

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, September 26, 2018

8:30 AM

Assembly Room, 10th Floor

Public Works and Transportation Committee

1. **Call to Order**

Member Maine called the meeting to order at 8:30 a.m.

Present 8 - Chair Maine, Vice Chair Hewitt, Member Danforth, Member Durkin, Member Pedersen, Member Taylor, Member Werfel and Member Wilke

Absent 1 - Member Mathias

Others Present:

Shane Schneider, Division of Transportation

Rodney Worden, Public Works

Heather Galan, Public Works

Julie Gray, Public Works

RuthAnne Hall, Finance and Administrative Services

Patrice Sutton, Finance and Administrative Services

Yvette Albarran, Finance and Administrative Services

Brooke Hooker, Division of Transportation

Paul Fetherston, Assistant County Administrator

Dakisha Wesley, Assistant County Administrator

Sandy Hart, County Board Member

Carol Calabresa, Acting Chair

Paul Frank, County Board Member

Barry Burton, County Administrator

Steve Carlson, County Board Member

Jennie Vana, Communications

Heidie Hernandez, County Board Office

Amy McEwan, Deputy County Administrator

2. **Pledge of Allegiance**

Member Durkin led the Pledge of Allegiance.

3. **Approval of Minutes**

3.1 **[18-1119](#)**

Minutes from August 8, 2018.

Attachments: [PWT 8.8.18 Minutes Final](#)

A motion was made by Member Hewitt, seconded by Member Durkin, that the minutes 3.1 through 3.3 be approved. Motion carried by voice vote.

Aye: 7 - Chair Maine, Vice Chair Hewitt, Member Danforth, Member Durkin, Member Pedersen, Member Taylor and Member Wilke

Absent: 1 - Member Mathias

Not Present: 1 - Member Werfel

3.2 **[18-1130](#)**

Minutes from August 29, 2018.

Attachments: [PWT 8.29.18 Minutes Final](#)

A motion was made by Member Hewitt, seconded by Member Durkin, that the minutes 3.1 through 3.3 be approved. Motion carried by voice vote.

Aye: 8 - Chair Maine, Vice Chair Hewitt, Member Danforth, Member Durkin, Member Pedersen, Member Taylor, Member Werfel and Member Wilke

Absent: 1 - Member Mathias

3.3 [18-1131](#)

Executive Session Minutes from August 29, 2018.

A motion was made by Member Hewitt, seconded by Member Durkin, that the minutes 3.1 through 3.3 be approved. Motion carried by voice vote.

Aye: 8 - Chair Maine, Vice Chair Hewitt, Member Danforth, Member Durkin, Member Pedersen, Member Taylor, Member Werfel and Member Wilke

Absent: 1 - Member Mathias

4. Addenda to the Agenda

There were no items added to the agenda.

5. Public Comment

There was no public comment.

6. Chairman's Remarks

Chair Maine reported that she will be attending the Transportation Management Association meeting on Friday.

7. Old Business

There was no old business to conduct.

8. New Business

REGULAR AGENDA

PUBLIC WORKS

8.1 [18-1104](#)

Presentation and discussion of third party pass through rate increases.

Attachments: [18-1104 Rate Ordinance Option Spreadsheet.pdf](#)

Chair Maine provided a brief background on the third party pass through rate increases. Public Works Director Rodney Worden reported that the next agenda item will provide direction on how to implement the two rate increases that occurred during fiscal year 2018. This decision will need to be made today in order for timely notification be sent before the rates take effect.

The general guidance has been that there be one rate increase, per customer, per year,

even with third party increases throughout the year. In 2018, the NorthShore Sanitary rate increases were implemented. The committee chose to level those increases over a three year period. There have been additional increases since then and recently the County has been notified that North Chicago will be increasing their water rate in December.

Mr. Worden reported on the five options that have been identified in pursuing third party pass through. Chair Maine noted that the first decision should be, should the County continue on with the current philosophy of increasing the rate once per year or should the County pass the rate increases as they occur indicating that the increase has not been imposed by the County. Members Danforth, Wilke and Durkin agreed that that the increases should be done as they occur. It was the consensus of the the Committee to pass through rate increases as they occur.

Mr. Worden requested clarification on the rate increase that takes effect in December and should the new method be applied. The Committee responded yes.

This matter was presented

8.2 [18-1102](#)

Ordinance amending water and sewer related rates for certain Lake County systems to passthrough rate increases from third party providers and to make technical corrections to previously approved rates.

Attachments: [18-1102 Rate Ordinance Option Spreadsheet.pdf](#)
[18-1102 Exhibit A Rate Ordinance Opt 1 HIGHLIGHTED.pdf](#)
[18-1102 Exhibit A Rate Ordinance Opt 2 HIGHLIGHTED.pdf](#)
[Exhibit A Rate Ordinance HIGHLIGHTED - as approved by PWT 9.27.18](#)

Public Works Director Rodney Worden requested that the Committee choose option one or two regarding the Aqua America and the Village of Libertyville third party rate increase. The decision will either create a surcharge to recover the cost in the next cycle or to carry the negative balance in the enterprise fund and recover the revenue in the next multi-year rate study. Discussion ensued. Additionally, Mr. Worden reported there are modifications to the ordinance that will make three technical corrections in the previously approved 2018 rate structure.

The Committee has chose option two which is to have the Public Works Department include a local system surcharge, so that affected customers pay a rate that will enable the Public Works Department to recover the cost in the next 12-month rate cycle.

Mr. Worden also added that this ordinance modification does not include North Chicago. Chair Maine responded that she and the Committee feel that North Chicago should be included. Mr. Worden confirmed that North Chicago will be included.

A motion was made by Member Wilke, seconded by Member Danforth, that this

ordinance be approved and referred on to the Financial and Administrative Committee. Motion carried by voice vote.

Aye: 8 - Chair Maine, Vice Chair Hewitt, Member Danforth, Member Durkin, Member Pedersen, Member Taylor, Member Werfel and Member Wilke

Absent: 1 - Member Mathias

8.3 18-1100

Joint resolution authorizing the execution of the Fifth Amendment to the Agreement for Sewage Disposal between Lake County and the Village of Gurnee to include the St. Sava Property in the Sewer Service Area.

Attachments: [18-1100 Gurnee St Sava-Lake County Amendment.pdf](#)
[18-1100 Gurnee St Sava Property Map.pdf](#)
[18-1100 Gurnee St Sava Expanded Service Area Map.pdf](#)

Public Works Director Rodney Worden reported that St. Sava would like to utilize the municipal sewer system. Gurnee has a sewer system near their facility and has agreed to their proposal.

A motion was made by Member Werfel, seconded by Member Wilke, that this resolution be approved and referred on to the Financial and Administrative Committee. Motion carried by voice vote.

Aye: 8 - Chair Maine, Vice Chair Hewitt, Member Danforth, Member Durkin, Member Pedersen, Member Taylor, Member Werfel and Member Wilke

Absent: 1 - Member Mathias

8.4 18-1101

Joint resolution authorizing the First Amendment of an Intergovernmental Agreement (IGA) By and Between County of Lake and Lakes Region Sanitary District to Foster Collaboration on Sewer Related Operations and Services.

Attachments: [18-1101 LRSD IGA Signed Agreement.pdf](#)

Public Works Director Rodney Worden noted that this modifies the agreement with office support staff allowing him to provide job offers to office employees.

A motion was made by Member Pedersen, seconded by Member Danforth, that this item be approved and referred on to the Financial and Administrative Committee. The motion carried unanimously.

Aye: 8 - Chair Maine, Vice Chair Hewitt, Member Danforth, Member Durkin, Member Pedersen, Member Taylor, Member Werfel and Member Wilke

Absent: 1 - Member Mathias

8.5 18-0042

Director's Report - Public Works.

Public Works Director Rodney Worden reported that there was a third party safety

assessment done and the report was very positive, with very minor items recommended for corrective action.

DIVISION OF TRANSPORTATION

8.6 [18-1099](#)

Committee action memo to approve the Fall 2018 Adopt-A-Highway Program.

Attachments: [18-1099 AAH Fall 2018 Staff Report](#)

A motion was made by Member Durkin, seconded by Member Taylor, that this committee action item be approved. Motion carried by voice vote.

Aye: 8 - Chair Maine, Vice Chair Hewitt, Member Danforth, Member Durkin, Member Pedersen, Member Taylor, Member Werfel and Member Wilke

Absent: 1 - Member Mathias

8.7 [18-1109](#)

Presentation on the Professional Services Selection process.

Attachments: [Professional Services Presentation](#)
[The QBS Process](#)

Division of Transportation Director Shane Schneider and Public Works Director Rodney Worden presented. Mr. Schneider mentioned that on November 28 the Illinois Department of Transportation (IDOT) will be on campus in Libertyville for training on the qualification based selection process. Mr. Schneider reported that professional services contracts are awarded through a competitive, public process and that the County is required by law to follow a Qualifications Based Selection process. Professional services include architectural, engineering and land surveying and all providers must be professionally licensed. The governing regulations and laws that must be complied with include Local Government Professional Services Act, IDOT's Qualifications Based Selection Process, The Brooks Act, Federal Highway Administration's (FHWA) requirement for procurement, management, and administration of engineering and design related services.

The steps in selecting the professional service were reviewed and include developing the project scope, providing public notice, evaluation, selection, negotiation and award. Mr. Schneider elaborated that after receiving a firm's Statement of Interest (SOI) and Statement of Qualifications (SOQ), the evaluation and selection process begins. A selection committee is established, the SOI and SOQ submissions are evaluated, a minimum of three firms are selected for interviews, the interviews are conducted and the selection committee ranks the firms. The top ranked firm is invited to enter negotiations and develop a scope and fee for a fair and reasonable price. After negotiations the final contract is presented to the County Board for approval.

Mr. Worden, noted that once the process is complete, the law allows the County to reuse the firms that have been selected through the process.

County Board Member Hart asked whether or not pre qualified firms could be selected without this process for new projects. It was clarified that for new projects the process above is always performed and for emergency scenarios pre qualified firms may be used.

Discussion ensued on the extensive process for approving change orders and it was noted that change orders are more often denied than granted.

This matter was presented

8.8 [18-0014](#)

Director's Report - Transportation.

Division of Transportation Director Shane Schneider noted that tomorrow he will be attending the annual road builders meeting, where the Illinois Department of Transportation and Collar Counties present their projects. Additionally, he reported that the County received a request to assist the State with plowing State roads. He added that it will be very unlikely that the County will be able to assist. Discussion ensued.

Chair Maine requested an update on the single occupancy vehicle reduction study. Mr. Schneider reported that Statement of Qualifications submittals have been recieved. The County is looking to identify any barriers they may face getting residents to use public transportation and what methods others with similar suburbs are using to encourage the use of public transportation.

9. Executive Session

There was no Executive Session.

10. County Administrator's Report

10.1 [18-1093](#)

Presentation and discussion regarding the fiscal year (FY) 2019 Legislative Agenda Proposals.

Attachments: [FY 2019 Draft Legislative Agenda Master](#)
[LA FY 2019 Master](#)

Paul Fetherston reported on the 2019 legislative agenda. Submissions are due by September 28. Mr. Fetherston provided highlights on the items proposed on the agenda and indicated that the JULIE item is on the agenda.

This matter was discussed

11. Members' Remarks

There were no members' remarks.

12. Adjournment

The meeting adjourned at 10:07 a.m.

A motion was made by Member Danforth, seconded by Member Durkin, that this item be adjourn. The motion carried unanimously.

Aye: 8 - Chair Maine, Vice Chair Hewitt, Member Danforth, Member Durkin, Member Pedersen, Member Taylor, Member Werfel and Member Wilke

Absent: 1 - Member Mathias

Next Meeting: October 3, 2018

Meeting minutes prepared by Heidie Hernandez.

Respectfully submitted,

Chairman

Vice Chairman

Public Works and Transportation Committee