

Minutes

November 12, 2024- Board Meeting

On November 12, 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. Chair Ruchti opened the meeting at approximately 5:30 p.m. Upon the roll being called, Trustees Monk, Ower, Ewert, Smith, Latif, and Jaeger were present. 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.

Chair Ruchti then indicated that he would accept a motion to place the following items on a consent agenda and to accept that consent agenda. As no motion was made, the items would be discussed individually.

- 4) Approval of Regular & Executive Session Minutes of October 8, 2024
- 5) Disbursements for November 2024
- 6) Treasurer’s Report for October 31, 2024
- 7) Budget Report for October 31, 2024
- 8) End of month October 31, 2024 Monthly Operation Summation

MINUTES:

Chair Ruchti asked if there were any questions regarding the October Regular and Executive session minutes. As there were none, Trustee Ower made a motion to approve the regular and executive session minutes of October 8, 2024, which was seconded by Trustee Jaeger. Chair Ruchti asked if any further discussion was desired. As there was no further discussion, and upon the vote, the motion was carried unanimously.

DISBURSEMENTS:

Chair Ruchti asked if there were any questions regarding the disbursements. Trustee Ower asked for information regarding the invoice from NIR Roof Care. General Manager White stated that the bill was for roof membrane repairs due to age. The invoice included pictures of the areas repaired. Discussion of this subject followed. Trustee Jaeger made a motion to approve the disbursements for November 2024, which was seconded by Trustee Smith. Chair Ruchti asked if any further discussion was desired. As there was no further discussion, and upon the vote, the motion was carried unanimously.

OPERATIONS & MAINTENANCE ACCOUNT November 2024 – Disbursements

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Oct-24	3,074.01
2921	Federal Withholding Taxes	Oct-24	5,880.06
2922	IL Department of Revenue	Monthly Remittance	1,411.79
2923	WI Department of Revenue	Monthly Remittance	835.26
7205	FICA Withholding Taxes (ER Portion)	Oct-24	3,074.01
7255	Correll Co.	Oct-24 Pension	7,539.72
7211	Commonwealth Edison	Electricity - Oct-24	97.58
7211	Dynegy	Electricity - Oct-24	16,208.58

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7215	Pace Analytical Services	Sample Testing	1,033.00
7221	Hawkins	Chlorine Shipment	4,372.20
7221	USALCO	Aluminum Sulfate Shipment	7,717.36
7222	Ace Hardware	Misc. Supplies	304.46
7222	Amazon Capital Services, Inc.	Misc. Supplies	168.44
7222	Cintas	First Aid Supplies	62.84
7222	Cole-Parmer	Lab Supplies	866.95
7222	Grainger, Inc., WW	Misc. Supplies	48.90
7222	Hach Company	Lab Supplies	5,271.55
7222	McMaster-Carr	Misc. Supplies	25.60
7222	Napa Auto Parts	Misc. Supplies	153.53
7222	USA Blue Book	Lab Supplies	181.27
7223	Kirchner	Fire Extinguisher Inspection/Maintenance	526.00
7223	New Pig	Maintenance Parts	1,394.31
7223	ProFlow Pumping Solutions	Maintenance Parts	425.45
7223	Quincy Compressor	Maintenance Parts	175.64
7223	Reladyne	Maintenance Parts	579.40
7223	Vortex Technologies	Remove & Install new unit	995.00
7225	Concentric Integration	Support Services	2,240.00
7225	Erickson Design, C.	Landscaping Maintenance – Oct. & Nov.	2,254.74
7225	Hansen Associates, Inc.	Dec-24 Copier Maintenance	65.00
7231	DeLage Financial	Dec-24 Copier Lease	161.76
7232	AT&T	Telephone Service	1,777.16
7232	Verizon Wireless	Cellular Phone/Data Service	758.38
7234	Dell Marketing L.P.	Software - Adobe Acrobat	335.88
7234	FedEx	Shipping Charges	81.98
7234	Industrial Networking Solutions	Computers Peripherals	1,727.50
7234	ODP Business Solutions	Office Supplies	67.58
7234	UPS	Shipping Charges	164.84
7235	AARP - Health	Medical Insurance for Diane Fragassi	400.08
7235	AARP - Prescription	Prescription coverage for Diane Fragassi	100.70
7235	Blue Cross/Blue Shield	Dec-24 Health Insurance	14,405.86
7235	Cincinnati Life	Employee Life Insurance	321.00

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7235	EM Benefits(Delta Dental)	Dec-24 Dental/Vision	662.01
7235	Madison, Jim	Deductible Reimbursement	208.13
7235	Principal Insurance	Dec-24 Disability/AD&D	1,041.13
7241	Your Payroll Dept.	Payroll Fees - Oct-24	229.02
7242	Kucera, Daniel	Legal Fees - Oct-24	2,092.50
7251	Correll Co.	Investment Services	1,568.00
		Total	93,086.16

FIRST BANKCARD

	Acct. 7222	Misc. Supplies	134.12
	Acct. 7225	Service Contracts	41.97
	Acct. 7234	Office Supplies	1,753.99
	Acct. 7236	Transportation	168.77
	Acct. 7237	Meetings/Seminars	332.92
	Acct. 7251	Miscellaneous	90.88
		Total First Bankcard	2,522.65
		Grand Total - Operations	95,608.81

R&R

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7300.27	KLM Engineering, Inc.	Install New Finial Vent - 1 MG Tank	4,370.00
7300.30	NIR Roof Care	FY2025 Roof Repairs	16,635.00

TREASURER'S REPORT:

Chair Ruchti asked if there were any questions regarding the Treasurer's report. The rates for Certificate of Deposits were the subject of discussion, as they had previously increased but were now beginning to decline. Trustee Ewert made a motion to approve the October 31, 2024 Treasurer's report, which was seconded by Trustee Smith. Chair Ruchti asked if any further discussion was desired. As there was no further discussion, and upon the vote, the motion was carried unanimously.

BUDGET REPORT:

Chair Ruchti asked if there were any questions regarding the budget report. Discussion of various expense line items followed. Trustee Jaeger made a motion to approve the October 31, 2024 budget report, which was seconded by Trustee Ower. Chair Ruchti 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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MONTHLY OPERATIONS SUMMARY:

Chair Ruchti asked if there were any questions regarding the Monthly Operations Summary. Discussion of the increase in finished water proceeded. Operations Manager Thompson advised that there had been a main break in the City of Zion. Trustee Jaeger made a motion to approve the October 31, 2024 Monthly Operations Summary, which was seconded by Trustee Latif. Chair Ruchti asked if any further discussion was desired. As there was no further discussion, and upon the vote, the motion was carried unanimously.

UNFINISHED BUSINESS

- ***Update of research, grant writing services, and loan application to apply for funding from the IEPA Public Water Supply Loan Program (PWSLP)*** – General Manager White stated that Elisa Bonkowski of Baxter & Woodman would contact the EPA after November 19, which is six months after the loan application was submitted. He suggested that supplementary information may be necessary, and he would provide any items that did not require board approval. Otherwise, he would be obligated to wait until the following month. Discussion of this subject followed.
- ***Update of Low Lift Pump #2 Variable Frequency Drive (VFD) Replacement*** – General Manager White stated the installation of the replacement variable frequency drive is scheduled for November 19. He further stated that Tracy Spaulding from Crescent Electric needs to include the District in the startup schedule. He indicated that he would like Matt McGrain from Krause Electric to arrange this.
- ***Update of Intake Pipe Repairs*** – General Manager White stated that Dustin Strauss of Michels Corporation scheduled the plant shutdown to facilitate the intake pipe repairs the week of October 28. The shutdown was scheduled for Thursday and Friday of that week, however, work needed to be halted on Friday due to the lake conditions. General Manager White stated that he contacted Dustin on November 4 asking for a tentative schedule of the required repairs. Dustin advised General Manager White that he anticipated being done by November 30. Discussion of this subject followed.
- ***Bond Interest Payment*** - General Manager White stated that the bond interest payment The District has made the bond interest payment of \$18,360.00 ahead of the November 1, 2024 payment due date. The next bond payment will be due three days before May 1, 2025, and will include a principal payment of \$820,000.00 and an interest payment of \$18,360.00, for a total payment of \$838,360.00.
- ***Special Exception Permit – Monthly Operating Report*** – Operations Manager Thompson reminded the board that The Illinois Environmental Protection Agency (IEPA) is requiring public water supplies to start testing finished water nitrate levels daily and monitoring raw water ammonia levels continuously. He stated that the District had initiated daily nitrate testing in the District's lab at a monthly expense of approximately \$100.00. We are currently awaiting the delivery of a continuous online ammonia analyzer from Proflow Pumping Solutions at a cost of \$19,312.50. Discussion of this subject followed.
- ***Transfer Pump #1 Variable Frequency Drive (VFD)*** – Operations Manager Thompson stated that Crescent Electric picked up the old Transfer Pump #1 VFD to send to Schneider Repair Service. The estimated repair price is \$4,193.00. He indicated that he is waiting to hear the status of the repair.

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MISCELLANEOUS

District Brochure - - General Manager White reminded the board that they requested that the District's brochure be revised to remove photographs and diagrams. He stated that he had done this and furnished them with a copy of the revised brochure. Discussion of this subject followed.

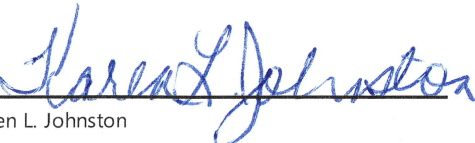
Holiday Dinner – Secretary Johnston advised the board that the annual Holiday Dinner would be held at the Shanty after the December board meeting.

Update on search for General Manager replacement. Discussion and approval to extend employment offer – Chair Ruchti asked for a motion to go into executive session to discuss this issue. Trustee Ewert made a motion to move into executive session, which was seconded by Trustee Ower. Chair Ruchti 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, Trustee Ower made a motion to approve the terms discussed and that the offer letter be revised, which was seconded by Trustee Smith. Chair Ruchti asked if any further discussion was desired. As there was no further discussion, and upon the vote, the motion was carried unanimously.

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

X 

Karen L. Johnston
Board Secretary