

# Minutes

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## *December 14, 2021- Board Meeting*

On December 14, 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, Ruchti, Monk, Walsh, Baillie, Moe, and Jaeger were present. Also present were General Manager Don White and Administrative Assistant/Board Secretary Karen Johnston. District Attorney Dan Kucera was present via telephone. In addition, Mr. Brent Jones of West’s Insurance was in attendance.

Chairman Topcik stated that Mr. Jones was in attendance to present the workers compensation renewal for 2022. Mr. Jones reviewed the proposal for 2022, which was included in the board packet. Mr. Jones stated that inflation was affecting the workers’ compensation industry, however, IPRF was stable, and the District’s workers’ compensation renewal had not been affected. 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 \$9,246, up \$409 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 \$1,259.00. Mr. Jones reminded the board, that as always, this policy is subject to final audit. Discussion of this subject followed. Trustee Monk made a motion to accept the Workers Compensation renewal proposal, which was seconded by Trustee Jaeger. Chairman Topcik asked if any further discussion was desired, as there was none, and upon the vote, the motion was carried unanimously.

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, and that the disbursements would be pulled for discussion. Chairman Topcik then asked for a motion to approve the consent agenda, which was made by Trustee Walsh, and seconded by Trustee Ruchti. Chairman Topcik asked if discussion was desired for those items, as there was none, and upon the vote, the motion was carried unanimously.

- 4) Regular & Executive Session Minutes of November 9, 2021
- 6) Treasurer’s Report for November 30, 2021
- 7) Budget Report for November 30, 2021
- 8) End of month November 30, 2021 Monthly Operation Summation

Discussion of the bills for tree removal, new hoist, and legal fees followed. Trustee Jaeger made a motion to approve the disbursements for December 2021, which was seconded by Trustee Moe. Chairman Topcik asked if any further discussion was desired. As there was no further discussion, and upon the vote, the motion was carried unanimously.

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## OPERATIONS & MAINTENANCE ACCOUNT December, 2021 – Disbursements

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Nov-21	2,559.87
2921	Federal Withholding Taxes	Nov-21	4,100.10
2922	IL Department of Revenue	Monthly Remittance	1,056.09
2923	WI Department of Revenue	Monthly Remittance	565.67
2925	IL Dept. of Employment Security	21-Nov	25.75
7205	FICA Withholding Taxes (ER Portion)	Nov-21	2,559.87
7211	Commonwealth Edison	Electricity - Nov-21	71.55
7211	Constellation	Electricity - Oct-21	9,497.92
7215	PDC Laboratories	Sample Testing	96.50
7221	Hawkins	Chlorine Shipment	871.00
7222	Ace Hardware	Misc. Supplies	13.67
7222	Grainger, W.W.	Maintenance Supplies	451.69
7222	Hach	Lab Supplies	1,764.36
7222	McMaster-Carr	Misc. Supplies	120.47
7222	Napa Auto Parts	Misc. Supplies	9.87
7223	Lakeland Larsen Elevator	Elevator Maintenance	2,197.00
7223	LER Garden & Tree Care	Tree Removal	2,130.00
7223	Newark	Maintenance Supplies	102.47
7223	Quincy Compressor	Maintenance Supplies	165.07
7225	Concentric Integration	Time & Material Repair Services	199.74
7225	Erickson Design, C.	Landscaping	3,531.42
7225	Hansen Associates, Inc.	Jan-22 Copier Maintenance	65.00
7225	Klean Korner Commercial Cleaning	Janitorial Service Nov-21	500.00
7225	Lakeland Larsen Elevator	Qtrly. Elevator Maintenance	339.62
7231	DeLage Financial	Jan-22 Copier Lease	161.76
7232	AT&T	Telephone Service	1,321.91
7232	Verizon Wireless	Cellular Phone/Data Service	550.63
7234	Federal Express	Shipping Charges	10.71
7234	Office Depot	Office Supplies	34.29
7235.2	AARP Medical	Medical Insurance for Diane Fragassi	341.25
7235.2	AARP Prescription	Prescription coverage for Diane Fragassi	100.80
7235.2	Blue Cross/Blue Shield	Jan-22 Health Insurance	11,853.97
7235.2	Cincinnati Life	Life Insurance	450.00
7235.2	Euclid Managers (Delta Dental)	Jan-22 Dental/Vision	851.57
7235.2	IL Public Risk Fund	1st Qtr. 2022 Workers' Compensation	2,310.00



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7235.2	Principal Insurance	Jan-22 Disability/AD&D	837.95
7236	Pintescu, Ioan	Travel Reimbursement	173.60
7237	Emery & Associates	Safety Training	1,650.00
7237	Hungerford Technologies	WebEx Service - Teleconference Meeting	26.00
7241	Hamlin, James	Payroll Fees - Nov-21	192.75
7242	Graefe & Hansen, Ltd.	Legal Services - Oct-21	337.50
7242	Kucera, Daniel	Legal Services - Nov-21	5,985.00
7243	Baxter & Woodman	Grant Writing - Generator	170.00
7243	Clark Dietz	ERP; Filters; Roof Replacement	1,567.88
7251	Advocate Occupational Health	Respirator Fit/Exam	125.00

## **FIRST BANKCARD**

	Acct. 7225	Maintenance Contract	34.25
	Acct. 7234	Office Supplies	174.48
	Acct. 7236	Transportation	86.27
	Acct. 7237	Meetings/Seminars	222.16
	Acct. 7238	Dues/Subscriptions	27.72
	Acct. 7251	Miscellaneous	166.45
		<b>Total First Bankcard</b>	711.33
		<b>Grand Total - Operations</b>	<b>\$62,758.60</b>

## **R&R**

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7299	Boller Construction	Filter Replacement - Pay App. 4	18,369.67
7299	Clark Dietz	Filter Replacement	2,400.00
7300.03	Burke Engineering, Christopher	Reseeding revetment area	1,474.60
7300.11	Sievert Crane & Hoist	Hoist Installation	10,318.00
7300.12	Hawkins	Vacuum Regulator	4,248.91
		<b>Grand Total - R&amp;R</b>	<b>\$36,811.18</b>

**MEETING DATE RESOLUTION:** The Chairman then read the Resolution. Discussion of the resolution followed. Chairman Topcik reminded the board that the June meeting would be the third Tuesday of the month, rather than the second, to accommodate the completion of the fiscal year final audit. Trustee Walsh made a motion to approve the resolution, 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 Ruchti, aye; Monk, aye; Walsh, aye; Baillie, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

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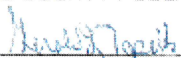
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## RESOLUTION

**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, 2022, 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 11, 2022  
Tuesday, February 8, 2022  
Tuesday, March 8, 2022  
Tuesday, April 12, 2022  
Tuesday, May 10, 2022  
Tuesday, June 21, 2022  
Tuesday, July 12, 2022  
Tuesday – August 9, 2022  
Tuesday – September 13, 2022  
Tuesday – October 11, 2022  
Tuesday – November 8, 2022  
Tuesday – December 13, 2022

**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  
  
Gerald L. Topcik  
Chairman, Board of Trustees

ATTEST:

  
Karen L. Johnston  
Secretary, Board of Trustees

PRESENTED AND READ: December 14, 2021  
PASSED AND APPROVED: December 14, 2021

ROLL CALL VOTE:

Trustees voting aye: J. Topcik; M. Rucht; A. Monk; P. Walsh; A. Baillie; R. Moe; D. Jaeger  
Trustee voting nay: None  
Trustees absent: None

MOTION CARRIED

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## UNFINISHED BUSINESS

- **Filter Underdrain Replacement**– General Manager White stated Boller had submitted their fourth payment request for this project. Tom Foley of Clark Dietz has certified to this amount minus 10% for retainage, making the payment \$18,369.67. General Manager White indicated that Boller had completed filter #2 on December 3. Boller also chlorinated the filter the same day. Bacteriological samples were taken Friday night. These samples were dropped off at Central Lake JAWWA to be evaluated by their certified lab. Sample results were received late Saturday night, and both samples were negative. The filter was backwashed Sunday, and Monday morning since the filter to waste turbidity was above .3 NTU for over an hour. Finally, Tuesday the filter was put into service and monitored throughout the day. Discussion of this subject followed.
  
- **Update - Grant Writing Services** –General Manager White stated that Elisa Bonkowski advised him that she had spoken with Sam Al-Basha with the Illinois Emergency Management Agency (IEMA) about putting the generator project under the Building Resilient infrastructure (BRIC) program. Discussion of this subject followed. Mr. Al-Basha suggested that the District prepare a pre-application for this grant. This at least will get the District in the queue for review of its pre-application. General Manager White stated that the notice of funding for this grant would not be released until next August. In addition, there is a share provision of 25%. He indicated that there was no guarantee the District would receive any funds, but felt that starting the process was a practical idea. He also indicated that he would have more information next month. Discussion of this subject followed.
  
- **Update of Video Security System Maintenance Agreement**– General Manager White stated that Chad of Imperial Surveillance provided two proposals, which General Manager White forwarded to Attorney Kucera for his review. Attorney Kucera had some changes to be made. General Manager White indicated that once those changes were made by Imperial, he would have Attorney Kucera again review them, and present them to the board upon his approval. Discussion of this subject followed.
  
- **Clark Dietz preparation of Emergency Response Plan for District** – General Manager White stated that Tom Foley of Clark Dietz in a few times since the last board meeting to pick up documentation that was needed for the draft plan. General Manager White indicated that he had received the document over the weekend, and he would speak with Mr. Foley the next day. He also indicated that the operators are reviewing it as well, to ensure that it correlates to what the District currently has. Discussion of this subject followed.
  
- **OSHA Compliance Update** –General Manager White stated that Mr. Sam Laxman of the Department of Labor had sent out the final citation and notification of penalty report to the District. He indicated that no fines had been issued as all the items had been completed, with the exception of three, which were scheduled. General Manager White indicated that once the training certificates are received, he would finalize the abatement certificate, and combine both in an email to Sam to close out the notice of violations. Discussion of this subject followed.

Trustee Ruchti made a motion to move into executive session to discuss employee performance, 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.

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



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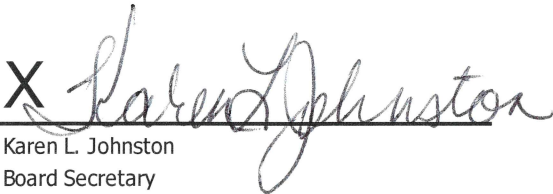
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## MISCELLANEOUS

- **Swan Turbidity Meter** –General Manager White stated that, per the board’s request, he had a Swan technician onsite December 9 to go over the installation of the turbidity meter, to ensure that the unit was plumbed correctly with the correct flows, and calibrated. General Manager White provided the board with a report. The only thing that was found during the visit was the calibration cell for primary calibration is the older version and should be replaced with the newer version. The replacement will be ordered once the tech has provided the part number. Discussion of this subject followed.
- **Committee Appointments** – Chairman Topcik stated that he and Trustee Ruchti had discussed the long range planning committee that the Board Chairman has appointed in the past. The suggestion was made to replace it with a staff meeting. Chairman Topcik indicated that this could be discussed further at the next board meeting.
- **Year End Bonuses** - Chairman Topcik stated that the employee bonuses from last year were \$500, grossed up for taxes. He suggested that a motion should be made to give the employees, except General Manager White, the same bonus. Trustee Ruchti made a motion to approve employee bonuses for \$500.00 grossed up for taxes for the employees except for General Manager White, which was seconded by Trustee Baillie. 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 Walsh made a motion to adjourn, which was seconded by Trustee Monk.

X   
Karen L. Johnston  
Board Secretary