

Minutes

November 14, 2023- Board Meeting

On November 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, Monk, Ower, Smith, Latif, and Jaeger were present. Trustee Ruchti was absent. 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.

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 & Executive Session Minutes of October 10, 2023
- 5) Disbursements for November, 2023
- 6) Treasurer’s Report for October 31, 2023
- 7) Budget Report for October 31, 2023
- 8) End of month October 31, 2023 Monthly Operation Summation

OPERATIONS & MAINTENANCE ACCOUNT November 2023 – Disbursements

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Oct-23	3,541.69
2921	Federal Withholding Taxes	Oct-23	5,495.07
2922	IL Department of Revenue	Monthly Remittance	1,351.11
2923	WI Department of Revenue	Monthly Remittance	725.97
2925	IDES	Oct-23	36.80
7205	FICA Withholding Taxes (ER Portion)	Oct-23	3,541.69
7255	Correll Co.	Oct-23 Pension	5,476.75
7211	Commonwealth Edison	Electricity - Oct-23	76.47
7211	Dynegy Energy Services	Electricity - Oct-23	14,957.75
7212	No. Shore Water Reclamation District	Wastewater Charges	4,045.16
7215	Central Lake County JAWA	Sample Testing	36.00
7215	Pace Analytical Services	Sample Testing	156.50
7221	Hawkins	Chlorine Shipment	2,132.50
7221	Usalco	Aluminum Sulfate Shipment	7,480.60
7222	Ace Hardware	Misc. Supplies	337.19
7222	Advocate Occupational Health	Respirator Fit Testing	50.00
7222	Batteries Plus	Misc. Supplies	1,183.68

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7222	Cintas	First Aid Supplies	68.12
7222	Grainger, WW.	Misc. Supplies	695.66
7222	Napa Auto Parts	Misc. Supplies	190.45
7223	Hawkins	Maintenance & Repairs	466.93
7223	Kirchner, Inc.	Fire Extinguisher Maintenance	238.25
7223	Tank Industry Consultants	Tank Inspection	6,300.00
7225	Concentric Integration	2023-24 Support Services	4,505.50
7225	Erickson Design, C.	Landscaping Maintenance	2,254.64
7225	Hansen Associates, Inc.	Dec-23 Copier Maintenance	65.00
7231	DeLage Financial	Dec-23 Copier Lease	161.76
7232	AT&T	Telephone Service	2,440.57
7232	Verizon Wireless	Cellular Phone/Data Service	780.54
7234	Dell Technologies	Software	318.00
7234	ODP Business Solutions	Office Supplies	62.42
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	Dec-23 Health Insurance	13,515.11
7235	Cincinnati Life	Life Insurance	771.00
7235	Euclid Managers (Delta Dental)	Dec-23 Dental/Vision	662.01
7235	Ingoglia, Mario	Insurance Deductible Reimbursement	278.87
7235	Madison, Jim	Insurance Deductible Reimbursement	1,402.50
7235	Principal Insurance	Dec-23 Disability/AD&D	814.61
7235	White, Don	Insurance Deductible Reimbursement	341.61
7236	Madison, Jim	Travel Reimbursement	3.93
7237	Hungerford Technologies	WebEx Service - Teleconference Meeting	26.00
7238	AWWA	2024 AWWA Membership Renewal	394.00
7238	WaterISAC	Annual Membership Dues - 2024	580.00
7239	Security 101	Service on Cameras	1,969.92
7241	Your Payroll Dept.	Payroll Fees - Oct-23	231.39
7242	Kucera, Daniel	Legal Fees - Oct-23	2,677.50
7243	Baxter & Woodman	IEPA Loan Assistance	1,448.75
7251	Correll Co.	Investment Services	1,354.00

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FIRST BANKCARD

	Acct. 7222	Misc. Supplies	261.69
	Acct. 7223	Maintenance & Repairs	1,140.20
	Acct. 7225	Maintenance Contract	39.22
	Acct. 7234	Office Supplies	1,236.63
	Acct. 7236	Transportation	338.52
	Acct. 7237	Meetings/Seminars	248.76
	Acct. 7238	Dues/Subscriptions	34.00
		Total First Bankcard	3,299.02
		Grand Total - Operations	\$99,427.24

R&R

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7300.22	Dahme Mechanical	4" Gate Valve Replacement Work	5,060.00
		Grand Total - R&R	\$5,060.00

UNFINISHED BUSINESS

- **Grant Writing Services/State Revolving Loan Program** – General Manager White stated that he had contacted Elisa Bonkowski of Baxter & Woodman on October 30, to inquire about the status of the SRF application. She advised that her team was reviewing the information, was putting together a request packet for the District. Discussion of this subject followed.
- **Update of Agreement for Billing Arrangement** – General Manager White informed Representative Gina Roberts that he had forwarded a copy of the proposed agreement to her via email and requested that she forward it to the Mayor of Zion, McKinney. She reported that she had contacted Mayor McKinney, who promised to investigate the situation. After General Manager White received no response from the Mayor, Representative Roberts again contacted the City of Zion, and spoke with Mr. Ray Roberts, the City of Zion’s Public Works Director, who said he would forward the agreement to the City’s attorneys for review, and if there were no issues would request that it be put on the agenda in December. 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 upon the suggestion of Representative Roberts, he contacted the District’s State Representative Joyce Mason’s office on this subject. He received a response from Maggie Roche at Representative Mason’s office indicating she would investigate the matter. General Manager White stated that he again emailed Ms. Roche requesting an update on the situation after failing to receive a response from her. She responded that she had contacted the IDNR, who stated they would

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provide a response later. General Manager White indicated that the IDNR had not contacted Ms. Roche as of the board meeting. Discussion of this subject followed.

- **Update of Rooftop Air Conditioning Unit Replacement** – General Manager White stated that Air Con Refrigeration & Heating, was onsite on Friday, October 20, for the demo, installation, and startup of the new RTU system. Everything went smoothly, and the technician planned to return on Monday, October 23, to go through the unit. On Monday, the technician found a bad sensor for the air conditioning and ordered a new sensor. He replaced the sensor and currently the unit is running great. General Manager White stated that he was waiting for the lien waivers and invoice from Air Con. Discussion of this subject followed.
- **Update of Onsite Ground Storage Tank Inspection** – General Manager White stated that Tank Industry Consultants (TIC), inspected the 1MG Ground Storage Tank and advised at the October board meeting, the District was awaiting their report. TIC has completed the report and sent two copies which were available for review. General Manager White asked for a PDF copy but was advised that an agreement needed to be signed by a representative of the District before they would release an electronic copy. General Manager White advised that this subject would be discussed later in the meeting.

General Manager White stated that overall, the report was favorable for the tank coating. According to the executive summary, the interior and exterior coating systems were in good condition. TIC also thinks that recoating can wait approximately five years. However, they also state that the tank should be reevaluated in the next three to five years to confirm this assumption. General Manager White attached a listing of the deficiencies found during the inspection and proceeded to review them with the board. Discussion of this subject followed. General Manager White also attached the estimated costs for a new tank, recoating the tank, and miscellaneous repairs, as well as costs for repairs that would meet the OSHA, and regulatory issues. Discussion of this subject followed.

- **Bond Interest Payment** - General Manager White stated that the bond interest payment for \$31,120.00 was made for the November 1, 2023 due date. He indicated that the next payment would be made three days prior to the due date of May 1, 2024, for a principal payment of \$880,000.00, and interest payment of \$31,120.00. Discussion of this subject followed.
- **Update of Low Lift Pump #2 Pump & Motor Repair** – Operations Manager Thompson stated that Dreisilker quoted the motor repair at \$7,104.00, and Municipal Well & Pump originally quoted the pump repair at \$19,630.00 for removal, transport, repair, and reinstallation. After inspecting the pump, Municipal realized the repairs needed are extensive, and needed to revise their quote. The amended price is \$33,030.00. This would bring the total cost of the pump and motor repairs to \$40,134.00, which is comparable to the cost of a brand-new pump and motor. He indicated that he and General Manager White discussed soliciting bids on a larger pump, motor, and VFD to match Low Lift Pump #1 and #3. However, after researching this option it was determined there was not enough wall space to feasibly fit a larger VFD at the Low Lift Station. Another option discussed was soliciting bids on a new pump, motor, and VFD the same size as the current Low Lift Pump #2. This option would leave the District without a pump for seven to nine months, as opposed to four to six weeks if we just proceed with the original repairs. For these reasons, it was decided to authorize Dreisilker and Municipal Well & Pump to proceed with repairs. Discussion of this subject followed.
- **Approval of Revision to Sec. 311 of Employee Handbook** – Attorney Kucera provided a draft of the revision of Section 311 of the Employee Handbook, which incorporates the newly implemented Paid Leave For Any Purpose provisions, which go into effect on January 1, 2024. The change was necessary to revise the District's

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handbook to accurately reflect this legislation. Attorney Kucera went through the draft, explaining the changes proposed in the revision. Discussion of this subject followed. Trustee Jaeger made a motion to approve the new Paid Leave for any Purpose revision of the Employee Handbook, which was seconded by Trustee Monk. 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 Clark Dietz to Prepare Bid Documents for Low Lift Pump #2 Variable Frequency Drive (VFD) Replacement*** – General Manager White stated that the Low Lift Pump #2 and its variable frequency drive (variable frequency drive) is over 15 years old and needs to be rebuilt. He indicated that they are typically replaced every eight to fourteen years. Since the pump will be completely rebuilt, and the age of the variable frequency drive, General Manager White requested the Board authorize Clark Dietz, the District's Consulting Engineer, to draft a bid for replacement of VFD for #2 low lift pump. As the lead time for a new VFD is between five and eight months, or longer, and rather than delaying the replacement of low lift pump #2 VFD, it would be prudent to do so now. Discussion of this subject followed. Trustee Ower made a motion to approve Clark Dietz, the District's consulting engineer, to prepare a bid specification for the replacement of the variable frequency drive for low lift pump #2, 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.
- ***Approval of Agreement for Transfer of Electronic Format Documents for Tank Industry Consultants*** – General Manager White stated that he had requested an electronic format of the report from Tank Industry Consultants for the inspection of the Onsite Ground Storage Tank. However, Attorney Kucera advised that he was not authorized to sign the document. Therefore, he was requesting the board approve the agreement so the District may have a PDF copy for future reference. Trustee Jaeger made a motion to approve the Agreement for Transfer of Electronic Format Documents from Tank Industry Consultants, 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.
- ***Report on Inspection of SCU #3*** – Operations Manager Thompson stated that the operations staff drained and cleaned Solids Contact Unit #3 (SCU#3) for routine inspection and maintenance. They found rust and flaking paint on the tank walls and support beams above the tube settlers. After the operators cleaned the tank floor, Operations Manager Thompson inspected the walls beneath the tube settlers. There he found over fifty rust spots on the tank walls, ranging from one-half to two inches in diameter. Upon cleaning several rust spots, he discovered that the metal was pitted underneath. Additionally, the polymer feed line was rusted through and needed to be replaced. Based on these findings Tank Industry Consultants was contacted (TIC) to schedule a professional inspection of SCU#3, which was completed on Friday November 10th. After the inspection, the contractor stated that SCU#3 is in good condition overall and would just need touch ups. Their finalized report should be available next month. Discussion of this subject followed.

MISCELLANEOUS

- ***Updated Trustee Web Based Email Information*** – Operations Manager Thompson reported that he and General Manager White had been collaborating with Liftoff and Concentric Integration to implement a Microsoft-based cyber security program and migrate the staff to the new system. He further stated that the board members would need to configure their personal computers with their newly acquired District email

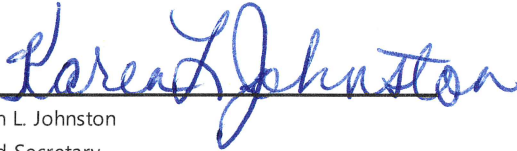
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addresses. He included the necessary information for them to do so within the board packet. Additionally, he stated that he and Secretary Johnston would be available to assist them should they require it.

- **Update of CRG Search for General Manager Position** – Chairman Topcik provided the board with an update on the general manager recruitment. He disclosed that they had received a single recommendation, and despite his proximity to the location, his employment background and qualifications failed to align with the criteria established by the board for this role.

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

X 

Karen L. Johnston
Board Secretary