

Minutes

September 12, 2023- Board Meeting

On September 12, 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, Monk, Ower, Smith, and Jaeger were present. Trustee Latif arrived at 5:40 p.m. Trustee Ruchti arrived at 6:50 p.m. Also present were General Manager Don White and Administrative Assistant/Board Secretary Karen Johnston. Operations Manager Jeremy Thompson was absent. 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 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 & Executive Session Minutes of August 8, 2023
- 5) Disbursements for September, 2023
- 6) Treasurer’s Report for August 31, 2023
- 7) Budget Report for August 31, 2023
- 8) End of month August 31, 2023 Monthly Operation Summation

OPERATIONS & MAINTENANCE ACCOUNT September 2023 – Disbursements

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Aug-23	3,300.24
2921	Federal Withholding Taxes	Aug-23	5,170.52
2922	IL Department of Revenue	Monthly Remittance	1,177.51
2923	WI Department of Revenue	Monthly Remittance	766.07
2925	IDES	Aug-23	16.77
7205	FICA Withholding Taxes (ER Portion)	Aug-23	3,300.24
7255	Correll Co.	Aug-23 Pension	5,322.08
7211	Commonwealth Edison	Electricity - Aug-23	76.25
7211	Dynegy Energy Services	Electricity - Aug-23	14,978.45
7215	Pace Analytical Services	Sample Testing	256.50
7221	Hawkins	Chlorine Shipment	2,130.00
7222	Ace Hardware	Misc. Supplies	97.05

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7222	Advocate Occupational Health	Respirator Fit Testing	50.00
7222	Aramark	Uniforms	233.31
7222	Cintas	First Air Supplies	170.26
7222	Grainger, WW.	Misc. Supplies	393.09
7222	Hach	Lab Supplies	2,066.52
7223	Badger Meter	Maintenance Supplies	543.82
7223	Buckeye Power Sales	Generator Maintenance	1,230.00
7223	Cicchini	Parking Lot Seal Coating	4,780.00
7223	FLW, Inc.	Maintenance Supplies	453.43
7223	Peterson Plumbing, Inc., Ernie	Backflow Preventer Testing	190.00
7223	ProFlow Pumping Solutions	Maintenance Supplies	730.86
7223	RJ Underground	Maintenance & Repairs	1,500.00
7223	Vortex Technologies	Meter Calibration	900.00
7225	Concentric Integration	2023-24 Support Services	3,358.25
7225	Erickson Design, C.	Landscaping Maintenance	2,299.73
7225	Hansen Associates, Inc.	Oct-23 Copier Maintenance	65.00
7225	Lakeland/Larsen Elevator Corp.	Elevator Maintenance	339.62
7231	DeLage Financial	Oct-23 Copier Lease	161.76
7232	AT&T	Telephone Service	1,211.75
7232	Verizon Wireless	Cellular Phone/Data Service	726.88
7234	LiftOff	Office 365/Defender Plan - Annual	4,119.60
7234	ODP Business Solutions	Office Supplies	119.04
7234	UPS	Shipping Charges	175.99
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	Oct-23 Health Insurance	17,727.19
7235	Euclid Managers (Delta Dental)	Oct-23 Dental/Vision	919.67
7235	IL Public Risk Fund	4th Qtr. Workers Compensation	3,320.00
7235	Madison, Jim	Deductible Reimbursement	5,460.75
7235	Principal Insurance	Oct-23 Disability/AD&D	762.72
7237	Hungerford Technologies	WebEx Service - Teleconference Meeting	26.00

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7237	IL Section AWWA	Seminars	565.00
7241	Your Payroll Dept.	Payroll Fees - Aug-23	209.89
7242	Kucera, Daniel	Legal Fees - Aug-23	3,442.50
7251	Correll Co.	Qtrly. Investment Services	930.00

FIRST BANKCARD

	Acct. 7222	Misc. Supplies	96.42
	Acct. 7225	Maintenance Contract	39.22
	Acct. 7234	Office Supplies	49.50
	Acct. 7236	Transportation	244.34
	Acct. 7237	Meetings/Seminars	413.00
	Acct. 7238	Dues/Subscriptions	34.00
		Total First Bankcard	876.48
		Grand Total - Operations	\$78,005.36

R&R

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7300.2	Chicago Tribune	Bid Advertisement Rooftop AC Replacement	61.72
		Grand Total - R&R	\$61.72

UNFINISHED BUSINESS

- ➔ **Grant Writing Services/State Revolving Loan Program** – General Manager White reminded the Board that this issue was deferred due to the expiration of the contracts in 2025-2026. The Board did, however, request updated proposals for the work that would be financed by the potential loan. General Manager White included a proposal from Baxter & Woodman (B&W) for the generator replacement and the roofing projects. If the board so chooses, the proposal includes provisions for B&W to assist the District with future SRF loans. General Manager White reminded the board that they may engage engineers of their choosing for that work, and are not obligated to use B&W for future projects. Trustee Latif arrived at 5:40 p.m. Discussion of this subject followed. Trustee Jaeger made a motion to accept the B&W 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.

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- **Update of Agreement for Billing Arrangement** – General Manager White stated at the board meeting on August 8 that he had not heard from the State regarding any modifications to the proposed agreement. He questioned the Board on how they wished to proceed with the State. The Board instructed him to contact Ms. Laura Verden, the District's representative with the State. General Manager White stated that he emailed Ms. Verden on August 9, and received a reply on August 10. She stated that the agreement is still being reviewed by the legal department of the IDNR. 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 at the board meeting on August 8 that he had not heard anything from Ms. Laura Verden on this subject. Attorney Kucera previously pointed out that the District is only responsible for the mains on the State's property, and the manhole is on Commonwealth Edison's property. The Board asked that General Manager White contact the State to inquire of the status of this matter. Ms. Verden advised that the matter was still with the State's legal department.
- **Update of Project for Reinstalling the South Intake Cone on the South Elbow** – General Manager White briefed the Board on the history of this project, reminding them that it had been placed out to bid in order to initiate the repairs. The bid advertisement was placed in the paper on July 28, with the bid scheduled for August 9. As that date was after the August board meeting, the board authorized General Manager White to approve the bids, provided they did not exceed \$120,000. A copy of the bid tabulation was included in the board packet. The bid tab showed that Big Lake Marine was the lowest responsible bidder. As the bid prices differed substantially, he confirmed with Dave Kadinger of Big Lake Marine, that his company could perform the work as outlined in the bid documents for his bid price. Mr. Kadinger advised that there were no issues, and the bid amount would cover the cost of the work. He also stated that the work was comparable to that which he had performed last year, and therefore, he was familiar with the time required to complete the work. General Manager White added that, as of the date of the board meeting, the work had not yet begun, but that it would be completed as soon as the lake was calm. Discussion of this subject followed.
- **Approval of bid for Rooftop Air Conditioning Unit Replacement** – General Manager White stated that at the August Board meeting, after discussing with the board the condition that the Air Con Refrigeration & Heating technician found with the rooftop air conditioning unit, and the unit's age, it was time to replace the unit prior to a significant breakdown. General Manager White indicated that the cost of the new unit and labor to replace it was in excess of \$20,000, necessitating that bids be solicited for the project. He indicated that the input of Trustee Ower, he prepared a bid specification for this project. Upon the bids being opened on September 7, Air Con Refrigeration & Heating was the responsible lowest bidder. General Manager White requested that the board award the bid to them. Trustee Ower made a motion to award the bid to Air Con Refrigeration & Heating, 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.

NEW BUSINESS

- **Information on PFAS Class Action Lawsuit** – General Manager White stated that Chairman Topcik had sent email regarding a Wall Street Journal article that stated 3M had reached a tentative settlement for the forever chemicals. Chairman Topcik inquired as to whether the District was one of the municipal water

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suppliers identified in the lawsuit. General Manager White indicated that Illinois was not included in the settlement after reading the article and conducting investigation. Then, he conducted additional investigation and discovered that Illinois filed a lawsuit in April 2023, and included that information in the board packet. General Manager White further stated that he contacted Elizabeth A. Fegan, the Illinois attorney for this class action suit, to determine if 3M was part of this lawsuit. Ms. Fegan indicated that a separate class action email should be sent out in the next few weeks. General Manager White stated that once this is received, he would complete the application for participation in the class action lawsuit. Discussion of this subject followed.

- **SRF Funding** – General Manager White stated that he had received an email from AWWA public affairs regarding this subject. He included an excerpt in which AWWA had asked that congress not decrease the funding for the State Revolving Loan funds for fiscal year 2024. AWWA requested support from water facilities on this matter. General Manager White wrote to the District’s representative, Brad Schneider, requesting the same, and included a copy in the board packet. Discussion of this subject followed.
- **Low Lift Pump #2 Pump & Motor Repair** – As Operations Manager Thompson was not present, General Manager White presented this information. Operations Manager Thompson indicated that they received an alarm call for the Low Lift Pump #2 fault. Operations Manager Thompson took the pump out of service, and later that week he and the operators began troubleshooting the problem. They attempted to fix the issue, put the pump back in service, and immediately found that it was still not functioning correctly. They shut the pump back off and locked and tagged out the power. Operations Manager Thompson spoke with General Manager White, and given that the motor and pump have been in service for more than 15 years, they determined that it would be prudent to have them both inspected. Operations Manager Thompson contacted Municipal Well & Pump and Illinois Pump for quotes on the removal of the motor and pump via crane. He also contacted Dreisilker to obtain a quotation for equipment repair. Discussion of this subject followed.
- **Safety Training** – General Manager White stated that Operations Manager Thompson advised that OSHA requires safety training for new employees, as well as some annual training and refresher training as needed. He therefore, contacted Emery & Associates, a vendor the District has used for prior safety training, for a quote on in-person training for the District’s staff. They provided a quote of \$7,400.00 for four days of training. Operations Manager Thompson will schedule this for some time in October. Discussion of this subject followed.

Mike Ruchti arrived at 6:50 p.m.

MISCELLANEOUS

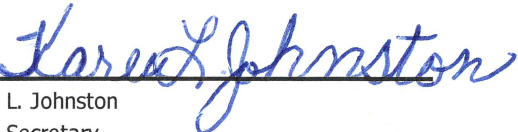
- **Discussion and approval of proposal from CRG Search for General Manager Position**– Chairman Topcik included a presentation and proposal from CRG Search as General Manager White has indicated that he wishes to retire. He indicated that the person he had been dealing with was a gentleman from Zion, and known in the community. He also indicated that a contract was included in the presentation. He forwarded the contract to Attorney Kucera to had questions about the contract. One being the definition of salary, to which Chairman Topcik indicated that it would be just base salary. He also indicated that the board would have questions, such as would relocating expenses be reimbursed. He further stated that he and Vice-Chairman Ruchti had spoken with engineering firms in Lake County last year, and they had no leads.

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Chairman Topcik then proceeded to discuss the terms of the contract. He stated that this is a national company. Discussion of this subject followed. Trustee Smith made a motion to approve the contract, 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.

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

X 

Karen L. Johnston
Board Secretary