



# 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  
November 19, 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 employee recognition per the District Manager's recommendation.**
- B. Approval of writing off uncollectible residential accounts per staff's recommendation.**

**Specific Agenda**

**Treasurer's Report**

**Approval of the Bills**

**Grand total of all bills presented for approval is \$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.**

**Manager's Report**

**Public Liability Insurance Quotes – Lowest Quote \$49,245**

**Savings available if District pays or refinances 2008 Debt Certificates**

**Engineer's Report**

**Attorney's Report**



# 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 (VIRTUAL MEETING)**  
**OF THE BOARD OF TRUSTEES**  
**November 19, 2020**  
**7:00 p.m.**  
**Page 2**

**Unfinished Business**

**New Business**

**Adjournment**

**Lake in the Hills Sanitary District  
Board of Trustees Regular Meeting Minutes  
October 15, 2020**

**Roll Call:**

The regular meeting was called to order by President Hansen at 6:59 pm at the Sanitary District offices located at 515 Plum Street. Roll call was answered by President Eric Hansen and Trustee Cheryl Kehoe. Trustee Jessica Reed was absent. Also in attendance were District Manager Tamara Mueller, Assistant District Manager Mike Nelson, District Engineer Peter Kolb of Applied Technologies, Attorney Melissa Wolf of Storino, Ramello & Durkin and District Treasurer/Clerk Karen Thompson.

**Approval of Minutes:**

Motion was made by President Hansen and seconded by Trustee Kehoe to approve the minutes of the Regular Board Meeting of September 17, 2020 as presented. On a roll call vote, President Hansen and Trustee Kehoe voted aye.

**Public Comments:**

None.

**Consent Agenda:**

None.

**Specific Agenda:**

- A. Approval of Application and Certificate for Payment No. 4 in the amount of \$60,149.37 to Martam Construction for the Hagele Beach Lift Station.

Motion was made by President Hansen, seconded by Trustee Kehoe to approve Specific Agenda Item A as presented and authorize Payment No. 4 in the amount of \$60,149.37 to Martam Construction. There were no additional questions or discussion. On a roll call vote President Hansen and Trustee Kehoe voted aye.

**Treasurer's Report:**

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

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

Some discussion took place regarding the IDES invoice. District Manager provided an explanation regarding how this is calculated and indicated that these payments should be done soon.

**Lake in the Hills Sanitary District  
Board of Trustees Regular Meeting Minutes  
October 15, 2020**

Motion was made by President Hansen and seconded by Trustee Kehoe to approve the List of Bills as presented for payment totaling \$339,917.92 of which \$32,332.04 is from the General Corporate Fund, \$147,748.54 is from the Operations & Maintenance Fund, \$85,274.83 is from the Construction Fund and \$74,562.51 is from the Bond & Interest Fund.

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

**Manager's Report:**

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

September was a pretty smooth month with operations. The flows are still down and she is hoping that some of this is from the 21 manholes that have been rehabilitated.

Staff has been out in the collection system televising, cleaning and vactoring.

There were two calls in September and neither were the District's issue.

We passed our 2nd required Biomonitoring test 100%.

They are working on the phosphorus project with Applied Technologies and have received their final report.

Staff is having some VLR training next week. Also, an Engineer from the ComEd cohort is coming out to help us try to balance energy savings without violating our permit.

Motion was made by President Hansen, seconded by Trustee Kehoe to accept the September 2020 Manager's Report as presented.

The motion passed after a roll call vote; President Hansen and Trustee Kehoe 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) – Pay Request No. 4 was approved tonight. This payment is essentially the last payout because the project is complete. Staff has been trained and the lift station is operating well. We will hold \$5,306.76 in retainage for possible site landscaping or clean up in the spring.

Task Order 20-01 (Phosphorus Reduction Study & Discharge Plan) – The final report has been given to the District.

Task Order 20-02 (Electrical & Filter Building Improvements CEI) – The contractor on this project is moving very slowly. They have been submitting equipment sheets for review, but have not yet provided

**Lake in the Hills Sanitary District  
Board of Trustees Regular Meeting Minutes  
October 15, 2020**

a construction schedule. District Manager had a concern about the current heaters working through this winter. District Engineer indicated that they will push very hard to get those replaced this year. Some additional discussion took place regarding the time frame for the IEPA moving to the .1 mg/l for the phosphorus limit. District Engineer stated that it will be very expensive to achieve that threshold, but it probably won't be required for at least 10 years. District Manager indicated that sometimes there is flexibility with the IEPA regarding these mandates.

**Attorney's Report:**

None.

**Unfinished Business:**

None.

**New Business:**

None.

**Adjournment:**

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

The meeting was adjourned at 7:13 pm.

Respectfully Submitted,



Karen Thompson,  
District Clerk

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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



# LAKE IN THE HILLS SANITARY DISTRICT

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

## Memo

To: President and Board of Trustees  
From: Tamara Mueller, District Manager  
Date: November 13, 2020  
Re: Employee Recognition Recommendations

I submit to you, for approval at the Regular Meeting of the Board of Trustees, November 19, 2020, the following schedule for this year's employee recognition, to be distributed with the December 15<sup>th</sup> paychecks.

<u>Employee</u>	<u>Amount</u>
John Caccamo	\$350.00
Jessica Maioni	\$300.00
Michael Nelson	\$400.00
Ross K. Nelson	\$350.00
Jennifer Olson	\$300.00
James Olvera	\$350.00
Rene Rodriguez	\$300.00
Karen Thompson	\$350.00
Jerilyn Stahlberg	\$350.00



**LAKE IN THE HILLS SANITARY DISTRICT**  
**MONTHLY TREASURER REPORT - O&M/SEWERAGE FUNDS**  
 Month of October, 2020

		BANK BALS AT BEGINNING OF PRIOR MONTH	BANK BALS AT BEGINNING OF THE CURRENT MONTH	BANK BALS AT THE BEGINNING OF THE FY	
<b>Beginning Cash and Investments</b>					
First National Bank - O & M Account	O&M	482,292.19	291,611.13	686,944.74	
First National Bank - Certificate Fund	Bond & Int	84,087.60	97,591.15	30,078.28	
First National Bank - Depreciation Account	Construction	2,226,568.91	2,227,652.75	2,208,654.83	
First National Bank - Surplus Funds	Construction	54,846.25	14,144.46	35,533.35	
First National Bank - Bond & Interest Fund	Bond & Int	821,238.94	827,127.61	689,089.29	
First National Bank - Sinking Funds	Bond & Int	949,305.95	964,088.31	890,178.50	
Algonquin Bank & Trust - Cash Mgr	O&M	966,406.68	890,246.74	1,058,229.06	
Algonquin Bank & Trust - Operating	O&M	0.00	22,106.00	310.00	
Home State Bank	O&M	26,721.71	27,328.37	23,648.78	
Illinois State Bank	O&M	11,571.01	11,704.99	10,559.83	
Credit Cards		(597.41)	(289.36)	(866.42)	
<b>TOTAL BEGINNING CASH AND INVESTMENTS</b>		<b>5,622,441.83</b>	<b>5,373,312.15</b>	<b>5,632,360.24</b>	
<b>SEWERAGE FUNDS</b>					
		<b>PRIOR MONTH</b>	<b>CURRENT MONTH</b>	<b>YTD</b>	<b>BUDGET</b>
<b>Revenues and Receipts</b>					
Sewer Bill Income/User Charges		119,877.65	726,075.08	1,801,498.36	3,600,000.00
Septage Income		25,812.42	33,688.02	208,794.98	250,000.00
Wastewater Discharge Income		4,955.92	5,304.86	26,416.04	45,000.00
Refunds		(743.02)	(1,632.62)	(7,388.21)	-
Connection/Tap-On Fees		-	20,800.00	20,800.00	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		1,000.00	1,735.00	27,344.28	-
Interest Income		287.31	274.98	2,764.13	15,000.00
<b>TOTAL REVENUES AND RECEIPTS</b>		<b>151,190.28</b>	<b>786,245.32</b>	<b>2,080,229.58</b>	<b>4,010,500.00</b>
<b>Expenditures</b>					
<b>PERSONNEL SERVICES</b>					
District Personnel Salaries		55,390.40	51,498.91	310,181.14	634,000.00
<b>ADMINISTRATIVE EXPENSES</b>					
Telephone		199.98	199.98	1,189.45	3,000.00
Postage		3,795.39	-	8,665.37	22,000.00
Printing and Publications		-	-	-	2,000.00
Office Supplies		563.06	243.95	2,719.49	7,500.00
Billing and Collection Expenses		1,836.46	5,142.17	32,314.98	75,000.00
Professional Services		113.51	128.50	556.44	10,000.00
Training, Travel and Education		-	-	25.00	7,000.00
Computer Hardware, Software, and Support		810.35	2,358.20	10,871.40	70,000.00
Community Affairs		-	-	-	2,000.00
Medical and Life Insurance		19,612.74	18,848.75	116,912.45	275,000.00
		<b>26,931.49</b>	<b>26,921.55</b>	<b>173,254.58</b>	<b>473,500.00</b>
<b>OPERATIONS AND MAINTENANCE</b>					
Operating Supplies		3,187.83	4,618.65	27,353.00	60,000.00
Maintenance and Repair (Plant)		4,004.07	13,874.08	47,775.18	150,000.00
Maintenance and Repair (Collection Systems)		17,199.92	27,649.44	84,803.28	310,000.00
Utilities and Energy		34,664.74	35,554.65	231,208.75	475,000.00
Grounds Upkeep		2,462.00	1,232.00	10,042.06	30,000.00
Gasoline/Oil		446.31	496.77	4,979.58	20,000.00
Computer and Support Services		-	-	-	2,000.00
Emergency Communications		8,970.28	12,863.27	57,621.21	75,000.00
Sludge Management		12,164.00	14,830.95	114,208.20	225,000.00

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Professional Services	2,717.29	3,820.30	13,109.01	25,000.00
Residential Reimbursement	-	-	-	10,000.00
Compliance Requirements/Permits	-	-	17,500.00	30,000.00
GIS	-	-	-	10,000.00
	<u>85,816.44</u>	<u>114,940.11</u>	<u>608,600.27</u>	<u>1,422,000.00</u>

**Expenditures (continued)**

**CAPITAL IMPROVEMENTS**

New Construction	40,468.50	130,434.20	599,008.84	1,500,000.00
Plant Equipment	100,208.00	-	100,208.00	530,000.00
Collection System	52,314.60	-	52,314.60	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>192,991.10</u>	<u>130,434.20</u>	<u>751,531.44</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>-</u>	<u>21,293.76</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	-	-	-	2,000.00
	<u>-</u>	<u>53,268.75</u>	<u>53,268.75</u>	<u>219,000.00</u>

**CONTINGENT AND MISCELLANEOUS EXPENSES**

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

**TOTAL EXPENDITURES** 361,129.43 398,358.94 1,918,131.60 6,197,500.00

**EXCESS OF REVENUES OVER (UNDER) EXPENDITURES** (209,939.15) 387,886.38 162,097.98 (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
<b>Ending Cash and Investments</b>				
First National Bank - O & M Account	O&M	291,611.13	622,563.87	485,475.71
First National Bank - Certificate Fund	Bond & Int	97,591.15	89,801.29	43,580.07
First National Bank - Depreciation Account	Construction	2,227,652.75	2,250,046.46	2,216,122.60
First National Bank - Surplus Funds	Construction	14,144.46	8,712.17	18,338.32
First National Bank - Bond & Interest Fund	Bond & Int	827,127.61	783,420.57	748,950.11
First National Bank - Sinking Fund	Bond & Int	964,088.31	978,872.69	904,959.74
Algonquin Bank & Trust - Cash Mgr.	O&M	890,246.74	1,021,019.60	1,075,259.91
Algonquin Bank & Trust - Operating	O&M	22,106.00	826.00	68.00
Home State Bank	O&M	27,328.37	29,669.66	23,648.97
Illinois State Bank	O&M	11,704.99	12,744.27	10,627.90
Credit Cards	O&M	(289.36)	(2,944.14)	(813.78)
<b>TOTAL ENDING CASH AND INVESTMENTS</b>		<u>5,373,312.15</u>	<u>5,794,732.44</u>	<u>5,526,217.55</u>

**SEWERAGE FUNDS**

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

	BANK BAL AT BEGINNING OF PRIOR MONTH	BANK BAL AT BEGINNING OF THE CURRENT MONTH	BANK BAL AT THE BEGINNING OF THE FY
<b>Beginning Cash and Investments</b>			
First National Bank	1,364,832.69	1,549,849.66	1,226,361.68
Credit Cards	-	-	-
<b>TOTAL BEGINNING CASH AND INVESTMENTS</b>	<b>1,364,832.69</b>	<b>1,549,849.66</b>	<b>1,226,361.68</b>

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
<b>Revenues and Receipts</b>				
Real Estate Taxes				
General Fund	120,322.16	21,288.77	302,563.84	308,320.00
Audit Fund	783.05	138.55	1,969.09	2,006.00
Chlorination Fund	6.46	1.15	16.25	16.00
Liability Insurance Fund	19,515.04	3,452.84	49,072.80	50,006.00
Social Security Fund	21,466.67	3,798.16	53,980.39	55,007.00
Retirement Fund	60,490.51	10,702.71	152,110.31	155,004.00
Replacement Taxes	-	253.21	983.38	-
Rebates or Grants Received	-	306.00	306.00	
Interest Income	60.44	64.38	350.80	1,000.00
<b>TOTAL REVENUES AND RECEIPTS</b>	<b>222,644.33</b>	<b>40,005.77</b>	<b>561,352.86</b>	<b>571,359.00</b>

**Expenditures**

**GENERAL FUND**

**PERSONNEL SERVICES**

Salaries of Trustees, Manager, Treasurer & Clerk

14,935.00	14,372.50	87,547.50	185,000.00
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**CONTRACTUAL SERVICES**

Professional Engineering

1,568.00	634.00	6,122.00	75,000.00
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Legal Services

1,111.25	726.25	4,811.00	35,000.00
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Other Professional Services

-	-	-	5,000.00
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2,679.25	1,360.25	10,933.00	115,000.00
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**ADMINISTRATIVE EXPENSES**

Printing, Publications

-	294.72	2,046.60	5,000.00
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Office Supplies, Equipment

-	-	-	3,000.00
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Postage

-	-	595.16	1,000.00
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Treasurer's Bond

-	-	-	4,000.00
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Community Affairs

-	-	-	1,000.00
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Memberships and Dues

-	-	100.00	4,000.00
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-	294.72	2,741.76	18,000.00
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**OPERATING EXPENSES**

Building and Grounds Upkeep

-	-	2,140.00	15,000.00
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Utilities

-	538.96	3,301.15	30,000.00
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J.U.L.I.E.

-	-	-	3,000.00
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Training and Education

-	400.00	400.00	3,000.00
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Travel Expenses

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

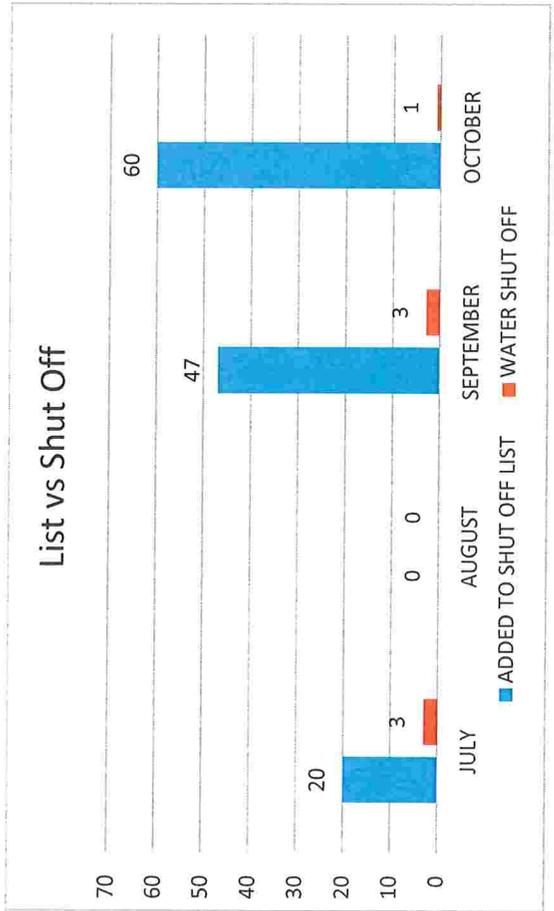
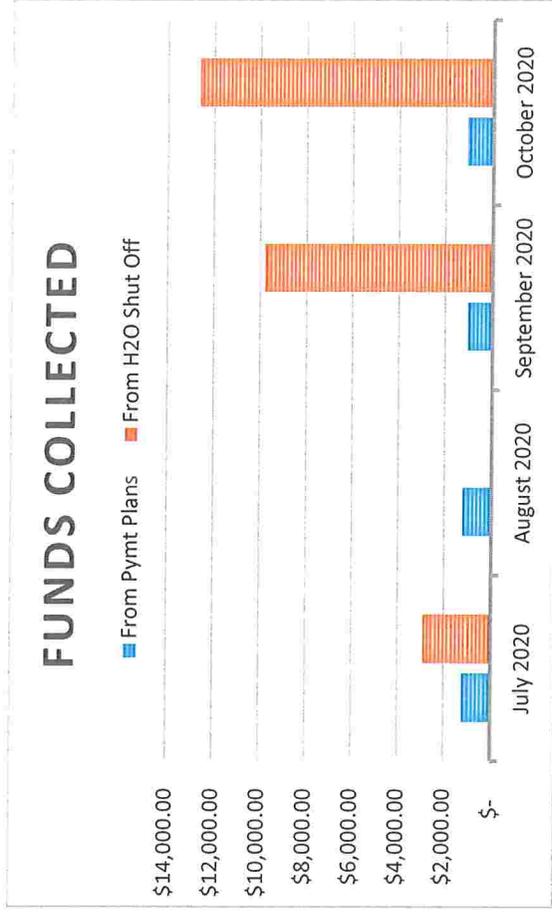
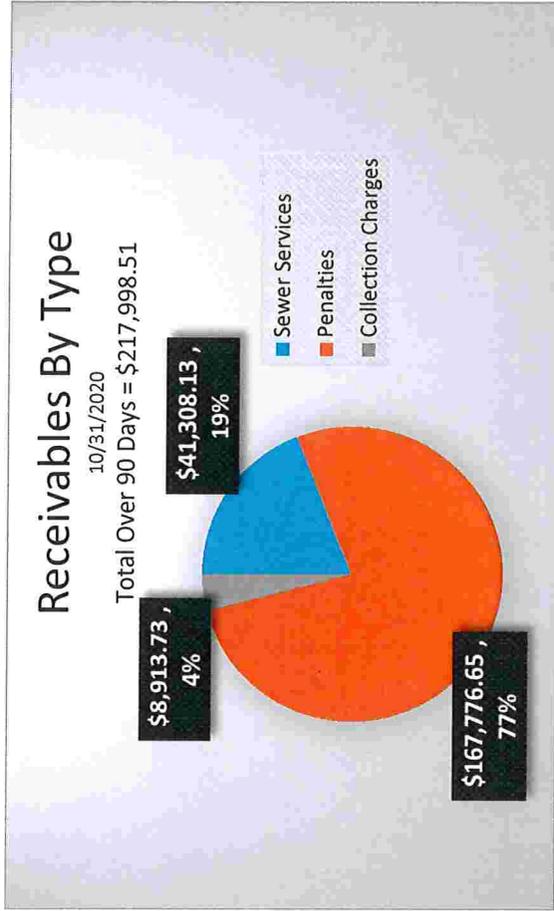
275.00	136.04	686.04	7,000.00
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275.00	1,075.00	6,527.19	60,000.00
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	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
CONTINGENT AND MISCELLANEOUS EXPENSES				
Not Otherwise Appropriated	150.00	-	150.00	1,000.00
	150.00	-	150.00	1,000.00
<b>TOTAL GENERAL FUND</b>	<b>18,039.25</b>	<b>17,102.47</b>	<b>107,899.45</b>	<b>379,000.00</b>
<b>Expenditures (continued)</b>				
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	-	-	109.00	45,500.00
Vehicles	-	-	-	15,000.00
General Liability	-	-	-	80,000.00
Administrative Fee	-	-	272.00	500.00
	-	-	9,397.00	165,000.00
SOCIAL SECURITY FUND	5,379.90	4,767.27	29,959.21	60,000.00
IMRF FUND	14,208.21	12,461.02	80,328.11	300,000.00
OTHER EXPENDITURES (RECEIPTS)	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>37,627.36</b>	<b>44,330.76</b>	<b>240,379.87</b>	<b>948,000.00</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>185,016.97</b>	<b>(4,324.99)</b>	<b>320,972.99</b>	<b>(376,641.00)</b>
<b>Ending Cash and Investments</b>	<b>BANK BAL AT END OF THE PRIOR MONTH</b>	<b>BANK BAL AT END OF THE CURRENT MONTH</b>	<b>BANK BALANCE AT THE END OF MAY</b>	
First National Bank	\$ 1,549,849.66	\$ 1,545,660.71	1,226,247.48	
Credit Cards	-	(136.04)	-	
<b>TOTAL ENDING CASH AND INVESTMENTS</b>	<b>1,549,849.66</b>	<b>1,545,524.67</b>	<b>1,226,247.48</b>	
<b>GENERAL CORPORATE FUND</b>				

# Accounts Receivable Analysis

## October 2020



### Monthly Shut Off Summary

#### Lake in the Hills

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

#### Huntley

- NONE.

#### Crystal Lake

- NONE.

**LITH SANITARY DISTRICT  
Bills Paid Prior To Meeting  
November 19, 2020 Meeting Date**

Name	Memo	Amount
<b>General Fund</b>		
Jones Insurance Services	2020 Ins Renewal (Gen Liab, Umbrella, Vehicles, Property)	\$ 49,245.00
<b>TOTAL GEN FUND BILLS PAID PRIOR TO MEETING</b>		<b>\$ 49,245.00</b>
<b>O &amp; M Fund</b>		
Ansercall 24	Emergency Communication	\$ 110.45
AT&T	Emergency Communication	\$ 13.75
AT&T	Emergency Communication	\$ 334.70
AT&T	Emergency Communication	\$ 10,033.12
Comcast	Computer & Telephone	\$ 388.86
Constellation	Utilities - Coll Sys, Dam LS	\$ 383.76
Illinois State Treasurer's Office	Misc & Contingent Exp - 2020 Unclaimed Property	\$ 1.66
Verizon Wireless	Emergency Communication	\$ 366.62
<b>TOTAL O &amp; M BILLS PAID PRIOR TO MEETING</b>		<b>\$ 11,632.92</b>

**LITH SANITARY DISTRICT  
Recurring Bills  
November 19, 2020 Meeting Date**

Name	Memo	Amount
<b>General Fund</b>		
Illinois Municipal Retirement Fund	Employer Portion of IMRF - October 2020	\$ 12,461.02
United States Treasury	District Pd Payroll Taxes (SS & Med)	\$ 4,767.27
<b>TOTAL GENERAL FUND RECURRING BILLS</b>		<b>\$ 17,228.29</b>
<b>O &amp; M Fund</b>		
Blue Cross Blue Shield	Medical Insurance Premiums (for October 2020)	\$ 17,414.16
Humana	Specialty Insurance Premiums (for October 2020)	\$ 1,434.59
Payment Service Network	Collection Expenses from September 2020	\$ 1,053.09
<b>TOTAL O &amp; M RECURRING BILLS</b>		<b>\$ 19,901.84</b>

Approved \_\_\_\_\_

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

**LITH SANITARY DISTRICT - Governmental Fund  
Bills Presented to Board for Approval  
November 19, 2020 Meeting**

Name	Memo	Amount
<b>GENERAL CORP FUND BILLS</b>		
Applied Technologies Inc	Contractual Svs - Engineering	\$ 588.00
Costco Wholesale	Membership & Dues - December Membership Renewal	\$ 60.00
Countryside Garden Center	Community Affairs - Funeral Flowers	\$ 117.00
First National Bank of Omaha - Visa	Computer Expenses - Website/Go Daddy	\$ 136.04
Glatfelter Public Practice	Pub Liab Ins - Add 3 Bldgs, 2 Clarifiers & New Digester	\$ 523.80
Jones Insurance Services	Treasurer's Bond	\$ 3,000.00
Storino Ramello & Durkin	Contractual Svs - Legal Oct 2020	\$ 577.50
Turf Care Enterprises Inc	Bldg & Grounds Upkeep - Late Season Lawn Application	\$ 1,070.00
<b>TOTAL GENERAL CORP FUND BILLS</b>		<b>\$ 6,072.34</b>

**LITH SANITARY DISTRICT - O&M/Sewerage Fund  
Bills Presented to Board for Approval  
November 19, 2020 Meeting**

Name	Memo	Amount
<b>O &amp; M BILLS</b>		
Alarm Detection Systems	Emergency Comm - Quarterly Charges Dec 2020 thru Feb 20212	\$ 90.00
AMS Mechanical Systems	Maint/Repair - Plant, Blower #3	\$ 811.00
AutoZone, Inc.	Maint/Repair - Plant, Vehicles Wiper Blades Dodge Dakota	\$ 21.62
AutoZone, Inc.	Maint/Repair - Plant, Vehicles, Oil & Filters Colorado	\$ 31.97
Cintas Corporation	Operating Supplies - Personnel September	\$ 1,262.70
Cintas Corporation	Operating Supplies - Personnel October	\$ 1,028.30
Consolidated Electrical Distributors, Inc	Maint/Repair - Coll Sys, Pyott	\$ 6.01
Consolidated Electrical Distributors, Inc	Maint/Repair - Coll Sys, Pyott	\$ 94.00
Consolidated Electrical Distributors, Inc	Maint/Repair - Plant, Septic Recvng Station	\$ 107.76
Constellation New Energy Inc	Utilities - Coll Sys, Dam LS	\$ 313.85
Constellation New Energy Inc	Utilities - Coll Sys, Pyott LS	\$ 417.55
Constellation New Energy Inc	Utilities - Coll Sys, Concord	\$ 1,133.58
Constellation New Energy Inc	Utilities - Coll Sys, Plant	\$ 27,861.86
Constellation New Energy Inc	Utilities - Coll Sys, Beach	\$ 62.32
Constellation New Energy Inc	Utilities - Coll Sys, Decatur	\$ 2,031.15
Constellation New Energy Inc	Utilities - Coll Sys, Meadowbrook	\$ 237.88
Ed's Rental & Sales, Inc.	Maint/Repair - Plant, Bldg & Grounds, Chipper Rental	\$ 230.00
Element Materials Technology	Pro Svs - Lab, Testing	\$ 481.51
Evoqua Water Technologies	Maint/Repair - Plant, Oxidation Ditch Parts	\$ 3,566.00
First National Bank of Omaha - Visa	Pro Svs, M/R Plant, Oper Supplies, Office Supplies	\$ 2,509.18
First Security Systems, Inc.	Pro Svs, Smoke Detector Service	\$ 851.36
Flood Brothers Disposal & Recycling Svs	Maint/Repair - Plant, Bldgs & Grounds - Nov 2020 Trash & Recycling	\$ 327.74
Fox Valley Fire & Safety	Pro Svs - Fire Extinguisher Svs	\$ 828.55
Grainger, Inc.	Maint/Repair - Plant, Ox Ditch Inner Bank Belts	\$ 422.14

H.R. Stewart, Inc.	Maint/Repair - Plant, Bldg & Grounds Maint	\$	265.50
Hawkins, Inc	Sludge Mgt, Agua Hawk 1124 & 808	\$	7,630.95
Illini Power Products, Corp.	Pro Svs - Portable #2 Svs Overcrank Issue	\$	697.10
Interstate All Battery Center	Maint/Repair - Plant Vehicles, 2 Batteries Crane Truck	\$	264.60
James Olvera - Reimbursement	Oper Supplies - Personnel, 2020 Clothing Allowance	\$	136.38
Joseph D. Foreman & Company, Inc.	Maint/Repair - Coll Sys, Parts for Decatur	\$	272.00
Joseph D. Foreman & Company, Inc.	Maint/Repair - Coll Sys, Manhole Rings	\$	1,045.00
Logsdon Office Supply	Office Supplies - Pens, Toner, Pushpin Sphere, Env Sealer, Micro SD Adapt	\$	122.50
Logsdon Office Supply	Office Supplies - Chairs, Toner, Ink	\$	825.64
Lou's Gloves Inc	Operating Supplies - Lab, Gloves	\$	660.00
Manufacturers Edge Inc	Maint/Repair - Plant, Press Bldg Booster Pump	\$	3,261.76
Marc Kresmery Construction LLC	Maint/Repair - Plant, Grit Washer Repair	\$	2,398.64
McHenry County Recorder	Collection Expenses	\$	21.50
Metropolitan Industries, Inc.	Emergency Communications, Metro Cloud Data Svs	\$	135.00
PetroChoice LLC	Gas/Fuel	\$	394.90
Ryco Landscaping	Grounds Upkeep October Mowing & Trimming	\$	924.00
Standard Equipment Company	Maint/Repair - Coll Sys, Asset Mgt	\$	4,665.41
Standard Equipment Company	Operating Supplies - Safety, Headsets (IPRF Grant to Partially Fund Purchase)	\$	6,271.83
Storino Ramello & Durkin	Collection Expenses - Oct 2020	\$	448.75
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	79.00
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	132.00
Synagro-WWT, Inc.	Sludge Mgt, October 2020	\$	13,080.00
Technology Masters Inc	Computer Expenses - 10/2/20 Maintenance	\$	811.00
Technology Masters Inc	Computer Expenses - 10/27/2020 QB Update Required Administrator	\$	31.75
Technology Masters Inc	Computer Expenses - 11/11/20 Maintenance	\$	620.50
The Home Depot	Operating Supplies - Small Tools	\$	678.58
The Sherwin Williams Co.	Maint/Repair - Plant, Paint for Gas Tank	\$	90.00
The Sherwin Williams Co.	Maint/Repair - Plant, Paint for Diesel Tank	\$	45.00
The UPS Store 2361	Postage - 4th Quarter Sludge Sample	\$	10.95
Third Millennium Associates, Inc.	Collection Expenses, Rendering of Past Due Notices	\$	596.79
Village of Lake In The Hills	Collection Expenses - Water Shut Off Fees October	\$	105.00
Warehouse Direct	Pro Svs - Copies	\$	21.09
Water One	Oper Supplies - Personnel, Drinking Water	\$	70.00
Wilkens-Anderson	Operating Supplies - Lab	\$	798.14
Ziegler's Ace Hardware	Operating Supplies	\$	407.76

**TOTAL O&M FUND BILLS**

**\$ 92,747.05**

**CONSTRUCTION FUND BILLS**

Applied Ecological Services	Cap Imprvmts - Pro Svs & Upgrades, Prairie Restoration	\$	675.00
Applied Technologies Inc	Engineering - Task Order 20-01 Phosphorus Reduction Feasibility Study	\$	2,939.00
Applied Technologies Inc	Engineering - Task Order 20-02 Filter Bldg CEI	\$	2,044.00
Mac Painting	Cap Imprvmts - Pro Svs & Upgrades, Interior Painting Lab Kitchen & Bath, Bldg C	\$	8,200.00
Metropolitan Industries	Cap Imprvmts - Coll Sys Triplex Control Panel	\$	33,387.00

**TOTAL CONSTRUCTION FUND BILLS**

**\$ 47,245.00**

BOND & INTEREST FUND BILLS

Ehlers	Admin Fees 2014 Bonds - 2020 Cont Disclosure Reporting	\$	750.00
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TOTAL BOND & INTEREST FUND BILLS		\$	<u>750.00</u>
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GRAND TOTAL OF ALL BILLS PRESENTED FOR APPROVAL IS \$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.

Approved \_\_\_\_\_

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

# MANAGER'S REPORT

## Month of October, 2020

### Customers

	CURRENT	12/MO TOTAL	Data for Oct 2019
Total accounts through July 2020:	11,736		
New Customers:	1	14	2
Connections:	0	4	0
Permits Issued:	1	8	0
Permits Issued Past 13 Months:	8		
Total Permits Issued to Date:			
<i>Residential:</i>	10,091		
<i>Commercial:</i>	122		
<i>Industrial:</i>	1		

### 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
10/13/2020	251 Ferryville Drive	sewer smell in basement	no
10/14/2020	960 Mesa Drive	toilets not flushing	no
10/31/2020	530 Wedgewood Circle	leak on floor	no

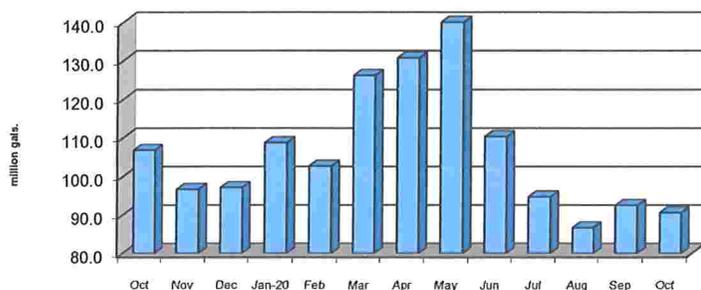
### COLLECTION SYSTEM ACTIVITIES

James televised 4 lines totaling 1,221' and worked on analyzing the data from the recent manhole inspections.  
John and Rene root cut 5 lines, testing new nozzles on 4 of the 5 lines.

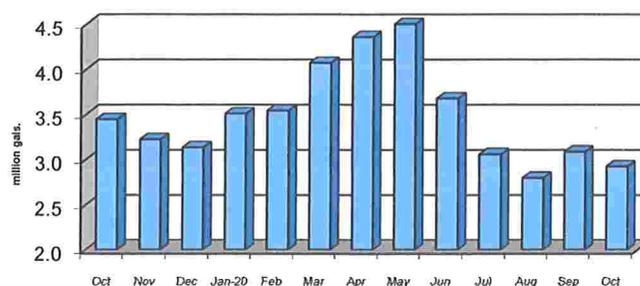
### FLOWS

Total Effluent Flow for Month:	90.608	million gallons
Average Daily Flow:	2.923	mgd
Maximum Daily Flow:	4.095	mgd
Precipitation Total:	2.45	inches
Precipitation This Month Last Year:	4.85	inches
Septage Accepted:	625,479	gallons

**Total Monthly Flows**



**Monthly Average Daily Flows**



**MANAGER'S MONTHLY REPORT**

October, 2020

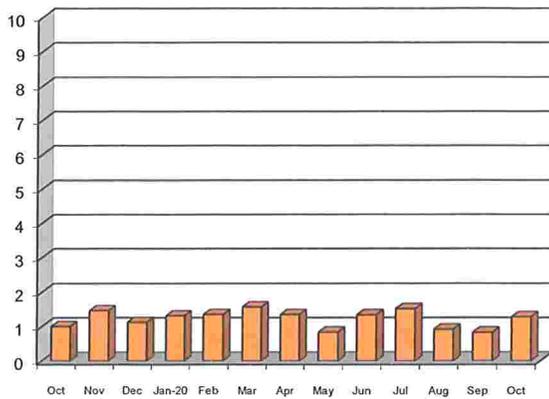
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**TREATMENT PLANT OPERATIONS**

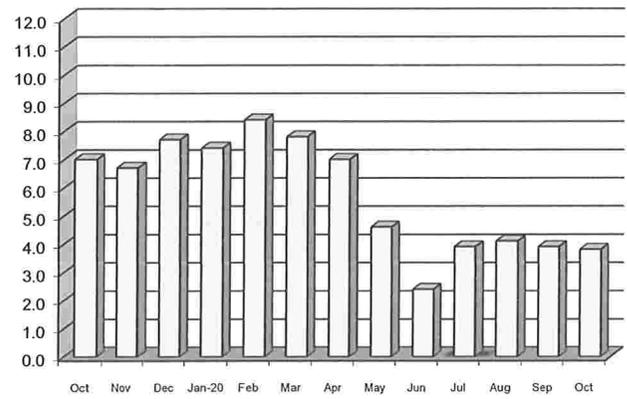
	<u>Average in</u>	<u>Average out</u>	<u>Average % reduction</u>
CBOD	180 mg/L	1.3 mg/L	99.3%
Total Suspended Solids:	454 mg/L	3.8 mg/L	99.2%
Ammonia Nitrogen:	13.7 mg/L	0.1 mg/L	99.5%
Phosphorus:		0.52 mg/L	
Fecal Coliform:		130 colonies (daily max.)	

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:	4.050 million gallons
Decanted:	0.363 million gallons
Thickened:	3.687 million gallons
To Digester:	0.734 million gallons
Pressed:	0.792 million gallons

**PERSONNEL ACTIVITIES**

Tamara and Karen attended an IMRF Authorized Agent webinar on 10/20/20.  
 Tamara, Ross, and Mike attended Evoqua VLR refresher training on 10/20/20.

Respectfully submitted,

Tamara C. Mueller  
 District Manager

Premium Breakdown for: **LAKE IN THE HILLS SANITARY DISTRICT**

Effective Date: **11/15/2020**

Policy Number: **NEWBUSINESS**

<b>Coverage Line</b>	<b>Composite Rate</b>	<b>Premium</b>
Property (Includes Equipment & Mechanical Breakdown)	* \$0.066833	\$25,529
Inland Marine	* \$0.175266	\$894
E.D.P.		N/A
Crime / Blanket Bond		\$1,285
C.G.L.		\$3,803
Employee Benefits		\$73
Liquor		N/A
Wrongful Acts / E&O		\$250
EPLI		\$1,214
Law		N/A
Excess Liability		\$7,978
Auto Liability	\$367.4	\$3,674
Auto Physical Damage	* \$0.603592	\$4,145
Fire Vehicles		N/A
UM / UIM	\$40	\$400
Property Terrorism		N/A
Casualty Terrorism		N/A
<b>Annual Premium:</b>		<b>\$49,245.00</b>

\* Rates are per \$100 of value

Composite rates include minimum and flat premium charges; therefore, composite rates should not be used to quote additions and/or reductions.

**Lake in the Hills Sanitary District, Illinois**

\$2,000,000 Debt Certificates, Series 2008

**Debt Service Schedule -- Accrual Basis**

<b>Calendar Year</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P+i</b>
2021	115,000.00	4.375%	40,071.88	155,071.88
2022	120,000.00	4.500%	34,856.26	154,856.26
2023	125,000.00	4.500%	29,343.76	154,343.76
2024	130,000.00	4.500%	23,606.26	153,606.26
2025	140,000.00	4.500%	17,531.26	157,531.26
2026	145,000.00	4.875%	10,846.88	155,846.88
2027	150,000.00	4.875%	3,656.25	153,656.25
-	<b>\$925,000.00</b>	-	<b>\$159,912.55</b>	<b>\$1,084,912.55</b>





**Date:** November 19, 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:** November 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 complete.
    - ii. Retainage in the amount of \$5,306.76 remains on hand until after site landscaping has become established.
  - 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. Larson & Larson has been submitting equipment sheets for review and approval by ATI.
    - ii. A construction schedule outlining the sequence of construction activities has been submitted.
    - iii. Field modification on the final location of the north Make-up Air Unit was made and the Contractor poured the concrete.
  - b. Schedule
    - i. Construction Contract Award - June 11, 2020
    - ii. Preconstruction Conference – July 13, 2020
    - iii. Construction – October to January 2021