

CITY OF EAST CHICAGO DEPARTMENT OF WATERWORKS
BOARD OF DIRECTORS

Regular Meeting Minutes
March 2, 2020, at 5:00 p.m.

BOARD MEMBERS:

John Bakota, President
Henry Ventura, Vice-President
Joseph Ochoa, Member
Anthony Askounis, Member
Ray Lopez, Member

STAFF:

Winna Guzman
Anthony Herrera
Joseph Allegretti

Reported by: Fissinger & Associates, Ltd.

By: Peggy S. LaLonde

Call to Order: 5:00 p.m.

Pledge of Allegiance

Roll Call: Present: John Bakota, Henry Ventura, Ray Lopez, Anthony Askounis, Joseph Ochoa, Joseph Allegretti

MR. BAKOTA: First item, Board's approval of minutes from February 17th, 2020, as presented.

Motion to approve minutes from February 17, 2020 made by Joseph Ochoa. Second by Ray Lopez.

MR. BAKOTA: All in favor signify by saying aye?

(All signify aye.)

MR. BAKOTA: Motion carries.

Check Warrants next.

WARRANT 021820 WB - \$27,593.18

Motion to approve Warrant 021820 WB, in the amount of \$27,593.18, made by Ray Lopez. Second by Anthony Askounis.

MR. BAKOTA: All in favor signify by saying aye?

(All signify aye.)

MR. BAKOTA: Motion carries.

WARRANT 030220 WB - \$319,593.17

Motion to approve Warrant 030220 WB, in the amount of

1 \$319,593.17, made by Joseph Ochoa. Second by Henry
Ventura.

2 MR. BAKOTA: All in favor signify by
3 saying aye?

(All signify aye.)

4 MR. BAKOTA: Motion carries.
WARRANT 030220 WT - \$3,532.45

5 Motion to approve Warrant 030220 WT, in the amount of
6 \$3,532.45, made by Henry Ventura. Second by Ray Lopez.

7 MR. BAKOTA: All in favor signify by
8 saying aye?

(All signify aye.)

9 MR. BAKOTA: Motion carries.
WARRANT 011520 WU - \$2,927,931.91

10 Motion to approve Warrant 011520 WU, in the amount of
\$2,927,931.91 made by Anthony Askounis. Second by Henry
11 Ventura.

12 MR. BAKOTA: All in favor signify by
13 saying aye?

(All signify aye.)

14 MR. BAKOTA: Motion carries.
Next we have payroll warrants.
WARRANT 022120 - \$40,357.01 - dates of 2-1-20 to 2-14-20

15 Motion to approve Payroll Warrant 022120, in the amount
16 of \$40,357.01, for dates of 2-1-20 to 2-14-20, made by
Ray Lopez. Second by Henry Ventura.

17 MR. BAKOTA: All in favor signify by
18 saying aye?

(All signify aye.)

19 MR. BAKOTA: Motion carries.
WARRANT 022120 - \$26,394.21 - Utilities Payroll
20 Dates of 2-1-20 to 2-14-20

21 Motion to approve Warrant 022120, in the amount of
\$26,394.21, Utilities payroll, dates of 2-1-20 to
22 2-14-20, made by Joseph Ochoa. Second by Henry Ventura.

23 MR. BAKOTA: All in favor signify by
24 saying aye?

(All signify aye.)

25 MR. BAKOTA: Motion carries. Filtration
Report. No one is present. Next we have Water Report,

1 Winna Guzman.

2 MS. GUZMAN: Good afternoon, Winna
3 Guzman, Water Department Director. I provided a report
4 for review. If you have any questions on it, I'll be
5 happy to answer it.

6 MR. BAKOTA: As we go through the agenda,
7 we may call on you.

8 MS. GUZMAN: No problem. I think that
9 covers my report.

10 MR. BAKOTA: I have a question. I
11 stopped by there and looked at the meter testing
12 machine. It's neat looking machinery. I guess we are
13 having a plumber put it together, right?

14 MS. GUZMAN: We are trying to clear it up
15 and see if one of the Distribution staff members can do
16 it, to try to save some money. But they really cleared
17 out the room, they dismantled and he's working hard on
18 trying to organize the back end. So you are welcome to
19 come look. Little by little he's doing a good job back
20 there, as far as clearing and organizing the back end.
21 So you are welcome to come any time.

22 MR. BAKOTA: That place looks a lot
23 bigger since all the meters are gone.

24 MS. GUZMAN: It's much better and we are
25 trying to organize everything in the garage as well.
26 Fix some of the items that are needed, as far as
27 maintenance, heaters, things like that, lighting, and to
28 replace all the lighting in his office, try to maintain
29 and keep everything upgraded.

30 MR. LOPEZ: Can you explain this EPA
31 newsletter, what happened there?

32 MS. GUZMAN: EPA is going to help us with
33 -- they helped us by placing information on the Service
34 Line Replacement Program that we are doing in the area,
35 Superfund zoned areas there. And what they are doing is
36 just inputting information on that project or that
37 program, to help us kind of break people into the table
38 to get their service line replaced.

39 MR. LOPEZ: The 20 agreement, who was

1 that from?

2 MR. BAKOTA: It says 20 plus agreement.

3 MS. GUZMAN: Okay. Initially when they
4 placed it in their newsletter, we received an abundance
5 of responses and those are the agreements that the
6 customers or the homeowners signed in order for us to do
7 and perform the work. So it worked, so we are going to
8 try and do it again. They said they would help us do
9 that, because that's the problem that we have, that --
10 you know -- going knocking on doors or trying to get the
11 customer or the homeowner to participate in the program.
12 That's where we are kind of stuck at, and we are doing
13 these things to try to help the program move forward.

14 But we have till June 30th. We have
15 extended the time for the contract, so it was --
16 June 30th is the date. So we are trying to push
17 through. So I think we have 137 properties completed
18 under this program to-date, under Phase 2. Phase 1 was
19 331 properties.

20 MR. LOPEZ: Thank you.

21 MS. GUZMAN: You're welcome.

22 MR. BAKOTA: All right. We go to
23 Distribution report. Anything on Distribution?

24 MS. GUZMAN: No, that's pretty much
25 included within my report.

MR. BAKOTA: New Business. Water
emergencies. We have Gluth Brothers Roofing Company.
It shows on the face page, \$1,368. I'd rather have a
motion and a second first, and then if we have a
question on it.

Motion to approve Gluth Brothers Roofing Company
emergency, amount of \$1,368.00, made by Joseph Ochoa.
Second by Henry Ventura.

MR. BAKOTA: I have a question. Is this
a proposal for repair?

MS. GUZMAN: Yes, that is a proposal, but
the work was done because there was water coming in
through the roof.

1 MR. BAKOTA: This other page shows \$248.

2 MS. GUZMAN: We need that approved too.
3 We didn't realize it was the skylights until they came
4 out.

5 MR. BAKOTA: But that was all one work
6 project?

7 MS. GUZMAN: The 1368, plus 248.

8 MR. BAKOTA: Okay. Let the Board notice
9 that's two figures on that. The project is the same
10 thing, it's the roof repair.

11 MS. GUZMAN: Emergency roof repair.

12 MR. BAKOTA: One is 1,368. The other is
13 \$248 for skylight repairs. Any other comments or
14 questions? (None)

15 All in favor signify by saying aye?
16 (All signify aye.)

17 MR. BAKOTA: Motion carries.

18 Next, Calumet City Plumbing. Unless
19 there is an objection, I will go through all of these
20 and then you can look through it as you wish -- and then
21 I will give you extra time, if you want to scrutinize it
22 -- and then I will ask for a motion and a vote. Okay.
23 Calumet City Plumbing: 4856 Indianapolis Boulevard,
24 \$4,358.64; Riley Road and Dickey Road, \$7,597.60; 3935
25 Alder Street, \$6,256.22; 3712 Deodar Street, \$5,343.54.
Do I have a motion?

18 Motion to approve Calumet City Plumbing emergencies,
19 made by Anthony Askounis. Second by Henry Ventura.
20 Comments/Questions: None.

21 MR. BAKOTA: All in favor signify by
22 saying aye?

23 (All signify aye.)

24 MR. BAKOTA: Motion carries.

25 Next, we'll go to Hasse
Construction. And again, I'll go through it and then
you can scrutinize after we are done. Hasse
Construction: Gary road (20-inch valve), \$7,722.37;
Chicago Avenue (16-inch valve), \$11,621.84; Chicago
Avenue, additional work, \$10,246.46; 3919 Fir Street,
\$5,657.78. Do I have a motion?

1 Motion to approve Hasse Construction invoices made by
Ray Lopez. Second by Anthony Askounis.

2 Comments/Questions: None

3 MR. BAKOTA: All in favor signify by
4 saying aye?

(All signify aye.)

5 MR. BAKOTA: Motion carries.

6 Next, Hessville Plumbing: 3901 Deal
Street, \$3,466; 4916 Olcott, \$2,830; 4030 Kennedy
Avenue, \$2,406; 523 West 143rd Street, \$3,466; 1409
7 Beacon Street, \$975. Do I have a motion?

8 Motion to approve invoices from Hessville Plumbing made
by Henry Ventura. Second by Anthony Askounis.

9 MS. GUZMAN: I would make a note, these
10 are all for emergency work that was performed.

11 MR. BAKOTA: All in favor signify by
saying aye?

(All signify aye.)

12 MR. BAKOTA: Motion carries.

13 Next, we have -- they said
14 agreements. These are proposals then, Winna?

15 MS. GUZMAN: I know they had a lot of
information on them. Yes, it's for -- yes, these are.
16 But I'd like to rescind the original one that was
approved for Bakertilly, and that was back on
17 January 29th, of 2020. We actually have the same items
that are in the previously approved one.

18 MR. BAKOTA: So we are rescinding the old
one and picking up this replacement?

19 MS. GUZMAN: Right. The amount will be
20 less. So I'd like to see the Board rescind that first
one, before we can approve the other one.

21 MR. BAKOTA: I'd ask the Board to rescind
22 the first Bakertilly Utility System Remediation Services
Agreement, that was approved on January 29, 2020.

23 Motion to rescind first agreement with Bakertilly for
24 Remediation Services made by Joseph Ochoa. Second by
Ray Lopez.

25

1 Comments/Questions:

2 MS. GUZMAN: I'm sorry, I just wanted to
3 add that it is for the not-to-exceed amount of \$58,500,
4 that was approved by this Board on January 29, 2020.

5 MR. BAKOTA: That's the rescinded one?

6 MS. GUZMAN: That's correct.

7 MR. BAKOTA: All in favor signify by
8 saying aye?

9 (All signify aye.)

10 MR. BAKOTA: Motion carries.

11 Next one is this Bakertilly Utility
12 System Remediation Service Agreement that replaces what
13 we rescinded.

14 MS. GUZMAN: Yes, because we are going to
15 do Phase 1, which is task utility billing reconciliation
16 issue called analysis. We are going to do that
17 initially. The amount for that is \$27,100.00.

18 MR. BAKOTA: Do I have a motion, this is
19 Bakertilly Utilities Service Remediation Services?

20 Motion to approve Bakertilly Utilities Service
21 Remediation Services Agreement made by Henry Ventura.
22 Second by Anthony Askounis.

23 Comments/Questions: None

24 MR. BAKOTA: All in favor signify by
25 saying aye?

(All signify aye.)

MR. BAKOTA: Motion carries.

Next is Bakertilly Asset Management
Planning.

MS. GUZMAN: That's correct. Again, this
is a proposal for asset management planning work to be
performed by Bakertilly. And the total amount is not to
exceed \$40,000. Actually Sanitary is going to pick up
half of that cost, because we are going to try and do it
jointly. So it's actually not to exceed 20.

MR. VENTURA: So our half will be
\$20,000.00?

1 MS. GUZMAN: That's correct, yes.

2 Motion to approve agreement with Bakertilly for Asset
3 Management Planning made by Henry Ventura. Second by
4 Ray Lopez.

4 Comments/Questions: None

5 MR. BAKOTA: All in favor signify by
6 saying aye?

(All signify aye.)

6 MR. BAKOTA: Motion carries.

7 Next is Konica Minolta, new copier
8 and maintenance agreement services. This shows
9 \$5,879.00. Do I have a motion?

9 Motion to approve Maintenance Service Agreement with
10 Konica Minolta made by Henry Ventura. Second by Anthony
11 Askounis.

11 Comments/Questions: None

12 MR. BAKOTA: All in favor signify by
13 saying aye?

(All signify aye.)

13 MR. BAKOTA: Motion carries.

14 Next, Tri Electronics, two-way
15 radios.

15 MR. HERRERA: You have the maintenance
16 agreement services and we need a motion for the new
17 copier agreement.

17 MS. GUZMAN: Well, it's separate
18 actually.

18 MR. BAKOTA: So what was the price of the
19 new copier maintenance?

20 MS. GUZMAN: The copier is \$5,800. It's
21 a refurbished one, so we'll be keeping the existing one
22 and we'll be transferring it to the back building so
23 they can use it back there. So the maintenance
24 agreements will be for both, to continue maintenance
25 agreements on both of them.

24 MR. BAKOTA: I need a motion on the
25 maintenance agreement services for the new copier.

1 Motion to approve maintenance agreement services for the
2 new copier made by Ray Lopez. Second by Anthony
Askounis.

3 MR. BAKOTA: All in favor signify by
4 saying aye?

(All signify aye.)

5 MR. BAKOTA: Motion carries.

6 Next, Tri Electronics, two-way
7 radios, \$6,999.15.

8 MS. GUZMAN: Okay. This is for two-way
9 radios. Our radios that we have had for many, many
10 years are no longer operating and we do need some
11 communication equipment for our staff. So I did reach
12 out to Tri Electronics. They have served -- or they
13 provided -- radios to the Building Department and they
14 do have antennas, repeaters, on the new one that the
15 Building Department purchased. And I had asked if I
16 could tie into that, which I believe that saves 6 or
17 \$7,000. So all we would do is purchase the radios, the
18 radio units, and they will be tied to the Building
19 Department's antenna.

20 MR. VENTURA: This is for 15 radios?

21 MS. GUZMAN: Yes. They will give us the
22 same price. So I'm just asking the Board -- because we
23 are going to be utilizing their system -- to allow me to
24 purchase these radios from Tri Electronics, which
25 already has the system going with the Building
Department.

MR. BAKOTA: Do I have a motion?

Motion to approve purchase of two-way radios from Tri
Electronics made by Henry Ventura. Second by Anthony
Askounis.

Comments/Questions: None

MR. BAKOTA: All in favor signify by
saying aye?

(All signify aye.)

MR. BAKOTA: Motion carries.

Next we have rate sheets. This is
Luke's for \$4.00 per automobile, for Water Department.
It's in your packet. Do I have a motion?

1 Motion to a accept Luke's Oil 2020 rate sheet for Water
2 Department, made by Anthony Askounis. Second by Henry
3 Ventura.

3 MR. BAKOTA: All in favor signify by
4 saying aye?

(All signify aye.)

4 MR. BAKOTA: Motion carries.

5 We have another rate sheet from
6 Luke's for Filtration.

6 Motion to approve Luke's 2020 rate sheet for Filtration
7 made by Ray Lopez. Second by Anthony Askounis.

8 Comments/Questions: None

9 MR. BAKOTA: All in favor signify by
10 saying aye?

(All signify aye.)

10 MR. BAKOTA: Motion carries.

11 MR. OCHOA: Are these receipts or what,
12 invoices?

13 MS. GUZMAN: No, that's the agreement
14 that's signed before -- basically ratifying the
15 agreement that's signed before the Board of Works, so
16 the City has that agreement in place. So we are
17 basically ratifying this for Filtration and Water
18 Department, the agreements.

17 MR. BAKOTA: Next we have Devine --
18 Pennsylvania Avenue, for Filtration, \$305.00 per cut.
19 This is lawn maintenance.

20 Motion to accept Devine 2020 rate sheet for Pennsylvania
21 Avenue made by Anthony Askounis. Second by Henry
22 Ventura.

21 Comments/Questions: None

22 MR. BAKOTA: All in favor signify by
23 saying aye?

(All signify aye.)

23 MR. BAKOTA: Motion carries.

24 Next, Devine - Aldis Street,
25 Filtration, \$405.00 per cut. Also for lawn services.

25 Motion to approve Devine 2020 rate sheet for Aldis

1 Street, for Filtration, made by Henry Ventura. Second
by Joseph Ochoa.

2 MR. BAKOTA: All in favor signify by
3 saying aye?

(All signify aye.)

4 MR. BAKOTA: Motion carries.

5 Next is People's Bank. From what I
could see, they would charge \$0.50 per transaction on
6 bill payment for Water.

7 MS. GUZMAN: Yes. They will accept our
payments and we pick them up every day.

8 MR. OCHOA: Are they charging the
customer or us?

9 MS. GUZMAN: No, they charge us.

10 MR. LOPEZ: Motion to approve --

11 MR. OCHOA: Nipsco, they charge the
12 customer.

13 MS. GUZMAN: We have one vendor that
14 charges the customers, but the two banks, they charge
us. It's very minimal. It's not very much. There is
15 not a lot of activity at People's, but we still want to
have it out there. We can consider that for next year.
16 Motion to approve People's Bank 2020 rate sheet for
Water transactions made by Joseph Ochoa. Second by
17 Henry Ventura.

18 MR. BAKOTA: All in favor signify by
saying aye?

(All signify aye.)

19 MR. BAKOTA: Motion carries.

20 Past due memos. First is Griffin to
Filtration, \$1,500. The reason is, invoices were being
21 sent to former AP clerk who is no longer employed with
the City of East Chicago.

22 Motion to approve past due invoice to Griffin, in the
23 amount of \$1,500, made by Anthony Askounis. Second by
Henry Ventura.

24 Comments/Questions: None.

25

1 MR. BAKOTA: All in favor signify by
saying aye?

(All signify aye.)

2 MR. BAKOTA: Motion carries.

3 Next is R & D Construction, Water,
4 amount of \$9,280.00. Contractor sent invoice to AP on
2/27/20.

5 Motion to approve past due invoice to R & D
6 Construction, in the amount of \$9,280.00, made by
Anthony Askounis. Second by Henry Ventura.

7 MR. BAKOTA: All in favor signify by
saying aye?

(All signify aye.)

8 MR. BAKOTA: Motion carries.

9 Next, Felix Varela, amount of
10 \$448.85, Filtration. Invoices being sent to former AP
clerk who is no longer employed with City of East
11 Chicago.

12 Motion to approve past due invoice from Felix Varela, in
the amount of \$448.85, made by Anthony Askounis. Second
13 by Henry Ventura.

14 MR. BAKOTA: All in favor signify by
saying aye?

(All signify aye.)

15 MR. BAKOTA: Motion carries.

16 MR. OCHOA: Is there a way to fix this
17 problem, that the invoices keep getting sent to the
wrong person?

18 MS. GUZMAN: Yes. But I'm not sure what
19 occurred because this was at the Filtration Plant. So
what we did, one of our employees, we put please direct
20 information to a certain employee. So we had a message
out there, please direct it to the new person that came
21 on, new employee. I will mention that to Ben.

22 MR. HERRERA: We also sent them through
US mail, instead of e-mail, to the person as well.

23 MS. GUZMAN: So we are starting to do
24 that on our end, to please send it to the office versus
via e-mail.

25 MR. BAKOTA: Next we have billing

1 adjustments, Water Department. I will go through them,
2 if there is any question on any specific one, Winna can
3 give us the answer. These are the billing adjustments
4 for Water, 4828 Magoun, 4010 McCook, 4906 Baring, 3910
5 Deodar, 0 The Shores, 910 Shell, 4417 Arbutus Lane, 1608
6 Senator Drive, 919 West 145 Street. That's the
7 conclusion of billing adjustments.

8 Motion to approve all billing adjustments listed above
9 made by Anthony Askounis. Second by Henry Ventura.

10 Comments/Questions: None.

11 MR. BAKOTA: All in favor signify by
12 saying aye?

(All signify aye.)

13 MR. BAKOTA: Motion carries.

14 MS. GUZMAN: Thank you.

15 MR. BAKOTA: Report from legal counsel,
16 Joseph Allegretti.

17 MR. ALLEGRETTI: I have no report.

18 MR. BAKOTA: Financial report, cash
19 report, for January 2020. I guess it's included in our
20 packet. You can scrutinize that.

21 Any Unfinished Business? (None) Any
22 public comment? (None)

23 Next meeting will be March 16, 2020,
24 here, at 5:00 o'clock in the evening, in the Council
25 Chambers. Do I have a motion for adjournment?

Motion to adjourn meeting made by Joseph Ochoa. Second
by Anthony Askounis.

MR. BAKOTA: All in favor signify by
saying aye?


(All signify aye.)

MR. BAKOTA: Motion carries. Meeting
adjourned.

***** Meeting adjourned at 5:30 p.m.*****

Approval of the Regular Meeting Minutes of
March 2, 2020

Approved and signed _____



John Bakota, President



Henry Ventura, Vice-President



Joseph Ochoa, Member

Ray Lopez, Member



Anthony Askounis, Member



Anthony Herrera, Secretary

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C E R T I F I C A T E

I, Peggy S. LaLonde, a competent and duly qualified court reporter, do hereby certify that I did report in machine shorthand the foregoing proceedings and that my shorthand notes so taken at said time and place were thereafter reduced to typewriting under my personal direction.

I further certify that the foregoing typewritten transcript constitutes minutes of the said proceedings taken at said time and place, so ordered to be transcribed.

Dated at Munster, Indiana, this 5th day of March, 2020.

Peggy S. LaLonde



Peggy S. LaLonde, CSR, RPR