

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
April 18, 2024**

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 and District Treasurer/Clerk Karen Thompson. District Attorney Ann Williams of Storino, Ramello & Durkin 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 March 21, 2024 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 GWA as District Auditor.
- B. Approval of salary adjustments as recommended by District Manager.
- C. Approval of Ordinance No. 423 amending Ordinance No. 419 Regarding the Combined Budget and Appropriations for Fiscal Year May 1, 2023, through April 30, 2024, of the Lake in the Hills Sanitary District.

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

Specific Agenda:

None.

Treasurer's Report:

District Treasurer presented final written copies of the March 2024 Treasurer's reports. She mentioned that expenses in March were quite a bit higher overall and pointed out the items that contributed to that. She further added that we made both the February and March payments to IMRF in April. This delay is related to the update to the IMRF website and the way that wages are now reported and paid. Due to the technical difficulties with this upgrade, IMRF is not assessing late fees to any employers.

Motion was made by Trustee Irsay and seconded by Trustee Ruzanski to approve the March 2024 Treasurer's reports 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
April 18, 2024**

Approval of Bills:

District Treasurer presented a list of bills for approval. She indicated that overall it is a lean month for bills. She did add that we had two bills from Midwest IT Pros this month. One of them is their regular invoice, and the other is for a special situation where they did some extra work to set up new PC's, resolve problem issues and decommission old equipment in the server room.

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 \$131,987.11 of which \$17,964.52 is from the Governmental Funds, \$114,022.59 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 and Trustees Ruzanski and Irsay voted aye to approve the list of bills as presented.

Manager's Report:

District Manager presented a written copy of the March 2024 Manager's report and verbally provided some additional detail.

She highlighted the following items:

- There were three emergency calls in March and they were all District issues. We are still working with the insurance company for the one at 1501 Jefferson St. District Manager was looking for the Board's consensus to reimburse this resident should the insurance company deny the claim. Current receipts for the repairs total \$7,085.33. We are hoping to use the current year's fiscal budget.
- We received more than double the amount of rain in March of 2024 compared to March of 2023.
- We just received approval from the State of Illinois to destroy 250 boxes of old documents. All binder clips will need to be removed from the documents before they can be destroyed.
- She presented a draft copy of the 2024-2025 Budget and Appropriations. The total budget expenses were only increased by \$275,000.00. Expense categories that were increased include Medical and Life Insurance, Utilities and Energy, and Sludge Management. In light of the current economic situation and related inflation, President Reed wanted to confirm that is enough of an increase to the Budget.
- A capital improvement list was also presented to the Board.

Motion was made by Trustee Ruzanski, seconded by Trustee Irsay, to approve the March 2024 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 projects that they are currently working on.

These projects are as follows:

1. McHenry County Division of Transportation (MCDOT) Randall Road Project – This project will be let on April 26, 2024. He should be able to present some updated information at the May Board meeting.
2. District Sanitary Sewer Lining – This bid went out on April 16, 2024 and will be opened on May 7, 2024. He plans to award the project at the May Board meeting.
3. Development Review – None, but the District did receive the fees for the new Police Station.

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
April 18, 2024**

4. ComEd Energy Efficiency Program – They are finalizing a few more items and received clarification on how to assess the existing equipment that isn't being fully utilized.
5. District Seawall – On April 12th the Engineer, President Reed and District Manager met with the Village. They discussed some of the fees and some of the review comments. The District agreed to make minor changes to the seawall. The Village agreed that the District will provide GPS locations of the seawall layout. Furthermore, the District requested that the Village be more proactive in informing the District on Village projects that could impact our infrastructure. This request was well received.

Attorney's Report:

None.

Unfinished Business:

None.

New Business:

In accordance with the Sanitary District Act of 1917, we can appoint an Assistant Clerk as a backup if needed. District Manager is recommending that we appoint Kadie Gillie to this position at the May meeting.

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 7:48pm.

Respectfully submitted,

KT

Karen Thompson,
District Clerk

APPROVED this 16th day of May, 2024.



President Reed