



# ***LAKE IN THE HILLS SANITARY DISTRICT***

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

**LAKE IN THE HILLS SANITARY DISTRICT  
AGENDA  
REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
December 13, 2018  
7:00 P.M.**

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**Roll Call**

**Approval of the Minutes**

**Public Comments**

**Consent Agenda**

- A. Approval of Task Order No. 18-04 from Applied Technologies for the Richard Taylor Park Bypass – Design Services**
- B. Approval of Application and Certificate for Payment #4 in the amount of \$84,240 to AMS Mechanical Systems, Inc. for Aerobic Digester #4 project.**

**Specific Agenda**

**Accountant's Report**

**Approval of Bills**

**Manager's Report**

**Operations Update**

**Project Updates**

**Engineers Report**

**Attorney's Report**

**Unfinished Business**

**LAKE IN THE HILLS SANITARY DISTRICT  
AGENDA REGULAR MEETING OF  
THE BOARD OF TRUSTEES  
December 13, 2018  
7:00 p.m.  
Page 2**

**New Business**

**Adjournment**

**Lake in the Hills Sanitary District  
Board of Trustees Regular Meeting Minutes  
November 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 Cheryl Kehoe. Also present were District Manager Rick Forner, District Engineer Peter Kolb, District Attorney Ann Williams and District Treasurer/Clerk Karen Thompson

**Approval of Minutes:**

Motion was made by Trustee Easler and seconded by Trustee Kehoe to approve the Minutes of the Regular Board Meeting of October 11, 2018 as presented. On a roll call vote, President Hansen, Trustee Easler and Trustee Kehoe voted aye.

**Public Comments:**

Joseph Greenwood of Blackberry Court in Lake in the Hills was in attendance. He had some comments regarding the proposed settlement that is on the Specific Agenda. He outlined details of the actions taken by the prior Board to purchase land in Kane County. He further stated that the public was told that the purchase of land to expand into Kane County was being researched for 3 years, but that there were no documents to support that. He indicated that there needs to be transparency and justification for major expenditures. He believes that the moves to purchase land were a breach of public trust and should not be forgotten.

**Consent Agenda:**

Trustee Easler made a motion that we move Consent Agenda Item A to the Specific Agenda so that discussion can take place. Trustee Kehoe seconded the motion. On a roll call vote, President Hansen and Trustees Easler and Kehoe voted aye to remove Item A from the Consent Agenda and move it to the Specific Agenda Item A.

- ~~A. Approval of Task Order No. 18-03 from Applied Technologies for the assessment of the Water Pollution Control Facility electric services and plant power distribution.~~ *MOVED TO SPECIFIC AGENDA, ITEM A.*
- B. Approval of Application and Certificate for Payment #4 in the amount of \$211,077.40 to Energenecs, Inc. for the Reconfiguration of Existing Hoffman Air Blowers project.
- C. Approval of Application and Certificate for Payment #3 in the amount of \$637,000.26 to AMS Mechanical Systems, Inc. for Aerobic Digester #4 project.
- D. Approval of Application and Certificate for Payment #1 in the amount of \$65,043.29 to Hoerr Construction, Inc. for the 2018 Sewer Lining – Willow to Oak project.
- E. Approval of employee recognition per District Managers recommendation.
- F. Approval of writing off uncollectible residential accounts per staff's recommendation.

Motion was made by Trustee Easler and seconded by Trustee Kehoe to approve the remaining Consent Agenda items (Items B –F) as presented. On a roll call vote President Hansen and Trustees Easler and Kehoe voted aye.

**Specific Agenda:**

- A. Approval of Task Order No. 18-03 from Applied Technologies for the assessment of the Water Pollution Control Facility electric services and plant power distribution. *THIS WAS MOVED FROM THE CONSENT AGENDA, ITEM A, TO THE SPECIFIC AGENDA.*

Trustee Easler asked if this assessment will also include the lift stations. District Engineer said that the direction they have received at this point is to just look at the plant and not the lift stations. They can include the lift stations if desired. Trustee Easler had some further questions regarding the Arch Flash studies. He further stressed the importance of electrical safety. District Engineer indicated that they will come up with recommendations to keep everyone safe. District Manager indicated that this assessment is the first step in reviewing and ultimately replacing older equipment. He further stated that most lift stations have been upgraded over the years through rehab, therefore, the immediate need is for the plant. Trustee Easler further stated that this project is being done to proactively upgrade the power system so that everything will be up to standards.

Motion was made by Trustee Easler and seconded by Trustee Kehoe to approve Task Order 18-03 (now known as Specific Agenda Item A). On a roll call vote President Hansen and Trustees Easler and Kehoe voted aye.

- B. Proposed Settlement Agreement on escrow money relating to land purchase.

District Attorney presented Resolution No. 396 and offered to answer any questions. There were no questions. President Hansen commented that going to trial would be risky and could cost up to \$50,000 in legal fees with no guarantee that we would win the case. He further stated that after some back and forth we ended up with the District recovering \$45,000 of the \$100,000 that was previously paid for the land deposit.

Motion was made by Trustee Easler and seconded by Trustee Kehoe to approve Specific Agenda Item B and accept the terms outlined in Resolution No. 396. On a roll call vote, President Hansen and Trustees Easler and Kehoe voted aye.

**Accountant's Report:**

District Treasurer presented written copies of the October 2018 Treasurer reports and highlighted some pertinent items. She indicated that October was a quarterly bill due month and you can see that reflected under the revenues and receipts portion of the O&M Report. She also stated that we did receive one tap on/connection fee in October. She further indicated that the item under Miscellaneous and Contingent Expenses is for check written to the Illinois Treasurer's Office for unclaimed property. She then directed the Boards attention to the Governmental Funds report and indicated that in October we did receive two small property tax installments. She further reminded the Board that the IMRF expenses on the October report included both September and October payments. This was due to the internet issue we had at the end of September.

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

### **Approval of Bills:**

District Treasurer presented a list of bills for approval. As mentioned previously, she indicated that there were two payments made to IMRF in October. Additionally, she highlighted some of the atypical or larger invoices. She further commented that the Attorney's invoice contained some fees for the recovery of the earnest money. Those fees have been listed separately on the report. She also stated that she has copies of the bills if anybody wanted to see any detail.

A motion was made by Trustee Kehoe and seconded by Trustee Easler to approve the List of Bills as presented for payment totaling \$ 304,086.38 with \$ 123,457.09 from the General Corporate Fund, \$ 126,779.29 from the Operations and Maintenance Fund, \$ 53,100.00 from the Construction Fund and \$ 750.00 from the Bond and Interest Fund.

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

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

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

October was a very typical month. He indicated that there was nothing to expand upon and offered to answer any questions.

Trustee Easler added, as identified on the report, there were three emergency responses in October and none of them were the District's issue. He further added that there are very few failures of our system.

The committee for the Illinois Association of Water-Pollution Control Operators were onsite today. They reviewed the plant with regard to our nomination for plant of the year. The tour went well and they were impressed with our lab, our records, and the calibration on the equipment. We are hoping for good thoughts regarding our nomination.

In the spirit of the holidays, we will not be doing any water shut offs in December. He also reminded the Board that the office will be closed on the Friday after Thanksgiving.

The tank has been completed on the Digester #4 project. The aeration piping is in the tank. They are currently working on backfilling and are about week away from finishing that. The next step will be the electrical and controls.

All four blowers are in place and operating. Today they started the process of running three blowers and logging the data. This will be done for 30 days in consideration for the grant money from ComEd's VFD program.

The results of the internal study for the barium and phosphorus testing has been sent to the prior Engineer. They will finish up their report and recommendations.

The sewer lining project between Oak and Willow Streets has been completed. He anticipates that at the next meeting the Board will be presented with the final payment to that contractor. Everything went very well on this project. It was a difficult project, but Hoerr Construction was a great company to work with on this.

Motion was made by Trustee Kehoe, seconded by Trustee Easler to approve the Manager's report as presented. On a roll call vote President Hansen, Trustee Easler and Trustee Kehoe voted aye.

### **Engineer's Report**

District Engineer, Peter Kolb from Applied Technologies provided a written report and a verbal recap. He indicated that several items on Task Order 18-01 have been completed including the site survey, wetland delineation, geotechnical investigation, and the soil management & CCDD soil assessment. There will be a kick off meeting on November 13<sup>th</sup> where they will get input from District staff before drawings are prepared. The plan is to go out for bids in February with bid awards in March 2019 and construction after that.

Regarding Task Order 18-02 he indicated that the site survey and wetland delineation have been completed. They will also discuss this Task Order at the November 13<sup>th</sup> meeting. This will go out for bids in February with bids awarded in March 2019.

He indicated that they are ready to start on Task Order 18-03 (Electrical Assessment) which has been approved tonight. The one-line diagram drawings should be done in January. Studies should be done by June 2019.

As requested, they will begin to put task orders together for the following projects: Richard Taylor Park bypass, replacement of the wash water pumps and the assessment of the replacement value for the District assets (Buildings & Structures).

District Manager indicated that both the Richard Taylor Park Bypass and the replacement of the wash water pumps have been included in the 2018-19 fiscal year budget. The assessment of the District's assets is something that our insurance carrier and auditor have requested.

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

District Attorney indicated that today they had a planning and procedure meeting with County Administrator Peter Austin and representatives from Huntley and Lake in the Hills regarding moving forward with the RFQ for an assessment of the Sanitary District. President Hansen will participate in the interviews with the consultants.

Trustee Easler wanted to know who is going to pay for this assessment. District Attorney indicated that since consolidation is such a new process there are no procedures to follow. She further stated that the Villages who may absorb the customer base would like to have some information regarding the District's financials and infrastructure. This assessment is a preliminary step.

President Hansen indicated that the entities involved would like to see a 25-year plan which would provide knowledge about the current facilities, future replacement of District infrastructure as well as the District's financial position. The plan is to interview 3 or 4 consultants. There are no costs incurred yet, however, the Sanitary District will pay for this assessment.

District Attorney indicated that at this point we are taking preliminary steps to help determine if consolidation is in the best interest of the taxpayers.

Trustee Easler further commented that he does not understand why the County is taking the lead on this but is asking the Sanitary District to pay for it. He indicated that there are around 300,000 residents in McHenry County, but only 33,000 residents who pay taxes to the Sanitary District. He believes it is unfair to ask those 33,000 Sanitary District customers to pay for this instead of the full tax base of 300,000 residents who live in McHenry County.

District Attorney indicated that the information garnered from this assessment will be helpful to the Sanitary District regardless of whether consolidation moves forward or not. President Hansen added that this assessment will also include an in depth rate study. He also indicated that before any negotiations regarding consolidation can take place this study would need to be completed.

Trustee Easler further indicated that we have already paid several thousand dollars for an Engineering study earlier this year. He does not believe that the District received any benefit from that. He further stated that he does not believe it was a very in depth study as Knight Engineering only spend a couple of hours at the facility. He further stated that he believes that the in depth study that the County is putting together is going to be very expensive. Trustee Easler does not see how this study is going to directly benefit the customers who use our services.

President Hansen indicated that the general recommendation is to do a rate study every 5 years. He does not believe that this has been done for the District. He believes that is how the County and the Villages are justifying that we pay for it.

District Engineer indicated that in Lake County they did the exact same first step before considering consolidation. They actually hired two independent consultants, one for Engineering and one for the Finances. He further stated that Lake County paid for these studies. He also indicated that Lake County has a public works department and the Sanitary District there is being consolidated into the County.

Trustee Easler indicated that this started when the Village of Lake in the Hills came to the District and indicated that they wanted to take us over. He indicated that they found that they don't have the resources to do that. He still believes that the Village does not have the resources. He is concerned that we are going to be spending this money and not getting a benefit.

Trustee Easler indicated that he does not believe that the Villages care about consolidating. If they were seriously interested, he believes that they would pay for the assessment.

President Hansen indicated that they directly asked the Village of Lake in the Hills if they are interested in consolidating. He said that they are very interested in finding out whether it is worth doing. Before they can make that determination this study will need to be done. Consolidation needs to make sense, as we do not want to consolidate just for the sake of consolidating.

Trustee Easler asked the District Engineer if he knew how much these studies cost in Lake County. District Engineer does not know, but can get that information. He further indicated that the Sanitary District in Lake County only serves 12,000 to 15,000 residents compared to the 33,000 that we serve.

Trustee Easler wants to be sure that we are justifying to all of our users that we are spending money for a good cause. He wants to make sure that what we do is benefitting our customers.

President Hansen indicated that he will keep everyone apprised. Trustee Easler wanted to make sure that we are keeping this transparent and open to the public. District Attorney indicated that all information will be presented in open meetings.

**Unfinished Business:**

None.

**New Business:**

None.

**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 Easler. The motion passed after a verbal vote. All Board members who were present voted aye.

The meeting was adjourned at 7:40 pm.

Respectfully Submitted,



Karen Thompson,  
District Clerk

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

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



## Lake in the Hills Sanitary District TASK ORDER No. 18-04

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**Date:** Dec. 13, 2018      **Project No.:** 6255      **LITHSD Project Manager:** Rick Forner

**Project Name:** Richard Taylor Park Bypass – Design Services

**ATI Point(s) of Contact:** Peter Kolb, Bob Doeringsfeld, Joyce DeLong

**Project Description:** Design and preparation of construction documents for the installation of a sanitary sewer bypass line in the Richard Taylor Park area to alleviate wet weather flow backups.

**Scope of Services/Schedule:** Engineering Services within Task Order No. 18-04 include site survey, permit coordination, plans and specifications preparation, opinion of probable construction cost and bid assistance. The scope of services shall include the following detailed tasks:

1. Site Survey
2. Sanitary Sewer Manhole Scanning and MACP Report
3. Site Visit and Review of Existing Conditions/Plans
4. Preliminary Project Plans and Specifications Preparation
5. Manhole Assessment memorandum
6. District Review Meeting and comment incorporation
7. Final Project Plans and Specifications Preparation
8. Required Permit Submittals (IEPA, Village of Lake in the Hills, McHenry County Soil/Water Conservation District)
9. Opinion of Probable Construction Cost (60% and 100%)
10. Bidding Assistance, Bid Review and Recommendation of Award

Services anticipated to be provided as part of the construction contract and not included in this Task Order:

1. Subsurface Investigation
2. Soil Management Consulting and CCDD Soil Assessment
3. Construction Coordination and Inspection Services

The following schedule is proposed for this Task Order:

1. Project Start – January 2019
2. Preliminary Project Plans and Specifications: – March 2019
3. Final Project Plans and Specifications – April 2019
4. Project Bidding – May 2019
5. Project Award – June Board Meeting
6. Construction – July/August 2019

**Compensation:** Task Order No. 18-04 will incorporate the assistance of one sub-consultant for Site Survey and Manhole Scanning, including a Manhole Assessment Certification Program (MACP) Report. The Total Compensation for this Task Order is \$29,300 including the sub-consultant. The breakdown is as follows:

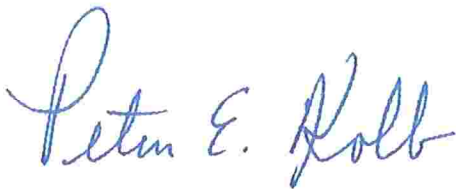
Applied Technologies, Inc.	District Engineer	\$25,300
Gewalt Hamilton Associate, Inc.	Sub-consultant	<u>\$4,000</u>
<b>Total</b>		<b>\$29,300</b>

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**PROJECT APPROVAL**

Applied Technologies, Inc.

Accepted by Lake in the Hills Sanitary District



Signature: \_\_\_\_\_

Printed Name: Peter E. Kolb, P.E.

Title: Vice President

Date: December 13, 2018

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Dec 10, 2018

Mr. Rick Forner  
Lake in the Hills Sanitary District  
515 Plum Street  
Lake in the Hills, Illinois 60102

RE: Aerobic Digester #4  
Recommendation for Payment – Application #4  
Lake in the Hills Sanitary District

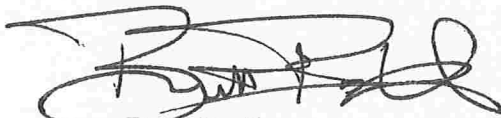
Dear Mr. Forner:

Enclosed is Pay Application #4 for work completed by AMS Mechanical Systems, INC on the Lake in the Hills Sanitary District Aerobic Digester #4 Project. This pay application reflects work completed through November, 2018.

We find the pay request and supporting documents to be in order, and recommend payment in the amount of **EIGHTY FOUR THOUSAND TWO HUNDRED FORTY DOLLARS AND NO CENTS (\$84,240.00)** to AMS Mechanical Systems, Inc., 9341 Adam Don Parkway, Woodridge, IL 60517, upon receipt of non-conditional partial waivers of lien.

Please find enclosed one (1) original copy of the Application for Payment and supporting documents. Please contact me with any comments or questions.

Sincerely,  
Postl-Yore and Associates, Inc.

A handwritten signature in black ink, appearing to read 'Brett Postl', written over a horizontal line.

Brett Postl  
President

Enclosures

# Application and Certificate For Payment

<b>To Owner:</b> LAKE IN THE HILLS SANITARY ATTN: ACCOUNTS PAYABLE 515 PLUM STREET LAKE IN THE HILLS, IL 60156		<b>Project:</b> LITH DIGESTER #4 PROJ LAKE IN THE HILLS SANITARY DIS 515 PLUM STREET LAKE IN THE HILLS, IL 60156	<b>Application No:</b> 4 <b>Period To:</b> 11/30/18 <b>Architect's Project No:</b> <b>Contract Date:</b>
<b>From (Contractor):</b> AMS MECHANICAL SYSTEMS, INC. 9341 ADAM DON PARKWAY WOODRIDGE, IL 60517		<b>Contractor Job Number:</b> 25046 <b>Via (Architect):</b>	
<b>Phone:</b> 630 887-7700		<b>Contract For:</b>	

## Contractor's Application For Payment

Change Order Summary	Additions	Deductions
Change orders approved in previous months by owner	49,863.89	
Change orders approved this month		
<b>Totals</b>		
<b>Net change by change orders</b>	49,863.89	

Original contract sum 1,820,000.00

Net change by change orders 49,863.89

Contract sum to date 1,869,863.89

Total completed and stored to date 1,589,157.26

Retainage

10.0% of completed work 158,915.00

0.0% of stored material 0.00

Total retainage 158,915.00

Total earned less retainage 1,430,242.26

Less previous certificates of payment 1,346,002.26

Current sales tax 0.00

0.000% of taxable amount 0.00

Current sales tax 0.00

Current payment due 84,240.00

Balance to finish, including retainage 439,621.63

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor: *[Signature]* Date: 11/30/18

By: *[Signature]* County of: Cook State of: Illinois

Subscribed and sworn to before me this 30th day of November 2018

(year). Notary public: *[Signature]*

My commission expires 11-12-19

**OFFICIAL SEAL**  
 JACQUELINE M MELFI  
 NOTARY PUBLIC - STATE OF ILLINOIS  
 MY COMMISSION EXPIRES: 11/12/19

## Architect's Certificate for Payment

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

Architect: *[Signature]* Date: 12/10/18

This Certification is not negotiable. The Amount Certified is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Amount Certified: \$ \_\_\_\_\_

**Certificate For Payment -- page 2**

LAKE IN THE HILLS SANITARY  
MS MECHANICAL SYSTEMS, INC.  
LITH DIGESTER #4 PROJ

Application No: 4 Date: 11/30/18 Period To: 11/30/18  
Contractor's Job Number: 25046  
Architect's Project No:

Description	Scheduled Value	Work Completed		Materials Presently Stored	Completed and Stored to Date	%	Balance to Finish	Retention	Memo
		Previous Application	This Period						
ATION	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00	0.00	1,000.00	
ON TANK Coordination and Pre-	1,043,500.00	1,043,500.00	0.00	0.00	1,043,500.00	100.00	0.00	104,349.52	
ATION and UNDERGROUND	338,800.00	239,809.50	90,000.00	0.00	329,809.50	97.35	8,990.50	32,980.80	
ON EQUIPMENT MATERIAL (ENT MOORES)	129,580.00	129,580.00	0.00	0.00	129,580.00	100.00	0.00	12,957.94	
ON EQUIPMENT LABOR	24,000.00	18,000.00	3,600.00	0.00	21,600.00	90.00	2,400.00	2,159.99	
FOR VALVES MATERIAL (ON FLO)	32,000.00	0.00	0.00	0.00	0.00	0.00	32,000.00	0.00	
FOR VALVES LABOR	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00	
CONTROL	121,738.00	0.00	0.00	0.00	0.00	0.00	121,738.00	0.00	
ICAL	62,700.00	0.00	0.00	0.00	0.00	0.00	62,700.00	0.00	
ICAL - EXCAVATING	8,000.00	0.00	0.00	0.00	0.00	0.00	8,000.00	0.00	
ILIZATION	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00	
from U/G to AERATION TK LABOR	8,000.00	0.00	0.00	0.00	0.00	0.00	8,000.00	0.00	
FERIAL	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00	0.00	400.00	
UMPS and LABOR	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00	0.00	200.00	
ONAL HAULING for SHOTCRETE	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00	0.00	200.00	
RAY	4,682.00	0.00	0.00	0.00	0.00	0.00	4,682.00	0.00	
G and PROTECTION of area for	19,000.00	14,250.00	0.00	0.00	14,250.00	75.00	4,750.00	1,424.99	
RETE	7,950.00	0.00	0.00	0.00	0.00	0.00	7,950.00	0.00	
ETE PIERS and PAD for STAIRS	9,496.13	0.00	0.00	0.00	0.00	0.00	9,496.13	0.00	
IG	17,697.76	17,697.76	0.00	0.00	17,697.76	100.00	0.00	1,769.77	
H2W Cast in Hatch Billing Total	14,720.00	14,720.00	0.00	0.00	14,720.00	100.00	0.00	1,471.99	
H2W Cast-in-Hatch									
pipe size increase									
ention Work Billing Total									
<b>on Total</b>	<b>1,869,863.89</b>	<b>1,495,557.26</b>	<b>93,600.00</b>	<b>0.00</b>	<b>1,589,157.26</b>	<b>84.99</b>	<b>280,706.63</b>	<b>158,915.00</b>	

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

	MONTH	YTD	BUDGET
<b>Beginning Cash and Investments</b>			
First National Bank	1,661,202.74	1,292,012.41	
Credit Cards	947.48	(406.93)	
<b>TOTAL BEGINNING CASH AND INVESTMENTS</b>	<b>1,662,150.22</b>	<b>1,291,605.48</b>	
<b>Revenues and Receipts</b>			
Real Estate Taxes			
General Fund	2,231.96	289,111.65	289,000.00
Audit Fund	149.66	19,388.99	19,400.00
Chlorination Fund	155.22	20,107.07	20,100.00
Liability Insurance Fund	1,057.22	136,943.29	137,000.00
Social Security Fund	360.34	46,676.94	46,700.00
Retirement Fund	820.50	106,280.11	106,300.00
Replacement Taxes	-	856.16	-
Safety Grant Recvd from IL Public Risk Fund	-	-	-
Interest Income	329.70	2,266.62	1,000.00
<b>TOTAL REVENUES AND RECEIPTS</b>	<b>5,104.60</b>	<b>621,630.83</b>	<b>619,500.00</b>
<b>Expenditures</b>			
<b>GENERAL FUND</b>			
<b>PERSONNEL SERVICES</b>			
Salaries of Trustees, Manager, Treasurer & Clerk	13,947.09	97,918.40	170,000.00
<b>CONTRACTUAL SERVICES</b>			
Professional Engineering	6,691.00	19,101.00	40,000.00
Legal Services	1,716.75	12,492.00	36,000.00
Other Professional Services	-	-	5,000.00
	8,407.75	31,593.00	81,000.00
<b>ADMINISTRATIVE EXPENSES</b>			
Printing, Publications	-	2,862.75	5,000.00
Office Supplies, Equipment	242.79	1,528.88	3,000.00
Postage	-	255.20	1,500.00
Treasurer's Bond	-	-	4,000.00
Community Affairs	-	234.20	2,000.00
Memberships and Dues	206.62	2,218.62	4,500.00
	449.41	7,099.65	20,000.00
<b>OPERATING EXPENSES</b>			
Building and Grounds Upkeep	5,407.47	11,461.29	12,000.00
Utilities	342.45	6,699.68	26,000.00
J.U.L.I.E.	-	-	3,000.00
Training and Education	-	155.00	2,000.00
Travel Expenses	-	40.00	2,000.00
Computer Hardware, Software & Support	569.54	5,068.53	8,000.00
	6,319.46	23,424.50	53,000.00
<b>CONTINGENT AND MISCELLANEOUS EXPENSES</b>			
Not Otherwise Appropriated	-	150.00	1,000.00
	-	150.00	1,000.00
<b>TOTAL GENERAL FUND</b>	<b>29,123.71</b>	<b>160,185.55</b>	<b>325,000.00</b>

**Expenditures (continued)**

CHLORINATION FUND	1,115.70	4,415.30	24,000.00
	<u>1,115.70</u>	<u>4,415.30</u>	<u>24,000.00</u>
 AUDIT FUND	 -	 10,000.00	 25,000.00
	<u>-</u>	<u>10,000.00</u>	<u>25,000.00</u>
 PUBLIC LIABILITY INSURANCE FUND			
Workers' Compensation	-	8,152.00	24,000.00
Property	43,514.00	43,514.00	45,000.00
Vehicles	10,065.00	10,065.00	18,000.00
General Liability	24,673.00	24,673.00	80,000.00
Administrative Fee	-	246.00	800.00
	<u>78,252.00</u>	<u>86,650.00</u>	<u>167,800.00</u>
 SOCIAL SECURITY FUND	 4,162.13	 30,991.45	 55,000.00
	<u>4,162.13</u>	<u>30,991.45</u>	<u>55,000.00</u>
 IMRF FUND	 11,216.09	 80,619.48	 150,000.00
	<u>11,216.09</u>	<u>80,619.48</u>	<u>150,000.00</u>
 OTHER EXPENDITURES (RECEIPTS)	 -	 -	 -
	<u>-</u>	<u>-</u>	<u>-</u>
 TOTAL EXPENDITURES	 123,869.63	 372,861.78	 746,800.00
	<u>123,869.63</u>	<u>372,861.78</u>	<u>746,800.00</u>
 EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	 (118,765.03)	 248,769.05	 (127,300.00)
	<u>(118,765.03)</u>	<u>248,769.05</u>	<u>(127,300.00)</u>
 Ending Cash and Investments			
First National Bank	1,540,820.70	1,284,239.04	
Credit Cards	(446.17)	(531.20)	
	<u>1,540,820.70</u>	<u>1,284,239.04</u>	
 TOTAL ENDING CASH AND INVESTMENTS	 1,540,374.53	 1,283,707.84	
	<u>1,540,374.53</u>	<u>1,283,707.84</u>	
GENERAL CORPORATE FUND			

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

		MONTH	YTD	BUDGET
<b>Beginning Cash and Investments</b>				
First National Bank - O & M Account	O&M	543,291.31	559,902.23	
First National Bank - Certificate Fund	Bond & Int	81,527.79	29,423.42	
First National Bank - Depreciation Account	Construction	1,975,529.51	1,900,909.65	
First National Bank - Surplus Funds	Construction	13,515.68	14,532.59	
First National Bank - Bond & Interest Fund	Bond & Int	620,298.29	527,845.89	
First National Bank - Sinking Funds	Bond & Int	622,328.89	533,136.32	
Algonquin Bank & Trust - Cash Mgr	O&M	2,176,668.58	3,007,896.46	
Algonquin Bank & Trust - Operating	O&M	560.00	2,164.00	
Home State Bank	O&M	5,136.96	46,412.23	
Illinois State Bank	O&M	2,772.89	28,820.69	
Credit Cards		(362.08)	(918.59)	
<b>TOTAL BEGINNING CASH AND INVESTMENTS</b>		<b>6,041,267.82</b>	<b>6,650,124.89</b>	
<b>SEWERAGE FUNDS</b>				
<b>Revenues and Receipts</b>				
Sewer Bill Income/User Charges		88,291.09	1,906,368.11	3,600,000.00
Septage Income		27,522.60	131,587.98	200,000.00
Wastewater Discharge Income		3,692.53	26,461.43	45,000.00
Refunds		(699.50)	(6,405.71)	-
Connection/Tap-On Fees		10,400.00	62,400.00	125,000.00
Annexation Fees (inc. GIS)		-	-	5,000.00
Downstream & Misc Charges		-	-	500.00
Liftstation Recapture		-	-	-
Gain/Loss - Sale of Equipment		-	-	-
Interest Income		3,908.35	35,540.00	10,000.00
<b>TOTAL REVENUES AND RECEIPTS</b>		<b>133,115.07</b>	<b>2,155,951.81</b>	<b>3,985,500.00</b>
<b>Expenditures</b>				
<b>PERSONNEL SERVICES</b>				
District Personnel Salaries		40,459.16	307,174.91	580,000.00
<b>ADMINISTRATIVE EXPENSES</b>				
Telephone		217.48	1,631.83	3,500.00
Postage		565.77	9,740.83	21,000.00
Printing and Publications		5.30	65.49	2,200.00
Office Supplies		559.28	3,143.50	8,500.00
Collection and Billing Expenses		9,590.27	43,814.06	80,000.00
Professional Services		59.50	581.11	20,000.00
Training, Travel and Education		126.93	336.93	5,000.00
Computer Hardware, Software, and Support		811.55	10,309.70	24,000.00
Community Affairs		-	662.53	2,000.00
Medical and Life Insurance		18,395.01	125,060.02	210,000.00
		30,331.09	195,346.00	376,200.00
<b>OPERATIONS AND MAINTENANCE</b>				
Operating Supplies		3,179.26	36,327.26	60,000.00
Maintenance and Repair (Plant)		29,949.44	84,288.42	150,000.00
Maintenance and Repair (Collection Systems)		11,876.50	97,022.20	310,000.00
Utilities and Energy		26,773.40	214,756.52	390,000.00
Grounds Upkeep		1,840.00	22,802.76	30,000.00
Gasoline/Oil		1,060.53	12,066.09	15,000.00
Computer and Support Services		-	-	2,000.00
Emergency Communications		5,234.94	34,167.35	54,000.00



Sludge Management	-	246,476.10	500,000.00
Professional Services	3,121.18	19,193.88	24,000.00
Residential Reimbursement	-	3,200.00	10,000.00
Compliance Requirements/Permits	-	20,000.00	28,500.00
GIS	-	8,277.00	10,000.00
	<u>83,035.25</u>	<u>798,577.58</u>	<u>1,583,500.00</u>

**Expenditures (continued)**

**CAPITAL IMPROVEMENTS**

New Construction	968,180.95	2,316,152.46	3,000,000.00
Plant Equipment	-	3,655.00	30,000.00
Collection System	-	-	370,000.00
Vehicles	-	-	130,000.00
Legal Expense	-	-	5,000.00
Engineering Expense	15,300.00	61,669.50	375,000.00
Bond, Finance Consulting Expense	-	-	1,000.00
	<u>983,480.95</u>	<u>2,381,476.96</u>	<u>3,911,000.00</u>

**BOND TRANSFERS**

2008 Debt Certificates, Principal	-	-	105,000.00
2008 Debt Certificates, Interest	-	25,996.89	53,000.00
Administration Fees - 2008 Debt Certs	-	-	3,500.00
	<u>-</u>	<u>25,996.89</u>	<u>161,500.00</u>

Series 2014 Bond, Principal	-	-	105,000.00
Series 2014 Bond, Interest	-	56,493.75	114,000.00
Administration Fees - 2014 Series Bond	750.00	750.00	3,500.00
	<u>750.00</u>	<u>57,243.75</u>	<u>222,500.00</u>

**CONTINGENT AND MISCELLANEOUS EXPENSES**

Not Otherwise Appropriated	-	28.73	3,000.00
	<u>-</u>	<u>28.73</u>	<u>3,000.00</u>

**TOTAL EXPENDITURES**

<u>1,138,056.45</u>	<u>3,765,844.82</u>	<u>6,837,700.00</u>
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**EXCESS OF REVENUES OVER (UNDER) EXPENDITURES**

<u>(1,004,941.38)</u>	<u>(1,609,893.01)</u>	<u>\$ (2,852,200.00)</u>
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**Ending Cash and Investments**

First National Bank - O & M Account	O&M	365,719.86	336,857.40
First National Bank - Certificate Fund	Bond & Int	94,555.30	42,430.29
First National Bank - Depreciation Account	Construction	1,994,542.63	1,930,087.43
First National Bank - Surplus Funds	Construction	47,542.33	23,567.65
First National Bank - Bond & Interest Fund	Bond & Int	684,909.34	593,893.57
First National Bank - Sinking Fund	Bond & Int	637,202.39	547,995.04
Algonquin Bank & Trust - Cash Mgr.	O&M	1,209,613.60	2,995,032.03
Algonquin Bank & Trust - Operating	O&M	101.00	14.00
Home State Bank	O&M	5,295.59	46,651.01
Illinois State Bank	O&M	2,852.30	28,902.34
Credit Cards	O&M	(676.48)	(650.92)

**TOTAL ENDING CASH AND INVESTMENTS**

<u>5,041,657.86</u>	<u>6,544,779.84</u>
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**SEWERAGE FUNDS**

# LITH SANITARY DISTRICT

## Bills Paid Before Meeting

### December 13, 2018 Meeting Date

Name	Memo	Amount
<b>General Fund</b>		
<b>TOTAL GEN FUND BILLS PAID BEFORE MEETING</b>		<b>\$ -</b>
<b>O &amp; M Fund</b>		
AT&T	Emerg Comm	\$ 361.03
AT&T	Emerg Comm	\$ 180.60
Comcast	Telephone & Computer Support	\$ 398.41
Flood Brothers Disposal & Recycling	Building & Grounds - Trash November 2018	\$ 318.00
The Home Depot (Credit Card)	Maint/Repair - Plant	\$ 131.73
Verizon Wireless	Emerg Comm	\$ 497.91
<b>TOTAL O &amp; M BILLS PAID BEFORE MEETING</b>		<b>\$ 1,887.68</b>

# LITH SANITARY DISTRICT

## Recurring Bills

### December 13, 2018 Meeting Date

Name	Memo	Amount
<b>General Fund</b>		
Illinois Municipal Retirement Fund	Employer Portion of IMRF - November 2018	\$ 11,216.09
United States Treasury	District Pd Payroll Taxes (SS & Med)	\$ 4,162.13
<b>TOTAL GENERAL FUND RECURRING BILLS</b>		<b>\$ 15,378.22</b>
<b>O &amp; M Fund</b>		
Humana	Health Insurance Premiums	\$ 17,895.01
Payment Services Network	Collections Expenses from October 2018	\$ 5,196.18
United States Postal Service - CAPS Acct	Postage - Past Due Notices	\$ 565.77
<b>TOTAL O &amp; M RECURRING BILLS</b>		<b>\$ 23,656.96</b>

Approved \_\_\_\_\_

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

**LITH SANITARY DISTRICT - Governmental Fund  
Bills Presented to Board for Approval  
December 13, 2018**

Name	Memo	Amount
<b>GENERAL CORP FUND BILLS</b>		
Applied Technologies Inc	Engineering 10/26-11/25/18	\$ 4,572.00
First National Bank of Omaha - Visa	Computer Support	\$ 569.50
First National Bank of Omaha - Visa	CREDIT - Membership/Dues	\$ (23.38)
Illinois Public Risk Fund	Workers Compensation Insurance	\$ 4,056.00
Interstate Gas Supply	Utilities - Nat Gas	\$ 1,000.29
Logsdon Office Supply	Office Supplies	\$ 16.26
McHenry County Recorder	Computer Software - Laredo 1st QU 2019	\$ 275.00
Nicor Gas	Utilities - Nat Gas	\$ 600.31
Ralph Helm Inc	Bldg & Grounds, Toro Power Max	\$ 844.25
Storino Ramello & Durkin	Legal Svs - October 2018	\$ 945.00
Technology Masters, Inc.	Computer Support	\$ 237.61
The Home Depot	Building & Grounds	\$ 1,470.66
<b>TOTAL GENERAL CORP FUND BILLS</b>		<b>\$ 14,563.50</b>

**LITH SANITARY DISTRICT - O&M/Sewerage Fund  
Bills Presented to Board for Approval  
December 13, 2018**

Name	Memo	Amount
<b>O &amp; M BILLS</b>		
Alarm Detection Systems Inc	Emerg Comm - Dec 2018 to Feb 2019	\$ 90.00
AMS Mechanical Systems	Maint/Repair - Plant, GBT Bldg	\$ 344.00
AMS Mechanical Systems	Maint/Repair - Plant, GBT Bldg	\$ 430.00
Ansercall 24 LLC	Emerg Comm	\$ 100.00
Applied Technologies Inc	Engineering - Task Order 18-01-Rear Entrance Drive	\$ 2,981.00
Applied Technologies Inc	Engineering - Task Order 18-02-Beach Lift Station	\$ 2,256.00
AT&T	Emerg Comm	\$ 4,173.60
ATI Environmental Inc. - Midwest Lab	Pro Svs - Lab	\$ 135.00
AutoZone, Inc.	Maint/Repair - Vehicles, 2007 Expedition	\$ 290.92

AutoZone, Inc.	Maint/Repair - Vehicles, 2007 Expedition	\$	12.99
AutoZone, Inc.	Maint/Repair - Vehicles	\$	128.94
Cintas Corp	Supplies - Personnel	\$	861.52
ComEd, Inc.	Utilities - Coll Sys Dam	\$	500.34
ComEd, Inc.	Utilities - Coll Sys Beach	\$	92.05
ComEd, Inc.	Utilities - Coll Sys Meadowbrook	\$	353.59
Consolidated Electrical Distributors, Inc	Maint/Repair - Plant, Rear Entrance Surveillance	\$	25.00
Controls Consulting	Engineering - SCADA	\$	4,000.00
Controls Consulting	Engineering - SCADA	\$	1,680.00
Dreisilker Electric Motors Inc	Maint/Repair - Plant, Main LS	\$	18,130.00
Dynegy Energy Services	Utilities - Plant & Concord, Decatur, Pyott LS	\$	28,701.30
First National Bank of Omaha - Visa	Bldg & Grounds, Comp Support, Emerg Comm	\$	189.80
First National Bank of Omaha - Visa	Pro Svs Intuit Fees, Off Supplies, Print & Pub, M/R Coll Sys	\$	441.78
Flood Brothers Disposal	Building & Grounds	\$	318.00
Fox Valley Fire & Safety	Pro Svs	\$	233.10
Hach Company	Operating Supplies - Lab	\$	267.29
Hawkins, Inc	Operating Supplies	\$	3,915.45
Interstate All Battery Center	Maint/Repair - Plant	\$	161.60
Interstate Battery Systems, Inc.	Maint/Repair - Vehicles, Charger Pack	\$	80.95
Logsdon Office Supply	Office Supplies	\$	409.20
Logsdon Office Supply	Office Supplies	\$	28.55
Logsdon Office Supply	Office Supplies	\$	139.31
Logsdon Office Supply	Office Supplies	\$	72.99
Logsdon Office Supply	Office Supplies	\$	146.00
M&A Precision Truck Repair	Maint/Repair - Vehicles	\$	30.00
McHenry County Recorder	Collections - Oct 2018	\$	32.00
McHenry County Recorder	Collections - Nov 2018	\$	13.00
McMaster - Carr Supply Company, Inc.	Maint/Repair - Plant	\$	78.94
Mike Nelson - reimbursement	Oper Supplies - 2018 Clothing Reimbursement	\$	192.11
Nancy Delaney - reimbursement	2018 Med Ins Deductible	\$	500.00
PetroChoice LLC	Gas/Fuel	\$	1,083.69
PetroChoice LLC	Gas/Fuel	\$	691.75
Pomp's Tire Service, Inc.	Maint/Repair - Vehicles	\$	456.18
Postl-Yore and Associates	Engineering - Coll Sys, CIP Pipe Lining	\$	1,745.00
Storino Ramello & Durkin	Collections - October 2018	\$	1,133.19
Storino Ramello & Durkin	New Const - Legal, Oct 2018 Recovery of Earnest Money	\$	4,089.08
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	132.00
Synagro-WWT, Inc.	Sludge Mgt - October 2018	\$	40,004.06
Synagro-WWT, Inc.	Sludge Mgt - November 2018	\$	31,321.41
Tamara Mueller - reimbursement	2018 Med Ins Deductible	\$	500.00
Technology Masters Inc	Computer Support - PSN Issue	\$	31.25
Technology Masters Inc	Computer Support - Maintenance 11/15/18	\$	874.28
Technology Masters Inc	Computer Support - Maintenance 10/22/18	\$	607.50
The Davenport Group (IL)	Pro Svs - LAMA	\$	2,718.00
The Home Depot	Office Supplies	\$	44.90

The UPS Store 2361	Postage	\$	9.93
Third Millennium Associates	Collections - Past Due Notices	\$	580.22
United Laboratories	Supplies - Maint	\$	255.73
USA BlueBook	Maint/Repair - Coll Sys	\$	187.12
Village of Lake In The Hills	Utilities - Water	\$	247.13
Village of Lake In The Hills	Collections - Water Shut Off Fees	\$	420.00
Warehouse Direct	Pro Svs - Copies	\$	17.17
Water One, Inc.	Supplies - Personnel, Drinking Water	\$	105.00
Water One, Inc.	Supplies - Personnel, Water Equip Rental	\$	22.50
Xylem Water Solutions U.S.A., Inc.	Maint/Repair - Coll Sys Concord LS	\$	421.00
Ziegler's Ace Hardware	Supplies - Maint	\$	189.46

#### TOTAL O&M FUND BILLS

**\$ 160,423.87**

#### CONSTRUCTION FUND BILLS

Applied Technologies Inc	Engineering - Task Order 18-03	\$	390.00
Conrad De Latour & Associates, Inc	Engineering - Soils/Subsurface Investigation	\$	4,569.00
Controls Consulting	Engineering - Air Supply	\$	3,360.00
Controls Consulting	Engineering - Digester #4	\$	3,080.00
Controls Consulting	Cap Imprvmt - New Const, SCADA Panel	\$	7,625.00
Controls Consulting	Engineering - Air Supply	\$	2,100.00
Postl-Yore and Associates	Engineering - Air Supply	\$	5,575.00
Postl-Yore and Associates	Engineering - Digester #4	\$	25,627.50
True North Consultants Inc	Engineering - Rear Ent Soil Mgt & CCDD Soil Assessment	\$	3,715.00

#### TOTAL CONSTRUCTION FUND BILLS

**\$ 56,041.50**

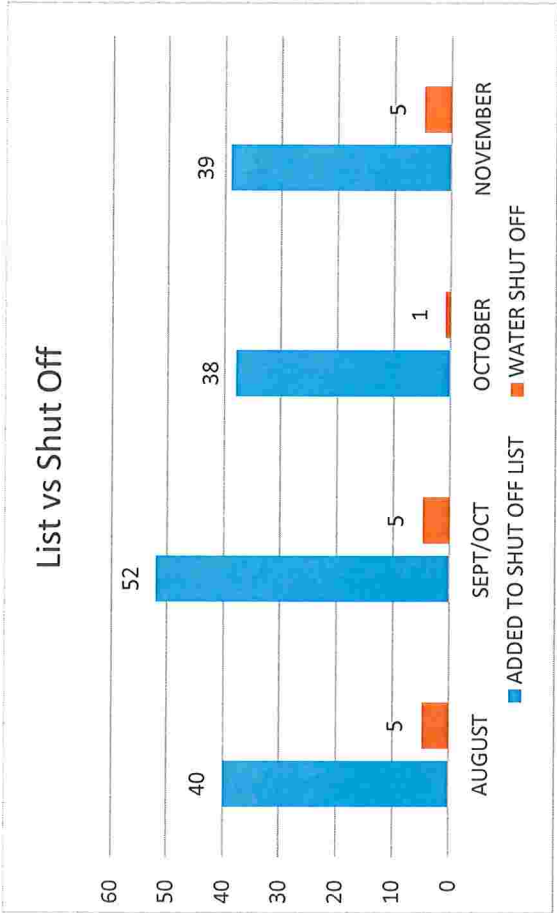
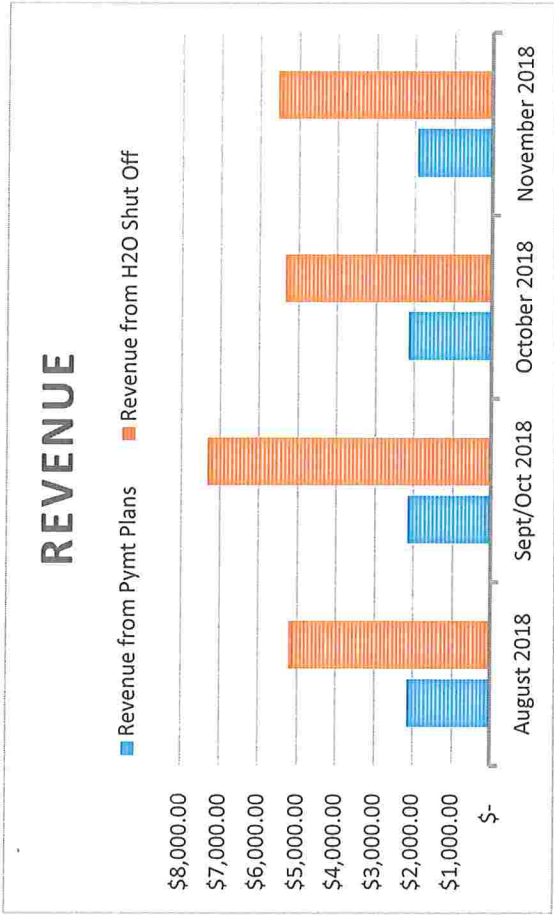
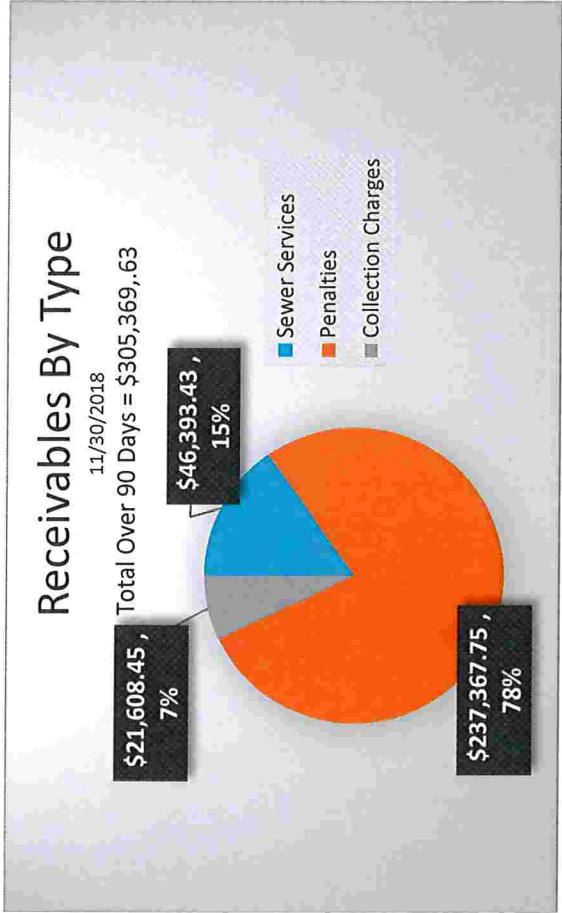
GRAND TOTAL OF ALL BILLS PRESENTED FOR APPROVAL IS \$ 271,951.73 OF WHICH \$ 29,941.72 IS FROM THE GENERAL CORPORATE FUND, \$ 185,968.51 IS FROM THE OPERATIONS AND MAINTENANCE FUND, \$ 56,041.50 IS FROM THE CONSTRUCTION FUND, AND \$ 0.00 IS FROM THE BOND AND INTEREST FUND.

Approved \_\_\_\_\_

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

Accounts Receivable Analysis

November 2018



### Monthly Shut Off Summary

**Lake in the Hills**

- 5 Shut Off –3 Pd in Full Post Shut Off, 2 Remain Unpaid.

**Huntley**

- NONE

**Crystal Lake**

- NONE

# MANAGER'S REPORT

## Month of November, 2018

### Customers:

	CURRENT	TOTAL for YEAR	DATA for November 2017
Total accounts thru November 2018:	11,704		11,687
New Customers:	3	16	1
Connections:	1	22	1
Permits Issued:	5	23	1
Permits Issued Past 13 Months:	26		18
Total Permits Issued to Date:			
<i>Residential:</i>	10,070		
<i>Commercial:</i>	121		
<i>Industrial:</i>	1		

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

NAME	PE	DWELLINGS
None		

### COLLECTION SYSTEM EMERGENCY RESPONSES:

DATE	LOCATION	PROBLEM	DISTRICT PROBLEM
None			

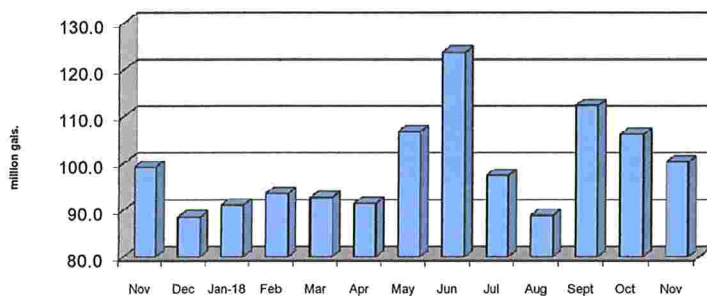
### COLLECTION SYSTEM ACTIVITIES:

None

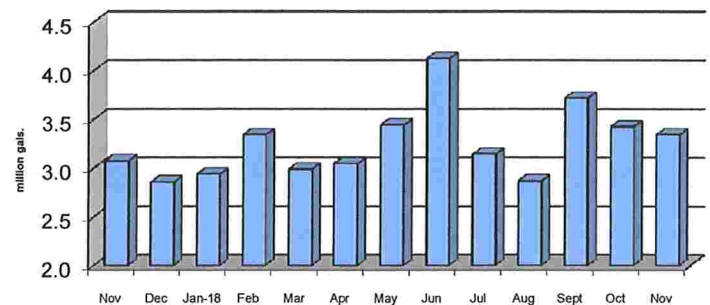
### FLOWS:

Total Flow for Month:	100.268	million gallons
Average Daily Flow:	3.342	mgd
Maximum Daily Flow:	4.262	mgd (11/6)
Precipitation Total:	2.43	inches
Historical Monthly Precipitation Avg.:	3.13	inches
Septage Accepted:	245,601	gallons

**Total Monthly Flows**



**Monthly Average Daily Flows**



## MANAGER'S MONTHLY REPORT

November, 2018

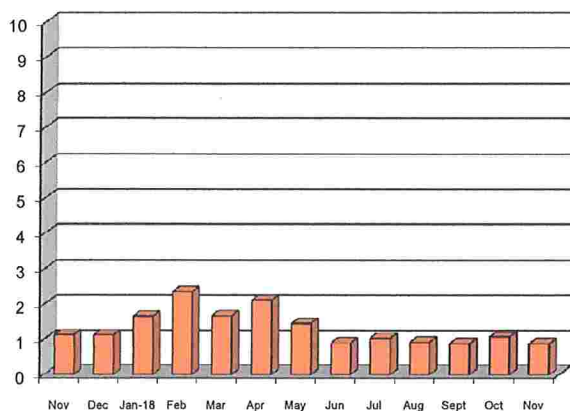
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### TREATMENT PLANT OPERATIONS:

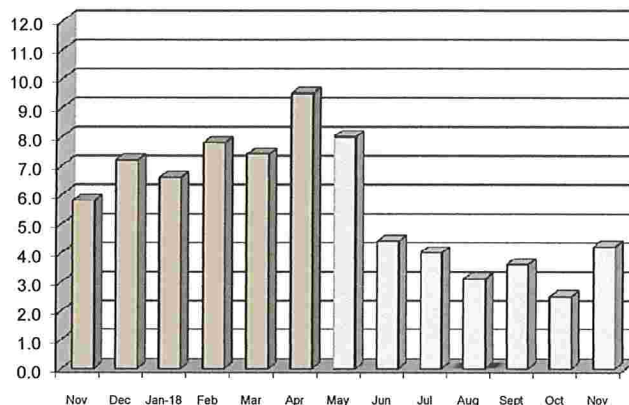
	<u>Average in</u>	<u>Average out</u>	<u>Average % reduction</u>
C.B.O.D:	115 mg/L	0.9 mg/L	99.2%
Total Suspended Solids:	245 mg/L	4.2 mg/L	98.3%
Ammonia Nitrogen:	20.5 mg/L	0.18 mg/L	99.1%
Phosphorus:		0.70 mg/L	
Fecal Coliform:		25 colonies (daily max.)	

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:	3.425 million gallons
Decanted:	0.000 million gallons
Thickened	3.522 million gallons
To Digester	0.849 million gallons
Pressed	0.979 million gallons

### PERSONNEL ACTIVITIES:

None

Respectfully submitted,

Rick Forner, Manager