



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 18, 2024
7:00 p.m.**

REGULAR MEETING OF THE BOARD OF TRUSTEES

Roll Call

Pledge of Allegiance

Approval of Minutes

Public Comments

Consent Agenda

- A. Appointment of Tamara Mueller as District Manager, Karen Thompson as District Clerk, Applied Technologies as District Engineers, and Robert Doeringsfeld as District Engineer, Storino, Ramello & Durkin as District Attorneys, and Ann Williams as District Attorney, and GWA as District Auditor.**
- B. Approval of salary adjustments as recommended by District Manager.**
- C. Approval of Ordinance No. 423 amending Ordinance No. 419 Regarding the Combined Budget and Appropriations for Fiscal Year May 1, 2023, through April 30, 2024, of the Lake in the Hills Sanitary District.**

Specific Agenda

Treasurer's Report

Approval of Bills

Grand total of all bills presented for approval is \$131,987.11 of which \$17,964.52 is from the Governmental Funds, \$114,022.59 is from the Operations and Maintenance Funds, \$0.00 is from the Construction Funds, and \$0.00 is from the Bond and Interest Funds.

Manager's Report

Draft 24-25 Budget and Capital Improvements List

2024 Statement of Economic Interest Filing Deadline is May 1st

Engineer's Report

Attorney's Report

Unfinished Business

New Business

Adjournment

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
March 21, 2024**

Roll Call:

The regular meeting was called to order by President Jessica Reed at 7:00pm at the Sanitary District offices located at 515 Plum Street. Roll call was answered by President Jessica Reed, Trustee Russ Ruzanski and Trustee Matt Irsay. Also in attendance at the Sanitary District offices were District Manager Tamara Mueller, District Engineer Bob Doeringsfeld of Applied Technologies and District Treasurer/Clerk Karen Thompson. District Attorney Ann Williams of Storino, Ramello & Durkin attended via telephone. Assistant District Manager Mike Nelson was absent.

Pledge of Allegiance

Approval of Minutes:

Motion was made by Trustee Irsay, seconded by Trustee Ruzanski, to approve the minutes of the Regular Board Meeting & Decennial Committee meeting of February 15, 2024 as presented. On a roll call vote, President Reed and Trustees Ruzanski and Irsay voted aye.

Public Comments:

None.

Consent Agenda:

- A. Approval of Amended Materials Management Agreement between Synagro and Lake in the Hills Sanitary District.

Motion was made by Trustee Ruzanski, seconded by Trustee Irsay to approve the Consent Agenda as presented (Item A). On a roll call vote, President Reed and Trustees Ruzanski and Irsay voted aye to approve the amended agreement with Synagro as presented.

Specific Agenda:

None.

Treasurer's Report:

District Treasurer presented final written copies of the February 2024 Treasurer's reports. She reminded the Board that we only have 2 months left in the District's fiscal year. They can use the February reports to see where we are at with actual expenses versus budgeted expenses. She also highlighted some of the receipts and expenses on each of the reports.

Motion was made by Trustee Irsay and seconded by Trustee Ruzanski to approve the February 2024 Treasurer's reports as presented. On a roll call vote, President Reed and Trustees Ruzanski and Irsay voted aye.

Approval of Bills:

District Treasurer presented a list of bills for approval. She provided an explanation on some of the unusual or higher dollar amount invoices. She also let the Board know that Midwest IT Pros is our new vendor for IT services. Their first invoice is on the list of bills.

Motion was made by Trustee Irsay and seconded by Trustee Ruzanski to approve the List of Bills as presented. The total approved for payment is \$419,428.01 of which \$36,304.03 is from the Governmental Funds, \$210,230.23 is from the

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Operations and Maintenance Funds, \$0.00 is from the Construction Funds, and \$172,893.75 is from the Bond and Interest Funds.

The motion passed after a roll call vote; President Reed and Trustees Ruzanski and Irsay voted aye to approve the list of bills as presented.

Manager's Report:

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

She highlighted the following items:

- There were 2 emergency calls in February. One was a minor backup and the other was not our issue.
- We have still had difficulty with obtaining the seawall permit from the Village of Lake in the Hills. A FOIA request for seawall permits from the last 10 years was given to the Village. That information was just received and will be reviewed.
- The District Attorney prepared a letter for the business license issue. District Manager will send it to them on April 1st.
- The police department was notified that we will need engineering drawings for their project to replace the siren that is on District property. We have concerns about our underground infrastructure in that area getting damaged during construction.

President Reed asked if the seawall project can be done in the summer. District Manager believes that it can be done in the summer, but the contractor prefers the winter, as conditions are better.

Motion was made by Trustee Irsay, seconded by Trustee Ruzanski, to approve the February 2024 Manager's report as presented. On a roll call vote, President Reed and Trustees Ruzanski and Irsay voted aye.

Engineer's Report:

District Engineer Bob Doeringsfeld of Applied Technologies provided a written report and a verbal summary of some of the projects that they are currently working on.

These projects are as follows:

1. McHenry County Division of Transportation (MCDOT) Randall Road Project – No updates, but he did notice that some of the trees have been cleared in the construction area.
2. District Sanitary Sewer Lining – Project documents are being created. They are hoping to award in May 2024.
3. Development Review – A 2nd review of the Starbucks was completed. Their fees have been received by the District.
4. ComEd Energy Efficiency Program –The initial investigation of equipment is 90% complete. They anticipate submitting to ComEd in the next 3 weeks.
5. District Seawall – On 2/27/24 he completed the 2nd submittal to the Village for a permit. On 3/11/24 the Village responded with additional comments. The comments from the 2nd submittal are above and beyond those required by General Permit No. 1. The Village also asked him to submit to the IDNR. The District is reviewing this issue and determining the best route forward.

**Lake in the Hills Sanitary District
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Attorney's Report:

None.

Unfinished Business:

District Clerk advised that the Decennial Committee Report was submitted to the County and we received confirmation of such.

New Business:

Some discussion took place that Trustee Ruzanski's term is up for renewal this year. He indicated that he plans to reapply for another term.

Adjournment:

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

The meeting was adjourned at 7:39pm.

Respectfully submitted,

KT

Karen Thompson,
District Clerk

APPROVED this _____ day of _____, 2024.

President Reed

COMPENSATION RECOMMENDATION FY 24 - 25

EMPLOYEE	TITLE	EDU	YEARS OF SERVICE	WWTP CERT LEVEL	HOURLY RATE	SALARY OR ANNUAL EQUIVELANT	PROPOSED HOURLY RATE	PROPOSED SALARY OR EQUIVELANT	PROPOSED % INCREASE	ANNUAL HEALTH INSURANCE	PROPOSED TOTAL COMPENSATION
Tamara Mueller	District Manager	M.S.	25.3	1		\$ 136,016.00		\$ 141,500.00	4.0%	\$ 42,322.80	\$ 183,822.80
Mike Nelson	Asst. District Manager		18.5	1		\$ 106,142.40		\$ 111,500.00	5.0%	\$ 41,644.44	\$ 153,144.44
<i>Sub-Total Annual Management</i>						\$ 242,158.40		\$253,000.00			
Jerilyn Stalberg	Office Administrator	B.A.	18.8			\$ 69,470.21		\$ 73,000.00	5.1%	\$ 9,618.36	\$ 82,618.36
Kadie Gillie	Admin. Assistant		2.8			\$ 47,716.00		\$ 50,500.00	5.8%	\$ 19,786.20	\$ 70,286.20
Dierdre Murphy	Admin. Assistant		2.7			\$ 50,085.00		\$ 52,600.00	5.0%	\$ -	\$ 52,000.00
Karen Thompson	Treasurer/Clerk (PT)	B.S.	9.8		\$ 35.38	\$ 45,887.86	\$ 37.15	\$ 48,184.00	5.0%	\$ 42,322.80	\$ 90,506.80
<i>Sub-Total Annual Clerical</i>						\$ 213,159.07		\$224,284.00			
John Caccamo	Maintenance Supervisor		26.8	4		\$ 96,896.22		\$ 101,000.00	4.2%	\$ 42,322.80	\$ 143,322.80
Rene Rodriguez	Maintenance Technician		4.75		\$ 27.00	\$ 56,160.00	\$ 28.50	\$ 59,280.00	5.6%	\$ 27,496.20	\$ 86,776.20
RJ Woolf	Maintenance Technician		0.8		\$ 23.00	\$ 47,840.00	\$ 24.15	\$ 50,232.00	5.0%	\$ 14,915.88	\$ 65,147.88
<i>Sub-Total Annual Maintenance</i>						\$ 200,896.22		\$210,512.00			
Kyle Caccamo	Wastewater Operator		2.3	1	\$ 32.11	\$ 66,788.80	\$ 33.40	\$ 69,472.00	4.0%	\$ 26,857.44	\$ 96,329.44
Jennifer Olson	Laboratory Tech (PT)		21.3		\$ 25.00	\$ 39,000.00	\$ 26.00	\$ 40,950.00	4.0%	\$ 29,702.88	\$ 70,652.88
James Olvera	Utility Systems Manager	B.S.	17.8	1	\$ 35.68	\$ 74,214.40	\$ 38.00	\$ 79,040.00	6.5%	\$ 27,224.88	\$ 106,264.88
<i>Sub-Total Annual Operations</i>						\$ 180,003.20		\$189,462.00			\$1,200,872.68
<i>Total Annual Salaries</i>						\$ 836,216.89		\$877,258.00			

2024 COLA = 3.2%

ORDINANCE NO. 423

An Ordinance Amending Ordinance No. 419 Regarding the Combined Budget and Appropriations for Fiscal Year May 1, 2023, through April 30, 2024, of the Lake in the Hills Sanitary District.

WHEREAS, on May 18, 2023, the President and Board of Trustees of the Lake in the Hills Sanitary District passed Ordinance No. 419, *An Ordinance for the Combined Budget and Appropriations for Fiscal Year May 1, 2023, through April 30, 2024, of the Lake in the Hills Sanitary District*; and

WHEREAS, since the passage of Ordinance No. 419 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 Sewerage Operations and Maintenance Account in Ordinance No. 419 shall be amended as follows:

Within Operation and Maintenance Fund, Sewerage Operations and Maintenance Account:

Transfer \$25,000 from Operations and Maintenance, Maintenance and Repair, Collection Systems to Administrative Expenses, Billing and Collection Expenses.

Within Operation and Maintenance Fund, Sewerage Operations and Maintenance Account:

Transfer \$25,000 from Operations and Maintenance, Maintenance and Repair, Collection Systems to Administrative Expenses, Medical and Life Insurance.

Within Operation and Maintenance Fund, Sewerage Operations and Maintenance Account, Operations and Maintenance:

Transfer \$100,000 from Maintenance and Repair, Collection Systems to Utilities and Energy.

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 Jessica Reed

(SEAL)

ATTEST: _____
Clerk Karen Thompson

Passed: _____

Approved: _____

Published: _____

LAKE IN THE HILLS SANITARY DISTRICT
MONTHLY TREASURER REPORT - O&M/SEWERAGE FUNDS
 Month of March, 2024

		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	1,322,973.79	1,198,836.57	998,491.34	
First National Bank - Depreciation Account	Construction	2,976,439.70	2,990,611.18	2,878,369.45	
First National Bank - Surplus Funds	Construction	18,115.40	18,152.00	15,634.43	
First National Bank - Bond & Interest Fund	Bond & Int	1,241,487.32	1,308,727.13	1,042,580.25	
First National Bank - Sinking Funds	Bond & Int	1,398,741.84	1,401,567.99	1,318,650.46	
Algonquin Bank & Trust - Cash Mgr	O&M	1,676,965.21	1,704,178.56	1,722,498.80	
Algonquin Bank & Trust - Operating	O&M	1,130.00	166.00	603.00	
Credit Cards		(691.38)	(1,651.47)	(1,278.68)	
TOTAL BEGINNING CASH AND INVESTMENTS		8,635,161.88	8,620,587.96	7,975,549.05	
SEWERAGE FUNDS					
		PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Revenues and Receipts					
Sewer Bill Income/User Charges		96,244.97	46,419.63	2,891,099.85	3,600,000.00
Septage Income		15,435.73	24,938.19	438,601.77	350,000.00
Wastewater Discharge Income		6,374.08	6,775.47	77,252.06	65,000.00
Customer Refunds		(87.03)	(6.15)	(7,926.73)	-
Connection/Tap-On Fees		-	22,245.00	32,645.00	100,000.00
Annexation Fees (inc. GIS)		-	-	-	5,000.00
Downstream & Misc Charges		-	-	-	500.00
Liftstation Recapture		-	-	-	-
Gain/Loss - Sale of Equipment		-	-	-	-
Rebates, Refunds or Grants Received		-	-	20,788.62	-
Interest Income		21,255.60	22,186.96	228,106.57	75,000.00
TOTAL REVENUES AND RECEIPTS		139,223.35	122,559.10	3,680,567.14	4,195,500.00
Expenditures					
PERSONNEL SERVICES					
District Personnel Salaries		57,071.03	55,225.92	641,495.13	730,000.00
ADMINISTRATIVE EXPENSES					
Telephone		152.14	152.14	2,112.37	3,000.00
Postage		850.91	5,279.23	24,269.64	27,500.00
Printing and Publications		-	-	701.68	2,000.00
Office Supplies		434.83	260.49	3,329.80	7,500.00
Billing and Collection Expenses		11,094.49	2,636.80	87,308.74	75,000.00
Professional Services		203.93	216.47	4,472.49	5,000.00
Training, Travel and Education		-	45.00	1,200.50	7,000.00
Computer Hardware, Software, and Support		806.12	1,493.71	17,285.68	25,000.00
Community Affairs		40.00	-	593.38	2,000.00
Medical and Life Insurance		26,022.76	27,017.89	255,989.15	275,000.00
		39,605.18	37,101.73	397,263.43	429,000.00
OPERATIONS AND MAINTENANCE					
Operating Supplies		2,185.46	1,268.70	41,017.75	60,000.00
Maintenance and Repair (Plant)		13,824.74	22,631.69	80,862.22	150,000.00
Maintenance and Repair (Collection Systems)		188.47	22,691.86	35,769.61	300,000.00

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Utilities and Energy	41,211.77	41,610.35	412,269.83	400,000.00
Grounds Upkeep	-	-	16,950.00	30,000.00
Gasoline/Oil	784.86	739.47	9,793.89	20,000.00
Computer and Support Services				2,000.00
Emergency Communications	942.25	1,159.06	13,122.72	15,000.00
Sludge Management	6,389.79	37,563.76	233,163.37	275,000.00
Professional Services	1,569.70	1,821.30	22,681.23	45,000.00
Residential Reimbursement	-	-	-	10,000.00
Compliance Requirements/Permits	-	-	12,500.00	30,000.00
GIS	-	-	-	10,000.00
	<u>67,097.04</u>	<u>129,486.19</u>	<u>878,130.62</u>	<u>1,347,000.00</u>
CAPITAL IMPROVEMENTS				
New Construction & Upgrades	-	19,725.81	908,667.22	1,500,000.00
Plant Equipment	-	19,980.00	164,801.89	500,000.00
Collection System	-	-	71,217.91	600,000.00
Vehicles	-	-	-	75,000.00
Legal Expense	-	-	-	5,000.00
Engineering Expense	-	9,684.00	86,146.00	200,000.00
Bond, Finance Consulting Expense	-	-	-	1,000.00
	<u>-</u>	<u>49,389.81</u>	<u>1,230,833.02</u>	<u>2,881,000.00</u>
BOND TRANSFERS				
Series 2014 Bond, Principal	-	-	-	125,000.00
Series 2014 Bond, Interest	-	-	47,493.75	95,000.00
Administration Fees - 2014 Series Bond	-	-	850.00	2,000.00
	<u>-</u>	<u>-</u>	<u>48,343.75</u>	<u>222,000.00</u>
CONTINGENT AND MISCELLANEOUS EXPENSES				
Not Otherwise Appropriated	-	83.22	88.86	3,000.00
	<u>-</u>	<u>83.22</u>	<u>88.86</u>	<u>3,000.00</u>
TOTAL EXPENDITURES	<u>163,773.25</u>	<u>271,286.87</u>	<u>3,196,154.81</u>	<u>5,612,000.00</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>(24,549.90)</u>	<u>(148,727.77)</u>	<u>484,412.33</u>	<u>(1,416,500.00)</u>
	-			
	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	1,198,836.57	997,361.38	835,083.30
First National Bank - Depreciation Account	Construction	2,990,611.18	3,020,523.03	2,892,445.12
First National Bank - Surplus Funds	Construction	18,152.00	18,191.20	23,671.12
First National Bank - Bond & Interest Fund	Bond & Int	1,308,727.13	1,318,615.95	1,109,549.25
First National Bank - Sinking Fund	Bond & Int	1,401,567.99	1,404,595.14	1,334,882.74
Algonquin Bank & Trust - Cash Mgr.	O&M	1,704,178.56	1,718,757.04	1,608,193.26
Algonquin Bank & Trust - Operating	O&M	166.00	0.00	0.00
Credit Cards	O&M	(1,651.47)	(1,049.35)	(1,570.16)
TOTAL ENDING CASH AND INVESTMENTS		<u>8,620,587.96</u>	<u>8,476,994.39</u>	<u>7,802,254.63</u>
SEWERAGE FUNDS				

LAKE IN THE HILLS SANITARY DISTRICT
MONTHLY TREASURER REPORT - GOVERNMENTAL FUNDS
 Month of March, 2024

	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	\$ 1,484,152.95	\$ 1,440,090.42	\$ 1,224,840.52
Credit Cards	-	(199.98)	(676.43)
TOTAL BEGINNING CASH AND INVESTMENTS	1,484,152.95	1,439,890.44	1,224,164.09

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Revenues and Receipts				
Real Estate Taxes				
General Fund	-	-	368,751.03	370,000.00
Audit Fund	-	-	11,966.47	12,000.00
Chlorination Fund	-	-	6,980.84	7,000.00
Liability Insurance Fund	-	-	74,745.54	75,000.00
Social Security Fund	-	-	64,782.48	65,000.00
Revenue Recapture Fund	-	-	885.31	-
Retirement Fund	-	-	154,477.40	155,000.00
Replacement Taxes	-	315.22	4,124.06	-
Rebates, Refunds or Grants Received	-	-	2,402.00	
Interest Income	2,969.48	3,073.90	34,757.77	1,000.00
TOTAL REVENUES AND RECEIPTS	2,969.48	3,389.12	723,872.90	685,000.00

Expenditures

GENERAL FUND

PERSONNEL SERVICES

Salaries of Trustees, Manager, Treasurer & Clerk	16,469.96	15,948.10	185,480.80	220,000.00
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CONTRACTUAL SERVICES

Professional Engineering	-	7,132.00	30,020.00	65,000.00
Legal Services	741.45	562.44	6,429.61	25,000.00
Other Professional Services	-	-	1,950.00	5,000.00
	741.45	7,694.44	38,399.61	95,000.00

ADMINISTRATIVE EXPENSES

Printing, Publications	491.52	-	1,776.54	4,500.00
Office Supplies, Equipment	-	-	455.77	2,500.00
Postage	-	-	-	1,000.00
Treasurer's Bond	-	-	3,000.00	4,000.00
Community Affairs	-	-	-	1,000.00
Memberships and Dues	-	129.00	589.00	4,000.00
	491.52	129.00	5,821.31	17,000.00

OPERATING EXPENSES

Building and Grounds Upkeep	-	-	3,565.50	15,000.00
Utilities	13,538.96	3,905.90	28,551.87	55,000.00
J.U.L.I.E.	2,008.01	-	2,008.01	3,000.00
Training and Education	-	-	481.00	3,000.00
Travel Expenses	-	-	30.00	2,000.00
Computer Hardware, Software & Support	199.98	-	993.52	7,000.00
	15,746.95	3,905.90	35,629.90	85,000.00

	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	33,449.88	27,677.44	265,481.62	418,000.00
CHLORINATION FUND	3,484.20	8,466.80	44,226.60	50,000.00
	3,484.20	8,466.80	44,226.60	50,000.00
AUDIT FUND	-	-	13,250.00	15,000.00
	-	-	13,250.00	15,000.00
PUBLIC LIABILITY INSURANCE FUND				
Workers' Compensation	4,536.00	5,446.00	18,922.00	25,000.00
Administrative Fee	136.00	164.00	568.00	1,000.00
Property	-	-	39,457.00	45,000.00
Vehicles	-	-	8,386.00	15,000.00
General Liability	-	-	16,597.00	74,000.00
	4,672.00	5,610.00	83,930.00	160,000.00
SOCIAL SECURITY FUND	5,625.91	5,444.80	63,263.70	75,000.00
IMRF FUND	-	-	81,804.55	155,000.00
OTHER EXPENDITURES (RECEIPTS)	-	-	-	-
TOTAL EXPENDITURES	47,231.99	47,199.04	551,956.47	873,000.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(44,262.51)	(43,809.92)	171,916.43	(188,000.00)
Ending Cash and Investments				
First National Bank	\$ 1,440,090.42	\$ 1,396,080.52	\$ 1,217,106.10	
Credit Cards	(199.98)	-	-	
TOTAL ENDING CASH AND INVESTMENTS	1,439,890.44	1,396,080.52	1,217,106.10	

**LITH SANITARY DISTRICT
Bills Paid Prior To Meeting
April 18, 2024 Meeting Date**

Name	Memo	Amount
Governmental Funds		
Turf Care Enterprises	Bldgs & Grounds Upkeep - Step 1 Lawn Program	\$ 1,020.00
TOTAL GOVERNMENTAL BILLS PAID PRIOR TO MEETING		\$ 1,020.00
O & M Funds		
Verizon Wireless	Emergency Communications	\$ 399.06
Village of Lake in the Hills	Utilities - Water	\$ 69.56
TOTAL O & M BILLS PAID PRIOR TO MEETING		\$ 468.62

**LITH SANITARY DISTRICT
Recurring Bills
April 18, 2024 Meeting Date**

Name	Memo	Amount
Governmental Funds		
United States Treasury	District Pd Payroll Taxes (SS & Med)	\$ 5,444.80
TOTAL GOVERNMENTAL RECURRING BILLS		\$ 5,444.80
O & M Funds		
Blue Cross Blue Shield	Medical Insurance Premiums (for March 2024)	\$ 25,456.69
First National Bank PayMaker/Bill.com	Pro Svs - PayMaker/ Bill.com	\$ 65.08
Humana	Specialty Insurance Premiums (for March 2024)	\$ 1,561.20
United States Postal Service	Postage - Mailing of Quarterly Bills	\$ 5,279.23
TOTAL O & M RECURRING BILLS		\$ 32,362.20

Approved _____

President Reed

**LITH SANITARY DISTRICT - Governmental Fund
Bills Presented to Board for Approval
April 18, 2024 Meeting**

Name	Memo		
GOVERNMENTAL FUND BILLS			
Applied Technologies	Contractual Svs - Prof Engineering	\$	6,702.00
Fox Valley Operators Association	Membership & Dues - 2024	\$	100.00
Hawkins Inc	Chlorination - Alum Sulfate	\$	1,743.60
Illinois Municipal Treasurer's Assn	Membership & dues - 2024 K Thompson	\$	100.00
Storino Ramello & Durkin	Contractual Svs - Legal, February 2024	\$	877.44
Vanguard Energy Services	Utilities - March 2024	\$	1,976.68
			11,499.72
TOTAL GOVERNMENTAL FUND BILLS			\$ 11,499.72

**LITH SANITARY DISTRICT - O&M/Sewerage Fund
Bills Presented to Board for Approval
April 18, 2024 Meeting**

Name	Memo		Amount
O & M BILLS			
Applied Technologies	Engineering Exp - 2024 Sewer Lining	\$	8,448.00
Cintas Corporation #355	Operating Supplies - Personnel, March 2024	\$	698.64
Dynegy Energy Services	Utilities - March 2024	\$	51,485.24
Fastenal Company	Maint/Repair -Plant, Digester #4	\$	151.39
First Mobile Trust	Collection Exp - March 2024	\$	551.38
First National Bank - Visa	Training, Travel & Education, T Mueller Summit	\$	45.00
First National Bank - Visa	Computer Exp, Cont & Misc, Pro Svs Intuit Fees, Telephone, M/R Vehicles, Office Supplies	\$	3,368.27
Flood Brothers Disposal & Recycling Svs	Bldgs & Grounds, April 2024 Trash Svs	\$	369.16
Grainger, Inc.	Maint/Repair - Plant, Air Filter	\$	488.04
IL Section AWWA	Training, Travel & Education, J Olvera Utility Lining Class	\$	133.00
Interstate All Battery Center	Maint/Repair - Plant, Batteries for Exit/Emergency Lighting	\$	62.50
Logsdon Office Supply	Office Supplies	\$	25.62
Logsdon Office Supply	Office Supplies	\$	50.67
McHenry County Recorder	Collection Exp	\$	51.50
Menards	Maint/Repair - Plant	\$	90.62
Metropolitan Industries, Inc.	Emergency Communications - Metro Cloud	\$	445.00
Mid-South Imaging LLC	Collection Exp	\$	85.00
Midwest IT Pros	Computer Exp - April 2024	\$	400.00
Midwest IT Pros	Computer Exp - New PC Setup, SFTP Issue, File Error, Decommission Server	\$	2,887.50
NAPA Auto Parts	Maint/Repair - Plant Vehicles, Vactor	\$	18.69
PetroChoice LLC	Gas/Fuel	\$	610.40
PetroChoice LLC	Gas/Fuel	\$	2,056.90
PetroChoice LLC	Maint/Repair - Plant , 1 Pail DPLX 21C Hydra	\$	117.34
PetroChoice LLC	Oper Supplies	\$	208.28
TAS United	Emergency Communications	\$	110.00
TEKLAB, INC	Pro Svs - Lab	\$	162.40
TEKLAB, INC	Pro Svs - Lab	\$	162.40
TEKLAB, INC	Pro Svs - Lab	\$	162.40
TEKLAB, INC	Pro Svs - Lab	\$	137.40
The Home Depot	Maint/Repair - Plant	\$	38.47
Third Millennium Associates, Inc.	Collection Exp - Rendering of Quarterly Invoices	\$	3,141.12

United Laboratories	Oper Supplies	\$	226.80
USA BlueBook	Oper Supplies - Lab	\$	2,290.66
USA BlueBook	Oper Supplies - Lab	\$	434.19
Village of Lake in the Hills	Collection Exp - Water Shut Offs	\$	315.00
Warehouse Direct	Pro Svs - Copies	\$	10.52
Water One, Inc.	Oper Supplies - Personnel	\$	62.94
Water One, Inc.	Oper Supplies - Personnel, Cooler Rental	\$	22.50
Whispering Hills	Bldgs & Grounds - Pulverized Topsoil	\$	96.00
Whitey's Towing Inc	Pro Svs	\$	500.00
Ziegler's Ace Hardware	Oper Supplies	\$	470.83

TOTAL O&M FUND BILLS

\$ 81,191.77

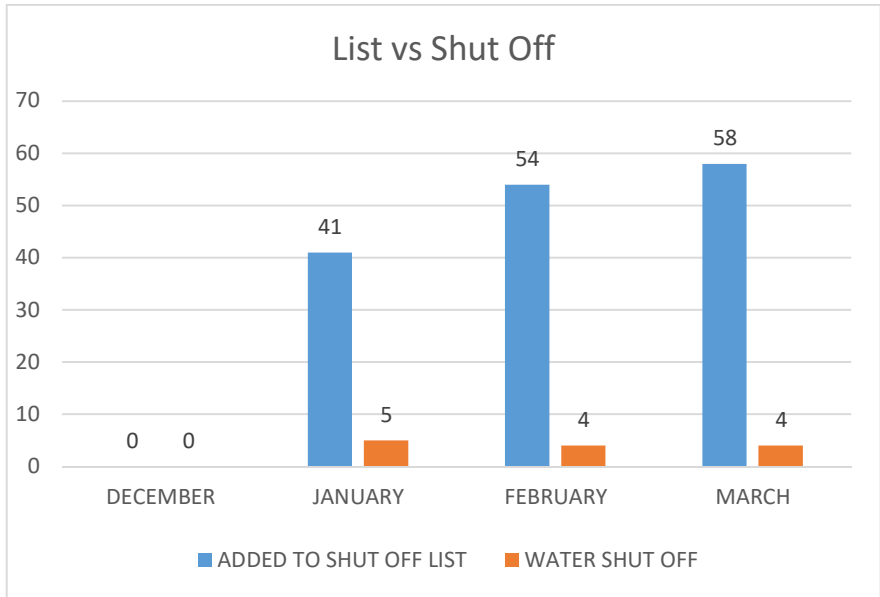
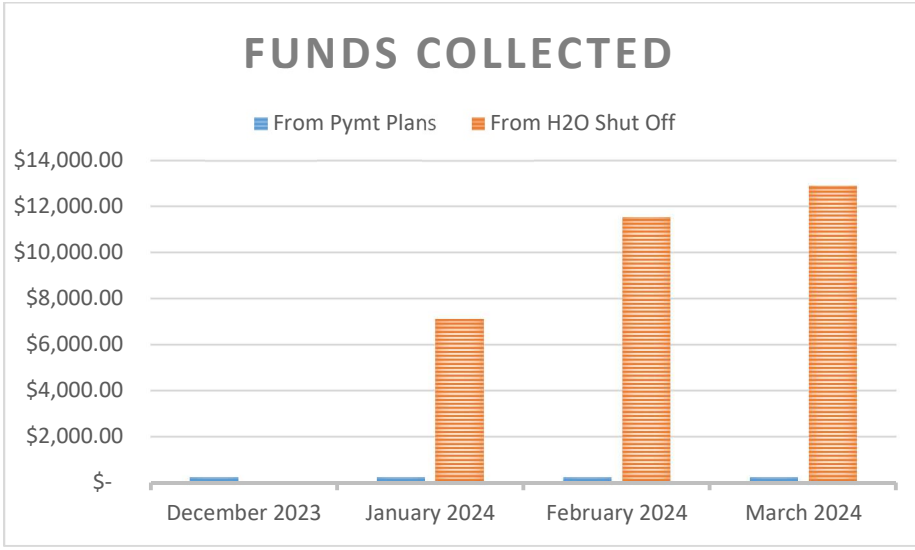
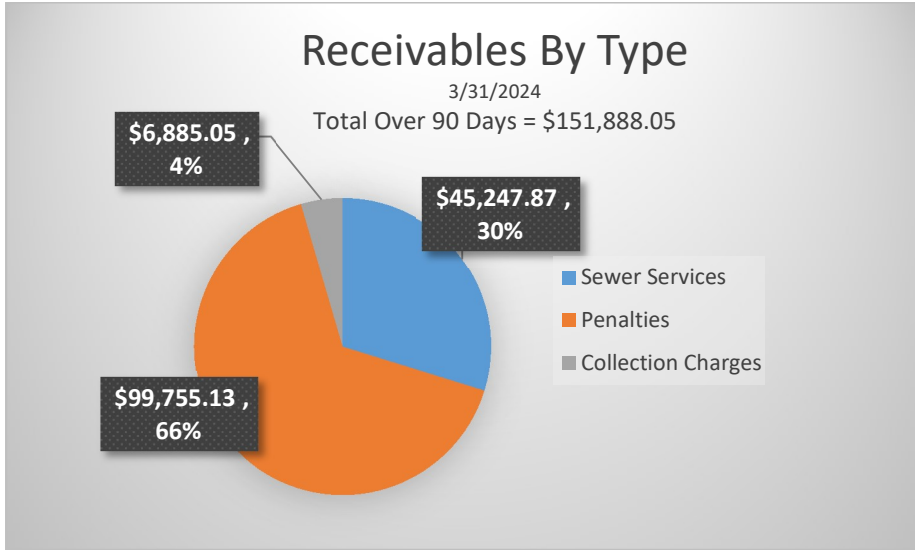
GRAND TOTAL OF ALL BILLS PRESENTED FOR APPROVAL IS \$131,987.11 OF WHICH \$17,964.52 IS FROM THE GOVERNMENTAL FUNDS, \$114,022.59 IS FROM THE OPERATIONS AND MAINTENANCE FUNDS, \$0.00 IS FROM THE CONSTRUCTION FUNDS, AND \$0.00 IS FROM THE BOND AND INTEREST FUNDS.

Approved _____

President Reed

Accounts Receivable Analysis

March 2024



Monthly Shut Off Summary

Lake in the Hills

- 4 Shut Offs – 2 were pd in full & 2 remain unpaid.

Huntley

- None.

Crystal Lake

- None.

MANAGER'S REPORT

Month of March, 2024

Customers	CURRENT	12/MO TOTAL	Data for Mar 2023
Total accounts:	11,774		
New Customers:	0	15	1
Connections:	0	3	0
Permits Issued:	1	4	0
Permits Issued Past 13 Months:	4		
Total Permits Issued to Date:			
<i>Residential:</i>	10,123		
<i>Commercial:</i>	123		
<i>Industrial:</i>	1		

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

NAME	PE	DWELLINGS	Issued
Lake in the Hills Police Department	1,800	1	1/31/2024

COLLECTION SYSTEM EMERGENCY RESPONSES AND SANITARY SEWER OVERFLOWS

DATE	LOCATION	PROBLEM	DISTRICT PROBLEM
3/17/2024	1501 Jefferson Street	basement backup	yes
3/17/2024	1423 Jefferson Street	drains backing up	yes
3/21/2024	1102 Poplar Street	drains backing up	yes

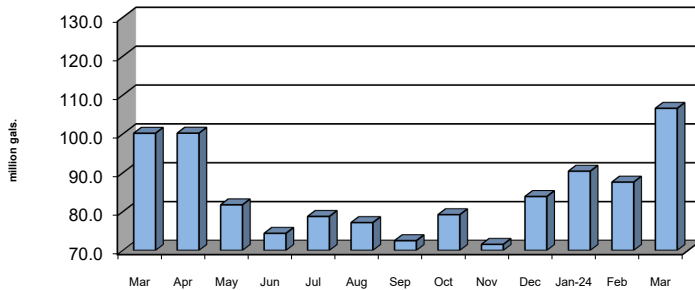
COLLECTION SYSTEM ACTIVITIES

Maintenance cleaned/root cut 2,856', mostly in the President's section.

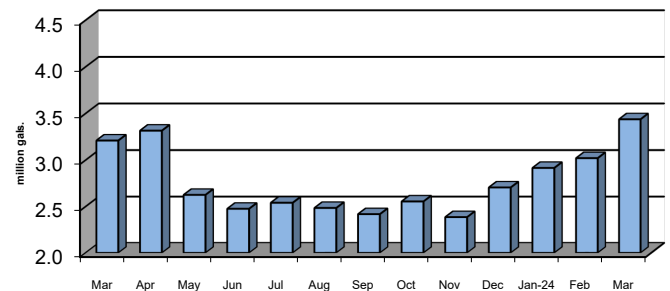
FLOWS

Total Effluent Flow for Month:	106.557	million gallons
Average Daily Flow:	3.437	mgd
Maximum Daily Flow:	4.320	mgd
Precipitation Total:	5.62	inches
Precipitation This Month Last Year:	2.41	inches
Septage Accepted:	496,420	gallons

Total Monthly Flows



Monthly Average Daily Flows



MANAGER'S MONTHLY REPORT

March 2024

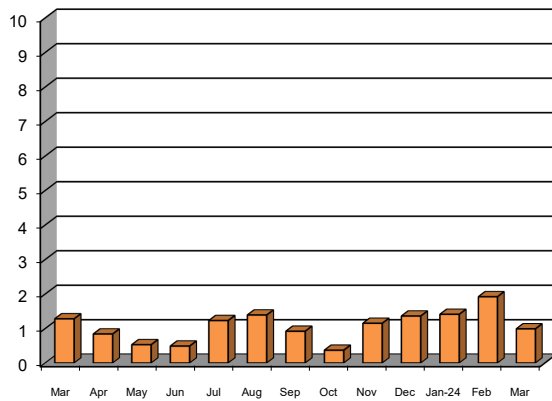
Page 2 of 2

TREATMENT PLANT OPERATIONS

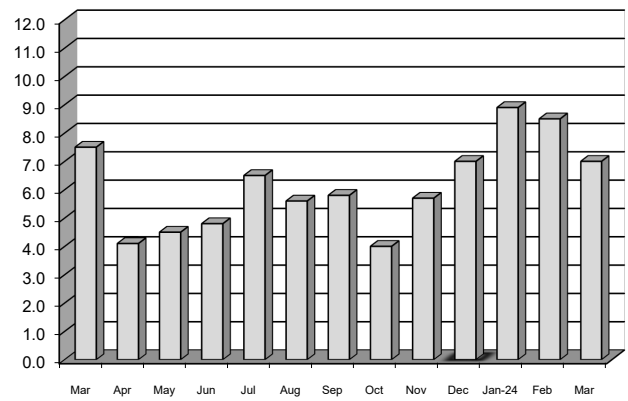
	<u>Average in</u>	<u>Average out</u>	<u>Average % reduction</u>
BOD/CBOD	185 mg/L	1.0 mg/L	99.5%
Total Suspended Solids:	310 mg/L	7.0 mg/L	97.7%
Ammonia Nitrogen:	16.7 mg/L	0.03 mg/L	99.8%
Phosphorus:		0.13 mg/L	
Fecal Coliform:		63.8 MPN	

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:	2.213 million gallons
Decanted:	0.186 million gallons
Thickened:	2.079 million gallons
To Digester:	1.238 million gallons
Pressed:	0.929 million gallons

PERSONNEL ACTIVITIES

President Reed attended the Village Steering Committee Meeting on March 7, 2024.
 Tamara virtually attended the Fox River Summit on March 14, 2024, and
 Tamara and Didi met with Steve Colaizzi from the State of Illinois regarding the document destruction the same day.

Respectfully submitted,

Tamara C. Mueller
 District Manager

ORDINANCE NO. 424
*An Ordinance for the Combined Budget and Appropriations
for Fiscal Year May 1, 2024, through April 30, 2025
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, 2024, and ending April 30, 2025.

A.	<u>GENERAL FUND</u>		
	1.	<u>Personnel Services and Salary Expense</u>	
		Salaries of Trustees, Manager, Finance Director, Clerk	\$230,000
			<u>\$230,000</u>
	2.	<u>Contractual Services</u>	
		Professional Engineering	\$ 65,000
		Legal Services	25,000
		Other Professional Services	<u>5,000</u>
			\$ 95,000
	3.	<u>Administrative Expenses</u>	
		Printing, Publications	\$ 4,500
		Office Supplies, Equipment	2,500
		Postage	1,000
		Treasurer's Bond	4,000
		Community Affairs	1,000
		Memberships and Dues	<u>4,000</u>
			\$ 17,000
	4.	<u>Operating Expenses</u>	
		Building and Grounds Upkeep	\$ 15,000
		Utilities	55,000
		J.U.L.I.E.	3,000
		Training and Education	3,000
		Travel Expenses	2,000
		Computer Hardware, Software & Support	<u>7,000</u>
			\$ 85,000
	5.	<u>Contingent and Miscellaneous Expenses</u>	
		(Not otherwise appropriated)	<u>\$ 1,000</u>
			\$ 1,000
		<u>TOTAL GENERAL FUND</u>	<u>\$428,000</u>
B.	<u>CHLORINATION FUND</u>		\$ 50,000

C.	<u>AUDIT FUND</u>	\$ 15,000
D.	<u>PUBLIC LIABILITY INSURANCE FUND</u>	
	Workers' Compensation	\$ 25,000
	Property	45,000
	Vehicles	15,000
	General Liability	74,000
	Administration Fee	<u>1,000</u>
		\$160,000
E.	<u>SOCIAL SECURITY FUND</u>	\$ 80,000
F.	<u>IMRF FUND</u>	\$155,000
	<u>TOTAL GENERAL CORPORATE FUND</u>	<u>\$888,000</u>
G.	<u>OPERATION & MAINTENANCE FUND</u>	
	1. <u>SEWERAGE OPERATIONS AND MAINTENANCE ACCOUNT</u>	
	a. <u>Personnel Services</u>	
	District Personnel Salaries	<u>\$760,000</u>
		\$760,000
	b. <u>Administrative Expenses</u>	
	Telephone	\$ 3,000
	Postage	27,500
	Printing, Publications	2,000
	Office Supplies	7,500
	Billing and Collection Expenses	80,000
	Professional Services	5,000
	Training, Travel and Education	7,000
	Computer Hardware, Software and Support	25,000
	Community Affairs	2,000
	Medical and Life Insurance	<u>325,000</u>
		\$484,000
	c. <u>Operation and Maintenance of Plant</u>	
	Operating Supplies	\$ 60,000
	Maintenance and Repair (Plant)	150,000
	Maintenance and Repair (Collection Systems)	300,000
	Utilities and Energy	500,000
	Grounds Upkeep	30,000
	Gasoline/Oil	20,000
	Computer and Support Services	2,000
	Emergency Communications	20,000
	Sludge Management	350,000
	Professional Services	45,000

Residential Reimbursement	10,000
Compliance Requirements/Permits	30,000
GIS	<u>10,000</u>
	\$1,527,000
TOTAL OPERATING BUDGET	<u>\$2,771,000</u>

2. Construction

d. <u>Capital Improvements</u>	
New Construction	\$ 1,500,000
Plant Equipment	500,000
Collection System	600,000
Vehicles	75,000
Legal Expense	5,000
Engineering Expense	200,000
Bond, Finance Consulting Expense	<u>1,000</u>
	\$2,881,000

3. Bond and Interest Account

e. <u>Bond Transfers</u>	
2014 Bonds, Principal	\$ 125,000
2014 Bonds, Interest	90,000
Administrative Fee	<u>2,000</u>
	\$ 217,000
f. <u>Contingent & Miscellaneous Expenses</u> (Not otherwise appropriated)	<u>\$ 3,000</u>
	\$ 3,000

TOTAL OPERATION AND MAINTENANCE FUND	<u>\$5,872,000</u>
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SUMMARY:

General Fund	\$ 428,000
Chlorination Fund	50,000
Audit Fund	15,000
Public Liability Insurance Fund	160,000
Social Security Fund	80,000
IMRF Fund	155,000
Operation and Maintenance Fund:	<u>5,872,000</u>
Summary Total:	<u>\$6,760,000</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 a \$TBD.
2. That the estimated cash expected to be received during the fiscal year from all sources is \$4,937,500.
3. That the estimated expenditures contemplated for the fiscal year are \$6,760,000.
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 Jessica Reed

[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 16th day of May, 2024, the foregoing Ordinance entitled *An Ordinance for the Combined Budget and Appropriations for Fiscal Year May 1, 2024, through April 30, 2025, 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 16th day of May, 2024.

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, 2024

FUND	SOURCE OF REVENUE	AMOUNT
General	Real Estate Taxes	\$236,000
	Interest	1,000
Audit	Real Estate Taxes	15,000
Chlorination	Real Estate Taxes	10,000
Liability Insurance	Real Estate Taxes	75,000
Social Security	Real Estate Taxes	65,000
Retirement	Real Estate Taxes	155,000
Sewerage	User Charges	3,600,000
	Septage Income	450,000
	Wastewater Discharge Income	75,000
	Connection Fee	100,000
	Annexation Fees	5,000
	Downstream Charges	500
	Liftstation Recapture	-0-
	Interest	150,000
Total Estimated Revenues		\$4,937,500

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 2024-25 for the indicated funds.

Dated: _____, 2024

Karen Thompson
District Clerk

[SEAL]



Date: April 16, 2024 **Project #:** 6564

To: Tamara Mueller, District Manager and Board of Trustees

Organization: Lake in the Hills Sanitary District

From: Robert C. Doeringsfeld, P.E., District Engineer

Regarding: April 2024 District Engineer's Report

Cc: Karen Thompson – District Clerk/Treasurer

1. McHenry County Division of Transportation (MCDOT) – Randall Road Project

- a. Letting Date is April 26th, 2024

2. Task Order No. 24-01 - 2024 District Sanitary Sewer Lining Project

- a. Project Out for Bid – April 16, 2024
- b. Project Bid Date: May 7, 2024
- c. Award of Project anticipated for May 2024 Board Meeting.

3. Development Review

- a. No additional reviews currently.

4. ComEd Energy Efficiency Program

- a. Submitting Worksheet to ComEd for their review.

5. District Seawall

- a. The District President, Manager, Engineer, and Contractor met with the Village on April 12th to discuss the most recent review letter and path forward.
- b. The District agreed to make minor revisions to the seawall location to meet strict Region 1 permitting requirements related to wall location and historic bank location.
- c. The District will provide GPS locations of the seawall layout and final installed location to the Village for verification of installation.
- d. The District requested the Village to review the permit charges and fees that have been assessed to the project. The Village indicated they would review and provide a response.

6. Village Projects

- a. The District requested the Village to be more proactive in informing the District on Village projects, including road resurfacing and regrading projects. This was well received and the Village recommitted to working with the District in an effective and productive manner.