

Minutes

April 14, 2020- Board Meeting

On April 14, 2020, the Board of Trustees of the Lake County Public Water District convened via teleconference call in a regularly scheduled meeting at the hour of 5:30 p.m. Chairman Topcik, General Manager White, and Administrative Assistant/Board Secretary Karen Johnston were physically present at the conference room of the District, 500 –17th Street, Zion, Illinois.. Present virtually were: Trustees Mitchell, Monk, Walsh, Ruchti, Moe, and Jaeger, and Attorney Kucera. Chairman Topcik opened the meeting at approximately 5:30 p.m.

Chairman Topcik started the meeting by outlining the procedure for discussion during the teleconference call. He indicated that he would do a roll call vote for all motions. He also asked that if a board member wished to make a comment, that they state their name prior to the comment. He then asked for a roll call of those present, which is as follows

Present: Trustees Mitchell, Walsh, Monk, Ruchti, Moe, Jaeger, and Topcik. Attorney Kucera, General Manager White, and Secretary Johnston.

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. However, he had been informed that item five, the disbursements, should be removed from the consent agenda for discussion. 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. Chairman Topcik then asked if any further discussion was desired on the consent agenda items. There was no further discussion. The vote on roll call was: Trustees Mitchell, aye; Monk, aye; Walsh, aye; Ruchti, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

- 4) Regular Session Minutes of March 10, 2020
- 6) Treasurers' Report of March 31, 2020
- 7) End of month March 31, 2020 Budget Report
- 8) End of month March 31, 2020 Monthly Operation Summation

General Manager White stated that the health insurance payment for May needed to be made at this board meeting. He advised that the Blue Cross/Blue Shield would be retained. He directed the board's attention to his memo outlining this subject in their board packets.

Trustee Moe then asked about a particular charge for a turbidity analyzer. He asked what that was. General Manager White explained for what the equipment was used, and further stated the replacement was necessary due to age and condition of the old analyzer. Discussion of this subject followed.

Chairman Topcik asked if there was any further discussion of the disbursements desired, as there was none, Trustee Jaeger made a motion to approve the disbursements, which was seconded by Trustee Monk. The vote on roll call was: Trustees Mitchell, aye; Monk, aye; Walsh, aye; Ruchti, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

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OPERATIONS & MAINTENANCE ACCOUNT April, 2020 – Disbursements

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Mar-20	2,627.04
2921	Federal Withholding Taxes	Mar-20	3,351.43
2922	IL Department of Revenue	Monthly Remittance	1,078.84
2923	WI Department of Revenue	Monthly Remittance	519.20
2925	IL Dept. of Unemployment	Mar-20	45.44
7205	FICA Withholding Taxes (ER Portion)	Mar-20	2,627.04
7255	Correll Co.	Mar-20	5,852.85
7211	Commonwealth Edison	Electricity - Mar-20	68.68
7211	Dynergy	Electricity - Mar-20	13,574.99
7215	PDC Laboratories	Sample Testing	92.50
7221	Hawkins	Chlorine Shipment	762.50
7221	Nalco	Nalclear Shipment	5,461.82
7222	Ace Hardware	Miscellaneous Supplies	33.45
7222	Cintas	First Aid Supplies	59.37
7222	EMD Millipore	Lab Supplies	432.31
7222	Hach	Lab Supplies	1,408.79
7223	Drydon Equipment	Maintenance Supplies	417.44
7223	Vortex Technologies	Meter Calibration	850.00
7225	Hansen Associates, Inc.	Apr-20 Copier Maintenance	95.00
7225	Klean Korner	Mar-20 Janitorial Services	500.00
7231	DeLage Landen Financial Services	Apr-20 Copier Lease	124.12
7232	AT&T	Telephone Service	1,302.25
7232	Verizon Wireless	Cellular Phone/Data Service	389.23
7234	CDW Government	Computer Tablet & Warranty	843.84
7234	Federal Express	Shipping Charges	8.76
7234	GoFlo	Annual Web Hosting/Domain	515.00
7234	AARP Medical	Medical Insurance for Diane Fragassi	79.00

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7235.2	AARP Prescription	Prescription coverage for Diane Fragassi	318.25
7235.2	Baillie, Anthony	Deductible Reimbursement	137.72
7235.2	Blue Cross/Blue Shield	Apr-20 Health Insurance	7,819.08
7235.2	Euclid Managers (Delta Dental)	Apr-20 Dental/Vision	488.98
7235.2	IL Public Risk Fund	Workers' Compensation Audit for 2019	477.00
7235.2	Principal Insurance	Apr-20 Disability/AD&D	561.52
7235.2	White, Don	Deductible Reimbursement	158.37
7241	Hamlin, James	Payroll Fees - Mar-20	246.02
7242	Kucera, Daniel	Legal Services - Mar-20	2,565.00
7243	Clark Dietz	Professional Services-Raw Water Borings	6,050.00

FIRST BANKCARD

	Acct. 7222	Miscellaneous Supplies	10.68
	Acct. 7225	Maintenance Contract	30.25
	Acct. 7234	Office Supplies	24.99
	Acct. 7236	Transportation	53.25
	Acct. 7237	Meetings/Seminars	-34.25
	Acct. 7238	Dues/Subscriptions	15.96
		Total First Bankcard	100.88
		Grand Total - Operations	\$55,993.71

R&R

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7295	Midwest Water Group	Swan Turbiwell Raw Water Turbidity Analyzer	5,334.00
7298	ClearLP	Final Payout - Video Security System	13,096.70
7299	Baxter & Woodman	Main/Low Lift Pump Generator Replacement	1,560.00
7300.1	Novaspect	Valves	11,472.08
		Grand Total - R&R	\$31,462.78

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Chairman Topcik asked if any of the committees had reports to present. There was none.

UNFINISHED BUSINESS

- ➔ ***Right of Ways/Redundant Raw Water Main*** - General Manager White stated Terracon's representative sent Clark Dietz a note stating that they were having delays with their geotech reports. They are relying on a hydraulic fracture expert in Iowa, who is holding up the report. General Manager White indicated that he anticipated having the report by the next board meeting. Discussion of this subject followed.
- ➔ ***Video Security System*** – General Manager White stated the project is finally complete. The front gate has been working since last board meeting without any complications. Clark Dietz has certified to its completion. The final disbursement has been made. The operators can view the video on District provided laptops while on call. Discussion of this subject followed.
- ➔ ***Main Plant and Low Lift Generators Replacement*** – General Manager White stated he had talked to Phung Tran from Baxter and Woodman the previous week. Mr. Tran indicated that he would have reports to General Manager White by the previous Friday. As of the date of the board meeting, General Manager White does not have them, and Mr. Tran has not yet responded to the emails. General Manager White will get status of reports tomorrow, and anticipates receiving the plans for next board meeting.
- ➔ ***3MG Tank Repair*** – General Manager White stated he was anticipating having a date to start this project. However, due to Covid-19, it has been put on hold. He indicated that the contractor is waiting for the restrictions to ease before starting. If it has not started by the first or second week of June, then it will have to wait until fall. Discussion of this subject followed.
- ➔ ***End of Year Projections for availability & R&R charges, and update on Facilities Cost Estimate*** – General Manager White reviewed the End of Year Projections for Availability & R&R Charges, and update on Facilities Cost Estimate. The facilities cost is the estimated replacement cost by Clark Dietz. This increased three percent from last year.

He proceeded to go through the charts for the availability and R&R charges. He explained that the availability charges were a breakdown of the bond payments for the year, and those amounts were fixed costs based on the bond schedule.

He reviewed the estimated R&R charges, indicating that his estimate is lower than March as the repairs for the 3MG Tank Repair would not be done during the current fiscal year. Discussion of this subject followed.

- ➔ ***Estimated refund and estimated water rate for FY2021*** - General Manager White stated that he estimated a substantial refund to the customers. He proceeded to review the charts included in the board packet. He further stated that the estimated water rate would increase approximately three and half cents from the current water rate. He reiterated that these are all preliminary estimates.
- ➔ ***Draft Budget for Fiscal Year 2021*** – General Manager White presented the budget line items, along with the budget numbers. He reminded the board that the budget needed to be approved at this meeting. He proceeded to review items that had changed from the previous version, and gave his explanation of those changes. He stated that the budget had decreased approximately \$89,000 from the previous year.

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Discussion of this subject followed. Chairman Topcik asked if further discussion was desired. There was none. Trustee Mitchell made a motion to approve the budget as presented, which was seconded by Trustee Walsh. The vote on roll call was: Trustees Mitchell, aye; Monk, aye; Walsh, aye; Ruchti, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

- ➔ ***Personnel Health Insurance*** – General Manager White stated that he had discussed this earlier, but would go over it further. At the last board meeting, he had been asked to ask the staff if their doctors were in United Health Care PPO network. A member stated their doctor was not in the network. In addition, the 20% of coinsurance was not covered under the current manual. General Manager White indicated that the manual would have to be changed prior to changing to that type of policy. It could also be a higher cost to the District. Trustee Monk made a motion to approve the Blue Cross/Blue Shield program, which was seconded by Trustee Mitchell. Chairman Topcik asked if any further discussion was desired, and there was none. The vote on roll call was: Trustees Mitchell, aye; Monk, aye; Walsh, aye; Ruchti, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

NEW BUSINESS

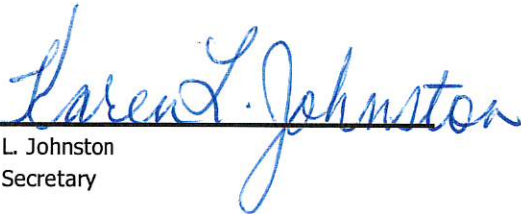
- ➔ ***Alum Lawsuit Settlement Update*** – General Manager White stated that a check had been received for \$8,267.93 for the District's share of the Alum lawsuit. Per the letter received with the check, a second distribution may be forthcoming as some of the defendants are scheduled to make additional payments in the future. This check was applied to the chemical budget.
- ➔ ***Bond Principal & Interest Payment*** – General Manager White stated that the District will be making the May 1, 2020 bond principal and interest payment of \$872,804.50 on April 27, per the bond ordinance that requires the payment be made at least three days prior to due date. There is currently a deficit due to late payments. General Manager White reviewed the amounts and customers in arrears. He stated that he reached out to them and inquired when the District would receive those payments. The Village of Winthrop Harbor indicated that they would be sending a check this week. The State is investigating as to when the check will be mailed. In the past, the City of Zion and the Village of Winthrop Harbor have always paid before the end of April, providing the needed funds. In the event there is a shortfall in the sinking fund, the bond ordinance allows monies to be transferred from the R&R account to make up shortfalls in bond payment. At this writing, General Manager White could not state the exact amount to be transferred to the Bond Sinking account from the R&R account. However, the customers do still owe these payments, thus the R&R account will be reimbursed. Discussion of this subject followed.
- ➔ ***Approval of CARES Act Retirement Plan Provisions Defined Contribution Plans*** – General Manager White stated that Correll Co. had sent the document included in the board packet regarding the CARES Act Retirement Plan Provisions. This is an option for a distribution and CARES Act loan. This act allows participants to take a maximum loan of up to \$100,000, providing they meet the conditions under the section CARES Act Distribution Provisions. This is regarding the Covid-19 situation. The cost to modify the plan is \$175.00. This is optional. Discussion of this subject followed. Trustee Walsh made a motion to accept the modification, which was seconded by Trustee Ruchti. Chairman Topcik asked if any further discussion was desired. There was none. The vote on roll call was: Trustees Mitchell, aye; Monk, aye; Walsh, aye; Ruchti, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.
- ➔ ***Approval of Shabica Proposal for South Side Low Lift Pump Station Revetment Design and Permitting*** – General Manager White stated that he had included a draft proposal for the design and permitting of

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the south side revetment for the low lift pump station. He stated that Attorney Kucera had reviewed the proposal, and made comments. General Manager White forwarded the comments to Shabica & Associates, however, their attorney is out of town, and unable to approve the requested changes at this time. General Manager White stated that he would like approval, subject to Shabica & Associates reviewing, making Attorney Kucera's changes, and Attorney Kucera approving the final document. General Manager White indicated that upon approval of the final document, he would sign the document, and proceed with the project. Trustee Walsh made a motion to approve the draft proposal, subject to Attorney Kucera's review and approval, which was seconded by Trustee Jaeger. Chairman Topcik asked if any further discussion was desired. There was no further discussion. The vote on roll call was: Trustees Mitchell, aye; Monk, aye; Walsh, aye; Ruchti, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

Trustee Monk made a motion to adjourn, which Trustee Walsh seconded.

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Karen L. Johnston
Board Secretary