

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
August 17, 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, District Engineer Bob Doeringsfeld of Applied Technologies and District Treasurer/Clerk Karen Thompson. District Attorney Ann Williams of Storino, Ramello & Durkin attended via phone. Assistant District Manager, Mike Nelson, was absent.

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 & Decennial Committee Meeting of July 20, 2023 as presented. On a roll call vote, President Reed and Trustees Ruzanski and Irsay voted aye.

Public Comments:

None.

Consent Agenda:

None.

Specific Agenda:

- A. Approval of Ordinance No. 420 – “An Ordinance Levying Taxes for the Lake in the Hills Sanitary District for Fiscal Year 2023-2024.”

Motion was made by Trustee Irsay, seconded by Trustee Ruzanski to approve Specific Agenda Item A as presented. There were no additional questions or discussion. On a roll call vote, President Reed and Trustees Ruzanski and Irsay voted aye to approve Ordinance No. 420 Levying Taxes for Fiscal Year 2023-2024.

- B. Approval of Intergovernmental Agreement between the Lake in the Hills Sanitary District and the County of McHenry with respect to the Reimbursement of Costs for the Randall Road Project.

District Engineer added that Exhibit B in the IGA is his best estimate of the costs. He warned that this year many bids have come in higher than estimated. Trustee Ruzanski and President Reed had some additional questions which were answered by the District Engineer.

Motion was made by Trustee Ruzanski, seconded by Trustee Irsay to approve Specific Agenda Item B as presented. On a roll call vote, President Reed and Trustees Ruzanski and Irsay voted aye to approve the Intergovernmental Agreement between the Lake in the Hills Sanitary District and the County of McHenry regarding reimbursement of costs for the Randall Road project.

Treasurer’s Report:

District Treasurer presented final written copies of the July 2023 Treasurer’s reports. She highlighted some items on the reports. She also provided a draft copy of the Annual Treasurer Report for fiscal year end April 30, 2023. She further provided a comparison between fiscal year end 2022 and 2023 with regard to each section of the report. She noted that

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
August 17, 2023**

revenues were lower in 2023 which is primarily due to fewer connection fees collected. Compensation for 2023 was higher than 2022, which is due to both staff raises and the fact that the front office and chief operator positions were fully staffed in 2023. Expenses were higher in 2023 and she reminded the Board that this is related to the payoff of the 2008 Debt Certificates, the TV truck upgrades, payment on the 3-year renewal of the pollution liability coverage, as well as the front drive entrance and sludge storage building projects that were done in the 2023 fiscal year.

Motion was made by Trustee Irsay and seconded by Trustee Ruzanski to approve the July 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.

Additionally, she reminded the Board that we had petitioned the Illinois EPA for credits where we believed we were over invoiced in 2013 & 2018. As a result, they have given us a \$5,000.00 credit. We used this credit on the most recent invoice for the NPDES permit. This invoice was on last month's bills and was listed at the full amount of \$15,000.00; however, with the \$5,000.00 in credits, we only had to pay them \$10,000.00.

Motion was made by Trustee Ruzanski and seconded by Trustee Irsay to approve the List of Bills as presented. The total approved for payment is \$204,508.32 of which \$34,461.69 is from the Governmental Funds, \$170,046.63 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 July 2023 Manager's report and verbally provided some additional detail.

She highlighted the following items:

- There were no emergency calls in July.
- We received almost the same amount of rain in July of 2022 and July of 2023.
- Phosphorus was up a little bit in July and we think it was weather related. It has now come back down.
- The septic receiving unit has been installed without the controls. We are waiting for the automated valve before the controls are added and it is completely operational as intended.
- She has found a fence company who will put the fence in by the end of September. They will replace a smaller section of fence and will replace the barbed wire around the entire fence.
- The draft annual financial report has not been received yet.
- If the Board would like to abate taxes, that Ordinance will be prepared for next month. She asked that the Board let her know their wishes.

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

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
August 17, 2023**

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 – They did a walk through on August 1st and found a few small items that they discussed with the contractor. The gutters have been installed. The contractor did not get their pay application together until Monday, which was not enough time to address any issues and make changes to their application.
2. McHenry County Division of Transportation (MCDOT) Randall Road Project – The IGA was approved tonight. He believes that the County Transportation Committee took action on Thursday and the full County Board will take action next week. The County will then forward us their executed copies for us to sign.
3. District Sanitary Sewer Lining – The contractor has completed their preliminary inspections and cleaning of the lines. They did report that they found one pipe that needed additional repair. They have provided us with video which we can review. District Staff had to raise a manhole that was in a private concrete stamped driveway. Luckily, this was at the edge of the driveway. The sewer lining materials should be delivered in approximately two weeks and then it should take about two weeks to complete the lining.
4. Septic Receiving Station – The screen was installed this week and has been operating. The controls still need to be installed so that everything can be fully functional.

Attorney's Report:

None.

Unfinished Business:

None.

New Business:

None.

Adjournment:

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

The meeting was adjourned at 7:25pm.

Respectfully submitted,

KT

Karen Thompson,
District Clerk

APPROVED this 21st day of September, 2023.

Jessica Reed
President Reed