



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
April 15, 2021
7:00 P.M.**

REGULAR MEETING OF THE BOARD OF TRUSTEES

Roll Call

Approval of the Minutes

Public Comments

Consent Agenda

- 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, and George Roach and Associates as District Auditors.**
- B. Approval of salary adjustments as recommended by District Manager.**
- C. Approval of Ordinance No. 407 amending Ordinance No. 404 Regarding the Combined Budget and Appropriations for Fiscal Year May 1, 2020, through April 30, 2021, of the Lake in the Hills Sanitary District.**

Specific Agenda

Treasurer's Report

Approval of the Bills

Grand total of all bills presented for approval is \$517,542.09 of which \$32,798.97 is from the General Corporate Fund, \$152,373.11 is from the Operations and Maintenance Fund, \$32,407.50 is from the Construction Fund, and \$299,962.51.00 is from the Bond and Interest Fund.

Manager's Report

Draft 2021-2022 Budget

Capital Improvements List 2021-2024



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
April 15, 2021
7:00 p.m.
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Engineer's Report

Attorney's Report

Unfinished Business

New Business

Adjournment

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
March 18, 2021**

Roll Call:

The regular meeting was called to order by President Hansen at 7:00pm 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 in attendance were District Manager Tamara Mueller, Assistant District Manager Mike Nelson, 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 Reed and seconded by Trustee Kehoe to approve the minutes of the Regular Board Meeting of February 18, 2021 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 Kehoe, seconded by Trustee Reed to approve the Consent Agenda. There were no additional questions.

- A. Approval of Contractor's Application for Payment No. 2 in the Amount of \$86,092.71 to Larson & Larson Builders, Inc. for the Electrical Upgrades & Filter Building Improvements Project.

On a roll call vote, President Hansen and Trustees Kehoe and Reed voted aye to approve the Consent Agenda as presented and release the payment of \$86,092.71 to Larson & Larson Builders, Inc.

Specific Agenda:

None.

Treasurer's Report:

District Treasurer presented final written copies of the February 2021 Treasurer's reports and provided a verbal summary of some of the receipts and expenses.

Motion was made by Trustee Kehoe, seconded by Trustee Reed, to approve the February 2021 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 further added that she has all of the bills with her in case anyone would like any additional detail.

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
March 18, 2021**

Motion was made by Trustee Kehoe and seconded by Trustee Reed to approve the List of Bills as presented for payment totaling \$283,215.96 of which \$32,621.93 is from the General Corporate Fund, \$245,763.03 is from the Operations and Maintenance Fund, \$4,831.00 is from the Construction Fund, and \$0.00 is from the Bond and Interest Fund.

The motion passed after a roll call vote; President Hansen, Trustee Kehoe and Trustee Reed voted aye.

Manager's Report:

District Manager presented a written copy of the February 2021 Manager's Report and provided a verbal summary.

There were two emergency call outs in February and one was the District's issue. The District Manager has been getting quotes from plumbers and is working with the resident on this issue.

We have been able to get 700 feet of cleaning done in the collection system.

Some operational changes have been implemented with the weather change. Assistant District Manager has been working on these. Operations are going well and within permit limits.

We received an invitation from the Village of Lake in the Hills to join their open house on May 15th. Employees have agreed to attend the event and bring some of our vehicles and equipment.

At the request of the IEPA, the Assistant District Manager is working on hosting a household hazardous waste collection at our location on June 26, 2021. We previously hosted one back in 2002. The McHenry County Health Department and the IEPA are involved and the County will provide us with a brochure. We will have additional information next month.

The Village of Lake in the Hills reached out to us regarding funds they will be receiving from the American Recovery Act. They wanted to know if we were interested in using any of these funds for infrastructure improvements. Additionally, the Village is looking at expanding their water service and asked us to look into feasibility and costs to expand sewer to these locations.

Assistant District Manager provided some information about purchasing a new vehicle for the maintenance department. This purchase has been in the District's capital improvement list for a few years. They have been looking at a new Ford F-250. They negotiated a good deal of \$35,000.00 from Bull Valley Ford for a brand new 2022 vehicle. He was looking for direction from the Board and the Attorney to confirm that it would be okay to proceed with this purchase and waive the bidding process. Attorney Wolf indicated that she would look at the rules of procedure. District Manager further added that we originally budgeted \$75,000.00 for this vehicle so we are well under budget.

Motion was made by Trustee Kehoe, and seconded by Trustee Reed to approve the February 2021 Manager's Report.

The motion passed after a roll call vote; President Hansen, Trustee Kehoe and Trustee Reed voted aye.

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
March 18, 2021**

Engineer's Report:

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

Task Order 19-04 (Hagele Beach Lift Station Construction) – Construction is complete and we will continue to hold the retainage of \$5,306.76. Once the grass starts growing they will be able to determine if any additional remediation needs to be done.

Task Order 20-02 (Electrical & Filter Building Improvements CEI) – Larson & Larson has completed the installation of the HVAC units and all systems are functional. Pay request #2 was approved tonight. This included retainage of \$11,198.70 that will be held until the operator training session is complete and the operations manuals have been received. Additionally, there may be some painting or site restoration that needs to be completed.

Attorney's Report:

Attorney Wolf reported on the status of the discussions with Ross Nelson's attorney and management of potential litigation.

Unfinished Business:

None.

New Business:

President Hansen wanted to confirm when we vote on officers again. District Manager indicated that this would be in April. President Hansen further added that he has reached out to the McHenry County Board Chairman, but hasn't heard anything back.

Executive Session:

Motion was made by Trustee Kehoe, seconded by Trustee Reed to go in to Executive Session for the discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 (5 ILCS 120/2(c)21).

Executive session was entered at 7:22pm.

Reconvene Regular Meeting:

Motion was made by Trustee Kehoe, seconded by Trustee Reed to adjourn the executive session and reconvene the regular meeting. On a roll call vote President Hansen and Trustees Kehoe and Reed voted aye. The regular meeting was reconvened at 7:27pm. Also present at the regular meeting were District Manager Tamara Mueller, Assistant District Manager Mike Nelson, Attorney Melissa Wolf and District Treasurer/Clerk Karen Thompson.

Trustee Reed made a motion that we release the minutes of the closed meeting from September 17, 2020. Motion was seconded by Trustee Kehoe. On a roll call vote President Hansen and Trustees Kehoe and

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
March 18, 2021**

Reed voted aye. The September 17, 2020 closed meeting minutes will be released. The other closed meeting minutes from January 21, 2021 and February 18, 2021 will remained closed at this time.

Adjournment:

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

The meeting was adjourned at 7:27pm.

Respectfully Submitted,



Karen Thompson,
District Clerk

APPROVED this _____ day of _____, 2021.

President Hansen

COMPENSATION RECOMMENDATION FY 21 - 22

EMPLOYEE	TITLE	YEARS OF SERVICE	WWTP CERT LEVEL	CURRENT RATE	CURRENT ANNUAL EQUIVELANT	PROPOSED RATE	PROPOSED ANNUAL EQUIVELANT	PROPOSED % INCREASE	COMMENTS
Tamara Mueller	District Manager	22.3	1	\$120,000.00	\$ 120,000.00		\$ 123,600.00	3.0%	
Mike Nelson	Asst. District Manager	15.5	1	\$ 90,000.00	\$ 90,000.00		\$ 93,600.00	4.0%	
<i>Sub-Total Annual Management</i>				\$ 210,000.00			\$217,200.00		

Jerilyn Stalberg	Office Administrator	15.8		\$ 58,905.00	\$ 58,905.00		\$ 61,261.20	4.0%	
Jessica Maioni	Admin. Assistant	6.5		\$ 39,525.00	\$ 39,525.00		\$ 41,106.00	4.0%	
Karen Thompson	Treasurer/Clerk (PT)	6.8		\$ 30.00	\$ 34,125.00	\$ 31.20	\$ 35,490.00	4.0%	
<i>Sub-Total Annual Clerical</i>				\$ 132,555.00			\$137,857.20		

John Caccamo	Maintenance Supervisor	23.8	4	\$ 39.50	\$ 82,160.00	\$ 41.08	\$ 85,446.40	4.0%	
Rene Rodriguez	Maintenance Technician	1.75		\$ 21.00	\$ 43,680.00	\$ 21.84	\$ 45,427.20	4.0%	
<i>Sub-Total Annual Maintenance</i>				\$ 125,840.00			\$130,873.60		

Jennifer Olson	Wastewater Operator	18.3		\$ 21.10	\$ 32,916.00	\$ 29.00	\$ 60,320.00	4.0%	\$22 - \$29 DOQ
James Olvera	Laboratory Tech (PT)	14.8	1	\$ 30.25	\$ 62,920.00	\$ 31.46	\$ 65,436.80	4.0%	
<i>Sub-Total Annual Operations</i>				\$ 95,836.00			\$159,983.20		

Total Annual Salaries \$ 564,231.00 \$645,914.00

ORDINANCE NO. 407

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

WHEREAS, on May 14, 2020, the President and Board of Trustees of the Lake in the Hills Sanitary District passed 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*; and

WHEREAS, since the passage of Ordinance No. 404 it has been determined that amendments are needed to the Sewerage Operations and Maintenance Account; and

WHEREAS, 50 ILCS 330/3 provides that a governing body “may from time to time make transfers between the various items in any funds ... not exceeding ten percent of the total amount appropriated in such fund by such ordinance ...” and the needed amendment will not exceed ten percent of the total amount appropriated in such fund.

NOW, THEREFORE, 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 General Corporate Account in Ordinance No. 404 shall be amended as follows:

Within Public Liability Insurance Fund, General Corporate Account:
Transfer \$500 from Property to Administrative Fee

SECTION 2: The Sewerage Operations and Maintenance Account in Ordinance No. 404 shall be amended as follows:

Within Operation and Maintenance Fund, Sewerage Operations and Maintenance Account, Operation and Maintenance of Plant:
Transfer \$75,000 from Maintenance and Repair (Collection Systems) to
Emergency Communications.

Within Operation and Maintenance Fund, Sewerage Operations and Maintenance Account, Operation and Maintenance of Plant:
Transfer \$5,000 from GIS to Professional Services.

SECTION 3: 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 4: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 5: 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: _____
Clerk Karen Thompson

Passed: _____

Approved: _____

Published: _____

LAKE IN THE HILLS SANITARY DISTRICT
MONTHLY TREASURER REPORT - O&M/SEWERAGE FUNDS
 Month of March, 2021

		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	802,597.81	676,150.05	686,944.74
First National Bank - Certificate Fund	Bond & Int	129,562.77	143,065.80	30,078.28
First National Bank - Depreciation Account	Construction	2,266,250.21	2,273,506.79	2,208,654.83
First National Bank - Surplus Funds	Construction	43,505.69	38,484.69	35,533.35
First National Bank - Bond & Interest Fund	Bond & Int	860,247.57	917,239.43	689,089.29
First National Bank - Sinking Funds	Bond & Int	1,023,212.59	1,037,979.43	890,178.50
Algonquin Bank & Trust - Cash Mgr	O&M	886,565.68	900,756.72	1,058,229.06
Algonquin Bank & Trust - Operating	O&M	378.00	94.00	310.00
Home State Bank	O&M	32,716.80	32,881.93	23,648.78
Illinois State Bank	O&M	14,110.58	14,111.12	10,559.83
Credit Cards		(1,572.69)	(1,170.95)	(866.42)

TOTAL BEGINNING CASH AND INVESTMENTS 6,057,575.01 6,033,099.01 5,632,360.24
SEWERAGE FUNDS

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Revenues and Receipts				
Sewer Bill Income/User Charges	82,712.04	46,576.38	2,854,049.91	3,600,000.00
Septage Income	2,184.00	18,214.14	332,383.40	250,000.00
Wastewater Discharge Income	3,345.85	6,774.82	44,645.35	45,000.00
Refunds	(222.34)	(725.20)	(9,788.27)	-
Connection/Tap-On Fees	-	-	26,000.00	95,000.00
Annexation Fees (inc. GIS)	-	-	-	5,000.00
Downstream & Misc Charges	-	-	-	500.00
Liftstation Recapture	-	-	-	-
Gain/Loss - Sale of Equipment	-	-	-	-
Rebates, Refunds or Grants Received	-	-	27,355.35	-
Interest Income	171.76	177.83	3,864.37	15,000.00
TOTAL REVENUES AND RECEIPTS	88,191.31	71,017.97	3,278,510.11	4,010,500.00

Expenditures

PERSONNEL SERVICES

District Personnel Salaries	34,306.01	39,048.84	517,572.96	634,000.00
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ADMINISTRATIVE EXPENSES

Telephone	207.52	207.52	2,211.92	3,000.00
Postage	609.29	3,872.61	17,835.43	22,000.00
Printing and Publications	-	-	-	2,000.00
Office Supplies	521.37	888.98	5,882.03	7,500.00
Billing and Collection Expenses	8,342.85	2,343.94	59,119.27	75,000.00
Professional Services	3,395.02	85.77	4,360.99	10,000.00
Training, Travel and Education	-	-	146.77	7,000.00
Computer Hardware, Software, and Support	1,853.26	207.52	20,765.56	70,000.00
Community Affairs	-	-	59.96	2,000.00
Medical and Life Insurance	18,526.89	18,526.89	207,809.74	275,000.00
	33,456.20	26,133.23	318,191.67	473,500.00

OPERATIONS AND MAINTENANCE

Operating Supplies	3,061.46	2,004.86	51,491.61	60,000.00
Maintenance and Repair (Plant)	10,911.93	43,548.25	126,374.16	150,000.00
Maintenance and Repair (Collection Systems)	2,411.20	265.52	99,124.90	310,000.00
Utilities and Energy	-	125,264.82	389,051.36	475,000.00
Grounds Upkeep	-	-	11,647.06	30,000.00
Gasoline/Oil	1,344.27	413.50	8,096.13	20,000.00
Computer and Support Services	-	-	-	2,000.00
Emergency Communications	20,590.98	10,991.01	112,617.61	75,000.00
Sludge Management	6,769.51	10,540.26	175,307.47	225,000.00

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Professional Services	3,941.17	1,729.87	23,581.57	25,000.00
Residential Reimbursement	-	-	-	10,000.00
Compliance Requirements/Permits	-	-	17,500.00	30,000.00
GIS	-	-	-	10,000.00
	<u>49,030.52</u>	<u>194,758.09</u>	<u>1,014,791.87</u>	<u>1,422,000.00</u>

Expenditures (continued)

CAPITAL IMPROVEMENTS

New Construction	5,022.00	90,923.71	866,887.07	1,500,000.00
Plant Equipment	-	-	196,811.00	530,000.00
Collection System	-	23,148.00	192,138.60	800,000.00
Vehicles	-	-	-	75,000.00
Legal Expense	-	-	-	5,000.00
Engineering Expense	-	-	-	375,000.00
Bond, Finance Consulting Expense	-	-	-	1,000.00
	<u>5,022.00</u>	<u>114,071.71</u>	<u>1,255,836.67</u>	<u>3,286,000.00</u>

BOND TRANSFERS

2008 Debt Certificates, Principal	-	-	-	115,000.00
2008 Debt Certificates, Interest	-	-	21,293.76	43,000.00
Administration Fees - 2008 Debt Certs	-	-	750.00	2,000.00
	<u>-</u>	<u>-</u>	<u>22,043.76</u>	<u>160,000.00</u>

Series 2014 Bond, Principal	-	-	-	110,000.00
Series 2014 Bond, Interest	-	-	53,268.75	107,000.00
Administration Fees - 2014 Series Bond	-	-	750.00	2,000.00
	<u>-</u>	<u>-</u>	<u>54,018.75</u>	<u>219,000.00</u>

CONTINGENT AND MISCELLANEOUS EXPENSES

Not Otherwise Appropriated	-	-	1.66	3,000.00
	<u>-</u>	<u>-</u>	<u>1.66</u>	<u>3,000.00</u>

TOTAL EXPENDITURES 121,814.73 374,011.87 3,182,457.34 6,197,500.00

EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (33,623.42) (302,993.90) 96,052.77 (2,187,000.00)

		BANK BALS AT END OF THE PRIOR MONTH	BANK BALS AT END OF THE CURRENT MONTH	BANK BALS AT THE END OF MAY
Ending Cash and Investments				
First National Bank - O & M Account	O&M	676,150.05	416,986.83	485,475.71
First National Bank - Certificate Fund	Bond & Int	143,065.80	156,569.52	43,580.07
First National Bank - Depreciation Account	Construction	2,273,506.79	2,274,444.93	2,216,122.60
First National Bank - Surplus Funds	Construction	38,484.69	22,562.49	18,338.32
First National Bank - Bond & Interest Fund	Bond & Int	917,239.43	922,828.49	748,950.11
First National Bank - Sinking Fund	Bond & Int	1,037,979.43	1,052,749.21	904,959.74
Algonquin Bank & Trust - Cash Mgr.	O&M	900,756.72	835,620.19	1,075,259.91
Algonquin Bank & Trust - Operating	O&M	94.00	0.00	68.00
Home State Bank	O&M	32,881.93	32,882.23	23,648.97
Illinois State Bank	O&M	14,111.12	14,111.76	10,627.90
Credit Cards	O&M	(1,170.95)	(1,551.09)	(813.78)
		<u>6,033,099.01</u>	<u>5,727,204.56</u>	<u>5,526,217.55</u>
TOTAL ENDING CASH AND INVESTMENTS				
SEWERAGE FUNDS				

LAKE IN THE HILLS SANITARY DISTRICT
MONTHLY TREASURER REPORT - GOVERNMENTAL FUNDS
 Month of March, 2021

	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	\$ 1,387,644.71	\$ 1,353,578.60	1,226,361.68
Credit Cards	(297.83)	(3,126.45)	-
TOTAL BEGINNING CASH AND INVESTMENTS	<u>1,387,346.88</u>	<u>1,350,452.15</u>	<u>1,226,361.68</u>

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Revenues and Receipts				
Real Estate Taxes				
General Fund	1,207.80	-	307,741.01	308,320.00
Audit Fund	7.83	-	2,002.77	2,006.00
Chlorination Fund	0.05	-	16.51	16.00
Liability Insurance Fund	195.90	-	49,912.48	50,006.00
Social Security Fund	215.47	-	54,904.04	55,007.00
Retirement Fund	607.22	-	154,713.06	155,004.00
Replacement Taxes	-	112.61	1,473.20	-
Rebates or Grants Received	-	-	306.00	
Interest Income	31.84	34.26	580.18	1,000.00
TOTAL REVENUES AND RECEIPTS	<u>2,266.11</u>	<u>146.87</u>	<u>571,649.25</u>	<u>571,359.00</u>

Expenditures

GENERAL FUND

PERSONNEL SERVICES

Salaries of Trustees, Manager, Treasurer & Clerk	14,230.00	14,650.00	160,629.72	185,000.00
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CONTRACTUAL SERVICES

Professional Engineering	588.00	1,978.00	10,671.00	75,000.00
Legal Services	-	5,684.10	12,735.10	35,000.00
Other Professional Services	-	-	-	5,000.00
	<u>588.00</u>	<u>7,662.10</u>	<u>23,406.10</u>	<u>115,000.00</u>

ADMINISTRATIVE EXPENSES

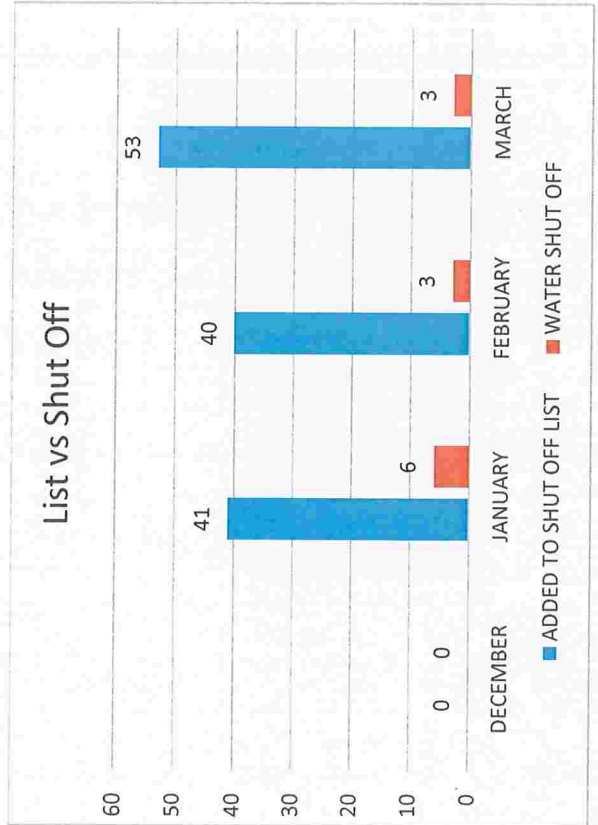
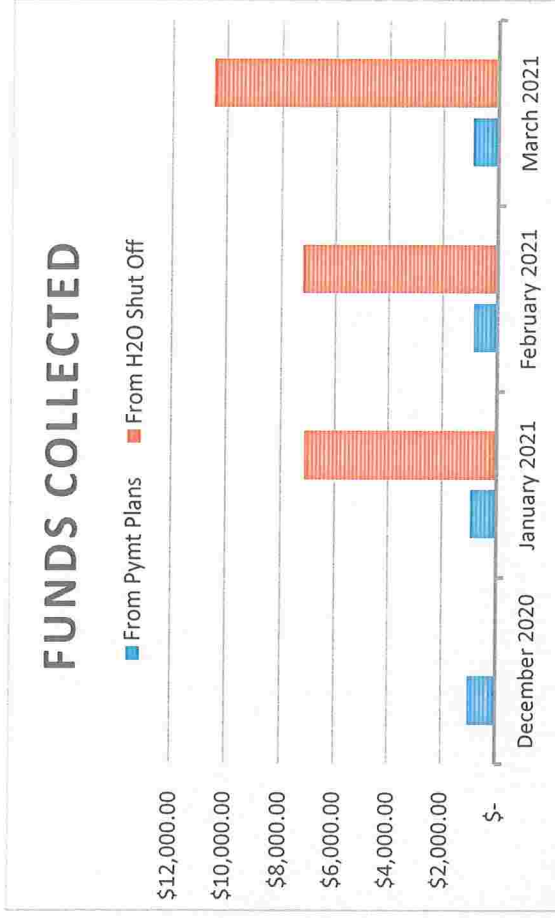
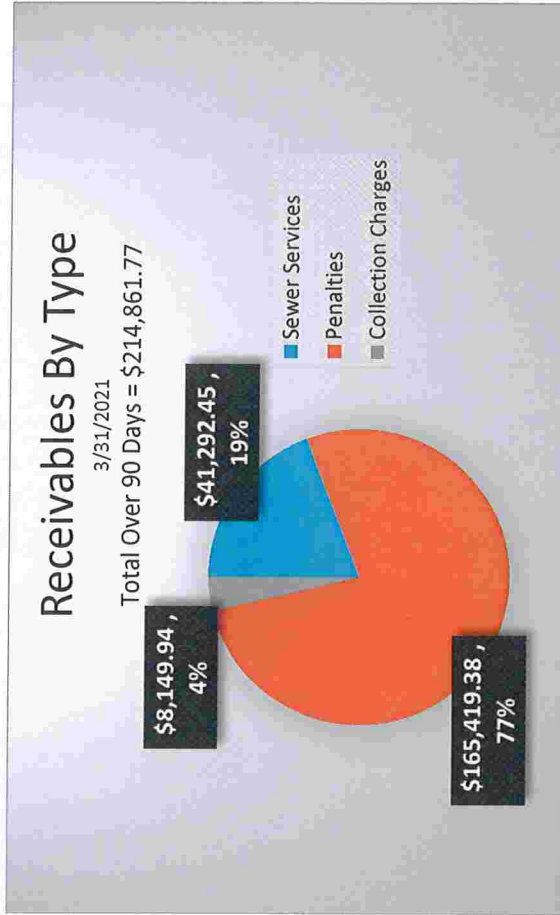
Printing, Publications	-	302.46	2,443.20	5,000.00
Office Supplies, Equipment	-	-	32.30	3,000.00
Postage	132.35	-	859.86	1,000.00
Treasurer's Bond	-	-	3,000.00	4,000.00
Community Affairs	-	-	117.00	1,000.00
Memberships and Dues	-	-	460.00	4,000.00
	<u>132.35</u>	<u>302.46</u>	<u>6,912.36</u>	<u>18,000.00</u>

OPERATING EXPENSES

Building and Grounds Upkeep	3,126.45	-	6,336.45	15,000.00
Utilities	4,559.21	-	13,026.37	30,000.00
J.U.L.I.E.	-	-	-	3,000.00
Training and Education	-	-	-	3,000.00
Travel Expenses	-	40.00	40.00	2,000.00
Computer Hardware, Software & Support	-	275.00	1,910.17	7,000.00
	<u>7,685.66</u>	<u>315.00</u>	<u>21,312.99</u>	<u>60,000.00</u>

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
CONTINGENT AND MISCELLANEOUS EXPENSES				
Not Otherwise Appropriated	-	-	150.00	1,000.00
	-	-	150.00	1,000.00
TOTAL GENERAL FUND	22,636.01	22,929.56	212,411.17	379,000.00
Expenditures (continued)				
CHLORINATION FUND	1,311.50	2,911.70	7,019.30	24,000.00
	1,311.50	2,911.70	7,019.30	24,000.00
AUDIT FUND	-	-	10,000.00	20,000.00
	-	-	10,000.00	20,000.00
PUBLIC LIABILITY INSURANCE FUND				
Workers' Compensation	-	3,205.00	17,008.00	24,000.00
Administrative Fee	-	96.00	510.00	500.00
Property	-	-	27,055.80	45,500.00
Vehicles	-	-	7,819.00	15,000.00
General Liability	-	-	15,003.00	80,000.00
	-	3,301.00	67,395.80	165,000.00
SOCIAL SECURITY FUND	3,713.02	3,932.61	51,512.05	60,000.00
IMRF FUND	11,500.31	12,202.23	144,350.69	300,000.00
OTHER EXPENDITURES (RECEIPTS)	-	-	-	-
	-	-	-	-
TOTAL EXPENDITURES	39,160.84	45,277.10	492,689.01	948,000.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(36,894.73)	(45,130.23)	78,960.24	(376,641.00)
Ending Cash and Investments				
First National Bank	\$ 1,353,578.60	\$ 1,305,664.38	1,226,247.48	
Credit Cards	(3,126.45)	(342.46)	-	
TOTAL ENDING CASH AND INVESTMENTS	1,350,452.15	1,305,321.92	1,226,247.48	
GENERAL CORPORATE FUND				

Accounts Receivable Analysis March 2021



Monthly Shut Off Summary

Lake in the Hills

- 2 Shut Offs – Pymts were received on both after shut off.

Huntley

- NONE.

Crystal Lake

- 1 Shut Off – No pymt received & property appears vacant.

**LITH SANITARY DISTRICT
Bills Paid Prior To Meeting
April 15, 2021 Meeting Date**

Name	Memo	Amount
General Fund		
TOTAL GEN FUND BILLS PAID PRIOR TO MEETING		\$ -
O & M Fund		
AT&T	Emergency Communications	\$ 13.87
TAS United (fka Ansercall 24)	Emergency Communications (usage ending 2/15/21)	\$ 100.00
TAS United (fka Ansercall 24)	Emergency Communications (usage ending 3/15/21)	\$ 174.75
Verizon Wireless	Emergency Communications - Cell Phones	\$ 308.02
TOTAL O & M BILLS PAID PRIOR TO MEETING		\$ 596.64

**LITH SANITARY DISTRICT
Recurring Bills
April 15, 2021 Meeting Date**

Name	Memo	Amount
General Fund		
Illinois Municipal Retirement Fund	Employer Portion of IMRF - March 2021	\$ 12,202.23
United States Treasury	District Pd Payroll Taxes (SS & Med)	\$ 3,932.61
TOTAL GENERAL FUND RECURRING BILLS		\$ 16,134.84
O & M Fund		
Blue Cross Blue Shield	Medical Insurance Premiums (for March 2021)	\$ 17,305.04
Humana	Specialty Insurance Premiums (for March 2021)	\$ 1,221.85
Payment Service Network	Collection Expenses from February 2021	\$ 1,072.46
United States Postal Svs	Postage - Mailing of Quarterly Bills	\$ 3,835.82
TOTAL O & M RECURRING BILLS		\$ 23,435.17

Approved _____

President Hansen

**LITH SANITARY DISTRICT - Governmental Fund
Bills Presented to Board for Approval
April 15, 2021 Meeting**

Name	Memo	Amount
GENERAL CORP FUND BILLS		
Applied Technologies	Contractual Svs -Pro Engineering	\$ 1,724.00
First National Bank of Omaha - Visa	Travel Exp - IL Tollway I Pass Renewal	\$ 40.00
First National Bank of Omaha - Visa	Printing & Publications - Checks	\$ 302.46
IGS Energy	Utilities - Natural Gas Sales for January 2021	\$ 3,403.02
IGS Energy	Utilities - Natural Gas Sales for February 2021	\$ 3,642.44
Illinois Municipal Treasurer's Assn	Membership & Dues - 5/1/21-4/30/22 K Thompson	\$ 100.00
Illinois Public Risk Fund	Workers Compensation & Admin Fee, April - June 2021	\$ 4,930.00
McHenry County Clerk	Membership & Dues - J Maioni Notary	\$ 10.00
Nicor Gas	Utilities - 1/8-2/8/21	\$ 1,263.01
Nicor Gas	Utilities - 2/8-3/8/21	\$ 1,249.20
TOTAL GENERAL CORP FUND BILLS		\$ 16,664.13

**LITH SANITARY DISTRICT - O&M/Sewerage Fund
Bills Presented to Board for Approval
April 15, 2021 Meeting**

Name	Memo	Amount
O & M BILLS		
AMS Mechanical Systems	Maint/Repair - Plant, VLR VFD	\$ 699.92
AT&T	Emergency Communications	\$ 19,734.11
Botts Welding & Truck Service, Inc.	Sludge Mgt - High Pressure Hose & Fitting	\$ 441.52
Calco, Ltd. Inc.	Operating Supplies - Lab	\$ 283.00
Cintas Corporation #355	Operating Supplies - Personnel March 2021	\$ 727.25
Consolidated Electrical Distributors, Inc	Maint/Repair - Plant, Ox Ditch Repair	\$ 51.96
Constellation New Energy Inc	Utilities - Meadowbrook 2/8-3/9/21	\$ 273.97
Constellation New Energy Inc	Utilities - Concord 2/8-3/9/21	\$ 906.14
Constellation New Energy Inc	Utilities - Dam 8/11-9/10/21	\$ 383.76
Constellation New Energy Inc	Utilities - Plant 2/12-3/15/21	\$ 23,620.38
Constellation New Energy Inc	Utilities - Beach 2/12-3/15/21	\$ 40.23
Constellation New Energy Inc	Utilities - Decatur 2/12-3/15/21	\$ 1,391.17
Ed's Rental & Sales, Inc.	Maint/Repair - Plant, Scaffolding Rental	\$ 34.50
First National Bank of Omaha - Visa	Operating Supplies	\$ 28.00
First National Bank of Omaha - Visa	Pro Svs Intuit Fees, M/R-Plant Ox Ditch & Interface, Op Supplies, Sludge Mgt,	\$ 1,440.47
Flood Brothers Disposal	Bldgs & Grounds, April 2021 Trash	\$ 327.74
H.R. Stewart, Inc.	Maint/Repair - Plant, Bldgs & Grounds, Heat MUA #2 Bldg	\$ 265.50
Hawkins, Inc	Sludge Mgt, Aqua Hawk 808	\$ 3,911.45
Illini Power Products, Corp.	Maint/Repair - Plant, Generator Repair	\$ 1,236.92
Logsdon Office Supply	Office Supplies - Toner	\$ 155.78
McHenry County Recorder	Collection Exp - March 2021	\$ 6.00
Menards	Maint/Repair - Plant, Sludge Storage LED Light Holders	\$ 76.22

Metropolitan Industries, Inc.	Emergency Communications	\$	400.00
Metropolitan Industries, Inc.	Cap Imprvmts - Plant Equipment SCADA	\$	34,985.00
Minuteman Press	Printing & Publications, Green Shut Off Cards	\$	152.36
North Shore Water Reclamation District	Pro Svs - Lab, Biomonitoring	\$	800.00
Suburban Laboratories, Inc.	Pro Svs - Lab, 3/5/21	\$	96.00
Suburban Laboratories, Inc.	Pro Svs - Lab, 3/12/21	\$	186.00
Suburban Laboratories, Inc.	Pro Svs - Lab, 3/19/21	\$	140.00
Suburban Laboratories, Inc.	Pro Svs - Lab, 4/2/21	\$	140.00
Synagro-WWT, Inc.	Sludge Mgt - March 2021 Load, Haul & Land Application	\$	32,760.00
TAS United (fka Ansercall)	Emergency Communications, Usage Ending 4/12/21	\$	100.00
Technology Masters Inc	Computer Exp - Maintenance	\$	694.00
The Home Depot	Maint/Repair - Plant, Wire for Back Gate Camera	\$	82.62
The Sherwin Williams Co.	Maint/Repair - Plant, Ox Ditch Hoods	\$	217.14
The Sherwin Williams Co.	Maint/Repair - Plant, Ox Ditch Hoods	\$	150.36
The UPS Store 2361	Postage	\$	11.37
Village of Lake In The Hills	Collection Exp - Water Shut Off Fees 3/23/21	\$	210.00
Warehouse Direct	Pro Svs - Copies	\$	19.67
Water One, Inc.	Oper Supplies - Personnel, Water Equip Rental	\$	22.50
Wilkens-Anderson	Oper Supplies - Lab	\$	735.03
Ziegler's Ace Hardware	Oper Supplies	\$	403.26

TOTAL O&M FUND BILLS

\$ 128,341.30

CONSTRUCTION FUND BILLS

Applied Ecological Services	Cap Imprvts-New Const, Pro Svs & Upgrades, Prairie Restoration	\$	1,100.00
Applied Technologies Inc	Engineering - Task Order 20-02 Filter Bldg CEI	\$	837.50
Xylem Water Solutions USA Inc	Cap Imprvts-Collection System, Pyott	\$	30,470.00

TOTAL CONSTRUCTION FUND BILLS

\$ 32,407.50

BOND & INTEREST FUND BILLS

Bank of New York Mellon	Principal & Interest 2008 Debt Certs	\$	136,293.76
Bond Trust Services	Principal & Interest 2014 GO Bonds	\$	163,268.75
Bond Trust Services	Admin/Paying Agent Fees 2014 GO Bonds	\$	400.00

TOTAL BOND & INTEREST FUND BILLS

\$ 299,962.51

GRAND TOTAL OF ALL BILLS PRESENTED FOR APPROVAL IS \$517,542.09 OF WHICH \$32,798.97 IS FROM THE GENERAL CORPORATE FUND, \$152,373.11 IS FROM THE OPERATIONS AND MAINTENANCE FUND, \$32,407.50 IS FROM THE CONSTRUCTION FUND, AND \$299,962.51 IS FROM THE BOND AND INTEREST FUND.

Approved _____

President Hansen

MANAGER'S REPORT

Month of March, 2021

Customers

	CURRENT	12/MO TOTAL	Data for Mar 2020
Total accounts:	11,737		
New Customers:	0	7	4
Connections:	0	6	1
Permits Issued:	0	5	0
Permits Issued Past 13 Months:	5		
Total Permits Issued to Date:			
<i>Residential:</i>	10,091		
<i>Commercial:</i>	122		
<i>Industrial:</i>	1		

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

NAME	PE	DWELLINGS	Issued
Arden Rose Home Care	81	3 buildings	1/15/2021

COLLECTION SYSTEM EMERGENCY RESPONSES AND SANITARY SEWER OVERFLOWS

DATE	LOCATION	PROBLEM	DISTRICT PROBLEM
3/1/2021	3330 Banford Circle	clog in service line	no
3/12/2021	1413 Washington Street	blockage in service line	no
3/23/2021	46 Hilltop Drive	clog in service line	no

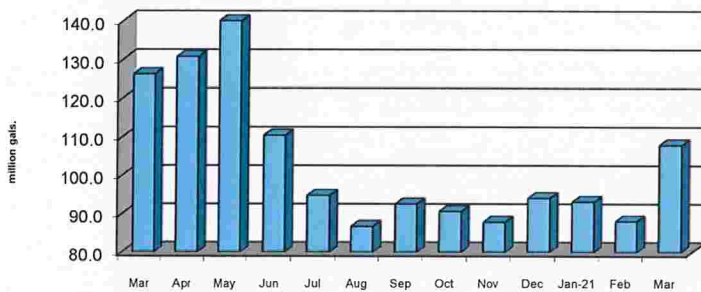
COLLECTION SYSTEM ACTIVITIES

Four lines totaling 817' were televised.

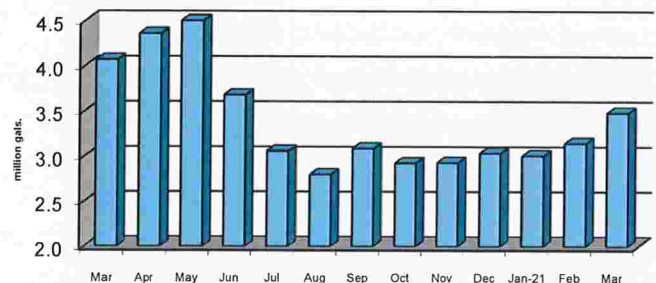
FLOWS

Total Effluent Flow for Month:	107.873	million gallons
Average Daily Flow:	3.480	mgd
Maximum Daily Flow:	4.493	mgd
Precipitation Total:	2.16	inches
Precipitation This Month Last Year:	4.34	inches
Septage Accepted:	547,393	gallons

Total Monthly Flows



Monthly Average Daily Flows



MANAGER'S MONTHLY REPORT

March, 2021

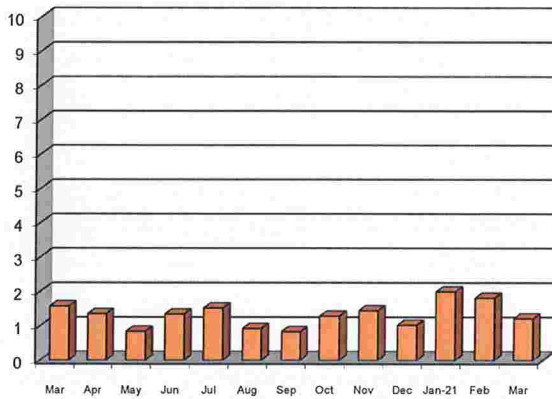
Page 2 of 2

TREATMENT PLANT OPERATIONS

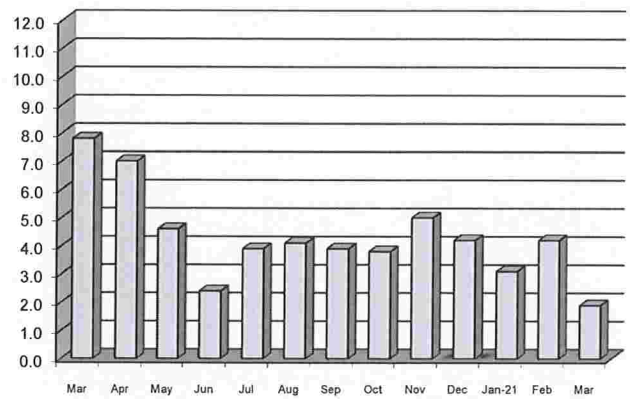
	<u>Average in</u>	<u>Average out</u>	<u>Average % reduction</u>
BOD/CBOD	130 mg/L	1.2 mg/L	99.1%
Total Suspended Solids:	303 mg/L	1.9 mg/L	99.4%
Ammonia Nitrogen:	15.6 mg/L	0.7 mg/L	95.3%
Phosphorus:		0.10 mg/L	
Fecal Coliform:		122 colonies (daily max.)	

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:	4.425 million gallons
Decanted:	1.474 million gallons
Thickened:	3.145 million gallons
To Digester:	0.934 million gallons
Pressed:	0.591 million gallons

PERSONNEL ACTIVITIES

Tamara delivered samples to NSWDRD on 3/16/21 for the final biomonitoring tests, which passed.

Respectfully submitted,

Tamara C. Mueller
District Manager

ORDINANCE NO. 408
*An Ordinance for the Combined Budget and Appropriations
for Fiscal Year May 1, 2021, through April 30, 2022
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 Appropriation Ordinance for the Lake in the Hills Sanitary District for the fiscal year beginning May 1, 2021, and ending April 30, 2022.

A	<u>GENERAL FUND</u>		
	1.	<u>Personnel Services and Salary Expense</u>	
		Salaries of Trustees, Manager, Finance Director, Clerk	\$190,000
			\$190,000
	2.	<u>Contractual Services</u>	
		Professional Engineering	\$ 66,000
		Legal Services	35,000
		Other Professional Services	<u>5,000</u>
			\$ 106,000
	3.	<u>Administrative Expenses</u>	
		Printing, Publications	\$ 5,000
		Office Supplies, Equipment	2,500
		Postage	1,500
		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)	\$ 1,000
			\$ 1,000
		<u>TOTAL GENERAL FUND</u>	<u>\$375,000</u>
B.	<u>CHLORINATION FUND</u>		\$ 24,000

C.	<u>AUDIT FUND</u>	\$ 20,000
D.	<u>PUBLIC LIABILITY INSURANCE FUND</u>	
	Workers, Compensation	\$ 30,000
	Property	45,000
	Vehicles	15,000
	General Liability	74,000
	Administration Fee	<u>1,000</u>
		\$165,000
E.	<u>SOCIAL SECURITY FUND</u>	\$ 65,000
F.	<u>IMRF FUND</u>	\$155,000
	<u>TOTAL GENERAL CORPORATE FUND</u>	<u>\$804,000</u>
G.	<u>OPERATION & MAINTENANCE FUND</u>	
1.	<u>SEWERAGE OPERATIONS AND MAINTENANCE ACCOUNT</u>	
a.	<u>Personnel Services</u>	
	District Personnel Salaries	<u>\$634,000</u>
		\$634,000
b.	<u>Administrative Expenses</u>	
	Telephone	3,000
	Postage	22,000
	Printing, Publications	2,000
	Office Supplies	7,500
	Billing and Collection Expenses	80,000
	Professional Services	10,000
	Training, Travel and Education	7,000
	Computer Hardware, Software and Support	25,000
	Community Affairs	2,000
	Medical and Life Insurance	<u>275,000</u>
		\$433,500
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
TOTAL OPERATING BUDGET	<u>\$2,489,500</u>

2. Construction

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. Bond and Interest Account

e. <u>Bond Transfers</u>	
2008 Debt Certificates, Principal	120,000
2008 Debt Certificates, Interest	38,000
Administration Fee	<u>2,000</u>
	\$ 160,000
f. <u>Bond Transfers</u>	
2014 Debt Certificates, Principal	115,000
2014 Debt Certificates, Interest	104,000
Administrative Fee	<u>2,000</u>
	\$ 221,000
g. <u>Contingency & Miscellaneous Expenses</u> (Not otherwise appropriated)	<u>\$ 3,000</u>
	\$ 3,000

TOTAL OPERATION AND MAINTENANCE FUND **\$6,159,500**

SUMMARY:

General Fund	\$ 375,000
Chlorination Fund	24,000
Audit Fund	20,000
Public Liability Insurance Fund	165,000
Social Security Fund	65,000
IMRF Fund	155,000
Operation and Maintenance Fund:	<u>6,159,500</u>
Summary Total:	<u>\$6,963,500</u>

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 \$TBD.
2. That the estimated cash expected to be received during the fiscal year from all sources is \$4,700,510.
3. That the estimated expenditures contemplated for the fiscal year are \$6,963,500.
4. That the estimated cash expected to be on hand at the end of the fiscal year is \$TBD.

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 20th day of May, 2021, the foregoing Ordinance entitled *An Ordinance for the Combined Budget and Appropriations for Fiscal Year May 1, 2021, through April 30, 2022, 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 20th day of May, 2021.

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, 2021

FUND	SOURCE OF REVENUE	AMOUNT
General	Real Estate Taxes	\$375,000
	Interest	1,000
Audit	Real Estate Taxes	5,000
Chlorination	Real Estate Taxes	10
Liability Insurance	Real Estate Taxes	50,000
Social Security	Real Estate Taxes	65,000
Retirement	Real Estate Taxes	155,000
Sewerage	User Charges	3,600,000
	Septage Income	300,000
	Wastewater Discharge Income	45,000
	Connection Fee	95,000
	Annexation Fees	5,000
	Downstream Charges	500
	Liftstation Recapture	-0-
	Interest	5,000
Total Estimated Revenues		\$4,700,510

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 2021-22 for the indicated funds.

Dated: _____, 2021

Karen Thompson
District Clerk

[SEAL]

**Lake in the Hills Sanitary District
Capital Improvements List
2021-2024**

Improvements	2021-2022	2022-2023	2023-2024
ACP panel upgrades	\$250,000	\$250,000	
Automation Digester Air Valve Actuators		\$100,000	
Backup Moyno Pump	\$30,000		
Brick Grit Building	\$40,000		
Computer Hardware/Software	\$15,000	\$10,000	\$10,000
Concrete East Side of Covered Sludge Pad			\$80,000
Decatur Concrete Pad		\$8,000	
Decatur Generator Repair	\$125,000		
Decatur LMSII	\$40,000		
Decatur Valve Repair		\$30,000	
Electrical Upgrades	\$50,000	\$100,000	\$150,000
Emergency Portable Pump	\$100,000		
Epoxy Floor - GBT, pump, blower room		\$30,000	
Ethernet	\$50,000	\$50,000	\$50,000
Fiber Optic Replacement	\$50,000	\$50,000	\$50,000
Fire Alarm Control Panel and Smoke Detectors	\$25,000	\$10,000	\$10,000
Grated Stairs for 3 Clarifiers and Holding Tank	\$50,000		
Grit Building Furnace Replacement	\$75,000		
Lab Equipment	\$5,000	\$5,000	\$5,000
Landscaping/Tree Replacement (dying pines/ash)	\$30,000	\$30,000	\$30,000
Load Test Cranes	\$10,000		
Main Lift ACP-1 Replacement	\$100,000		
Main Lift Station Pumps 1 & 2 Replacement	\$100,000		
Manhole Rehabilitation	\$50,000	\$50,000	\$50,000
Manhole Replacement West of Beach	\$30,000		
New Septic Receiving Station		\$300,000	
Oxidation Ditch Rehab	\$250,000	\$250,000	\$250,000
Paint Clarifier #4			\$80,000
Paint Rest of Maintenance Building/Part of Lab	\$50,000		
Polymer System for Sludge Press	\$20,000		
Rehab of Digester #1		\$250,000	
Remote Blower for Digester #3 and #4		\$200,000	
Repair/Replacement of Digester Level Transducers	\$50,000		
Replace Siding on Storage Building	\$60,000		
SCADA System Upgrades	\$50,000	\$50,000	\$50,000
Scanner for Plan Sheets	\$10,000		
Sewer Lining and Joint Repair	\$250,000	\$250,000	\$250,000
Sludge Pad Grating/Drainage Improvements	\$80,000		
Spare Dam and Grit Pump		\$75,000	
TV Truck Camera Software	\$10,000		
Upgrade TV Truck Camera	\$70,000		
UV Upgrade/Eventual Replacement	\$100,000		\$750,000

**Lake in the Hills Sanitary District
Capital Improvements List
2021-2024**

Improvements	2021-2022	2022-2023	2023-2024
Vehicles, Maintenance Truck	\$75,000		
Washer/Dryer for Maintenance Building	\$2,000		
Wetland Maintenance (possible grant)	\$125,000		
Total Estimated Expenditures	\$2,427,000	\$2,098,000	\$1,815,000



Date: April 15, 2021 **Project**
#: 6255

To: Tamara Mueller, District Manager and Board of Trustees

Organization: Lake in the Hills Sanitary District

From: Peter E. Kolb, P.E., District Engineer

Regarding: April 2021 District Engineer's Report

Cc: Karen Thompson – District Clerk/Treasurer

1. Task Order 19-04 – Hagele Beach Lift Station Construction
 - a. Project Status:
 - i. Retainage in the amount of \$5,306.76 remains on hand until after site landscaping has been approved.
 - ii. A site inspection was completed on 4/5/21 and it was determined that areas of sparse grass growth will require reseeding. A note has been sent to Martam Construction, Inc. requesting that they provide reseeding of sparse areas.
 - b. Schedule
 - i. Final payout – May 2021
2. Task Order 20 –02 Electrical & Filter Building Improvements – Construction Engineering and Inspection Services
 - a. Project Status:
 - i. Larson & Larson has completed the installation of the HVAC units and all systems are functional.
 - ii. Retainage in the amount of \$11,198.70 is being held until completion of all remaining items including an Operator Training Session and approval of an Operation and Maintenance Manual.
 - iii. The O&M Manual has been received and is under review for completeness.
 - iv. Site restoration and painting will need to wait till weather permits.
 - b. Schedule
 - i. Construction Contract Award - June 11, 2020
 - ii. Preconstruction Conference – July 13, 2020
 - iii. Construction – October 2020 to May 2021