

Minutes

March 14, 2023- Board Meeting

On March 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, Walsh, Baillie, Moe, and Jaeger were present. Trustees Ruchti and Monk were absent. Also present were General Manager Don White, Administrative Assistant/Board Secretary Karen Johnston, and Mr. Jake Carlson, Hub International. District Attorney Dan Kucera was present via telephone.

Chairman Topcik stated that there had been time on the agenda for two guest speakers. Jake Carlson of Hub International, the District’s health insurance broker, and Mr. David Landshof, Plant Supervisor S.E Plant c/o Lake County Public Works. Chairman Topcik indicated that Mr. Carlson would be presenting his insurance proposal for fiscal year 2024. However, Mr. Landshof, who had been invited by Trustee Walsh, had a conflict, and would not be speaking this evening.

Chairman Topcik turned the floor over to Mr. Jake Carlson of Hub International (formerly 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 reviewed the plans with the board, indicating that the premium for the plan with the current carrier, Blue Cross/Blue Shield had increased 5.8%. As this was the least expensive plan, he indicated that he saw no sense in moving the program. He reviewed this plan, its coverages, and limits. He then proceeded to review the District’s other coverages. The dental/vision coverage with Delta Dental increased approximately 2.7%, which he indicated was still the lowest premium for this coverage for the District’s employees. The disability/life insurance coverage with Principal Insurance did not increase this year. He asked the board if they had any questions, they did not, and discussion of this subject followed. Trustee Walsh made a motion to accept the personnel insurance renewal as presented and recommended by Mr. Carlson, 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.

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 Walsh made that motion, which was seconded by Trustee Jaeger. 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 February 14, 2022
- 5) Disbursements for March, 2023
- 6) Treasurer’s Report for February 28, 2023
- 7) Budget Report for February 28, 2023
- 8) End of month February 28, 2023 - Monthly Operation Summation

OPERATIONS & MAINTENANCE ACCOUNT March 2023 – Disbursements

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Feb-23	2,278.33
2921	Federal Withholding Taxes	Feb-23	4,582.58

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2922	IL Department of Revenue	Monthly Remittance	1,099.00
2923	WI Department of Revenue	Monthly Remittance	504.05
2925	IDES	Feb-23 Unemployment	183.07
7205	FICA Withholding Taxes (ER Portion)	Feb-23	2,278.33
7255	Correll Co.	Feb-23	5,183.07
7211	Commonwealth Edison	Electricity - Jan-23	76.72
7211	Constellation	Electricity - Jan-23	9,768.62
7215	Pace Analytical Services	Sample Testing	130.00
7221	Hawkins	Chlorine Shipment	2,030.00
7221	Nalco	Nalclear Shipment	5,164.83
7221	Usalco	Aluminum Sulfate Shipment	7,990.08
7222	Ace Hardware	Misc. Supplies	106.55
7222	Cintas	First Aid Supplies	72.62
7222	Grainger Inc., W.W.	Misc. Supplies	51.66
7222	Hach	Lab Supplies	273.48
7222	McMaster-Carr	Misc. Supplies	115.34
7223	Cole-Parmer	Turbidity Meter	3,922.08
7223	Erickson Design, C.	Snowplowing	1,932.90
7223	Northern Safety Co., Inc.	Maintenance Supplies	(435.48)
7225	Concentric Integration	2022-2023 Support Services	1,843.67
7225	Hansen Associates, Inc.	Apr-23 Copier Maintenance	65.00
7225	Lakeland Larsen Elevator Corp.	Elevator Maintenance	564.62
7231	DeLage Financial	Apr-23 Copier Lease	161.76
7232	AT&T	Telephone Service	1,138.26
7232	Verizon Wireless	Cellular Phone/Data Service	639.95
7235.2	AARP Medical	Medical Insurance for Diane Fragassi	356.75
7235.2	AARP Prescription	Prescription coverage for Diane Fragassi	113.00
7235.2	Blue Cross/Blue Shield	Apr-23 Health Insurance	8,454.30
7235.2	Euclid Managers (Delta Dental)	Apr-23 Dental/Vision	440.40
7235.2	IL Public Risk Fund	2nd Qtr. Work Comp	3,320.00
7235.2	Principal Insurance	Apr-23 Disability/AD&D	645.44
7235.2	White, Don	Deductible Reimbursement	143.42

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7237	Hungerford Technologies	WebEx Service - Teleconference Meeting	26.00
7238	IL Municipal League	2023 Subscription Renewal	30.00
7239	Security 101	Qtrly. Service Contract/Service	2,103.60
7241	Your Payroll Dept.	Payroll Fees - Feb-23	201.95
7242	Kucera, Daniel	Legal Fees - Feb-23	3,532.50
7243	Baxter & Woodman	Prof. Serv. - Source Water Protection Plan	8,000.00
7243	Clark Dietz, Inc.	Professional Services-Arc Flash Study	5,334.50
7251	Correll Co.	Investment Services	1,072.00
7251	Zion, City of	Elevator Inspection	110.00

FIRST BANKCARD

	Acct. 7223	Misc. Supplies	330.36
	Acct. 7225	Maintenance Contract	36.65
	Acct. 7234	Office Supplies	104.49
	Acct. 7236	Transportation	220.99
	Acct. 7237	Meetings/Seminars	248.30
	Acct. 7238	Dues/Subscriptions	271.72
	Acct. 7239	Security	550.00
		Total First Bankcard	1,762.51
		Grand Total - Operations	\$87,257.46

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

Nominations Committee:

Trustees: Pat Walsh, Chairperson
Amos Monk

Salary Committee:

Trustees: Mike Ruchti, Chairperson
Anthony Baillie

Employer/Employee Relations

Trustees: Richard Moe Chairperson
Douglas Jaeger

Chairman Topcik reviewed the committee appointments, and discussion of this subject followed.

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UNFINISHED BUSINESS

- **Grant Writing Services/State Revolving Loan Program** – General Manager White stated that this subject is still on hold. Elisa Bonkowski of Baxter & Woodman emailed him and advised that there is a new round of funds coming up. General Manager White stated that this subject should be revisited next month. Discussion of this subject followed.
- **Discussion of Contract Extensions** – General Manager White indicated that there was nothing new to report on this subject, as the City of Zion is still waiting for the elections to be over before discussing it.
- **Update of application for Professional Services for Completion of Application for Lake County American Rescue Plan Project** – General Manager White stated he received an email from Matt Myers of Lake County, and Mr. Myers advised the application is still under review, and that he anticipated the funds would be allocated in April. Discussion of this subject followed.
- **Approval of resolution ratifying electrical contract with Nimec** – General Manager White stated that last month the board gave him authority to sign the agreement for electrical pricing with Nimec, the District's electrical pricing cooperative, as the bidding process would take place at the beginning of March. General Manager White provided the bid results from Mr. David Hoover, president of Nimec. General Manager White reviewed the bids, explained that the two-year contract was the best option, out of three, and he signed the contract for that pricing. Discussion of this subject followed. A resolution ratifying the service agreement was included in the board packet. Trustee Jaeger made a motion to approve the resolution, 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, Walsh, aye; Baillie, aye; Moe, aye; Jaeger, aye; Topcik, aye. Trustees Ruchti and Monk were absent. Motion carried.

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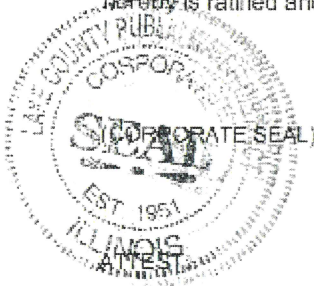
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RESOLUTION

WHEREAS, by Resolution adopted by the Board of Trustees of the District February 14, 2023, the District authorized the General Manager to execute a contract for electric service requirements of the District with the lowest cost electricity provider identified as a result of the Northern Illinois Municipal Collaborative ("NIMEC") 2023 bidding process; and

WHEREAS, as a result of the NIMEC 2023 bidding process, the General Manager executed an Electric Services Agreement dated March 2, 2023 with Dynegy Energy Services, LLC, the lowest cost electricity provider, for a two year term, a copy of which Agreement is attached hereto.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE DISTRICT that the Electric Services Agreement attached hereto be and hereby is ratified and approved.



LAKE COUNTY PUBLIC WATER DISTRICT


Gerold L. Toppik
Chairman, Board of Trustees


Karen L. Johnston
Secretary, Board of Trustees

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

ROLL CALL VOTE:

Trustees voting aye: P. Walsh; A. Bellini; R. Moss; D. Jangery; G. Toppik
Trustees voting nay: None
Trustees abstaining: None
Trustees absent: W. Buchli; A. Moss

MOTION CARRIED

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- **Discussion of Potential IDNR Water Allocation Fee** – General Manager White stated that the ILAWWA section wrote a letter (a copy was in the board packet) to Mr. Brad Cole, the Executive Director of the Illinois Municipal League, voicing their concerns regarding the proposed Annual Lake Michigan Water Allocation Review Fee. General Manager White read the letter to the board, and explained what those concerns were. He indicated that he had not heard anything from the Illinois Municipal League, or John Donahue, of ILAWWA on this subject. Nor had he seen anything on the ILAWWA website, other than this letter. He stated that the letter had been sent to the IDNR, and they were reviewing it, and they will probably come up with some answers to these questions for the water allocation people to review. He further stated that he emailed Mr. Cole, indicating that the District agrees with contents of the letter. Discussion of this subject followed.
- **Discussion of Commonwealth Edison Meter Pit/Modem Box Installation Agreement** – General Manager White stated that as of this date, he had not heard anything from Commonwealth Edison regarding this agreement. He did indicate that Mr. Tim Nearing, of Winthrop Harbor Public Works, advised that he might be able to have his crew install poles near the existing Commonwealth Edison poles, where the District's equipment is installed, and mount the equipment on the new poles. Discussion of this subject followed.
- **Approval of Eder Casella Engagement Letter for FY2023 Final Audit** – General Manager White stated that at the February board meeting, he presented the audit engagement letter from Eder, Casella & Co. (ECCO) at that time the board approved the letter with wording that would make the fees contingent upon ECCO finalizing the audit by the end of June. However, when presented to Cheryden Juergensen of ECCO, she stated that it would not be independent if they agreed to a contingent fee. She explained that since this is an audit, the ethics standards state that they cannot accept a fee that is somehow contingent on the results of their services. Upon this explanation, the board agreed, and Trustee Walsh made a motion to accept the audit engagement letter as originally presented without modification, 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 indicated that he had received the estimated Facility Replacement Cost Estimate from Mr. Tom Foley of Clark Dietz, and he incorporated that estimate into the R&R charges calculation. The estimated Facility Replacement Cost Estimate increased by 5.3%, \$1,803,000 from last year. 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 funds spent during the fiscal year, and based on his estimate, the R&R charges will increase by an estimated \$2,359.00 per month. Discussion of this subject followed.
- **Estimated refund and estimated water rate for FY2024** – 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 2023. This is partially due to an estimated decrease in water sales and decreased depreciation. As to the water rate, the estimated expenses are higher than FY2023. The current estimated water rate will be \$1.5892. Discussion of this subject followed.
- **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. The significant items were personnel line item, as there could be a new general manager, and Cyber Security needs to be addressed in light of

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new EPA regulations and cyber security attacks across the country. 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 that he had contacted several contractors regarding aspects of this project, and they were all still above the \$20,000 threshold, therefore, the District will still need to go for bid on this project. Discussion of this subject followed. Trustee Jaeger made a motion to approve going out for bid on the Chlorine Feed Room Pipe project, 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.
- **New Legislation** – Attorney Kucera provided a memorandum regarding amending section 605, of the employee handbook covering Violence Leave. He stated that the revision reflects recent changes to the statute on violence leave that have expanded the scope of covered violence leaves. Also, the revisions to the statute have set the length of the leave based on the number of employees, and have provided detail on how the leave is to be administered. He indicated that he had revised the section to be consistent with statutory changes. The current 605 section of the handbook has been amended to reflect these changes. Trustee Walsh made motion to approve the amendment to section 605, which was seconded by Trustee Jaeger. Discussion of this subject followed. 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

- **Approval of Fiscal Year 2024 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 Walsh made a motion to accept the Clark Dietz proposal for consulting engineer services, 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.
- **Announcement** – District Attorney Kucera stated that US EPA announced its proposed regulation of PFAS. In particular, proposed MCLs, which are maximum contaminant levels for the PFAS contaminants. PFOA and PFOS. Their proposed MCL for those two each, is four parts per trillion. They expect to have the proposed regulation approved by end of the year.

MISCELLANEOUS

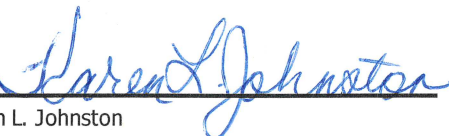
- **Open Meetings Act Training** – Chairman Topcik stated that Secretary Johnston had given the board the information regarding the Open Meetings Act training. She stated that it was to be done annually. A memo was provided with the information for that online training. In addition, she requested that they provide a copy of their certificate of completion for that training, which she will keep on file. Discussion of this subject followed.

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- **Statement of Economic Interests** – Chairman Topcik reminded the board that they are required to file their Statement of Economic Interests by May 1. He indicated that there was a new question on the form this year, in regard to a single asset over \$10,000. Discussion of this subject followed.

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

X 

Karen L. Johnston
Board Secretary