

**Lake in the Hills Sanitary District  
Board of Trustees Regular Meeting Minutes  
February 14, 2019**

**Roll Call:**

The regular meeting was called to order by President Hansen at 7:00 pm at the Sanitary District offices located at 515 Plum Street. Roll call was answered by President Eric Hansen, Trustee Terry Easler and Trustee Cheryl Kehoe. Also present were District Manager Rick Forner, District Engineer Peter Kolb, Attorney Thomas Halleran on behalf of District Attorney Ann Williams and District Treasurer/Clerk Karen Thompson

**Approval of Minutes:**

Motion was made by Trustee Kehoe and seconded by Trustee Easler to approve the Minutes of the Regular Board Meeting of January 10, 2019 as presented. On a roll call vote, President Hansen, Trustee Easler and Trustee Kehoe voted aye.

**Public Comments:**

Joseph Greenwood of Lake in the Hills had some comments. First, he indicated that he felt a bit uncomfortable with some discussion that took place at the December meeting. This discussion was about the District's ability, under the law, to purchase used equipment without going thru the bidding process. He thinks it is a great idea to purchase used equipment and save the taxpayers money, however, he just wants to be sure that all supporting documentation is kept in case there are any future questions. District Manager agreed and said that he will be sure to thoroughly document anything related to this purchase

Secondly, Mr. Greenwood had some comments related to the plant electrical project. He believes that it is a big project and he is uncertain if the public or the Board has a full understanding. He was hoping that at some point in the future the Engineer could provide a more thorough summary of what this project entails and the timeframe of each portion of the project. District Engineer indicated that he would provide some of these updates in his report.

**Consent Agenda:**

District Manager requested that Item D be removed from the Consent Agenda as the supporting documentation from Synagro was not received before the meeting.

- A. Appointment of George Roach & Associates, P.C as District Auditor for Fiscal Year 2019 -2020.
- B. Approval of Change Order #5 in the amount of \$12,698.04 to AMS Mechanical Systems, Inc. for Aerobic Digester #4 project.
- C. Approval of Application and Certificate for Payment #5 in the amount of \$207,682.00 to AMS Mechanical Systems, Inc. for Aerobic Digester #4 project.

~~D. Change Order No. 8 for Sludge Management Project under contract with Synagro Central LLC.~~  
**Item D was removed from the Consent Agenda.**

Motion was made by Trustee Easler and seconded by Trustee Kehoe to remove item D from the Consent Agenda and approve the remaining Consent Agenda Items (A through C) as presented. On a roll call vote President Hansen and Trustees Easler and Kehoe voted aye.

**Specific Agenda:**

None.

**Accountant's Report:**

District Treasurer presented written copies of the January 2019 Treasurer reports and provided a verbal summary. She stated that January was a quarterly bill due month and that is reflected in the sewer bill income on the O&M report. She further stated that expenses on the O&M side were a little lower because we did not have any sludge management bills that were paid in January. Regarding the Governmental Funds report, she commented that revenue continues to be lean. Expenses on the Governmental Fund were slightly higher than usual because we did pay for the yearly Treasurer's Bond in January.

Motion was made by Trustee Easler seconded by Trustee Kehoe to approve the January 2019 Treasurer Reports. On a roll call vote President Hansen and Trustees Easler and Kehoe voted aye.

**Approval of Bills:**

District Treasurer presented a list of bills for approval. She pointed out some of the higher or atypical bills and provided some detail. Lastly, she indicated that she has copies of the bills on hand if any of the Trustees would like to look at them.

District Manager provided some additional detail on the bill from the Illinois Department of Employment Security. He indicated that this claim was filed by a seasonal employee. As a result, we will be changing the way that we hire seasonal help in the future. He also provided some detail about the invoice from Lakeside Equipment for the Septage Receiving station. He indicated that we are rebuilding that unit.

Motion was made by Trustee Kehoe and seconded by Trustee Easler to approve the List of Bills as presented for payment totaling \$ 252,402.19 with \$ 36,403.74 from the General Corporate Fund, \$ 186,029.45 from the Operations and Maintenance Fund, \$ 29,219.00 from the Construction Fund and \$ 750.00 from the Bond and Interest Fund.

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

**Manager's Report:**

District Manager presented a written copy of the January 2019 Manager's report and provided a verbal recap of some items.

He stated that there were a few callouts in January. Only one of these was the District's responsibility. This backup was near a couple of restaurants and there was some grease buildup in the line. We opened the line, but have been contacted by one of the restaurant's about being reimbursed for costs related to this backup. These costs will be about \$1,200. District Manager indicated that we have not received the supporting documents yet. President Hansen asked if this amount seems reasonable. District Manager concurred.

He further stated that January was a typical month for flows and is happy to report that the plant did not experience any issues with the polar vortex and extreme cold.

District Manager also presented a paper copy of the 2018 Annual Manager's Report and provided a verbal recap of some of items outlined on this report.

He also provided updates for some of the construction projects. First, he stated that the blower project is 100% complete. We are just waiting for ComEd to review our paperwork and notify us of our grant. We are hoping to hear from them within the next 30 days.

Regarding the Digester #4 project, the tank is in and all of the aeration is in. The control panels have been delayed, but should arrive next week. All of the conduit is in and all of the wires have been pulled. Once the panels are received, they will land the wires and program the controls.

He further commented that the District was nominated for plant of the year by the Illinois Association of Water Pollution Control Operators. We were one of four plants in the state of Illinois who were nominated. Unfortunately, we did not win the big prize, but we did get a nice plaque and recognition for being nominated. The District Manager and our Operator attended the event and accepted the plaque on behalf of the Sanitary District.

District Manager reminded everyone that they should have received a request from the County regarding Economic Interest Statements for this year. If they did not receive this request please let him know.

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

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

District Engineer provided a written report and a verbal recap.

Regarding Task Order 18-01 (Rear Entrance Drive), they have received comments from staff. Tonight they submitted 90% of the project plans and specifications to the District Manager. Based on any additional input they may receive from staff they will prepare updated cost estimates and specifications. He anticipates those will be submitted next week. They are planning to advertise on February 21<sup>st</sup> & 28<sup>th</sup>. Bids will be opened on March 12<sup>th</sup> and award recommendations presented on March 14<sup>th</sup>. Construction will be from April to July 2019. District Engineer was unsure whether they would need to get Village review on this. District Manager said that he would raise that question with them.

Regarding Task Order 18-02 (Beach Lift Station Rehab), the wet well and manhole scanning has been done. They will be reviewing and preparing the scanning documents and will present to the District Manager. They are also trying to determine if there are easements. They will get plans together by April and will get permits. They plan to go to bid in June with an award in July 2019. Construction will take place in September after the beach is closed for the season.

Regarding Task Order 18-03 (Electrical Service & Plant Power Distribution), two of their Electrical Engineers were on site for a second visit in February. They will need an additional visit as they have come across some complex electrical arrangements. Due to this complexity, it is taking them longer than anticipated to complete their analysis. Their task is to put together a one-line diagram. This is the first step before any electrical studies can be done. They are also coordinating with ComEd and Dynegy because we currently have two feeds/services coming in the plant. This is being investigated to determine if any savings could be realized by dropping down to one service. After all of the analysis is done,

Applied Technologies will prepare the specifications. These specs will be used to hire another very specialized firm who will actually do the studies. The studies done by this specialized firm will include short circuit, protective device coordination and arc flash. The plan is for Applied Technologies to have the draft electrical study specifications done by March. Once that is done, bids will be solicited. The plan is to have the final electrical studies done by July 2019.

Regarding Task Order 18-04 (Richard Taylor Park Bypass), the manhole scanning was done. They have received the survey data and will begin to work on the design drawings. They are also planning to get some of our GIS data so that it can be incorporated into their design. Preliminary project plans will be done by the end of March with final project plans by April. They plan to go out for bid in May and award in June. Construction will be from July to August 2019.

Regarding the upcoming wash water pump replacement project, they have been onsite and have been doing research. He anticipates they will have a memo to the District Manager in March with the options.

**Attorney's Report:**

Thomas Halleran reported on behalf of District Attorney Ann Williams. He stated that there have been no updates regarding the RFQ issues that have been previously discussed. The District Attorney will continue to keep the Board apprised should she have any new information.

**Unfinished Business:**

None.

**New Business:**

None.

**Adjournment:**


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

The meeting was adjourned at 7:28 pm.

Respectfully Submitted,

  
Karen Thompson,  
District Clerk

APPROVED this 14<sup>th</sup> day of March, 2019.

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