

**Lake in the Hills Sanitary District  
Board of Trustees Public Hearing & Regular Meeting Minutes  
May 20, 2021**

**Public Hearing – Budget and Appropriations for Fiscal Year May 1, 2021 through April 30, 2022**

**Roll Call:**

The public hearing was called to order by President Hansen at 7:00pm 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.

**Public Comments:**

None.

**The Budget and Appropriations for Fiscal Year May 1, 2021 through April 30, 2022 was presented.**

District Manager stated that she only made two changes from the draft copy that was presented last month. The first change is an increase of \$10,000.00 to Operations & Maintenance of Plant Professional Services. This is because we now have to do barium testing three times per week. She also increased the amount we anticipate to receive for connection fees to \$300,000.00. This is because it is anticipated that the Melody Living development will be applying for their permit very soon.

Trustee Reed asked a question about the reduction to the IMRF fund. District Manager explained that she was able to significantly reduce this expense because our ERI balance has been paid off.

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

The public hearing was adjourned at 7:03pm.

**Board of Trustees Regular Meeting**

**Roll Call:**

The regular meeting was called to order by President Hansen at 7:03pm 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 in attendance were District Manager Tamara Mueller, Assistant District Manager Mike Nelson, 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 Reed and seconded by Trustee Kehoe to approve the minutes of the Regular Board Meeting of April 15, 2021 as presented. On a roll call vote, President Hansen and Trustees Kehoe and Reed voted aye.

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**Public Comments:**

None.

**Consent Agenda:**

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

- A. Approval of Ordinance No. 408, An Ordinance for the Combined Budget and Appropriations for Fiscal Year May 1, 2021 through April 30, 2022.
- B. Approval of Application and Certificate for Payment No. 5 - FINAL in the Amount of \$5,306.76 to Martam Construction, Inc. for the Hagele Beach Lift Station Project.

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

**Specific Agenda:**

None.

**Treasurer's Report:**

District Treasurer presented final written copies of the April 2021 Treasurer's reports and provided a verbal summary of some of the receipts and expenses. She also stated that all of the budget adjustments that were approved last month in Ordinance No. 407 have been integrated into the April reports. She further reminded the Board that the District's fiscal year ends April 30<sup>th</sup>, therefore, the YTD column on these reports shows where we ended the fiscal year on a cash basis.

She also stated that we closed our account at Illinois State Bank. This bank closed their local branch on April 23, 2021. There was \$14,111.76 in the account at Illinois State Bank and those funds were deposited into our O&M account at First National Bank.

Motion was made by Trustee Kehoe, seconded by Trustee Reed, to approve the April 2021 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 mentioned that we paid \$84,267.16 to pay off our ERI balance at IMRF. You can see this listed separately on the bottom of the bills paid in advance report.

Motion was made by President Hansen and seconded by Trustee Kehoe to approve the List of Bills for payment totaling \$233,009.84 of which \$108,419.22 is from the General Corporate Fund, \$124,590.62 is

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from the Operations and Maintenance Fund, \$0.00 is from the Construction Fund, and \$0.00 is from the Bond and Interest Fund.

The motion passed after a roll call vote; President Hansen, Trustee Kehoe and Trustee Reed voted aye.

**Manager's Report:**

District Manager presented a written copy of the April 2021 Manager's Report and provided a verbal summary.

There were no emergency call outs in April.

All six lift stations and the treatment plant are now monitored by MetroCloud SCADA.

District staff has been working with staff from Evoqua, Cascade Energy, and WasteWater Technology Trainers to greatly improve the treatment process at the plant. While we work through these changes, we did have some process issues and two odor complaints in April. Ultimately the process changes that we are implementing will allow us to use less energy, less polymer, incur lower hauling costs, maintain more detention time in our digesters, and increase the longevity of District equipment. Staff is very excited about these changes as we are on the brink of making some awesome improvements.

President Hansen asked about the Village's Open House on May 15<sup>th</sup>. District Manager indicated that staff attended with the vactor truck, TV truck, manhole camera and some nozzles. It was a good event.

The household hazardous waste event that we were going to host in June has been moved to a different location as the County felt there may have been some traffic flow issues with hosting it here.

We requested four quotes for the new maintenance vehicle. We received three quotes back that range in price from \$33,657.00 to \$37,196.00. We went with the lowest quote and the vehicle has been ordered. It will take us several months to receive the vehicle due to Covid related delays. The vehicle is a 2022 Ford F-250 Super Cab 4x4.

James Olvera, the District's Utility Systems Manager, provided a presentation on the District's GIS. He stated that we have made some great improvements with training on and usage of Arc GIS. Our ultimate goal is to be able to identify and fix problem areas more proactively. This software is helping us make great progress towards this goal.

Motion was made by President Hansen, and seconded by Trustee Kehoe, to approve the April 2021 Manager's Report.

The motion passed after a roll call vote; President Hansen, Trustee Kehoe and Trustee Reed voted aye.

**Engineer's Report:**

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

Task Order 19-04 (Hagele Beach Lift Station Construction) – This project is complete and the final pay application for the remaining retention has been approved tonight. The total project was completed for \$530,676.32 which was a little under the authorized contract price of \$532,575.20

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Task Order 20-02 (Electrical & Filter Building Improvements CEI) – Retainage is still being held until completion of all remaining items including an Operator Training Session and approval of an Operation and Maintenance Manual. District Manager stated that the make-up air wasn't running late this afternoon. District Engineer indicated they will reach out to the supplier to have them address this issue and answer questions from District staff.

**Attorney's Report:**

None.

**Unfinished Business:**

President Hansen asked about electing officers. District Manager indicated that she was waiting until the County has made a decision on the Trustee position.

**New Business:**

None.

**Adjournment:**

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

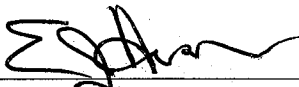
The meeting was adjourned at 7:29pm.

Respectfully Submitted,



Karen Thompson,  
District Clerk

APPROVED this 17<sup>th</sup> day of June, 2021.



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President Hansen