

Minutes

October 10, 2023- Board Meeting

On October 10, 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, Ower, Smith, Latif, and Jaeger were present. Trustee Monk was absent. Trustee Ruchti arrived at 6:15 p.m. Also present were General Manager Don White, Operations Manager Jeremy Thompson, and Administrative Assistant/Board Secretary Karen Johnston. District Attorney Dan Kucera was present via telephone. Lake County Board Member Gina Roberts was also present.

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 Smith. 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 September 12, 2023
- 5) Disbursements for October, 2023
- 6) Treasurer’s Report for September 30, 2023
- 7) Budget Report for September 30, 2023
- 8) End of month September 30, 2023 Monthly Operation Summation

OPERATIONS & MAINTENANCE ACCOUNT October 2023 – Disbursements

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Sep-23	5,376.65
2921	Federal Withholding Taxes	Sep-23	8,410.89
2922	IL Department of Revenue	Monthly Remittance	2,001.33
2923	WI Department of Revenue	Monthly Remittance	1,189.29
2925	IDES	Sep-23	52.75
7205	FICA Withholding Taxes (ER Portion)	Sep-23	5,376.65
7255	Correll Co.	Sep-23 Pension	8,169.65
7211	Commonwealth Edison	Electricity - Sep-23	76.83
7211	Dynegy Energy Services	Electricity - Sep-23	15,755.25
7215	Pace Analytical Services	Sample Testing	156.50
7221	Hawkins	Chlorine Shipment	2,132.50
7222	Ace Hardware	Misc. Supplies	257.02
7222	Electrical Control Distributors	Misc. Supplies	175.93
7222	Grainger, WW.	Misc. Supplies	325.10
7222	Hach Company	Lab Supplies	823.92
7222	Idexx	Lab Supplies	3,155.80

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7223	Air Con Refrigeration & Heating	Maintenance & Repairs	654.50
7223	Core & Main	Maintenance & Repairs	317.78
7223	IL Office of State Fire Marshal	Air Tank Certificate Fee	140.00
7223	Proflow Pumping Solutions	Maintenance Supplies	1,913.93
7223	Pump Supply	Maintenance & Repairs	1,079.62
7223	Reladyne	Misc. Supplies	528.35
7223	Unistrut Midwest	Maintenance & Repairs	456.36
7225	Concentric Integration	2023-24 Support Services	4,981.65
7225	Erickson Design, C.	Landscaping Maintenance	2,299.73
7225	Hansen Associates, Inc.	Nov-23 Copier Maintenance	65.00
7231	DeLage Financial	Nov-23 Copier Lease	161.76
7232	AT&T	Telephone Service	973.84
7232	Verizon Wireless	Cellular Phone/Data Service	727.26
7234	Federal Express	Shipping Charges	22.76
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	Nov-23 Health Insurance	13,515.11
7235	Euclid Managers (Delta Dental)	Nov-23 Dental/Vision	662.01
7235	Principal Insurance	Nov-23 Disability/AD&D	918.39
7236	Andersen, Ryan	Travel Reimbursement	28.82
7236	Ingoglia, Mario	Travel Reimbursement	236.46
7236	Pintescu, Ioan	Travel Reimbursement	93.01
7236	Thompson, Jeremy	Travel Reimbursement	47.42
7237	Hungerford Technologies	WebEx Service - Teleconference Meeting	26.00
7241	Your Payroll Dept.	Payroll Fees - Sep-23	366.00
7242	Kucera, Daniel	Legal Fees - Sep-23	2,497.50
7243	Clark Dietz, Inc.	Professional Services	1,290.00
7251	CRG Corporation	Job Search Services	5,000.00

FIRST BANKCARD

	Acct. 7222	Misc. Supplies	388.58
	Acct. 7225	Maintenance Contract	39.22

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	Acct. 7234	Office Supplies	99.50
	Acct. 7236	Transportation	254.32
	Acct. 7237	Meetings/Seminars	308.51
	Acct. 7238	Dues/Subscriptions	34.00
		Total First Bankcard	1,124.13
		Grand Total - Operations	\$94,047.70

R&R

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7300.21	Big Lake Marine	Repairs/placement of intake pipeline cone	47,550.00
7300.21	Chase Commercial Diving	Inspection of grouting of intake repair	750.00
7300.21	Clark Dietz, Inc.	Prof. Services - Intake Cone Repairs	277.50
		Grand Total - R&R	\$48,577.50

UNFINISHED BUSINESS

- **Grant Writing Services/State Revolving Loan Program** – General Manager White stated that he had a kickoff meeting with Elisa Bonkoski and Micki Prall of Baxter & Woodman (B&W) to discuss the process for the SRF loan application. General Manager White included a summary from B&W of that meeting, outlining the scope of work and the application process. He reviewed this document with the Board and discussed the projects intended to be completed with the loan funds. He also indicated that there are numerous steps involved in the process, and that both the District’s staff and B&W would be working together to compile the information necessary to complete the different stages of the application process. Discussion of this subject followed.
- **Update of Agreement for Billing Arrangement** – General Manager White stated that he had reached out to the State of Illinois and the City of Zion regarding this subject. Both parties have indicated that their legal departments are still reviewing the issue. 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 reviewed the issues surrounding this subject. He indicated that he had not had an update from Laura Verden (the District’s contact with the State). Discussion of this subject followed.
- **Update of Project for Reinstalling the South Intake Cone on the South Elbow** – General Manager White reminded the board that the District had solicited bids to replace the south intake cone on the intake elbow. In addition, new lugs were attached to both the cone and elbow. He included a report from Carl Chase, the

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District's observer on this project. General Manager White also provided a video of the repairs for the Board's information. Discussion of this subject followed.

- **Update of Rooftop Air Conditioning Unit Replacement** – General Manager White stated that Air Con Refrigeration & Heating, was the low bidder on the replacement of the rooftop air conditioning/heating unit (RTU), and that they complied with all bidding requirements. He further stated that he gave Air Con the notice to proceed, and that they would proceed with the installation once the unit is received.
- **Low Lift Pump #2 Pump & Motor Repair** – Operations Manager Thompson stated that Municipal Well & Pump would tentatively be on site on Thursday, October 12th, to remove the motor and pump via a crane. Municipal will take care of the pump repair, and they will hand the motor off to Dreisilker for them to repair. Discussion of this subject followed.
- **Approval of Revision to Sec. 311 of Employee Handbook** – Attorney Kucera included a memo regarding this subject. He indicated that new legislation would become effective January 1, 2024. He stated that paid time off for whatever purpose the employee desires, with a minimum standard of at least 40 hours per year is the principal objective of the legislation. He also indicated that there is a provision that sets a requirement for record keeping. As this is somewhat different from the policy the District currently has, Attorney Kucera prepared six scenarios that can illustrate possible alternatives to bring the District's Employee Handbook in compliance with the new legislation. Attorney Kucera provided those alternatives in his memorandum. The Board discussed those alternatives. Attorney Kucera stated he would redraft the document for consideration at the November board meeting.

Representative Roberts left the meeting at 6:50 p.m.

NEW BUSINESS

- **Onsite Ground Storage Tank Inspection** – General Manager White stated that he advised the Board in July that he would be contacting Tank Industry Consultants (TIC) to inspect the ground storage tank. He indicated that the tank had not been inspected since 2013. He advised that TIC inspected the interior of the tank using their ROV (Remotely Operated Vehicle), and did an exterior visual inspection, in addition to testing the adhesiveness of the exterior coating, and general coating condition. He stated they did not use the rubber raft during the inspection as the ROV provided good pictures of the roof. He further stated that during the discussion with the inspector regarding cleaning the interior tank floor, the floor was sufficiently clean, and did not need further work. He anticipated having the final report from TIC at the November board meeting. Discussion of this subject followed.
- **Bond Interest Payment** – General Manager White stated that per the bond ordinance, the District would be making the November 1, 2023 bond interest payment on October 25, 2023 for \$31,120. He further stated that the next bond payment, for both principal and interest, would be made three days prior to May 1, 2024, and will consist of a principal payment of \$880,000, and an interest payment of \$31,120, for a total payment of \$911,120.00.
- **Dynegy Price Increase** – General Manager White stated that the District's electrical supplier had raised their rate, as Commonwealth Edison had raised theirs. He included an email from our representative explaining the increase. He stated that the increase was approximately 1%, which would increase this expense item, but would remain below the budgeted amount.

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- **Replacement of Plant Use Valve** – Operations Manager Thompson stated that earlier this year, the operations staff was required to replace the solenoid on the surface wash valve of Filter 4 to address the issue of filter media mounding. It was determined at that time, rebuilding the surface cleaning valve would be prudent. He explained that to rebuild the surface wash valve, it was necessary to disconnect the water supply to the valve. Typically, this can be achieved by closing the plant use valves; however, upon attempting to do so, it was discovered that both valves were leaking. It was decided to have Dahme Mechanical replace both valves, and the work was completed on September 27th.

MISCELLANEOUS

- **EPA Finalizes PFAS Reporting Rule** – General Manager White included a handout from the EPA regarding finalizing their rule on forever chemicals. He stated that this requires organizations that use PFAS chemicals to report the amounts they are using to the EPA, so that the EPA can track the sources of PFAS chemicals. This would enhance the laws the EPA hopes to enact. He directed the Board’s attention to the following paragraph in the handout. *“The reporting rule under the Toxic Substances Control Act (TSCA) is a statutory requirement under the FY2020 National Defense Authorization Act (NDAA) that requires all manufacturers (including importers) of PFAS and PFAS-containing articles in any year since 2011 to report information related to chemical identity, uses, volumes made and processed, byproducts, environmental and health effects, worker exposure, and disposal to EPA.”* This data will help the EPA assess who is using PFAS, the concentrations, and enable them to enact laws and fines on the producers of PFAS chemicals. The data is due to the EPA by March 2025. After that time, General Manager White feels that the EPA will begin enacting new regulations on PFAS. This is just one more step to try to control PFAS pollution.
- **Correll Co. Quarterly Reports** – – General Manager White provided the quarterly reports from Correll Co., the District’s investment firm. The reports indicate the performance of the funds. Discussion of this subject followed.

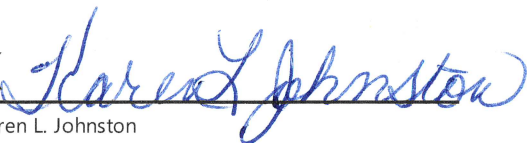
Trustee Jaeger made a motion to move into executive session to discuss personnel matters, which was seconded by Trustee Ower. Chairman Topcik asked if any further discussion was desired. As there was no further discussion, and upon the roll call vote, the motion was carried unanimously.

Ayes: (6) M. Ruchti, D. Ower, K. Smith, S. Latif, D. Jaeger, G. Topcik

Nays: (0)

Absent: (1) A. Monk

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

X 

Karen L. Johnston
Board Secretary