

**LAKE IN THE HILLS SANITARY DISTRICT
AGENDA
REGULAR MEETING
OF THE BOARD OF TRUSTEES
March 8, 2018
7:00 P.M.**

REGULAR MEETING OF THE BOARD OF TRUSTEES

Roll Call

Approval of the Minutes.

Public Comments

Consent Agenda.

Specific Agenda.

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

Accountant's Report.

Approval of Bills.

Manager's Report.

Operations Update

Engineers Report

Attorney's Report

Unfinished Business

New Business

Adjournment.

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

Roll Call:

The regular meeting was called to order by President Hansen at 7:00 pm at the Sanitary District offices located at 515 Plum Street. Roll call was answered by President Eric Hansen, Trustee Terry Easler and Trustee Kyle Kane. Also present were District Manager Rick Forner, District Attorney Ann Williams, District Engineer Brett Postl and District Treasurer/Clerk Karen Thompson.

Approval of Minutes:

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

Public Comments:

Joe Greenwood of Lake in the Hills spoke regarding awarding contracts. He believes that there should be a really strong effort to get multiple bids. Since we are a small community, any contracts need to be thoroughly reviewed before they are approved.

District Manager appreciates Mr. Greenwoods input and responded by explaining our bidding process and our attempt to get competitive bids. All State laws are followed. Even for small projects we attempt to get multiple, competitive bids so that we can get the best cost for our customers.

Consent Agenda:

- A. Approval of a Wastewater Discharge Agreement with Transport Service Company.

Motion was made by Trustee Easler seconded by Trustee Kane to approve the Consent Agenda (item A) as presented. On a roll call vote, President Hansen, Trustee Easler and Trustee Kane voted aye.

Specific Agenda:

- A. Award of a contract for the construction of Digester #4, per the recommendation of the District Engineer.

The District Engineer provided his letter of recommendation. He further commented that he had approximately 6-8 bid sets picked up. We received 2 bids back. Generally, you would expect the bids to be received from Tank Contractors; however, in this case they were received from General Contractors. This is due to the large electrical component, underground improvements, and valve actuators required for the project. The Tank Contractors will be a subcontractor on this project.

As mentioned last month, the District Engineer anticipated that this project would come in at approximately \$1.6 million, however, the lowest bid was \$1.8 million. He has gone thru the numbers and every aspect of the project is 10-15% more than originally anticipated. He does not believe that we will be able to get a better price on this project in the future. We do have the capital improvement budget for this project.

District Manager asked if these prices are reflective of the fact that the economy has improved and more work is available for contractors. District Engineer believes this is correct. He indicated that he called a couple of large well-established contractors to encourage them to bid, however, they were too busy to bid on this project. He still believes that we did receive very competitive bids.

Trustee Easler asked about the timeline of the project. District Engineer indicated it is 285 days and therefore, would be complete this year. Some of the extended timeframe in the contract is due to seasonal constraints (ie. to get grass planted in the fall instead of summer).

District Engineer explained the limitations, inefficiencies and issues with the current steel tank. He also explained the capital improvement budget and the need to put money back into the plant to keep it up to par. He further explained that the current steel tank does function, but not very well. This project is being proactive; not reactive. He believes this is a good investment, although it is not an IEPA requirement.

President Hansen asked if we move forward with this project, are there any other projects that will have to be put off due to lack of funding. District Engineer does not believe that will be the case. There is a sewer repair project along the creek from Oak to Willow that will need to be done that is in the budget and the funds are there. Also, once the tank is built there will need to be some paving & reconstruction of the back driveway. This is also in the capital improvement budget and is funded.

District Manager commented that the 2020 capital improvement budget has been previously approved and they are working on the 2021 budget. He further commented that each year the IEPA comes up with new stricter requirements on our permit and he believes it is best to proactive on projects to keep a step ahead. He explained the issue of the volatiles coming off of the sludge. If the volatiles are above 70% when hauled to the field for land application it has to be integrated into the soil right away. This puts a premium on that cost of sludge handling. He believes that bringing this new tank online will help with the detention time in the digesters which will drop the volatile percentage below 70% which will ultimately save money. The sludge hauler contract will be up for renewal this fall, so this should also help lessen the cost upon renewal.

President Hansen asked if the old tank will be repurposed. District Engineer stated that as the budget allows, the old steel tank will eventually be demolished.

Motion was made by Trustee Easler and seconded by Trustee Kane to approve Specific Agenda Item A and award the contract for the construction of Digester #4 to AMS Mechanical Systems, Inc. in the amount of \$1,820,000.00. President Hansen commented that if holding off on this project would lower the cost he would consider delaying the approval. District Engineer repeated that if he thought this was an artificially high bid he would not recommend approval. On a roll call vote President Hansen and Trustees Easler and Kane voted aye.

Attorney Report: *(due to the inclement weather President Hansen adjusted the Agenda so that the Attorney could report and then leave early)*

District Attorney had nothing to report. President Hansen asked if there were any questions for the Attorney. Trustee Easler commented that he does not have any questions, but he appreciates the fact that she was in attendance for the awarding of the contract. District Attorney was dismissed and left the meeting.

Accountant's Report:

District Treasurer presented a copy of the January 2018 Treasurer Reports. She commented that January was a quarterly bill due month so those numbers are reflected in the sewer bill income of the O&M report.

She also explained that we did resume our water shut off process in January after taking December off in the spirit of the holidays. She indicated that the report includes residents from both Huntley and Lake in the Hills and additionally provided information to substantiate the numbers provided on the A/R Analysis report.

District Treasurer reported that she reached out to the County in response to Trustee Easler's question last month regarding if there would be any changes to the property tax distribution schedule as a result of the large number of residents who prepaid their property taxes. The County has indicated that their goal is to get 2 distributions to us in May instead of the typical 1 distribution.

District Treasurer responded to the question that President Hansen had last month regarding the Debt Transparency Act. She indicated that this Act applies to State Agencies and does not appear to impact the District.

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

Approval of Bills:

District Treasurer presented a list of bills for approval. She also indicated that she has separated out the line item for the District Attorney's fees related to the recovery of the escrow money.

A motion was made by Trustee Kane and seconded by Trustee Easler to approve the List of Bills as presented for payment totaling \$ 184,404.26 with \$ 19,285.32 from the General Corporate Fund, \$ 129,951.44 from the Operations and Maintenance Fund, \$ 34,417.50 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 Kane voted aye. (A copy of the bills approved will be kept with the Board Meeting documents)

Manager's Report:

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

We did have 4 call outs in January. None were the District's issue. We do encourage our residents to contact us first before they could potentially incur the expense of a plumber. We do not charge the residents for us to come and check everything out.

The District Manager also presented a copy of the 2017 Annual Managers Report.

He highlighted a few sections of this report. First, he commented on the connections by development graph. Indicated this these are starting to pick up a little bit as we received 2 more today. This graph gives everyone an idea of where some of these new homes or businesses are being developed.

We had 21 call outs for 2017 and only 3 were related to the District's issues.

We televised about 11.5 miles of sanitary sewers. This is within our yearly goal. Approximately 2.5 miles of pipe needed cleaning. The fact that we keep up on this is indicative of the fact that we only had 21 call outs last year and only 3 of those were the District's issue.

He also commented on the plant operations summary (page 3 of his written report). He commented that we have seen significant reduction in our expenditures for sludge handling with the improvement project that was implemented a few years ago. He indicated that our contract with Synagro will be up for renewal this fall. The District is looking at potential cost savings for us to take over the pressing part and just contract out for the hauling.

He also mentioned the revenues that the District received for the municipal water discharges and for the septage disposal.

Lastly he explained the overtime by District personnel. The vast majority (81%) of this is for weekend rounds. He further explained that the overtime is equally spread around among staff.

Trustee Easler asked about the Village's deep well and the barium issue. District Manager referred that question to the District Engineer to update the Board during his report.

District Manager provided a status update on the operational assessment by Knight Engineering. They have been in contact with him and are currently working out their questions and determining what data they are going to require from us. Once Knight Engineering makes those determinations and have their team set up they will email Rick and he will provide that information to them.

Reported that our Auditor will not be returning and we will be soliciting bids for that service.

Motion was made by Trustee Easler and seconded by Trustee Kane to approve the Managers Report for January 2018 and the Annual Report for 2017. On a roll call vote, President Hansen and Trustees Easler and Kane voted aye.

District Engineer:

Updated the Board on the barium issue. He and the District Manager met with one of the Village's water operators & toured their facilities. They looked at capacities of recharge wells and timing so they could fully understand the discharge and the concentrations.

In January they filed the 6 month required report with the IEPA.

Regarding the barium, there have been some discrepancies in the findings so additional testing and analysis is needed. He is putting together a plan to do more specific sampling of lines throughout the District. He indicated that we are on time with the IEPA, but due to these additional challenges, we are not ahead of the schedule.

Trustee Easler commented that it would be good to make sure the Village of Lake in the Hills is aware of our requirements with the IEPA on this. District Engineer confirmed that the Village is aware of these requirements and they understand that there will be costs involved. Both the Village and the District want to find the best way to treat this at the least expensive cost to the public.

District Manager further commented that the Water Superintendent at the Village of Lake in the Hills posed some question to him late last year when they were looking at their budget. District Manager also indicated that Huntley was aware of this.

The blower contracts have been issued and executed. They had a preconstruction meeting and are gearing up. Some submittals of the motors were rejected as they did not meet requirements. Those are being resubmitted. He anticipates the electrical work will begin in 4 weeks. Also discussed the lead-time on

the motors. Then they will look at the logistics on the removal of 2 of the blowers. Project moving along well.

Regarding the Digester #4 project that was approved tonight, he will get the contracts prepared for signature. For this project there will be tank work, concrete work, electrical work, controls work, underground work and a massive amount of excavation. Some dirt will need to be hauled off site which does add expenses. He has some documents for President Hansen to sign tonight. He anticipates that in the next 30-60 days the excavation will begin.

He has started preparing the specs for the sanitary sewer rehab project. This is on the sewer line that runs along the creek from Oak to Willow. He explained the "cured in place" repair process to the Board. Anticipates that these bids will go out shortly. It is better to get bids early in the season before contractors get booked up. He believes that we can allow some flexibility on when this will need to be done during the season. This will help keep the bids cheaper.

District Manager further commented that we have been preparing for this repair project. He indicated that this area is heavily wooded and 2 years ago we cleared a 20 foot wide easement to allow room for a contractor to get their equipment in.

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 Kane 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 7:36 pm.

Respectfully Submitted,



Karen Thompson,
District Clerk

APPROVED this _____ day of _____, 2018 .

President Hansen

Agenda Item: Award of contract to Ryco Landscaping in the amount of \$12,496 for the District's 2018 Grounds Maintenance Services

From: Tamara Mueller, Assistant District Manager

Introduction

Sealed bid proposals for 2018 Grounds Maintenance Services were accepted until 11:00 a.m. on March 7, 2018. Only one bid from Ryco Landscaping was received even though two companies picked up a bid packet.

Staff Analysis

The bid as read allocated for 31 weeks of mowing, landscape area maintenance, and bush and hedge trimming as described in the bid proposal. Costs are the same for 2018 as the 2016-2017 Grounds Maintenance Services prices. The optional 2019 Grounds Maintenance Services increase to \$13,085.

Recommendation

Staff recommends the acceptance of the bid proposal from Ryco Landscaping.

Financial Impact

\$12,496 for 2018 Grounds Maintenance Services with an optional \$13,085 for 2019 Grounds Maintenance Services

Legal Analysis

None

Action Requested

Consideration by the District Board to accept the bid proposal from Ryco Landscaping in the amount of \$12,496 for 2018 Grounds Maintenance Services

Exhibits

Bid Tabulation for 2018 Grounds Maintenance Services

LAKE IN THE HILLS SANITARY DISTRICT

MCHENRY COUNTY, ILLINOIS

BID TABULATION

PROJECT: 2018 Grounds Maintenance Services		Bidder:		Ryco Landscaping			
DATE: Wednesday, March 07, 2018		Address:		8595 Pyott Road, Suite C			
				Lake in the Hills, IL 60156			
Item No.	Item	Unit	Quantity	As Read		As Read	
				Unit Price	Total	Unit Price	Total
1	2018 Grounds Maintenance Services of approximately 8.4 acres as described in the attached proposal	L.S.	1	\$296	\$9,176		
2	2018 Landscape Area Maintenance as described in the attached proposal	L.S.	1	\$1,120	\$2,240		
3	2018 Bush and Hedge Trimming as described in the attached proposal	L.S.	1	\$360	\$1,080		
	2018 Total				\$12,496		
4	Optional, 2019 Grounds Maintenance Services as described in the attached proposal	L.S.	1	\$310	\$9,610		
5	Optional, 2019 Landscape Area Maintenance as described in the attached proposal	L.S.	1	\$1,175	\$2,350		
6	Optional, 2019 Bush and Hedge Trimming as described in the attached proposal	L.S.	1	\$375	\$1,125		
	Optional 2019 Total				\$13,085		
	Total Bid		2018 Total		\$12,496		
			Optional 2019		\$13,085		
			Grand Total		\$25,581		

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

	MONTH	YTD	BUDGET
Beginning Cash and Investments			
First National Bank	1,384,942.40	1,229,530.22	
Credit Cards	(438.57)	(1,534.46)	
TOTAL BEGINNING CASH AND INVESTMENTS	1,384,503.83	1,227,995.76	
Revenues and Receipts			
Real Estate Taxes			
General Fund	-	272,862.18	273,000.00
Audit Fund	-	18,299.43	18,300.00
Chlorination	-	18,976.67	19,000.00
Liability Insurance	-	149,104.33	149,200.00
Social Security	-	44,053.34	44,100.00
Retirement	-	100,306.69	100,400.00
Replacement Taxes	-	1,058.66	-
Safety Grant Recvd from IL Public Risk Fund	-	2,144.00	
Interest Income	264.54	2,063.26	1,000.00
TOTAL REVENUES AND RECEIPTS	264.54	608,868.56	605,000.00
Expenditures			
GENERAL FUND			
PERSONNEL SERVICES			
Salaries of Trustees, Manager, Treasurer & Clerk	13,460.42	134,684.55	168,000.00
CONTRACTUAL SERVICES			
Professional Engineering	-	51,701.89	40,000.00
Legal Services	1,663.80	15,856.65	15,000.00
Other Professional Services	-	941.00	5,000.00
	1,663.80	68,499.54	60,000.00
ADMINISTRATIVE EXPENSES			
Printing, Publications	596.38	3,994.30	4,000.00
Office Supplies, Equipment	143.76	595.01	3,000.00
Postage	-	647.81	1,000.00
Treasurer's Bond	-	3,000.00	3,500.00
Community Affairs	-	253.50	2,000.00
Memberships and Dues	-	3,033.99	4,500.00
	740.14	11,524.61	18,000.00
OPERATING EXPENSES			
Building and Grounds Upkeep	-	5,194.45	12,000.00
Utilities	2,279.29	7,232.82	28,000.00
J.U.L.I.E.	-	-	2,500.00
Training and Education	60.00	315.00	2,000.00
Travel Expenses	-	81.73	2,000.00
Computer Hardware, Software & Support	159.42	3,529.16	8,000.00
	2,498.71	16,353.16	54,500.00
CONTINGENT AND MISCELLANEOUS EXPENSES			
Not Otherwise Appropriated	-	235.00	1,000.00
	-	235.00	1,000.00
TOTAL GENERAL FUND	18,363.07	231,296.86	301,500.00

Expenditures (continued)

CHLORINATION FUND	-	3,487.20	24,000.00
	-	3,487.20	24,000.00
AUDIT FUND	-	16,700.00	20,000.00
	-	16,700.00	20,000.00
PUBLIC LIABILITY INSURANCE FUND			
Workers' Compensation	-	12,524.00	21,000.00
Property	-	36,671.00	43,000.00
Vehicles	-	11,077.00	15,000.00
General Liability	-	25,278.00	70,000.00
Administrative Fee	-	372.00	800.00
	-	85,922.00	149,800.00
SOCIAL SECURITY FUND	3,602.82	41,323.66	50,000.00
IMRF FUND	9,666.26	102,944.38	130,000.00
OTHER EXPENDITURES (RECEIPTS)	-	-	-
TOTAL EXPENDITURES	31,632.15	481,674.10	675,300.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(31,367.61)	127,194.46	(70,300.00)
Ending Cash and Investments			
First National Bank	1,353,598.67	1,214,208.97	
Credit Cards	(462.45)	(122.37)	
TOTAL ENDING CASH AND INVESTMENTS	1,353,136.22	1,214,086.60	
GENERAL CORPORATE FUND			

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

		MONTH	YTD	BUDGET
Beginning Cash and Investments				
First National Bank - O & M Account	O&M	595,416.07	591,000.14	
First National Bank - Certificate Fund	Bond & Int	124,387.77	35,581.38	
First National Bank - Depreciation Account	Construction	1,555,832.94	1,439,040.41	
First National Bank - Surplus Funds	Construction	56,675.31	55,994.07	
First National Bank - Bond & Interest Fund	Bond & Int	610,449.11	445,863.97	
First National Bank - Sinking Funds	Bond & Int	488,592.45	355,362.64	
Algonquin Bank & Trust - Cash Mgr	O&M	2,779,818.64	2,686,621.18	
Algonquin Bank & Trust - Operating	O&M	677.00	1,005.00	
Home State Bank	O&M	43,304.83	32,557.72	
Illinois State Bank	O&M	27,433.43	21,779.86	
Credit Cards		(389.62)	(352.69)	
TOTAL BEGINNING CASH AND INVESTMENTS		6,282,197.93	5,664,453.68	
Revenues and Receipts				
Sewer Bill Income		82,470.69	2,892,073.93	3,600,000.00
Septage Income		11,437.98	190,908.92	230,000.00
Wastewater Discharge Income		54.50	37,834.30	45,000.00
Refunds		(1,413.80)	(4,993.39)	-
Connection/Tap-On Fees		10,400.00	93,600.00	100,000.00
Annexation Fees (inc. GIS)		-	-	5,000.00
Downstream & Misc Charges		-	1,789.50	500.00
Liftstation Recapture		-	-	-
Gain/Loss - Sale of Equipment		-	2,605.00	-
Interest Income		3,378.80	24,925.98	5,000.00
TOTAL REVENUES AND RECEIPTS		106,328.17	3,238,744.24	3,985,500.00
Expenditures				
PERSONNEL SERVICES				
District Personnel Salaries		33,635.13	405,493.40	580,000.00
ADMINISTRATIVE EXPENSES				
Telephone		-	2,319.16	3,000.00
Postage		579.69	14,871.76	20,000.00
Printing and Publications		618.80	1,720.50	2,000.00
Office Supplies		1,008.11	5,782.11	8,000.00
Collection and Billing Expenses		9,342.09	54,889.62	80,000.00
Professional Service		7,017.86	51,294.13	5,000.00
Training, Travel and Education		-	220.00	5,000.00
Computer Hardware, Software, and Support		826.25	18,293.87	20,000.00
Community Affairs		58.98	614.28	2,000.00
Medical and Life Insurance		16,611.04	149,337.19	195,000.00
		36,062.82	299,342.62	340,000.00
OPERATIONS AND MAINTENANCE				
Operating Supplies		5,511.78	45,267.83	60,000.00
Maintenance and Repair (Plant)		4,889.03	95,466.59	130,000.00
Maintenance and Repair (Collection Systems)		-	83,684.58	295,000.00
Utilities and Energy		34,698.27	313,829.16	378,000.00
Grounds Upkeep		-	20,078.66	30,000.00
Gasoline/Oil		699.44	9,731.69	15,000.00
Computer and Support Services		-	99.95	2,000.00
Emergency Communications		4,034.06	46,155.61	48,000.00

Sludge Management	37,370.63	382,964.40	500,000.00
Professional Services	599.82	16,241.97	24,000.00
Residential Reimbursement			10,000.00
Compliance Requirements/Permits	-	19,645.00	28,000.00
GIS	-	-	10,000.00
	<u>87,803.03</u>	<u>1,033,165.44</u>	<u>1,530,000.00</u>

Expenditures (continued)

CAPITAL IMPROVEMENTS

New Construction	34,417.50	681,893.56	3,000,000.00
Plant Equipment	3,409.72	23,844.72	30,000.00
Collection System	-	-	280,000.00
Vehicles	-	29,790.00	50,000.00
Legal Expense	-	-	5,000.00
Engineering Expense	12,624.25	156,215.44	375,000.00
Bond, Finance Consulting Expense - Series 2014A	-	-	1,000.00
	<u>50,451.47</u>	<u>891,743.72</u>	<u>3,741,000.00</u>

BOND TRANSFERS

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

CONTINGENT AND MISCELLANEOUS EXPENSES

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

TOTAL EXPENDITURES

<u>208,702.45</u>	<u>2,719,557.12</u>	<u>6,579,000.00</u>
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EXCESS OF REVENUES OVER (UNDER) EXPENDITURES

<u>(102,374.28)</u>	<u>519,187.12</u>	<u>\$ (2,593,500.00)</u>
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Ending Cash and Investments

First National Bank - O & M Account	O&M	403,294.15	376,199.49
First National Bank - Certificate Fund	Bond & Int	136,661.81	48,586.29
First National Bank - Depreciation Account	Construction	1,574,583.84	1,446,961.99
First National Bank - Surplus Funds	Construction	72,272.37	36,529.72
First National Bank - Bond & Interest Fund	Bond & Int	677,140.03	510,471.32
First National Bank - Sinking Fund	Bond & Int	503,431.58	370,152.55
Algonquin Bank & Trust - Cash Mgr.	O&M	2,753,875.00	2,725,881.72
Algonquin Bank & Trust - Operating	O&M	238.00	93.00
Home State Bank - Now Account	O&M	43,464.23	32,731.35
Illinois State Bank	O&M	27,514.11	21,860.24
Credit Cards	O&M	(666.97)	(1,369.13)

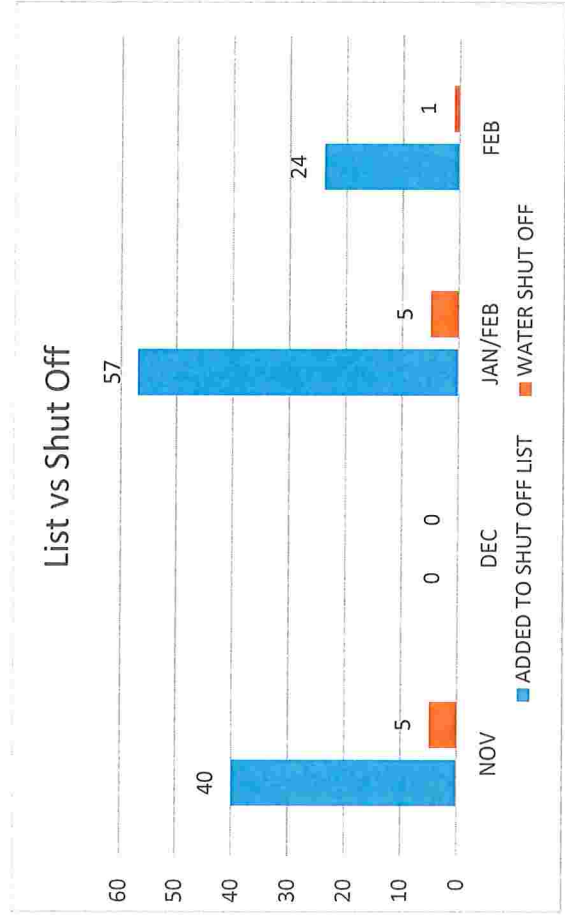
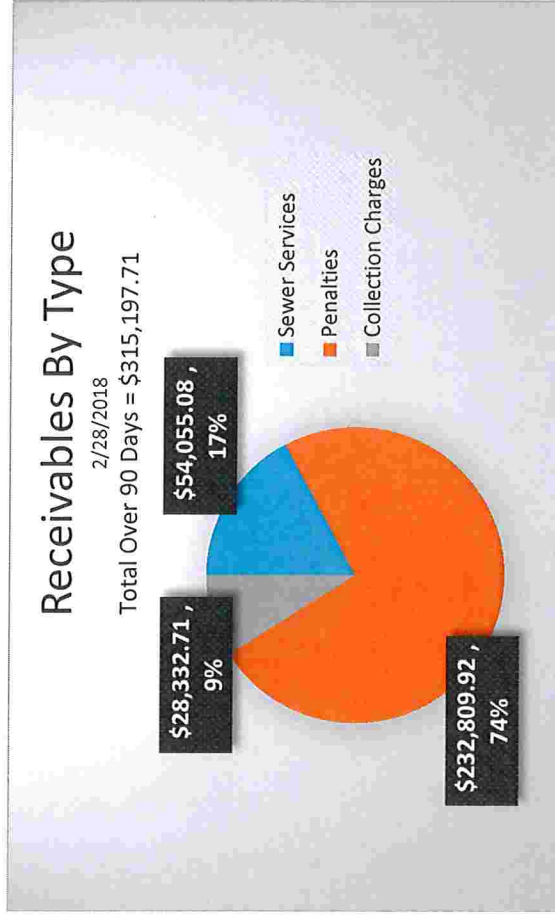
TOTAL ENDING CASH AND INVESTMENTS

<u>6,191,808.15</u>	<u>5,568,098.54</u>
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SEWERAGE FUND

Accounts Receivable Analysis

February 2018



Monthly Shut Off Summary

Lake in the Hills

- 1 Shut Off – Pd in Full

Huntley

- NONE

Crystal Lake

- NONE

**LITH SANITARY DISTRICT
Bills Paid Before Meeting
March 8, 2018 Meeting Date**

Name	Memo	Amount
General Fund		
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TOTAL GEN FUND BILLS PAID BEFORE MEETING		\$ -
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O & M Fund		
Alarm Detection Systems Inc	Emerg Comm	\$ 90.00
AT&T	Emerg Comm	\$ 315.67
Flood Brothers Disposal & Recycling	Building & Grounds	\$ 318.00
Suburban Laboratories Inc	Pro Svs - Lab	\$ 132.00
McHenry County Recorder	Printing & Pub - Filing WW Dischrg Agreemt	\$ 56.00
Verizon Wireless	Emerg Comm	\$ 308.15
TOTAL O & M BILLS PAID BEFORE MEETING		\$ 1,219.82

**LITH SANITARY DISTRICT
Recurring Bills
March 8, 2018 Meeting Date**

Name	Memo	Amount
General Fund		
Illinois Municipal Retirement Fund	Employer Portion of IMRF - February 2018	\$ 9,666.26
United States Treasury	District Pd Payroll Taxes (SS & Med)	\$ 3,602.82
TOTAL GENERAL FUND RECURRING BILLS		\$ 13,269.08
<hr/>		
O & M Fund		
Humana	Health Insurance Premiums	\$ 18,280.05
Payment Services Network	Collections Expenses January 2018	\$ 5,533.99
TOTAL O & M RECURRING BILLS		\$ 23,814.04

Approved _____

President Hansen

**LITH SANITARY DISTRICT - Governmental Fund
Bills Presented to Board for Approval
March 8, 2018**

Name	Memo	Amount
GENERAL CORP FUND BILLS		
First National Bank of Omaha - Visa	Printing & Computer Exp	\$ 562.40
Illinois Public Risk Fund	Workers Comp Ins	\$ 4,199.00
Interstate Gas Supply, Inc.	Utilities - Nat Gas	\$ 2,642.94
Logsdon Office Supply	Office Supplies	\$ 83.89
Logsdon Office Supply	Office Supplies	\$ 394.20
McHenry County Recorder	Computer Software	\$ 275.00
Nicor Gas	Utilities - Nat Gas	\$ 767.62
Storino Ramello & Durkin	Legal Svs	\$ 2,397.50
Village of Lake In The Hills	JULIE Locates	\$ 2,472.46
TOTAL GENERAL CORP FUND BILLS		\$ 13,795.01

**LITH SANITARY DISTRICT - O&M/Sewerage Fund
Bills Presented to Board for Approval
March 8, 2018**

Name	Memo	Amount
O & M BILLS		
Ansercall 24 LLC	Emer Comm	\$ 100.00
AT&T	Emer Comm	\$ 156.85
ATI Environmental Inc. - Midwest Lab	Pro Svs - Testing	\$ 135.00
Auto Zone	Maint/Repair - Plant Equip, 6" Trash Pump	\$ 59.95
Benchmark Sales & Service	Maint/Repair - Coll Sys Concord LS	\$ 14,125.00
Calco, Ltd. Inc.	Supplies - Lab	\$ 108.00
Cintas Corp	Supplies - Personnel	\$ 805.64
CLC Lubricants	Oper Supplies	\$ 361.80
Comcast Cable	Comp Support & Telephone	\$ 360.42
ComEd, Inc.	Utilities - Coll Sys Dam LS	\$ 496.78
ComEd, Inc.	Utilities - Coll Sys Beach LS	\$ 93.24

ComEd, Inc.	Utilities - Coll Sys Meadowbrook LS	\$	346.68
Controls Consulting	Engineering - Main LS	\$	700.00
Dreisilker Electric Motors	Maint/Repair - Plant, Filter Building	\$	567.62
Dynegy Energy Services	Utilities - Plant, Concord, Decatur & Pyott Rd LS	\$	37,250.03
Element Materials Tech	Pro Svs - Lab	\$	494.40
First National Bank of Omaha - Visa	Pro Svs, Printing, M/R Plant, Supplies, Comm Affairs	\$	589.94
First National Bank of Omaha - Visa	Comm Affairs	\$	31.85
Fox River Study Group	Permits	\$	8,250.00
Illini Power Products	Pro Svs	\$	3,108.00
Kaman Industrial Technologies	Maint/Repair - Plant, Bar screens	\$	112.36
Logsdon Office Supply	Office Supplies	\$	23.81
Logsdon Office Supply	Office Supplies	\$	158.27
Logsdon Office Supply	Office Supplies	\$	4.32
Marc Kresmery Construction	Maint/Repair - Coll Sys Pyott Rd LS	\$	10,381.44
McHenry County Recorder	Collections	\$	29.00
Metropolitan Industries	Maint/Repair - Collection System	\$	290.37
PetroChoice LLC	Gas/Fuel	\$	686.20
Postl-Yore and Associates	Gen Engineering Svs	\$	1,020.00
Postl-Yore and Associates	Engineering - Barium	\$	1,530.00
Postl-Yore and Associates	Engineering - Collection System	\$	3,060.00
Postl-Yore and Associates	Engineering - VOC's	\$	1,020.00
Ralph Helm Inc.	Maint/Repair - Plant, Snow blowers	\$	14.88
Rick Forner - Reimbursement	Medical Ins Ded Reimbursement	\$	340.35
Sartorius Corporation	Oper Supplies - Lab	\$	166.10
Shaw Suburban Media	Printing/Publications	\$	152.18
Storino Ramello & Durkin	Collections	\$	607.95
Storino Ramello & Durkin	Cap Imp/Legal - Recovery of Earnest Money Jan 2018	\$	297.50
Suburban Laboratories	Pro Svs - Lab	\$	132.00
Synagro WWT	Sludge Mgt	\$	39,835.54
Technology Masters Inc	Comp Support	\$	857.50
Technology Masters Inc	Telephone Repair	\$	176.13
The Home Depot	Maint/Repair - Plant	\$	45.18
The UPS Store	Postage	\$	9.63
Third Millennium Assoc	Collections	\$	360.17
United Laboratories	Supplies - Maint	\$	533.63
USA BlueBook	Maint/Repair - Plant	\$	79.94
USA BlueBook	Oper Supplies	\$	85.27
Village of Lake In The Hills	Utilities - Water	\$	193.28
Village of Lake In The Hills	Collections - Water Shut Off Fees	\$	105.00
Warehouse Direct	Pro Svs	\$	21.17
Water One, Inc.	Supplies - Personnel	\$	70.00

Ziegler's Ace Hardware	Maint/Repair - Plant Jan 2018	\$	374.43
Ziegler's Ace Hardware	Maint/Repair - Plant Feb 2018	\$	642.25

TOTAL O&M FUND BILLS

\$ 131,557.05

CONSTRUCTION FUND BILLS

Controls Consulting	Engineering - Air Supply	\$	3,780.00
Controls Consulting	Engineering - Digester #4	\$	980.00
Postl-Yore and Associates	Engineering - Digester #4	\$	7,702.50
Postl-Yore and Associates	Engineering - Digester #4	\$	9,134.50
Postl-Yore and Associates	Engineering - Air Supply	\$	5,382.00

TOTAL CONSTRUCTION FUND BILLS

\$ 26,979.00

GRAND TOTAL OF ALL BILLS PRESENTED FOR APPROVAL IS \$ 210,634.00 OF WHICH \$ 27,064.09 IS FROM THE GENERAL CORPORATE FUND, \$ 156,590.91 IS FROM THE OPERATIONS AND MAINTENANCE FUND, \$ 26,979.00 IS FROM THE CONSTRUCTION FUND, AND \$ 0.00 IS FROM THE BOND AND INTEREST FUND.

Approved _____

President Hansen



LAKE IN THE HILLS SANITARY DISTRICT

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

March 2, 2018

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

Operations Audit

We have received a request from Knight Engineering for historical documentation which has been forwarded to them. We will be meeting representatives from Knight Engineering at the District on Tuesday March 6, 2018 to tour the site and answer any additional questions they may have.

2018 Grounds Maintenance

The bid opening for the 2018 Grounds Maintenance contract is scheduled for Wednesday March 7, 2018. We will review the bids and have a recommendation for the Board at the March meeting. Services include lawn mowing, edging, bush trimming and mulching for the 2018 growing season.

Employee Compensation Recommendations

Enclosed in your packet are my recommendations for the adjustments to the District's employee compensation. These recommendations are based on employee performance and industry comparables. You will note a future Press Operator has been added since this person is expected to join our staff if/and when the District takes over the pressing operation. Please let me know if you have any comments, otherwise I will put on the agenda for the April meeting for approval.

District Auditor

District staff is in the process of putting together the Request for Qualifications for the District Auditor position. The past auditor has indicated they will no longer be providing services to municipal clients. Our schedule is to have a recommendation to the board for the April board meeting.

March 2, 2018

Manager's Report

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20108/2019 Budget

District staff is working on the 2018/2019 budget and will be presenting the draft budget to the Board at the April board meeting.

3 Year Capital Improvement Plan

District staff is in the process of updating the District's 3 Year Capital Improvement Program for the 2018/2021 time period. The final document will be presented to the Board at the April board meeting.

Pyott Road Lift Station

The District had Marc Kresmery Construction install a by-pass connection within the valve pit of the Pyott Road Lift Station to allow for emergency by-passing during a power/control failure and/or pump failure. All work has been completed.

MANAGER'S REPORT

Month of February, 2018

Customers:

	CURRENT	TOTAL for YEAR	DATA for February 2017
Total accounts thru February 2018:	11,689		11,675
New Customers:	0	1	0
Connections:	2	3	0
Permits Issued:	2	2	2
Permits Issued Past 13 Months:	19		12
Total Permits Issued to Date:			
<i>Residential:</i>	10,050		
<i>Commercial:</i>	121		
<i>Industrial:</i>	1		

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

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

COLLECTION SYSTEM EMERGENCY RESPONSES:

DATE	LOCATION	PROBLEM	DISTRICT PROBLEM
2/7/18	1118 Pine Street	Service Line	No
2/7/18	103 Hawthorne	Service Line	No
2/12/18	1591 Stockton Lane	Broken Service Line	No

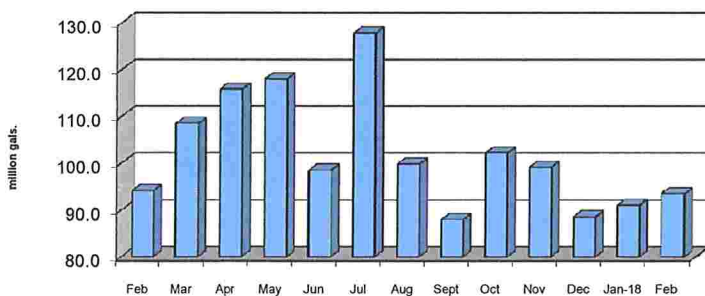
COLLECTION SYSTEM ACTIVITIES:

None

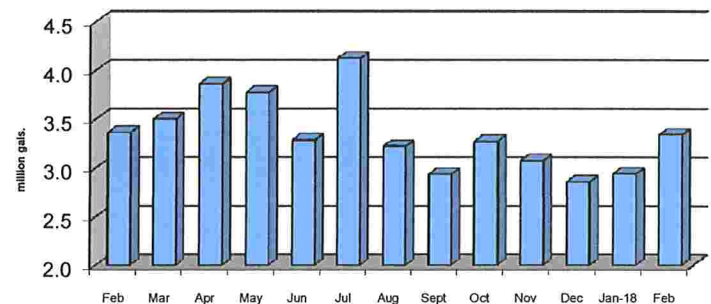
FLOWS:

Total Flow for Month:	93.511	million gallons
Average Daily Flow:	3.340	mgd
Maximum Daily Flow:	6.532	mgd (2/20)
Precipitation Total:	1.95	inches
Historical Monthly Precipitation Avg.:	1.62	inches
Septage Accepted:	83,589	gallons

Total Monthly Flows



Monthly Average Daily Flows



MANAGER'S MONTHLY REPORT

February, 2018

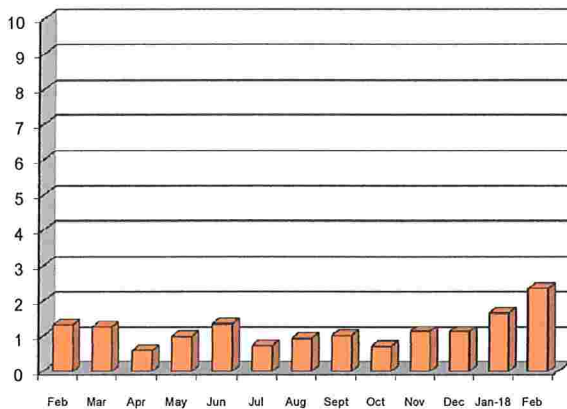
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TREATMENT PLANT OPERATIONS:

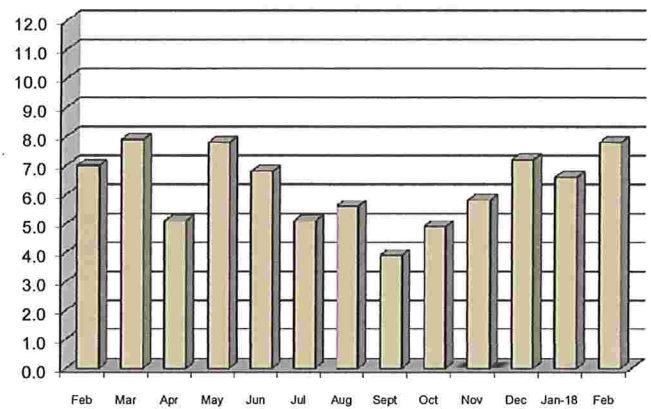
	<u>Average in</u>	<u>Average out</u>	<u>Average % reduction</u>
C.B.O.D:	132 mg/L	2.4 mg/L	98.2%
Total Suspended Solids:	228 mg/L	7.8 mg/L	96.6%
Ammonia Nitrogen:	13.0 mg/L	1.06 mg/L	91.9%
Phosphorus:		0.28 mg/L	
Fecal Coliform:		78 colonies (daily max.)	

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:	2.920 million gallons
Decanted:	0.000 million gallons
Thickened	2.797 million gallons
To Digester	0.519 million gallons
Pressed	0.866 million gallons

PERSONNEL ACTIVITIES:

2/6/2018 John & James IEPA Class 1 test
2/15/2018 Ric, Tamara, John, Mike, James & Ross inhouse safety training

Respectfully submitted,

Rick Forner, Manager