

**Lake in the Hills Sanitary District  
Board of Trustees Regular Meeting Minutes  
September 12, 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, 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 August 9, 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 for clarification regarding Item C on the specific agenda. He also asked if the District had heard from the State's Attorney regarding the anonymous complaint that was forwarded to them. President Hansen said that they have not.

George Roach of GRA PC presented the annual audit and financials. He explained the audit process and highlighted some of the figures in the financials.

**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 Contractor's Application for Payment No. 3 in the amount of \$18,155.63 to Schroeder Asphalt Services, Inc. for the Rear Drive Entrance project.

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

**Specific Agenda:**

- A. Approval of Lake in the Hills Sanitary District's Annual Financial Report for the Year Ended April 30, 2019, as presented by George Roach & Associates.

Motion was made by Trustee Kehoe, seconded by Trustee Reed to approve the District's Annual Financial Report for the Year Ended April 30, 2019 (Specific Agenda Item A) as presented. There were no additional questions or discussion. The motion passed after a roll call vote with President Hansen and Trustees Kehoe and Reed voting aye.

- B. Approval of Annual Treasurer's Report for Fiscal Year 2018 - 2019.

Motion was made by Trustee Kehoe, seconded by Trustee Reed to approve the Annual Treasurer's Report for Fiscal Year 2018-2019 (Specific Agenda Item B) as presented. The motion passed after a roll call vote with President Hansen and Trustees Kehoe and Reed voting aye.

C. Approval of Ordinance No. 400 - An Ordinance Abating the Taxes Levied for the Year 2019 to Pay General Obligation Bonds, Series 2014.

At the request of Trustee Reed, the District Manager provided an additional explanation regarding Item C. Motion was made by Trustee Kehoe, seconded by Trustee Reed to approve Ordinance No. 400 (Specific Agenda Item C) as presented. The motion passed after a roll call vote with President Hansen and Trustees Kehoe and Reed voting aye.

D. Approval of Ordinance No. 401 – An Ordinance Abating a Portion of the Taxes for Fiscal Year 2019-2020.

Motion was made by Trustee Reed, seconded by Trustee Kehoe to approve Ordinance No. 401 (Specific Agenda Item D) as presented. The motion passed after a roll call vote with President Hansen and Trustees Kehoe and Reed voting aye.

**Treasurer's Report:**

District Treasurer presented final written copies of the August 2019 Treasurer reports. She also provided a verbal summary of some of the receipts and expenses. She further stated that we are still waiting for the reports from Postl-Yore before we pay his invoice that was approved last month. Additionally, we still need final waivers before we release the payment that was approved last month to AMS Mechanical. Since the payments have not been made, the expenses are not reflected on the August 2019 Treasurer Reports. Some discussion took place regarding how to expedite receipt of these documents so that payments can be made.

Motion was made by Trustee Kehoe, seconded by Trustee Reed, to approve the August 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 Trustee Kehoe and seconded by President Hansen to approve the List of Bills as presented for payment totaling \$247,210.79 of which \$53,085.96 is from the General Corporate Fund, \$159,618.38 is from the Operations & Maintenance Fund, \$34,506.45 is from the Construction Fund and \$0 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 prepared and presented the August 2019 Manager's Report and provided a verbal summary. She stated that the plant is operating well and the lift stations were able to handle the 2" of rain we received last night. The GIS updates are finished with the exception of a few buried ones which will be located by televising. In August, 9,089 feet of sewer was televised and 2 sections needed root cutting. Several staff attended the FVOA conference on August 15, 2019.

Motion was made by Trustee Kehoe, seconded by Trustee Reed, to approve the August 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 drawings and specification packets have been completed. The IEPA permit application has been given to District Manager for signature. Bid package should be out by late September. Construction will be November 2019 – February 2020.

Regarding Task Order 18-03 (Electrical Service & Plant Power Distribution) – Electrical Testing Solutions has been onsite collecting data and readings. Tomorrow they will de-energize the panel that is fed from ComEd so that the panel can be inspected. The District will go on emergency power during this time. The studies will be completed in October.

Regarding Task Order 18-04 (Richard Taylor Park Bypass) – The design drawings & specifications are complete and are available online and at the District office. Cost estimates are about \$110,000 plus an additional \$14,500 for engineering & inspection. Bid opening will be September 26<sup>th</sup>. Award will be on October 10<sup>th</sup> and construction in November. This is a short 2-week project.

Regarding Task Order 19-01 (Rear Entrance Drive Construction Services) – All original project work has been completed and the drive has been usable since August. Pay app #3 was approved tonight. There are some work change directives that will be included as a change order for a concrete curb, erosion protection and modifications to the rear gate. Current retainage is \$26,180.59. They anticipate that final costs will come in under the original award amount.

Regarding Task Order 19-02 (Electrical Upgrades & Filter Building Improvements) - This is in the design phase. A kickoff meeting was held with staff and design engineers to finalize the scope. They are preparing drawings for layout of equipment and appurtenances and have initiated discussions with the equipment manufacturer on the main breaker installation.

### **Attorney's Report:**

District Attorney wanted to let the Board know that they have received some FOIA requests related to the personnel matters. They have complied with those requests and she has copies should anyone want to review them. Some parts of the FOIA requests were denied because they complied with the exemptions allowed in the Freedom of Information Act in terms of either privacy or disclosing a source. Other than these exemptions, everything was released as directed by President Hansen in an effort for complete transparency.

### **Unfinished Business:**

None.

**New Business:**

Trustee Kehoe provided an update regarding quotes for HR consulting. District Manager has received one quote so far from a 3rd party HR firm who could do some onsite training. Discussion also took place regarding having a 3rd party firm do some compensation studies and/or personnel manual reviews. District Attorney indicated that the District does have a solid personnel manual, but it could be streamlined. The District could use either a 3rd party or the Attorney to handle this.

**Executive Session:**

President Hansen moved that we will now enter executive session for discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 (5 ILCS 120/2(c)21). Motion was seconded by Trustee Kehoe. The District Engineer and members of the public left the room.

The Board went into executive session at 7:47 pm.

**Regular Meeting Reconvened:**

The regular meeting was reconvened at 7:57 pm with President Hansen and Trustees Kehoe and Reed present. Also present were District Manager Tamara Mueller, District Attorney Ann Williams and District Treasurer/Clerk Karen Thompson.

President Hansen made a motion that we release the Minutes of the closed meetings that occurred over the past 6 months pending Attorney review. These meetings took place on March 14th, April 11th, May 23rd and August 8th of 2019. The Attorney review of these minutes will be completed by September 20, 2019 and if approved they will be released at that time. Motion was seconded by Trustee Kehoe. The motion passed after a verbal vote. All Board members who were present voted aye.

*(On 9/24/19 the District Attorney further reviewed all closed meeting minutes. She recommended that the District release the Closed Meeting Minutes from March 14, 2019. All other minutes should remain closed at this time).*

**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 7:58 pm.

Respectfully Submitted,

  
Karen Thompson,  
District Clerk

APPROVED this 10th day of October, 2019.

  
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President Hansen