



**Executive Committee Meeting Minutes  
February 8, 2018**

A regular meeting of the Executive Committee of the Central Lake County Joint Action Water Agency was convened by Mr. Ellis at 8:30 a.m. on February 8, 2018, at the Paul M. Neal Water Treatment Facility, 200 Rockland Road, Lake Bluff, Illinois. Present at the time were Mike Ellis, Grayslake; Pat Muetz, Gurnee; Jeff Hansen, Lake Bluff; Rod Worden, Lake Bluff; Karl Warwick, Lake Villa; Clay Johnson, Lindenhurst; Bill Emmerich, Mundelein; David Kilbane, Round Lake Beach; and, Kevin Timony, Wauconda.

Absent were representatives from Round Lake, Round Lake Consortium, and Volo.

Also present at the meeting were Executive Director Darrell W. Blenniss, Jr.; Director of Operations William J. Soucie; Jeff White, Project Manager; Cheri Graefen, Lauterbach & Amen; and, Amrou Atassi, CDM Smith.

**Minutes**

A motion was made by Mr. Emmerich to approve minutes of January 11, 2018, regular meeting of the Executive Committee as presented. The motion was seconded by Mr. Worden; and, upon voice vote, the motion was unanimously passed.

**Review of Bills**

**A. Items for Pre-Approval & Bill Summary Sheet - Ratification of Previously Paid Expenses:**

The Executive Committee reviewed bills that require pre-approval of payment by the Board of Directors as shown below:

● Carollo Engineers	0164132	Ozone Replacement Project	\$22,037.93
		<b>Total</b>	<b>\$22,037.93</b>

The Executive Committee reviewed the following items which had been previously disbursed in the month of January and require ratification by the Board of Directors:

● Invoices Paid	Operating & Capital Expenses	\$397,498.55
● Payroll	Prior Month Payroll	\$215,839.23
● IMRF	Pension Payments	\$34,034.34
● Health Insurance	UnitedHealthcare & VSP	\$41,263.46
	<b>Total</b>	<b>\$688,635.58</b>

A motion was then made by Mr. Muetz and seconded by Mr. Warwick to recommend that the Board of Directors approve payment and ratify previously paid items as outlined above. Upon voice vote, the motion was unanimously passed.

**New Business**

A. Approval of Professional Services: i. Auditor Services: Audits for FYE 2018, FYE 2019, FYE 2020

Mr. Blenniss stated that the Agency advertised to receive qualifications from accounting firms to perform the Agency’s audit. He stated that the Agency received proposals from RSM US LLP, Seldon Fox, Sikich, and Eder, Casella & Co. Mr. Blenniss outlined the cost of their proposals as shown below (in order of preference), noting that the proposals include a Single Audit due to IEPA Loans.

<b>Firm</b>	<b>FYE 18</b>	<b>FYE 19</b>	<b>FYE 20</b>
Eder, Casella, CO.	\$20,500	\$21,000	\$21,800
RSM	\$26,500	\$27,165	\$27,845
Seldon Fox	\$26,750	\$27,250	\$27,800
Sikich	\$33,848	\$34,870	\$35,920

Mr. Blenniss then noted that along with Staff from Lauterbach & Amen, the proposals were thoroughly reviewed and the firm recommended is Eder, Casella, & Co.

A motion was then made by Mr. Emmerich and seconded by Mr. Kendzior to recommend that the Board of Directors select Eder, Casella, & Co. to perform the audit for years ending in FYE 18, FYE 19, and FYE 20. Upon voice vote, the motion was unanimously passed.

Approval of Professional Services: ii Engineering Services: Centrifuge Replacement Project - Scope of Work, Schedule & Fee

Mr. Blenniss indicated that an engineering services scope of work, schedule, and budget to purchase and install two new centrifuges, and a new cross conveyor for the Agency’s residual solids processing, had been distributed for the Committee’s review.

Mr. Blenniss stated that the scope of work reflects the preferred approach approved by the Executive Committee in January, which includes the preselection of manufacturers/equipment and extended warranty options. He noted that funds are in the FYE 2018 budget to begin this process and carried over into FYE 2019.

Mr. Atassi provided an overview for the Committee and outlined the Scope of Work.

A motion was then made by Mr. Muetz and seconded by Mr. Warwick to recommend that the Board of Directors accept of the scope of work, schedule, and fee from CDM Smith for the Centrifuge Replacement Project as presented. Upon voice vote, the motion was unanimously passed.

B. Rejection of Bids - Watermain Repair Services:

Mr. Blenniss explained that the Agency outsources excavation and watermain repair work to a contractor that is selected annually. He stated that this year a request for qualifications and rates was solicited through email and a newspaper publication; and, that a single bid was received by the published due date and time as shown below:

<b>Bidder(s)</b>	<b>Hourly Rate Score</b>
Berger Excavating Contractors, Inc.	969.5

Mr. Blenniss noted that Agency Staff is recommending rejecting all bids per bid language, *“CLCJAWA reserves the right to reject any or all bid proposals or to accept any bid proposal, which in its judgment, will be in the best interest of the public or to waive any informalities in bidding.”*

Mr. Blenniss indicated that the Agency will then re-bid the work through newspaper advertising and direct contact with contractors in an attempt to get more participation.

A motion was then made by Mr. Warwick and seconded by Mr. Emmerich to recommend that all bids received be rejected and that services be re-advertised. Upon voice vote, the motion was unanimously passed.

C. Approval of Bids - i. Budgeted Capital Items: Equipment - a. Turbidimeters & b. Process Controls

Mr. Blenniss stated that staff is recommending waiving the competitive bid process, sole source the equipment, and accept the quote from HACH for the purchase of 12-TU5300sc turbidimeters as quoted in the purchase order in the amount of \$43,437.48. This action will allow the equipment to remain consistent throughout the plant and provide consistent results with the monitoring process.

A motion was made by Mr. Kendizor to recommend waiving the competitive bid process, sole source the equipment and to accept the proposal from Hach for the purchase of 12 turbidimeters in the amount of \$43, 437.48. The motion was seconded by Mr. Muetz. Upon voice vote, the motion unanimously passed.

Mr. Blennis outlined the CIP project titled Process Controls Update to purchase Programmable Logic Controls and associated equipment including touchscreen panels, DIO head modules and ethernet network modules. Mr. Blenniss indicated bids were solicited via email and a published request for bid. A single bid was received from Standard Electric and they have satisfactorily provided this type of equipment to the Agency in the past.

Mr. Blenniss recommend acceptance of the bid from Standard Electric for \$51,396.06.

A motion was made by Mr. Worden to recommend acceptance of the bid from Standard Electric in the amount of \$51,396.06. The motion was seconded by Mr. Muetz. Upon voice voite, the motion unanimously passed.

Routine Operating Items: Contractual Services & Commodities - a. Residual Solids Removal & Disposal & b. Process Treatment Chemicals: 1 - Sodium Hypochlorite, 1- Phosphoric Acid, 3 - Coagulant:

Mr. Blenniss outlined the bids for several routine operating purchases including Residual Solids Removal/Disposal, Process Treatment Chemicals, and Vacuum Truck Services. Mr. Blenniss indicated that these items came in as expected on pricing and that a pricing history and detailed description of each item was included in the packet materials.

Mr. Muetz made a motion to accept the bids and proposals for the following items Residual Solids Removal/Disposal, Process Treatment Chemicals, and Vacuum Truck Services as listed. Mr. Timony seconded the motion. Upon voice vote, the motion passed unanimously.

D. FYE 2019 Tentative Operating and Capital Budget

Mr. Blenniss outlined the FYE 2019 Tentative Budget for the Committee, noting that the Tentative Budget was prepared in accordance with the budgetary guidelines which were approved by the Agency's Board of Directors at their January 2018 meeting. He stated that items may be adjusted as the final budget is prepared.

After a brief discussion, a motion was made by Mr. Emmerich and seconded by Mr. Timony to recommend that the Board of Directors approve the FYE 2019 Tentative Budget as presented. Upon voice vote, the motion was unanimously passed.

***Old Business***

*None*

***Report of the North and West Membership Expansion Committees***

Mr. Amrou Atassi of CDM Smith updated the Executive Committee on the North and West Group expansion projects.

***Report of the Executive Director***

*Water Sales:*

Mr. Blenniss noted that January actual sales were above the forecast by 3.4%.

*Other Items:*

Mr. Blenniss provided an update on the Comprehensive Plan Committee's progress and status. He then notified the Executive Committee of an emergency expenditure in regards to the Agency's Transmission System as well as a finished water pump repair. Mr. Blenniss then updated the Committee on the Agency's sound mitigation efforts at the Water Treatment Plant and Raw Water Pump Station.

***Adjournment***

There being no further business, a motion was made by Mr. Timony and seconded by Mr. Warwick to adjourn

the meeting at 9:21 a.m. On a voice vote, the motion was unanimously passed and the meeting was adjourned.

Respectfully Submitted,

Tracy Hall

Recording Secretary