

Minutes

September 14, 2021– Board Meeting

On September 14, 2021, 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. As Chairman Topcik was ill, Trustee Jaeger identified himself as Chairman Pro Tem, and opened the meeting at approximately 5:30 p.m. Upon the roll being called, Trustees Monk, Walsh, Ruchti, and Jaeger were physically present. Chairman Topcik was present via telephone. Trustee Mitchell and Vice-Chairman Moe were absent. Also present were General Manager Don White, Administrative Assistant/Board Secretary Karen Johnston, and District Attorney Dan Kucera, via telephone.

Chairman Pro Tem Jaeger then indicated that he would accept a motion to place the following items on a consent agenda and to accept that consent agenda. Chairman Pro Tem Jaeger then asked for a motion to approve the consent agenda, which was made by Trustee Walsh, and seconded by Trustee Ruchti. Chairman Pro Tem Jaeger asked if discussion was desired for those items, as there was none, and upon the vote, the motion was carried unanimously.

- 5) Regular Minutes of August 10, 2021
- 6) Disbursements for September, 2021
- 7) Treasurer’s Report for August 31, 2021
- 8) Budget Report for August 31, 2021
- 9) End of month August 31, 2021 Monthly Operation Summation

OPERATIONS & MAINTENANCE ACCOUNT September, 2021 – Disbursements

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Aug-21	2,823.66
2921	Federal Withholding Taxes	Aug-21	3,478.12
2922	IL Department of Revenue	Monthly Remittance	1,161.62
2923	WI Department of Revenue	Monthly Remittance	598.17
7205	FICA Withholding Taxes (ER Portion)	Aug-21	2,823.66
7255	Correll Co.	Aug-21	6,298.97
7211	Commonwealth Edison	Electricity - Aug-21	83.60
7212	No. Shore Water Reclamation Dist.	Wastewater Charges 12/31/20-03/31/21	5,330.83
7211	Constellation	Electricity - Aug-21	13,147.04
7215	PDC Laboratories	Sample Testing	196.50
7221	Hawkins	Chlorine Shipment	1,535.00
7221	Usalco	Aluminum Sulfate Shipment	6,522.86
7222	Ace Hardware	Misc. Supplies	29.98

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7222	Cintas	First Aid Supplies	58.92
7222	EMD Millipore	Lab Supplies	2,821.38
7222	Hach	Lab Supplies	1,024.00
7222	Olson Service	Fuel for generator	1,278.73
7222	USA Blue Book	Misc. Supplies	327.60
7222	Zion Auto Parts	Misc. Supplies	9.99
7223	Allan Integrated Control Systems	Pressure Transmitter Calibrations	2,440.00
7223	Clear Loss Prevention, Inc.	Troubleshoot fiber optic cable to low lift building	756.00
7223	Grainger, W.W.	Maintenance Supplies	445.92
7223	Illini Power Products	Maintenance & Repairs	1,003.25
7223	Krause Electric	Labor to wire generator	512.00
7223	Newark Element 14	Maintenance Supplies	876.38
7223	Peterson Plumbing, Ernie	Test Backflow Preventers	190.00
7223	Sunbelt Rentals	Generator Rental	10,149.90
7223	Smith Ecological Systems	Maintenance Supplies	2,131.60
7225	Concentric Integration	Time & Materials Support Services	1,454.70
7225	Hansen Associates, Inc.	Oct-21 Copier Maintenance	65.00
7225	Klean Korner's Commercial Cleaning	Janitorial Service Aug-21	500.00
7225	Lakeland/Larsen Elevator Corp.	Elevator Maintenance	339.62
7232	AT&T	Telephone Service	1,571.33
7232	Verizon Wireless	Cellular Phone/Data Service	551.66
7234	Quill	Office Supplies	60.98
7235.2	AARP Medical	Medical Insurance for Diane Fragassi	341.25
7235.2	AARP Prescription	Prescription coverage for Diane Fragassi	92.80
7235.2	Blue Cross/Blue Shield	Oct-21 Health Insurance	8,204.27
7235.2	Euclid Managers (Delta Dental)	Oct-21 Dental/Vision	488.98
7235.2	IL Public Risk Fund	Workers' Compensation 4th Quarter	2,209.00
7235.2	Principal Insurance	Oct-21 Disability/AD&D	622.51
7235.2	White, Don	Deductible Reimbursement	20.64
7237	Hungerford Technologies	WebEx Service - Teleconference Meeting	26.00
7241	Hamlin, James	Payroll Fees - Aug-21	194.73
7242	Graefe & Hansen, Ltd.	Legal Services - Aug-21	450.00

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7242	Kucera, Daniel	Legal Services - Aug-21	2,070.00
7243	Clark Dietz	Professional Services	1,455.00

FIRST BANKCARD

	Acct. 7222	Misc. Supplies	4.27
	Acct. 7225	Maintenance Contract	34.25
	Acct. 7231	Leasing	562.00
	Acct. 7234	Office Supplies	44.37
	Acct. 7236	Transportation	169.47
	Acct. 7237	Meetings/Seminars	163.56
	Acct. 7238	Dues/Subscriptions	55.44
	Acct. 7251	Miscellaneous	158.25
		Total First Bankcard	1,191.61
		Grand Total - Operations	\$89,965.76

R&R

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7299	Clark Dietz	Filter Replacement Project	75.00
7300	Burke Engineering, Christopher B.	Revetment Proj. - Reseeding	316.54
		Grand Total - R&R	\$391.54

UNFINISHED BUSINESS

- **Filter Underdrain Replacement**– General Manager White stated that this project started the day after Labor Day. They received the filter media and underdrains the week before. Boller did an inventory on the equipment and made sure it was onsite. The media filter had been vacuumed out, and are currently taking out the underdrains. General Manager White indicated that it should take two or three weeks per filter. The number two filter is out of service, and are waiting for Xylem to come in and help Boller install the underdrains. Discussion of this subject followed.
- **Update of Intergovernmental Agreement with Lake County Public Works** – General Manager White stated that the board approved the proposal for the scope of services for Baxter & Woodman (B&W), for both the generator and roofing projects. After sending the countersigned documents to Elisa Bonkowski (B&W), she asked that General Manager White send the generator bid package to her. He indicated that he did that, along with the roofing information. Currently she is working on letters for submittal to grant prospects. Discussion of this subject followed.

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- **Approval of revision to Sec. 311 (PTO) of employee handbook** - General Manager White provided an updated policy (with changes in red). He stated that he feels that this is a feasible policy for the accrual of PTO for the District's employees. With this new policy, existing employees will start accruing PTO time at the rate of ten hours, per month, starting January of every calendar year. Any new employees will accrue at the same rate at the time of hire. Discussion of this subject followed. Trustee Walsh made a motion to approve the new policy, which was seconded by Trustee Monk. Chairman Pro Tem Jaeger asked if any further discussion was desired. As there was no further discussion, and upon the vote, the motion was carried unanimously.
- **Power Loss & Generator Rental** – General Manager White stated that Cummins had received the electronics for the plant's existing generator, and started installation on August 25. The work took longer than thought due to problems with the electronics. The technician found an incorrect connection. On September 7, the generator was finally operational and the District was able to stop using the rental generator. The bill from Sunbelt was on the list of disbursements, and there would be another bill next month. General Manager White indicated that the generator was running quite well. Discussion of this subject followed.

NEW BUSINESS

- **Preparation of Bid Documents for Roofing** – General Manager White stated that Clark Dietz provided a proposal to prepare bid documents for the replacement of several of the District's roofs. The proposal has a bidding phase for \$1,200, which will only take effect if the District receives a grant. The documents will be put on hold if we do not get a grant, or the some other funding mechanism is used. To obtain a grant, most projects will need to be "shovel ready". Discussion of this subject followed. General Manager White asked for approval of this proposal. Trustee Ruchti made a motion to approve the proposal from Clark Dietz, which was seconded by Trustee Monk. Chairman Pro Tem Jaeger asked if any further discussion was desired. As there was no further discussion, and upon the vote, the motion was carried unanimously.
- **Amendment to Xylem Visitation Agreement** – General Manager White presented Xylem's publicity general release document. However, Attorney Kucera felt that it was overbroad, and amended it. General Manager White included Attorney Kucera's amendment to the original agreement. General Manager White stated that this is in reference to publicity desired by Xylem, and that he has forwarded Attorney Kucera's revision to them, but has not yet heard back from them. General Manager White suggested that the board accept this amendment. Trustee Walsh made a motion to accept the second amendment to the visitation agreement, which was seconded by Trustee Ruchti. Chairman Pro Tem Jaeger asked if any further discussion was desired. As there was no further discussion, and upon the vote, the motion was carried unanimously.
- **ClearLP Proposal for Maintenance** – General Manager White stated that ClearLP, the company that installed the video access control system, submitted a proposal to the District for preventative maintenance. General Manager White indicated that he was presenting it for informational purposes only, as the cost is excessive. Discussion of this subject followed.

MISCELLANEOUS

- **IDNR Mailings** –General Manager White stated that he had received three mailings from IDNR regarding the State installing reefs in the lake, starting at North Point Marina. He indicated that opinions were being

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asked of organizations in the area. General Manager White indicated that the intake was his concern, and hoped would not be adversely affected. Discussion of this subject followed.

Trustee Walsh made a motion to adjourn, which was seconded by Trustee Monk.

X

Karen L. Johnston
Board Secretary