



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

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

**LAKE IN THE HILLS SANITARY DISTRICT  
AGENDA  
REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
October 11, 2018  
7:00 P.M.**

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**Roll Call**

**Approval of the Minutes**

**Public Comments**

**Consent Agenda**

- A. Change Order No. 7 for Sludge Management Project under contract with Synagro Central LLC.**
- B. Approval of Letter of Engagement from Applied Technologies, Inc. for Professional Services, District Engineer.**
- C. Approval of Task Order from Applied Technologies, Inc. for the replacement of the rear entrance pavement at the Water Pollution Control Facility.**
- D. Approval of Task Order from Applied Technologies, Inc. for the upgrades to the Beach Lift Station**
- E. Approval of Task Order from Applied Technologies for the assessment of the Water Pollution Control Facility electrical distribution.**

**Specific Agenda**

**Accountant's Report**

**Approval of Bills**

**LAKE IN THE HILLS SANITARY DISTRICT  
AGENDA REGULAR MEETING OF  
THE BOARD OF TRUSTEES  
October 11, 2018  
7:00 p.m.  
Page 2**

**Manager's Report**

**Operations Update**

**Storm Event September 25, 2018**

**Project Updates**

**Engineers Report**

**Attorney's Report**

**Unfinished Business**

**New Business**

**Adjournment**

**Lake in the Hills Sanitary District  
Board of Trustees Regular Meeting Minutes  
September 13, 2018**

**Roll Call:**

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

**Approval of Minutes:**

Motion was made by Trustee Easler and seconded by Trustee Kehoe to approve the Minutes of the Regular Board Meeting of August 9, 2018 as presented. On a roll call vote, President Hansen, Trustee Easler and Trustee Kehoe voted aye.

**Public Comments:**

District Manager introduced the staff from Applied Technologies who were in attendance (*Jim Smith, Peter Kolb and Robert Doeringsfeld*). They thanked the Board for the opportunity and presented a handout that outlines their organizational chart and experience. Peter Kolb from Applied Technologies indicated that he will be our District Engineer. He further stated that he is also working with the Lakes Region Sanitary District and their meetings are held the same night as ours. However, due to their consolidation, his tenure there will be limited. In the interim, Robert Doeringsfeld will attend meetings in his absence. Peter Kolb gave further information regarding his individual qualifications and the qualifications of the firm as a whole. President Hansen further commented that during the interview process he was very impressed with both their qualifications and the fact that came to the interview very well prepared with ideas and suggestions. He also stated that as an added bonus they have experience with a consolidation.

**Consent Agenda:**

- A. Approval of Ordinance No. 395 – An Ordinance Abating the Taxes Levied for the Year 2018 to Pay General Obligation Bonds, Series 2014.
- B. Approval of Lake in the Hills Sanitary District's Financial Statements for the Year Ended April 30, 2018 as presented by George Roach & Associates.
- C. Approval of Annual Treasurers Report for Fiscal Year 2017– 2018.
- D. Compensation recommendation for James Olvera per District Managers recommendation of August 21, 2018.
- E. Change Order No. 6 for Sludge Management Project under contract with Synagro Central LLC.
- F. Approval of Application and Certificate for Payment #3 in the amount of \$130,042.35 to Energenecs, Inc. for the Reconfiguration of Existing Hoffman Air Blowers project.

G. Approval of Application and Certificate for Payment #2 in the amount of \$556,869.60 to AMS Mechanical Systems, Inc. for Aerobic Digester #4 project.

H. Appointment of Applied Technologies as District Engineer, subject to the review and approval of Letter of Engagement by District Manager and District Attorney.

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

**Specific Agenda:**

None.

**Accountant's Report:**

District Treasurer presented copies of the August 2018 Treasurer reports. She stated that revenues for the month were typical for this time of year and this point in the billing cycle. Expenses on both the Government Funds & O/M Sewerage Funds were a little lower than usual. For the Governmental Funds that can be attributed to the fact that with the resignation of the Engineer we had no expenses related to general engineering services. For the O&M/Sewerage Fund the lower expenses can be attributed to the fact that we had no payments to contractors on the consent agenda last month and the fact that we received fewer bills last month.

Motion was made by Trustee Kehoe seconded by Trustee Easler to approve the August 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 highlighted some of the atypical or larger invoices. She further commented that the Attorney's invoice contained some fees for the recovery of the earnest money. Those fees have been listed separately on the report. She also stated that she has copies of the bills if anybody wanted to see any detail.

Trustee Easler had a question about the bill from the Village of Huntley. District Treasurer confirmed that this invoice is for water shut off fees. She further stated that it is rare that we have a customer from Huntley who actually has their water shut off. Therefore, we do not see an invoice like this very often. As always, these fees are billed back to the customer.

A motion was made by Trustee Easler and seconded by Trustee Kehoe to approve the List of Bills as presented for payment totaling \$ 260,269.12 with \$ 39,150.10 from the General Corporate Fund, \$ 151,252.13 from the Operations and Maintenance Fund, \$ 43,870.00 from the Construction Fund and \$ 25,996.89 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 August 2018 Managers Report and provided a verbal recap of some items.

He stated that we did have a call out in August for a property on Hunter's Path. Staff has been to this location several times. A manhole there has asphalt in the bottom which collects debris. The contractor has been contacted to repour the bench in that manhole to help resolve this issue. The Managers report indicates that this was our issue, but there was no actual backup there.

Flows were back to normal in August.

The wall cap for Digester #4 was poured. Next week they will be putting the shotcrete and stress wire on. Within the next two weeks the tank construction part will be completed. After that, it will be backfilled and air diffusers and platforms will be added. At this point, they are about a half a week behind schedule due to some rain events. Trustee Easler asked if it is scheduled to be completed before the freeze hits. District Manager confirmed and said that he hopes to be using it by November.

District Manager updated the Board regarding Change Order No 5, as mentioned last month. The Engineer has reviewed this and the site has been resurveyed. It was determined that we will not need to continue with the process outlined in Change Order No. 5 and therefore, this Changer Order is cancelled and we will not need to expend \$18,000 on this.

Regarding the blower project, the remaining two blowers should be back onsite within the next two weeks. The two modified and reinstalled blowers have been running fine. We have actually been down to running one blower instead of two, which will be an energy savings. Once the remaining two blowers are installed, we can work with ComEd regarding our energy demands and the grant money.

Trustee Easler had a question regarding the emergency generators and the ComEd rebates. District Manager indicated that we have not done that in the last year because the EPA has started regulating how much you can run your standby generator. He further commented that we do have funds in our budget this year for generator maintenance. The new radiator for the plant generator has been received. Next month, when we have access to a temporary generator, this radiator will be repaired.

The barium removal project is in the testing phase. We are looking at how additional alum affects barium. This testing should be done within the next two or three weeks. If it is proven that alum could positively affect the barium levels, this information could be valuable to the Village and their process for the well facilities. Trustee Easler asked the representatives from Applied Technologies if they are familiar with this issue. They confirmed and provided additional detail.

Lastly, the District Manager provided a copy of the letter that we received indicating that the District has been nominated for plant of the year through the Illinois Association of Water-Pollution Control Operators. We are one of five similar sized plants who were nominated. We were nominated by our EPA representative. The committee will visit and inspect each site and will cast their vote. The winner will be announced at a conference in February in Springfield.

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

#### **Engineer's Report:**

Trustee Easler asked the staff from Applied Technologies if they have been in contact with the prior District Engineer regarding the transition. They indicated that the former Engineer did contact them. District Manager indicated that they would all be meeting next week to go through this.

**Attorney's Report:**

District Attorney indicated that she is in the process of reviewing the agreement from Applied Technologies and anticipates that she will get back to them early next week.

Regarding the recovery of the earnest money, the Attorney who is working on the litigation is going to be finalizing his review of the documents and will be making a recommendation. She indicated that at the next Board meeting he may attend to provide information to the Board.

**Unfinished Business:**

Trustee Easler asked for an update on the County's RFQ for an assessment of the Sanitary District. District Attorney said that she spoke with Peter Austin who indicated that the County received five responsive bids back. Copies of these were provided to President Hansen and he will forward to others if they wish. District Attorney indicated that it is Peter Austin's intent to have a meeting sometime next week.

**New Business:**

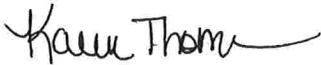
None

**Adjournment:**

There being no further business to bring before the Board, President Hansen asked for a motion to adjourn the meeting. Motion was made by Trustee Kehoe and seconded by Trustee Easler. The motion passed after a verbal vote. All Board members who were present voted aye.

The meeting was adjourned at 7:21 pm.

Respectfully Submitted,



Karen Thompson,  
District Clerk

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

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President Hansen



## Change Order #7 to Agreement

For  
"Sludge Management Project"  
Lake in the Hills Sanitary District  
Lake in the Hills, IL

On November 13<sup>th</sup>, 2008 the Change Order #5 was implemented for the Sludge Management Project (the Contract) was entered into between Synagro Central LLC (Synagro) and the Lake in the Hills Sanitary District (the Customer).

**WHEREAS**, Synagro and the Customer desire to add a Change Order #7 to the Contract for good and valuable consideration while working together on a new contract, the receipt of which is hereby acknowledged and parties hereby agree to amend the contract as follows:

1. The term of the contract shall be renewed for a period of six months commencing on October 1, 2018 and ending on March 1<sup>st</sup>, 2019. The contract shall remain in effect in full force in accordance with all of the original terms and conditions.

2. Current Rate:

**\$0.032 per gallon- Dewatering & Utilization of Class B Solids**

**IN WITNESS HEREOF**, the parties hereto have caused this Amendment #7 to be executed by their duly authorized officers or representatives on \_\_\_\_\_

**Synagro Central, LLC**

**Lake in the Hills Sanitary District**

By: \_\_\_\_\_

By: \_\_\_\_\_

Signature

Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



September 24, 2018



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

Subject: Letter of Engagement for Professional Services  
District Engineer

Dear Rick:

Applied Technologies, Inc. (ATI) is pleased to submit this Letter of Engagement for Professional Services to serve as District Engineer for the Lake in the Hills Sanitary District (District). ATI will provide study, design, construction, and general consulting engineering services for projects concerning infrastructure owned by the District.

As District Engineer, Peter Kolb, P.E. will coordinate District activities at the direction of the District Manager and Board of Trustees. This is an ongoing position that may be extended on an annual basis. The DE shall act as the District's technical advisor and offer advice as requested by the District Manager and/or the Board of Trustees.

## BACKGROUND

The District was formed in 1963 under the Sanitary District Act of 1917. Today it is governed by a three member Board of Trustees and serves approximately 11,000 accounts located in the Village of Lake in the Hills and portions of the City of Crystal Lake and the Village of Huntley. The District owns, maintains, and operates 125 miles of collection system sewers, six lift stations and a 4.5 MGD wastewater treatment facility.







## **SCOPE OF SERVICES**

Services will be provided under two general categories: General District Engineer Services and Task Order Services. These categories are detailed in the following sections.

### **General District Engineer Services**

The scope of work for General District Engineer Services includes, but is not limited to, the following items and shall be provided on an hourly basis. (See Appendix A for the Standard Rate Schedule.)

1. Services requested by the Board of Trustees.
2. Preliminary investigations, cost studies, feasibility studies, economic analyses, and forecasts.
3. Attendance and preparation for all requested Board of Trustees meetings. Prepare monthly status reports for Capital Improvement Projects when appropriate.
4. Site visits necessary for operation of the facilities.
5. Special planning, engineering studies, appraisals, and utility rate analyses.
6. Financial/budgetary planning.
7. Technical advice as requested by the District Manager and Board of Trustees.
8. Technical representation of the District at meetings or conferences with regulatory, municipal, county, and state agencies, as needed or requested.

### **Task Order Services**

Task Order Services will be provided on a project-by-project basis as requested by the District. The tasks will be detailed in a Project Task Order, a sample of which is included in Appendix B. Each Task Order Service will have a defined scope, schedule, and not-to-exceed budget amount authorized by the District. These services include, but are not limited to, the following:

1. Surveying and mapping.
2. Construction plans, specifications and contract documents, and all permit submittals.
3. Onsite management, construction related services, and inspection of capital improvement projects.
4. Monthly status reports on project activities.



## ENGINEERING BUDGET AND INVOICING

Engineering services will be billed monthly on an hourly basis for actual services provided under the General District Engineer Services category. Task Order Services will be billed on an hourly basis for actual services provided and will not exceed the task's budget amount without written authorization by the District. Our level of effort can be modified as necessary to meet any contractual or budgetary requirements of the District. Appendix C contains a sample invoice, and Appendix D features ATI's General Contract Provisions.

## INSURANCE

A Certificate of Insurance will be provided to the District upon commencement of the services. ATI will maintain the following insurance coverage for the duration of this agreement:

Type	Limit
Professional Liability (Occurrence/Aggregate)	\$2,000,000/\$3,000,000
Commercial General Liability (Occurrence/Aggregate)	\$1,000,000/\$2,000,000
Automobile Liability (Combined Single Limit)	\$1,000,000
Umbrella Liability (Occurrence/Aggregate)	\$5,000,000/\$5,000,000
Workers Compensation and Employers' Liability	\$1,000,000

Lake in the Hills Sanitary District will be named as additionally insured on all Certificates of Insurance.



To accept this Letter of Engagement, please sign and date this page and return a copy to us. Please contact me directly at (847) 309-5402 with any questions. Thank you for the opportunity to provide professional engineering services to Lake in the Hills Sanitary District; we look forward to working with you on this exciting endeavor!

Sincerely,  
Applied Technologies, Inc.

Peter E. Kolb, P.E.  
Vice President

cc: Jim Smith, P.E., President of Applied Technologies, Inc.

#### Appendices

- A. 2018 Standard Rates
- B. Sample Task Order Form
- C. Sample Invoice
- D. Applied Technologies, Inc. General Provisions
- E. Contractor's Certification

#### Lake in the Hills Sanitary District District Engineer

Accepted by:

Owner: \_\_\_\_\_

By (Signed): \_\_\_\_\_

By (Print): \_\_\_\_\_

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

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

# **APPENDIX A**

## **2018 Standard Rate Schedule**

## 2018 Standard Rate Schedule

Project Role	Hourly Rate
Principal/District Engineer	\$190
Senior Project Manager	\$170
Project Manager	\$160
Senior Project Engineer V	\$156
Senior Project Engineer IV/Land Surveyor	\$138
Senior Project Engineer III/Assistant District Engineer	\$130
Project Engineer II	\$120
Project Engineer I	\$103
Senior Architect	\$130
Architect	\$110
Senior Designer IV	\$148
Senior Designer III	\$120
Designer II	\$110
Designer I	\$98
Clerical	\$68

### Other Terms and Conditions

1. This standard rate schedule is adjusted on January 1st of each year.
2. Rates include expenses, such as mileage, photocopying, blueprints, and postage.

# **APPENDIX B**

## **Sample Task Order Form**



## Lake in the Hills Sanitary District TASK ORDER NO.

**Date:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_ **LITHSD Project Manager:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**ATI Point(s) of Contact:** \_\_\_\_\_

**Project Description:**

**Scope of Services/Schedule:**

**Compensation:**

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### PROJECT APPROVAL

Applied Technologies, Inc.

Accepted by Lake in the Hills Sanitary District

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

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

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

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

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

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

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

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

# APPENDIX C

## Sample Invoice



468 Park Avenue  
Lake Villa, Illinois 60046

# SAMPLE INVOICE

District Engineer: Peter Kolb

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

DATE  
Project No: ####  
Invoice No: #####  
Lake In the Hills Sanitary District Task No. ##

Project #### Lake in the Hills Sanitary District Sample Invoice  
Lake in the Hills Sanitary District

## Professional Services from August 26, 2018 to September 25, 2018

### Professional Personnel Summary

	Hours	Rate	Amount
District Engineer			
Kolb, Peter	3.50	190.00	570.00
Senior Project Engineer V			
Last, First	10.00	156.00	1,560.00
Project Engineer 1			
Last, First	5.00	103.00	515.00
Totals	18.50		2,645.00
Total Labor			2,645.00

Rate

Total this Invoice \$2,645.00

### Outstanding Invoices

Number Date Balance

Total

	Current	Prior	Total	Received	A/R Balance
Billings to Date	2,645.00	0.00	2,645.00	0.00	2,645.00

Budget  
###,###.##

Terms: Net 10 Days

# **APPENDIX D**

## **General Contract Provisions**



### 1. Scope of Services and Time Limit

The Proposal or Agreement for Professional Services, hereinafter both called the Agreement, is valid for a period of 60 days. Signing of the Agreement by the Client shall be considered as authorization for Applied Technologies, Inc. (ATI) to proceed with the Scope of Services. If acceptance is not received within 60 days, ATI reserves the right to revise the Scope of Services, Compensation, schedule, and personnel commitments.

### 2. Compensation

Compensation for the Scope of Services shall be as indicated in the Agreement, including any rate schedule or other attachments. All time spent on the Project by professional, technical, and clerical personnel will be invoiced. Unless otherwise stated, any compensation or fee estimate is considered a budget estimate only, and is not a lump-sum fee. If it becomes apparent to ATI that the total amount of compensation will exceed the budget estimate, ATI will notify the Client. Promptly thereafter, the Client and ATI shall review the matter of compensation and either the budget estimate or the remaining Scope of Services shall be revised. Rate schedules are adjusted on January 1st of each calendar year.

### 3. Additional Services

Additional compensation shall be negotiated between the Client and ATI for Additional Services beyond the Scope of Services. Unless otherwise noted, these Additional Services will include, but not be limited to: investigating the condition of existing facilities; verifying the accuracy of drawings or information furnished by the Client; surveying and preparation of easements and right-of-way descriptions; redesign after approval of preliminary phase documents; preparation of alternative designs; bid protests; redesign and rebidding; Client-requested change orders involving redesign; restaking of construction stakes; and delays beyond the control of ATI.

### 4. Payments to ATI

Progress invoices will be issued monthly by ATI for all services performed under the Agreement. Invoices are due and payable on receipt. Interest at the rate of 1% per month will be charged on all past due amounts.

### 5. Professional Standards

ATI shall be responsible, to the level of competency presently maintained by other practicing professionals in the same type of work and time in the Client's community, for the professional and technical soundness, accuracy, and adequacy of all design, drawings, specifications, and other work and materials furnished under this Agreement. Professional services are not subject to, and ATI can not provide, any warranty or guarantee, express or implied, including warranties or guarantees contained in any uniform commercial code. Any such warranties or guarantees contained in any purchase orders, requisitions or notices to proceed issued by the Client are specifically objected to.

### 6. Opinions of Cost

Since ATI has no control over the cost of labor, materials, equipment or services furnished by others, or over the Contractor(s)' methods of determining prices, or over competitive bidding or market conditions, the opinions of probable Total Project Costs and Construction Cost are made on the basis of ATI's experience and qualifications and represent ATI's professional judgment. ATI does not guarantee that proposals, bids or actual Total Project Costs or Construction Costs will not vary from the opinions of probable cost prepared by ATI. If prior to bidding, the Client wishes greater assurance as to Total Project or Construction Costs, the Client shall employ an independent cost estimator. ATI's services to modify the Contract Documents to bring the Construction Cost within any limitation established by Client will be considered Additional Services.

### 7. Construction Observation

During construction observation ATI shall not supervise, direct, or have control over the Contractor's work or responsibility for the means, methods, techniques, sequences, or procedures of construction, nor for construction safety precautions and programs. ATI shall not be responsible for any failure of the Contractor to comply with applicable laws, rules, regulations, ordinances, or codes. ATI can neither guarantee the performance of the construction contract by the Contractor nor assume responsibility for the Contractor's failure to furnish and perform work in accordance with the Contract Documents.

### 8. Insurance

ATI shall procure and maintain insurance for protection from claims under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims or damages because of injury to or destruction of property including loss of use.

### 9. Indemnification

ATI agrees to indemnify Client from any claims, damages, losses, and costs, including, but not limited to, attorney's fees and litigation costs, arising out of claims by third parties for property damage and bodily injury, including death, caused solely by the negligence or willful misconduct of ATI in connection with

the project. Client agrees to indemnify ATI from any claims, damages, losses, and costs, including, but not limited to, attorney's fees and litigation costs, arising out of claims by third parties for property damage and bodily injury, including death, caused solely by the negligence or willful misconduct of Client, Client's employees, or agents in connection with the project.

If the negligence or willful misconduct of both ATI and Client (or a person identified above for whom each is liable) is a cause of such damage or injury, the loss, cost, or expense shall be shared between ATI and Client in proportion to their relative degrees of negligence or willful misconduct and the right of indemnity shall apply for such proportion.

### 10. Reuse of Documents

Any reuse of documents including reports, drawings, specifications, Contract Documents and other deliverables furnished by ATI, whether in hard copy or electronic form, under this Agreement without specific written verification or adoption by ATI will be at the Client's sole risk and without liability or legal exposure to ATI. Any such reuse, verification or adoption will entitle ATI to further compensation at rates agreed upon by the Client and ATI.

### 11. Termination

Either the Client or ATI may terminate the Agreement by giving 30 days written notice to the other party. In such an event, the Client shall pay ATI in full for all work previously authorized and performed prior to the effective date of termination. All relationships and obligations created by this Agreement shall be terminated upon completion of all applicable requirements of this Agreement.

### 12. Dispute Resolution

In the event of a dispute arising under this Agreement, the Client and ATI shall attempt to settle the dispute by discussion between the Client's and ATI's management. If any dispute cannot be resolved in this manner, in a reasonable length of time, the Client and ATI agree to attempt non-binding mediation or other alternative dispute resolution prior to filing any legal proceedings. In the event actions are brought to enforce this Agreement, the prevailing party shall be entitled to collect its litigation costs from the other party.

### 13. Controlling Law and Severability

This Agreement is to be governed by the law of the principal place of business of the Client. If any provisions, paragraph, word, section, or subsection of this Agreement is invalidated by any court of competent jurisdiction, the remaining provisions, paragraphs, words, sections, and subsections shall not be affected and shall continue in full force and effect.

### 14. Entire Agreement

This Agreement represents the entire agreement between the Client and ATI. No other terms, conditions, promises, understandings, statements, or representations, express or implied, covered in the subject matter of this Agreement exist or have been made. This Agreement cancels and supersedes all previous agreements, proposals and understandings, if any, written or oral, between the parties relating to the subject matter of this Agreement.

### 15. Joint Purchasing

The purchase of goods and services pursuant to the terms of this Agreement shall also be offered for purchases to be made by other governmental units, as authorized by the Governmental Joint Purchasing Act, 30 ILCS 525/0.01, et seq. (the "Act"). All purchases and payments made under the Act shall be made directly by and between each governmental unit and the successful Bidder. Applied Technologies, Inc. agrees that Client shall not be responsible in any way for purchase orders or payments made by the other governmental units. Applied Technologies, Inc. further agrees that all terms and conditions of this Agreement shall continue in full force and effect as to the other governmental units during extended terms. The credit or liability of each governmental unit shall remain separate and distinct. Disputes between Applied Technologies, Inc. and governmental units shall be resolved between the immediate parties.

Applied Technologies, Inc. and the other governmental units may negotiate such other and further terms and conditions to this Agreement ("Other Terms") as individual projects may require. To be effective, Other Terms shall be reduced to writing and signed by a duly authorized representative of both Applied Technologies, Inc. and the other governmental unit. Applied Technologies, Inc. shall provide the other governmental units with all required documentation set forth in the Agreement including but not limited to: performance and payment bonds, Certificates of Insurance naming the respective governmental unit as an additional insured and certified payrolls to the other governmental unit as required.

# **APPENDIX E**

## **Contractor's Certification**



## CONTRACTOR'S CERTIFICATION

The assurances hereinafter made by Applied Technologies, Inc. (the "Contractor") are each a material representation of fact upon which reliance is placed by The Lake in the Hills Sanitary District (the "District") in entering into the contract with the Contractor. The District may terminate the contract if it is later determined that the Contractor rendered a false or erroneous assurance, and the surety providing the performance bond shall be responsible for the completion of the contract.

I, Peter E. Kolb, hereby certify that I am the Vice President (title) of Applied Technologies, Inc. and as such, hereby represent and warrant to the District that the Contractor and its members or shareholders holding more than five percent (5%) of the outstanding shares of the corporation, its officers and directors are:

- (A) not delinquent in the payment of taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1;
- (B) not barred from contracting as a result of a violation of either Section 33E-3 (bid rigging) or 33E-4 (bid-rotating) of the Criminal Code of 1961 (720 ILCS 5/33E-3 and 5/33E-4);
- (C) not in default, as defined in 5ILCS 385/2, on an educational loan, as defined in 5ILCS 385/1;

In addition, the Contractor hereby represents and warrants to the District, that:

- (A) the Contractor has and will comply with all laws relating to the payment of general prevailing wages in accordance with the Illinois Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*);
- (B) the Contractor has and will comply with all laws relating to the employment preference to veterans in accordance with the Veterans Preference Act (330 ILCS 55/0.01 *et seq.*);
- (C) the Contractor has and will comply with all laws relating to the employment of Illinois workers in accordance with the Employment of Illinois Workers on Public Works Act (30 ILCS 570/1 *et seq.*);
- (D) the Contractor, pursuant to 30 ILCS 580/1 *et seq.* ("Drug-Free Workplace Act"), will provide a drug-free workplace by:
  - (1) Publishing a statement:
    - a. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance including

cannabis, is prohibited in the Contractor's workplace;

- b. Specifying the actions that will be taken against employees for violations of such prohibition;
  - c. Notifying the employee that, as a condition of employment on such Contract, the employee will;
    - i. Abide by the terms of the statement;
    - ii. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
- (2) Establishing a drug-free awareness program to inform employees about:
- a. the dangers of drug abuse in the workplace;
  - b. the Contractor's policy of maintaining a drug-free workplace;
  - c. any available drug counseling, rehabilitation, and employee assistance program; and
  - d. the penalties that may be imposed upon employees for drug violations;
- (3) Making it a requirement to give a copy of the statement required by Subsection (D)(1) to each employee engaged in the performance of the Contract, and to post the statement in a prominent place in the workplace;
- (4) Notifying the District within ten (10) days after receiving notice under paragraph(D)(1)e from an employee or otherwise receiving actual notice of such conviction;
- (5) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by 30 ILCS 580/5;
- (6) Assisting employees in selecting a course of action in the event drug counseling treatment and rehabilitation is required and indicating that a trained referral team is in place;
- (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of this section;
- (E) the Contractor has not excluded and will not exclude from participation in, denied

the benefits of, subjected to discrimination under, or denied employment to any person in connection with any activity funded under the contract on the basis of race, color, age, religion, national origin, disability, or sex;

- (F) ~~the Contractor, at the time the Contractor submitted a bid on this contract, had an Illinois Department of Human Rights pre-qualification number or had a properly completed application for same on file with the Illinois Department of Human Rights, as provided for in 41 Illinois Administrative Code 750.210; Section not applicable.~~
- (G) no District officer, spouse or dependent child of a District officer, agent on behalf of any District officer or trust in which a District officer, the spouse or dependent child of a District officer or a beneficiary is a holder of any interest in the Contractor; or, if the Contractor's stock is traded on a nationally recognized securities market, that no District officer, spouse or dependent child of a District officer, agent on behalf of any District officer or trust in which a District officer, the spouse or dependent child of a District officer or a beneficiary is a holder of more than one percent (1%) of the Contractor, but if any District officer, spouse or dependent child of a District officer, agent on behalf of any District officer or trust in which a District officer, the spouse or dependent child of a District officer or a beneficiary is a holder of less than one percent (1%) of such Contractor, the Contractor has disclosed to the District in writing the name(s) of the holder of such interest.
- (H) no officer or employee of the District has solicited any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the Contractor in violation of the District ordinance adopted pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq.*); and
- (I) the Contractor has not given to any officer or employee of the District any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer in violation of the District ordinance adopted pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq.*).
- (J) in compliance with the Substance Abuse Prevention on Public Works Projects Act (Public Act 95-0635), the Contractor is a party to a collective bargaining agreement dealing with the subject matter of the Substance Abuse Prevention on Public Works Projects Act or has in place and is enforcing a written program which meets or exceeds the program requirements of the Substance Abuse Prevention on Public Works Projects Act.

- (K) neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person and that the Contractor and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person.

If any certification made by the Contractor or term or condition in this contract changes, the Contractor shall notify the District in writing within seven (7) days.

Dated: September 25, 2018 Applied Technologies, Inc.  
Contractor  
By: Peter E. Kolb  
Vice President (Title)

STATE OF ILLINOIS       )  
  ) ss.  
COUNTY OF Lake       )

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that Peter Kolb known to me to be the Vice President of Applied Technologies, Inc.  
(Name of Owner or Officer) (Title or Office)  
appeared before me this day in person and, being first duly sworn on oath, acknowledged that he executed the foregoing certification as his/her free act and deed.

Dated: 9/25/18, 2018



Jeanine M Bender  
Notary Public



## Lake in the Hills Sanitary District

### TASK ORDER No. 18-01

**Date:** Oct 10, 2018      **Project No.:** 6255      **LITHSD Project Manager:** Rick Forner

**Project Name:** Rear Entrance Drive Reconstruction

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

**Project Description:**

Repair and reconstruct the Rear Entrance Drive from East Oak Street north to the sludge storage building. Pavement limits will be expanded north and west as the budget allows.

**Scope of Services/Schedule:**

Engineering Services within Task Order No. 18-01 include site survey, wetland delineation, plans and specifications preparation, opinion of probable construction cost and bid assistance. The scope of services shall include the following tasks:

1. Site Survey
2. Wetland Delineation and Jurisdictional Determination
3. Geotechnical Investigation Coordination and Report Review
4. Site Visit and Review of Existing Conditions/Plans
5. Preliminary Project Plans and Specifications Preparation
6. District Review Meeting and comment incorporation
7. Final Project Plans and Specifications Preparation
8. Required Permit Submittals
9. Opinion of Probable Construction Cost (60% and 100%)
10. Bidding Assistance and Bid Review and Recommendation of Award

Services provided under direct contract with the District and not included in this Task Order:

1. Subsurface Investigation – Conrad DeLatour & Associates, Inc.
2. Soil Management Consulting and CCDD Soil Assessment – True North Consultants

Construction related services to be included under a separate Task Order

The following schedule is proposed for this Task Order:

1. Project Start – October 15, 2018
2. Preliminary Project Plans and Specifications: - November 15, 2018
3. Final Project Plans and Specifications – December 15, 2018
4. Project Bidding – January 29-February 19, 2019
5. Project Award – March Board Meeting
6. Construction –2019 Construction Season

**Compensation:**

Task Order No. 18-01 will utilize two subconsultants for Site Survey and Wetland Consulting. The Total Compensation for this Task Order is \$40,940 including the two subconsultants. The breakdown is as follows:

<b>Total</b>		<b>\$42,480</b>
Applied Technologies, Inc.	District Engineer	\$35,080
Manhard Consulting, Inc.	Site Survey	\$5,400
Hey & Associates, Inc.	Wetland Consulting	\$2,000

**PROJECT APPROVAL**

Applied Technologies, Inc.

Accepted by Lake in the Hills Sanitary District

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

*Peter E. Kolb*

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

*Peter E. Kolb*

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

*Vice President*

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

*10-10-2018*

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

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

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

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



## Lake in the Hills Sanitary District TASK ORDER No. 18-02

**Date:** Oct 10, 2018      **Project No.:** 6255      **LITHSD Project Manager:** Rick Forner

**Project Name:** Beach Lift Station Rehabilitation

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

**Project Description:**

Rehabilitation of the Beach Lift Station at Butch Hagele Beach. Project will include replacement of dry can lift station with submersible pumps, controls and relocation of backup generator connection point at Hilltop Drive.

**Scope of Services/Schedule:**

Engineering Services within Task Order No. 18-02 include site survey, wetland delineation, plans and specifications preparation, opinion of probable construction cost and bid assistance. The scope of services shall include the following tasks:

1. Site Survey
2. Wetland Delineation and Jurisdictional Determination
3. Kick off Meeting to review District equipment preferences, control and SCADA system requirements, project staging, and site access
4. Site Visit and Review of Existing Conditions/Plans
5. Prepare preliminary design criteria, including service area and design flows
6. Prepare design drawings and specifications for incorporation into Contract Documents. Contract Documents shall be submitted to the District at the 90% completion point.
7. Opinion of Probable Construction Cost (90%)
8. Design Review Workshop with the District
9. Prepare Final Contract Documents
10. Prepare and coordinate Village of Lake in the Hills Permit
11. Prepare permit application and submit to the IEPA for review and approval.  
Prepare responses to all comments received from the IEPA
12. Bidding Assistance, Bid Review and Recommendation of Award

Construction related services to be included under a separate Task Order

The following schedule is proposed for this Task Order:

1. Project Start – October 15, 2018
2. Kick off Meeting – End of October
3. 90% Contract Documents – December 18, 2018
4. Final Contract Documents – January 18, 2019
5. Project Bidding – January 29-February 19, 2019
6. Project Award – March Board Meeting
7. Construction – 2019 Construction Season

**Compensation:**

Task Order No. 18-02 will utilize two sub-consultants for Site Survey and Wetland Consulting. The Total Compensation for this Task Order is \$40,940 including the two subconsultants. The breakdown is as follows:

<b>Total</b>		<b>\$43,836</b>
Applied Technologies, Inc.	District Engineer	\$39,236
Manhard Consulting, Inc.	Site Survey	\$3,400
Hey & Associates, Inc.	Wetland Consulting	\$1,200

**PROJECT APPROVAL**

Applied Technologies, Inc.

Accepted by Lake in the Hills Sanitary District

Signature: Peter E. Kolb  
 Printed Name: Peter E. Kolb  
 Title: Vice President  
 Date: 10-10-2018

Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

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

	MONTH	YTD	BUDGET
<b>Beginning Cash and Investments</b>			
First National Bank	1,509,394.39	1,292,012.41	
Credit Cards	(20.33)	(406.93)	
<b>TOTAL BEGINNING CASH AND INVESTMENTS</b>	<b>1,509,374.06</b>	<b>1,291,605.48</b>	
<b>Revenues and Receipts</b>			
Real Estate Taxes			
General Fund	109,308.99	284,063.35	289,000.00
Audit Fund	7,330.71	19,050.45	19,400.00
Chlorination Fund	7,602.21	19,755.97	20,100.00
Liability Insurance Fund	51,776.28	134,552.04	137,000.00
Social Security Fund	17,647.88	45,861.89	46,700.00
Retirement Fund	40,182.98	104,424.28	106,300.00
Replacement Taxes	-	613.15	-
Safety Grant Recvd from IL Public Risk Fund	-	-	-
Interest Income	342.35	1,578.67	1,000.00
<b>TOTAL REVENUES AND RECEIPTS</b>	<b>234,191.40</b>	<b>609,899.80</b>	<b>619,500.00</b>
<b>Expenditures</b>			
<b>GENERAL FUND</b>			
<b>PERSONNEL SERVICES</b>			
Salaries of Trustees, Manager, Treasurer & Clerk	13,768.35	69,797.34	170,000.00
<b>CONTRACTUAL SERVICES</b>			
Professional Engineering	-	12,410.00	40,000.00
Legal Services	3,132.50	8,587.75	36,000.00
Other Professional Services	-	-	5,000.00
	3,132.50	20,997.75	81,000.00
<b>ADMINISTRATIVE EXPENSES</b>			
Printing, Publications	-	1,212.02	5,000.00
Office Supplies, Equipment	256.62	798.04	3,000.00
Postage	-	132.35	1,500.00
Treasurer's Bond	-	-	4,000.00
Community Affairs	34.41	54.74	2,000.00
Memberships and Dues	-	130.00	4,500.00
	291.03	2,327.15	20,000.00
<b>OPERATING EXPENSES</b>			
Building and Grounds Upkeep	1,260.75	5,608.81	12,000.00
Utilities	217.72	6,126.40	26,000.00
J.U.L.I.E.	-	-	3,000.00
Training and Education	155.00	155.00	2,000.00
Travel Expenses	-	40.00	2,000.00
Computer Hardware, Software & Support	3,565.86	4,303.16	8,000.00
	5,199.33	16,233.37	53,000.00
<b>CONTINGENT AND MISCELLANEOUS EXPENSES</b>			
Not Otherwise Appropriated	150.00	150.00	1,000.00
	150.00	150.00	1,000.00
<b>TOTAL GENERAL FUND</b>	<b>22,541.21</b>	<b>109,505.61</b>	<b>325,000.00</b>

**Expenditures (continued)**

CHLORINATION FUND	-	2,183.90	24,000.00
	-	2,183.90	24,000.00
AUDIT FUND	10,000.00	10,000.00	25,000.00
	10,000.00	10,000.00	25,000.00
PUBLIC LIABILITY INSURANCE FUND			
Workers' Compensation	4,076.00	8,152.00	24,000.00
Property	-	-	45,000.00
Vehicles	-	-	18,000.00
General Liability	-	-	80,000.00
Administrative Fee	123.00	246.00	800.00
	4,199.00	8,398.00	167,800.00
SOCIAL SECURITY FUND	4,344.43	22,495.79	55,000.00
IMRF FUND	-	46,441.16	150,000.00
OTHER EXPENDITURES (RECEIPTS)	-	-	-
TOTAL EXPENDITURES	41,084.64	199,024.46	746,800.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	193,106.76	410,875.34	(127,300.00)
Ending Cash and Investments			
First National Bank	1,702,926.85	1,284,239.04	
Credit Cards	(446.03)	(531.20)	
TOTAL ENDING CASH AND INVESTMENTS	1,702,480.82	1,283,707.84	
GENERAL CORPORATE FUND			

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

		MONTH	YTD	BUDGET
<b>Beginning Cash and Investments</b>				
First National Bank - O & M Account	O&M	383,068.85	559,902.23	
First National Bank - Certificate Fund	Bond & Int	81,476.47	29,423.42	
First National Bank - Depreciation Account	Construction	1,962,143.61	1,900,909.65	
First National Bank - Surplus Funds	Construction	57,337.24	14,532.59	
First National Bank - Bond & Interest Fund	Bond & Int	668,678.60	527,845.89	
First National Bank - Sinking Funds	Bond & Int	592,586.80	533,136.32	
Algonquin Bank & Trust - Cash Mgr	O&M	2,607,156.43	3,007,896.46	
Algonquin Bank & Trust - Operating	O&M	86.00	2,164.00	
Home State Bank	O&M	50,599.72	46,412.23	
Illinois State Bank	O&M	30,350.67	28,820.69	
Credit Cards		(1,113.65)	(918.59)	
<b>TOTAL BEGINNING CASH AND INVESTMENTS</b>		<b>6,432,370.74</b>	<b>6,650,124.89</b>	
<b>SEWERAGE FUNDS</b>				
<b>Revenues and Receipts</b>				
Sewer Bill Income/User Charges		32,384.77	1,040,103.87	3,600,000.00
Septage Income		18,459.38	89,766.00	200,000.00
Wastewater Discharge Income		4,344.82	18,697.45	45,000.00
Refunds		(264.29)	(5,241.75)	-
Connection/Tap-On Fees		5,200.00	46,800.00	125,000.00
Annexation Fees (inc. GIS)		-	-	5,000.00
Downstream & Misc Charges		-	-	500.00
Liftstation Recapture		-	-	-
Gain/Loss - Sale of Equipment		-	-	-
Interest Income		4,637.89	26,655.73	10,000.00
<b>TOTAL REVENUES AND RECEIPTS</b>		<b>64,762.57</b>	<b>1,216,781.30</b>	<b>3,985,500.00</b>
<b>Expenditures</b>				
<b>PERSONNEL SERVICES</b>				
District Personnel Salaries		43,021.48	224,242.11	580,000.00
<b>ADMINISTRATIVE EXPENSES</b>				
Telephone		-	1,179.04	3,500.00
Postage		9.93	5,128.39	21,000.00
Printing and Publications		-	60.19	2,200.00
Office Supplies		1,337.55	2,232.78	8,500.00
Collection and Billing Expenses		3,395.61	28,433.61	80,000.00
Professional Services		101.94	431.53	20,000.00
Training, Travel and Education		-	210.00	5,000.00
Computer Hardware, Software, and Support		1,402.50	7,828.25	24,000.00
Community Affairs		-	62.18	2,000.00
Medical and Life Insurance		17,895.01	87,770.00	210,000.00
		24,142.54	133,335.97	376,200.00
<b>OPERATIONS AND MAINTENANCE</b>				
Operating Supplies		2,932.10	27,445.29	60,000.00
Maintenance and Repair (Plant)		6,200.15	52,864.03	150,000.00
Maintenance and Repair (Collection Systems)		957.81	84,868.81	310,000.00
Utilities and Energy		28,844.62	156,827.97	390,000.00
Grounds Upkeep		6,316.04	12,983.76	30,000.00
Gasoline/Oil		2,474.16	8,532.82	15,000.00
Computer and Support Services		-	-	2,000.00
Emergency Communications		4,574.47	23,323.51	54,000.00

Sludge Management	54,615.02	194,642.79	500,000.00
Professional Services	536.10	15,346.70	24,000.00
Residential Reimbursement	-	3,200.00	10,000.00
Compliance Requirements/Permits	-	20,000.00	28,500.00
GIS	-	2,495.00	10,000.00
	<u>107,450.47</u>	<u>602,530.68</u>	<u>1,583,500.00</u>

#### Expenditures (continued)

##### CAPITAL IMPROVEMENTS

New Construction	736,238.00	1,295,044.90	3,000,000.00
Plant Equipment	-	3,655.00	30,000.00
Collection System	-	-	370,000.00
Vehicles	-	-	130,000.00
Legal Expense	-	-	5,000.00
Engineering Expense	5,930.00	30,617.00	375,000.00
Bond, Finance Consulting Expense	-	-	1,000.00
	<u>742,168.00</u>	<u>1,329,316.90</u>	<u>3,911,000.00</u>

##### BOND TRANSFERS

2008 Debt Certificates, Principal	-	-	105,000.00
2008 Debt Certificates, Interest	25,996.89	25,996.89	53,000.00
Administration Fees - 2008 Debt Certs	-	-	3,500.00
	<u>25,996.89</u>	<u>25,996.89</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>942,779.38</u>	<u>2,315,422.55</u>	<u>6,837,700.00</u>
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#### EXCESS OF REVENUES OVER (UNDER) EXPENDITURES

<u>(878,016.81)</u>	<u>(1,098,641.25)</u>	<u>\$ (2,852,200.00)</u>
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#### Ending Cash and Investments

First National Bank - O & M Account	O&M	286,927.16	336,857.40
First National Bank - Certificate Fund	Bond & Int	68,503.52	42,430.29
First National Bank - Depreciation Account	Construction	1,969,110.80	1,930,087.43
First National Bank - Surplus Funds	Construction	63,617.68	23,567.65
First National Bank - Bond & Interest Fund	Bond & Int	674,711.55	593,893.57
First National Bank - Sinking Fund	Bond & Int	607,454.19	547,995.04
Algonquin Bank & Trust - Cash Mgr.	O&M	1,882,341.56	2,995,032.03
Algonquin Bank & Trust - Operating	O&M	79.00	14.00
Home State Bank - Now Account	O&M	2,099.84	46,651.01
Illinois State Bank	O&M	1,431.39	28,902.34
Credit Cards	O&M	(1,076.47)	(650.92)

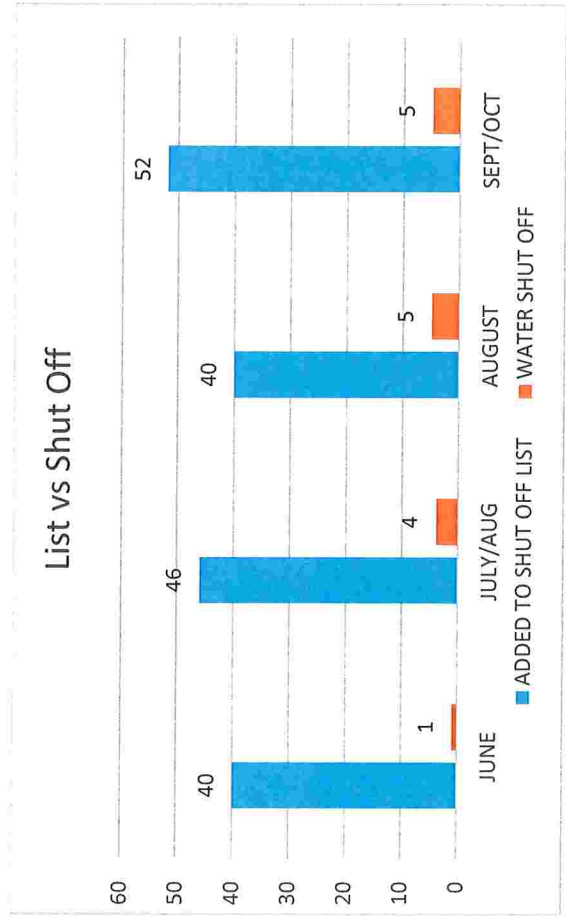
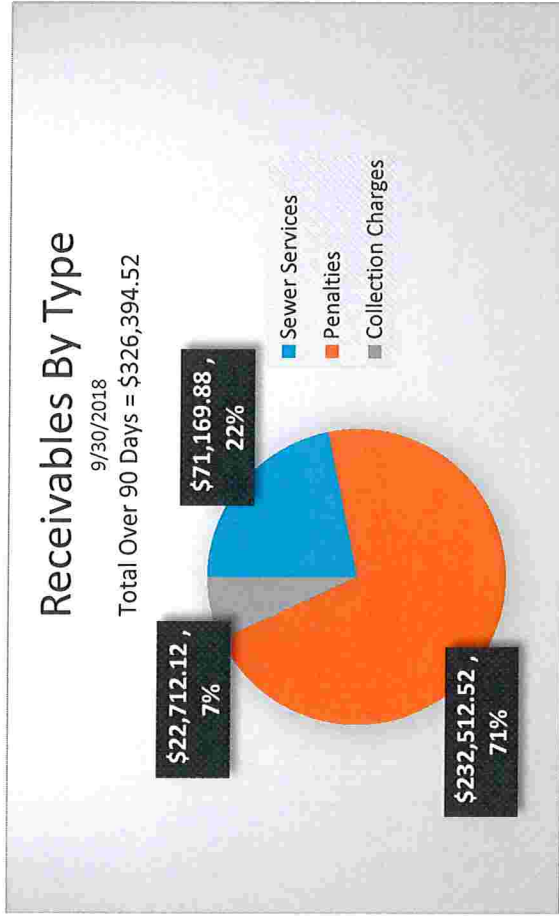
#### TOTAL ENDING CASH AND INVESTMENTS SEWERAGE FUNDS

<u>5,555,200.22</u>	<u>6,544,779.84</u>
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# Accounts Receivable Analysis

September 2018



## Monthly Shut Off Summary

### Lake in the Hills

- 4 shut off – 3 were pd in full post shut off and 1 remains unpaid.

### Huntley

- 1 shut off— was pd in full post shut off.

### Crystal Lake

- NONE

# LITH SANITARY DISTRICT

## Bills Paid Before Meeting

### October 11, 2018 Meeting Date

Name	Memo	Amount
<b>General Fund</b>		
TOTAL GEN FUND BILLS PAID BEFORE MEETING		\$ -
<b>O &amp; M Fund</b>		
AT& T	Emerg Comm	\$ 360.15
Flood Brothers Disposal & Recycling	Building & Grounds - Trash/Recycling Sept 2018	\$ 318.00
Pitney Bowes Purchase Power	Postage - Meter Refill 9/14/18	\$ 270.99
TOTAL O & M BILLS PAID BEFORE MEETING		\$ 949.14

# LITH SANITARY DISTRICT

## Recurring Bills

### October 11, 2018 Meeting Date

Name	Memo	Amount
<b>General Fund</b>		
United States Treasury	District Pd Payroll Taxes (SS & Med)	\$ 4,344.43
TOTAL GENERAL FUND RECURRING BILLS		\$ 4,344.43
<b>O &amp; M Fund</b>		
Humana	Health Insurance Premiums	\$ 17,895.01
Payment Services Network	Collections Expenses from August 2018	\$ 738.29
TOTAL O & M RECURRING BILLS		\$ 18,633.30

Approved \_\_\_\_\_

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

**LITH SANITARY DISTRICT - Governmental Fund  
Bills Presented to Board for Approval  
October 11, 2018**

Name	Memo	Amount
<b>GENERAL CORP FUND BILLS</b>		
Countryside Garden Center	Comm Affairs	\$ 92.00
First National Bank of Omaha - Visa	Training & Education, Comm Affairs	\$ 260.59
First National Bank of Omaha - Visa	Office Supply & Equip, Comm Affairs, Comp Support	\$ 372.85
Illinois Association of Wastewater Agencies	Membership/Dues (9/1/18-8/31/19)	\$ 1,882.00
Interstate Gas Supply, Inc.	Utilities - Nat Gas August 2018	\$ 10.39
Logsdon Office Supply	Office Supplies	\$ 329.90
Logsdon Office Supply	Office Supplies	\$ 19.00
Nicor Gas	Utilities - Nat Gas	\$ 220.44
Pitney Bowes	Postage	\$ 122.85
Second Chance Cardiac Solutions Inc	Office Equip - Pads for AED in Lab	\$ 139.15
Shaw Suburban Media Group	Publishing - Annual Treasurer Report	\$ 799.13
Storino Ramello & Durkin	Legal Svs - August 2018	\$ 2,187.50
The Sherwin Williams Co.	Building & Grounds	\$ 97.54
TruGreen	Building & Grounds	\$ 347.47
<b>TOTAL GENERAL CORP FUND BILLS</b>		<b>\$ 6,880.81</b>

**LITH SANITARY DISTRICT - O&M/Sewerage Fund  
Bills Presented to Board for Approval  
October 11, 2018**

Name	Memo	Amount
<b>O &amp; M BILLS</b>		
Advance Electrical Supply Company LLC	Maint/Repair - Coll Sys	\$ 131.30
Advance Electrical Supply Company LLC	Maint/Repair - Plant	\$ 369.84
Advance Electrical Supply Company LLC	Maint/Repair - Plant	\$ 3.14
Ansercall 24 LLC	Emerg Comm	\$ 100.00
AT&T-Alarms	Emerg Comm	\$ 4,657.49
AT&T-Alarms	Emerg Comm - Decatur LS	\$ 183.00
ATI Environmental Inc. - Midwest Lab	Pro Svs - Lab Testing	\$ 135.00

AutoZone, Inc.	Maint/Repair - Coll Sys	\$	24.99
AutoZone, Inc.	Maint/Repair - Vehicles	\$	34.97
AutoZone, Inc.	Maint/Repair - Vehicles	\$	93.90
AutoZone, Inc.	Maint/Repair - Vehicles	\$	43.53
Cintas Corporation #355	Supplies - Personnel	\$	861.52
Comcast Cable	Comp Support & Telephone	\$	360.21
ComEd, Inc.	Utilities - Coll Sys Dam LS	\$	715.29
ComEd, Inc.	Utilities - Coll Sys Beach LS	\$	111.78
ComEd, Inc.	Utilities - Meadowbrook LS	\$	352.38
Controls Consulting, Inc.	Engineering - SCADA	\$	3,710.00
Controls Consulting, Inc.	Engineering - SCADA	\$	2,500.00
Controls Consulting, Inc.	Engineering - SCADA	\$	2,000.00
Dynegy Energy Services	Utilities - Plant, Concord, Decatur & Pyott Rd LS	\$	29,975.70
First National Bank of Omaha - Visa	Pro Svs Lab, Fuel, Grounds Upkeep	\$	613.29
First National Bank of Omaha - Visa	Office Supplies, Pro Svs Intuit Fees	\$	371.91
Grainger	Maint/Repair - Plant, Wash water pumps	\$	247.87
Hawkins, Inc	Supplies - Operations	\$	3,913.95
Interstate All Battery Center	Maint/Repair - Coll Sys Liftstations	\$	120.60
Jessica Maioni-reimbursement	Med Ins Deductible Reimbursement	\$	500.00
Joseph D. Foreman & Company, Inc.	Maint/Repair - Plant	\$	90.00
Logsdon Office Supply	Office Supplies	\$	294.74
Lou's Gloves Inc	Supplies - Personnel	\$	186.00
McHenry County Recorder	Collections	\$	14.00
Michael Kruse	Grounds Upkeep, Sealcoating	\$	6,435.00
Minuteman Press	Collections, Green Shut Off Notices	\$	143.17
PetroChoice LLC	Gas/Fuel	\$	2,472.74
Postl-Yore and Associates Inc	Engineering - Barium	\$	3,022.50
Postl-Yore and Associates Inc	Engineering - Phosphorus	\$	4,520.00
Ryco Landscaping	Grounds Upkeep, Mowing & Trimming	\$	1,544.00
Storino Ramello & Durkin	Collections - August 2018	\$	1,828.15
Storino Ramello & Durkin	Cap Imprvmt Legal - Recovery of Earnest Money	\$	2,811.61
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	267.00
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	324.00
Synagro-WWT, Inc.	Sludge Management - Sept 2018	\$	51,833.31
Tamara C. Mueller-reimbursement	Med Ins Deductible Reimbursement	\$	500.00
Technology Masters Inc	Computer Support - 8/24/18 Maintenance	\$	888.75
Technology Masters Inc	Computer Support - 9/21/18 Maintenance	\$	656.25
The Davenport Group	GIS	\$	5,782.00
The Home Depot	Office Supplies, M/R Plant, Grounds Upkeep	\$	219.41
The UPS Store 2361	Postage	\$	11.16
Third Millennium Associates, Inc.	Collections, QU Bill Rendering	\$	2,515.52
United Laboratories	Supplies - Maint	\$	204.89
Village of Huntley	Collections - Water Shut Offs 10-4-18	\$	100.00
Verizon Wireless	Emerg Comm	\$	307.30
Warehouse Direct	Pro Svs	\$	26.33

Water One, Inc.	Supplies - Personnel, drinking water	\$	70.00
Water One, Inc.	Supplies - Personnel, drinking water equip rental	\$	22.50
Ziegler's Ace Hardware	Supplies - Maint	\$	303.46

**TOTAL O&M FUND BILLS**

**\$ 139,525.45**

**CONSTRUCTION FUND BILLS**

Controls Consulting	Engineering - Air Supply	\$	3,360.00
Controls Consulting	Engineering - Digester #4	\$	2,940.00
Controls Consulting	Cap Imprvmt - New Const, SCADA Panel	\$	9,895.00
Postl-Yore and Associates	Engineering - Air Supply	\$	7,585.00
Postl-Yore and Associates	Engineering - Digester #4	\$	26,335.00

**TOTAL CONSTRUCTION FUND BILLS**

**\$ 50,115.00**

**BOND & INTEREST FUND BILLS**

Bond Trust Services Corporation	Interest on 2014 Bonds	\$	56,493.75
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**TOTAL BOND & INTEREST FUND BILLS**

**\$ 56,493.75**

GRAND TOTAL OF ALL BILLS PRESENTED FOR APPROVAL IS \$ 276,941.88 OF WHICH \$ 11,225.24 IS FROM THE GENERAL CORPORATE FUND, \$ 159,107.89 IS FROM THE OPERATIONS AND MAINTENANCE FUND, \$ 50,115.00 IS FROM THE CONSTRUCTION FUND, AND \$ 56,493.75 IS FROM THE BOND AND INTEREST FUND.

Approved\_\_\_\_\_

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

## MANAGER'S REPORT

### Month of September, 2018

#### Customers:

	CURRENT	TOTAL for YEAR	DATA for September 2017
Total accounts thru August 2018:	11,700		11,683
New Customers:	4	12	1
Connections:	1	20	1
Permits Issued:	1	15	0
Permits Issued Past 13 Months:	22		14
Total Permits Issued to Date:			
<i>Residential:</i>	10,164		
<i>Commercial:</i>	121		
<i>Industrial:</i>	1		

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

NAME	PE	DWELLINGS
None		

#### COLLECTION SYSTEM EMERGENCY RESPONSES:

DATE	LOCATION	PROBLEM	DISTRICT PROBLEM
9/4/18	1518 Cxlayton Marsh	Overland Storm Flow	No
9/25/18	Liftstations/Plant	Storm Event	No

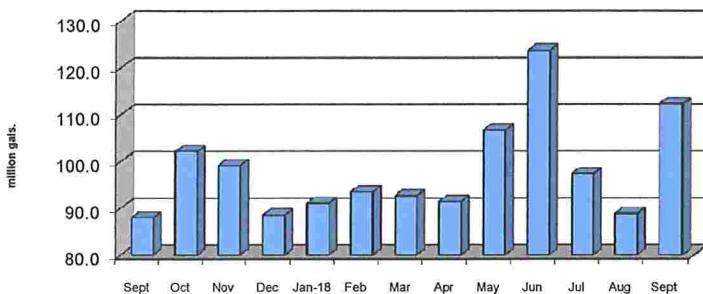
#### COLLECTION SYSTEM ACTIVITIES:

District personnel televised 11 line segments of sanitary sewer totaling 2,397 lf.  
 District personnel cleaned and root cut 6 line segments of sanitary sewers totaling 2,000 lf.

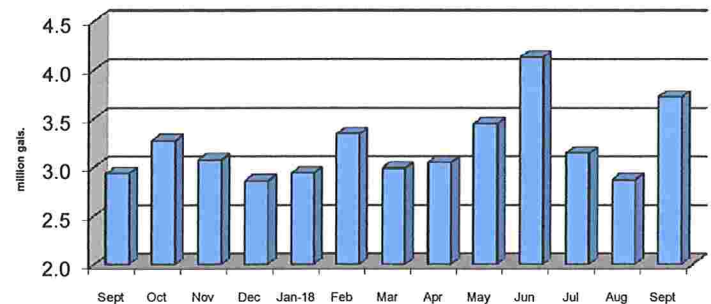
#### FLOWS:

Total Flow for Month: 112.286 million gallons  
 Average Daily Flow: 3.716 mgd  
 Maximum Daily Flow: 9.450 mgd (9/3)  
 Precipitation Total: 8.33 inches  
 Historical Monthly Precipitation Avg.: 3.37 inches  
 Septage Accepted: 318,174 gallons

**Total Monthly Flows**



**Monthly Average Daily Flows**



## MANAGER'S MONTHLY REPORT

September, 2018

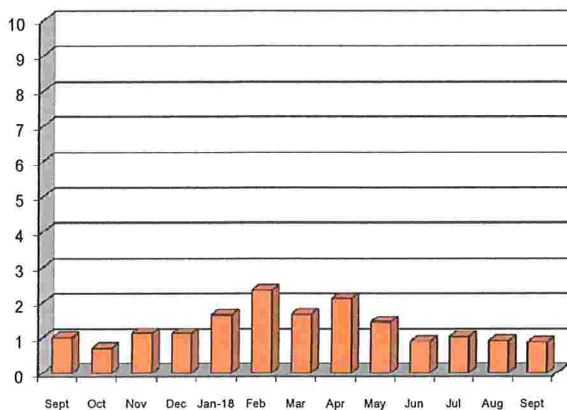
Page 2

### TREATMENT PLANT OPERATIONS:

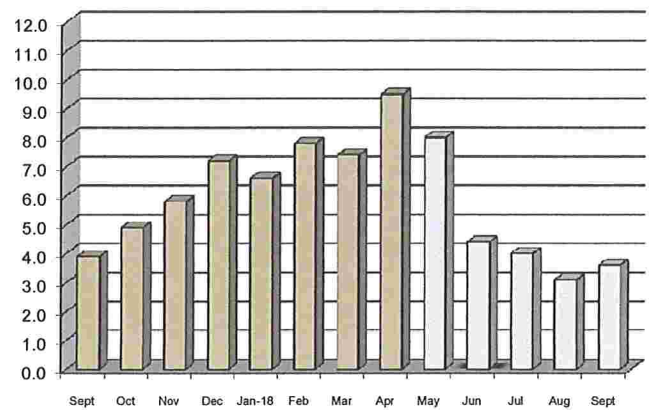
	<u>Average in</u>	<u>Average out</u>	<u>Average % reduction</u>
C.B.O.D:	93 mg/L	0.9 mg/L	99.1%
Total Suspended Solids:	217 mg/L	3.6 mg/L	98.3%
Ammonia Nitrogen:	16.1 mg/L	0.47 mg/L	97.1%
Phosphorus:		0.35 mg/L	
Fecal Coliform:		260 colonies (daily max.)	

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.

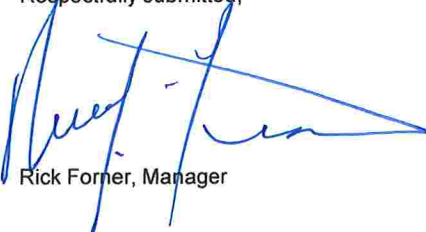
### PLANT OPERATIONS SUMMARY:

Wasted:	3.615 million gallons
Decanted:	0.000 million gallons
Thickened	3.463 million gallons
To Digester	0.700 million gallons
Pressed	1.175 million gallons

### PERSONNEL ACTIVITIES:

None

Respectfully submitted,



Rick Forner, Manager