

**Lake in the Hills Sanitary District  
Board of Trustees Regular Meeting Minutes  
November 16, 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 October 19, 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 employee recognition per the District Manager's recommendation.

Motion was made by Trustee Ruzanski and seconded by Trustee Irsay to approve the Consent Agenda as presented (Item A). On a roll call vote, President Reed and Trustees Ruzanski and Irsay voted aye to approve the Consent Agenda as presented and approve the employee recognition per the District Manager's recommendation.

**Treasurer's Report:**

District Treasurer presented final written copies of the October 2023 Treasurer's reports. She highlighted some the revenues and expenses on each of the reports. She also reminded the Board that per IMRF's request, we paid them for both September and October in October. This was requested due to their website upgrades.

Motion was made by Trustee Irsay and seconded by Trustee Ruzanski to approve the October 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 \$255,812.92 of which \$101,039.41 is from the Governmental Funds, \$153,923.51 is from the Operations and Maintenance Funds, \$0.00 is from the Construction Funds, and \$850.00 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.

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**Manager's Report:**

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

She highlighted the following items:

- There were no emergency calls in October.
- We did have a fecal violation in October. Our limit is 400 and we were at 488. We have been running our UV very lean and that system does not modulate based on higher volume. We did not have high flows or other factors that would've contributed, so we are not 100% certain as to why this happened. Our UV system is almost 30 years old and we are considering looking at a new upgraded system which would be more efficient. We continue to closely monitor the fecal numbers.
- The fence has been fixed.
- The seawall application was submitted to the Army Corp yesterday with all of the property owner signatures and the homeowner form was submitted today. Shoreline Armor is still hoping to start the project this year.
- There were no uncollectible write offs from 5/1/23 to 10/31/23.
- We received an appreciation plaque from Fox River Study Group.
- We have two addresses that are very similar where one has a "W" in it and the other does not. Years ago a closing letter from a realtor mixed up the addresses with the new owner's name. This caused one address to be double paid and the other address to be unpaid over the 10 year period. District Attorney will review and provide guidance.

Motion was made by Trustee Irsay, seconded by Trustee Ruzanski, to approve the October 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. McHenry County Division of Transportation (MCDOT) Randall Road Project – No updates. All meetings have been canceled by MCDOT until the project bids in January of 2024.
2. District Sanitary Sewer Lining – The contractor was back onsite to finish up the corrections to the lateral grouting. Their lien waivers, from the payment application that was approved last month, were finally received and the check was released. We do not have a final pay application from them yet. The original bid was \$328,000.00 and the final cost will come in around \$308,000.00
3. ComEd Energy Efficiency Program Grant – District Engineer applied to become a service provider so that he can contract directly with ComEd. The grant will provide studies related to the District's biosolids handling systems and the UV disinfection system. The program will fund \$0.04 kW-hr for studies and provide \$0.18kW-hr to the District for realized energy savings.

**Attorney's Report:**

District Attorney reiterated that she will research the issue that District Manager mentioned in her report with the similar addresses. She will provide legal guidance regarding back billing the customer who has not paid their bill since 2013.

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**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 7:28pm.

Respectfully submitted,

KT

Karen Thompson,  
District Clerk

APPROVED this 21st day of December, 2023.

  
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President Reed