

# Minutes

## August 8, 2023– Board Meeting

On August 8, 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. Newly appointed Trustee Suriyya Latif was present. 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 stated that the board had a new trustee to fill the current vacancy. He advised the board that the new trustee was Ms. Suriyya Latif, and asked that she introduce herself. She introduced herself and advised that she was a community member of Zion, since 2001. She has worked at CTCA Hospital for about 15 years, and now works at the Lake County Health Department, in the Indigenous Treatment Program. She served on the library board for four years, and is active in the community. She studied science in college, and said she was here to help serve the community and the District.

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 July 11, 2023
- 5) Disbursements for September, 2023
- 6) Treasurer’s Report for July 31, 2023
- 7) Budget Report for July 31, 2023
- 8) End of month July 31, 2023 Monthly Operation Summation

### OPERATIONS & MAINTENANCE ACCOUNT August 2023 – Disbursements

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Jul-23	2,739.31
2921	Federal Withholding Taxes	Jul-23	5,360.17
2922	IL Department of Revenue	Monthly Remittance	1,201.17
2923	WI Department of Revenue	Monthly Remittance	751.70
2925	IDES	Jul-23	38.42
7205	FICA Withholding Taxes (ER Portion)	Jul-23	2,739.31
7255	Correll Co.	Jul-23 Pension	5,529.08
7211	Commonwealth Edison	Electricity - Jul-23	152.97

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7211	Dynegy Energy Services	Electricity - Jul-23	16,435.38
7215	No. Shore Water Reclamation	Sample Testing	252.00
7215	Pace Analytical Services	Sample Testing	156.50
7221	Hawkins	Chlorine Shipment	2,126.00
7221	Nalco Water	Nalclear Shipment	5,427.77
7221	Usalco	Aluminum Sulfate Shipment	8,000.70
7222	Ace Hardware	Misc. Supplies	212.24
7222	Advocate Occupational Health	Drug Screening/Respirator Fit Testing	170.00
7222	Grainger, WW.	Misc. Supplies	609.48
7223	Dorner	Maintenance Supplies	1,016.56
7223	Hawkins	Vacuum Regulator	1,400.00
7225	Concentric Integration	2023-24 Support Services	1,708.33
7225	Hansen Associates, Inc.	Sep-23 Copier Maintenance	65.00
7231	DeLage Financial	Sep-23 Copier Lease	161.76
7232	AT&T	Telephone Service	1,212.12
7232	Verizon Wireless	Cellular Phone/Data Service	673.28
7234	Dell Technologies	New Computer/Peripherals	1,669.00
7234	UPS	Shipping Charges	3.67
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	Sep-23 Health Insurance	11,409.07
7235	Euclid Managers (Delta Dental)	Sep-23 Dental/Vision	532.29
7235	Principal Insurance	Sep-23 Disability/AD&D	762.72
7235	White, Don	Deductible Reimbursement	79.15
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 - Jul-23	205.92
7242	Graefe & Hansen, Ltd.	Legal Fees - Jul-23	56.25
7242	Kucera, Daniel	Legal Fees - Jul-23	2,002.50
7243	Baxter & Woodman	Source Water Protection Plan	695.00
7247	Chase Commercial Diving	FY24 Intake Line/Bent Inspection	11,600.00
7251	Correll Co.	Qtrly. Investment Services	1,376.00

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## FIRST BANKCARD

	Acct. 7222	Misc. Supplies	468.92
	Acct. 7225	Maintenance Contract	39.22
	Acct. 7234	Office Supplies	303.86
	Acct. 7236	Transportation	212.38
	Acct. 7237	Meetings/Seminars	247.76
	Acct. 7238	Dues/Subscriptions	68.00
		<b>Total First Bankcard</b>	1,340.14
		<b>Grand Total - Operations</b>	<b>\$73,573.08</b>

## R&R

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7300.18	Eagle Microsystems	Chlorine Scale w/peripherals	9,471.55
7300.18	Tforce Freight	Shipping for Chlorine Scale	175.00
7300.19	Chicago Tribune	Bid Advertisement - Intake Cone Repairs	61.72
		<b>Grand Total - R&amp;R</b>	<b>\$9,708.27</b>

## UNFINISHED BUSINESS

- **Grant Writing Services/State Revolving Loan Program** – General Manager White stated this item has been on hold as the customer contracts expire in 2025-2026, and obtaining a loan for only one to two years would not benefit the District’s customers. The contract renewal with Zion has been in discussion for several months with the District presenting proposed contract changes to the City of Zion, and the City of Zion proposing their own changes, as well. Currently, the District is awaiting the City of Zion's response regarding the changes to the contract.

General Manager White then stated that the board had requested that the scope of work, and costs for the generator and roofing projects be updated by Baxter & Woodman (B&W). He requested this information from Ms. Bonkowski of B&W, and included her proposal in the board packet. He proceeded to discuss the proposal and advised the board that it would be practical to proceed with the application process, in spite of not having the contract negotiations completed. He advised the application process takes months, and that the District would not need to accept the funds if approved. Discussion of this subject followed.

- **Update of Agreement for Billing Arrangement** – General Manager White provided background information on this subject for the newer board members. He advised that the IDNR would like to receive water through a 12-inch main, owned by the City of Zion, and be billed by the District. However there needs to be some type of formal agreement between the District, the IDNR, and the City of Zion. Attorney Kucera

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drafted an agreement in April. However, General Manager White indicated that he had not received any comments on the draft agreement. Discussion of this subject followed.

➤ **Discussion of Cyber Security** – General Manager White reported that he had met with Doug Strempek from Concentric, the Scada contractor for the District, to discuss the various concerns General Manager White had in relation to the proposals he had received regarding Cybersecurity. He indicated that the primary issue with the majority of the proposals is their requirement for complete control over the firewall and network, which is currently under the management of Concentric as per the existing contract. Upon reviewing the proposals that lacked management of the firewall and network, Doug proposed that we reconsider LiftOff as he has prior experience working with them. General Manager White indicated that Concentric would be providing time to help get the Cybersecurity implemented. He included a copy of LiftOff's proposal in the board packet, and mentioned that the licensing is under the government contract with Microsoft, providing a higher standard than other Microsoft options. General Manager White discussed pricing and services provided by LiftOff. Discussion of this subject followed. Trustee Ruchti made a motion to accept the LiftOff proposal, which was seconded by Trustee Ower. Chairman Topcik asked if any further discussion was desired. As there was no further discussion, and upon the vote, the motion was carried unanimously.

➤ **Discussion and Approval to obtain bids for repairs & maintenance of manhole servicing Winthrop Harbor and the State of Illinois** – General Manager White provided background on this subject explaining that there is a 12-inch water main owned by the IDNR and is connected to the District's water main on 17<sup>th</sup> Street. A contract amendment was negotiated, wherein the District would take on the responsibility of maintaining and repairing the line, and appurtenances on the line. General Manager White explained that there is a manhole along this water main that is being encroached upon by Kellogg Creek, and thus needs stabilizing.

General Manager White initiated the repair process by conducting an investigation into the necessary permits required for the project. At that time, he was informed that the manhole was not on the IDNR's property, but rather on Commonwealth Edison's property. After presenting this information to the board in April, Attorney Kucera advised General Manager White that the District was only responsible for the main on the IDNR's property, and suggested that General Manager White contact the IDNR. General Manager White contacted Laura Verden of IDNR and advised her that the IDNR was responsible for the repairs, not the District. Ms. Verden then asked for the copies of the contract and the pages regarding the maintenance of the line. General Manager White provided those documents to her. She indicated that she would send them to her legal department for review. General Manager White advised that he has not heard anything in response from Ms. Verden on this subject. Discussion of this subject followed.

➤ **Filter #4 Surface Wash Repair** – Operations Manager Thompson stated that in July the filter media was mounding after the filter washes. He stated that they had replaced a connecting pin on the surface wash arm, and felt that this would solve the issue, although he would monitor the filter media to be sure. However, the filter media soon began mounding again after the filter washes. Upon further investigation, it was discovered that the surface wash valve was not closing in time during the filter wash. He indicated that he and the staff were able to fix this issue by replacing the solenoid and felt that this resolved the filter media mounding issue.

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## NEW BUSINESS

- **Intake Inspection Reports** – General Manager White stated that Carl Chase had been engaged to perform the yearly dive inspection on the intake pipeline, bents, and intake structure. The inspection took place on July 15, and copies of Mr. Chase’s report, along with photographs were attached. General Manager White indicated that the inspection was satisfactory; however, the south cone had come off the elbow, again. He discussed the situation with Mr. Chase, and they believed the cause of this was due to frazil ice, which got under the cone. General Manager White and Mr. Chase discussed possible solutions for reattaching the cone to the elbow, and it was decided to use four lugs instead of two to increase the holding capacity. The bolts will also be checked every year during the dive inspection. A detailed discussion of the report followed.
  
- **Approval of Bids for Reinstalling the South Intake Cone on the South Elbow** – General Manager White stated as discussed in the previous topic, Carl Chase inspected the intake pipeline and found that the south cone had come off the elbow. As previously discussed, General Manager White and Mr. Chase have developed an effective method of repairing the cone. As a result, General Manager White spoke with two marine contractors to discuss the project and costs. General Manager White determined that it was necessary to go out for bid because they both exceeded the \$20,000 maximum, and to that end he advised the board that he had written a bid specification for the project. He advised the board that the work should be completed before the winter, and the bids should be opened in August. He stated if the board approves the bids, the work can begin in the September–October time frame. Discussion of this subject followed. Trustee Jaeger made a motion to authorize General Manager White to accept the lowest responsible bid provided it did not exceed \$120,000, 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.
  
- **Discussion of Rooftop Air Conditioning Unit Replacement** – General Manager White stated that Air Con Refrigeration had done maintenance on the District’s four air conditioning/heating units. The technician found that the office area unit had numerous issues, and given that it was over 23 years old, it would not be worth repairing. General Manager White indicated that he asked Air Con for a proposal to replace the unit, and as it was over the \$20,000 threshold, the District would need to obtain bids for the project. Therefore, General Manager White requested the board to authorize him to solicit bids. Trustee Ower made a motion to authorize General Manager White to solicit bids for the replacement of the office area air conditioning unit, which was seconded by Trustee Smith. Chairman Topcik asked if any further discussion was desired. As there was no further discussion, and upon the vote, the motion was carried unanimously.

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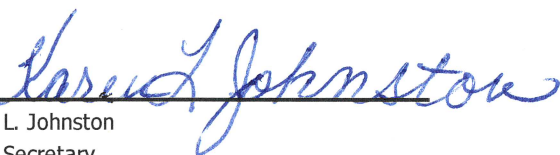
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## MISCELLANEOUS

- **New Operator** – General Manager White advised the board that he had hired a fourth operator, Ryan Andersen. He indicated that Mr. Andersen did have a certificate in wastewater operations. General Manager White stated that after testing, Mr. Andersen did quite well. He also stated that this gives the District a four man operating staff, plus the Operations Manager.

Time was left for items not on the agenda.

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

X 

Karen L. Johnston  
Board Secretary