



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
January 16, 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 Contractor's Application for Payment No. 2 in the amount of \$45,577.70 to Kanzler Construction, LLC for the Richard Taylor Park Bypass Sewer.**
- B. Approval of Task Order No. 20-01, in the amount of \$44,800.00 for a Phosphorus Reduction Feasibility Study Phosphorus Discharge Optimization Plan.**

Specific Agenda

Treasurer's Report

Approval of Bills

Grand total of all bills presented for approval is \$203,647.20 of which \$23,257.05 is from the General Corporate Fund, \$155,902.20 is from the Operations and Maintenance Fund, \$24,487.95 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



LAKE IN THE HILLS

SANITARY DISTRICT

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**AGENDA REGULAR MEETING OF
THE BOARD OF TRUSTEES
January 16, 2020
7:00 p.m.
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New Business

Adjournment

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
December 12, 2019**

Roll Call:

The regular meeting was called to order by President Hansen at 7:00 pm at the Sanitary District offices located at 515 Plum Street. Roll call was answered by President Eric Hansen and Trustee Jessica Reed. Trustee Cheryl Kehoe was absent. Also present 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 President Hansen and seconded by Trustee Reed to approve the Minutes of the Regular Board Meeting of November 14, 2019 as presented. On a roll call vote, President Hansen and Trustee Reed voted aye.

Public Comments:

Terry Easler had a comment regarding Item A on the Consent Agenda (Ordinance No. 402). He questioned whether changing the Trustees from a taxable wage to a non-taxable fringe benefit is legal. He further questioned whether State law allows Trustees to receive benefits. President Hansen responded that State law allows the Trustees to receive both a wage and benefits. Ordinance No. 402 limits the Trustees to receive either a wage or benefits, but not both.

Consent Agenda:

Motion was made by Trustee Reed, seconded by President Hansen, to approve the Consent Agenda. There was no additional discussion.

- A. Approval of Ordinance No. 402 - An Ordinance Establishing Limits on Board of Trustee Participation in the Lake in the Hills Sanitary District Group Insurance Benefit Plan.
- B. Approval of medical coverage change from Humana to Blue Cross Blue Shield, effective January 1, 2020.
- C. Approval of Change Order No. 2 in the amount of (\$27,148.20) to Schroeder Asphalt Services, Inc. for the Rear Drive Entrance.
- D. Approval of Direct Payment to Marc Kresmery, LLC in the amount of \$9,011.40 which was credited in Change Order No. 2 to Schroeder Asphalt Services, Inc.
- E. Approval of Contractor's Application for Payment No. 4 in the amount of \$39,029.99 to Schroeder Asphalt Services, Inc. for the Rear Drive Entrance.
- F. Approval of Contractor's Application for Payment No. 1 in the

amount of \$66,761.55 to Kanzler Construction, LLC for the Richard Taylor Park Bypass Sewer.

On a roll call vote President Hansen and Trustee Reed voted aye to approve the Consent Agenda as presented (Items A through F).

Specific Agenda:

- A. Approval of ComEd Memorandum of Understanding, Strategic Energy Management Agreement.

Motion was made by Trustee Reed and seconded by President Hansen to approve the Specific Agenda (Item A) and allow the District and its employees to participate in ComEd's Strategic Energy Management program.

District Manager indicated that we were invited to participate in this 2-year program. Her role would be as Executive Sponsor, Assistant District Manager's role would be as Energy Champion, and the Maintenance Supervisor's role would be as Data Master. Assistant District Manager spoke with DuPage County today, as they have been involved in this program. Their involvement has saved them 8% and has been a simple process.

On a roll call vote, President Hansen and Trustee Reed voted aye. Motion passes and staff will enter into the agreement to participate in ComEd's Strategic Energy Management Program.

Treasurer's Report:

District Treasurer presented final written copies of the November 2019 Treasurer reports. She also provided a verbal summary of some of the receipts and expenses. She further added that we received the reports, waivers, manuals, and parts from Postl-Yore. Therefore, the payments that were Board approved back in August to AMS Mechanical and Postl-Yore have been released.

Motion was made by President Hansen, seconded by Trustee Reed, to approve the November 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 highlighted some of the bills that were atypical or higher than usual. She also brought all of the bills to the meeting in case any Trustee would like to see the detail.

Motion was made by President Hansen and seconded by Trustee Reed to approve the List of Bills as presented for payment totaling \$160,090.80 of which \$35,041.62 is from the General Corporate Fund, \$107,493.78 is from the Operations & Maintenance Fund, \$17,555.40 is from the Construction Fund and \$0.00 is from the Bond & Interest Fund.

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

Engineer's Report:

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

Regarding Task Order 18-03 (Electrical Service & Plant Power Distribution) – They were hoping to receive the final electrical studies report from Electrical Testing Solutions this month, but it appears that it will not be ready until next month. District Manager stated that a delay with ComEd might be the reason the reports are not ready yet.

Regarding Task Order 19-01 (Rear Entrance Drive Construction Services) – All original project work has been completed. Change order #2 for a decrease of \$27,148.20 in the contract was approved tonight. This change order includes a credit from Schroeder so that the District can make a direct payment to Marc Kresmery Construction for the repairs they made. Additionally, pay app #4 was approved tonight. The final contract price is over \$25,000.00 less than the original award. We continue to hold retainage of \$2,957.69 to make sure the landscaping holds up next spring.

Regarding Task Order 19-02 (Electrical Upgrades & Filter Building Improvements) – This is still in the design phase.

Regarding Task Order 19-03 (Richard Taylor Park Bypass Construction) – The contractor should be done with this project tomorrow. Pay app #1 was approved tonight. Mandrel testing and televising of the line has been done. The bypass sewer installation is operationally functional.

Regarding Task Order 19-04 (Hagele Beach Lift Station Construction) - Last month Martam Construction was awarded the contract for \$526,600.00. President Hansen will sign the contract documents tonight. Once the documents are signed, a pre-construction meeting will be scheduled.

Manager's Report:

District Manager presented a written copy of the November 2019 Manager's Report and provided a verbal summary.

She indicated that there was only one callout in November and it was in the service line.

We sent out our fats, oils and grease program surveys and have been receiving some back. In January we will begin annual inspections, which is something that the IEPA has requested we do. This program is something that has been on the books for a long time, but was never implemented.

She attended an IMRF Authorized Agent workshop in November.

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

Attorney's Report:

None.

Unfinished Business:

President Hansen announced that we are moving the January 2020 meeting to the third Thursday of the month. Therefore, it will be held on January 16, 2020 instead of January 9, 2020.

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 7:18 pm.

Respectfully Submitted,



Karen Thompson,
District Clerk

APPROVED this _____ day of _____, 2020.

President Hansen

January 15, 2020

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



Re: Richard Taylor Park Bypass Sewer
Kanzler Construction, LLC. Pay Request #2

Dear Lake in the Hills Sanitary District Board of Trustees:

Kanzler Construction, LLC has submitted the attached invoice for Pay Request #2, for the Lake in the Hills Sanitary District Richard Taylor Park Bypass Sewer project. We have reviewed the work and invoice and recommend approval of the payment in the amount of **\$45,577.70** pending receipt and review of lien waivers, certified payroll, and signed Pay Application No. 2.

The recommended approved payment includes holding a retainage of \$ 2,000. Work items included in this invoice are pavement removal, installation of the new manhole, 40 feet of sanitary sewer, existing sewer abandonment, aggregate base course and HMA pavement installation, seeding and sanitary sewer TV inspection.

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

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract): Lake in the Hills Sanitary District
Rear Drive Entrance
Application Period: November 22-December 6, 2019
Application Number: 2
Application Date: January 10, 2020

Bid Item No.	Item Description	Contract Information				B	C	D	E	F	
		Item Quantity	Units	Unit Price	Total Value of Item (\$)					Total Completed and Stored to Date (D + E)	% (F / B)
1	Pavement Removal	450	SY	\$8.67	\$3,901.50	255	\$2,210.85		\$2,210.85	\$6.7%	\$1,690.65
2	8-inch PVC Pressure Pipe Sewer with Granular backfill (8-11 ft), including existing sewer removal	220	LF	\$291.81	\$64,198.20	220	\$64,198.20		\$64,198.20	100.0%	
3	48-inch diameter sanitary sewer drop manhole, including drop connection, with granular backfill	1	EACH	\$16,000.00	\$16,000.00	1	\$16,000.00		\$16,000.00	100.0%	
4	CLSM Backfill, including Water Main V-Blo Encasement	10	CY	\$300.00	\$3,000.00	10	\$3,000.00		\$3,000.00	100.0%	
5	10-inch Thick Aggregate Base Course, Type B	230	TON	\$30.00	\$6,900.00	121.41	\$3,642.30		\$3,642.30	\$2.8%	\$3,257.70
6	HMA Binder Course, IL-19.0, N60	60	TON	\$150.00	\$9,000.00	15.03	\$2,254.50		\$2,254.50	25.1%	\$6,745.50
7	Bituminous Materials (Prime Coat)	850	LBS	\$2.36	\$2,006.00						\$2,006.00
8	HMA Surface Course, Mix "C", N50	50	TON	\$180.00	\$9,000.00	37.13	\$6,683.40		\$6,683.40	74.3%	\$2,316.60
9	Erosion Control	1	LS	\$1,000.00	\$1,000.00	1	\$1,000.00		\$1,000.00	100.0%	
10	Seeding, Class 1A	0.1	ACRE	\$30,000.00	\$3,000.00	0.1	\$3,000.00		\$3,000.00	100.0%	
11	Service Reconnection	3	Each	\$2,500.00	\$7,500.00	2	\$5,000.00		\$5,000.00	66.7%	\$2,500.00
12	Internal Chimney Seal, Sta 12+70	1	Each	\$750.00	\$750.00	1	\$750.00		\$750.00	100.0%	
12	Existing Structure Removal, Sta. 11+85	1	Each	\$1,800.00	\$1,800.00	1	\$1,800.00		\$1,800.00	100.0%	
13	Sewer Abandonment - Sta. 10+70 to 11+80	1	LS	\$300.00	\$300.00	1	\$300.00		\$300.00	100.0%	
14	Test Pit	2	Each	\$2,000.00	\$4,000.00						\$4,000.00
15	Inspection and Testing Allowance	1	LS	\$5,000.00	\$5,000.00				\$4,500.00	90.0%	\$500.00
16	CCDD Certification Allowance	1	LS	\$3,000.00	\$3,000.00						\$3,000.00
Totals							\$114,339.25		\$114,339.25	81.5%	\$26,016.45

Lake in the Hills Sanitary District TASK ORDER No. 20-01

Date: January 16, 2019 **Project No.:** TBD **LITHSD Project Manager:** Tamara Mueller

Project Name: Phosphorus Reduction Feasibility Study & Phosphorus Discharge Optimization Plan

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

Project Description: Engineering consultant services to prepare a Phosphorus Reduction Feasibility Study and a Phosphorus Discharge Optimization Plan for the District's Wastewater Treatment Plant (WWTP) to meet IEPA Permit conditions. As part of the WWTP NPDES Permit No. IL0021733, modification date January 7, 2020, expiration date December 31, 2021;

Special Condition #16 states the following:

The permittee shall, within 12 months of the modification date of this permit, prepare and submit to the Agency a feasibility study that identifies the method, timeframe, and costs of reducing phosphorus levels in its discharge to a level consistently meeting a potential future effluent limit of 0.5 mg/L and 0.1 mg/L. The study shall evaluate the construction and O&M costs of the application of these limits on a monthly, seasonal, and annual average basis. The feasibility report shall also be shared with the Fox River Study Group.

Special Condition #17 states the following:

The Permittee shall develop and submit to the Agency a Phosphorus Discharge Optimization Plan within (12) months of the modification date of this permit. The plan shall include a schedule for the implementation of these optimization measures. Annual progress reports on the optimization of the existing treatment facilities shall be submitted to the Agency by March 31 of each year beginning from the effective date of the permit. In developing a plan, the Permittee shall evaluate a range of measures for reducing phosphorus discharges for the treatment plant, including possible source reduction measure, operational improvements, and minor facility modifications that will optimize phosphorus discharges from the wastewater treatment facility. The Permittee's evaluation shall include, but not limited to, an evaluation of the following measures:

- A. WWTP influent reduction measures.*
- B. WWTP effluent reduction measures.*

Phosphorus Permit Limit of 0.5 mg/L effective date January 1, 2022 (verbal communication by IEPA)

Scope of Services: Engineering Services within Task Order No. 20-01 include contract administration, site visits, data collection, alternatives analysis, and preparation of reports. The scope of services shall include the following tasks:

1. Administration and Meetings
 - a. Hold three meetings with District staff during the Task Order:
 - i. Kick-off Meeting
 - ii. Alternatives analysis, operational adjustments and recommendations (concepts)
 - iii. Final Review of "Draft" Report
2. Data Collection and Analysis
 - a. Review historical analytical data and information of the WWTP to determine the required improvements or equipment necessary to meet project objectives required by the IEPA.
 - b. Review operational information of the WWTP to determine required operational adjustments, improvements or equipment necessary to meet project objectives required by the IEPA.
 - c. Review the facility's current NPDES permit, parameters and special conditions to meet project objectives.
3. Alternatives Analysis
 - a. Analyze treatment options, capital improvements, other operational strategies and costs to meet the project objectives.
 - b. Develop advantages and disadvantages of each alternative (including planning level cost estimates). In consultation with District staff, identify recommended alternatives and develop planning level implementation schedules.
 - c. Develop a software model using BioWin to run various scenarios to help optimize processes and facilities to meet phosphorus reduction objectives.
 - d. Develop capital costs and O&M costs for the alternatives selected to meet proposed future Phosphorus limits.
4. Reports and Documentation
 - a. Prepare a draft and final report of the Phosphorus Reduction Feasibility Study Report and the Phosphorus Discharge Optimization Plan that include:
 - i. Executive summary with recommendations and statement identifying how the District proposes to meet the requirements of NPDES Permit Special Conditions #16 and #17.
 - ii. Summary of data collection and analysis efforts with supporting documentation in an appendix.
 - iii. Summary of alternatives developed with pertinent technical narratives, and alternative analysis (for phosphorus and other permit limits)
 - iv. Preferred alternative with costs, implementation schedule (engineering, permitting, construction.)
 - v. Submit final reports to the IEPA and the Fox River Study Group for review and approval.

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

1. Task Order Authorization – January 16, 2019
2. Kick off Meeting – January 30, 2019
3. Data Collection & Analysis – February 13, 2020
4. Alternatives Analysis – March 12, 2020
5. Draft Reports and Documentation – April 30, 2020
6. Draft Reports Review Meeting – May 15, 2020
7. Final Reports – June 12, 2020
8. Submittal to IEPA – July 1, 2020

Compensation The Total Compensation for this Task Order is \$44,800 and is broken down into the following sub tasks:

Administration & Meetings	\$7,960
Data Collection and Analysis	\$9,408
Alternatives Analysis	\$15,680
Reports and Documentation Submittal	<u>\$11,752</u>
Total	<u>\$44,800</u>

PROJECT APPROVAL

Applied Technologies, Inc.

Accepted by Lake in the Hills Sanitary District

Signature:  _____

Signature: _____

Printed Name: Peter E. Kolb, P.E.

Printed Name: _____

Title: Vice President

Title: _____

Date: January 16, 2020

Date: _____

LAKE IN THE HILLS SANITARY DISTRICT
MONTHLY TREASURER REPORT - O&M/SEWERAGE FUNDS
 Month of December, 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	685,203.72	499,352.32	554,828.09
First National Bank - Certificate Fund	Bond & Int	83,394.52	96,916.55	27,978.27
First National Bank - Depreciation Account	Construction	2,169,436.13	2,188,665.53	2,040,661.06
First National Bank - Surplus Funds	Construction	135,344.03	228,926.08	37,837.21
First National Bank - Bond & Interest Fund	Bond & Int	701,680.32	764,942.77	606,836.79
First National Bank - Sinking Funds	Bond & Int	801,036.56	815,913.34	711,620.02
Algonquin Bank & Trust - Cash Mgr	O&M	1,006,464.83	928,369.40	939,069.95
Algonquin Bank & Trust - Operating	O&M	158.00	158.00	1,634.00
Home State Bank	O&M	17,568.46	17,727.56	11,609.76
Illinois State Bank	O&M	7,994.60	8,074.12	5,016.95
Credit Cards		(484.15)	(349.25)	(145.19)

TOTAL BEGINNING CASH AND INVESTMENTS 5,607,797.02 5,548,696.42 4,936,946.91
SEWERAGE FUNDS

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Revenues and Receipts				
Sewer Bill Income/User Charges	88,066.47	84,210.51	1,998,781.31	3,600,000.00
Septage Income	18,636.00	30,438.84	243,856.00	200,000.00
Wastewater Discharge Income	-	-	26,365.43	45,000.00
Refunds	(401.85)	(772.51)	(6,410.57)	-
Connection/Tap-On Fees	10,400.00	-	115,105.71	110,000.00
Annexation Fees (inc. GIS)	-	-	-	5,000.00
Downstream & Misc Charges	-	-	-	500.00
Liftstation Recapture	-	-	-	-
Gain/Loss - Sale of Equipment	-	-	-	-
Rebates or Grants Received	-	1,836.00	82,710.57	-
Interest Income	2,407.33	2,295.52	21,723.00	25,000.00
TOTAL REVENUES AND RECEIPTS	119,107.95	118,008.36	2,482,131.45	3,985,500.00

Expenditures

PERSONNEL SERVICES

District Personnel Salaries	48,673.43	46,278.62	364,408.69	604,000.00
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ADMINISTRATIVE EXPENSES

Telephone	214.82	214.82	1,712.27	3,000.00
Postage	648.40	4,029.22	13,701.08	20,000.00
Printing and Publications	550.64	-	605.10	2,000.00
Office Supplies	1,189.31	239.34	3,735.58	7,500.00
Collection and Billing Expenses	8,958.43	2,483.10	45,521.23	75,000.00
Professional Services	96.87	107.60	1,923.22	10,000.00
Training, Travel and Education	1,350.00	65.00	3,160.00	5,000.00
Computer Hardware, Software, and Support	1,241.00	3,008.45	32,545.04	70,000.00
Community Affairs	-	-	-	2,000.00
Medical and Life Insurance	21,061.77	21,061.77	170,566.54	275,000.00
	35,311.24	31,209.30	273,470.06	469,500.00

OPERATIONS AND MAINTENANCE

Operating Supplies	2,418.10	3,645.09	32,232.85	60,000.00
Maintenance and Repair (Plant)	6,662.29	3,694.10	45,156.81	150,000.00
Maintenance and Repair (Collection Systems)	39,710.67	13,902.99	87,567.69	310,000.00
Utilities and Energy	29,202.15	36,757.78	287,032.17	420,000.00
Grounds Upkeep	1,544.00	296.00	14,885.55	30,000.00
Gasoline/Oil	585.37	1,867.55	8,533.57	20,000.00
Computer and Support Services	-	-	-	2,000.00
Emergency Communications	7,193.53	8,613.32	59,473.64	65,000.00
Sludge Management	6,720.00	12,410.50	71,725.13	250,000.00

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Professional Services	2,486.60	267.00	14,283.76	24,000.00
Residential Reimbursement	-	-	-	10,000.00
Compliance Requirements/Permits	-	-	17,500.00	28,500.00
GIS	-	-	-	10,000.00
	<u>96,522.71</u>	<u>81,454.33</u>	<u>638,391.17</u>	<u>1,379,500.00</u>

Expenditures (continued)

CAPITAL IMPROVEMENTS

New Construction	6,472.00	314,970.31	744,163.74	2,500,000.00
Plant Equipment	-	-	-	30,000.00
Collection System	-	-	4,842.50	300,000.00
Vehicles	-	-	15,236.00	45,000.00
Legal Expense	-	-	-	5,000.00
Engineering Expense	3,742.00	4,503.75	126,103.55	375,000.00
Bond, Finance Consulting Expense	-	-	-	1,000.00
	<u>10,214.00</u>	<u>319,474.06</u>	<u>890,345.79</u>	<u>3,256,000.00</u>

BOND TRANSFERS

2008 Debt Certificates, Principal	-	-	-	110,000.00
2008 Debt Certificates, Interest	-	-	23,700.01	48,000.00
Administration Fees - 2008 Debt Certs	-	-	-	3,500.00
	<u>-</u>	<u>-</u>	<u>23,700.01</u>	<u>161,500.00</u>

Series 2014 Bond, Principal	-	-	-	110,000.00
Series 2014 Bond, Interest	-	-	54,918.75	112,000.00
Administration Fees - 2014 Series Bond	750.00	-	750.00	3,500.00
	<u>750.00</u>	<u>-</u>	<u>55,668.75</u>	<u>225,500.00</u>

CONTINGENT AND MISCELLANEOUS EXPENSES

Not Otherwise Appropriated	-	-	15.60	3,000.00
	<u>-</u>	<u>-</u>	<u>15.60</u>	<u>3,000.00</u>

TOTAL EXPENDITURES

	<u>191,471.38</u>	<u>478,416.31</u>	<u>2,246,000.07</u>	<u>6,099,000.00</u>
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EXCESS OF REVENUES OVER (UNDER) EXPENDITURES

	<u>(72,363.43)</u>	<u>(360,407.95)</u>	<u>236,131.38</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	499,352.32	346,778.41	361,425.46
First National Bank - Certificate Fund	Bond & Int	96,916.55	110,441.90	40,988.34
First National Bank - Depreciation Account	Construction	2,188,665.53	2,190,286.46	2,054,418.48
First National Bank - Surplus Funds	Construction	228,926.08	8,981.85	13,843.29
First National Bank - Bond & Interest Fund	Bond & Int	764,942.77	771,184.02	673,153.54
First National Bank - Sinking Fund	Bond & Int	815,913.34	830,797.11	726,516.75
Algonquin Bank & Trust - Cash Mgr.	O&M	928,369.40	844,058.18	976,298.75
Algonquin Bank & Trust - Operating	O&M	158.00	16,597.00	421.00
Home State Bank	O&M	17,727.56	18,077.84	11,776.61
Illinois State Bank	O&M	8,074.12	8,153.68	5,017.16
Credit Cards	O&M	(349.25)	(2,838.28)	(469.35)

**TOTAL ENDING CASH AND INVESTMENTS
SEWERAGE FUNDS**

	<u>5,548,696.42</u>	<u>5,142,518.17</u>	<u>4,863,390.03</u>
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LAKE IN THE HILLS SANITARY DISTRICT
MONTHLY TREASURER REPORT - GOVERNMENTAL FUNDS

Month of December, 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	1,656,613.75	1,515,298.52	1,322,636.54	
Credit Cards	(767.48)	-	-	
TOTAL BEGINNING CASH AND INVESTMENTS	1,655,846.27	1,515,298.52	1,322,636.54	
	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Revenues and Receipts				
Real Estate Taxes				
General Fund	1,372.94	-	287,379.41	240,000.00
Audit Fund	98.45	-	20,604.00	10,000.00
Chlorination Fund	80.23	-	16,788.60	15,000.00
Liability Insurance Fund	695.22	-	145,525.24	135,900.00
Social Security Fund	236.96	-	49,601.97	45,000.00
Retirement Fund	539.57	-	112,940.33	98,100.00
Replacement Taxes	-	81.07	1,358.42	-
Interest Income	264.30	255.80	2,438.57	1,000.00
TOTAL REVENUES AND RECEIPTS	3,287.67	336.87	636,636.54	545,000.00
Expenditures				
GENERAL FUND				
PERSONNEL SERVICES				
Salaries of Trustees, Manager, Treasurer & Clerk	14,085.17	14,535.02	110,825.98	175,000.00
CONTRACTUAL SERVICES				
Professional Engineering	3,536.00	8,559.00	44,970.00	45,000.00
Legal Services	805.00	1,031.82	45,993.99	36,000.00
Other Professional Services	-	-	-	5,000.00
	4,341.00	9,590.82	90,963.99	86,000.00
ADMINISTRATIVE EXPENSES				
Printing, Publications	755.10	-	2,892.68	5,000.00
Office Supplies, Equipment	-	-	266.65	3,000.00
Postage	-	-	563.00	1,000.00
Treasurer's Bond	-	3,000.00	3,000.00	4,000.00
Community Affairs	102.00	-	102.00	1,000.00
Memberships and Dues	60.00	-	190.00	4,000.00
	917.10	3,000.00	7,014.33	18,000.00
OPERATING EXPENSES				
Building and Grounds Upkeep	-	-	5,161.23	15,000.00
Utilities	897.66	575.23	9,692.49	30,000.00
J.U.L.I.E.	-	-	-	3,000.00
Training and Education	-	1,950.00	1,950.00	2,000.00
Travel Expenses	-	104.00	104.00	2,000.00
Computer Hardware, Software & Support	-	(78.68)	2,467.62	8,000.00
	897.66	2,550.55	19,375.34	60,000.00
CONTINGENT AND MISCELLANEOUS EXPENSES				
Not Otherwise Appropriated	-	150.00	150.00	1,000.00
	-	150.00	150.00	1,000.00
TOTAL GENERAL FUND	20,240.93	29,826.39	228,329.64	340,000.00

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Expenditures (continued)				
CHLORINATION FUND	1,470.10	-	6,330.30	24,000.00
	<u>1,470.10</u>	<u>-</u>	<u>6,330.30</u>	<u>24,000.00</u>
AUDIT FUND	-	-	10,000.00	20,000.00
	<u>-</u>	<u>-</u>	<u>10,000.00</u>	<u>20,000.00</u>
PUBLIC LIABILITY INSURANCE FUND				
Workers' Compensation	-	3,940.00	11,818.00	24,000.00
Property	44,835.00	-	44,835.00	45,000.00
Vehicles	8,656.00	-	8,901.00	18,000.00
General Liability	52,157.00	-	52,157.00	80,000.00
Administrative Fee	-	116.00	354.00	800.00
	<u>105,648.00</u>	<u>4,056.00</u>	<u>118,065.00</u>	<u>167,800.00</u>
SOCIAL SECURITY FUND	4,494.26	4,652.27	35,920.19	55,000.00
	<u>4,494.26</u>	<u>4,652.27</u>	<u>35,920.19</u>	<u>55,000.00</u>
IMRF FUND	11,982.13	12,414.26	94,131.48	230,000.00
	<u>11,982.13</u>	<u>12,414.26</u>	<u>94,131.48</u>	<u>230,000.00</u>
OTHER EXPENDITURES (RECEIPTS)	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>143,835.42</u>	<u>50,948.92</u>	<u>492,776.61</u>	<u>836,800.00</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>(140,547.75)</u>	<u>(50,612.05)</u>	<u>143,859.93</u>	<u>(291,800.00)</u>
Ending Cash and Investments				
First National Bank	BANK BAL AT END OF THE PRIOR MONTH	BANK BAL AT END OF THE CURRENT MONTH	BANK BALANCE AT THE END OF MAY	
	1,515,298.52	1,464,436.79	1,285,433.12	
Credit Cards	-	249.68	-	
	<u>1,515,298.52</u>	<u>1,464,686.47</u>	<u>1,285,433.12</u>	
TOTAL ENDING CASH AND INVESTMENTS GENERAL CORPORATE FUND	<u>1,515,298.52</u>	<u>1,464,686.47</u>	<u>1,285,433.12</u>	

**LITH SANITARY DISTRICT
Bills Paid Before Meeting
January 16, 2020 Meeting Date**

Name	Memo	Amount
General Fund		
Storino Ramello & Durkin	Legal Services - November 2019	\$ 1,031.82
TOTAL GEN FUND BILLS PAID BEFORE MEETING		\$ 1,031.82
O & M Fund		
Ansercall 24	Emerg Communications	\$ 100.00
AT&T	Emerg Communications	\$ 477.01
Comcast	Telephone & Computer Exp	\$ 407.37
Flood Brothers Disposal	Bldg & Grounds - December 2019 Trash	\$ 321.82
Pitney Bowes Purchase Power	Postage - Meter Refill 12/2/19	\$ 270.99
Postl-Yore and Associates	Engineering - Barium & Phosphorus Final Reports	\$ 4,503.75
Ross Nelson - Reimbursement	Oper Supplies - 2019 Clothing Reimbursement	\$ 197.92
Verizon Wireless	Emerg Communications	\$ 346.71
TOTAL O & M BILLS PAID BEFORE MEETING		\$ 6,625.57

**LITH SANITARY DISTRICT
Recurring Bills
January 16, 2020 Meeting Date**

Name	Memo	Amount
General Fund		
Illinois Municipal Retirement Fund	Employer Portion of IMRF - December 2019	\$ 12,414.26
United States Treasury	District Pd Payroll Taxes (SS & Med)	\$ 4,652.27
TOTAL GENERAL FUND RECURRING BILLS		\$ 17,066.53
O & M Fund		
Blue Cross Blue Shield	Health Insurance Premiums (for Jan 2020)	\$ 20,867.08
Humana	Health Insurance Premiums (for Dec 2019)	\$ 24,244.35
Payment Service Network	Collections Expenses from November 2019	\$ 1,089.27
United States Postal Service	Postage - Quarterly Bills	\$ 3,758.23
TOTAL O & M RECURRING BILLS		\$ 49,958.93

Approved _____

President Hansen

**LITH SANITARY DISTRICT - Governmental Fund
Bills Presented to Board for Approval
January 16, 2020 Meeting**

Name	Memo	Amount
GENERAL CORP FUND BILLS		
First National Bank of Omaha - Visa	Travel Exp - Hotel Stay R Nelson WWOA Conference	\$ 104.00
First National Bank of Omaha - Visa	CREDIT FROM I BACKUP FOR OVERAGES	\$ (353.68)
IGFOA (IL Govt Finance Officers Assoc)	Membership & Dues - 2020 K Thompson	\$ 300.00
Interstate Gas Supply, Inc.	Utilities- Natural Gas Sales for November 2019	\$ 2,222.16
Minuteman Press	Printing & Publications - Business Cards for Mike Nelson	\$ 74.18
Nicor Gas	Utilities	\$ 1,279.25
Pitney Bowes - meter rental	Postage Exp - Meter Rental 1/16/20-4/15/20	\$ 132.35
Shaw Suburban Media Group	Printing & Publications - 2020 Trustee Meeting Dates	\$ 70.44
Storino Ramello & Durkin	General Legal Svs - December 2019	\$ 1,330.00
TOTAL GENERAL CORP FUND BILLS		\$ 5,158.70

**LITH SANITARY DISTRICT - O&M/Sewerage Fund
Bills Presented to Board for Approval
January 16, 2020 Meeting**

Name	Memo	Amount
O & M BILLS		
Advocate Occupational Health	Oper Supplies - Safety,Vaccinations - R Rodriguez	\$ 251.00
Advocate Occupational Health	Oper Supplies - Safety,Vaccinations - J Caccamo, M Nelson, J Olvera	\$ 240.00
Applied Technologies	General Engineering Svs	\$ 5,035.00
AT&T	Emerg Comm	\$ 6,507.26
AT&T	Emerg Comm	\$ 236.37
AutoZone, Inc.	Maint/Repair - Vehicles, Oil Filters	\$ 10.98
BDP Industries	Maint/Repair - Plant, Parts for GBT & Press	\$ 1,631.56
Botts Welding & Truck Service, Inc.	Maint/Repair - Vehicles, Parts for Skid Loader	\$ 158.12
Brenco Machine & Tool Inc	Maint/Repair - Plant, Repair Pump #2 Main Lift Station	\$ 1,200.00
Calco, Ltd. Inc.	Operating Supplies - Lab	\$ 139.00
Cintas Corporation #355	Operating Supplies - Personnel	\$ 1,418.50
Civic Systems LLC	Computer Exp - Semi Ann Software Support Fees 1/1-6/30/20	\$ 3,407.00
ComEd, Inc.	Utilities - Coll Sys Beach LS	\$ 61.74
ComEd, Inc.	Utilities - Coll Sys Dam LS	\$ 653.99
Consolidated Electrical Distributors, Inc	Maint/Repair - Plant, GBT Building Lights	\$ 204.00

Dynegy Energy Services	Utilities - Plant, Concord, Decatur & Pyott LS	\$	38,841.12
Electrical Testing Solutions	Cap Imprvmts/New Const - Pro Svs (Partial Due for Elec Studies)	\$	7,440.00
Environmental Systems Research Institute	Training, Travel & Ed - J Olvera GIS Training	\$	1,300.00
First National Bank of Omaha - Visa	Pro Svs - Inuit Payroll Fees & Computer Exp (3 new computers)	\$	2,039.35
Hawkins, Inc	Sludge Mgt - Aqua Hawk 1124 & Freight	\$	3,770.50
Hawkins, Inc	Sludge Mgt - Aqua Hawk 808 & Freight	\$	3,911.95
H.R. Stewart Inc	Maint/Repair - Plant, RAS Bldg	\$	1,187.07
Interstate All Battery Center	Maint/Repair - Coll Sys, Battery Portable Generator	\$	246.40
Interstate All Battery Center	Maint/Repair - Plant, Tamara's Computer UPS	\$	41.95
Interstate All Battery Center	Maint/Repair - Plant Vehicles, Battery Dump Truck	\$	388.89
Logsdon Office Supply	Office Supplies	\$	66.29
Logsdon Office Supply	Office Supplies	\$	128.80
Logsdon Office Supply	Office Supplies	\$	98.65
Logsdon Office Supply	Office Supplies	\$	29.60
M&A Precision Auto Inc	Maint/Repair - Vehicles, Vector Inspection	\$	29.00
McHenry County Recorder	Collection Expenses	\$	7.00
Metropolitan Industries, Inc.	Maint/Repair - Plant, Main Lift Station	\$	1,350.13
NAPA Auto Parts	Maint/Repair - Coll Sys Meadowbrook, Antifreeze for Generators	\$	64.20
Omni Site	Emergency Comm - 1 Year Wireless Svs W 24 Hr Reporting	\$	1,380.00
PetroChoice LLC	Gas/Fuel - 150 Gal ETH 87	\$	416.24
Renew Kitchen & Bath	Maint/Repair - Plant, Resurfacing Lab Countertop	\$	3,625.00
Sartorius Corporation	Operating Supplies - Lab	\$	174.54
Storino Ramello & Durkin	Collections Exp - Lien Releases	\$	90.50
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	132.00
Synagro-WWT, Inc.	Sludge Management - December 2019	\$	4,920.00
Technology Masters Inc	Computer Exp - Maintenance	\$	934.00
Technology Masters Inc	Computer Exp - Help M Nelson Join Laptop To Domain	\$	31.75
Third Millennium Associates, Inc.	Collection Expenses - Rendering of QU Bills	\$	2,480.76
USA BlueBook	Operating Supplies - Safety	\$	860.90
USA BlueBook	Operating Supplies - Safety	\$	686.85
USA Board Up & Glass Service	Maint/Repair - Coll Sys Decatur LS	\$	380.00
Warehouse Direct	Pro Svs - Copies	\$	69.86
Water One, Inc.	Operating Supplies - Equip Rental for Drinking Water	\$	22.50
Wilkens-Anderson	Operating Supplies - Lab	\$	948.59
Ziegler's Ace Hardware	Operating Supplies	\$	68.79

TOTAL O&M FUND BILLS

\$ 99,317.70

CONSTRUCTION FUND BILLS

Applied Technologies Inc	Engineering - Task Order 19-02 Electrical Upgrades & Filter Bldg Imprvts	\$	8,552.95
Applied Technologies Inc	Engineering - Task Order 19-03 Richard Taylor Park Bypass CEI	\$	10,614.00
Applied Technologies Inc	Engineering - Task Order 19-04 Beach Lift Station CEI	\$	2,416.00
Concentric Integration	Cap Imprvmts New Const - SCADA Sys Assessment (Partial Due)	\$	2,905.00

TOTAL CONSTRUCTION FUND BILLS

\$ 24,487.95

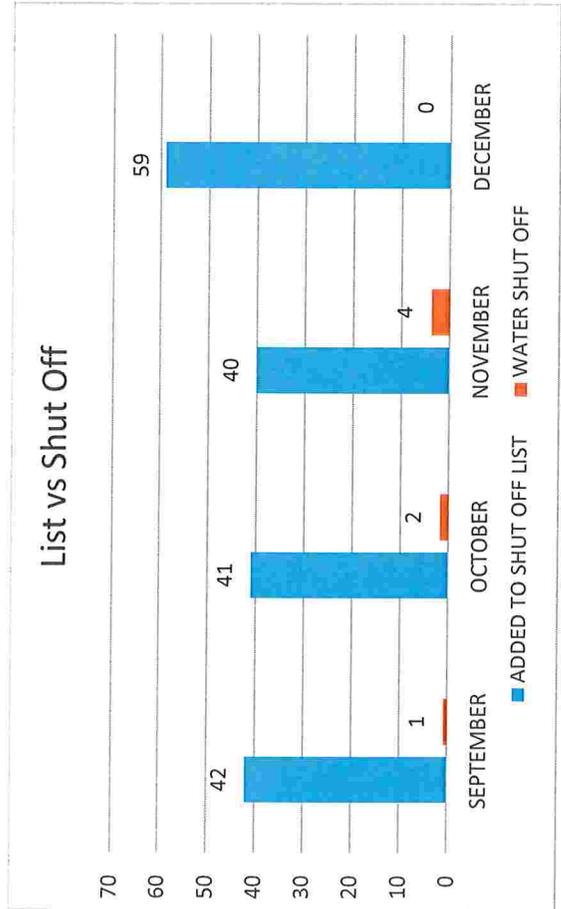
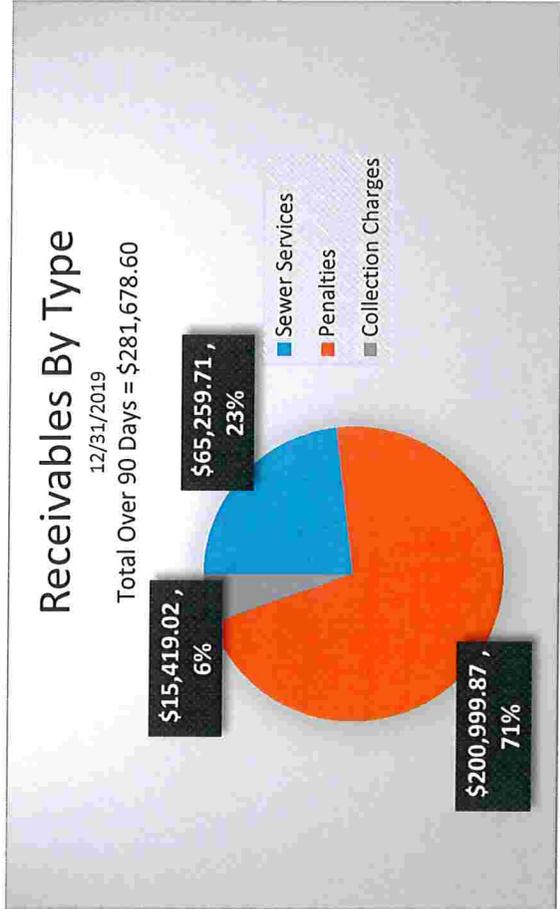
GRAND TOTAL OF ALL BILLS PRESENTED FOR APPROVAL IS \$203,647.20 OF WHICH \$23,257.05 IS FROM THE GENERAL CORPORATE FUND, \$155,902.20 IS FROM THE OPERATIONS AND MAINTENANCE FUND, \$24,487.95 IS FROM THE CONSTRUCTION FUND, AND \$0.00 IS FROM THE BOND AND INTEREST FUND.

Approved _____

President Hansen

Accounts Receivable Analysis

December 2019



Monthly Shut Off Summary

Lake in the Hills

- NONE

Huntley

- NONE

Crystal Lake

- NONE

MANAGER'S REPORT

Month of December, 2019

Customers:

	CURRENT	TOTAL for YEAR	Data for Dec 2018
Total accounts through May 2019:	11,723		
New Customers:	0	15	3
Connections:	2	14	0
Permits Issued:	0	13	3
Permits Issued Past 13 Months:	18		
Total Permits Issued to Date:			
<i>Residential:</i>	10,085		
<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
12/19/19	4325 Barharbor Dr.	toilet flushing slowly	no
12/30/19	205 Pheasant Tr.	toilet not flushing	no
12/30/19	4580 Heron Dr.	water in basement floor drain	no

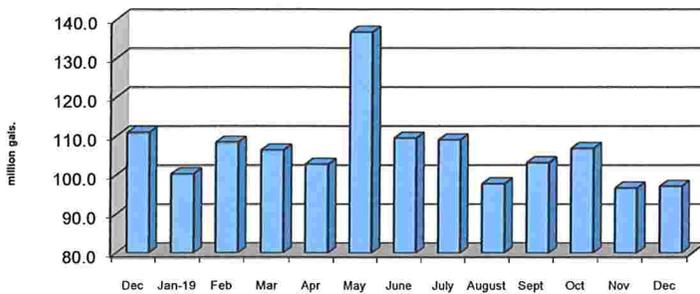
COLLECTION SYSTEM ACTIVITIES

James began reviewing FOG surveys.

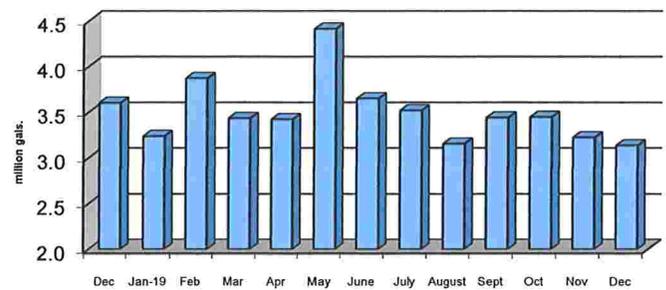
FLOWS:

Total Flow for Month:	97.144	million gallons
Average Daily Flow:	3.134	mgd
Maximum Daily Flow:	4.389	mgd
Precipitation Total:	1.52	inches
Precipitation This Month Last Year:	2.38	inches
Septage Accepted:	311,148	gallons

Total Monthly Flows



Monthly Average Daily Flows



MANAGER'S MONTHLY REPORT

December, 2019

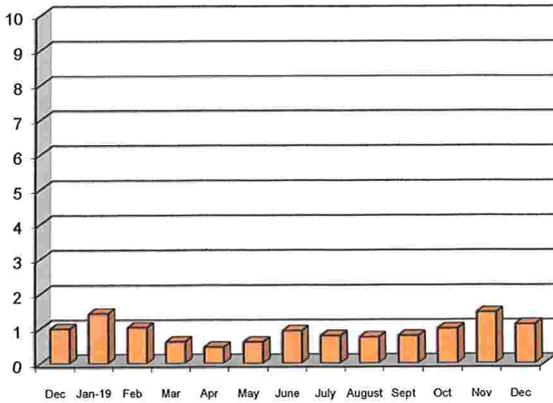
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TREATMENT PLANT OPERATIONS:

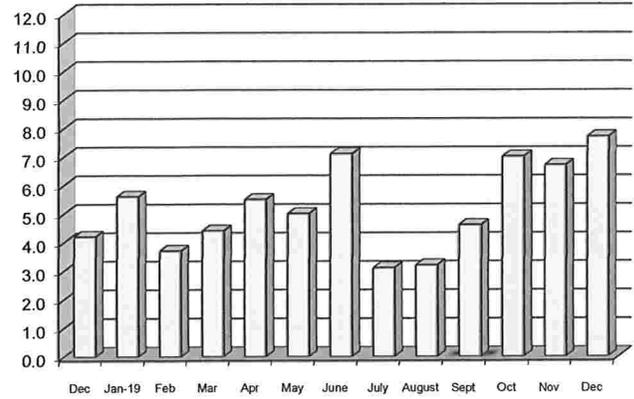
	<u>Average in</u>	<u>Average out</u>	<u>Average % reduction</u>
C.B.O.D:	130 mg/L	1.1 mg/L	99.1%
Total Suspended Solids:	311 mg/L	7.7 mg/L	97.5%
Ammonia Nitrogen:	11.6 mg/L	0.26 mg/L	97.7%
Phosphorus:		0.43 mg/L	
Fecal Coliform:		172 colonies (daily max.)	

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:	2.915 million gallons
Decanted:	0.000 million gallons
Thickened:	2.827 million gallons
To Digester:	0.640 million gallons
Pressed:	0.703 million gallons

PERSONNEL ACTIVITIES:

Mike and John attended the FVOA meeting on 12/12/19.

Respectfully submitted,

Tamara C. Mueller
District Manager