

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
November 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 Cheryl Kehoe and Trustee Jessica Reed. Also present were 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 Reed to approve the Minutes of the Regular Board Meeting of October 10, 2019 as presented. On a roll call vote, President Hansen, Trustee Kehoe and Trustee Reed voted aye.

Public Comments:

Joseph Greenwood of Lake in the Hills asked for clarification regarding the delinquent accounts that are being written off this month and the fact that last month there was discussion regarding the push for delinquent accounts in Crystal Lake. President Hansen provided an explanation regarding the write offs. Additionally, he stated that the discussion that took place last month was related to onboarding Crystal Lake for the water shut off program.

Mr. Greenwood applauded the Board in their effort towards transparency, but he understands that there are times when there is a need to keep some personnel issues private. He further stated that he is pleased with the District's current Board and staff. He believes that everyone is very professional and confident in their comments.

Consent Agenda:

Motion was made by Trustee Kehoe, seconded by Trustee Reed, to approve the Consent Agenda. There was no additional discussion.

- A. Approval of Final Plat for PetSuites.
- B. Approval of Plat of Easement for Lot 3 in Lakewood Pointe Subdivision (Heathers Senior Living site).
- C. Approval of employee recognition per the District Manager's recommendation.
- D. Approval of writing off uncollectible residential accounts per staff's recommendation.
- E. Award of the Hagele Beach Lift Station project to Martam Construction, Inc. in the amount of \$526,600.00.
- F. Approval of Task Order No. 19-04 to Applied Technologies for the Hagele Beach Lift Station Construction Engineering and Inspection Services in amount of \$58,760.00

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

Specific Agenda:

A. Appointment of Michael Nelson as Assistant District Manager.

Motion was made by President Hansen and seconded by Trustee Kehoe to approve the Specific Agenda (Item A) and appoint Michael Nelson as Assistant District Manager.

District Manager provided some background regarding the interview and selection process.

On a roll call vote, President Hansen and Trustees Kehoe and Reed voted aye. Motion passes and Michael Nelson is appointed as Assistant District Manager.

Treasurer's Report:

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

Motion was made by Trustee Kehoe, seconded by Trustee Reed, to approve the October 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 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 \$268,456.47 of which \$129,784.07 is from the General Corporate Fund, \$131,450.40 is from the Operations & Maintenance Fund, \$6,472.00 is from the Construction Fund and \$750.00 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 October 2019 Manager's Report and provided a verbal summary.

Staff met with Crystal Lake regarding water shut offs for delinquent accounts. That process will begin in January 2020.

There was one call out in October and it was not the District's issue. We also had a sanitary sewer overflow. This overflow was approximately 2 gallons that came out of a manhole when an air relief valve stuck closed. This overflow event has been reported to the IEPA.

There have been some issues with the pumps at the Decatur lift station. One of the large pumps was out for warranty repair. While that pump was out, the other large pump started to have issues. The two remaining small pumps were unable to handle the flows. Therefore, the emergency repair bill from Dreisilker was to get that large pump up and running as quickly as possible. This lift station is now back up and running properly.

James has been trained on our new GIS system. This training was well received. Some other staff attended various conferences in October.

The Board was provided with a letter from our insurance agent regarding our insurance coverage renewal. Our premium is almost the same as last year if we stay with Glatfelter.

Motion was made by President Hansen, seconded by Trustee Kehoe, to approve the October 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 18-02 (Beach Lift Station Rehab) - The bids were opened on November 7th. We received five bids and they ranged in price from \$526,600 to \$1,360,000. The lowest bid was from Martam Construction and this was awarded tonight. Additionally, Task Order 19-04 was approved tonight for the construction engineering and inspection services portion of the Beach Lift Station project.

Regarding Task Order 18-03 (Electrical Service & Plant Power Distribution) – Preparation of the final electrical studies report by Electrical Testing Solutions is proceeding. This report should be completed by December.

Regarding Task Order 19-01 (Rear Entrance Drive Construction Services) – All original project work has been completed. They did not receive a pay request from Schroeder this month. Currently we are retaining \$26,180.59 and this will not be released until Kresmery is paid in full. Another option may be to pay Kresmery from the outstanding retention. District Manager indicated that she received an email from Schroeder today stating that this would be taken care of by December. Final costs will come in under the original award amount.

Regarding Task Order 19-02 (Electrical Upgrades & Filter Building Improvements) – Drawings for the layout of equipment and appurtenances are being prepared. They have a site visit scheduled for next Tuesday to do some additional measurements. Discussions with ComEd on replacement of the main electrical feed are continuing. Construction drawings should be done by the first of the year.

Regarding Task Order 19-03 (Richard Taylor Park Bypass Construction) – This project was previously awarded to Kanzler Construction. Signed agreements and insurance documents are being finalized. Property owners along Patton Avenue have been informed of the pending construction. They are hoping to get this work started next week and have it completed before Thanksgiving.

Attorney's Report:

None.

Unfinished Business:

None.

New Business:

President Hansen wanted to discuss the outstanding issue with Postl-Yore and the fact that we are holding payment to both him and AMS Mechanical. District Manager provided some background. She believes that the District Attorney sent a letter to Postl-Yore requesting the barium and phosphorus studies reports that are owed to us. Additionally, we need Postl-Yore to sign change order #6, provide us with final lien waivers, prevailing wage documents, O&M Manuals and some parts before we can release payment to AMS Mechanical. Tamara will work with the District Attorney on this issue.

Regarding the barium and phosphorus studies, the District Engineer suggested that we request the documents and analysis that has been completed thus far by Postl-Yore. If this does not include final reports, Applied Technologies could use the documents and analysis to finalize the reports.

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.

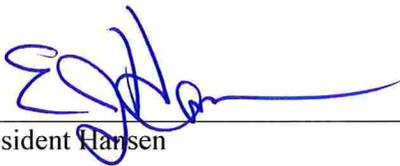
The meeting was adjourned at 7:37 pm.

Respectfully Submitted,



Karen Thompson,
District Clerk

APPROVED this 12th day of December, 2019 .



President Hansen