



**Board of Directors  
Meeting Minutes  
February 28, 2018**

A regular meeting of the Board of Directors of the Central Lake County Joint Action Water Agency was convened by Chairman Hill at 6:02 p.m., on February 28, 2018 at the Paul M. Neal Water Treatment Facility, 200 Rockland Road, Lake Bluff, Illinois. Present at the meeting were: Director Rhett Taylor, Grayslake; Alternate Director Balmes, Gurnee; Director O’Hara, Lake Bluff; Director Werfel, Lake County; Alternate Director Harms, Lake Villa; Director Weppler, Libertyville; Director Lentz, Mundelein; Director Marturano, Lindenhurst; Director MacGillis, Round Lake; Director Hill, Round Lake Beach, Director Meeks, Round Lake Consortium; and, Director Knight, Wauconda.

Also present were Darrell W. Blenniss, Jr., Executive Director; Bill Soucie, Director of Operations; Tracy Hall, Deputy Secretary; Joe Wilter, Operator, Alternate Director Vogel, Grayslake; Agency Legal Counsel Stewart Diamond, Ancel Glink et al; Len Rago, Carollo Engineers; and, Rob Bacci & Doug Wallace, ESGR.

Absent was a representative from Volo.

It was noted that Mr. Ellis, Chairman of the Executive Committee, would not be in attendance at this meeting; and therefore, Mr. Blenniss would provide the Report of the Executive Committee and the Committee’s recommendations to the Board of Directors.

**Public Comment**

None.

**Presentation of Awards - Patriot Award**

Mr. Bacci of the Employer Support of the Guard and Reserve (ESGR), outlined the “Patriot Award” explaining that an employee serving in the National Guard or Reserve, or the spouse of a Guard or Reserve member, may nominate individual supervisors and bosses for support provided directly to the nominating Service member and his or her family.

Mr. Bacci then stated that the Patriot Award reflects the efforts made to support citizen warriors through a wide-range of measures including flexible schedules, time off prior to and after deployment, caring for families, and granting leaves of absence if needed.

Mr. Doug Wallace then explained that Bill Soucie, Director of Operations, was nominated by Joe Wiltjer, Water Operator, for this Award. He and Mr. Bacci then presented the Award to Mr. Soucie.

Chairman Hill, Executive Director Blenniss, and the Board of Directors congratulated Bill on his accomplishments and receiving the Award.

**Approval of Minutes**

A motion was made by Director Weppler and seconded by Director Marturano to approve the regular meeting minutes of the January 2018 Board of Directors meeting as presented. Upon voice vote, the motion was passed.

**Treasurer’s Report – January 2018:**

Executive Director Blenniss outlined the Treasurer’s Reports for January 2018.

A motion was then made by Director MacGillis and seconded by Director Weppler to approve the Treasurer’s Report for January 2018 as presented. Upon roll call vote, the motion was passed.

**Report and Action on Executive Committee Items**

**A. Recommendation on Payment of Bills:**

**a. Items for Pre-Approval**

Mr. Blenniss then outlined the Executive Committee’s unanimous recommendation for approval on the following items which 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>

**b. Operating Expenses – Ratification of Previously Paid Expenses**

Mr. Blenniss then outlined the Executive Committee’s unanimous recommendation for approval on the following items which require ratification by the Board of Directors as shown below:

● Invoices Paid	Operating & Capital Expenses	\$1,295,388.43
● Payroll	Prior Month Payroll	\$213,964.33
● IMRF	Pension Payments	\$32,994.00
● Health Insurance	Unitedhealthcare & VSP	\$41,263.46
<b>Total</b>		<b>\$1,583,610.22</b>

A motion was made by Director Rhett Taylor and seconded by Director Werfel to approve items which require pre-approval and ratify previously paid expenses as shown above. Upon roll call vote, the motion was unanimously passed.

**B. Recommendation on Approval of Professional Services: i. Auditor Services: Audits for FYE 2018, FYE 2019, FYE 2020 & ii. Engineering Services: Centrifuge Replacement Project -**

**Scope of Work, Schedule & Fee:**

Mr. Blenniss explained 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.

Mr. Blenniss stated that the Executive Committee unanimously recommended that the Board of Directors select Eder, Casella, & Co. to perform the audit for years ending in FYE 18, FYE 19, and FYE 20.

A motion was then made by Alternate Director Balmes and seconded by Director MacGillis to select Eder, Casella, & Co. to perform the audit for years ending in FYE 18, FYE 19, and FYE 20. Upon roll call vote, the motion was unanimously passed.

Mr. Blenniss, outlined for the Board of Directors, 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.

Mr. Blenniss noted that funds are in the FYE 2018 budget to begin this process and carried over into FYE 2019.

Mr. Blenniss stated that the Executive Committee unanimously recommended that the Board of Directors accept of the scope of work, schedule, and fee from CDM Smith for the Centrifuge Replacement Project as presented.

A motion was then made by Alternate Director Balmes and seconded by Director Weppler to accept of the scope of work, schedule, and fee from CDM Smith for the Centrifuge Replacement Project as presented. Upon roll call vote, the motion was unanimously passed.

**C. Recommendation on Rejection of Bids - Watermain Repair Services:**

Mr. Blenniss explained to the Board of Directors 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.

Mr. Blenniss then noted that the Executive Committee unanimously recommend that all bids received be rejected by the Board of Directors and that services be re-advertised.

A motion was then made by Director O’Hara and seconded by Director Werfel to reject all bids received and re-advertise. Upon roll call vote, the motion was unanimously passed.

**D. Recommendation on Approval of Bids - i. Budgeted Capital Items: Equipment - a. Turbidimeters & b. Process Controls & ii. 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 explained to the Board of Directors that Agency 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. He further explained that this will allow the equipment to remain consistent throughout the plant and provide consistent results with the monitoring process.

A motion was then made by Alternate Director Balmes and seconded by Director MacGillis to waive the competitive bid process, sole source the equipment and accept the proposal from Hach for the purchase of 12 turbidimeters in the amount of \$43, 437.48. Upon roll call vote, the motion was unanimously passed.

Mr. Blenniss then 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 stated that 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 stated that the Executive Committee unanimously recommend acceptance of the bid from Standard Electric in the amount of \$51,396.06.

A motion was then made by Director Marturano and seconded by Director MacGillis to accept the bid from Standard Electric in the amount of \$51,396.06. Upon roll call vote, the motion was unanimously passed.

Mr. Blenniss then 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. Blenniss stated that the Executive Committee unanimously recommended that the Board of Directors accept the bids and proposals for the following items Residual Solids Removal/Disposal, Process Treatment Chemicals, and Vacuum Truck Services as listed.

A motion was then made by Director MacGillis and seconded by Director O'Hara to accept the bids and proposals for the following items Residual Solids Removal/Disposal, Process Treatment Chemicals, and Vacuum Truck Services as listed. Upon roll call vote, the motion was unanimously passed.

**E. Recommendation on FYE 2019 Tentative Operating and Capital Budget:**

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

Mr. Blenniss noted that the Executive Committee unanimously recommended that the Board of Directors approve the FYE 2019 Tentative Budget as presented.

A motion was then made by Alternate Director Balmes and seconded by Director Rhett Taylor to approve the FYE 2018 Tentative budget as presented. Upon roll call vote, the motion was unanimously passed.

**Report & Action on North Group Membership Expansion Technical Committee Items:**

**A. Construction Progress Report:**

An update was given by Mr. Blenniss on the North Group Expansion Project and the Construction Progress Reports were presented to the Board of Directors.

**B. Resolution 18-08 - Change Order #2 for North Group Construction Bid Package #2:**

Mr. Blenniss outlined Resolution #18-08 - Change Order #2 to North Group Bid Package #2 for the Board of Directors. Mr. Blenniss stated that approval of Resolution #18-08 requires approval by the Board of Directors at this time.

A motion was then made by Director Rhett Taylor and seconded by Director Wepler to approve Resolution #18-08 as presented. Upon roll call vote, the motion was unanimously passed.

**C. Resolution 18-09 - Change Order #2 for North Group Construction Bid Package #4:**

Resolution #18-09 - Change Order #2 to North Group Bid Package #4 for the Board of Directors. Mr. Blenniss stated that approval of Resolution #18-09 requires approval by the Board of Directors at this time.

A motion was then made by Director Werfel and seconded by Director Rhett Taylor to approve Resolution #18-09 as presented. Upon roll call vote, the motion was unanimously passed.

**D. Approval of Expenses:**

Mr. Blenniss outlined the recommendation of the North Group Technical Committee to authorize payments as outlined below:

Bid Package 1A Construction Services	CDM Smith	\$25,934.12
Bid Package 2 Contractor Payment	Campanella & Sons, Inc.	\$374,218.23
Bid Package 2 Construction Services	CDM Smith	\$22,824.84
Bid Package 4 Construction Services	CDM Smith	\$48,122.76
Bid Package 4 Contractor Payment	Trine Construction Corp.	\$399,424.68
Detailed Engineering Design Services	CDM Smith	\$31,886.63
Easement Acquisition Services	CDM Smith	\$11,151.26
		<b>\$913,562.52</b>

A motion was then made by Director Meeks and seconded by Director Balmes to approve payments as outlined above. Upon roll call vote, the motion was unanimously passed.

***Report & Action on West Group Membership Expansion Technical Committee Items:***

**A. Construction Progress Report:**

An update was given by Mr. Blenniss on the West Group Expansion Project and the Construction Progress Reports were presented to the Board of Directors.

**B. Approval of Expenses**

Mr. Blenniss outlined the recommendation of the West Group Technical Committee to authorize payments as outlined below:

Detailed Engineering Design Services	CDM Smith	\$80,046.45
Preliminary Engineering Services	CDM Smith	\$3,000.29
		<b>\$83,046.74</b>

A motion was then made by Director Marturano and seconded by Director MacGillis to approve payments as outlined above. Upon roll call vote, the motion was unanimously passed.

**Old Business**

None.

**New Business**

None.

**Report of the Chair**

None.

**Report of the Executive Director**

Water Sales:

Mr. Blenniss noted that overall sales for the year are below the forecast..

**Adjournment**

There being no further business before the Board of Directors, a motion to adjourn the meeting was made by Alternate Director Balmes and seconded by Director MacGillis; and, upon voice vote, the motion was unanimously approved. The meeting was adjourned by at 6:49 p.m.

Respectfully submitted,

Tracy Hall

Deputy Secretary