

Minutes

July 11, 2023- Board Meeting

On July 11, 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, Smith, Ower, and Jaeger were present. Trustee Monk was absent. Also present were General Manager Don White, Administrative Assistant/Board Secretary Karen Johnston, and Operations Manager Jeremy Thompson. 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 Jaeger, and seconded by Trustee Ruchti. 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 & Executive Session Minutes of June 27, 2023
- 5) Disbursements for July, 2023
- 6) Treasurer’s Report for June 30, 2023
- 7) Budget Report for June 30, 2023
- 8) End of month June 30, 2023 Monthly Operation Summation

OPERATIONS & MAINTENANCE ACCOUNT July 2023 – Disbursements

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Jun-23	3,303.71
2921	Federal Withholding Taxes	Jun-23	5,353.37
2922	IL Department of Revenue	Monthly Remittance	1,213.68
2923	WI Department of Revenue	Monthly Remittance	738.31
2925	IDES	23-May	38.76
7205	FICA Withholding Taxes (ER Portion)	Jun-23	3,303.71
7255	Correll Co.	Jun-23 Pension	5,597.63
7211	Commonwealth Edison	Electricity - Jun-23	21.06
7215	Pace Analytical Services	Sample Testing	1,271.00
7221	Hawkins	Chlorine Shipment	2,126.00
7222	Ace Hardware	Misc. Supplies	120.87
7222	Cintas	First Aid Supplies	63.78
7222	Electrical Control Distributors	Misc. Supplies	175.97

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ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7222	Napa	Misc. Supplies	17.98
7222	USA Blue Book	Lab Supplies	131.50
7223	Krause Electrical Contractors	Maintenance/Repairs	296.00
7234	UPS	Shipping Charges	2.39
7225	Hansen Associates, Inc.	Jul-23 Copier Maintenance	65.00
7231	DeLage Financial	Jul-23 Copier Lease	161.76
7232	AT&T	Telephone Service	683.98
7232	Verizon Wireless	Cellular Phone/Data Service	276.65
7235	AARP Medical	Medical Insurance for Diane Fragassi	371.25
7235	AARP Prescription	Prescription coverage for Diane Fragassi	113.00
7235	Blue Cross/Blue Shield	Aug-23 Health Insurance	11,409.07
7235	Euclid Managers (Delta Dental)	Aug-23 Dental/Vision	532.29
7235	Principal Insurance	Jul-23 Disability/AD&D	762.72
7237	Hungerford Technologies	WebEx Service - Teleconference Meeting	26.00
7241	Your Payroll Dept.	Payroll Fees - Jun-23	263.92
7242	Kucera, Daniel	Legal Fees - Jun-23	1,642.50

FIRST BANKCARD

	Acct. 7222	Misc. Supplies	293.09
	Acct. 7223	Maintenance & Repairs	1,198.23
	Acct. 7225	Maintenance Contract	39.22
	Acct. 7234	Office Supplies	49.50
	Acct. 7236	Transportation	194.58
	Acct. 7237	Meetings/Seminars	313.68
	Acct. 7238	Dues/Subscriptions	34.00
		Total First Bankcard	2,122.30
		Grand Total - Operations	\$42,206.16

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ORDINANCES/RESOLUTIONS:

Audit Report & Rate Adjustment Resolution: The Chairman then presented the following Resolution:

**AN ORDINANCE
APPROVING AUDIT AND FIXING
OF RATES AND BILLING ADJUSTMENTS**

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE LAKE COUNTY PUBLIC WATER DISTRICT as follows:

1. That the report of the audit of the books and records of the District for the fiscal year ended April 30, 2023, and the recommended computation of revised rates applicable to the District's customers, as prepared by Eder Casella & Company and incorporated herein by reference be and hereby received, approved and placed on file, and
2. That the revised rates therein computed for the sale of water are in accordance with the separate contracts with the City of Zion, the Village of Winthrop Harbor, and with the State of Illinois Department of Conservation (IDNR), and with applicable requirements of Illinois law and bond ordinances of the District, and are hereby established as the rates to be charged to these three customers effective August 1, 2023.

(CORPORATE SEAL)

LAKE COUNTY PUBLIC WATER DISTRICT



Gerold L. Topcik

Gerold L. Topcik Chairman, Board of Trustees

PRESENTED AND READ: July 11, 2023

PASSED AND APPROVED: July 11, 2023

ROLL CALL VOTE

Trustees voting aye: M. Ruchti, K. Smith, D. Ower, D. Jaeger, G. Topcik

Trustees voting nay: None

Trustees absent: A. Monk

MOTION CARRIED

Ayes: (5) M. Ruchti, K. Smith, D. Ower, D. Jaeger, G. Topcik

Nays: (0)

Absent: (1) A. Monk

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UNFINISHED BUSINESS

- **Grant Writing Services/State Revolving Loan Program** – General Manager White stated this item has been on hold, however, he did speak with Baxter & Woodman (B&W) to discuss estimated costs for generator, but they did not have an updated estimate as there is a new engineer working on this project. General Manager White further stated that he was waiting to speak to Tom Foley of Clark Dietz to discuss the roofing costs.

General Manager White went on to state that he had discussed the State Revolving Loan (SRL) with Elisa Bonkowski of B&W, who advised that it would be wise to get the process moving and suggested that the board should consider moving forward with the application.

- **Update of Agreement for Billing Arrangement** – General Manager White stated that he had not heard from the City of Zion or the State of Illinois regarding the contracts. Attorney Kucera did draft an agreement, but had not had any comments from either party. Discussion of this subject followed.

- **Discussion of Cyber Security** – General Manager White stated that he was currently reviewing proposals from two other security firms since the previous board meeting. He did indicate that these firms want to provide the services that Concentric is currently performing for the District; however, Concentric is under contract for approximately another year. He indicated that he would meet with Doug from Concentric to determine the best course of action. Discussion of this subject followed.

- **Discussion and Approval to obtain bids for repairs & maintenance of manhole servicing Winthrop Harbor and the State of Illinois** – General Manager White stated that currently there is no update of this subject, as he had not heard back from Laura at the IDNR.

- **Approval of Tank Industry Consultant's (TIC) proposal for inspection of onsite 1MG Ground Storage Tank, using ROV (Remotely Operated Vehicle)** – General Manager White stated that he had discussed this subject at the June board meeting. The proposal he had received did not include the cleaning of the tank floor, however, he has since received the updated pricing. He also indicated that he had forwarded the proposal to Attorney Kucera for his review. Attorney Kucera provided his comments, which General Manager White forwarded to Sabrina Fleming of TIC, and was waiting to see if TIC would make the modifications. General Manager White reviewed the proposal with the board, and suggested that this seemed the best plan. He suggested that the board approve the proposal, subject to Attorney Kucera's changes. Trustee Jaeger made a motion to accept the proposal subject to Attorney Kucera's changes, which was seconded by Trustee Ower. Chairman Topcik asked if there was any further discussion, as there was none, and upon the vote, the motion was carried unanimously.

NEW BUSINESS

- **Filter #4 Surface Wash Repair** – Operations Manager Thompson stated that the filter media on the south side of filter 4 was mounding, which was of concern as the filter media is usually relatively level following a filter wash. He stated that he and General Manager White had a Zoom meeting with representatives of Xylem, the underdrain manufacturer. Discussion of this subject followed. Several possible scenarios for the issue were discussed, and it was decided to perform a filter wash without running the surface wash. After that was completed, the filter media looked much better.

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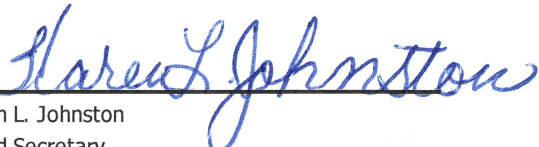
Operations Manager Thompson stated that they then tried running the surface wash by itself for five minutes and found that doing so caused the same mounding they had been seeing previously. He then instructed Operators Pintescu and Ingoglia to drain the filter and inspect the surface wash nozzles. They found that the nozzles seemed to be working properly, but one of the surface wash arms was missing a connecting pin. After replacing the pin, and filling the filter back up, they performed a filter wash and found that the media was no longer mounding. Operations Manager Thompson indicated that they would continue to monitor this situation to ensure that the issue is resolved.

- **Total Organic Carbon Monitoring Violation** – Operations Manager Thompson stated that The District sends raw and finished water samples to Pace Analytical Services once a month to test for Total Organic Carbon (TOCs). He proceeded to explain the purpose of this test. He then advised that on May 11th we received a phone call from Pace Labs stating that the pH was out of range in our raw TOC sample that month, and needed to be re-sampled. He indicated that it was the lab's opinion that this was a sampling error. After talking with Pace Labs, Operations Manager Thompson sent the operators an email telling them what had happened and asking them to take a new TOC sample to the lab the following Monday, May 15th. The email was apparently overlooked by the operators, and a new TOC sample was never taken to the lab. On June 14th we received a monitoring violation from the IEPA. He indicated that this required the District to issue a public notice to their customers by the following year. The notice will be issued with next year's Consumer Confidence Report. Discussion of this subject followed.

MISCELLANEOUS

- Time was left for items not on the agenda.

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

X 

Karen L. Johnston
Board Secretary