

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
February 13, 2020**

Roll Call:

The regular meeting was called to order by President Hansen at 6:58 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, Assistant District Manager Mike Nelson, 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 January 16, 2020 as presented. On a roll call vote, President Hansen and Trustees Kehoe and Reed voted aye.

Public Comments:

Joseph Greenwood of Lake in the Hills praised the District for collecting on past due accounts in Crystal Lake. Additionally, he complimented and thanked District Trustees and staff for doing a great job.

Consent Agenda:

None.

Specific Agenda:

None.

Treasurer's Report:

District Treasurer presented final written copies of the January 2020 Treasurer's reports. She also provided a verbal summary of some of the receipts and expenses.

Additionally, she directed the Board's attention to the Accounts Receivable analysis report. She indicated that in January 2020 we pursued delinquent accounts in Crystal Lake, Huntley and Lake in the Hills. This is why we have a higher than usual amount of accounts selected and funds received.

Motion was made by Trustee Kehoe, seconded by Trustee Reed, to approve the January 2020 Treasurer's reports. On a roll call vote, President Hansen, Trustee Kehoe and Trustee 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. Regarding the Fox River Study Group invoice, the District Manager stated that our participation is a requirement from the IEPA.

Motion was made by Trustee Kehoe and seconded by Trustee Reed to approve the List of Bills as presented for payment totaling \$180,629.45 of which \$28,855.88 is from the General Corporate Fund, \$144,880.57 is from the Operations & Maintenance Fund, \$6,143.00 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 January 2020 Manager's Report and the 2019 Annual Manager's report and provided a verbal summary.

She indicated that there were three callouts in January and none were the District's issue.

We have implemented our new process for annual grease trap inspections. Twenty six inspections have been completed so far. Two failed, but have since complied. Twenty four inspections remain.

All staff attended harassment prevention training on January 30th.

For 2019, the District had 25 call outs and only 1 was a District issue. This 1 was caused by grease and did not result in any property damage.

There were 3 minor sanitary sewer overflows in 2019. Two were due to equipment failures and 1 was due to excessive rain. All 3 were reported to the IEPA.

In 2019 we stopped using Synagro for pressing. As a result, our expenses went from \$470,000 to \$152,000. Additionally, we have been complimented twice from Synagro with the quality of the sludge that we are providing to them.

Assistant District Manager provided the Board with copies of quotes for painting and maintenance that is being done on the main lift station building. Cathodic Protection Management has been hired for this project. They are doing a great job. District Manager stated that make up air units will also be replaced and have been ordered at a cost of \$21,685.00.

On February 19th they have a SCADA workshop where they will discuss the assessment of our current SCADA system. They will also discuss costs and options to upgrade our SCADA system to include cloud and remote access. This cloud based upgrade will also help us eliminate the lease lines from AT&T which are very expensive. In an effort to reduce costs in the interim, the Assistant District Manager has been working with AT&T to get some of those expenses under control.

Economic interest statements are due by May 1st and everyone should have gotten an email from the County with instructions on how to complete these.

In an effort to keep control of the grease that is put into the system, the District Manager presented some options for informational materials. Our initial option was to send pan scrapers and informational magnets to each customer. However, we determined it was too expensive. The next option would be to include a one-page stuffer with our quarterly bills. This stuffer would also give residents the option to stop by the office to pick up a scraper and/or magnet if they choose. Additionally, informational materials would be put on the website. President Hansen suggested that they look into whether these materials could be given to residents via a door hanger that could be placed by companies who specialize in that.

Motion was made by Trustee Kehoe, seconded by Trustee Reed, to approve the January 2020 Manager's Report and 2019 Annual 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 18-03 (Electrical Service & Plant Power Distribution) –Input from the District and ATI was provided to ETS with a second round of comments. ETS is using that input to modify their report. After the report is complete, they will install stickers on the electrical cabinets.

Regarding Task Order 19-01 (Rear Entrance Drive Construction Services) – All original project work has been completed. We will continue to hold retainage until we are certain the grass does not require any additional restoration in the spring.

Regarding Task Order 19-02 (Electrical Upgrades & Filter Building Improvements) – They are still finishing the specifications and drawings. Last Friday a site visit was held at the District with a representative from Com Ed. This was to discuss possible replacement of the main electrical feed. Com Ed has amended their stance and are now agreeable to a cost sharing agreement. Com Ed would install up to 700 feet of primary conductors if the District installs a new 4-inch diameter underground conduit to route the new conductors.

Regarding Task Order 19-03 (Richard Taylor Park Bypass Construction) – This job is complete and the bypass sewer is operationally functional. We continue to hold a little bit of retainage until spring when we can confirm no additional restoration will need to be done.

Regarding Task Order 19-04 (Hagele Beach Lift Station Construction) - Equipment submittals continue to come in. A letter was sent to a dozen homeowners in the area letting them know that construction would be occurring.

Regarding Task Order 20-01 (Phosphorus Reduction Study & Discharge Plan) – This task order was approved last month. They were going to have a kick off meeting tomorrow, but their process engineer is ill so they will have to reschedule.

Attorney's Report:

None.

Unfinished Business:

None.

New Business:

District Treasurer/Clerk mentioned that next month (March 2020) it is time for the semi-annual review of closed meeting minutes.

Adjournment:

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

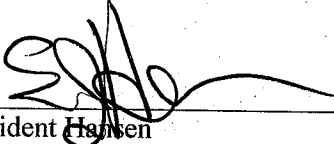
The meeting was adjourned at 7:21 pm.

Respectfully Submitted,



Karen Thompson,
District Clerk

APPROVED this 12th day of March, 2020.



President Hansen