

**Lake in the Hills Sanitary District  
Board of Trustees Regular Meeting Minutes  
September 21, 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 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, Tamara Mueller, was absent.

**Pledge of Allegiance**

**Approval of Minutes:**

Motion was made by Trustee Irsay, seconded by Trustee Ruzanski, to approve the minutes of the Regular Board Meeting of August 17, 2023 as presented. On a roll call vote, President Reed and Trustees Ruzanski and Irsay voted aye.

**Public Comments:**

A resident from the property located at 236 Indian Trail was in attendance to get some information about the seawall project. Her property is located between the two properties where the original design for the two seawalls was previously presented. President Reed advised that this item is on tonight's agenda and that the resident is more than welcome to ask questions during that discussion.

**Presentation of Annual Financial Report by GW & Associates:**

Joe Troyer introduced himself. He further added that the 2022-2023 fiscal year was a fairly typical year for the District. The AFR represents a clean opinion and there were no material misstatements that were found. He further provided some detail about their audit process and added that he is available to answer any questions. President Reed had a question about some of the capital improvements. Mr. Troyer provided an explanation.

**Consent Agenda:**

- A. Approval of Ordinance No. 421 - An Ordinance Abating the Taxes Levied for the Year 2023 to Pay General Obligation Bonds, Series 2014.
- B. Approval of Ordinance No. 422 – An Ordinance Abating a Portion of the Taxes Levied for the Lake in the Hills Sanitary District for Fiscal Year 2023-2024.
- C. Approval of Contractor's Application for Payment No. 6 – FINAL to Martam Construction in the amount of \$100,307.15 for the Sludge Storage Building Modification.
- D. Approval of Contractor's Application for Payment No. 1 to National Power Rodding in the amount of \$247,246.43 for the Lake in the Hills Sanitary District 2023 Sanitary Sewer Lining.

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

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**Specific Agenda:**

- A. Approval of the Lake in the Hills Sanitary District Annual Financial Report for the Year Ended April 30, 2023, as presented by GW & Associates.

Motion was made by Trustee Ruzanski, seconded by Trustee Irsay to approve Specific Agenda Item A as presented. On a roll call vote, President Reed and Trustees Ruzanski and Irsay voted aye to approve the Annual Financial Report for the Year Ended April 30, 2023 as presented by GW & Associates.

- B. Approval of the Annual Treasurer's Report for Fiscal Year 2022-2023.

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 Annual Treasurer's Report for Fiscal Year 2022-2023.

- C. Approval to Amend the Contract with Shoreline Armor from Two Seawalls to One Continuous Seawall for a Total Cost of \$135,400.

Motion was made by Trustee Ruzanski, seconded by Trustee Irsay to approve Specific Agenda Item C as presented.

The resident from Indian Trail asked for more specific details about the project. Assistant District Manager provided some additional information. District Engineer also provided some details about the materials and specifications.

On a roll call vote, President Reed and Trustees Ruzanski and Irsay voted aye to amend the contract with Shoreline Armor from two seawalls to one continuous seawall for a total cost of \$135,400.

**Treasurer's Report:**

District Treasurer presented final written copies of the August 2023 Treasurer's reports. She highlighted some the revenues and expenses on each of the reports.

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

She further added that there are several invoices from RES Great Lakes on the list of bills. Some of these invoices date back to summer of last year. Apparently, RES had a typo in the email address they were using to send us the invoices, therefore, these were never received. Tamara did some due diligence by going back through emails to confirm that the work we are being billed for was actually done. Additionally, RES Great Lakes has had a lot of staff turnover which could've contributed to the delay in letting us know of these past due invoices.

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 \$190,087.20 of which \$23,874.15 is from the Governmental Funds, \$166,213.05 is from the Operations and Maintenance Funds, \$0.00 is from the Construction Funds, and \$0.00 is from the Bond and Interest Funds.

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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:**

In the District Manager's absence, the monthly report was presented by the Assistant District Manager, Mike Nelson.

He highlighted the following items:

- There were no emergency calls in August.
- He and Tamara attended a SEM workshop on 8/1/23 and Tamara and Bob attended a virtual Randall Road Project meeting on 8/8/23.
- We are still waiting on the valve to get the septic receiving station fully functional.
- The fence project has been delayed due to weather. An additional issue we have had is that the fence company is telling us that all the stumps have to be removed before the fence can be removed, however, the stump removal company is telling us that the fence needs to be removed before the stumps can be removed. This is being sorted out.
- Staff is looking at switching digesters #3 & #4 from coarse diffusers to fine diffusers. This is to get the air circulating better on the surface. ComEd may be able to offer a grant for us to make this change. The engineers from ComEd will take a look to see if it is feasible and grant worthy.

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

**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 final pay application was approved on tonight's Consent Agenda. The project was bid at \$992,970.00 and it was finished at \$994,393.00.
2. McHenry County Division of Transportation (MCDOT) Randall Road Project – The District Engineer has provided them with all of the final plans and specifications. The project will bid in January 2024 so additional updates will be forthcoming over the next several months.
3. District Sanitary Sewer Lining – National Power Rodding completed all of the lining in two weeks. This was done very efficiently. They have been out working on the grouting this week. Pay app #1 was approved tonight. The contractor has provided before and after videos. James reviewed the videos and provided a copy for the District Engineer to review.

**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, 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.

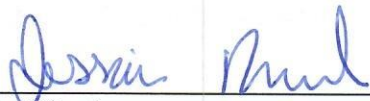
The meeting was adjourned at 7:54pm.

Respectfully submitted,

KT

Karen Thompson,  
District Clerk

APPROVED this 19<sup>th</sup> day of October, 2023.



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President Reed