

**LAKE IN THE HILLS SANITARY DISTRICT
AGENDA
REGULAR MEETING
OF THE BOARD OF TRUSTEES
August 8, 2019
7:00 P.M.**

REGULAR MEETING OF THE BOARD OF TRUSTEES

Roll Call

Approval of the Minutes

Public Comments

Consent Agenda

- A. Approval of Ordinance No. 399 – “An Ordinance Levying Taxes for the Lake in the Hills Sanitary District for Fiscal Year 2019-2020”.**
- B. Approval of the appointment of Tamara Mueller to the position of District Manager effective August 9, 2019.**
- C. Approval of the issuance of back pay to Tamara Mueller in the amount of \$8,964.13 for assuming the duties of Acting District Manager on March 11, 2019 through August 8, 2019.**
- D. Approval of Change Order #6 in the amount of (\$19,935.00) to AMS Mechanical Systems, Inc. for Aerobic Digester #4 project.**
- E. Approval of final Application and Certificate of Payment in the amount of \$173,720.87 to AMS Mechanical Systems, Inc. for Aerobic Digester #4 project.**
- F. Approval of Contractor’s Application for Payment No. 2 in the amount of \$141,738.04 to Schroeder Asphalt Services, Inc. for the Rear Drive Entrance project.**
- G. Approval of Task Order No. 19-02 to Applied Technologies for Electrical Upgrades and Filter Building Improvements in the amount of \$53,696.00.**
- H. Award of contract to Electrical Testing Solutions in the amount of \$20,255.00 for Electrical Studies.**

Specific Agenda

Treasurer’s Report

**LAKE IN THE HILLS SANITARY DISTRICT
AGENDA REGULAR MEETING OF
THE BOARD OF TRUSTEES**

August 8, 2019

7:00 p.m.

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Approval of Bills

Grand total of all bills presented for approval is \$186,557.32 of which \$21,456.03 is from the General Corporate Fund, \$126,162.79 is from the Operations & Maintenance Fund, \$38,938.50 is from the Construction Fund and \$0.00 is from the Bond & Interest Fund.

Manager's Report

The new dump truck was delivered on July 30, 2019.

Engineer's Report

Attorney's Report

Unfinished Business

New Business

Executive Session

To consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. (5 ILCS 120/2(c)(1)).

Adjournment

**Lake in the Hills Sanitary District
Board of Trustees Public Hearing and Regular Meeting Minutes
July 11, 2019**

Public Hearing – Budget and Appropriation for Fiscal Year May 1, 2019 through April 30, 2020

Roll Call:

The public hearing was called to order by President Hansen at 7:00 pm at the Sanitary District offices located at 515 Plum Street. Roll call was answered by President Eric Hansen and Trustee Jessica Reed. Trustee Cheryl Kehoe was absent. Also present were Assistant District Manager Tamara Mueller, District Engineer Peter Kolb of Applied Technologies, District Attorney Ann Williams of Storino Ramello & Durkin and District Treasurer/Clerk Karen Thompson.

Public Comments:

None.

The Budget and Appropriation for Fiscal Year May 1, 2019 through April 30, 2020 was presented.

District Treasurer stated that the Budget was prepared by the former District Manager Rick Forner. Therefore, she did not have much involvement in the preparation. However, she has some knowledge about the increases to IMRF and computer, hardware, software and support expenses. She elaborated that IMRF was increased in an effort to pay down the ERI liability that the District has. This liability is contributing to over 8% of the District's total rate. Our goal is to try to get this paid down sooner so that our employer rate can decrease. The increase to the computer expense line is for the new software and server upgrades for the front office. She further added that there are also some SCADA upgrades going on which may have also contributed to this large increase on the computer expense line.

President Hansen noted that the budget line for new construction was decreased by \$500,000 and he wanted to make sure that this would be adequate to cover any projects. District Engineer indicated that they were asked to provide the former District Manager with some cost estimates for future projects and he believes that those were taken into account for the budget.

President Hansen asked about the increase in the medical and life insurance line. District Treasurer indicated that the former District Manager did get some insurance quotes late last fall in an effort to reduce premiums; however, there were no better options at that time and the decision was made to stay with the current provider.

Trustee Reed asked for some clarification regarding the IMRF liability. District Treasurer elaborated and provided additional detail.

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

The public hearing meeting was adjourned at 7:06 pm.

Roll Call:

The regular meeting was called to order by President Hansen at 7:06 pm at the Sanitary District offices located at 515 Plum Street. Roll call was answered by President Eric Hansen and Trustee Jessica Reed. Trustee Cheryl Kehoe was absent. Also present were Assistant District Manager Tamara Mueller, District Engineer Peter Kolb of Applied Technologies, District Attorney Ann Williams of Storino, Ramello & Durkin and District Treasurer/Clerk Karen Thompson.

Approval of Minutes:

Motion was made by Trustee Reed and seconded by President Hansen to approve the Minutes of the Regular Board Meeting of June 13, 2019 as presented. On a roll call vote, President Hansen and Trustee Reed voted aye.

Public Comments:

Joseph Greenwood of Lake in the Hills referenced a comment made by a member of the public from a previous meeting. This comment was related to the fact that the Board did not have any input or questions regarding the projects that the Engineer discussed. President Hansen stated that since he speaks with the Manager in between meetings to get questions answered he does not usually have additional questions during the meeting. He also stated that for public record, it might be best for him to ask questions even though those questions have already been answered outside of the meeting.

Mr. Greenwood further stated that he has a lot more confidence in the current District Engineer and their company, Applied Technologies. He thanked them for doing a great job.

Consent Agenda:

- A. Ordinance No. 398, An Ordinance for the Combined Budget and Appropriation for Fiscal Year May 1, 2019 through April 30, 2020.
- B. Designation of Tamara Mueller as the IMRF Authorized Agent for the District.
- C. Approval of Contractor's Application for Payment No. 1 in the amount of \$93,887.31 to Schroeder Asphalt Services, Inc. for the 2019 Rear Drive Entrance.
- D. Approval of Change Order No. 1 in the amount of \$4,847 to Schroeder Asphalt Services, Inc. for the Rear Drive Entrance.
- E. Approval of Final Plat for the Resubdivision of Melody Living.

Motion was made by President Hansen and seconded by Trustee Reed to approve the Consent Agenda as presented (Items A thru E). On a roll call vote President Hansen and Trustee Reed voted aye.

Specific Agenda:

None.

Treasurer's Report:

District Treasurer presented written copies of the June 2019 Treasurer reports and provided a verbal summary. First, she stated that the front office did not pursue delinquent accounts thru the water shut office process in June. This is because they were in the process of upgrading their software and being trained on the new software. This process will resume in July.

At the request of President Hansen, she added a third column to the monthly Treasurer reports. The reports now include prior month, current month, year to date and budget figures. With this third column added the Board will now be able to see trends regarding monthly expenditures. They may notice that some expenses are very consistent month to month, some are high and low on a cyclical basis related to the quarterly billing cycle and some are inconsistent based on unplanned repairs or maintenance issues.

She further stated that the expenses on the O&M report for Engineering were higher in June because of the expenses related to SCADA work were paid from there. She then directed the Board's attention to the Governmental Funds report and advised that in June we did receive some additional property tax installments. Lastly, she stated that there were no expenses on the General Fund report for legal services and this is because, as we discussed last month, we did not have any new bills. District Attorney further added that she checked with their billing department and found that bills go out between the 10th and 15th of each month for the service thru the end of the prior month. Therefore, there can be a delay.

Trustee Reed asked for clarification on the pie chart on the accounts receivable report. District Treasurer provided an explanation.

Motion was made by President Hansen seconded by Trustee Reed to approve the June 2019 Treasurer reports. On a roll call vote President Hansen and Trustee Reed voted aye.

Approval of Bills:

District Treasurer presented a list of bills for approval. She explained that the payments made before the meeting to Controls Consulting were for some SCADA work. Usually bills in a higher amount like this would not be paid before the meeting. However, the Assistant District Manager wanted to speak with that vendor to get clarification before approving. After she spoke with him, she asked that those bills be paid since the invoices were submitted before the prior meeting. She then directed the Boards attention to the bills that have not been paid yet and are being presented for approval, tonight. She highlighted some of the unusual or large invoices. She also has copies of all of the bills if any of the Trustees would like to see the detail.

President Hansen asked about the invoices from Controls Consulting. Assistant District Manager provided some additional detail about the work that is being done to the District's SCADA system.

Trustee Reed asked why we have invoices for both AT&T and Verizon. District Treasurer and Assistant District Manager explained that we pay AT&T for alarms and we pay Verizon for the employee's cell phones who are on call and for the GIS laptop.

Motion was made by President Hansen and seconded by Trustee Reed to approve the List of Bills as presented for payment totaling \$ 242,320.93 with \$ 37,891.92 from the General Corporate Fund, \$ 162,695.01 from the Operations and Maintenance Fund, \$ 41,734.00 from the Construction Fund and \$ 0 from the Bond and Interest Fund.

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

Manager's Report:

Assistant District Manager prepared and presented the June 2019 Manager's Report and provided a verbal summary. First, she stated that there was a digester foam overflow that happened on June 16th. The level sensor did not detect the foam and the high level alarms did not trip because the foam had engulfed it and went over the top. The foam stayed on the property until the clean up process. During the clean up, it was mixed with water and found its way into a storm drain near the digesters. That incident was reported to the IEPA on June 17th.

We are still waiting for our dump truck as there has been a delay in the truck bed. Rush Truck Center anticipates that we should have it within the next week. Since we could not wait any longer to press, we are using the District's small dump truck. This makes for a very inefficient process.

We have a new employee starting on Monday who will be our summer help. Lastly, there were three callouts in June, but none were the District's issue.

President Hansen wanted to know how serious the issue that was reported to the IEPA is. Assistant District Manager does not think that we will be fined for it. She did make the inspector aware of it and our IEPA inspection is tomorrow so she may find out more at that time. President Hansen asked to be kept in the loop.

Assistant District Manager presented some options for the tax levy that will be presented next month. President Hansen is hoping to be able to abate the taxes by 10% again this year. Some discussion took place regarding how much to reduce and how it would affect the District. There was some concern about how a reduction could affect the District's current outstanding bonds or the ability to issue bonds in the future. Assistant District Manager said that she could reach out to the auditor again to discuss bonding ability. District Attorney added that there are some types of bonds that are dependent on and can be issued at a percentage of the levy. So in fact, reducing the levy could affect the District's ability to issue bonds in the future.

Motion was made by President Hansen, seconded by Trustee Reed, to approve the June 2019 Manager's Report as presented. On a roll call vote President Hansen and Trustee Reed voted aye.

Engineer's Report:

District Engineer Peter Kolb of Applied Technologies provided a written report and a verbal recap.

Regarding Task Order 18-02 (Beach Lift Station Rehab), the preliminary site plan and facilities layout have been completed and have been submitted for review by staff and the Village of Lake in the Hills. They have received tentative approval by all. The soil boring is scheduled for Monday. After that report is received back, final drawings and a bid package will be prepared along with a final cost estimate. The plan is to bid in August, bring an award recommendation to the Board in September and construction in October thru December.

Regarding Task Order 18-03 (Electrical Service & Plant Power Distribution), they have completed the specification package for the electrical studies. They are requesting quotes from three specialized firms

who do this type of work. He is estimating the cost will be around \$12,000.00. Once the quotes are received back they will bring the Board a recommendation. They have identified several areas in the plant where they are recommending electrical upgrades be done. They will be working with the Assistant District Manager on these. It is their opinion that the main electrical feed coming in to the plant is owned by ComEd until it gets to the meter. This line has been troublesome. They plan to ask ComEd to replace this line. They are also planning to put together a task order for emergency power capability for the blowers. They are also recommending that a main breaker be installed to the MCC in the Belt Press Building. They are also recommending that the deteriorated electrical components in the filter building be replaced. Lastly, they will be working with staff on relocating the wash water pumps. He anticipates that the electrical studies final review report will be ready in August.

Regarding Task Order 18-04 (Richard Taylor Park Bypass), they are very close to final drawings. They have coordinated with the Village for water main information. Bid packages should go out in August. Awards will be in September and construction in November.

Regarding Task Order 19-01 (Rear Entrance Drive Construction Services), the first pay out was presented tonight as well as the change order for \$4,800. They have had some delays because of rain. The plan is to have it paved next week and done by Friday.

Attorney's Report:

District Attorney indicated that she prepared a memo to staff that has been approved by President Hansen. It outlines the District's process for complaints and the responsibilities and obligations for the employees as part of their employment in terms of sexual harassment, harassment, general conditions of employment, equal opportunity employment etcetera. She will give this memo to the Assistant District Manager along with the most recent copy of the District's Personnel Policy Book. This memo should be distributed to all employees.

President Hansen asked if there are still some things in the personnel book that need to be updated. District Attorney indicated that the District has updated the manual as the law requires and will continue to do that. She further stated that it is a lengthy book and there is some overlap on things that could be tightened up.

Assistant District Manager asked if there are any specific areas of the personnel manual that she needs to point out to staff. District Attorney indicated that the memo should suffice.

Unfinished Business:

None.

New Business:

None.

Adjournment:

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

The meeting was adjourned at 7:39 pm.

Respectfully Submitted,



Karen Thompson,
District Clerk

APPROVED this _____ day of _____, 2019 .

President Hansen

ORDINANCE NO. 399

*An Ordinance Levying Taxes for the Lake in the Hills
Sanitary District for Fiscal Year 2019-2020*

WHEREAS, the Board of Trustees of the Lake in the Hills Sanitary District, in the County of McHenry, State of Illinois, did on the 11th day of July, 2019, pass the Combined Budget and Appropriation Ordinance for said District for the fiscal year commencing on May 1, 2019, and ending on the 30th day of April, 2020, the amount of which is ascertained to be the aggregate sum of \$6,935,800, which Combined Annual Budget and Appropriation Ordinance was published on the 12th day of July, 2019.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Lake in the Hills Sanitary District in the County of McHenry, State of Illinois, as follows:

SECTION 1: There is hereby levied upon all of the taxable property within the corporate limits of the Lake in the Hills Sanitary District, for the year 2019, the total sum of \$633,696, and that the objects and purposes of which said Levy is made and amounts appropriated for the same are as follows:

	<u>Total Levied</u>
A. GENERAL FUND	\$ 371,686
B. CHLORINATION FUND Chlorination, Disinfection & Treatment	10
C. AUDIT FUND Auditing Expense and Fee	2,000
D. PUBLIC LIABILITY INSURANCE FUND Public Liability Insurance	50,000
E. SOCIAL SECURITY FUND Social Security Contribution	55,000
F. ILLINOIS MUNICIPAL RETIREMENT FUND Pension Contribution by Employer	155,000
G. SEWERAGE OPERATIONS & MAINTENANCE FUND	
1. Personal Services	
2. Contractual Services	
3. Administrative Expenses	
4. Operation and Maintenance of Plant	
5. Capital Improvements	
6. Bond Transfers	
1989 Revenue Bonds, Principal	
1989 Revenue Bonds, Interest	
Administrative Fee	
7. Contingent Expenses	
GRAND TOTAL SEWERAGE OPERATIONS & MAINTENANCE FUND	-0-

SUMMARY OF TAXES LEVIED

General Corporate Fund:	\$ 371,686
Chlorination Fund:	\$ 10
Audit Fund:	\$ 2,000
Public Liability Insurance Fund:	\$ 50,000
Social Security Fund:	\$ 55,000
Illinois Municipal Retirement Fund:	<u>\$ 155,000</u>

TOTAL \$ 633,696

SECTION 2: The tax so levied and assessed as aforesaid shall be collected and enforced in the same manner and by the same officers as in general taxes of the Lake in the Hills Sanitary District, County of McHenry, State of Illinois, and shall be paid over by the officers collecting the same to the Finance Director of the Board of Trustees of the Lake in the Hills Sanitary District.

SECTION 3: The Clerk of the Board of Trustees of the Lake in the Hills Sanitary District shall make and file with the County Clerk of McHenry County, Illinois, a certified copy of this Ordinance, and that the rate percent be ascertained and the tax extended, as provided by law, against the property included in the Lake in the Hills Sanitary District, County of McHenry, State of Illinois.

SECTION 4: The provisions of 35 ILCS 200/18-55 *et seq.*, the Truth in Taxation Law, were complied with by the Lake in the Hills Sanitary District.

SECTION 5: This Ordinance shall take effect from and after its passage, approval and publication in pamphlet for (which publication is hereby authorized) as provided by law.

Ayes:
Nays:
Absent:
Abstain:

APPROVED:

President Eric Hansen

(SEAL)

ATTEST: _____
Clerk Karen Thompson

Passed: _____

Approved: _____

Published: _____

CERTIFICATION

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

I do hereby further certify that at a meeting of the President and Board of Trustees of the Lake in the Hills Sanitary District, held on the 8th day of August, 2019, the foregoing Ordinance entitled *An Ordinance Levying Taxes for the Lake in the Hills Sanitary District for Fiscal Year 2019-2020* was duly passed and approved by the President and Board of Trustees of the Lake in the Hills Sanitary District.

The pamphlet form of Ordinance No. 399, including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was posted in the Lake in the Hills Sanitary District office, 515 Plum Street, commencing on the 9th day of August, 2019, and continuing for at least 10 days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the Sanitary District Clerk.

I do further certify that the original, of which the attached is a true and correct copy, is entrusted to me as the 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 Clerk and caused the seal of said District to be affixed hereto this _____ day of August, 2019.

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

(SEAL)

SECTION 01 26 63

CHANGE ORDERS

ORDER NUMBER: 6

DATE: 08-01-2019

AGREEMENT DATE: 02-08-2018

The directed to make the following changes to this CONTRACT:

1. Changes to the contract specifications – includes additional excavation and installation of additional sump pump.
2. Changes to the contract price –
 - **Additional earthwork and Landscaping - \$8,500**
 - **Reduction for Engineering & Administration - beyond contract time – (\$28,435)**

No other work is changed by this Change Order. All materials shall be as specified and approved.

Not valid until signed by the OWNER. Signature of the Contractor indicates his agreement herewith, including any adjustment in the CONTRACT PRICE or CONTRACT TIME.

Original CONTRACT PRICE	<u>\$1,820,000.00</u>
Current CONTRACT PRICE adjusted by previously CHANGE ORDER(S)	<u>\$1,882,561.93</u>

The CONTRACT PRICE will be (increased) (**decreased**) by this Change Order \$(19,935)

The new CONTRACT PRICE including this CHANGE ORDER will be \$ 1,862,626.93

The CONTRACT TIME will be (increased) (decreased) by _____ (0) days.

The date for completion of all work will be July 15, 2019 (Date).

Approved this _____ day of _____, ____ Approved this _____ day of _____, ____

OWNER

CONTRACTOR

Approved this _____ day of _____, ____

ENGINEER

APPLICATION AND CERTIFICATE FOR PAYMENT

OWNER: LAKE IN THE HILLS SANITARY DISTRICT	PROJECT: AEROBIC DIGESTER #4	APPLICATION #: 8 and FINAL	DISTRIBUTED TO: OWNER ENGINEER CONTRACTOR
CONTRACTOR: AMS MECHANICAL SYSTEMS, INC.	ENGINEER: POSTL YORE AND ASSOCIATES		
CONTRACT FOR: LAKE IN THE HILLS SANITARY DISTRICT			

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, the work has been performed in a good and workmanlike manner and in accordance with all applicable governmental approvals and required permits; that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown is herein is now due. Contractor certifies that there are no liens on any of the work or materials that the Owner has made prior payment for, or the existence of any such liens have been fully disclosed to the Owner in writing.

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract, Payment Application Continuation Sheet - Schedule of Units Completed is attached.

- 1. ORIGINAL CONTRACT SUM \$ 1,820,000.00
- 2. Net Change By Change Orders \$ 42,626.91
- 3. CONTRACT SUM TO DATE (Line 1 & 2) \$ 1,862,626.91
- 4. TOTAL COMPLETED TO DATE \$ 1,862,626.91
- 5. RETAINAGE: \$ 0.00
(10% of Line 4)
- 6. TOTAL EARNED LESS RETAINAGE \$ 1,862,626.91
(Line 4 less Line 5 Total)
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 1,688,906.04
(Line 6 from prior certificate)
- 8. CURRENT PAYMENT DUE \$ 173,720.87
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 0.00
(Line 3 less Line 6)

CONTRACTOR:

By: _____ Date: _____

State of: _____

County of: _____ day of _____ 20____

Subscribed and sworn to before me this _____

Notary Public: _____

My Commission expires: _____

CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ 173,720.87

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

ENGINEER:

By: _____ Date: _____

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

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	62561.91	
Total approved this month	\$0.00	-\$19,935.00
TOTALS	\$62,561.91	-\$19,935.00
NET CHANGES by Change Order	\$42,626.91	

August 01, 2019



Lake in the Hills Sanitary District
515 Plum Street
Lake in the Hills, Illinois 60156

Re: Rear Drive Entrance
Schroeder Asphalt Services, Inc. Pay Request #2

Dear: Lake in the Hills Sanitary District Board of Trustees:

Schroeder Asphalt Services, Inc. has submitted the attached invoice for Pay Request #2, for the Lake in the Hills Sanitary District Rear Drive Entrance project. We have reviewed the work, invoice, payrolls, and lien waivers and recommend approval of the payment in the amount of \$ **141,738.04**. This brings the total payments to \$235,625.35.

The recommended approved payment includes holding a retainage of \$ **15,748.67**. Total retainage held to date is \$26,180.59. Work in this invoice included culvert and trench drain installations, crushed aggregate base course, asphalt prime coat, binder and surface courses, concrete curb and gutter and work change directives 1 and 2. Work remaining includes aggregate shoulder installation and restoration (seeding and erosion control).

Please call if you have any questions or comments regarding the above.

Sincerely,

Applied Technologies, Inc.



Peter E. Kolb, P.E.

mfp

Enclosures

cc: Tamara Mueller, Lake in the Hills Sanitary District



Contractor's Application for Payment No. 2	
Application Period: Jul-19	Application Date: 7/25/2019
From (Contractor): Lake in the Hills Sanitary District 515 Plum Street Lake in the Hills, IL 60156	Via (Engineer): Applied Technologies, Inc 468 Park Avenue Lake Villa, IL 60046
Contract: Rear Drive Entrance	Engineer's Project No: 6336
Owner's Contract No: 219042	Contractor's Project No: 219042

Application For Payment
Change Order Summary

Approved Change Order Number	Additions	Deductions
1	\$4,847.00	
TOTALS		
NET CHANGE BY CHANGE ORDERS		\$4,847.00

1. ORIGINAL CONTRACT PRICE..... \$ 3318,069.85
2. Net change by Change Orders..... \$ 54,847.00
3. Current Contract Price (Line 1 + 2)..... \$ 3372,916.85
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)..... \$ 3261,805.94
5. RETAINAGE:
 - a. 10% X \$261,805.94 Work Completed..... \$ 266,180.59
 - b. X Stored Material..... \$ 266,180.59
 - c. Total Retainage (Line 5a + Line 5b)..... \$ 532,361.18
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ 2830,555.35
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 593,687.31
8. AMOUNT DUE THIS APPLICATION..... \$ 2236,868.04
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)..... \$ 2872,915.50

Contractor's Certification
The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment.
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise used in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective

Contractor Signature: *Guendres* Date: 8/11/19

Payment of: \$ 141,738.04
is recommended by: *[Signature]* (Date) 8/11/19
Payment of: \$ (Line 8 or other - attach explanation of the other amount)
is approved by: (Owner) (Date)
Approved by: Funding or Financing Entity (if applicable) (Date)

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):		Lake in the Hills Sanitary District Rear Drive Entrance		Application Number: 2														
Application Period:		July-19		Application Date: July 25, 2019														
Item		Contract Information			A		B		C		D		E		F		G	
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)							
1-1	Pavement Removal	1,965	SY	\$8.00	\$15,720.00	1,965	\$15,720.00		\$15,720.00	100.0%								
1-2	Earth Excavation	300	CY	\$30.00	\$9,000.00	652.15	\$19,564.50		\$19,564.50	217.4%	-\$10,564.50							
1-3	Pipe Culvert Removal	64	LF	\$7.35	\$470.40	59.42	\$436.74		\$436.74	92.8%	\$33.66							
1-4	Pipe Arch Culvert, Class D, Type I, 15-inch Equivalent Round	32	LF	\$68.25	\$2,184.00	31.7	\$2,163.53		\$2,163.53	99.1%	\$20.47							
1-5	Pipe Arch Culvert, Class D, Type I, 18-inch Equivalent Round	32	LF	\$78.75	\$2,520.00	27.4	\$2,157.75		\$2,157.75	85.6%	\$362.25							
1-6	Metal Flared End Section, 18-inch Equivalent Round Size	2	EA	\$210.00	\$420.00	2	\$420.00		\$420.00	100.0%								
1-7	Metal Flared End Section, 18-inch Equivalent Round Size	2	EA	\$262.50	\$525.00	2	\$525.00		\$525.00	100.0%								
1-8	Trench Drain, Detail 02999	28	LF	\$660.00	\$18,480.00	29.3	\$19,338.00		\$19,338.00	104.6%	-\$838.00							
1-9	Subgrade Repair	250	TON	\$42.00	\$10,500.00	294.69	\$12,376.98		\$12,376.98	117.9%	-\$1,876.98							
1-10	Grading and Shaping Ditches	325	LF	\$16.00	\$5,200.00													
1-11	Aggregate Base Course, Type B	1355	TON	\$17.15	\$23,238.25	934.6	\$16,028.39		\$16,028.39	69.0%	\$7,209.86							
1-12	Hot Mix Surface Removal- Butt Joint	160	SY	\$6.00	\$960.00						\$960.00							
1-13	Hot Mix Asphalt Binder Course, IL-19.0, N50	370	TON	\$76.00	\$28,120.00	370	\$28,120.00		\$28,120.00	100.0%								
1-14	Bituminous Materials (Prime Coat)	4140	LBS	\$0.01	\$41.40	4140	\$41.40		\$41.40	100.0%								
1-15	Hot-Mix Asphalt Surface Course,	250	TON	\$85.00	\$21,250.00	250	\$21,250.00		\$21,250.00	100.0%								
1-16	Aggregate Shoulders Type B	80	TON	\$32.00	\$2,560.00						\$2,560.00							
1-17	Erosion Control	1	LS	\$4,700.00	\$4,700.00	0.75	\$3,525.00		\$3,525.00	75.0%	\$1,175.00							
1-18	Seeding, Class 1A	0.2	ACRE	\$16,200.00	\$3,240.00						\$3,240.00							
1-19	Storm Inlet, Detail 02997	2	EA	\$1,965.00	\$3,930.00	2	\$3,930.00		\$3,930.00	100.0%								
1-20	12-inch Dia High Density Polyethylene Dual Wall Drainage	110	LF	\$50.40	\$5,544.00	109.3	\$5,508.72		\$5,508.72	99.4%	\$35.28							
1-21	Metal Flared End Section, 12-inch	1	EA	\$130.00	\$130.00	1	\$130.00		\$130.00	100.0%								
2-1	Pavement Removal	1,170	SY	\$8.00	\$9,360.00	1,162.14	\$9,297.12		\$9,297.12	99.3%	\$62.88							
2-2	Earth Excavation	215	CY	\$30.00	\$6,450.00	387.38	\$11,621.40		\$11,621.40	180.2%	-\$5,171.40							
2-3	Pipe Culvert Removal	44	LF	\$23.00	\$1,012.00	35.4	\$814.20		\$814.20	80.5%	\$197.80							
2-5	Pipe Arch Culvert, Class D, Type I, 18-inch Equivalent Round	44	LF	\$105.00	\$4,620.00	36.3	\$3,811.50		\$3,811.50	82.5%	\$808.50							
2-7	Metal Flared End Section, 18-inch Equivalent Round Size	2	EA	\$315.00	\$630.00	2	\$630.00		\$630.00	100.0%								
2-9	Subgrade Repair	300	TON	\$42.00	\$12,600.00						\$12,600.00							
2-11	Aggregate Base Course, Type B	880	TON	\$17.15	\$15,092.00	709.53	\$12,168.44		\$12,168.44	80.6%	\$2,923.56							
2-12	Hot Mix Surface Removal- Butt Joint	40	SY	\$6.00	\$240.00						\$240.00							
2-13	Hot Mix Asphalt Binder Course, IL-19.0, N50	220	TON	\$76.00	\$16,720.00	220	\$16,720.00		\$16,720.00	100.0%								
2-14	Bituminous Materials (Prime Coat)	2460	LBS	\$0.01	\$24.60	1200	\$12.00		\$12.00	48.8%	\$12.60							
2-15	Hot-Mix Asphalt Surface Course,	150	TON	\$85.00	\$12,750.00	150	\$12,750.00		\$12,750.00	100.0%								
2-16	Aggregate Shoulders Type B	20	TON	\$38.00	\$760.00						\$760.00							
2-17	Erosion Control	70	LS	\$4.90	\$343.00						\$343.00							
2-18	Seeding, Class 1A	0.1	ACRE	\$16,200.00	\$1,620.00						\$1,620.00							
2-22	Concrete Gutter, 24-inch, Detail 02998	162	LF	\$36.75	\$5,953.50	160	\$5,880.00		\$5,880.00	98.8%	\$73.50							
3-1	Pavement Removal	890	SY	\$8.00	\$7,120.00	588.87	\$4,710.96		\$4,710.96	66.2%	\$2,409.04							
3-2	Earth Excavation	240	CY	\$30.00	\$7,200.00	277.7	\$8,331.00		\$8,331.00	115.7%	-\$1,131.00							
3-9	Subgrade Repair	250	TON	\$42.00	\$10,500.00						\$10,500.00							
3-11	Aggregate Base Course, Type B	650	TON	\$17.15	\$11,147.50	338.8	\$5,810.42		\$5,810.42	52.1%	\$5,337.08							
3-12	Hot Mix Surface Removal- Butt Joint	220	SY	\$6.00	\$1,320.00						\$1,320.00							
3-13	Hot Mix Asphalt Binder Course, IL-19.0, N50	165	TON	\$76.00	\$12,540.00	24.6	\$1,869.60		\$1,869.60	14.9%	\$10,670.40							

Lake in the Hills Sanitary District
TASK ORDER No. 19-02

Date: August 8, 2019 **Project No.:** 6362 **LITHSD Project Manager:** Tamara Mueller, Acting Manager**Project Name:** Electrical Upgrades and Filter Building Improvements**ATI Point(s) of Contact:** Peter Kolb, Bob Doeringsfeld

Project Description: Provide engineering design and drawing preparation for miscellaneous electrical upgrades and for Filter Building improvements identified during site visits and discussions with staff. Electrical upgrades include coordination with ComEd for replacement of the Main Plant Electrical Service Line, installation of electrical equipment to provide emergency power to a 250HP blower to accommodate use of a portable generator, and installation of a main breaker in the Belt Press Building. Improvements in the Tertiary Filter Building will include replacement of deteriorated climate control systems (HVAC equipment), replacement of the wash water pumping system, and miscellaneous facility access doors as needed.

Scope of Services: Engineering Services within Task Order No. 19-02 include site visits, plans and specifications preparation, opinion of probable construction cost and bid assistance. The scope of services shall include the following tasks:

1. Kick-off meeting to review District equipment preferences, control requirements, existing conditions and site constraints.
2. Prepare preliminary design criteria and develop layouts
3. Prepare design drawings and specifications for incorporation into Contract Documents and provide a submitted to the District at the 75% completion point.
4. Conduct a design review workshop with District staff
5. Provide an Opinion of Probable Construction Cost at 90% completion
6. Prepare Final Contract Documents
7. Prepare and submit Construction Permit for Village of Lake in the Hills
8. Bidding Assistance, Bid Review and Recommendation of Award

Schedule: The following schedule is proposed for this Task Order:

1. Task Order Authorization – August 8, 2019
2. Kick off Meeting – August 12, 2019
3. 90% Contract Documents – October 11, 2019
4. Final Contract Documents – November 8, 2019
5. Project Bidding – November 13 – December 4, 2019
6. Project Award – December 12, 2019 Board Meeting
7. Construction – 2020 Construction Season

Compensation: The Total Compensation for this Task Order is \$53,428 and is broken down into the following sub tasks:

Electrical Improvements	\$18,724
HVAC Improvements Filter Building	\$14,080
Wash Water Pumps Replacement	\$11,792
Permits, Bidding Assistance and Coordination	<u>\$ 9,100</u>
Total	\$53,696

PROJECT APPROVAL

Applied Technologies, Inc.

Accepted by Lake in the Hills Sanitary District

Signature:  _____

Printed _____

Name: Peter E. Kolb, P.E.

Title: Vice President

Date: August 5, 2019

Signature: _____

Printed _____

Name: _____

Title: _____

Date: _____



August 8, 2019

Mrs. Tamara Mueller, Acting District Manager
Lake in the Hills Sanitary District
515 Plum Street
Lake in the Hills, IL 60156

Re: Electrical Studies
Evaluation of Quotes and Recommendation to Award

Dear Mrs. Mueller and Board of Trustees:

We have completed our review of quotes for Electrical Studies to be performed at the treatment plant by a certified consultant that conducts Arc Flash Incident Energy Analysis, Short Circuit Analysis, and Coordination Studies for power systems. Three Quotes were received for the project and a summary of the prices are provided below:

Proposing Consultant	Quoted Amount
Electrical Testing Solutions 2909 Green Hill Ct. Suite I, Oshkosh, WI 54904	\$20,255.00
Piper Electrical, Inc. 5477 South Westridge Court, New Berlin, WI 53151	\$21,230.00
Terminal-Andrae Inc. 2110 W. Clybourn St., Milwaukee, WI 53233	\$27,00.00

We have reviewed these quotes and based on our review make the following comments and recommendations for the District's consideration:

1. The low quote for the project was submitted by Electrical Testing Solutions (ETS) in the amount of \$20,255.00.
2. ETS has experience with this type of project and has completed other similar projects.
3. Applied Technologies Inc. finds ETS to be the lowest, responsive, responsible consultant. We recommend that the Lake in the Hills Sanitary District award the Electrical Studies Project to ETS in the amount of \$20,255.00.



Lake in the Hills Sanitary District
August 8, 2019
Page 2 of 2

Following the District's Award of the contract, a purchase order will be generated and sent to ETS authorizing them to proceed with this work.

Please let me know if you have any questions or comments regarding the above.

Sincerely,
Applied Technologies, Inc.

Peter E. Kolb, P.E.
Enclosures

LAKE IN THE HILLS SANITARY DISTRICT
MONTHLY TREASURER REPORT - GOVERNMENTAL FUNDS

Month of July, 2019

	BANK BAL AT BEGINNING OF PRIOR MONTH	BANK BAL AT BEGINNING OF THE CURRENT MONTH	BANK BAL AT THE BEGINNING OF THE FY
Beginning Cash and Investments			
First National Bank	1,285,433.12	1,534,372.89	1,322,636.54
Credit Cards	-	-	-
TOTAL BEGINNING CASH AND INVESTMENTS	1,285,433.12	1,534,372.89	1,322,636.54

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Revenues and Receipts				
Real Estate Taxes				
General Fund	132,750.51	2,632.79	147,959.48	240,000.00
Audit Fund	9,517.70	188.77	10,608.13	10,000.00
Chlorination Fund	7,755.23	153.81	8,643.74	15,000.00
Liability Insurance Fund	67,223.15	1,333.22	74,924.78	135,900.00
Social Security Fund	22,912.85	454.43	25,537.94	45,000.00
Retirement Fund	52,171.04	1,034.70	58,148.18	98,100.00
Replacement Taxes	-	280.49	755.54	-
Safety Grant Recvd from IL Public Risk Fund	-	-	-	-
Interest Income	307.11	323.31	911.48	1,000.00
TOTAL REVENUES AND RECEIPTS	292,637.59	6,401.52	327,489.27	545,000.00

Expenditures

GENERAL FUND

PERSONNEL SERVICES

Salaries of Trustees, Manager, Treasurer & Clerk

13,919.35	11,141.82	39,714.39	175,000.00
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CONTRACTUAL SERVICES

Professional Engineering

10,528.00	3,496.00	18,145.00	45,000.00
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Legal Services

-	10,960.25	29,249.82	36,000.00
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Other Professional Services

-	-	-	5,000.00
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10,528.00	14,456.25	47,394.82	86,000.00
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ADMINISTRATIVE EXPENSES

Printing, Publications

42.30	53.02	190.64	5,000.00
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Office Supplies, Equipment

-	-	-	3,000.00
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Postage

-	159.66	430.65	1,000.00
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Treasurer's Bond

-	-	-	4,000.00
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Community Affairs

-	-	-	1,000.00
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Memberships and Dues

-	-	-	4,000.00
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42.30	212.68	621.29	18,000.00
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OPERATING EXPENSES

Building and Grounds Upkeep

627.47	1,752.59	3,972.48	15,000.00
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Utilities

721.96	479.37	7,383.74	30,000.00
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J.U.L.I.E.

-	-	-	3,000.00
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Training and Education

-	-	-	2,000.00
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Travel Expenses

-	-	-	2,000.00
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Computer Hardware, Software & Support

374.95	107.66	582.56	8,000.00
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1,724.38	2,339.62	11,938.78	60,000.00
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CONTINGENT AND MISCELLANEOUS EXPENSES

Not Otherwise Appropriated

-	-	-	1,000.00
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-	-	-	1,000.00
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TOTAL GENERAL FUND	26,214.03	28,150.37	99,669.28	340,000.00
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	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Expenditures (continued)				
CHLORINATION FUND	-	3,434.60	3,434.60	24,000.00
	-	3,434.60	3,434.60	24,000.00
AUDIT FUND	-	-	-	20,000.00
	-	-	-	20,000.00
PUBLIC LIABILITY INSURANCE FUND				
Workers' Compensation	-	-	3,939.00	24,000.00
Property	-	-	-	45,000.00
Vehicles	-	-	-	18,000.00
General Liability	-	-	-	80,000.00
Administrative Fee	-	-	119.00	800.00
	-	-	4,058.00	167,800.00
SOCIAL SECURITY FUND	4,763.89	3,997.21	13,205.67	55,000.00
IMRF FUND	12,719.90	10,295.62	34,861.65	230,000.00
OTHER EXPENDITURES (RECEIPTS)	-	-	-	-
TOTAL EXPENDITURES	43,697.82	45,877.80	155,229.20	836,800.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	248,939.77	(39,476.28)	172,260.07	(291,800.00)
Ending Cash and Investments				
First National Bank	1,534,372.89	1,494,931.63	1,285,433.12	
Credit Cards	-	(35.02)	-	
TOTAL ENDING CASH AND INVESTMENTS	1,534,372.89	1,494,896.61	1,285,433.12	
GENERAL CORPORATE FUND				

LAKE IN THE HILLS SANITARY DISTRICT
MONTHLY TREASURER REPORT - O&M/SEWERAGE FUNDS
 Month of July, 2019

		BANK BALS AT BEGINNING OF PRIOR MONTH	BANK BALS AT BEGINNING OF THE CURRENT MONTH	BANK BALS AT THE BEGINNING OF THE FY	
Beginning Cash and Investments					
First National Bank - O & M Account	O&M	361,425.46	269,583.53	554,828.09	
First National Bank - Certificate Fund	Bond & Int	40,988.34	54,002.67	27,978.27	
First National Bank - Depreciation Account	Construction	2,054,418.48	2,076,969.62	2,040,661.06	
First National Bank - Surplus Funds	Construction	13,843.29	22,504.35	37,837.21	
First National Bank - Bond & Interest Fund	Bond & Int	673,153.54	679,225.92	606,836.79	
First National Bank - Sinking Funds	Bond & Int	726,516.75	741,411.66	711,620.02	
Algonquin Bank & Trust - Cash Mgr	O&M	976,298.75	897,443.93	939,069.95	
Algonquin Bank & Trust - Operating	O&M	421.00	158.00	1,634.00	
Home State Bank	O&M	11,776.61	12,039.23	11,609.76	
Illinois State Bank	O&M	5,017.16	5,089.35	5,016.95	
Credit Cards		(469.35)	(564.93)	(145.19)	
TOTAL BEGINNING CASH AND INVESTMENTS		4,863,390.03	4,757,863.33	4,936,946.91	
SEWERAGE FUNDS					
		PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Revenues and Receipts					
Sewer Bill Income/User Charges		37,741.86	789,695.48	923,692.31	3,600,000.00
Septage Income		40,497.32	44,528.88	93,451.20	200,000.00
Wastewater Discharge Income		3,631.52	3,648.30	10,902.52	45,000.00
Refunds		(624.27)	(1,222.56)	(2,883.18)	-
Connection/Tap-On Fees		20,800.00	-	26,000.00	110,000.00
Annexation Fees (inc. GIS)		-	-	-	5,000.00
Downstream & Misc Charges		-	-	-	500.00
Liftstation Recapture		-	-	-	-
Gain/Loss - Sale of Equipment		-	-	-	-
Interest Income		2,832.84	3,207.23	9,125.52	25,000.00
TOTAL REVENUES AND RECEIPTS		104,879.27	839,857.33	1,060,288.37	3,985,500.00
Expenditures					
PERSONNEL SERVICES					
District Personnel Salaries		48,354.14	41,108.92	134,588.61	604,000.00
ADMINISTRATIVE EXPENSES					
Telephone		211.94	211.94	635.82	3,000.00
Postage		3,795.15	-	4,362.63	20,000.00
Printing and Publications		-	54.46	54.46	2,000.00
Office Supplies		65.60	202.86	1,158.88	7,500.00
Collection and Billing Expenses		3,011.83	5,138.79	17,336.59	75,000.00
Professional Services		77.28	195.00	352.18	10,000.00
Training, Travel and Education		40.00	175.00	215.00	5,000.00
Computer Hardware, Software, and Support		806.35	7,259.59	25,889.79	70,000.00
Community Affairs		-	-	-	2,000.00
Medical and Life Insurance		22,074.42	23,074.42	67,941.76	275,000.00
		30,082.57	36,312.06	117,947.11	469,500.00
OPERATIONS AND MAINTENANCE					
Operating Supplies		1,871.85	6,135.02	14,353.15	60,000.00
Maintenance and Repair (Plant)		6,738.55	5,822.30	16,237.40	150,000.00
Maintenance and Repair (Collection Systems)		-	9,575.82	23,936.68	310,000.00
Utilities and Energy		43,779.51	41,069.58	115,716.76	420,000.00
Grounds Upkeep		1,184.00	2,664.00	4,144.00	30,000.00
Gasoline/Oil		485.90	2,410.26	3,280.08	20,000.00
Computer and Support Services		-	-	-	2,000.00
Emergency Communications		5,845.38	10,222.85	21,957.71	65,000.00
Sludge Management		58.31	-	58.31	250,000.00
Professional Services		3,490.86	132.00	4,897.51	24,000.00

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Residential Reimbursement	-	-	-	10,000.00
Compliance Requirements/Permits	-	17,500.00	17,500.00	28,500.00
GIS	-	-	-	10,000.00
	<u>63,454.36</u>	<u>95,531.83</u>	<u>222,081.60</u>	<u>1,379,500.00</u>

Expenditures (continued)

CAPITAL IMPROVEMENTS

New Construction	31,347.50	118,731.31	174,085.31	2,500,000.00
Plant Equipment	-	-	-	30,000.00
Collection System	-	-	-	300,000.00
Vehicles	-	15,236.00	15,236.00	45,000.00
Legal Expense	-	-	-	5,000.00
Engineering Expense	32,478.50	24,060.00	69,039.00	375,000.00
Bond, Finance Consulting Expense	-	-	-	1,000.00
	<u>63,826.00</u>	<u>158,027.31</u>	<u>258,360.31</u>	<u>3,256,000.00</u>

BOND TRANSFERS

2008 Debt Certificates, Principal	-	-	-	110,000.00
2008 Debt Certificates, Interest	-	-	-	48,000.00
Administration Fees - 2008 Debt Certs	-	-	-	3,500.00
	<u>-</u>	<u>-</u>	<u>-</u>	<u>161,500.00</u>

Series 2014 Bond, Principal	-	-	-	110,000.00
Series 2014 Bond, Interest	-	-	-	112,000.00
Administration Fees - 2014 Series Bond	-	-	-	3,500.00
	<u>-</u>	<u>-</u>	<u>-</u>	<u>225,500.00</u>

CONTINGENT AND MISCELLANEOUS EXPENSES

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

TOTAL EXPENDITURES

	<u>205,717.07</u>	<u>330,980.12</u>	<u>732,977.63</u>	<u>6,099,000.00</u>
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EXCESS OF REVENUES OVER (UNDER) EXPENDITURES

	<u>(100,837.80)</u>	<u>508,877.21</u>	<u>327,310.74</u>	<u>(2,113,500.00)</u>
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		BANK BALS AT END OF THE PRIOR MONTH	BANK BALS AT END OF THE CURRENT MONTH	BANK BALS AT THE END OF MAY
Ending Cash and Investments				
First National Bank - O & M Account	O&M	269,583.53	565,001.29	361,425.46
First National Bank - Certificate Fund	Bond & Int	54,002.67	67,022.01	40,988.34
First National Bank - Depreciation Account	Construction	2,076,969.62	2,078,487.94	2,054,418.48
First National Bank - Surplus Funds	Construction	22,504.35	13,790.14	13,843.29
First National Bank - Bond & Interest Fund	Bond & Int	679,225.92	681,704.34	673,153.54
First National Bank - Sinking Fund	Bond & Int	741,411.66	756,314.81	726,516.75
Algonquin Bank & Trust - Cash Mgr.	O&M	897,443.93	1,070,533.30	976,298.75
Algonquin Bank & Trust - Operating	O&M	158.00	1,307.00	421.00
Home State Bank	O&M	12,039.23	14,656.27	11,776.61
Illinois State Bank	O&M	5,089.35	6,529.41	5,017.16
Credit Cards	O&M	(564.93)	(364.32)	(469.35)

TOTAL ENDING CASH AND INVESTMENTS

	<u>4,757,863.33</u>	<u>5,254,982.19</u>	<u>4,863,390.03</u>
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SEWERAGE FUNDS

LAKE IN THE HILLS SANITARY DISTRICT
ANNUAL TREASURER'S REPORT
Year Ended April 30, 2019

DRAFT

REVENUE SUMMARY

Sewer Services Collections – 3,890,998; Property Taxes – 618,508; Connection Fees – 93,600; Interest Income – 54,805; Safety Grant Proceeds – 1,810; Replacement Taxes – 1,584.
TOTAL REVENUES: \$4,661,305.

COMPENSATION SUMMARY

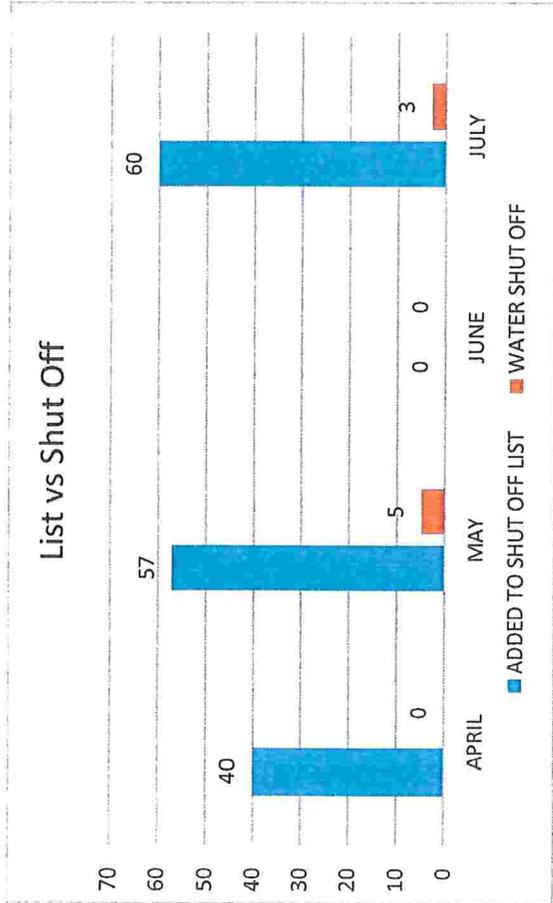
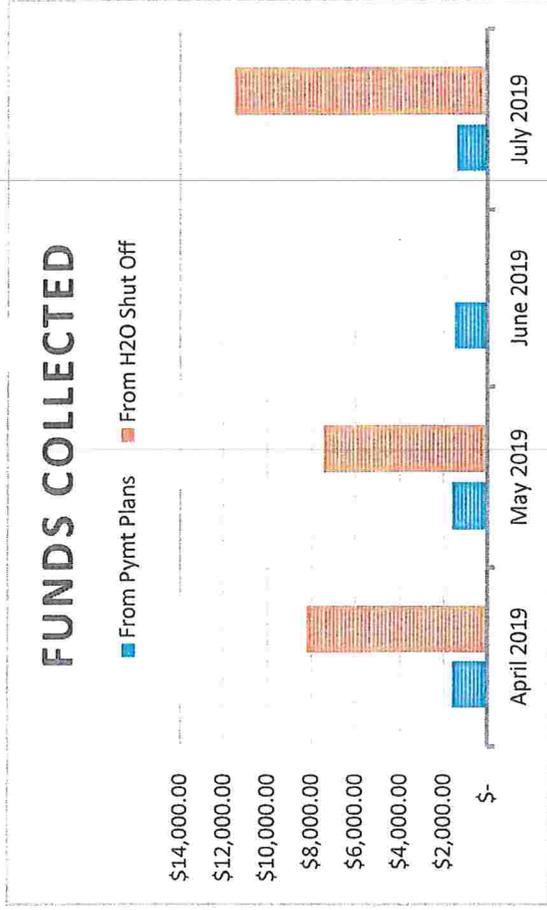
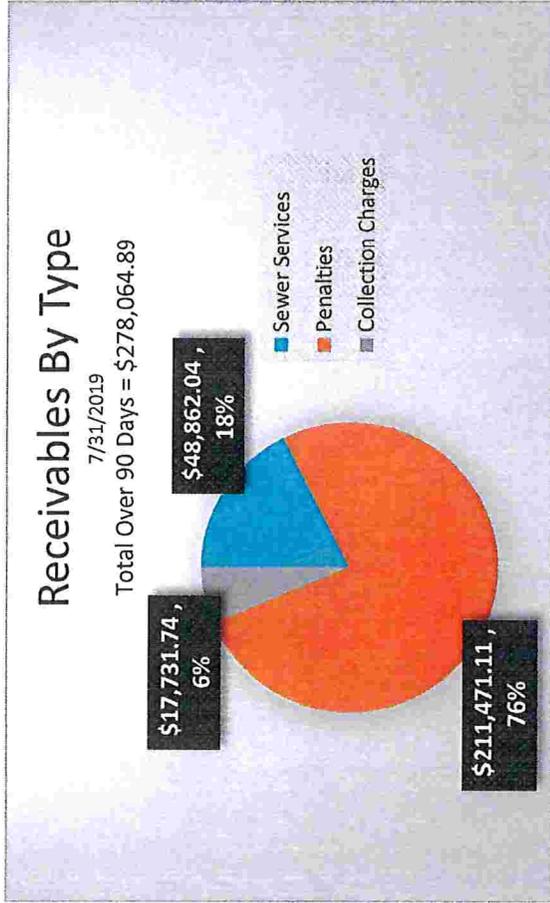
Range Under \$25,000: Brandon J. Wangler, Cheryl A. Kehoe, Eric J. Hansen, Jacob R. Lowenheim, Nancy A. Delaney, Terry L. Easler; Range \$25,000 - \$49,999: Jennifer L. Olson, Jessica L. Maioni, Karen L. Thompson; Range \$50,000- \$74,999: James F. Olvera, Jerilyn Stahlberg, Michael G. Nelson, Ross K. Nelson, Tamara C. Mueller; Range \$75,000 to \$99,999: John E. Caccamo Jr; Range \$100,000 to \$124,999: Rick Forner; Range Over \$125,000: None.
TOTAL COMPENSATION: \$673,339.

EXPENDITURE SUMMARY

A&T Plumbing Inc & Son – 3,200; Advance Electrical Supply LLC – 3,489; Algonquin Bank & Trust – 17,405; AMS Mechanical Systems – 1,697,778; Applied Technologies Inc – 115,655; AT&T – 57,312; Automatic Control Services – 4,612; Bank of New York Mellon – 157,744; Bond Trust Services Corporation – 218,388; CCT Environmental – 5,746; Cintas Corporation – 12,284; Civic Systems LLC – 6,747; Comcast Cable – 4,692; ComEd Inc – 13,011; Conrad De Latour & Associates Inc – 4,569; Controls Consulting Inc – 179,867; Dell Marketing LP – 3,128; Dreisilker Electric Motors Inc – 28,310; Dynegy Energy Services – 389,713; Energenecs Inc – 659,000; Flood Brothers Disposal & Recycling – 3,816; FLSmidth USA Inc – 5,367; Fox River Study Group – 8,250; Gen Power Inc – 7,372; George Roach & Associates – 10,000; Hawkins Inc – 31,976; Hoerr Construction Inc – 102,870; Humana Inc – 228,890; Illini Power Products Corp – 31,352; Illinois EPA – 20,000; Illinois Municipal Retirement Fund – 150,000; Illinois Public Risk Fund – 18,008; Interstate Gas Supply Inc – 16,481; J Barrett Co – 3,541; JCM Engineering & Associates Inc – 3,840; Jones Insurance Services – 81,402; Kaman Industrial Technologies – 7,965; Knight E/A Inc – 8,000; LAI Ltd – 13,020; Lakeside Equipment Corporation – 4,708; Logsdon Office Supply – 5,454; Mac Painting – 3,650; Marc Kresmery Construction LLC – 19,778; Metropolitan Industries Inc – 11,495; Michael Kruse – 9,655; Nicor Gas – 7,550; Nierman Landscape – 14,000; Payment Service Network – 25,773; PetroChoice LLC – 18,713; Postl Yore and Associates Inc – 390,245; Rain for Rent – 2,647; Rush Truck Centers – 18,700; Ryco Landscaping – 11,312; Shaw Suburban Media Group – 2,574; Sievert Crane & Hoist – 6,728; Storino Ramello & Durkin – 43,797; Suburban Laboratories Inc – 4,194; Synagro WWT Inc – 455,666; Technology Masters Inc – 10,325; The Davenport Group – 8,500; Third Millennium Associates Inc – 12,547; True North Consultants – 3,715; TruGreen – 5,011; United Laboratories – 3,964; United States Postal Service – 17,343; United States Treasury – 51,510; USA Blue Book – 3,605; Verizon Wireless – 4,311; Village of Lake in the Hills – 4,847; Wilkens Anderson – 3,472; Xylem Water Solutions USA Inc – 106,384; Ziegler's Ace Hardware – 3,801. All other disbursements in amounts less than \$2,500 – 77,336.
TOTAL VENDORS: \$5,708,111.

Accounts Receivable Analysis

July 2019



Monthly Shut Off Summary

Lake in the Hills

- 1 Shut Off – Pd in full post shut off.

Huntley

- 2 Shut Off - Both pd in full post shut off.

Crystal Lake

- NONE

**LITH SANITARY DISTRICT
Bills Paid Before Meeting
August 8, 2019 Meeting Date**

Name	Memo	Amount
General Fund		
TOTAL GEN FUND BILLS PAID BEFORE MEETING		\$ -
O & M Fund		
AB Links LLC	Maint/Repair - Plant, Deposit to Install Fiber Optics	\$ 1,633.50
AT&T	Emerg Comm	\$ 489.28
Deluxe Business	Printing & Publications - Deposit Tx Books at HSB	\$ 54.46
Flood Brothers Disposal & Recycling	Building & Grounds - July 2019 Trash	\$ 321.82
Fox Valley Operators Association	Training, Travel & Ed - Annual Conference	\$ 140.00
Fox Valley Operators Association	Training, Travel & Ed - Annual Conference	\$ 35.00
Marc Kresmery Construction	Maint/Repair - Collection System (new sewer svcs)	\$ 9,553.82
Rush Truck Centers	Cap Imprvmts - Vehicles - Bal Due on Dump Truck	\$ 15,236.00
TOTAL O & M BILLS PAID BEFORE MEETING		\$ 27,463.88

**LITH SANITARY DISTRICT
Recurring Bills
August 8, 2019 Meeting Date**

Name	Memo	Amount
General Fund		
Illinois Municipal Retirement Fund	Employer Portion of IMRF - July 2019	\$ 10,295.62
United States Treasury	District Pd Payroll Taxes (SS & Med)	\$ 3,997.21
TOTAL GENERAL FUND RECURRING BILLS		\$ 14,292.83
O & M Fund		
Humana	Health Insurance Premiums	\$ 22,074.42
Payment Services Network	Collections Expenses from June 2019	\$ 463.46
TOTAL O & M RECURRING BILLS		\$ 22,537.88

Approved _____

President Hansen

**LITH SANITARY DISTRICT - Governmental Fund
Bills Presented to Board for Approval
August 8, 2019 Meeting**

Name	Memo	Amount
GENERAL CORP FUND BILLS		
Applied Technologies	Engineering - 6/26 thru 7/25/19	\$ 5,538.00
First National Bank of Omaha - Visa	Computer Support & Postage	\$ 134.97
Illinois Municipal League	Membership/Dues - Illinois Municipal Review Ann Subscription	\$ 30.00
Interstate Gas Supply, Inc.	Utilities - Nat Gas Delivered for June 2019	\$ 30.97
Nicor Gas	Utilities - Nat Gas	\$ 263.55
Shaw Suburban Media	Printing & Publications - 2019-20 Budget	\$ 807.82
TruGreen	Building & Grounds, Lawn Service	\$ 357.89
TOTAL GENERAL CORP FUND BILLS		\$ 7,163.20

**LITH SANITARY DISTRICT - O&M/Sewerage Fund
Bills Presented to Board for Approval
August 8, 2019 Meeting**

Name	Memo	Amount
O & M BILLS		
Applied Technologies	Engineering, 18-02 Beach Lift Station	\$ 1,671.00
Applied Technologies	Engineering, 18-04 Richard Taylor Park Bypass	\$ 320.00
AT&T-Alarms	Emerg Comm	\$ 261.69
AT&T-Alarms	Emerg Comm	\$ 5,195.87
Calco, Ltd. Inc.	Operating Supplies - Lab	\$ 113.00
Comcast Cable	Computer Support & Telephone	\$ 403.54
ComEd, Inc.	Utilities - Coll Sys, Meadowbrook LS	\$ 332.45
ComEd, Inc.	Utilities - Coll Sys, Beach LS	\$ 62.76
ComEd, Inc.	Utilities - Coll Sys, Dam LS	\$ 487.81
Consolidated Electrical Distributors, Inc	Maint/Repair - Plant, Bulbs for Press Bldg & Main Lift	\$ 32.50
Controls Consulting	Engineering - SCADA	\$ 4,000.00
Controls Consulting	Engineering - SCADA	\$ 2,380.00
Controls Consulting	Engineering - SCADA	\$ 6,440.00
Dynegy Energy Services	Utilities - Plant, Concord, Decatur, & Pyott LS	\$ 39,925.50

Element Materials Tech Daleville LLC	Pro Svs - Lab	\$	70.55
First National Bank of Omaha - Visa	Pro Svs - Intuit Payroll Fees	\$	59.50
First National Bank of Omaha - Visa	Pro Svs, Operating Supplies, Oper Supplies Personnel	\$	304.82
FLSmith USA Inc	Maint/Repair - Plant, Valve Liner Grit Bldg	\$	548.08
Hach Company	Operating Supplies - Lab	\$	379.44
Hawkins, Inc	Sludge Management - Zetag	\$	842.21
Hawkins, Inc	Sludge Management - Zetag	\$	1,640.42
Joseph D. Foreman & Company, Inc.	Maint/Repair - Plant, Parts for Filter Bldg Wash Water Pumps	\$	63.00
Kaman Industrial Technologies	Maint/Repair - Plant, 311 B Bearing for Oxidation Ditch	\$	1,545.84
Kaman Industrial Technologies	Maint/Repair - Plant, Oxidation Ditch	\$	314.22
Logsdon Office Supply	Admin Expenses - Office Supplies	\$	174.32
Logsdon Office Supply	Admin Expenses - Office Supplies	\$	75.20
Logsdon Office Supply	Admin Expenses - Office Supplies	\$	219.22
McHenry County Recorder	Collections	\$	26.50
Metropolitan Industries, Inc.	Maint/Repair - Plant, Gaskets for Main Lift	\$	1,376.91
PetroChoice LLC	Gas/Fuel	\$	466.47
Ralph Helm Inc.	Operating Supplies - Fuel Cap for Weed Wacker	\$	15.67
Ralph Helm Inc.	Operating Supplies - Small Tools, Cut Off Saw & Parts	\$	1,095.76
Sartorius Corporation	Operating Supplies - Lab	\$	174.54
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	92.00
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	132.00
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	284.00
Technology Masters Inc	Computer Support - 4/30-5/12 Civic Issues	\$	870.50
The New York Blower Company	Maint/Repair - Plant, Freight Delivery for Fume Hood Blower Fan	\$	115.17
The New York Blower Company	Maint/Repair - Plant, Fume Hood Blower Fan	\$	1,938.00
The Sherwin Williams Co.	Maint/Repair - Plant, Oxidation Ditch	\$	46.16
The UPS Store	Postage	\$	10.44
Verizon Wireless	Emerg Comm	\$	359.42
Water One, Inc.	Operating Supplies - Personnel, Drinking Water	\$	70.00
Xylem Water Solutions	Maint/Repair - Coll Sys, Decatur	\$	882.00
Ziegler's Ace Hardware	Operating Supplies - July 2019	\$	342.55

TOTAL O&M FUND BILLS

\$ 76,161.03

CONSTRUCTION FUND BILLS

Applied Technologies Inc	Engineering - Task Order 19-01 Rear Drive Entrance	\$	10,711.00
Controls Consulting	Cap Imprvmts - New Const SCADA Work ACP11	\$	4,500.00
Controls Consulting	Cap Imprvmts - New Const SCADA Work ACP5 PLC	\$	4,675.00
Controls Consulting	Cap Imprvmts - New Const SCADA Work ACP5 PLC	\$	1,150.00
Postl Yore and Associates	New Const Engineering - Digester #4 June 2019	\$	17,902.50

TOTAL CONSTRUCTION FUND BILLS

\$ 38,938.50

GRAND TOTAL OF ALL BILLS PRESENTED FOR APPROVAL IS \$ 186,557.32 OF WHICH \$ 21,456.03 IS FROM THE GENERAL CORPORATE FUND, \$ 126,162.79 IS FROM THE OPERATIONS AND MAINTENANCE FUND, \$ 38,938.50 IS FROM THE CONSTRUCTION FUND, AND \$ 0 IS FROM THE BOND AND INTEREST FUND.

Approved _____

President Hansen

MANAGER'S REPORT

Month of July, 2019

<u>Customers:</u>	CURRENT	TOTAL for YEAR	DATA for July 2018
	Total accounts through May 2019:	11,716	
New Customers:	4	8	1
Connections:	3	4	3
Permits Issued:	1	7	0
Permits Issued Past 13 Months:	20		
Total Permits Issued to Date:			
<i>Residential:</i>	10,081		
<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
7/7/19	1315 Washington Street	sewer odor	no
7/15/19	119 Lake Drive	sink backing up in bathtub	no

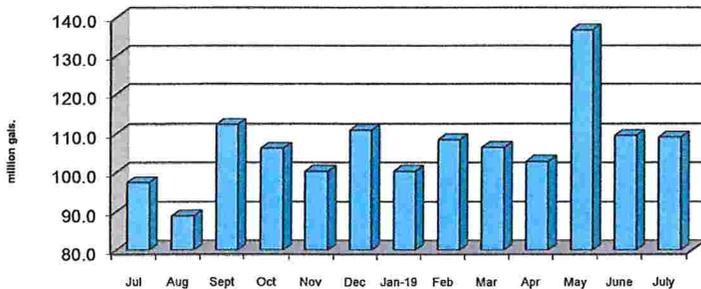
COLLECTION SYSTEM ACTIVITIES:

James is working on GIS updates in Boulder Ridge.

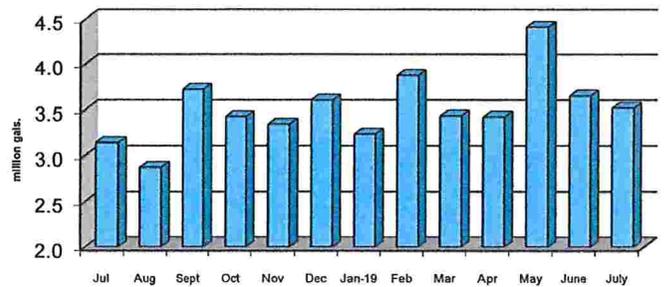
FLOWS:

Total Flow for Month:	109.018	million gallons
Average Daily Flow:	3.517	mgd
Maximum Daily Flow:	4.489	mgd
Precipitation Total:	3.45	inches
Precipitation This Month Last Year:	1.59	inches
Septage Accepted:	442,687	gallons

Total Monthly Flows



Monthly Average Daily Flows



MANAGER'S MONTHLY REPORT

July, 2019

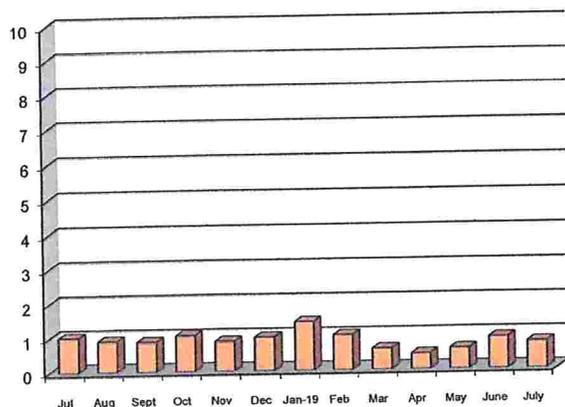
Page 2

TREATMENT PLANT OPERATIONS:

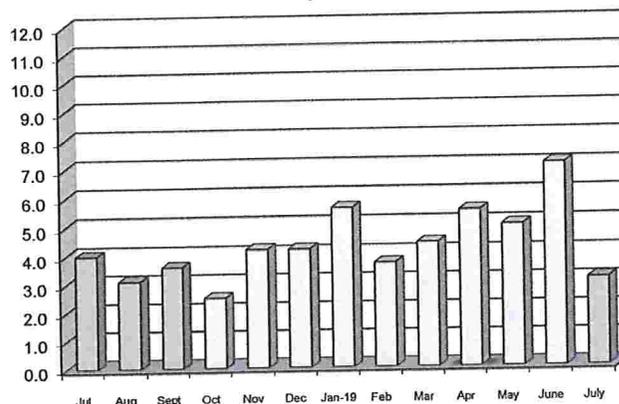
	<u>Average in</u>	<u>Average out</u>	<u>Average % reduction</u>
C.B.O.D:	115 mg/L	0.8 mg/L	99.3%
Total Suspended Solids:	290 mg/L	3.1 mg/L	98.9%
Ammonia Nitrogen:	11.5 mg/L	0.06 mg/L	99.5%
Phosphorus:		0.64 mg/L	
Fecal Coliform:		80 colonies (daily max.)	

This data represents the monthly averages taken from District records and not yet submitted to the Illinois E.P.A.

Effluent Monthly Average - CBOD



Effluent Monthly Average - Total Suspended Solids



Shaded = Filters By-Passed Either Fully or Partially.

PLANT OPERATIONS SUMMARY:

Wasted:	4.305 million gallons
Decanted:	0.000 million gallons
Thickened	4.082 million gallons
To Digester	0.971 million gallons
Pressed	1.158 million gallons

PERSONNEL ACTIVITIES:

Staff has been working on repairing three oxidation ditch drives. One is completed and back in service.

Respectfully submitted,

Tamara C. Mueller
Assistant District Manager