

**Lake in the Hills Sanitary District**  
**Board of Trustees Public Hearing and Regular Meeting Minutes**  
*(\*Virtual Meeting)*  
**May 14, 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.*

**Public Hearing – Budget and Appropriations for Fiscal Year May 1, 2020 through April 30, 2021**

**Roll Call:**

The public hearing 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 present were District Manager Tamara Mueller, Assistant District Manager Mike Nelson, District Engineer Peter Kolb of Applied Technologies, Attorney Tom Halleran of Storino Ramello & Durkin and District Treasurer/Clerk Karen Thompson.

**Public Comments:**

None.

**The Budget and Appropriations for Fiscal Year May 1, 2020 through April 30, 2021 was presented.**

District Manager stated that she didn't change much from the prior year budget. However, one area that she did change was moving about \$500,000.00 from Capital Improvements-New Construction to Capital Improvements-Collection System. This was done to continue the process of upgrading the controls at all of the lift stations. The upgrades that have been done so far have been well-received and have allowed staff to be able to control some functions remotely.

She also increased the IMRF budget in an effort to pay off the early retirement (ERI) balance. The interest on that balance last year was about \$20,000.00.

Trustee Kehoe had a question about the computer hardware and software expenses. District Manager indicated that this line item is for upgrades that are needed and for software we may need for the TV truck. This number was not increased for the 2020-2021 budget.

President Hansen asked if there was any line item in the budget that will be very tight. District Manager indicated that if there was anything that we were going to be tight on, she moved from one line item to another. In fact, she did this for both utilities and emergency communication expenses. She further added that another reason we are upgrading our lift station controls is so that we can cancel our lease lines from AT&T so we can reduce our yearly emergency communications expenses. Currently these lines cost us between \$6,000.00 and \$10,000.00 per month. Once we can get all the lift stations on the cloud with Verizon it will cost us around \$45.00 per month per lift station. This will be a substantial savings over the lease lines that we currently have.

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

The public hearing meeting was adjourned at 7:05 pm.

### **Board of Trustees Regular Meeting**

#### **Roll Call:**

The regular meeting was called to order by President Hansen at 7:06 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 Engineer Peter Kolb of Applied Technologies, Attorney Tom Halleran of Storino, Ramello & Durkin and District Treasurer/Clerk Karen Thompson.

#### **Approval of Minutes:**

Motion was made by Trustee Reed and seconded by President Hansen to approve the minutes of the Regular Board Meeting of April 9, 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 Kehoe, seconded by Trustee Reed to accept the Consent Agenda. There was no additional discussion.

- A. Ordinance No. 404, An Ordinance for the Combined Budget and Appropriations for Fiscal Year May 1, 2020 through April 30, 2021.
- B. Approval of writing off uncollectable residential accounts per staff's recommendation.

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

#### **Specific Agenda:**

None.

#### **Treasurer's Report:**

District Treasurer presented final written copies of the April 2020 Treasurer's reports. She reminded the Board that the District's fiscal year ended April 30<sup>th</sup>, therefore, these reports reflect the full 2019-2020 fiscal year on a cash basis. She also provided a verbal summary of some of the receipts and expenses.

She further stated that, as reflected on the Governmental Funds Treasurer Report, the District paid an extra \$87,676.54 towards our IMRF ERI balance. This is the amount that was remaining in the 2019-2020 budget. She further stated that the distribution schedule for 2019 taxes was received from the County. Based on this schedule, our first installment is expected on June 1<sup>st</sup>.

Motion was made by President Hansen, seconded by Trustee Kehoe, to approve the April 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 informed the Board that we found a cheaper option for the District's firewall service. Last month a bill was approved to SonicWall for \$1,516.00 for this service. However, a couple of days after the check was mailed, our IT consultant found it for a significantly cheaper price of \$626.00 through a different vendor. Since the check to SonicWall had not yet cleared the bank, the District Treasurer placed a stop payment on the check and called them to let them know that they should not cash it. The new firewall provider (Virtual Graffiti) was paid via a charge to our credit card. District Treasurer wanted to make sure the Board was aware of this so there was no confusion about the same service being paid for twice. She further added that she has all of the bills with her in case anyone would like any additional detail.

Motion was made by President Hansen and seconded by Trustee Kehoe to approve the List of Bills as presented for payment totaling \$233,042.61 of which \$106,697.38 is from the General Corporate Fund, \$109,143.23 is from the Operations & Maintenance Fund, \$17,202.00 is from the Construction Fund and \$0.00 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 April 2020 Manager's Report and provided a verbal summary.

She indicated that there were three resident calls in April and none were the District's issue.

As a result of almost 3" of rain in a 36 hour time frame we did have some seepage from the Dam lift station. She believes that they have found a solution for this issue and are in the process of implementing that solution.

There were no extra collection system activities or personnel activities due to COVID-19.

Our flows are up about a million gallons per day. This is most likely due to the fact that everyone is staying home as a result of the COVID-19 pandemic. Additionally, we have had heavy rains which are also a contributing factor.

Revenues from last quarter are down about \$25,000.00 from the prior quarter. As previously mentioned, in light of the pandemic, we did not send out past due bills and are not assessing penalties. Additionally, we will not be doing any water shut offs in May and are considering continuing this into June. District Manager is looking for direction from the Board regarding how long they want to continue this.

Motion was made by President Hansen, seconded by Trustee Kehoe to accept the April 2020 Manager's Report as presented.

After the motion was made and seconded, discussion took place regarding the stoppage of penalties and shut offs. It is the Board's position to wait and see what happens before making any final decision. President Hansen indicated that we should also follow what the County does so there is consistency.

The motion passed after 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 also provided photos from the Beach Lift Station project. He also presented a verbal summary.

Task Order 19-02 (Electrical Upgrades & Filter Building Improvements) – Invitations to bid were sent out to prospective bidders and a notice was published on May 8<sup>th</sup> and will be published again tomorrow, May 15<sup>th</sup>. Sealed bids will only be accepted via the electronic bid service through QuestCDN.com until 10 a.m. on May 28, 2020. All bids will be publicly read aloud during a virtual meeting immediately following 10 a.m. on May 28<sup>th</sup>. All bidders will get a bid tabulation report with the results. The Engineer's estimate of probable construction cost is \$310,000.00. District Engineer anticipates that we will get some good bids for this project. He plans to bring the award recommendation to the Board at the June meeting. Construction will be from July to October of 2020.

Task Order 19-04 (Hagele Beach Lift Station Construction) – Construction activities are continuing. Photos of the project status were presented to the Board. The wetwell, valve vault and meter vault structures are in place. Piping installation is being completed this week. Martam Construction did not request a progress payment for this month's meeting, but he anticipates that there will be one for the June meeting. According to the Village, the earliest that the beach would be open to the public is June 1, 2020. This date is still tentative and subject to change depending on the Governor's Executive Order. Substantial completion No. 1 was May 11, 2020 and included backfill, rough grading, and force main installation amongst other items. Martam Construction has had some delays due to COVID-19 and the weather. Applied Technologies is working closely with Martam to make modifications to their schedule to achieve completion of tasks. During a meeting this morning, Martam agreed that they will be pulling plates and backfilling around all of the structures starting next Monday. The restoration of the Beach area will also start next week. Martam also committed to installing fencing to block off the construction area should the beach open on June 1<sup>st</sup>. Substantial completion No. 2 is July 10, 2020 and includes equipment installation, startup and testing, and demolition of the existing station.

Task Order 20-01 (Phosphorus Reduction Study & Discharge Plan) – They have coordinated doing another non-reactive phosphorus analysis of the plant effluent. The results from the first analysis were surprising, so they wanted to do another one to double check and confirm. They are developing influent and effluent reduction measures and are in communication with the IEPA for report requirements and to determine what information they already have.

### **Attorney's Report:**

Attorney Tom Halleran presented a verbal report on behalf of District Attorney Ann Williams. He indicated that Storino, Ramello & Durkin are recommending that their clients continue with virtual meetings as provided by the Governor's Executive Order as long as they are working well for their clients. The current Order is in effect until May 30, 2020. Phase 3 of the Governor's reopening plan would potentially go into effect on May 29<sup>th</sup>. Attorney Halleran anticipates that the Governor will issue a new Order prior to the expiration date and

sign it the day after the prior Order expires. This new Order will contain guidance on how to safely open certain areas. If the District needs direction on any of the protocols related to these Orders, we can reach out to either Ann or himself for assistance.

**Unfinished Business:**

None.

**New Business:**

President Hansen wanted to discuss our meeting dates for the remainder of the year. He further added that the District Attorney has a conflict with our current meetings that are scheduled for the 2<sup>nd</sup> Thursday of the month. It was determined that moving the Board meetings to the 3<sup>rd</sup> Thursday of the month would work best for everyone. This new information will be posted and published so that the public is aware of this change.

District Manager asked for guidance regarding a Chapter 11 bankruptcy that we received from a commercial customer. She further added that we rarely receive these and want to be sure we are proceeding correctly. Attorney Halleran cannot offer an exact opinion without further information and research, however, he suggested that we could call the Attorney who is handling the bankruptcy for more information. He also recommends that we file a claim by the date noted in the paperwork in an effort to increase our odds of getting paid for what is owed to us.

**Adjournment:**

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

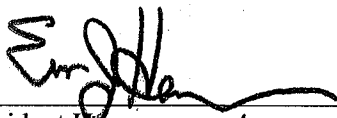
The meeting was adjourned at 7:36 pm.

Respectfully Submitted,



Karen Thompson,  
District Clerk

APPROVED this 18<sup>th</sup> day of June, 2020.



President Hansen

(via stamp-virtual meeting)