

CITY OF EAST CHICAGO DEPARTMENT OF WATERWORKS
BOARD OF DIRECTORS
Regular Meeting Minutes
March 7, 2022, at 5:00 p.m.

BOARD MEMBERS:

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

STAFF:

Joseph Allegretti
Alysia Dunbar
Bill Biller
Winna Guzman

Reported by: Fissinger & Associates, Ltd.

By: Peggy S. LaLonde

Call to Order: 5:00 p.m.

Pledge of Allegiance

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

STAFF Present in Chambers: Winna Guzman,
Allan Lee, Joseph Allegretti

STAFF Present Telephonic: Bill Biller

(Before start of meeting all Board Members were
officially sworn in as Board of Directors.)

MR. OCHOA: Call to order the meeting of
the Board of Waterworks of March 7, 2022. First item,
approval of the minutes of February 21, 2022. Do I have
a motion?

MR. BAKOTA: Motion to approve.

MR. VENTURA: Second.

MR. OCHOA: All in favor?
(All signify aye.)

MR. OCHOA: Motion carries.
Payroll Warrants.

WARRANT 021822 - amount of \$12,467.71-Utilities Payroll
Dates of 1-29-22 to 2-11-22.

MR. OCHOA: Do I have a motion?

MR. VENTURA: Motion to approve.

1 MR. ASKOUNIS: Second.

2 MR. OCHOA: Any questions or comments?

3 (None) All in favor?

4 (All signify aye.)

5 MR. OCHOA: Motion carries.

6 WARRANT 021822 - amount of \$41,245.05

7 Dates of 1-29-22 to 2-11-22.

8 Do I have a motion?

9 MR. VENTURA: Motion to approve.

10 MR. BAKOTA: Second.

11 MR. OCHOA: Any questions or comments?

12 (None) All in favor?

13 (All signify aye.)

14 MR. OCHOA: Motion carries.

15 Accounts Payable.

16 WARRANT 030722 WB - amount of \$197.614.72

17 MR. ASKOUNIS: Motion to accept.

18 MR. LOPEZ: Second.

19 MR. OCHOA: Any questions or comments?

20 (None) All in favor?

21 (All signify aye.)

22 MR. OCHOA: Motion carries.

23 WARRANT 022322 WB - amount of \$27,284.90.

24 Do I have a motion?

25 MR. VENTURA: Motion to accept.

MR. ASKOUNIS: Second.

MR. OCHOA: Any questions or comments?

(None) All in favor?

(All signify aye.)

MR. OCHOA: Motion carries.

MR. BAKOTA: Can I ask what this is?

MS. GUZMAN: This is the Indiana
Department of Revenue, for sales tax.

MR. BILLER: That's sales taxes collected
in the month of January.

1 MR. BAKOTA: Thank you.

2 MR. OCHOA: Next we have WARRANT 030722
3 CD - amount of \$1,270.89. Do I have a motion?

4 MR. LOPEZ: Motion to approve.

5 MR. ASKOUNIS: Second.

6 MR. OCHOA: Any questions or comments?
(None) All in favor?

(All signify aye.)

7 MR. OCHOA: Motion carries.

8 Filtration report: Obed Perez. Mr.
Perez is not present.

9 Water report: Winna Guzman

10 MS. GUZMAN: Winna Guzman, Water
Department. I have submitted a report in your packet
11 pertaining to the Water Department activities. I will
be happy to answer any questions.

12 MR. OCHOA: Okay, thank you.
13 Distribution report: Allan Lee

14 MR. LEE: Well, looks like the 24-inch is
starting. We had the pre construction meeting and start
15 de-watering Wednesday. So three weeks to finish the
project, maybe we'll get that off the list. The rest
16 have been on there before. The shutoffs, we are waiting
on. We are waiting for the funding. Still got 34
17 hydrants out of service. Inventory is about two-thirds
of what we need. It's coming in slow. It's five months
18 out to get a fire hydrant, plus they went up again.
Everything is going up.

19 We have slowed down a little bit on
the leaks. We had a good one today and we are still
20 working on it. We are only averaging one leak a day
since the 1st of January. Leak a day keeps the doctor
away. I don't know about that.

21 MR. BAKOTA: That's good for wintertime.

22 MR. LEE: We have already had 68 leaks,
23 that seems like a lot to me. Moving right along, I had
a printout of those leaks, but I got tied up with Hasse
24 with this leak we have over at Carey and 149th Place.
Everything else is going pretty smooth. Still waiting
25 on equipment. We did get a new guy start today. That

1 was good. So it's something. Feel like we are legos,
2 building something awful small. That's all I got.
3 Pretty much everything else is running about the same.

4 MR. BAKOTA: It says they will be giving
5 classes next year.

6 MR. LEE: Well, it's going to be this
7 year.

8 MR. BAKOTA: It says next year.

9 MR. LEE: No, it's this year. You come
10 to my office it's on my board, you will see it there.
11 We have got to line things up for the construction.
12 Like I said, little legos. I was saying bricks before,
13 we moved it down to legos. We'll get there.

14 MR. OCHOA: Next, Legal Counsel, Joe
15 Allegretti.

16 MR. ALLEGRETTI: No report.

17 MR. OCHOA: Financial report: Bill
18 Biller

19 MR. BILLER: No report.

20 MR. OCHOA: New business. Agreements:
21 QMation Wonderware Customer First Support Renewal,
22 amount of \$14,682.00.

23 MS. GUZMAN: QMation, this is renewal for
24 support services for SCADA system. This is for the
25 Filtration Department. We recommend that it go through.

MR. OCHOA: Do I have a motion?

MR. BAKOTA: Motion to approve.

MR. VENTURA: Second.

MR. OCHOA: Any questions or comments?
(None) All in favor?

(All signify aye.)

MR. OCHOA: Motion carries. Next is
Proposal: TrueGreen, amount of \$754.14. Do I have a
motion?

MR. LOPEZ: Motion to approve.

1 MR. ASKOUNIS: Second.

2 MR. OCHOA: Any questions or comments?
(None) All in favor?

3 (All signify aye.)

4 MR. OCHOA: Motion carries. Next rate
5 sheets for 2022. Amendment East Chicago small
6 purchasing policy, not to exceed amount for approved
7 rate sheets.

8 MS. GUZMAN: I can elaborate on that, Mr.
9 President. So in order to comply with the small
10 purchasing policy not to exceed amount for approved rate
11 sheets submitted which will have to be approved by this
12 Board. We have a couple of rate sheets on the agenda,
13 however I'm requesting that four of these items be
14 removed from the agenda as we will be able to meet under
15 the \$5,000.00 guideline. So first is Gatlin Plumbing &
16 Heating, ATS Municipal Schedule prices 8-hour, ATS
17 Municipal Schedule prices 4-hour, and then Hessville
18 Plumbing.

19 MR. BAKOTA: These are quotes on rate
20 sheets?

21 MS. GUZMAN: You have not to exceed if
22 you look at the revised sheet we used. So right at the
23 bottom were rate sheet schedules that must be approved
24 by the Board where the limit is \$5,000 or less. The
25 Board approves a specific amount or not to exceed
amount. Basically we have to meet that revised policy.
So we are bringing these before the Board.

MR. BAKOTA: Again, this is just a rate
sheet not a contract?

MS. GUZMAN: Right.

MR. BAKOTA: You may use them or may not
use them?

MS. GUZMAN: We'll use them.

MR. ALLEGRETTI: Some departments, not
ours, have been kind of abusing the rate sheet process.
Just because there is rate sheets doesn't mean you are
not required to comply with the statutory procurement
process for things that are characterized as under the
statute as Public Works, or equipment and supplies under

1 the public purchasing statute. If the categories are
2 under \$25,000 for public purchase, you can get a phone
3 quote from two vendors. Or if each \$25,000 to \$150,000
4 for example, you have to solicit a quote in writing from
5 at least three vendors to be opened seven days after the
6 solicitation. We comply with those rules. Some
7 departments don't, and the controller, that's the reason
8 for this cheat sheet from the controller's office.

9 MR. LOPEZ: Thank you, Joe.

10 MR. OCHOA: So the other ones, the ones
11 that are remaining on the agenda are GPRS, we need a
12 motion on that?

13 MS. GUZMAN: That's a not to exceed
14 amount. The service is locating water lines. Rate
15 schedule approved by this Board on February 7, 2022,
16 based on the average and not to exceed amount of \$57,350
17 which remains under PO 220842 for the year 2022.

18 MR. OCHOA: Do I have a motion on that?

19 MR. BAKOTA: Motion to approve.

20 MR. LOPEZ: Second.

21 MR. OCHOA: Any questions or comments?
22 (None) All in favor?

(All signify aye.)

23 MR. OCHOA: Motion carries.

24 MS. GUZMAN: Next is Hamady's Services,
25 this schedule is for distribution related work and
recommending that the Board approve the amount of
\$10,000, PO 220898. This schedule had been approved on
February 7, 2022.

MR. OCHOA: Do I have a motion?

MR. VENTURA: Make a motion to approve.

MR. ASKOUNIS: Second.

MR. OCHOA: Any questions or comments?
(None) All in favor?

(All signify aye.)

MR. OCHOA: Motion carries.

1 MS. GUZMAN: The next one is Hasse
2 Construction Company. This schedule is for distribution
3 repair work, such as repair of water main, valves,
4 hydrants. The schedule was approved by this Board back
5 on July 8, 2021, and actually this is due to expire May
6 31st. I recommend that the Board approve not to exceed
7 amount of \$65,097.88, PO 22031, which is not for
8 specific location, but for various locations.

9 MR. OCHOA: Is that stated somewhere,
10 various locations?

11 MS. GUZMAN: No, I am just throwing that
12 out for reference. The invoice reflects the locations.

13 MR. OCHOA: Do I have a motion for Hasse?

14 MR. BAKOTA: Motion to accept.

15 MR. LOPEZ: Second.

16 MR. OCHOA: Any questions or comments?
17 (None) All in favor?

(All signify aye.)

18 MR. OCHOA: Motion carries. Next is R &
19 D Construction 1 Inc.

20 MS. GUZMAN: This schedule is cost
21 remaining for the repair type work, such as repairs for
22 hydrants. This schedule was approved by this Board on
23 December 20, 2022, and the Board approved not to exceed
24 amount of \$35,000.

25 MR. OCHOA: Do I have a motion for R & D
Construction?

MR. VENTURA: Make a motion to approve.

MR. ASKOUNIS: Second.

MR. OCHOA: Any questions or comments?
(None) All in favor?

(All signify aye.)

MR. OCHOA: Motion carries. Request for
Purchase Order, Altofer CAT \$12,675.

MR. LOPEZ: Motion to approve.

MR. BAKOTA: Second.

1 MR. OCHOA: Any questions or comments?

2 MR. BAKOTA: What is this?

3 MS. GUZMAN: This is for Filtration.
4 This is for repair services of their equipment, testing
5 of the emergency generator.

6 MR. BAKOTA: Do you know if this is done
7 yearly?

8 MS. GUZMAN: This is an annual thing.

9 MR. OCHOA: All in favor?

10 (All signify aye.)

11 MR. OCHOA: Motion carries. Next is
12 change order, SmartBill Production Agreement.

13 MS. GUZMAN: This is an amendment to the
14 production agreement that we scheduled for goods and
15 services, which was approved previously by this Board.
16 The amendment is before you just for your reference, to
17 compare the difference and the changes to that schedule.
18 This is the company that sends out our bills to our
19 residents, but basically that's who we rely on to send
20 out all of our bills and statements. I am recommending
21 the Board approve the changes to the agreement to goods,
22 fees, and services.

23 MR. OCHOA: Do I have a motion?

24 MR. VENTURA: Make a motion to approve.

25 MR. ASKOUNIS: Second.

MR. OCHOA: Any questions or comments?

19 (None) All in favor?

20 (All signify aye.)

21 MR. OCHOA: Motion carries. Next is DN
22 Tanks Inc., adjustment of \$341,058.28.

23 MS. GUZMAN: Mr. Fitz is on the line to
24 discuss this change order.

25 MR. FITZ: This is a deduct change order.
Does anyone have any questions?

MR. OCHOA: So we are getting back this
amount? You said it was a deduct.

1 MR. FITZ: It's a deduct. The original
2 contract, which was for \$6,194,600 had a \$300,000 change
3 order allowance built into it. So once we went through
4 the project as complete and billed it, then we wound up
5 with a \$341,058.28 deduct, and that consists of a number
6 of items.

7 MS. GUZMAN: This is related to the SRF
8 project, State Revolving Funds Project, and this is the
9 final project that we are trying to get through and
10 finalize, and this is one of the items that needs to be
11 processed in order to do that.

12 MR. ALLEGRETTI: Was this money being
13 held back as retainage and not being paid out, no claim
14 or draw against SRF being made; is this how this is
15 being accounted for?

16 MR. FITZ: It was money in the contract
17 which was not used, and so we take a deduct change order
18 to square up all the accounts and to reflect the fact
19 that the money was not used. So it's kind of a clean up
20 change order, that instead of adding a small amount to
21 various places, it basically is to clean up the balance
22 on the account.

23 MR. ALLEGRETTI: So there are no punch
24 list items done? There is no retainage. We are totally
25 squared, Steven, with the contract, right?

MR. FITZ: Yes, that's correct.

MR. OCHOA: Do I have a motion?

MR. LOPEZ: Motion to approve.

MR. ASKOUNIS: Second.

MR. OCHOA: Any questions or comments?
(None) All in favor?

(All signify aye.)

MR. OCHOA: Motion carries.

MR. FITZ: Thank you.

MR. OCHOA: Next is past due invoices.
Hash, amount of \$397.00 for two invoices. First invoice
12741817, 4-11-21 invoice date, and the amount is \$108.
The other invoice is 112777656, 12-6-21 is the invoice

1 date for \$289, for a total amount of \$397. The invoice
2 wasn't processed because the lab tech is no longer
there. Do I have a motion?

3 MR. ASKOUNIS: Motion to accept.

4 MR. VENTURA: Second.

5 MR. OCHOA: Any questions or comments?
(None) All in favor?

6 (All signify aye.)

7 MR. OCHOA: Motion carries. Electric
Motor Services, Inc., amount of \$7,865. Job was done as
8 an emergency when the pump went out. Do I have a
motion?

9 MR. BAKOTA: Motion to accept.

10 MR. ASKOUNIS: Second.

11 MR. OCHOA: Any questions or comments?
(None) All in favor?

12 (All signify aye.)

13 MR. OCHOA: Motion carries.
Unfinished Business: None
Public Comment: None
14 Next meeting will be Monday,
March 21, 2022, at 5:00 p.m., here in The chambers.
15 Do I have a motion for adjournment?

16 MR. BAKOTA: Motion to adjourn.

17 MR. ASKOUNIS: Second.


18 MR. OCHOA: All in favor?
(All signify aye.)

19 MR. OCHOA: Motion carries. Meeting
adjourned. Thank you very much.

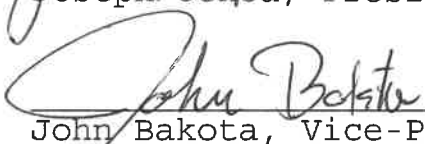
20 ***** Meeting adjourned *****
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Approval of the Meeting Minutes of
March 7, 2022

Approved and signed March 21, 2022




Joseph Ochoa, President



John Bakota, Vice-President



Henry Ventura, Member



Anthony Askounis, Member



Ray Lopez, Member



Alysia Dunbar, 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 15th day of March, 2022.

Peggy S. LaLonde



Peggy S. LaLonde, CSR, RPR