

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
April 11, 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 Assistant District Manager Tamara Mueller, 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 Kehoe and seconded by Trustee Easler to approve the Minutes of the Regular Board Meeting of March 14, 2019 as presented. On a roll call vote, President Hansen, Trustee Easler and Trustee Kehoe voted aye.

Public Comments:

One member of the public had a question regarding the salary adjustments that are on tonight's Consent Agenda. She wanted an explanation as to why one employee was getting a raise that is almost 7 times what other employees were proposed to receive. Assistant District Manager indicated that these proposed pay adjustments were prepared by the District Manager, however, from what she understands this individual was going to be taking on additional responsibilities related to the sludge belt filter press operation that was previously being done by Synagro. This member of the public had concerns because it is a significant increase and the District Manager is not present to corroborate if this is correct. President Hansen further indicated that this is going to be pulled off of the Consent Agenda.

Consent Agenda:

Trustee Easler indicated that he would like to move Item A to the Specific Agenda so that discussion can take place. President Hansen indicated that he would like to remove item B from the Consent Agenda and table that topic. District Treasurer/Clerk indicated that there was a typo in the former Engineer's cover letter related to the amount for Payment #7 outlined in Item F. The correct amount is \$11,649.42 instead of \$11,649.89.

~~A. Appointment of 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. ITEM A MOVED TO SPECIFIC AGENDA~~

~~B. Approval of salary adjustments as recommended by District Manager. ITEM B REMOVED FROM CONSENT AGENDA AND TABLED~~

C. Ordinance No. 397 amending Ordinance No. 391 Regarding the Combined Budget and Appropriations for Fiscal Year May 1, 2018, through April 30, 2019 of the Lake in the Hills Sanitary District.

- D. Award of all three sections of the contract for the Rear Drive Entrance to Schroeder Asphalt Services, Huntley, Illinois, in the amount of \$318,069.85.
- E. Approval of Task Order No. 19-01 to Applied Technologies for Engineering and Inspection of the Rear Drive Entrance Project in the amount of \$33,552.
- F. Approval of Application and Certificate for Payment #7 in the amount of ~~\$11,649.89~~ \$11,649.42 to AMS Mechanical Systems, Inc. for Aerobic Digester #4 project. **AMOUNT CHANGED FROM \$11,649.89 TO \$11,649.42**

Motion was made by Trustee Easler and seconded by Trustee Kehoe to approve the amended Consent Agenda (Items C, D, E and F with the corrected amount of \$11,649.42). On a roll call vote President Hansen and Trustees Easler and Kehoe voted aye.

Specific Agenda:

Item A below was moved from the Consent Agenda to the Specific Agenda. Trustee Easler had a question regarding whether Ann Williams still has time to represent us as our District Attorney as she has missed a few meetings. Attorney Melissa Wolf responded and stated that Storino Ramello Durkin represents the District and will tend to any District matter. Ann Williams will attend most of the meetings; however, any Attorney from the firm can attend in her absence.

- A. Appointment of 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.

Motion made by Trustee Easler and seconded by Trustee Kehoe to approve Item A on the Specific Agenda as presented. On a roll call vote President Hansen and Trustees Easler and Kehoe voted aye.

Accountant's Report:

District Treasurer presented written copies of the March 2019 Treasurer reports and provided a verbal summary. She indicated that the financials were very typical for this time of year and this point in the billing cycle. She further stated that expenses were slightly high on the O&M side due to the principal and interest payments made on the 2008 debt certificates and because we made the final payment on the blower project. Additionally expenses were slightly higher on the Governmental Funds because we made the quarterly payment for our workers compensation insurance.

Motion was made by Trustee Kehoe seconded by Trustee Easler to approve the March 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.

President Hansen noticed that we still had a Synagro invoice on the list and was wondering when that bill would be reduced for the portion that we are taking over. Assistant District Manager indicated that March will be the last full invoice from them as we took over April 1st. She further indicated that we will still get an invoice from them for the hauling and land application, however, it will be reduced.

Motion was made by Trustee Kehoe and seconded by President Hansen to approve the List of Bills as presented for payment totaling \$ 378,504.72 with \$ 21,736.49 from the General Corporate Fund, \$ 174,553.98 from the Operations and Maintenance Fund, \$ 20,320.50 from the Construction Fund and \$ 161,893.75 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 was absent. Assistant District Manager prepared and presented the March 2019 Manager's Report and provided a verbal summary. She indicated that the plant and collection system ran smoothly and there were no callouts in March. She also provided an update regarding the dump truck purchase. She indicated that we purchased a used dump truck and the cab and the dump bed are separate and are being assembled. The total cost is \$33,936.00 and we made a deposit for \$18,700.00 so that the assembly work can begin. The truck should be ready in approximately 7-9 weeks. That delivery date should work within our schedule as we won't need to press until mid June because Synagro cleaned out all of our digesters.

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

Engineer's Report:

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

Regarding Task Order 18-01 (Rear Entrance Drive), bids were opened on April 4, 2019. A total of five bids were received and ranged from \$318,069.85 TO \$388,745.00. The lowest responsive bid was submitted by Schroeder Asphalt Services out of Huntley. District Engineer provided the Board with a letter recommending that we proceed with Schroeder Asphalt Services in the amount of \$318,069.85 for all three sections. He further commented that their original estimate was \$440,000.00 so they were pleased with the bids they received. He indicated that Schroeder would like to get started as soon as May 6th if all of the paperwork is completed by then. The project should take 6-7 weeks to complete.

Regarding Task Order 18-02 (Beach Lift Station Rehab), they have looked at the conditions of the manhole and wet well. The manhole at the top of the hill is in good shape. The wet well has corrosion and they do not feel that it is in adequate shape to use. They are investigating a pre-fab wet well and valve vault. Then they could use the existing wet well as the manhole. Doing it this way would also help with the bypass pumping. He further stated that site access constraints may dictate design parameters. They plan to bid in July with awards in August. Construction will begin after Labor Day.

Regarding Task Order 18-03 (Electrical Service & Plant Power Distribution), they finished up on the one line diagrams. They will meet with District staff to get further comments. They hope to get the last round of lighting panel identification done. They have completed draft specifications for the electrical studies which will be done by a third party. They have also identified some preliminary areas that they are recommending have electrical upgrades. He further indicated that they will have to work with ComEd regarding upgrading the main feed into the plant. They are also looking at providing emergency power to the blowers, putting a main breaker in the belt press building and replacing the panels in the filter building.

Regarding Task Order 18-04 (Richard Taylor Park Bypass), the wet well scanning has been done and the JULIE locates are done. They are now starting the design. They will have preliminary plans by the end of May. Their plan is to bid in July and construction done in September & October 2019.

Regarding future task orders, they are recommending doing a full facility assessment of the filter building that would include improvements to the doors, HVAC, LED lights, wash water pump system and investigation of the roof condition. They are also recommending some electrical equipment and roof refurbishment in the grit building. They will put together some task orders on these items for the Board to review next month.

Attorney's Report:

None.

Unfinished Business:

Trustee Easler asked for an update on the County's RFQ. Additionally, he expressed his concerns about how this could be affecting the employees of the District as they are wondering if their jobs will be eliminated. President Hansen indicated that he has not heard anything.

New Business:

None.

Executive Session

President Hansen announced that we will now go into executive session. He further stated that this session will be closed to the public. There will not be anything voted on after the executive session.

Prior to entering executive session, one member of the public had some questions regarding the RFQ. Both President Hansen and Trustee Easler provided some detail. She also had a question for the Engineer regarding all of the proposed changes that he discussed in his report. The District Engineer indicated that the things he discussed were recommendations at this point and not task orders for the Board to approve. Once they create a task order for these items, they will be included on either the Consent or Specific Agenda for the Board to vote on.

All members of the public, the Assistant District Manager and the District Engineer left the room.

President Hansen made a motion that we will now go into executive session to consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the public body, including hearing testimony on a complaint lodged against an employee of the public body (5 ILCS 120/2(c)(1)). Motion was seconded by Trustee Kehoe. On roll call, President Hansen and Trustees Easler and Kehoe voted aye.

The Board went into executive session at 7:28 pm. After the executive session, the regular meeting was reconvened at 8:17 pm. Roll call for the regular meeting was answered by President Hansen, and Trustees Easler and Kehoe.

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 8:17 pm.

Respectfully Submitted,



Karen Thompson,
District Clerk

APPROVED this 23rd day of May, 2019.



President Hansen

Signed via signature stamp #1
Board Approved 5-23-19
President Hansen - Aye
Trustee Kehoe - Aye
Trustee Reed - Present