

**LAKE IN THE HILLS SANITARY DISTRICT
AGENDA
REGULAR MEETING
OF THE BOARD OF TRUSTEES
May 23, 2019
7:00 P.M.**

Swearing in of New Trustee

Roll Call

Approval of the Minutes

Public Comments

Consent Agenda

- A. Approval of writing off uncollectable residential accounts per staff's recommendation.
- B. Approval of salary adjustments effective May 1, 2019.

Specific Agenda

- A. Voting for President, Vice President, Treasurer and Clerk.
- B. Designation of Tamara Mueller as FOIA Officer.

Treasurer's Report

Approval of Bills

Manager's Report

Operations Update

Engineers Report

Attorney's Report

Unfinished Business

**LAKE IN THE HILLS SANITARY DISTRICT
AGENDA
REGULAR MEETING OF THE BOARD OF TRUSTEES
May 23, 2019
7:00 p.m.
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Executive Session

To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the public body, including hearing testimony on a complaint lodged against an employee of the public body (5 ILCS 120/2(c)(1)).

New Business

Possible employment action regarding District Manager.

Adjournment

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
April 11, 2019**

Roll Call:

The regular meeting was called to order by President Hansen at 7:00 pm at the Sanitary District offices located at 515 Plum Street. Roll call was answered by President Eric Hansen, Trustee Terry Easler and Trustee Cheryl Kehoe. Also present were Assistant District Manager Tamara Mueller, District Engineer Peter Kolb of Applied Technologies, Attorney Melissa Wolf of Storino Ramello & Durkin and District Treasurer/Clerk Karen Thompson

Approval of Minutes:

Motion was made by Trustee Kehoe and seconded by Trustee Easler to approve the Minutes of the Regular Board Meeting of March 14, 2019 as presented. On a roll call vote, President Hansen, Trustee Easler and Trustee Kehoe voted aye.

Public Comments:

One member of the public had a question regarding the salary adjustments that are on tonight's Consent Agenda. She wanted an explanation as to why one employee was getting a raise that is almost 7 times what other employees were proposed to receive. Assistant District Manager indicated that these proposed pay adjustments were prepared by the District Manager, however, from what she understands this individual was going to be taking on additional responsibilities related to the sludge belt filter press operation that was previously being done by Synagro. This member of the public had concerns because it is a significant increase and the District Manager is not present to corroborate if this is correct. President Hansen further indicated that this is going to be pulled off of the Consent Agenda.

Consent Agenda:

Trustee Easler indicated that he would like to move Item A to the Specific Agenda so that discussion can take place. President Hansen indicated that he would like to remove item B from the Consent Agenda and table that topic. District Treasurer/Clerk indicated that there was a typo in the former Engineer's cover letter related to the amount for Payment #7 outlined in Item F. The correct amount is \$11,649.42 instead of \$11,649.89.

~~A. Appointment of Karen Thompson as District Clerk, Applied Technologies as District Engineers, and Peter Kolb as District Engineer, Storino, Ramello & Durkin as District Attorneys, and Ann Williams as District Attorney.~~ **ITEM A MOVED TO SPECIFIC AGENDA**

~~B. Approval of salary adjustments as recommended by District Manager.~~ **ITEM B REMOVED FROM CONSENT AGENDA AND TABLED**

C. Ordinance No. 397 amending Ordinance No. 391 Regarding the Combined Budget and Appropriations for Fiscal Year May 1, 2018, through April 30, 2019 of the Lake in the Hills Sanitary District.

- D. Award of all three sections of the contract for the Rear Drive Entrance to Schroeder Asphalt Services, Huntley, Illinois, in the amount of \$318,069.85.
- E. Approval of Task Order No. 19-01 to Applied Technologies for Engineering and Inspection of the Rear Drive Entrance Project in the amount of \$33,552.
- F. Approval of Application and Certificate for Payment #7 in the amount of ~~\$11,649.89~~ \$11,649.42 to AMS Mechanical Systems, Inc. for Aerobic Digester #4 project. **AMOUNT CHANGED FROM \$11,649.89 TO \$11,649.42**

Motion was made by Trustee Easler and seconded by Trustee Kehoe to approve the amended Consent Agenda (Items C, D, E and F with the corrected amount of \$11,649.42). On a roll call vote President Hansen and Trustees Easler and Kehoe voted aye.

Specific Agenda:

Item A below was moved from the Consent Agenda to the Specific Agenda. Trustee Easler had a question regarding whether Ann Williams still has time to represent us as our District Attorney as she has missed a few meetings. Attorney Melissa Wolf responded and stated that Storino Ramello Durkin represents the District and will tend to any District matter. Ann Williams will attend most of the meetings; however, any Attorney from the firm can attend in her absence.

- A. Appointment of Karen Thompson as District Clerk, Applied Technologies as District Engineers, and Peter Kolb as District Engineer, Storino, Ramello & Durkin as District Attorneys, and Ann Williams as District Attorney.

Motion made by Trustee Easler and seconded by Trustee Kehoe to approve Item A on the Specific Agenda as presented. On a roll call vote President Hansen and Trustees Easler and Kehoe voted aye.

Accountant's Report:

District Treasurer presented written copies of the March 2019 Treasurer reports and provided a verbal summary. She indicated that the financials were very typical for this time of year and this point in the billing cycle. She further stated that expenses were slightly high on the O&M side due to the principal and interest payments made on the 2008 debt certificates and because we made the final payment on the blower project. Additionally expenses were slightly higher on the Governmental Funds because we made the quarterly payment for our workers compensation insurance.

Motion was made by Trustee Kehoe seconded by Trustee Easler to approve the March 2019 Treasurer Reports. On a roll call vote President Hansen and Trustees Easler and Kehoe voted aye.

Approval of Bills:

District Treasurer presented a list of bills for approval. She pointed out some of the higher or atypical bills and provided some detail. Lastly, she indicated that she has copies of the bills on hand if any of the Trustees would like to look at them.

President Hansen noticed that we still had a Synagro invoice on the list and was wondering when that bill would be reduced for the portion that we are taking over. Assistant District Manager indicated that March will be the last full invoice from them as we took over April 1st. She further indicated that we will still get an invoice from them for the hauling and land application, however, it will be reduced.

Motion was made by Trustee Kehoe and seconded by President Hansen to approve the List of Bills as presented for payment totaling \$ 378,504.72 with \$ 21,736.49 from the General Corporate Fund, \$ 174,553.98 from the Operations and Maintenance Fund, \$ 20,320.50 from the Construction Fund and \$ 161,893.75 from the Bond and Interest Fund.

The motion passed after a roll call vote; President Hansen and Trustees Easler and Kehoe voted aye. (A copy of the bills approved will be kept with the Board Meeting documents)

Manager's Report:

District Manager was absent. Assistant District Manager prepared and presented the March 2019 Manager's Report and provided a verbal summary. She indicated that the plant and collection system ran smoothly and there were no callouts in March. She also provided an update regarding the dump truck purchase. She indicated that we purchased a used dump truck and the cab and the dump bed are separate and are being assembled. The total cost is \$33,936.00 and we made a deposit for \$18,700.00 so that the assembly work can begin. The truck should be ready in approximately 7-9 weeks. That delivery date should work within our schedule as we won't need to press until mid June because Synagro cleaned out all of our digesters.

Motion was made by Trustee Easler, seconded by Trustee Kehoe to approve the March 2019 Manager's report as presented. On a roll call vote President Hansen, Trustee Easler and Trustee Kehoe voted aye.

Engineer's Report:

Peter Kolb of Applied Technologies provided a written report and a verbal recap.

Regarding Task Order 18-01 (Rear Entrance Drive), bids were opened on April 4, 2019. A total of five bids were received and ranged from \$318,069.85 TO \$388,745.00. The lowest responsive bid was submitted by Schroeder Asphalt Services out of Huntley. District Engineer provided the Board with a letter recommending that we proceed with Schroeder Asphalt Services in the amount of \$318,069.85 for all three sections. He further commented that their original estimate was \$440,000.00 so they were pleased with the bids they received. He indicated that Schroeder would like to get started as soon as May 6th if all of the paperwork is completed by then. The project should take 6-7 weeks to complete.

Regarding Task Order 18-02 (Beach Lift Station Rehab), they have looked at the conditions of the manhole and wet well. The manhole at the top of the hill is in good shape. The wet well has corrosion and they do not feel that it is in adequate shape to use. They are investigating a pre-fab wet well and valve vault. Then they could use the existing wet well as the manhole. Doing it this way would also help with the bypass pumping. He further stated that site access constraints may dictate design parameters. They plan to bid in July with awards in August. Construction will begin after Labor Day.

Regarding Task Order 18-03 (Electrical Service & Plant Power Distribution), they finished up on the one line diagrams. They will meet with District staff to get further comments. They hope to get the last round of lighting panel identification done. They have completed draft specifications for the electrical studies which will be done by a third party. They have also identified some preliminary areas that they are recommending have electrical upgrades. He further indicated that they will have to work with ComEd regarding upgrading the main feed into the plant. They are also looking at providing emergency power to the blowers, putting a main breaker in the belt press building and replacing the panels in the filter building.

Regarding Task Order 18-04 (Richard Taylor Park Bypass), the wet well scanning has been done and the JULIE locates are done. They are now starting the design. They will have preliminary plans by the end of May. Their plan is to bid in July and construction done in September & October 2019.

Regarding future task orders, they are recommending doing a full facility assessment of the filter building that would include improvements to the doors, HVAC, LED lights, wash water pump system and investigation of the roof condition. They are also recommending some electrical equipment and roof refurbishment in the grit building. They will put together some task orders on these items for the Board to review next month.

Attorney's Report:

None.

Unfinished Business:

Trustee Easler asked for an update on the County's RFQ. Additionally, he expressed his concerns about how this could be affecting the employees of the District as they are wondering if their jobs will be eliminated. President Hansen indicated that he has not heard anything.

New Business:

None.

Executive Session

President Hansen announced that we will now go into executive session. He further stated that this session will be closed to the public. There will not be anything voted on after the executive session.

Prior to entering executive session, one member of the public had some questions regarding the RFQ. Both President Hansen and Trustee Easler provided some detail. She also had a question for the Engineer regarding all of the proposed changes that he discussed in his report. The District Engineer indicated that the things he discussed were recommendations at this point and not task orders for the Board to approve. Once they create a task order for these items, they will be included on either the Consent or Specific Agenda for the Board to vote on.

All members of the public, the Assistant District Manager and the District Engineer left the room.

President Hansen made a motion that we will now go into executive session to consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the public body, including hearing testimony on a complaint lodged against an employee of the public body (5 ILCS 120/2(c)(1)). Motion was seconded by Trustee Kehoe. On roll call, President Hansen and Trustees Easler and Kehoe voted aye.

The Board went into executive session at 7:28 pm. After the executive session, the regular meeting was reconvened at 8:17 pm. Roll call for the regular meeting was answered by President Hansen, and Trustees Easler and Kehoe.

Adjournment:

There being no further business to bring before the Board, President Hansen asked for a motion to adjourn the meeting. Motion was made by Trustee Kehoe and seconded by Trustee Easler. The motion passed after a verbal vote. All Board members who were present voted aye.

The meeting was adjourned at 8:17 pm.

Respectfully Submitted,



Karen Thompson,
District Clerk

APPROVED this _____ day of _____, 2019 .

President Hansen

COMPENSATION RECOMMENDATION FY 19 - 20

EMPLOYEE	TITLE	YEARS OF SERVICE	CERT LEVEL	CURRENT RATE	CURRENT ANNUAL EQUIVELANT	PROPOSED RATE	PROPOSED ANNUAL EQUIVELANT	PROPOSED % INCREASE	INDUSTRY RANGE*
Rick Forner	Manager	12.8	1	\$116,200.00	\$ 116,200.00	\$ 116,200.00	\$116,200.00	0.0%	\$ 116,200 - 180,000
Tamara Mueller	Assist. Manager	20.5	1	\$ 40.25	\$ 54,418.00	\$ 41.50	\$ 56,108.00	3.1%	\$ 78,000 - 125,000
<i>Sub-Total Annual Management</i>					\$ 170,618.00		\$172,308.00		

Jerilyn Stalberg	Office Manager	13.9		\$ 54,400.00	\$ 54,400.00	\$ 56,100.00	\$56,100.00	3.1%	\$54,400 - 92,000
Jessica Maioni	Assistant	4.5		\$ 36,500.00	\$ 36,500.00	\$ 37,625.00	\$37,625.00	3.1%	\$ 36,500 - 74,200
Nancy Delaney	PT Assistant	1		\$ 17.50	\$ 20,475.00	\$ 18.00	\$ 21,060.00	2.9%	\$ 36,4000 - 54,600
Karen Thompson	Treasurer/Clerk	4.8		\$ 27.50	\$ 27,885.00	\$ 28.50	\$28,899.00	3.6%	\$ 49,800 - 111,400
<i>Sub-Total Annual Clerical</i>					\$ 139,260.00		\$143,684.00		

John Caccamo	Maint Supervisor	21.8	4	\$ 36.60	\$ 76,128.00	\$ 37.75	\$78,520.00	3.1%	\$ 68,000 -120,000
Mike Nelson	Maint Worker 2	13.6	1	\$ 28.60	\$ 59,488.00	\$ 29.50	\$61,360.00	3.1%	\$ 54,000 - 87,000
Future	Maint Worker 1								\$ 41,000 - 69,500
<i>Sub-Total Annual Maintenance</i>					\$ 135,616.00		\$139,880.00		

Ross K. Nelson	Lead Operator	21.6	1	\$ 29.60	\$ 61,568.00	\$ 36.00	\$74,880.00	21.6%	\$61,600 - 103,100
Jennifer Olson	Lab Tech Part Time	16.2		\$ 19.50	\$ 30,420.00	\$ 20.10	\$ 31,356.00	3.1%	\$40,100 - 82,200
James Olvera	IT Tech/Field Tech	12.8	1	\$ 27.83	\$ 57,886.40	\$ 28.70	\$59,696.00	3.1%	\$ 56,700 - 105,300
<i>Sub-Total Annual Operations</i>					\$ 149,874.40		\$165,932.00		

Total Annual Salaries \$ 595,368.40
\$621,804.00

* Information obtained from Illinois Association of Wastewater Agencies 2018 Survey, consisting of 25 various agencies.

LAKE IN THE HILLS SANITARY DISTRICT
MONTHLY TREASURER REPORT - GOVERNMENTAL FUNDS
 Month of April, 2019

	MONTH	YTD	BUDGET
Beginning Cash and Investments			
First National Bank	1,372,748.79	1,292,012.41	
Credit Cards	-	(406.93)	
TOTAL BEGINNING CASH AND INVESTMENTS	1,372,748.79	1,291,605.48	
Revenues and Receipts			
Real Estate Taxes			
General Fund	-	289,111.65	289,000.00
Audit Fund	-	19,388.99	19,400.00
Chlorination Fund	-	20,107.07	20,100.00
Liability Insurance Fund	-	136,943.29	137,000.00
Social Security Fund	-	46,676.94	46,700.00
Retirement Fund	-	106,280.11	106,300.00
Replacement Taxes	390.74	1,584.15	-
Safety Grant Recvd from IL Public Risk Fund	-	1,810.00	
Interest Income	280.47	3,765.62	1,000.00
TOTAL REVENUES AND RECEIPTS	671.21	625,667.82	619,500.00
Expenditures			
GENERAL FUND			
PERSONNEL SERVICES			
Salaries of Trustees, Manager, Treasurer & Clerk	13,974.59	168,438.76	170,000.00
CONTRACTUAL SERVICES			
Professional Engineering	2,702.00	33,849.00	40,000.00
Legal Services	700.00	16,552.00	36,000.00
Other Professional Services	-	-	5,000.00
	3,402.00	50,401.00	81,000.00
ADMINISTRATIVE EXPENSES			
Printing, Publications	497.90	3,959.57	5,000.00
Office Supplies, Equipment	-	2,242.43	3,000.00
Postage	132.35	510.40	1,500.00
Treasurer's Bond	-	3,000.00	4,000.00
Community Affairs	-	393.69	2,000.00
Memberships and Dues	100.00	2,658.61	4,500.00
	730.25	12,764.70	20,000.00
OPERATING EXPENSES			
Building and Grounds Upkeep	28.99	12,368.96	12,000.00
Utilities	-	24,031.27	26,000.00
J.U.L.I.E.	-	2,035.64	3,000.00
Training and Education	-	770.00	2,000.00
Travel Expenses	-	675.09	2,000.00
Computer Hardware, Software & Support	99.95	6,403.79	8,000.00
	128.94	46,284.75	53,000.00
CONTINGENT AND MISCELLANEOUS EXPENSES			
Not Otherwise Appropriated	-	150.00	1,000.00
	-	150.00	1,000.00
TOTAL GENERAL FUND	18,235.78	278,039.21	325,000.00

Expenditures (continued)

CHLORINATION FUND	1,470.10	8,827.10	24,000.00
	<u>1,470.10</u>	<u>8,827.10</u>	<u>24,000.00</u>
AUDIT FUND	-	10,000.00	25,000.00
	<u>-</u>	<u>10,000.00</u>	<u>25,000.00</u>
PUBLIC LIABILITY INSURANCE FUND			
Workers' Compensation	1,452.00	17,483.00	24,000.00
Property	-	43,514.00	45,000.00
Vehicles	-	10,065.00	18,000.00
General Liability	-	24,673.00	80,000.00
Administrative Fee	44.00	525.00	800.00
	<u>1,496.00</u>	<u>96,260.00</u>	<u>167,800.00</u>
SOCIAL SECURITY FUND	4,078.05	51,510.45	55,000.00
	<u>4,078.05</u>	<u>51,510.45</u>	<u>55,000.00</u>
IMRF FUND	25,503.53	150,000.00	150,000.00
	<u>25,503.53</u>	<u>150,000.00</u>	<u>150,000.00</u>
OTHER EXPENDITURES (RECEIPTS)	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>50,783.46</u>	<u>594,636.76</u>	<u>746,800.00</u>

EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>(50,112.25)</u>	<u>31,031.06</u>	<u>(127,300.00)</u>
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Ending Cash and Investments

	<u>MONTH</u>	<u>YTD</u>
First National Bank	1,322,636.54	1,284,239.04
Credit Cards	-	(531.20)
TOTAL ENDING CASH AND INVESTMENTS	<u>1,322,636.54</u>	<u>1,283,707.84</u>
GENERAL CORPORATE FUND		

LAKE IN THE HILLS SANITARY DISTRICT
MONTHLY TREASURER REPORT - O&M/SEWERAGE FUNDS
 Month of April, 2019

		MONTH	YTD	BUDGET
Beginning Cash and Investments				
First National Bank - O & M Account	O&M	307,091.99	559,902.23	
First National Bank - Certificate Fund	Bond & Int	14,962.44	29,423.42	
First National Bank - Depreciation Account	Construction	2,039,401.32	1,900,909.65	
First National Bank - Surplus Funds	Construction	27,631.29	14,532.59	
First National Bank - Bond & Interest Fund	Bond & Int	766,059.21	527,845.89	
First National Bank - Sinking Funds	Bond & Int	696,731.23	533,136.32	
Algonquin Bank & Trust - Cash Mgr	O&M	708,825.87	3,007,896.46	
Algonquin Bank & Trust - Operating	O&M	-	2,164.00	
Home State Bank	O&M	8,611.14	46,412.23	
Illinois State Bank	O&M	3,792.76	28,820.69	
Credit Cards		(809.75)	(918.59)	
TOTAL BEGINNING CASH AND INVESTMENTS		4,572,297.50	6,650,124.89	
SEWERAGE FUNDS				
Revenues and Receipts				
Sewer Bill Income/User Charges		775,912.31	3,648,903.41	3,600,000.00
Septage Income		8,080.12	198,971.02	200,000.00
Wastewater Discharge Income		3,109.09	43,173.16	45,000.00
Refunds		(958.29)	(9,979.45)	-
Connection/Tap-On Fees		-	93,600.00	125,000.00
Annexation Fees (inc. GIS)		-	-	5,000.00
Downstream & Misc Charges		-	-	500.00
Liftstation Recapture		-	-	-
Gain/Loss - Sale of Equipment		-	-	-
Interest Income		2,834.46	51,039.21	10,000.00
TOTAL REVENUES AND RECEIPTS		788,977.69	4,025,707.35	3,985,500.00
Expenditures				
PERSONNEL SERVICES				
District Personnel Salaries		39,333.49	506,389.29	580,000.00
ADMINISTRATIVE EXPENSES				
Telephone		212.41	2,730.18	3,500.00
Postage		3,790.20	18,223.73	21,000.00
Printing and Publications		-	130.26	2,200.00
Office Supplies		124.82	5,167.60	8,500.00
Collection and Billing Expenses		5,563.90	68,969.82	73,500.00
Professional Services		69.95	1,019.88	1,500.00
Training, Travel and Education		-	401.49	5,000.00
Computer Hardware, Software, and Support		774.60	18,755.23	24,000.00
Community Affairs		-	662.53	2,000.00
Medical and Life Insurance		22,355.92	232,988.63	235,000.00
		32,891.80	349,049.35	376,200.00
OPERATIONS AND MAINTENANCE				
Operating Supplies		2,220.52	57,643.99	60,000.00
Maintenance and Repair (Plant)		7,762.00	121,585.29	150,000.00
Maintenance and Repair (Collection Systems)		12,603.21	159,590.40	282,000.00
Utilities and Energy		38,299.69	403,547.86	405,000.00
Grounds Upkeep		-	24,273.42	30,000.00
Gasoline/Oil		703.29	16,815.47	17,000.00
Computer and Support Services		-	-	2,000.00
Emergency Communications		7,723.36	64,469.88	65,000.00

Sludge Management	33,431.39	455,665.76	500,000.00
Professional Services	1,991.88	20,884.18	24,000.00
Residential Reimbursement	-	3,445.00	10,000.00
Compliance Requirements/Permits	-	28,250.00	28,500.00
GIS	-	8,277.00	10,000.00
	<u>104,735.34</u>	<u>1,364,448.25</u>	<u>1,583,500.00</u>

Expenditures (continued)

CAPITAL IMPROVEMENTS

New Construction	39,809.92	2,905,883.58	3,000,000.00
Plant Equipment	14,358.00	27,958.33	30,000.00
Collection System		-	370,000.00
Vehicles	18,700.00	32,700.00	130,000.00
Legal Expense			5,000.00
Engineering Expense	8,572.00	167,871.50	375,000.00
Bond, Finance Consulting Expense	-	-	1,000.00
	<u>81,439.92</u>	<u>3,134,413.41</u>	<u>3,911,000.00</u>

BOND TRANSFERS

2008 Debt Certificates, Principal	-	105,000.00	105,000.00
2008 Debt Certificates, Interest	-	51,993.78	53,000.00
Administration Fees - 2008 Debt Certs	-	750.00	3,500.00
	<u>-</u>	<u>157,743.78</u>	<u>161,500.00</u>

Series 2014 Bond, Principal	105,000.00	105,000.00	105,000.00
Series 2014 Bond, Interest	56,493.75	112,987.50	114,000.00
Administration Fees - 2014 Series Bond	400.00	1,150.00	3,500.00
	<u>161,893.75</u>	<u>219,137.50</u>	<u>222,500.00</u>

CONTINGENT AND MISCELLANEOUS EXPENSES

Not Otherwise Appropriated	-	28.73	3,000.00
	<u>-</u>	<u>28.73</u>	<u>3,000.00</u>

TOTAL EXPENDITURES

	<u>420,294.30</u>	<u>5,731,210.31</u>	<u>6,837,700.00</u>
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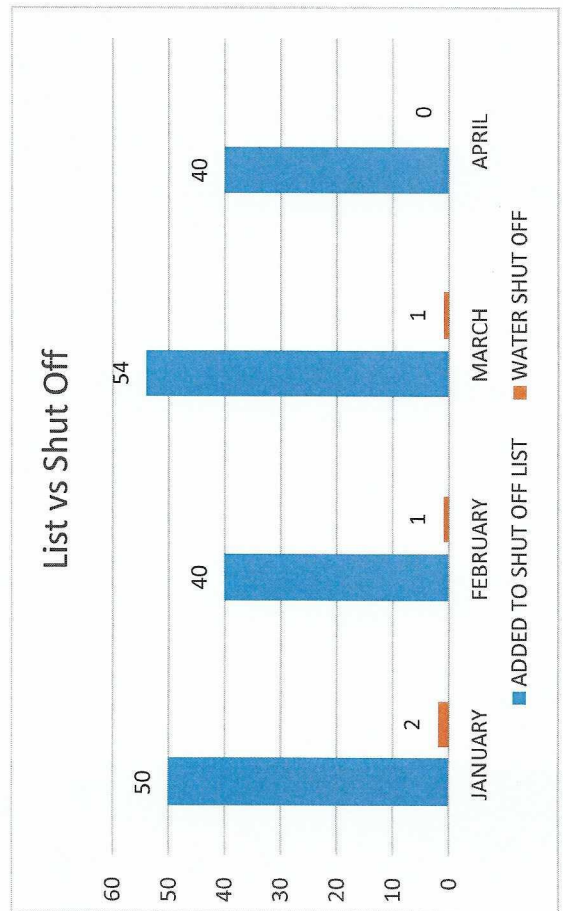
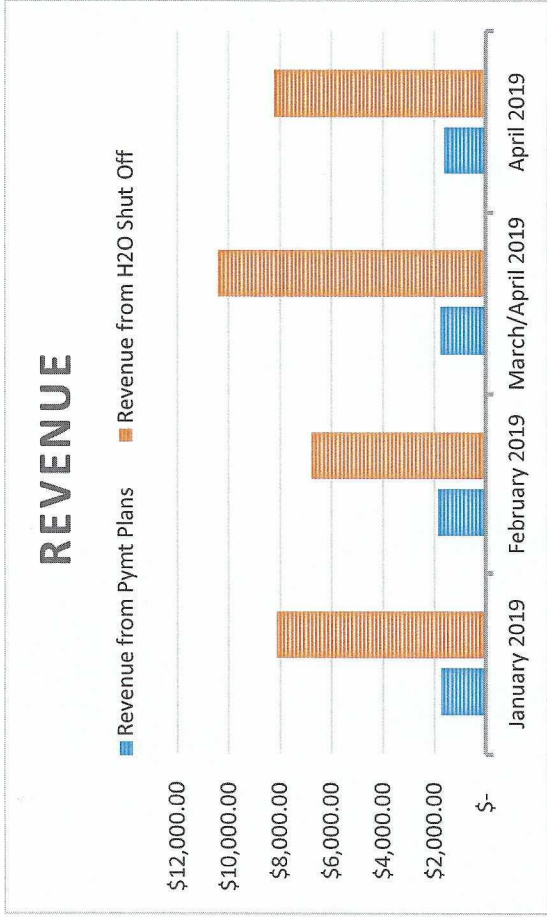
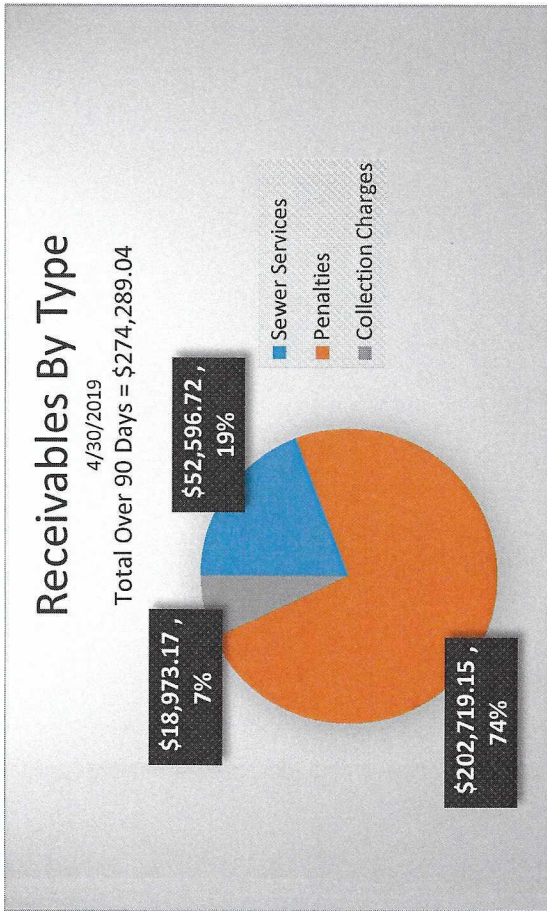
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES

	<u>368,683.39</u>	<u>(1,705,502.96)</u>	<u>\$ (2,852,200.00)</u>
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		<u>MONTH</u>	<u>YTD</u>
Ending Cash and Investments			
First National Bank - O & M Account	O&M	554,828.09	336,857.40
First National Bank - Certificate Fund	Bond & Int	27,978.27	42,430.29
First National Bank - Depreciation Account	Construction	2,040,661.06	1,930,087.43
First National Bank - Surplus Funds	Construction	37,837.21	23,567.65
First National Bank - Bond & Interest Fund	Bond & Int	606,836.79	593,893.57
First National Bank - Sinking Fund	Bond & Int	711,620.02	547,995.04
Algonquin Bank & Trust - Cash Mgr.	O&M	939,069.95	2,995,032.03
Algonquin Bank & Trust - Operating	O&M	1,634.00	14.00
Home State Bank	O&M	11,609.76	46,651.01
Illinois State Bank	O&M	5,016.95	28,902.34
Credit Cards	O&M	(145.19)	(650.92)
		<u>4,936,946.91</u>	<u>6,544,779.84</u>
TOTAL ENDING CASH AND INVESTMENTS			
SEWERAGE FUNDS			

Accounts Receivable Analysis

April 2019



Monthly Shut Off Summary

Lake in the Hills

- NONE

Huntley

- NONE

Crystal Lake

- NONE

**LITH SANITARY DISTRICT
Bills Paid Before Meeting
May 23, 2019 Rescheduled Meeting Date**

Name	Memo	Amount
General Fund		
Nicor Gas	Utilities - Nat Gas	\$ 1,094.74
TOTAL GEN FUND BILLS PAID BEFORE MEETING		\$ 1,094.74

O & M Fund

Ansercall 24	Emerg Comm	\$ 100.00
AT&T	Emerg Comm	\$ 414.59
AT&T	Emerg Comm	\$ 204.99
AT&T	Emerg Comm	\$ 4,221.26
Comcast	Telephone & Computer Support	\$ 401.79
Com Ed	Utilities - Coll Sys Dam LS	\$ 798.54
Com Ed	Utilities - Coll Sys Beach LS	\$ 95.89
Com Ed	Utilities - Coll Sys Meadowbrook LS	\$ 407.04
Controls Consulting	Maint/Repair - Coll Sys	\$ 723.75
Flood Brothers Disposal & Recycling	Building & Grounds - April Trash Svs.	\$ 318.00
Flood Brothers Disposal & Recycling	Building & Grounds - May Trash Svs.	\$ 318.00
Technology Masters	Computer Exp - Deposit for New Server for Civic Upgrd	\$ 6,960.80
Verizon Wireless	Emerg Comm	\$ 343.96
TOTAL O & M BILLS PAID BEFORE MEETING		\$ 15,308.61

Construction Fund

Controls Consulting	Engineering - Air Supply	\$ 1,400.00
Controls Consulting	Engineering - Digester #4	\$ 6,440.00
TOTAL CONSTRUCTION BILLS PAID BEFORE MEETING		\$ 7,840.00

**LITH SANITARY DISTRICT
Recurring Bills
May 23, 2019 Rescheduled Meeting Date**

Name	Memo	Amount
General Fund		
Illinois Municipal Retirement Fund	Employer Portion of IMRF - April 2019	\$ 10,843.40
Illinois Municipal Retirement Fund	Employer IMRF - To pay down outstanding ERI balance	\$ 14,660.13
United States Treasury	District Pd Payroll Taxes (SS & Med)	\$ 4,078.05
TOTAL GENERAL FUND RECURRING BILLS		\$ 29,581.58

O & M Fund

Humana	Health Insurance Premiums	\$	22,074.42
Payment Services Network	Collections Expenses from March 2019	\$	485.19
United States Postal Service	Postage - QU Bills	\$	3,778.08

TOTAL O & M RECURRING BILLS

\$ 26,337.69

Approved _____

President Hansen

**LITH SANITARY DISTRICT - Governmental Fund
Bills Presented to Board for Approval
May 23, 2019 Rescheduled Meeting**

Name	Memo	Amount
GENERAL CORP FUND BILLS		
Applied Technologies Inc	Engineering Svcs	\$ 4,121.00
First National Bank of Omaha - Visa	Computer Support	\$ 99.95
Illinois Public Risk Fund	Insurance - Workers Compensation	\$ 4,058.00
Interstate Gas Supply, Inc.	Utilities - Nat Gas, February 2019	\$ 2,553.05
Interstate Gas Supply, Inc.	Utilities - Nat Gas, March 2019	\$ 1,264.99
Nicor Gas	Utilities - Nat Gas 3/8-4/9/19	\$ 731.77
Nicor Gas	Utilities - Nat Gas 4/8-5/8/19	\$ 537.86
Shaw Suburban Media Group	Printing & Publications	\$ 95.32
Storino Ramello & Durkin	Legal Services thru 3/31/19	\$ 6,556.67
Storino Ramello & Durkin	Legal Services thru 4/30/19	\$ 11,732.90
TruGreen	Building & Grounds, Apple Scab Control Spray	\$ 154.50
TruGreen	Building & Grounds, Fertilizing	\$ 612.33
TruGreen	Building & Grounds, Lawn Service	\$ 825.59
TOTAL GENERAL CORP FUND BILLS		\$ 33,343.93

**LITH SANITARY DISTRICT - O&M/Sewerage Fund
Bills Presented to Board for Approval
May 23, 2019 Rescheduled Meeting**

Name	Memo	Amount
O & M BILLS		
Alarm Detection Systems Inc	Emerg Comm - QU Charges June thru Aug 2019	\$ 90.00
Ansercall 24 LLC	Emerg Comm	\$ 100.00
Applied Technologies Inc	Engineering - Task Order 18-02 Beach Lift Station	\$ 2,920.50
AT&T	Emerg Comm	\$ 414.68
ATI Environmental Inc. - Midwest Lab	Pro Svcs - Lab Testing	\$ 135.00
Calco, Ltd. Inc.	Supplies - Lab	\$ 139.00
Cintas Corporation #355	Supplies - Personnel	\$ 1,249.55
Civic Systems LLC	Computer Exp - Software Upgrade to Civic Connect	\$ 9,950.00

ComEd, Inc.	Utilities - Coll Sys, Meadowbrook LS	\$	302.88
ComEd, Inc.	Utilities - Coll Sys, Dam LS	\$	1,075.40
ComEd, Inc.	Utilities - Coll Sys, Beach LS	\$	107.95
Consolidated Electrical Distributors, Inc	Maint/Repair - Plant	\$	105.76
Controls Consulting, Inc.	Engineering - SCADA	\$	6,580.00
Controls Consulting, Inc.	Engineering - SCADA	\$	3,000.00
Dreisilker Electric Motors Inc	Maint/Repair - Plant, Bldg & Grounds	\$	212.90
Dreisilker Electric Motors Inc	Maint/Repair - Coll Sys, Pyott Pump #2	\$	7,080.00
Dynegy Energy Services	Utilities - Plant, Decatur, Concord & Pyott LS	\$	28,079.97
Element Materials Tech Daleville LLC	Pro Svs - Lab	\$	479.65
First National Bank of Omaha - Visa	Pro Svs Intuit Fees, Supplies Personnel	\$	145.19
Hawkins, Inc	Operating Supplies	\$	3,911.95
Illinois Dept of Employment Security	Dist Personnel Salaries - Unemployment	\$	1,680.00
Joseph D. Foreman & Company, Inc.	Maint/Repair - Coll Sys	\$	829.00
Kaman Industrial Technologies	Maint/Repair - Plant, Ox Ditch	\$	686.30
Kaman Industrial Technologies	Maint/Repair - Plant, Ox Ditch	\$	2,184.16
Logsdon Office Supply	Admin Exp - Office Supplies	\$	75.98
Logsdon Office Supply	Admin Exp - Office Supplies	\$	814.44
Lou's Gloves Inc	Operating Supplies - Personnel	\$	186.00
McHenry County Recorder	Collections	\$	17.00
Metropolitan Industries, Inc.	Maint/Repair - Coll Sys, Pyott Pump #2	\$	5,922.00
PetroChoice LLC	Gas/Fuel	\$	383.92
Phenova Inc	Operating Supplies - Lab	\$	288.76
Ralph Helm Inc.	Maint/Repair - Plant	\$	19.80
Rick Forner-Reimbursement	Medical Ins Exp - Ded Reimbursement	\$	558.85
Rick Forner-Reimbursement	Medical Ins Exp - Ded Reimbursement	\$	159.65
Ryco Landscaping	Grounds Upkeep	\$	296.00
Sartorius Corporation	Operating Supplies - Lab	\$	174.53
Storino Ramello & Durkin	Collections	\$	889.40
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	528.00
Technology Masters Inc	Computer Support - Maint	\$	457.75
Technology Masters Inc	Computer Support - Restore access to DB	\$	31.75
The UPS Store 2361	Postage	\$	27.79
USA BlueBook	Maint/Repair - Plant	\$	124.64
USA BlueBook	Maint/Repair - Coll Sys	\$	529.86
Warehouse Direct	Pro Svs	\$	20.40
Water One, Inc.	Operating Supplies - Personnel	\$	70.00
Ziegler's Ace Hardware	Operating Supplies - Maint	\$	175.33

TOTAL O&M FUND BILLS

\$ 83,211.69

CONSTRUCTION FUND BILLS

Applied Technologies Inc	Engineering - Task Order 18-03 Electrical	\$	1,063.00
Applied Technologies Inc	Engineering - Task Order 19-01 Rear Drive Entrance	\$	5,612.00
Controls Consulting	Cap Imprvmnts - SCADA Panel	\$	7,594.00
Postl-Yore and Associates	Engineering - Digester #4	\$	9,737.50

TOTAL CONSTRUCTION FUND BILLS

\$ 24,006.50

GRAND TOTAL OF ALL BILLS PRESENTED FOR APPROVAL IS \$ 220,724.74 OF WHICH \$ 64,020.25 IS FROM THE GENERAL CORPORATE FUND, \$ 124,857.99 IS FROM THE OPERATIONS AND MAINTENANCE FUND, \$ 31,846.50 IS FROM THE CONSTRUCTION FUND, AND \$ 0 IS FROM THE BOND AND INTEREST FUND.

Approved _____

President Hansen

MANAGER'S REPORT

Month of April, 2019

<u>Customers:</u>	TOTAL for DATA for		
	CURRENT	YEAR	April 2018
Total accounts thru April 2019:	11,709		11,691
New Customers:	1	2	2
Connections:	0	5	4
Permits Issued:	0	2	1
Permits Issued Past 13 Months:	28		
Total Permits Issued to Date:			
<i>Residential:</i>	10,076		
<i>Commercial:</i>	121		
<i>Industrial:</i>	1		

ILLINOIS E.P.A. SANITARY SEWER EXTENSION PERMITS ISSUED PAST 12 MONTHS

NAME	PE	DWELLINGS
None		

COLLECTION SYSTEM EMERGENCY RESPONSES:

DATE	LOCATION	PROBLEM	DISTRICT PROBLEM
4/3/19	2681 Stanton Circle	ground settling by manhole	no
4/10/19	4230 Peartree Drive	toilet backing up, service line issue	no
4/22/19	250 Village Creek Drive	sump pump runs constantly	no
4/24/19	308 Pheasant Trail	slow laundry drain	no

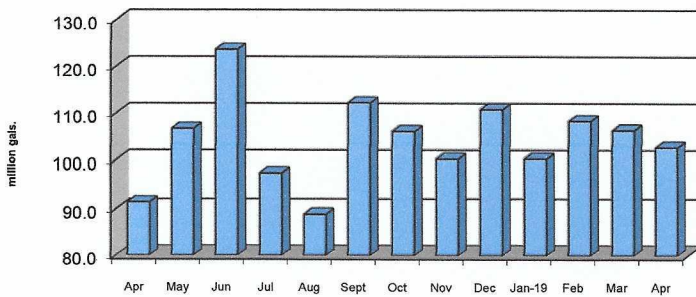
COLLECTION SYSTEM ACTIVITIES:

None

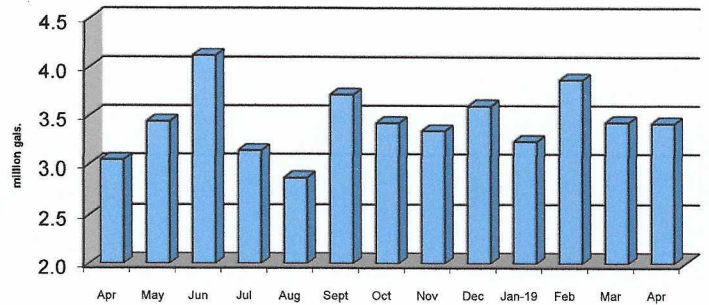
FLOWS:

Total Flow for Month:	102.762	million gallons
Average Daily Flow:	3.420	mgd
Maximum Daily Flow:	5.613	mgd
Precipitation Total:	4.36	inches
Historical Monthly Precipitation Avg.:	1.46	inches
Septage Accepted:	489,635	gallons

Total Monthly Flows



Monthly Average Daily Flows



MANAGER'S MONTHLY REPORT

April, 2019

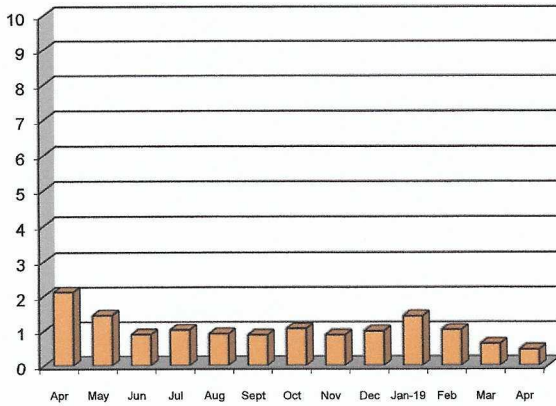
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TREATMENT PLANT OPERATIONS:

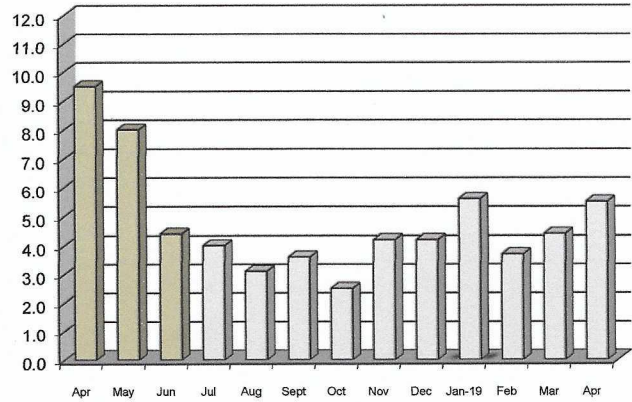
	<u>Average in</u>	<u>Average out</u>	<u>Average % reduction</u>
C.B.O.D:	120 mg/L	0.5 mg/L	99.6%
Total Suspended Solids:	272 mg/L	5.5 mg/L	98.0%
Ammonia Nitrogen:	15.2 mg/L	0.06 mg/L	99.6%
Phosphorus:		0.89 mg/L	
Fecal Coliform:		28 colonies (daily max.)	

This data represents the monthly averages taken from District records and not yet submitted to the Illinois E.P.A.

Effluent Monthly Average - CBOD



Effluent Monthly Average - Total Suspended Solids



Shaded = Filters By-Passed Either Fully or Partially.

PLANT OPERATIONS SUMMARY:

Wasted:	4.060 million gallons
Decanted:	0.000 million gallons
Thickened	4.297 million gallons
To Digester	0.910 million gallons
Pressed	0.000 million gallons

PERSONNEL ACTIVITIES:

District Manager is still on leave.

Respectfully submitted,

Tamara C. Mueller
Assistant District Manager