



LAKE IN THE HILLS SANITARY DISTRICT

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

**REGULAR MEETING
OF THE BOARD OF TRUSTEES
February 13, 2020
7:00 P.M.**

REGULAR MEETING OF THE BOARD OF TRUSTEES

Roll Call

Approval of the Minutes

Public Comments

Consent Agenda

Specific Agenda

Treasurer's Report

Approval of Bills

Grand total of all bills presented for approval is \$180,629.45 of which \$28,855.88 is from the General Corporate Fund, \$144,880.57 is from the Operations and Maintenance Fund, \$6,143.00 is from the Construction Fund, and \$750.00 is from the Bond and Interest Fund.

Manager's Report

2019 Annual Manager's Report

Project Updates (Main Lift Station, SCADA)

Economic Interest Statements

FOG Program (Status and Promotional Material for Residents)

Engineer's Report

Attorney's Report

Unfinished Business

New Business

Adjournment

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
January 16, 2020**

Roll Call:

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

Approval of Minutes:

Motion was made by Trustee Kehoe and seconded by Trustee Reed to approve the Minutes of the Regular Board Meeting of December 12, 2019 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 President Hansen, seconded by Trustee Kehoe to accept the Consent Agenda. There was no additional discussion.

- A. Approval of Contractor's Application for Payment No. 2 in the amount of \$45,577.70 to Kanzler Construction, LLC for the Richard Taylor Park Bypass Sewer.
- B. Approval of Task Order No. 20-01, in the amount of \$44,800.00 for a Phosphorus Reduction Feasibility Study & Phosphorus Discharge Optimization Plan.

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

Specific Agenda:

None.

Treasurer's Report:

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

President Hansen had some questions about the budget. District Treasurer indicated that we will be paying future invoices for general engineering services from O&M instead of the General Fund for the remainder of the fiscal year for budgetary purposes.

Trustee Kehoe had a question regarding the training expense on the Governmental Funds report. District Treasurer indicated that was for GIS training for an employee. District Manager provided some additional detail on this training.

Motion was made by President Hansen, seconded by Trustee Kehoe, to approve the December 2019 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 \$203,647.20 of which \$23,257.05 is from the General Corporate Fund, \$155,902.20 is from the Operations & Maintenance Fund, \$24,487.95 is from the Construction Fund and \$0.00 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 December 2019 Manager's Report and provided a verbal summary.

She indicated that there were three callouts in December and none were the District's issue.

She stated that we have received our modified NPDES Permit with a one year extension for barium compliance. Since she started working with the Village on this last October our barium effluent level has been under 2. She will continue to work with the Village of Lake in the Hills on this issue.

In January we had our first round of water shut offs in Crystal Lake. Twenty one past due accounts were selected. Three customers got their water shut off and all three came in and paid so that their water could be turned back on.

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

Engineer's Report:

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

Regarding Task Order 18-03 (Electrical Service & Plant Power Distribution) – Work on the Electrical Studies Report by Electrical Testing Solutions (ETS) is in the final stages. ETS is currently making modifications based on the review by Applied Technologies. Once ETS finalizes the report, they will be installing labels on all of the electrical cabinets.

Regarding Task Order 19-01 (Rear Entrance Drive Construction Services) – All original project work has been completed. We will continue to hold retainage until we are certain the grass does not require any additional restoration in the spring.

Regarding Task Order 19-02 (Electrical Upgrades & Filter Building Improvements) – This is still in the design phase. Applied Technologies has had recent discussions with Com Ed (Greg). Greg believes that the District previously experienced a failure in the primary conductor. Greg further indicated that Com Ed does not replace primary conductors unless there have been 3 faults within a 12-month period and those faults have been on the same circuit conductor. Applied Technologies believes that Com Ed should make the repairs at their expense and should be able to supply the District with uninterruptible power. Waiting for three failures on the same conductor does not seem reasonable. Applied Technologies is now trying to escalate their conversations with Com Ed. District Manager further indicated that this previous power failure damaged almost \$100,000 in equipment.

Regarding Task Order 19-03 (Richard Taylor Park Bypass Construction) – This job is complete and the bypass sewer is operationally functional. Pay request #2 to Kanzler Construction was approved tonight. Final restoration will be in the spring and they expect another pay request will be on the agenda next month.

Regarding Task Order 19-04 (Hagele Beach Lift Station Construction) - A preconstruction meeting was held on December 19, 2019 with Martam Construction. At this meeting, they discussed project specifics and the need to keep the lift station online while construction is underway. The contractor is in the process of remitting equipment submittals to Applied Technologies. There may be some changes made to the control equipment. Applied Technologies is working on a letter to notify homeowners in the area of the pending construction activities. Construction will be from January to May of 2020.

Regarding Task Order 20-01 (Phosphorus Reduction Study & Discharge Plan) – This task order was approved on tonight’s agenda. District Engineer indicated that this is a requirement by our IEPA Permit. Applied Technologies will identify the method, timeframe, and costs of reducing phosphorus levels in the plant’s discharge to a level consistently meeting a potential future effluent limit of 0.5 mg/L and 0.1 mg/L.

Attorney’s Report:

None.

Unfinished Business:

None.

New Business:

District Manager indicated that BCBS made a mistake in the premiums that were quoted versus what we were billed. They have honored the lower premium that we were billed. This will save the District approximately \$14,000.00 for the year.

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 which 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 7:22 pm.

Respectfully Submitted,

Karen Thompson,
District Clerk

APPROVED this _____ day of _____, 2020.

President Hansen

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

		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	499,352.32	346,778.41	554,828.09
First National Bank - Certificate Fund	Bond & Int	96,916.55	110,441.90	27,978.27
First National Bank - Depreciation Account	Construction	2,188,665.53	2,190,286.46	2,040,661.06
First National Bank - Surplus Funds	Construction	228,926.08	8,981.85	37,837.21
First National Bank - Bond & Interest Fund	Bond & Int	764,942.77	771,184.02	606,836.79
First National Bank - Sinking Funds	Bond & Int	815,913.34	830,797.11	711,620.02
Algonquin Bank & Trust - Cash Mgr	O&M	928,369.40	844,058.18	939,069.95
Algonquin Bank & Trust - Operating	O&M	158.00	16,597.00	1,634.00
Home State Bank	O&M	17,727.56	18,077.84	11,609.76
Illinois State Bank	O&M	8,074.12	8,153.68	5,016.95
Credit Cards		(349.25)	(2,838.28)	(145.19)
TOTAL BEGINNING CASH AND INVESTMENTS		5,548,696.42	5,142,518.17	4,936,946.91
SEWERAGE FUNDS				

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Revenues and Receipts				
Sewer Bill Income/User Charges	84,210.51	757,037.34	2,755,818.65	3,600,000.00
Septage Income	30,438.84	20,499.00	264,355.00	200,000.00
Wastewater Discharge Income	-	6,761.19	33,126.62	45,000.00
Refunds	(772.51)	(311.67)	(6,722.24)	-
Connection/Tap-On Fees	-	5,200.00	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	1,836.00	-	82,710.57	-
Interest Income	2,295.52	2,324.36	24,047.36	25,000.00
TOTAL REVENUES AND RECEIPTS	118,008.36	791,510.22	3,273,641.67	3,985,500.00

Expenditures

PERSONNEL SERVICES

District Personnel Salaries	46,278.62	44,548.92	408,957.61	604,000.00
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ADMINISTRATIVE EXPENSES

Telephone	214.82	217.52	1,929.79	3,000.00
Postage	4,029.22	-	13,701.08	20,000.00
Printing and Publications	-	-	605.10	2,000.00
Office Supplies	239.34	323.34	4,058.92	7,500.00
Collection and Billing Expenses	2,483.10	4,429.71	49,950.94	75,000.00
Professional Services	107.60	129.36	2,052.58	10,000.00
Training, Travel and Education	65.00	1,500.00	4,660.00	5,000.00
Computer Hardware, Software, and Support	3,008.45	4,562.60	37,107.64	70,000.00
Community Affairs	-	-	-	2,000.00
Medical and Life Insurance	21,061.77	22,350.12	192,916.66	275,000.00
	31,209.30	33,512.65	306,982.71	469,500.00

OPERATIONS AND MAINTENANCE

Operating Supplies	3,645.09	6,252.83	38,485.68	60,000.00
Maintenance and Repair (Plant)	3,694.10	10,458.39	55,615.20	150,000.00
Maintenance and Repair (Collection Systems)	13,902.99	690.60	88,258.29	310,000.00
Utilities and Energy	36,757.78	39,556.85	326,589.02	420,000.00
Grounds Upkeep	296.00	-	14,885.55	30,000.00
Gasoline/Oil	1,867.55	416.24	8,949.81	20,000.00
Computer and Support Services	-	-	-	2,000.00
Emergency Communications	8,613.32	9,256.23	68,729.87	65,000.00
Sludge Management	12,410.50	12,602.45	84,327.58	250,000.00

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Professional Services	267.00	132.00	14,415.76	24,000.00
Residential Reimbursement	-	-	-	10,000.00
Compliance Requirements/Permits	-	-	17,500.00	28,500.00
GIS	-	-	-	10,000.00
	<u>81,454.33</u>	<u>79,365.59</u>	<u>717,756.76</u>	<u>1,379,500.00</u>

Expenditures (continued)

CAPITAL IMPROVEMENTS

New Construction	314,970.31	77,505.65	821,669.39	2,500,000.00
Plant Equipment	-	-	-	30,000.00
Collection System	-	-	4,842.50	300,000.00
Vehicles	-	-	15,236.00	45,000.00
Legal Expense	-	-	-	5,000.00
Engineering Expense	4,503.75	5,035.00	131,138.55	375,000.00
Bond, Finance Consulting Expense	-	-	-	1,000.00
	<u>319,474.06</u>	<u>82,540.65</u>	<u>972,886.44</u>	<u>3,256,000.00</u>

BOND TRANSFERS

2008 Debt Certificates, Principal	-	-	-	110,000.00
2008 Debt Certificates, Interest	-	-	23,700.01	48,000.00
Administration Fees - 2008 Debt Certs	-	-	-	3,500.00
	<u>-</u>	<u>-</u>	<u>23,700.01</u>	<u>161,500.00</u>

Series 2014 Bond, Principal	-	-	-	110,000.00
Series 2014 Bond, Interest	-	-	54,918.75	112,000.00
Administration Fees - 2014 Series Bond	-	-	750.00	3,500.00
	<u>-</u>	<u>-</u>	<u>55,668.75</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>478,416.31</u>	<u>239,967.81</u>	<u>2,485,967.88</u>	<u>6,099,000.00</u>
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EXCESS OF REVENUES OVER (UNDER) EXPENDITURES

	<u>(360,407.95)</u>	<u>551,542.41</u>	<u>787,673.79</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
Ending Cash and Investments				
First National Bank - O & M Account	O&M	346,778.41	700,105.49	361,425.46
First National Bank - Certificate Fund	Bond & Int	110,441.90	123,970.52	40,988.34
First National Bank - Depreciation Account	Construction	2,190,286.46	2,197,182.66	2,054,418.48
First National Bank - Surplus Funds	Construction	8,981.85	38,929.73	13,843.29
First National Bank - Bond & Interest Fund	Bond & Int	771,184.02	777,340.81	673,153.54
First National Bank - Sinking Fund	Bond & Int	830,797.11	845,682.94	726,516.75
Algonquin Bank & Trust - Cash Mgr.	O&M	844,058.18	1,018,706.19	976,298.75
Algonquin Bank & Trust - Operating	O&M	16,597.00	1,259.00	421.00
Home State Bank	O&M	18,077.84	20,475.03	11,776.61
Illinois State Bank	O&M	8,153.68	9,230.75	5,017.16
Credit Cards	O&M	(2,838.28)	(2,015.28)	(469.35)

**TOTAL ENDING CASH AND INVESTMENTS
SEWERAGE FUNDS**

	<u>5,142,518.17</u>	<u>5,730,867.84</u>	<u>4,863,390.03</u>
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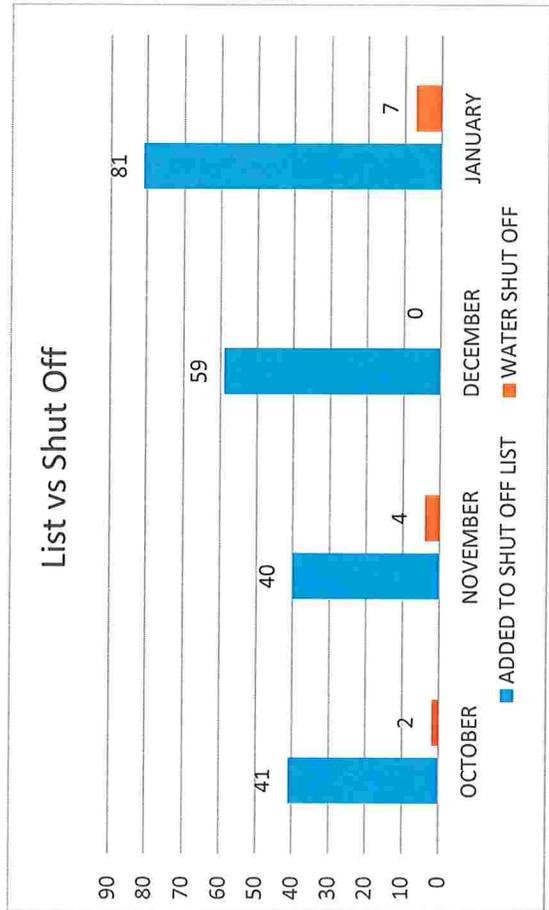
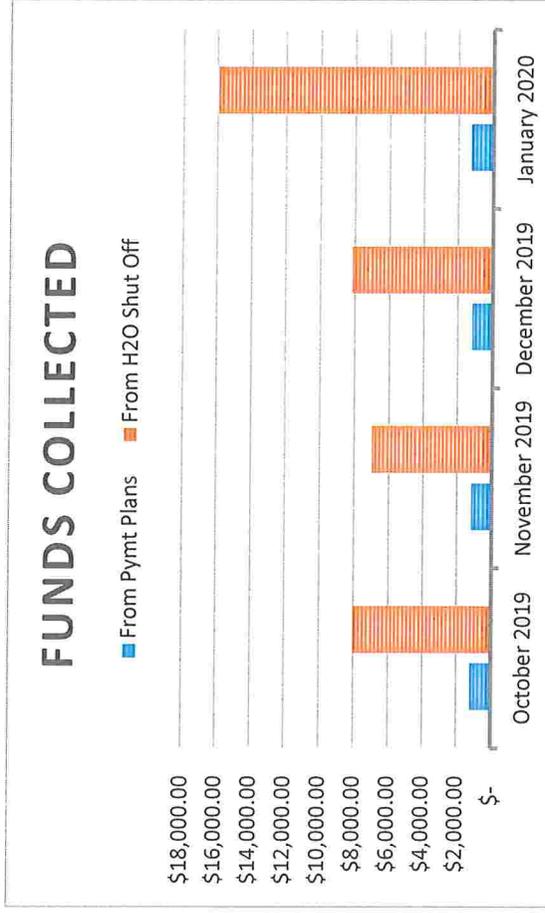
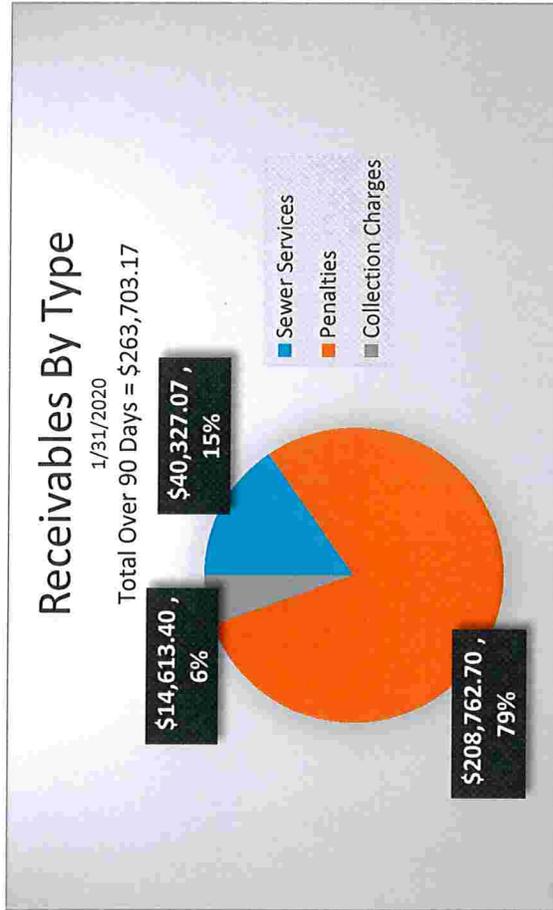
LAKE IN THE HILLS SANITARY DISTRICT
MONTHLY TREASURER REPORT - GOVERNMENTAL FUNDS
 Month of January, 2020

	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	1,515,298.52	1,464,436.79	1,322,636.54	
Credit Cards	-	249.68	-	
TOTAL BEGINNING CASH AND INVESTMENTS	1,515,298.52	1,464,686.47	1,322,636.54	
	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Revenues and Receipts				
Real Estate Taxes				
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	81.07	296.43	1,654.85	-
Interest Income	255.80	247.34	2,685.91	1,000.00
TOTAL REVENUES AND RECEIPTS	336.87	543.77	637,180.31	545,000.00
Expenditures				
GENERAL FUND				
PERSONNEL SERVICES				
Salaries of Trustees, Manager, Treasurer & Clerk	14,535.02	14,234.79	125,060.77	175,000.00
CONTRACTUAL SERVICES				
Professional Engineering	8,559.00	-	44,970.00	45,000.00
Legal Services	1,031.82	1,330.00	47,323.99	36,000.00
Other Professional Services	-	-	-	5,000.00
	9,590.82	1,330.00	92,293.99	86,000.00
ADMINISTRATIVE EXPENSES				
Printing, Publications	-	167.82	3,060.50	5,000.00
Office Supplies, Equipment	-	-	266.65	3,000.00
Postage	-	132.35	695.35	1,000.00
Treasurer's Bond	3,000.00	-	3,000.00	4,000.00
Community Affairs	-	-	102.00	1,000.00
Memberships and Dues	-	300.00	490.00	4,000.00
	3,000.00	600.17	7,614.50	18,000.00
OPERATING EXPENSES				
Building and Grounds Upkeep	-	-	5,161.23	15,000.00
Utilities	575.23	3,501.41	13,193.90	30,000.00
J.U.L.I.E.	-	-	-	3,000.00
Training and Education	1,950.00	-	1,950.00	2,000.00
Travel Expenses	104.00	-	104.00	2,000.00
Computer Hardware, Software & Support	(78.68)	-	2,467.62	8,000.00
	2,550.55	3,501.41	22,876.75	60,000.00
CONTINGENT AND MISCELLANEOUS EXPENSES				
Not Otherwise Appropriated	150.00	-	150.00	1,000.00
	150.00	-	150.00	1,000.00
TOTAL GENERAL FUND	29,826.39	19,666.37	247,996.01	340,000.00

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Expenditures (continued)				
CHLORINATION FUND	-	-	6,330.30	24,000.00
	-	-	6,330.30	24,000.00
AUDIT FUND	-	-	10,000.00	20,000.00
	-	-	10,000.00	20,000.00
PUBLIC LIABILITY INSURANCE FUND				
Workers' Compensation	3,940.00	-	11,818.00	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	116.00	-	354.00	800.00
	4,056.00	-	118,065.00	167,800.00
SOCIAL SECURITY FUND	4,652.27	4,458.70	40,378.89	55,000.00
IMRF FUND	12,414.26	12,579.50	106,710.98	230,000.00
OTHER EXPENDITURES (RECEIPTS)	-	-	-	-
TOTAL EXPENDITURES	50,948.92	36,704.57	529,481.18	836,800.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(50,612.05)	(36,160.80)	107,699.13	(291,800.00)
Ending Cash and Investments				
	BANK BAL AT END OF THE PRIOR MONTH	BANK BAL AT END OF THE CURRENT MONTH	BANK BALANCE AT THE END OF MAY	
First National Bank	1,464,436.79	1,428,548.87	1,285,433.12	
Credit Cards	249.68	(23.20)	-	
TOTAL ENDING CASH AND INVESTMENTS	1,464,686.47	1,428,525.67	1,285,433.12	
GENERAL CORPORATE FUND				

Accounts Receivable Analysis

January 2020



Monthly Shut Off Summary

Lake in the Hills

- 4 Shut Offs – all either paid in full or made payment arrangements post shut off.

Huntley

- NONE

Crystal Lake

- 3 Shut Offs– all paid in full post shut off.

**LITH SANITARY DISTRICT
Bills Paid Before Meeting
February 13, 2020 Meeting Date**

Name	Memo	Amount
General Fund		
TOTAL GEN FUND BILLS PAID BEFORE MEETING		\$ -
O & M Fund		
Ansercall 24	Emergency Communications	\$ 100.00
AT&T	Emergency Communications	\$ 582.14
AT&T	Emergency Communications	\$ 310.76
Comcast	Computer Support & Telephone	\$ 406.13
Flood Brothers Disposal	Bldg & Grounds - January Trash & Recycling	\$ 321.82
Verizon Wireless	Emergency Communications	\$ 345.31
TOTAL O & M BILLS PAID BEFORE MEETING		\$ 2,066.16

**LITH SANITARY DISTRICT
Recurring Bills
February 13, 2020 Meeting Date**

Name	Memo	Amount
General Fund		
Illinois Municipal Retirement Fund	Employer Portion of IMRF - January 2020	\$ 12,579.50
United States Treasury	District Pd Payroll Taxes (SS & Med)	\$ 4,458.70
TOTAL GENERAL FUND RECURRING BILLS		\$ 17,038.20
O & M Fund		
Humana	Health Insurance Premiums (for Jan 2020)	\$ 24,889.01
Humana	Refund for medical portion pd for January 2020	\$ (23,405.97)
Payment Service Network	Collections Expenses from December 2019	\$ 817.35
TOTAL O & M RECURRING BILLS		\$ 2,300.39

Approved _____

President Hansen

**LITH SANITARY DISTRICT - Governmental Fund
Bills Presented to Board for Approval
February 13, 2020 Meeting**

Name	Memo	Amount
GENERAL CORP FUND BILLS		
First National Bank of Omaha	Printing & Pub - Rendering & E-filing of 1099's	\$ 23.20
Hawkins Inc	Chlorination Fund - Alum Sulfate + Freight (1/13/20)	\$ 1,470.10
Hawkins Inc	Chlorination Fund - Alum Sulfate + Freight (1/30/20)	\$ 1,470.10
Interstate Gas Supply, Inc.	Utilities - Gas Sales for December 2019	\$ 3,491.77
Nicor Gas	Utilities - Nat Gas	\$ 1,680.82
Northwest HR Partners	Contractual Svs - Other Pro Svs - HR - Employee Training	\$ 400.00
Storino, Ramello & Durkin	Legal Services - January 2020	\$ 735.00
Village of Lake In The Hills	JULIE Locate Fees	\$ 2,546.69
TOTAL GENERAL CORP FUND BILLS		\$ 11,817.68

**LITH SANITARY DISTRICT - O&M/Sewerage Fund
Bills Presented to Board for Approval
February 13, 2020 Meeting**

Name	Memo	Amount
O & M BILLS		
Advocate Occupational Health	Operating Supplies - Safety, R Rodriguez Vaccination	\$ 152.00
Applied Technologies Inc	General Engineering Svs	\$ 1,425.00
AT&T	Emergency Communications	\$ 5,639.58
Auto Zone	Maint/Repair - Plant Vehicles, Dakota	\$ 48.97
Botts Welding & Truck Service, Inc.	Maint/Repair - Plant, Drain/Tank Covers	\$ 253.50
Botts Welding & Truck Service, Inc.	Maint/Repair - Collection Sys, Portable Generator Fuel Lines	\$ 311.66
Botts Welding & Truck Service, Inc.	Maint/Repair - Vehicles, Crane Truck Repair	\$ 1,407.96
Cintas Corporation #355	Operating Supplies - Personnel	\$ 990.80
ComEd, Inc.	Utilities - Collection Sys, Dam	\$ 757.46
ComEd, Inc.	Utilities - Collection Sys, Beach	\$ 61.12
ComEd, Inc.	Utilities - Collection Sys, Meadowbrook	\$ 396.94
Consolidated Electrical Distributors, Inc	Maint/Repair - Plant, Office Kitchen Light	\$ 125.00
Dreisilker Electric Motors Inc	Maint/Repair - Collection Sys, Meadowbrook Pump #2 Repairs	\$ 7,274.37
Dreisilker Electric Motors Inc	Maint/Repair - Plant, Main Lift Pump Repairs	\$ 15,630.94

Dynegy Energy Services	Utilities - Plant, Concord, Decatur & Pyott LS	\$	41,924.59
Element Materials Technology	Pro Svs - Lab	\$	471.33
First National Bank of Omaha - Visa	Training Travel & Ed and Emergency Communications	\$	203.75
First National Bank of Omaha - Visa	Pro Svs, Maint/Repair-Plant, Oper Supplies Safety & Personnel	\$	686.12
Flood Brothers Disposal & Recycling Svs	Building & Grounds, February 2020 Trash & Recycling	\$	321.82
Fox River Study Group	Permits & Fees	\$	8,250.00
Grainger, Inc.	Operating Supplies - Small Tools for FOG process	\$	55.27
Hawkins, Inc	Sludge Management - Aqua Hawk 1124 & 808	\$	7,636.95
Illini Power Products	Pro Svs - Planned Maintenance - Portable #2	\$	572.00
Illini Power Products	Pro Svs - Replaced Radiator Cap - 1111 Crystal Lake Rd	\$	13.73
Illini Power Products	Pro Svs - Planned Maintenance- Pump at 1111 Crystal Lake Rd	\$	499.00
Illini Power Products	Pro Svs - Planned Maintenance - Meadowbrook	\$	367.00
Illini Power Products	Pro Svs - Planned Maintenance - Main Plant, Model 1000DFJD	\$	708.00
Illini Power Products	Pro Svs - Planned Maintenance - Portable #1	\$	685.00
Illinois Department of Employment Security	Personnel Services - Unemployment	\$	4,375.00
Interstate All Battery Center	Maint/Repair - Plant, Generator Batteries	\$	848.20
Logsdon Office Supply	Office Supplies	\$	854.03
Logsdon Office Supply	Office Supplies	\$	39.00
Logsdon Office Supply	Office Supplies	\$	178.69
Marc Kresmery Construction LLC	Maint/Repair - Plant, Gasket Replacement Digester #1	\$	2,136.96
McHenry County Recorder	Collection Expenses - Jan 2020	\$	15.00
Metropolitan Industries, Inc.	Maint/Repair - Plant, Main Lift Pump #2 Parts	\$	6,030.94
Parkson Corporation	Maint/Repair - Plant, West Barscreen Parts	\$	1,494.87
PetroChoice LLC	Gas/Fuel	\$	372.63
Sigma-Aldrich Inc	Operating Supplies - Lab	\$	70.28
Standard Equipment Company	Maint/Repair - Plant Vehicles, Vactor Water Valves	\$	256.32
Storino, Ramello & Durkin	Collections	\$	32.50
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	132.00
Synagro WWT	Sludge Management - Jan 2020 Load Haul & Land App	\$	21,240.00
Technology Masters Inc	Computer Exp - Maintenance 12/30/19	\$	997.50
Technology Masters Inc	Computer Exp - Issue w Scanning Checks in Chrome	\$	31.75
Technology Masters Inc	Computer Exp - Maintenance & Set Up New Computers 1/23 & 1/24/20	\$	997.50
The Home Depot	Operating Supplies - General, Safety & Small Tools/FOG Program	\$	1,138.65
The UPS Store 2361	Postage - Mailing 1st QU Sludge Sample	\$	10.94
Uline Inc	Operating Supplies - Small Tools, Brooms	\$	121.07
USA BlueBook	Maint/Repair - Plant, Pump Switch for Filter Bldg Wash Water Pump	\$	413.73
USA BlueBook	Operating Supplies - Safety, Spill Containment	\$	713.82
USA BlueBook	Operating Supplies - Safety Spill Containment	\$	500.97
Village of Lake In The Hills	Collection Expenses -January 2020 Water Shut Offs	\$	315.00
Warehouse Direct	Pro Svs - Copies	\$	14.41
Water One, Inc.	Operating Supplies - Personnel, Drinking Water	\$	70.00
Ziegler's Ace Hardware	Operating Supplies	\$	242.40

TOTAL O&M FUND BILLS

\$ 140,514.02

CONSTRUCTION FUND BILLS

Applied Technologies Inc	Engineering - Task Order 19-02 Electrical Upgrades & Filter Bldg Imprvts	\$	1,195.00
Applied Technologies Inc	Engineering - Task Order 19-03 Richard Taylor Park Bypass CEI	\$	1,065.00
Applied Technologies Inc	Engineering - Task Order 19-04 Beach Lift Station CEI	\$	3,468.00
Concentric Integration	Cap Imprvmts New Const - SCADA System Assessment	\$	415.00

TOTAL CONSTRUCTION FUND BILLS **\$ 6,143.00**

BOND & INTEREST FUND BILLS

Bank of New York Mellon	Admin Fee 2008 Debt Certs	\$	750.00
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TOTAL BOND & INTERST FUND BILLS **\$ 750.00**

GRAND TOTAL OF ALL BILLS PRESENTED FOR APPROVAL IS \$180,629.45 OF WHICH \$28,855.88 IS FROM THE GENERAL CORPORATE FUND, \$144,880.57 IS FROM THE OPERATIONS AND MAINTENANCE FUND, \$6,143.00 IS FROM THE CONSTRUCTION FUND, AND \$750.00 IS FROM THE BOND AND INTEREST FUND.

Approved _____

President Hansen

MANAGER'S REPORT

Month of January, 2020

Customers

	CURRENT	12/MO TOTAL	Data for Jan 2019
Total accounts through May 2019:	11,724		
New Customers:	1	16	0
Connections:	0	9	5
Permits Issued:	1	13	1
Permits Issued Past 13 Months:	16		
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
1/11/20	1103 Sycamore	sewer smell	no
1/20/20	130 Harvest Gate	toilet not flushing properly	no
1/27/20	5246 Greenshire	overflow from basement drain	no

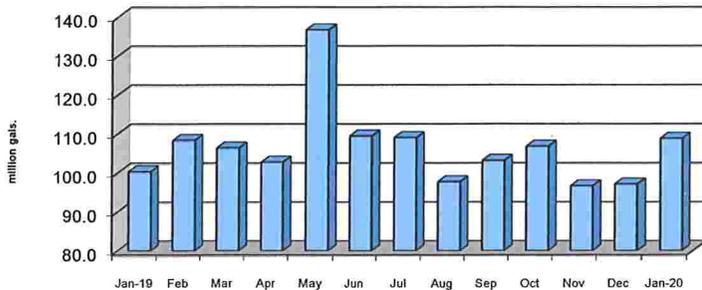
COLLECTION SYSTEM ACTIVITIES

James began newly-implemented, annual, grease trap inspections.

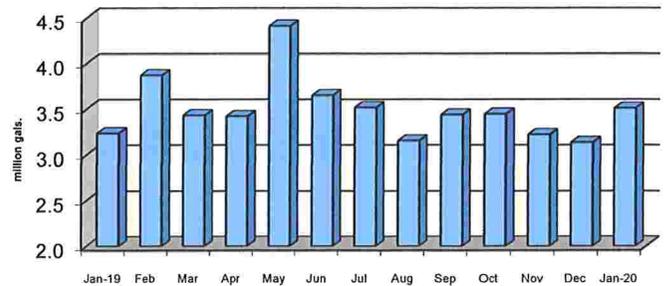
FLOWS

Total Effluent Flow for Month:	108.791	million gallons
Average Daily Flow:	3.509	mgd
Maximum Daily Flow:	4.608	mgd
Precipitation Total:	1.96	inches
Precipitation This Month Last Year:	0.71	inches
Septage Accepted:	229,174	gallons

Total Monthly Flows



Monthly Average Daily Flows



MANAGER'S MONTHLY REPORT

January, 2020

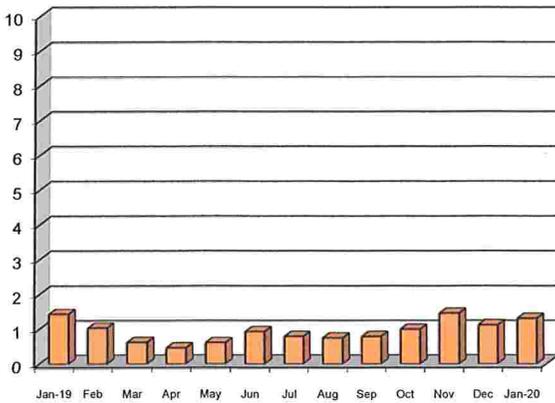
Page 2 of 2

TREATMENT PLANT OPERATIONS

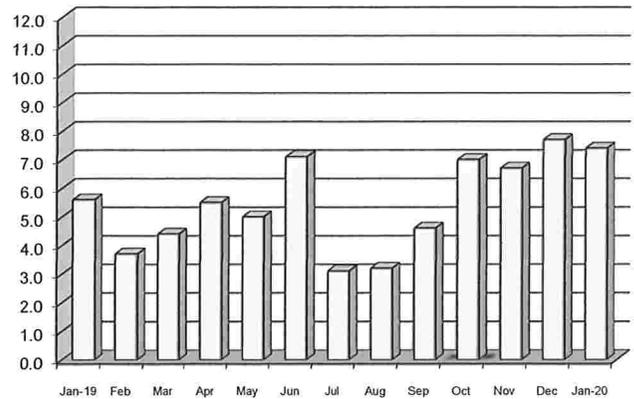
	<u>Average in</u>	<u>Average out</u>	<u>Average % reduction</u>
CBOD	117 mg/L	1.3 mg/L	98.9%
Total Suspended Solids:	317 mg/L	7.4 mg/L	97.7%
Ammonia Nitrogen:	10.7 mg/L	0.05 mg/L	99.6%
Phosphorus:		0.84 mg/L	
Fecal Coliform:		244 colonies (daily max.)	

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

Effluent Monthly Average - CBOD



Effluent Monthly Average - Total Suspended Solids



PLANT OPERATIONS SUMMARY

Wasted:	3.205 million gallons
Decanted:	0.237 million gallons
Thickened:	3.188 million gallons
To Digester:	0.634 million gallons
Pressed:	1.185 million gallons

PERSONNEL ACTIVITIES

All staff attended Harassment Prevention Training on 1/30/20 given by Northwest HR Partners.

Respectfully submitted,

Tamara C. Mueller
District Manager

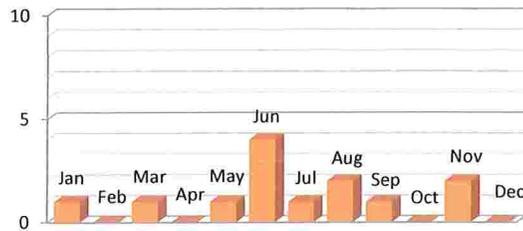
MANAGER'S 2019 ANNUAL REPORT

Customers

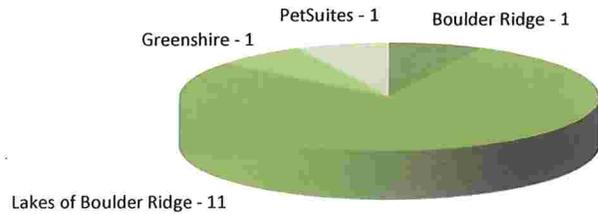
Total accounts:	
New Customers:	
Connections made:	
Permits issued:	
Total permits issued through 12/31/19:	
Residential:	10,085
Commercial:	122
Industrial:	1

TOTAL for 2019	TOTAL for 2018	AVERAGE PAST 5 YEARS
11,723	11,707	
15	19	14
14	22	16
13	26	16

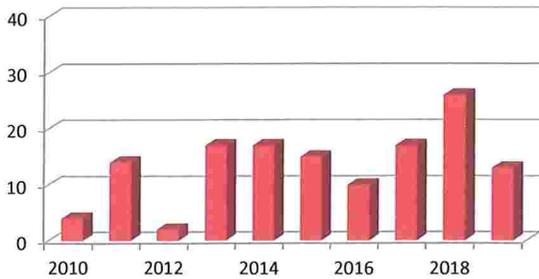
Permits Issued by Month



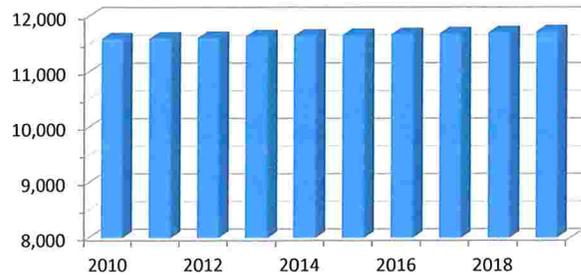
Connections by Development



Permits Issued by Year



Lake in the Hills Sanitary District
Customer Account Totals



ILLINOIS E.P.A. SANITARY SEWER EXTENSION PERMITS ISSUED

<u>DEVELOPMENT</u>	<u>PE</u>	<u>DWELLINGS</u>	<u>ISSUED</u>
Heathers Senior Living	75	3 multi-family bldgs	9/11/2019
Total	75		

COLLECTION SYSTEM EMERGENCY RESPONSES

District personnel responded to 25 residential call-outs. Of those, 1 was related to District operations due to grease accumulation. No property damage was caused.

SANITARY SEWER OVERFLOWS (SSO)

There were 3 minor SSO - 2 due to equipment failure and 1 due to 4" of rain in two days. No property damage was caused.

COLLECTION SYSTEM ACTIVITIES

Contracts Awarded for Collection System:

Richard Taylor Park Bypass Sewer to Kanzler Construction in the amount of \$140,355.70.
 Hagele Beach Lift Station to Martam Construction in the amount of \$526,600.00.

Maintenance Activities for Collection System:

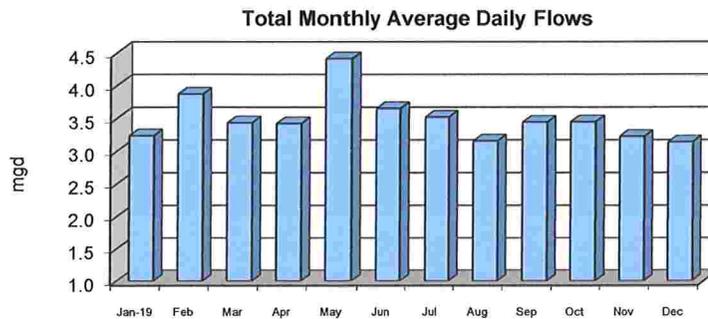
District personnel inspected 13,602 feet of sewer (55 lines) with CCTV.
 District personnel cleaned 4,710 feet of sewer line.
 District personnel updated the GPS positions and located 95% of the 2,956 manholes.

The following developments were accepted for ownership:

None

FLOWS

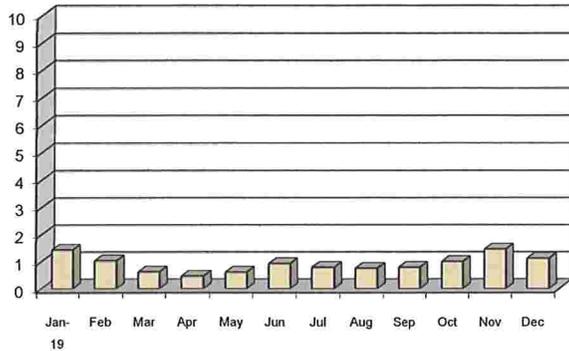
Total Effluent Flow for Year: 1.274 billion gallons (1.214 billion gallons - 2018)
 Average Daily Flow: 3.494 mgd
 Maximum Daily Flow: 8.517 mgd May 9th
 Total Precipitation For Year: 42.4 inches
 Precipitation Daily Maximum: 2.15 inches May 8th



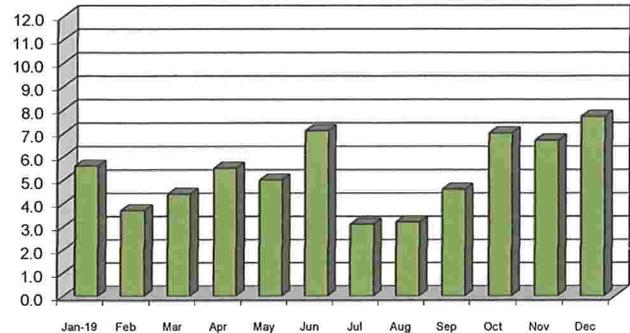
TREATMENT PLANT OPERATIONS

	<i>Influent</i>	<i>Effluent</i>
<u>BOD/CBOD</u>		
Yearly Average:	125 mg/l	0.93 mg/l
Daily Maximum:	337 mg/l June 13th	3.64 mg/l June 18th
Maximum Loading:	13,356 lbs. June 13th	93.7 lbs. June 18th
<u>Total Suspended Solids</u>		
Yearly Average:	275 mg/l	5.4 mg/l
Daily Maximum:	620 mg/l Sept 9th	17 mg/l Nov 3rd
Maximum Loading:	15,287 lbs. June 12th	718 lbs. June 5th
<u>Ammonia Nitrogen</u>		
Yearly Average:	13.4 mg/l	0.25 mg/l
Daily Maximum:	23.7 mg/l Sept 2nd	13.7 mg/l June 18th
Maximum Loading:	751 lbs. April 29th	352.5 lbs. June 18th
<u>Phosphorus</u>		
Yearly Average:		0.75 mg/l
Daily Maximum:		2.88 mg/l Sept 24th
Maximum Loading:		89 lbs. June 13th
<u>Fecal Coliform</u>		
Daily Maximum:		360 Colonies August 20th

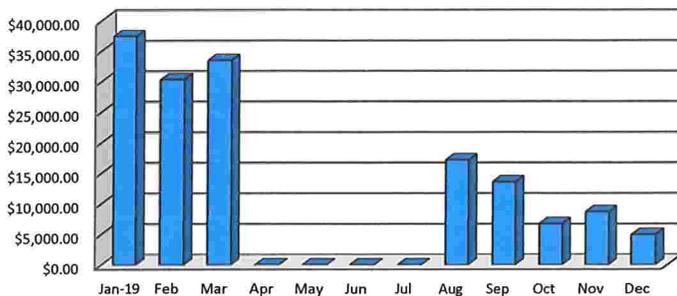
Effluent Monthly Average - CBOD



Effluent Monthly Average - Total Suspended Solids



Sludge Press/Hauling Expense - Synagro



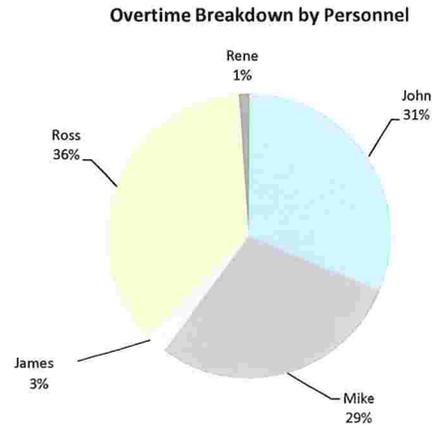
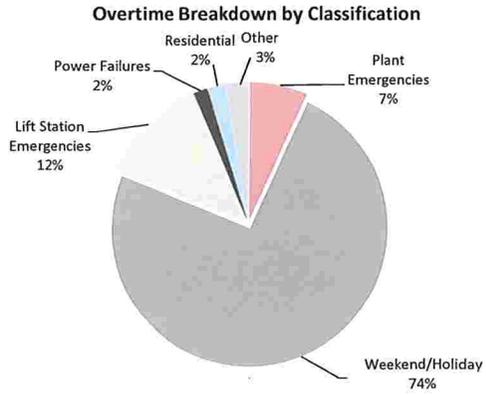
PLANT OPERATIONS SUMMARY

Annual Quantities:

- Wasted 42,140,000 gallons (3,511,667 gals. monthly average)
- Decanted 691,000 gallons (57,583 monthly average)
- Pressed 8,792,000 gallons of sludge (733,667 gals. monthly average, \$152,033 total expenditure compared to \$470,001 in 2018)
- Thickened by GBT 42,847,000 gallons (3,570,583 gals. monthly average)
- Sent to Digesters 10,132,000 gallons (844,333 gals. monthly average)
- Sludge Generated: 531.48 dry tons (705.55 dry tons - 2018)
- Sludge Land Applied: 531.48 dry tons (705.55 dry tons - 2018)
- Municipal Water Treatment Discharge Received: 39,024,719 gallons (\$43,321.74 revenue, 2018 - \$43,110 revenue)
- Septage Received: 5,090,275 gallons (\$305,416.50 revenue, 2018 - \$178,528 revenue)
- Industrial Waste Received: 1,900,000 gallons (estimated)

Contracts Awarded for Treatment Facility:

Rear Drive Entrance Project to Schroeder Asphalt Services, Inc. in the amount of \$318,069.85. Final cost was \$295,768.65.



Respectfully submitted,

Tamara C. Mueller
District Manager

FOG/NO WIPES EDUCATIONAL CAMPAIGN COST BREAK DOWN

The original idea was to send out a letter with a scraper and two educational magnets to 11,000 customers.

11,000 Handi Pal Pan Scrapers @ .55 ea. = \$5,500

Set up Fee = \$55.00

Freight = \$113.68 **Total: \$5,668.68**

11,000 Business Card Magnet (Stop the Clog Design) @ .10 ea. = \$1,100

Set up Fee = \$10.00

Freight = \$108.75 **Total: \$1,218.75**

11,000 Business Card Magnet (No Wipes Design) @ .10 ea. = \$1,100

Set up Fee = \$10.00

Freight = \$108.75 **Total: \$1,218.75**

11,000 Address Labels & Envelopes = \$1,958.74

Total: \$1,958.74

11,000 Letters Printed @ .05 ea. = \$550

Total: \$550.00

Mailing 11,000 letters @ \$1.73 ea. = \$19,030.00

Total: \$19,030.00

Original Idea Grand Total: \$29,644.92

After calculating the cost, the second idea is adding a one-page stuffer to our quarterly bill and only ordering 1,000 scrapers and 1,000 3.5" x 4" magnets. Scrapers and magnets will be handed out to residents who decide to come in and get them. We are only ordering this amount to gauge the response from the public to determine if more should be ordered at a later date.

1,000 Handi Pal Pan Scrapers @ .69 ea. = \$690

Set up Fee = \$55.00

Freight = \$30.00 **Total: = \$775.00**

1,000 3.5" x 4" Magnet (Stop the Clog & No Wipes design) @ .42 ea. = \$420

Set Up Fee = \$10.00

Freight = \$25.00 **Total: = \$455.00**

FREE Email blast to customer w/no paper bill = \$0

Total: = \$0

11,550 Single Page Stuffer in Quarterly Billing = \$870.67

Insertion Fee @ 3.5 cents ea. = \$404.25

Total: = \$1,274.92

Alternative Option Grand Total: \$2,504.92

Extra cost for consideration.

Possible Press Release = \$50 **Total: = \$50**



STOP THE CLOG REMOVE THE FOG

NO

FATS

OILS

GREASE

The majority of residential CLOG issues is due to excessive amounts of grease and food waste which is mindlessly poured down the drain. TREAT YOUR PIPES RIGHT!

Almost every type of food has some sort of Fats, Oils, or Grease within it which, in time, will build up causing slow drainage and eventually a clogged pipe. This then leads to unwanted odors and costly repairs!

CAN IT * SCRAPE IT * TRASH IT

These 3 easy steps will help reduce any potential clogged pipe issues.

Before Washing...

CAN IT: Pour cooled grease into a sturdy container

SCRAPE IT: Scrape Fats, Oils & Grease from all dishware

TRASH IT: Put fatty and greasy food scraps into the garbage

FREE

Visit us @ 515 Plum St. for your FREE Handi Pal Pan Scraper to help you with all your FOG needs!

FREE

NO WIPES IN THE PIPES

NO WIPE IS FLUSHABLE... Regardless of what the package says!!!

Sanitary wipes do not break down like regular toilet paper and wreak havoc on our pumps, causing hundreds of thousands of dollars in repairs & maintenance every year. Only human waste & toilet paper should be flushed down the toilet!

Learn more at www.LITHSD.com



Scraper Mock Up



3.5" x 4 Magnet Mock Up