



# LAKE IN THE HILLS

## SANITARY DISTRICT

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

**AGENDA**  
**PUBLIC HEARING AND REGULAR MEETING**  
**OF THE BOARD OF TRUSTEES**  
**May 14, 2020**  
**7:00 p.m.**

**7:00 P.M. PUBLIC HEARING – BUDGET AND APPROPRIATIONS FOR FISCAL YEAR  
MAY 1, 2020 THROUGH APRIL 30, 2021 (VIA WEBEX)**

**Roll Call**

**Public Comments**

**Budget and Appropriations for Fiscal Year May 1, 2020 through April 30, 2021**

**Adjourn Public Hearing**

**REGULAR MEETING OF THE BOARD OF TRUSTEES (VIA WEBEX)**

**Roll Call**

**Approval of the Minutes**

**Public Comments**

**Consent Agenda**

- A. Ordinance No. 404, An Ordinance for the Combined Budget and Appropriations for Fiscal Year May 1, 2020 through April 30, 2021.**
- B. Approval of writing off uncollectable residential accounts per staff's recommendation.**

**Specific Agenda**

**Treasurer's Report**



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**AGENDA**  
**PUBLIC HEARING AND REGULAR**  
**MEETING OF THE BOARD OF TRUSTEES**  
May 14, 2020  
7:00 p.m.  
Page 2

### Approval of Bills

Grand total of all bills presented for approval is \$233,042.61 of which \$106,697.38 is from the General Corporate Fund, \$109,143.23 is from the Operations and Maintenance Fund, \$17,202.00 is from the Construction Fund, and \$0.00 is from the Bond and Interest Fund.

### Manager's Report

Operations Update

Project Updates

### Engineer's Report

### Attorney's Report

### Unfinished Business

### New Business

### Audience Participation

### Adjournment

**Lake in the Hills Sanitary District**  
**Board of Trustees Regular Meeting Minutes (\*Virtual Meeting)**  
**April 9, 2020**

*\*Executive Order 2020-07 provides that for the duration of the COVID-19 Gubernatorial Disaster Proclamation, the provisions of the Open Meetings Act pertaining to in-person attendance of members of a public body are suspended, allowing for Township meetings to be held electronically and providing the public remote access to the proceedings.*

**Roll Call:**

The regular meeting was called to order by President Hansen at 7:00 pm using WebEx for virtual attendance and participation. Roll call was answered by President Eric Hansen, Trustee Cheryl Kehoe and Trustee Jessica Reed. Also in attendance were District Manager Tamara Mueller, Assistant District Manager Mike Nelson, District Attorney Ann Williams of Storino, Ramello & Durkin and District Treasurer/Clerk Karen Thompson. District Engineer Peter Kolb of Applied Technologies attempted to participate, but was having technical difficulties and his connection was very limited and intermittent.

**Approval of Minutes:**

Motion was made by Trustee Kehoe and seconded by Trustee Reed to approve the minutes of the Regular Board Meeting of March 12, 2020 as presented. On a roll call vote, President Hansen and Trustees Kehoe and Reed voted aye.

**Public Comments:**

None.

**Consent Agenda:**

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

- A. Appointment of Tamara Mueller as District Manager, 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.
- B. Approval of salary adjustments as recommended by District Manager.
- C. Approval of Ordinance No. 403 amending Ordinance No. 398 Regarding the Combined Budget and Appropriations for Fiscal Year May 1, 2019, through April 30, 2020 of the Lake in the Hills Sanitary District.
- D. Approval of Application and Certificate for Payment #1 in the amount of \$187,839.90 to Martam Construction for the Hagele Beach Lift Station.

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

### **Specific Agenda:**

None.

### **Treasurer's Report:**

District Treasurer presented final written copies of the March 2020 Treasurer's reports. She also provided a verbal summary of some of the receipts and expenses.

She further stated that the District did not shut water off for any customers in March. Additionally, we will not shut water off in April or May due to the pandemic. Reminder cards were still sent out to past due customers who met the District's criteria. As reflected on the accounts receivable analysis report, this reminder resulted in some past due payments being received.

Motion was made by President Hansen, seconded by Trustee Reed, to approve the March 2020 Treasurer's reports. On a roll call vote, President Hansen, Trustee Kehoe and Trustee 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 President Hansen and seconded by Trustee Kehoe to approve the List of Bills as presented for payment totaling \$499,376.49 of which \$20,590.52 is from the General Corporate Fund, \$135,220.21 is from the Operations & Maintenance Fund, \$44,547.00 is from the Construction Fund and \$299,018.76 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 presented a written copy of the March 2020 Manager's Report and provided a verbal summary.

She indicated that there were five call outs in March and none were the District's issue.

All of the grease trap inspections have been completed. The only ones that still need to be finalized are businesses that are closed or businesses that are pending re-inspection.

District Manager and Ross met with Applied Technologies regarding the Phosphorus study.

Maintenance & operations staff attended a lift station emergency pump demonstration. The process outlined in the demonstration would work for one lift station, but not for the other. They will discuss further when the social distance order is lifted and they can get together to meet.

All projects except the Beach Lift Station have been put on hold due to the pandemic.

Operations are running well even though District staff is working alternate and split schedules due to the pandemic.

District Manager presented a draft budget and draft capital improvement plan. Most of the budget stayed the same as last year with the exception of a few areas. For the capital improvement plan, the District Manager would like to focus on lift station improvements. As a result, she moved some capital improvement spending from new construction to collection system for the 2020-2021 budget. She further added that, based on the capital improvement plan, it appears that we are doing most of the work in 2020-2021 and not much in the following years. She believes that although we will attempt to get as much done in 2020-2021 as possible, it is likely that many of those projects will continue into subsequent years.

Motion was made by Trustee Kehoe, seconded by Trustee Reed, to approve the March 2020 Manager's Report as presented. On a roll call vote, President Hansen, Trustee Kehoe and Trustee Reed voted aye.

### **Attorney's Report:**

District Attorney indicated that she prepared and sent a summary of the Families First Coronavirus Relief Act to the District Manager. This act was passed by the federal government and is quite complicated. She further stated that the District Manager can reach out to her on an as needed basis regarding this Act as there are a lot of nuances and rules.

The stay at home order is currently through April 30<sup>th</sup>. She believes that this may be extended. She further asked if there was anything that the District Manager needs at this point or if all is going well. District Manager stated that everything is fine now and all District staff are healthy. District staff continue to work split shifts so that every employee is not on site at the same time. They also continue to sanitize door handles and other frequently used items.

### **Engineer's Report:**

District Engineer, Peter Kolb of Applied Technologies, provided a written report and photos from the Beach Lift Station project. His attendance in the virtual meeting was very limited and intermittent so he was unable to provide a verbal recap. Assistant District Manager read the Engineer's written report aloud. The details of what the Assistant District Manager read are summarized by task order number below. Assistant District Manager also provided some detail regarding what is being shown in the photos.

Task Order 19-02 (Electrical Upgrades & Filter Building Improvements) – The construction drawings and specifications are complete. The draft set of drawings will be given to District staff for review. They plan to publish the bid on April 30, 2020 and open these bids on May 21, 2020. The contract will be awarded on June 11, 2020 and construction will be from July to October 2020.

Task Order 19-04 (Hagele Beach Lift Station Construction) – Construction activities at the site are continuing. The wet well, valve vault and meter vault structures are in place. The photos provide a status of the project. Pay request #1 was approved to Martam Construction on tonight's agenda.

Task Order 20-01 (Phosphorus Reduction Study & Discharge Plan) – They reviewed system operation with District staff and collected operational data to incorporate into the optimization study. They received approval from the IEPA to incorporate all of the findings and recommendations into a single document. They created a process flow diagram and submitted it for internal review. They are also coordinating non-reactive phosphorus analysis on plant effluent. Their plan is to have draft reports done in June with final reports done in August and submitted to the IEPA in September 2020.

**Unfinished Business:**

None.

**New Business:**

President Hansen wanted to discuss items related to the pandemic and how the District is handling customer payments. District Manager indicated that we have been telling residents that no penalties will be assessed this month if their bill is not paid on time. Additionally, we are not doing any water shut offs in March, April or May. We will reassess this process in May. President Hansen thinks this is a good plan as there may be many residents who are unable to pay their bills.

President Hansen stated that any decision regarding how we will proceed with the May 2020 meeting will be made once we see what the Governor recommends regarding the stay at home order.

**Adjournment:**

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

The meeting was adjourned at 7:30 pm.

Respectfully Submitted,



Karen Thompson,  
District Clerk

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
President Hansen

**ORDINANCE NO. 404**  
*An Ordinance for the Combined Budget and Appropriations  
for Fiscal Year May 1, 2020, through April 30, 2021  
of the Lake in the Hills Sanitary District*

BE IT ORDAINED by the President and Board of Trustees of the LAKE IN THE HILLS SANITARY DISTRICT, McHenry County, Illinois, as follows:

SECTION 1: The following is the Annual Budget and Appropriations Ordinance for the Lake in the Hills Sanitary District for the fiscal year beginning May 1, 2020, and ending April 30, 2021.

A. GENERAL FUND

1.	<u>Personnel Services and Salary Expense</u>	
	Salaries of Trustees, Manager, Finance Director, Clerk	\$185,000
		\$185,000
2.	<u>Contractual Services</u>	
	Professional Engineering	\$ 75,000
	Legal Services	35,000
	Other Professional Services	<u>5,000</u>
		\$115,000
3.	<u>Administrative Expenses</u>	
	Printing, Publications	\$ 5,000
	Office Supplies, Equipment	3,000
	Postage	1,000
	Treasurer's Bond	4,000
	Community Affairs	1,000
	Memberships and Dues	<u>4,000</u>
		\$ 18,000
4.	<u>Operating Expenses</u>	
	Building and Grounds Upkeep	\$ 15,000
	Utilities	30,000
	J.U.L.I.E.	3,000
	Training and Education	3,000
	Travel Expenses	2,000
	Computer Hardware, Software & Support	<u>7,000</u>
		\$ 60,000
5.	<u>Contingency and Miscellaneous Expenses</u>	
	(Not otherwise appropriated)	<u>\$ 1,000</u>
		\$ 1,000
	<u>TOTAL GENERAL FUND</u>	<u>\$379,000</u>

B. CHLORINATION FUND \$ 24,000

C.	<u>AUDIT FUND</u>	\$ 20,000
D.	<u>PUBLIC LIABILITY INSURANCE FUND</u>	
	Workers Compensation	\$ 24,000
	Property	45,500
	Vehicles	15,000
	General Liability	80,000
	Administration Fee	<u>500</u>
		\$165,000
E.	<u>SOCIAL SECURITY FUND</u>	\$ 60,000
F.	<u>IMRF FUND</u>	\$300,000
	<u>TOTAL GENERAL CORPORATE FUND</u>	<u>\$948,000</u>
G.	<u>OPERATION &amp; MAINTENANCE FUND</u>	
1.	<u>SEWERAGE OPERATIONS AND MAINTENANCE ACCOUNT</u>	
a.	<u>Personnel Services</u>	
	District Personnel Salaries	\$634,000
		<u>\$634,000</u>
b.	<u>Administrative Expenses</u>	
	Telephone	3,000
	Postage	22,000
	Printing, Publications	2,000
	Office Supplies	7,500
	Billing and Collection Expenses	75,000
	Professional Services	10,000
	Training, Travel and Education	7,000
	Computer Hardware, Software and Support	70,000
	Community Affairs	2,000
	Medical and Life Insurance	<u>275,000</u>
		\$473,500
c.	<u>Operation and Maintenance of Plant</u>	
	Operating Supplies	\$ 60,000
	Maintenance and Repair (Plant)	150,000
	Maintenance and Repair (Collection Systems)	310,000
	Utilities and Energy	475,000
	Grounds Upkeep	30,000
	Gasoline/Oil	20,000
	Computer and Support Services	2,000
	Emergency Communications	75,000
	Sludge Management	225,000
	Professional Services	25,000



Residential Reimbursement	10,000
Compliance Requirements/Permits	30,000
GIS	<u>10,000</u>
	\$1,422,000
<b><u>TOTAL OPERATING BUDGET</u></b>	<b><u>\$2,529,500</u></b>

2.	<u>Construction</u>		
	d.	<u>Capital Improvements</u>	
		New Construction	1,500,000
		Plant Equipment	530,000
		Collection System	800,000
		Vehicles	75,000
		Legal Expense	5,000
		Engineering Expense	375,000
		Bond, Finance Consulting Expense	<u>1,000</u>
			\$3,286,000
3.	<u>Bond and Interest Account</u>		
	e.	<u>Bond Transfers</u>	
		2008 Debt Certificates, Principal	115,000
		2008 Debt Certificates, Interest	43,000
		Administration Fee	<u>2,000</u>
			\$ 160,000
	f.	<u>Bond Transfers</u>	
		2014 Debt Certificates, Principal	110,000
		2014 Debt Certificates, Interest	107,000
		Administrative Fee	<u>2,000</u>
			\$ 219,000
	g.	<u>Contingency &amp; Miscellaneous Expenses</u>	
		(Not otherwise appropriated)	<u>\$ 3,000</u>
			\$ 3,000
		<b><u>TOTAL OPERATION AND MAINTENANCE FUND</u></b>	<b><u>\$6,197,500</u></b>

<b><u>SUMMARY:</u></b>	
General Fund	\$ 379,000
Chlorination Fund	24,000
Audit Fund	20,000
Public Liability Insurance Fund	165,000
Social Security Fund	60,000
IMRF Fund	300,000
Operation and Maintenance Fund:	<u>6,197,500</u>
<b><i>Summary Total:</i></b>	<b><u>\$7,145,500</u></b>

SECTION 2: As part of the Annual Budget, it is stated:

1. That the cash on hand at the beginning of the fiscal year is \$6,859,588.
2. That the estimated cash expected to be received during the fiscal year from all sources is \$4,581,859.
3. That the estimated expenditures contemplated for the fiscal year are \$7,145,500.
4. That the estimated cash expected to be on hand at the end of the fiscal year is \$4,295,947.

SECTION 3: All unexpended balances of any item or items of any general appropriation made by this Ordinance may be expended in making up any insufficiency in any item or items in the same general appropriation and for the same purposes or in a like appropriation made by this ordinance.

SECTION 4: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 5: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 6: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Ayes:  
Nays:  
Absent:  
Abstain:

APPROVED:

\_\_\_\_\_  
President Eric Hansen

[SEAL]

ATTEST: \_\_\_\_\_  
District Clerk, Karen Thompson

Passed: \_\_\_\_\_  
Approved: \_\_\_\_\_  
Published: \_\_\_\_\_

CERTIFICATION

I, Karen Thompson, do hereby certify that I am the duly appointed and qualified District Clerk of the Lake in the Hills Sanitary District, McHenry County, Illinois, and that as such District Clerk, I am the keeper of the ordinances, records, corporate seal and proceedings of the President and Board of Trustees of said Lake in the Hills Sanitary District.

I do hereby further certify that at a regular meeting of the President and Board of Trustees of the Lake in the Hills Sanitary District, held on the 14th day of May, 2020, the foregoing Ordinance entitled *An Ordinance for the Combined Budget and Appropriations for Fiscal Year May 1, 2020, through April 30, 2021, of the Lake in the Hills Sanitary District*, was duly passed and approved by the President and Board of Trustees of the Lake in the Hills Sanitary District.

I do further certify that the original, of which the attached is a true and correct copy, is entrusted to me as the District Clerk of said District for safekeeping, and that I am the lawful custodian and keeper of the same.

In witness whereof, I have affixed my name as District Clerk and caused the seal of said District to be affixed hereto this 14th day of May, 2020.

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Karen Thompson, District Clerk  
Lake in the Hills Sanitary District  
McHenry County, Illinois

[SEAL]

CERTIFICATE OF ESTIMATED REVENUES  
LAKE IN THE HILLS SANITARY DISTRICT  
FISCAL YEAR BEGINNING MAY 1, 2020

FUND	SOURCE OF REVENUE	AMOUNT
General	Real Estate Taxes	\$308,320
	Interest	1,000
Audit	Real Estate Taxes	2,006
Chlorination	Real Estate Taxes	16
Liability Insurance	Real Estate Taxes	50,006
Social Security	Real Estate Taxes	55,007
Retirement	Real Estate Taxes	155,004
Sewerage	User Charges	3,600,000
	Septage Income	250,000
	Wastewater Discharge Income	45,000
	Connection Fee	95,000
	Annexation Fees	5,000
	Downstream Charges	500
	Liftstation Recapture	-0-
	Interest	15,000
<b>Total Estimated Revenues</b>		<b>\$4,581,859</b>

**CERTIFICATION**

I, Karen Thompson, the District Clerk of the Lake in the Hills Sanitary District, do hereby certify that the above is a true estimate of the revenues anticipated to be received by this governmental unit in this fiscal year 2020-21 for the indicated funds.

Dated: \_\_\_\_\_, 2020

\_\_\_\_\_  
Karen Thompson  
District Clerk

[SEAL]

**UNCOLLECTABLE WRITE-OFFS**  
11/1/19 - 04/30/20

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
12213003	11/13/2019	Nelson Lvg Trust	\$ 1,201.69	\$ 505.04		\$ 505.04		\$ 696.65	1641B Penny Ln Cl	Agreed w/o per TCM/JAS
16736000/02	2/10/2020	Rabi Nesheiwat	\$ 10,195.02	\$ 8,797.71		\$ 7,921.53	\$ 876.18	\$ 1,397.31	5451 Sullivan Pass	Agreed w/o Pd agreemnt amnt
12439002	3/23/2020	Adam Hamilton	\$ 937.66	\$ 657.66		\$ 657.66		\$ 280.00	1644 Penny Ln Cl	Agreed w/o per TCM/JAS
		<b>TOTALS</b>	\$ 12,334.37	\$ 9,960.41	\$ -	\$ 9,084.23	\$ 876.18	\$ 2,373.96		

**LAKE IN THE HILLS SANITARY DISTRICT**  
**MONTHLY TREASURER REPORT - GOVERNMENTAL FUNDS**  
 Month of April, 2020

	BANK BAL AT BEGINNING OF PRIOR MONTH	BANK BAL AT BEGINNING OF THE CURRENT MONTH	BANK BAL AT THE BEGINNING OF THE FY	
<b>Beginning Cash and Investments</b>				
First National Bank	1,387,408.55	1,348,705.89	1,322,636.54	
Credit Cards	(286.51)	(199.99)	-	
<b>TOTAL BEGINNING CASH AND INVESTMENTS</b>	<b>1,387,122.04</b>	<b>1,348,505.90</b>	<b>1,322,636.54</b>	
	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
<b>Revenues and Receipts</b>				
<b>Real Estate Taxes</b>				
General Fund	-	-	287,379.41	240,000.00
Audit Fund	-	-	20,604.00	10,000.00
Chlorination Fund	-	-	16,788.60	15,000.00
Liability Insurance Fund	-	-	145,525.24	135,900.00
Social Security Fund	-	-	49,601.97	45,000.00
Retirement Fund	-	-	112,940.33	98,100.00
Replacement Taxes	58.93	406.92	2,120.70	-
Interest Income	149.33	54.92	3,115.16	1,000.00
<b>TOTAL REVENUES AND RECEIPTS</b>	<b>208.26</b>	<b>461.84</b>	<b>638,075.41</b>	<b>545,000.00</b>
<b>Expenditures</b>				
<b>GENERAL FUND</b>				
<b>PERSONNEL SERVICES</b>				
Salaries of Trustees, Manager, Treasurer & Clerk	14,135.04	14,241.92	167,423.14	175,000.00
<b>CONTRACTUAL SERVICES</b>				
Professional Engineering	-	-	44,970.00	45,000.00
Legal Services	665.00	-	48,723.99	49,000.00
Other Professional Services	495.00	1,373.75	2,268.75	5,000.00
	1,160.00	1,373.75	95,962.74	99,000.00
<b>ADMINISTRATIVE EXPENSES</b>				
Printing, Publications	-	-	3,060.50	5,000.00
Office Supplies, Equipment	199.99	529.99	996.63	3,000.00
Postage	-	-	695.35	1,000.00
Treasurer's Bond	-	-	3,000.00	4,000.00
Community Affairs	-	-	102.00	1,000.00
Memberships and Dues	-	-	490.00	4,000.00
	199.99	529.99	8,344.48	18,000.00
<b>OPERATING EXPENSES</b>				
Building and Grounds Upkeep	-	-	5,161.23	7,000.00
Utilities	2,787.47	2,277.89	23,431.85	30,000.00
J.U.L.I.E.	-	-	2,546.69	3,000.00
Training and Education	-	-	1,950.00	2,000.00
Travel Expenses	-	-	390.51	2,000.00
Computer Hardware, Software & Support	275.00	-	2,742.62	3,000.00
	3,062.47	2,277.89	36,222.90	47,000.00
<b>CONTINGENT AND MISCELLANEOUS EXPENSES</b>				
Not Otherwise Appropriated	-	-	150.00	1,000.00
	-	-	150.00	1,000.00
<b>TOTAL GENERAL FUND</b>	<b>18,557.50</b>	<b>18,423.55</b>	<b>308,103.26</b>	<b>340,000.00</b>

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
<b>Expenditures (continued)</b>				
CHLORINATION FUND	-	-	9,270.50	24,000.00
	-	-	9,270.50	24,000.00
AUDIT FUND	-	-	10,000.00	20,000.00
	-	-	10,000.00	20,000.00
PUBLIC LIABILITY INSURANCE FUND				
Workers' Compensation	3,939.00	-	15,757.00	24,000.00
Property	-	-	44,835.00	45,000.00
Vehicles	-	-	8,901.00	18,000.00
General Liability	-	-	52,157.00	80,000.00
Administrative Fee	119.00	-	473.00	800.00
	4,058.00	-	122,123.00	167,800.00
SOCIAL SECURITY FUND	4,244.46	4,342.78	53,043.51	55,000.00
IMRF FUND	11,964.44	99,839.73	230,000.00	230,000.00
OTHER EXPENDITURES (RECEIPTS)	-	-	-	-
TOTAL EXPENDITURES	38,824.40	122,606.06	732,540.27	836,800.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(38,616.14)	(122,144.22)	(94,464.86)	(291,800.00)
<b>Ending Cash and Investments</b>				
First National Bank	1,348,705.89	1,226,361.68	1,285,433.12	
Credit Cards	(199.99)	-	-	
TOTAL ENDING CASH AND INVESTMENTS	1,348,505.90	1,226,361.68	1,285,433.12	
GENERAL CORPORATE FUND				

**LAKE IN THE HILLS SANITARY DISTRICT**  
**MONTHLY TREASURER REPORT - O&M/SEWERAGE FUNDS**  
 Month of April, 2020

		BANK BAL AT BEGINNING OF PRIOR MONTH	BANK BAL AT BEGINNING OF THE CURRENT MONTH	BANK BAL AT THE BEGINNING OF THE FY		
<b>Beginning Cash and Investments</b>						
First National Bank - O & M Account	O&M	499,316.41	369,521.20	554,828.09		
First National Bank - Certificate Fund	Bond & Int	136,750.48	150,272.03	27,978.27		
First National Bank - Depreciation Account	Construction	2,205,546.47	2,207,172.99	2,040,661.06		
First National Bank - Surplus Funds	Construction	32,795.52	17,905.09	37,837.21		
First National Bank - Bond & Interest Fund	Bond & Int	839,710.27	846,965.05	606,836.79		
First National Bank - Sinking Funds	Bond & Int	860,561.97	875,399.12	711,620.02		
Algonquin Bank & Trust - Cash Mgr	O&M	1,043,024.67	1,055,388.76	939,069.95		
Algonquin Bank & Trust - Operating	O&M	7.00	26,173.00	1,634.00		
Home State Bank	O&M	20,709.79	20,987.69	11,609.76		
Illinois State Bank	O&M	9,310.31	9,310.72	5,016.95		
Credit Cards		(765.62)	(1,768.04)	(145.19)		
<b>TOTAL BEGINNING CASH AND INVESTMENTS</b>		<b>5,646,967.27</b>	<b>5,577,327.61</b>	<b>4,936,946.91</b>		
<b>SEWERAGE FUNDS</b>						
		<b>PRIOR MONTH</b>	<b>CURRENT MONTH</b>	<b>YTD</b>	<b>BUDGET</b>	
<b>Revenues and Receipts</b>						
Sewer Bill Income/User Charges		102,372.54	721,896.10	3,685,179.53	3,600,000.00	
Septage Income		24,011.84	9,538.00	323,246.74	200,000.00	
Wastewater Discharge Income		7,037.00	3,374.89	43,593.01	45,000.00	
Refunds		(3,339.09)	(436.21)	(12,622.61)	-	
Connection/Tap-On Fees		-	-	120,305.71	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		-	-	82,710.57	-	
Interest Income		1,760.55	1,132.76	29,191.23	25,000.00	
<b>TOTAL REVENUES AND RECEIPTS</b>		<b>131,842.84</b>	<b>735,505.54</b>	<b>4,271,604.18</b>	<b>3,985,500.00</b>	
<b>Expenditures</b>						
<b>PERSONNEL SERVICES</b>						
District Personnel Salaries		41,847.87	42,646.20	537,640.22	604,000.00	
<b>ADMINISTRATIVE EXPENSES</b>						
Telephone		216.28	196.89	2,559.24	3,000.00	
Postage		3,816.98	-	18,185.60	20,000.00	
Printing and Publications		-	-	605.10	2,000.00	
Office Supplies		338.91	-	5,469.55	7,500.00	
Collection and Billing Expenses		3,373.48	2,072.50	64,023.29	75,000.00	
Professional Services		1,285.49	77.31	3,635.29	10,000.00	
Training, Travel and Education		-	-	4,845.15	5,000.00	
Computer Hardware, Software, and Support		651.60	1,532.11	41,507.95	70,000.00	
Community Affairs		-	-	-	2,000.00	
Medical and Life Insurance		19,612.74	19,612.74	250,636.70	275,000.00	
		<b>29,295.48</b>	<b>23,491.55</b>	<b>391,467.87</b>	<b>469,500.00</b>	
<b>OPERATIONS AND MAINTENANCE</b>						
Operating Supplies		4,570.20	3,692.39	50,099.79	60,000.00	
Maintenance and Repair (Plant)		20,612.94	11,479.10	119,032.80	150,000.00	
Maintenance and Repair (Collection Systems)		1,059.36	592.96	97,496.64	250,000.00	
Utilities and Energy		37,953.62	37,152.16	444,834.91	450,000.00	
Grounds Upkeep		-	-	14,885.55	30,000.00	
Gasoline/Oil		527.93	251.39	10,101.76	20,000.00	
Computer and Support Services		-	-	-	2,000.00	
Emergency Communications		7,786.08	9,934.28	92,484.13	95,000.00	
Sludge Management		15,360.00	7,636.95	136,201.48	250,000.00	



	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Professional Services	267.00	132.00	18,262.82	24,000.00
Residential Reimbursement	-	-	-	10,000.00
Compliance Requirements/Permits	-	-	25,750.00	28,500.00
GIS	-	-	-	10,000.00
	<u>88,137.13</u>	<u>70,871.23</u>	<u>1,009,149.88</u>	<u>1,379,500.00</u>

**Expenditures (continued)**

**CAPITAL IMPROVEMENTS**

New Construction	14,895.00	232,386.90	1,075,094.29	2,500,000.00
Plant Equipment	-	-	-	30,000.00
Collection System	-	34,422.20	39,264.70	300,000.00
Vehicles	1,249.99	-	16,485.99	45,000.00
Legal Expense	-	-	-	5,000.00
Engineering Expense	1,862.00	588.00	135,013.55	375,000.00
Bond, Finance Consulting Expense	-	-	-	1,000.00
	<u>18,006.99</u>	<u>267,397.10</u>	<u>1,265,858.53</u>	<u>3,256,000.00</u>

**BOND TRANSFERS**

2008 Debt Certificates, Principal	-	110,000.00	110,000.00	110,000.00
2008 Debt Certificates, Interest	-	23,700.01	47,400.02	48,000.00
Administration Fees - 2008 Debt Certs	-	-	750.00	3,500.00
	<u>-</u>	<u>133,700.01</u>	<u>158,150.02</u>	<u>161,500.00</u>

Series 2014 Bond, Principal	-	110,000.00	110,000.00	110,000.00
Series 2014 Bond, Interest	-	54,918.75	109,837.50	112,000.00
Administration Fees - 2014 Series Bond	-	400.00	1,150.00	3,500.00
	<u>-</u>	<u>165,318.75</u>	<u>220,987.50</u>	<u>225,500.00</u>

**CONTINGENT AND MISCELLANEOUS EXPENSES**

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

**TOTAL EXPENDITURES**

	<u>177,287.47</u>	<u>703,424.84</u>	<u>3,583,269.62</u>	<u>6,099,000.00</u>
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**EXCESS OF REVENUES OVER (UNDER) EXPENDITURES**

	<u>(45,444.63)</u>	<u>32,080.70</u>	<u>688,334.56</u>	<u>(2,113,500.00)</u>
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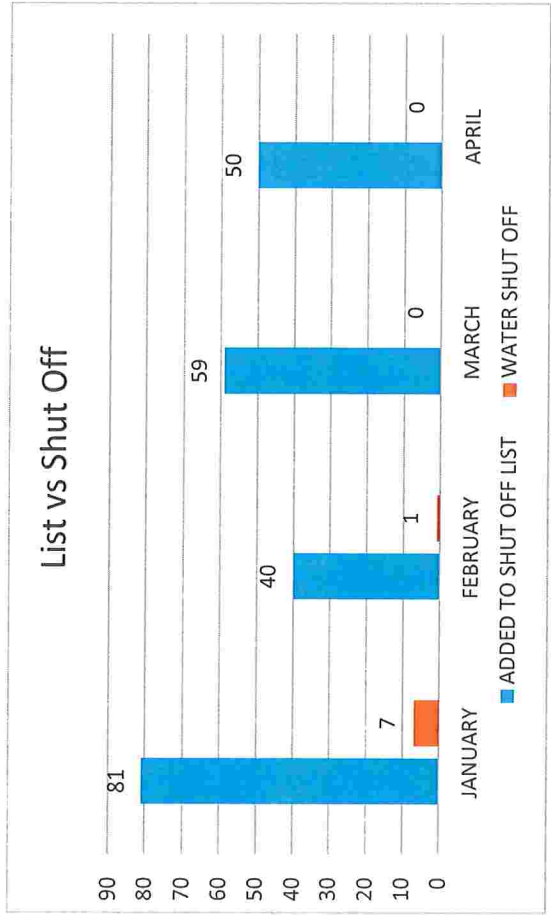
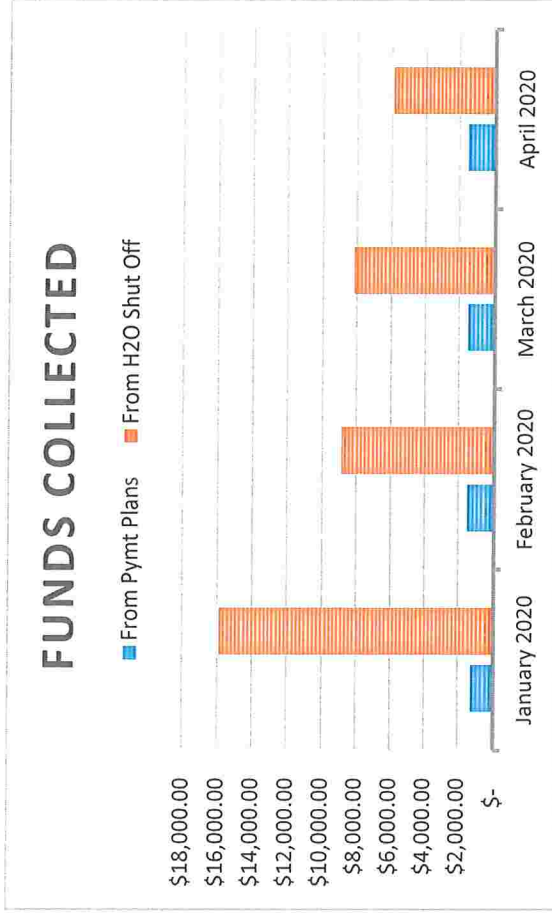
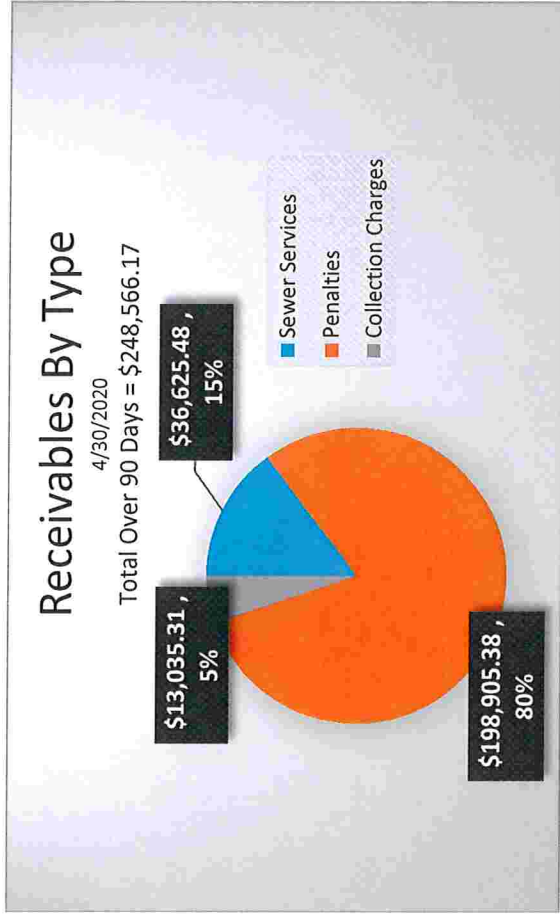
		BANK BALS AT END OF THE PRIOR MONTH	BANK BALS AT END OF THE CURRENT MONTH	BANK BALS AT THE END OF MAY
<b>Ending Cash and Investments</b>				
First National Bank - O & M Account	O&M	369,521.20	686,944.74	361,425.46
First National Bank - Certificate Fund	Bond & Int	150,272.03	30,078.28	40,988.34
First National Bank - Depreciation Account	Construction	2,207,172.99	2,208,654.83	2,054,418.48
First National Bank - Surplus Funds	Construction	17,905.09	35,533.35	13,843.29
First National Bank - Bond & Interest Fund	Bond & Int	846,965.05	689,089.29	673,153.54
First National Bank - Sinking Fund	Bond & Int	875,399.12	890,178.50	726,516.75
Algonquin Bank & Trust - Cash Mgr.	O&M	1,055,388.76	1,058,229.06	976,298.75
Algonquin Bank & Trust - Operating	O&M	26,173.00	310.00	421.00
Home State Bank	O&M	20,987.69	23,648.78	11,776.61
Illinois State Bank	O&M	9,310.72	10,559.83	5,017.16
Credit Cards	O&M	(1,768.04)	(866.42)	(469.35)

<b>TOTAL ENDING CASH AND INVESTMENTS</b>	<u>5,577,327.61</u>	<u>5,632,360.24</u>	<u>4,863,390.03</u>
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**SEWERAGE FUNDS**

# Accounts Receivable Analysis

## April 2020



### Monthly Shut Off Summary

**Lake in the Hills**

- NONE.

**Huntley**

- NONE.

**Crystal Lake**

- NONE.

**LITH SANITARY DISTRICT  
Bills Paid Before Meeting  
May 14, 2020 Meeting Date**

Name	Memo	Amount
<b>General Fund</b>		
<b>TOTAL GEN FUND BILLS PAID BEFORE MEETING</b>		<b>\$ -</b>
<b>O &amp; M Fund</b>		
Ansercall	Emerg Comm	\$ 100.00
AT&T	Emerg Comm	\$ 294.58
AT&T	Emerg Comm	\$ 13.45
Comcast	Computer Exp & Telephone	\$ 386.21
Flood Brothers Disposal & Recycling	Bldg & Grounds, April Trash	\$ 321.82
Pitney Bowes	Postage	\$ 270.99
The UPS Store	Postage	\$ 10.94
Verizon Wireless	Emerg Comm	\$ 390.02
<b>TOTAL O &amp; M BILLS PAID BEFORE MEETING</b>		<b>\$ 1,788.01</b>

**LITH SANITARY DISTRICT  
Recurring Bills  
May 14, 2020 Meeting Date**

Name	Memo	Amount
<b>General Fund</b>		
Illinois Municipal Retirement Fund	Employer Portion of IMRF - April 2020	\$ 12,163.19
Illinois Municipal Retirement Fund	Employer Portion of IMRF - Extra to Pay Down ERI	\$ 87,676.54
United States Treasury	District Pd Payroll Taxes (SS & Med)	\$ 4,342.78
<b>TOTAL GENERAL FUND RECURRING BILLS</b>		<b>\$ 104,182.51</b>
<b>O &amp; M Fund</b>		
Blue Cross Blue Shield	Health Insurance Premiums (for April 2020)	\$ 18,129.70
Humana	Health Insurance Premiums (for April 2020)	\$ 1,483.04
Payment Service Network	Collections Expenses from March 2020	\$ 833.51
<b>TOTAL O &amp; M RECURRING BILLS</b>		<b>\$ 20,446.25</b>

Approved \_\_\_\_\_

\_\_\_\_\_  
President Hansen

**LITH SANITARY DISTRICT - Governmental Fund  
Bills Presented to Board for Approval  
May 14, 2020 Meeting**

Name	Memo	Amount
<b>GENERAL CORP FUND BILLS</b>		
Applied Technologies	Contractual Svs - Engineering 3/26-4/25/20	\$ 784.00
Illinois Municipal Treasurer's Association	Membership/Dues - K Thompson	\$ 100.00
Pitney Bowes	Postage - Meter Rental 4/16-7/15/20	\$ 122.85
Shaw Media	Printing & Publications - Public Hearing Budget & Appropriations	\$ 53.02
Storino Ramello & Durkin	Legal Svs - April 2020	\$ 385.00
Turf Care Enterprises Inc	Building & Grounds, Early Spring Lawn Application	\$ 1,070.00
<b>TOTAL GENERAL CORP FUND BILLS</b>		<b>\$ 2,514.87</b>

**LITH SANITARY DISTRICT - O&M/Sewerage Fund  
Bills Presented to Board for Approval  
May 14, 2020 Meeting**

Name	Memo	Amount
<b>O &amp; M BILLS</b>		
Airgas USA LLC	Operating Supplies	\$ 124.67
AMS Mechanical Systems	Maint/Repair - Plant	\$ 4,472.23
AT&T-Alarms	Emerg Comm	\$ 8,097.96
ATI Environmental Inc. - Midwest Lab	Pro Svs - Lab	\$ 135.00
AutoZone, Inc.	Maint/Repair - Plant Vehicles, Oil & Filters	\$ 36.47
AutoZone, Inc.	Maint/Repair - Plant Vehicles, Rotors & Brake Pads	\$ 109.99
BDP Industries	Maint/Repair - Plant, Belt Press	\$ 2,224.11
Calco, Ltd. Inc.	Operating Supplies	\$ 113.00
Cintas Corporation	Operatng Supplies - Personnel	\$ 990.80
ComEd, Inc.	Utilities - Coll System, Dam LS	\$ 796.60
ComEd, Inc.	Utilities - Coll System, Beach LS	\$ 87.05
ComEd, Inc.	Utilities - Coll System, Meadowbrook LS 3/9-4/7	\$ 365.92
ComEd, Inc.	Utilities - Coll System, Meadowbrook LS 4/7-5/6	\$ 443.00
Dynegy Energy Services	Utilities - Plant, Concord, Decatur & Pyott LS	\$ 37,984.70
Element Materials Tech Daleville LLC	Pro Svs - Lab, Quarterly Sludge Testing	\$ 491.42
Fence Factory Family	Maint/Repair - Plant, Perimeter Fence Repair	\$ 750.00
First National Bank of Omaha - Visa	Pro Svs - Intuit Payroll Fees	\$ 59.50
First National Bank of Omaha - Visa	Maint/Repair - Coll Sys, Computer Exp for SSI Certs & Firewall	\$ 780.94
Hach Company	Operating Supplies - Lab, Phosphorus TNT 843	\$ 305.45
Hach Company	Operating Supplies - Lab, Phosphorus TNT 845	\$ 352.38
Logsdon Office Supply	Office Supplies	\$ 76.95
Logsdon Office Supply	Office Supplies	\$ 529.83
Logsdon Office Supply	Office Supplies	\$ 95.48

Marc Kresmery Construction LLC	Maint/Repair - Coll Sys, Decatur	\$	1,014.84
McHenry County Recorder	Collection Expenses - March 2020	\$	14.00
McHenry County Recorder	Collection Expenses - April 2020	\$	12.00
Menards	Maint/Repair - Plant, Hot Water Heater for Office	\$	809.00
Menards	Oper Supplies - Small Tools, Shelf for Vactor Bay	\$	149.99
PetroChoice LLC	Gas/Fuel	\$	235.82
PetroChoice LLC	Gas/Fuel	\$	378.83
PetroChoice LLC	Gas/Fuel	\$	911.62
PetroChoice LLC	Gas/Fuel - addtl due from 3/10/2020 invoice	\$	58.80
Ryco Landscaping	Grounds Upkeep, 4/27 mowing, trimming & clean up	\$	613.00
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	132.00
Suburban Laboratories, Inc.	Pro Svs - Lab (phosphorus study)	\$	160.00
Synagro WWT	Sludge Management - April 2020	\$	19,320.00
Technology Masters Inc	Computer Exp - Purchase & Set Up Virtual Graffiti/Firewall	\$	31.75
Technology Masters Inc	Computer Exp - Maintenance	\$	476.25
The Home Depot Credit Card	Computer Exp - Wifi Camera to Remotely Watch the Press	\$	25.98
The Sherwin Williams Co.	Maint/Repair - Plant, Paint for Piping Etc	\$	145.68
Third Millennium Associates, Inc.	Collection Expenses	\$	2,478.74
United Laboratories	Operating Supplies - Personnel, Sanitizer	\$	253.80
Warehouse Direct	Pro Svs - Copies	\$	7.48
Ziegler's Ace Hardware	Operating Supplies	\$	255.94

**TOTAL O&M FUND BILLS**

**\$ 86,908.97**

**CONSTRUCTION FUND BILLS**

Applied Technologies Inc	Engineering - Task Order 19-02 Electrical Upgrades & Filter Bldg Imprvmts	\$	3,935.00
Applied Technologies Inc	Engineering - Task Order 19-04 Beach Lift Station CEI	\$	9,424.00
Applied Technologies Inc	Engineering - Task Order 20-01 Phosphorus Reduction Feasibility Study	\$	3,843.00

**TOTAL CONSTRUCTION FUND BILLS**

**\$ 17,202.00**

**GRAND TOTAL OF ALL BILLS PRESENTED FOR APPROVAL IS \$233,042.61 OF WHICH \$106,697.38 IS FROM THE GENERAL CORPORATE FUND, \$109,143.23 IS FROM THE OPERATIONS AND MAINTENANCE FUND, \$17,202.00 IS FROM THE CONSTRUCTION FUND, AND \$0.00 IS FROM THE BOND AND INTEREST FUND.**

Approved \_\_\_\_\_

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# MANAGER'S REPORT

## Month of April, 2020

<u>Customers</u>	CURRENT	12/MO TOTAL	Data for Apr 2019
	Total accounts through May 2019:	11,730	
New Customers:	0	20	1
Connections:	0	10	0
Permits Issued:	0	12	0
Permits Issued Past 13 Months:	12		
Total Permits Issued to Date:			
<i>Residential:</i>	10,086		
<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
4/15/2020	11 Annadale Ct	kitchen sink not draining	no
4/19/2020	16 Lake Dr	sink not draining	no
4/29/2020	911 Willow	storm water in basement	no
4/29/2020	Dam Lift Station	heavy rain and high flows	yes

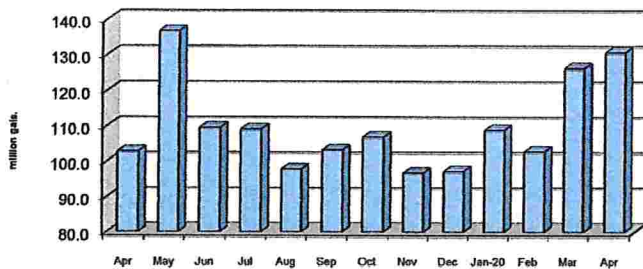
### COLLECTION SYSTEM ACTIVITIES

No preventative maintenance able to be performed due to COVID-19 restrictions.

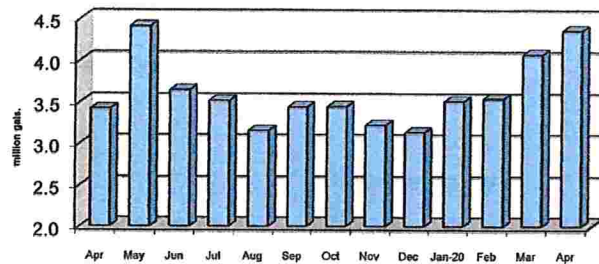
### FLOWS

Total Effluent Flow for Month:	130.722	million gallons
Average Daily Flow:	4.357	mgd
Maximum Daily Flow:	6.494	mgd
Precipitation Total:	4.75	inches
Precipitation This Month Last Year:	4.36	inches
Septage Accepted:	741,217	gallons

**Total Monthly Flows**



**Monthly Average Daily Flows**



**MANAGER'S MONTHLY REPORT**

April, 2020

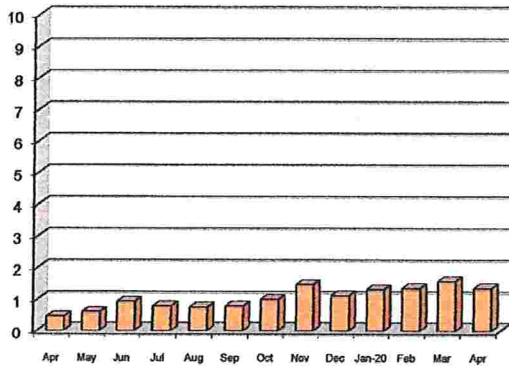
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**TREATMENT PLANT OPERATIONS**

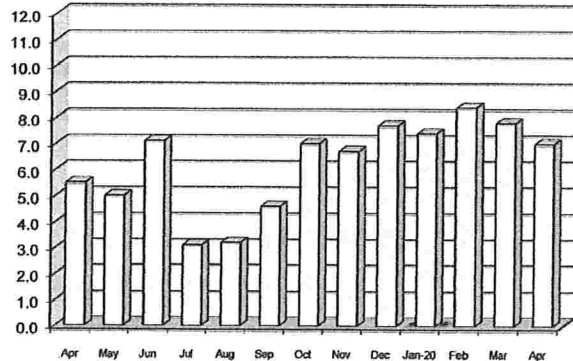
	<u>Average in</u>	<u>Average out</u>	<u>Average % reduction</u>
CBOD	149 mg/L	1.4 mg/L	99.1%
Total Suspended Solids:	351 mg/L	7.0 mg/L	98.0%
Ammonia Nitrogen:	11.0 mg/L	0.04 mg/L	99.6%
Phosphorus:		0.70 mg/L	
Fecal Coliform:		241 colonies (daily max.)	

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:	4.060 million gallons
Decanted:	0.000 million gallons
Thickened:	4.179 million gallons
To Digester:	1.164 million gallons
Pressed:	0.799 million gallons

**PERSONNEL ACTIVITIES**

No additional activities due to COVID-19 restrictions.

Respectfully submitted,

Tamara C. Mueller  
District Manager