

# Minutes

## July 14, 2020- Board Meeting

On July 14, 2020, the Board of Trustees of the Lake County Public Water District convened virtually 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, Walsh, Ruchti, Moe, Jaeger, Topcik, and Attorney Kucera. Trustees Monk was not present. Chairman Topcik opened the meeting at approximately 5:30 p.m.

Chairman Topcik started the meeting with the following statement: I have determined that an in-person meeting of the board of trustees is impractical and imprudent, due to the Covid-19 pandemic, and that related disaster declarations and orders issued by the governor, therefore this meeting of the board is being conducted by virtual protocol pursuant to authorizations by the governor and Public Act 101-640.

Chairman Topcik proceeded to a roll call:

Present: (6) Mitchell, Walsh, Ruchti, Moe, Jaeger, Topcik

Absent: (1) Monk

Chairman Topcik then stated that he would like a motion to approve and use the consent agenda, Trustee Walsh made a motion to use and approve the consent agenda, which was seconded by Trustee Moe. Chairman Topcik asked if any further discussion was desired. There was none. The vote on roll call was: Trustees Mitchell, aye; Walsh, aye; Ruchti, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

### OPERATIONS & MAINTENANCE ACCOUNT

#### July, 2020 – Disbursements

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Jun-20	2,736.35
2921	Federal Withholding Taxes	Jun-20	3,470.18
2922	IL Department of Revenue	Monthly Remittance	1,134.64
2923	WI Department of Revenue	Monthly Remittance	535.69
7205	FICA Withholding Taxes (ER Portion)	Jun-20	2,736.35
7255	Correll Co.	Jun-20	6,101.20
7211	Commonwealth Edison	Electricity - Jun-20	69.68
7211	Constellation New Energy	Electricity - Jun-20	8,707.82
7212	No. Shore Water Reclamation Dist.	Wastewater Charges	4,895.97
7215	PDC Laboratories	Sample Testing	1,037.50
7221	Hawkins	Chlorine Shipment	757.00
7222	Ace Hardware	Miscellaneous Supplies	135.30
7222	EMD Millipore	Lab Supplies	2,052.25
7222	Hach	Lab Supplies	303.72

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7222	Berg-Johnson	Maintenance Supplies	3,620.72
7223	Core & Main	Maintenance Supplies	670.00
7223	ProFlow Pumping Solutions	Maintenance Supplies	133.02
7225	Concentric Integration	Time & Material Services	275.51
7225	Erickson Design, C.	Landscape Maintenance - Jun-20	515.00
7225	Hansen Associates, Inc.	Aug-20 Copier Maintenance	95.00
7225	Klean Korner's Commercial Cleaning	Janitorial Service May-20	500.00
7231	DeLage Landen Financial Services	Aug-20 Copier Lease	124.12
7232	Verizon Wireless	Cellular Phone/Data Service	459.08
7234	Office Depot	Office Supplies	21.98
7235.1	West's Insurance	2020-2021 Facilities Insurance	67,050.10
7235.2	AARP Medical	Medical Insurance for Diane Fragassi	324.75
7235.2	AARP Prescription	Prescription coverage for Diane Fragassi	79.00
7235.2	Blue Cross/Blue Shield	Aug-20 Health Insurance	7,819.08
7235.2	Euclid Managers (Delta Dental)	Aug-20 Dental/Vision	341.63
7235.2	Principal Insurance	Aug-20 Disability/AD&D	551.73
7236	White, Don	Travel Reimbursement	62.68
7237	Hungerford Technologies	WebEx Service - Teleconference Meeting	26.00
7241	Hamlin, James	Payroll Fees - May-20	246.02
7242	Kucera, Daniel	Legal Services - May-20	5,557.50
7243	Clark Dietz	Professional Services	13,485.00

## FIRST BANKCARD

	Acct. 7222	Miscellaneous Supplies	152.07
	Acct. 7225	Maintenance Contract	30.25
	Acct. 7234	Office Supplies	24.99
	Acct. 7236	Transportation	241.40
	Acct. 7238	Dues/Subscriptions	27.72
		<b>Total First Bankcard</b>	<b>476.43</b>
		<b>Grand Total - Operations</b>	<b>\$118,065.50</b>

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## R&R

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7300.3	Burke Engineering	Revetment Project	3,604.00
7300.04	Viking Industrial Painting	3 MG Tank Repairs	19,740.00
		<b>Grand Total - R&amp;R</b>	<b>\$23,344.00</b>

**Audit Report and Rate Adjustments Resolution:** The Chairman then presented the following Resolution:

AN ORDINANCE  
APPROVING AUDIT AND FIXING  
OF RATES AND BILLING ADJUSTMENTS

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE LAKE COUNTY PUBLIC WATER DISTRICT as follows:


1. That the report of the audit of the books and records of the District for the fiscal year ended April 30, 2020, and the recommended computation of revised rates applicable to the District's customers, as prepared by Eder Casella & Company and incorporated herein by reference be and hereby received, approved and placed on file, and
2. That the revised rates therein computed for the sale of water are in accordance with the separate contracts with the City of Zion, the Village of Winthrop Harbor, and with the State of Illinois Department of Conservation (IDNR), and with applicable requirements of Illinois law and bond ordinances of the District, and are hereby established as the rates to be charged to these three customers effective August 1, 2020.

(CORPORATE SEAL)

LAKE COUNTY PUBLIC WATER DISTRICT

  
Gerold L. Topcik Chairman, Board of Trustees

ATTEST:

  
Karen Johnston, Secretary

PRESENTED AND READ: July 14, 2020

PASSED AND APPROVED: July 14, 2020

ROLL CALL VOTE

Trustees voting aye: D. Mitchell; P. Walsh; M. Ruchti; R. Moe; D. Jaeger; G. Topcik

Trustees voting nay: None

Trustees absent: A. Monk

MOTION CARRIED



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Trustee Walsh made a motion to accept the audit resolution, which was seconded by Trustee Jaeger. A roll call vote to approve the ordinance approving the audit, fixing the rates, and billing adjustments resulted as follows:

**Ayes:** (6) Mitchell, Walsh, Ruchti, Moe, Jaeger, Topcik

**Nays:** (0)

**Absent:** (1) Monk

## UNFINISHED BUSINESS

- ➔ **South Side Low Lift Pump Station Revetment Design and Permitting Project** – General Manager White stated that Jedd Anderson with Burke Engineering was onsite June 23, 2020 to view the site and discuss the project. An aerial topographic survey and map were attached to General Manager White's memo, which he reviewed with the board. Mr. Anderson sent a draft design document to General Manager White for his review; he has made comments, and is awaiting a second draft. General Manager White also indicated that the stakeholders need to agree to the design. Burke Engineering will assist in obtaining grants on this project, as part of the contract. Discussion of this subject followed.
- ➔ **Combined Bid for Filter Underdrain Replacement/Main Plant and Low Lift Generator Replacement** – General Manager White stated that the bid for this project would be advertised on July 15, and he anticipated having bids for the next month's board meeting.
- ➔ **Revised Correll 404(c) Investment Advisory Services Agreement** – General Manager White stated that at the June board meeting he had presented the attached revised investment advisory services agreement. There was concern over the responsible plan fiduciary. General Manager White stated that he had asked the District's insurance agent, West's Insurance, to provide a quote for fiduciary liability coverage, and that quote was attached. West's felt that they may be able to find a less expensive option, and was still exploring other options. Discussion of this subject followed.
- ➔ **Intake Inspection Update** – General Manager White stated that Carl Chase had advised that he would be performing the intake inspection the last week of July. General Manager White indicated that he anticipated having the completed report after the inspection was completed.
- ➔ **Redundant Water Transmission Mains in IDNR Rights of Way** – Attorney Kucera provided a memo and report regarding district's efforts to secure an acceptable route for a redundant raw water main. The report provided a summary of the District's efforts in this regard for the past several years. Attorney Kucera advised the District is now at a very important decision point, and that decision should be made sooner rather than later. The report outlined several alternatives for this subject. He asked the board to read the report thoroughly, and defer discussion of the report until the August board meeting.

## NEW BUSINESS

- ➔ **General Manager Job Description** – Trustee Mitchell made a motion to move into executive session to discuss the general manager job description, which was seconded by Trustee Walsh. The vote on roll call was: Trustees Mitchell, aye; Walsh, aye; Ruchti, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

\* \* \* \* EXECUTIVE SESSION \* \* \* \*

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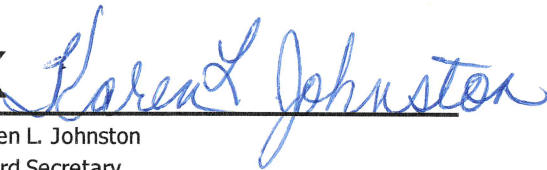
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- **Discussion on modifying Section 312 Health Insurance** – Chairman Topcik asked that the board review the health insurance reimbursement policy. General Manager White attached a spreadsheet showing other utilities insurance policies, which he proceeded to review. Chairman Topcik addressed the deductible reimbursement policy, which they discussed at length. General Manager White suggested that the subject be readdressed at the time of the health insurance renewal.

## MISCELLANEOUS

- **Letter to Campanella & Son** – General Manager White read the letter that he sent to Campanella & Sons, thanking them for their work at the low lift pump station.
- **The Guardian – Water Rates Article** – General Manager White stated that the article discussed rising water rates in the country.
- **Vacation Schedule** – General Manager White stated that he would be on vacation from July 20-24. He would, however, be reachable by phone, if necessary.

Trustee Walsh made a motion to adjourn, which was seconded by Trustee Mitchell.

X   
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Karen L. Johnston  
Board Secretary