

Minutes

December 10, 2024– Board Meeting

On December 10, 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 Ower, Ewert, Smith, and Jaeger were present. Trustee Monk was absent. Trustee Latif arrived at 5:40 p.m. 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. Brent Jones with West’s Insurance was present as a guest speaker.

Chair Ruchti stated that Mr. Jones was in attendance to present the workers compensation renewal for 2025. Mr. Jones reviewed the proposal, which was included in the board packet. He mentioned that the District has been a customer of Illinois Public Risk Fund (IPRF) for a long time, and the fund has remained competitive and stable. He stated that his organization requested quotes; however, they were unable to obtain additional quotes as a result of certain claims made in recent years. He advised that the premium for 2024 was \$17,857 and the renewal premium was \$17,724, which was approximately a .01% decrease, based on the current payroll

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 Ower made a motion to approve the 2024 workers’ compensation as proposed, which was seconded by Trustee Ewert. Chair Ruchti asked if any further discussion was desired. As there was no further discussion, and upon the vote, the motion was carried unanimously. Mr. Jones left at 5:40 p.m.

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. Chair Ruchti then asked for a motion to approve the consent agenda, which was made by Trustee Jaeger, and seconded by Trustee Ower. Chair Ruchti asked if discussion was desired for those items, as there was none, and upon the vote, the motion was carried unanimously.

- 4) Approval of Regular & Executive Session Minutes of November 12, 2024
- 5) Approval of the Disbursements for December 2024
- 6) Approval of the Treasurer’s Report as of November 30, 2024
- 7) Approval of the Budget Report as of November 30, 2024
- 8) Approval of the Monthly Operation Summation as November 30, 2024

OPERATIONS & MAINTENANCE ACCOUNT December 2024 – Disbursements

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
2920	FICA Withholding Taxes (EE Portion)	Nov-24	4,127.39
2921	Federal Withholding Taxes	Nov-24	6,734.67
2922	IL Department of Revenue	Monthly Remittance	1,438.89
2923	WI Department of Revenue	Monthly Remittance	782.32
7205	FICA Withholding Taxes (ER Portion)	Nov-24	4,127.39
7211	Commonwealth Edison	Electricity - Nov-24	23.98

Minutes

December 10, 2024- Board Meeting

7211	Dynegy	Electricity - Nov-24	14,909.17
7215	Pace Analytical Services	Sample Testing	183.00
7221	Hawkins	Chlorine Shipment	2,185.60
7222	Ace Hardware	Misc. Supplies	27.14
7222	Amazon Capital Services, Inc.	Misc. Supplies	140.54
7222	Cintas	First Aid Supplies	61.64
7222	Grainger, Inc., WW	Misc. Supplies	728.35
7222	Hach Company	Lab Supplies	370.06
7222	Idexx Laboratories	Lab Supplies	3,967.79
7222	McMaster-Carr	Misc. Supplies	14.02
7223	Saf-T-Gard	Safety Glove Maintenance	77.98
7223	Sievert Crane & Hoist	2024 Annual Crane Inspection	1,276.00
7225	Concentric Integration	Support Services	2,240.00
7225	Hansen Associates, Inc.	Jan-25 Copier Maintenance	65.00
7225	Lakeland/Larsen Elevator Corp.	Elevator Maintenance	387.00
7225	NIR Roof Care	Roof Care Plan	1,416.00
7231	DeLage Financial	Jan-25 Copier Lease	161.76
7232	AT&T	Telephone Service	1,544.11
7232	Verizon Wireless	Cellular Phone/Data Service	764.80
7234	FedEx	Shipping Charges	2.32
7234	Industrial Networking Solutions	Computers Peripherals	3,401.29
7234	UPS	Shipping Charges	8.53
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	Jan-25 Health Insurance	14,405.86
7235	Cincinnati Life	Employee Life Insurance	450.00
7235	EM Benefits(Delta Dental)	Jan-25 Dental/Vision	662.01
7235	IL Public Risk Fund	Workers Comp - 1st Qtr. 2025	4,431.00
7235	Johnston, Karen	Deductible Reimbursement	180.91
7235	Principal Insurance	Jan-25 Disability/AD&D	1,041.13
7235	White, Don	Deductible Reimbursement	368.50
7236	Madison, James	Travel Reimbursement	21.44
7238	AWWA	Annual Membership	413.00

Minutes

December 10, 2024- Board Meeting

7238	Waterlsac	Annual Membership	580.00
7239	Security 101	Video Security System Qtrly. Serv. Contract	8,024.44
7241	Your Payroll Dept.	Payroll Fees - Nov-24	262.62
7242	Kucera, Daniel	Legal Fees - Nov-24	1,395.00
7251	Correll Co.	Investment Services	1,094.00
7255	Correll Co.	Nov-24 Pension	9,278.06
		Total	94,275.49

FIRST BANKCARD

	Acct. 7222	Misc. Supplies	194.72
	Acct. 7225	Service Contracts	41.97
	Acct. 7234	Office Supplies	29.99
	Acct. 7236	Transportation	152.06
	Acct. 7237	Meetings/Seminars	534.75
	Acct. 7251	Miscellaneous	60.14
		Total First Bankcard	1,013.63
		Grand Total - Operations	95,289.12

R&R

ACCT. #	VENDOR NAME	DESCRIPTION	AMOUNT DUE
7300.26	Crescent Electric	LL Pump #2 - New Variable Frequency Drive	14,392.09
7300.24	Krause Electrical Contractors	Install new Variable Frequency Drive on LLP #2	7,988.00
		Total	22,380.09

MEETING DATE RESOLUTION:

The Resolution that follows was read by Chair Ruchti. The resolution was then discussed. Chair Ruchti reminded the board that the June meeting would be held on the third Tuesday of the month, rather than the second, to facilitate the completion of the fiscal year's final audit. Trustee Smith made a motion to approve the resolution, which was seconded by Trustee Ewert. Chair Ruchti asked if any further discussion was desired. There was none. Chair Ruchti declared the motion carried upon the following roll call vote:

Minutes

December 10, 2024– Board Meeting

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, 2025, 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 14, 2025
Tuesday, February 11, 2025
Tuesday, March 11, 2025
Tuesday, April 8, 2025
Tuesday, May 13, 2025
Tuesday, June 17, 2025
Tuesday, July 8, 2025
Tuesday, August 12, 2025
Tuesday, September 9, 2025
Tuesday, October 14, 2025
Tuesday, November 11, 2025
Tuesday, December 9, 2025

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.



Karen L. Johnston
Karen L. Johnston
Secretary, Board of Trustees

LAKE COUNTY PUBLIC WATER DISTRICT
Michael B. Ruchti
Michael B. Ruchti
Chair, Board of Trustees

PRESENTED AND READ: December 10, 2024

PASSED AND APPROVED:

ROLL CALL VOTE:

Trustees voting aye: D. Ower; T. Ewert; K. Smith; D. Jaeger; M. Ruchti

Trustee voting nay: None

Trustees absent: A. Monk; S. Latif

MOTION CARRIED

Ayes: (5) Ower, Ewert; Smith, Jaeger, Ruchti
Nays: (0) None
Absent: (3) Monk; Latif

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 he and Jeremy Thompson had met with Elisa Bonkowski and Mike Foley of Baxter & Woodman(B&W) on December 10 to discuss the SRF application. Elisa said IEPA should react on the District's pre-application in a few weeks. General Manager White indicated that they then examined the first two projects' proposed timelines. In a few months, B&W will update generator specifications. Clark Dietz will add the Low Lift Pump Station roof to the specifications. Elisa will integrate front-end documentation into Clark Dietz's specifications to comply with IEPA terminology. B&W will send Tom Foley at Clark Dietz the updated roof specification for his assessment and PE approval. After updating the generator specification, Jeremy will check for changes. The projects should

Minutes

December 10, 2024– Board Meeting

be biddable after both specifications are finalized. B&W may bid for both projects in fall 2025. Bidding in the fall allows contractors to schedule the work for 2026.

- **Update of Low Lift Pump #2 Variable Frequency Drive (VFD) Replacement** – Low Lift Pump #2 Variable Frequency Drive testing and startup were scheduled for Thursday, December 5. Onsite for the startup was Krause Electric (VFD installer), Crescent Electric's technician (VFD supplier), and Jeremy Thompson. However, testing revealed that the pump and motor were not operating properly. In particular, the pump did not run at full speed when the drive was set to 100% output. The technician identified the pump system issue.

Following this, Jeremy and General Manager White phoned Chris Ferguson at Municipal Well and Pump to discuss the situation. After evaluating the details, Chris scheduled a technician to visit the site on Friday, December 6, in the afternoon to evaluate the pump's inability to respond to the VFD's 100% output. Discussion of this subject followed.

- **Update of Intake Pipe Repairs** – Dustin Strauss from Michels Corporation updated Jeremy Thompson and General Manager White regarding the repairs on November 26. He said the divers installed the repair sleeve and completed the initial grouting. Dustin stated that the divers would need an additional day to complete the repair and grouting. Thanksgiving delayed work until the first week of December. Michels attempted to resume work on the intake after the holiday, however, lake conditions prevented this

Michels informed Jeremy on Tuesday, December 2, that they planned to be on the lake Saturday, December 7, and maybe December 8.

In addition, Michels and the dive supervisor met at the Low Lift pump station to discuss the procedure for cleaning the silt out of the wet well. General Manager White explained the proposed solution, who stated that scheduling for this has not yet been provided. Discussion of this subject followed.

- **Transfer Pump #1 Variable Frequency Drive (VFD)** – Operations Manager Thompson stated that he spoke with Tom Haverland of Crescent Electric regarding Transfer Pump #1 variable frequency drive. He verified that the variable frequency drive that was damaged was received by Schneider Repair Service. We are anticipating an update regarding the status of the repair.

NEW BUSINESS

- **Discussion of holiday policy and approvals as necessary** – Attorney Kucera provided the board with a copy of the current version of section 302.7 (Holidays) of the employee handbook. In addition, he included a copy of the proposed change to that section. He indicated that the only change being proposed was replacing “eight (8) hours” at the end of the last paragraph with “the number of hours the employee would have otherwise worked that day”.

He indicated that the purpose of the revision was to better reflect the current employment practices and schedules, and secondly it is more fair to employees in this particular situation. In addition it makes the language more consistent with section 302.5 which has similar language. Attorney Kucera stated that they felt this was a small, but appropriate change, and that General Manager White had

Minutes

December 10, 2024– Board Meeting

requested Attorney Kucera review this. Discussion of this subject followed. Trustee Smith made a motion to approve the proposed change to section 302.7 of the employee handbook, 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.

MISCELLANEOUS

➤ **Year End Employee Bonuses and approvals as necessary** – Chair Ruchti –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. The board discussed the subject. Trustee Jaeger made a motion to give the employees a bonus of \$600, grossed up for taxes, which was seconded by Trustee Ewert. 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 Ower made a motion to move into executive session to discuss personnel matters, which was seconded by Trustee Ewert. 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 General Manager White’s resignation letter, outlining the terms of compensation that he will receive as a consultant to the District, 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.

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

X

Karen L. Johnston
Board Secretary