

Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes (*Virtual Meeting)
April 9, 2020

**Executive Order 2020-07 provides that for the duration of the COVID-19 Gubernatorial Disaster Proclamation, the provisions of the Open Meetings Act pertaining to in-person attendance of members of a public body are suspended, allowing for Township meetings to be held electronically and providing the public remote access to the proceedings.*

Roll Call:

The regular meeting was called to order by President Hansen at 7:00 pm using WebEx for virtual attendance and participation. Roll call was answered by President Eric Hansen, Trustee Cheryl Kehoe and Trustee Jessica Reed. Also in attendance were District Manager Tamara Mueller, Assistant District Manager Mike Nelson, District Attorney Ann Williams of Storino, Ramello & Durkin and District Treasurer/Clerk Karen Thompson. District Engineer Peter Kolb of Applied Technologies attempted to participate, but was having technical difficulties and his connection was very limited and intermittent.

Approval of Minutes:

Motion was made by Trustee Kehoe and seconded by Trustee Reed to approve the minutes of the Regular Board Meeting of March 12, 2020 as presented. On a roll call vote, President Hansen and Trustees Kehoe and Reed voted aye.

Public Comments:

None.

Consent Agenda:

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

- A. Appointment of Tamara Mueller as District Manager, Karen Thompson as District Clerk, Applied Technologies as District Engineers, and Peter Kolb as District Engineer, Storino, Ramello & Durkin as District Attorneys, and Ann Williams as District Attorney.
- B. Approval of salary adjustments as recommended by District Manager.
- C. Approval of Ordinance No. 403 amending Ordinance No. 398 Regarding the Combined Budget and Appropriations for Fiscal Year May 1, 2019, through April 30, 2020 of the Lake in the Hills Sanitary District.
- D. Approval of Application and Certificate for Payment #1 in the amount of \$187,839.90 to Martam Construction for the Hagele Beach Lift Station.

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

Specific Agenda:

None.

Treasurer's Report:

District Treasurer presented final written copies of the March 2020 Treasurer's reports. She also provided a verbal summary of some of the receipts and expenses.

She further stated that the District did not shut water off for any customers in March. Additionally, we will not shut water off in April or May due to the pandemic. Reminder cards were still sent out to past due customers who met the District's criteria. As reflected on the accounts receivable analysis report, this reminder resulted in some past due payments being received.

Motion was made by President Hansen, seconded by Trustee Reed, to approve the March 2020 Treasurer's reports. On a roll call vote, President Hansen, Trustee Kehoe and Trustee 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 brought all of the bills to the meeting in case any Trustee would like to see the detail.

Motion was made by President Hansen and seconded by Trustee Kehoe to approve the List of Bills as presented for payment totaling \$499,376.49 of which \$20,590.52 is from the General Corporate Fund, \$135,220.21 is from the Operations & Maintenance Fund, \$44,547.00 is from the Construction Fund and \$299,018.76 is from the Bond & Interest Fund.

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

Manager's Report:

District Manager presented a written copy of the March 2020 Manager's Report and provided a verbal summary.

She indicated that there were five call outs in March and none were the District's issue.

All of the grease trap inspections have been completed. The only ones that still need to be finalized are businesses that are closed or businesses that are pending re-inspection.

District Manager and Ross met with Applied Technologies regarding the Phosphorus study.

Maintenance & operations staff attended a lift station emergency pump demonstration. The process outlined in the demonstration would work for one lift station, but not for the other. They will discuss further when the social distance order is lifted and they can get together to meet.

All projects except the Beach Lift Station have been put on hold due to the pandemic.

Operations are running well even though District staff is working alternate and split schedules due to the pandemic.

District Manager presented a draft budget and draft capital improvement plan. Most of the budget stayed the same as last year with the exception of a few areas. For the capital improvement plan, the District Manager would like to focus on lift station improvements. As a result, she moved some capital improvement spending from new construction to collection system for the 2020-2021 budget. She further added that, based on the capital improvement plan, it appears that we are doing most of the work in 2020-2021 and not much in the following years. She believes that although we will attempt to get as much done in 2020-2021 as possible, it is likely that many of those projects will continue into subsequent years.

Motion was made by Trustee Kehoe, seconded by Trustee Reed, to approve the March 2020 Manager's Report as presented. On a roll call vote, President Hansen, Trustee Kehoe and Trustee Reed voted aye.

Attorney's Report:

District Attorney indicated that she prepared and sent a summary of the Families First Coronavirus Relief Act to the District Manager. This act was passed by the federal government and is quite complicated. She further stated that the District Manager can reach out to her on an as needed basis regarding this Act as there are a lot of nuances and rules.

The stay at home order is currently through April 30th. She believes that this may be extended. She further asked if there was anything that the District Manager needs at this point or if all is going well. District Manager stated that everything is fine now and all District staff are healthy. District staff continue to work split shifts so that every employee is not on site at the same time. They also continue to sanitize door handles and other frequently used items.

Engineer's Report:

District Engineer, Peter Kolb of Applied Technologies, provided a written report and photos from the Beach Lift Station project. His attendance in the virtual meeting was very limited and intermittent so he was unable to provide a verbal recap. Assistant District Manager read the Engineer's written report aloud. The details of what the Assistant District Manager read are summarized by task order number below. Assistant District Manager also provided some detail regarding what is being shown in the photos.

Task Order 19-02 (Electrical Upgrades & Filter Building Improvements) – The construction drawings and specifications are complete. The draft set of drawings will be given to District staff for review. They plan to publish the bid on April 30, 2020 and open these bids on May 21, 2020. The contract will be awarded on June 11, 2020 and construction will be from July to October 2020.

Task Order 19-04 (Hagele Beach Lift Station Construction) – Construction activities at the site are continuing. The wet well, valve vault and meter vault structures are in place. The photos provide a status of the project. Pay request #1 was approved to Martam Construction on tonight's agenda.

Task Order 20-01 (Phosphorus Reduction Study & Discharge Plan) – They reviewed system operation with District staff and collected operational data to incorporate into the optimization study. They received approval from the IEPA to incorporate all of the findings and recommendations into a single document. They created a process flow diagram and submitted it for internal review. They are also coordinating non-reactive phosphorus analysis on plant effluent. Their plan is to have draft reports done in June with final reports done in August and submitted to the IEPA in September 2020.

Unfinished Business:

None.

New Business:

President Hansen wanted to discuss items related to the pandemic and how the District is handling customer payments. District Manager indicated that we have been telling residents that no penalties will be assessed this month if their bill is not paid on time. Additionally, we are not doing any water shut offs in March, April or May. We will reassess this process in May. President Hansen thinks this is a good plan as there may be many residents who are unable to pay their bills.

President Hansen stated that any decision regarding how we will proceed with the May 2020 meeting will be made once we see what the Governor recommends regarding the stay at home order.

Adjournment:

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

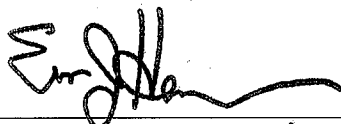
The meeting was adjourned at 7:30 pm.

Respectfully Submitted,



Karen Thompson,
District Clerk

APPROVED this 14th day of May, 2020.



President Hansen (via signature stamp)