

Minutes

July 13, 2021- Board Meeting

On July 13, 2021, the Board of Trustees of the Lake County Public Water District met in a regularly scheduled meeting at the hour of 5:30 p.m. in the conference room of the District, 500 –17th Street, Zion, Illinois. Chairman Topcik opened the meeting at approximately 5:30 p.m. Upon the roll being called, Trustees Topcik, Monk, Moe, and Jaeger were present. Trustees Mitchell, Walsh, and Ruchti were absent. Also present were General Manager Don White, Administrative Assistant/Board Secretary Karen Johnston, and District Attorney Dan Kucera, via telephone.

Chairman Topcik then indicated that he would accept a motion to place the following items on a consent agenda and to accept that consent agenda. Chairman Topcik then asked for a motion to approve the consent agenda, which was made by Trustee Jaeger, and seconded by Trustee Monk. Chairman Topcik asked if discussion was desired for those items, as there was none, and upon the vote, the motion was carried unanimously.

- 5) Regular Minutes of June 22, 2021
- 6) Disbursements for July, 2021
- 7) Treasurer's Report for June 30, 2021
- 8) Budget Report for June 30, 2021
- 9) End of month June 30, 2021 Monthly Operation Summation

OPERATIONS & MAINTENANCE ACCOUNT July, 2021 – Disbursements

| ACCT. # | VENDOR NAME | DESCRIPTION | AMOUNT DUE |
|---------|-------------------------------------|----------------------|------------|
| 2920 | FICA Withholding Taxes (EE Portion) | Jun-21 | 2,786.75 |
| 2921 | Federal Withholding Taxes | Jun-21 | 3,494.35 |
| 2922 | IL Department of Revenue | Monthly Remittance | 1,141.54 |
| 2923 | WI Department of Revenue | Monthly Remittance | 603.57 |
| 7205 | FICA Withholding Taxes (ER Portion) | Jun-21 | 2,786.75 |
| 7255 | Correll Co. | Jun-21 | 6,336.14 |
| 7211 | Commonwealth Edison | Electricity - Jun-21 | 72.04 |
| 7215 | PDC Laboratories | Sample Testing | 96.50 |
| 7221 | Nalco | Nalclear Shipment | 4,782.25 |
| 7222 | Ace Hardware | Misc. Supplies | 79.38 |
| 7222 | Cintas | First Aid Supplies | 56.17 |
| 7223 | Control Tech | Maintenance Supplies | 2,016.18 |
| 7223 | Core & Main | Maintenance Supplies | 276.00 |
| 7223 | Duke's Root Control | Maintenance Supplies | 1,026.36 |

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|--------|----------------------------------|--------------------------------------------|----------|
| 7223 | Vortex Technologies | Maintenance Supplies | 105.56 |
| 7225 | Concentric Integration | 2021-2022 Support Services - Installment 2 | 9,541.80 |
| 7225 | Hansen Associates, Inc. | Jul-21 Copier Maintenance | 95.00 |
| 7225 | Klean Korner Commercial Cleaning | Janitorial Service Jun-21 | 500.00 |
| 7231 | DeLage Landen Financial Services | Aug-21 Copier Lease | 124.12 |
| 7232 | AT&T | Telephone Service | 689.29 |
| 7232 | Verizon Wireless | Cellular Phone/Data Service | 281.65 |
| 7234 | Concentric Integration | 2021 Win911 Upgrade | 3,620.00 |
| 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 | Aug-21 Health Insurance | 8,204.27 |
| 7235.2 | Euclid Managers (Delta Dental) | Aug-21 Dental/Vision | 488.98 |
| 7235.2 | Principal Insurance | Aug-21 Disability/AD&D | 599.65 |
| 7237 | Hungerford Technologies | WebEx Service - Teleconference Meeting | 26.00 |
| 7241 | Hamlin, James | Payroll Fees - Jun-21 | 246.02 |
| 7242 | Kucera, Daniel | Legal Services - Jun-21 | 2,092.50 |

FIRST BANKCARD

| | | | |
|--|------------|---------------------------------|--------------------|
| | Acct. 7223 | Maintenance & Repairs | 28.07 |
| | Acct. 7225 | Maintenance Contract | 34.25 |
| | Acct. 7232 | Telephone | 273.00 |
| | Acct. 7234 | Office Supplies | 204.36 |
| | Acct. 7236 | Transportation | 164.00 |
| | Acct. 7237 | Meetings/Seminars | 167.31 |
| | Acct. 7238 | Dues/Subscriptions | 27.72 |
| | | Total First Bankcard | 898.71 |
| | | Grand Total - Operations | \$53,501.58 |

ORDINANCES/RESOLUTIONS:

Audit Report & Rate Adjustment Resolution: The Chairman then presented the following Resolution:

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**AN ORDINANCE
APPROVING AUDIT AND FIXING
OF RATES AND BILLING ADJUSTMENTS**

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE LAKE COUNTY PUBLIC WATER DISTRICT as follows:

1. That the report of the audit of the books and records of the District for the fiscal year ended April 30, 2021, and the recommended computation of revised rates applicable to the District's customers, as prepared by Eder Casella & Company and incorporated herein by reference be and hereby received, approved and placed on file, and
2. That the revised rates therein computed for the sale of water are in accordance with the separate contracts with the City of Zion, the Village of Winthrop Harbor, and with the State of Illinois Department of Conservation (IDNR), and with applicable requirements of Illinois law and bond ordinances of the District, and are hereby established as the rates to be charged to these three customers effective August 1, 2021.



LAKE COUNTY PUBLIC WATER DISTRICT

Gerold L. Topcik
Gerold L. Topcik Chairman, Board of Trustees

PRESENTED AND READ: July 13, 2021
PASSED AND APPROVED: July 13, 2021

ROLL CALL VOTE

Trustees voting aye: A. Monk; R. Moe; D. Jaeger; G. Topcik
Trustees voting nay: None
Trustees absent: D. Mitchell; P. Walsh; M. Ruchti

MOTION CARRIED

Trustee Monk made a motion to accept the prevailing wage ordinance as presented, which was seconded by Trustee Moe. Chairman Topcik declared the motion carried on the following roll call vote.

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Ayes: (4) Monk, Moe, Jaeger, Topcik

Nays: (0)

Absent: (3) Mitchell, Walsh, Ruchti

UNFINISHED BUSINESS

➤ **Filter Underdrain Replacement**– General Manager White stated that as approved at the June board meeting, this project was postponed until after Labor Day, due to the drought the area was currently experiencing. He advised that the air piping equipment had been received and was being stored in the parking lot. Discussion of this subject followed.

➤ **Approval of Intergovernmental Agreement with Lake County Public Works** – General Manager White stated that he had spoken with Julie Gray from Lake County Public Works on June 25 regarding this subject. First, they discussed the vacuum truck, and went over the details. It was agreed that Public Works would supply the truck and the crew to operate it. The District employees will be in the tank pushing the material towards the vacuum hose. The waste material will be taken for testing to the Public Works facilities for testing. The District will be responsible for all of these costs. Discussion of this subject followed.

General Manager White stated that they then discussed the possible loan of a generator from Public Works to the District. Ms. Gray indicated that Public Works was not interested in doing this. Therefore, the District will need to replace, repair, or rent a new generator if the current one fails.

General Manager White stated that he had not received pricing yet from Public Works on the vacuum truck. He also indicated that he was obtaining another proposal for this work for comparison. In addition, Attorney Kucera reviewed the agreement document and made some comments. General Manager White sent those comments to Ms. Gray. Discussion of this subject followed.

➤ **Grant Writing Services** – General Manager White stated that the District had received proposals in June from Baxter & Woodman (B&W) and Metro Strategies for grant writing services. However, there was some concern about B&W in regard to an article in the Kenosha News referencing a project that they were working on with the Village of Somers, Wisconsin. The article stated that the project had been suspended due to lack of permits for the project. Doug Snyder from B&W addressed the issue, assuring General Manager White that B&W did not approve of proceeding with the project without proper permits. General Manager White felt that the board's concerns were answered and could revisit the B&W proposal.

General Manager White proceeded to discuss both proposals, and took questions from the board. He reviewed each contract and the charges that would be a part of it. He did indicate that B&W knew more about the water industry. Discussion of this subject followed. Trustee Jaeger made a motion to approve the Baxter & Woodman proposal for the generator and roof projects, which was seconded by Trustee Monk. Chairman Topcik asked if any further discussion was desired. As there was no further discussion, and upon the vote, the motion was carried unanimously.

NEW BUSINESS

➤ **Approval of revision to Sec. 311 (PTO) of employee handbook** - General Manager White presented an updated PTO policy, drafted by Attorney Kucera. The purpose of the policy is to allow the District to recoup time taken, but not earned under the current policy. Discussion of this subject followed. Trustee Monk made a motion to consult Graefe & Hansen, the employment law firm that the District has consulted in the

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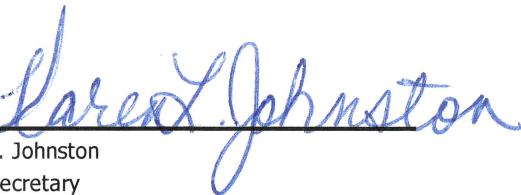
past. Trustee Jaeger seconded the motion. Chairman Topcik asked if any further discussion was desired. As there was no further discussion, and upon the vote, the motion was carried unanimously.

- **Approval of electronic bill payments to avoid late charges** – General Manager White advised the board that due to timing of due dates on bills, the District has been assessed late charges on some bills. In order to avoid this he suggested one of two options. Secretary Johnston would write the check for the bill, and on approval of the disbursements, would void the check and pay the check electronically. A second option would be to pay the bill electronically, without writing a check. Discussion of this subject followed. Trustee Monk made a motion to approve the first option of writing and voiding the check, to be paid electronically, which was seconded by Trustee Jaeger. Chairman Topcik asked if any further discussion was desired. As there was no further discussion, and upon the vote, the motion was carried unanimously.

- MISCELLANEOUS

- **Kenosha News – Halted Water Project - Somers Responds to PSC** – General Manager White included an article that updated the water project in Somers. The article does state that B&W was not responsible for the permitting issue.
- **Water Online Article** –Trustee Walsh provided this article that discusses methods for raising customers rates.

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

X 

Karen L. Johnston
Board Secretary