

# Minutes

## October 12, 2021- Board Meeting

On October 12, 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, Walsh, Ruchti, Moe, and Jaeger were present. Trustee Mitchell was absent Also present were General Manager Don White, Administrative Assistant/Board Secretary Karen Johnston, and District Attorney Dan Kucera. Mr. Steve Glick was present as a member of the public.

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 September 14, 2021
- 6) Disbursements for October, 2021
- 7) Treasurer's Report for September 30, 2021
- 8) Budget Report for September 30, 2021
- 9) End of month September 30, 2021 Monthly Operation Summation

### OPERATIONS & MAINTENANCE ACCOUNT October, 2021 – Disbursements

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Sep-21	2,769.09
2921	Federal Withholding Taxes	Sep-21	3,439.32
2922	IL Department of Revenue	Monthly Remittance	1,170.53
2923	WI Department of Revenue	Monthly Remittance	542.68
7205	FICA Withholding Taxes (ER Portion)	Sep-21	2,769.09
7255	Correll Co.	Sep-21	6,177.91
7211	Commonwealth Edison	Electricity - Sep-21	71.03
7212	No. Shore Water Reclamation Dist.	Wastewater charges for 03/31/21-06/30/21	4,383.00
7211	Constellation	Electricity - Aug-21	7,460.41
7215	PDC Laboratories	Sample Testing	96.50
7221	Hawkins	Chlorine Shipment	767.50
7221	Nalco	Nalclear Shipment	4,782.25
7222	Ace Hardware	Misc. Supplies	203.59
7222	Applied Industrial Technologies	Misc. Supplies	335.28

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7222	Napa Auto Parts - Zion	Misc. Supplies	212.77
7223	Buckeye Power Sales	Generator Maintenance	1,115.00
7223	Cummins Sales & Service	Repair on generator	23,639.37
7223	Grainger, W.W.	Maintenance Supplies	347.02
7223	LER Garden & Tree Care	Tree Removal	6,500.00
7223	Illini Power Products	Maintenance & Repairs	1,179.05
7223	Krause Electric	Labor to hook up existing generator.	512.00
7223	McMaster-Carr	Maintenance Supplies	448.26
7223	Sunbelt Rentals	Generator Rental	5,918.00
7225	Concentric Integration	Time & Materials Support Services	128.25
7225	Hansen Associates, Inc.	Nov-21 Copier Maintenance	65.00
7225	Evoqua	Lab Supplies	614.80
7225	Klean Korner's Commercial Cleaning	Janitorial Service Sep-21	500.00
7231	DeLage Financial	Sep-Nov. 21 Copier Lease/Document Fee	560.28
7232	AT&T	Telephone Service	688.09
7232	Verizon Wireless	Cellular Phone/Data Service	551.50
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	Nov-21 Health Insurance	8,204.27
7235.2	Euclid Managers (Delta Dental)	Nov-21 Dental/Vision	488.98
7235.2	Johnston, Karen	Deductible Reimbursement	356.15
7235.2	Pintescu, Ioan	Deductible Reimbursement	234.24
7235.2	Principal Insurance	Nov-21 Disability/AD&D	587.34
7235.2	Thompson, Jeremy	Deductible Reimbursement	545.38
7237	Hungerford Technologies	WebEx Service - Teleconference Meeting	26.00
7241	Hamlin, James	Payroll Fees - Sep-21	246.58
7242	Kucera, Daniel	Legal Services - Sep-21	2,205.00
7251	Correll Co.	Qtrly. Investment Services	940.00
7251	Tony's House of Creations	Flowers	112.00

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## FIRST BANKCARD

	Acct. 7222	Miscellaneous Supplies	1,062.04
	Acct. 7223	Maintenance Supplies	2,173.70
	Acct. 7225	Maintenance Contract	34.25
	Acct. 7234	Office Supplies	94.37
	Acct. 7236	Transportation	175.59
	Acct. 7237	Meetings/Seminars	221.80
	Acct. 7238	Dues/Subscriptions	27.72
	Acct. 7251	Miscellaneous	104.98
		<b>Total First Bankcard</b>	<b>3,894.45</b>
		<b>Grand Total - Operations</b>	<b>\$96,222.01</b>

## R&R

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7299	Boller Construction Co.	Filter Replacement Proj. - Pay App. #2	160,803.77
		<b>Grand Total - R&amp;R</b>	<b>\$160,803.77</b>

## UNFINISHED BUSINESS

- **Filter Underdrain Replacement**— General Manager White stated that Boller Construction had submitted their second pay request, which was included in the board packet, along with lien waivers. He indicated that Tom Foley of Clark Dietz had certified and approved the request. General Manager White proceeded to describe the work that had been done to date. In addition, General Manager White stated that Boller had found the air wash piping for two of the four filters was made incorrectly, in regard to the location of the hole penetration through the filter wall in the center of the filter versus the location that was agreed. Xylem and Boller are coordinating to find a solution to the issue. Discussion of this subject followed.
- **Update - Grant Writing Services**—General Manager White included a memo in the board packet with email correspondence from Elisa Bonkowski from Baxter and Woodman regarding her efforts to locate grants for the District. He read the information she provided. She has indicated that she contacted FEMA, and there may be an opportunity for grants for the generator. The applications for this program are due in January 2022. She is also looking into the DCEO for additional grant possibilities, for next year. As far as the roof replacements, there is a grant program that the deadline was last July. However, she is exploring the possibility of another grant next year. Discussion of this subject followed.
- **ClearLP Proposal for Maintenance** – General Manager White stated that in September he presented a proposal from ClearLP for a five-year service contract. He indicated that the price for this service was expensive. He indicated that he would look into other companies that could possibly provide a less

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expensive option. The only firm that responded to his inquiry was Imperial Surveillance. Their representative advised that they would have to come out to inspect the system for any operations issues. General Manager White advised that they would need to charge for a service call for this inspection, and provided the costs to the board. General Manager White stated that he intended to have Imperial provide a proposal in November, as the warranty with ClearLP runs until December. He is hopeful they will have better pricing than ClearLP. Discussion of this subject followed.

- Attorney Kucera stated that at the previous board meeting, the board had approved an amendment to the agreement with Xylem providing for videotaping the new underdrain system by Xylem for their promotional and marketing purposes. That draft agreement was given to Xylem's attorneys, who proposed a number of provisions to be added to the amendment to the agreement. Attorney Kucera reached a compromise with the attorneys for Xylem and presented the resulting draft amendment. Attorney Kucera proceeded to review the changes with the board, and recommended a motion to approve the revision to the amendment to the agreement. Trustee Walsh made a motion to approve the amendment to the agreement with Xylem, 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.

## NEW BUSINESS

Trustee Ruchti made a motion to move into executive session to discuss security matters, which was seconded by Trustee Walsh; Chairman Topcik asked if any further discussion was desired. As there was no further discussion, and upon the vote, the motion was carried unanimously.

\* \* \* \* EXECUTIVE SESSION \* \* \* \*

- **Bond Interest Payment** – General Manager White stated that the District would be making the bond interest payment on October 26, 2021. The due date is November 1, 2021, and per the bond ordinance, the payment must be made three business days prior to the due date. The amount of the payment will be \$53,165.50. The next bond payment that will be due is May 1, 2022, which will consist of a principal payment of \$890,165.50, and an interest payment of \$53,165.50, for a total payment of \$943,331.00
- **Clark Dietz preparation of Emergency Response Plan for District** – General Manager White provided a proposal from Clark Dietz for updating the emergency response plan (ERP) for the District. The current plan needs to be updated to meet EPA requirements of the America's Water Infrastructure Act/Emergency Response Assessment. CDI will be using data from the existing ERP, plus information from the existing Risk Assessment Analysis, to develop a revised ERP. The ERP certification is due six months after the certification of the Risk and Resilience Plan. The District's certification for the Risk and Resilience occurred on June 28, 2021. Therefore, the ERP needs to be submitted before December 25, 2021. Discussion of this subject followed. Trustee Walsh made a motion to approve the proposal from Clark Dietz to prepare the ERP, 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.
- **OSHA Inspection** – General Manager White stated that on September 29, Mr. Sam Laxman with Illinois Department of Labor – OSHA, arrived, unannounced, for an inspection. Mr. Laxman interviewed General Manager White and the staff regarding procedures and training. After the interviews, General Manager White brought Mr. Laxman on a walkthrough of the plant. Mr. Laxman did find some issues with some of the equipment in the plant. General Manager White proceeded to review those items, and did provide the

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board with a memo outlining them as well. In addition, there were written programs that needed to be updated or addressed. The General Manager indicated that the items on the list have been addressed and are now complete or in progress. This information will be submitted to Mr. Laxman for approval. Discussion of this subject followed.

- **ARC Flash Study and Training** – General Manager White attached a proposal from Clark Dietz for an ARC Flash Study and Training program. He stated that this training is required by OSHA, and that currently, he was asking only for the training portion of the proposal to be approved. Discussion of this subject followed. Trustee Ruchti made a motion to approve the ARC Flash Training, 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.

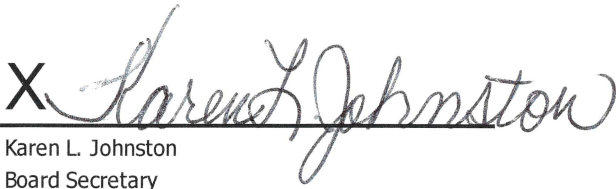
Trustee Jaeger made a motion to move into executive session to discuss employee performance, which was seconded by Trustee Ruchti, Chairman Topcik asked if any further discussion was desired. As there was no further discussion, and upon the vote, the motion was carried unanimously.

\* \* \* \* EXECUTIVE SESSION \* \* \* \*

## MISCELLANEOUS

- **Holiday Dinner** –General Manager White stated that the Holiday Dinner would be held at the Shanty in Wadsworth, IL, following the December 2021 board meeting.

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

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Karen L. Johnston  
Board Secretary