

Minutes

January 11, 2022- Board Meeting

On January 11, 2022, 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, Walsh, Baillie, Moe, and Jaeger were present. Trustee Ruchti was present via telephone. Trustee Monk was absent. Also present were General Manager Don White and Administrative Assistant/Board Secretary Karen Johnston. District Attorney Dan Kucera was present 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, and that the disbursements and MOS would be pulled for discussion. Chairman Topcik then asked for a motion to approve the consent agenda, which was made by Trustee Jaeger, and seconded by Trustee Walsh. 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 Session Minutes of December 14, 2021
- 6) Treasurer's Report for December 31, 2021
- 7) Budget Report for December 31, 2021

Trustee Moe discussed the percentage increase for finished water, but observed that chemicals and electricity were higher. General Manager White advised that these increase were due to high turbidities. Trustee Moe made a motion to approve the disbursements and Monthly Operations Summation for December 2021, 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.

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

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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
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

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		Total First Bankcard	711.33
		Grand Total - Operations	\$62,758.60

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
		Grand Total - R&R	\$36,811.18

UNFINISHED BUSINESS

- **Filter Underdrain Replacement**– General Manager White stated Boller had submitted their fifth payment request for this project. Tom Foley of Clark Dietz has certified to this amount minus 10% for retainage, making the payment \$41,188.02. General Manager White stated that Filter #2 was finished, and placed back in service. Once that had been done satisfactorily, Boller started on Filter #4. Discussion of this subject followed.
- **Update - Grant Writing Services** –General Manager White stated that he had had a video conference with Elisa Bonkowski to discuss the Building Resilient infrastructure (BRIC) pre-application. He and Ms. Bonkowski went through the application, but found they needed additional information from Sam Al-Basha with the Illinois Emergency Management Agency (IEMA). Ms. Bonkowski also asked for a list of generator repair costs, which was provided to her. She indicated that once she received clarifications from Mr. Al-Basha, she would finish the application and forward it to General Manager White for review. Discussion of this subject followed.
- **Update of Video Security System Maintenance Agreement**– General Manager White stated that Chad of Imperial Surveillance had not made the changes to the contract documents requested by Attorney Kucera, but inserted the list of equipment into the documents. General Manager White emailed him and advised that the changes had not been made, and requested the changes again. He finally provided the corrected documents to General Manager White the previous day.

In addition, General Manager White stated that he had found two additional firms to provide proposals for this service. He requested quotes from both firms. He anticipates having that information at the February board meeting. Discussion of this subject followed.

- **Clark Dietz preparation of Emergency Response Plan for District** – General Manager White stated that Tom Foley of Clark Dietz had completed the Emergency Response Plan for the District. The plan is designed to address the District’s response to emergencies associated with natural disasters, technological incidents, and national security. He advised that the document is 300 pages, and one copy was available to the board. Discussion of this subject followed.

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- **OSHA Compliance Update** –General Manager White stated that he had completed the abatement report, and emailed it, along with training certificates to Mr. Sam Laxman of the Illinois Department of Labor. After not hearing back from Mr. Laxman, he re-emailed the reports. Mr. Laxman responded after the holidays, and had no further requests. Discussion of this subject followed.

MISCELLANEOUS

- **Correll Co. Quarterly Reports** – General Manager White included the quarterly reports from Correll Co. He indicated that the employees were happy, and that the funds were doing well.

Time was provided for members to discuss items not on the agenda.

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

X 

Karen L. Johnston
Board Secretary