

Minutes

November 10, 2020– Board Meeting

On November 10, 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, Vice-Chairman 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 Mitchell, Monk, Walsh, Ruchti, Jaeger, and Attorney Kucera. 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: (7) Mitchell, Monk, Walsh, Ruchti, Jaeger, Moe, Topcik

Absent: None

Chairman Topcik then stated that he would like a motion to approve and use the consent agenda for all items, except the disbursements, which General Manager White requested be taken off the consent agenda. Trustee Walsh made a motion to use and approve the consent agenda for the minutes, treasurer's report, budget, and MOS report, which was seconded by Trustee Mitchell. The vote on roll call was: Trustees Mitchell, aye; Monk, aye; Walsh, aye; Ruchti, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

General Manager White stated that an additional phone bill had been added to the list of disbursements. The account for this bill would be credited at a later date, however, to avoid service interruption, the District needed to pay the bill. Trustee Jaeger made a motion to approve the disbursements, 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; Monk, aye; Walsh, aye; Ruchti, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

OPERATIONS & MAINTENANCE ACCOUNT November, 2020 – Disbursements

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Oct-20	4,034.13
2921	Federal Withholding Taxes	Oct-20	5,076.66
2922	IL Department of Revenue	Monthly Remittance	1,566.47
2923	WI Department of Revenue	Monthly Remittance	940.58
7205	FICA Withholding Taxes (ER Portion)	Oct-20	4,034.13
7255	Correll Co.	Oct-20	8,985.07
211	Commonwealth Edison	Electricity - Sep-20	67.26

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7211	Constellation New Energy	Electricity - Sep-20	9,372.79
7221	Hawkins	Chlorine Shipment	757.50
7221	Nalco	Nalclear Shipment	4,782.25
7221	Usalco	Aluminum Sulfate Shipment	6,257.47
7222	Ace Hardware	Miscellaneous Supplies	51.92
7222	Cintas	First Aid Supplies	65.68
7222	EMD Millipore	Lab Supplies	1,795.25
7222	Zion Auto Parts	Miscellaneous Supplies	158.22
7223	Becker's Landscaping Services	Tree removal	750.00
7223	Core & Main	Recalibrating & testing meter chambers	1,615.80
7223	Graybar	Uninterruptable Power Supply	6,596.61
7223	NIR Roof Care	Roof Repairs	3,775.00
7223	Reladyne	Maintenance Oils	213.50
7223	Steiner Power Systems	Maintenance & Supplies	1,142.62
7225	Concentric Integration	2020-21 Support Services (2nd Installment)	3,715.00
7225	Concentric Integration	Time & Material Services	137.75
7225	Erickson Design, C.	Landscape Maintenance - Oct-20	515.00
7225	Hansen Associates, Inc.	Nov-20 Copier Maintenance	95.00
7225	Klean Korner's Commercial Cleaning	Janitorial Service Oct-20	500.00
7231	DeLage Landen Financial Services	Nov-20 Copier Lease	124.12
7232	AT&T	Telephone Service	4,636.76
7232	Verizon Wireless	Cellular Phone/Data Service	456.46
7234	FedEx	Shipping Charges	24.12
7234	Office Depot	Office Supplies	144.61
7235.2	AARP Medical	Medical Insurance for Diane Fragassi	324.75
7235.2	AARP Prescription	Prescription coverage for Diane Fragassi	79.00
7235.2	Baillie, Anthony	Deductible Reimbursement	1,260.16
7235.2	Blue Cross/Blue Shield	Nov-20 Health Insurance	6,646.22
7235.2	Cincinnati Insurance Co.	Life Insurance	433.00
7235.2	Euclid Managers (Delta Dental)	Nov-20 Dental/Vision	488.98

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7235.2	Principal Insurance	Nov-20 Disability/AD&D	551.73
7237	Hungerford Technologies	WebEx Service - Teleconference Meeting	26.00
7241	Hamlin, James	Payroll Fees - Oct-20	266.98
7242	Kucera, Daniel	Legal Services - Oct-20	2,182.50
7251	Aramark	Uniforms	170.90
7251	Correll Co.	Investment Services	1,225.00
7251	Tony's House of Creations	Flowers - Trustee Monk	112.00

FIRST BANKCARD

	Acct. 7222	Miscellaneous Supplies	1,458.32
	Acct. 7223	Maintenance Supplies	-4.19
	Acct. 7225	Maintenance Contract	30.25
	Acct. 7234	Office Supplies	124.99
	Acct. 7236	Transportation	106.02
	Acct. 7238	Dues/Subscriptions	27.72
		Total First Bankcard	1,743.11
		Grand Total - Operations	\$87,898.06

R&R

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7300.03	Burke Engineering	Revetment Proj. - Professional Services	2,268.00
		Grand Total - R&R	\$2,268.00

UNFINISHED BUSINESS

- ➔ **South Side Low Lift Pump Station Revetment Design and Permitting Project** – General Manager White stated that a pre-construction meeting was held on November 2 for the above project. In attendance were Jedd Anderson with Burke Engineering, Austin Zupec with Campanella & Sons, and Ileana Blauer with Storm Water Management (SMC). Brad Semel from the IDNR did not attend, due to other commitments. Mr. Anderson reviewed the project details, including silt fencing, staging of materials, and the regulations of the Natures Preserves. In addition, SMC would like to check on the silt fencing

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before construction begins to ensure that materials do not enter the Nature Preserves. General Manager White indicated that a permit from the IEPA was still outstanding, but anticipated receiving it by November 13, and expected that this project would be completed by the end of November or the beginning of December.

- **Filter Underdrain Replacement**– General Manager White stated that Boller Construction (contractor) was still waiting for drawings from Leopold, the underdrain manufacturer. He indicated that the drawings must be submitted to Tom Foley for approval before the underdrains can be ordered. The underdrains will be ordered upon approval, and will be received in approximately six to nine weeks. Once the delivery date is known, Boller will coordinate the project with General Manager White and Tom Foley. Discussion of this subject followed.
- **Revised Correll 404(c) Investment Advisory Services Agreement** – General Manager White stated that this subject had been discussed by the board and with the District’s insurance and investment people for several months. The final outcome is that the District is exempt under ERISA guidelines, and a fidelity bond is not required. Discussion of this subject followed. Per Chairman Topcik’s request, a copy of these minutes will be placed in the insurance file to document the District’s exemption under this guideline.
- **Replacement of Commonwealth Edison Cables** – General Manager White stated that Krause Electric had investigated the bad cables to determine if they could be pulled out of the conduit. He proceeded to explain the process, explaining that the cables would not move. Krause then proceeded to do further investigation to determine if they could locate where the cables were damaged. General Manager White explained the process and outcome of the investigation, with Krause’s determination being to trenching for a new conduit and replacing the cables. General Manager White indicated that he anticipated having a proposal from Krause by the end of this week, and that he hoped it would fall under the \$20,000 threshold. Discussion of this subject followed.
- **Bond Interest Payment**– General Manager White stated that the bond interest payment was made on October 27, per the bond ordinance, for \$62,584. 00. He indicated that the receivables are mostly current, and did not anticipate a problem making the May principal payment of \$881,584.00, and interest payment of \$62,584.00.

NEW BUSINESS

- **Generator Rental Pricing** – General Manager White stated that the generator had been run for approximately six hours, however, is concerned it could fail. Should that occur, it would be necessary to rent a generator. However, the rental companies may not have one available if they are in high demand due to weather related issues. He indicated that there are a few options to ensure that the District could acquire a rental generator, if necessary. One option is to pay a monthly rental fee and store it on the District’s property. The second option would be to pay a monthly rental fee and store it at the vendor’s location. General Manager White provided proposals from two equipment rental firms. Discussion of this subject followed.
- **Wastewater Charges Budget Discussion** – General Manager White stated that in the past North Shore Reclamation District had been behind with their billings to the District. He provided a spreadsheet showing the service dates of the invoices received from North Shore, in comparison with the invoice dates. He also stated that they are starting to become current on those invoices. Due to this, at this

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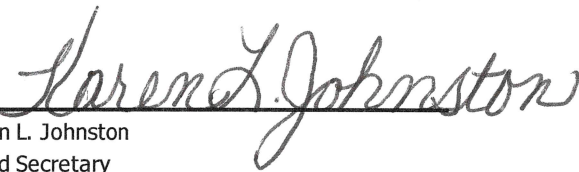
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point in the fiscal year, it is possible the District will receive additional billings for which were not budgeted. General Manager White indicated that this was for informational purposes only, at this point, and no action was necessary. Discussion of this subject followed.

MISCELLANEOUS

- **General Manager Vacation Schedule** – General Manager White stated that he would be out of town from November 19 to November 23.
- **Happenings Article – Zion Commissioner Fischer** – General Manager White stated that Trustee Jaeger provided an article from the Happenings Magazine profiling Zion Trustee Fischer. Trustee Fischer was a previous trustee for the District.

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

X 

Karen L. Johnston
Board Secretary