

# Minutes

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*December 8, 2020– Board Meeting*

On December 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, 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, Jaeger, and Attorney Kucera. Trustee Ruchti was absent. Present, virtually, as guest speaker was Mr. Brent Jones of West’s Insurance Agency. Chairman Topcik opened the meeting at approximately 5:30 p.m.

Chairman Topcik proceeded to a roll call:

Present: (6) Trustees Mitchell, Monk, Walsh, Jaeger, Moe, Topcik  
Absent: Trustee Ruchti

Chairman Topcik asked for a moment of silence for the death of Trustee Walsh’s father.

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 stated that Mr. Jones was in attendance to present the workers compensation renewal for 2021. Mr. Jones reviewed the proposal for 2021, which was included in the board packet. Mr. Jones stated that the workers’ compensation industry was currently tumultuous, due to Covid-19. He stated that all essential workers were eligible for workers’ compensation, regardless of contracting it on the job. He also stated that those claims could not be charged back to employers through a higher experience modification. He stated that Illinois Public Risk Fund (IPRF) has been the model of consistency over the years, and that they are the largest insurer of public entities.

He then reviewed his letter, and the renewal proposal. The renewal premium was \$8,837, up \$557 from last year. The renewal payrolls were up from the previous year, accounting for the slight increase. In addition, as in previous years, the District will receive a grant. This year the amount is \$1,188.00. Mr. Jones reminded the board, that as always, this policy is subject to final audit. Discussion of this subject followed. Trustee Walsh made a motion to accept the Workers Compensation renewal proposal, which was seconded by Trustee. 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; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

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 Moe 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; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

General Manager White stated that additional bills were added to the disbursements list after it had been sent in the board packet. He proceeded to review those bills with the board, and discussion of this subject followed. Trustee Mitchell made a motion to approve the disbursements, which was seconded by Trustee Mitchell. 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; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

# Minutes

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December 8, 2020- Board Meeting

## OPERATIONS & MAINTENANCE ACCOUNT December, 2020 – Disbursements

| ACCT. # | VENDOR NAME                         | DESCRIPTION                            | AMOUNT DUE |
|---------|-------------------------------------|--|------------|
| 2920    | FICA Withholding Taxes (EE Portion) | Nov-20                                 | 2,573.12   |
| 2921    | Federal Withholding Taxes           | Nov-20                                 | 3,207.46   |
| 2922    | IL Department of Revenue            | Monthly Remittance                     | 1,033.04   |
| 2923    | WI Department of Revenue            | Monthly Remittance                     | 534.94     |
| 7205    | FICA Withholding Taxes (ER Portion) | Nov-20                                 | 2,573.12   |
| 7255    | Correll Co.                         | Nov-20                                 | 5,738.30   |
| 7211    | Commonwealth Edison                 | Electricity - Nov-20                   | 67.26      |
| 7211    | Constellation New Energy            | Electricity - Nov-20                   | 9,817.75   |
| 7215    | PDC Laboratories                    | Sample Testing                         | 96.50      |
| 7221    | Hawkins                             | Chlorine Shipment                      | 757.50     |
| 7222    | Ace Hardware                        | Miscellaneous Supplies                 | 92.31      |
| 7222    | Cintas                              | First Aid Supplies                     | 41.66      |
| 7222    | Duke's                              | 2- Turbiwell Turbidity Analyzers       | 8,442.90   |
| 7222    | Zion Auto Parts                     | Miscellaneous Supplies                 | 44.95      |
| 7223    | Grainger                            | Wall Heater                            | 1,738.63   |
| 7223    | Graybar                             | Maintenance Parts                      | 1,181.94   |
| 7223    | Kirchner, Inc.                      | Fire Extinguisher Maintenance          | 154.00     |
| 7223    | Krause Electrical Contractors       | Labor to attempt to pull cables        | 4,051.00   |
| 7223    | McMaster-Carr                       | Maintenance Supplies                   | 402.63     |
| 7225    | Concentric Integration              | Time & Material Services               | 895.37     |
| 7225    | Erickson Design, C.                 | Landscape Maintenance - Nov-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     |
| 7225    | Lakeland Larsen Elevator Corp.      | Elevator Maintenance for 1st Qtr. 2021 | 339.62     |
| 7225    | NIR Roof Care                       | Roof Care Plan                         | 1,350.00   |

# Minutes

December 8, 2020- Board Meeting

|        |                                  |  |          |
|--------|----------------------------------|--|----------|
| 7231   | DeLage Landen Financial Services | Nov-20 Copier Lease                      | 124.12   |
| 7232   | AT&T                             | Telephone Service                        | 1,283.44 |
| 7232   | Verizon Wireless                 | Cellular Phone/Data Service              | 458.06   |
| 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                 | 1,163.02 |
| 7235.2 | Blue Cross/Blue Shield           | Nov-20 Health Insurance                  | 7,819.08 |
| 7235.2 | Cincinnati Insurance             | Life Insurance                           | 450.00   |
| 7235.2 | Euclid Managers (Delta Dental)   | Nov-20 Dental/Vision                     | 488.98   |
| 7235.2 | Il Public Risk Fund              | Work Comp - 1st Quarter 2021             | 2,210.00 |
| 7235.2 | Pintescu, Ioan                   | Deductible Reimbursement                 | 270.07   |
| 7235.2 | Principal Insurance              | Nov-20 Disability/AD&D                   | 551.73   |
| 7235.2 | White, Don                       | Deductible Reimbursement                 | 1,421.42 |
| 7236   | Pintescu, Ioan                   | Travel Reimbursement                     | 17.25    |
| 7236   | Thompson, Jeremy                 | Travel Reimbursement                     | 4.03     |
| 7237   | Hungerford Technologies          | WebEx Service - Teleconference Meeting   | 26.00    |
| 7241   | Hamlin, James                    | Payroll Fees - Oct-20                    | 201.02   |
| 7242   | Kucera, Daniel                   | Legal Services - Oct-20                  | 1,777.50 |
| 7251   | Correll Co.                      | Quarterly Investment Services            | 751.00   |

## FIRST BANKCARD

|  |            |                                 |                    |
|--|------------|---------------------------------|--------------------|
|  | Acct. 7222 | Miscellaneous Supplies          | 609.31             |
|  | Acct. 7225 | Maintenance Contract            | 30.25              |
|  | Acct. 7234 | Office Supplies                 | 24.99              |
|  | Acct. 7236 | Transportation                  | 240.99             |
|  | Acct. 7238 | Dues/Subscriptions              | 27.72              |
|  |            | <b>Total First Bankcard</b>     | 933.26             |
|  |            | <b>Grand Total - Operations</b> | <b>\$65,846.73</b> |

# Minutes

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December 8, 2020– Board Meeting

## R&R

| ACCT. # | VENDOR NAME       | DESCRIPTION                  | AMOUNT DUE        |
|---------|-------------------|------------------------------|-------------------|
| 7299    | Clark Dietz       | Filter Underdrain Proj.      | 750.00            |
| 7300.03 | Burke Engineering | Revetment Proj.              | 1,188.00          |
|         |                   | <b>Grand Total - R&amp;R</b> | <b>\$1,938.00</b> |

## ORDINANCES/RESOLUTIONS:

**Meeting Date Resolution:** The Chairman then read the Resolution. Discussion of the resolution followed. It was suggested that the date for the June board meeting be changed to June 22, to allow additional time for the auditors to present the final audit. General Manager White indicated that they have struggled in the past few years to present it by the third Tuesday of June. Trustee Moe made a motion to approve changing the date of the June meeting to the 22<sup>nd</sup>, which was seconded by Trustee Mitchell. 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; aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

Trustee Walsh then made a motion to approve the resolution with the date change, 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 Mitchell, aye; Monk, aye; Walsh, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

# Minutes

December 8, 2020– Board Meeting

## RESOLUTION

**BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE LAKE COUNTY PUBLIC WATER DISTRICT**, Lake County, Illinois, that the regular monthly meetings of the Board of Trustees for the calendar year beginning January 1, 2021, be held at the hour of 5:30 P.M. in the conference room at the District's Filtration Plant located at 500 - 17th Street, Zion, Illinois, have been scheduled for the following days and dates:

Tuesday, January 12, 2021  
Tuesday, February 9, 2021  
Tuesday, March 9, 2021  
Tuesday, April 13, 2021  
Tuesday, May 11, 2021  
Tuesday, June 22, 2021  
Tuesday, July 13, 2021  
Tuesday – August 10, 2021  
Tuesday – September 14, 2021  
Tuesday – October 12, 2021  
Tuesday – November 9, 2021  
Tuesday – December 14, 2021

**BE IT FURTHER RESOLVED** that public notice of the scheduled meetings shall be given by posting a copy at the office of the District, 500-17th Street, Zion, Illinois, and by publication thereof in the Lake County News Sun.

(CORPORATE SEAL) LAKE COUNTY PUBLIC WATER DISTRICT

  
Gerold L. Topcik  
Chairman, Board of Trustees

ATTEST:

  
Karen L. Johnston  
Secretary, Board of Trustees

PRESENTED AND READ: December 8, 2020  
PASSED AND APPROVED: December 8, 2020

ROLL CALL VOTE:

Trustees voting aye: D. Mitchell; A. Monk; P. Walsh; B. Nur; D. Jaeger; G. Topcik  
Trustee voting nay: None  
Trustees absent: Y. Rucht

MOTION CARRIED

# Minutes

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December 8, 2020– Board Meeting

## UNFINISHED BUSINESS

➔ **South Side Low Lift Pump Station Revetment Design and Permitting Project** – General Manager White stated that this project has been delayed three to four weeks as the filter bags were coming from Japan, and had not yet been received. Campanella has now proceeded on project, and anticipated that it would be completed by the end of the week. Discussion of this subject followed.

➔ **Filter Underdrain Replacement**– General Manager White stated that Boller Construction had submitted the drawings to Tom Foley (Clark Dietz) and General Manager White. They both reviewed the documents, and made comments to be forwarded to Boller. General Manager White proceeded to discuss those comments, which were minor in nature. He anticipated having Boller’s answer to those comments this week.

General Manager White then discussed the air wash system, which aids in the backwashing process. He explained the process and reasoning for the extra work. He indicated that this system would reduce the wash water volume along with better solids removal, which equates to a clean filter, and longer filter runs. It also reduces the wash water volume for the filter backwashes, which will lower the District’s bill with North Shore Reclamation District. He also indicated that this piping system would be more costly in the future, as the equipment would need to be removed to install. Discussion of this subject followed.

➔ **Krause Cable Replacement** – General Manager White first reviewed the results of Krause and Commonwealth Edison assessing the work for this project. The bid that Krause provided is \$22,391, over the threshold provided in the water district act. However, General Manager White felt that it was critical to be performed as soon as possible, due to freezing issues, the possibility of more cable failure, and the possibility of the generator not running. He then asked the board to approve the use of Chapter 4, section 4 of the Procurement Procedures Ordinance. Discussion of this subject followed. Trustee Jaeger made a motion to approve use of the emergency procedures outlined in Chapter 4, section 4 of the Procurement Procedures Ordinance, 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; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

➔ **Preapproval of Emergency Generator Rental** –General Manager White stated that Attorney Kucera suggested that two vendors be preapproved for rental in the event of generator failure. Those vendors are Sun Belt Rentals and AmeriTemp. He stated that he was again asking for the use of the Procurement Procedures Ordinance. He explained that chapters three through six stating the parameters of the provision would apply in this situation. Discussion of this subject followed. Trustee Mitchell made a motion to preapprove Sun Belt Rentals and AmeriTemp for generator rental, 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 Mitchell, aye; Monk, aye; Walsh, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

## NEW BUSINESS

➔ **Workers Compensation Renewal** – Chairman Topcik stated that this had been presented and approved earlier in the meeting, and no further discussion was necessary.

# Minutes

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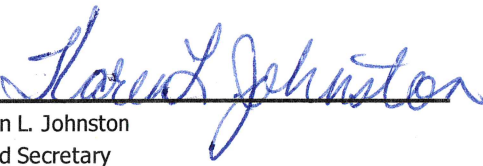
*December 8, 2020– Board Meeting*

- **Declassification of Executive Session Minutes** – Attorney Kucera advised that periodically the executive session minutes be reviewed for declassification. He indicated that executive session minutes from June 19, 2018, and April 9, 2019 could be declassified. Trustee Walsh made a motion to declassify the executive session minutes from June 19, 2018, and April 9, 2019, which was seconded by Trustee Monk. 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; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

## MISCELLANEOUS

- **Year End Employee Bonuses** – Chairman Topcik stated that in the past the District had given the employees a \$500 bonus, grossed up for taxes. Discussion of this subject followed . Trustee Moe made a motion to approve a \$500 bonus, grossed up for taxes, 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 Mitchell, aye; Monk, aye; Walsh, nay; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried
- **Article – So Great, So Fragile: Great Lakes shorelines eroded, washed away after years of high water levels** – General Manager White discussed this article regarding the erosion of the Lake Michigan shoreline. He stated that all communities along the shoreline were experiencing the same problem.

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

X   
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Karen L. Johnston  
Board Secretary