222	McMaster-Carr	Miscellaneous Supplies	119.18
7223	Core & Main	Maintenance Supplies	1,180.44
7223	Lakeland/Larsen Elevator	Annual pressure test	210.00
7223	Lake Shore Environmental Solutions	Asbestos Analysis	350.00
7223	Vortex Technologies	Remove & install Transit Time Flow Transmitter	4,225.00
7225	Hansen Associates	Apr-19 Copier Service Agreement	95.00
7225	Klean Korner	Janitorial Service Feb-19	565.00
7225	Lakeland/Larsen Elevator	Qtrly. Elevator Maintenance	328.84
7231	DeLage Landen Financial Services	Apr-19 Copier Lease	124.12
7232	AT&T	Telephone Service - Feb-19	1,244.41
7232	Verizon Wireless	Cellular Phone/Data Service	557.78
7234	Office Depot	Office Supplies	33.91
7235.2	AARP Medical	Medical Insurance for Diane Fragassi	314.25
7235.2	AARP Prescription	Prescription coverage for Diane Fragassi	74.40
7235.2	Blue Cross/Blue Shield	Apr-19 Health Insurance	7,055.19
7235.2	Dearborn National	Apr-19 Life/AD&D	63.00
7235.2	Euclid Managers (Delta Dental)	Apr-19 Dental/Vision	488.98
7235.2	IL Public Risk Fund	2nd Qtr. Workers' Compensation	2,070.00
7235.2	IL Public Risk Fund	2018 Final Audit	24.00
7235.2	Johnston, Karen	Deductible Reimbursement	1,970.66
7238	IL Municipal League	2019 Membership	30.00
7241	Hamlin, James	Payroll Fees - Feb-19	200.71
7242	Kucera, Daniel	Legal Services Feb-19	2,025.00
7243	Clark Dietz	Consulting Eng. Services	2,325.00
7251	Zion, City of	Elevator Inspection	100.00

FIRST BANKCARD

	Acct. 7222	Miscellaneous Supplies	-108.00
	Acct. 7223	Maintenance & Repairs	943.97
	Acct. 7225	Maintenance Contract	25.00
	Acct. 7232	Telephone Expense	66.99

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	Acct. 7234	Office Supplies	162.98
	Acct. 7236	Transportation	110.28
	Acct. 7237	Meetings/Seminars	433.31
		Total First Bankcard	1,634.53
		Grand Total - Operations	\$60,181.53

CONSTRUCTION FUNDS

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7283	KTA-Tator	Solids Contact Unit #1 - 1-yr. Inspection	5,150.90
		Grand Total - R&R	\$5,150.90

Chairman Topcik appointed the following committees, per his letter included in the board packet:

Nominations Committee:

Trustees: Michael Ruchti, Chairperson
Patrick Walsh

Salary Committee:

Trustees: Richard Moe, Chairperson
Douglas Jaeger

Long Range Planning:

Trustees: Dorothy Mitchell, Chairperson
Amos Monk

UNFINISHED BUSINESS

- ➔ **Right of Ways- Redundant Raw Water Main** – General Manager White received an email from the IDNR responding to the District’s desired route for the proposed raw water main. The IDNR is concerned about that directional boring in that route causing a disturbance in the nature preserve. The IDNR has proposed an alternate route, with an expanded easement. In addition, the District will need to discuss the issue with several other state entities for permission to install and maintain an underground water line. The IDNR has offered various services, such as a survey crew to explore the alternative right of way. Discussion of this subject followed. General Manager White indicated that

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he would revisit this subject next month with possible approval of engineering services being added to the agenda.

- ➔ **Video Security System** – General Manager White attached a proposal for \$20,500 from Clark Dietz for professional services on this project. He reviewed what services were covered by the proposal, including assistance on the grant requirements. He indicated that having an engineer oversee the project would ensure the functionality of the proposed system. Discussion of this subject followed. Trustee Walsh made a motion to accept the Clark Dietz proposal, changing paragraph B, Scope, Design phase to indicate that assistance would be related to the current grant, 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.
- ➔ **Alum Class Action** – General Manager White stated that he had sent documentation on alum orders to the Liquid Aluminum Settlement Administrator in February. The court will compile the data, and determine a proportionate share of possible settlement funds, if any, for which the District is entitled.
- ➔ **Solids Contact Unit #1 – One Year Inspection** – General Manager White stated that he had received the warranty inspection report from KTA-Tator. He sent questions concerning elements of the report to Robert Lanterman of KTA. Once those questions had been answered to General Manager White’s and Attorney Kucera’s satisfaction, the report was forwarded to Andrew Sielck of J.J. Henderson, along with a letter outlining defects that needed to be repaired. The letter advised J.J. Henderson of the time frame in which the District expected Henderson to comply. Andrew acknowledged receipt of the letter. Discussion of this subject followed.
- ➔ **End of Year Projections for availability & R&R charges, and update on Facilities Cost Estimate** - General Manager White included updated charts for the estimated availability and R&R charges. He indicated that this was similar to the information provided at the February board meeting. However, the remaining construction funds were decreased by the KTA-Tator bill. In addition, the estimated R&R customer contributions changed by a small amount. Discussion of this subject followed.
- ➔ **Estimated Refund & Water Rate** – General Manager White included projections for the end of the fiscal year for the customer refund and water rate. He stated that he estimated the water rate for fiscal year 2020 to be \$1.68, five cents higher than last year. He reviewed the estimated refund calculation. The estimated refund for Zion is \$88,000 per year; \$21,000 for Winthrop Harbor; \$919 for the Marina; and \$1,358 for the State Park, over nine months. General Manager White reiterated that these are all estimates. Discussion of this subject followed.

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- **Draft Budget** – General Manager White reviewed the line items for the proposed budget for fiscal year 2020, explaining where he was increasing or decreasing certain items. He stated that he would have the final version for approval at the next board meeting, reminding the board that the budget needed to be approved no later than the April meeting. Discussion of this subject followed.

NEW BUSINESS

- **Health Insurance Renewal** – General Manager White included the proposed Blue Cross/Blue Shield renewal in the board packet, along with several other quotes provided by Benefit Partners Group. West's Insurance Agency is no longer writing health insurance, and Benefit Partners Group is the company that West's has taken over West's health insurance business. Representatives from this group will be at the April board meeting. The Blue Cross/Blue Shield renewal premium has an approximately 6.2% increase over the current premium. Quotes from other carriers were higher than the Blue Cross renewal. He further stated that the Delta Dental quote for the dental insurance remained the same, with a two-year rate guarantee. Benefit Partners Group advised General Manager White that there could be savings if the disability and AD&D insurance were moved to Principal Insurance and combined under one policy, as well as providing enhanced coverage for the disability. Discussion of this subject followed.
- **Fiscal Year 2020 Consulting Engineer Services Agreement** – General Manager White included a professional services agreement from Clark Dietz for consulting engineering services for fiscal year 2020. He explained that this is not for projects, but for approvals of bond accounts, etc. He further explained that this agreement could not be approved until May, when a consulting engineer needs to be approved by the board. Discussion of this subject followed.

Concentric SCADA related support contract – General Manager White included the fiscal year 2020 support services agreement from Concentric Integration for the District's Scada system. He stated that the agreement was similar to the previous year, with none notable exception. Support will not be available for the two Scada servers due to obsolescence. The District will therefore need to replace those servers this coming fiscal year. General Manager White recommended that the board approve this agreement. Discussion of this subject followed. Trustee Walsh made a motion to approve the Concentric agreement, 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.

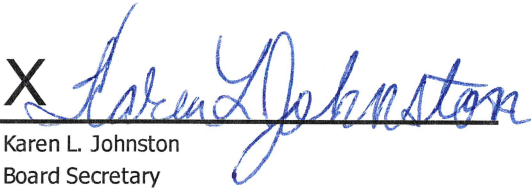
- **Employee Handbook changes**- General Manager White stated that at the February board meeting, the board discussed changes to the education assistance in the employee handbook. He provided a copy of the current wording for the board's review. In addition, General Manager White suggested changes to the work clothing section, and provided both current and suggested verbiage. Discussion of this subject followed,

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with General Manager White stating he would look for outside guidance on this subject and revisit the topic next month.

Trustee Mitchell made a motion to adjourn the meeting, 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.

X 
Karen L. Johnston
Board Secretary