

**LAKE IN THE HILLS SANITARY DISTRICT  
AGENDA  
PUBLIC HEARING AND REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
May 10, 2018  
7:00 P.M.**

**7:00 P.M. PUBLIC HEARING – BUDGET AND APPROPRIATION FOR FISCAL YEAR  
MAY 1, 2018 THROUGH APRIL 30, 2019**

**Roll Call**

**Public Comments**

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

**Adjourn Public Hearing**

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**Roll Call**

**Approval of the Minutes**

**Public Comments**

**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.**

**Specific Agenda**

**Accountant's Report**

**Approval of Bills**

LAKE IN THE HILLS SANITARY DISTRICT  
AGENDA  
PUBLIC HEARING AND REGULAR  
MEETING OF THE BOARD OF TRUSTEES  
May 10, 2018  
7:00 p.m.  
Page 2

**Manager's Report**

**Operations Update**

**Engineers Report**

**Attorney's Report**

**Unfinished Business**

**New Business**

**Audience Participation**

**Adjournment**

**Lake in the Hills Sanitary District  
Board of Trustees Rescheduled Meeting Minutes  
April 18, 2018**

The rescheduled meeting was called to order by President Hansen at 7:00 pm at the Sanitary District offices located at 515 Plum Street.

**Swearing in of New Trustee:**

District Clerk administered the Oath of Office for new Trustee Cheryl Kehoe.

**Roll Call:**

Roll call was answered by President Eric Hansen, Trustee Terry Easler and Trustee Cheryl Kehoe. Also present were District Manager Rick Forner, Attorney Melissa Wolf in attendance for 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 Regular Board Meeting of March 8, 2018 as presented. On a roll call vote, President Hansen and Trustees Easler and Kehoe voted aye.

**Public Comments:**

None.

**Consent Agenda:**

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

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

**Specific Agenda:**

None

**Accountant's Report:**

District Treasurer reported that we received a large number of tap on/connection fees in March. This is primarily due to the fact that we received payment for the Melody Living project that has been discussed at previous meetings. She also provided a brief description of the reports that are provided to the Board each month in an effort to bring the new Trustee up to date. She further commented that if there are any reports that are not currently being provided to the Board or that they no longer want to see to let her or Rick know.

Motion was made by Trustee Easler seconded by Trustee Kehoe to approve the March 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. She provided an explanation for the additional bill that we received from the Illinois Public Risk Fund for an additional \$1,481. This is for additional premium due as a result of the audit that they conducted. She also noted that our semi-annual payments for the 2008 Debt Certificates and 2014 Bonds are due. President Hansen asked about the outstanding balances on those. District Treasurer did not have those exact balances, but either she or the District Manager will provide those to him.

A motion was made by Trustee Easler and seconded by Trustee Kehoe to approve the List of Bills as presented for payment totaling \$ 497,652.16 with \$ 25,091.37 from the General Corporate Fund, \$ 150,642.28 from the Operations and Maintenance Fund, \$ 30,781.00 from the Construction Fund and \$ 291,137.51 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 March 2018 Managers Report and provided a verbal recap of some items.

He indicated that March was a pretty typical month. As noted on his report we did have some personnel activities with Laredo training for the administrative staff and attendance at the Fox Valley Operators Association meeting for other staff.

He was anticipating that the summary report for the operations audit would be received by tonight's meeting, however, that report did not come in today. He assumes it will be ready by the next meeting. As soon as the report is received, he will forward a copy to each of the Trustees. He also indicated that Peter Austin at the County has requested a copy. If the Board is OK with that, District Manager will also forward him a copy. President Hansen agreed that a copy should be sent to Mr. Austin.

He stated that we received 3 bids for the Audit position. We will have a recommendation ready at the May meeting.

A draft copy of the 2018-19 Budget was included in the Board packets. If the Trustees have any comments or questions please give the District Manager a call. The District Manager further commented that he has posted the appropriate notice for the public hearing at the May meeting. At that time, we can entertain questions from the public. The 2018-19 Budget will be on the Agenda for consideration at the May meeting.

The 3-year capital improvement plan was also included in the Board packet. This was put together in coordination with the District Manager, the District Engineering firm and the District Maintenance Supervisor. District Manager has asked that the Board review this document and let him know if they have any questions or concerns.

District Manager indicated that our property insurance carrier, Glatfelter, did a risk assessment at the facility. He received a report from that assessment which has a list of recommendations. He is now going thru this list with our insurance broker as some of these recommendations do not seem necessary or make sense financially. For example, they are recommending fencing around all of the pumping stations. A few years back, fencing was placed around the lift station at Miller Road and we received negative feedback from the Village and were asked to remove the fencing. This was explained to Glatfelter, but they still came back with that recommendation. We have not seen any vandalism at our lift stations during the current District Managers tenure so he does not think it is necessary to expend funds on this. The other recommendation was to have fire alarm detection in all buildings, not just those that are occupied. The fire department is inspecting the District next week and they are aware of what's covered on their fire alarm system and what's not covered. Trustee Easler asked if the unoccupied buildings are heated and have sprinklers. District Manager confirmed that they are heated and that we do not have sprinklers anywhere at the District. He further stated that there are remote heat & smoke sensors in the occupied buildings and in the electrical buildings, but not in the equipment rooms. He added that the environment in the equipment rooms is very corrosive which would create haywire with the sensors. President Hansen wanted to confirm that we are up to code with all requirements of the fire department. District Manager confirmed that we are. President Hansen confirmed that these are just suggestions. District Manager concurred and said that is why he is meeting with the broker to determine if we can waive these suggestions. President Hansen further commented that he does not see the need for this as we are up to code and following the laws. He and the District Manager agreed that if Glatfelter does not want to provide us coverage; then we would find coverage elsewhere.

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

#### **District Engineer:**

This morning the District Engineer and District Manager had a Digester #4 preconstruction meeting with the contractor and the 2 main sub-contractors (excavator and the tank manufacturer). District Engineer and his staff have been reviewing a large amount of submittals to make sure they meet all specifications. He anticipates that by the May Board meeting there will be a large hole dug. It will take approximately a month to complete digging of the hole and about 10 weeks to build the tank. The tank will be build onsite.

Regarding the blower project, the motors have been ordered. Submittals have been coming in and have been reviewed. The plan is to take 2 of the 4 blowers out in May to have the inner parts rebuilt and to have larger motors installed. This leaves the District slightly exposed since we need to have at least 2 blowers operating at a time.

Last month he notified the Board that the contractor on the air blower project was asking to substitute a different panel manufacturer. District Engineer now believes that this request is going to fade and is not going to be an issue. He may have brought this up too soon, but since he the Board only meet once per month he wanted to keep them apprised.

District Engineer explained the requirements for the District's NPDES permit. He further explained the special conditions in this permit regarding the barium and the fact that they want these numbers lowered. The District Manager has also asked him to look at the phosphorus as it relates to these permit requirements. Occasionally we see a phosphorus spike. The current limit is 1 ppm and the IEPA has asked us to look at what it would take to cut our phosphorus discharge in half to .5 ppm. Initially it looks like it would be a relatively expensive and somewhat complicated process to accomplish this reduction. The IEPA has requested a report by the end of June.

Regarding the barium issue, the District Manager had sewage samplers obtain samples throughout the day. This developed what are called composite samples. This was done throughout the system to track down where all of the barium is coming from. We can identify where approximately 70 pounds of it is coming from, but the total is approximately 120 pounds. They are trying to track down the source of that extra 50 pounds. The results from the composite samples are being reviewed now.

District Engineer provided the Board with a spreadsheet which contained detail on the bids received for the cure in place project that was approved in tonight's Consent Agenda. He further explained that when you have prices that come in that are similar that means the specs were tight and everyone was bidding the same thing. When you see a bid that is very large comparison to the others, you can assume that this contractor did not take much time to review the specs and just threw out a large number in hopes that they would get the job. He further stated that when you have a bid that is slightly lower, but in line, it shows the contractor was being aggressive and competitive in their bid. If the bids are too low it can be a red flag as well. He and his staff always check each line item to make sure they are receiving good, solid bids. He further commented that often times we will only receive 1 or 2 bids for a project. In this case, we received several bids because there are many companies that do this work.

He further reminded the Board that right now they have about \$2.6 million out in contracts for construction to be done over the next several months. These projects were part of the 3-year capital improvement plan that was put together over the past few years.

President Hansen asked about the IEPA request (*for phosphorus*). District Engineer indicated that it is a special condition. He speculated that they are "fishing" to see if these tighter requirements can be accomplished relatively painlessly before they would make it a requirement. He further explained the process that the District does in order to keep the phosphorus numbers low.

District Manger further explained that the barium thresholds are an IEPA requirement. We have had 3 years to come up with a plan to meet those requirements. We are just barely over the limit, but we will need to stay under that required threshold.

#### **Attorney Report:**

Attorney Melissa Wolf commented that their office is continuing to prepare for the filing of the legal action that the Board directed last month. The Board will continue to be provided with updates as they occur.

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

The meeting was adjourned at 7:27 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Karen Thompson', written in a cursive style.

Karen Thompson,  
District Clerk

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

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

# ORDINANCE NO. 391

*An Ordinance for the Combined Budget and Appropriations  
for Fiscal Year May 1, 2018, through April 30, 2019  
of the Lake in the Hills Sanitary District*

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

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

A GENERAL FUND

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

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

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

2. Construction

d. Capital Improvements

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

3. Bond and Interest Account

e. Bond Transfers

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

f. Bond Transfers

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

g. Contingency & Miscellaneous Expenses  
(Not otherwise appropriated)

\$	<u>3,000</u>
\$	3,000

<b><u>TOTAL OPERATION AND MAINTENANCE FUND</u></b>	<b><u>\$6,837,700</u></b>
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**SUMMARY:**

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

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

1. That the cash on hand at the beginning of the fiscal year is \$7,943,055.
2. That the estimated cash expected to be received during the fiscal year from all sources is \$4,605,000.
3. That the estimated expenditures contemplated for the fiscal year are \$7,584,500.
4. That the estimated cash expected to be on hand at the end of the fiscal year is \$4,963,500.

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

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

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

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

Ayes:

Nays:

Absent:

Abstain:

APPROVED:

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

[SEAL]

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

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

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

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

## CERTIFICATION

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

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

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

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

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

[SEAL]

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

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

**CERTIFICATION**

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

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

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

[SEAL]

[illegible]

Date: May 3, 2018

Agenda Item: Appointment of George Roach & Associates, P.C. as District Auditors for Fiscal Year 2018 – 2019.

From: Rick Forner, District Manager

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### Introduction

On March 23, 2018 the District solicited for a District Auditor for the Fiscal Year 2018 – 2019 with an option for an additional two years. The solicitation included a public notice in the Northwest Herald and mailing out notices to four firms. Three firms returned proposals on April 11, 2018 and were publicly opened at the District offices. The proposals as read were from George Roach & Associates, P.C. in the amount of \$10,000, Sikich in the amount of \$17,200 and Miller Cooper & Co., Ltd in the amount of \$20,500.

### Staff Analysis

Staff has reviewed the three proposals for completeness, responsiveness, and technical qualifications. George Roach & Associates, P.C., has experience with providing similar services for various municipalities and specialty districts including Northern Moraine Wastewater Reclamation District. Based on staff's review we would recommend the appointment of George Roach & Associates, P.C. as the District's Auditor for the fiscal year 2018 – 2019 and reserve the option for future years.

### Financial Impact

The proposed fee of \$10,000 for the fiscal year 2018 – 2019 audit offered by George Roach & Associates, P.C. is within the budget line item proposed for 2018 – 2019.

### Legal Analysis

None

### Action Requested

Staff recommends the District Board of Trustees; appoint George Roach & Associates, P.C. as the District Auditor for Fiscal Year 2018 – 2019.

### Exhibits

Proposals submitted by the three firms are available for review at the District offices and will be available at the meeting of the Board of Trustee on May 10, 2018.



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

	MONTH	YTD	BUDGET
<b>Beginning Cash and Investments</b>			
First National Bank	1,312,893.02	1,229,530.22	
Credit Cards	(41.76)	(1,534.46)	
<b>TOTAL BEGINNING CASH AND INVESTMENTS</b>	<b>1,312,851.26</b>	<b>1,227,995.76</b>	
<b>Revenues and Receipts</b>			
Real Estate Taxes			
General Fund	-	272,862.18	273,000.00
Audit Fund	-	18,299.43	18,300.00
Chlorination	-	18,976.67	19,000.00
Liability Insurance	-	149,104.33	149,200.00
Social Security	-	44,053.34	44,100.00
Retirement	-	100,306.69	100,400.00
Replacement Taxes	338.08	1,561.20	-
Safety Grant Recvd from IL Public Risk Fund	-	2,144.00	
Interest Income	270.57	2,618.69	1,000.00
<b>TOTAL REVENUES AND RECEIPTS</b>	<b>608.65</b>	<b>609,926.53</b>	<b>605,000.00</b>
<b>Expenditures</b>			
<b>GENERAL FUND</b>			
<b>PERSONNEL SERVICES</b>			
Salaries of Trustees, Manager, Treasurer & Clerk	13,276.67	161,369.13	168,000.00
<b>CONTRACTUAL SERVICES</b>			
Professional Engineering	(12,355.75)	39,346.14	40,000.00
Legal Services	(3,340.90)	14,913.25	15,000.00
Other Professional Services	-	941.00	5,000.00
	(15,696.65)	55,200.39	60,000.00
<b>ADMINISTRATIVE EXPENSES</b>			
Printing, Publications	-	3,994.30	4,000.00
Office Supplies, Equipment	667.78	1,740.88	3,000.00
Postage	122.85	770.66	1,000.00
Treasurer's Bond	-	3,000.00	3,500.00
Community Affairs	-	271.28	2,000.00
Memberships and Dues	90.00	3,123.99	4,500.00
	880.63	12,901.11	18,000.00
<b>OPERATING EXPENSES</b>			
Building and Grounds Upkeep	2,700.00	7,918.43	12,000.00
Utilities	5,037.56	15,680.94	28,000.00
J.U.L.I.E.	-	2,472.46	2,500.00
Training and Education	-	315.00	2,000.00
Travel Expenses	-	81.73	2,000.00
Computer Hardware, Software & Support	99.95	4,004.06	8,000.00
	7,837.51	30,472.62	54,500.00
<b>CONTINGENT AND MISCELLANEOUS EXPENSES</b>			
Not Otherwise Appropriated	-	235.00	1,000.00
	-	235.00	1,000.00
<b>TOTAL GENERAL FUND</b>	<b>6,298.16</b>	<b>260,178.25</b>	<b>301,500.00</b>

**Expenditures (continued)**

CHLORINATION FUND	-	3,487.20	24,000.00
	-	3,487.20	24,000.00
AUDIT FUND	-	16,700.00	20,000.00
	-	16,700.00	20,000.00
PUBLIC LIABILITY INSURANCE FUND			
Workers' Compensation	1,438.00	18,038.00	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	43.00	538.00	800.00
	1,481.00	91,602.00	149,800.00
SOCIAL SECURITY FUND	3,906.53	49,014.09	50,000.00
IMRF FUND	10,168.74	123,281.27	130,000.00
OTHER EXPENDITURES (RECEIPTS)	-	-	-
TOTAL EXPENDITURES	21,854.43	544,262.81	675,300.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(21,245.78)	65,663.72	(70,300.00)
Ending Cash and Investments			
First National Bank	1,292,012.41	1,214,208.97	
Credit Cards	(406.93)	(122.37)	
TOTAL ENDING CASH AND INVESTMENTS	1,291,605.48	1,214,086.60	
GENERAL CORPORATE FUND			

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

		MONTH	YTD	BUDGET
<b>Beginning Cash and Investments</b>				
First National Bank - O & M Account	O&M	320,710.16	591,000.14	
First National Bank - Certificate Fund	Bond & Int	149,691.37	35,581.38	
First National Bank - Depreciation Account	Construction	1,894,669.78	1,439,040.41	
First National Bank - Surplus Funds	Construction	45,305.54	55,994.07	
First National Bank - Bond & Interest Fund	Bond & Int	682,851.56	445,863.97	
First National Bank - Sinking Funds	Bond & Int	518,284.19	355,362.64	
Algonquin Bank & Trust - Cash Mgr	O&M	2,681,745.76	2,686,621.18	
Algonquin Bank & Trust - Operating	O&M	-	1,005.00	
Home State Bank	O&M	43,651.77	32,557.72	
Illinois State Bank	O&M	27,594.90	21,779.86	
Credit Cards		(450.49)	(352.69)	
TOTAL BEGINNING CASH AND INVESTMENTS		6,364,054.54	5,664,453.68	
SEWERAGE FUNDS				
<b>Revenues and Receipts</b>				
Sewer Bill Income		790,999.27	3,740,190.04	3,600,000.00
Septage Income		3,673.28	199,313.74	230,000.00
Wastewater Discharge Income		2,993.98	44,363.22	45,000.00
Refunds		(601.74)	(6,000.40)	-
Connection/Tap-On Fees		5,200.00	403,800.00	100,000.00
Annexation Fees (inc. GIS)		-	-	5,000.00
Downstream & Misc Charges		-	15,606.00	500.00
Liftstation Recapture		-	-	-
Gain/Loss - Sale of Equipment		-	2,605.00	-
Interest Income		4,786.07	33,461.63	5,000.00
TOTAL REVENUES AND RECEIPTS		807,050.86	4,433,339.23	3,985,500.00
<b>Expenditures</b>				
<b>PERSONNEL SERVICES</b>				
District Personnel Salaries		37,789.06	479,337.52	580,000.00
<b>ADMINISTRATIVE EXPENSES</b>				
Telephone		220.47	2,951.28	3,000.00
Postage		-	18,678.92	20,000.00
Printing and Publications		403.52	2,372.59	2,500.00
Office Supplies		719.16	6,687.67	8,000.00
Collection and Billing Expenses		4,434.84	62,106.39	80,000.00
Professional Service		69.89	1,607.47	5,000.00
Training, Travel and Education		-	220.00	5,000.00
Computer Hardware, Software, and Support		896.45	20,231.97	20,500.00
Community Affairs		94.90	709.18	1,000.00
Medical and Life Insurance		16,611.04	182,899.62	195,000.00
		23,450.27	298,465.09	340,000.00
<b>OPERATIONS AND MAINTENANCE</b>				
Operating Supplies		7,429.59	55,470.11	60,000.00
Maintenance and Repair (Plant)		22,206.83	119,356.23	122,000.00
Maintenance and Repair (Collection Systems)		9,105.16	109,861.55	295,000.00
Utilities and Energy		32,841.61	385,050.78	386,000.00
Grounds Upkeep		-	20,160.50	30,000.00
Gasoline/Oil		718.06	11,135.95	15,000.00
Computer and Support Services		-	99.95	2,000.00
Emergency Communications		4,496.28	54,762.13	55,000.00

Sludge Management	39,064.90	461,864.84	493,000.00
Professional Services	132.00	20,243.37	24,000.00
Residential Reimbursement			10,000.00
Compliance Requirements/Permits	-	27,895.00	28,000.00
GIS	-	-	10,000.00
	<u>115,994.43</u>	<u>1,265,900.41</u>	<u>1,530,000.00</u>

**Expenditures (continued)**

**CAPITAL IMPROVEMENTS**

New Construction	47,783.00	806,490.66	3,000,000.00
Plant Equipment	-	23,844.72	30,000.00
Collection System	-	-	280,000.00
Vehicles	-	29,790.00	50,000.00
Legal Expense	-	297.50	5,000.00
Engineering Expense	5,343.00	168,888.44	375,000.00
Bond, Finance Consulting Expense - Series 2014A	-	-	1,000.00
	<u>53,126.00</u>	<u>1,029,311.32</u>	<u>3,741,000.00</u>

**BOND TRANSFERS**

2008 Debt Certificates, Principal	105,000.00	105,000.00	105,000.00
2008 Debt Certificates, Interest	28,293.76	56,587.52	57,000.00
Administration Fees - 2008 Debt Certs	-	750.00	1,500.00
	<u>133,293.76</u>	<u>162,337.52</u>	<u>163,500.00</u>

Series 2014 Bond, Principal	100,000.00	100,000.00	100,000.00
Series 2014 Bond, Interest	57,493.75	114,987.50	118,000.00
Administration Fees - 2014 Series Bond	350.00	1,100.00	3,500.00
	<u>157,843.75</u>	<u>216,087.50</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>521,497.27</u>	<u>3,453,963.79</u>	<u>6,579,000.00</u>
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**EXCESS OF REVENUES OVER (UNDER) EXPENDITURES**

<u>285,553.59</u>	<u>979,375.44</u>	<u>\$ (2,593,500.00)</u>
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**Ending Cash and Investments**

First National Bank - O & M Account	O&M	559,902.23	376,199.49
First National Bank - Certificate Fund	Bond & Int	29,423.42	48,586.29
First National Bank - Depreciation Account	Construction	1,900,909.65	1,446,961.99
First National Bank - Surplus Funds	Construction	14,532.59	36,529.72
First National Bank - Bond & Interest Fund	Bond & Int	527,845.89	510,471.32
First National Bank - Sinking Fund	Bond & Int	533,136.32	370,152.55
Algonquin Bank & Trust - Cash Mgr.	O&M	3,007,896.46	2,725,881.72
Algonquin Bank & Trust - Operating	O&M	2,164.00	93.00
Home State Bank - Now Account	O&M	46,412.23	32,731.35
Illinois State Bank	O&M	28,820.69	21,860.24
Credit Cards	O&M	(918.59)	(1,369.13)

**TOTAL ENDING CASH AND INVESTMENTS**

<u>6,650,124.89</u>	<u>5,568,098.54</u>
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**SEWERAGE FUNDS**

**LITH SANITARY DISTRICT  
Bills Paid Before Meeting  
May 10, 2018 Meeting Date**

Name	Memo	Amount
<b>General Fund</b>		
<hr/>		
TOTAL GEN FUND BILLS PAID BEFORE MEETING		<hr/> <b>\$ -</b> <hr/>
<b>O &amp; M Fund</b>		
Ansercall 24	Emerg Comm	\$ 102.00
AT&T	Emerg Comm	\$ 315.42
Flood Brothers Disposal & Recycling	Building & Grounds - Trash/Recycling	\$ 318.00
TOTAL O & M BILLS PAID BEFORE MEETING		<hr/> <b>\$ 735.42</b> <hr/>

**LITH SANITARY DISTRICT  
Recurring Bills  
May 10, 2018 Meeting Date**

Name	Memo	Amount
<b>General Fund</b>		
Illinois Municipal Retirement Fund	Employer Portion of IMRF - April 2018	\$ 10,168.74
United States Treasury	District Pd Payroll Taxes (SS & Med)	\$ 3,906.53
TOTAL GENERAL FUND RECURRING BILLS		<hr/> <b>\$ 14,075.27</b> <hr/>
<b>O &amp; M Fund</b>		
Humana	Health Insurance Premiums	\$ 16,611.04
Payment Services Network	Collections Expenses March 2018	\$ 488.15
TOTAL O & M RECURRING BILLS		<hr/> <b>\$ 17,099.19</b> <hr/>

Approved \_\_\_\_\_

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

**LITH SANITARY DISTRICT - Governmental Fund**  
**Bills Presented to Board for Approval**  
**May 10, 2018**

Name	Memo	Amount
<b>GENERAL CORP FUND BILLS</b>		
First National Bank of Omaha - Visa	Office Supplies	\$ 169.99
First National Bank of Omaha - Visa	Comp Support, Printing, & Travel	\$ 376.89
Interstate Gas Supply, Inc.	Utilities - Nat Gas March 2018	\$ 2,313.35
Logsdon Office Supply	Office Supplies	\$ 37.00
Nicor Gas	Utilities - Nat Gas	\$ 1,188.07
Postl-Yore and Associates	Gen Engineering Svs - April 2018	\$ 3,060.00
Shaw Suburban Media Group	Printing & Publications	\$ 189.12
Storino Ramello & Durkin	Legal Svs - March 2018	\$ 1,632.75
Technology Masters, Inc.	Computer Support	\$ 62.50
Warehouse Direct	Office Equip	\$ 368.50
<b>TOTAL GENERAL CORP FUND BILLS</b>		<b>\$ 9,398.17</b>

**LITH SANITARY DISTRICT - O&M/Sewerage Fund**  
**Bills Presented to Board for Approval**  
**May 10, 2018**

Name	Memo	Amount
<b>O &amp; M BILLS</b>		
Advance Electrical Supply Company LLC	Maint/Repair - Plant, Surge Protection	\$ 2,152.80
Advance Electrical Supply Company LLC	Maint/Repair - Plant, Yard Lighting	\$ 152.04
Advance Electrical Supply Company LLC	Maint/Repair - Plant, Garage Lighting	\$ 61.44
Advance Electrical Supply Company LLC	Maint/Repair - Plant	\$ 561.00
Advantage Mechanical Inc	Maint/Repair - Plant, Grit Bldg E-2	\$ 712.50
AT&T	Emerg Comm	\$ 3,619.18
AT&T	Emerg Comm - Decatur LS	\$ 157.00
Automatic Control Services	Pro Svs	\$ 266.00
AutoZone, Inc.	Maint/Repair - Vehicles, Crane Truck	\$ 59.97
AutoZone, Inc.	Maint/Repair - Vehicles	\$ 121.15
Calco, Ltd. Inc.	Supplies - Lab	\$ 133.00
Cintas Corporation #355	Supplies - Personnel	\$ 1,000.49

Comcast Cable	Comp Support & Telephone	\$	360.11
ComEd, Inc.	Utilities - Coll Sys Dam LS	\$	515.40
ComEd, Inc.	Utilities - Coll Sys Meadowbrook LS	\$	317.32
ComEd, Inc.	Utilities - Coll Sys Beach LS	\$	82.57
Consolidated Electrical Distributors, Inc	Maint/Repair - Coll Sys Concord LS	\$	326.00
Controls Consulting, Inc.	Engineering - SCADA	\$	840.00
Controls Consulting, Inc.	Engineering - SCADA	\$	1,100.00
Dynegy Energy Services	Utilities - Plant, Concord, Decatur & Pyott Rd LS	\$	29,835.51
Element Materials Tech Daleville LLC	Pro Svs - Lab	\$	479.65
First National Bank of Omaha - Visa	Maint/Repair - Plant & Coll Sys, Comp Support	\$	363.72
First National Bank of Omaha - Visa	Pro Svs, Comm Affairs, Office Supplies	\$	438.76
Graphic Controls, LLC	Operating Supplies - Lab	\$	202.53
Hawkins, Inc	Supplies - Operations	\$	3,747.50
Illini Power Products, Corp.	Maint/Repair - Coll Sys Meadowbrook LS	\$	3,434.33
Kaman Industrial Technologies	Maint/Repair - Plant, Oxidation Ditch	\$	125.74
Kaman Industrial Technologies	Maint/Repair - Plant, Oxidation Ditch	\$	668.67
Kaman Industrial Technologies	Maint/Repair - Plant, Oxidation Ditch-Drive 312	\$	468.82
Logsdon Office Supply	Office Supplies	\$	2.35
Logsdon Office Supply	Office Supplies	\$	19.26
Logsdon Office Supply	Office Supplies	\$	155.77
Logsdon Office Supply	Office Supplies	\$	55.34
Marc Kresmery Construction LLC	Maint/Repair - Coll Sys Decatur LS	\$	5,570.78
Marc Kresmery Construction LLC	Maint/Repair - Plant	\$	547.84
PetroChoice LLC	Gas/Fuel	\$	865.75
PetroChoice LLC	Operating Supplies	\$	2,471.76
Postl-Yore and Associates	Engineering- Phosphorus	\$	2,720.00
Postl-Yore and Associates	Engineering - Collection System	\$	1,979.50
Postl-Yore and Associates	Engineering - Barium	\$	1,487.50
Ryco Landscaping	Grounds Upkeep - Mowing	\$	296.00
Sartorius Corporation	Operating Supplies - Lab	\$	166.10
Sievert Crane & Hoist	Maint/Repair - Plant, Main LS	\$	562.00
Storino Ramello & Durkin	Collections	\$	790.25
Storino Ramello & Durkin	Const - Legal, Recovery of Earnest Money March 2018	\$	315.00
Suburban Laboratories, Inc.	Pro Svs - Lab, Barium Study	\$	636.00
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	132.00
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	528.00
Synagro-WWT, Inc.	Sludge Mgt - April 2018	\$	41,823.25
Technology Masters Inc	Comp Support	\$	607.50
The Home Depot	Maint/Repair - Plant	\$	157.30
United Laboratories	Supplies - Maint	\$	371.30
USA BlueBook	Maint/Repair - Plant	\$	1,171.61
Verizon Wireless	Emerg Comm	\$	307.75

Village of Lake In The Hills	Collections - Water Shut Off Fees	\$	315.00
Warehouse Direct	Pro Svs	\$	23.25
Water One, Inc.	Supplies - Personnel	\$	92.50
Xylem Water Solutions U.S.A., Inc.	Maint/Repair - Coll Sys Concord LS	\$	12,883.70
Ziegler's Ace Hardware	Supplies - Maint	\$	392.46

<b>TOTAL O&amp;M FUND BILLS</b>	<b>\$</b>	<b>129,750.02</b>
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**CONSTRUCTION FUND BILLS**

Controls Consulting	Engineering - Digester #4	\$	770.00
Controls Consulting	Engineering - Air Supply	\$	3,920.00
Controls Consulting	Engineering - Air Supply	\$	2,100.00
Controls Consulting	Engineering - Digester #4	\$	2,380.00
Postl-Yore and Associates	Engineering - Air Supply	\$	13,823.50
Postl-Yore and Associates	Engineering - Digester #4	\$	17,977.50

<b>TOTAL CONSTRUCTION FUND BILLS</b>	<b>\$</b>	<b>40,971.00</b>
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GRAND TOTAL OF ALL BILLS PRESENTED FOR APPROVAL IS \$ 212,029.07 OF WHICH \$ 23,473.44 IS FROM THE GENERAL CORPORATE FUND, \$ 147,584.63 IS FROM THE OPERATIONS AND MAINTENANCE FUND, \$ 40,971.00 IS FROM THE CONSTRUCTION FUND, AND \$ 0.00 IS FROM THE BOND AND INTEREST FUND.

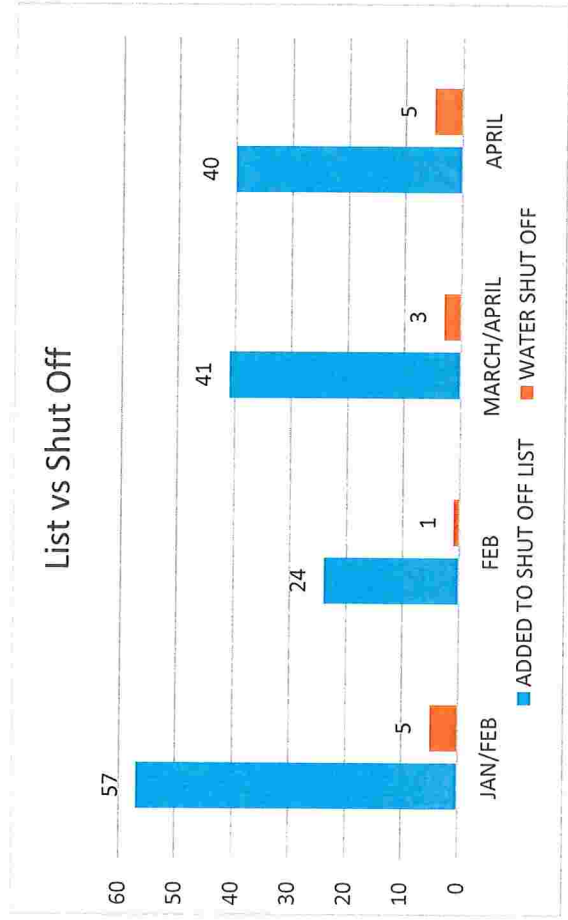
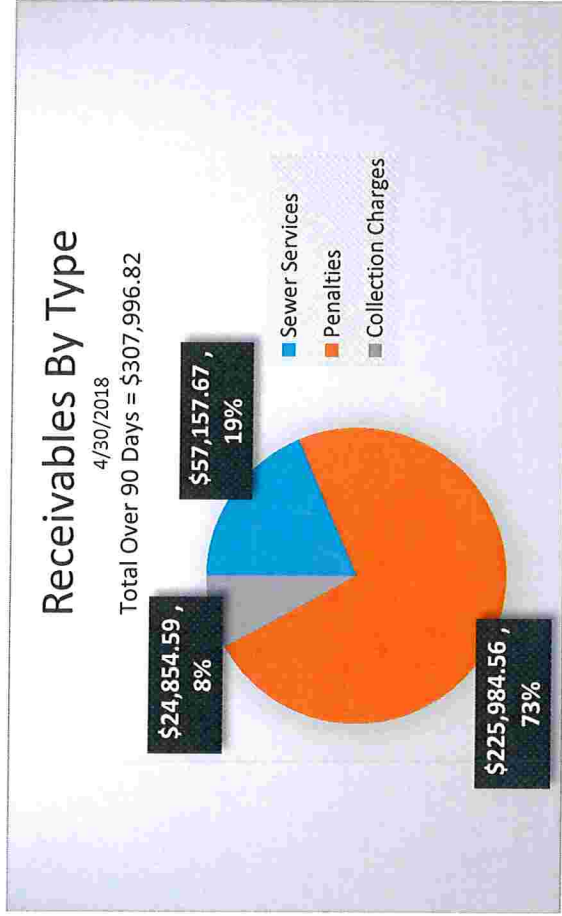
Approved \_\_\_\_\_

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



# Accounts Receivable Analysis

April 2018



## Monthly Shut Off Summary

### Lake in the Hills

- 5 Shut Off – All pd in full post shut off

### Huntley

- NONE

### Crystal Lake

- NONE

# MANAGER'S REPORT

## Month of April, 2018

### Customers:

	CURRENT	TOTAL for YEAR	DATA for April 2017
Total accounts thru April 2018:	11,691		11,678
New Customers:	2	3	2
Connections:	4	9	3
Permits Issued:	1	8	0
Permits Issued Past 13 Months:	22		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
4/25/18	1215 Maple Street	Service Line	No

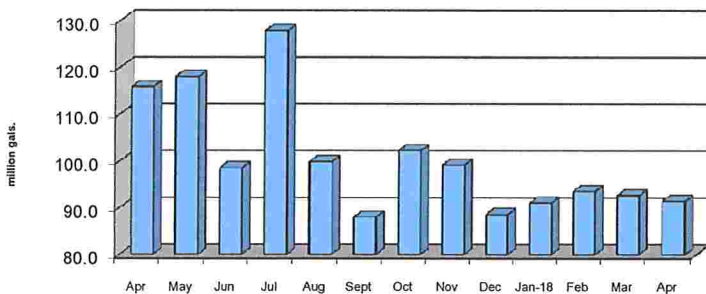
### COLLECTION SYSTEM ACTIVITIES:

District personnel televised 13 line segments of sanitary sewer totaling 2,543 lf.  
District personnel cleaned and root cut 1,950 lf of sanitary sewer.

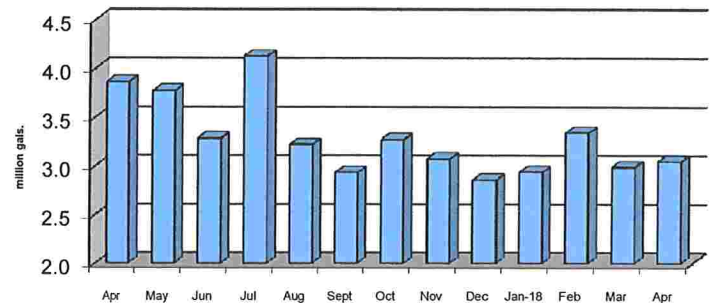
### FLOWS:

Total Flow for Month:	91.421	million gallons
Average Daily Flow:	3.047	mgd
Maximum Daily Flow:	3.988	mgd (4/15)
Precipitation Total:	1.46	inches
Historical Monthly Precipitation Avg.:	3.69	inches
Septage Accepted:	307,269	gallons

**Total Monthly Flows**



**Monthly Average Daily Flows**



## MANAGER'S MONTHLY REPORT

April, 2018

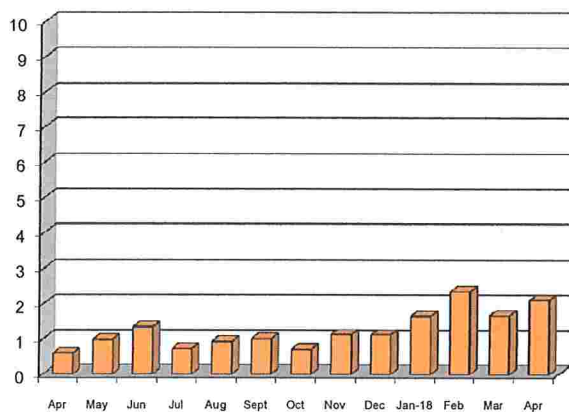
Page 2

### TREATMENT PLANT OPERATIONS:

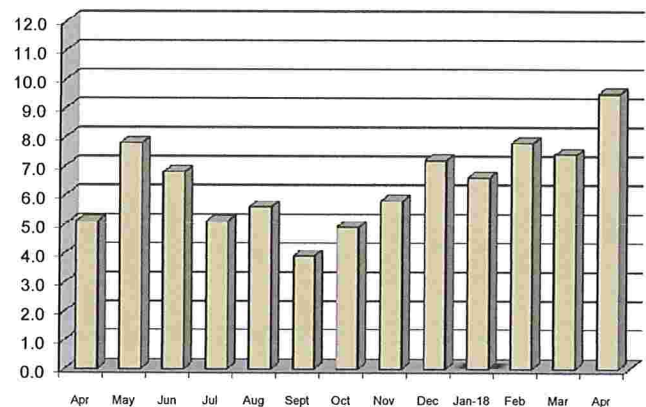
	<u>Average in</u>	<u>Average out</u>	<u>Average % reduction</u>
C.B.O.D:	138 mg/L	2.1 mg/L	98.5%
Total Suspended Solids:	262 mg/L	9.5 mg/L	96.4%
Ammonia Nitrogen:	15.3 mg/L	0.07 mg/L	99.6%
Phosphorus:		0.43 mg/L	
Fecal Coliform:		126 colonies (daily max.)	

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:	3.595 million gallons
Decanted:	0.000 million gallons
Thickened	3.466 million gallons
To Digester	0.836 million gallons
Pressed	0.909 million gallons

### PERSONNEL ACTIVITIES:

3/6/2018 James & John IEPA Class 1 Test

Respectfully submitted,

Rick Foxner, Manager