

Minutes

February 8, 2022- Board Meeting

On February 8, 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, Ruchti, Walsh, Baillie, Moe, and Jaeger were present. Trustees Monk and Moe were 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. Chairman Topcik then asked for a motion to approve the consent agenda, which was made by Trustee Jaeger, 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 Minutes of January 11, 2022
- 5) Disbursements for February, 2022
- 6) Treasurer’s Report for January 31, 2022
- 7) Budget Report for January 31, 2022
- 8) End of month January 31, 2022 Monthly Operation Summation

OPERATIONS & MAINTENANCE ACCOUNT **February, 2022 – Disbursements**

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Jan-22	2,472.97
2921	Federal Withholding Taxes	Jan-22	4,007.34
2922	IL Department of Revenue	Monthly Remittance	977.40
2923	WI Department of Revenue	Monthly Remittance	453.02
2925	IL Dept. of Employment Security	Jan-22	229.30
7205	FICA Withholding Taxes (ER Portion)	Jan-22	2,472.97
7255	Correll Co.	Jan-22	5,483.37
7211	Commonwealth Edison	Electricity - Dec-21	73.13
7211	Constellation	Electricity - Dec-21	14,542.69
7215	Central Lake County JAWA	Sample Testing	60.00
7215	Pace Laboratories	Sample Testing	166.50
7221	Hawkins	Chlorine Shipment	1,109.50
7222	Ace Hardware	Misc. Supplies	49.55
7222	EMD Millipore	Lab Supplies	1,594.07

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7222	Emergent Safety Supply	Self-Retracting Lifeline	452.40
7222	Grainger, W.W.	Maintenance Supplies	185.20
7222	Idexx	Lab Supplies	1,767.49
7222	Napa Auto Parts	Misc. Supplies	547.46
7222	USA Blue Book	Lab Supplies	87.38
7223	Drydon Equipment, Inc.	Chlorine Feeder	4,640.40
7223	Erickson Designs, C.	Snowplowing	1,894.56
7223	Lake County Door Do.	Remotes	240.00
7223	Swan Analytical	Maintenance Supplies	1,144.40
7225	Concentric Integration	Time & Material Support Services	415.63
7225	Hansen Associates, Inc.	Mar-22 Copier Maintenance	65.00
7225	Klean Korner's Commercial Cleaning	Janitorial Service Dec-21	500.00
7231	DeLage Financial	Mar-22 Copier Lease	161.76
7232	AT&T	Telephone Service	1,113.80
7232	Verizon Wireless	Cellular Phone/Data Service	546.29
7234	Office Depot	Office Supplies	304.02
7234	UPS	Shipping Charges	22.52
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	Mar-22 Health Insurance	8,731.59
7235.2	Euclid Managers (Delta Dental)	Mar-22 Dental/Vision	393.96
7235.2	Principal Insurance	Mar-22 Disability/AD&D	696.22
7235.2	White, Don	Deductible Reimbursement	779.96
7237	Hungerford Technologies	WebEx Service - Teleconference Meeting	26.00
7241	Hamlin, James	Payroll Fees - Jan-22	188.92
7242	Kucera, Daniel	Legal Services - Jan-22	4,950.00
7243	Baxter & Woodman	Grant Writing	808.75
7243	Clark Dietz	Training; Administration	8,137.32
7251	Correll Co.	Quarterly Investment Services	1,427.00

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FIRST BANKCARD

	Acct. 7222	Misc. Supplies	124.78
	Acct. 7225	Maintenance Contract	34.25
	Acct. 7234	Office Supplies	94.50
	Acct. 7236	Transportation	155.45
	Acct. 7237	Meetings/Seminars	191.62
	Acct. 7238	Dues/Subscriptions	27.72
		Total First Bankcard	628.32
		Grand Total - Operations	\$74,990.21

R&R

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7299	Boller Construction	Filter Replacement - Pay App. 5	40,884.43
7299	Clark Dietz	Filter Replacement - Prof. Services	1,200.00
		Grand Total - R&R	\$42,084.43

COMMITTEE REPORTS

Chairman Topcik indicated that Trustee Walsh compiled a document for the Operations Manager search, and turned the floor over to him to discuss. Trustee Walsh handed out a copy to the board members. He reviewed the document, which outlined the parameters of the proposed position. Discussion of this document, and the position followed. The board thanked Trustee Walsh, who indicated that Trustee Jaeger had assisted him in the compilation of the document. Trustee Walsh asked the board to respond back to him with their thoughts on the subject.

UNFINISHED BUSINESS

- **Filter Underdrain Replacement**– General Manager White stated Boller had submitted their sixth payment request for this project in the amount of \$45,427.15. Tom Foley of Clark Dietz has certified to this amount minus 10% for retainage, making the payment \$40,884.43. General Manager White stated that Boller is currently working on Filter #1. He reviewed the work being done, and indicated that the filter should be back in service by the end of the week. He also stated that with the fourth and final filter, Xylem will videotape the installation process, and will interview General Manager White. Discussion of this subject followed.

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- **Update - Grant Writing Services** –General Manager White stated that he and Chairman Topcik had had a video conference with Elisa Bonkowski and John Mick of Baxter & Woodman, and Senator Melinda Bush and her assistant Katie Holmes, to discuss possible funding of projects for the District. General Manager White outlined the list of projects that he provided to Senator Bush and included in the board packet. Senator Bush indicated that projects under \$500,000 had a better chance of being considered, and that projects under \$150,000 had a better chance of getting grants. She also stated that the entire list should be submitted. In addition, she stated that funding would probably not be available until 2023. Discussion of this subject followed.
- **Update of Video Security System Maintenance Agreement**– General Manager White stated that he had received proposals from three firms for the maintenance of the security system. He forwarded them to Attorney Kucera for his review. Of the three proposals, two had issues with their contractual wording, and General Manager White indicated that he would not recommend them on that basis. Discussion of this subject followed. He stated that this issue would be back on the agenda next month for approval.

NEW BUSINESS

- **End of Year Projections/update on Facilities Cost Estimate** - General Manager White provided a copy of the engineer's updated facilities costs. He stated that there was an increase of 8.2%. In addition, he included Tom Foley's letter explaining the increased value. He reminded the board that this value is used in the R&R charge calculation, and needed to be approved by May. Discussion of this subject followed. Trustee Walsh indicated that he felt that under the Transmission Main section, Main Plant to Zion could be low, based on his experience with construction costs. General Manager White indicated that he would ask Tom Foley to review this.

General Manager White proceeded to explain that the availability charges are based on bond costs and allocated plant capacity, whereas the R&R charges are based on costs paid from the R&R account. He went over his estimates, indicating that at that time, he felt the R&R account would have a contribution from the customers of approximately \$136,000. General Manager White reviewed how this amount would be contributed by each customer. Discussion of this subject followed.

- **Estimated refund and estimated water rate for FY2022** – General Manager White included charts for the estimated projected refund, and the estimated water rate. He reviewed the Operations and Maintenance expenses, and water usage, both of which affect the water rate. He estimated the rate for the coming fiscal year at \$1.5924, which is an approximate two-cent decrease. General Manager White then proceeded to discuss the estimated refund. He reviewed his estimated figures with the board. Discussion of this subject followed.
- **Draft Budget** – General Manager White reviewed the line items for the proposed budget for fiscal year 2023, explaining where he was increasing or decreasing certain items. Discussion of this subject followed.

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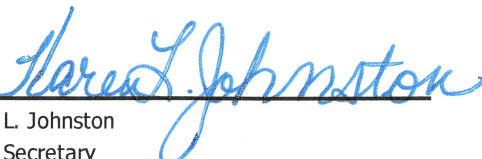
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MISCELLANEOUS

- **Final Aluminum Sulfate Class Action Settlement** – As part of the board's information on this subject, General Manager White included a copy of the final settlement payment.

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

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

X 

Karen L. Johnston
Board Secretary