

CITY OF EAST CHICAGO
DEPARTMENT OF WATERWORKS

BOARD MEMBERS

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

Regular Meeting Minutes
Monday, April 6, 2020 @ 5:00 p.m.
Reported for Fissinger & Associates
By: Lisa Pena

CALL TO ORDER: 5:00 p.m.

PLEDGE OF ALLEGIANCE:

ROLL CALL: Present: John Bakota, Henry Ventura, Anthony Askounis, Joseph Ochoa, Ray Lopez, Joseph Allegretti.

APPROVAL OF MINUTES: March 16, 2020

Motion to approve March 16, 2020 Meeting Minutes made by Henry Ventura. Second by Anthony Askounis.

Questions/Comments: None.

Roll Call: "All in Favor": All Abstain: None.
Opposed: None Motion Carries.

APPROVAL OF CHECK WARRANTS:

MR. BAKOTA: Check Warrant 040620 WB in the amount of \$90,504.07.

Motion to approve Check Warrant 040620 WB made by Ray Lopez. Second by Anthony Askounis.

Questions/Comments: None.

Roll Call: "All in Favor": All Abstain: None.
Opposed: None Motion Carries.

MR. BAKOTA: Check Warrant 030320 WB in the amount of \$245.60.

1 Motion to approve Check Warrant 030320 WB made by Henry
2 Ventura. Second by Ray Lopez.

3 Questions/Comments: None.

4 Roll Call: "All in Favor": All Abstain: None.
5 Opposed: None Motion Carries.

6 APPROVAL OF PAYROLL WARRANTS:

7 MR. BAKOTA: Payroll Warrant 032020 in the amount of
8 \$36,878.23. This is payroll from 2/29/20 to 3/13/20.

9 Motion to approve Payroll Warrant 032020 Payroll 2/29/20 to
10 3/13/20 made by Ray Lopez. Second by Anthony Askounis.

11 Questions/Comments: None.

12 Roll Call: "All in Favor": All Abstain: None.
13 Opposed: None Motion Carries.

14 MR. BAKOTA: Payroll Warrant 032020 in the amount of
15 \$26,740.99. This is Utilities Payroll from 2/29/20 to
16 3/13/20.

17 Motion to approve Payroll Warrant 032020 Utilities Payroll
18 2/29/20 to 3/13/20 made by Joseph Ochoa. Second by Henry
19 Ventura.

20 Questions/Comments: None.

21 Roll Call: "All in Favor": All Abstain: None.
22 Opposed: None Motion Carries.

23 FILTRATION REPORT: None.

24 WATER REPORT:

25 MS. GUZMAN: Good evening. Winna Guzman, Director of
Water Department. I provided the Board with the Report
relating to activities. I have some items for January and
February. If you have any questions, I will be happy to
answer them.

MR. BAKOTA: Can the Board hear her?

MR. VENTURA: No.

MS. GUZMAN: Good evening, Board Members. I provided a

1 Report for the Water Department relating to departmental
2 activities for the months of January and February. If you
3 have any questions on that, I will be happy to answer them.

4 Just to note that we continue sending out reminder
5 notices to our delinquent accounts. So just to note that as
6 well.

7 And as far as the Bakertilly Utility Building
8 reconciliation issue, group cause analysis, that was
9 scheduled to be performed at our office a couple weeks ago.
10 That has been delayed or postponed due to the Covid 19
11 occurrence.

12 However we have submitted information that they
13 requested. So they are going to be reviewing on their end.
14 They're working from home. So I will continue to give the
15 Board updates on that.

16 DISTRIBUTION REPORT:

17 MS. GUZMAN: I have included reports relating to the
18 Distribution Department. So I do have that included within
19 my report here.

20 MR. BAKOTA: In the future let's have Ed's name next to
21 that. He is responsible for the report. Now, whether he
22 gives it to her in report, his name should be on it.

23 NEW BUSINESS WATER:

24 MR. BAKOTA: We move to New Business, Emergency. We
25 have Americlean, Incorporated, Water. The bill was \$837.92.
It was a carpet cleaning.

MS. GUZMAN: Yes.

Motion to approve Americlean, Inc. Emergency Carpet Cleaning
made by Ray Lopez. Second by Henry Ventura.

Questions/Comments: None.

Roll Call: "All in Favor": All Abstain: None.
Opposed: None Motion Carries.

MR. BAKOTA: Hessville Plumbing. We have two here.
I'll read them both. And if there's any questions, we'll
scrutinize it then.

1 This is Hessville Plumbing. The address is 1916
2 East 142nd Street. The cost is \$4,805. The next one is 3906
3 Euclid. The cost \$3,417.

4 Motion to approve Hessville Plumbing made by Anthony
5 Askounis. Second by Henry Ventura.

6 Questions/Comments: None.

7 Roll Call: "All in Favor": All Abstain: None.
8 Opposed: None Motion Carries.

9 MR. BAKOTA: Next is Resolution WD 20-1. This is a
10 Resolution of transfer of moneys from Miscellaneous to Meter
11 Installation.

12 Motion to approve Resolution WD 20-1 made by Ray Lopez.
13 Second by Anthony Askounis.

14 Questions/Comments: None.

15 Roll Call: "All in Favor": All Abstain: None.
16 Opposed: None Motion Carries.

17 MR. BAKOTA: We also have Resolution Number WD 2020-2.
18 It's a Resolution of the Board of Directors determining
19 certain vehicles and equipment of the Department to be
20 surplus and providing for their public sale.

21 MR. OCHOA: I don't have that.

22 MR. VENTURA: I don't have it either.

23 MR. BAKOTA: It was presented by Mr. Allegretti and I
24 accepted it. It's not a controversial thing.

25 MR. LOPEZ: Presented by who?

MR. BAKOTA: Mr. Allegretti.

Motion to approve Resolution WD 2020-2 made by Ray Lopez.
Second by Anthony Askounis.

Questions/Comments: None.

Roll Call: "All in Favor": All Abstain: None.
Opposed: None Motion Carries.

MR. BAKOTA: Agreements. Konica Minolta Maintenance

1 Agreement, Water. This was for the copier.

2 MS. GUZMAN: Yes.

3 MR. BAKOTA: It shows two different agreements for the
4 black and white and the color.

5 MS. GUZMAN: Yes. Actually that's a rate sheet and it
6 is a Maintenance Agreement for our new copier. I had asked
7 them to resubmit it as they have included both copiers and
8 the existing copier continues to have maintenance until next
9 year.

10 So I'm asking the Board to approve this agreement
11 for our new copier that we just received.

12 MR. BAKOTA: This is a Maintenance Agreement for the
13 copiers at the office, black and white and color copier.

14 Motion to approve Konica Minolta Maintenance Agreement made
15 by Ray Lopez. Second by Anthony Askounis.

16 Questions/Comments: None.

17 MR. OCHOA: What's the agreement for? I mean how much
18 is it for?

19 MR. HERRERA: There is no total amount. They measure
20 how many copies we make. It's based on how many copies we
21 make.

22 MR. BAKOTA: They go by copy.

23 MR. OCHOA: All right. I see.

24 Roll Call: "All in Favor": All Abstain: None.
25 Opposed: None Motion Carries.

26 MR. BAKOTA: Next is Bakertilly Rate Analysis, Water.
27 This runs 55,000 to 65,000. This is Analysis of Cost and
28 Revenues, Cost of Service Study and Meetings and Local Rate
29 Hearings. That's the Articles. Additional service required
30 for Indiana Utility Regulatory Commission approval.

31 Discovery, response, testimony, data request,
32 hearing, trial preparation and deposition.

33 This is from 55,000 to 65,000 based on time for
34 skill appropriate personnel as listed in the table below.
35

1 And they list a lengthy list of their cost per consultants
2 and managers and board specialists, support personnel.

3 MR. ASKOUNIS: That's 55 to 60,000?

4 MR. BAKOTA: 55 to 65,000.

5 Motion to approve Bakertilly Rate Analysis made by Ray Lopez.
6 Second by Joseph Ochoa.

7 Questions/Comments: None.

8 Roll Call: "All in Favor": All Abstain: None.
9 Opposed: None Motion Carries.

10 MR. BAKOTA: Next is Allegro Network Infrastructure
11 Maintenance, Water. It shows an annual fee of \$5,000. And
12 this is an Infrastructure Maintenance Agreement, Purchase of
13 Equipment. Customer shall purchase all equipment from Master
14 Meter or Master Meter's authorized distributor.

15 Is there any other description for this?

16 MS. GUZMAN: No.

17 MR. BAKOTA: Okay. We'll go with that.

18 Motion to approve Allegro Network Infrastructure Maintenance
19 Agreement made by Joseph Ochoa. Second by Henry Ventura.

20 Questions/Comments: None.

21 Roll Call: "All in Favor": All Abstain: None.
22 Opposed: None Motion Carries.

23 MR. BAKOTA: Next we go to Past Due Invoices. First one
24 is Lindys Ace Hardware. Cost \$97.51. The reason was vendor
25 sent invoice in March 2020, the reason for delinquency.

Motion to approve Lindys Ace Hardware Past Due Invoice made
by Henry Ventura. Second by Anthony Askounis.

Questions/Comments: None.

Roll Call: "All in Favor": All Abstain: None.
Opposed: None Motion Carries.

MR. BAKOTA: Next Past Due Invoice is Bakertilly
Municipal Advisors, \$2,935, Water. The reason is invoices

1 were under review.

2 Motion to approve Bakertilly Municipal Advisors Past Due
3 Invoice made by Joseph Ochoa. Second by Henry Ventura.

4 Questions/Comments: None.

5 Roll Call: "All in Favor": All Abstain: None.
6 Opposed: None Motion Carries.

7 MR. BAKOTA: Next is Hach. This is Filtration, \$873.51.
8 The reason is invoices were being sent to me from Ben stating
9 check on this invoice, checked and it was paid.

10 MR. LOPEZ: It was sent to who?

11 MR. BAKOTA: It says invoices were being sent to me from
12 Ben stating check on this invoice. I don't know who me is.

13 MS. GUZMAN: I think that's the clerk, the secretary
14 there, Filtration.

15 MR. ALLEGRETTI: So they were just misaddressed.

16 MR. LOPEZ: Who is me?

17 MR. BAKOTA: It was just misaddressed I guess. The
18 reason is it was misaddressed.

19 Motion to approve Hach Past Due Invoice made by Henry
20 Ventura. Second by Ray Lopez.

21 Questions/Comments: None.

22 Roll Call: "All in Favor": All Abstain: None.
23 Opposed: None Motion Carries.

24 MR. BAKOTA: Next is Marco Supply, \$71.08, Filtration.
25 The reason invoices was just sent to me once the company
contacted Controller's Office.

MS. GUZMAN: Again I believe that's Miss Fraser from
that area.

MR. HERRERA: The clerk.

MR. BAKOTA: This was mis-sent again. It was
misaddressed. That's the reason.

1 Motion to approve Marco Supply Past Due Invoice made by Henry
2 Ventura. Second by Anthony Askounis.

3 Questions/Comments: None.

4 Roll Call: "All in Favor": All Abstain: None.
5 Opposed: None Motion Carries.

6 MR. BAKOTA: Next is Grainger, \$96.32, Filtration. The
7 reason invoices are being sent to Tom Huron instead of
8 myself. So I have wait until they are sent to me. I
9 contacted them to have them e-mailed to myself.

10 Again it was misaddressed.

11 Motion to approve Grainger Past Due Invoice made by Ray
12 Lopez. Second by Henry Ventura.

13 Questions/Comments: None.

14 Roll Call: "All in Favor": All Abstain: None.
15 Opposed: None Motion Carries.

16 REPORT FROM LEGAL COUNSEL: None.

17 FINANCIAL REPORT: None.

18 UNFINISHED BUSINESS:

19 MR. BAKOTA: We have Unfinished Business. We have
20 Adjustments.

21 MS. GUZMAN: Mr. President, Winna Guzman. I would like
22 to remove two of the Adjustments. 4825 Walsh and 2108
23 Cardinal at this time.

24 MR. BAKOTA: Thank you. Did the Board hear that? 4825
25 Walsh has been removed. It's on the agenda. It's been
removed. And 2108 Cardinal has also been removed.

I'll go through the other Adjustments starting at
4010 Deal.

MS. GUZMAN: Can I make a note of that, Mr. President?
I'm sorry. Because they may not understand.

Again this is Winna Guzman. On 4010 Deal this is a
request for an adjustment. The owner had requested payment
be applied to the correct account. Apparently the owner

1 issued a payment to the incorrect account. So they're
2 requesting that we reverse this payment and apply it to the
correct account.

3 It's a \$25 payment. So I'm just requesting the
4 Board approve this.

5 Motion to approve 4010 Deal Adjustment made by Henry Ventura.
6 Second by Anthony Askounis.

7 Questions/Comments: None.

8 Roll Call: "All in Favor": All Abstain: None.
9 Opposed: None Motion Carries.

10 MR. BAKOTA: Next is 2000 Gary Road.

11 MS. GUZMAN: Again this is a request for an adjustment
12 from the owner. This property was the scene of a fire back
13 in August of 2019. Owner had requested the water services to
14 be terminated as a result of the fire.

15 And the Water Department through its Distribution
16 Division attempted to shut off the water. However the valve
17 was unable to be completely off. And the owner had been
18 assessed charges as a result. And they have requested that
19 the usage amount be corrected to reflect zero usage from
20 August 15 through March 5 of 2020.

21 However we will continue to bill them a base flat
22 fee for those months.

23 So I'm requesting that the Adjustment be approved,
24 the request.

25 Motion to approve 2000 Gary Road Adjustment made by Anthony
Askounis. Second by Henry Ventura.

Questions/Comments: None.

Roll Call: "All in Favor": All Abstain: None.
Opposed: None Motion Carries.

MR. BAKOTA: Next is 4944 Reading.

MS. GUZMAN: This is another request for an adjustment.
The bill that I attached was assessed a penalty of 52 cents.
And the owner had paid timely at People's Bank East Chicago
Branch. As such it is requested that the adjustment be made

1 to remove the penalty of 52 cents.

2 The Water Department is picking up daily at banks
3 since penalties are now being assessed on the next business
4 day.

5 So we're recommending that this be adjusted as a
6 result.

7 Motion to approve 4944 Reading Adjustment made by Henry
8 Ventura. Second by Anthony Askounis.

9 Questions/Comments: None.

10 Roll Call: "All in Favor": All Abstain: None.
11 Opposed: None Motion Carries.

12 MR. BAKOTA: Next is 1619 Columbus Drive.

13 MS. GUZMAN: Same situation as the previous. The owner
14 was assessed a penalty in the amount of 75 cents. And the
15 owner paid timely at Stract & VanTil. The payment was made
16 on February 6. The customer has provided prove of that.

17 And again we are picking up daily now. We changed
18 our routine.

19 So we're asking the Board to allow me to adjust
20 that account.

21 Motion to approve 1619 Columbus Drive Adjustment made by
22 Anthony Askounis. Second by Henry Ventura.

23 Questions/Comments: None.

24 Roll Call: "All in Favor": All Abstain: None.
25 Opposed: None Motion Carries.

MR. BAKOTA: Next is 3455 Pennsylvania.

MS. GUZMAN: This bill was assessed sales tax. And this
is actually the Filtration Plant. So it was inadvertently
not caught. So \$87.12 relating to sales tax needs to be
removed from the account to correct the assessment. And I'm
requesting that the bill be adjusted, allow me to adjust the
bill.

MR. LOPEZ: How much is that bill?

1 MS. GUZMAN: \$87.12. It's sales tax.

2 Motion to approve 3455 Pennsylvania Adjustment made by Ray
Lopez. Second by Henry Ventura.

3 Questions/Comments: None.

4 Roll Call: "All in Favor": All Abstain: None.
5 Opposed: None Motion Carries.

6 PUBLIC COMMENT: None.

7 MR. BAKOTA: I just want to wish everybody a happy
8 Easter including the Board Members at home there and stay
healthy.

9 * Next Regular Meeting Date: April 20, 2020 @ 5:00
10 p.m.

11 MR. ALLEGRETTI: John, the Plan Commission meets at
4:30. That meeting could be a couple of hours. That's
12 rezoning of the old East Chicago Housing Authority property.

13 MR. BAKOTA: Should we reschedule?

14 MR. ALLEGRETTI: Maybe. It could be a nightmare.

15 MR. BAKOTA: Did you hear that? Just a minute, Board
Members. We're conferring on this.

16 MR. ALLEGRETTI: The Plan Commission Meeting two weeks
17 from today at 4:30 could last two hours, maybe three hours.

18 MR. BAKOTA: So I don't know if we should reschedule or
not.

19 MS. GUZMAN: We can entertain it maybe.

20 MR. BAKOTA: And contact everybody?

21 MS. GUZMAN: Yes.

22 MR. BAKOTA: There was a discussion that there's a
23 meeting prior to ours on the 20th that may go for a couple
hours. So there's a consideration now that we may change our
24 meeting time. But you'll be contacted if we do.

25 MR. LOPEZ: Okay. Thank you.

1 * Next Regular Meeting Date: March 20, 2020
2 @ 5:00 p.m.

3 Motion to adjourn was made by Henry Ventura. Second
4 by Anthony Askounis.


5 Questions/Comments: None.

6 Roll Call: "All in Favor": All Abstain: None.
7 Opposed: None Motion Carries.

8 * The Meeting ended at 5:32 p.m.

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1 Approval of the Meeting Minutes of
2 Monday, April 6, 2020
3 Approved and Signed _____

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5 
6 _____
7 John Bakota, President

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9 _____
10 Henry Ventura, Vice President

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12 _____
13 Joseph Ochoa, Member

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15 _____
16 Anthony Askounis, Member

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18 _____
19 Ray Lopez, Member

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22 
23 _____
24 Anthony Herrera, Board Secretary

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C E R T I F I C A T E

I, LISA PENA, 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 said proceedings taken at said time and place, so ordered to be transcribed.

Dated at Portage, Indiana, this 14th day of April, 2020.



Lisa Pena

Lisa Pena
Notary Public, Porter County
Certified Shorthand Reporter
License Number 084-003484