

**Lake in the Hills Sanitary District  
Board of Trustees Regular Meeting Minutes  
April 20, 2023**

**Roll Call:**

The regular meeting was called to order by President Jessica Reed at 7:00pm at the Sanitary District offices located at 515 Plum Street. Roll call was answered by President Jessica Reed, Trustee Russ Ruzanski and Trustee Matt Irsay.

Also in attendance at the Sanitary District offices were District Manager Tamara Mueller, Assistant District Manager Mike Nelson, District Engineer Bob Doeringsfeld of Applied Technologies, District Attorney Ann Williams of Storino, Ramello & Durkin and District Treasurer/Clerk Karen Thompson.

**Pledge of Allegiance**

**Approval of Minutes:**

Motion was made by Trustee Ruzanski, seconded by Trustee Irsay to approve the minutes of the Regular Board Meeting of March 16, 2023 as presented. On a roll call vote, President Reed and Trustees Ruzanski and Irsay voted aye.

**Public Comments:**

None.

**Consent Agenda:**

- A. Appointment of Tamara Mueller as District Manager, Karen Thompson as District Clerk, Applied Technologies as District Engineers, and Robert Doeringsfeld as District Engineer, Storino, Ramello & Durkin as District Attorneys, and Ann Williams as District Attorney, and George Roach and Associates as District Auditors.
- B. Approval of salary adjustments as recommended by District Manager.
- C. Approval of Ordinance No. 418 amending Ordinance No. 414 Regarding the Combined Budget and Appropriations for Fiscal Year May 1, 2022, through April 30, 2023, of the Lake in the Hills Sanitary District.
- D. Approval of Contractor's Application for Payment No. 3 to Martam Construction in the amount of \$221,234.40 for the Sludge Storage Building Modification.

Motion was made by Trustee Ruzanski and seconded by Trustee Irsay to approve the Consent Agenda as presented (A- D). On a roll call vote, President Reed and Trustees Ruzanski and Irsay voted aye to approve the Consent Agenda as presented and approve Items A through D.

**Specific Agenda:**

None.

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**Treasurer's Report:**

District Treasurer presented final written copies of the March 2023 Treasurer's reports and provided a verbal summary of some of the receipts and expenses.

Motion was made by Trustee Irsay and seconded by Trustee Ruzanski to approve the March 2023 Treasurer's reports as presented. On a roll call vote, President Reed and Trustees Ruzanski and Irsay 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.

Motion was made by Trustee Irsay and seconded by Trustee Ruzanski to approve the List of Bills as presented. The total approved for payment is \$149,726.94 of which \$30,136.37 is from the Governmental Funds, \$119,590.57 is from the Operations and Maintenance Funds, \$0.00 is from the Construction Funds, and \$.00 is from the Bond and Interest Funds.

The motion passed after a roll call vote; President Reed, Trustee Ruzanski and Trustee Irsay voted aye to approve the list of bills as presented.

**Manager's Report:**

District Manager presented a written copy of the March 2023 Manager's report and verbally provided some additional detail.

She highlighted the following items:

- There were five residential call outs in March. Three were the District's issue. One of these resulted in some property damage, but the resident wanted to clean and repair it himself. The backup was the result of rags.
- District maintenance staff cleaned 1,400' of line on Randall Road at the request of MCDOT. Staff was able to verify that the line is in good condition.
- Grease trap inspections are done and all are in compliance for the year.
- District Manager attended the Fox River Summit on 3/16/23. She provided some details about this at last month's meeting.
- She confirmed that everyone has turned in their Statement of Economic Interest forms.
- District Manager provided the Board with a draft copy of the 2023-2024 Budget and Capital Improvement List. Even though some areas of the budget were increased, the overall budget went down because we paid off the 2008 Debt Certificates. She believes that we would be in a good position to abate some property taxes this year if the Board wishes.

Motion was made by Trustee Ruzanski, seconded by Trustee Irsay, to approve the March 2023 Manager's report as presented. On a roll call vote, President Reed and Trustees Ruzanski and Irsay voted aye.

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**Engineer's Report:**

District Engineer Bob Doeringsfeld of Applied Technologies provided a written report and a verbal summary of some of the items that they are currently working on.

These items are as follows:

1. Task Order 23-01 Sludge Storage Building Modifications – Pay app #3 was approved tonight. The contractor has completed the excavation, the footings and all of the outside walls. The vector bay will be poured on Monday. The remainder of the storm sewer will be installed tomorrow. The Board was provided with a proposal for gutters from Martam for a total of \$48,750.00. District Engineer has also been seeking a quote from another company who has been unresponsive. That company's initial verbal quote was low, however, we cannot get them to provide an actual written quote. District Engineer has been having difficulty getting other companies to quote. This project had \$50,000.00 of allowances that we have not had to use. Additionally, we did not have to use any extra sludge hauling which also helped save money. He indicated that he spoke with the District Manager and the plan is to move forward with the gutters and the project cost should still come in under the original budget. The project is about 62% completed now.
2. McHenry County Division of Transportation (MCDOT) Randall Road Project – Meetings and discussions continue. He provided a small sketch within his printed report which showed their current proposals for relocating manholes and sewer lines. He provided a verbal explanation and detail of this sketch. Construction will most likely start in April 2024.
3. PA 102-1088 Decennial Committees on Local Government Efficiencies Act – He reminded everyone that committee members will need to be appointed at the May meeting.
4. District Sanitary Sewer Lining – The kick off meeting was held on March 29, 2023. The plan is to start with the western portion of the collection system for the Dam Lift Station (Section 1). This section is 8,000 feet. If all 8,000 feet are not able to be completed this year due to budget specifications, we will continue into future years as the budget allows.
5. Septic Receiving Station – We are still waiting for a quote on the controls. We did just receive a quote with a preliminary layout for the new screen. He gave this to the District Manager. He will meet with District staff to discuss further. District Manager added that the current system needs a major overhaul as it is broken and dilapidated. A new system will reduce maintenance time, simplify the process and improve overall operation.

**Attorney's Report:**

At President Reed's request, the District Attorney prepared a memo outlining the requirements for PA 102-1088 Decennial Committees on Local Government Efficiency Act. District Attorney suggested that we could do the committee meetings on the same night at the regular Board meetings. She suggested that we add the appointments to the May agenda. District Engineer added that there must be a separate notice that the committee meeting is happening.

She also has guidance on completing the economic interest statements should anyone need it.

**Unfinished Business:**

None.

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**New Business:**

A resident from 232 Indian Trail asked about the status of the seawall project. District Engineer provided detail and added that we have received two quotes so far, but this project is still in the early stages and no decisions have been made. The resident has concerns about the erosion that is happening and wanted to get some detail about the design of the seawall.

**Adjournment:**

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

The meeting was adjourned at 7:44pm.

Respectfully Submitted,

**KT**

Karen Thompson,  
District Clerk

APPROVED this 18<sup>th</sup> day of May, 2023.

  
President Reed