



LAKE IN THE HILLS SANITARY DISTRICT

515 PLUM STREET • LAKE IN THE HILLS IL 60156 • P: 847-658-5122 • F: 847-658-4523

**AGENDA
REGULAR MEETING
OF THE BOARD OF TRUSTEES
November 14, 2019
7:00 p.m.**

REGULAR MEETING OF THE BOARD OF TRUSTEES

Roll Call

Approval of the Minutes

Public Comments

Consent Agenda

- A. Approval of Final Plat for PetSuites.
- B. Approval of Plat of Easement for Lot 3 in Lakewood Pointe Subdivision (Heathers Senior Living site).
- C. Approval of employee recognition per the District Manager's recommendation.
- D. Approval of writing off uncollectible residential accounts per staff's recommendation.
- E. Award of the Hagele Beach Lift Station project to Martam Construction, Inc. in the amount of \$526,600.00.
- F. Approval of Task Order No. 19-04 to Applied Technologies for the Hagele Beach Lift Station Construction Engineering and Inspection Services in amount of \$58,760.00.

Specific Agenda

- A. Appointment of Michael Nelson as Assistant District Manager.

Treasurer's Report



LAKE IN THE HILLS SANITARY DISTRICT

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**AGENDA REGULAR MEETING OF
THE BOARD OF TRUSTEES
November 14, 2019
7:00 p.m.
Page 2**

Approval of Bills

Grand total of all bills presented for approval is \$268,456.47 of which \$129,784.07 is from the General Corporate Fund, \$131,450.40 is from the Operations and Maintenance Fund, \$6,472.00 is from the Construction Fund, and \$750.00 is from the Bond and Interest Fund.

Manager's Report

Operations Update

Quotes for liability and pollution insurance

Engineer's Report

Attorney's Report

Unfinished Business

New Business

Adjournment

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
October 10, 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 Cheryl Kehoe and Trustee Jessica Reed. Also present were District Manager Tamara Mueller, District Engineer Peter Kolb of Applied Technologies, District Attorney Ann Williams of Storino, Ramello & Durkin and District Treasurer/Clerk Karen Thompson.

Approval of Minutes:

Motion was made by Trustee Kehoe and seconded by Trustee Reed to approve the Minutes of the Regular Board Meeting of September 12, 2019 as presented. On a roll call vote, President Hansen, Trustee Kehoe and Trustee Reed voted aye.

Public Comments:

Terry Easler of Crystal Lake wanted to know why all of the closed meeting minutes from the past several months were not publicly released. District Attorney indicated that she reviewed the closed minutes and only recommended that the March 14, 2019 minutes be released at this time. She further stated that the public may contest this with the Attorney General's Public Access Counselors.

Consent Agenda:

Motion was made by Trustee Kehoe, seconded by Trustee Reed, to approve the Consent Agenda. There was no additional discussion.

- A. Award of the Richard Taylor Park Bypass Sewer project to Kanzler Construction in the amount of \$140,355.70.
- B. Approval of Task Order No. 19-03 to Applied Technologies for the Richard Taylor Park Bypass Sewer Construction Engineering and Inspection Services in the amount of \$16,184.00.

On a roll call vote President Hansen and Trustees Kehoe and Reed voted aye to approve the Consent Agenda as presented (Items A and B).

Specific Agenda:

None.

Treasurer's Report:

District Treasurer presented final written copies of the September 2019 Treasurer reports. She also provided a verbal summary of some of the receipts and expenses.

President Hansen had a question about the Medical Expense line versus the Humana bill. Trustee Reed had a question about the balance in the Algonquin Bank Operating Account. District Treasurer provided an explanation on these items.

Motion was made by Trustee Kehoe, seconded by Trustee Reed, to approve the September 2019 Treasurer reports. On a roll call vote, President Hansen and Trustees Kehoe and Reed 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 also brought all of the bills to the meeting in case any Trustee would like to see the detail.

Motion was made by Trustee Kehoe and seconded by Trustee Reed to approve the List of Bills as presented for payment totaling \$252,974.71 of which \$23,547.32 is from the General Corporate Fund, \$117,608.63 is from the Operations & Maintenance Fund, \$33,200.00 is from the Construction Fund and \$78,618.76 is from the Bond & Interest Fund.

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

Manager's Report:

District Manager prepared and presented the September 2019 Manager's Report and provided a verbal summary. She stated that there was one call out in September and it was not the District's issue. Twenty lines were televised in the original part of town. There were only a couple of areas that will need to be cleaned.

District staff attended some manhole camera demonstrations. They are still deciding if it would be more feasible to purchase the cameras and handle in house versus using an outside company.

The inspection report was received from the IEPA and the Board was given copies. The report was favorable.

At the end of October, staff will be meeting with the City of Crystal Lake to discuss the water shut off process.

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

Engineer's Report:

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

Regarding Task Order 18-02 (Beach Lift Station Rehab) - The drawing and specification packets have been amended to include some SCADA work. The bid package will go out next week. Awards will be in November and construction will be from December 2019 thru May of 2020.

Regarding Task Order 18-03 (Electrical Service & Plant Power Distribution) – All of the site visits have been completed by Electrical Testing Solutions. He anticipates that the final reports will be complete in a few weeks.

Regarding Task Order 18-04 (Richard Taylor Park Bypass) – The award of the contract to Kanzler Construction in the amount of \$140,355.70 was approved tonight. He anticipates that this project will only last a couple of weeks. Construction will be in November.

Regarding Task Order 19-01 (Rear Entrance Drive Construction Services) – All original project work has been completed. They did not receive a pay request from Schroeder this month. Currently we are retaining \$26,180.59 and this will not be released until Kresmery is paid in full. They anticipate that final costs will come in under the original award amount.

Regarding Task Order 19-02 (Electrical Upgrades & Filter Building Improvements) – They are preparing drawings for the layout of equipment and appurtenances. They have initiated conversation with the equipment manufacturer on the main breaker installation and with ComEd on replacement of the main electrical feed.

District Manager added that the District received the rebate check from ComEd today. It was a little over \$80,000.

Attorney's Report:

District Attorney provided a follow up regarding her recommendation for the closed meeting minutes. She recommended that the three sets of closed meeting minutes not be released yet due to the following reasons:

1. To protect the public interest in regard to disclosing the source of the complaint made against the former District Manager.
2. To ensure that the privacy of the individual is still protected. If the minutes were released they believe that the privacy of the individual involved could be compromised.

As she mentioned during public comment, any member of the public can challenge that recommendation. If challenged she would recommend releasing them if there is an adverse decision. At this point, the Attorney is trying to ensure that the District's liability is limited with regard to a lawsuit should someone feel that their privacy is invaded. Additionally, she stated that the Board members are welcome to call a closed meeting to revisit this issue at any time.

Unfinished Business:

None.

New Business:

President Hansen asked if we have received the barium and phosphorus reports from our former Engineer. District Manager stated that we have not. Additionally, we have not received the final waivers that he was supposed to get from AMS Mechanical. We continue to hold payments to both Postl Yore and AMS Mechanical until these documents are received.

District Manager further stated that she has been working with the Village on the barium issue and is happy to report that they may be able to solve the issue so that we can be within our permit limits.

President Hansen further stated that if Postl Yore is not going to get us the reports that we paid him to complete, we will need to get our money back from him. District Attorney indicated that she would work with District Manager on this matter.

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 Reed. The motion passed after a verbal vote. All Board members who were present voted aye.

The meeting was adjourned at 7:21 pm.

Respectfully Submitted,

Karen Thompson,
District Clerk

APPROVED this _____ day of _____, 2019 .

President Hansen

PLAT OF EASEMENT FOR SANITARY SEWER

GRAPHIC SCALE



LEGAL DESCRIPTION OF UNDERLYING PROPERTY

LOT 1 IN FINAL PLAT OF LOT 1 IN RESTART LAKE IN THE HILLS RESUBDIVISION BEING A RESUBDIVISION OF LOT 1 RESTART LAKE IN THE HILLS SUBDIVISION, BEING A SUBDIVISION OF PART OF THE WEST HALF OF THE NORTHWEST QUARTER OF SECTION 29, TOWNSHIP 43 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED DECEMBER 1, 2015 AS DOCUMENT 2015R0044740, IN THE VILLAGE OF LAKE IN THE HILLS, ALGONQUIN TOWNSHIP, MCHEMERY COUNTY, ILLINOIS.

EASEMENT DESCRIPTION

A 10 FOOT WIDE SANITARY SEWER EASEMENT, LYING SOUTH OF, PARALLEL WITH AND ADJOINING AN EXISTING 10 FOOT WIDE SANITARY SEWER EASEMENT PER DOCUMENT NUMBER 91R044229, AS DEPICTED HEREON.

OWNER'S CERTIFICATE

STATE OF _____)
COUNTY OF _____) SS

THIS IS TO CERTIFY THAT _____ IS THE OWNER OF THE PROPERTY DESCRIBED HEREON AND AS SUCH OWNER, HAS CAUSED THE SAME TO BE PLATED FOR THE PURPOSES SHOWN AND DESCRIBED HEREON.

DATED AT _____
THIS _____ DAY OF _____ A.D., 20____

OWNER NAME: _____
ADDRESS: _____

BY: _____ ATTEST: _____
SIGNATURE SIGNATURE
TITLE TITLE

NOTARY'S CERTIFICATE

STATE OF _____)
COUNTY OF _____) SS

I, _____, A NOTARY PUBLIC IN AND FOR THE SAID COUNTY IN THE STATE AFORESAID, DO HEREBY CERTIFY THAT _____ (PRINT NAME), _____ (TITLE), AND _____ (PRINT NAME), _____ (TITLE), OF THE SAME PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE FOREGOING INSTRUMENT AS SUCH, RESPECTFULLY APPEARED BEFORE ME THIS DAY IN PERSON AND JOINTLY AND SEVERALLY ACKNOWLEDGED THAT THEY SIGNED AND DELIVERED THE SAID INSTRUMENT AS THEIR OWN FREE AND VOLUNTARY ACT AND AS THE FREE AND VOLUNTARY ACT OF SAID LIMITED LIABILITY COMPANY, FOR THE USES AND PURPOSES THEREIN SET FORTH.

GIVEN UNDER MY HAND AND NOTARIAL SEAL
THIS _____ DAY OF _____ A.D., 20____

NOTARY PUBLIC SIGNATURE _____
(PRINT NAME)

MORTGAGEE'S CERTIFICATE

STATE OF _____)
COUNTY OF _____) SS

_____, AS MORTGAGEE UNDER PROVISIONS OF A CERTAIN MORTGAGE DATED _____ AND RECORDED IN THE RECORDER'S OFFICE OF _____ COUNTY, ILLINOIS, AS DOCUMENT NUMBER _____, HEREBY CONSENTS TO RECORDING OF THIS PLAT FOR THE USES AND PURPOSES HEREON SHOWN.

DATED AT _____
THIS _____ DAY OF _____ A.D., 20____

BY: _____ BY: _____
TITLE TITLE

NOTARY'S CERTIFICATE

STATE OF _____)
COUNTY OF _____) SS

I, _____, A NOTARY PUBLIC IN THE COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY THAT _____ (TITLE) AND _____ (COMPANY), WHO ARE PERSONALLY KNOWN TO ME TO BE THE SAME PERSONS WHO ARE SUBSCRIBED TO THE FOREGOING MORTGAGEE'S CERTIFICATE APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THE EXECUTION OF THIS INSTRUMENT IN THEIR CAPACITY FOR THE FOR THE USES AND PURPOSES THEREIN SET FORTH AS THE FREE AND VOLUNTARY ACT AN DEED OF SAID CORPORATION.

GIVEN UNDER MY HAND AND NOTARIAL SEAL
THIS _____ DAY OF _____ A.D., 20____

BY: _____ NOTARY PUBLIC

SANITARY DISTRICT BOARD OF TRUSTEE'S CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF MCHEMERY) SS

THIS PLAT, DEDICATION SHOWN HEREON ARE HEREBY APPROVED BY THE LAKE IN THE HILLS SANITARY DISTRICT, MCHEMERY COUNTY, ILLINOIS, AT A MEETING HELD ON THE _____ DAY OF _____, 2019

DISTRICT PRESIDENT _____
ATTEST: _____ DISTRICT CLERK

SANITARY DISTRICT ENGINEER'S CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF MCHEMERY) SS

MY SIGNATURE, AS DISTRICT ENGINEER FOR THE LAKE IN THE HILLS SANITARY DISTRICT, CERTIFIES THAT THIS PLAT MEETS ALL THE REQUIREMENTS OF DISTRICT ORDINANCES, APPROVED THIS _____ DAY OF _____, 2019.

DISTRICT ENGINEER _____

RECORDER'S CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF _____) SS

THIS INSTRUMENT WAS FILED FOR RECORD IN THE RECORDER'S OFFICE OF MCHEMERY COUNTY, ILLINOIS.

THIS _____ DAY OF _____, 20____
AT _____ O'CLOCK _____ M. AND
RECORDED IN MAP BOOK _____ PAGE _____
AS DOCUMENT NUMBER _____

BY: _____ COUNTY RECORDER

EASEMENT DECLARATION

AN EASEMENT OVER, UNDER, UPON AND ACROSS THE AREAS SHOWN AND LABELED ON THE ANNEXED PLAT AS "SANITARY SEWER EASEMENT" FOR ACCESS FOR INSTALLATION, MAINTENANCE, REPAIR, REPLACEMENT, AND CUSTOMARY SERVICING OF ALL SANITARY SEWER COLLECTION LINES SYSTEMS, STRUCTURES, MANHOLES AND ALL OTHER ATTENDANT FACILITIES AND/OR APPURTENANCES SERVING THE LANDS SHOWN ON THE ANNEXED PLAT AS WELL AS OTHER LANDS IS HEREBY RESERVED AND GRANTED BY THE OWNERS OF THE LANDS SHOWN AND DESCRIBED ON THE ANNEXED PLAT, TOGETHER WITH THEIR RESPECTIVE SUCCESSORS AND ASSIGNS AS GRANTORS, FOR AND TO THE LAKE IN THE HILLS SANITARY DISTRICT, TOGETHER WITH THEIR RESPECTIVE SUCCESSORS AND ASSIGNS AS GRANTEEES. SAID RIGHT OF ACCESS IS GRANTED TO THE OFFICERS, EMPLOYEES AND AGENTS OF THE ABOVE NAMED GRANTEEES TO ENTER UPON SAID LANDS IN PERSON TOGETHER WITH THEIR RELATED SERVICE AND EMERGENCY EQUIPMENT FOR ALL SUCH PURPOSES STATED HEREIN. NO PERMANENT BUILDINGS SHALL BE PLACED UPON SAID EASEMENT AREAS; HOWEVER THE SAME MAY BE USED FOR SUCH PURPOSES, SPECIFICALLY INCLUDING THE CONSTRUCTION, USE AND MAINTENANCE OF PAVED SURFACE AND/OR LANDSCAPE AREA, THAT DO NOT NOW OR IN THE FUTURE INTERFERE WITH THE RIGHTS AND USES GRANTED HEREIN. PROVIDED THE ESTABLISHED GROUND ELEVATIONS IN SAID EASEMENT AREAS REMAIN UNCHANGED, GRANTEEES SHALL REPLACE AND RESTORE ANY SURFACES AND/OR PLANTS DISTURBED BY THE EXERCISE OF ANY RIGHTS GRANTED HEREIN.

SURVEYOR'S CERTIFICATION

STATE OF ILLINOIS)
COUNTY OF KANE) SS

I HAVE PREPARED THIS PLAT FROM EXISTING MAPS, PLATS AND RECORDS.

COMPASS SURVEYING LTD.
PROFESSIONAL DESIGN FIRM
LAND SURVEYOR CORPORATION NO. 184-002778
LICENSE EXPIRES 4/30/2021

BY: _____ DATE: _____
SCOTT C. KREBS
ILLINOIS PROFESSIONAL LAND SURVEYOR No. 3509
LICENSE EXPIRES 11-30-20



COMPASS SURVEYING LTD.
ALTA SURVEYS • TOPOGRAPHY • CONSTRUCTION STAKING
361 GRENOR WOODS PARKWAY, STE 100
AURORA, IL 60502
PHONE: (630) 826-8986 FAX: (630) 826-7693 EMAIL: ADMIN@C.SURVEYING.COM

PROJECT: PETSUITTES RANDALL ROAD LAKE IN THE HILLS, IL.
CLIENT: **Kimley|Horn**
© 2017 KIMLEY-HORN AND ASSOCIATES, P.C.
101 WATERVILLE ROAD, SUITE 350
DUBLIN, IL 60033
PHONE: 630-451-1000
WWW.KH-IL.COM

NO.	REVISIONS	DATE	BY

J:\Projects\2019 Projects\19.0058\19.0058-02 Easement\19.0058-02 PlotAss.dwg

P.L.N. No. 18-14-11-003

MADE BY: J. N. HAEGER ENGINEERING, L.L.C.
 CONSULTING ENGINEERS AND LAND SURVEYORS
 1000 WEST 13TH AVENUE, SUITE 100
 DENVER, COLORADO 80202

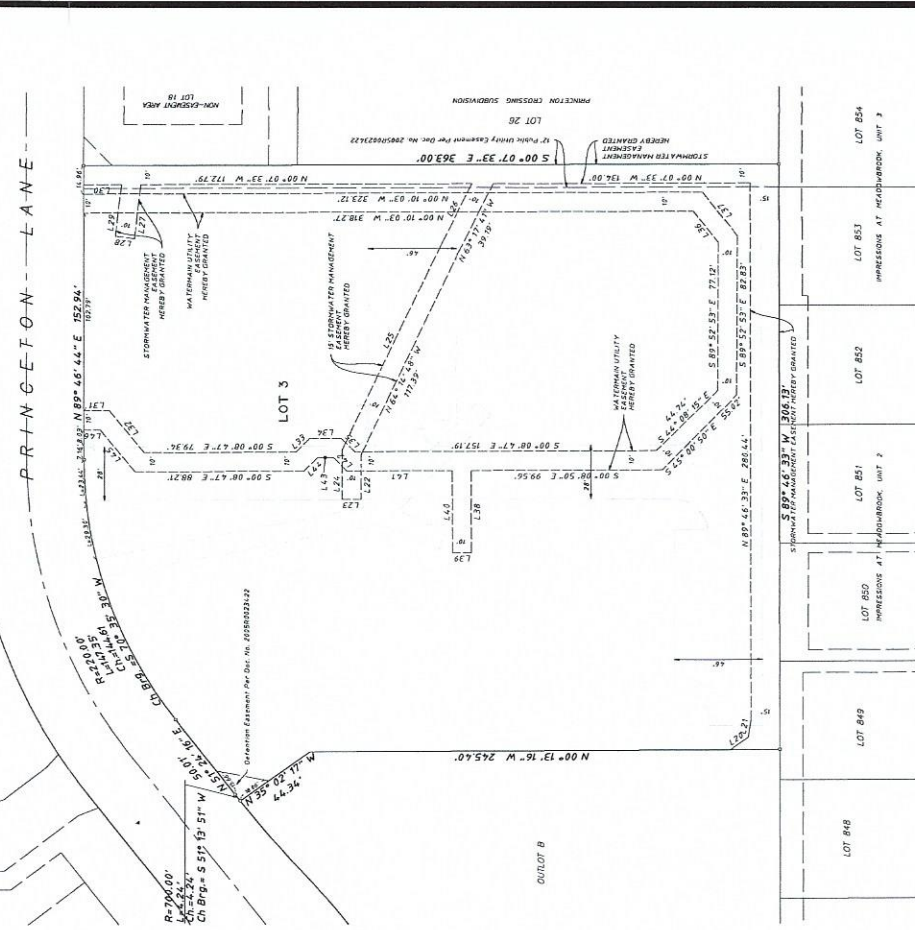
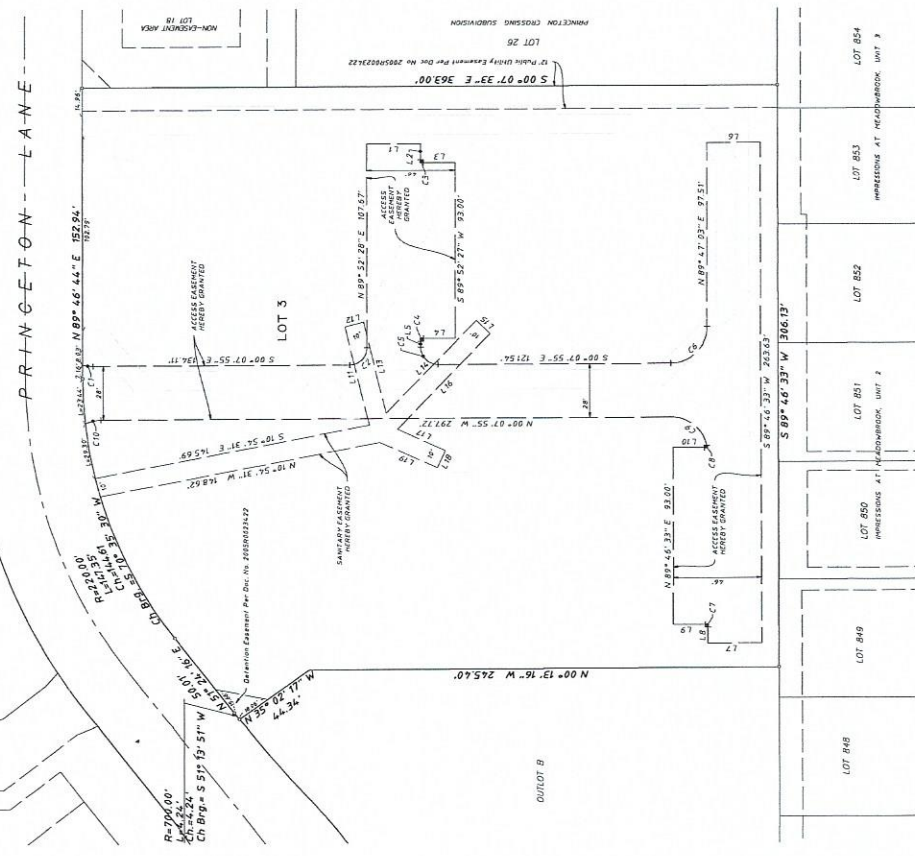
PLAT OF EASEMENT

OF

LOTS 3 IN LAKWOOD PONTE SUBDIVISION, BEING A SUBDIVISION OF PART OF THE
 SECTION 16, TOWNSHIP 35 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE
 PLAT THEREOF RECORDED MARCH 29, 2005 AS DOCUMENT NO. 200508023422, IN
 BOULDER COUNTY, COLORADO.

ACCESS EASEMENT & SANITARY EASEMENT

STORMWATER MANAGEMENT EASEMENT & WATERMAN EASEMENT



Line Number	LINE TABLE		CURVE TABLE	
	From Station	To Station	Station	Length
L1	0+00.00	0+30.00	0+00.00	30.00
L2	0+30.00	0+60.00	0+30.00	30.00
L3	0+60.00	0+90.00	0+60.00	30.00
L4	0+90.00	1+20.00	0+90.00	30.00
L5	1+20.00	1+50.00	1+20.00	30.00
L6	1+50.00	1+80.00	1+50.00	30.00
L7	1+80.00	2+10.00	1+80.00	30.00
L8	2+10.00	2+40.00	2+10.00	30.00
L9	2+40.00	2+70.00	2+40.00	30.00
L10	2+70.00	3+00.00	2+70.00	30.00
L11	3+00.00	3+30.00	3+00.00	30.00
L12	3+30.00	3+60.00	3+30.00	30.00
L13	3+60.00	3+90.00	3+60.00	30.00
L14	3+90.00	4+20.00	3+90.00	30.00
L15	4+20.00	4+50.00	4+20.00	30.00
L16	4+50.00	4+80.00	4+50.00	30.00
L17	4+80.00	5+10.00	4+80.00	30.00
L18	5+10.00	5+40.00	5+10.00	30.00
L19	5+40.00	5+70.00	5+40.00	30.00
L20	5+70.00	6+00.00	5+70.00	30.00
L21	6+00.00	6+30.00	6+00.00	30.00
L22	6+30.00	6+60.00	6+30.00	30.00
L23	6+60.00	6+90.00	6+60.00	30.00
L24	6+90.00	7+20.00	6+90.00	30.00
L25	7+20.00	7+50.00	7+20.00	30.00
L26	7+50.00	7+80.00	7+50.00	30.00
L27	7+80.00	8+10.00	7+80.00	30.00
L28	8+10.00	8+40.00	8+10.00	30.00
L29	8+40.00	8+70.00	8+40.00	30.00
L30	8+70.00	9+00.00	8+70.00	30.00
L31	9+00.00	9+30.00	9+00.00	30.00
L32	9+30.00	9+60.00	9+30.00	30.00
L33	9+60.00	9+90.00	9+60.00	30.00
L34	9+90.00	10+20.00	9+90.00	30.00
L35	10+20.00	10+50.00	10+20.00	30.00
L36	10+50.00	10+80.00	10+50.00	30.00
L37	10+80.00	11+10.00	10+80.00	30.00
L38	11+10.00	11+40.00	11+10.00	30.00
L39	11+40.00	11+70.00	11+40.00	30.00
L40	11+70.00	12+00.00	11+70.00	30.00

HAEGER ENGINEERING
 land surveyors
 consulting engineers
 1000 WEST 13TH AVENUE, SUITE 100
 DENVER, COLORADO 80202
 Equal Professional Designation No. 184001013
 © 2017 Haeger Engineering, LLC



LAKE IN THE HILLS SANITARY DISTRICT

515 PLUM STREET • LAKE IN THE HILLS IL 60156 • P: 847-658-5122 • F: 847-658-4523

Memo

To: President and Board of Trustees
From: Tamara Mueller, District Manager
Date: November 8, 2019
Re: Employee Recognition Recommendations

I submit to you, for approval at the Regular Meeting of the Board of Trustees, November 14, 2019, the following schedule for this year's employee recognition, to be distributed with the December 15th paychecks.

<u>Employee</u>	<u>Amount</u>
John Caccamo	\$300.00
Michael Nelson	\$300.00
Ross K. Nelson	\$300.00
Karen Thompson	\$300.00
Jerilyn Stahlberg	\$275.00
James Olvera	\$250.00
Jennifer Olson	\$250.00
Jessica Maioni	\$250.00
Nancy Delaney	\$250.00
Rene Rodriguez	\$175.00 (employee since July 2019)

UNCOLLECTABLE WRITE-OFFS

5/11/19 - 10/31/19

Acct #	W/O Date	Name	Bill Amount	W/O Amount	Swr/Bio W/O	Penalty W/O	Collections W/O	Collected Amount	Service Address	Reason
11174003	5/28/2019	Sampson/Bantum Funding	\$ 7,129.31	\$ 1,315.13		\$ 833.48	\$ 481.65	\$ 5,814.18	325 Council Trl	Agreed w/o
13035002	7/29/2019	O'Connor Group/Martin-Akhtar	\$ 36,359.65	\$ 30,160.65	\$ 28.80	\$ 29,660.40	\$ 471.45	\$ 6,199.00	865 Dogwood Ln	Agreed w/o Pd agreemnt amnt
13817001	7/29/2019	Chase/baumeister	\$ 1,424.93	\$ 704.93	\$ 59.35	\$ 645.58		\$ 720.00	574 Portsmith Ct	Agreed w/o per TCM
10431000/02/03	10/2/2019	William Bobbin	\$ 9,021.26	\$ 7,750.87		\$ 7,750.87		\$ 1,270.39	10 E Acorn	Agreed w/o per TCM/JAS/WB
TOTALS			\$ 53,935.15	\$ 39,931.58	\$ 88.15	\$ 38,890.33	\$ 953.10	\$ 14,003.57		



November 7, 2019

Tamara Mueller, District Manager
Lake in the Hills Sanitary District
515 Plum Street
Lake in the Hills, IL 60156

Re: Hagele Beach Lift Station
Evaluation of Bids and Recommendation to Award

Dear Tamara and Board of Trustees:

We have completed our review of bids for the Hagele Beach Lift Station, as opened at 10:00 a.m. on November 7, 2019. Five bids were received for the project and a summary of the bids are provided below:

Bidding Contractor	Bid Amount
Martam Construction, Inc. Elgin, IL 60120	\$526,600
Bolder Contractors, Inc. Cary, IL 60013	\$590,000
Marc Kresmery Construction LLC Elgin, IL 60123	\$705,896
Trine Construction Corp. West Chicago, IL 60185	\$935,000
Berger Excavating Contractors, Inc. Wauconda, IL 60084	\$1,360,000

We have reviewed these bids and provide the following comments and recommendations for the District's consideration:

1. The low bid for the project was submitted by Martam Construction, Inc. in the amount of \$526,600.
2. Martam Construction Inc. has experience with this type of project and has completed other similar projects.
3. Applied Technologies Inc. finds Martam Construction Inc. to be the lowest, responsive, responsible bidder. We recommend that the Lake in the Hills Sanitary District award the Hagele Beach Lift Station Project to Martam Construction Inc. in the amount of \$526,600.



Lake in the Hills Sanitary District

November 7, 2019

Page 2 of 2

Following the District's Award of the contract, we will send a Notice of Award to the contractor along with copies of the Contract Documents for their signature. Once documents are returned to the District for execution, a Notice-to-Proceed will be issued and a preconstruction conference scheduled.

Please call if you have any questions or comments regarding the above.

Sincerely,
Applied Technologies, Inc.

A handwritten signature in blue ink that reads "Peter E. Kolb".

Peter E. Kolb, P.E.

Lake in the Hills Sanitary District TASK ORDER No. 19-04

Date: November 8, 2019 **Project No.:** 6377 **LITHSD Project Manager:** Tamara Mueller

Project Name: Hagele Beach LS - Construction Engineering and Inspection Services

ATI Point(s) of Contact: Peter Kolb, Bob Doeringsfeld

Project Description:

Provide construction engineering, contract administration, and inspection for the Hagele Beach Lift Station project for the Lake in the Hills Sanitary District. Project awarded to Martam Construction, Inc. in the amount of \$526,600 with construction activities estimated to last approximately four months in duration.

Scope of Services/Schedule:

Engineering Services within Task Order No. 19-04 include contract administration, site visits and construction observation, submittal review, request for information responses, applications for payment, and start-up services. The scope of services shall include the following tasks:

1. Construction Contract Administration and Progress Meetings
2. Design Clarifications and Field Orders
3. Change Order Processing
4. Submittal Reviews
5. Request for Information Responses
6. Applications for Payment
7. Record Drawings
8. Resident Engineer Site Visits and Construction Observation (4 hrs/12wk)
9. Full Time Resident Project Representative (18 hrs average/12wk)
10. Start Up Coordination and Close Out (56 hrs)

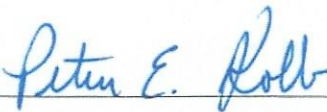
Compensation: The Total Compensation for this Task Order is \$58,760 and is broken down into the following sub tasks:

Construction Contract Administration	\$22,720
Resident Engineer (4 hrs/12 wks)	\$6,816
Resident Project Representative (18 hrs/12 wks)	\$22,000
Start-up, O&M, Close Out	<u>\$7,224</u>
Total	\$58,760

PROJECT APPROVAL

Applied Technologies, Inc.

Accepted by Lake in the Hills Sanitary District

Signature: 

Signature: _____

Printed Name: Peter E. Kolb, P.E.

Printed Name: _____

Title: Vice President

Title: _____

Date: November 8, 2019

Date: _____



LAKE IN THE HILLS SANITARY DISTRICT

515 PLUM STREET • LAKE IN THE HILLS IL 60156 • P: 847-658-5122 • F: 847-658-4523

Assistant District Manager Interview Process

The District posted the Assistant District Manager position on the District website and on indeed. Four candidates were chosen for interviews from the pool of applicants, two external and two internal. Trustee Kehoe assisted Tamara Mueller in conducting the interviews, which were all completed on October 25, 2019. Applicant's resumes and credentials were reviewed and all candidates were asked the same 13 questions. Based on the interview rubric shown below, in which one point is given per applicable category, the recommendation is to hire Michael Nelson.

Assistant District Manager Interview Candidates

Category	Erick Broz	Ross Nelson	James Mangum	Michael Nelson
IEPA Class 1 License	1	1	1	1
IEPA Collection System License	1	1		1
> 8 Years WWTP Experience		1		1
No Prior Disciplinary Action	1		1	1
Internal District Knowledge		1		1
Interview Punctuality	1	1	1	1
Interview Preparedness	1	1	1	1
Total Points	5	6	4	7

LAKE IN THE HILLS SANITARY DISTRICT
MONTHLY TREASURER REPORT - GOVERNMENTAL FUNDS

Month of October, 2019

	BANK BAL AT BEGINNING OF PRIOR MONTH	BANK BAL AT BEGINNING OF THE CURRENT MONTH	BANK BAL AT THE BEGINNING OF THE FY
Beginning Cash and Investments			
First National Bank	1,488,753.20	1,688,213.28	1,322,636.54
Credit Cards	(449.00)	(420.25)	-
TOTAL BEGINNING CASH AND INVESTMENTS	<u>1,488,304.20</u>	<u>1,687,793.03</u>	<u>1,322,636.54</u>

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Revenues and Receipts				
Real Estate Taxes				
General Fund	120,199.67	2,525.71	286,006.47	240,000.00
Audit Fund	8,617.84	181.08	20,505.55	10,000.00
Chlorination Fund	7,022.02	147.53	16,708.37	15,000.00
Liability Insurance Fund	60,867.58	1,278.99	144,830.02	135,900.00
Social Security Fund	20,746.60	435.95	49,365.01	45,000.00
Retirement Fund	47,238.57	992.60	112,400.76	98,100.00
Replacement Taxes	-	488.17	1,277.35	-
Safety Grant Recvd from IL Public Risk Fund	-	-	-	-
Interest Income	334.35	355.21	1,918.47	1,000.00
TOTAL REVENUES AND RECEIPTS	<u>265,026.63</u>	<u>6,405.24</u>	<u>633,012.00</u>	<u>545,000.00</u>

Expenditures

GENERAL FUND

PERSONNEL SERVICES

Salaries of Trustees, Manager, Treasurer & Clerk

13,985.41	14,484.16	82,205.79	175,000.00
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CONTRACTUAL SERVICES

Professional Engineering

4,370.00	4,822.00	32,875.00	45,000.00
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Legal Services

13,638.40	1,268.95	44,157.17	36,000.00
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Other Professional Services

-	-	-	5,000.00
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<u>18,008.40</u>	<u>6,090.95</u>	<u>77,032.17</u>	<u>86,000.00</u>
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ADMINISTRATIVE EXPENSES

Printing, Publications

53.59	694.37	2,137.58	5,000.00
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Office Supplies, Equipment

203.09	63.56	266.65	3,000.00
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Postage

-	132.35	563.00	1,000.00
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Treasurer's Bond

-	-	-	4,000.00
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Community Affairs

-	-	-	1,000.00
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Memberships and Dues

-	-	130.00	4,000.00
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<u>256.68</u>	<u>890.28</u>	<u>3,097.23</u>	<u>18,000.00</u>
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OPERATING EXPENSES

Building and Grounds Upkeep

830.86	-	5,161.23	15,000.00
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Utilities

264.89	276.45	8,219.60	30,000.00
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J.U.L.I.E.

-	-	-	3,000.00
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Training and Education

-	-	-	2,000.00
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Travel Expenses

-	-	-	2,000.00
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Computer Hardware, Software & Support

938.52	867.43	2,546.30	8,000.00
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<u>2,034.27</u>	<u>1,143.88</u>	<u>15,927.13</u>	<u>60,000.00</u>
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CONTINGENT AND MISCELLANEOUS EXPENSES

Not Otherwise Appropriated

-	-	-	1,000.00
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<u>-</u>	<u>-</u>	<u>-</u>	<u>1,000.00</u>
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TOTAL GENERAL FUND	<u>34,284.76</u>	<u>22,609.27</u>	<u>178,262.32</u>	<u>340,000.00</u>
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	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Expenditures (continued)				
CHLORINATION FUND	1,425.60	-	4,860.20	24,000.00
	<u>1,425.60</u>	<u>-</u>	<u>4,860.20</u>	<u>24,000.00</u>
AUDIT FUND	10,000.00	-	10,000.00	20,000.00
	<u>10,000.00</u>	<u>-</u>	<u>10,000.00</u>	<u>20,000.00</u>
PUBLIC LIABILITY INSURANCE FUND				
Workers' Compensation	3,939.00	-	7,878.00	24,000.00
Property	-	-	-	45,000.00
Vehicles	245.00	-	245.00	18,000.00
General Liability	-	-	-	80,000.00
Administrative Fee	119.00	-	238.00	800.00
	<u>4,303.00</u>	<u>-</u>	<u>8,361.00</u>	<u>167,800.00</u>
SOCIAL SECURITY FUND	4,380.62	4,358.41	26,773.66	55,000.00
	<u>4,380.62</u>	<u>4,358.41</u>	<u>26,773.66</u>	<u>55,000.00</u>
IMRF FUND	11,143.82	11,384.32	69,735.09	230,000.00
	<u>11,143.82</u>	<u>11,384.32</u>	<u>69,735.09</u>	<u>230,000.00</u>
OTHER EXPENDITURES (RECEIPTS)	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>65,537.80</u>	<u>38,352.00</u>	<u>297,992.27</u>	<u>836,800.00</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>199,488.83</u>	<u>(31,946.76)</u>	<u>335,019.73</u>	<u>(291,800.00)</u>
Ending Cash and Investments				
	BANK BAL AT END OF THE PRIOR MONTH	BANK BAL AT END OF THE CURRENT MONTH	BANK BALANCE AT THE END OF MAY	
First National Bank	1,688,213.28	1,656,613.75	1,285,433.12	
Credit Cards	(420.25)	(767.48)	-	
	<u>1,688,213.28</u>	<u>1,656,613.75</u>	<u>1,285,433.12</u>	
TOTAL ENDING CASH AND INVESTMENTS	<u>1,687,793.03</u>	<u>1,655,846.27</u>	<u>1,285,433.12</u>	
GENERAL CORPORATE FUND				

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

		BANK BALS AT BEGINNING OF PRIOR MONTH	BANK BALS AT BEGINNING OF THE CURRENT MONTH	BANK BALS AT THE BEGINNING OF THE FY
Beginning Cash and Investments				
First National Bank - O & M Account	O&M	414,270.74	242,081.17	554,828.09
First National Bank - Certificate Fund	Bond & Int	80,045.64	93,569.44	27,978.27
First National Bank - Depreciation Account	Construction	2,149,964.30	2,151,793.28	2,040,661.06
First National Bank - Surplus Funds	Construction	221,103.20	168,498.18	37,837.21
First National Bank - Bond & Interest Fund	Bond & Int	747,655.28	753,810.50	606,836.79
First National Bank - Sinking Funds	Bond & Int	771,221.12	786,125.21	711,620.02
Algonquin Bank & Trust - Cash Mgr	O&M	727,681.44	736,122.91	939,069.95
Algonquin Bank & Trust - Operating	O&M	79.00	195.00	1,634.00
Home State Bank	O&M	14,803.79	15,081.85	11,609.76
Illinois State Bank	O&M	6,767.29	6,846.78	5,016.95
Credit Cards		(240.10)	(276.87)	(145.19)
TOTAL BEGINNING CASH AND INVESTMENTS		5,133,351.70	4,953,847.45	4,936,946.91

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
SEWERAGE FUNDS				
Revenues and Receipts				
Sewer Bill Income/User Charges	43,999.21	767,866.92	1,826,504.33	3,600,000.00
Septage Income	25,268.84	47,871.72	194,781.16	200,000.00
Wastewater Discharge Income	54.50	11,874.69	26,365.43	45,000.00
Refunds	(61.77)	(587.93)	(5,236.21)	-
Connection/Tap-On Fees	-	16,305.71	104,705.71	110,000.00
Annexation Fees (inc. GIS)	-	-	-	5,000.00
Downstream & Misc Charges	-	-	-	500.00
Liftstation Recapture	-	-	-	-
Gain/Loss - Sale of Equipment	-	-	-	-
Rebates or Grants Received	-	80,874.57	80,874.57	-
Interest Income	2,450.89	2,718.24	17,020.15	25,000.00
TOTAL REVENUES AND RECEIPTS		71,711.67	926,923.92	2,245,015.14

Expenditures				
PERSONNEL SERVICES				
District Personnel Salaries	43,277.90	42,488.23	269,456.64	604,000.00
ADMINISTRATIVE EXPENSES				
Telephone	-	216.56	1,282.63	3,000.00
Postage	3,772.05	270.99	9,023.46	20,000.00
Printing and Publications	-	-	54.46	2,000.00
Office Supplies	367.35	311.96	2,306.93	7,500.00
Collection and Billing Expenses	3,820.92	4,707.51	34,079.70	75,000.00
Professional Services	974.10	330.84	1,718.75	10,000.00
Training, Travel and Education	-	1,495.00	1,745.00	5,000.00
Computer Hardware, Software, and Support	902.25	253.35	28,295.59	70,000.00
Community Affairs	-	-	-	2,000.00
Medical and Life Insurance	19,968.99	19,470.48	126,851.71	275,000.00
	29,805.66	27,056.69	205,358.23	469,500.00
OPERATIONS AND MAINTENANCE				
Operating Supplies	6,664.00	2,850.03	26,169.66	60,000.00
Maintenance and Repair (Plant)	11,214.75	894.69	34,800.42	150,000.00
Maintenance and Repair (Collection Systems)	8,352.25	156.00	33,954.03	310,000.00
Utilities and Energy	35,306.93	29,240.03	221,072.24	420,000.00
Grounds Upkeep	7,421.55	1,480.00	13,045.55	30,000.00
Gasoline/Oil	590.31	1,743.79	6,080.65	20,000.00
Computer and Support Services	-	-	-	2,000.00
Emergency Communications	6,342.65	8,873.89	43,666.79	65,000.00
Sludge Management	25,087.24	24,966.45	52,594.63	250,000.00

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Professional Services	3,171.10	2,883.00	11,530.16	24,000.00
Residential Reimbursement	-	-	-	10,000.00
Compliance Requirements/Permits	-	-	17,500.00	28,500.00
GIS	-	-	-	10,000.00
	<u>104,150.78</u>	<u>73,087.88</u>	<u>460,414.13</u>	<u>1,379,500.00</u>

Expenditures (continued)

CAPITAL IMPROVEMENTS				
New Construction	52,662.08	33,200.00	422,721.43	2,500,000.00
Plant Equipment	-	-	-	30,000.00
Collection System	-	-	4,842.50	300,000.00
Vehicles	-	-	15,236.00	45,000.00
Legal Expense	-	-	-	5,000.00
Engineering Expense	17,392.00	16,616.00	117,857.80	375,000.00
Bond, Finance Consulting Expense	-	-	-	1,000.00
	<u>70,054.08</u>	<u>49,816.00</u>	<u>560,657.73</u>	<u>3,256,000.00</u>

BOND TRANSFERS

2008 Debt Certificates, Principal	-	-	-	110,000.00
2008 Debt Certificates, Interest	-	23,700.01	23,700.01	48,000.00
Administration Fees - 2008 Debt Certs	-	-	-	3,500.00
	<u>-</u>	<u>23,700.01</u>	<u>23,700.01</u>	<u>161,500.00</u>
Series 2014 Bond, Principal	-	-	-	110,000.00
Series 2014 Bond, Interest	-	54,918.75	54,918.75	112,000.00
Administration Fees - 2014 Series Bond	-	-	-	3,500.00
	<u>-</u>	<u>54,918.75</u>	<u>54,918.75</u>	<u>225,500.00</u>

CONTINGENT AND MISCELLANEOUS EXPENSES

Not Otherwise Appropriated	-	15.60	15.60	3,000.00
	<u>-</u>	<u>15.60</u>	<u>15.60</u>	<u>3,000.00</u>

TOTAL EXPENDITURES

	<u>247,288.42</u>	<u>271,083.16</u>	<u>1,574,521.09</u>	<u>6,099,000.00</u>
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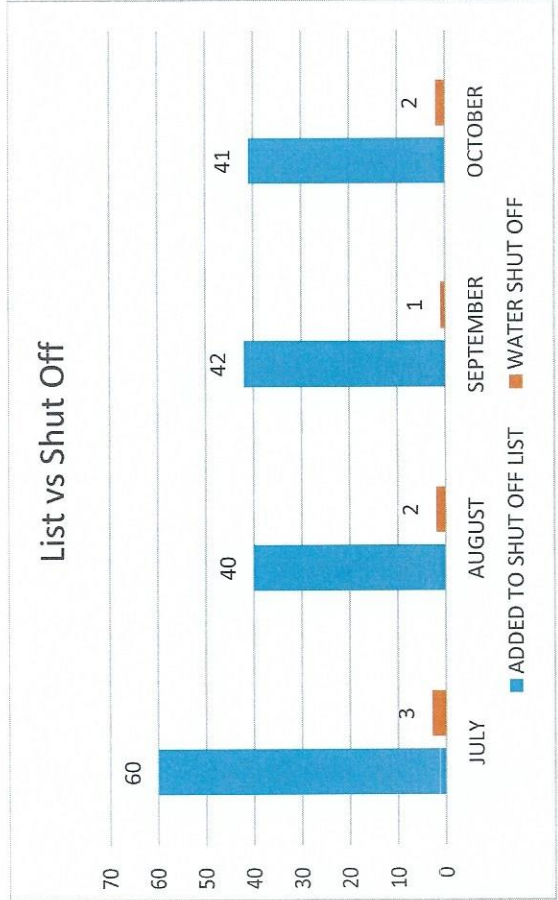
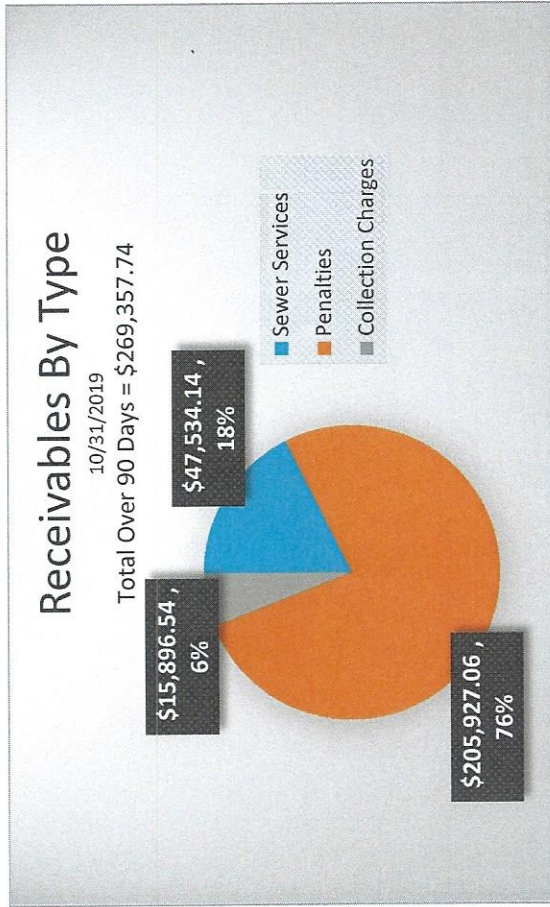
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES

	<u>(175,576.75)</u>	<u>655,840.76</u>	<u>670,494.05</u>	<u>(2,113,500.00)</u>
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		BANK BAL. AT END OF THE PRIOR MONTH	BANK BAL. AT END OF THE CURRENT MONTH	BANK BAL. AT THE END OF MAY
Ending Cash and Investments				
First National Bank - O & M Account	O&M	242,081.17	685,203.72	361,425.46
First National Bank - Certificate Fund	Bond & Int	93,569.44	83,394.52	40,988.34
First National Bank - Depreciation Account	Construction	2,151,793.28	2,169,436.13	2,054,418.48
First National Bank - Surplus Funds	Construction	168,498.18	135,344.03	13,843.29
First National Bank - Bond & Interest Fund	Bond & Int	753,810.50	701,680.32	673,153.54
First National Bank - Sinking Fund	Bond & Int	786,125.21	801,036.56	726,516.75
Algonquin Bank & Trust - Cash Mgr.	O&M	736,122.91	1,006,464.83	976,298.75
Algonquin Bank & Trust - Operating	O&M	195.00	158.00	421.00
Home State Bank	O&M	15,081.85	17,568.46	11,776.61
Illinois State Bank	O&M	6,846.78	7,994.60	5,017.16
Credit Cards	O&M	(276.87)	(484.15)	(469.35)
		<u>4,953,847.45</u>	<u>5,607,797.02</u>	<u>4,863,390.03</u>
TOTAL ENDING CASH AND INVESTMENTS				
SEWERAGE FUNDS				

Accounts Receivable Analysis

October 2019



Monthly Shut Off Summary

Lake in the Hills

- 2 Shut Off – 1 Pd in Full Post Shut Off & 1 Remains Unpaid.

Huntley

- NONE

Crystal Lake

- NONE

**LITH SANITARY DISTRICT
Bills Paid Before Meeting
November 14, 2019 Meeting Date**

Name	Memo	Amount
General Fund		
TOTAL GEN FUND BILLS PAID BEFORE MEETING		\$ -
O & M Fund		
AT&T	Emergency Comm	\$ 477.16
AT&T	Emergency Comm	\$ 239.56
AT&T	Emergency Comm	\$ 6,507.26
Comcast	Computer Support & Telephone	\$ 404.67
Flood Brothers Disposal & Recycling	Bldg & Grounds Maint - October Trash & Recycling	\$ 321.82
Suburban Laboratories Inc	Pro Svs - Lab	\$ 162.00
Suburban Laboratories Inc	Pro Svs - Lab	\$ 187.00
Suburban Laboratories Inc	Pro Svs - Lab	\$ 101.00
Suburban Laboratories Inc	Pro Svs - Lab	\$ 105.00
Verizon Wireless	Emergency Comm	\$ 346.71
TOTAL O & M BILLS PAID BEFORE MEETING		\$ 8,852.18

**LITH SANITARY DISTRICT
Recurring Bills
November 14, 2019 Meeting Date**

Name	Memo	Amount
General Fund		
Illinois Municipal Retirement Fund	Employer Portion of IMRF - October 2019	\$ 11,384.32
United States Treasury	District Pd Payroll Taxes (SS & Med)	\$ 4,358.41
TOTAL GENERAL FUND RECURRING BILLS		\$ 15,742.73
O & M Fund		
Humana	Health Insurance Premiums	\$ 19,470.48
Payment Service Network	Collections Expenses from September 2019	\$ 541.17
TOTAL O & M RECURRING BILLS		\$ 20,011.65

Approved _____

President Hansen

**LITH SANITARY DISTRICT - Governmental Fund
Bills Presented to Board for Approval
November 14, 2019 Meeting**

Name	Memo	Amount
GENERAL CORP FUND BILLS		
Applied Technologies Inc	Contractual Svs - Pro Engineering	\$ 3,536.00
Costco Wholesale	Membership & Dues - Dec 2019 Renewal	\$ 60.00
Countryside Garden Center	Community Affairs - Sympathy Tribute for Funeral	\$ 102.00
First National Bank of Omaha - Visa	Computer Expenses	\$ 767.48
Hawkins Inc	Chlorination, Alum Sulfate	\$ 1,470.10
Interstate Gas Supply, Inc.	Utilities - Nat Gas Sales for September 2019	\$ 41.47
Jones Insurance Services	2019 Insurance Renewal (Gen Liability, Vehicle, Pollution, Property)	\$ 105,648.00
Nicor Gas	Utilities - Nat Gas 9/6-10/7/19	\$ 276.29
Nicor Gas	Utilities - Nat Gas 10/7-11/6/19	\$ 579.90
Northwest Herald	Printing & Publications, Annual Subscription	\$ 235.00
Shaw Suburban Media Group	Printing & Publications, Audit Availability & Beach LS Bid	\$ 520.10
Storino Ramello & Durkin	General Legal Services - October 2019	\$ 805.00
TOTAL GENERAL CORP FUND BILLS		\$ 114,041.34

**LITH SANITARY DISTRICT - O&M/Sewerage Fund
Bills Presented to Board for Approval
November 14, 2019 Meeting**

Name	Memo	Amount
O & M BILLS		
Airgas USA LLC	Operating Supplies - Safety, welding helmet	\$ 98.00
Ansercall 24 LLC	Emergency Comm	\$ 100.00
Applied Technologies Inc	Engineering - Task Order 18-04 Richard Taylor Park Bypass	\$ 3,742.00
Calco, Ltd. Inc.	Operating Supplies - Lab	\$ 113.00
Cintas Corporation	Operating Supplies - Personnel	\$ 1,247.34
ComEd, Inc.	Utilities - Coll Sys Meadowbrook LS	\$ 285.72
ComEd, Inc.	Utilities - Coll Sys Dam LS	\$ 772.27
ComEd, Inc.	Utilities - Coll Sys Beach LS	\$ 82.79
ComEd, Inc.	Utilities - Coll Sys Meadowbrook LS	\$ 302.41
Consolidated Electrical Distributors, Inc	Maint/Repair - Coll Sys Decatur	\$ 178.44
Consolidated Electrical Distributors, Inc	Maint/Repair - Plant, Lights for Maintenance Office	\$ 70.20

Consolidated Electrical Distributors, Inc	Maint/Repair - Plant, Junction Boxes for Front Gate Camera	\$	41.88
Dreisilker Electric Motors Inc	Maint/Repair - Plant, Sand Filter Bridge	\$	6,033.97
Dreisilker Electric Motors Inc	Maint/Repair - Coll Sys Concord	\$	7,740.00
Dreisilker Electric Motors Inc	Maint/Repair - Coll Sys Decatur (Pump Repair)	\$	29,656.84
Dynegy Energy Services	Utilities - Plant, Concord, Decatur & Pyott LS	\$	27,758.96
Element Materials Tech Daleville LLC	Pro Svs - Lab	\$	469.65
Environmental Systems Research Institute	Training, Travel & Education - GIS Training James	\$	1,300.00
First National Bank of Omaha - Visa	Supplies Personnel & Pro Svs Intuit Fees	\$	219.08
First National Bank of Omaha - Visa	Train, Travel, Edu & Membership, Lab Supplies, M/R Plant	\$	255.15
Fox Valley Fire & Safety	Pro Svs - Extinguisher Svs	\$	318.95
Illinois Department of Employment Security	Personnel Svs - Unemployment	\$	4,010.00
Interstate All Battery Center	Maint/Repair - Coll Sys, Battery for Decatur PLC	\$	13.99
Joseph D. Foreman & Company, Inc.	Maint/Repair - Coll Sys, Manhole Adjusting Rings	\$	582.00
Joseph D. Foreman & Company, Inc.	Maint/Repair - Coll Sys, Decatur	\$	445.00
Joseph D. Foreman & Company, Inc.	Maint/Repair - Coll Sys, Decatur	\$	5.00
Kaman Industrial Technologies	Maint/Repair - Plant, Ox Ditch & VLR Bearings	\$	484.32
Logsdon Office Supply	Office Supplies	\$	103.26
Logsdon Office Supply	Office Supplies	\$	329.90
Logsdon Office Supply	Office Supplies	\$	287.96
Logsdon Office Supply	Office Supplies	\$	468.19
McHenry County Recorder	Collection Expenses	\$	31.50
Metropolitan Industries, Inc.	Maint/Repair - Coll Sys Meadowbrook Pump #2	\$	1,089.40
Minuteman Press	Printing & Publications	\$	550.64
PetroChoice LLC	Gas/Fuel	\$	585.37
Phenova Inc	Oper Supplies - Lab	\$	214.76
Rene Rodriguez-reimbursement	Oper Supplies - Personnel, Clothing Reimbursement 2019	\$	187.68
Ryco Landscaping	Grounds Upkeep, October mowing & trimming	\$	1,544.00
Storino Ramello & Durkin	Collections Expense - October 2019	\$	257.50
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	189.00
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	258.00
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	177.00
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	258.00
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	204.00
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	258.00
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	177.00
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	177.00
Synagro-WWT, Inc.	Sludge Management, Oct 2019 Load, Haul & Land App	\$	6,720.00
Technology Masters Inc	Computer Hardware Software & Support - Sept Maint	\$	680.00
Technology Masters Inc	Computer Hardware Software & Support - Email & I backup Issues	\$	190.50
The Home Depot	Maint/Repair - Plant, Timbers for Blower Hoisting	\$	59.92
The UPS Store 2361	Postage	\$	10.44
Third Millennium Associates	Collection Expenses - Rendering of Past Due Notices	\$	606.25
Village of Lake In The Hills	Coll Expenses - 10/23/19 Water Shut Offs	\$	105.00
Warehouse Direct	Pro Svs	\$	37.37
Water One, Inc.	Operating Supplies - Personnel	\$	70.00
Ziegler's Ace Hardware	Operating Supplies - Oct 2019	\$	431.97

TOTAL O&M FUND BILLS

\$ 102,586.57

CONSTRUCTION FUND BILLS

Applied Technologies Inc	Engineering - Task Order 19-01 Rear Drive Entrance CEI	\$	142.00
Applied Technologies Inc	Engineering - Task Order 19-02 Electrical Upgrades & Filter Bldg	\$	6,330.00

TOTAL CONSTRUCTION FUND BILLS **\$ 6,472.00**

BOND & INTEREST FUND BILLS

Ehlers	Admin Fees - 2014 Bonds, Continuing Disclosure Reporting	\$	750.00
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TOTAL BOND & INTEREST FUND BILLS **\$ 750.00**

GRAND TOTAL OF ALL BILLS PRESENTED FOR APPROVAL IS \$268,456.47 OF WHICH \$129,784.07 IS FROM THE GENERAL CORPORATE FUND, \$131,450.40 IS FROM THE OPERATIONS AND MAINTENANCE FUND, \$6,472.00 IS FROM THE CONSTRUCTION FUND, AND \$750.00 IS FROM THE BOND AND INTEREST FUND.

Approved _____

President Hansen

MANAGER'S REPORT

Month of October, 2019

<u>Customers:</u>	CURRENT	TOTAL for YEAR	DATA for Oct 2018
Total accounts through May 2019:	11,722		
New Customers:	2	14	1
Connections:	0	11	1
Permits Issued:	0	11	3
Permits Issued Past 13 Months:	21		
Total Permits Issued to Date:			
<i>Residential:</i>	10,083		
<i>Commercial:</i>	122		
<i>Industrial:</i>	1		

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

NAME	PE	DWELLINGS	Issued
Heathers Senior Living	75	3 multi-family bldgs	9/11/2019

COLLECTION SYSTEM EMERGENCY RESPONSES AND SANITARY SEWER OVERFLOWS

DATE	LOCATION	PROBLEM	DISTRICT PROBLEM
10/3/19	107 Woody Way	shower wouldn't drain	no
10/29/19	manhole (16 E Oak)	air relief valve stuck closed	yes

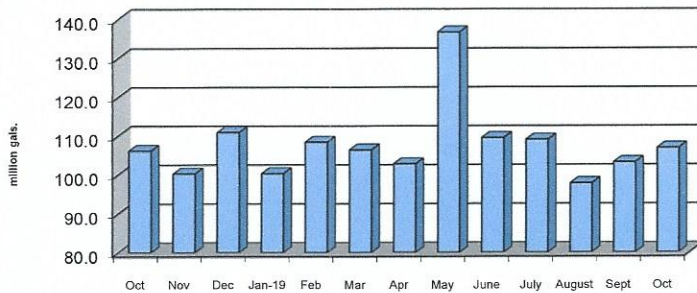
COLLECTION SYSTEM ACTIVITIES

Staff worked well together to keep Decatur lift station running despite several pump issues.

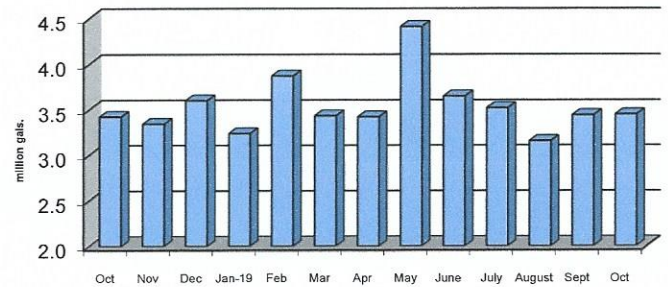
FLOWS:

Total Flow for Month:	106.825	million gallons
Average Daily Flow:	3.446	mgd
Maximum Daily Flow:	4.593	mgd
Precipitation Total:	4.85	inches
Precipitation This Month Last Year:	4.30	inches
Septage Accepted:	605,414	gallons

Total Monthly Flows



Monthly Average Daily Flows



MANAGER'S MONTHLY REPORT

October, 2019

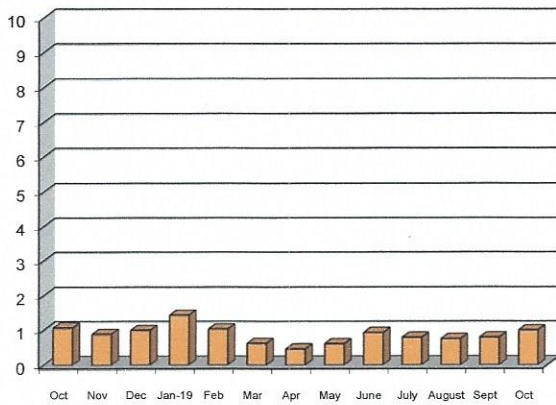
Page 2

TREATMENT PLANT OPERATIONS:

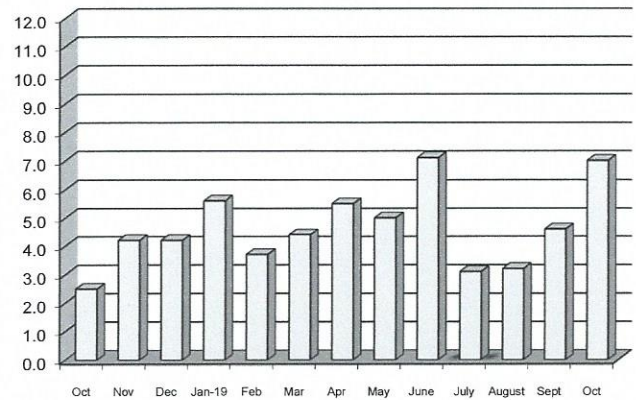
	<u>Average in</u>	<u>Average out</u>	<u>Average % reduction</u>
C.B.O.D:	121 mg/L	1.0 mg/L	99.2%
Total Suspended Solids:	253 mg/L	7.0 mg/L	97.2%
Ammonia Nitrogen:	11.7 mg/L	0.06 mg/L	99.5%
Phosphorus:		0.99 mg/L	
Fecal Coliform:		126 colonies (daily max.)	

This data represents the monthly averages taken from District records and submitted to the Illinois E.P.A.

Effluent Monthly Average - CBOD



Effluent Monthly Average - Total Suspended Solids



PLANT OPERATIONS SUMMARY:

Wasted:	3.190 million gallons
Decanted:	0.000 million gallons
Thickened:	3.255 million gallons
To Digester:	0.752 million gallons
Pressed:	0.637 million gallons

PERSONNEL ACTIVITIES:

Karen and Tamara attended a First National Bank luncheon on 10/2/19.
Ross attended an IAWPCO conference on 10/10/19.
James attended Arc GIS training on 10/21/19 and 10/22/19.
John, Mike, and Rene attended an IRWA conference on 10/22/19.

Respectfully submitted,

Tamara C. Mueller
District Manager

Jones Insurance Services
747 S Eastwood Drive
Woodstock, IL 60098
815-338-8176

November 5, 2019

Ms Tamara Mueller
Lake In The Hills Sanitary District
515 Plum Street
Lake In The Hills, IL 60156

RE: Insurance coverage renewal 2019

Ms Mueller,

Mr. Hansen had requested that we place the coverage out for bids this year.

The pollution coverage has been secured on a three-year policy. This year I sent it to a total of five brokers who in turn sent it to over a dozen companies. I had two brokers who were unable to quote as all the markets were blocked. This means that your quote request went to all the available companies that provide this coverage. The quotes ranged from \$30,000 to \$60,000.

My recommendation is to insure with AXIS Surplus Insurance Company. The premium, including Taxes and Fees, is \$29,224.

The Package policy, which includes the property, liability, vehicles, Earthquake, and umbrella was sent to Glatfelters, the current carrier, Travelers, and Burnham and Flowers, a broker.

Travelers refused to quote due to the history of claims.

Tokio Marine Insurance, part of HCC, is the lowest bid at \$60,720. Glatfelters, our current carrier, has an annual premium of \$76,424.

Two main areas that Tokio has not included in their quote are Cyber Coverage and an umbrella limit of \$10,000. To add both coverages would be an additional \$8500. This would bring the Tokio premium to \$69,220.

A major consideration is that Defense Costs are outside the limit for Glatfelters and inside the limit for Tokio.

Tokio does not include Professional Liability in their quote. This is an important coverage for management. They include part of the coverages that are normally found in Professional Liability but are missing major components.

Both are good companies.

My recommendation is to stay with Glatfelters.

They have handled all claims quickly.

The defense costs are outside of the limit of coverage.

Professional liability is included.

They are a company that we have dealt with and have been very helpful.

Please call me with your questions.

Sincerely,

John S Jones