

# Lake County Illinois

*Lake County Courthouse and Administrative Complex  
18 N. County Street  
Waukegan, IL 60085-4351*



## **Meeting Minutes - Final**

**Wednesday, April 8, 2015**

**8:30 AM**

**Assembly Room, 10th Floor**

**Public Works and Transportation Committee**

**1. Call to Order**

*Chair Thomson-Carter called the meeting to order at 8:30 a.m.*

**Present** 9 - Chair Thomson-Carter, Vice Chair Sauer, Member Durkin, Member Hewitt, Member Maine, Member Mathias, Member Pedersen, Member Taylor and Member Werfel

*Others present:*

*Barry Burton, County Administrator*

*Steve Carlson, Lake County Board Member*

*Timothy Dilsaver, Pace Bus*

*Gary Gordon, Finance and Administrative Services*

*RuthAnne Hall, Purchasing*

*Sandy Hart, Lake County Board Member*

*Susannah Heitger, Crowe Horwath*

*Brooke Hooker, Division of Transportation*

*Adlil Issakoo, Finance and Administrative Services*

*Emily Karry, Division of Transportation*

*Peter Kolb, Public Works*

*Aaron Lawlor, Lake County Board Chairman*

*Adam Lehmann, County Administrator's Office*

*Angela Lucas, Division of Transportation*

*Bert Muehring, Crowe Horwath*

*Kathleen O'Connor, Libertyville Township*

*Diana O'Kelly, Fremont Township*

*Kyle O'Rourke, Crowe Horwath*

*Parice Sutton Burger, Finance and Administrative Services*

*Paula Trigg, Division of Transportation*

*Nazer Uddin, Public Works*

*Blanca Vela-Schneider, County Board Office*

*Ryan Waller, Assistant County Administrator*

*Larry Wollheim, Purchasing*

**2. Pledge of Allegiance**

*Chair Carter Thomson requested Diana O'Kelly lead the Pledge of Allegiance.*

**3. Approval of Minutes**

*There were no minutes to approve.*

**4. Added to Agenda**

*There were no items added to the agenda.*

**5. Public Comment**

*There was no public comment.*

6. Old Business

*There was no old business to conduct.*

7. New Business

**PUBLIC WORKS**

7.1 [15-0336](#)

Joint resolution authorizing an agreement with Applied Technologies, Lake Villa, Illinois, in the amount of \$66,900 for design engineering services for the East Main Pump Station Force Main Refurbishment Project

**Attachments:** [15-0336 East Main Pump Applied Technologies Contract](#)

*Public Works Director Peter Kolb reported sections of the one mile long, 30" force main, require refurbishing. This area services the northwest sanitary sewer area.*

**A motion was made by Member Maine, seconded by Member Hewitt, that this item be approved and referred on to Financial and Administrative Committee. The motion carried by the following vote:**

**Aye:** 8 - Chair Thomson-Carter, Member Durkin, Member Hewitt, Member Maine, Member Mathias, Member Pedersen, Member Taylor and Member Werfel

**Not Present:** 1 - Vice Chair Sauer

7.2 [15-0384](#)

Presentation on the wholesale sewer audit.

*Assistant County Administrator Ryan Waller presented the wholesale sewer audit. Crowe Horwath and Public Works staff have been instrumental in this audit. A comprehensive audit was performed on the County's 18 wholesale customers regarding their procedures and policies. Nine deficiencies were found including a lack of formal policies and procedures, inconsistent billing and collection, and lack of training in some municipalities. Anticipated revenue to be gained by improving these deficiencies is \$47,780. Additionally, it was discovered that there was a total of \$70,000 in unpaid connection fees, which have now been paid.*

*As a result of the audit, staff and Crowe Horwath have looked at the County's policies to improve procedures and internal/external accountability. Staff is working on conducting educational workshops and have modified the forms to standardize them. There is now internal training and policies that identify specific timeframes on when to do things. Discussion ensued.*

7.3 [12-1231](#)

Director's Report - Public Works.

*Public Works Director Peter Kolb reported on the North Shore Sanitary District meeting that he, Assistant County Administrator Ryan Waller, Lake County Board Chairman Aaron Lawlor, and Public Works Chair Bonnie Thomson-Carter attended. Chair Thomson-Carter*

*reported the meeting was cordial and both parties realized that their policies and procedures are regulated differently and that parity is not possible. Mr. Kolb and Chair Thomson-Carter expressed optimism in working through issues and negotiating a reasonable agreement. Discussion ensued.*

#### **DIVISION OF TRANSPORTATION**

#### **7.4 [15-0383](#)**

Presentation regarding Paratransit and Lake County Coordinated Transportation Services Committee (LCCTSC).

*Division of Transportation Director Paula Trigg and Emily Karry, Ashley Lucas, and Brooke Hooker of the Division of Transportation provided a presentation on paratransit. Ms. Trigg reported that the Lake County Coordinated Transportation Services Committee (LCCTSC) mission is to provide a coordinated, efficient, and reliable paratransit service. Ms. Karry indicated paratransit is a demand response service unlike fixed routes. Paratransit allows eligible individuals to prearrange a trip. There are different types of services including the ADA paratransit program, Pace's dial-a-ride program, local jurisdiction transportation programs, and human services transportation programs.*

*Ms. Trigg provided a history of LCCTSC from its origination in 2004 to the present, as well as the various funding efforts to support the mission. The original framework was for the County to provide staff support to LCCTSC, work with Pace to broaden paratransit, apply for grants, plan for 24 hours, 7 days a week dispatch center, and/or help with local match of pilot projects. Additionally, staff was to evaluate and report on efforts on the LCCTSC. LCCTSC's ultimate goal is implement and provide service in the county that is borderless. Ms. Trigg presented maps of the various paratransit services and demonstrated how these services overlap. Member Maine requested additional information to find out which of these service groups belong to LCCTSC and which do not. Ms. Trigg reported there is a need to continue to engage the Health Department and Planning, Building and Development for assistance to achieve the LCCTSC goal of coordinated, efficient and reliable paratransit service.*

*Ms. Karry reviewed the history regarding the Northwest Demonstration Project which expanded from four townships to six. Discussion ensued regarding the variable costs of services, the need to consolidate services where possible, and the need to create parity in rates. Ms. Karry reviewed the summary of trips from 2014.*

*Ms. Lucas reviewed future possible coordination efforts in the Central areas of Lake County. Discussion ensued.*

*Ms. Karry reported one of the many challenges LCCTSC faces is that not all service providers are interested in consolidating their efforts due to local preferences including populations, destinations, geography. Staff resources and funding are other critical issues. Ms. Trigg reviewed the County's original resolution and indicated there is a need*

to determine if the original framework should be modified. Discussion ensued.

Chair Thomson-Carter opened the floor to public comment. Ms. Diana O'Kelly, Township Supervisor for Fremont Township, reported her township participates in these programs. There is a need to standardize rates and determine how the program can be sustained if and when grant funding goes away. Kathleen O'Connor, Libertyville Township Supervisor, indicated the County's funding has helped local units of government to pool its resources and provide more efficient services to its constituents by consolidation of services. She noted the importance of setting benchmarks for LCCTSC to help them move forward in a positive direction.

After further discussion, Assistant County Administrator Ryan Waller indicated staff will work with LCCTSC on a work plan, will review other government models to determine what makes sense and help guide LCCTSC in the future. Staff will work with LCCTSC to provide additional information requested by the committee.

**7.5 [15-0097](#)**

Director's Report - Transportation.

Division of Transportation Director Paula Trigg reported the General Assembly recently passed a public act that swept \$50,000,000 from local municipalities' Motor Fuel Tax funds. In March, the County will receive approximately 1/2 of its normal allotment, approximately \$350,000,000.

Ms. Trigg indicated there will be a best practice mechanic workshop on August 19, 2015 hosted by the Division of Transportation. She noted SWALCO has asked the Division of Transportation to host a business electronics recycling event on April 28, 2015. Staff has been working with BMW on its upcoming golf event in September 2015. BMW staff is working on a better plan for parking and looking at Fountain Square as a remote parking site for the general public with shuttle buses going to and from the event, as well as encouraging attendees to use METRA, if possible.

Ms. Trigg reported she will provide a list of projects the Illinois Department of Transportation will be letting in April.

Ms. Trigg reported two of the County's projects, Quentin Road Project, and the 14th Street Project, are eligible for Transportation Investment Generating Economic Recovery (TIGER) grants. Staff recommends that the Division of Transportation proceed with an application for the 14th Street Project.

**8. Executive Session**

There was no Executive Session.

**9. County Administrator's Report**

There was no County Administrator's report.

10. Adjournment

*The meeting was adjourned at 10:55 a.m.*

*Meeting minutes prepared by Blanca Vela-Schneider.*

*Respectfully submitted,*

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*Chairman*

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*Vice-Chairman*

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*Public Works and Transportation Committee*