

Minutes

February 14, 2023- Board Meeting

On February 14, 2023, 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. 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. Trustee Baillie made that motion, which was seconded by Trustee Monk. Chairman Topcik then asked for a motion to approve the consent agenda, which was made by Trustee Baillie, and seconded by Trustee Monk. 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 January 10, 2022
- 5) Disbursements for February, 2023
- 6) Treasurer’s Report for January 31, 2023
- 7) Budget Report for January 31, 2023
- 8) End of month January 31, 2023 - Monthly Operation Summation

OPERATIONS & MAINTENANCE ACCOUNT February 2023 – Disbursements

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Jan-23	2,954.74
2921	Federal Withholding Taxes	Jan-23	5,151.65
2922	IL Department of Revenue	Monthly Remittance	1,203.61
2923	WI Department of Revenue	Monthly Remittance	533.83
2925	IDES	Jan-23 Unemployment	300.40
7205	FICA Withholding Taxes (ER Portion)	Jan-23	2,954.74
7255	Correll Co.	Jan-23	5,401.40
7211	Commonwealth Edison	Electricity - Dec-22	73.77
7211	Constellation	Electricity - Dec-22	11,105.40
7212	No. Shore Water Reclamation Dist.	Wastewater Charges	3,872.00
7215	Pace Analytical Services	Sample Testing	202.00
7221	Hawkins	Chlorine Shipment	4,066.50
7222	Ace Hardware	Misc. Supplies	71.77
7222	Cintas	First Aid Supplies	79.91

Minutes

February 14, 2023- Board Meeting

7222	McMaster-Carr	Misc. Supplies	1,041.85
7222	Olson Service Co.	Fuel for generator	1,533.70
7222	Zoro.com	Misc. Supplies	163.97
7223	Core & Main	Maintenance Supplies	1,911.84
7223	FLW, Inc.	Maintenance Supplies	562.88
7223	Northern Safety Co., Inc.	Maintenance Supplies	435.48
7223	Quincy Compressor	Maintenance Supplies	97.64
7225	Concentric Integration	2022-2023 Support Services	1,443.67
7225	Hansen Associates, Inc.	Mar-23 Copier Maintenance	65.00
7231	DeLage Financial	Mar-23 Copier Lease	161.76
7232	AT&T	Telephone Service	1,135.08
7232	Verizon Wireless	Cellular Phone/Data Service	643.48
7234	ODP Business Solutions	Office Supplies	162.62
7235.2	AARP Medical	Medical Insurance for Diane Fragassi	356.75
7235.2	AARP Prescription	Prescription coverage for Diane Fragassi	125.20
7235.2	Blue Cross/Blue Shield	Mar-23 Health Insurance	8,454.30
7235.2	Euclid Managers (Delta Dental)	Mar-23 Dental/Vision	440.40
7235.2	Johnston, Karen	Deductible Reimbursement	430.70
7235.2	Principal Insurance	Mar-23 Disability/AD&D	645.44
7235.2	Thompson, Jeremy	Deductible Reimbursement	2,071.10
7236	Pintescu, Ioan	Travel Reimbursement	18.75
7237	Hungerford Technologies	WebEx Service - Teleconference Meeting	26.00
7241	Your Payroll Dept.	Payroll Fees - Jan-23	356.45
7242	Graefe & Hansen, Ltd.	Legal Fees - Nov-22	281.25
7242	Kucera, Daniel	Legal Fees - Jan-23	2,992.50
7243	Baxter & Woodman	Prof. Serv. - Source Water Protection Plan	1,363.00
7243	Clark Dietz, Inc.	Professional Services	4,212.50
7251	Correll Co.	Investment Services	1,305.00

FIRST BANKCARD

	Acct. 7222	Misc. Supplies	50.01
	Acct. 7225	Maintenance Contract	36.65

Minutes

February 14, 2023- Board Meeting

	Acct. 7234	Office Supplies	332.47
	Acct. 7236	Transportation	162.10
	Acct. 7237	Meetings/Seminars	146.88
	Acct. 7238	Dues/Subscriptions	87.72
		Total First Bankcard	815.83
		Grand Total - Operations	\$71,225.86

R&R

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7270.02	Chase Commercial Diving	Intake Inspection	3,320.00
7270.02	Michels Construction, Inc.	Intake Work - Placement of 500 tons of Riprap	139,500.00
		Grand Total - R&R	\$142,820.00

UNFINISHED BUSINESS

- **Grant Writing Services/State Revolving Loan Program** – General Manager White stated that this subject would be tabled until further notice.
- **Stone Placement – Intake** – General Manager White stated that the foreman for Michels advised that the stone would be placed on the District’s intake pipeline on January 10. However, due to weather conditions, the work was delayed until January 11. The work started on January 11, however Michels was unable to finish, due to mechanical issues. The work was then completed on January 23. Carl Chase, the District’s representative, was on board the barge observing the stone placement. General Manager White advised that Mr. Chase provided daily updates, and other than the mechanical issue, the project proceeded as planned. General Manager White stated that the intake pipeline would be inspected in the spring. Discussion of this subject followed.
- **Discussion of Contract Extensions** – General Manager White stated that at last month’s meeting there had been no response to the letter sent in December to Mayor McKinney of the City of Zion. At that time, the board requested that Chairman Topcik telephone Mayor McKinney to discuss the topic. Chairman Topcik then stated he had called Mayor McKinney, who was not in, and left a message. Mayor McKinney did not return his call. Discussion of this subject followed.
- **Update of application for Professional Services for Completion of Application for Lake County American Rescue Plan Project** – General Manager White stated he had not yet received any information on these grants. He stated that he had been advised in January that the decision on the grants should be announced in mid-February. He further stated that once he received information on the grants, he would notify the board members via email. Discussion of this subject followed.

Minutes

February 14, 2023- Board Meeting

- **Approval of resolution amending meeting date for June 2023 meeting** – General Manager White stated that the auditors have a conflict for the scheduled June board meeting, where they will be presenting the audit for fiscal year 2023. Therefore, he suggested that the meeting be moved to June 27, 2023. Trustee Walsh made a motion to move the meeting to June 27, 2023, which was seconded by Trustee Jaeger. Chairman Topcik asked if any further discussion was desired. There was none, and the vote on roll call was: Trustees Ruchti, aye; Walsh, aye; Baillie, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

Minutes

February 14, 2023- Board Meeting

RESOLUTION

WHEREAS, the Lake County Public Water District ("District") Board of Trustees shall hold regular monthly meetings on the second Tuesday of each month at the hour of 5:30 P.M. in the conference room at the District's Filtration Plant located at 500 -17th Street, Zion, Illinois,

WHEREAS, the Board of Trustees desires to move the regularly scheduled Board of Trustees Meeting from Tuesday, June 20, 2023 to Tuesday, June 27, 2023

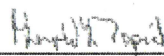
THEREFORE, Be it resolved by the Board of Trustees for the Lake County Public Water District, that the regularly scheduled Board of Trustees meeting to be held on Tuesday, June 20, 2023 to Tuesday, June 27, 2023.



ATTEST:


Karen L. Johnston
Secretary

LAKE COUNTY PUBLIC WATER DISTRICT


Gerald Topcik
Chairman, Board of Trustees

PRESENTED AND READ: February 10, 2023

ROLL CALL VOTE:

Trustees voting aye:

Trustee voting nay:

Trustees absent:

MOTION CARRIED

Minutes

February 14, 2023- Board Meeting

NEW BUSINESS

- ***Nimec Electrical Contract Renewal Discussion. Approval of Resolution Authorizing General Manager to execute a new electrical supply agreement determined by NIMEC 2023 bidding process*** - General Manager stated that, as mentioned last month, Nimec, the District's electrical pricing co-op, would be going out for bid on March 2. He further stated that in the past, the board authorized the general manager to select the best contract, of the one, two, or three year contract options. In order to do this, the board needs to approve a resolution granting the General Manager the power to choose a contract that seems the best fit for the District, then at the March board meeting the board will ratify the contract, based on the decision made by the General Manager. General Manager White indicated that he spoke with Dave Hoover, of Nimec, regarding pricing, and he indicated that the District should budget a 50% increase. However, Mr. Hoover does feel it will be lower. Discussion of this subject followed. Trustee Walsh made a motion to approve the resolution authorizing General Manager White to sign the contract for the electrical pricing, which was seconded by Trustee Baillie. Chairman Topcik asked if any further discussion was desired. There was none, and the vote on roll call was: Trustees Ruchti, aye; Walsh, aye; Baillie, aye; Moe, aye; Jaeger, aye; Topcik, aye. Motion carried.

Minutes

February 14, 2023- Board Meeting

RESOLUTION


WHEREAS, the Lake County Public Water District ("District") heretofore has approved its membership in the Northern Illinois Municipal Electric Collaborative ("NIMEC") for the purpose of the acquisition of electrical energy through NIMEC's bidding process, and desires to authorize its General Manager to approve a contract with the lowest cost electricity provider identified as the result of NIMEC's 2023 bidding process ;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE DISTRICT AS FOLLOWS:

1. That the membership of the District in NIMEC for the purpose of obtaining an electricity supply for the District's requirements through NIMEC's 2023 bidding process is confirmed.
2. That the General Manager is authorized to execute a contract having a term of up to 36 months with the lowest cost electricity provider determined by NIMEC's 2023 bidding process, and that the General Manager is directed to present the contract to the Board of Trustees for ratification at the first regular Board meeting following execution of the contract.



LAKE COUNTY PUBLIC WATER DISTRICT



Gerald L. Topcik
Chairman, Board of Trustees



Karen L. Johnston
Secretary, Board of Trustees

PRESENTED AND READ: February 14, 2023
PASSED AND APPROVED: February 14, 2023

ROLL CALL VOTE:

Trustees voting aye:
Trustee voting nay:
Trustees absent:

MOTION CARRIED

- **Discussion of Potential IDNR Water Allocation Fee** – General Manager White stated that he received an email from Don Jensen (attached) which originally came from Brad Cole, Executive Director, Illinois Municipal League. This email is regarding a proposal to amend the Level of Lake Michigan Act [615 ILCS

Minutes

February 14, 2023– Board Meeting

50/1 et seq., and 17Ill Adm. Code 3730] (also attached). The proposal seems to want to charge anyone with allocations a new fee. General Manager White stated that he feels that this stems from the IDNR having issues with forms being filled out correctly, relating to reporting water usage. He further stated that, according to the charts that were attached to the IDNR's memo, the approximate cost to the District would be \$2,000 annually. General Manager White felt that this amount was excessive. Attorney Kucera suggested that we ask if the amount could be negotiated. Discussion of this subject followed.

- ***Discussion of Commonwealth Edison Meter Pit/Modem Box Installation Agreement*** – General Manager White stated that a Commonwealth Edison representative contacted the District's offices in December inquiring if the District owned the equipment mounted on their power poles. General Manager White was on vacation and Secretary Johnston advised the representative of this and the representative said they would call back. Upon General Manager White's return, Secretary Johnston advised him of the call, and the representative called him several weeks later. The person that called was Sharlene Brown of Commonwealth Edison, and inquired if the District had a formal agreement with Commonwealth Edison. General Manager White advised that the equipment had been mounted on the poles for over 20 plus years, and upon researching, could not find any formal agreement. Ms. Brown sent General Manager White an agreement, which he forwarded to Attorney Kucera. Attorney Kucera made his comments and modifications, and General Manager White forwarded those changes to Ms. Brown, who then forwarded it to her legal team. As of this date, General Manager White had not heard back from Commonwealth Edison. Discussion of this subject followed.
- ***Approval of Eder Casella Engagement Letter for FY2023 Final Audit*** – General Manager White received the audit engagement letter from Eder Casella & Co. for the fiscal year 2023 final audit. He forwarded it to Attorney Kucera for his review. He had some modifications, which were made and that document was included in the board packet. As noted previously in the meeting, Eder Casella & Co. would be unable to present the audit on the third Tuesday of June, as usually occurs, but indicated that the fourth Tuesday would be acceptable for them. Discussion of whether they would be able to produce the final audit by the end of June, in time for the contractual deadline of July 1 to provide it to the District's customers followed. Trustee Walsh made a motion to accept the audit engagement letter with the amended wording that if the audit reports are not delivered to the District by June 29, 2023, the District will consider deducting from the audit fee, any loss of revenue due to delay in application of new rates on August 1, 2023, which was seconded by Trustee Jaeger. 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 for availability & R&R charges, and update on Facilities Cost Estimate*** – General Manager White provided his end of year projections for the availability and R&R charges. He provided charts for those charges. He explained that the availability charges are simply the charges for the principal and interest on the outstanding bond issue, and those numbers are fixed, and are not dependent on water sales. He reviewed the R&R charges which are dependent on the facilities costs estimate, which he did not yet have, and the R&R funds spent during the fiscal year. Based on his estimate, the R&R charges will increase. Discussion of this subject followed.
- ***Estimated refund and estimated water rate for FY2023*** – General Manager White provided the estimated refund and water rate for the coming fiscal year. He stated that the current estimate for the District's customer's refunds is showing a decrease from fiscal year 2022. This is partially due to an estimated decrease in water sales, decreased depreciation, and a decrease in estimated expenses. As to the water rate, the estimated expenses are higher than FY2022. The current estimated water rate will be \$1.592.

Minutes

February 14, 2023- Board Meeting

- **Draft Budget** – General Manager White reviewed the line items for the proposed budget for fiscal year 2024, explaining where he was increasing or decreasing certain items. He reminded the board that this was the first draft, and would be discussed further next month. Discussion of this subject followed.
- **Approval to procure bids for Chlorine Feed Room Pipe Repair** – General Manager White stated the District has three HDPE pipes that run from the plant’s main chlorine feed room to the intake cones in the lake. He indicated that approximately five or six years ago, one of the HDPE pipes broke down by the low lift pump station. He had a contractor examine the problem to see if it could be repaired. They investigated between the two manholes down by the lake, and saw that the pipes were tangled, and could not differentiate which pipe was which. They stated that they couldn’t advise which pipe to cut, and which one to pull out, and were not able to provide a quote because there was no way they were going to be able to fix the pipeline. Therefore, the valve to that pipeline was turned off, and used the two remaining pipes to feed chlorine to the intake. In the last couple of months there was a break of one of the two still used for chlorination and killing zebra mussels. The problem with this break is it occurred under the chlorine room floor. General Manager White contacted Dahme Mechanical for an estimate for repairs. This estimate is above the \$20,000 limit before having to bid a project. General Manager White indicated that he also asked for a second estimate from Ernie Peterson Plumbing to see if the project can come in below the \$20,000 bidding limit. He indicated that he would not have this until after the board meeting, but wanted to make the board aware that this repair is needed to ensure that the District kills Zebra mussels, and meets its disinfection criteria. Depending on the pricing I receive from Peterson the project might need to be bid.

Trustee Walsh proceeded to inquire about the details of this project, suggesting that there may be aspects of the job the District could do internally. General Manager White explained that there are elements of the work that our operators are not qualified to perform. Trustee Walsh then suggested that the job could be broken down into separate pieces, seeing what could be done by the District’s employees, and what could be contracted out to various contractors. Discussion of this subject followed, with Trustee Walsh recommending that General Manager White contact Premium Concrete Cutting, for the floor cutting aspect of the project. General Manager White indicated that he would contact them, and other contractors for quotes. General Manager White and Chairman Topcik reminded Trustee Walsh that anything over \$20,000 needed to bid. Trustee Walsh felt that it could be done as separate projects in the manner he suggested. Chairman Topcik indicated that Secretary Johnston reminded him that the auditors disagree, and it would be considered one project. Further discussion of this project followed.

- **New Legislation** – Attorney Kucera had two items to present. The first included his memorandum regarding new legislation on paid leave. The language of the District’s provision on PTO (paid leave) has gone through several different versions, and Attorney Kucera felt that this new legislation could be a positive now there is an outline, statewide, of what PTO entails. He will work with General Manager White to compare the policy that District currently has, with the new act. Attorney Kucera indicated that the District has a year to do this.

The second item is the Illinois Victims Economic Security and Safety Act. This is a statute that covers an employee who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence for whose family or household members are experiencing this type of violence. This statute recently has been amended so that it applies to the District. When a District employee, or the employee’s family or household members experience such types of violence the employee may take up to four weeks, unpaid leave in a twelve-month period with job protection. The purposes for such leave include: to obtain medical attention to recover from injuries, to obtain legal assistance, to obtain counseling, etc. Attorney Kucera stated that he will prepare a draft for board consideration a proposed addition to the employee

Minutes

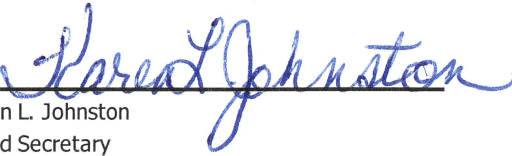
February 14, 2023- Board Meeting

handbook to cover this new form of unpaid leave. He stated he anticipated having it for the next board meeting.

MISCELLANEOUS

- **Position of General Manager Discussion** – The board discussed the position of General Manager to the District. The trustees expressed their opinions regarding the qualifications necessary for the position. Trustee Walsh indicated that he had someone he would like to meet with the board to discuss the position requirements.

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

X 

Karen L. Johnston
Board Secretary