

Minutes

September 8, 2020- Board Meeting

On September 8, 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, Trustee Moe, 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 Monk, Walsh, Jaeger, and Attorney Kucera. Trustees Mitchell and Ruchti were 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: (5) Monk, Walsh, Jaeger, Moe, Topcik

Absent: (2) Mitchell, Ruchti

Chairman Topcik then stated that he would like a motion to approve and use the consent agenda, except for the minutes and disbursements, items 4 and 5. Trustee Jaeger made a motion to use and approve the consent agenda, except for items four and five, the minutes and disbursements, which was seconded by Trustee Walsh. The vote on roll call was: Trustees Monk, aye; Walsh, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

General Manager White stated that the minutes incorrectly showed that Chairman Topcik was present at last month's meeting, however, he was not. General Manager White indicated that the formal minutes would be amended to show that Chairman Topcik was not present.

Several disbursements were discussed, including wastewater charges, insurance, and tuition. Trustee Walsh made a motion to approve the minutes and disbursements, which was seconded by Trustee Jaeger. Chairman Topcik asked if any further discussion was desired. There was none. The vote on roll call was: Trustees Monk, aye; Walsh, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

OPERATIONS & MAINTENANCE ACCOUNT September, 2020 – Disbursements

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Aug-20	2,545.08
2921	Federal Withholding Taxes	Aug-20	3,142.43
2922	IL Department of Revenue	Monthly Remittance	1,032.64
2923	WI Department of Revenue	Monthly Remittance	509.62
7205	FICA Withholding Taxes (ER Portion)	Aug-20	2,545.08

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7255	Correll Co.	Aug-20	5,676.06
7211	Commonwealth Edison	Electricity - Aug-20	71.04
7211	Constellation New Energy	Electricity - Jul-20	9,925.76
7212	No. Shore Water Reclamation District	Wastewater charges	6,936.78
7215	Central Lake County JAWA	Colilert Testing	15.00
7215	PDC Laboratories	Sample Testing	196.50
7221	Hawkins	Chlorine Shipment	758.00
7222	Ace Hardware	Miscellaneous Supplies	63.95
7222	Applied Industrial Technologies	Miscellaneous Supplies	488.37
7222	Grainger	Miscellaneous Supplies	94.16
7222	Zion Auto Parts	Miscellaneous Supplies	26.76
7223	Control Tech	Maintenance Parts	2,534.73
7223	Core & Main	Maintenance Supplies	1,671.00
7223	Drydon Equipment	Maintenance Supplies	241.70
7223	IL State Fire Marshal	Air Tank Certification	140.00
7223	LAI, Ltd.	Maintenance Supplies	132.26
7223	Novaspect	Maintenance Supplies	724.45
7223	Peterson Plumbing, Ernie	Tested & certified 2 backflow preventers	190.00
7225	Concentric Integration	Time & Material Repair Services	895.38
7225	Erickson Design, C.	Landscape Maintenance - Aug-20	515.00
7225	Hansen Associates, Inc.	Oct-20 Copier Maintenance	95.00
7225	Klean Korner's Commercial Cleaning	Janitorial Service Aug-20	500.00
7225	Lakeland Larsen Elevator	Elevator Maintenance	328.84
7231	DeLage Landen Financial Services	Oct-20 Copier Lease	124.12
7232	AT&T	Telephone Service	430.62
7232	Verizon Wireless	Cellular Phone/Data Service	464.66
7234	Office Depot	Office Supplies	148.93
7235.2	AARP Medical	Medical Insurance for Diane Fragassi	324.75
7235.2	AARP Prescription	Prescription coverage for Diane Fragassi	79.00

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7235.2	Baillie, Anthony	Deductible Reimbursement	647.02
7235.2	Blue Cross/Blue Shield	Oct-20 Health Insurance	7,819.08
7235.2	Euclid Managers (Delta Dental)	Oct-20 Dental/Vision	488.98
7235.2	IL Public Risk Fund	4th Qtr. Work Comp	2,070.00
7235.2	Principal Insurance	Oct-20 Disability/AD&D	551.73
7235.2	White, Don	Deductible Reimbursement	2,351.12
7237	Hungerford Technologies	WebEx Service - Teleconference Meeting	26.00
7241	Hamlin, James	Payroll Fees - Aug-20	201.02
7242	Kucera, Daniel	Legal Services - Aug-20	2,497.50
7243	Baxter & Woodman	Emergency Operator Training	3,140.75
7243	Clark Dietz	Consulting Engineer Services	150.00
7245	Baillie, Anthony	Tuition	728.40
7251	Correll Co.	Investment advisory service fee	836.00

FIRST BANKCARD

	Acct. 7222	Miscellaneous Supplies	385.65
	Acct. 7223	Maintenance Supplies	135.49
	Acct. 7225	Maintenance Contract	30.25
	Acct. 7234	Office Supplies	151.65
	Acct. 7236	Transportation	113.25
	Acct. 7237	Meetings/Seminars	112.00
	Acct. 7238	Dues/Subscriptions	27.72
		Total First Bankcard	956.01
		Grand Total - Operations	\$66,031.28

R&R

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7299	Clark Dietz	Filter Underdrains	3,450.00

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7300.05	Campanella & Sons, Inc.	Stone at Pump Station	17,341.41
		Grand Total - R&R	\$20,791.41

UNFINISHED BUSINESS

- **South Side Low Lift Pump Station Revetment Design and Permitting Project** – General Manager White stated that Jedd Anderson with Burke Engineering had made changes to the specifications for this project based on the IDNR’s comments. General Manager White also stated that applications had been submitted to the Army Corps of Engineers, IDNR Water Resources, and the Lake County Storm Water Management with the requested changes from IDNR. General Manager White stated he would like to solicit bids for this project this month, with the possible bid award in October. Discussion of this subject followed. Trustee Jaeger made a motion to approve the soliciting of bids for this project, which was seconded by Trustee Walsh. Chairman Topcik asked if any further discussion was desired. There was none. The vote on roll call was: Trustees Monk, aye; Walsh, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.
- **Combined Bid for Filter Underdrain Replacement/Main Plant and Low Lift Generator Replacement** – General Manager White stated that the plant lost power over the weekend, but the generator did run with some issues. Commonwealth Edison advised that an electrician was needed to assess the wiring into the plant. Some problems were found, and General Manager White stated that he asked Krause Electric for pricing to replace the wiring.

General Manager White then proceeded to discuss the filter underdrain/generator project. He stated that the District did not receive the Build Illinois grant. He stated that the board would need to decide how they wanted to proceed on this project. He indicated that the decision that needed to be made was whether to still proceed with both aspects of the project; the filter underdrains and the generator replacement, or proceed with the filter underdrains alone. Before discussing the project, General Manager White advised that he and Chairman Topcik had met with Ray Roberts, the City of Zion, and Tim Neargarder, the Village of Winthrop Harbor, in a Technical Review Committee Meeting to discuss upcoming and previous projects. General Manager White advised the municipalities that the underdrain filters were the priority. Mr. Roberts advised that the city administrator for the City of Zion, Dave Knabel, would not want the District to proceed with both projects, but perhaps the generator project could be postponed until next year. General Manager White read the bids on the project and reviewed the items. The base bid was for the filter underdrains, and he would like alternate three, which is additional oversight on the project by the underdrains manufacturer representative. General Manager White indicated that if this is not needed, it could be eliminated later. Discussion of this subject followed. Trustee Walsh made a motion to approve the base bid for the filter underdrains and alternate number three for the additional oversight, which was seconded by Trustee Jaeger. Chairman Topcik asked if any further discussion was desired. There was none. The vote on roll call was: Trustees Monk, aye; Walsh, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

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General Manager White advised the board that the contracts for both the City of Zion and the Village of Winthrop Harbor needed to be amended to amortize the R&R charges for the filter underdrains over five years. The contracts had been amended for the generators, but they need to be amended to show the filter underdrains rather than the generators. Trustee Walsh made a motion to approve Attorney Kucera to write contract amendments for the City of Zion and the Village of Winthrop Harbor to show that the R&R charges for the filter underdrains would be amortized over five years, which was seconded by Trustee Chairman Topcik asked if any further discussion was desired. There was none. The vote on roll call was: Trustees Monk, aye; Walsh, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

➔ **Revised Correll 404(c) Investment Advisory Services Agreement** – General Manager White stated that West’s Insurance had received estimated pricing for crime insurance that would cover the fiduciary signer. Kelly McGillivray of West’s has indicated that there are two methods to add this coverage. One would be to add to the existing policy for approximately \$750 per year. The other would be to apply for a new policy, with additional paperwork, but the price would be approximately \$390 per year. General Manager White suggested that the new policy would be a better alternative as it is less expensive. Trustee Walsh made a motion to approve General Manager White to apply for the new policy, which was seconded by Trustee Jaeger. Chairman Topcik asked if any further discussion was desired. There was none. The vote on roll call was: Trustees Monk, aye; Walsh, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried. General Manager White proceeded to ask the board to approve the Correll agreement. Trustee Walsh made a motion to approve the agreement, which was seconded by Trustee Jaeger. Chairman Topcik asked if any further discussion was desired. There was none. The vote on roll call was: Trustees Monk, aye; Walsh, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

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

* * * * EXECUTIVE SESSION * * * *

NEW BUSINESS

➔ **Technical Review Committee Meeting** – General Manager White stated that a Technical Review Committee Meeting had been held on August 27. In attendance were General Manager White, Chairman Topcik, Mr. Ray Roberts, the City of Zion, and Mr. Tim Neargarder, the Village of Winthrop Harbor. General Manager White provided the agenda and talking points of that meeting in the board packet. He proceeded to review the talking points and the discussion with Mr. Roberts and Mr. Neargarder. The topics discussed included the warranty inspection on Solids Contact Unit #1, the filter underdrains/generator project, the low lift pump station revetment, and possible water sale to the Village of Beach Park.

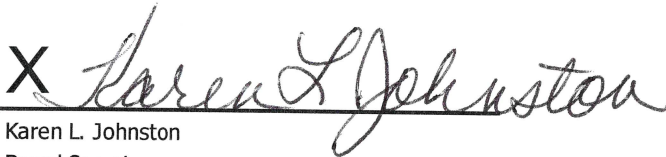
As discussed previously in the meeting, the City of Zion would probably not look favorably on proceeding with both the Filter Underdrain and the generator projects. The subject of selling water to the Village of Beach Park was discussed with the City of Zion, who had told General Manager White that this subject had been tabled for the time being. Discussion of this subject followed.

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- **Recent Court Decision** – Attorney Kucera reported that a recent Illinois Appellate Court decision held that text messages and emails related to public business contained on personal accounts of public officials are public records subject to Freedom of Information (FOIA) requests. Discussion of this subject followed.

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

X 

Karen L. Johnston
Board Secretary