

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
August 20, 2020**

Roll Call:

The regular meeting was called to order by President Hansen at 6:58 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 in attendance were District Manager Tamara Mueller, 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.

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 16, 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 President Hansen, seconded by Trustee Kehoe to accept the Consent Agenda.

Trustee Kehoe asked for additional detail on the areas of Ordinance No. 405 that were increased (Consent Agenda Item B). District Manager provided an explanation.

- A. Approval of the Amended Final Plat of the Resubdivision of Melody Living.
- B. Approval of Ordinance No. 405 – “An Ordinance Levying Taxes for the Lake in the Hills Sanitary District for Fiscal Year 2020-2021.”
- C. Approval of Application and Certificate for Payment No. 3 in the amount of \$111,079.91 to Martam Construction for the Hagele Beach Lift Station Project.

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

Specific Agenda:

None.

Treasurer’s Report:

District Treasurer presented final written copies of the July 2020 Treasurer’s reports and provided a verbal summary of some of the receipts and expenses.

She also reminded the Board that the front office has resumed water shut offs in accordance with what each Village/City is doing. This is reflected in the A/R analysis report that was provided.

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A draft copy of the Annual Treasurer's Report for 2019-2020 was provided. The final copy will be presented for consideration on the September agenda.

Motion was made by President Hansen, seconded by Trustee Kehoe, to approve the July 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.

District Manager provided detail on the bills for the manhole camera rentals from Jet Vac Environmental & Standard Equipment. She stated that the District would like to purchase a manhole camera. The first camera we rented was from Jet Vac. If we would've liked the camera and were interested in purchasing it, we would have gotten a credit back for some of the rental costs to use toward the purchase. Unfortunately, this camera did not work to staff's liking. We did get our money's worth on the rental because staff was able to televise over 100 manholes. If that process would've been outsourced the cost would've been around \$100 per manhole. The camera currently being rented from Standard Equipment works better. Should we decide to purchase it, they will credit 90% of the rental cost toward the purchase price.

District Manager also provided additional detail on the bill from Xylem for a new pump at the Decatur lift station. Xylem has allowed us to use the pump for 90 days under a "try and buy" process. So far we have not had any clogging issues. The 90 day period will be up on September 7th. As long as the pump continues to operate well, this check will be cut on or soon after September 7th.

Motion was made by President Hansen and seconded by Trustee Kehoe to approve the List of Bills as presented for payment totaling \$196,763.54 of which \$27,181.88 is from the General Corporate Fund, \$141,194.66 is from the Operations & Maintenance Fund, \$28,387.00 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.

Manager's Report:

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

There were five callouts in July. One was the District's issue because a contractor sealed off the resident's service line.

Staff has been focusing on preventative maintenance of the collection system by televising manholes and main lines.

At the facility, we have started making repairs to leaking roofs and much needed building maintenance and upgrades. The roofs in the main lift station and laboratory building were restored with a coating to stop leaking and extend the life of the roof. The roofs in the office, maintenance building and south grit

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building had repairs done. These restorations and repairs were completed by Innovative Home Concepts at a cost of \$16,600. This invoice was just received today, but will need to be paid before the next meeting.

The carpet in the main office has been replaced with a very durable vinyl flooring. The office remained open and staff continued to work during the entire installation process.

The dilapidated wash water system was replaced and started up today. This was done by Metropolitan Industries. The invoice for \$33,308.00 was also received today. The installation was completed by Marc Kresmery Construction. The wash water is used for the bar screens, the grit agitator, the GBT, sludge pressing and to fill tanks for use in the collection system.

Copies of the draft Annual Financial Report prepared by George Roach & Associates were given to the Board. Any questions can be directed to the District Manager or to George Roach. Mr. Roach is planning to attend the September meeting to give a short presentation on this report.

President Hansen asked for an update regarding the police report that was filed by a customer who allegedly had some property damage. District Manager indicated that she has a copy of the report should anyone wish to read it.

Motion was made by President Hansen, seconded by Trustee Reed to accept the July 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 a verbal summary.

Task Order 19-04 (Hagele Beach Lift Station Construction) – Construction is just about complete. Pay request #3 was approved tonight. There are a few remaining items including: site restoration, installation of a light, leveling the meter vault cover and a final punch list walk through.

Task Order 20-01 (Phosphorus Reduction Study & Discharge Plan) – They are still working through the report for the optimization measures. He anticipates that the draft report will be completed by the end of August. Once the draft is reviewed by staff, they will set up a meeting to discuss.

Task Order 20-02 (Electrical & Filter Building Improvements CEI) – The preconstruction conference was held on August 13th with Larson & Larson. At that time the site was viewed. They are currently waiting for a construction schedule.

Attorney's Report:

None.

Unfinished Business:

None.

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New Business:

None.

Adjournment:

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

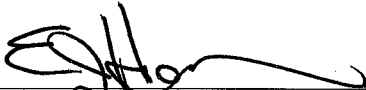
The meeting was adjourned at 7:15 pm.

Respectfully Submitted,



Karen Thompson,
District Clerk

APPROVED this 17th day of September, 2020.



President Hansen