

# Minutes

## December 12, 2023- Board Meeting

On December 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, Ower, Smith, Latif, and Jaeger were present. Trustees Monk and Ruchti were 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. In addition, Mr. Brent Jones of West’s Insurance was in attendance.

Chairman Topcik stated that Mr. Jones was in attendance to present the workers compensation renewal for 2024. Mr. Jones reviewed the proposal, which was included in the board packet. He indicated that IPRF remained competitive and stable. He advised that the premium for 2023 was \$13,281 and the renewal premium was \$17,857, which was approximately a 35% increase. He reviewed the following items in the proposal which caused an increase in premium.

- The District now has four operators and an operations manager, which results in a higher payroll.
- There was a slight increase in rates.
- The District experienced a substantial claim.

Mr. Jones advised that the District did, again, qualify for the safety grant. He recommended that the District accept this renewal. Discussion of this subject followed. Trustee Jaeger made a motion to approve the 2024 workers’ compensation as proposed, 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.

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. Trustee Ower inquired about the increase in electrical usage on the Monthly Operation Summation. General Manager White explained the District was no longer eligible to receive a credit that it had obtained the previous year. Chairman Topcik asked if there any further questions, there were none, and upon the vote, the motion was carried unanimously.

- 4) Regular Session Minutes of November 14, 2023
- 5) Disbursements for December, 2023
- 6) Treasurer’s Report for November 30, 2023
- 7) Budget Report for November 30, 2023
- 8) End of month November 30, 2023 Monthly Operation Summation

### OPERATIONS & MAINTENANCE ACCOUNT December 2023 – Disbursements

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Nov-23	3,518.08
2921	Federal Withholding Taxes	Nov-23	5,451.31
2922	IL Department of Revenue	Monthly Remittance	1,316.34
2923	WI Department of Revenue	Monthly Remittance	751.00

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2925	IDES	Nov-23	8.53
7205	FICA Withholding Taxes (ER Portion)	Nov-23	3,518.08
7255	Correll Co.	Nov-23 Pension	6,342.61
7211	Commonwealth Edison	Electricity - Nov-23	57.75
7211	Dynegy Energy Services	Electricity - Nov-23	13,973.00
7215	Pace Analytical Services	Sample Testing	156.50
7221	Hawkins	Chlorine Shipment	2,133.00
7221	Nalco	Nalclear Shipment	1,796.25
7221	Usalco	Aluminum Sulfate Shipment	7,447.50
7222	Ace Hardware	Misc. Supplies	296.71
7222	Grainger, WW.	Misc. Supplies	1,264.35
7222	Hach	Lab Supplies	650.50
7222	Napa Auto Parts	Misc. Supplies	1.78
7223	Core & Main	Maintenance & Repairs	3,507.84
7223	Krause Electrical Contractors	Maintenance Repairs	699.00
7223	LAI, Ltd.	Maintenance & Repairs	3,752.24
7223	Sievert Crane & Hoist	2023 Annual Crane Inspection	1,276.00
7225	Concentric Integration	T&M Support Services/Contract Support	3,628.33
7225	Evoqua	Maintenance Contract	767.18
7225	Hansen Associates, Inc.	Jan-24 Copier Maintenance	65.00
7225	Lakeland/Larsen Elevator Corporation	Elevator Maintenance	368.10
7231	DeLage Financial	Jan-24 Copier Lease	161.76
7232	AT&T	Telephone Service	1,813.41
7232	B&B Networks	Switch Router	240.00
7232	Verizon Wireless	Cellular Phone/Data Service	756.33
7234	Amazon	Office Supplies	27.00
7234	Federal Express	Shipping Charges	80.93
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	Jan-24 Health Insurance	13,515.11
7235	Euclid Managers (Delta Dental)	Jan-24 Dental/Vision	662.01
7235	IL Public Risk Fund	2024 - 1st Qtr. Workers Compensation	4,465.00

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7235	Ingoglia, Mario	Deductible Reimbursement	894.00
7235	Johnston, Karen	Deductible Reimbursement	6,213.64
7235	Principal Insurance	Jan-24 Disability/AD&D	814.61
7237	Hungerford Technologies	WebEx Service - Teleconference Meeting	26.00
7241	Your Payroll Dept.	Payroll Fees - Nov-23	231.39
7242	Kucera, Daniel	Legal Fees - Nov-23	1,710.00
7243	Baxter & Woodman	Prof. Services - IEPA Loan Assistance	1,737.50
7251	Correll Co.	Investments Services	911.00
7251	CRG Corporation	General Manager Job Search	5,000.00

## FIRST BANKCARD

	Acct. 7222	Misc. Supplies	337.04
	Acct. 7225	Maintenance Contract	39.22
	Acct. 7234	Office Supplies	268.73
	Acct. 7236	Transportation	152.94
	Acct. 7237	Meetings/Seminars	270.28
	Acct. 7238	Dues/Subscriptions	34.00
	Acct. 7251	Miscellaneous	139.26
		<b>Total First Bankcard</b>	1,241.47
		<b>Grand Total - Operations</b>	<b>\$103,732.39</b>

## R&R

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7300.2	Air Con Refrigeration & Heating, Inc.	Rooftop AC Unit Replacement	29,823.00
		<b>Grand Total - R&amp;R</b>	<b>\$29,823.00</b>

## MEETING DATE RESOLUTION:

The Chairman then read the Resolution. Discussion of the resolution followed. Chairman Topcik reminded the board that the June meeting would be the third Tuesday of the month, rather than the second, to accommodate the completion of the fiscal year final audit. Trustee Jaeger made a motion to approve the resolution, which was seconded by Trustee Smith. Chairman Topcik asked if any further discussion was desired. There was none. Chairman Topcik declared the motion carried upon the following roll call vote:

Ayes: (5) Ower, Smith, Latif, Jaeger, Topcik  
 Nays: (0)  
 Absent: (2) Ruchti, Monk

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## RESOLUTION

**BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE LAKE COUNTY PUBLIC WATER DISTRICT**, Lake County, Illinois, that the regular monthly meetings of the Board of Trustees for the calendar year beginning January 1, 2024, be held at the hour of 5:30 P.M. in the conference room at the District's Filtration Plant located at 500 -17th Street, Zion, Illinois, have been scheduled for the following days and dates:

Tuesday, January 9, 2024  
Tuesday, February 13, 2024  
Tuesday, March 12, 2024  
Tuesday, April 9, 2024  
Tuesday, May 14, 2024  
Tuesday, June 18, 2024  
Tuesday, July 9, 2024  
Tuesday – August 13, 2024  
Tuesday – September 10, 2024  
Tuesday – October 8, 2024  
Tuesday – November 12, 2024  
Tuesday – December 10, 2024

**BE IT FURTHER RESOLVED** that public notice of the scheduled meetings shall be given by posting a copy at the office of the District, 500 -17th Street, Zion, Illinois, and by publication thereof in the Lake County News Sun.



LAKE COUNTY PUBLIC WATER DISTRICT

*Gerold L. Topcik*  
Gerold L. Topcik  
Chairman, Board of Trustees

PRESENTED AND READ: December 12, 2023  
PASSED AND APPROVED:

ROLL CALL VOTE:

Trustees voting aye: D. Ower, K. Smith, S. Latif, D. Jaeger, G. Topcik  
Trustee voting nay:  
Trustees absent: A. Monk, M. Ruchti

MOTION CARRIED

## UNFINISHED BUSINESS

- **Grant Writing Services/State Revolving Loan Program** – General Manager White stated that he had contacted Elisa Bonkowski of Baxter & Woodman, to inquire about the status of the SRF application. She advised that her team was still working on the project plan, and she would provide an updated schedule once her team has determined what information they have in-house versus what is needed from the District. Discussion of this subject followed.
- **Update of Agreement for Billing Arrangement** – General Manager White stated that Mr. Ray Roberts, Director of Public Works, City of Zion, had presented the agreement to the Zion City Council at their meeting on December 5, 2023. General Manager White indicated that he had watched the video of that meeting, and that the Zion City Council had unanimously approved the agreement. He indicated that he had received the signed copies the morning of the board meeting, for Chairman Topcik's signature. He also stated that he had advised Ms. Laura Verden at the IDNR that the agreement had been approved, and they need to proceed

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with their approval. In addition, he contacted Ms. Gina Roberts, the District's County Representative, and advised her of the status of the agreement, and thanked her for her help in expediting this 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 stated this subject was still on hold, as it is still under review in the legal department of the IDNR. Discussion of this subject followed.
- ***Bidding for Replacement of Low Lift Pump #2 Variable Frequency Drive (VFD)*** – General Manager White reported that at the previous board meeting, the Board authorized the preparation of bid documents for the replacement of Low Lift Pump #2 Variable Frequency Drive (VFD). He indicated that a kickoff meeting with Tom Foley and Paul Zouski of Clark Dietz was scheduled for Wednesday, December 13, to discuss the current variable frequency drive, and the requirements for its replacement. In addition, the timeline for the project will be discussed. Discussion of this subject followed.
- ***Update of Low Lift Pump #2 Pump & Motor Repair*** – Operations Manager Thompson stated that Municipal Well & Pump was authorized to repair Low Lift Pump #2. It is estimated that it will take two to three weeks to rebuild and install the pump, and that it will take an additional three to four weeks to receive the necessary repair parts. The project is anticipated to be completed by the end of December.
- ***Update of Report on Inspection of SCU #3 and Approval of Agreement for Transfer of Electronic Format Documents*** – General Manager White stated that Tank Industry Consultants (TIC) completed their inspection on December 10. For the District to obtain an electronic copy of the report, their Agreement for Transfer of Electronic Format Documents had to be signed. Trustee Jaeger made a motion to approve signing that document, 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.

## NEW BUSINESS

- ***Transfer Pump #1 Rebuild*** – Operations Manager Thompson reported that the District needed to have major repairs done to Low Lift Pump #2 after it failed overnight. He stated that this pump was 20 years old at the time of the failure. Rather than wait for another failure, it seemed prudent to start inspecting the pumps and rebuilding them as well. Given its critical role in filter backwashing, the decision was made to start with Transfer Pump #1. Jim Shanley, from Illinois Pump, came in on Tuesday, November 28, to take measurements and discuss the job. Illinois Pump provided a quote the following Tuesday under the bid limit of \$20,000.00. The quote includes pump and motor removal, repair, reinstallation, and testing. It is anticipated that this project will start before Christmas. Discussion of this subject followed.

## MISCELLANEOUS

- ***Year End Employee Bonuses and approvals as necessary***– Chairman Topcik indicated that the District customarily provides all employees a bonus grossed up for taxes. Last year the amount was \$600 and suggested that amount for this year as well. Trustee Ower made a motion to give the employees a bonus of \$600, grossed up for taxes, 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.

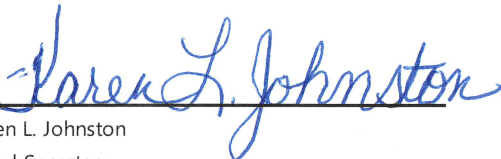
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- **Update of CRG Search for General Manager Position** – Chairman Topcik updated the board regarding the recruitment process for the general manager. The board packet contained a copy of their service agreement and scope of work. He stated that although CRG Search had submitted several candidates, none appeared to be suitable at this time. Discussion of this subject followed.

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

X   
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Karen L. Johnston  
Board Secretary