

# Minutes

## September 13, 2022- Board Meeting

On September 13, 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 Pro-Tem Ruchti opened the meeting at approximately 5:30 p.m., upon the roll being called; Trustees Walsh, Baillie, Moe, and Jaeger were present. Trustees Monk was absent. Chairman Topcik was present via telephone. Also present were General Manager White and Administrative Assistant/Board Secretary Johnston. District Attorney Kucera attended via telephone. In addition, Elisa Bonkowski of Baxter & Woodman was present as guest speaker.

Chairman Pro-Tem Ruchti introduced Elisa Bonkowski of Baxter & Woodman, who was present to discuss the possibility of applying for IEPA State Revolving Fund Loans for needed projects. Ms. Bonkowski explained the process for applying for the loan, and the timeline for that process. She advised the board that there were several steps to the application process, which can take approximately two years. She stated that the first step was to prepare a project plan, which communicates information about the District to the IEPA. It also explains the District's needs, the planned projects, the costs of those projects, and how the District plans to repay the loan. She indicated that this report would be good for five years, and that if the project list changed in that time, it could be revised. Ms. Bonkowski indicated that the main obstacle to getting these funds would be competition. She stated the various components that would be part of the decision making process, such as population, median income, and thoroughness of the application. She took questions from the board regarding these subjects. Ms. Bonkowski discussed with the board repayment, possible loan forgiveness, and other financial subjects. At the end of Ms. Bonkowski's presentation, General Manager White advised that the board would discuss the subject and provide feedback to Ms. Bonkowski. Ms. Bonkowski left the meeting at 6:00 p.m.

Chairman Pro-Tem Ruchti indicated that he would accept a motion to place the following items on a consent agenda and to accept that consent agenda. Chairman Pro-Tem Ruchti then asked for a motion to approve the consent agenda, which was made by Trustee Jaeger, and seconded by Trustee Walsh. Chairman Pro-Tem Ruchti asked if discussion was desired for those items, as there was none, and upon the vote on roll call was: Trustees Walsh, aye; Baillie, aye; Moe, aye; Jaeger, aye; Topcik, aye; Ruchti, aye. Motion carried.

- 5) Regular Session Minutes of August 9, 2022
- 6) Disbursements for September, 2022
- 7) Treasurer's Report for August 31, 2022
- 8) Budget Report for August 31, 2022
- 9) End of month August 31, 2022 Monthly Operation Summation

### OPERATIONS & MAINTENANCE ACCOUNT September, 2022 – Disbursements

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Aug-22	2,531.76
2921	Federal Withholding Taxes	Aug-22	4,183.79
2922	IL Department of Revenue	Monthly Remittance	1,006.51
2923	WI Department of Revenue	Monthly Remittance	480.08

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ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2925	IDES	Monthly Remittance	26.97
7205	FICA Withholding Taxes (ER Portion)	Aug-22	2,531.76
7255	Correll Co.	Aug-22	3,839.38
7211	Commonwealth Edison	Electricity - Aug-22	66.60
7211	Constellation	Electricity - Jul-22	6,174.87
7215	Pace Laboratories	Sample Testing	207.97
7221	Hawkins	Chlorine Shipment	1,906.00
7221	Nalco	Nalclear Shipment	5,260.48
7222	Ace Hardware	Misc. Supplies	425.66
7222	Grainger, W.W.	Misc. Supplies	110.94
7222	Idexx	Lab Supplies	3,277.61
7222	McMaster-Carr	Misc. Supplies	275.78
7223	Buckeye Power Sales	Generator Maintenance	1,115.00
7223	FLW, Inc.	Maintenance Supplies	771.90
7223	ProFlow Pumping Solutions	Maintenance Supplies	1,004.86
7223	Vortex	Flow Transmitter	2,268.44
7225	Concentric Integration	2022-2023 Support Services	1,443.67
7225	Hansen Associates, Inc.	Oct-22 Copier Maintenance	65.00
7225	Klean Korner Commercial Cleaning	Janitorial Service Aug-22	500.00
7225	Lakeland/Larsen Elevator Corp.	Quarterly Elevator Maintenance	339.62
7231	DeLage Financial	Oct-22 Copier Lease	161.76
7232	AT&T	Telephone Service	1,137.11
7232	Verizon Wireless	Cellular Phone/Data Service	605.43
7234	FedEx	Shipping Charges	42.10
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	Oct-22 Health Insurance	12,219.33
7235.2	Euclid Managers (Delta Dental)	Oct-22 Dental/Vision	787.53
7235.2	IL Public Risk Fund	4th Qtr. 2022 Work Comp	2,312.00
7235.2	Johnston, Karen	Insurance Deductible Reimbursement	1,058.86

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ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7235.2	Principal Insurance	Oct-22 Disability/AD&D	741.58
7235.2	Turcotte, Brian	Insurance Deductible Reimbursement	137.62
7235.2	White, Don	Insurance Deductible Reimbursement	2,676.69
7237	Hungerford Technologies	WebEx Service - Teleconference Meeting	26.00
7239	Security 101	Video Security System Service Contract	1,704.00
7241	Your Payroll Dept.	Payroll Fees - Aug-22	200.76
7243	Clark Dietz	Consulting Engineering	175.00
7247	Chase Commercial Diving Service	Intake Cone Repl./Chemical Diffuser	5,000.00
7251	Advocate Occupational Health	Pre-Employment Physical/Drug Screening	182.00
7251	Aramark	Uniforms	164.88
7251	Correll Co.	Investment Services	2,683.00

## FIRST BANKCARD

	Acct. 7222	Misc. Supplies	59.89
	Acct. 7225	Maintenance Contract	36.65
	Acct. 7234	Office Supplies	1,050.37
	Acct. 7236	Transportation	299.82
	Acct. 7237	Meetings/Seminars	252.22
	Acct. 7238	Dues/Subscriptions	27.72
	Acct. 7251	Miscellaneous	14.99
		<b>Total First Bankcard</b>	1,741.66
		<b>Grand Total - Operations</b>	<b>\$74,029.51</b>

## R&R

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7270.02	Clark Dietz	Intake Plans	4,007.50
7299	Clark Dietz	Filter Rehabilitation	700.00
		<b>Grand Total - R&amp;R</b>	<b>\$4,707.50</b>

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## UNFINISHED BUSINESS

- **Grant Writing Services/State Revolving Loan Program** – General Manager White stated that he had asked Ms. Bonkowski to be present to discuss the length of the application process for the SRL program. As she discussed previously in the meeting, the process could take nearly two years, and there is a possibility that District customers' contracts will expire before funding is available. Discussion of this subject followed with the board deciding to table the topic until next month.
- **Intake Cone** – General Manager White stated that Carl Chase and Big Lake Marine had retrieved and inspected the intake cone that came off the 90-degree pipe. The bolts that held it were broken, but Big Lake Marine had bolts on their barge that fit for the repair. However, both Mr. Chase and Big Lake Marine were concerned that the bolts could break again. They provided a solution, using a cable to prevent this from happening in the future, and proceeded with this repair. Discussion of this subject followed.
- **Stone Placement – Intake** – General Manager White stated that at the last board meeting he had advised the board that IDNR could request a study for the impact of the stone placement on the intake pipe. However, after correspondence with Jim Casey of IDNR, Mr. Casey advised that the application and permit fee would suffice. General Manager White also discussed the project with the Mr. Erich Ceisel of the Army Corps of Engineers, and after describing the project, Mr. Ceisel indicated that the application had been forwarded to his administrator, and General Manager White anticipated that the Army Corps would be satisfied and issue the permit. General Manager White also stated that he hoped the District would not need an additional permit from the IEPA. Once all the permits have been received, General Manager White will be able to advise Michels Corp. to proceed with the work. Discussion of this subject followed.
- **Technical Review Committee Meeting – Discussion of contract extensions** – General Manager White advised the board all three customers have talked with their administrators about the possible contract extensions. He stated that the attorney for the City of Zion was reviewing the contract, and that the issue would be presented to the city council in closed session on September 20. General Manager White indicated that if there were questions, he would present those to Attorney Kucera and the board at the next board meeting. He stated that the Village of Winthrop Harbor was also taking a similar approach. In addition, Bob Feffer of Illinois Beach State Park, had discussed the issue with Greg Behm, who asked that the modifications be sent to him, so he could get them approved. Discussion of this subject followed.

## NEW BUSINESS

- **Approval of Employee Handbook Changes – Sec. 505 – Rest & Meal Periods** – Attorney Kucera discussed the possible change regarding the rest and meal period section to the employee handbook. As currently written, the operators receive a one-hour paid lunch, and two, fifteen minute paid breaks. The proposed change would be to amend the section to a half-hour paid lunch, and two, fifteen minute paid breaks. Discussion of this change followed, with several of the board members providing their thoughts on the change. This discussion resulted in a decision to table the issue for the time being.
- **Approval of proposal for professional services for Source Water Protection Plan** – General Manager White stated the District is required to have a source water protection plan, and the current one needs to be updated and submitted to the IEPA before July 2023. General Manager White provided three proposals from engineering firms, Strand & Associates, Clark Dietz, and Baxter & Woodman, for these services. General Manager White reviewed the proposals advising the costs. The least expensive was Baxter &

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Woodman for \$13,900. Trustee Walsh made a motion to accept the Baxter & Woodman proposal, subject to approval by Attorney Kucera, which was seconded by Trustee Baillie. Chairman Pro-Tem Ruchti asked if discussion was desired for those items, as there was none, and upon the vote on roll call was: Trustees Walsh, aye; Baillie, aye; Moe, aye; Jaeger, aye; Topcik, aye; Ruchti, aye. Motion carried.

## MISCELLANEOUS

**Wall Street Journal Article – Jackson Water Crisis Forces Cities to Confront Their Own Aging Infrastructure –** General Manager White provided this article as it addresses aging infrastructure, which is an issue the District is also facing.

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

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

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Karen L. Johnston  
Board Secretary