

**LAKE IN THE HILLS SANITARY DISTRICT  
AGENDA  
SPECIAL MEETING  
OF THE BOARD OF TRUSTEES  
April 18, 2018  
7:00 P.M.**

**SPECIAL MEETING OF THE BOARD OF TRUSTEES**

**Swearing in of New Trustee**

**Roll Call**

**Approval of the Minutes.**

**Public Comments**

**Consent Agenda.**

- A. Appointment of Karen Thompson as District Clerk, Postl-Yore and Associates as District Engineers, and Brett Postl as District Engineer, Storino, Ramello & Durkin as District Attorneys, and Ann Williams as District Attorney.**
- B. Approval of salary adjustments as recommended by District Manager.**
- C. Ordinance No. 390 amending Ordinance No. 380 Regarding the Combined Budget and Appropriations for Fiscal Year May 1, 2017, through April 30, 2018 of the Lake in the Hills Sanitary District.**
- D. Award of a contract for the Cured in Place Pipe Lining Project, Willow Street to Oak Street, to Hoerr Construction Inc., Goodfield, Illinois, in the amount of \$105,285.00**

**Specific Agenda.**

**Accountant's Report.**

**Approval of Bills.**

**Manager's Report.**

**Operations Update**

**FY 2017 – 2018 Draft Budget**

**LAKE IN THE HILLS SANITARY DISTRICT  
AGENDA SPECIAL MEETING OF  
THE BOARD OF TRUSTEES  
April 18, 2018  
7:00 p.m.  
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**3 Year Capital Improvement Budget**

**Engineers Report**

**Attorney's Report**

**Unfinished Business**

**New Business**

**Adjournment.**

**Lake in the Hills Sanitary District  
Board of Trustees Regular Meeting Minutes  
March 8, 2018**

**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 Terry Easler and Trustee Kyle Kane. Also present were District Manager Rick Forner, District Attorney Ann Williams, District Engineer Brett Postl and District Treasurer/Clerk Karen Thompson.

**Approval of Minutes:**

Motion was made by Trustee Kane and seconded by Trustee Easler to approve the Minutes of the Regular Board Meeting of February 8, 2018 as presented. On a roll call vote, President Hansen and Trustees Easler and Kane voted aye.

**Public Comments:**

None.

**Consent Agenda:**

None.

**Specific Agenda:**

- A. Award of a contract for the 2018 Grounds Maintenance Services per the recommendation of the Assistant District Manager.

District Manager reported that these bids were opened on March 7<sup>th</sup>. Ryco Landscaping was the only and low bidder for the project. He was happy to report that Ryco's rates/unit prices were the same as last year and the year before. The contract is a one year contract with an option for a second year. The second year does show some price increases, but we will have the option to either go with those rates or rebid it at that time. Recommendation is to award the contract to Ryco Landscaping.

Motion was made by Trustee Easler and seconded by Trustee Kane to award the 2018 Grounds Maintenance Services contract to Ryco Landscaping as presented in the amount of \$12,496.00. On a roll call vote President Hansen and Trustees Easler and Kane voted aye.

**Accountant's Report:**

District Treasurer presented a copy of the February 2018 Treasurer Reports. She noted that there was nothing atypical or out of the ordinary to report for the February financials.

She also presented a copy of the Accounts Receivable Analysis report and provided the Board with some substantiated details regarding the success of the water shut off program. She highlighted the fact that for February 2018 we only had 24 customers who were in arrears enough to be pursued for payment. When the water shut off process was started, it was capped at 40. She also referenced the outstanding

balanced that is 90 days or more past due. When we started this process in the Spring of 2015, this number was almost double what it currently is. She also indicated that a good portion of this outstanding balance is for customers who are on a payment agreement with us.

Motion was made by Trustee Easler seconded by Trustee Kane to approve the February 2018 Treasurer Reports. On a roll call vote President Hansen and Trustees Easler and Kane voted aye.

### **Approval of Bills:**

District Treasurer presented a list of bills for approval.

A motion was made by Trustee Easler and seconded by Trustee Kane to approve the List of Bills as presented for payment totaling \$ 210,634.00 with \$ 27,064.09 from the General Corporate Fund, \$ 156,590.91 from the Operations and Maintenance Fund, \$ 26,979.00 from the Construction Fund and \$ 0.00 from the Bond and Interest Fund.

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

### **Manager's Report:**

The District Manager presented a written copy of the February 2018 Managers Report and provided a verbal recap of some items.

We did have 3 call outs in February. None were the District's issue.

Regarding the treatment plant operations, everything is once again outstanding as far as the performance of the plant. This can be traced back to the work of the Operators, the Maintenance staff and the District Engineer.

We are in the process of looking for a new Auditor. Anticipates that we will have a recommendation to the Board at the April meeting.

District Manager met with Knight Engineering at the plant on Tuesday, March 6<sup>th</sup>. Staff from Knight Engineering spent a couple of hours at the plant touring the facility. They also asked questions about the District's 3-year capital plan, the improvements that are going on at the plant, the staff and any maintenance issues. He anticipates that in the next 30 days we will have a report from Knight Engineering.

He also presented the Board with a written Operations Report that contains detail on items that will be coming up at next month's meeting regarding budget & appropriations, employee compensation adjustments among other things.

Trustee Easler was looking for detail regarding the Pyott Road Lift Station repairs that were mentioned in the District Managers written report. District Manager explained the process by which Marc Kresmery Construction installed a by-pass connection within the valve pit. He further commented that some of the steel bolts in the valve vault were starting to rust and deteriorate and they were replaced with stainless steel bolts. Staff has also seen some bolts rusting at the Decatur lift station and are analyzing whether these need to also be replaced.

Motion was made by Trustee Easler and seconded by Trustee Kane to approve the Managers Report for February 2018. On a roll call vote, President Hansen and Trustees Easler and Kane voted aye.

**District Engineer:**

Regarding the Digester #4 project, he has our copy of the fully executed contracts. He anticipates that if the weather is good we will see some work starting within the next 30 days.

The air blower project is moving forward. The contractor submitted shop drawings that were rejected because they swapped motors on us. This has been rectified and the specified motors have been ordered. There is a 12 week lead time on the motors.

The contractor on the air blower project has asked to substitute a panel manufacturer. The bid specifications required Chicago Panel. District Engineer said he would make sure this substitute panel would be equivalent. He wanted to get the consensus of the Board on whether they would be ok with this substitution. District Engineer further explained that in the past, from a policy standpoint, any substitutions would be rejected; however, from a functionality standpoint there would be no reason to reject it. He believes it is in the Board's right to waive a technicality like this.

Trustee Easler asked whose equipment would be inside of the substituted panel. District Engineer confirmed that the materials on the inside would be from Square D, but the substitution would be in who puts it together.

President Hansen wanted to confirm that this would not create issues with other bidders. District Engineer does not believe this would be an issue. It is not a big enough amount to make a difference.

Trustee Easler confirmed again that the components inside the panel would be what was specified. District Engineer concurred.

President Hansen asked the District Attorney if she thought this would be an issue. She indicated that it doesn't sound like it would be an issue, but she would like to review further before confirming. District Engineer said that he would get her a copy of the spec.

District Engineer asked the Board whether they would be ok with this substitution pending the Attorney's approval. They agreed.

Regarding the barium issue, choke points in the system have been identified which will allow them to isolate sections of the Village from each other. This should help find where the additional barium is coming from.

During the June of 2017 IEPA inspection it was noted that the solids loading was higher than before. This resulted in a reduced capacity of the plant. He and staff have looked at the solid loading on the plant and have had conversations with the IEPA. The new numbers reaffirm previous years and the June of 2017 numbers seem to be an anomaly. The IEPA concurs and said they will reassess in June of 2018.

District Manager reported that he recently spoke with our IEPA inspector and she concurs that this is not a concern of theirs anymore. He further explained that in 2017 we were switching around a lot of our tanks to get ready for the painting of the clarifiers and the lining of the sludge holding tank. This resulted in a large amount of solids being sent to the front of the plant which were run thru again, and therefore, were counted a second time. This would explain those high numbers from 2017.

District Engineer indicated that he will be going out to bid in the next week for the cure in place pipe lining project. At the April meeting he will have the bid results and will seek Board approval.

### **Attorney Report:**

District Attorney thanked for the Board for accommodating her by letting her leave last month's meeting early due to the weather.

She spoke about the \$100,000 that is stuck in escrow and the almost \$30,000 Broker fee that we have been approached about.

She provided the Board with a recap of her process to recoup the \$100,000 earnest money. In her recap she noted that in January she sent a letter to the seller's attorney indicating that in her legal opinion there was no valid real estate agreement as there was not an adequate legal description of the property. She also provided some additional research to the seller's attorney which further explained the lack of validity in the contract.

In February, she received an email response from the seller's attorney. She read this email to the Board. The seller's attorney disagrees with her opinion, but indicates that his client would settle this matter for \$50,000.

District Attorney further explained to the Board, that if we are of the opinion that the contract was not valid then we would not owe any money under the Broker agreement. If we would decide to settle for \$50,000 we open ourselves up to the potential of also owing the Broker fee. She believes that either way we are probably going to end up in some sort of court action.

Based on the behavior of the other parties in this case and the fact that she has backed up our position with case law she feels comfortable with our legal position. However, anytime you litigate you do run the risk that things won't go your way.

If the Board directs, she can look at filing a declaratory judgement which would declare the contract invalid and would seek the return of the escrow money. From then, it would be up to the Broker to go after us for their money. If it is determined that the contract is not valid, the Broker would have no grounds to seek payment for this fee.

President Hansen does not want to settle for \$50,000. Trustee Easler does not believe that they have a valid contract. President Hansen also believes their case is weak. That opinion was concurred by Trustee Kane. Trustee Easler advised the Attorney to go ahead and file the judgement and see how they respond. District Attorney indicated that she will proceed as directed. She does not believe that we would need to take a Board vote on this direction.

District Attorney further indicated that normally these issues are discussed in closed session, however, President Hansen indicated that he wanted to be sure any discussion of money of this magnitude was held in open forum. There is no requirement that this is done in closed session.

District Attorney will proceed as directed and will file a declaratory judgement. She will keep the Board updated on any of the results.

### **Unfinished Business:**

None

**New Business:**

Trustee Kane indicated that he sent his letter of resignation to the District Attorney which was forwarded to President Hansen. He is purchasing a condo that is outside of District limits and therefore, will not be able to serve on this Board anymore. He enjoyed his time here and believes that many good things were accomplished during his tenure. He hopes that this good work is continued. His resignation will be effective March 31, 2018.

Other Board members and District Staff thanked him for his service.

District Attorney indicated that she forwarded Trustee Kane's resignation letter to President Hansen and the District Manager. She said that she reached out to the McHenry County Board, as they are the appointing authority. The County indicated that people who are interested in applying for this Board position can follow the link on the County's website. (<https://www.co.mchenry.il.us/county-government/departments-a-i/county-board/county-board-appointments>).

Trustee Easler echoed the District Attorney's comments and believes this is the proper way to go about filling Trustee Kane's vacancy. He further commented that this process will allow the right committee and the McHenry County Board to look at the applications and the experience levels of each candidate.

District Attorney will send the link around to the Board and the staff so that inquiries into this opening can be correctly routed.

President Hansen asked if we could put the link on the Districts website. District Manager advised that could be done.

**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 Easler and seconded by Trustee Kane. The motion passed after a verbal vote. All Board members who were present voted aye.

The meeting was adjourned at 7:22 pm.

Respectfully Submitted,



Karen Thompson,  
District Clerk

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2018 .

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President Hansen

# COMPENSATION RECOMMENDATION FY 18 - 19

EMPLOYEE	TITLE	YEARS OF SERVICE	CERT LEVEL	CURRENT RATE	CURRENT ANNUAL EQUIVELANT	PROPOSED RATE	PROPOSED ANNUAL EQUIVELANT	PROPOSED % INCREASE	INDUSTRY RANGE*	COMMENTS
Rick Forner	Manager	11.8	1	\$ 113,600.00	\$ 113,600.00	\$ 116,200.00	\$ 116,200.00	2.3%	\$ 113,600 - 180,000	
Tamara Mueller	Assist. Manager	3.5	1	\$ 39.20	\$ 52,998.40	\$ 40.25	\$ 54,418.00	2.7%	\$ 73,000 - 125,000	Full Time rate \$83,720
<i>Sub-Total Annual Management</i>					<b>\$ 166,598.40</b>		<b>\$170,618.00</b>			

Jerilyn Stalberg	Office Manager	12.9		\$ 52,800.00	\$ 52,800.00	\$ 54,400.00	\$ 54,400.00	3.0%	\$52,800 - 90,300	
Jessica Maioni	Assistant	3.5		\$ 34,950.00	\$ 34,950.00	\$ 36,500.00	\$ 36,500.00	4.4%	\$ 34,950 - 74,200	
Karen Thompson	PT Assistant	3.8		\$ 15.50	\$ 15,500.00	\$ 15.50	\$ 15,500.00	0.0%	\$ 34,950 - 74,200	Full Time rate \$32,240
	Treasurer/Clerk			\$ 26.25	\$ 26,617.50	\$ 27.50	\$ 27,885.00	4.8%	\$ 49,800 - 108,200	Full Time rate \$57,200
Sub-Total Annual Clerical										\$134,285.00

John Caccamo	Maint Supervisor	20.8	4	\$ 35.50	\$ 73,840.00	\$ 36.60	\$ 76,128.00	3.1%	\$ 73,900 - 103,200	
Mike Nelson	Maint Worker 2	12.6	1	\$ 27.30	\$ 56,784.00	\$ 28.60	\$ 59,488.00	4.8%	\$ 56,800 - 80,600	
Future	Maint Worker 1								\$ 41,000 - 69,500	
<i>Sub-Total Annual Maintenance</i>					<b>\$ 130,624.00</b>		<b>\$135,616.00</b>			

Ross K. Nelson	Lead Operator	20.6	1	\$ 28.25	\$ 58,760.00	\$ 29.60	\$ 61,568.00	4.8%	\$ 58,800 - 124,000	
Jennifer Olson	Lab Tech Part Time	15.2		\$ 18.80	\$ 29,328.00	\$ 19.50	\$ 30,420.00	3.7%	\$ 39,400 - 81,000	Full Time rate \$40,560
James Olvera	IT Tech/Field Tech	11.8	4	\$ 26.00	\$ 54,080.00	\$ 27.25	\$ 56,680.00	4.8%	\$ 54,100 - 101,500	
Future	Press Operator			\$ -	\$ -	\$ 22.50	\$ 46,800.00		\$ 50,900 - 71,500	
<i>Sub-Total Annual Operations</i>					<b>\$ 142,168.00</b>		<b>\$195,468.00</b>			

*Total Annual Salaries*      **\$ 569,257.90**      **\$ 635,987.00**

\* Information obtained from Illinois Association of Wastewater Agencies 2017 Survey, consisting of 25 various agencies.



## ORDINANCE NO. 390

### *An Ordinance Amending Ordinance No. 380 Regarding the Combined Budget and Appropriations for Fiscal Year May 1, 2017, through April 30, 2018, of the Lake in the Hills Sanitary District*

WHEREAS, on May 11, 2017, the President and Board of Trustees of the Lake in the Hills Sanitary District passed Ordinance No. 380, *An Ordinance for the Combined Budget and Appropriations for Fiscal Year May 1, 2017, through April 30, 2018, of the Lake in the Hills Sanitary District*; and

WHEREAS, since the passage of Ordinance No. 380 it has been determined that amendments are needed to the Sewerage Operation and Maintenance Account; and

WHEREAS, 50 ILCS 330/3 provides that a governing body “may from time to time make transfers between the various items in any fund ... not exceeding ten percent of the total amount appropriated in such fund by such ordinance ...” and the needed amendment will not exceed 10 percent of the total amount appropriated in such fund.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the LAKE IN THE HILLS SANITARY DISTRICT, McHenry County, Illinois, as follows:

SECTION 1: The Sewerage Operations and Maintenance Account in Ordinance No. 380 shall be amended as follows:

Within Operation and Maintenance Fund, Sewerage Operations and Maintenance Account, Administrative Expenses:

Transfer \$500 from Community Affairs to Printing and Publications.

Within Operation and Maintenance Fund, Sewerage Operations and Maintenance Account, Administrative Expenses:

Transfer \$500 from Community Affairs to Computer, Hardware, Software and Support.

Within Operation and Maintenance Fund, Sewerage Operations and Maintenance Account, Operation and Maintenance of Plant:

Transfer \$8,000 from Maintenance and Repair (Plant) to Utilities and Energy.

Within Operation and Maintenance Fund, Sewerage Operations and Maintenance Account, Operation and Maintenance of Plant:

Transfer \$7,000 from Sludge Management to Emergency Communications.

Within Operation and Maintenance Fund, Bond and Interest Account, Bond Transfers:

Transfer \$3,000 from 2008 Debt Certificates, Interest to 2008 Debt Certificates, Principal.

Within Operation and Maintenance Fund, Bond and Interest Account, Bond Transfers:

Transfer \$2,000 from Administration Fees - 2008 Debt Certificates to 2008 Debt Certificates, Principal.

SECTION 2: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Ayes:

Nays:

Absent:

Abstain:

APPROVED:

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

(SEAL)

ATTEST: \_\_\_\_\_  
Clerk Karen Thompson

Passed: \_\_\_\_\_

Approved: \_\_\_\_\_

Published: \_\_\_\_\_

## **CERTIFICATION**

I, KAREN THOMPSON, do hereby certify that I am the duly appointed and qualified Clerk of the Lake in the Hills Sanitary District, McHenry County, Illinois, and that as such Clerk, I am the keeper of the ordinances, records, corporate seal and proceedings of the President and Board of Trustees of said Lake in the Hills Sanitary District.

I do hereby further certify that at a regular meeting of the President and Board of Trustees of the Lake in the Hills Sanitary District, held on the 18th day of April, 2018, the foregoing Ordinance entitled *An Ordinance Amending Ordinance No. 380 Regarding the Combined Budget and Appropriations for Fiscal Year May 1, 2017, through April 30, 2018, of the Lake in the Hills Sanitary District*, was duly passed and approved by the President and Board of Trustees of the Lake in the Hills Sanitary District.

I do further certify that the original, of which the attached is a true and correct copy, is entrusted to me as the Clerk of said District for safekeeping, and that I am the lawful custodian and keeper of the same.

IN WITNESS WHEREOF, I have affixed my name as Clerk and caused the seal of said District to be affixed hereto this 18th day of April, 2018.

\_\_\_\_\_  
Karen Thompson, Clerk  
Lake in the Hills Sanitary District,  
McHenry County, Illinois

(SEAL)

April 15, 2018

President Eric Hansen and  
Board of Trustees  
Lake in the Hills Sanitary District  
515 Plum Street  
Lake in the Hills, Illinois 60156

RE: Recommendation for Award, Cure in Place Pipe Lining, Oak to Willow  
Lake in the Hills Sanitary District, McHenry County, Illinois

Dear President Hansen:

Bids for the construction of the Cure in Place Pipe Lining, Oak to Willow were advertised for public bidding. Sealed bids were received and publicly opened at 11:00 am on April 13, 2018 at the Sanitary District Office. Six (6) bids were received for the project. The bidders and their respective bids were:

• Benchmark Construction Co.	\$275,000.00
• Kenny Construction Co.	\$134,739.50
• Insituform Technologies USA	\$123,276.50
• Michels Corporation	\$147,670.00
• Visusewer of Illinois, LLC	\$123,510.00
• Hoerr Construction	\$105,285.00

The apparent low bidder is Hoerr Construction Inc. with a total Base Bid amount of One Hundred Five Thousand Two Hundred Eighty Five Dollars and Zero Cents (\$105,285.00).

We have reviewed the bid submission and recommend the Lake in the Hills Sanitary District award the Cure in Place Pipe Lining, Oak to Willow to Hoerr Construction, Inc., 1416 County Road 200N, Goodfield, IL 61742 for the base bid amount of One Hundred Five Thousand Two Hundred Eighty Five Dollars and Zero Cents (\$105,285.00).

Sincerely,  
Postl-Yore and Associates, Inc.



Brett Postl, P.E., PMP  
President

**LAKE IN THE HILLS SANITARY DISTRICT**  
**MONTHLY TREASURER REPORT - GOVERNMENTAL FUNDS**  
Month of March, 2018

	MONTH	YTD	BUDGET
<b>Beginning Cash and Investments</b>			
First National Bank	1,353,598.67	1,229,530.22	
Credit Cards	(462.45)	(1,534.46)	
<b>TOTAL BEGINNING CASH AND INVESTMENTS</b>	<b>1,353,136.22</b>	<b>1,227,995.76</b>	
<b>Revenues and Receipts</b>			
Real Estate Taxes			
General Fund	-	272,862.18	273,000.00
Audit Fund	-	18,299.43	18,300.00
Chlorination	-	18,976.67	19,000.00
Liability Insurance	-	149,104.33	149,200.00
Social Security	-	44,053.34	44,100.00
Retirement	-	100,306.69	100,400.00
Replacement Taxes	164.46	1,223.12	-
Safety Grant Recvd from IL Public Risk Fund	-	2,144.00	
Interest Income	284.86	2,348.12	1,000.00
<b>TOTAL REVENUES AND RECEIPTS</b>	<b>449.32</b>	<b>609,317.88</b>	<b>605,000.00</b>
<b>Expenditures</b>			
<b>GENERAL FUND</b>			
<b>PERSONNEL SERVICES</b>			
Salaries of Trustees, Manager, Treasurer & Clerk	13,407.91	148,092.46	168,000.00
<b>CONTRACTUAL SERVICES</b>			
Professional Engineering	-	51,701.89	40,000.00
Legal Services	2,397.50	18,254.15	15,000.00
Other Professional Services	-	941.00	5,000.00
	2,397.50	70,897.04	60,000.00
<b>ADMINISTRATIVE EXPENSES</b>			
Printing, Publications	-	3,994.30	4,000.00
Office Supplies, Equipment	478.09	1,073.10	3,000.00
Postage	-	647.81	1,000.00
Treasurer's Bond	-	3,000.00	3,500.00
Community Affairs	17.78	271.28	2,000.00
Memberships and Dues	-	3,033.99	4,500.00
	495.87	12,020.48	18,000.00
<b>OPERATING EXPENSES</b>			
Building and Grounds Upkeep	23.98	5,218.43	12,000.00
Utilities	3,410.56	10,643.38	28,000.00
J.U.L.I.E.	2,472.46	2,472.46	2,500.00
Training and Education	-	315.00	2,000.00
Travel Expenses	-	81.73	2,000.00
Computer Hardware, Software & Support	374.95	3,904.11	8,000.00
	6,281.95	22,635.11	54,500.00
<b>CONTINGENT AND MISCELLANEOUS EXPENSES</b>			
Not Otherwise Appropriated	-	235.00	1,000.00
	-	235.00	1,000.00
<b>TOTAL GENERAL FUND</b>	<b>22,583.23</b>	<b>253,880.09</b>	<b>301,500.00</b>

**Expenditures (continued)**

CHLORINATION FUND	-	3,487.20	24,000.00
	-	3,487.20	24,000.00
AUDIT FUND	-	16,700.00	20,000.00
	-	16,700.00	20,000.00
PUBLIC LIABILITY INSURANCE FUND			
Workers' Compensation	4,076.00	16,600.00	21,000.00
Property	-	36,671.00	43,000.00
Vehicles	-	11,077.00	15,000.00
General Liability	-	25,278.00	70,000.00
Administrative Fee	123.00	495.00	800.00
	4,199.00	90,121.00	149,800.00
SOCIAL SECURITY FUND	3,783.90	45,107.56	50,000.00
IMRF FUND	10,168.15	113,112.53	130,000.00
OTHER EXPENDITURES (RECEIPTS)	-	-	-
TOTAL EXPENDITURES	40,734.28	522,408.38	675,300.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(40,284.96)	86,909.50	(70,300.00)
Ending Cash and Investments			
First National Bank	1,312,893.02	1,214,208.97	
Credit Cards	(41.76)	(122.37)	
TOTAL ENDING CASH AND INVESTMENTS	1,312,851.26	1,214,086.60	
GENERAL CORPORATE FUND			

**LAKE IN THE HILLS SANITARY DISTRICT**  
**MONTHLY TREASURER REPORT - O&M/SEWERAGE FUNDS**  
Month of March, 2018

		MONTH	YTD	BUDGET
<b>Beginning Cash and Investments</b>				
First National Bank - O & M Account	O&M	403,294.15	591,000.14	
First National Bank - Certificate Fund	Bond & Int	136,661.81	35,581.38	
First National Bank - Depreciation Account	Construction	1,574,583.84	1,439,040.41	
First National Bank - Surplus Funds	Construction	72,272.37	55,994.07	
First National Bank - Bond & Interest Fund	Bond & Int	677,140.03	445,863.97	
First National Bank - Sinking Funds	Bond & Int	503,431.58	355,362.64	
Algonquin Bank & Trust - Cash Mgr	O&M	2,753,875.00	2,686,621.18	
Algonquin Bank & Trust - Operating	O&M	238.00	1,005.00	
Home State Bank	O&M	43,464.23	32,557.72	
Illinois State Bank	O&M	27,514.11	21,779.86	
Credit Cards		(666.97)	(352.69)	
<b>TOTAL BEGINNING CASH AND INVESTMENTS</b>		<b>6,191,808.15</b>	<b>5,664,453.68</b>	
<b>SEWERAGE FUNDS</b>				
<b>Revenues and Receipts</b>				
Sewer Bill Income		57,116.84	2,949,190.77	3,600,000.00
Septage Income		4,731.54	195,640.46	230,000.00
Wastewater Discharge Income		3,534.94	41,369.24	45,000.00
Refunds		(406.93)	(5,398.66)	-
Connection/Tap-On Fees		305,000.00	398,600.00	100,000.00
Annexation Fees (inc. GIS)		-	-	5,000.00
Downstream & Misc Charges		13,816.50	15,606.00	500.00
Liftstation Recapture		-	-	-
Gain/Loss - Sale of Equipment		-	2,605.00	-
Interest Income		3,749.58	28,675.56	5,000.00
<b>TOTAL REVENUES AND RECEIPTS</b>		<b>387,542.47</b>	<b>3,626,288.37</b>	<b>3,985,500.00</b>
<b>Expenditures</b>				
<b>PERSONNEL SERVICES</b>				
District Personnel Salaries		36,055.06	441,548.46	580,000.00
<b>ADMINISTRATIVE EXPENSES</b>				
Telephone		411.65	2,730.81	3,000.00
Postage		3,807.16	18,678.92	20,000.00
Printing and Publications		248.57	1,969.07	2,000.00
Office Supplies		186.40	5,968.51	8,000.00
Collection and Billing Expenses		2,781.93	57,671.55	80,000.00
Professional Service		78.55	51,372.68	5,000.00
Training, Travel and Education		-	220.00	5,000.00
Computer Hardware, Software, and Support		1,041.65	19,335.52	20,000.00
Community Affairs		-	614.28	2,000.00
Medical and Life Insurance		16,951.39	166,288.58	195,000.00
		25,507.30	324,849.92	340,000.00
<b>OPERATIONS AND MAINTENANCE</b>				
Operating Supplies		2,772.69	48,040.52	60,000.00
Maintenance and Repair (Plant)		1,682.81	97,149.40	130,000.00
Maintenance and Repair (Collection Systems)		17,071.81	100,756.39	295,000.00
Utilities and Energy		38,380.01	352,209.17	378,000.00
Grounds Upkeep		81.84	20,160.50	30,000.00
Gasoline/Oil		686.20	10,417.89	15,000.00
Computer and Support Services		-	99.95	2,000.00
Emergency Communications		4,110.24	50,265.85	48,000.00



Sludge Management	39,835.54	422,799.94	500,000.00
Professional Services	3,869.40	20,111.37	24,000.00
Residential Reimbursement			10,000.00
Compliance Requirements/Permits	8,250.00	27,895.00	28,000.00
GIS	-	-	10,000.00
	<u>116,740.54</u>	<u>1,149,905.98</u>	<u>1,530,000.00</u>

#### Expenditures (continued)

##### CAPITAL IMPROVEMENTS

New Construction	26,979.00	708,872.56	3,000,000.00
Plant Equipment	-	23,844.72	30,000.00
Collection System	-	-	280,000.00
Vehicles	-	29,790.00	50,000.00
Legal Expense	297.50	297.50	5,000.00
Engineering Expense	7,330.00	163,545.44	375,000.00
Bond, Finance Consulting Expense - Series 2014A	-	-	1,000.00
	<u>34,606.50</u>	<u>926,350.22</u>	<u>3,741,000.00</u>

##### BOND TRANSFERS

2008 Debt Certificates, Principal	-	-	100,000.00
2008 Debt Certificates, Interest	-	28,293.76	60,000.00
Administration Fees - 2008 Debt Certs	-	750.00	3,500.00
	<u>-</u>	<u>29,043.76</u>	<u>163,500.00</u>
Series 2014 Bond, Principal	-	-	100,000.00
Series 2014 Bond, Interest	-	57,493.75	118,000.00
Administration Fees - 2014 Series Bond	-	750.00	3,500.00
	<u>-</u>	<u>58,243.75</u>	<u>221,500.00</u>

##### CONTINGENT AND MISCELLANEOUS EXPENSES

Not Otherwise Appropriated	-	2,524.43	3,000.00
	<u>-</u>	<u>2,524.43</u>	<u>3,000.00</u>

#### TOTAL EXPENDITURES

<u>212,909.40</u>	<u>2,932,466.52</u>	<u>6,579,000.00</u>
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#### EXCESS OF REVENUES OVER (UNDER) EXPENDITURES

<u>174,633.07</u>	<u>693,821.85</u>	<u>\$ (2,593,500.00)</u>
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#### Ending Cash and Investments

First National Bank - O & M Account	O&M	320,710.16	376,199.49
First National Bank - Certificate Fund	Bond & Int	149,691.37	48,586.29
First National Bank - Depreciation Account	Construction	1,894,669.78	1,446,961.99
First National Bank - Surplus Funds	Construction	45,305.54	36,529.72
First National Bank - Bond & Interest Fund	Bond & Int	682,851.56	510,471.32
First National Bank - Sinking Fund	Bond & Int	518,284.19	370,152.55
Algonquin Bank & Trust - Cash Mgr.	O&M	2,681,745.76	2,725,881.72
Algonquin Bank & Trust - Operating	O&M	-	93.00
Home State Bank - Now Account	O&M	43,651.77	32,731.35
Illinois State Bank	O&M	27,594.90	21,860.24
Credit Cards	O&M	(450.49)	(1,369.13)

#### TOTAL ENDING CASH AND INVESTMENTS

<u>6,364,054.54</u>	<u>5,568,098.54</u>
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#### SEWERAGE FUNDS

**LITH SANITARY DISTRICT**  
**Bills Paid Before Meeting**  
**April 18, 2018 Meeting Date**

Name	Memo	Amount
<b>General Fund</b>		
Pitney Bowes	Postage - Meter Rental	\$ 122.85
<b>TOTAL GEN FUND BILLS PAID BEFORE MEETING</b>		<b>\$ 122.85</b>
<b>O &amp; M Fund</b>		
AT&T	Emerg Comm	\$ 3,139.57
AT&T	Emerg Comm	\$ 315.67
AT&T	Emerg Comm - Decatur LS	\$ 159.12
AT&T	Emerg Comm	\$ 3,827.01
Comcast	Comp Support & Telephone	\$ 330.42
Com Ed	Utilities - Coll Sys Meadowbrook LS	\$ 325.33
Flood Brothers Disposal	Building/Grounds - March Trash Svs	\$ 318.00
Verizon Wireless	Emerg Comm	\$ 308.15
<b>TOTAL O &amp; M BILLS PAID BEFORE MEETING</b>		<b>\$ 8,723.27</b>

**LITH SANITARY DISTRICT**  
**Recurring Bills**  
**April 18, 2018 Meeting Date**

Name	Memo	Amount
<b>General Fund</b>		
Illinois Municipal Retirement Fund	Employer Portion of IMRF - March 2018	\$ 10,168.15
United States Treasury	District Pd Payroll Taxes (SS & Med)	\$ 3,783.90
<b>TOTAL GENERAL FUND RECURRING BILLS</b>		<b>\$ 13,952.05</b>
<b>O &amp; M Fund</b>		
Humana	Health Insurance Premiums	\$ 16,611.04
Payment Services Network	Collections Expenses February 2018	\$ 768.41
United States Postal Service - CAPs Account	Postage - QU Bills	\$ 3,797.53
<b>TOTAL O &amp; M RECURRING BILLS</b>		<b>\$ 21,176.98</b>

Approved \_\_\_\_\_

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

**LITH SANITARY DISTRICT - Governmental Fund  
Bills Presented to Board for Approval  
April 18, 2018**

Name	Memo	Amount
<b>GENERAL CORP FUND BILLS</b>		
First National Bank of Omaha - Visa	Comm Affairs	\$ 17.78
Illinois Municipal Treasurer's Assn	Membership/Dues, 2018-2019	\$ 90.00
Illinois Public Risk Fund	Insurance - Workers Comp (Audited Prem)	\$ 1,481.00
Interstate Gas Supply, Inc.	Utilities - Nat Gas Jan 2018	\$ 1,739.91
Interstate Gas Supply, Inc.	Utilities - Nat Gas Feb 2018	\$ 2,438.56
Logsdon Office Supply	Office Supplies	\$ 80.52
Logsdon Office Supply	Office Equip	\$ 280.28
Mac Painting	Building & Grounds Upkeep	\$ 2,700.00
Nicor Gas	Utilities - Nat Gas	\$ 859.09
Storino Ramello & Durkin	Legal Svs - Feb 2018	\$ 1,305.35
The Home Depot	Building & Grounds	\$ 23.98
<b>TOTAL GENERAL CORP FUND BILLS</b>		<b>\$ 11,016.47</b>

**LITH SANITARY DISTRICT - O&M/Sewerage Fund  
Bills Presented to Board for Approval  
April 18, 2018**

Name	Memo	Amount
<b>O &amp; M BILLS</b>		
Advantage Mechanical Inc	Maint/Repair - Plant, Grit Building	\$ 8,015.00
AMS Mechanical	Maint/Repair - Plant, Grit Building	\$ 1,392.00
Ansercall 24 LLC	Emerg Comm	\$ 100.00
AutoZone, Inc.	Maint/Repair - Vehicles	\$ 17.97
AutoZone, Inc.	Maint/Repair - Vehicles	\$ 63.84
AutoZone, Inc.	Maint/Repair - Vehicles	\$ 27.98
Benchmark Sales & Service Inc	Maint/Repair- Coll Sys, Pyott Rd LS	\$ 7,000.00
Cintas Corp	Supplies - Personnel	\$ 805.64
ComEd, Inc.	Utilities - Coll Sys, Beach LS	\$ 92.76

ComEd, Inc.	Utilities - Coll Sys, Dam LS	\$	781.53
Consolidated Electrical Distributors, Inc	Maint/Repair - Plant	\$	16.50
Drydon Equipment Inc	Maint/Repair - Plant, GBT Polymer Pump	\$	106.24
Dynegy Energy Services	Utilities - Plant, Concord, Decatur & Pyott Rd LS	\$	31,641.99
Fisher Scientific	CREDIT - RETURN, Oper Supplies - Lab	\$	(557.37)
Fisher Scientific	Oper Supplies - Lab	\$	271.37
First National Bank of Omaha - Visa	Printing & Pub, Intuit Payroll Fees	\$	153.77
First National Bank of Omaha - Visa	Maint/Repair Plant, Grounds Upkeep & Computer Supp	\$	296.72
Grainger, Inc.	Maint/Repair - Plant	\$	101.48
Hach Company	Operating Supplies- Lab	\$	345.61
Hawkins, Inc	Supplies - Operations	\$	3,899.99
Illini Autolift & Equipment Inc	Maint/Repair - Plant	\$	250.00
Joseph D Foreman & Co	Maint/Repair - Coll Sys, Concord LS	\$	226.00
Kaman Industrial Technologies	Maint/Repair - Plant, Bar Screens	\$	273.81
Logsdon Office Supply	CREDIT - RETURN, Office Supplies	\$	(55.34)
Logsdon Office Supply	Office Supplies	\$	20.88
Logsdon Office Supply	Office Supplies	\$	310.11
Logsdon Office Supply	Office Supplies	\$	157.03
M&A Precision Truck Repair	Maint/Repair - Vehicles, Vactor	\$	30.00
McHenry County Recorder	Collections	\$	20.00
Metropolitan Industries, Inc.	CREDIT - RETURN, M/R Coll Sys Pyott Road LS	\$	(290.37)
Metropolitan Industries, Inc.	Maint/Repair - Coll Sys, Pyott Road LS	\$	560.00
Metropolitan Industries, Inc.	Maint/Repair - Coll Sys	\$	78.06
Parkson Corp	Maint/Repair - Plant, Bar Screens	\$	9,021.73
PetroChoice LLC	Operating Supplies	\$	791.79
PetroChoice LLC	Gas/Fuel	\$	718.06
Postl-Yore and Associates	Engineering - Phosphorus	\$	2,040.00
Postl-Yore and Associates	Engineering - Collection System	\$	1,433.00
Postl-Yore and Associates	Engineering - General Services	\$	1,530.00
Postl-Yore and Associates	Engineering - Barium	\$	340.00
Shaw Suburban Media	Printing & Publications	\$	403.52
Storino Ramello & Durkin	Collections	\$	413.30
Suburban Laboratories, Inc.	Pro Svs Lab	\$	132.00
Synagro WWT	Sludge Management	\$	39,064.90
Technology Masters Inc	Computer Support 3/5/18	\$	62.50
Technology Masters Inc	Computer Support 3/6/18	\$	62.50
Technology Masters Inc	Computer Support 3/9/18	\$	562.50
Third Millennium Associates, Inc.	Collections	\$	2,533.54
United Laboratories	Maint/Repair - Plant	\$	325.80
United Laboratories	Supplies - Maint	\$	577.64
USA BlueBook	Maint/Repair - Plant	\$	1,308.94
USA BlueBook	Maint/Repair - Coll Sys, Concord LS	\$	1,276.74
USA BlueBook	Maint/Repair - Plant, GBT Room	\$	36.46
Village of Lake In The Hills	Collections - Water Shut Off Fees	\$	157.50

Warehouse Direct	Pro Sys	\$	12.51
Water One	Supplies - Personnel, Equip Rental	\$	22.50
Water One	Supplies - Personnel	\$	70.00
Water Services Co	Maint/Repair - Plant, Water Meter	\$	275.00
Wilkens-Anderson	Supplies - Lab	\$	687.41
Ziegler's Ace Hardware	Supplies Maint & Maint/Repair - Plant	\$	728.99

**TOTAL O&M FUND BILLS**

**\$ 120,742.03**

**CONSTRUCTION FUND BILLS**

Postl-Yore and Associates	Engineering - Air Supply	\$	12,658.00
Postl-Yore and Associates	Engineering - Digester #4	\$	13,021.00
Postl-Yore and Associates	Engineering - Digester #4	\$	5,102.00

**TOTAL CONSTRUCTION FUND BILLS**

**\$ 30,781.00**

**BOND & INTEREST FUND BILLS**

Bank of New York Mellon	2008 Debt Certs - Principal & Interest	\$	133,293.76
Bond Trust Services Corporation	2014 Bonds - Admin Fee	\$	350.00
Bond Trust Services Corporation	2014 Bonds - Principal & Interest	\$	157,493.75

**TOTAL BOND & INTEREST FUND BILLS**

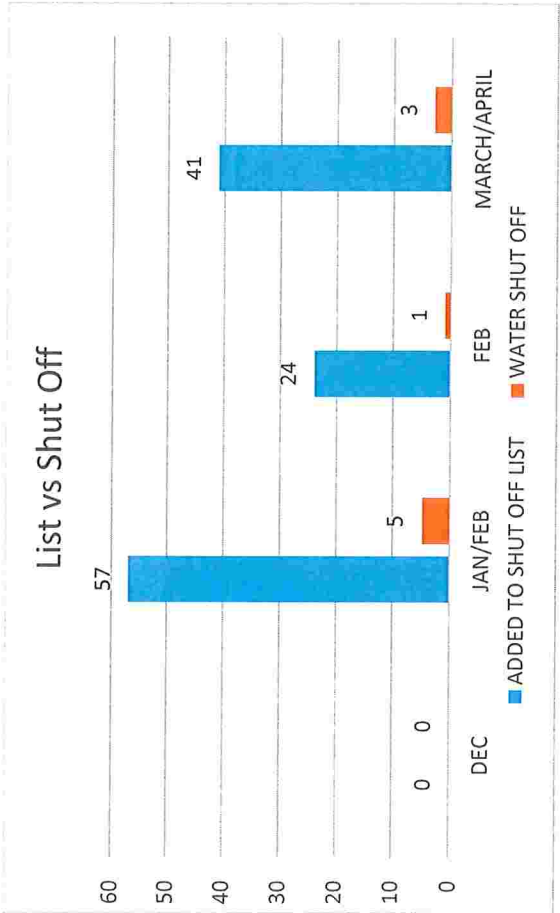
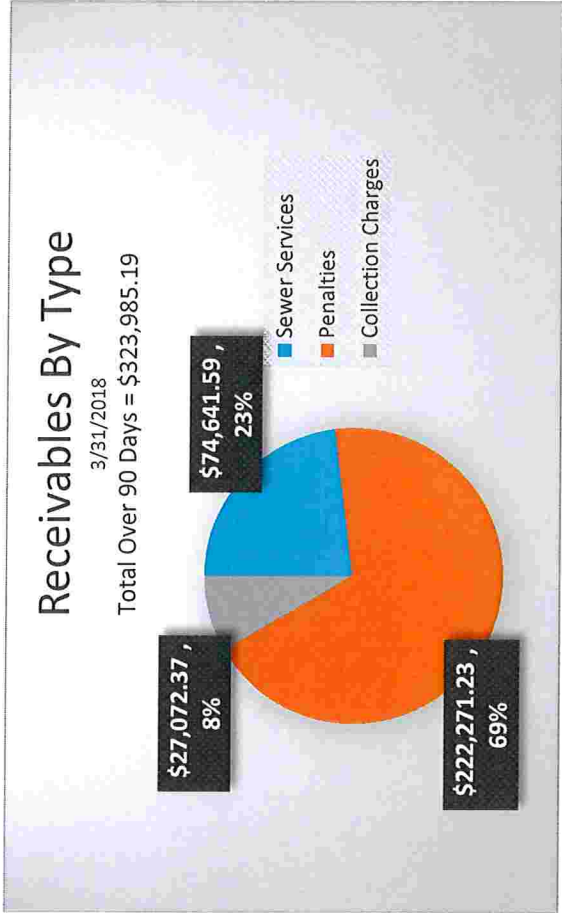
**\$ 291,137.51**

GRAND TOTAL OF ALL BILLS PRESENTED FOR APPROVAL IS \$ 497,652.16 OF WHICH \$ 25,091.37 IS FROM THE GENERAL CORPORATE FUND, \$ 150,642.28 IS FROM THE OPERATIONS AND MAINTENANCE FUND, \$ 30,781.00 IS FROM THE CONSTRUCTION FUND, AND \$ 291,137.51 IS FROM THE BOND AND INTEREST FUND.

Approved \_\_\_\_\_

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

# Accounts Receivable Analysis March 2018



Monthly Shut Off Summary

Lake in the Hills

- 3 Shut Off – All pd in full post shut off.

Huntley

- NONE

Crystal Lake

- NONE



# **LAKE IN THE HILLS SANITARY DISTRICT**

515 PLUM STREET • LAKE IN THE HILLS, ILLINOIS 60156 • 847-658-5122 • FAX 847-658-4523

April 16, 2018

To: LITHSD Board of Trustees  
From: Rick Forner, District Manager  
Subject: Manager's Report

## **Operations Audit**

Knight Engineering had requested additional data, which was provided. Per Knight Engineering the final report will be provided on April 18, 2018.

## **Employee Compensation Recommendations**

Enclosed in your packet are my recommendations for the adjustments to the District's employee compensation. These recommendations are based on employee performance and industry comparables. You will note a future Press Operator has been added since this person is expected to join our staff if/and when the District takes over the pressing operation.

## **District Auditor**

Three firms have submitted price proposals for 2108 auditing services. Staff is currently reviewing the proposals and will schedule interviews if necessary. Trustee Easler has indicated he would participate in the interviews and review process. The schedule is to have the review completed and a recommendation to the board at the May meeting for the appointment of an auditor.

## **Amendment to the FY 2017/2018 Budget**

Per previous auditor, it is good business practice the responsibility of the District to maintain the budget in accordance with the District's spending. This can be accomplished by transferring money between funds within certain guide lines. Ordinances No. 390 states the transfers necessary and are very minor in nature.

## **20108/2019 Budget**

The proposed FY 2018/2019 Budget and Appropriation Ordinance is being presented for the Board's review and comment. A Public Hearing has been scheduled for the

April 16, 2018

Manager's Report

Page 2

May 10, 2018 Board Meeting and the proper notifications have been sent to the local newspaper for publication. You will note on the comparison sheets there is a proposed 10.59% increase in the General Corporate Fund. This proposed increase will not affect the District's Tax Levy since the additional funds will be pulled from reserves within the individual funds. We are expecting the upcoming Tax Levy to be flat with no increases. The District did reduce its Tax Levy last year by over 10%.

The budget for the Operation & Maintenance Fund is proposed to increase by 3.9% this is mainly due to the proposed purchase of vehicles and equipment for the sludge management program. There is sufficient income and reserves to cover the proposed expenditures without increasing sewer rates for the coming year. A majority of the New Construction costs have been approved by the Board through contracts which include; reconfiguration of the blowers and construction of Digester #4.

### **3 Year Capital Improvement Plan**

The District's 3 Year Capital Improvement Program for the 2018/2021 time period is included in the Board's packet. This document, which has been developed between management and the District Engineer, details proposed capital improvements for the coming fiscal year and is the bases for the 2018/2019 Proposed Budget. In addition the proposed capital improvements fall into categories of requirements of meeting USEPA and IEPA permit requirements, reduction of operational costs, maintenance of existing equipment and replacement of equipment that has served its useful life.



## MANAGER'S REPORT

### Month of March, 2018

<b>Customers:</b>	CURRENT	TOTAL for YEAR	DATA for March 2017
Total accounts thru March 2018:	11,689		11,676
New Customers:	0	1	1
Connections:	2	5	1
Permits Issued:	5	7	1
Permits Issued Past 13 Months:	22		13
Total Permits Issued to Date:			
<i>Residential:</i>	10,055		
<i>Commercial:</i>	121		
<i>Industrial:</i>	1		

#### ILLINOIS E.P.A. SANITARY SEWER EXTENSION PERMITS ISSUED PAST 12 MONTHS

NAME	PE	DWELLINGS	
Bear Paddle Swim School	50	Pool Facility	(March 2017)
Melody Living of Lake in the Hills	388	Assisted Living	(September 2017)

#### COLLECTION SYSTEM EMERGENCY RESPONSES:

DATE	LOCATION	PROBLEM	DISTRICT PROBLEM
3/19/18/	205 Pheasant Trail	Service Line	No
3/28/18	140 Hilltop Drive	Service Line	No

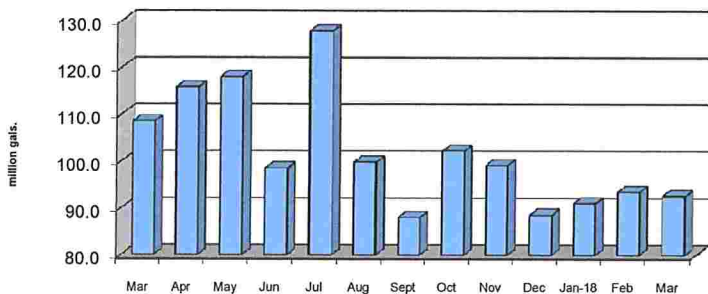
#### COLLECTION SYSTEM ACTIVITIES:

None

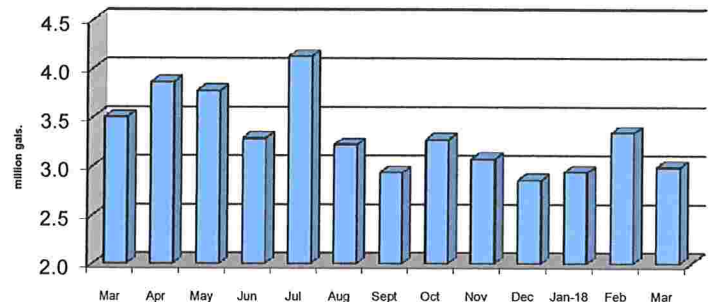
#### FLOWS:

Total Flow for Month:	92.644	million gallons
Average Daily Flow:	2.988	mgd
Maximum Daily Flow:	3.315	mgd (3/7)
Precipitation Total:	0.74	inches
Historical Monthly Precipitation Avg.:	2.29	inches
Septage Accepted:	120,359	gallons

**Total Monthly Flows**



**Monthly Average Daily Flows**



## MANAGER'S MONTHLY REPORT

March, 2018

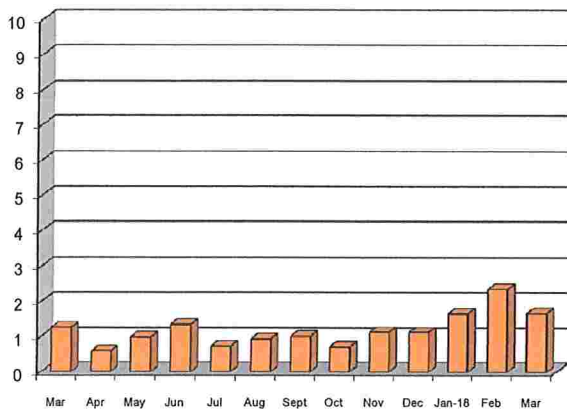
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### TREATMENT PLANT OPERATIONS:

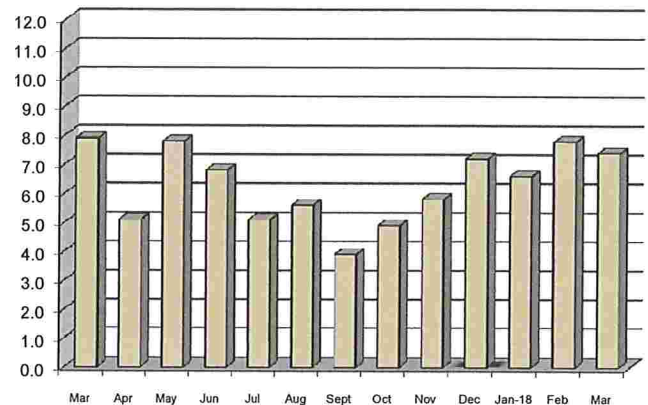
	<u>Average in</u>	<u>Average out</u>	<u>Average % reduction</u>
C.B.O.D:	119 mg/L	1.7 mg/L	98.6%
Total Suspended Solids:	235 mg/L	7.4 mg/L	96.9%
Ammonia Nitrogen:	14.0 mg/L	0.50 mg/L	96.5%
Phosphorus:		0.16 mg/L	
Fecal Coliform:		69 colonies (daily max.)	

This data represents the monthly averages taken from District records and not yet submitted to the Illinois E.P.A.

**Effluent Monthly Average -  
CBOD**



**Effluent Monthly Average -  
Total Suspended Solids**



Shaded = Filters By-Passed Either Fully or Partially.

### PLANT OPERATIONS SUMMARY:

Wasted:	3.480 million gallons
Decanted:	0.000 million gallons
Thickened	3.282 million gallons
To Digester	0.076 million gallons
Pressed	0.849 million gallons

### PERSONNEL ACTIVITIES:

3/6/2018	James IEPA Class 1 Test
3/8/2018	Rick, John & James & Ross Fox Valley Operators Meeting, Bensenville
3/21/2018	Jerilyn & Jessica Loreda Software Training, Mchenry County Government Office
3/21/2018	Rick, Tamara, John, Mike James & Ross In House Safety Training

Respectfully submitted,

Rick Forner, Manager

**DRAFT**

**ORDINANCE NO. \_\_\_\_\_**  
***An Ordinance for the Combined Budget and Appropriations***  
***for Fiscal Year May 1, 2018, through April 30, 2019***  
***of the Lake in the Hills Sanitary District***

BE IT ORDAINED by the President and Board of Trustees of the LAKE IN THE HILLS SANITARY DISTRICT, McHenry County, Illinois, as follows:

SECTION 1: The following is the Annual Budget and Appropriation Ordinance for the Lake in the Hills Sanitary District for the fiscal year beginning May 1, 2018, and ending April 30, 2019.

**A. GENERAL FUND**

1.	<u>Personnel Services and Salary Expense</u>	
	Salaries of Trustees, Manager, Finance Director, Finance Assistant	\$170,000
		\$170,000
2.	<u>Contractual Services</u>	
	Professional Engineering	\$ 40,000
	Legal Services	36,000
	Other Professional Services	<u>5,000</u>
		\$ 81,000
3.	<u>Administrative Expenses</u>	
	Printing, Publications	\$ 5,000
	Office Supplies, Equipment	3,000
	Postage	1,500
	Treasurer's Bond	4,000
	Community Affairs	2,000
	Memberships and Dues	<u>4,500</u>
		\$ 20,000
4.	<u>Operating Expenses</u>	
	Building and Grounds Upkeep	\$ 12,000
	Utilities	26,000
	J.U.L.I.E.	3,000
	Training and Education	2,000
	Travel Expenses	2,000
	Computer Hardware, Software & Support	<u>8,000</u>
		\$ 53,000
5.	<u>Contingency and Miscellaneous Expenses</u>	
	(Not otherwise appropriated)	\$ 1,000
		\$ 1,000
	<u>TOTAL GENERAL FUND</u>	<u>\$325,000</u>

**B. CHLORINATION FUND** \$ 24,000

C.	<u>AUDIT FUND</u>	\$ 25,000
D.	<u>PUBLIC LIABILITY INSURANCE FUND</u>	
	Workers, Compensation	\$ 24,000
	Property	45,000
	Vehicles	18,000
	General Liability	80,000
	Administration Fee	800
		<u>\$167,800</u>
E.	<u>SOCIAL SECURITY FUND</u>	\$ 55,000
F.	<u>IMRF FUND</u>	\$150,000
	<u>TOTAL GENERAL CORPORATE FUND</u>	<u>\$746,800</u>
G.	<u>OPERATION &amp; MAINTENANCE FUND</u>	
1.	<u>SEWERAGE OPERATIONS AND MAINTENANCE ACCOUNT</u>	
a.	<u>Personnel Services</u>	
	District Personnel Salaries	\$580,000
		<u>\$580,000</u>
b.	<u>Administrative Expenses</u>	
	Telephone	3,500
	Postage	21,000
	Printing, Publications	2,200
	Office Supplies	8,500
	Billing and Collection Expenses	80,000
	Professional Services	20,000
	Training, Travel and Education	5,000
	Computer Hardware, Software and Support	24,000
	Community Affairs	2,000
	Medical and Life Insurance	210,000
		<u>\$376,200</u>
c.	<u>Operation and Maintenance of Plant</u>	
	Operating Supplies	\$ 60,000
	Maintenance and Repair (Plant)	150,000
	Maintenance and Repair (Collection Systems)	310,000
	Utilities and Energy	390,000
	Grounds Upkeep	30,000
	Gasoline/Oil	15,000
	Computer and Support Services	2,000
	Emergency Communications	54,000
	Sludge Management	500,000
	Professional Services	24,000

Residential Reimbursement	10,000
Compliance Requirements/Permits	28,500
GIS	<u>10,000</u>
	\$1,583,500
<b><u>TOTAL OPERATING BUDGET</u></b>	<b><u>\$2,539,700</u></b>

2. Construction

d. Capital Improvements

New Construction	3,000,000
Plant Equipment	30,000
Collection System	370,000
Vehicles	130,000
Legal Expense	5,000
Engineering Expense	375,000
Bond, Finance Consulting Expense	<u>1,000</u>
	\$3,911,000

3. Bond and Interest Account

e. Bond Transfers

2008 Debt Certificates, Principal	105,000
2008 Debt Certificates, Interest	53,000
Administration Fee	<u>3,500</u>
	\$ 161,500

f. Bond Transfers

2014 Debt Certificates, Principal	105,000
2014 Debt Certificates, Interest	114,000
Administrative Fee	<u>3,500</u>
	\$ 222,500

g. Contingency & Miscellaneous Expenses

(Not otherwise appropriated)	<u>\$ 3,000</u>
	\$ 3,000

**TOTAL OPERATION AND MAINTENANCE FUND** **\$6,837,700**

**SUMMARY:**

General Fund	\$ 325,000
Chlorination Fund	24,000
Audit Fund	25,000
Public Liability Insurance Fund	167,800
Social Security Fund	55,000
IMRF Fund	150,000
Operation and Maintenance Fund:	<u>6,837,700</u>
<b><i>Summary Total:</i></b>	<b><u>\$7,584,500</u></b>

SECTION 2: As part of the Annual Budget, it is stated:

1. That the cash on hand at the beginning of the fiscal year is \$7,689,096.
2. That the estimated cash expected to be received during the fiscal year from all sources is \$4,605,000.
3. That the estimated expenditures contemplated for the fiscal year are \$7,584,500.
4. That the estimated cash expected to be on hand at the end of the fiscal year is \$4,709,596.

SECTION 3: All unexpended balances of any item or items of any general appropriation made by this Ordinance may be expended in making up any insufficiency in any item or items in the same general appropriation and for the same purposes or in a like appropriation made by this ordinance.

SECTION 4: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 5: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 6: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Ayes:

Nays:

Absent:

Abstain:

APPROVED:

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

[SEAL]

ATTEST: \_\_\_\_\_  
District Clerk, Karen Thompson

Passed: \_\_\_\_\_

Approved: \_\_\_\_\_

Published: \_\_\_\_\_

## CERTIFICATION

I, Karen Thompson, do hereby certify that I am the duly appointed and qualified District Clerk of the Lake in the Hills Sanitary District, McHenry County, Illinois, and that as such District Clerk, I am the keeper of the ordinances, records, corporate seal and proceedings of the President and Board of Trustees of said Lake in the Hills Sanitary District.

I do hereby further certify that at a regular meeting of the President and Board of Trustees of the Lake in the Hills Sanitary District, held on the \_\_\_th day of \_\_\_\_\_, 2018, the foregoing Ordinance entitled *An Ordinance for the Combined Budget and Appropriations for Fiscal Year May 1, 2018, through April 30, 2019, of the Lake in the Hills Sanitary District*, was duly passed and approved by the President and Board of Trustees of the Lake in the Hills Sanitary District.

I do further certify that the original, of which the attached is a true and correct copy, is entrusted to me as the District Clerk of said District for safekeeping, and that I am the lawful custodian and keeper of the same.

In witness whereof, I have affixed my name as District Clerk and caused the seal of said District to be affixed hereto this \_\_\_th day of \_\_\_\_\_, 2017.

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Karen Thompson, District Clerk  
Lake in the Hills Sanitary District  
McHenry County, Illinois

[SEAL]

CERTIFICATE OF ESTIMATED REVENUES  
LAKE IN THE HILLS SANITARY DISTRICT  
FISCAL YEAR BEGINNING MAY 1, 2018

FUND	SOURCE OF REVENUE	AMOUNT
General	Real Estate Taxes	\$289,000
	Interest	1,000
Audit	Real Estate Taxes	19,400
Chlorination	Real Estate Taxes	20,100
Liability Insurance	Real Estate Taxes	137,000
Social Security	Real Estate Taxes	46,700
Retirement	Real Estate Taxes	106,300
Sewerage	User Charges	3,600,000
	Septage Income	200,000
	Wastewater Discharge Income	45,000
	Connection Fee	125,000
	Annexation Fees	5,000
	Downstream Charges	500
	Liftstation Recapture	-0-
	Interest	10,000
<b>Total Estimated Revenues</b>		<b>\$4,605,000</b>

**CERTIFICATION**

I, Karen Thompson, the District Clerk of the Lake in the Hills Sanitary District, do hereby certify that the above is a true estimate of the revenues anticipated to be received by this governmental unit in this fiscal year 2018-19 for the indicated funds.

Dated: \_\_\_\_\_, 2017

\_\_\_\_\_  
Karen Thompson  
District Clerk

[SEAL]



# DRAFT ANNUAL BUDGET

## FY18-19

### A. GENERAL FUND

1.	Personnel Services and Salary Expense	<u>Proposed</u>	<u>Previous</u>	<u>% Diff.</u>
	Salary of Trustees, Clerk & Manager	\$ 170,000	\$ 168,000	
	TOTAL:	\$ 170,000	\$ 168,000	1.2%
2.	Contractual Services			
	Professional Engineering	\$ 40,000	\$ 40,000	0.0%
	Legal Services	\$ 36,000	\$ 15,000	140.0%
	Other Professional Services	\$ 5,000	\$ 5,000	0.0%
	TOTAL:	\$ 81,000	\$ 60,000	35.0%
3.	Administrative Expenses			
	Printing, Publications	\$ 5,000	\$ 4,000	25.0%
	Office Supplies, Equipment	\$ 3,000	\$ 3,000	0.0%
	Postage	\$ 1,500	\$ 1,000	50.0%
	Treasurer's Bond	\$ 4,000	\$ 3,500	14.3%
	Community Affairs	\$ 2,000	\$ 2,000	0.0%
	Memberships and Dues	\$ 4,500	\$ 4,500	0.0%
	TOTAL:	\$ 20,000	\$ 18,000	11.1%
4.	Operating Expenses			
	Building and Grounds Upkeep	\$ 12,000	\$ 12,000	0.0%
	Utilities	\$ 26,000	\$ 28,000	-7.1%
	J.U.L.I.E.	\$ 3,000	\$ 2,500	20.0%
	Training and Education	\$ 2,000	\$ 2,000	0.0%
	Travel Expenses	\$ 2,000	\$ 2,000	0.0%
	Computer Hardware, Software and support	\$ 8,000	\$ 8,000	0.0%
	TOTAL:	\$ 53,000	\$ 54,500	-2.8%
5.	Contingent and Miscellaneous Expenses (Not otherwise appropriated)			
		\$ 1,000	\$ 1,000	0.0%
	TOTAL:	\$ 1,000	\$ 1,000	
	<u>TOTAL GENERAL FUND:</u>	<u>\$ 325,000</u>	<u>\$ 301,500</u>	<u>7.8%</u>

**B. CHLORINATION FUND**

TOTAL: \$	24,000	\$	24,000	0.0%
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**C. AUDIT FUND**

TOTAL: \$	25,000	\$	20,000	25.0%
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**D. PUBLIC LIABILITY INSURANCE FUND**

Workman's Compensation	\$	24,000	\$	21,000	14.3%
Property	\$	45,000	\$	43,000	4.7%
Vehicles	\$	18,000	\$	15,000	20.0%
General Liability	\$	80,000	\$	70,000	14.3%
Administration Fee	\$	800	\$	800	0.0%
TOTAL:	\$	167,800	\$	149,800	12.0%

**E. SOCIAL SECURITY FUND**

TOTAL: \$	55,000	\$	50,000	10.0%
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**F. IMRF FUND**

TOTAL: \$	150,000	\$	130,000	15.4%
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<u>TOTAL GENERAL CORPORATE FUND:</u>	<u>\$</u>	<u>746,800</u>	<u>\$</u>	<u>675,300</u>	<u>10.59%</u>
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## CONSTRUCTION

4.	Capital Improvements					
	New Construction	\$	3,000,000	\$	3,000,000	0.0%
	Plant Equipment	\$	30,000	\$	30,000	0.0%
	Collection System	\$	370,000	\$	280,000	32.1%
	Vehicles	\$	130,000	\$	50,000	160.0%
	Legal Expense	\$	5,000	\$	5,000	0.0%
	Engineering Expense	\$	375,000	\$	375,000	0.0%
	Bond, Finance Consulting Expense	\$	1,000	\$	1,000	0.0%
	TOTAL:	\$	3,911,000	\$	3,741,000	4.5%

## BOND & INTEREST

5.	Bond Transfers					
	2008 Debt Certificates, Principal	\$	105,000	\$	100,000	5.0%
	2008 Debt Certificates, Interest	\$	53,000	\$	60,000	-11.7%
	Administration Fee	\$	3,500	\$	3,500	0.0%
	TOTAL:	\$	161,500	\$	163,500	-1.2%
6	Bond Transfers					
	2014 Debt Certificates, Principal	\$	105,000	\$	100,000	5.0%
	2014 Debt Certificates, Interest	\$	114,000	\$	118,000	-3.4%
	Administration Fee	\$	3,500	\$	3,500	0.0%
	TOTAL:	\$	222,500	\$	221,500	0.5%
7	Contingent and Miscellaneous Expenses (Not otherwise appropriated)	\$	3,000	\$	3,000	0.0%
	TOTAL:	\$	3,000	\$	3,000	0.0%
TOTAL OPERATION & MAINTENANCE FUND:		\$	6,837,700	\$	6,579,000	3.9%

**G. OPERATION & MAINTENANCE FUND:**

**SEWERAGE OPERATIONS AND MAINTENANCE**

	<u>Proposed</u>	<u>Previous</u>	<u>% Diff.</u>
1. Personnel Services			
District Personnel Salaries	\$ 580,000	\$ 580,000	0.0%
TOTAL:	\$ 580,000	\$ 580,000	0.0%
2. Administrative Expenses			
Telephone	\$ 3,500	\$ 3,000	16.7%
Postage	\$ 21,000	\$ 20,000	5.0%
Printing, Publications	\$ 2,200	\$ 2,000	10.0%
Office Supplies	\$ 8,500	\$ 8,000	6.3%
Billing & Collection Expenses	\$ 80,000	\$ 80,000	0.0%
Professional Services	\$ 20,000	\$ 5,000	300.0%
Training, Travel and Education	\$ 5,000	\$ 5,000	0.0%
Computer Hardware, Software and support	\$ 24,000	\$ 20,000	20.0%
Community Affairs	\$ 2,000	\$ 2,000	0.0%
Medical and Life Insurance	\$ 210,000	\$ 195,000	7.7%
TOTAL:	\$ 376,200	\$ 340,000	10.6%
3. Operation and Maintenance of Plant			
Operating Supplies	\$ 60,000	\$ 60,000	0.0%
Maintenance and Repair (Plant)	\$ 150,000	\$ 130,000	15.4%
Maintenance and Repair (Collection Sys.)	\$ 310,000	\$ 295,000	5.1%
Utilities and Energy	\$ 390,000	\$ 378,000	3.2%
Grounds Upkeep	\$ 30,000	\$ 30,000	0.0%
Gasoline/Fuel	\$ 15,000	\$ 15,000	0.0%
Computer, and Support Services	\$ 2,000	\$ 2,000	0.0%
Emergency Communications	\$ 54,000	\$ 48,000	12.5%
Sludge Management	\$ 500,000	\$ 500,000	0.0%
Professional Services	\$ 24,000	\$ 24,000	0.0%
Residential Reimbursement	\$ 10,000	\$ 10,000	0.0%
Compliance Requirements/Permits	\$ 28,500	\$ 28,000	1.8%
GIS	\$ 10,000	\$ 10,000	0.0%
TOTAL:	\$ 1,583,500	\$ 1,530,000	3.5%
TOTAL OPERATING BUDGET:	\$ 2,539,700	\$ 2,450,000	3.7%

**CAPITAL IMPROVEMENTS**  
**2018 - 2021**

	2018/2019	2019/2020	2020/2021
Beach Lift Station		\$300,000	
Vehicles			
Dump Truck (used)	\$50,000		
Maintenance Truck		\$45,000	
Landscape/Grading	\$10,000	\$10,000	\$10,000
Rubber Tired Loader (used)	\$80,000		
Concord LS - 115 HP Install			\$140,000
Sewer Lining - Willow to Oak	\$280,000		
Sewer Lining - Lake Lines		\$250,000	
Lab Equipment	\$5,000	\$5,000	\$5,000
Rear Entrance Replacement		\$300,000	
Air Exchange Unit Main LS x2	\$20,000		
TV Camera		\$30,000	
Auto Cadd Software	\$9,000		
Computer Hardware/Software	\$10,000	\$10,000	\$10,000
GIS Software	\$6,000		
SCADA Software	\$80,000	\$50,000	\$20,000
Concrete Pads Sludge Beds	\$15,000		
Access Drive VLR			\$12,000
Cleaning of cooling pond			\$390,000
Valve Repair/Con Pad Decatur LS	\$25,000		
Automate Gate VLR	\$8,000		
Blower Upgrades	\$225,000		
Drainage VLR		\$15,000	
Floor GBT		\$6,000	
Wash Water Pumps	\$60,000		
Brick Grit Building		\$40,000	
Paint Facade Metal Buildings	\$35,000		
Update Controls /ACP	\$50,000	\$60,000	\$60,000
Ethernet	\$40,000	\$10,000	\$10,000
Backup Moyno Pump		\$60,000	\$75,000

## CAPITAL IMPROVEMENTS

### 2018 - 2021

Fluid Detection WAS	\$10,000		
Electric Upgrades	\$600,000	\$450,000	\$130,000
Paint Clarifier #3			\$100,000
Furnace Septic Building	\$9,000		
Furnace Main Lift Sta	\$10,000		
Furnace Filter Building		\$50,000	
Filter Building Roof		\$25,000	
Radio Monitoring Meadowbrook LS			\$25,000
Fiber Optic Replacement	\$30,000	\$45,000	
Manhole Replacement w of beach		\$30,000	
Siding on Storage Building		\$35,000	
Conc NE end of Sludge Storage	\$25,000		
Vactor Nozzles	\$5,000		\$6,000
Mini Backhoe			\$95,000
Irrigation Water Reuse			\$125,000
Oxidation Ditch Rehab		\$75,000	\$75,000
Digester #4	\$1,500,000		
Purchase Press Equipment/Building	\$300,000		
Generator Repairs	\$60,000		
TOTAL	\$3,557,000	\$1,901,000	\$1,288,000