



LAKE IN THE HILLS SANITARY DISTRICT

515 PLUM STREET • LAKE IN THE HILLS IL 60156 • P: 847-658-5122 • F: 847-658-4523

**AGENDA
REGULAR MEETING
OF THE BOARD OF TRUSTEES
August 20, 2020
7:00 p.m.**

REGULAR MEETING OF THE BOARD OF TRUSTEES

Roll Call

Approval of the Minutes

Public Comments

Consent Agenda

- A. Approval of the Amended Final Plat of the Resubdivision of Melody Living.**
- B. Approval of Ordinance No. 405 – “An Ordinance Levying Taxes for the Lake in the Hills Sanitary District for Fiscal Year 2020-2021.”**
- C. Approval of Application and Certificate for Payment No. 3 in the amount of \$111,079.91 to Martam Construction for the Hagele Beach Lift Station Project.**

Specific Agenda

Treasurer’s Report

Draft Annual Treasurer’s Report

Approval of the Bills

Grand total of all bills presented for approval is \$196,763.54 of which \$27,181.88 is from the General Corporate Fund, \$141,194.66 is from the Operations and Maintenance Fund, \$28,387.00 is from the Construction Fund, and \$0.00 is from the Bond and Interest Fund.

Manager’s Report

Operations Update

Draft Annual Financial Report for the Year Ended April 30, 2020



LAKE IN THE HILLS SANITARY DISTRICT

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**AGENDA
REGULAR MEETING
OF THE BOARD OF TRUSTEES
August 20, 2020
7:00 p.m.
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Engineer's Report

Attorney's Report

Unfinished Business

New Business

Adjournment

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
July 16, 2020**

Roll Call:

The regular meeting was called to order by President Hansen at 6:58 pm at the Sanitary District offices located at 515 Plum Street. Roll call was answered by President Eric Hansen, Trustee Cheryl Kehoe and Trustee Jessica Reed. Also in attendance were District Manager Tamara Mueller, Assistant District Manager Mike Nelson, 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 Trustee Kehoe to approve the minutes of the Regular Board Meeting of June 18, 2020 as presented. On a roll call vote, President Hansen and Trustees Kehoe and Reed voted aye.

Public Comments:

None.

Consent Agenda:

None.

Specific Agenda:

None.

Treasurer's Report:

District Treasurer presented final written copies of the June 2020 Treasurer's reports and provided a verbal summary of some of the receipts and expenses.

She also provided the Board with some detail regarding the water shut off stoppage and the effect this has had on the number of customers who are getting behind on their bills. When comparing a list from January versus July there is an increase of over 200 customers. The front office feels this is workable, but has concerns that if the stoppage continues it will become less manageable. Their plan is to resume shut offs based on the schedules set forth by Lake in the Hills, Huntley and Crystal Lake. Crystal Lake resumed shut offs this month so we included our customers in that.

The audit process has started. Draft copies should be ready for the August meeting.

Motion was made by Trustee Kehoe, seconded by Trustee Reed, to approve the June 2020 Treasurer's reports. On a roll call vote, President Hansen, Trustee Kehoe and Trustee Reed voted aye.

Approval of Bills:

District Treasurer presented a list of bills for approval. She highlighted some of the bills that were atypical or higher than usual. She further added that she has all of the bills with her in case anyone would like any additional detail.

Motion was made by President Hansen and seconded by Trustee Kehoe to approve the List of Bills as presented for payment totaling \$207,725.33 of which \$24,241.38 is from the General Corporate Fund, \$174,268.95 is from the Operations & Maintenance Fund, \$9,215.00 is from the Construction Fund and \$0.00 is from the Bond & Interest Fund.

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

Manager's Report:

District Manager presented a written copy of the June 2020 Manager's Report and provided a verbal summary.

There were no callouts in June. Staff has been working in the collection system as much as possible in an effort to get caught up. They also rented a manhole camera to start televising manholes that have infiltration and inflow problems.

Biomonitoring on the effluent was started in June. As part of this monitoring, we are required to do 4 samples every 3 months. Our effluent passed 100%.

We have had to run the press 12-14 hours per day to get caught up from all of the extra solids we have received since March. We are caught up now.

We have hired 2 seasonal employees. They will work on the manhole scanning while our IT staff member is out on paternity leave.

We are not planning to assess penalties this month since these bills cover the period of April, May and June.

She also asked the Board if they had any input regarding the tax levy. She reminded the Board that last year we kept the levy flat and didn't add new property. Then we also abated by 10%. President Hansen suggested that we keep it flat again this year, but probably won't do an additional abatement.

Motion was made by Trustee Kehoe, seconded by Trustee Reed to accept the June 2020 Manager's Report as presented.

The motion passed after a roll call vote; President Hansen, Trustee Kehoe and Trustee Reed voted aye.

Engineer's Report:

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

Task Order 19-04 (Hagele Beach Lift Station Construction) – Construction is coming to a close. Project photos were provided. Lining of the wet well started today and will continue tomorrow. Next week they plan to start up and test the equipment. Once everything is tested and running they can remove the old lift station. The beach is open and fencing was previously placed. There was no progress payment request this month.

Task Order 20-01 (Phosphorus Reduction Study & Discharge Plan) – They are still working through developing optimization measures to achieve the .5 mg/l of phosphorus limit and are coming up with measures to meet the ultimate .1 mg/l at some point in the future. Their study also includes looking at cost to achieve these limits. They anticipate that the .5 mg/l threshold is achievable with limited expenses, but the .1 mg/l will be very expensive to accomplish. They anticipate that the .1 mg/l won't be required for 10+ years.

Task Order 20-02 (Electrical & Filter Building Improvements CEI) – This has been awarded to Larson & Larson Inc. They have been working to get all of the paperwork in order so that this project can get started soon.

Attorney's Report:

The District Attorney indicated that the Governor changed the number of zones in the State with regard to the Covid recovery & restore plan. This is so that each zone can move independently back and forth in the phases. This will allow small changes to be made in the event of a localized outbreak. She further stated that many of the local entities lobbied to not be included in the same zone as Chicago.

The Executive Order that permitted us to meet remotely expired because a law (SB2135) was passed. This law provides the ability to hold remote meetings in the case of emergencies in areas where a disaster declaration has been issued. She previously sent a memo to some staff and Board members which outlined the new provisions in this law. This new law is not tied to phases of recovery and it can be used if a determination is made that it is not prudent or practical to hold an in-person meeting. The new law is not that much different from how we were already conducting our remote meetings and the differences were outlined in her memo.

President Hansen asked for clarification on the requirement that one person still needs to be physically present at the District even if the meeting is held virtually. District Attorney confirmed that, yes, one person would need to be physically present unless it is unfeasible or unpractical. This one person would need to be either the head of the public body, the chief legal counsel or chief administrative officer.

Unfinished Business:

None.

New Business:

None.

Adjournment:

There being no further business to bring before the Board, President Hansen asked for a motion to adjourn the meeting. Trustee Kehoe made the motion. It 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 7:15 pm.

Respectfully Submitted,



Karen Thompson,
District Clerk

APPROVED this _____ day of _____, 2020.

President Hansen

ORDINANCE NO. 405

*An Ordinance Levying Taxes for the Lake in the Hills
Sanitary District for Fiscal Year 2020-2021*

WHEREAS, the Board of Trustees of the Lake in the Hills Sanitary District, in the County of McHenry, State of Illinois, did on the 14th day of May, 2020, pass the Combined Budget and Appropriation Ordinance for said District for the fiscal year commencing on May 1, 2020, and ending on the 30th day of April, 2021, the amount of which is ascertained to be the aggregate sum of \$7,145,500, which Combined Annual Budget and Appropriation Ordinance was published on the 21st day of May, 2020.

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 2020, the total sum of \$650,010, 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 | \$ 375,000 |
| B. CHLORINATION FUND Chlorination, Disinfection & Treatment | 10 |
| C. AUDIT FUND Auditing Expense and Fee | 5,000 |
| D. PUBLIC LIABILITY INSURANCE FUND Public Liability Insurance | 50,000 |
| E. SOCIAL SECURITY FUND Social Security Contribution | 65,000 |
| 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: | \$ 375,000 |
| Chlorination Fund: | \$ 10 |
| Audit Fund: | \$ 5,000 |
| Public Liability Insurance Fund: | \$ 50,000 |
| Social Security Fund: | \$ 65,000 |
| Illinois Municipal Retirement Fund: | <u>\$ 155,000</u> |
| TOTAL | \$ 650,010 |

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 20th day of August, 2020, the foregoing Ordinance entitled *An Ordinance Levying Taxes for the Lake in the Hills Sanitary District for Fiscal Year 2020-2021* 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. 405, 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 21st day of August, 2020, 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, 2020.

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

(SEAL)

August 18, 2020

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

Re: Hagele Beach Lift Station
Martam Construction, Inc. Pay Application No. 3



Dear Lake in the Hills Sanitary District Board of Trustees:

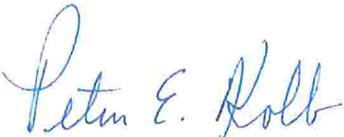
Martam Construction, Inc. has submitted the attached invoice for Pay Request No. 3, for the Lake in the Hills Sanitary District Hagele Beach Lift Station project. We have reviewed the work and invoice and recommend approval of the payment in the amount of **\$111,079.91**. Martam Construction Inc still needs to submit the signed Pay Application No. 3.

The recommended approved payment includes holding a total retainage of \$51,691.13. Work items included in this invoice are the demolition and removal of the existing lift station, start-up of Pumps & Controls, Electrical connection, and landscape restoration.

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

Sincerely,

Applied Technologies, Inc.



Peter E. Kolb, P.E.

Enclosures

cc: Tamara Mueller, Lake in the Hills Sanitary District

LAKE IN THE HILLS SANITARY DISTRICT
MONTHLY TREASURER REPORT - O&M/SEWERAGE FUNDS

Month of July, 2020

| | | 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 | 485,475.71 | 326,106.41 | 686,944.74 | |
| First National Bank - Certificate Fund | Bond & Int | 43,580.07 | 57,081.97 | 30,078.28 | |
| First National Bank - Depreciation Account | Construction | 2,216,122.60 | 2,216,909.50 | 2,208,654.83 | |
| First National Bank - Surplus Funds | Construction | 18,338.32 | 196,421.35 | 35,533.35 | |
| First National Bank - Bond & Interest Fund | Bond & Int | 748,950.11 | 752,089.71 | 689,089.29 | |
| First National Bank - Sinking Funds | Bond & Int | 904,959.74 | 919,740.35 | 890,178.50 | |
| Algonquin Bank & Trust - Cash Mgr | O&M | 1,075,259.91 | 882,010.44 | 1,058,229.06 | |
| Algonquin Bank & Trust - Operating | O&M | 68.00 | 19,586.00 | 310.00 | |
| Home State Bank | O&M | 23,648.97 | 24,177.03 | 23,648.78 | |
| Illinois State Bank | O&M | 10,627.90 | 10,628.37 | 10,559.83 | |
| Credit Cards | | (813.78) | (722.68) | (866.42) | |
| TOTAL BEGINNING CASH AND INVESTMENTS | | 5,526,217.55 | 5,404,028.45 | 5,632,360.24 | |
| SEWERAGE FUNDS | | | | | |
| | | PRIOR MONTH | CURRENT MONTH | YTD | BUDGET |
| Revenues and Receipts | | | | | |
| Sewer Bill Income/User Charges | | 83,462.16 | 752,172.76 | 878,341.37 | 3,600,000.00 |
| Septage Income | | 56,244.96 | 50,336.58 | 130,973.54 | 250,000.00 |
| Wastewater Discharge Income | | 7,983.38 | - | 11,679.05 | 45,000.00 |
| Refunds | | (2,428.11) | (648.79) | (4,266.17) | - |
| Connection/Tap-On Fees | | - | - | - | 95,000.00 |
| Annexation Fees (inc. GIS) | | - | - | - | 5,000.00 |
| Downstream & Misc Charges | | - | - | - | 500.00 |
| Liftstation Recapture | | - | - | - | - |
| Gain/Loss - Sale of Equipment | | - | - | - | - |
| Rebates or Grants Received | | - | - | - | - |
| Interest Income | | 582.97 | 410.42 | 1,855.17 | 15,000.00 |
| TOTAL REVENUES AND RECEIPTS | | 145,845.36 | 802,270.97 | 1,018,582.96 | 4,010,500.00 |
| Expenditures | | | | | |
| PERSONNEL SERVICES | | | | | |
| District Personnel Salaries | | 52,813.67 | 54,082.26 | 151,215.05 | 634,000.00 |
| ADMINISTRATIVE EXPENSES | | | | | |
| Telephone | | 393.12 | - | 589.48 | 3,000.00 |
| Postage | | 3,806.26 | - | 4,088.19 | 22,000.00 |
| Printing and Publications | | - | - | - | 2,000.00 |
| Office Supplies | | 589.36 | 256.56 | 1,548.18 | 7,500.00 |
| Billing and Collection Expenses | | 1,491.70 | 4,875.32 | 16,763.25 | 75,000.00 |
| Professional Services | | 78.98 | 78.78 | 224.74 | 10,000.00 |
| Training, Travel and Education | | - | - | - | 7,000.00 |
| Computer Hardware, Software, and Support | | 1,323.65 | 4,027.50 | 6,049.00 | 70,000.00 |
| Community Affairs | | - | - | - | 2,000.00 |
| Medical and Life Insurance | | 19,612.74 | 19,612.74 | 58,838.22 | 275,000.00 |
| | | 27,295.81 | 28,850.90 | 88,101.06 | 473,500.00 |
| OPERATIONS AND MAINTENANCE | | | | | |
| Operating Supplies | | 5,232.35 | 5,026.33 | 13,056.20 | 60,000.00 |
| Maintenance and Repair (Plant) | | 29,326.74 | 33,870.44 | 76,848.64 | 150,000.00 |
| Maintenance and Repair (Collection Systems) | | 18,050.76 | 2,229.80 | 21,295.40 | 310,000.00 |
| Utilities and Energy | | 41,567.26 | 39,678.38 | 120,922.91 | 475,000.00 |
| Grounds Upkeep | | 2,397.00 | 1,913.00 | 4,923.00 | 30,000.00 |
| Gasoline/Oil | | 548.14 | 419.09 | 2,552.30 | 20,000.00 |
| Computer and Support Services | | - | - | - | 2,000.00 |
| Emergency Communications | | 9,113.80 | 8,897.98 | 26,807.79 | 75,000.00 |
| Sludge Management | | 22,414.45 | 32,278.80 | 74,013.25 | 225,000.00 |

| | PRIOR MONTH | CURRENT MONTH | YTD | BUDGET |
|---------------------------------|-------------------|-------------------|-------------------|---------------------|
| Professional Services | 4,252.00 | 572.00 | 6,275.42 | 25,000.00 |
| Residential Reimbursement | - | - | - | 10,000.00 |
| Compliance Requirements/Permits | - | 17,500.00 | 17,500.00 | 30,000.00 |
| GIS | - | - | - | 10,000.00 |
| | <u>132,902.50</u> | <u>142,385.82</u> | <u>364,194.91</u> | <u>1,422,000.00</u> |

Expenditures (continued)

CAPITAL IMPROVEMENTS

| | | | | |
|----------------------------------|------------------|-------------------|-------------------|---------------------|
| New Construction | 21,921.85 | 185,515.38 | 224,639.23 | 1,500,000.00 |
| Plant Equipment | - | - | - | 530,000.00 |
| Collection System | - | - | - | 800,000.00 |
| Vehicles | - | - | - | 75,000.00 |
| Legal Expense | - | - | - | 5,000.00 |
| Engineering Expense | - | - | - | 375,000.00 |
| Bond, Finance Consulting Expense | - | - | - | 1,000.00 |
| | <u>21,921.85</u> | <u>185,515.38</u> | <u>224,639.23</u> | <u>3,286,000.00</u> |

BOND TRANSFERS

| | | | | |
|---------------------------------------|----------|----------|----------|-------------------|
| 2008 Debt Certificates, Principal | - | - | - | 115,000.00 |
| 2008 Debt Certificates, Interest | - | - | - | 43,000.00 |
| Administration Fees - 2008 Debt Certs | - | - | - | 2,000.00 |
| | <u>-</u> | <u>-</u> | <u>-</u> | <u>160,000.00</u> |

| | | | | |
|--|----------|----------|----------|-------------------|
| Series 2014 Bond, Principal | - | - | - | 110,000.00 |
| Series 2014 Bond, Interest | - | - | - | 107,000.00 |
| Administration Fees - 2014 Series Bond | - | - | - | 2,000.00 |
| | <u>-</u> | <u>-</u> | <u>-</u> | <u>219,000.00</u> |

CONTINGENT AND MISCELLANEOUS EXPENSES

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

TOTAL EXPENDITURES 234,933.83 410,834.36 828,150.25 6,197,500.00

EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (89,088.47) 391,436.61 190,432.71 (2,187,000.00)

| | | 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 | 326,106.41 | 644,412.30 | 485,475.71 |
| First National Bank - Certificate Fund | Bond & Int | 57,081.97 | 70,584.48 | 43,580.07 |
| First National Bank - Depreciation Account | Construction | 2,216,909.50 | 2,218,456.06 | 2,216,122.60 |
| First National Bank - Surplus Funds | Construction | 196,421.35 | 10,909.85 | 18,338.32 |
| First National Bank - Bond & Interest Fund | Bond & Int | 752,089.71 | 758,468.37 | 748,950.11 |
| First National Bank - Sinking Fund | Bond & Int | 919,740.35 | 934,522.82 | 904,959.74 |
| Algonquin Bank & Trust - Cash Mgr. | O&M | 882,010.44 | 1,146,786.16 | 1,075,259.91 |
| Algonquin Bank & Trust - Operating | O&M | 19,586.00 | 230.00 | 68.00 |
| Home State Bank | O&M | 24,177.03 | 26,562.63 | 23,648.97 |
| Illinois State Bank | O&M | 10,628.37 | 11,570.52 | 10,627.90 |
| Credit Cards | O&M | (722.68) | (299.30) | (813.78) |
| TOTAL ENDING CASH AND INVESTMENTS | | <u>5,404,028.45</u> | <u>5,822,203.89</u> | <u>5,526,217.55</u> |

SEWERAGE FUNDS

LAKE IN THE HILLS SANITARY DISTRICT
MONTHLY TREASURER REPORT - GOVERNMENTAL FUNDS
 Month of July, 2020

| | 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 | 1,226,247.48 | 1,424,976.27 | 1,226,361.68 | |
| Credit Cards | - | - | - | |
| TOTAL BEGINNING CASH AND INVESTMENTS | 1,226,247.48 | 1,424,976.27 | 1,226,361.68 | |
| | PRIOR MONTH | CURRENT MONTH | YTD | BUDGET |
| Revenues and Receipts | | | | |
| Real Estate Taxes | | | | |
| General Fund | 130,495.26 | 5,024.75 | 153,618.98 | 308,320.00 |
| Audit Fund | 849.26 | 32.71 | 999.76 | 2,006.00 |
| Chlorination Fund | 7.01 | 0.27 | 8.25 | 16.00 |
| Liability Insurance Fund | 21,165.00 | 814.96 | 24,915.42 | 50,006.00 |
| Social Security Fund | 23,281.61 | 896.47 | 27,407.11 | 55,007.00 |
| Retirement Fund | 65,604.88 | 2,526.13 | 77,230.05 | 155,004.00 |
| Replacement Taxes | - | 270.29 | 530.44 | - |
| Interest Income | 54.71 | 60.29 | 166.82 | 1,000.00 |
| TOTAL REVENUES AND RECEIPTS | 241,457.73 | 9,625.87 | 284,876.83 | 571,359.00 |
| Expenditures | | | | |
| GENERAL FUND | | | | |
| PERSONNEL SERVICES | | | | |
| Salaries of Trustees, Manager, Treasurer & Clerk | 14,372.50 | 14,777.50 | 43,500.00 | 185,000.00 |
| CONTRACTUAL SERVICES | | | | |
| Professional Engineering | 784.00 | 980.00 | 2,548.00 | 75,000.00 |
| Legal Services | 525.00 | 367.50 | 1,277.50 | 35,000.00 |
| Other Professional Services | - | - | - | 5,000.00 |
| | 1,309.00 | 1,347.50 | 3,825.50 | 115,000.00 |
| ADMINISTRATIVE EXPENSES | | | | |
| Printing, Publications | 599.74 | 1,099.12 | 1,751.88 | 5,000.00 |
| Office Supplies, Equipment | - | - | - | 3,000.00 |
| Postage | - | - | 122.85 | 1,000.00 |
| Treasurer's Bond | - | - | - | 4,000.00 |
| Community Affairs | - | - | - | 1,000.00 |
| Memberships and Dues | - | - | 100.00 | 4,000.00 |
| | 599.74 | 1,099.12 | 1,974.73 | 18,000.00 |
| OPERATING EXPENSES | | | | |
| Building and Grounds Upkeep | - | 1,070.00 | 2,140.00 | 15,000.00 |
| Utilities | 1,972.14 | 344.10 | 2,316.24 | 30,000.00 |
| J.U.L.I.E. | - | - | - | 3,000.00 |
| Training and Education | - | - | - | 3,000.00 |
| Travel Expenses | - | - | - | 2,000.00 |
| Computer Hardware, Software & Support | 275.00 | - | 275.00 | 7,000.00 |
| | 2,247.14 | 1,414.10 | 4,731.24 | 60,000.00 |
| CONTINGENT AND MISCELLANEOUS EXPENSES | | | | |
| Not Otherwise Appropriated | - | - | - | 1,000.00 |
| | - | - | - | 1,000.00 |
| TOTAL GENERAL FUND | 18,528.38 | 18,638.22 | 54,031.47 | 379,000.00 |

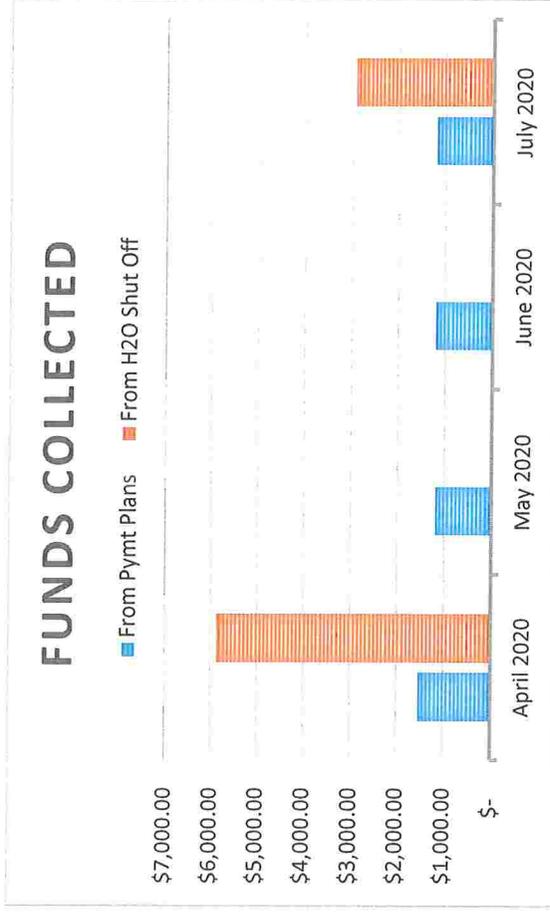
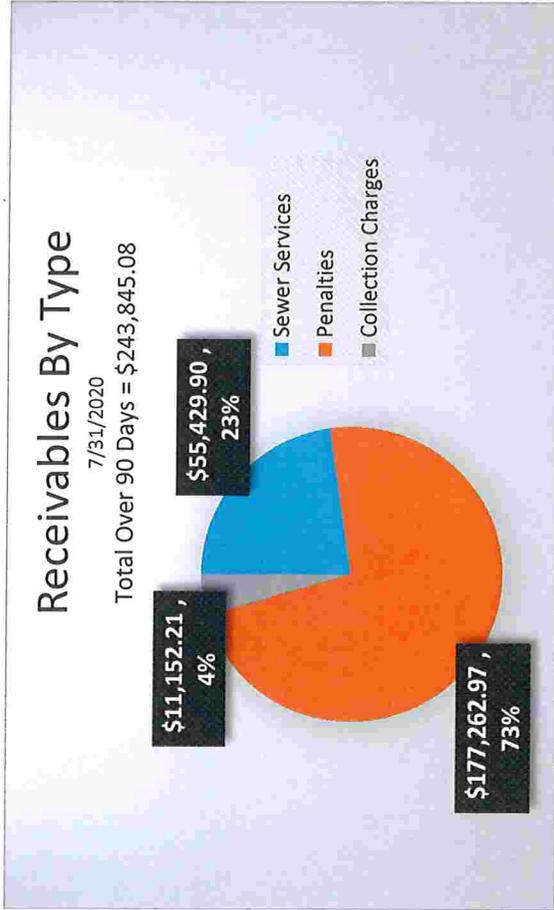
| | PRIOR MONTH | CURRENT MONTH | YTD | BUDGET |
|--|------------------|------------------|-------------------|-------------------|
| Expenditures (continued) | | | | |
| CHLORINATION FUND | 1,333.50 | 1,462.60 | 2,796.10 | 24,000.00 |
| | <u>1,333.50</u> | <u>1,462.60</u> | <u>2,796.10</u> | <u>24,000.00</u> |
| AUDIT FUND | - | - | - | 20,000.00 |
| | <u>-</u> | <u>-</u> | <u>-</u> | <u>20,000.00</u> |
| PUBLIC LIABILITY INSURANCE FUND | | | | |
| Workers' Compensation | 3,939.00 | - | 3,939.00 | 24,000.00 |
| Property | - | 109.00 | 109.00 | 45,500.00 |
| Vehicles | - | - | - | 15,000.00 |
| General Liability | - | - | - | 80,000.00 |
| Administrative Fee | 119.00 | - | 119.00 | 500.00 |
| | <u>4,058.00</u> | <u>109.00</u> | <u>4,167.00</u> | <u>165,000.00</u> |
| SOCIAL SECURITY FUND | 4,944.58 | 5,267.74 | 14,700.54 | 60,000.00 |
| | <u>4,944.58</u> | <u>5,267.74</u> | <u>14,700.54</u> | <u>60,000.00</u> |
| IMRF FUND | 13,864.48 | 13,869.88 | 40,288.70 | 300,000.00 |
| | <u>13,864.48</u> | <u>13,869.88</u> | <u>40,288.70</u> | <u>300,000.00</u> |
| OTHER EXPENDITURES (RECEIPTS) | - | - | - | - |
| | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| TOTAL EXPENDITURES | <u>42,728.94</u> | <u>39,347.44</u> | <u>115,983.81</u> | <u>948,000.00</u> |

| | | | | |
|---|-------------------|--------------------|-------------------|---------------------|
| EXCESS OF REVENUES OVER (UNDER) EXPENDITURES | <u>198,728.79</u> | <u>(29,721.57)</u> | <u>168,893.02</u> | <u>(376,641.00)</u> |
|---|-------------------|--------------------|-------------------|---------------------|

| | BANK BAL AT END OF THE PRIOR MONTH | BANK BAL AT END OF THE CURRENT MONTH | BANK BALANCE AT THE END OF MAY |
|--|------------------------------------|--------------------------------------|--------------------------------|
| Ending Cash and Investments | | | |
| First National Bank | 1,424,976.27 | 1,395,254.70 | 1,226,247.48 |
| Credit Cards | - | - | - |
| TOTAL ENDING CASH AND INVESTMENTS | <u>1,424,976.27</u> | <u>1,395,254.70</u> | <u>1,226,247.48</u> |
| GENERAL CORPORATE FUND | | | |

Accounts Receivable Analysis

July 2020



Monthly Shut Off Summary

Lake in the Hills

- NONE.

Huntley

- NONE.

Crystal Lake

- 3 properties were shut off & all pd post shut off.

LAKE IN THE HILLS SANITARY DISTRICT
ANNUAL TREASURER'S REPORT
Year Ended April 30, 2020

DRAFT

REVENUE SUMMARY

Sewer Services Collections – 4,052,019; Property Taxes – 632,840; Connection Fees – 120,306; Interest Income – 32,306; Rebate or Grant Proceeds – 82,711; Replacement Taxes – 2,121.
TOTAL REVENUES: \$4,922,303.

COMPENSATION SUMMARY

Range Under \$25,000: Cheryl A. Kehoe, Eric J. Hansen, Jessica M. Reed, Nancy A. Delaney, Terry L. Easler; Range \$25,000 - \$49,999: Jennifer L. Olson, Jessica L. Maioni, Karen L. Thompson, Rene R. Rodriguez, Rick Forner; Range \$50,000- \$74,999: James F. Olvera, Jerilyn Stahlberg; Range \$75,000 to \$99,999: John E. Caccamo Jr., Michael G. Nelson, Ross K. Nelson; Range \$100,000 to \$124,999: Tamara C. Mueller; Range Over \$125,000: None.
TOTAL COMPENSATION: \$694,998.

EXPENDITURE SUMMARY

AB Links LLC – 4,950; Algonquin Bank & Trust – 18,199; Amazon – 2,810; AMS Mechanical Systems – 173,721; Applied Technologies Inc – 246,679; AT&T – 81,975; Bank of New York Mellon – 158,150; BDP Industries – 3,792; Blue Cross Blue Shield – 74,138; Bond Trust Services Corporation – 220,238; Brenco Machine & Tool Inc – 3,810; Cathodic Protection Management Inc – 14,268; Cintas Corporation – 14,094; Civic Systems LLC – 17,214; Comcast Cable – 4,837; ComEd Inc – 13,147; Concentric Integration LLC – 5,561; Conrad De Latour & Associates Inc – 4,843; Controls Consulting Inc – 154,804; Dreisilker Electric Motors Inc – 81,685; Dynegy Energy Services – 431,209; Electrical Testing Solutions – 20,255; Environmental Systems Research Institute – 4,950; Flood Brothers Disposal & Recycling Svs – 3,854; FLSmidth USA Inc – 3,365; Fox River Study Group – 8,250; George Roach & Associates – 10,000; Grainger Inc – 3,738; H.R. Stewart Inc – 3,167; Hadronex Inc – 3,570; Hawkins Inc – 65,618; Humana Inc – 197,686; Illini Power Products Corp – 6,000; Illinois Dept of Employment Security – 10,065; Illinois EPA – 17,500; Illinois Municipal Retirement Fund – 230,000; Illinois Public Risk Fund – 16,230; Interstate Gas Supply Inc – 16,150; Jones Insurance Services – 109,043; Kaman Industrial Technologies – 9,252; Kanzler Construction LLC – 112,339; Liberty Process Equipment Inc – 4,405; Logsdon Office Supply – 5,487; Marc Kresmery Construction LLC – 33,816; Martam Construction Inc – 187,840; Metropolitan Industries Inc – 49,590; Nicor Gas – 7,282; Payment Service Network – 29,354; PetroChoice LLC – 12,692; Postl-Yore and Associates Inc – 42,676; R.N.O.W Inc – 6,094; Rain for Rent – 6,611; Renew Kitchen & Bath – 3,625; Rush Truck Centers – 15,236; Rycro Landscaping – 14,808; Schroeder Asphalt Services Inc – 292,811; Storino Ramello & Durkin – 54,501; Suburban Laboratories Inc – 4,933; Synagro WWT Inc – 87,600; Technology Masters Inc – 18,868; The Home Depot – 2,963; Third Millennium Associates Inc – 9,902; TruGreen – 5,161; United States Postal Service – 17,551; United States Treasury – 53,044; USA Blue Book – 5,545; Verizon Wireless – 5,085; Village of Lake in the Hills – 4,696; Xylem Water Solutions USA Inc – 7,635; Ziegler's Ace Hardware – 3,093. All other disbursements in amounts less than \$2,500 – 85,207.

TOTAL VENDORS: \$3,659,268.

**LITH SANITARY DISTRICT
Bills Paid Prior To Meeting
August 20, 2020 Meeting Date**

| Name | Memo | Amount |
|--|--|---------------------|
| General Fund | | |
| TOTAL GEN FUND BILLS PAID PRIOR TO MEETING | | \$ - |
| O & M Fund | | |
| AT&T | Emergency Communications | \$ 284.11 |
| AT&T | Emergency Communications | \$ 8,097.96 |
| AT&T | Emergency Communications | \$ 13.68 |
| Comcast | Computer & Telephone | \$ 389.86 |
| Flood Brothers Disposal & Recycling | Bldgs & Grounds - July 2020 Trash | \$ 327.74 |
| Verizon Wireless | Emergency Communications | \$ 394.12 |
| TOTAL O & M BILLS PAID PRIOR TO MEETING | | \$ 9,507.47 |
| Construction Fund | | |
| Flooring Installation Inc | Cap Impvmts -Pro Svs & Upgrades, Flooring for Office | \$ 10,000.00 |
| TOTAL O & M BILLS PAID PRIOR TO MEETING | | \$ 10,000.00 |

**LITH SANITARY DISTRICT
Recurring Bills
August 20, 2020 Meeting Date**

| Name | Memo | Amount |
|---|--|---------------------|
| General Fund | | |
| Illinois Municipal Retirement Fund | Employer Portion of IMRF - July 2020 | \$ 13,869.88 |
| United States Treasury | District Pd Payroll Taxes (SS & Med) | \$ 5,267.74 |
| TOTAL GENERAL FUND RECURRING BILLS | | \$ 19,137.62 |
| O & M Fund | | |
| Blue Cross Blue Shield | Medical Insurance Premiums (for July 2020) | \$ 18,129.70 |
| Humana | Specialty Insurance Premiums (for July 2020) | \$ 1,483.04 |
| Payment Service Network | Collection Expenses from June 2020 | \$ 695.13 |
| TOTAL O & M RECURRING BILLS | | \$ 20,307.87 |

Approved _____

President Hansen

**LITH SANITARY DISTRICT - Governmental Fund
Bills Presented to Board for Approval
August 20, 2020 Meeting**

| Name | Memo | Amount |
|--------------------------------------|---|--------------------|
| GENERAL CORP FUND BILLS | | |
| Applied Technologies Inc | Contractual Svs - Engineering | \$ 1,372.00 |
| Illinois Public Risk Fund | Public Liab Ins - Workers Comp | \$ 4,058.00 |
| Interstate Gas Supply, Inc. | Utilities - Nat Gas Sales for May 2020 | \$ 162.18 |
| Interstate Gas Supply, Inc. | Utilities - Nat Gas Sales for June 2020 | \$ 15.79 |
| Nicor Gas | Utilities - Gas 6/9-7/9/2020 | \$ 267.98 |
| Pitney Bowes | Postage - Meter 7/16-10/15/2020 | \$ 132.35 |
| Pitney Bowes | Postage - Red Ink for Postage Meter | \$ 339.96 |
| Storino Ramello & Durkin | Contractual Svs - Legal July 2020 | \$ 1,696.00 |
| TOTAL GENERAL CORP FUND BILLS | | \$ 8,044.26 |

**LITH SANITARY DISTRICT - O&M/Sewerage Fund
Bills Presented to Board for Approval
August 20, 2020 Meeting**

| Name | Memo | Amount |
|---|---|-------------|
| O & M BILLS | | |
| Alarm Detection Systems Inc | Emergency Communications, QU Bill Sept thru Nov | \$ 90.00 |
| Ansercall 24 LLC | Emergency Communications | \$ 100.00 |
| AutoZone, Inc. | Maint/Repair - Vehicles, Oil & Filter | \$ 39.47 |
| Calco, Ltd. Inc. | Pro Svs - Lab | \$ 279.00 |
| Cintas Corporation #355 | Operating Supplies - Personnel | \$ 990.80 |
| City of Crystal Lake | Collection Expenses - Water Shut Offs 7-15-20 | \$ 300.00 |
| Constellation New Energy Inc | Utilities - Decatur 6/11-7/13/20 | \$ 2,210.71 |
| Constellation New Energy Inc | Utilities - Pyott 6/11-7/13/20 | \$ 353.63 |
| Constellation New Energy Inc | Utilities - Meadowbrook 6/5-7/7/20 | \$ 280.61 |
| Constellation New Energy Inc | Utilities - Concord 6/5-7/7/20 | \$ 1,206.50 |
| Constellation New Energy Inc | Utilities - Dam 6/11-7/13/20 | \$ 333.25 |
| First National Bank of Omaha - Visa | Pro Svs - Intuit Payroll Fees, Grounds Upkeep, Operating Supplies | \$ 299.30 |
| Flood Brothers Disposal & Recycling Svs | Maint/Repair - Plant, Bldgs & Grounds, August Trash & Recycling | \$ 327.74 |
| Interstate All Battery Center | Maint/Repair - Vehicles, Battery for Old Expedition | \$ 129.25 |
| Jet Vac Environmental | Maint/Repair - Coll Sys, July Manhole Camera Rental | \$ 5,500.00 |
| John E Caccamo-Reimbursement | Operating Supplies - Safety Supplies, Reimb for Thermometer | \$ 48.49 |
| Joseph D. Foreman & Company, Inc. | Maint/Repair - Coll Sys, Manhole Lids | \$ 1,809.00 |
| Logsdon Office Supply | Office Supplies - Toner & Ink Cartridges | \$ 292.73 |
| Logsdon Office Supply | Office Supplies - Pens, Legal Pads, Markers, Disinfecting Wipes | \$ 71.57 |
| McHenry County Recorder | Collection Expenses | \$ 6.50 |
| Metropolitan Industries, Inc. | Maint/Repair - Coll System, Seal Kits for Pyott & Spare Parts | \$ 1,925.17 |

| | | | |
|-----------------------------------|---|----|-----------|
| NAPA Auto Parts | Maint/Repair - Vehicles, Tire Bead Sealer | \$ | 16.49 |
| PetroChoice LLC | Operating Supplies - Oil for Oxidation Ditch & VLR Gear Boxes | \$ | 2,651.73 |
| PetroChoice LLC | Gas/Fuel | \$ | 386.37 |
| PetroChoice LLC | Operating Supplies - Oil for Gear Boxes | \$ | 613.20 |
| PetroChoice LLC | Gas/Fuel | \$ | 1,097.83 |
| Ralph Helm Inc. | Operating Supplies - Small Tools, 20" Chain | \$ | 24.95 |
| Ryco Landscaping | Grounds Upkeep - July Mowing & Trimming | \$ | 1,232.00 |
| Sartorius Corporation | Operating Supplies - Lab | \$ | 172.92 |
| Sartorius Corporation | Operating Supplies - Lab | \$ | 172.92 |
| Standard Equipment Company | Maint/Repair - Coll Sys, Manhole Camera Rental | \$ | 9,000.00 |
| Suburban Laboratories Inc | Pro Svs - Lab | \$ | 132.00 |
| Suburban Laboratories Inc | Pro Svs - Lab | \$ | 79.00 |
| Synagro-WWT, Inc. | Sludge Mgt - July 2020 | \$ | 13,200.00 |
| Technology Masters Inc | Computer Exp - Maintenance 7/9/20 | \$ | 684.00 |
| Technology Masters Inc | Computer Exp - Mapped Drives & PDF Printing Issues | \$ | 96.00 |
| Technology Masters Inc | Computer Exp - Maintenance 8/6/20 | \$ | 684.00 |
| The Home Depot | Operating Supplies - Press Bldg | \$ | 35.37 |
| The UPS Store 2361 | Postage | \$ | 10.94 |
| Third Millennium Associates, Inc. | Collection Expenses - Rendering of Past Due Bills | \$ | 525.21 |
| United Laboratories | Operating Supplies - Wasp Spray | \$ | 215.14 |
| USA BlueBook | Operating Supplies - Small Tools, Drum Pump | \$ | 319.71 |
| USA BlueBook | Maint/Repair - Coll Sys, Vactor Hose & Parts | \$ | 424.35 |
| USA BlueBook | Maint/Repair - Plant, Nozzle for Digester Cleaning | \$ | 110.85 |
| Warehouse Direct | Pro Svs - Copies | \$ | 25.94 |
| Water One, Inc. | Operating Supplies - Personnel, Drinking Water | \$ | 70.00 |
| Water Services Co | Pro Svs - Test & Certify Backflow Prevention | \$ | 85.00 |
| Xylem Water Solutions USA Inc | Cap Imprvmts - Coll Sys, Non Clogging Pump Decatur | \$ | 52,314.60 |
| Ziegler's Ace Hardware | Operating Supplies | \$ | 405.08 |

TOTAL O&M FUND BILLS

\$ 101,379.32

CONSTRUCTION FUND BILLS

| | | | |
|---------------------------|---|----|-----------|
| Applied Technologies Inc | Engineering - Task Order 19-04 Beach Lift Station CEI | \$ | 1,070.00 |
| Applied Technologies Inc | Engineering - Task Order 20-01 Phosphorus Reduction Feasibility Study | \$ | 9,889.00 |
| Applied Technologies Inc | Engineering - Task Order 20-02 Filter Bldg CEI | \$ | 2,628.00 |
| Flooring Installation Inc | Cap Imprvmts - Pro Svs & Upgrades, Flooring for Office (Installation) | \$ | 14,800.00 |

TOTAL CONSTRUCTION FUND BILLS

\$ 28,387.00

GRAND TOTAL OF ALL BILLS PRESENTED FOR APPROVAL IS \$196,763.54 OF WHICH \$27,181.88 IS FROM THE GENERAL CORPORATE FUND, \$141,194.66 IS FROM THE OPERATIONS AND MAINTENANCE FUND, \$28,387.00 IS FROM THE CONSTRUCTION FUND, AND \$0.00 IS FROM THE BOND AND INTEREST FUND.

Approved _____

President Hansen

MANAGER'S REPORT

Month of July, 2020

Customers

| | CURRENT | 12/MO TOTAL | Data for July 2019 |
|-----------------------------------|---------|----------------|-----------------------|
| Total accounts through July 2020: | 11,734 | | |
| New Customers: | 4 | 18 | 4 |
| Connections: | 0 | 4 | 5 |
| Permits Issued: | 0 | 6 | 1 |
| Permits Issued Past 13 Months: | 7 | | |
| Total Permits Issued to Date: | | | |
| <i>Residential:</i> | 10,086 | | |
| <i>Commercial:</i> | 122 | | |
| <i>Industrial:</i> | 1 | | |

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

| NAME | PE | DWELLINGS | Issued |
|------------------------|----|----------------------|-----------|
| Heathers Senior Living | 75 | 3 multi-family bldgs | 9/11/2019 |

COLLECTION SYSTEM EMERGENCY RESPONSES AND SANITARY SEWER OVERFLOWS

| DATE | LOCATION | PROBLEM | DISTRICT PROBLEM |
|-----------|----------------------|------------------------------------|---------------------|
| 7/9/2020 | 1004 Maple Street | sewage seeping from clean out | no |
| 7/9/2020 | 3520 Sandstone Court | sewer smell in basement | no |
| 7/15/2020 | 83 Hilltop | water in backyard | no |
| 7/15/2020 | 504 Cedar Drive | service line backup | no |
| 7/25/2020 | 75 Hilltop | contractor sealed off service line | yes |

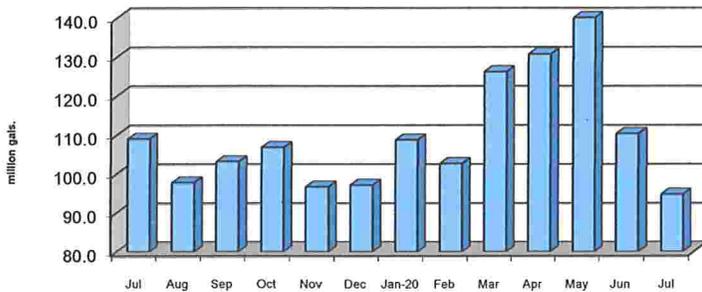
COLLECTION SYSTEM ACTIVITIES

Staff televised another 95 manholes and completed 5 root cutting assignments.

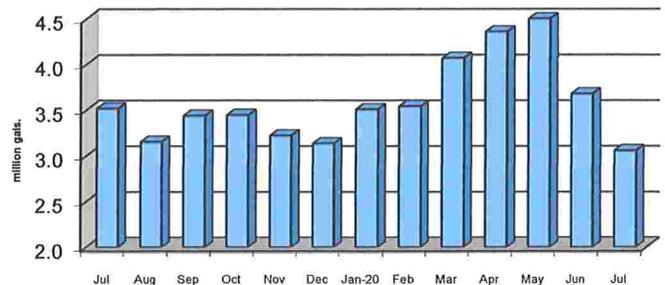
FLOWS

| | | |
|-------------------------------------|---------|-----------------|
| Total Effluent Flow for Month: | 94.754 | million gallons |
| Average Daily Flow: | 3.057 | mgd |
| Maximum Daily Flow: | 3.583 | mgd |
| Precipitation Total: | 2.29 | inches |
| Precipitation This Month Last Year: | 3.45 | inches |
| Septage Accepted: | 507,887 | gallons |

Total Monthly Flows



Monthly Average Daily Flows



MANAGER'S MONTHLY REPORT

July, 2020

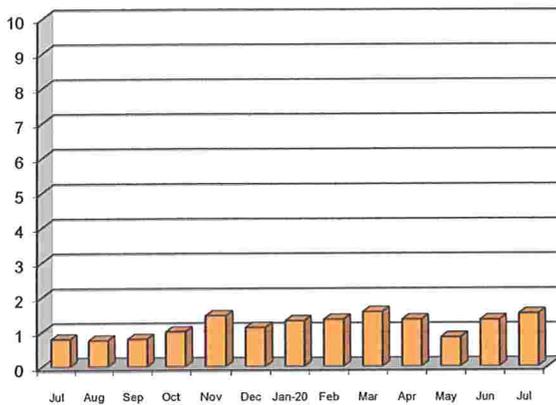
Page 2 of 2

TREATMENT PLANT OPERATIONS

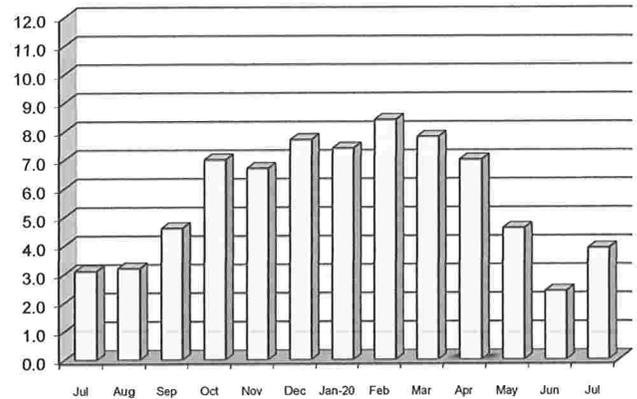
| | <u>Average in</u> | <u>Average out</u> | <u>Average % reduction</u> |
|-------------------------|-------------------|---------------------------|----------------------------|
| CBOD | 123 mg/L | 1.5 mg/L | 98.8% |
| Total Suspended Solids: | 432 mg/L | 3.9 mg/L | 99.1% |
| Ammonia Nitrogen: | 13.9 mg/L | 0.77 mg/L | 94.5% |
| Phosphorus: | | 0.22 mg/L | |
| Fecal Coliform: | | 200 colonies (daily max.) | |

This data represents the monthly averages taken from District records and submitted to the Illinois E.P.A.

**Effluent Monthly Average -
CBOD**



**Effluent Monthly Average -
Total Suspended Solids**



PLANT OPERATIONS SUMMARY

| | |
|--------------|-----------------------|
| Wasted: | 3.970 million gallons |
| Decanted: | 0.150 million gallons |
| Thickened: | 4.137 million gallons |
| To Digester: | 0.835 million gallons |
| Pressed: | 0.995 million gallons |

PERSONNEL ACTIVITIES

Tamara, Karen, and Jerilyn participated in a ComEd SEM workshop on July 9, 2020.

Respectfully submitted,

Tamara C. Mueller
District Manager



Date: August 20, 2020 **Project #:** 6255
To: Tamara Mueller, District Manager and Board of Trustees
Organization: Lake in the Hills Sanitary District
From: Peter E. Kolb, P.E., District Engineer
Regarding: August 2020 District Engineer's Report
Cc: Karen Thompson – District Clerk/Treasurer

1. Task Order 19-04 – Hagele Beach Lift Station Construction
 - a. Tasks completed this period
 - i. Construction activities at the site are near completion.
 - ii. Progress Pay Request #3 in the amount of \$111,079.11 was submitted for approval on this month's agenda.
 - iii. Remaining items include final site restoration, installation of an area light, meter vault cover leveling, and punch list walk through.
 - b. Schedule
 - i. Award – November 14, 2019
 - ii. Construction – January 2020 - August 2020

2. Task Order 20-01 – Phosphorus Reduction Feasibility Study and Phosphorus Discharge Optimization Plan
 - a. Tasks completed this period
 - i. Report preparation on optimization measures that can be performed by the District to achieve the 0.5 mg/l phosphorus limit and outline of future measures that can be performed during the next permit cycle to meet a long-term limit 0.1 mg/L.
 - ii. Development of cost estimates for improvements targeted to achieve 0.5 mg/L phosphorus limit and for future improvements targeted to achieve 0.1 mg/L phosphorus limit.
 - b. Schedule

- i. Task Order Authorization - January 16, 2020
- ii. Draft Reports and Documentation - August 2020
- iii. Final Reports – September 2020
- iv. Submittal to IEPA –October 2020

3. Task Order 20 –02 Electrical & Filter Building Improvements – Construction Engineering and Inspection Services

a. Tasks completed this period

- i. A preconstruction conference was held on August 13th with Larson & Larson and construction coordination and constraints were discussed.
- ii. Signed documents were delivered to L&L
- iii. A construction schedule outlining the sequence of construction activities is pending.

b. Schedule

- i. Construction Contract Award - June 11, 2020
- ii. Preconstruction Conference – July 13, 2020
- iii. Construction – July to October 2020