

Minutes

April 12, 2022- Board Meeting

On April 12, 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, 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.

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 Walsh, and seconded by Trustee Baillie. 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 March 8, 2022
- 5) Disbursements for April, 2022
- 6) Treasurer’s Report for March 31, 2022
- 7) Budget Report for March 31, 2022
- 8) End of month March 31, 2022 Monthly Operation Summation

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

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)		2,289.87
2921	Federal Withholding Taxes	Mar-22	3,479.74
2922	IL Department of Revenue	Monthly Remittance	843.39
2923	WI Department of Revenue	Monthly Remittance	476.76
2925	IL Dept. of Employment Security	Mar-22	30.27
7205	FICA Withholding Taxes (ER Portion)	Mar-22	2,289.87
7255	Correll Co.	Mar-22	5,076.50
7211	Commonwealth Edison	Electricity - Feb-22	98.90
7211	Constellation	Electricity - Mar-22	15,153.78
7212	No. Shore Water Reclamation Dist.	Wastewater Charges 6/30/21-9/30/21	4,302.93
7215	Eurofins Eaton Analytical	Sample Testing	600.00
7215	Pace Laboratories	Sample Testing	109.00
7221	Hawkins	Alum/Chlorine Shipment	4,971.00
7221	Nalco	Nalclear Shipment	4,782.25

Minutes

April 12, 2022 - Board Meeting

7221	Usalco	Aluminum Sulfate Shipment	7,234.68
7221	VWR International	Sulfuric Acid	164.16
7222	Ace Hardware	Misc. Supplies	196.89
7222	CCP Industries	Misc. Supplies	459.64
7222	Cintas	First Aid supplies	128.65
7222	FireCraft Safety Products	Misc. Supplies	338.94
7222	Grainger, W.W.	Misc. Supplies	41.33
7222	Hach	Lab Supplies	208.32
7222	McMaster Carr	Misc. Supplies	55.13
7222	Swan Analytical Instruments	Lab Supplies/Maintenance	857.70
7223	Vortex	Meter Calibration	900.00
7225	Evoqua Water Technologies	Lab Supplies	625.80
7225	Hansen Associates, Inc.	May-22 Copier Maintenance	65.00
7225	Klean Korner Commercial Cleaning	Janitorial Service Mar-22	500.00
7231	DeLage Financial	May-22 Copier Lease	161.76
7232	AT&T	Telephone Service	1,113.49
7232	Verizon Wireless	Cellular Phone/Data Service	545.77
7234	Concentric Integration	Mandatory Software Upgrade/T&M Support	5,615.63
7234	GoFlo	Web hosting & maintenance	595.00
7235	Office Depot	Office Supplies	52.99
7235.1	West's Insurance	Public Officials Bond	1,500.00
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	May-22 Health Insurance	7,376.04
7235.2	Euclid Managers (Delta Dental)	May-22 Dental/Vision	509.55
7235.2	Principal Insurance	May-22 Disability/AD&D	642.01
7236	Thompson, Jeremy	Travel Reimbursement	90.79
7237	Hungerford Technologies	WebEx Service - Teleconference Meeting	26.00
7239	Security 101	Video Security Maintenance/Replace Cameras	2,818.20
7241	Hamlin, James	Payroll Fees - Mar-22	238.92
7242	Kucera, Daniel	Legal Services - Jan-22	4,635.00
7243	Baxter & Woodman	Grant Writing	972.50

Minutes

April 12, 2022- Board Meeting

7243	Clark Dietz	ERP/Facilities Costs	853.82
7251	Advocate Occupational Health	Physical/Drug Screening - B. Turcotte	127.00
7251	Correll Co.	Quarterly Services for period ended 01/31/22	927.00
7251	Zion, City of	Elevator Inspection	110.00

FIRST BANKCARD

	Acct. 7222	Misc. Supplies	314.17
	Acct. 7225	Maintenance Contract	34.25
	Acct. 7234	Office Supplies	94.50
	Acct. 7236	Transportation	217.07
	Acct. 7237	Meetings/Seminars	206.64
	Acct. 7238	Dues/Subscriptions	27.72
	Acct. 7251	Miscellaneous	54.99
		Total First Bankcard	949.34
		Grand Total - Operations	\$86,583.36

R&R

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7299	Boller Construction	Filter Replacement - Payout 7 & 8	110,963.91
7299	Clark Dietz	Filter Replacement - Prof. Services	225.00
7300	Nissen Excavating	Septic System Repair	7,560.00
		Grand Total - R&R	\$118,748.91

COMMITTEE REPORTS

Trustees Jaeger, Chairperson of the nominations committee, passed out his report. He reminded the board that they needed to vote on the nominations next month. He also indicated that the process was slightly different this year, as the committee could not come to an agreement for the position of Chairman. The remaining nominations were discussed, and will be voted upon next month.

Discussion of the Board Chairman position followed. Trustee Jaeger nominated Trustee Topcik as board chairman, which was seconded by Trustee Monk. Further discussion followed. Chairman Topcik indicated that the floor was open to further nominations. Trustee Baillie nominated Trustee Walsh as board chairman, which

Minutes

April 12, 2022 - Board Meeting

was seconded by Trustee Walsh. Further Discussion of this subject followed. As there were no further nominations, Chairman Topcik moved that the nominations be closed.

Trustee Jaeger mentioned in his report that a key participant would not be available on May 10, the regularly scheduled meeting date, and made a motion that the meeting be moved to May 17. Trustee Ruchti seconded the motion. Chairman Topcik asked if any further discussion was desired. As there was no further discussion, and upon the vote, the motion was carried unanimously.

Chairman Topcik asked if Trustee Moe, chairman of the salary committee had a report. He stated that he had briefly discussed the subject with Trustee Walsh, the other committee member, but had had computer issues. He indicated that the job description had not been determined, and no decisions had been. Discussion of this subject followed.

Trustee Ruchti, as chairman of the newly formed Employer/Employee Relations committee, read their mission statement. Trustee Monk is the other member of that committee. Trustee Ruchti discussed several ideas that he and Trustee Monk had developed, including mid-year evaluations, to foster an environment of teamwork, and meetings with the chairman. Trustee Ruchti indicated that they had more ideas, and would present more in writing in the future. Discussion of this subject followed.

UNFINISHED BUSINESS

➤ **Filter Underdrain Replacement**– General Manager White stated that Boller had submitted two pay applications to Clark Dietz. Pay app #7 for \$44,828.70 minus 10 percent retainage for a payment of \$40,345.83, and pay application #8 is for \$54,290.05 minus 5% retainage plus 5% of the retainage from pay app #7, which equates to \$19,042.52 for a payment of \$70,618.08. Both pay apps have been certified by Tom Foley.

General Manager White stated that Boller completed the final installation of the undrain system in filter #3 on March 25, and samples were taken to CLCJAWA on March 26. Filter #3 was then placed back in-service, after satisfactory results had been received. He indicated that he, Tom Foley, Randy Alcorn, and Eduardo Fajardo, with Boller Construction had a walk through on 4/6/2022. The punch list for the project was attached to General Manager White's memo. He then reviewed the punch list with the board. He then addressed Tom's letter regarding liquidated damages, which was also attached. Tom wrote the attached letter for the board to review. Discussion of this subject followed.

➤ **Update - Grant Writing Services** –General Manager White stated that he contacted Elisa Bonkowski with Baxter & Woodman to see if we should examine other avenues to get funding for the generators and plant roofs projects. Ms. Bonkowski suggested she could use some of the funds allocated for the grant application process to research other possible funding. General Manager White felt that this was a good idea and requested the board make a motion to this effect. Trustee Walsh made a motion to approve the use of previously allocated grant application funds for grant research, 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.

➤ **End of Year Projections/update on Facilities Cost Estimate** - General Manager White provided updated charts for the estimated projections for availability/R&R charges. General Manager White indicated that based on current expenditures, the R&R charges would decrease by approximately \$10,000 a month. However, the subject of the ownership of certain water mains, and their inclusion in the facilities

Minutes

April 12, 2022 - Board Meeting

replacement estimate was discussed in relation to the increase this would cause to the R&R charges. General Manager White suggested that it would be beneficial, financially, to exclude those water mains in the facilities costs. Discussion of this subject followed. Trustee Walsh made a motion to accept the Clark Dietz facilities replacement cost, 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.

- **Estimated refund and estimated water rate for FY2023** – General Manager White provided his projections for the customer refunds for the coming year. The estimate was approximately 1.48% higher than last year, in part due to increased water sales.

General Manager White went on to review the estimated water rate for 2023. He stated that expenses were down from 2022. He indicated that the estimated rate is \$1.5463, down approximately 6.6 cents from last year. Discussion of this subject followed.

- **Draft Budget** – General Manager White reviewed the line items that were increasing or decreasing included in the budget. Personnel (new employee), service contracts, and office supplies (accounting software update) were some of the items increasing. Transportation was decreasing as the purchase of a new truck was put on hold. Trustee Jaeger made a motion to approve the proposed budget, 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.
- **Personnel Health Insurance Renewal** – General Manager White stated that Mr. Jake Carlson of Benefits Partners Group presented the employee health insurance renewal last month. He presented a renewal based on the current program, as well as two options. Upon reviewing the options, General Manager White indicated that the current program renewal would be optimal for both the District and the employees. Discussion of this subject followed. Trustee Baillie made a motion to accept the current program renewal, 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.
- **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 included a revised proposal from Clark Dietz, which included an updated schedule of billing rates. Discussion of this subject followed. Trustee Jaeger made a motion to accept the Clark Dietz proposal for consulting engineer services, 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.

NEW BUSINESS

- **PFAS** – General Manager White stated that he had received a letter from the IEPA requesting that the District inform its customers of the IEPA's sample results for PFAS from 11/9/2020 and 12/15/2020 samples. He included the letter that he wrote to Mr. Brown, which met his approval, and was sent to the District's customers. General Manager White stated that the EPA is requiring certain utilities to conduct PFAS sampling in 2023. This sampling will have a large impact on the regulations for PFAS removal in the near future. In addition, it needs to be noted that the IEPA can enact their own parameters for PFAS removal before the federal regulations are enacted. General Manager White requested that Clark Dietz provide an approximate figure for doing research on PFAS removal so the board can have an idea of research costs by either Clark Dietz, or other engineering firms. Discussion of this subject followed.

Minutes

April 12, 2022- Board Meeting

- **Concentric Support Services Agreement** – General Manager White included the Concentric Support Services agreement in the board packet. They provide the SCADA and hardware support for the plant. The agreement is similar to the agreement from fiscal year 2022. In addition, General Manager White asked that Concentric provide a budgetary memorandum for fiscal year 2024, so the Board can see what SCADA items need to be addressed and budgeted for in fiscal year 2024. In addition, there is an option for support for the District's SCADA software (Indusoft) at a cost of \$2,120. This support has not been included in prior years, however, General Manager White felt that it would be wise to keep Indusoft updated and patched for security purposes. He also indicated that the contract had been reviewed and approved by Attorney Kucera. Discussion of this subject followed. Trustee Walsh made a motion to approve the contract as presented, 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.
- **Bond Principal & Interest Payment - due May 1, 2022** – General Manager White indicated that the District would make the May 1, bond principal payment of \$837,000.00 and an interest payment of \$53,165.00 on April 26. This is due to the bond ordinance that requires payment at least three days prior to the due date. Also, as of this writing the sinking fund (funds for bond payment) could be short by \$17,931.57, depending on when our customers pay their March water usage bills. If the sinking fund is short of funds needed for the April 26 payment, the deficit will be taken from the R&R account until the March water usage billings are received. Discussion of this subject followed.
- **Discussion of Operations Manager Search** – General Manager White stated that Trustee Walsh requested that he contact Gewalt Hamilton & Associates regarding an operations manager. They provided two resumes. Both of which were impressive, however, General Manager White indicated that he thought the board was looking for an operations manager to take the responsibility of being the responsible operator in charge. Neither of these individuals have a Class A license. Discussion of this subject followed.

MISCELLANEOUS

- **Procurement Procedures Ordinance** – General Manager White provided a copy of the District's Procurement Procedures Ordinance for the board's information.
- **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.

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

X 

Karen L. Johnston
Board Secretary