



**Central Lake County Joint Action Water Agency  
Executive Committee Meeting Minutes  
December 6, 2018**

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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 December 6, 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; Rod Worden, Lake County; Karl Warwick, Lake Villa; Paul Kendzior, Libertyville; Clay Johnson, Lindenhurst; Adam Boeche, Mundelein; Steve Shields, Round Lake; David Kilbane, Round Lake Beach; Mike May, Volo; and, Kevin Timony, Wauconda.

Absent were representatives from Lake Bluff and Round Lake Consortium.

Also present at the meeting were Darrell W. Blenniss, Jr., Executive Director; Director of Operations William J. Soucie; Tracy Hall, Recording Secretary; Jared Wendorf, CDM Smith; and, Brad West & Brent Jones of West's Insurance.

***Minutes***

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

***Review of Bills***

The Executive Committee reviewed bills that require pre-approval as shown below:

- CDM Smith            90059477            Centrifuge Replacement Project            \$6,213.79
- Carollo Engineers    0171257            Comprehensive Plan Phase II            \$9,461.22
- Carollo Engineers    0172066            Comprehensive Plan Phase II - Calibration    \$16,173.86

A motion was made by Mr. Kendzior and seconded by Mr. May to recommend that the Board of Directors approve payment as shown above. Upon voice vote, the motion was unanimously passed.

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

● Invoices Paid	Operating & Capital Expenses	\$2,348,298.60
● Payroll	Prior Month Payroll	\$220,375.08
● IMRF	Pension Payments	\$34,963.00
● Health Insurance	UHC, Healthiest You, EM & VS	\$48,205.89

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

***New Business***

***A. Calendar Year 2019 Workers Compensation Insurance Renewal:***

Mr. Blenniss introduced Mr. Jones of West Insurance, to provide an overview of the renewal. Mr. Jones summarized the proposal that West’s Insurance received from IPRF, noting that the proposed premium for CY 2018 is \$47,785 which represents a reduction of 6.9%. Again the Agency is eligible for a safety grant in the amount of \$6,313. Mr. Jones noted that West’s Insurance is recommending that the Agency remain with IPRF and accept the proposal from IPRF as presented.

A motion was then made by Mr. Muetz and seconded by Mr. Kendzior to recommend that the Board of Directors accept the proposal for renewal of the Agency’s Worker’s Compensation Insurance with IPRF for Calendar Year 2019 in the amount of \$47,785. Upon voice vote, the motion was unanimously passed.

***B. Lake Bluff Watermain Relocation - Design/Permitting/Bidding Services Proposal:***

Mr. Blenniss explained that IDOT has scheduled some roadway/drainage improvements along Route 176/Rockland Road near the Water Plant. He noted that as a result of these improvements, the Lake Bluff feeder water main needs to be relocated.

Mr. Blenniss then noted that a proposal from RHMG Engineers, Inc. for the design, permit, and bidding services of the proposed improvements had been distributed for the Committee’s review. He then outlined some constraints for this small project noting that this is an extremely congested site with respect to existing utilities, the existence of wetlands in close proximity to the project site, and, the need to obtain permits/regulatory approvals from five separate agencies.

Mr. Blenniss then stated that this is a non-budgeted item and will come out of the Agency’s general engineering line item in the Operations and Maintenance Sub-fund and that the bid letting for the IDOT project is expected in December 2019.

A motion was then made by Mr. Kendzior and Mr. Warwick to recommend that the Board of Directors approve the proposal from RHMG Engineers, Inc in the amount of \$34,225. Upon voice vote, the motion was unanimously passed.

C. Surge Tank #1 Coating Project - Change Order #1- Resolution 18-19:

Mr. Blenniss explained that due to extremely favorable pricing received on Surge Tank #1 Project, Agency Staff is proposing the approval of a change order to also include Surge Tank #2 in the same project. Mr. Blenniss then noted that Surge Tank #2 was originally planned for recoating in the FYE 2020 Budget.

Mr. Blenniss stated that included in the FYE 2019 Budget is \$75,000 for Surge Tank #1 and the bid was \$34,960. He noted that the contractor agreed to include Surge Tank #2 for the same price of an additional \$34,960. Mr. Blenniss explained that the savings are not guaranteed if Staff goes out to bid again and that the Agency will incur the normal bidding costs with waiting until next year.

Mr. Blenniss then stated that Change Order #1 would also extend the project completion date by 180 days should the second surge tank be included in the project.

Mr. Kilbane asked if the total value of the change order as a percentage was allowed under Illinois law. Mr. Blenniss indicated that Mr. Kilbane may be correct in that it might be too big a percent change. Mr. Blenniss indicated that he would review the item with Agency legal counsel. Mr. Kilbane also noted that the Agency could seek a separate proposal from the contractor. There was a consensus that a proposal would be acceptable to the committee.

Mr. Blenniss recommended the item be tabled so that these concerns could be addressed.

D. Booster Pump #2 Rebuild - Proposal:

Mr. Blenniss outlined a proposal from HydroAire to rebuild Booster Pump #2. He noted that this pump is located at the Booster Pumping Station in Libertyville and that this was a planned repair for the wintertime of this fiscal year, prior to initiating service to the West Group. Mr. Blenniss explained that due to the large size of this equipment, shipping the item out for inspection and analysis would be costly in order to get multiple proposals. Mr. Blenniss noted that Staff proposes waiving the competitive bid process and acceptance of the proposal from HydroAire.

A motion was then made by Mr. Warwick and seconded by Mr. Johnson to recommend that the Board of Directors accept the proposal from HydroAire Service in the amount of \$57,479 to rebuild Booster Pump #2. Upon voice vote, the motion was unanimously passed.

E. IT & Data Back-Up & Recovery Services - Proposal:

Mr. Blenniss explained that the Agency's IT service vendor is no longer meeting Staff's need and that the contract has been expired and we have been operating on a monthly bases as Staff assessed other options and deficiencies.

Mr. Blenniss stated that after significant analysis, Staff believes it is best to utilize a new IT services provider, noting that the vendor is Platinum Systems which is located in Lake Forest, Illinois. He outlined their fees for the Committee and stated that their proposals had been provided for the Committee's review.

A motion was then made by Mr. Tlmony and seconded by Mr. Muetz to recommend that the Board of Directors accept the proposals from Platinum Systems for managed IT services as presented. Upon voice vote, the motion was unanimously passed.

*F. FYE 2020 Capital Improvement Program:*

Mr. Blenniss outlined some of the key projects included in the FYE 2020 Capital Improvement Program (CIP) for the Committee. He then noted that more detailed information had been provided for the Committee's review and feedback and stated that the CIP will be approved as part of the budget guidelines review and approved in January. Mr. Blenniss and Mr. Soucie responded to questions in regards to the Fire Protection Systems Update Project and also discussed the expansion of the Transmission Department Facilities. Mr. Kilbane recommended some funds be placed in the CIP for the potential transmission system facility. Mr. Blenniss stated he would update the CIP plan to include a placeholder for that potential project.

*G. 2019 Meeting Schedule & Agenda Calendar*

Mr. Blenniss outlined the Calendar Year 2019 Meeting Schedule & Agenda Calendar.

Mr. Kendzior then made a motion to adopt the 2019 Agenda Calendar and Meeting Schedule as presented. Mr. Warwick seconded the motion; and, upon voice vote, the motion was unanimously passed.

*H. Regulatory Update:*

Mr. Soucie updated the Committee on new regulations going into effect in Calendar Year 2019 in regards to Disinfectant Chlorine Residual levels, Lead Updates, the Cross Connection Control Program, and Drinking Water Infrastructure Bill S. 3021.

***Old Business***

*None*

***Report of the Executive Director***

Mr. Blenniss stated that Water Sales were 1.5% below forecast for the month of November. He indicated that for the Fiscal Year, sales are cumulatively 1.4% below through the month of November. Mr. Blenniss stated that if the forecasted sales are achieved for the remaining months of the Fiscal Year, overall sales will fall 0.9% below forecast.

Mr. Blenniss noted that a letter from one of the residents of Mundelein thanking Melissa Olenick, Laboratory Supervisor and Mundelein Staff for assistance with a water quality issue had been distributed to the Committee.

Mr. Blenniss provided progress information on Comprehensive Plan Phase II. Mr. Blenniss directed the Committee to information approved by the Sub-Committee and briefly outlined this information for the Executive Committee.

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

Mr. Soucie updated the Committee on the status of the North and West Group Expansion projects.

***Executive Session & Action on Executive Session Items***

*5 ILCS 120/2(c)(14) Review of Closed Session Minutes & 5 ILCS 120/2(c)(14) Review of Closed Session Minutes - Resolution No 18-20: A Resolution Regarding the Release/Retention of Executive Session Minutes:*

There was a consensus amongst the Executive Committee that it was not necessary to convene an Executive Session at this time.

A motion was then made by Mr. Warwick and seconded by Mr. Johnson to recommend that the Board of Directors adopt Resolution No. 18-20 as presented. Upon voice vote, the motion was unanimously passed.

***Adjournment***

There being no further business, a motion was made by Mr. Warwick and seconded by Mr. May to adjourn the meeting at 9:08 a.m. On a voice vote, the motion was unanimously passed and the meeting was adjourned.

Respectfully Submitted,

Tracy Hall

Recording Secretary