

# Minutes

## January 9, 2024– Board Meeting

On January 9, 2024, 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, Ower, Smith, and Jaeger were present. Trustee Latif arrived at 5:40 p.m. Trustee Monk 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 indicated that he would accept a motion to place the following items on a consent agenda, and to accept that consent agenda. Trustee Ower asked that the Budget and Monthly Operations Summary Reports be pulled. Chairman Topcik then asked for a motion to approve the consent agenda for items, 4, 5, and 6 which was made by Trustee Jaeger, and seconded by Trustee Ruchti.

Chairman Topcik asked for discussion of the pulled items. Trustee Ower inquired about the increase in electrical costs on the Budget Report in relation to the usage on the Monthly Operation Summary (MOS). General Manager White stated that the District had large credits last year, but not the current year, and that was the factor for the larger electrical bills. Chairman Topcik asked if there any further questions and there were none. Trustee Ower then made a motion to approve the Budget and MOS Reports, 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.

- 4) Regular Session Minutes of December 12, 2023
- 5) Disbursements for January, 2023
- 6) Treasurer’s Report for December 31, 2023
- 7) Budget Report for December 31, 2023
- 8) End of month December 31, 2023 Monthly Operation Summation

### OPERATIONS & MAINTENANCE ACCOUNT January 2024 – Disbursements

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Dec-23	4,055.80
2921	Federal Withholding Taxes	Dec-23	6,180.88
2922	IL Department of Revenue	Monthly Remittance	1,570.80
2923	WI Department of Revenue	Monthly Remittance	791.06
7205	FICA Withholding Taxes (ER Portion)	Dec-23	4,055.80
7255	Correll Co.	Dec-23 Pension	7,131.20
7211	Commonwealth Edison	Electricity - Dec-23	80.15
7211	Dynegy Energy Services	Electricity - Dec-23	17,557.01
7215	Pace Analytical Services	Sample Testing	531.50
7221	Hawkins	Chlorine Shipment	2,130.00
7221	Nalco	Nalclear Shipment	10,855.54

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7222	Ace Hardware	Misc. Supplies	145.61
7222	Amazon Capital Services	Misc. Supplies	76.64
7222	Aramark	Uniforms	420.71
7222	Cintas	First Aid Supplies	95.13
7222	Grainger, WW.	Misc. Supplies	360.02
7222	USA Blue Book	Lab Supplies	146.30
7223	Krause Electrical Contractors	Maintenance Repairs	3,984.00
7223	LAI, Ltd.	Maintenance & Repairs	190.89
7225	Concentric Integration	T&M Support Services/Contract Support	1,910.83
7225	Hansen Associates, Inc.	Feb-24 Copier Maintenance	65.00
7231	DeLage Financial	Feb-24 Copier Lease	161.76
7232	AT&T	Telephone Service	2,377.09
7232	B&B Networks	Labor for new equipment	320.00
7232	Verizon Wireless	Cellular Phone/Data Service	756.41
7234	Amazon Capital Services	Office Supplies	92.47
7234	Federal Express	Shipping Charges	3.58
7235	AARP Medical	Medical Insurance for Diane Fragassi	371.25
7235	AARP Prescription	Prescription coverage for Diane Fragassi	88.40
7235	Blue Cross/Blue Shield	Feb-24 Health Insurance	13,515.11
7235	Euclid Managers (Delta Dental)	Feb-24 Dental/Vision	662.01
7235	Pintescu, Ioan	Deductible Reimbursement	62.25
7235	Principal Insurance	Feb-24 Disability/AD&D	814.61
7237	Emery & Associates	Safety Training	7,400.00
7238	Water Research Foundation	2024 Utility Membership Renewal	2,931.00
7241	Your Payroll Dept.	Payroll Fees - Dec-23	308.52
7242	Kucera, Daniel	Legal Fees - Dec-23	4,567.50
7243	Baxter & Woodman	Prof. Services - IEPA Loan Assistance	652.50
7243	Clark Dietz, Inc.	Prof. Services - Low Lift Pump #2 Repairs	185.00
		<b>Grand Total - Operations</b>	<b>\$97,604.33</b>

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## FIRST BANKCARD

	Acct. 7222	Misc. Supplies	406.72
	Acct. 7223	Maintenance Supplies	403.11
	Acct. 7225	Maintenance Contract	39.22
	Acct. 7234	Office Supplies	106.08
	Acct. 7236	Transportation	148.46
	Acct. 7237	Meetings/Seminars	1,414.12
	Acct. 7238	Dues/Subscriptions	68.99
		<b>Total First Bankcard</b>	<b>2,586.70</b>
		<b>Grand Total - Operations</b>	<b>\$100,191.03</b>

## UNFINISHED BUSINESS

- **Grant Writing Services/State Revolving Loan Program** – General Manager White stated that of Baxter & Woodman (B&W) engineer, Elisa Bonkowski informed him that this this project is being transferred to Mike Foley, but that she would continue to be involved with the project. General Manager White reported that the District was in the process of completing an information packet, and that he was awaiting a few additional data items. He stated that he anticipated sending the completed packet to B&W by the end of the week. Discussion of this subject followed.
- **Update of Agreement for Billing Arrangement** – General Manager White stated that the signed agreement was hand delivered by City of Zion, Director of Public Works & Engineering, Ray Roberts. General Manager White emailed both Laura Verden and Kelly Allen with IDNR to inquire as to the appropriate mailing address for the agreement upon its receipt. Ms. Allen replied on December 14 requesting that a scanned copy be sent to her via email; she would then forward the document to the IDNR's legal department. In an email, General Manager White emphasized to Ms. Allen that the IDNR has been in possession of the agreement for the past five months and expressed the expectation that no changes are necessary. General Manager White stated that although he has had further communication with Ms. Allen, and a new contact, Kevin Romo, he has yet to receive a substantive response beyond the fact that the matter is still pending with the legal department. Discussion of this subject followed.
- **Update of Repairs & Maintenance of Manhole Servicing Winthrop Harbor and the State of Illinois** – General Manager White received an email from Kevin Romo of IDNR on December 20, requesting clarification on the existing discrepancy. In response, General Manager White inquired as to which specific discrepancy Romo was alluding to, the manhole along Kellogg Creek or the water agreement? He then contacted Mr. Romo on January 4 regarding the status of the December emails. Mr. Romo provided General Manager White with contact information for Mr. Dale Brockamp, an engineer with IDNR. Subsequently, General Manager White discussed the issue with Mr. Brockamp, explaining that the District is only responsible for repairs on the water main that is on the IDNR's property, and the manhole has been discovered to be on Commonwealth Edison's property. Mr. Brockamp than asked for further information, which General Manager White emailed to him, which included a plat of survey and pictures of the manhole. Discussion of this subject followed.

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- **Update of Clark Dietz Preparation of Bid Documents for Replacement of Low Lift Pump #2 Variable Frequency Drive (VFD)** –General Manager White stated that he had had a kickoff meeting with Tom Foley and Paul Zouski of Clark Dietz to discuss this project. They discussed the information needed for the drive, and if there was a particular manufacturer that was preferred. General Manager White stated that he preferred Square D, as the existing VFD was manufactured by Square D, and this could alleviate any space concerns. In addition, the timeline for the project was discussed. General Manager White indicated that he anticipated having the specifications completed and ready for bid by March. Discussion of this subject followed.
- **Update of Low Lift Pump #2 Pump & Motor Repair** – General Manager White stated on December 26, Dreisilker informed the District they had completed the Low Lift Pump #2 Motor repair. He indicated that the District’s staff will coordinate delivery and installation with both Municipal Well & Pump and Dreisilker, once Municipal Well & Pump is finished rebuilding the pump.
- **Update of Report on Inspection of SCU #3** - General Manager White stated that the District received the evaluation report from Tank Industry Consultants. They completed the inspection on November 10, and received the report on December 18. The report states that the exterior insulation of the tank is in good to fair, overall condition. It also states that the interior coating of the tank is in fair overall condition and should not need to be recoated within the next six years. Tank Industry Consultants recommends the unit be reevaluated in the next three to five years. Discussion of this subject followed.
- **Update on Transfer Pump #1 Rebuild** – On December 26, according to General Manager White, Illinois Pump removed Transfer Pump #1 pump and motor, and transported them back to their facility for inspection and repair He further stated that the spare basin assembly that the District had in storage was also removed for utilization in the repair. They estimate the rebuild will take three to four weeks to complete.

## NEW BUSINESS

- **Approval of Revisions to Sections 305 and 605 of the Employee Handbook** – Attorney Kucera provided two memorandums and drafts of revised sections 305 – Bereavement Leave and 605 – Violence Leave. He explained that section 305 was revised to comply with the new family bereavement act, which was quite involved and expands various purposes for bereavement leave. Included with new revision was a copy of the current revision for comparison.

He went on to explain that section 605 has been amended to comply with an amendment by the legislature for a violence leave statute. Again, a copy of the current version was included for comparison with the revised section.

Discussion of both of these revisions followed. Trustee Jaeger made a motion to approve both of these revisions, which was seconded by Trustee Latif. 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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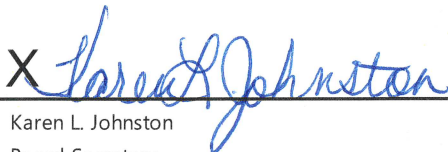
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## MISCELLANEOUS

- **Review CRG Search Recommendations for General Manager Position** – Chairman Topcik stated that he had been provided with information from the District’s search firm, CRG Search, and suggested that the board go into executive session to discuss this information. Trustee Ower made a motion to move into executive session to discuss personnel matters, 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.

\* \* \* EXECUTIVE SESSION \* \* \*

Upon leaving executive session, Chairman Topcik continued the meeting until January 16, 2024 at 10:00 a.m.

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Karen L. Johnston  
Board Secretary