

Minutes

May 11, 2021- Board Meeting

On May 11, 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. Also present virtually was Mr. Brent Jones, West's Insurance Agency. 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, Moe, Jaeger, Topcik

Absent: (0)

Chairman Topcik turned the floor over to Mr. Brent Jones of West's Insurance Agency, to present the facilities insurance renewal. Mr. Jones provided a proposal for the board, and General Manager White included that in the board packet. Mr. Jones started by giving a brief overview of the current market conditions in commercial insurance. Due to various weather and wildfire conditions, many of the companies were raising rates 15% and more. Mr. Jones presented the renewal coverages with Chubb, which did increase; however, Mr. Jones provided some options to provide some relief. He did get quotes from other companies, however, the only company relatively close to Chubb, could not provide enough coverage for underground structures. Mr. Jones provided quotes for higher deductibles on the property coverage, which lowered the price to less than the previous year. In addition, the major change was to decrease the excess liability coverage from \$10,000,000 to \$5,000,000, which could save the District over \$8,000.00. Mr. Jones took questions from the board, and left the meeting at 5:55 p.m. Discussion of this subject followed.

Chairman Topcik then suggested that no consent agenda be used as the reports in the board packet represented the final reports for fiscal year 2021, and that the board discuss all report items individually.

- 4) Regular Minutes of April 13, 2021 – Chairman Topcik asked if any discussion was desired. There was none and Trustee Walsh made a motion to approve the regular session minutes of April 13, 2021, which was seconded by Trustee Monk. The vote on roll call was: Trustees Mitchell, aye; Monk, aye; Walsh, aye; Ruchti, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.
- 5) Disbursements – Chairman Topcik asked if any discussion was desired. Trustee Jaeger made a motion to approve the disbursements, which was seconded by Trustee Mitchell. Chairman Topcik asked if any further discussion was desired, and 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.

Minutes

May 11, 2021- Board Meeting

OPERATIONS & MAINTENANCE ACCOUNT May, 2021 – Disbursements

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Apr-21	3,944.18
2921	Federal Withholding Taxes	Apr-21	4,987.42
2922	IL Department of Revenue	Monthly Remittance	1,532.48
2923	WI Department of Revenue	Monthly Remittance	910.55
2925	IL Dept. of Employment Security	Apr-21	4.84
7205	FICA Withholding Taxes (ER Portion)	Apr-21	3,944.18
7255	Correll Co.	Apr-21	8,782.88
7211	Commonwealth Edison	Electricity - Mar-21	49.20
7211	Constellation New Energy	Electricity - Mar-21	11,492.75
7215	Eurofins Eaton Analytical	Sample Testing	600.00
7215	PDC Laboratories	Sample Testing	1,249.50
7215	UPS	Sample Shipping	30.47
7221	Hawkins	Chlorine Shipment	801.00
7222	Ace Hardware	Misc. Supplies	98.90
7222	Analytical Technology, Inc.	Chlorine Sensor	1,728.79
7222	Cintas	First Aid Supplies	44.89
7222	Hach	Lab Supplies	314.82
7222	Zion Auto Parts	Misc. Supplies	39.98
7223	Duke's Root Control	Turbiwell Monitors	10,936.45
7223	Grainger, WW	Maintenance & Repairs	179.50
7223	ProFlow Pumping Solutions	Maintenance & Repairs	506.00
7223	RelaDyne	Maintenance Oils	221.77
7225	Concentric Integration	Time & Material Support Services	149.63
7225	Hansen Associates, Inc.	May-21 Copier Maintenance	95.00
7225	Klean Korner's Commercial Cleaning	Janitorial Service Apr-21	500.00
7231	DeLage Landen Financial Services	Jun-21 Copier Lease	124.12
7232	AT&T	Telephone Service	1,127.35
7232	Verizon Wireless	Cellular Phone/Data Service	464.83

Minutes

May 11, 2021- Board Meeting

7234	GoFlo	Web Hosting FY2022	515.00
7235.2	AARP Medical	Medical Insurance for Diane Fragassi	341.25
7235.2	AARP Prescription	Prescription coverage for Diane Fragassi	92.80
7235.2	Blue Cross/Blue Shield	Jun-21 Health Insurance	8,204.27
7235.2	Euclid Managers (Delta Dental)	Jun-21 Dental/Vision	488.98
7235.2	IL Public Risk Fund	Workers' Compensation Audit	764.00
7235.2	Johnston, Karen	Deductible Reimbursement	1,324.53
7235.2	Principal Insurance	Jun-21 Disability/AD&D	599.68
7236	Pintescu, Ioan	Travel Reimbursement	16.80
7236	Thompson, Jeremy	Travel Reimbursement	8.40
7237	Hungerford Technologies	WebEx Service - Teleconference Meeting	26.00
7241	Hamlin, James	Payroll Fees - Apr-21	266.98
7242	Kucera, Daniel	Legal Services - Apr-21	3,667.50
7251	Correll Co.	Investment Services	1,335.00

FIRST BANKCARD

	Acct. 7222	Misc. Supplies	291.93
	Acct. 7225	Maintenance Contract	34.25
	Acct. 7234	Office Supplies	179.32
	Acct. 7236	Transportation	259.27
	Acct. 7237	Meetings	36.00
	Acct. 7238	Dues/Subscriptions	27.72
	Acct. 7251	Misc. Supplies	4.19
		Total First Bankcard	832.68
		Grand Total - Operations	\$73,345.35

R&R

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7299	Clark Dietz	Filter Replacement Project	1,500.00
		Grand Total - R&R	\$1,500.00

Minutes

May 11, 2021- Board Meeting

- 7) Treasurer's Report – Chairman Topcik reviewed the report with the board, and asked if any discussion was desired. There was none. Trustee Walsh made a motion to approve the treasurer's report, which was seconded by Trustee Jaeger. Chairman Topcik asked if any further discussion was desired, and 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.
- 8) Budget – Chairman Topcik reviewed the report with the board, and advised that the personnel line item had exceeded the budget amount. As such, the board needed to approve increasing the personnel budget amount and contingency amount as well. Trustee Walsh made a motion to increase the personnel contingency amounts on the budget, which was seconded by Trustee Mitchell. Trustees Mitchell, aye; Monk, aye; Walsh, aye; Ruchti, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried. Trustee Walsh then made a motion to approve the budget, 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.
- 9) MOS – Chairman Topcik asked if any discussion was desired. General Manager White discussed increased usage, stating that the state park had increased attendance, and that the Marina was performing flushing. Trustee Jaeger made a motion to approve the MOS report, 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; Ruchti, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.
- 10) Committee Reports –
 - a. The Long Range Planning Committee provided a report, and Trustee Walsh discussed the report. Chairman Topcik asked if there were questions. There were none.
 - b. The Nominations Committee also provided a report, the results of which are encompassed in the following trustee compensation/officer appointment resolution. Chairman Topcik proceeded to read the resolution, which Trustee Jaeger made a motion to accept, and Trustee Moe seconded. Chairman Topcik asked if further discussion was desired. As there was none, Chairman Topcik initiated a roll call vote. Trustees Mitchell, Monk, Walsh, Ruchti, Moe, Jaeger, and Topcik all voted aye. The motion was carried.

Minutes

May 11, 2021 - Board Meeting

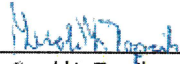
RESOLUTION

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE LAKE COUNTY PUBLIC WATER DISTRICT that:

1. The compensation to be paid to each of the Trustees for the fiscal year beginning May 1, 2021 shall be in the total amount of \$1,200.00, payable in equal monthly installments.
2. GEROLD L. TOPCIK be and is hereby elected Chairman of the Board of Trustees for the fiscal year beginning May 1, 2021.
3. RICHARD J. MOE be and is hereby elected the Vice-Chairman of the Board of Trustees for the fiscal year beginning May 1, 2021.
4. DONALD J. WHITE be and is hereby elected Treasurer for the fiscal year beginning May 1, 2021. In performance of duties of Treasurer, he shall receive no compensation.
5. DONALD J. WHITE be and is hereby elected Pension Fund Trustee of the District for the fiscal year beginning May 1, 2021. In performance of duties of Pension Fund Trustee, he shall receive no compensation.
6. DONALD J. WHITE be and is hereby elected General Manager for the fiscal year beginning May 1, 2021 and thereafter until a successor is elected. The Board determines that compensation shall be determined by the Board. His compensation as General Manager shall be determined by the Board of Trustees.
7. KAREN L. JOHNSTON be and is hereby elected Secretary of the Board for the fiscal year beginning May 1, 2021 and thereafter until a successor is elected. In performance of duties of Secretary, she shall receive no compensation.
8. DAN KUCERA be and is hereby appointed Attorney for the District for the fiscal year beginning May 1, 2021 and thereafter until his successor is appointed; and that the duties as attorney shall be to supervise the legal affairs of the District; and that the compensation to be paid to the attorney shall be on a reasonable basis.
9. CLARK DIETZ, INC. be and are hereby appointed as an Engineer for the District for the fiscal year beginning May 1, 2021; and that the duties of Clark Dietz shall be to handle the certain engineering affairs of the District as determined by the Board; and that the compensation to be paid to Clark Dietz shall be on a reasonable basis.



LAKE COUNTY PUBLIC WATER DISTRICT


Gerold L. Topcik
Chairman, Board of Trustees

PRESENTED AND READ: May 11, 2021

APPROVED:

ROLL CALL VOTE:

Trustees voting aye: D. Mitchell; A. Monk; P. Walsh; K. Ruchti; R. Moe; D. Jaeger;

Trustee voting nay: None

G. Topcik

Trustees absent: None

MOTION CARRIED

Trustee Mitchell made a motion to move into executive session to discuss the Salary Committee's report, 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.

* * * EXECUTIVE SESSION * * *

Minutes

May 11, 2021– Board Meeting

Upon leaving executive session, Trustee Monk made the recommendation of a 3.5% pay increase, and \$3,000 bonus for General Manager White, 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; Ruchti, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

UNFINISHED BUSINESS

- **Filter Underdrain Replacement**– General Manager White stated that this project was not progressing as he had hoped. He indicated that this was due to a delay in the air piping fabrication. He indicated that he would be meeting with Tom Foley to discuss how to proceed. He indicated that a cell could be taken out of service, so that the filter will be ready for the installation once the equipment has been received. Discussion of this subject followed.
- **End of Year Projections for availability & R&R charges, and update on Facilities Cost Estimate** –General Manager White stated that the engineer’s updated facility costs must be approved this month per the bond ordinance. He included another copy of that spreadsheet for the board’s information. The amount is \$31,337,000, which is a 2.5% increase from the previous year. Trustee Moe made a motion to approve the updated facilities costs, 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; Ruchti, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

General Manager White proceeded to review the projected costs for the R&R account. He reviewed the calculation of the charges, reminding the board that the availability charges were fixed, per the bond schedule. He indicated that the charges for R&R would increase due to several projects, those being the filter underdrains, the Lowlift revetment, repairs to the floor of Zions 3-million-gallon tank, and the Commonwealth Edison feeder cable repair. He reminded the board that the costs for the filter underdrains would be spread out over five years. Discussion of this subject followed.

- **Estimated refund and estimated water rate for FY2022** – General Manager White included charts for the estimated refund and estimated water rate. He stated that the refund would be lower for FY2022 due to maintenance repairs, and replacement of equipment this year. He further stated that the water rate would increase due to increased expenses. He estimated an increase of approximately four cents. Discussion of this subject followed.
- **Bond Principal & Interest Payment** – General Manager White stated that the bond principal and interest payment had been made April 27, in accordance with the bond ordinance requirements. He further indicated that all customers were current on the receivables, and no money needed to be transferred from the R&R account. Discussion of this subject followed.

NEW BUSINESS

- **Approval of Concentric Service Agreement for 2021-2022** – General Manager White provided a copy of the Concentric Service Agreement for 2021-2022. He advised the board that the troubleshooting portion of this agreement was on a time and material basis, rather than a flat fee for ease in bookkeeping. General Manager White recommended approving this contract. Discussion of this subject followed. Trustee Jaeger made a motion to approve the Concentric Integration Service Agreement for 2021-2022, which was seconded by Trustee Monk. Chairman Topcik asked if any further discussion was desired.

Minutes

May 11, 2021- Board Meeting

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.

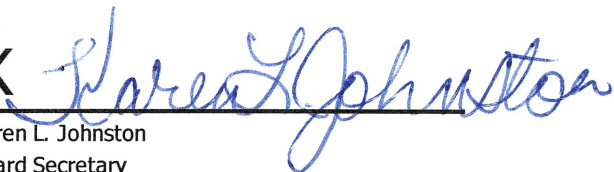
- ***Approval of facilities property and casualty insurance renewal for the 2021-2022 period*** – General Manager White stated that there were several options to decrease the costs for the facility insurance program. Discussion of this subject followed. Trustee Walsh made a motion to approve the renewal facilities insurance, increasing the property deductibles on above ground and underground structures, and reducing the limit on the excess liability policy from \$10,000,000 to \$5,000,000, 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; Ruchti, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.
- ***Approval of Intergovernmental Agreement with Lake County Public Works*** – General Manager White stated that he had discussed the subject of cleaning the wastewater tank during the meeting of the Long Term Planning Committee. Trustee Walsh suggested contacting Lake County Public Works to see if they have the equipment the District needs at a reduced cost to the District. Trustee Walsh contacted a maintenance supervisor regarding this subject. General Manager White stated that he understood Lake County Public Works would be drafting an intergovernmental agreement to facilitate this plan. Once that agreement has been received, General Manager White stated he would forward it to Attorney Kucera for his review. He also indicated that it would be presented to the board once that has been done. Once General Manager White has the pricing for this agreement, he will compare it with his previous quotes for this work. Discussion of this subject followed.
- ***Approval to begin services selection process for potential project grant funding opportunities*** – General Manager White stated that during the Long Term Planning Committee meeting, Vice-Chairman Moe and Trustee Walsh suggested hiring a grant writer to find financing for projects that the District needs to perform. General Manager White reminded the board that the District had previously hired two separate grant writers several years ago. At that time, neither were able to help, and the fee charged by one was \$3,000; the other did not charge anything. Attorney Kucera advised that per the procurement procedure, three bids would have to be procured, based on qualifications, not price. However, also per the procurement ordinance, if the District may choose a service provider with whom they have a satisfactory relationship. Discussion of this subject followed. General Manager White stated he would contact firms and get information.
- ***Approval of Eder Casella & Co. engagement letter for fiscal year 2021 final audit, and Approval of additional fee from Eder Casella & Co. for GATA data report*** – General Manager White attached a copy of the engagement letter from Eder Casella & Co., to perform the annual audit for \$23,275, plus \$350.00 to prepare the graphs to be included with the audit. In addition, there will be an additional fee to provide the report for the grant for the video security system. Trustee Walsh made a motion to approve the engagement letter and additional charges for the graphs and GATA report, 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; Ruchti, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.
- ***Technical Review Committee Meeting*** – General Manager White stated that a Technical Review Committee Meeting had been held on May 6, at the District's offices. In attendance were Ray Roberts, City of Zion, Director of Public Works, Tim Nearing, Village of Winthrop Harbor, Superintendent, Gerold Topcik,

Minutes

May 11, 2021- Board Meeting

District Board Chairman, and General Manager White. General Manager White attached a copy of the agenda and talking points for that meeting. The meeting went over projects that had been performed during FY2021, and upcoming for FY2022. He also reviewed the projected R&R charges, refund, and water rate for FY2022. Discussion of this subject followed.

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

X 

Karen L. Johnston
Board Secretary