

**Lake in the Hills Sanitary District  
Board of Trustees Regular Meeting Minutes  
June 13, 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 Cheryl Kehoe and Trustee Jessica Reed. Also present were Assistant District Manager Tamara Mueller, Engineer Bob Doeringsfeld 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 Rescheduled Board Meeting of May 23, 2019 as presented. On a roll call vote, President Hansen, Trustee Kehoe and Trustee Reed voted aye.

**Public Comments:**

Terry Easler of Crystal Lake asked if President Hansen received a document from the Attorney indicating that there is no conflict of interest. District Attorney indicated that before they accept a new client they do an internal conflicts check so there are no violations. Terry Easler believes that there is a conflict between the County, District Attorney and Board President. District Attorney indicated that their firm does not represent the County.

Terry Easler had some additional concerns regarding how much money was spent on the personnel investigation and was wondering why the District has not yet received Attorney bills for May. District Attorney will look into why we haven't received additional bills. Terry Easler indicated that he needs to know the total expenses for this matter. He believes the total is approaching \$50,000 between Attorney fees and salary. He further indicated that he does not believe District staff is aware of the District Manager's status and the Board should communicate to staff. President Hansen indicated that the Board has acknowledged receipt of District Manager's resignation effective July 1, 2019. This topic will be discussed later in the meeting under New Business.

Terry Easler further indicated that the current Board members have very limited knowledge of what a Sanitary District is and wants to know if the Trustees feel confident that they have enough understanding to make good decisions. President Hansen commented that their job is not to run a Sanitary District, but instead is to provide oversight.

Terry Easler then asked about the plans for the District Manager's vacancy. President Hansen stated that there is a process and it is being discussed internally right now. Hopefully, there will be some additional information at next month's meeting regarding this.

Terry Easler further questioned if the County is going to continue the consolidation process. President Hansen said that he has not received any new direction on this. Terry Easler asked President Hansen if the County is going to stay out of the Sanitary District's business going forward. President Hansen indicated that it appears that way, but that could change. As always, President Hansen is willing to entertain the idea of consolidation if it makes sense.

Lastly, Terry Easler stated that according to the Sanitary District Act, the Board can hire a Chief Administrative Officer who reports directly to the Board.

**Consent Agenda:**

- A. Approval of proposal from Conrad De Latour & Associates for subsurface investigation of the Beach Lift Station.

Motion was made by Trustee Kehoe and seconded by Trustee Reed to approve the Consent Agenda as presented (Item A). On a roll call vote President Hansen and Trustees Kehoe and Reed voted aye.

**Specific Agenda:**

None.

**Treasurer's Report:**

District Treasurer presented written copies of the May 2019 Treasurer reports and provided a verbal summary. She stated that May 1<sup>st</sup> began the District's new fiscal year. She further stated that she did add the proposed budget numbers to the Treasurer's reports. This budget will be presented for approval at the July meeting. She further stated that the expenses on the O&M report for computer hardware, software & support were high for May. This is because we upgraded the utility billing software and server. She then directed the Board's attention to the Governmental Funds report and advised that in May we did begin to receive property tax installments.

Trustee Reed had a question regarding the high expenses for legal services. Treasurer confirmed that those were for the personnel matter. District Attorney provided further detail and indicated that this was for an unforeseen matter. She indicated that typically their bills are much smaller and their services are used on an as needed basis. District Attorney further stated that with the exception of some analysis and rewrites of the personnel policies, she does not anticipate any large projects in the near future.

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

**Approval of Bills:**

District Treasurer presented a list of bills for approval. She indicated that due to the late meeting last month there were fewer bills received. She also stated that there was nothing atypical to comment on, but that she has copies of all of the bills if any of the Trustees would like to see the detail.

Trustee Reed asked if we had received the credit from AT&T. District Treasurer indicated that we did receive one credit, but we are still waiting for another credit that Assistant District Manager has been pursuing with AT&T.

President Hansen asked for an update regarding the ComEd lines and the issue of who is responsible for those lines. Engineer Doeringsfeld provided some detail and indicated that is still being determined.

Motion was made by Trustee Kehoe and seconded by President Hansen to approve the List of Bills as presented for payment totaling \$ 155,965.38 with \$ 28,856.37 from the General Corporate Fund,

\$ 112,651.51 from the Operations and Maintenance Fund, \$ 14,457.50 from the Construction Fund and \$ 0 from the Bond and Interest Fund.

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

**Manager's Report:**

Assistant District Manager prepared and presented the May 2019 Manager's Report and provided a verbal summary. First, she stated that there was a correction on the printed report under connections. It should read one connection in May, which brings the year total to six. She further stated that there were 3 call outs in May, but none were the District's responsibility. She also stated that the repairs to Digester #4 were completed and it is being tested. To test it, they are going to add about a foot of water to the tank to make sure it doesn't leak. If all goes well with that test, it should be usable next week.

The District's IEPA inspection is scheduled for July 12, 2019. President Hansen asked about the barium and phosphorus reports that the IEPA is going to want to see. Assistant District Manager indicated that we have not yet received those reports from the former Engineer. President Hansen indicated that we should hold future payments from the former Engineer until these reports are received. Assistant District Manager indicated that she will follow up with him again. District Treasurer confirmed that this would apply to future bills and not the one that was just approved tonight. President Hansen concurred.

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

**Engineer's Report:**

Bob Doeringsfeld of Applied Technologies provided a written report and a verbal recap.

Regarding Task Order 18-02 (Beach Lift Station Rehab), the direct contract with Conrad De Latour for the soil boring was just approved tonight. The purpose for this soil boring is an effort to contain any construction costs and to eliminate any unknowns due to the proximity to the lake. They will get that scheduled. They have worked with District staff regarding preliminary layouts. This has been sent to the Village and their concerns were with erosion control and the elevation of the lift station rim. Engineer Doeringsfeld said that these concerns have been explained and he does not anticipate any issues. The Village will be issuing the permits for the storm water on this project. They met with ComEd on site. ComEd indicated that without any additional cost they will provide a new pole and transformer. ComEd needs to place this on the northwest property corner; however, there is some landscaping that will need to be trimmed back. Applied Technologies will reach out to the property owner to discuss this. ComEd will disconnect the current overhead service and replace it with underground service. He further indicated that ComEd will not schedule this project until they have a signed contract and that their scheduling time is about 10-12 weeks out. The plan is to bid next month, award in August and begin construction after Labor Day.

Regarding Task Order 18-03 (Electrical Service & Plant Power Distribution), they have all the specifications put together for the electrical studies and are sending those out to prospective firms. The final reports, which will be prepared by a third party, will include arc flash, protective device and short circuit analysis.

Regarding Task Order 18-04 (Richard Taylor Park Bypass), the drawings are complete and will be sent to Assistant District Manager next week. This will also be constructed in the road so they will need to coordinate with the Village.

Regarding Task Order 19-01 (Rear Entrance Drive Construction Services), the pavement removal and excavation of sections 1 & 2 has been completed. They did run into poor soil conditions. Over 70 fully loaded trucks of stone were brought in to ensure a solid foundation for the road. Section 3 will be worked on over the next few weeks. They were unable to start section 3 because of the repairs being done to Digester #4. He did indicate that the culverts he saw up there tonight do not appear to be correct and he will look into that. They are interested in three contract changes for the project,- the first is the addition of fabric due to the poor soil conditions, the second is the addition of a trench drain near Oak Street and the third is removal of the old sludge drying bed piping.

Regarding future task orders, they are finishing up with the wash water pumps and are coordinating with District staff.

President Hansen asked if we are approaching budget limits on any of these projects. Engineer Doeringsfeld feels that we are within budget limits on all task orders.

**Attorney's Report:**

District Attorney indicated that they did receive a FOIA request from Northwest Herald regarding the District Manager's resignation. This was denied for various reasons under the law. She will keep the Board updated should anything change.

Regarding the posting of the District Manager opening, it is up to the Board on how to proceed, as there is no legal requirement.

**Unfinished Business:**

None.

**New Business:**

President Hansen indicated that we will need to fill the District Manager position and he reconfirmed that there is no legal requirement. District Attorney concurred and indicated that it is good protocol to post the opening. She can do some research and recommend a plan. She further stated that to post the opening does not require Board action, but to hire someone would require Board action.

Assistant District Manager indicated that we have not received any applicants for the seasonal summer help. Staff believes this is because the wage is similar to what someone could get anywhere and most high school or college students would not want to work at a wastewater treatment facility. President Hansen and Assistant District Manager agreed that \$15 per hour would be a good wage for this position. District Attorney added that employment offers can be made on a conditional and probationary basis.

**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 Reed. The motion passed after a verbal vote. All Board members who were present voted aye.

The meeting was adjourned at 7:42 pm.

Respectfully Submitted,



Karen Thompson,  
District Clerk

APPROVED this 11<sup>th</sup> day of July, 2019.



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

