

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
August 8, 2019**

Roll Call:

The regular meeting was called to order by President Hansen at 7:00 pm at the Sanitary District offices located at 515 Plum Street. Roll call was answered by President Eric Hansen, Trustee Cheryl Kehoe and Trustee Jessica Reed. Also present were Assistant District Manager Tamara Mueller, District Engineer Peter Kolb of Applied Technologies, District Attorney Ann Williams of Storino, Ramello & Durkin and District Treasurer/Clerk Karen Thompson.

Approval of Minutes:

Motion was made by Trustee Reed and seconded by Trustee Kehoe to approve the Minutes of the Regular Board Meeting of July 11, 2019 as presented. On a roll call vote, President Hansen, Trustee Kehoe and Trustee Reed voted aye.

Public Comments:

Terry Easler of Crystal Lake made a comment about a letter he received to his personal address. District Attorney indicated that the issue referenced in the letter is being handled by the District as an internal personnel matter. He also asked that items B & C of the Consent Agenda be moved to the Specific Agenda. President Hansen denied this request.

Amber Schmidt of Lake in the Hills had a comment on item C of the Consent Agenda. She was wondering how the amount was calculated and whether the work that was done would warrant this back pay. President Hansen provided an explanation.

Consent Agenda:

Motion was made by Trustee Kehoe, seconded by Trustee Reed, to approve the Consent Agenda. There was no additional discussion.

- A. Approval of Ordinance No. 399 – “An Ordinance Levying Taxes for the Lake in the Hills Sanitary District for Fiscal Year 2019-2020”.
- B. Approval of the appointment of Tamara Mueller to the position of District Manager effective August 9, 2019.
- C. Approval of the issuance of back pay to Tamara Mueller in the amount of \$8,964.13 for assuming the duties of Acting District Manager on March 11, 2019 through August 8, 2019.
- D. Approval of Change Order #6 in the amount of (\$19,935.00) to AMS Mechanical Systems, Inc. for Aerobic Digester #4 project.
- E. Approval of final Application and Certificate of Payment in the amount of \$173,720.87 to AMS Mechanical Systems, Inc. for Aerobic Digester #4 project.

- F. Approval of Contractor's Application for Payment No. 2 in the amount of \$141,738.04 to Schroeder Asphalt Services, Inc. for the Rear Drive Entrance project.
- G. Approval of Task Order No. 19-02 to Applied Technologies for Electrical Upgrades and Filter Building Improvements in the amount of \$53,696.00.
- H. Award of contract to Electrical Testing Solutions in the amount of \$20,255.00 for Electrical Studies.

On a roll call vote President Hansen and Trustees Kehoe and Reed voted aye to approve the Consent Agenda as presented (Items A thru H).

Specific Agenda:

None.

Treasurer's Report:

District Treasurer presented a draft copy of the Annual Treasurer's Report for fiscal year end 2019 and final written copies of the July 2019 Treasurer reports. She also provided a verbal summary of some of the receipts and expenses. She also stated that the water shut off process for delinquent accounts was resumed in July.

Motion was made by Trustee Kehoe, seconded by Trustee Reed, to approve the July 2019 Treasurer reports. On a roll call vote President Hansen and Trustees Kehoe and Reed voted aye.

Approval of Bills:

District Treasurer presented a list of bills for approval. She highlighted some of the bills that were atypical or higher than usual. She also has copies of all of the bills if any of the Trustees would like to see the detail. She also stated that the Postl Yore invoice was included on the report, however; the check will not be mailed until Tamara receives the reports he owes us. Per Tamara's conversation with Postl Yore, she is supposed to receive those reports soon.

Motion was made by President Hansen and seconded by Trustee Reed to approve the List of Bills as presented for payment totaling \$ 186,557.12 with \$ 21,456.03 from the General Corporate Fund, \$ 126,162.59 from the Operations and Maintenance Fund, \$ 38,938.50 from the Construction Fund and \$ 0 from the Bond and Interest Fund.

The motion passed after a roll call vote; President Hansen, Trustee Kehoe and Trustee Reed voted aye. (A copy of the bills approved will be kept with the Board Meeting documents).

Manager's Report:

Assistant District Manager Tamara Mueller prepared and presented the July 2019 Manager's Report and provided a verbal summary. First, she stated that there was a correction on the report regarding connections; it should be 5 instead of 3. There were 2 callouts in July, but neither were the District's issue. There are a few more GIS updates in Boulder Ridge; once those are complete all of the updates will be finalized. Repairs to the oxidation ditch drives are being done. We received the new dump truck and received a compliment from Synagro regarding the quality of the pressed material.

Motion was made by Trustee Kehoe, seconded by Trustee Reed, to approve the July 2019 Manager's Report as presented. On a roll call vote President Hansen, Trustee Kehoe and Trustee Reed voted aye.

Engineer's Report:

District Engineer Peter Kolb of Applied Technologies provided a written report and a verbal recap.

Regarding Task Order 18-02 (Beach Lift Station Rehab) - The soil boring is done. Final drawings & bid packages are being done. They will be submitting the IEPA permits and going to bid. He estimates that the project cost will be between \$400,000 & \$425,000. He anticipates they will have a recommendation for award in September and construction will begin in October.

Regarding Task Order 18-03 (Electrical Service & Plant Power Distribution) - They received 3 quotes for the electrical studies. This was awarded to Electrical Testing Solutions tonight.

Regarding Task Order 19-02 (Electrical Upgrades & Filter Building Improvements) - This was approved tonight and includes design and drawing preparation for various electrical upgrades and for Filter Building improvements.

Regarding Task Order 18-04 (Richard Taylor Park Bypass) – The design drawings & specifications are complete. An IEPA permit application will need to be completed. They anticipate the project will cost around \$110,000 plus an additional \$16,000 for engineering. They plan to have bids out by the end of August.

Regarding Task Order 19-01 (Rear Entrance Drive Construction Services) – All work has been completed as of August 2, 2019. They are reviewing for final payout. The rear gate will be lowered because of the adjustment to the road height.

Attorney's Report:

District Attorney complimented the front office for their efficiency in working with their office on lien releases.

She also complimented the Board on their involvement with District staff and herself. She appreciates their efforts and believes their involvement is a great service to the taxpayers.

Unfinished Business:

None.

New Business:

Trustee Kehoe had a recommendation to look at options for District HR support and consulting.

Executive Session:

President Hansen announced that we will now enter executive session to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an

employee of the public body or against legal counsel for the public body to determine its validity. (5 ILCS 120/2(c)(1)).

The Board went into executive session at 7:23 pm. After the executive session the regular meeting was reconvened at 7:46 pm with President Hansen and Trustees Kehoe and Reed present.

Adjournment:

There being no further business to bring before the Board, President Hansen asked for a motion to adjourn the meeting. Motion was made by Trustee Kehoe and seconded by Trustee Reed. The motion passed after a verbal vote. All Board members who were present voted aye.

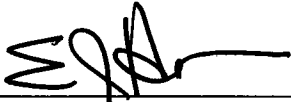
The meeting was adjourned at 7:46 pm.

Respectfully Submitted,



Karen Thompson,
District Clerk

APPROVED this 12th day of September, 2019.



President Hansen