

Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
*(*Virtual Meeting)*
June 18, 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 7:06 pm using Zoom for virtual attendance and participation. Roll call was answered by President Eric Hansen, Trustee Cheryl Kehoe and Trustee Jessica Reed. Also in attendance were Assistant District Manager Mike Nelson, District Engineer Peter Kolb of Applied Technologies, District Attorney Ann Williams of Storino, Ramello & Durkin and District Treasurer/Clerk Karen Thompson. District Manager Tamara Mueller was having technical difficulties and was not in attendance during roll call, however, she entered the virtual meeting after the Consent Agenda was approved at 7:08 pm.

Approval of Minutes:

Motion was made by Trustee Kehoe and seconded by Trustee Reed to approve the minutes of the Public Hearing and Regular Board Meeting of May 14, 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. Approval of Application and Certificate for Payment No. 3 in the amount of \$2,000.00 to Kanzler Construction, LLC for the Richard Taylor Park Bypass Sewer.
- B. Approval of Application and Certificate for Payment No. 2 in the amount of \$166,300.38 to Martam Construction for the Hagele Beach Lift Station.
- C. Award of the Electrical Upgrades and Filter Building Improvements Project in the amount of \$239,764.00 to Larson & Larson Builders, Inc.
- D. Approval of Task Order No. 20-02 in the amount of \$29,762.00 for engineering services related to the Electrical Upgrades and Filter Building Improvements Project.

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

Specific Agenda:

None.

Treasurer's Report:

District Treasurer presented final written copies of the May 2020 Treasurer's reports. She reminded the Board that the May reports reflect the first month in our new fiscal year. She also stated that all of the numbers from Ordinance No. 404 that was approved last month have been included in the budget column of these reports. She also provided a verbal summary of some of the receipts and expenses. Additionally she mentioned that beginning in May the front office was no longer selecting customers or placing door hangers for the water shut off process due to COVID. This is reflected on the A/R Analysis report.

President Hansen asked if the water shut off list has grown since we temporarily stopped shuts offs due to the pandemic. District Treasurer suspects that it has, but did not have those exact figures. She will ask the front office to run some reports for additional detail.

Motion was made by President Hansen, seconded by Trustee Kehoe, to approve the May 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 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 Reed to approve the List of Bills as presented for payment totaling \$214,526.69 of which \$26,589.94 is from the General Corporate Fund, \$167,976.75 is from the Operations & Maintenance Fund, \$19,960.00 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 May 2020 Manager's Report and provided a verbal summary.

She indicated that there were several resident calls in May. Two of these were our issue and we also had an issue with the Dam. These issues occurred during the heavy rains we had in May. We are working on the inflow and infiltration (I&I) in those areas. They recently replaced about a dozen manhole covers and put some risers on several manholes in an effort to stop some of the infiltration.

She stated that flows have been about a million gallons per day higher over the last 2 ½ months. She also provided some graphs with detail regarding how our septic has increased since COVID started. In March we more than doubled the amount of septic taken in and in April we saw the highest numbers we have seen in the past three years. The numbers have started to drop, however, those extra solids are creating some additional challenges with managing our sludge. Overall, we are still operating well.

President Hansen asked if we have received any phone calls regarding the mass COVID testing that some labs or scientists are implementing at Sanitary Districts. District Manager indicated that she did receive a call regarding this. The cost to implement the testing is \$600.00. President Hansen further indicated that if this is something that the County wishes to do in the future, we should definitely cooperate and participate as requested.

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

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) – Sealed bids were received and opened via the online electronic bid service on May 28, 2020. Three bids were received. The low bid was submitted by Larson & Larson Inc in the amount of \$239,764.00. One bid was rejected because it was not received within the allotted time. The award of this contract was approved tonight. Construction will be from July to October 2020.

Task Order 19-04 (Hagele Beach Lift Station Construction) – Construction activities are still continuing. Photos of the project status were presented to the Board. District Engineer reminded the Board that we cannot remove the old lift station until the new lift station is started, tested and is functioning. Therefore, construction will continue in that area for a while longer. Progress payment number 2 was approved tonight. Substantial completion is July 10th. They continue to request that the restoration near the beach be completed as soon as possible. The earliest potential opening of the beach is after July 1st.

Task Order 20-01 (Phosphorus Reduction Study & Discharge Plan) – They are still working through identifying influent and effluent reduction measures. Coordination on process improvements is underway, but have been slow due to staff availability. We should see some renewed effort on this in July. Draft reports should be completed in August, final reports completed in September and submitted to the IEPA in October 2020.

Attorney's Report:

The District Attorney did not have a report, but would be happy to answer any questions.

President Hansen wanted to discuss our Board meetings going forward and whether they should continue to be held virtually. District Attorney stated that as long as the Governor's Executive Order is in effect we can continue as is, however, it is the Board's decision. She further added that there is a lot of flexibility within the guidelines of the Order and it is very important to continue to allow for public access via the virtual meeting link.

President Hansen further asked if any residents have reached out to us regarding why we are not having in-person meetings. District Manager indicated that we have not received any phone calls.

Further discussion took place regarding how we would follow social distancing and face covering guidelines if we decide to meet in person. District Attorney indicated that she would check in with their other municipal clients to see what they are doing for upcoming meetings.

Unfinished Business:

None.

New Business:

None.

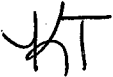
Adjournment:

Before we adjourned the meeting President Hansen stated that he met with the committee at the County who handles the Trustee reappointment process. He further indicated that the County Board is very pleased with everything that we are doing at the District. They were very complimentary about what is going on and how we are stewarding the funds and operations.

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 16th day of July, 2020.



President Hansen