



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
December 17, 2020
7:00 p.m.**

REGULAR MEETING OF THE BOARD OF TRUSTEES (VIRTUAL MEETING)

Roll Call

Approval of the Minutes

Public Comments

Consent Agenda

- A. Approval of Contractor's Application for Payment No. 5 - FINAL in the Amount of \$2,957.68 to Schroeder Asphalt Services, Inc. for the Rear Drive Entrance.**

Specific Agenda

Treasurer's Report

Approval of the Bills

Grand total of all bills presented for approval is \$198,066.90 of which \$26,827.62 is from the General Corporate Fund, \$63,579.03 is from the Operations and Maintenance Fund, \$107,660.25 is from the Construction Fund, and \$0.00 is from the Bond and Interest Fund.

Manager's Report

Engineer's Report

Attorney's Report

Unfinished Business

New Business

Adjournment

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
November 19, 2020 (*Virtual Meeting)**

**SB2135 allows for virtual meetings in the event that an in-person meeting is not practical or prudent. Due to a case of Covid-19 in a Sanitary District employee it was determined that an in-person meeting was not practical or prudent.*

Roll Call:

The regular meeting was called to order by President Hansen at 7:00 pm using WebEx for virtual attendance and participation. Roll call was answered by President Eric Hansen, Trustee Cheryl Kehoe and Trustee Jessica Reed. Also in attendance were District Manager Tamara Mueller, District Engineer Peter Kolb of Applied Technologies and District Treasurer/Clerk Karen Thompson. District Attorney Ann Williams of Storino, Ramello & Durkin was having technical difficulties and was not in attendance during roll call, but did connect to the meeting at 7:06pm during the Treasurer's Report. Assistant District Manager Mike Nelson was absent.

Approval of Minutes:

Motion was made by Trustee Kehoe and seconded by President Hansen to approve the minutes of the Regular Board Meeting of October 15, 2020 as presented. On a roll call vote, President Hansen and Trustees Kehoe and Reed voted aye.

Public Comments:

None.

Consent Agenda:

Motion was made by Trustee Reed, seconded by Trustee Kehoe to approve the Consent Agenda. District Manager provided some additional detail on Item B.

- A. Approval of employee recognition per the District Manager's recommendation.
- B. Approval of writing off uncollectible residential accounts per staff's recommendation.

On a roll call vote, President Hansen and Trustees Kehoe and Reed voted aye to approve the Consent Agenda as presented (Items A and B).

Specific Agenda:

None.

Treasurer's Report:

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

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

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
November 19, 2020 (*Virtual Meeting)**

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 \$244,822.44 of which \$72,545.63 is from the General Corporate Fund, \$124,281.81 is from the Operations and Maintenance Fund, \$47,245.00 is from the Construction Fund, and \$750.00 is from the Bond and Interest Fund.

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

Manager's Report:

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

There were three callouts in October and none were the District's issue.

Staff has been getting the plant and collection system ready for winter. She thanked employees James and John for being proactive and taking advantage of having access to the sewer manholes on Randall Road while construction had the lanes shut down. That allowed them to safely clean those lines. She also thanked Ross for making sure that our semi-annual testing in October was not overlooked.

The District secured our public liability insurance for 2020-2021. The quotes we received ranged from \$49,245.00 to \$91,567.00. We switched to Tokyo Marine HCC Public Risk Insurance Company because our former carrier had the highest quote. Our new coverage has the same limits and has a higher blanket coverage limit and saves the District almost \$27,000.00. We will be staying with IPRF for our workers compensation insurance as they are still the lowest premium.

District Manager has also requested quotes from the agent who provides the employee health insurance coverage. The renewal premiums will increase by almost \$20,000.00 for 2021. President Hansen indicated that this large increase could be due to the fact that we were undercharged in 2020 due to a clerical error on their end which they honored. District Manager concurred. President Hansen asked if there were any other reasons to switch providers other than cost. Some additional discussion took place regarding the coverage and the pros and cons of switching providers.

District Manager indicated that she has contacted our bank to get some information on refinancing our 2008 Debt Certificates in an effort to save money. Initial estimates indicate that this could save the District around \$44,000.00, however, she is still waiting for final quotes from the bank. The bank has asked for guidance from the District Attorney regarding our statutory requirements for loan documentation before they can finalize a quote. District Manager and District Attorney will discuss these requirements tomorrow. Some additional discussion took place regarding paying for the bonds outright

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
November 19, 2020 (*Virtual Meeting)**

instead of taking a loan, however, an extensive cash flow analysis would need to be done to make sure that would not put the District in a limited cash flow position.

The Concord lift station MetroCloud upgrade should be done tomorrow. The treatment plant SCADA should be on the metro cloud by the end of the year. These upgrades are allowing staff to be more proactive with the ability to monitor the lift stations in real time. These upgrades will eventually allow the District to cancel the expensive leased lines from AT&T. For example, two of the AT&T lines that will be cancelled cost us a little over \$3,500 per month. The MetroCloud will cost \$45.00 per lift station per month. The costs to upgrade each lift station will be very quickly recouped.

Motion was made by President Hansen, seconded by Trustee Reed to accept the October 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 activities at the site are complete. Retainage in the amount of \$5,306.76 remains on hand until after site landscaping has become established. He estimates that this determination will be made in April of 2021 and approval will be sought for this final payout at that time.

Task Order 20-02 (Electrical & Filter Building Improvements CEI) – They have received the review sheets and construction schedule from Larson & Larson. Field modifications have also happened. The Make-Up Air Unit has been moved to a less obtrusive spot around the corner and the concrete pads have been poured.

Attorney's Report:

District Attorney reminded everyone that a law was passed to address the Open Meetings Act issue with regard to holding remote meetings. The District has complied with that law. She further elaborated that if the head of a public body determines that it is safer to meet remotely we can do that as long as we are following some additional criteria.

With the surge in Covid cases, more of their clients have had positive cases amongst employees. There are protocols in place regarding how to handle. District Manager has been made aware of these protocols and she can reach out to the Attorney with any questions.

Unfinished Business:

None.

New Business:

**Lake in the Hills Sanitary District
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District Clerk asked for an opinion regarding whether we would keep the Board meetings on the 3rd Thursday or we would move back to the 2nd Thursday in 2021. The consensus was to keep them on the 3rd Thursday of the month.

President Hansen indicated that he would reach out to the new McHenry County Board Chairman to introduce himself and the District to him. District Engineer asked if the topic of consolidation would still be relevant to the new Chairman. President Hansen did not know, but would find out from him when they meet.

Adjournment:

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

The meeting was adjourned at 7:23pm.

Respectfully Submitted,



Karen Thompson,
District Clerk

APPROVED this _____ day of _____, 2020.

President Hansen

December 9, 2020



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 #5-FINAL

Dear Lake in the Hills Sanitary District Board of Trustees:

Schroeder Asphalt Services, Inc. has submitted the attached invoice for Pay Request #5, 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 **\$ 2,957.68**. This brings the total payments to \$295,768.65

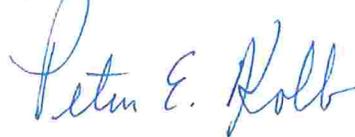
The Project had an Original Contract Price of \$318,069.85 and the Contract has been completed at a price of \$295,768.65.

This in the FINAL Application and includes the FINAL lien waivers from the Contractor and all Sub-Contractors.

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



ENGINEERS' JOINT CONTRACT DOCUMENTS COMMITTEE

| | |
|---|--|
| Contractor's Application for Payment No. 5-FINAL. | |
| Application Period: FINAL | Application Date: 11/23/2020 |
| To: 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 |
| Owner: Lake in the Hills, IL 60156 | Engineer's Project No.: 6336 |
| Project: Rear Drive Entrance | |
| Contractor's Contract No. 219042 | |

Application For Payment Change Order Summary

| Approved Change Orders Number | Additional | Deductions |
|-------------------------------|------------|--------------|
| 1 | \$4,847.00 | |
| 2 | | \$27,148.20 |
| TOTALS | | |
| NET CHANGE BY CHANGE ORDERS | | -\$22,301.20 |

| | |
|--|---------------|
| 1. ORIGINAL CONTRACT PRICE | \$ 318,069.85 |
| 2. Net change by Change Order | \$ -22,301.20 |
| 3. Current Contract Price (Line 1 ± 2) | \$ 295,768.65 |
| 4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates) | \$ 295,768.65 |
| 5. RETAINAGE: | |
| a. 1% <input checked="" type="checkbox"/> Work Completed | \$ |
| b. <input checked="" type="checkbox"/> Stored Material | \$ |
| c. Total Retainage (Line 5.a + Line 5.b) | \$ |
| 6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c) | \$ 295,768.65 |
| 7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application) | \$ 229,818.97 |
| 8. AMOUNT DUE THIS APPLICATION | \$ 72,957.68 |
| 9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above) | \$ |

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 listed 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 interests, 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

By: *[Signature]*

Date

12/19/2020

Payment of

\$ 72,957.68

is recommended by:

John E. Peltz (Date) *12/19/2020*

Payment of

\$ 72,957.68

is approved by:

(Owner) (Date)

Approved by:

Funding or Financing Entity (if applicable) (Date)

LAKE IN THE HILLS SANITARY DISTRICT
MONTHLY TREASURER REPORT - O&M/SEWERAGE FUNDS
 Month of November, 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 | 291,611.13 | 622,563.87 | 686,944.74 | |
| First National Bank - Certificate Fund | Bond & Int | 97,591.15 | 89,801.29 | 30,078.28 | |
| First National Bank - Depreciation Account | Construction | 2,227,652.75 | 2,250,046.46 | 2,208,654.83 | |
| First National Bank - Surplus Funds | Construction | 14,144.46 | 8,712.17 | 35,533.35 | |
| First National Bank - Bond & Interest Fund | Bond & Int | 827,127.61 | 783,420.57 | 689,089.29 | |
| First National Bank - Sinking Funds | Bond & Int | 964,088.31 | 978,872.69 | 890,178.50 | |
| Algonquin Bank & Trust - Cash Mgr | O&M | 890,246.74 | 1,021,019.60 | 1,058,229.06 | |
| Algonquin Bank & Trust - Operating | O&M | 22,106.00 | 826.00 | 310.00 | |
| Home State Bank | O&M | 27,328.37 | 29,669.66 | 23,648.78 | |
| Illinois State Bank | O&M | 11,704.99 | 12,744.27 | 10,559.83 | |
| Credit Cards | | (289.36) | (2,944.14) | (866.42) | |
| TOTAL BEGINNING CASH AND INVESTMENTS | | 5,373,312.15 | 5,794,732.44 | 5,632,360.24 | |
| SEWERAGE FUNDS | | | | | |
| | | PRIOR MONTH | CURRENT MONTH | YTD | BUDGET |
| Revenues and Receipts | | | | | |
| Sewer Bill Income/User Charges | | 726,075.08 | 86,561.49 | 1,888,059.85 | 3,600,000.00 |
| Septage Income | | 33,688.02 | 21,577.14 | 230,372.12 | 250,000.00 |
| Wastewater Discharge Income | | 5,304.86 | - | 26,416.04 | 45,000.00 |
| Refunds | | (1,632.62) | (910.55) | (8,298.76) | - |
| Connection/Tap-On Fees | | 20,800.00 | 5,200.00 | 26,000.00 | 95,000.00 |
| Annexation Fees (inc. GIS) | | - | - | - | 5,000.00 |
| Downstream & Misc Charges | | - | - | - | 500.00 |
| Liftstation Recapture | | - | - | - | - |
| Gain/Loss - Sale of Equipment | | - | - | - | - |
| Rebates, Refunds or Grants Received | | 1,735.00 | - | 27,344.28 | - |
| Interest Income | | 274.98 | 276.09 | 3,040.22 | 15,000.00 |
| TOTAL REVENUES AND RECEIPTS | | 786,245.32 | 112,704.17 | 2,192,933.75 | 4,010,500.00 |
| Expenditures | | | | | |
| PERSONNEL SERVICES | | | | | |
| District Personnel Salaries | | 51,498.91 | 42,786.76 | 352,967.90 | 634,000.00 |
| ADMINISTRATIVE EXPENSES | | | | | |
| Telephone | | 199.98 | 398.02 | 1,587.47 | 3,000.00 |
| Postage | | - | 624.26 | 9,289.63 | 22,000.00 |
| Printing and Publications | | - | - | - | 2,000.00 |
| Office Supplies | | 243.95 | 948.14 | 3,667.63 | 7,500.00 |
| Billing and Collection Expenses | | 5,142.17 | 8,454.50 | 40,769.48 | 75,000.00 |
| Professional Services | | 128.50 | 84.84 | 641.28 | 10,000.00 |
| Training, Travel and Education | | - | - | 25.00 | 7,000.00 |
| Computer Hardware, Software, and Support | | 2,358.20 | 2,101.52 | 12,972.92 | 70,000.00 |
| Community Affairs | | - | - | - | 2,000.00 |
| Medical and Life Insurance | | 18,848.75 | 15,327.27 | 132,239.72 | 275,000.00 |
| | | 26,921.55 | 27,938.55 | 201,193.13 | 473,500.00 |
| OPERATIONS AND MAINTENANCE | | | | | |
| Operating Supplies | | 4,618.65 | 10,965.16 | 38,318.16 | 60,000.00 |
| Maintenance and Repair (Plant) | | 13,874.08 | 12,355.26 | 60,130.44 | 150,000.00 |
| Maintenance and Repair (Collection Systems) | | 27,649.44 | 6,082.42 | 90,885.70 | 310,000.00 |
| Utilities and Energy | | 35,554.65 | 32,441.95 | 263,650.70 | 475,000.00 |
| Grounds Upkeep | | 1,232.00 | 924.00 | 10,966.06 | 30,000.00 |
| Gasoline/Oil | | 496.77 | 394.90 | 5,374.48 | 20,000.00 |
| Computer and Support Services | | - | - | - | 2,000.00 |
| Emergency Communications | | 12,863.27 | 11,083.64 | 68,704.85 | 75,000.00 |
| Sludge Management | | 14,830.95 | 20,710.95 | 134,919.15 | 225,000.00 |

| | PRIOR MONTH | CURRENT MONTH | YTD | BUDGET |
|---------------------------------|-------------------|------------------|-------------------|---------------------|
| Professional Services | 3,820.30 | 3,069.52 | 16,178.53 | 25,000.00 |
| Residential Reimbursement | - | - | - | 10,000.00 |
| Compliance Requirements/Permits | - | - | 17,500.00 | 30,000.00 |
| GIS | - | - | - | 10,000.00 |
| | <u>114,940.11</u> | <u>98,027.80</u> | <u>706,628.07</u> | <u>1,422,000.00</u> |

Expenditures (continued)

CAPITAL IMPROVEMENTS

| | | | | |
|----------------------------------|-------------------|------------------|-------------------|---------------------|
| New Construction | 130,434.20 | 13,858.00 | 612,866.84 | 1,500,000.00 |
| Plant Equipment | - | - | 100,208.00 | 530,000.00 |
| Collection System | - | 33,387.00 | 85,701.60 | 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>130,434.20</u> | <u>47,245.00</u> | <u>798,776.44</u> | <u>3,286,000.00</u> |

BOND TRANSFERS

| | | | | |
|---------------------------------------|------------------|----------|------------------|-------------------|
| 2008 Debt Certificates, Principal | - | - | - | 115,000.00 |
| 2008 Debt Certificates, Interest | 21,293.76 | - | 21,293.76 | 43,000.00 |
| Administration Fees - 2008 Debt Certs | - | - | - | 2,000.00 |
| | <u>21,293.76</u> | <u>-</u> | <u>21,293.76</u> | <u>160,000.00</u> |

| | | | | |
|--|------------------|---------------|------------------|-------------------|
| Series 2014 Bond, Principal | - | - | - | 110,000.00 |
| Series 2014 Bond, Interest | 53,268.75 | - | 53,268.75 | 107,000.00 |
| Administration Fees - 2014 Series Bond | - | 750.00 | 750.00 | 2,000.00 |
| | <u>53,268.75</u> | <u>750.00</u> | <u>54,018.75</u> | <u>219,000.00</u> |

CONTINGENT AND MISCELLANEOUS EXPENSES

| | | | | |
|----------------------------|-------------|----------|-------------|-----------------|
| Not Otherwise Appropriated | 1.66 | - | 1.66 | 3,000.00 |
| | <u>1.66</u> | <u>-</u> | <u>1.66</u> | <u>3,000.00</u> |

TOTAL EXPENDITURES 398,358.94 216,748.11 2,134,879.71 6,197,500.00

EXCESS OF REVENUES OVER (UNDER) EXPENDITURES 387,886.38 (104,043.94) 58,054.04 (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 | 622,563.87 | 442,537.09 | 485,475.71 |
| First National Bank - Certificate Fund | Bond & Int | 89,801.29 | 103,305.08 | 43,580.07 |
| First National Bank - Depreciation Account | Construction | 2,250,046.46 | 2,262,973.45 | 2,216,122.60 |
| First National Bank - Surplus Funds | Construction | 8,712.17 | 11,467.93 | 18,338.32 |
| First National Bank - Bond & Interest Fund | Bond & Int | 783,420.57 | 842,250.61 | 748,950.11 |
| First National Bank - Sinking Fund | Bond & Int | 978,872.69 | 993,656.33 | 904,959.74 |
| Algonquin Bank & Trust - Cash Mgr. | O&M | 1,021,019.60 | 999,241.19 | 1,075,259.91 |
| Algonquin Bank & Trust - Operating | O&M | 826.00 | 404.00 | 68.00 |
| Home State Bank | O&M | 29,669.66 | 29,821.62 | 23,648.97 |
| Illinois State Bank | O&M | 12,744.27 | 12,744.81 | 10,627.90 |
| Credit Cards | O&M | (2,944.14) | (1,309.14) | (813.78) |

TOTAL ENDING CASH AND INVESTMENTS 5,794,732.44 5,697,092.97 5,526,217.55
SEWERAGE FUNDS

LAKE IN THE HILLS SANITARY DISTRICT
MONTHLY TREASURER REPORT - GOVERNMENTAL FUNDS
 Month of November, 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 | 1,549,849.66 | \$ 1,545,660.71 | 1,226,361.68 |
| Credit Cards | - | (136.04) | - |
| TOTAL BEGINNING CASH AND INVESTMENTS | 1,549,849.66 | 1,545,524.67 | 1,226,361.68 |

| | PRIOR MONTH | CURRENT MONTH | YTD | BUDGET |
|------------------------------------|------------------|------------------|-------------------|-------------------|
| Revenues and Receipts | | | | |
| Real Estate Taxes | | | | |
| General Fund | 21,288.77 | 1,497.98 | 304,061.82 | 308,320.00 |
| Audit Fund | 138.55 | 9.76 | 1,978.85 | 2,006.00 |
| Chlorination Fund | 1.15 | 0.08 | 16.33 | 16.00 |
| Liability Insurance Fund | 3,452.84 | 242.95 | 49,315.75 | 50,006.00 |
| Social Security Fund | 3,798.16 | 267.26 | 54,247.65 | 55,007.00 |
| Retirement Fund | 10,702.71 | 753.09 | 152,863.40 | 155,004.00 |
| Replacement Taxes | 253.21 | - | 983.38 | - |
| Rebates or Grants Received | 306.00 | - | 306.00 | |
| Interest Income | 64.38 | 62.46 | 413.26 | 1,000.00 |
| TOTAL REVENUES AND RECEIPTS | 40,005.77 | 2,833.58 | 564,186.44 | 571,359.00 |

Expenditures

GENERAL FUND

PERSONNEL SERVICES

Salaries of Trustees, Manager, Treasurer & Clerk

| | | | |
|-----------|-----------|------------|------------|
| 14,372.50 | 14,350.00 | 101,897.50 | 185,000.00 |
|-----------|-----------|------------|------------|

CONTRACTUAL SERVICES

Professional Engineering

| | | | |
|--------|--------|----------|-----------|
| 634.00 | 588.00 | 6,710.00 | 75,000.00 |
|--------|--------|----------|-----------|

Legal Services

| | | | |
|--------|--------|----------|-----------|
| 726.25 | 577.50 | 5,388.50 | 35,000.00 |
|--------|--------|----------|-----------|

Other Professional Services

| | | | |
|---|---|---|----------|
| - | - | - | 5,000.00 |
|---|---|---|----------|

| | | | |
|----------|----------|-----------|------------|
| 1,360.25 | 1,165.50 | 12,098.50 | 115,000.00 |
|----------|----------|-----------|------------|

ADMINISTRATIVE EXPENSES

Printing, Publications

| | | | |
|--------|---|----------|----------|
| 294.72 | - | 2,046.60 | 5,000.00 |
|--------|---|----------|----------|

Office Supplies, Equipment

| | | | |
|---|---|---|----------|
| - | - | - | 3,000.00 |
|---|---|---|----------|

Postage

| | | | |
|---|---|--------|----------|
| - | - | 595.16 | 1,000.00 |
|---|---|--------|----------|

Treasurer's Bond

| | | | |
|---|----------|----------|----------|
| - | 3,000.00 | 3,000.00 | 4,000.00 |
|---|----------|----------|----------|

Community Affairs

| | | | |
|---|--------|--------|----------|
| - | 117.00 | 117.00 | 1,000.00 |
|---|--------|--------|----------|

Memberships and Dues

| | | | |
|---|-------|--------|----------|
| - | 60.00 | 160.00 | 4,000.00 |
|---|-------|--------|----------|

| | | | |
|--------|----------|----------|-----------|
| 294.72 | 3,177.00 | 5,918.76 | 18,000.00 |
|--------|----------|----------|-----------|

OPERATING EXPENSES

Building and Grounds Upkeep

| | | | |
|---|----------|----------|-----------|
| - | 1,070.00 | 3,210.00 | 15,000.00 |
|---|----------|----------|-----------|

Utilities

| | | | |
|--------|---|----------|-----------|
| 538.96 | - | 3,301.15 | 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

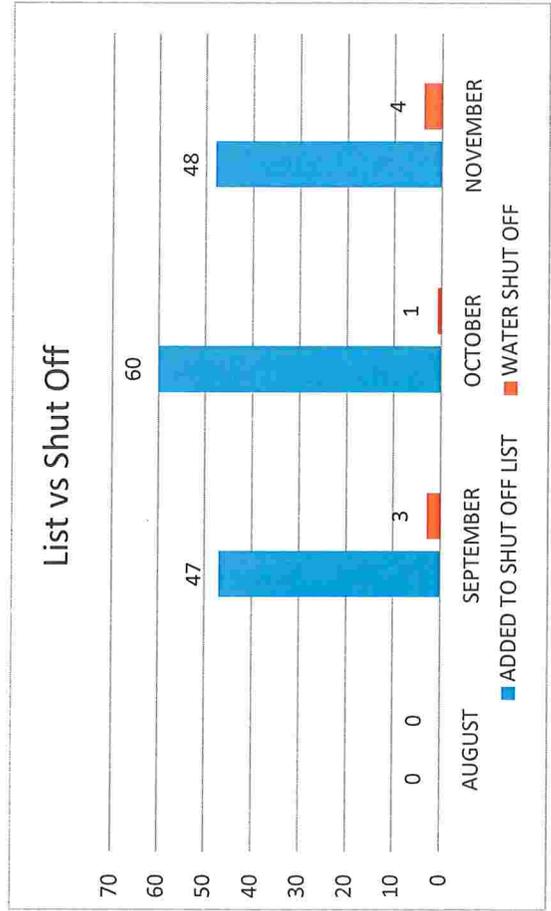
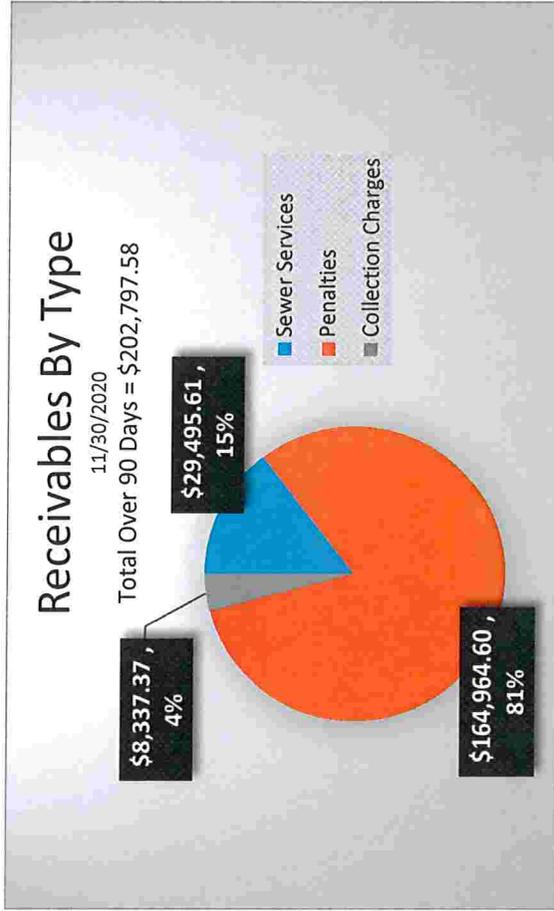
| | | | |
|--------|---|----------|----------|
| 536.04 | - | 1,086.04 | 7,000.00 |
|--------|---|----------|----------|

| | | | |
|----------|----------|----------|-----------|
| 1,075.00 | 1,070.00 | 7,597.19 | 60,000.00 |
|----------|----------|----------|-----------|

| | PRIOR MONTH | CURRENT MONTH | YTD | BUDGET |
|---|---|---|---------------------------------------|---------------------|
| CONTINGENT AND MISCELLANEOUS EXPENSES | | | | |
| Not Otherwise Appropriated | - | - | 150.00 | 1,000.00 |
| | - | - | 150.00 | 1,000.00 |
| TOTAL GENERAL FUND | 17,102.47 | 19,762.50 | 127,661.95 | 379,000.00 |
| Expenditures (continued) | | | | |
| CHLORINATION FUND | - | - | 2,796.10 | 24,000.00 |
| | - | - | 2,796.10 | 24,000.00 |
| AUDIT FUND | 10,000.00 | - | 10,000.00 | 20,000.00 |
| | 10,000.00 | - | 10,000.00 | 20,000.00 |
| PUBLIC LIABILITY INSURANCE FUND | | | | |
| Workers' Compensation | - | - | 9,016.00 | 24,000.00 |
| Property | - | 26,946.80 | 27,055.80 | 45,500.00 |
| Vehicles | - | 7,819.00 | 7,819.00 | 15,000.00 |
| General Liability | - | 15,003.00 | 15,003.00 | 80,000.00 |
| Administrative Fee | - | - | 272.00 | 500.00 |
| | - | 49,768.80 | 59,165.80 | 165,000.00 |
| SOCIAL SECURITY FUND | 4,767.27 | 4,642.89 | 34,602.10 | 60,000.00 |
| IMRF FUND | 12,461.02 | 12,998.45 | 93,326.56 | 300,000.00 |
| OTHER EXPENDITURES (RECEIPTS) | - | - | - | - |
| TOTAL EXPENDITURES | 44,330.76 | 87,172.64 | 327,552.51 | 948,000.00 |
| EXCESS OF REVENUES OVER (UNDER) EXPENDITURES | (4,324.99) | (84,339.06) | 236,633.93 | (376,641.00) |
| Ending Cash and Investments | BANK BAL AT END OF THE PRIOR MONTH | BANK BAL AT END OF THE CURRENT MONTH | BANK BALANCE AT THE END OF MAY | |
| First National Bank | \$ 1,545,660.71 | \$ 1,461,185.61 | 1,226,247.48 | |
| Credit Cards | (136.04) | - | - | |
| TOTAL ENDING CASH AND INVESTMENTS | 1,545,524.67 | 1,461,185.61 | 1,226,247.48 | |
| GENERAL CORPORATE FUND | | | | |

Accounts Receivable Analysis

November 2020



Monthly Shut Off Summary

Lake in the Hills

- 4 Shut off – All Pd In Full Post Shut Off.

Huntley

- NONE.

Crystal Lake

- NONE.

**LITH SANITARY DISTRICT
Bills Paid Prior To Meeting
December 17, 2020 Meeting Date**

| Name | Memo | Amount |
|--|---|------------------|
| General Fund | | |
| McHenry County Recorder | Computer Exp - 1st QU 2021 Laredo Software | \$ 275.00 |
| TOTAL GEN FUND BILLS PAID PRIOR TO MEETING | | \$ 275.00 |
| O & M Fund | | |
| Ansercall 24 | Emergency Communication | \$ 100.00 |
| AT&T | Emergency Communication | \$ 13.75 |
| AT&T | Emergency Communication | \$ 333.61 |
| Verizon Wireless | Emergency Communication - Cell Phones for Emp | \$ 366.62 |
| TOTAL O & M BILLS PAID PRIOR TO MEETING | | \$ 813.98 |

**LITH SANITARY DISTRICT
Recurring Bills
December 17, 2020 Meeting Date**

| Name | Memo | Amount |
|---|--|---------------------|
| General Fund | | |
| Illinois Municipal Retirement Fund | Employer Portion of IMRF - November 2020 | \$ 12,998.45 |
| United States Treasury | District Pd Payroll Taxes (SS & Med) | \$ 4,642.89 |
| TOTAL GENERAL FUND RECURRING BILLS | | \$ 17,641.34 |
| O & M Fund | | |
| Blue Cross Blue Shield | Medical Insurance Premiums (for November 2020) | \$ 13,960.22 |
| Humana | Specialty Insurance Premiums (for November 2020) | \$ 1,367.05 |
| Payment Service Network | Collection Expenses from October 2020 | \$ 5,062.81 |
| United States Postal Service | Postage - Mailing of Past Due Notices | \$ 613.31 |
| TOTAL O & M RECURRING BILLS | | \$ 21,003.39 |

Approved _____

President Hansen

**LITH SANITARY DISTRICT - Governmental Fund
Bills Presented to Board for Approval
December 17, 2020 Meeting**

| Name | Memo | Amount |
|--------------------------------------|---|--------------------|
| GENERAL CORP FUND BILLS | | |
| Applied Technologies Inc | Contractual Svs - Pro Engineering | \$ 734.00 |
| First National Bank of Omaha - Visa | Office Supplies & Equip - Cordmate Kit | \$ 32.30 |
| IGS Energy | Utilities -Gas Sales Sept 2020 | \$ 155.87 |
| IGS Energy | Utilities -Gas Sales Oct 2020 | \$ 617.61 |
| Illinois Public Risk Fund | Workers Compensation | \$ 4,929.00 |
| Nicor Gas | Utilities - Gas, 9/8-11/6/2020 | \$ 840.15 |
| Pitney Bowes | Postage - Meter Rental 10/16/2020-1/15/2021 | \$ 132.35 |
| Storino Ramello & Durkin | Contractual Svs - Legal | \$ 1,470.00 |
| TOTAL GENERAL CORP FUND BILLS | | \$ 8,911.28 |

**LITH SANITARY DISTRICT - O&M/Sewerage Fund
Bills Presented to Board for Approval
December 17, 2020 Meeting**

| Name | Memo | Amount |
|--------------------------------------|---|--------------|
| O & M BILLS | | |
| Advocate Occupational Health | Operating Supplies -Safety, Vaccination | \$ 148.99 |
| AT&T | Emerg Comm | \$ 10,033.12 |
| ATI Environmental Inc. - Midwest Lab | Pro Svs - Lab | \$ 135.00 |
| AutoZone, Inc. | Maint/Repair - Plant Vehicles, Oil Filter | \$ 2.99 |
| BDP Industries | Sludge Mgt - GBT Belt & Guide Rail Seal | \$ 1,527.60 |
| Botts Welding & Trk Svs | Maint/Repair - Plant Vehicles, Bobcat | \$ 41.04 |
| Botts Welding & Trk Svs | Maint/Repair - Plant, Press | \$ 127.68 |
| Calco, Ltd. Inc. | Operating Supplies -Lab | \$ 139.00 |
| Cintas Corporation | Operating Supplies - Personnel | \$ 971.40 |
| Firestone | Maint/Repair - Plant Vehicles, New Tires for Dakota | \$ 612.71 |
| First National Bank of Omaha - Visa | Pro Svs Intuit Fees, Computer Exp, M/R Vehicles, Op Supplies Personnel, Phone | \$ 1,285.19 |
| FLSmith | Maint/Repair - Plant, Grit Washer Repair | \$ 637.84 |
| FLSmith | Maint/Repair - Plant, Grit Washer Repair | \$ 1,006.93 |
| Hawkins, Inc | Sludge Mgt - Aqua Hawk 1124 & 808 | \$ 7,630.95 |
| H.R. Stewart Inc | Bldgs & Grounds Maint - Bldg D Heat | \$ 2,119.53 |
| Interstate All Battery Center | Maint/Repair - Plant Bldgs & Grounds Maint, Bldg B Fire Alarm | \$ 60.10 |
| John Caccamo - reimbursement | Operating Supplies - Personnel, 2020 Clothing Allowance | \$ 16.41 |
| Logsdon Office Supply | Office Supplies - Toner & Calc Ribbon | \$ 43.96 |
| McHenry County Recorder | Collection Exp - November 2020 | \$ 6.00 |
| Metropolitan Industries, Inc. | Emerg Comm - MetroCloud Data Svs | \$ 300.00 |
| PetroChoice LLC | Gas/Fuel | \$ 394.94 |
| Rene Rodriguez-reimbursement | Operating Supplies - Personnel, 2020 Clothing Allowance | \$ 200.00 |
| Ross K Nelson-reimbursement | Operating Supplies - Personnel, 2020 Clothing Allowance | \$ 199.77 |
| Ryco Landscaping | Grounds Upkeep - Nov Mowing & Trimming | \$ 681.00 |

| | | | |
|---------------------------------|---|----|----------|
| Sartorius Corp | Operating Supplies - Lab | \$ | 173.37 |
| Second Chance Cardiac Solutions | Operating Supplies - Safety, Defibrillation Electrodes | \$ | 131.90 |
| Standard Equipment Company | Maint/Repair - Coll Sys, Syringe Assy & Viscus Fluid | \$ | 79.91 |
| Suburban Laboratories, Inc. | Pro Svs - Lab | \$ | 533.00 |
| Synagro WWT | Sludge Mgt - November 2020 | \$ | 9,240.00 |
| Technology Masters Inc | Computer Exp - New Modem Install, SCADA Cloud | \$ | 398.25 |
| Technology Masters Inc | Computer Exp - Maintenance | \$ | 684.00 |
| The Home Depot | Maint/Repair - Plant | \$ | 23.95 |
| United Laboratories | Operating Supplies | \$ | 258.28 |
| Village of Lake In The Hills | Utilities - Water | \$ | 135.84 |
| Village of Lake In The Hills | Collection Exp - Water Shut Off Fees Nov 2020 | \$ | 262.50 |
| Warehouse Direct | Pro Svs - Copies | \$ | 23.19 |
| Water One, Inc. | Operating Supplies - Personnel, Drinking Water Equip Rental | \$ | 22.50 |
| Wilkens-Anderson | Operating Supplies - Lab | \$ | 580.45 |
| Wilkens-Anderson | Operating Supplies - Lab | \$ | 437.54 |
| Ziegler's Ace Hardware | Operating Supplies | \$ | 454.83 |

TOTAL O&M FUND BILLS

\$ 41,761.66

CONSTRUCTION FUND BILLS

| | | | |
|-----------------------------|--|----|-----------|
| AMS Mechanical Systems Inc | Cap Imprvmts - Coll Sys Concord LS | \$ | 18,400.00 |
| Applied Ecological Services | Cap Imprvmts - Pro Svs & Upgrades, Prairie Restoration | \$ | 20,094.00 |
| Applied Technologies Inc | Engineering - Task Order 20-02 Filter Bldg CEI | \$ | 4,277.25 |
| Metropolitan Industries | Cap Imprvmts - Coll Sys Concord LS | \$ | 64,889.00 |

TOTAL CONSTRUCTION FUND BILLS

\$ 107,660.25

GRAND TOTAL OF ALL BILLS PRESENTED FOR APPROVAL IS **\$198,066.90** OF WHICH **\$26,827.62** IS FROM THE GENERAL CORPORATE FUND, **\$63,579.03** IS FROM THE OPERATIONS AND MAINTENANCE FUND, **\$107,660.25** IS FROM THE CONSTRUCTION FUND, AND **\$0.00** IS FROM THE BOND AND INTEREST FUND.

Approved _____

President Hansen

MANAGER'S REPORT

Month of November, 2020

Customers

| | CURRENT | 12/MO TOTAL | Data for Nov 2019 |
|-----------------------------------|---------|----------------|----------------------|
| Total accounts through July 2020: | 11,737 | | |
| New Customers: | 1 | 14 | 1 |
| Connections: | 5 | 8 | 1 |
| Permits Issued: | 0 | 6 | 2 |
| Permits Issued Past 13 Months: | 8 | | |
| Total Permits Issued to Date: | 10,091 | | |
| <i>Residential:</i> | 122 | | |
| <i>Commercial:</i> | 1 | | |
| <i>Industrial:</i> | | | |

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

| NAME | PE | DWELLINGS | Issued |
|------|----|-----------|--------|
| | | | |

COLLECTION SYSTEM EMERGENCY RESPONSES AND SANITARY SEWER OVERFLOWS

| DATE | LOCATION | PROBLEM | DISTRICT PROBLEM |
|-----------------------|----------|---------|---------------------|
| Nothing for November! | | | |

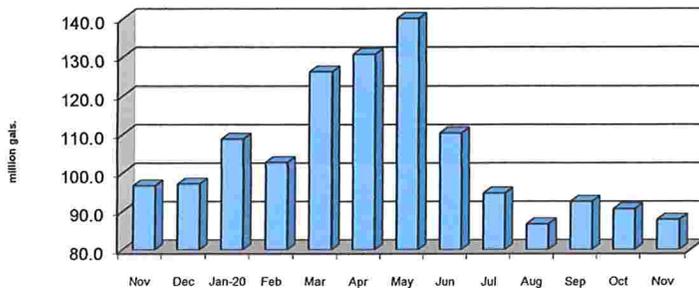
COLLECTION SYSTEM ACTIVITIES

James televised 1 line totaling 250' and continued working on analyzing the data from the recent manhole inspections. John and Rene cleaned 6 lines (1,638') and 1 manhole along Randall Road.

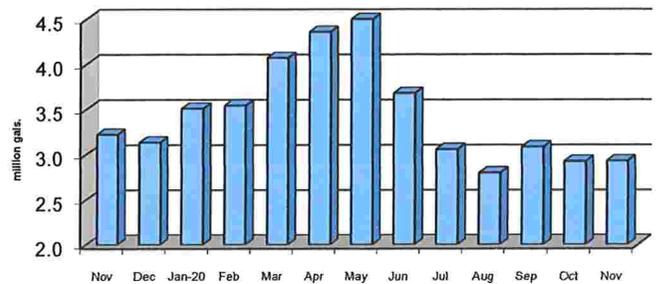
FLOWS

| | | |
|-------------------------------------|---------|-----------------|
| Total Effluent Flow for Month: | 87.841 | million gallons |
| Average Daily Flow: | 2.928 | mgd |
| Maximum Daily Flow: | 4.105 | mgd |
| Precipitation Total: | 2.06 | inches |
| Precipitation This Month Last Year: | 1.76 | inches |
| Septage Accepted: | 421,751 | gallons |

Total Monthly Flows



Monthly Average Daily Flows



MANAGER'S MONTHLY REPORT

November, 2020

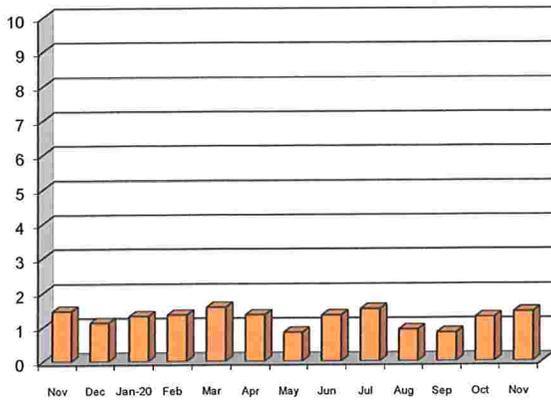
Page 2 of 2

TREATMENT PLANT OPERATIONS

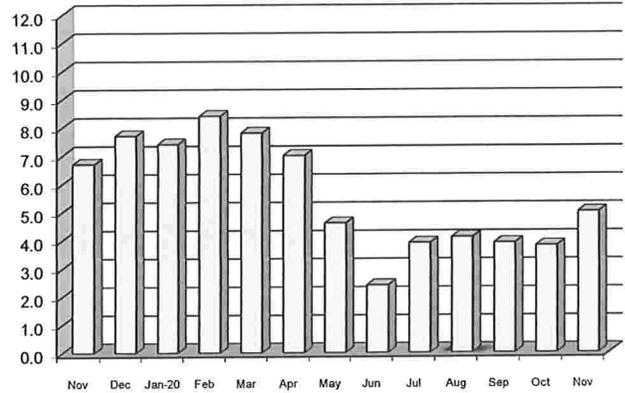
| | <u>Average in</u> | <u>Average out</u> | <u>Average % reduction</u> |
|-------------------------|-------------------|---------------------------|----------------------------|
| CBOD | 171 mg/L | 1.4 mg/L | 99.2% |
| Total Suspended Solids: | 420 mg/L | 5.0 mg/L | 98.8% |
| Ammonia Nitrogen: | 14.9 mg/L | 0.1 mg/L | 99.3% |
| Phosphorus: | | 0.19 mg/L | |
| Fecal Coliform: | | 174 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: | 3.940 million gallons |
| Decanted: | 0.000 million gallons |
| Thickened: | 3.575 million gallons |
| To Digester: | 0.752 million gallons |
| Pressed: | 0.689 million gallons |

PERSONNEL ACTIVITIES

Ross attended a ComEd SEM webinar on 11/17/20.
 Tamara and Karen attended an IMRF Authorized Agent webinar (#3 of 4) on 11/19/20.

Respectfully submitted,

Tamara C. Mueller
 District Manager



Date: December 17, 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: December 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 are complete, and the station is operational.
 - ii. Retainage in the amount of \$5,306.76 remains on hand until after site landscaping has been approved.
 1. Contractor asked for the site to be approved this week. ATI reviewed on site conditions and recommended to hold payment until spring, as planned.
 - b. Schedule
 - i. Final payout – April 2021
2. Task Order 20 –02 Electrical & Filter Building Improvements – Construction Engineering and Inspection Services
 - a. Tasks completed this period
 - i. A construction schedule outlining the sequence of construction activities has been submitted.
 - ii. Larson & Larson is onsite. Door installation and HVAC removal will start this week.
 - b. Schedule
 - i. Construction Contract Award - June 11, 2020
 - ii. Preconstruction Conference – July 13, 2020
 - iii. Construction – October to January 2021
3. Task Order 19 –01 Rear Drive Entrance – Construction Services
 - a. Tasks completed this period
 1. All final lien waivers have been received and Pay Request No. 5, final payment, in the amount of \$2,957.68 was submitted for approval on this month's agenda.

2. The approved contact price for this project was \$318,069.85 and the work was completed for a total price of \$295,768.65.