

Minutes

May 17, 2022- Board Meeting

On May 17, 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, and Moe, were present. Trustee Jaeger was present virtually. Also present were General Manager Don White and Administrative Assistant/Board Secretary Karen Johnston. District Attorney Dan Kucera was present virtually. Present as guest speakers were Mr. Brent Jones of West's Insurance Agency, Tom Foley, Clark Dietz, Mr. Steve Dalbec, Boller Construction, and Mr. Jeff Williamson, Xylem Water Solutions.

Chairman Topcik advised that Steve Dalbec (of Boller Construction), and Jeff Williamson (of Drydon Equipment) were the first guest speakers that evening. Their purpose was to discuss possible liquidated damages regarding the filter underdrain project. Mr. Dalbec spoke first, giving a brief history of his company, their work, and how they came to being doing work for the District. He went on to discuss the project, and that Leopold/Xylem had proposed a new underdrain system, which the District opted to install. Mr. Williamson then spoke, also giving an overview of his company, and how the new 360 Underdrain System was developed. Both gentlemen addressed issues that led to delays, and discussed those issues. Mr. Dalbec and Mr. Williamson thanked the board for the opportunity to speak to them, and left the meeting at 5:45

Chairman Topcik turned the floor over to Mr. Brent Jones of West's Insurance Agency, to present the facilities insurance renewal. Mr. Jones provided a proposal for the board, and General Manager White included that in the board packet. Mr. Jones started by giving a brief overview of the current market conditions in commercial insurance. He also reviewed the District's coverages, and what those mean in the event of a loss. He advised the board that West's had solicited quotations with carriers other than the current companies, and provided those quotes in his proposal. Mr. Jones suggested that the District consider dropping the Excess Primary Umbrella liability offered through Evanston Insurance due to the cost versus the coverage benefit. This policy would not provide coverage for failure to supply. He then took questions from the board. It was suggested that the value for the main transmission be increased by \$1,000,000. He indicated the proposed renewal premium would be approximately \$66,765, but would be less if the board opted to not renew the Excess Liability. Trustee Walsh made a motion to accept West's Insurance proposal, including the increase for the main transmission line, subject to appraisal by the insurance company, and dropping the excess liability policy, 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, and Mr. Jones left the meeting at 6:10 p.m.

Chairman Topcik turned the floor over to Tom Foley of Clark Dietz to discuss liquidated damages for the underdrain project. There was a letter in the board packet, written by Mr. Foley, advising Boller Construction that the District would exercise their right to collect liquidated damages for 110 days. Mr. Foley discussed the delays for this project at length. The board discussed this subject, and the relationship the District has with Boller Construction. Trustee Walsh made a motion to amend the letter to reflect that the District would ask for a 50% reduction for the liquidated damages, 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. Mr. Foley left the meeting at 6:30 p.m.

Chairman Topcik then suggested that no consent agenda be used as the reports in the board packet represented the final reports for fiscal year 2022, and that the board discuss all report items individually. Ruchti moved to dispense with the consent agenda, 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.

Minutes

May 17, 2022- Board Meeting

- 4) Regular Minutes of April 12, 2022 – Chairman Topcik asked if any discussion was desired. There was none and Trustee Walsh made a motion to approve the regular session minutes of April 12, 2022, 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.
- 5) Disbursements for April, 2022 – Chairman Topcik asked if any discussion was desired. Several bills were discussed, and then Trustee Walsh made a motion to approve the disbursements, 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.

OPERATIONS & MAINTENANCE ACCOUNT May, 2022 – Disbursements

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Apr-22	3,333.79
2921	Federal Withholding Taxes	Apr-22	5,214.98
2922	IL Department of Revenue	Monthly Remittance	1,110.68
2923	WI Department of Revenue	Monthly Remittance	843.11
2925	IL Dept. of Employment Security	Apr-22	42.28
7205	FICA Withholding Taxes (ER Portion)	Apr-22	3,333.79
7255	Correll Co.	Apr-22	6,643.30
7211	Commonwealth Edison	Electricity - Apr-22	76.67
7211	Constellation	Electricity - Mar-22	15,063.82
7212	No. Shore Water Reclamation Dist.	Wastewater charges for 09/30/21-12/31/21	5,523.51
7215	Central Lake County JAWA	Sample Testing	60.00
7215	Pace Laboratories	Sample Testing	109.00
7221	Hawkins	Chlorine Shipment	1,144.50
7222	Ace Hardware	Misc. Supplies	67.41
7222	Applied Industrial Technologies	Misc. Supplies	477.02
7222	Electrical Control Distributors	Misc. Supplies	165.68
7222	Grainger, W.W.	Misc. Supplies	212.56
7222	Hach	Lab Supplies	97.53
7222	VWR International	Lab Supplies	205.74
7223	Core & Main	Maintenance Supplies	2,471.22
7223	Hawkins	Vacuum Regulator	4,421.30
7223	Henderson, J.J.	Remove & Replace Sidewalk	3,451.21

Minutes

May 17, 2022- Board Meeting

7223	Kelley's Sanitary Service, LLC	Septic pumping/New pump & alarm	1,915.00
7223	NIR Roof Care	Roof Repairs	4,415.00
7225	Baxter & Woodman	Emergency Operator Training	5,713.92
7225	Hansen Associates, Inc.	Jun-22 Copier Maintenance	65.00
7225	Klean Korner's Commercial Cleaning	Janitorial Service Apr-22	500.00
7231	DeLage Financial	Jun-22 Copier Lease	173.49
7232	AT&T	Telephone Service	1,547.65
7232	Verizon Wireless	Cellular Phone/Data Service	544.51
7234	Office Depot	Office Supplies	491.90
7235.2	AARP Medical	Medical Insurance for Diane Fragassi	356.75
7235.2	AARP Prescription	Prescription coverage for Diane Fragassi	100.80
7235.2	Blue Cross/Blue Shield	Jun-22 Health Insurance	12,084.42
7235.2	Euclid Managers (Delta Dental)	Jun-22 Dental/Vision	530.87
7235.2	IL Public Risk Fund	Work Comp - 3rd Qtr. 2022	2,312.00
7235.2	Principal Insurance	Jun-22 Disability/AD&D	642.01
7236	Napa Auto Parts	Transportation - Battery	165.48
7236	Pintescu, Ioan	Travel Reimbursement	35.10
7236	Turcotte, Brian	Travel Reimbursement	52.65
7237	Hungerford Technologies	WebEx Service - Teleconference Meeting	26.00
7241	Your Payroll Dept.	Payroll Fees - Apr-22	248.06
7242	Graefe & Hansen, Ltd.	Legal Services - Feb-22	168.75
7242	Kucera, Daniel	Legal Services - Apr-22	1,687.50
7243	Clark Dietz	Facilities Costs	525.00
7251	Advocate Occupational Health	Respirator Clearance Exam/Fit Testing	118.00
7251	Correll Co.	Investment advisory service fees	1,375.00

FIRST BANKCARD

	Acct. 7222	Misc. Supplies	290.75
	Acct. 7225	Maintenance Contract	36.65
	Acct. 7234	Office Supplies	145.65

Minutes

May 17, 2022- Board Meeting

	Acct. 7236	Transportation	117.30
	Acct. 7237	Meetings/Seminars	281.71
	Acct. 7238	Dues/Subscriptions	27.72
	Acct. 7251	Miscellaneous	166.41
		Total First Bankcard	1,066.19
		Grand Total - Operations	\$90,930.15

R&R

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7299	Clark Dietz	Filter Replacement - Prof. Services	825.00
7300.14	Dahme Mechanical Industries	Replacement of Keystone Butterfly Valves	46,988.00
		Grand Total - R&R	\$47,813.00

- 4) Treasurer's Report for April 30, 2022 - Chairman Topcik reviewed the report with the board, and asked if any discussion was desired. Account balances were discussed. Trustee Walsh made a motion to approve the treasurer's report, 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.
- 5) Budget Report for April 30, 2022 - Chairman Topcik reviewed the report with the board, and asked if there were any questions, as there were none Trustee Ruchti made a motion to approve the budget report, 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.
- 6) End of month April 30, 2022 Monthly Operation Summation – Chairman Topcik asked if there were any questions regarding this report. General Manager White reviewed the report, and discussed usage. Trustee Walsh made a motion to approve the MOS report, 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.

COMMITTEE REPORTS

Salary Committee - Trustee Ruchti made a motion to move into executive session to discuss employee matters, 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.

* * * EXECUTIVE SESSION * * *

Minutes

May 17, 2022- Board Meeting

Upon leaving executive session, Trustee Moe made the recommendation of a 3.0% pay increase for General Manager White, 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.

Nominations Committee – The board discussed the nominations for board chairman from the previous month’s board meeting. Also discussed was the role of the board chairman. Chairman Topcik requested a vote for the board chairman. Upon the vote, there were two votes for Trustee Walsh for chairman, and five votes for Chairman Topcik. Chairman Topcik then indicated that in addition to board chairman, the following positions needed to be appointed as well: Vice-Chairman, Treasurer, Pension Fund Trustee, General Manager, Secretary for the Board, Attorney for the District, and Consulting Engineer for the District. The nominations committee made the following recommendations: Vice-Chairman – Michael Ruchti, Treasurer/Pension Fund Trustee/General Manager – Donald White, Secretary for the District – Karen Johnston, Attorney for the District – Daniel Kucera, and Engineer for the District – Clark Dietz. Trustee Walsh made a motion to approve the Trustee resolution, which was seconded by Trustee Baillie. Chairman Topcik asked if any further discussion was desired. As there was no further discussion, Chairman Topcik initiated a roll call vote. Trustees Ruchti, Monk, Walsh, Baillie, Moe, Jaeger, and Topcik all voted aye. The motion was carried.

Minutes

May 17, 2022- Board Meeting


RESOLUTION

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE LAKE COUNTY PUBLIC WATER DISTRICT that:

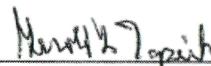
1. The compensation to be paid to each of the Trustees for the fiscal year beginning May 1, 2022 shall be in the total amount of \$1,200.00, payable in equal monthly installments.
2. GEROLD L. TOPCIK be and is hereby elected Chairman of the Board of Trustees for the fiscal year beginning May 1, 2022.
3. MICHAEL B. RUCHTI be and is hereby elected the Vice-Chairman of the Board of Trustees for the fiscal year beginning May 1, 2022.
4. DONALD J. WHITE be and is hereby elected Treasurer for the fiscal year beginning May 1, 2022. In performance of duties of Treasurer, he shall receive no compensation.
5. DONALD J. WHITE be and is hereby elected Pension Fund Trustee of the District for the fiscal year beginning May 1, 2022. In performance of duties of Pension Fund Trustee, he shall receive no compensation.
6. DONALD J. WHITE be and is hereby elected General Manager for the fiscal year beginning May 1, 2022 and thereafter until a successor is elected. The Board determines that compensation shall be determined by the Board. His compensation as General Manager shall be determined by the Board of Trustees.
7. KAREN L. JOHNSTON be and is hereby elected Secretary of the Board for the fiscal year beginning May 1, 2022 and thereafter until a successor is elected. In performance of duties of Secretary, she shall receive no compensation.
8. DAN KUCERA be and is hereby appointed Attorney for the District for the fiscal year beginning May 1, 2022 and thereafter until his successor is appointed; and that the duties as attorney shall be to supervise the legal affairs of the District; and that the compensation to be paid to the attorney shall be on a reasonable basis.
9. CLARK DIETZ, INC. be and are hereby appointed as an Engineer for the District for the fiscal year beginning May 1, 2022; and that the duties of Clark Dietz shall be to handle the certain engineering affairs of the District as determined by the Board; and that the compensation to be paid to Clark Dietz shall be on a reasonable basis.



ATTEST:


Karen L. Johnston
Secretary

LAKE COUNTY PUBLIC WATER DISTRICT



Gerold L. Topcik
Chairman, Board of Trustees

PRESENTED AND READ: May 17, 2022

APPROVED:

ROLL CALL VOTE:

Trustees voting aye: M. Ruchti; A. Monk; P. Walsh; A. Baillie; R. Moe; D. Jaeger; G. Topcik

Trustee voting nay: None

Trustees absent: None

MOTION CARRIED

Minutes

May 17, 2022- Board Meeting

Employer/Employee Relations Committee – Trustee Ruchti, chairman of the committee, indicated that this committee did not have a report, but would once the committee met with General Manager White.

UNFINISHED BUSINESS

- **Update - Grant Writing Services** –General Manager White stated that he contacted Elisa Bonkowski with Baxter & Woodman, and advised that the board had approved additional hours. She advised General Manager White that she would be looking for possible grants. Discussion of this subject followed.
- **End of Year Projections** - 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 \$9,000 a month. General Manager White reviewed the individual amounts for the District’s customers. He also stated that the audit would start the following Thursday. Discussion of this subject followed.
- **Estimated refund and estimated water rate for FY2023** – General Manager White provided his projections for the customer refunds for the coming year. He stated that his estimate for the refund is approximately 1.48% higher than last year, due to an increase in water sales, and a decrease in depreciation.

General Manager White went on to review the estimated water rate for 2023. This is based on the expenses for the year, less depreciation. He indicated that the estimated rate is \$1.5654, down approximately 4.76 cents from last year. Discussion of this subject followed.

- **Bond Principal & Interest Payment** – General Manager White indicated that the bond payment had been made for \$837,000.00 for principal and an interest payment of \$52,874.88. The confirmation for that payment is attached.

NEW BUSINESS

- **ARC Flash Study** – General Manager White attached a proposal from Clark Dietz for the Arc Flash study, discussed last year. This study is needed to ensure that any electrical deficiencies can be noted so the operational staff will know what precautions are needed when working on/around the plant’s electrical equipment. In addition, any deficiencies can be identified, to protect the operators. Discussion of this subject followed. Trustee Ruchti made a motion to accept the proposal of \$38,500 from Clark Dietz, 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.

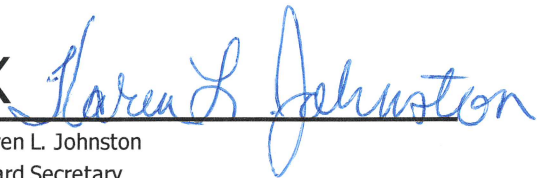
MISCELLANEOUS

- **Discussion of Operations Manager Search** – General Manager White stated that he had a meeting with Michael Grinnell and Jean Scher of Gewalt Hamilton to discuss the District’s need for an operations manager. They were given a tour of the plant prior to that discussion. They provided the District with a proposal for their services for this personnel search. General Manager White advised that Attorney Kucera had reviewed the proposal and his comments were provided. Discussion of this subject followed.

Minutes

May 17, 2022- Board Meeting

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

X 
Karen L. Johnston
Board Secretary