

**LAKE IN THE HILLS SANITARY DISTRICT  
AGENDA  
REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
June 14, 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 Application and Certificate for payment #1 in the amount of \$74,137.50 to Energenecs, Inc. for the Reconfiguration of Existing Hoffman Air Blowers project.**
- B. Ordinance No. 392 Establishing Prevailing Wage Rates for the Lake in the Hills Sanitary District.**

**Specific Agenda**

**Accountant's Report**

**Approval of Bills**

**Manager's Report**

**Operations Update**

**Beehive Assisted Living**

**Engineers Report**

**Attorney's Report**

**Unfinished Business**

**New Business**

**Adjournment**

**Lake in the Hills Sanitary District  
Board of Trustees Public Hearing Meeting & Regular Meeting Minutes  
May 10, 2018**

**Public Hearing – Budget and Appropriation for Fiscal Year May 1, 2018 through April 30, 2019**

**Roll Call:**

The public hearing 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 and Trustee Terry Easler. Trustee Cheryl Kehoe was absent. Also present were District Manager Rick Forner, District Engineer Brett Postl, District Attorney Ann Williams and District Treasurer/Clerk Karen Thompson.

**Public Comments:**

Joe Greenwood of Lake in the Hills was present. He indicated that he missed last month's meeting because he had a church meeting to attend.

**The Budget and Appropriation for Fiscal Year May 1, 2018 through April 30, 2019 was presented.**

District Manager recapped some items related to the 2017-2018 budget. On the General Fund side, we ended the 2017-2018 year about \$130,000 less than budgeted. On the O&M side, we ended about \$3.1 million less which is due to the fact that the projects that were included in the 2017-2018 budget have not yet been started or billed. That money has been moved over to the 2018-2019 budget.

Regarding to the 2018-2019 General Fund budget there is an 11% increase over last year. The main reason for this is an increase in the legal fees budgeted. This is based on both past billings and the possibility of legal actions that will be required for the land issue. He also anticipates some increases in insurance costs and that is another factor in the 11% increase. He further commented that although an 11% increase may sound high it amounts to an increase of around \$70,000 in the budget. He also stated that even though the budget is increasing, the tax levy will not be increasing and will remain flat. The prior year, the levy was reduced by 11%. Instead we will use up some of the reserves so that the levy can remain flat.

Regarding the 2018-2019 O&M budget there is about a 4% increase overall. This is based on some repairs that are needed in the collection systems and for some generator repairs. For example, the plant generator needs a new radiator. The estimate for this repair is about \$60,000. Also, he anticipates that if we take over the sludge management process we will need to purchase some vehicles. The current dump truck and loader belong to the sludge management company. We have budgeted for used equipment, not brand new equipment. In addition, the professional services budget has increased in preparation for potential legal action on the land.

He further stated that all of the items that were in the capital improvement budget that was presented to the Board last month have been integrated into the 2018-2019 budget.

He repeated that we dropped the District's portion of the tax by 11% the year prior and this year the levy will be flat this year. On the O&M side, he gave credit to the engineering staff for creating savings. The largest savings was from the project for us to thicken our own sludge. This reduced our overall costs by at least \$1 million for that budget line item. He estimates the overall net savings for that project is



approximately \$800,000 per year. Also, we are looking into taking the sludge management process in house later this year, which will save additional money. He further commended the engineering staff regarding the blowers. We've always had constant speed blowers and one of the Districts largest expenditures is electricity to run these blowers. The District Engineer came up with vfd's (*variable frequency drives*) which will be much more efficient and will save money as we can model blower usage with air demands. There is also the possibility to get credit back from ComEd for putting these vfd's in place. He further commended the District Engineer's plans which reused the spoils on the tank constructions. He came up with plans to keep the dirt onsite instead of having it hauled away. This saved the District hundreds of thousands of dollars and also helped shelter the residential neighborhoods from the plant.

All of these plans that are worked on between the design team and staff are done to keep costs in check. As a result, we have not had to raise our rates since 2014 and we don't see that as a necessity for this year. Also when you compare us to other entities in the county that provide similar services we have one of the lowest rates for both our wastewater fees for users and for our connection fees for developers. We also continue to be a very well-run and well-respected plant by the IEPA as we continue to far exceed our discharge permit requirements.

He further shared a story with some comments from the insurance risk inspector who was at the plant a few weeks ago. He prefaced the story by indicating that the risk assessor is an engineer for a town in Pennsylvania with a similar sized wastewater treatment facility. The risk inspector was amazed at how our wastewater treatment facility and collection system could be maintained so well with such a small staff. The risk assessor further stated that this was one of the cleanest plants he has ever seen. The District Manager believes that this can be attributed to the staff and engineering team for being able to do things efficiently and cost effectively. This allows us keep rates flat while many other municipalities are increasing their rates.

He further commented that in several areas of the budget there were no increases to line items. Other items just need to be tweaked to keep things in line.

He concluded that he would be open to any questions.

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

The public hearing meeting was adjourned at 7:11 pm.

#### **Roll Call:**

The regular meeting was called to order by President Hansen at 7:11 pm at the Sanitary District offices located at 515 Plum Street. Roll call was answered by President Eric Hansen and Trustee Terry Easler. Trustee Cheryl Kehoe was absent. 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 Easler and seconded by President Hansen to approve the Minutes of the Rescheduled Board Meeting of April 18, 2018 as presented. On a roll call vote, President Hansen and Trustee Easler voted aye.

### **Public Comments:**

Joe Greenwood of Lake in the Hills was looking for additional information on the credit from ComEd for the vfd's. District Engineer explained the process and that it is a special program for wastewater treatment facilities.

### **Consent Agenda:**

- A. Ordinance No. 391, An Ordinance for the combined Budget and Appropriation for Fiscal Year May 1, 2018 through April 30, 2019.
- B. Approval of writing off uncollectible residential accounts per staff's recommendation.
- C. Appointment of George Roach & Associates, P.C as District Auditor for Fiscal Year 2018 -2019.
- D. Designation of signatures' for District's financial accounts.

Motion was made by Trustee Easler and seconded by President Hansen to approve the Consent Agenda as presented (Items A – D). *(Regarding Item D- Per previous conversations between President Hansen and District Manager, Trustee Kehoe will be added to the Districts accounts as an authorized signer.)* On a roll call vote President Hansen and Trustee Easler voted aye.

### **Specific Agenda:**

None

### **Accountant's Report:**

District Treasurer stated that April was a quarterly bill due month so you can see that reflected in the sewer income on the O&M report. She also reported that the Budget column on the O&M Treasurer report has been updated to reflect the changes that were approved in Ordinance No. 390 that was passed last month. She also indicated that since April 30<sup>th</sup> is the end of our fiscal year you can now see the final numbers regarding income, expenditures and budget.

She further reported that on the Governmental Fund under contractual services you will see some negative numbers for April. That is due to the fact that we reallocated some expenditures that were originally paid from the Governmental (General) Fund and moved these so that they were paid from O&M.

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

### **Approval of Bills:**

District Treasurer presented a list of bills for approval. She indicated that there was nothing atypical on the bills this month and they are all pretty self-explanatory. She also stated that she has copies of the bills if anybody wanted to see any detail.



A motion was made by Trustee Easler and seconded by President Hansen to approve the List of Bills as presented for payment totaling \$ 212,029.07 with \$ 23,473.44 from the General Corporate Fund, \$ 147,584.63 from the Operations and Maintenance Fund, \$ 40,971.00 from the Construction Fund and \$ 0.00 from the Bond and Interest Fund.

The motion passed after a roll call vote; President Hansen and Trustee Easler 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 April 2018 Managers Report and provided a verbal recap of some items.

He indicated, as identified on the report, that we have started cleaning and televising lines. He further commented that we had low precipitation for April which is reflected on the plant flows. Regarding personnel activities, we have 2 employees who are working on their Class 1 licenses and they have taken the exams.

The fire department completed our annual fire inspection at the plant. We had no violations and no concerns. Everything looked great.

District Manager has a meeting next Monday with the Village of Lake in the Hills. This meeting will be with the Village's community development department and the developer of the Bee Hive development. He believes that during this meeting the developer will be seeking a reduction in the Sanitary District connection fees. In the past, we have not done any reductions because our fees are set by Ordinance and as previously mentioned we are one of the cheapest for connection fees in the county. If the Board has a differing opinion let him know. President Hansen also offered to attend the meeting to concur with the District Manager on the fact that we will not be offering a reduction in those connection charges.

District Manager has been checking in with Knight Engineering regarding the operational assessment. During the latest communication he had with them on May 9<sup>th</sup> they indicated that the final report is in the hands of Knight's chairman. District Attorney indicated that she did receive a draft copy which was shared with President Hansen. She said that during her conversation with Knight Engineering on May 9<sup>th</sup> they still have some additional analysis they would like to do on it before it is finalized. She anticipates that Knight will do a presentation at the June Board Meeting if that will work for everyone. She further indicated that everyone will have a copy of the final report before Knight's presentation. Knight indicated to the District Attorney that it would take them approximately another week to finalize their analysis and report.

District Manager further reported that we did have a back up at 503 Willow on Monday. It was a blockage in our line. The homeowner does not have backup coverage on their insurance. It has been sent to our insurance company and they have made contact with the customer. The insurance company is doing their analysis now. They will then make their determination on it.

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

### **District Engineer:**

The tank project has been prepped. The excavation has not started. The District Engineer is on them to get moving so that the project does not fall behind. They have been good about getting their submittals to him.

The blower project is moving along well. They have removed 2 blowers to remanufacture offsite. The removal process went swiftly and smoothly. With this project, there are also a large number of submittals to go thru which is time consuming. Submittal review is a necessary part of the project to ensure that the District is getting what they've paid for.

He has the documents ready for the cure in place project that was previously approved. He has received all of the proper documentation from the contractor including insurance information, performance bond and certificates. Everything has been signed by the contractor. The District Engineer will need President Hansen and the District Clerk to sign the required documents after the meeting tonight.

District Engineer has been also working on the barium and phosphorus issues. As previously mentioned, we are doing some additional testing to be sure that we fully understand the sources of the barium. He believes it will be much cheaper for all involved to address and treat the barium at the source.

Regarding the phosphorus study, he is addressing the IEPA's desire for us to look at what it would take to reduce our limit from 1 ppm to .5 ppm. President Hansen wanted to clarify the need for this project. District Engineer said that we are required to address the economic impact of implementing and operating this. The other part of the study is to look at what can be done to reduce the introduction of phosphorus into the plant. The District does not have a high amount of phosphorus coming into the plant. The effective reduction rate of phosphorus at the plant is 92%, which is excellent.

President Hansen asked if there are any new updates regarding barium and the Village of Lake in the Hills. District Engineer indicated that they have ran sampling at various choke points within the system. This allowed them to eliminate vast portions of the Village as being possible contributors. We have 4 more locations that we will be investigating to either eliminate or find the 25-45 lbs. per day of barium we are not able to account for.

### **Attorney Report:**

District Attorney repeated her previous comments regarding the status of the operational assessment. This should be available within the next week or so and she anticipates their presentation and discussion will take place at the June meeting.

Trustee Easler asked about the pending litigation. District Attorney indicated that there are no updates. Storino, Ramello & Durkin has a litigation team who would handle this and they had another pending matter. Anticipates that by next meeting she will have a filing ready. President Hansen wanted to confirm that she has not heard anything back from the seller or broker. She indicated that she communicated with them to let them know that the District is not interested in settling the matter and she has not heard anything back.

### **Unfinished Business:**

None



**New Business:**

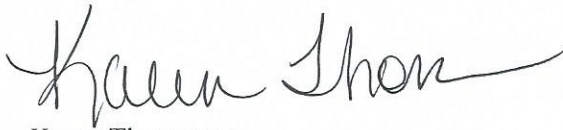
None

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

The meeting was adjourned at 7:29 pm.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Karen Thompson".

Karen Thompson,  
District Clerk

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

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

June 7, 2018

Mr. Rick Forner  
Lake in the Hills Sanitary District  
515 Plum Street  
Lake in the Hills, Illinois 60156

RE: 2017 Reconfiguration of Existing Hoffman Air Blowers  
Recommendation for Payment – Application #1  
Lake in the Hills Sanitary District

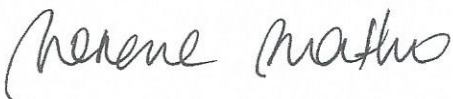
Dear Mr. Forner:

Enclosed is Pay Application #1 Pay Request for work completed by Energenecs, Inc. on the Lake in the Hills Sanitary District 2017 Reconfiguration of Existing Hoffman Air Blowers project. This pay application reflects work completed through May 31, 2018

We find the partial waivers to be in order, and recommend payment in the amount of **SEVENTY FOUR THOUSAND ONE HUNDRED THIRTY SEVEN DOLLARS AND FIFTY CENTS (\$74,137.50)** to Energenecs, Inc., 700 East Milan Drive, Saukville, Wisconsin 53050.

Please find enclosed one (1) original copy of the Application for Payment, Contractor Pay Estimate, Partial Waivers and Certified Payroll – Compliance Letter. Please contact me with any comments or questions.

Sincerely,  
Postl-Yore and Associates, Inc.



Marzena Bratko  
Project Engineer

Enclosures



# APPLICATION AND CERTIFICATE FOR PAYMENT

OWNER: LAKE IN THE HILLS SANITARY DISTRICT  
 PROJECT: 2017 RECONFIGURATION OF EXISTING HOFFMAN BLOWERS  
 CONTRACTOR: ENERGENECS, INC.  
 DISTRIBUTED TO: OWNER, ENGINEER, CONTRACTOR  
 CONTRACT FOR: LAKE IN THE HILLS SANITARY DISTRICT  
 ENGINEER: POSTL YORE AND ASSOCIATES

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application made for payment as shown below, in connection with the Contract  
 \* See Application Communication Sheet - Schedule of Units Completed is attached

1 ORIGINAL CONTRACT SUM	\$ 659,000.00
2 Net Change By Change Orders	\$ 0.00
3 CONTRACT SUM TO DATE (Line 1 & 2)	\$ 659,000.00
4 TOTAL COMPLETED TO DATE	\$ 82,375.00
5 RETAINAGE: (10% of Line 4)	\$ 8,237.50
6 TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$ 74,137.50
7 LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior certificate)	\$ 0.00
8 CURRENT PAYMENT DUE	\$ 74,137.50
9 BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 584,862.50

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	\$0.00

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 (the units, the work, has been performed in a good and workmanlike manner and in accordance with all applicable governmental approvals and required permits. 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 is now due. Contractor certifies that there are no liens on any of the work or materials that the Owner has made prior payment for or the existence of any such liens have been fully disclosed to the Owner in writing.

## CONTRACTOR:

By: Eric Goring Date: 5-31-19  
 State of: Wisconsin  
 County of: Ozaukee  
 Subscribed and sworn to before me this 31 day of May  
 Notary Public: Linda G. Mogga  
 My Commission expires: 5/4/20



## CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents based on on-site observations and the data comprising this application, The Engineer certifies to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the completed Work is in accordance with the Contract Documents, the work has been performed in a good and workmanlike manner (subject to the fact that the Engineer has not reviewed safety precautions) and the completed work is in accordance with all applicable governmental approvals and required permits, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 74,137.50  
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and the Schedule of Units Completed that changed to conform to the amount certified.)

## ENGINEER:

By: Thomas Halluo Date: 06.07.19  
 This Certificate 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.

Calculated  
Manual

Pay Request: Schedule of Values Outline - Lake in the Hills  
 Request Date: May 30, 2018  
 Draw Date: 1st week of month (Pay requests to Postl Yore)  
 Customer: Lake in the Hills Sanitary District  
 Project # / Name: 0029775 - Lake in the Hills Sanitary District - 20-17 Reconfiguration of Existing Hoffman Air Blowers  
 Consultant: Postl-Yore  
 Contractor: Emergencecs

Original Project Value	\$659,000
{Change Order #1}	\$0
{Change Order #2}	\$0
Current Project Value	\$659,000

Billing Period Through	May 30, 2018
Invoicing this period	\$82,375
Invoiced to date	\$82,375
Remaining to be invoiced	\$576,625

Line Item	Line Item Description	Action	Line Item Value	% of Project Value	% Invoiced	Previously Invoiced	Invoice Amount	Remaining	Last Invoice Date
1.	Design	New	\$32,950	5.00%	100.00%	\$0	\$32,950	\$0	
2.	Submittals Approved (Blower, Electrical, Panelboards, Instrumentation, VFD)	New	\$32,950	5.00%	100.00%	\$0	\$32,950	\$0	
5.	Mobilization (Remove and ship two blowers)	New	\$32,950	10.00%	50.00%	\$0	\$16,475	\$576,625	
4.			\$0	0.00%	0.00%	\$0	\$0	\$0	
6.			\$0	0.00%	0.00%	\$0	\$0	\$0	
7.			\$0	0.00%	0.00%	\$0	\$0	\$0	
8.			\$0	0.00%	0.00%	\$0	\$0	\$0	
9.			\$0	0.00%	0.00%	\$0	\$0	\$0	
10.			\$0	0.00%	0.00%	\$0	\$0	\$0	
11.			\$0	0.00%	0.00%	\$0	\$0	\$0	
12.			\$0	0.00%	0.00%	\$0	\$0	\$0	
13.			\$0	0.00%	0.00%	\$0	\$0	\$0	
TOTALS			\$98,850	20%		\$0	\$82,375	\$576,625	



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**Ordinance No. 392**

*An Ordinance Establishing Prevailing Wage*

*Rates for the Lake in the Hills Sanitary District*

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ORDINANCE PASSED BY THE  
PRESIDENT AND BOARD OF TRUSTEES  
OF THE LAKE IN THE HILLS SANITARY DISTRICT  
AT THEIR MEETING ON JUNE 14, 2018,  
PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF THE  
PRESIDENT AND BOARD OF TRUSTEES  
OF THE  
LAKE IN THE HILLS SANITARY DISTRICT

President:	Eric Hansen
Board of Trustees:	Cheryl Kehoe
	Terry Easler
Clerk:	Karen Thompson

## ORDINANCE NO. 392

### *An Ordinance Establishing Prevailing Wage Rates for the Lake in the Hills Sanitary District*

WHEREAS, the State of Illinois has enacted "An Act regulated wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended (820 ILCS 130/1 *et seq.*); and

WHEREAS, the aforesaid Act requires that the President and Board of Trustees of the Lake in the Hills Sanitary District investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said District employed in performing construction of public works, for said District.

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: To the extent and as required by "An Act regulated wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of the Lake in the Hills Sanitary District is hereby ascertained to be the same as the prevailing rate of wages for construction work in the McHenry County area as had been determined by the Illinois Department of Labor of the State of Illinois as of September 1, 2017. The Department has determined that the prevailing rate of wages as determined for the month of September 1, 2017, are still in effect as of June of 2018 which determination can be found at <https://www2.illinois.gov/idol/Laws-Rules/CONMED/Documents/2017%20Rates/McHenry.pdf> and is incorporated herein by reference. The definition of any terms appearing in this Ordinance which are also used in the aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the Lake in the Hills Sanitary District to the extent required by the aforesaid Act.

SECTION 3: The Clerk shall publicly post or keep available for inspection by an interested party in the main office of the Lake in the Hills Sanitary District this determination or any revisions of such prevailing rates of wages then in effect shall be attached to all contract specifications.

SECTION 4: The Clerk shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their



names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Clerk shall promptly file a certified copy of this Ordinance with the Illinois Department of Labor in Springfield.

SECTION 6: The Clerk shall cause to be published in a newspaper of general circulation within the area a notice of passage of this Ordinance, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

Ayes:

Nays:

Absent:

Abstain:

APPROVED:

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President Eric Hansen

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Karen Thompson, Clerk

Passed:

Approved:

Published:

## **CERTIFICATION**

I, KAREN THOMPSON, do hereby certify by my signature affixed below that I am the duly appointed and qualified Clerk of the LAKE IN THE HILLS SANITARY DISTRICT, County of McHenry, 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 meeting of the President and Board of Trustees of the LAKE IN THE HILLS SANITARY DISTRICT, Illinois, held on the 14<sup>th</sup> day of June, 2018, the foregoing Ordinance titled

### ***An Ordinance Establishing Prevailing Wage***

### ***Rates for 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, a true and correct copy of which is attached hereto. The passage of said Ordinance was on a roll call vote, on which the vote was as follows:

Ayes:           President Eric Hansen, Trustee Cheryl Kehoe and Trustee Terry Easler  
Nays:           None  
Absent:         None  
Abstain:        None

I do further certify that on \_\_\_\_\_, 2018, said Ordinance was duly published in pamphlet form.

IN WITNESS WHEREOF, I have above set my hand and caused to be affixed the seal of the LAKE IN THE HILLS SANITARY DISTRICT on the \_\_\_\_ day of \_\_\_\_\_, 2018.

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Clerk Karen Thompson

Lake in the Hills Sanitary District



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

	MONTH	YTD	BUDGET
<b>Beginning Cash and Investments</b>			
First National Bank	1,292,012.41	1,292,012.41	
Credit Cards	(406.93)	(406.93)	
<b>TOTAL BEGINNING CASH AND INVESTMENTS</b>	<b>1,291,605.48</b>	<b>1,291,605.48</b>	
<b>Revenues and Receipts</b>			
Real Estate Taxes			
General Fund	14,523.15	14,523.15	289,000.00
Audit Fund	973.98	973.98	19,400.00
Chlorination	1,010.04	1,010.04	20,100.00
Liability Insurance	6,879.15	6,879.15	137,000.00
Social Security	2,344.75	2,344.75	46,700.00
Retirement	5,338.84	5,338.84	106,300.00
Replacement Taxes	344.62	344.62	-
Safety Grant Recvd from IL Public Risk Fund	-	-	
Interest Income	276.93	276.93	1,000.00
<b>TOTAL REVENUES AND RECEIPTS</b>	<b>31,691.46</b>	<b>31,691.46</b>	<b>619,500.00</b>
<b>Expenditures</b>			
<b>GENERAL FUND</b>			
<b>PERSONNEL SERVICES</b>			
Salaries of Trustees, Manager, Treasurer & Clerk	14,249.59	14,249.59	170,000.00
<b>CONTRACTUAL SERVICES</b>			
Professional Engineering	3,060.00	3,060.00	40,000.00
Legal Services	1,632.75	1,632.75	36,000.00
Other Professional Services	-	-	5,000.00
	4,692.75	4,692.75	81,000.00
<b>ADMINISTRATIVE EXPENSES</b>			
Printing, Publications	189.12	189.12	5,000.00
Office Supplies, Equipment	405.50	405.50	3,000.00
Postage	-	-	1,500.00
Treasurer's Bond	-	-	4,000.00
Community Affairs	-	-	2,000.00
Memberships and Dues	-	-	4,500.00
	594.62	594.62	20,000.00
<b>OPERATING EXPENSES</b>			
Building and Grounds Upkeep	531.20	531.20	12,000.00
Utilities	3,501.42	3,501.42	26,000.00
J.U.L.I.E.	-	-	3,000.00
Training and Education	-	-	2,000.00
Travel Expenses	40.00	40.00	2,000.00
Computer Hardware, Software & Support	162.45	162.45	8,000.00
	4,235.07	4,235.07	53,000.00
<b>CONTINGENT AND MISCELLANEOUS EXPENSES</b>			
Not Otherwise Appropriated	-	-	1,000.00
	-	-	1,000.00
<b>TOTAL GENERAL FUND</b>	<b>23,772.03</b>	<b>23,772.03</b>	<b>325,000.00</b>

**Expenditures (continued)****CHLORINATION FUND**

-	-	24,000.00
-	-	24,000.00

**AUDIT FUND**

-	-	25,000.00
-	-	25,000.00

**PUBLIC LIABILITY INSURANCE FUND**

## Workers' Compensation

2,038.00	2,038.00	24,000.00
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## Property

-	-	45,000.00
---	---	-----------

## Vehicles

-	-	18,000.00
---	---	-----------

## General Liability

-	-	80,000.00
---	---	-----------

## Administrative Fee

61.50	61.50	800.00
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2,099.50	2,099.50	167,800.00
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**SOCIAL SECURITY FUND**

4,440.37	4,440.37	55,000.00
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**IMRF FUND**

11,376.70	11,376.70	150,000.00
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**OTHER EXPENDITURES (RECEIPTS)**

-	-	-
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**TOTAL EXPENDITURES**

41,688.60	41,688.60	746,800.00
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**EXCESS OF REVENUES OVER (UNDER) EXPENDITURES**

(9,997.14)	(9,997.14)	(127,300.00)
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**Ending Cash and Investments**

## First National Bank

1,284,239.04	1,284,239.04
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## Credit Cards

(531.20)	(531.20)
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**TOTAL ENDING CASH AND INVESTMENTS**

1,283,707.84	1,283,707.84
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**GENERAL CORPORATE FUND**



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

		MONTH	YTD	BUDGET
<b>Beginning Cash and Investments</b>				
First National Bank - O & M Account	O&M	559,902.23	559,902.23	
First National Bank - Certificate Fund	Bond & Int	29,423.42	29,423.42	
First National Bank - Depreciation Account	Construction	1,900,909.65	1,900,909.65	
First National Bank - Surplus Funds	Construction	14,532.59	14,532.59	
First National Bank - Bond & Interest Fund	Bond & Int	527,845.89	527,845.89	
First National Bank - Sinking Funds	Bond & Int	533,136.32	533,136.32	
Algonquin Bank & Trust - Cash Mgr	O&M	3,007,896.46	3,007,896.46	
Algonquin Bank & Trust - Operating	O&M	2,164.00	2,164.00	
Home State Bank	O&M	46,412.23	46,412.23	
Illinois State Bank	O&M	28,820.69	28,820.69	
Credit Cards		(918.59)	(918.59)	
TOTAL BEGINNING CASH AND INVESTMENTS		6,650,124.89	6,650,124.89	
SEWERAGE FUNDS				
<b>Revenues and Receipts</b>				
Sewer Bill Income		88,425.05	88,425.05	3,600,000.00
Septage Income		11,545.86	11,545.86	200,000.00
Wastewater Discharge Income		6,755.84	6,755.84	45,000.00
Refunds		(1,104.76)	(1,104.76)	-
Connection/Tap-On Fees		20,800.00	20,800.00	125,000.00
Annexation Fees (inc. GIS)		-	-	5,000.00
Downstream & Misc Charges		-	-	500.00
Liftstation Recapture		-	-	-
Gain/Loss - Sale of Equipment		-	-	-
Interest Income		5,553.53	5,553.53	10,000.00
TOTAL REVENUES AND RECEIPTS		131,975.52	131,975.52	3,985,500.00
<b>Expenditures</b>				
<b>PERSONNEL SERVICES</b>				
District Personnel Salaries		43,794.42	43,794.42	580,000.00
<b>ADMINISTRATIVE EXPENSES</b>				
Telephone		470.42	470.42	3,500.00
Postage		799.74	799.74	21,000.00
Printing and Publications		-	-	2,200.00
Office Supplies		232.72	232.72	8,500.00
Collection and Billing Expenses		8,644.10	8,644.10	80,000.00
Professional Service		84.88	84.88	20,000.00
Training, Travel and Education		-	-	5,000.00
Computer Hardware, Software, and Support		857.30	857.30	24,000.00
Community Affairs		20.00	20.00	2,000.00
Medical and Life Insurance		16,611.04	16,611.04	210,000.00
OPERATIONS AND MAINTENANCE		27,720.20	27,720.20	376,200.00
Operating Supplies		8,411.18	8,411.18	60,000.00
Maintenance and Repair (Plant)		8,093.49	8,093.49	150,000.00
Maintenance and Repair (Collection Systems)		22,214.81	22,214.81	310,000.00
Utilities and Energy		30,750.80	30,750.80	390,000.00
Grounds Upkeep		377.03	377.03	30,000.00
Gasoline/Oil		865.75	865.75	15,000.00
Computer and Support Services		-	-	2,000.00
Emergency Communications		4,814.82	4,814.82	54,000.00

Sludge Management	41,823.25	41,823.25	500,000.00
Professional Services	2,041.65	2,041.65	24,000.00
Residential Reimbursement	-	-	10,000.00
Compliance Requirements/Permits	-	-	28,500.00
GIS	-	-	10,000.00
	<u>119,392.78</u>	<u>119,392.78</u>	<u>1,583,500.00</u>

#### Expenditures (continued)

##### CAPITAL IMPROVEMENTS

New Construction	41,286.00	41,286.00	3,000,000.00
Plant Equipment	-	-	30,000.00
Collection System	-	-	370,000.00
Vehicles	-	-	130,000.00
Legal Expense	-	-	5,000.00
Engineering Expense	8,127.00	8,127.00	375,000.00
Bond, Finance Consulting Expense - Series 2014A	-	-	1,000.00
	<u>49,413.00</u>	<u>49,413.00</u>	<u>3,911,000.00</u>

##### BOND TRANSFERS

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

Series 2014 Bond, Principal	-	-	105,000.00
Series 2014 Bond, Interest	-	-	114,000.00
Administration Fees - 2014 Series Bond	-	-	3,500.00
	<u>-</u>	<u>-</u>	<u>222,500.00</u>

##### CONTINGENT AND MISCELLANEOUS EXPENSES

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

#### TOTAL EXPENDITURES

<u>240,320.40</u>	<u>240,320.40</u>	<u>6,837,700.00</u>
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#### EXCESS OF REVENUES OVER (UNDER) EXPENDITURES

<u>(108,344.88)</u>	<u>(108,344.88)</u>	<u>\$ (2,852,200.00)</u>
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#### Ending Cash and Investments

First National Bank - O & M Account	O&M	336,857.40	336,857.40
First National Bank - Certificate Fund	Bond & Int	42,430.29	42,430.29
First National Bank - Depreciation Account	Construction	1,930,087.43	1,930,087.43
First National Bank - Surplus Funds	Construction	23,567.65	23,567.65
First National Bank - Bond & Interest Fund	Bond & Int	593,893.57	593,893.57
First National Bank - Sinking Fund	Bond & Int	547,995.04	547,995.04
Algonquin Bank & Trust - Cash Mgr.	O&M	2,995,032.03	2,995,032.03
Algonquin Bank & Trust - Operating	O&M	14.00	14.00
Home State Bank - Now Account	O&M	46,651.01	46,651.01
Illinois State Bank	O&M	28,902.34	28,902.34
Credit Cards	O&M	(650.92)	(650.92)

#### TOTAL ENDING CASH AND INVESTMENTS

<u>6,544,779.84</u>	<u>6,544,779.84</u>
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#### SEWERAGE FUNDS



**LITH SANITARY DISTRICT  
Bills Paid Before Meeting  
June 14, 2018 Meeting Date**

Name	Memo	Amount
<b>General Fund</b>		
<hr/>		
<b>TOTAL GEN FUND BILLS PAID BEFORE MEETING</b>		<b>\$ -</b>
<hr/>		
<b>O &amp; M Fund</b>		
Alarm Detection Systems Inc	Emerg Comm	\$ 90.00
Ansercall 24	Emerg Comm	\$ 100.00
AT&T	Emerg Comm	\$ 315.47
AT&T	Emerg Comm	\$ 158.37
Comcast	Comp Support & Telephone	\$ 360.11
Flood Brothers Disposal & Recycling	Building & Grounds - Trash/Recycling	\$ 318.00
Pitney Bowes Purchase Power	Postage - Meter	\$ 270.99
Verizon Wireless	Emerg Comm	\$ 307.75
<b>TOTAL O &amp; M BILLS PAID BEFORE MEETING</b>		<b>\$ 1,920.69</b>

**LITH SANITARY DISTRICT  
Recurring Bills  
June 14, 2018 Meeting Date**

Name	Memo	Amount
<b>General Fund</b>		
Illinois Municipal Retirement Fund	Employer Portion of IMRF - May 2018	\$ 11,376.70
United States Treasury	District Pd Payroll Taxes (SS & Med)	\$ 4,440.37
<b>TOTAL GENERAL FUND RECURRING BILLS</b>		<b>\$ 15,817.07</b>
<hr/>		
<b>O &amp; M Fund</b>		
Humana	Health Insurance Premiums	\$ 16,611.04
Payment Services Network	Collections Expenses April 2018	\$ 5,096.44
United States Postal Svs - CAPs Account	Postage - Past Due Notices	\$ 528.75
<b>TOTAL O &amp; M RECURRING BILLS</b>		<b>\$ 22,236.23</b>

Approved \_\_\_\_\_

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

**LITH SANITARY DISTRICT - Governmental Fund  
Bills Presented to Board for Approval  
June 14, 2018**

Name	Memo	Amount
<b>GENERAL CORP FUND BILLS</b>		
First National Bank of Omaha	Comp Support, Building & Grounds	\$ 631.15
Fox Valley Operators Assn	Membership 2018-19	\$ 100.00
Hawkins	Chlorination	\$ 2,183.90
Illinois Public Risk Fund	Liab Insurance - Workers Comp	\$ 4,199.00
Interstate Gas Supply, Inc.	Utilities - Nat Gas	\$ 1,079.92
Logsdon Office Supply	Office Equipment	\$ 135.92
McHenry County Recorder	Computer Exp - Laredo Software	\$ 275.00
Moisture Protection Systems	Building & Grounds	\$ 680.00
Nicor Gas	Utilities - Nat Gas	\$ 703.47
Post-Yore and Associates	Engineering - May 2018	\$ 2,040.00
Shaw Suburban Media	Publications	\$ 888.72
Storino Ramello & Durkin	Legal Svs	\$ 618.25
TruGreen	Building & Grounds Upkeep	\$ 150.00
TruGreen	Building & Grounds Upkeep	\$ 594.50
TruGreen	Building & Grounds Upkeep	\$ 150.00
<b>TOTAL GENERAL CORP FUND BILLS</b>		<b>\$ 14,429.83</b>

**LITH SANITARY DISTRICT - O&M/Sewerage Fund  
Bills Presented to Board for Approval  
June 14, 2018**

Name	Memo	Amount
<b>O &amp; M BILLS</b>		
A & T Plumbing Inc & Son	Residential Reimbursement	\$ 3,200.00
AT&T-Alarms	Emerg Comm	\$ 3,619.18
ATI Environmental Inc. - Midwest Lab	Pro Svs - Lab Testing	\$ 135.00
CCT Environmental	Maint/Repair - Plant, RAS Station	\$ 5,085.00
Cintas Corp	Supplies - Personnel	\$ 1,007.05
ComEd, Inc.	Utilities - Coll Sys Meadowbrook	\$ 340.69
ComEd, Inc.	Utilities - Coll Sys Beach	\$ 86.44



ComEd, Inc.	Utilities - Coll Sys Dam	\$	519.84
ComEd, Inc.	Utilities - Coll Sys Meadowbrook	\$	327.57
Consolidated Electrical Distributors, Inc	Maint/Repair - Plant, WAS Station	\$	210.00
Consolidated Electrical Distributors, Inc	Maint/Repair - Plant, Elec Room	\$	218.32
Controls Consulting	Engineering - Lift Stations	\$	700.00
Controls Consulting	Engineering - SCADA	\$	280.00
Dynegy Energy Services	Utilities - Plant, Concord, Pyott & Decatur LS	\$	32,538.54
EJ Equipment	Maint/Repair - Coll Sys	\$	1,807.00
First National Bank of Omaha - Visa	Pro Svs - Intuit Payroll Fees	\$	61.63
First National Bank of Omaha - Visa	Grounds Upkeep, Comm Affairs, Supplies, M/R Plant	\$	461.33
Flood Brothers Disposal	Building/Grounds	\$	318.00
Hawkins, Inc	Oper Supplies	\$	3,748.50
Interstate Battery Systems, Inc.	Maint/Repair - Plant Vehicles, Bobcat	\$	116.95
Joseph D Foreman	Maint/Repair - Coll Sys	\$	218.00
Kaman Industrial Technologies	Maint/Repair - Plant, Oxidation Ditch	\$	4,578.64
Kaman Industrial Technologies	Maint/Repair - Plant, Oxidation Ditch	\$	302.92
Kaman Industrial Technologies	Maint/Repair - Plant, Oxidation Ditch	\$	1,033.60
Logsdon Office Supply	Office Supplies	\$	157.68
Logsdon Office Supply	Office Supplies	\$	99.23
McHenry County	Collection Expenses - April 2018	\$	14.50
McHenry County	Collection Expenses - May 2018	\$	3.50
McMaster - Carr Supply Company, Inc.	Maint/Repair - Coll Sys	\$	37.53
McMaster - Carr Supply Company, Inc.	Maint/Repair - Plant	\$	17.31
Northern Balance & Scale Inc	Pro Svs	\$	196.00
PetroChoice LLC	Gas/Fuel	\$	857.85
Postl-Yore and Associates	Engineering - Collection System	\$	850.00
Postl-Yore and Associates	Engineering - Phosphorus	\$	2,380.00
Ralph Helm Inc.	Grounds Upkeep	\$	405.91
Ryco Landscaping	Grounds Upkeep	\$	1,184.00
Sievert Crane & Hoist	Maint/Repair - Plant, Main Lift Station Hoist	\$	4,891.00
Sigma-Aldrich Inc	Oper Supplies - Lab	\$	744.81
Sigma-Aldrich Inc	Oper Supplies - Lab	\$	57.24
Sigma-Aldrich Inc	Oper Supplies - Lab	\$	38.57
Storino Ramello & Durkin	Collections Exp	\$	668.75
Suburban Laboratories	Pro Svs - Lab	\$	132.00
Suburban Laboratories	Pro Svs - Lab	\$	324.00
Synagro WWT	Sludge Mgt - May 2018	\$	56,004.63
Technology Masters Inc	Computer Exp	\$	576.25
The Home Depot	Maint/Repair - Plant	\$	140.25
The UPS Store	Postage	\$	9.93
Third Millennium	Collections - Past Due Notices	\$	554.43
United Laboratories	Grounds Upkeep	\$	460.93
Village of Lake In The Hills	Utilities - Water	\$	139.43
Warehouse Direct	Pro Svs	\$	17.26
Wilkens-Anderson Company	Supplies - Lab	\$	646.50
Xylem Water Solutions U.S.A., Inc.	Maint/Repair - Coll Sys Concord LS	\$	544.00

Xylem Water Solutions U.S.A., Inc.

Maint/Repair - Coll Sys Concord LS

\$ 2,121.00

Ziegler's Ace Hardware

Supplies - Maint

\$ 570.39

**TOTAL O&M FUND BILLS**

**\$ 135,759.08**

**CONSTRUCTION FUND BILLS**

Controls Consulting

Engineering - Air Supply

\$ 1,400.00

Controls Consulting

Engineering - Digester #4

\$ 1,120.00

Controls Consulting

Engineering - Digester #4

\$ 840.00

Controls Consulting

Engineering - Digester #4

\$ 1,190.00

Controls Consulting

Engineering - Digester #4

\$ 1,680.00

Postl-Yore and Associates

Engineering - Air Supply

\$ 5,734.50

Postl-Yore and Associates

Engineering - Digester #4

\$ 19,995.00

**TOTAL CONSTRUCTION FUND BILLS**

**\$ 31,959.50**

GRAND TOTAL OF ALL BILLS PRESENTED FOR APPROVAL IS \$ 222,122.40 OF WHICH \$ 30,246.90 IS FROM THE GENERAL CORPORATE FUND, \$ 159,916.00 IS FROM THE OPERATIONS AND MAINTENANCE FUND, \$ 31,959.50 IS FROM THE CONSTRUCTION FUND, AND \$ 0.00 IS FROM THE BOND AND INTEREST FUND.

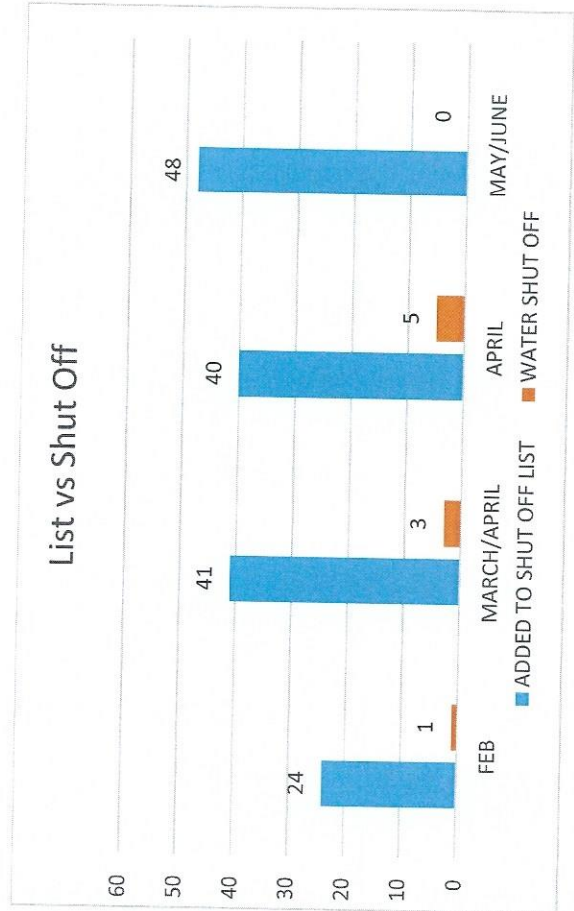
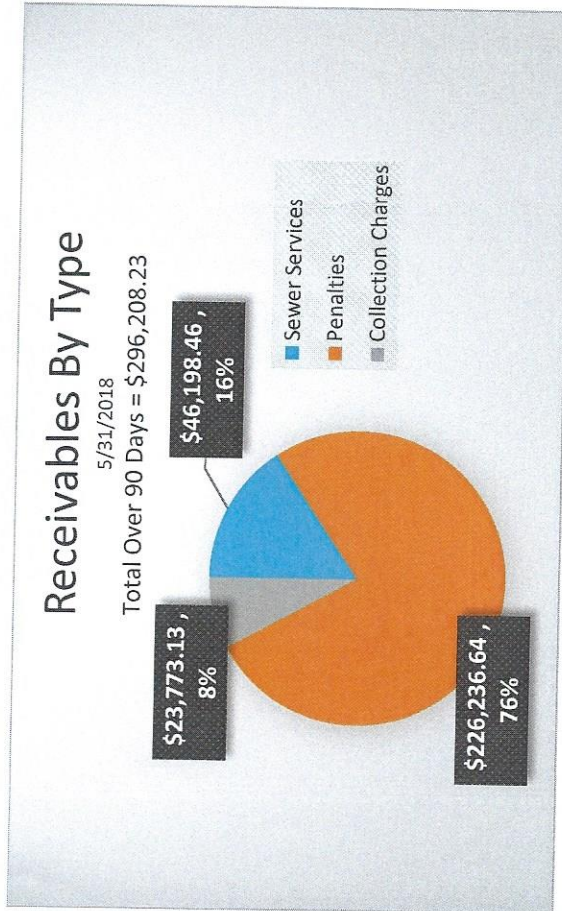
Approved \_\_\_\_\_

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



# Accounts Receivable Analysis

May 2018



## Monthly Shut Off Summary

<u>Lake in the Hills</u>	• NONE
<u>Huntley</u>	• NONE
<u>Crystal Lake</u>	• NONE

# MANAGER'S REPORT

## Month of May, 2018

### Customers:

	CURRENT	TOTAL for YEAR	DATA for May 2017
Total accounts thru May 2018:	11,692		11,680
New Customers:	1	4	2
Connections:	2	11	1
Permits Issued:	4	12	0
Permits Issued Past 13 Months:	26		13
Total Permits Issued to Date:			
<i>Residential:</i>	10,056		
<i>Commercial:</i>	121		
<i>Industrial:</i>	1		

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

NAME	PE	DWELLINGS
Melody Living of Lake in the Hills	388	Assisted Living (September 2017)

### COLLECTION SYSTEM EMERGENCY RESPONSES:

DATE	LOCATION	PROBLEM	DISTRICT PROBLEM
5/5/18	600 Mohican Trail	Service Line	No
5/7/18	503 Willow Street	Main Line Blockage	Yes
5/26/18	1104 Ash Street	Service Line	No

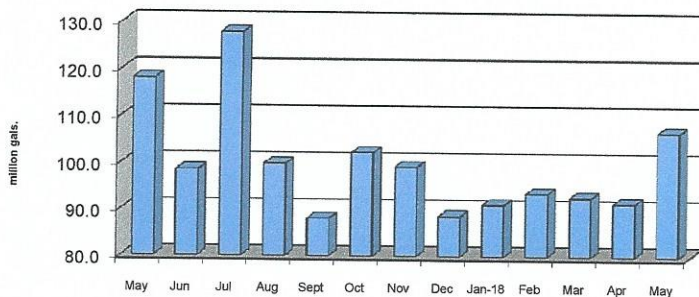
### COLLECTION SYSTEM ACTIVITIES:

District personnel televised 30 line segments of sanitary sewer totaling 5,736 lf.

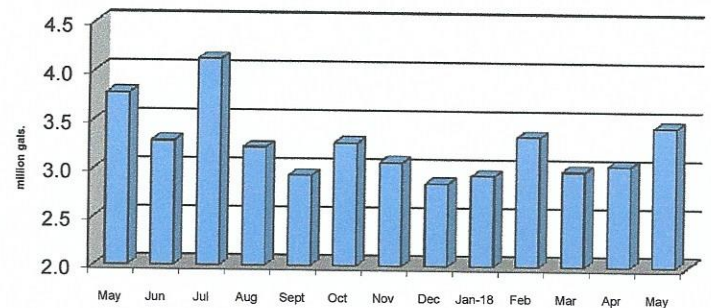
### FLOWS:

Total Flow for Month:	106.679	million gallons
Average Daily Flow:	3.441	mgd
Maximum Daily Flow:	4.969	mgd (5/21)
Precipitation Total:	6.33	inches
Historical Monthly Precipitation Avg.:	4.20	inches
Septage Accepted:	359,069	gallons

**Total Monthly Flows**



**Monthly Average Daily Flows**





# MANAGER'S MONTHLY REPORT

May, 2018

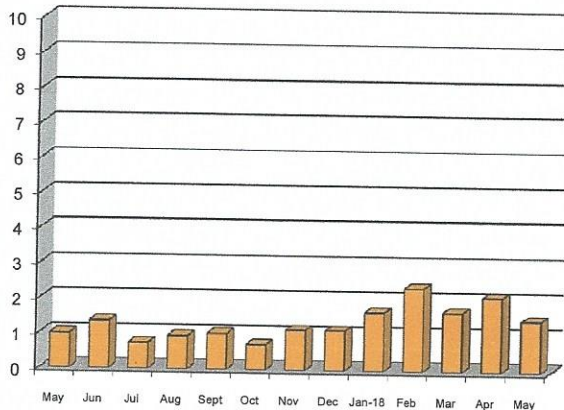
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## TREATMENT PLANT OPERATIONS:

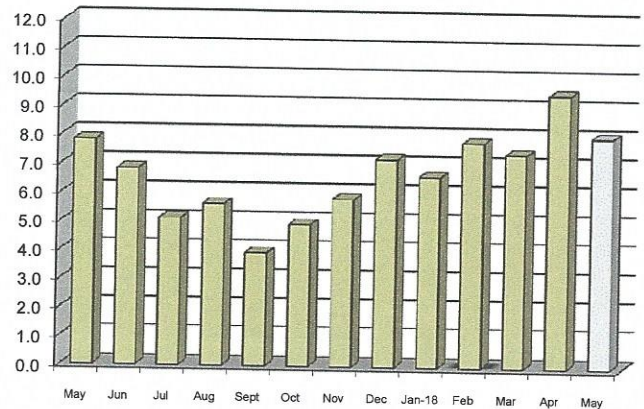
	<u>Average in</u>	<u>Average out</u>	<u>Average % reduction</u>
C.B.O.D:	128 mg/L	1.5 mg/L	98.9%
Total Suspended Solids:	234 mg/L	8.0 mg/L	96.6%
Ammonia Nitrogen:	14.8 mg/L	0.11 mg/L	99.3%
Phosphorus:		0.88 mg/L	
Fecal Coliform:		200 colonies (daily max.)	

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:	4.295 million gallons
Decanted:	0.213 million gallons
Thickened	3.665 million gallons
To Digester	1.100 million gallons
Pressed	1.217 million gallons

## PERSONNEL ACTIVITIES:

5/14/2018 John & James IEPA Class 1 Test  
5/21/2018 Employee CPR Training

Respectfully submitted

Rick Forner, Manager