

# Minutes

## February 9, 2021- Board Meeting

On February 9, 2021, 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 Gerold Topcik, Vice-Chairman Richard Moe, General Manager Don 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 Dan 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. Trustee Walsh made a motion to use and approve the consent agenda, which was seconded by Trustee Jaeger. 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 February, 2021 – Disbursements

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Jan-21	2,642.49
2921	Federal Withholding Taxes	Jan-21	3,298.87
2922	IL Department of Revenue	Monthly Remittance	1,095.92
2923	WI Department of Revenue	Monthly Remittance	506.79
7205	FICA Withholding Taxes (ER Portion)	Jan-21	2,642.49
7255	Correll Co.	Jan-21	5,897.47
7211	Commonwealth Edison	Electricity - Jan-21	47.68
7211	Constellation New Energy	Electricity - Dec-21	13,601.66
7215	PDC Laboratories	Sample Testing	104.00
7221	Usalco	Aluminum Sulfate Shipment	6,235.28
7222	Ace Hardware	Miscellaneous Supplies	92.34
7222	Air Gas	Maintenance Parts	570.86
7222	Applied Industrial Technologies	Miscellaneous Supplies	448.70

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7222	Cintas	First Aid Supplies	66.70
7222	EMD Millipore	Lab Supplies	2,765.65
7222	USA Blue Book	Lab Supplies	269.11
7222	VWR/Avantor	Miscellaneous Supplies	218.82
7223	Lakeland Larsen Elevator	Elevator Maintenance	73.78
7223	McMaster Carr	Maintenance Parts	31.71
7223	Newark	Maintenance Parts	986.06
7225	Hansen Associates, Inc.	Mar-21 Copier Maintenance	95.00
7225	Klean Korner's Commercial Cleaning	Janitorial Service Jan-21	500.00
7231	DeLage Landen Financial Services	Mar-21 Copier Lease	124.12
7232	AT&T	Telephone Service	1,150.17
7232	Verizon Wireless	Cellular Phone/Data Service	509.10
7235.2	AARP Medical	Medical Insurance for Diane Fragassi	341.25
7235.2	AARP Prescription	Prescription coverage for Diane Fragassi	92.80
7235.2	Baillie, Anthony	Deductible Reimbursement	934.25
7235.2	Blue Cross/Blue Shield	Mar-21 Health Insurance	7,203.01
7235.2	Euclid Managers (Delta Dental)	Mar-21 Dental/Vision	488.98
7235.2	Johnston, Karen	Deductible Reimbursement	1,037.54
7235.2	Principal Insurance	Mar-21 Disability/AD&D	551.73
7235.2	Thompson, Jeremy	Deductible Reimbursement	6,876.30
7235.2	White, Don	Deductible Reimbursement	238.47
7237	Hungerford Technologies	WebEx Service - Teleconference Meeting	26.00
7241	Hamlin, James	Payroll Fees - Jan-21	327.42
7242	Kucera, Daniel	Legal Services - Jan-21	3,105.00
7251	Correll Co.	Investment Services	1,316.00

## FIRST BANKCARD

	Acct. 7222	Misc. Supplies	109.04
	Acct. 7223	Maintenance Supplies	313.33
	Acct. 7225	Maintenance Contract	30.25
	Acct. 7234	Office Supplies	348.89

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	Acct. 7236	Transportation	113.09
	Acct. 7237	Meetings	117.00
	Acct. 7238	Dues/Subscriptions	27.72
	Acct. 7251	Miscellaneous	-144.44
		<b>Total First Bankcard</b>	914.88
		<b>Grand Total - Operations</b>	<b>\$67,428.40</b>

## R&R

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7299	Boller Construction Co., Inc.	Filter Replacement Project- Payout #1	24,489.90
7299	Clark Dietz	Filter Replacement Project	1,425.00
7300.03	Burke Engineering	Revetment Project	155.00
		<b>Grand Total - R&amp;R</b>	<b>\$26,069.90</b>

## UNFINISHED BUSINESS

- **Filter Underdrain Replacement**– General Manager White stated that the IEPA had received the permit application from Clark Dietz, and that it will take approximately 70 days to process the application. General Manager White indicated that this was straightforward, without need for a great deal of review, and anticipated that it would not take that long.

General Manager White then stated that the first payout request was attached. He indicated that Boller was requesting 10% to produce the shop drawings. Those drawings were produced, and General Manager White felt that this was a reasonable request. The payout request was on the disbursements list, and thus no motion was necessary for approval.

- **Krause Cable Replacement** – General Manager White stated that Krause Electric had completed the replacement of the District’s cables connecting to the Commonwealth Edison system. Krause and the District were waiting for Commonwealth Edison to provide a date that they could come out and connect the cables to the transfer switch, and Commonwealth Edison to connect their cables to the transformers. General Manager White stated that he had discussed this with Krause the previous day, and the tentative date for this is February 25.

## NEW BUSINESS

- **Approval of Audit Proposal from Eder, Casella & Co.** – General Manager White included an audit engagement letter from Eder Casella & Co. to perform the fiscal year 2021 final audit. It is a three-year

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agreement, and though the letter does not say they will have the audit done by June 30, that issue will be addressed in the formal engagement letter. This letter outlines the services included, with a fee of \$23,275, up \$325 from last year. In addition, there is an additional fee of \$350 to prepare and provide graphs to be included in the audit, for a total the first year of \$23,625. The following two years will be \$24,575 and 25,575 respectively, and include the graph fees. Trustee Jaeger made a motion to approve the engagement letter, including the extra charge for the graphs, 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; Ruchti, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

- ***End of Year Projections for availability & R&R charges, and update on Facilities Cost Estimate*** – General Manager White included charts for estimated availability and R&R charges. He also included the engineer’s estimated facility costs for fiscal year 2022, which is increased by approximately 2.5%. He reviewed the charts, explaining that the availability charges are based on bond costs and allocated plant capacity, whereas the R&R charges are based on costs paid from the R&R account. He went over his estimates, indicating that at that time, he felt the R&R account would have a contribution from the customers of approximately \$340,000. General Manager White reviewed how this amount would be contributed by each customer. Discussion of this subject followed.
- ***Estimated refund and estimated water rate for FY2022*** – General Manager White included charts for the estimated projected refund, and the estimated water rate. He reviewed the Operations and Maintenance expenses, and water usage, both of which affect the water rate. He estimated the rate for the coming fiscal year at \$1.7011; an approximate seven cent increase. General Manager White then proceeded to discuss the estimated refund. He reviewed his estimated figures with the board. Discussion of this subject followed.
- ***Draft Budget*** – General Manager White reviewed the line items for the proposed budget for fiscal year 2022, explaining where he was increasing or decreasing certain items. He indicated that he was waiting for proposals for certain items to ascertain budget amounts. Discussion of this subject followed.
- ***Review of Employee Handbook Visit Agreement and tour policy*** – General Manager White stated that he had attached the section of the employee handbook that addressed this issue. Trustee Mitchell made a motion to move into executive session to discuss this topic due to security issues, 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; Ruchti, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

➤ \* \* \* EXECUTIVE SESSION \* \* \*

➤ MISCELLANEOUS

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- **Representative Roberts – Tour** – Chairman Topcik stated that Representative Gina Roberts was at the District on February 8, for a tour of the plant. Both Chairman Topcik and General Manager White were here for that tour. They discussed a number of issues with Ms. Roberts concerning the District. She indicated that she was surprised at how complicated our process is. Discussion of this subject followed.
- **Florida Water Plant Computer Hack** – General Manager White stated that there was a computer hack at a water plant in Florida. He reviewed what occurred. He advised the board that he had contacted Concentric Integration to discuss this matter. He also indicated that he was confident that the District was better protected than the one in Florida. Discussion of this subject followed.

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

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Karen L. Johnston  
Board Secretary