

**Lake in the Hills Sanitary District
Board of Trustees Public Hearing, Regular Meeting & Decennial Committee Meeting Minutes
May 18, 2023**

Public Hearing – Budget and Appropriations for Fiscal Year May 1, 2023 through April 30, 2024

Roll Call:

The public hearing was called to order by President 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 present were District Manager Tamara Mueller, Assistant District Manager Mike Nelson, District Engineer Bob Doeringsfeld of Applied Technologies, Attorney Melissa Wolf of Storino Ramello & Durkin and District Treasurer/Clerk Karen Thompson.

Pledge of Allegiance:

Public Comments:

None.

The Budget and Appropriations for Fiscal Year May 1, 2023 through April 30, 2024 was presented.

District Manager stated that she changed about a dozen line items, but overall the total budget is \$584,500 less than last year. This reduction is primarily due to the early payoff of the 2008 Bonds/Debt Certificates.

Adjourn Public Hearing:

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

The public hearing was adjourned at 7:02pm

Regular Meeting

Roll Call:

The regular meeting was called to order by President Jessica Reed at 7:02pm 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, Attorney Melissa Wolf of Storino, Ramello & Durkin and District Treasurer/Clerk Karen Thompson.

Appointment of Decennial Committee Members:

President Reed appointed John Murphy to the position of committee member of the Decennial Committee. She would like confirmation from the Board of such. Trustee Irsay made a motion to confirm and Trustee Ruzanski seconded. On a roll call vote President Reed and Trustees Ruzanski and Irsay voted aye to appoint John Murphy to the Decennial Committee.

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President Reed appointed Steve Zelten to the position of committee member of the Decennial Committee. She would like confirmation from the Board of such. Trustee Ruzanski made a motion to confirm and Trustee Irsay seconded. On a roll call vote President Reed and Trustees Ruzanski and Irsay voted aye to appoint Steve Zelten to the Decennial Committee.

Approval of Minutes:

Motion was made by Trustee Irsay, seconded by Trustee Ruzanski to approve the minutes of the Regular Board Meeting of April 20, 2023 as presented. On a roll call vote, President Reed and Trustees Ruzanski and Irsay voted aye.

Public Comments:

None.

Consent Agenda:

- A. Approval of Ordinance No. 419, An Ordinance for the Combined Budget and Appropriations for Fiscal Year May 1, 2023 through April 30, 2024.
- B. Approval of Change Order No. 1 in the amount of \$1,923.00 to Martam Construction for the Sludge Storage Building Modification.
- C. Approval of Contractor's Application for Payment No. 4 to Martam Construction in the amount of \$142,089.30 for the Sludge Storage Building Modification.

Motion was made by Trustee Ruzanski and seconded by Trustee Irsay to approve the Consent Agenda as presented (Items A-C). 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 C.

Specific Agenda:

None.

Treasurer's Report:

District Treasurer presented final written copies of the April 2023 Treasurer's reports. She advised the Board that all budget amendments from Ordinance No. 418, which was approved last month, have been incorporated into these April reports. She also reminded the Board that April 30th ended the District's fiscal year, therefore, these reports reflect fiscal year end numbers on a cash accounting basis.

As we have done in the past we made a lump sum payment to IMRF as proactive measure ensure that the District's future pension obligations will be met and to ensure that our rate stays as low as possible. The remaining amount in the budget for the lump sum payment this year was \$33,891.96.

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Motion was made by Trustee Irsay and seconded by Trustee Ruzanski to approve the April 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 and pointed out some of the new vendors we have listed on the bills reports. She further added that due to an email server being down she did not get the First Mobile Trust (aka First Billing) invoice for April until this morning, however, it was emailed by the vendor on Tuesday. We would like to pay it before the June meeting since it was not the vendor's fault that we did not get their invoice in time. The total April invoice is \$7,443.47.

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 \$208,290.51 of which \$60,199.22 is from the Governmental Funds, \$148,091.29 is from the Operations and Maintenance Funds, \$0.00 is from the Construction Funds, and \$0.00 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 April 2023 Manager's report and verbally provided some additional detail.

She highlighted the following items:

- There were six residential call outs in April. One of these was the District's issue. Two of these were related to storms.
- District maintenance staff has been trying to get out in the collection system more to televise, clean and root cut.
- Based on stipulations contained in the Sanitary District Act of 1917, the seawall project does not need to be bid. From the quotes we received, we have selected Shoreline Armor to complete this project. They will also do all of the permitting. Their price is \$76,400.00. District Manager is currently reviewing the contract and has some things to discuss with the District Engineer. The contractor anticipates doing the two walls in July and August of this year. Each wall will take about a week to complete. District Manager also reached out to the resident who attended last month's meeting to provide him with these details.
- District Staff participated in a "treasure hunt" with ComEd yesterday. It went well. We have also been trying to see if we can optimize our digesters. Assistant District Manager added that we have another company coming out next week to provide additional assistance on this as well.
- We are waiting on the fence company to provide us with a date.

Motion was made by Trustee Ruzanski, seconded by Trustee Irsay, to approve the April 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 – The project is going well. The contractor has completed the new wall and trench drain. They were hoping to pour the concrete tomorrow, but have decided to postpone it until next week due to rain in the forecast. Pay Application #4 for \$142,089.30 was approved tonight. The entire project is about 80% complete. Change Order #1 was approved tonight. This change order included the gutter proposal and also a small modification for the trench drain piping. The total contract price increased by \$1,923.00 with this change order.
2. McHenry County Division of Transportation (MCDOT) Randall Road Project – District Engineer and some District staff attended a public information meeting. He further added that the District Manager has diligently worked to keep costs to the District as low as possible with this project. As a result, we are only rerouting less than 200' of sewer. MCDOT stated that the pipe and items in the existing easement north of Miller Road will be paid for by the MCDOT. Items not in the easement would be the responsibility of the District. We have not yet received the IGA.
3. PA 102-1088 Decennial Committees on Local Government Efficiencies Act – The committee was appointed at tonight's meeting. We have 18 months to complete the report and get it to the County.
4. District Sanitary Sewer Lining – This went out to bid this week. We already have two plan holders. There is about 5,700' of pipe in section one of the dam lift station area that was included in the bid. If the bids come in low enough, we may be able to complete all of it this year. If not, we will only do a portion this year and the remaining will continue next year.
5. Septic Receiving Station – The District ordered both the screen and the controls. The controls were submitted to the Engineer, but he has not yet had the opportunity to review them.

Attorney's Report:

Attorney Wolf mentioned that she is here and available to address any questions about the Decennial Committee Act.

Unfinished Business:

None.

New Business:

None.

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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 7:30pm.

Decennial Committee Meeting:

The Decennial Committee Meeting was called to order by President Reed at 7:31pm at the Sanitary District offices located at 515 Plum Street. Roll call was answered by President Jessica Reed, Trustee Russ Ruzanski, Trustee Matt Irsay and committee members John Murphy and Steve Zelten. Also present were District Manager Tamara Mueller, Assistant District Manager Mike Nelson, District Engineer Bob Doeringsfeld of Applied Technologies, Attorney Melissa Wolf of Storino Ramello & Durkin and District Treasurer/Clerk Karen Thompson.

District Manager provided a summary of some of the things that the District has done in the past few years in an effort to improve efficiencies. They are as follows:

1. Three years ago the District joined ComEd's strategic energy management program. Since we started this program we have experienced close to 50% savings on our electricity. Every year that we have saved energy, ComEd has updated our model and our goal has gotten tighter as a result. After these updates to our model we continue to save energy, although as a reduced amount. Additionally, we continue to look at ways to save energy and are currently looking at ways to optimize our digesters.
2. We upgraded all of our lift stations to the cloud. Prior to the upgrade we were using AT&T and they would increase our rates every six months. The last month our bill was over \$19,000.00 for three lift stations. We now have all six lift stations on the cloud and it only costs us a little over \$50 per lift station per month.
3. We paid off our 2008 Bonds/Debt Certificates early. This saved us about \$100,000.00 in interest.
4. The upgrades we made to the SCADA and the lift stations has cut down on employee overtime. This is because staff is able to make adjustments remotely instead of having to be onsite.
5. With regard to transparency we always make sure all agendas, packets and documents are posted in accordance with the OMA and are on the website.

Assistant District Manager added that we also have also improved our internal controls for purchases.

From an administrative side, the District Treasurer stated that she has been trying to go to a more paperless office thus reducing reliance on toner, file folders, paper, envelopes, checks and such. There may still be some room for additional improvement here. She further added that switching to Bill.com for our accounts payable process has significantly reduced our reliance on paper and has streamlined that process. It has also been very well received by staff and the auditor.

Attorney Wolf added that the goal of these meetings is to produce a report which will be presented to the County regarding the efficiencies of the District. Initially, this committee is supposed to study the ordinances, statutes and rules & regulations of the District or designate this study to a third party. After

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the study is complete, the committee can discuss additional opportunities for efficiencies and transparencies. She reminded everyone that this meeting is just a commencement of the committee. She further added that today we may want to discuss a plan for the next meeting and who to designate tasks to.

She further stated that it would be good for everyone to understand the purpose of the District and to identify what we are doing to implement the statutory duties. It is also an opportunity to critique and analyze where we could be more efficient and to outline the efficiencies we have previously put in place.

Additional discussion took place amongst all committee members about how this should be approached and what they would like to review.

The plan is to gather information and review it before the next committee meeting which will be held after the July Board meeting is adjourned. Trustee Irsay will create an outline and District Manager will provide everyone with the District's current rules, regulations, IGA's and such.

Adjournment:

There being no further business for the committee to discuss, Trustee Irsay made a motion to adjourn the meeting. President Reed seconded. The motion passed after a verbal vote. All committee members who were present voted aye.


The committee meeting was adjourned at 8:27pm.

Respectfully submitted,

KT

Karen Thompson,
District Clerk

APPROVED this 15th day of June, 2023.



President Reed