

Minutes

March 8, 2022- Board Meeting

On March 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, Monk, Walsh, Moe, and Jaeger were present. Trustees Ruchti and Baillie were absent. Also present were General Manager Don White and Administrative Assistant/Board Secretary Karen Johnston, and Jake Carlson of Benefits Partners Group. 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 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 Minutes of February 8, 2022
- 5) Disbursements for March, 2022
- 6) Treasurer’s Report for February 28, 2022
- 7) Budget Report for February 28, 2022
- 8) End of month February 28, 2022 Monthly Operation Summation

OPERATIONS & MAINTENANCE ACCOUNT March, 2022 – Disbursements

| ACCT. # | VENDOR NAME | DESCRIPTION | AMOUNT DUE |
|------------|-------------------------------------|----------------------|---------------|
| 2920 | FICA Withholding Taxes (EE Portion) | Feb-22 | 2,257.63 |
| 2921 | Federal Withholding Taxes | Feb-22 | 3,435.22 |
| 2922 | IL Department of Revenue | Monthly Remittance | 822.45 |
| 2923 | WI Department of Revenue | Monthly Remittance | 476.41 |
| 2925 | IL Dept. of Employment Security | Feb-22 | 105.05 |
| 7205 | FICA Withholding Taxes (ER Portion) | Feb-22 | 2,257.63 |
| 7255 | Correll Co. | Feb-22 | 5,018.67 |
| 7211 | Commonwealth Edison | Electricity - Feb-22 | 57.83 |
| 7211 | Constellation | Electricity - Feb-22 | 15,217.04 |
| 7215 | Eurofins Eaton Analytical | Sample Testing | 600.00 |
| 7215 | Pace Laboratories | Sample Testing | 329.00 |
| 7221 | Hawkins | Chlorine Shipment | 1,984.00 |
| 7221 | Nalco | Nalclear | 344.44 |
| 7222 | Ace Hardware | Misc. Supplies | 7.99 |

Minutes

March 8, 2022- Board Meeting

| | | | |
|--------|------------------------------------|--|----------|
| 7222 | Grainger, W.W. | Misc. Supplies | 1,412.12 |
| 7222 | Hach | Lab Supplies | 700.54 |
| 7222 | Napa Auto Parts | Misc. Supplies | 15.68 |
| 7222 | Swan Analytical Instruments | Lab Supplies | 521.00 |
| 7222 | USA Blue Book | Lab Supplies | 115.42 |
| 7223 | Core & Main | Meters | 8,545.00 |
| 7223 | Erickson Designs, C. | Snowplowing | 562.50 |
| 7223 | Henderson & Son | Replace Stripped Screw/Align Pump | 1,901.67 |
| 7223 | Kelley's Sanitary Service | Septic Tank Pumping | 350.00 |
| 7223 | Northern Safety & Industrial | Maintenance Supplies | 247.73 |
| 7225 | Hansen Associates, Inc. | Apr-22 Copier Maintenance | 65.00 |
| 7225 | Klean Korner's Commercial Cleaning | Janitorial Service Feb-22 | 500.00 |
| 7225 | Lakeland/Larsen Elevator Corp. | Elevator Maint./Pressure Test | 549.62 |
| 7231 | DeLage Financial | Apr-22 Copier Lease | 161.76 |
| 7232 | AT&T | Telephone Service | 1,113.60 |
| 7232 | Verizon Wireless | Cellular Phone/Data Service | 545.92 |
| 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 | Apr-22 Health Insurance | 4,596.11 |
| 7235.2 | Euclid Managers (Delta Dental) | Apr-22 Dental/Vision | 393.96 |
| 7235.2 | IL Public Risk Fund | 2022 Work Comp - 2nd Qtr./Audit | 2,622.00 |
| 7235.2 | Principal Insurance | Apr-22 Disability/AD&D | 412.76 |
| 7237 | Hungerford Technologies | WebEx Service - Teleconference Meeting | 26.00 |
| 7238 | IL Municipal League | 2022 Renewal | 30.00 |
| 7238 | Water Research Foundation | 2022-2023 Membership | 2,562.83 |
| 7241 | Hamlin, James | Payroll Fees - Feb-22 | 328.42 |
| 7242 | Graefe & Hansen | Legal Services - Jan-22 | 56.25 |
| 7242 | Kucera, Daniel | Legal Services - Jan-22 | 1,485.00 |
| 7243 | Baxter & Woodman | Grant Writing | 1,435.00 |
| 7243 | Clark Dietz | Training; Administration | 4,035.65 |

Minutes

March 8, 2022 – Board Meeting

FIRST BANKCARD

| | | | |
|--|------------|---------------------------------|--------------------|
| | Acct. 7222 | Misc. Supplies | 54.62 |
| | Acct. 7225 | Maintenance Contract | 34.25 |
| | Acct. 7234 | Office Supplies | 854.19 |
| | Acct. 7236 | Transportation | 186.01 |
| | Acct. 7237 | Meetings/Seminars | 196.26 |
| | Acct. 7238 | Dues/Subscriptions | 27.72 |
| | Acct. 7251 | Miscellaneous | 80.16 |
| | | Total First Bankcard | 1,433.21 |
| | | Grand Total - Operations | \$70,080.16 |

R&R

| ACCT. # | VENDOR NAME | DESCRIPTION | AMOUNT DUE |
|---------|-------------|-------------------------------------|-----------------|
| 7299 | Clark Dietz | Filter Replacement - Prof. Services | 450.00 |
| | | Grand Total - R&R | \$450.00 |

COMMITTEE REPORTS

Chairman Topcik appointed the following committees, per his letter included in the board packet:

Nominations Committee:

Trustees: Douglas Jaeger, Chairperson
Anthony Baillie

Salary Committee:

Trustees: Richard Moe, Chairperson
Patrick Walsh

Employer/Employee Relations:

Trustees: Michael Ruchti, Chairperson
Amos Monk

- **Filter Underdrain Replacement**– General Manager White stated that Boller is waiting for parts from Xylem so that they can proceed with the last filter. Tom Foley advised General Manager White that Boller is expecting the parts by the end of the week. Discussion of this subject followed.
- **Update - Grant Writing Services** –General Manager White stated that he and Elisa Bonkowski had a Zoom meeting with Ms. Roche of Rep. Joyce Mason’s office, similar to the meeting that they had with Senator Melinda Bush. They discussed the best method for presenting the projects for which the District is looking

Minutes

March 8, 2022- Board Meeting

for funding. General Manager White reviewed the projects on a handout, which he provided to the board. Discussion of this subject followed.

- **Update of Video Security System Maintenance Agreement**– General Manager White stated that he had contacted Security 101 regarding adding a cancellation clause to their proposal. He provided the board with that updated agreement. General Manager White recommended the Security 101 agreement out of the three firms that had given pricing. Trustee Jaeger made a motion to approve the Security 101, Gold Plan agreement, 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.
- **End of Year Projections/update on Facilities Cost Estimate** - General Manager White provided the engineer's updated estimate on the facilities costs. Discussion of the value of the District's mains had been previously discussed, and General Manager White stated that last month, in reference to the facilities costs, the subject of water mains was discussed by the board, and possibly increasing the value on those mains. General Manager White researched these and reviewed them with the board. He indicated that if updated values were included on the facilities costs estimate, it would significantly increase the R&R contribution by the District's customers. Discussion of this subject followed.

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 \$183,000. General Manager White reviewed how this amount would be contributed by each customer. Discussion of this subject followed.

- **Personnel Health Insurance Renewal** - Chairman Topcik turned the floor over to Mr. Jake Carlson of Benefit Partners Group to present the health insurance renewal. The board was provided with a presentation outlining the renewal program and optional programs. Mr. Carlson started by giving a review of the current environment of insurance industry. He then proceeded to review the current insurance plan coverages and details, and compared them with the renewal from Blue Cross Blue Shield. He indicated that the renewal with Blue Cross is approximately a 10% increase, indicated that he had been seeing increases of 8-12% and higher. He then outlined the optional quotes he received from Blue Cross/Blue Shield and United Healthcare. He stated that the United Healthcare plan was the closest, but there were significant drawbacks in coverage. The United Healthcare plan was significantly different in coverages, as it only provides for 80% coinsurance, versus 100% coinsurance with Blue Cross. It also has a higher out-of-pocket limit. In addition to these differences, the prescription costs were significantly higher than Blue Cross. All of these differences would cause a much higher amount paid by the employees.

He then proceeded to discuss the dental and vision insurance, which is through Delta Dental of Illinois. The premium remained the same, and Mr. Carlson indicated that this was a good program and pricing.

He also presented the AD&D (accidental death and disability), and long and short-term disability through Principal. He stated that they initially provided a significant increase, but Mr. Carlson asked for some relief, and he was able to get Principal to agree to flat renewal. After advising of several of the value added programs for each coverage, Mr. Carlson took questions, and discussion of the entire insurance program followed. Mr. Carlson left the meeting at 6:20 p.m.

- **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

Minutes


March 8, 2022 – Board Meeting

expenses, and water usage, both of which affect the water rate. He estimated the rate for the coming fiscal year at \$1.5743, which is an approximate 3.8 cent decrease. General Manager White then proceeded to discuss the estimated refund. He reviewed his estimated figures with the board, explaining that the expenses will change as there are two months left in the fiscal year, and all these numbers are estimates. 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. He reminded the board that the budget will need to be approved by next month. Discussion of this subject followed.
- **Approval of Fiscal Year 2023 Consulting Engineer Services Agreement with Clark Dietz** – General Manager White stated that, per the bond ordinance, the District needs to have a consulting engineer. He reminded the board that they are not obligated to hire them to do projects. Discussion of this subject followed. The board decided to table this until next month.
- **Approval of Automated Clearing House (ACH) and Fraud Protection Banking Protocols** – General Manager White stated that the District had been experiencing problems with vendors not receiving payments mailed through the United States Post Office. He explained what we had been doing. Discussion of this subject followed. Trustee Walsh and Chairman Topcik stated that they felt the board understood, and to just go ahead with this change.
- **Approval of Eder Casella Engagement Letter** – General Manager White stated that the District had received the engagement letter from Eder Casella. He asked Attorney Kucera to review it, which he did with one change. The letter in the board packet included that change. General Manager White indicated that this is the second of a three-year commitment with this firm. He then reviewed the pricing with the board. Trustee Jaeger made a motion to accept the Eder Casella Engagement Letter for the District's fiscal year 2022 final audit, 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.
- **Approval of Emergency Procurement for Filter Valve Replacement** – General Manager White stated that during the rehab of filter #4, it was discovered that the filter influent valve was leaking causing the filter to fill when construction was taking place. In addition, the operators discovered that filter #3 influent valve was leaking along with filter #1, and #2 drain valves. He indicated that since the filters were being rebuilt, this would be the best time to replace them. As it was determined that the valves could interfere with the construction, the emergency procurement ordinance could be used. General Manager White received an estimate from Dahme Mechanical for the valve replacement. Discussion of this subject followed.

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

X



Karen L. Johnston
Board Secretary