



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

REGULAR MEETING OF THE BOARD OF TRUSTEES

Roll Call

Approval of the Minutes

Public Comments

George Roach & Associates – Presentation of Annual Financial Report

Consent Agenda

Specific Agenda

- A. Approval of the Lake in the Hills Sanitary District's Annual Financial Report for the Year Ended April 30, 2020, as presented by George Roach & Associates.**
- B. Approval of the Annual Treasurer's Report for Fiscal Year 2019 - 2020.**
- C. Approval of Ordinance No. 406 - An Ordinance Abating the Taxes Levied for the Year 2020 to Pay General Obligation Bonds, Series 2014.**
- D. Approval of the Lake in the Hills Sanitary District Position Titles and Job Descriptions.**

Treasurer's Report

Approval of the Bills

Grand total of all bills presented for approval is \$312,372.02 of which \$22,607.93 is from the General Corporate Fund, \$147,477.59 is from the Operations and Maintenance Fund, \$142,286.50 is from the Construction Fund, and \$0.00 is from the Bond and Interest Fund.



LAKE IN THE HILLS

SANITARY DISTRICT

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September 17, 2020
7:00 p.m.
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Manager's Report

Operations Update

Engineer's Report

Attorney's Report

Unfinished Business

New Business

Executive Session

Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 (5 ILCS 120/2(c)21).

Adjournment

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
August 20, 2020**

Roll Call:

The regular meeting was called to order by President Hansen at 6:58 pm at the Sanitary District offices located at 515 Plum Street. Roll call was answered by President Eric Hansen, Trustee Cheryl Kehoe and Trustee Jessica Reed. Also in attendance were District Manager Tamara Mueller, Assistant District Manager Mike Nelson, District Engineer Peter Kolb of Applied Technologies, District Attorney Ann Williams of Storino, Ramello & Durkin and District Treasurer/Clerk Karen Thompson.

Approval of Minutes:

Motion was made by Trustee Reed and seconded by Trustee Kehoe to approve the minutes of the Regular Board Meeting of July 16, 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 President Hansen, seconded by Trustee Kehoe to accept the Consent Agenda.

Trustee Kehoe asked for additional detail on the areas of Ordinance No. 405 that were increased (Consent Agenda Item B). District Manager provided an explanation.

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

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

Specific Agenda:

None.

Treasurer’s Report:

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

She also reminded the Board that the front office has resumed water shut offs in accordance with what each Village/City is doing. This is reflected in the A/R analysis report that was provided.

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
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A draft copy of the Annual Treasurer's Report for 2019-2020 was provided. The final copy will be presented for consideration on the September agenda.

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

Approval of Bills:

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

District Manager provided detail on the bills for the manhole camera rentals from Jet Vac Environmental & Standard Equipment. She stated that the District would like to purchase a manhole camera. The first camera we rented was from Jet Vac. If we would've liked the camera and were interested in purchasing it, we would have gotten a credit back for some of the rental costs to use toward the purchase. Unfortunately, this camera did not work to staff's liking. We did get our money's worth on the rental because staff was able to televise over 100 manholes. If that process would've been outsourced the cost would've been around \$100 per manhole. The camera currently being rented from Standard Equipment works better. Should we decide to purchase it, they will credit 90% of the rental cost toward the purchase price.

District Manager also provided additional detail on the bill from Xylem for a new pump at the Decatur lift station. Xylem has allowed us to use the pump for 90 days under a "try and buy" process. So far we have not had any clogging issues. The 90 day period will be up on September 7th. As long as the pump continues to operate well, this check will be cut on or soon after September 7th.

Motion was made by President Hansen and seconded by Trustee Kehoe to approve the List of Bills as presented for payment totaling \$196,763.54 of which \$27,181.88 is from the General Corporate Fund, \$141,194.66 is from the Operations & Maintenance Fund, \$28,387.00 is from the Construction Fund and \$0.00 is from the Bond & Interest Fund.

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

Manager's Report:

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

There were five callouts in July. One was the District's issue because a contractor sealed off the resident's service line.

Staff has been focusing on preventative maintenance of the collection system by televising manholes and main lines.

At the facility, we have started making repairs to leaking roofs and much needed building maintenance and upgrades. The roofs in the main lift station and laboratory building were restored with a coating to stop leaking and extend the life of the roof. The roofs in the office, maintenance building and south grit

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
August 20, 2020**

building had repairs done. These restorations and repairs were completed by Innovative Home Concepts at a cost of \$16,600. This invoice was just received today, but will need to be paid before the next meeting.

The carpet in the main office has been replaced with a very durable vinyl flooring. The office remained open and staff continued to work during the entire installation process.

The dilapidated wash water system was replaced and started up today. This was done by Metropolitan Industries. The invoice for \$33,308.00 was also received today. The installation was completed by Marc Kresmery Construction. The wash water is used for the bar screens, the grit agitator, the GBT, sludge pressing and to fill tanks for use in the collection system.

Copies of the draft Annual Financial Report prepared by George Roach & Associates were given to the Board. Any questions can be directed to the District Manager or to George Roach. Mr. Roach is planning to attend the September meeting to give a short presentation on this report.

President Hansen asked for an update regarding the police report that was filed by a customer who allegedly had some property damage. District Manager indicated that she has a copy of the report should anyone wish to read it.

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

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

Engineer's Report:

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

Task Order 19-04 (Hagele Beach Lift Station Construction) – Construction is just about complete. Pay request #3 was approved tonight. There are a few remaining items including: site restoration, installation of a light, leveling the meter vault cover and a final punch list walk through.

Task Order 20-01 (Phosphorus Reduction Study & Discharge Plan) – They are still working through the report for the optimization measures. He anticipates that the draft report will be completed by the end of August. Once the draft is reviewed by staff, they will set up a meeting to discuss.

Task Order 20-02 (Electrical & Filter Building Improvements CEI) – The preconstruction conference was held on August 13th with Larson & Larson. At that time the site was viewed. They are currently waiting for a construction schedule.

Attorney's Report:

None.

Unfinished Business:

None.

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
August 20, 2020**

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 7:15 pm.

Respectfully Submitted,



Karen Thompson,
District Clerk

APPROVED this _____ day of _____, 2020.

President Hansen

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

REVENUE SUMMARY

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

COMPENSATION SUMMARY

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

EXPENDITURE SUMMARY

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

TOTAL VENDORS: \$3,659,268.

**SUMMARY STATEMENT OF CONDITION
(Excerpt from Comptroller Report AFR)**

	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	DEBT SERVICE	ENTERPRISE	INTERNAL SERVICE	FIDUCIARY	DISCRETELY PRESENTED COMPONENT UNITS
Revenues (*Line 240)	292,615	345,460	-	-	4,118,072	-	-	-
Expenditures (*Line 270)	281,011	424,437	-	-	3,929,152	-	-	-
Excess of Revenues Over (Under) Expenditures (*Line 301)	11,604	(78,977)	-	-	188,920	-	-	-
Transfers In (*Line 302)	-	87,677	-	-	-	-	-	-
Transfers Out (*Line 303)	(87,677)	-	-	-	-	-	-	-
Bond Proceeds (*Line 304)	-	-	-	-	-	-	-	-
Other (*Line 305)	-	-	-	-	-	-	-	-
Net Increase (Decrease) in Fund Balance (*Line 306)	(76,073)	8,700	-	-	188,920	-	-	-
Previous Year Fund Balance (*Line 307)	884,389	401,868	-	-	45,216,646	-	-	-
Other (*Line 308)	-	-	-	-	120,306	-	-	-
Current Year Ending Fund Balance (*Line 310)	808,316	410,568	-	-	45,525,872	-	-	-
TOTAL DEBT	OUTSTANDING BEGINNING OF YEAR		ISSUED CURRENT FISCAL YEAR		RETIRED CURRENT FISCAL YEAR		OUTSTANDING END OF YEAR	
	4,270,000		-		210,000		4,060,000	
	(*Line 405)		(*Line 411)		(*Line 417)		(*Line 423)	

Subscribed and sworn to this 17th day of September, 2020.

Tamara Mueller, District Manager

I, Karen L. Thompson, Clerk of Lake In The Hills Sanitary District, McHenry County, Illinois, do hereby certify that the above is a true copy of the Annual Treasurer's Report for the fiscal year ended April 30, 2020.

Karen L. Thompson, Clerk

*NOTE: Refers to the Line Numbers in the Comptrollers Annual Financial Report (AFR).

Ordinance No. 406

*An Ordinance Abating the Taxes Levied for Year 2020 to Pay General Obligation Bonds
(Alternate Revenue Source), Series 2014, of the Lake in the Hills Sanitary
District, McHenry County, Illinois*

ORDINANCE PASSED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE LAKE IN THE HILLS SANITARY DISTRICT
AT THEIR MEETING ON SEPTEMBER 17, 2020,
PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE
LAKE IN THE HILLS SANITARY DISTRICT

President:

Eric Hansen

Board of Trustees:

Cheryl Kehoe

Jessica Reed

Clerk:

Karen Thompson

ORDINANCE NO. 406

An Ordinance Abating the Taxes Heretofore Levied for the Year 2020 to Pay General Obligation Bonds (Alternate Revenue Source), Series 2014, of the Lake in the Hills Sanitary District, McHenry County, Illinois

WHEREAS, the Board of Trustees of the Lake in the Hills Sanitary District (the “*District*”), in the County of McHenry, State of Illinois, by ordinance adopted on the 12th day of June, 2014 (the “*Ordinance*”), did provide for the issuance of not to exceed \$3,900,000 General Obligation Bonds (Alternate Revenue Source), Series 2014, and the levy of a direct annual tax sufficient to pay the principal of and interest on said bonds; and

WHEREAS, pursuant to the Ordinance, the District has heretofore issued \$3,900,000 General Obligation Bonds (Alternate Revenue Source), Series 2014, dated August 14, 2014 (the “*Bonds*”), and has filed in the offices of the County Clerk of the County of McHenry, State of Illinois, (the “*County Clerk*”), a Bond Order for the levy of taxes to pay the Bonds; and

WHEREAS, the District has Pledged Revenues (as defined in the Ordinance) on deposit in the Bond Fund available for the purpose of paying debt service on the Bonds heretofore imposed by the 2020 levy; and

WHEREAS, such Pledged Revenues are hereby directed to be used for the purpose of paying debt service on the Bonds; and

WHEREAS, it is necessary and in the best interests of the District that the taxes heretofore levied for the year 2020 to pay the Bonds be abated.

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

SECTION 1: *Abatement of Taxes.* The taxes heretofore levied for the year 2020 in the Ordinance are hereby abated in their entirety.

SECTION 2: *Filing of Ordinance.* Forthwith upon the adoption of this Ordinance, the Clerk of the Board of Trustees shall file a certified copy hereof with the County Clerk and it shall be the duty of the County Clerk to abate said taxes levied for the year 2020 in accordance with the provisions hereof.

SECTION 3: *Effective Date.* This Ordinance shall be in full force and effect forthwith upon its adoption and publication in pamphlet form (which publication is hereby authorized) as provided by law.

An Ordinance Abating the Taxes Heretofore Levied for the Year 2020 to Pay General Obligation Bonds (Alternate Revenue Source), Series 2014, of the Lake in the Hills Sanitary District, McHenry County, Illinois

SECTION 4: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 5: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Ayes:

Nays:

Absent:

Abstain:

APPROVED:

President Eric Hansen

(SEAL)

ATTEST: _____
Clerk Karen Thompson

Passed: _____

Approved: _____

Published: _____

*An Ordinance Abating the Taxes Heretofore Levied for the Year 2020
to Pay General Obligation Bonds (Alternate Revenue Source), Series 2014,
of the Lake in the Hills Sanitary District, McHenry County, Illinois*

CERTIFICATION

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

I do hereby further certify that at a meeting of the President and Board of Trustees of the Lake in the Hills Sanitary District, held on the 17th day of September, 2020, the foregoing Ordinance entitled *An Ordinance Abating the Taxes Heretofore Levied for the Year 2020 to Pay General Obligation Bonds (Alternate Revenue Source), Series 2014, of the Lake in the Hills Sanitary District, McHenry County, Illinois* was duly passed and approved by the President and Board of Trustees of the Lake in the Hills Sanitary District.

The pamphlet form of Ordinance No. 406, including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was posted in the Lake in the Hills Sanitary District office, 515 Plum Street, commencing on the 18th day of September, 2020, and continuing for at least 10 days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the Sanitary District Clerk.

I do further certify that the original, of which the attached is a true and correct copy, is entrusted to me as the Clerk of said District for safekeeping, and that I am the lawful custodian and keeper of the same.

In witness whereof, I have affixed my name as Clerk and caused the seal of said District to be affixed hereto this 17th day of September, 2020.

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

(SEAL)

*An Ordinance Abating the Taxes Heretofore Levied for the Year 2020
to Pay General Obligation Bonds (Alternate Revenue Source), Series 2014,
of the Lake in the Hills Sanitary District, McHenry County, Illinois*



LAKE IN THE HILLS

SANITARY DISTRICT

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Position Titles and Job Descriptions

District Manager

The District Manager is responsible for the operation and maintenance of the Sanitary District's treatment plant and collection system, including compliance with all federal, state, and local laws. This position directs the administration, engineering, construction, operation and maintenance of the Sanitary District and is also the Freedom of Information Act Officer and the IMRF Authorized Agent.

Duties include staff oversight, approving invoices, calculating payroll hours, handling customer complaints and concerns, handling employee complaints and concerns, preparing the budget, preparing the tax levy, hiring and firing of personnel, recommending wage rates, maintaining personnel files, maintaining District records, publishing appropriate notices for bids and meetings, calculating permit fees and commercial/industrial user fees, bidding, securing all insurance for the District and personnel, creating a variety of reports, attending monthly board meetings, coordinating short and long-term planning of the District per the Board of Trustees, and performing any other duties as may be required.

Assistant District Manager

The Assistant District Manager assists the District Manager with staff oversight, approving invoices, ordering parts and equipment, handling customer complaints and concerns, handling employee complaints and concerns, preparing the budget, completing permit applications, maintaining District records, publishing appropriate notices for bids and meetings, creating a variety of reports, and performing any other duties as may be required.

The Assistant District Manager is also responsible for monitoring and reporting of the District's sludge management program, DMRQA program, and safety program, as well as updating standard operating procedures and overseeing septic hauler licensing.

District Treasurer

The Treasurer is charged with preparing and safe keeping all financial records of the District; preparing monthly reports; processing payroll; remitting payroll taxes; processing and remitting quarterly payroll filings; preparing annual W-2 forms, calculating and remitting IMRF payments; keeping accounts showing at all times the fiscal condition of the District, including the current and anticipated revenues and expenses of all municipal funds and accounts; preparing and keeping all records required by law and preparing for signature and publication the Annual Treasurer's Report and any other reports required by law; preparing each month a list of bills payable and processing payments; overseeing the collection of all sums due to the District, including, but not limited to, contracts, developer fees and connection fees, and keeping the Board of Trustees and the District Manager informed of such sums and all sums due on taxes and all other revenues to which the District is entitled; overseeing the annual audit of all District funds and giving full cooperation to the District auditors so designated as prescribed by law and District ordinances; making such other and further reports concerning the office and business transactions; and performing any other duties as may be required.



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SANITARY DISTRICT

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District Clerk

The District Clerk is the keeper of all District records and the custodian of the official seal which can be used to certify documents. Duties include documenting all proceedings of the government body, preparing meeting minutes, submitting necessary documents to McHenry County, and performing any other duties as may be required.

Office Administrator

The Office Administrator is responsible for the day-to-day operation of the billing and collection of sewer user fees. Duties include supervising and delegating tasks to the Administrative Assistants to ensure billing operations run smoothly and efficiently, trouble-shooting issues and handling difficult and unexpected billing situations that arise, cross-training staff, updating billing software when notified, researching closed accounts with balances, assisting auditor with reports and information regarding utility billing and cash receipting, managing write-offs, coordinating with the District Treasurer for written payment agreements, tracking and requesting releases, creating billing reports, applying penalties and generating past due bills, and performing any other duties as may be required.

Administrative Assistant

Duties include downloading electronic and lockbox payments, entering cash/check payments and remote check deposit scanning, answering calls, creating final payoff letters for attorneys, corresponding between District Attorney and/or third party for release or liens and/or release and satisfaction of judgment, tracking Laredo for recorded documents and attaching recorded documents to files, finalizing sold properties and setting up new customer accounts, issuing new sewer permits for new construction and tracking for setup and billing, updating office wall calendar, tracking “inactive” fire status accounts for occupancy, researching closed accounts, coordinating water shut offs, coordinating with villages and residents for scheduled water turn on, setting up verbal and written payment agreements, reconciling bank statements to cash receipting reports and provide details to the District Treasurer to ensure that figures are accurate, running reports and following procedures to close the month and open the new month, and performing any other duties as may be required.

Administrative Assistant (part-time)

Duties include assisting customers who visit the office, handling the mail and dispersing to the proper locations, downloading electronic and lockbox payments, entering cash/check payments and remote check deposit scanning, answering calls, creating final payoff letters for attorneys, finalizing sold properties and setting up new customer accounts, issuing new sewer permits for new construction and tracking for setup and billing, updating office wall calendar, researching closed accounts, coordinating water shut offs, coordinating with villages and residents for scheduled water turn on, setting up verbal and written payment agreements, reconciling bank statements to cash receipting reports and provide details to the District Treasurer to ensure that figures are accurate, running reports and following procedures to close the month and open the new month, and performing any other duties as may be required.



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Maintenance Supervisor

The Maintenance Supervisor is responsible for keeping the treatment plant and collection system equipment working properly. Duties include supervising maintenance staff; maintaining all District equipment per the manufacturer's suggested schedules; repairing equipment; scheduling repair of equipment when needed; compiling maintenance reports; vactoring, jetting, and root cutting in the collection system; driving the vactor to required, semi-annual, safety inspections; and performing any other duties as may be required.

Maintenance Technician

The Maintenance Technician assists the Maintenance Supervisor in the maintenance and repair of the collection system, especially in situations where safety is a concern. Duties include maintaining and repairing equipment, vactoring, jetting, root cutting, and performing any other duties as may be required.

Utility Systems Manager

The Utility Systems Manager is responsible for managing many aspects of the sewer utilities for the District, including sewer mains, manhole structures, and lift stations. Responsibilities include working closely with maintenance staff and outside contractors to identify and address issues that arise within the sewer system; affectively and regularly displaying/presenting and communicating information related to the sewer and its current status to co-workers, engineers, contractors, builders, etc.; and managing the data associated with and collected from the sewer system through various program and inspection platforms.

Duties include, but are not limited to, locating and marking for J.U.L.I.E.; inspecting new service and main line connections; inspecting service and main line repairs; inspecting any sewer testing for new construction; inspecting reports and documentation; televising both manhole and main line structures, preparing reports for manhole and main line inspection; managing televising data and file storage, collecting information for GIS management and implementation; producing maps or presenting data from GIS system; coordinating routine and emergency sewer utility maintenance, reporting sewer utility maintenance; recording sewer utility maintenance for historical data; managing the grease trap program, inspection and reporting; maintaining the website for the Lake in the Hills Sanitary District; fixing general computer problems and working on small IT projects; managing the security camera system and its WiFi network; working with office staff on various projects related to bill collection, community outreach and other documentation issues; working with various staff members on projects designing material and updating out of date material to ensure the accuracy of the current content; and performing such other duties as may be required.

Chief Operator

The Chief Operator is responsible for operating the wastewater treatment plant to maintain compliance with effluent limitations established in the NPDES permit. Responsibilities include analyzing data to make necessary adjustments to plant equipment and processes; completing and



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submitting the monthly eDMR report to IEPA; cleaning plant equipment, i.e. removing rags, debris, algae, etc.; communicating with staff regarding maintenance and repair of equipment; communicating with the Laboratory Technician regarding required NPDES permit testing and needed process control testing; operating the gravity belt thickener and belt filter press for proper sludge management; and performing other duties as may be required.

Operator (vacant)

The Operator assists the Chief Operator with running the gravity belt thickener and belt filter press, cleaning plant equipment, and other duties as may be required. Additional duties include performing laboratory testing in the Laboratory Technician's absence and operating the plant in the Chief Operator's absence.

Laboratory Technician

The Laboratory Technician is responsible for operating the laboratory. Duties include collecting samples and performing required NPDES permit testing and needed process control testing; analyzing samples for DMRQA and in-house QA/QC testing; communicating laboratory results to the Chief Operator and alerting appropriate staff of operational issues; ordering laboratory supplies; managing septic hauler dumping and tracking for billing, including preparing reports; collecting samples for sub-contract laboratories when needed; and performing such other duties as may be required.

LAKE IN THE HILLS SANITARY DISTRICT
MONTHLY TREASURER REPORT - O&M/SEWERAGE FUNDS
 Month of August, 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 - O & M Account	O&M	326,106.41	644,412.30	686,944.74
First National Bank - Certificate Fund	Bond & Int	57,081.97	70,584.48	30,078.28
First National Bank - Depreciation Account	Construction	2,216,909.50	2,218,456.06	2,208,654.83
First National Bank - Surplus Funds	Construction	196,421.35	10,909.85	35,533.35
First National Bank - Bond & Interest Fund	Bond & Int	752,089.71	758,468.37	689,089.29
First National Bank - Sinking Funds	Bond & Int	919,740.35	934,522.82	890,178.50
Algonquin Bank & Trust - Cash Mgr	O&M	882,010.44	1,146,786.16	1,058,229.06
Algonquin Bank & Trust - Operating	O&M	19,586.00	230.00	310.00
Home State Bank	O&M	24,177.03	26,562.63	23,648.78
Illinois State Bank	O&M	10,628.37	11,570.52	10,559.83
Credit Cards		(722.68)	(299.30)	(866.42)

TOTAL BEGINNING CASH AND INVESTMENTS 5,404,028.45 5,822,203.89 5,632,360.24
 SEWERAGE FUNDS

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Revenues and Receipts				
Sewer Bill Income/User Charges	752,172.76	77,204.26	955,545.63	3,600,000.00
Septage Income	50,336.58	18,321.00	149,294.54	250,000.00
Wastewater Discharge Income	-	4,476.21	16,155.26	45,000.00
Refunds	(648.79)	(746.40)	(5,012.57)	-
Connection/Tap-On Fees	-	-	-	95,000.00
Annexation Fees (inc. GIS)	-	-	-	5,000.00
Downstream & Misc Charges	-	-	-	500.00
Liftstation Recapture	-	-	-	-
Gain/Loss - Sale of Equipment	-	-	-	-
Rebates or Grants Received	-	24,609.28	24,609.28	-
Interest Income	410.42	346.67	2,201.84	15,000.00
TOTAL REVENUES AND RECEIPTS	<u>802,270.97</u>	<u>124,211.02</u>	<u>1,142,793.98</u>	<u>4,010,500.00</u>

Expenditures

PERSONNEL SERVICES

District Personnel Salaries	54,082.26	52,076.78	203,291.83	634,000.00
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ADMINISTRATIVE EXPENSES

Telephone	-	200.01	789.49	3,000.00
Postage	-	781.79	4,869.98	22,000.00
Printing and Publications	-	-	-	2,000.00
Office Supplies	256.56	364.30	1,912.48	7,500.00
Billing and Collection Expenses	4,875.32	8,573.10	25,336.35	75,000.00
Professional Services	78.78	89.69	314.43	10,000.00
Training, Travel and Education	-	25.00	25.00	7,000.00
Computer Hardware, Software, and Support	4,027.50	1,653.85	7,702.85	70,000.00
Community Affairs	-	-	-	2,000.00
Medical and Life Insurance	19,612.74	19,612.74	78,450.96	275,000.00
	<u>28,850.90</u>	<u>31,300.48</u>	<u>119,401.54</u>	<u>473,500.00</u>

OPERATIONS AND MAINTENANCE

Operating Supplies	5,026.33	6,490.32	19,546.52	60,000.00
Maintenance and Repair (Plant)	11,977.42	656.41	29,897.03	150,000.00
Maintenance and Repair (Collection Systems)	2,229.80	18,658.52	39,953.92	310,000.00
Utilities and Energy	39,678.38	40,066.45	160,989.36	475,000.00
Grounds Upkeep	2,121.02	1,217.04	6,348.06	30,000.00
Gasoline/Oil	419.09	1,484.20	4,036.50	20,000.00
Computer and Support Services	-	-	-	2,000.00
Emergency Communications	8,897.98	8,979.87	35,787.66	75,000.00
Sludge Management	32,278.80	13,200.00	87,213.25	225,000.00

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Professional Services	572.00	296.00	6,571.42	25,000.00
Residential Reimbursement	-	-	-	10,000.00
Compliance Requirements/Permits	17,500.00	-	17,500.00	30,000.00
GIS	-	-	-	10,000.00
	<u>120,700.82</u>	<u>91,048.81</u>	<u>407,843.72</u>	<u>1,422,000.00</u>

Expenditures (continued)

CAPITAL IMPROVEMENTS

New Construction	207,200.38	156,066.91	428,106.14	1,500,000.00
Plant Equipment	-	-	-	530,000.00
Collection System	-	-	-	800,000.00
Vehicles	-	-	-	75,000.00
Legal Expense	-	-	-	5,000.00
Engineering Expense	-	-	-	375,000.00
Bond, Finance Consulting Expense	-	-	-	1,000.00
	<u>207,200.38</u>	<u>156,066.91</u>	<u>428,106.14</u>	<u>3,286,000.00</u>

BOND TRANSFERS

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

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

CONTINGENT AND MISCELLANEOUS EXPENSES

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

TOTAL EXPENDITURES 410,834.36 330,492.98 1,158,643.23 6,197,500.00

EXCESS OF REVENUES OVER (UNDER) EXPENDITURES 391,436.61 (206,281.96) (15,849.25) (2,187,000.00)

		BANK BAL'S AT END OF THE PRIOR MONTH	BANK BAL'S AT END OF THE CURRENT MONTH	BANK BAL'S AT THE END OF MAY
Ending Cash and Investments				
First National Bank - O & M Account	O&M	644,412.30	482,292.19	485,475.71
First National Bank - Certificate Fund	Bond & Int	70,584.48	84,087.60	43,580.07
First National Bank - Depreciation Account	Construction	2,218,456.06	2,226,568.91	2,216,122.60
First National Bank - Surplus Funds	Construction	10,909.85	54,846.25	18,338.32
First National Bank - Bond & Interest Fund	Bond & Int	758,468.37	821,238.94	748,950.11
First National Bank - Sinking Fund	Bond & Int	934,522.82	949,305.95	904,959.74
Algonquin Bank & Trust - Cash Mgr.	O&M	1,146,786.16	966,406.68	1,075,259.91
Algonquin Bank & Trust - Operating	O&M	230.00	0.00	68.00
Home State Bank	O&M	26,562.63	26,721.71	23,648.97
Illinois State Bank	O&M	11,570.52	11,571.01	10,627.90
Credit Cards	O&M	(299.30)	(597.41)	(813.78)

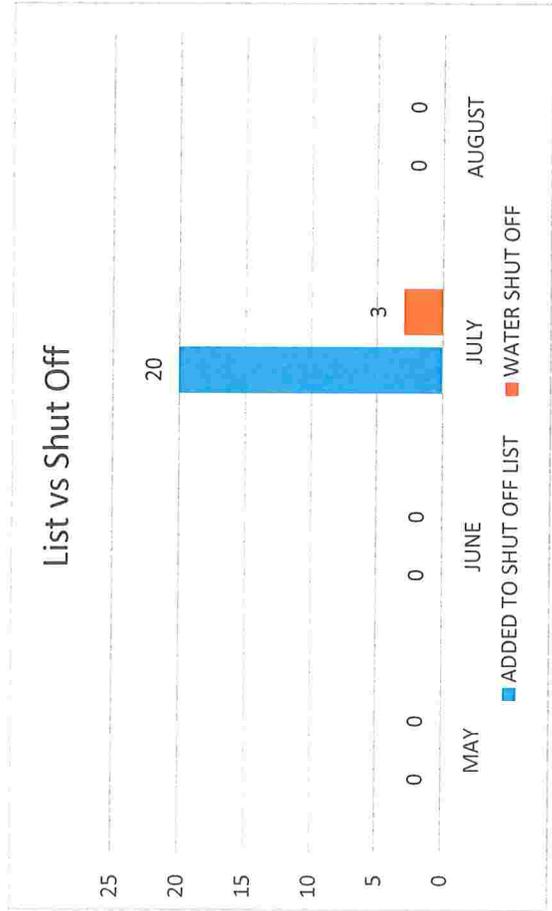
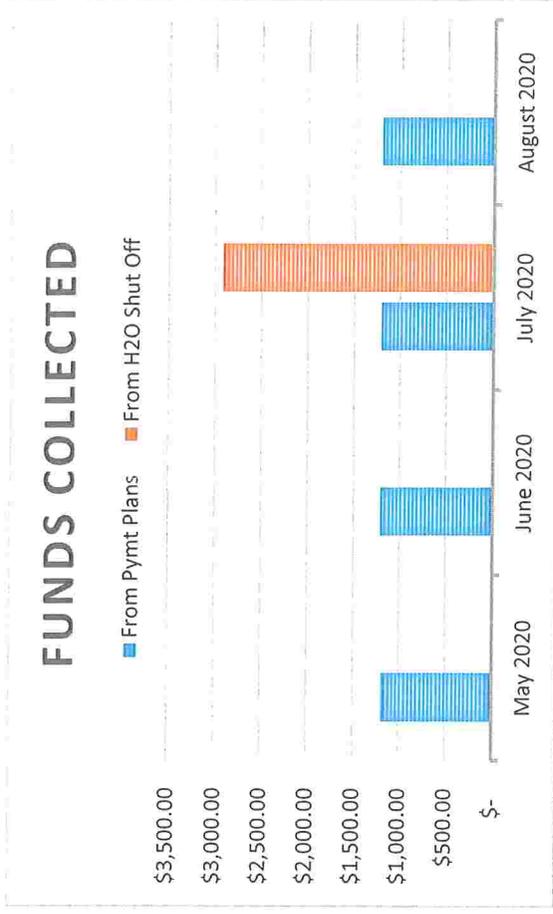
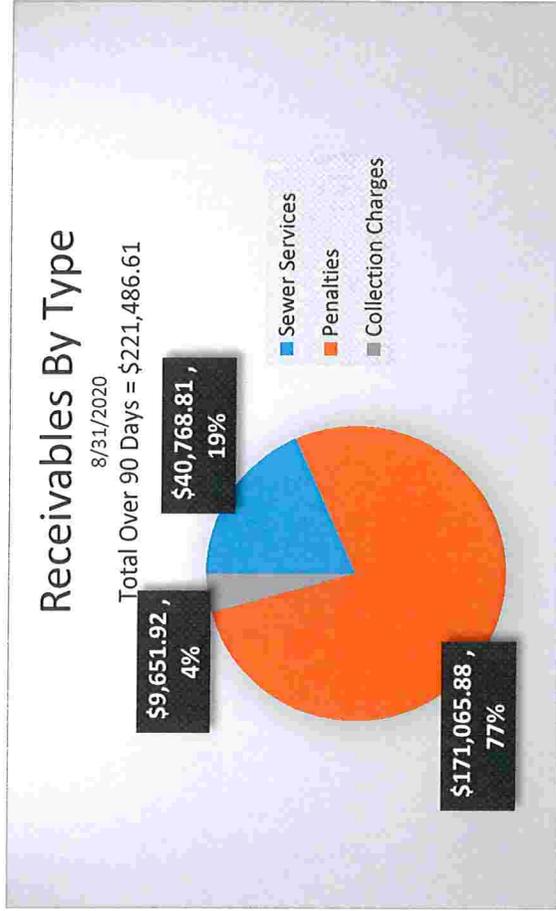
TOTAL ENDING CASH AND INVESTMENTS 5,822,203.89 5,622,441.83 5,526,217.55
SEWERAGE FUNDS

LAKE IN THE HILLS SANITARY DISTRICT
MONTHLY TREASURER REPORT - GOVERNMENTAL FUNDS
 Month of August, 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	1,424,976.27	1,395,254.70	1,226,361.68	
Credit Cards	-	-	-	
TOTAL BEGINNING CASH AND INVESTMENTS	1,424,976.27	1,395,254.70	1,226,361.68	
	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Revenues and Receipts				
Real Estate Taxes				
General Fund	5,024.75	7,333.93	160,952.91	308,320.00
Audit Fund	32.71	47.73	1,047.49	2,006.00
Chlorination Fund	0.27	0.39	8.64	16.00
Liability Insurance Fund	814.96	1,189.50	26,104.92	50,006.00
Social Security Fund	896.47	1,308.45	28,715.56	55,007.00
Retirement Fund	2,526.13	3,687.04	80,917.09	155,004.00
Replacement Taxes	270.29	199.73	730.17	-
Interest Income	60.29	59.16	225.98	1,000.00
TOTAL REVENUES AND RECEIPTS	9,625.87	13,825.93	298,702.76	571,359.00
Expenditures				
GENERAL FUND				
PERSONNEL SERVICES				
Salaries of Trustees, Manager, Treasurer & Clerk	14,777.50	14,740.00	58,240.00	185,000.00
CONTRACTUAL SERVICES				
Professional Engineering	980.00	1,372.00	3,920.00	75,000.00
Legal Services	367.50	1,696.00	2,973.50	35,000.00
Other Professional Services	-	-	-	5,000.00
	1,347.50	3,068.00	6,893.50	115,000.00
ADMINISTRATIVE EXPENSES				
Printing, Publications	1,099.12	-	1,751.88	5,000.00
Office Supplies, Equipment	-	-	-	3,000.00
Postage	-	472.31	595.16	1,000.00
Treasurer's Bond	-	-	-	4,000.00
Community Affairs	-	-	-	1,000.00
Memberships and Dues	-	-	100.00	4,000.00
	1,099.12	472.31	2,447.04	18,000.00
OPERATING EXPENSES				
Building and Grounds Upkeep	1,070.00	-	2,140.00	15,000.00
Utilities	344.10	445.95	2,762.19	30,000.00
J.U.L.I.E.	-	-	-	3,000.00
Training and Education	-	-	-	3,000.00
Travel Expenses	-	-	-	2,000.00
Computer Hardware, Software & Support	-	-	275.00	7,000.00
	1,414.10	445.95	5,177.19	60,000.00
CONTINGENT AND MISCELLANEOUS EXPENSES				
Not Otherwise Appropriated	-	-	-	1,000.00
	-	-	-	1,000.00
TOTAL GENERAL FUND	18,638.22	18,726.26	72,757.73	379,000.00

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Expenditures (continued)				
CHLORINATION FUND	1,462.60	-	2,796.10	24,000.00
	<u>1,462.60</u>	<u>-</u>	<u>2,796.10</u>	<u>24,000.00</u>
AUDIT FUND	-	-	-	20,000.00
	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,000.00</u>
PUBLIC LIABILITY INSURANCE FUND				
Workers' Compensation	-	5,077.00	9,016.00	24,000.00
Property	109.00	-	109.00	45,500.00
Vehicles	-	-	-	15,000.00
General Liability	-	-	-	80,000.00
Administrative Fee	-	153.00	272.00	500.00
	<u>109.00</u>	<u>5,230.00</u>	<u>9,397.00</u>	<u>165,000.00</u>
SOCIAL SECURITY FUND	5,267.74	5,111.50	19,812.04	60,000.00
IMRF FUND	13,869.88	13,370.18	53,658.88	300,000.00
OTHER EXPENDITURES (RECEIPTS)	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>39,347.44</u>	<u>42,437.94</u>	<u>158,421.75</u>	<u>948,000.00</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>(29,721.57)</u>	<u>(28,612.01)</u>	<u>140,281.01</u>	<u>(376,641.00)</u>
Ending Cash and Investments				
First National Bank	1,395,254.70	1,366,642.69	1,226,247.48	
Credit Cards	-	-	-	
TOTAL ENDING CASH AND INVESTMENTS	<u>1,395,254.70</u>	<u>1,366,642.69</u>	<u>1,226,247.48</u>	
GENERAL CORPORATE FUND				

Accounts Receivable Analysis August 2020



Monthly Shut Off Summary

Lake in the Hills

- NONE.

Huntley

- NONE.

Crystal Lake

- NONE.

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

Name	Memo	Amount
General Fund		
Illinois Public Risk Fund	Workers Compensation - 2019 Audited Prems Due	\$ 1,172.00
TOTAL GEN FUND BILLS PAID PRIOR TO MEETING		\$ 1,172.00
O & M Fund		
AT&T	Emergency Communications	\$ 392.07
AT&T	Emergency Communications	\$ 13.68
AT&T	Emergency Communications	\$ 8,097.96
Comcast	Computer & Telephone Expenses	\$ 389.83
Constellation New Energy	Utilities - Plant 6/11-7/13/2020	\$ 35,633.77
Constellation New Energy	Utilities - Beach 6/11-7/13/2021	\$ 47.98
Element Materials Tech	Pro Svs - Laboratory	\$ 516.29
Pitney Bowes	Postage - Meter Refill 8/11/2020	\$ 270.99
Verizon Wireless	Emergency Communications	\$ 366.57
TOTAL O & M BILLS PAID PRIOR TO MEETING		\$ 45,729.14
Construction Fund		
Innovative Home Concepts	Cap Imprvmts - Roof Restoration & Repairs	\$ 16,600.00
TOTAL O & M BILLS PAID PRIOR TO MEETING		\$ 16,600.00

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

Name	Memo	Amount
General Fund		
Illinois Municipal Retirement Fund	Employer Portion of IMRF - August 2020	\$ 13,370.18
United States Treasury	District Pd Payroll Taxes (SS & Med)	\$ 5,111.50
TOTAL GENERAL FUND RECURRING BILLS		\$ 18,481.68
O & M Fund		
Blue Cross Blue Shield	Medical Insurance Premiums (for August 2020)	\$ 18,129.70
Humana	Specialty Insurance Premiums (for August 2020)	\$ 1,483.04
Payment Service Network	Collection Expenses from July 2020	\$ 5,425.36
United States Postal Service	Postage - Past Due Notices	\$ 499.86
TOTAL O & M RECURRING BILLS		\$ 25,537.96

Approved _____

President Hansen

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

Name	Memo	Amount
GENERAL CORP FUND BILLS		
Applied Technologies	Contractual Svs - Engineering 7/26-8/25/2020	\$ 1,568.00
McHenry County Recorder	Computer Expenses - Laredo 4th Quarter 2020	\$ 275.00
Storino Ramello & Durkin	Contractual Svs - Legal, August 2020	\$ 1,111.25
TOTAL GENERAL CORP FUND BILLS		\$ 2,954.25

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

Name	Memo	Amount
O & M BILLS		
Ansercall 24 LLC	Emergency Communications	\$ 100.00
ATI Environmental Inc. - Midwest Lab	Pro Svs - Lab	\$ 135.00
AutoZone, Inc.	Maint/Repair - Plant, Vehicles Oil Filter for 2017 Expedition	\$ 2.99
AutoZone, Inc.	Maint/Repair - Plant, Vehicles Oil Filter for Dakota	\$ 7.99
AutoZone, Inc.	Maint/Repair - Plant, Vehicles Gator	\$ 39.80
AutoZone, Inc.	Operating Supplies - Dsl Fuel Supp for Generator	\$ 11.99
Cintas Corp	Operating Supplies - Personnel	\$ 1,010.16
Consolidated Electrical Distributors, Inc	Maint/Repair - Plant & Coll Sys, Lab & Meadowbrook Lighting	\$ 116.00
Consolidated Electrical Distributors, Inc	Maint/Repair - Plant , Hoffman Air Blowers	\$ 262.72
Constellation New Energy Inc	Utilities - Coll Sys, Concord LS	\$ 1,039.55
Constellation New Energy Inc	Utilities - Coll Sys, Meadowbrook LS	\$ 226.39
Constellation New Energy Inc	Utilities - Coll Sys, Decatur LS	\$ 1,932.47
Constellation New Energy Inc	Utilities - Coll Sys, Pyott LS	\$ 285.93
Constellation New Energy Inc	Utilities - Coll Sys, Beach LS	\$ 50.81
Constellation New Energy Inc	Utilities - Coll Sys, Dam LS	\$ 366.40
Constellation New Energy Inc	Utilities - Plant	\$ 30,648.89
Dreisilker Electric Motors Inc	Maint/Repair - Plant, Hoffman Blower Motor Repair	\$ 2,398.00
EJ Equipment	Maint/Repair - Coll Sys, Asset Mgt, Root Cutter	\$ 367.54
First National Bank of Omaha - Credit Card	Operating Supplies - Pond Supplies	\$ 37.22
First National Bank of Omaha - Credit Card	Oper Supp Pers, Pro Svs Intuit Fees, Training, Grnds Upkeep, M/R Vehicles	\$ 305.05
First Security Systems, Inc.	Pro Svs - Annual Billing for Maint Contract for Fire Alarm System	\$ 1,934.00
Flood Brothers Disposal & Recycling Svs	Maint/Repair - Bldg & Grounds Maint - Sept Trash	\$ 327.74
Hach Company	Oper Supplies - Lab, Phosphorus TNT	\$ 436.49
Hawkins, Inc	Sludge Mgt - Aqua Hawk 1124	\$ 3,764.00
Kaman Industrial Technologies	Maint/Repair - Plant, Oxidation Ditch Drive 312	\$ 436.09
Logsdon Office Supply	Office Supplies - Toner, Envelopes, Ink Crtg, Rubberbands	\$ 167.08
Logsdon Office Supply	Office Supplies - Pencils, Toner Crtg, Cork Board	\$ 286.52
Logsdon Office Supply	Office Supplies - Toner Crtg, Markers, File Folders	\$ 109.46

M&A Precision Truck Repair	Maint/Repair - Plant Vehicles, Vector Inspection	\$	30.00
Marc Kresmery Construction	Maint/Repair - Coll System, Sewer Manhole Repair Maple St	\$	5,264.72
McHenry County Recorder	Collection Expenses	\$	7.50
McMaster - Carr Supply Company, Inc.	Maint/Repair - Plant, Moyno Pump	\$	82.16
PetroChoice LLC	Gas/Fuel	\$	446.31
Pomp's Tire Service, Inc.	Maint/Repair - Plant Vehicles, Gator Tire Repair	\$	81.55
Ryco Landscaping	Grounds Upkeep, Aug Mowing, Trimming & Edging	\$	2,462.00
Simple Solutions Distributing, L.L.C.	Maint/Repair - Coll Sys	\$	808.14
Suburban Laboratories, Inc.	Pro Svcs - Lab	\$	132.00
Synagro-WWT, Inc.	Sludge Mgt - August 2020	\$	8,400.00
Technology Masters	Computer Exp - 9/4/2020 Maintenance	\$	620.50
TGF Enterprises Inc	Maint/Repair - Coll Sys, Trunk Line Property Clean Up	\$	8,879.52
The Home Depot	Operating Supplies	\$	255.14
The Sherwin Williams Co.	Maint/Repair - Bldgs & Grounds Maintenance	\$	267.03
United Laboratories	Operating Supplies - Polymer Solvent	\$	400.19
USA BlueBook	Operating Supplies	\$	227.22
USA BlueBook	Operating Supplies	\$	40.23
Village of Lake In The Hills	Utilities - Water	\$	114.30
Warehouse Direct	Pro Svcs - Copies	\$	49.76
Water One, Inc.	Operating Supplies - Personnel, Drinking Water	\$	70.00
Water One, Inc.	Operating Supplies - Personnel, Drinking Water Equip Rental	\$	22.50
Wilkens-Anderson	Operating Supplies - Lab	\$	356.92
Ziegler's Ace Hardware	Operating Supplies	\$	386.52

TOTAL O&M FUND BILLS

\$ 76,210.49

CONSTRUCTION FUND BILLS

Applied Ecological Services	Cap Imprvmts - Pro Svcs & Upgrades, Prairie Restoration	\$	5,050.00
Applied Technologies Inc	Engineering - Task Order 20-01 Phosphorus Reduction Feasibility Study	\$	5,804.00
Applied Technologies Inc	Engineering - Task Order 20-02 Filter Bldg CEI	\$	4,277.00
Mac Painting	Cap Imprvmts - Pro Svcs & Upgrades, Painting	\$	3,410.00
Marc Kresmery Construction LLC	Cap Imprvmts - Pro Svcs & Upgrades, Removed & Installed Booster Pump	\$	6,937.50
Metropolitan Industries, Inc.	Cap Imprvmts - Plant Equip, Wash Water System	\$	33,308.00
Standard Equipment Company	Cap Imprvmts - Plant Equip, Manhole Camera	\$	66,900.00

TOTAL CONSTRUCTION FUND BILLS

\$ 125,686.50

GRAND TOTAL OF ALL BILLS PRESENTED FOR APPROVAL IS \$312,372.02 OF WHICH \$22,607.93 IS FROM THE GENERAL CORPORATE FUND, \$147,477.59 IS FROM THE OPERATIONS AND MAINTENANCE FUND, \$142,286.50 IS FROM THE CONSTRUCTION FUND, AND \$0.00 IS FROM THE BOND AND INTEREST FUND.

Approved _____

MANAGER'S REPORT

Month of August, 2020

Customers

	CURRENT	12/MO TOTAL	Data for Aug 2019
Total accounts through July 2020:	11,735		
New Customers:	1	17	2
Connections:	0	4	0
Permits Issued:	0	4	2
Permits Issued Past 13 Months:	6		
Total Permits Issued to Date:			
<i>Residential:</i>	10,086		
<i>Commercial:</i>	122		
<i>Industrial:</i>	1		

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

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

COLLECTION SYSTEM EMERGENCY RESPONSES AND SANITARY SEWER OVERFLOWS

DATE	LOCATION	PROBLEM	DISTRICT PROBLEM
8/4/2020	1511 Jefferson	slow draining toilet	no
8/9/2020	1211 Burr	sewer odor	no
8/21/2020	307 Hiawatha	sink and bathtub not draining	no

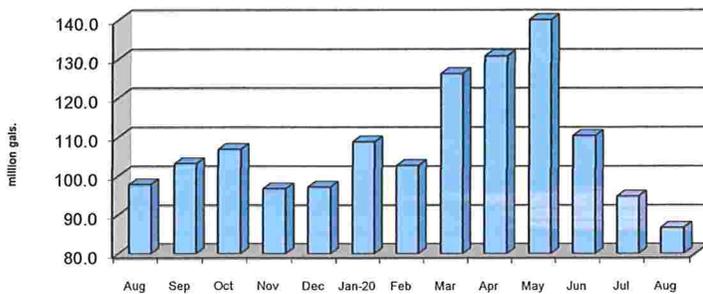
COLLECTION SYSTEM ACTIVITIES

Staff televised 28 lines, totaling 5,521' of sewer, and 95 more manholes.
Staff also performed preventative maintenance on 13 lines in the original part of Lake in the Hills.

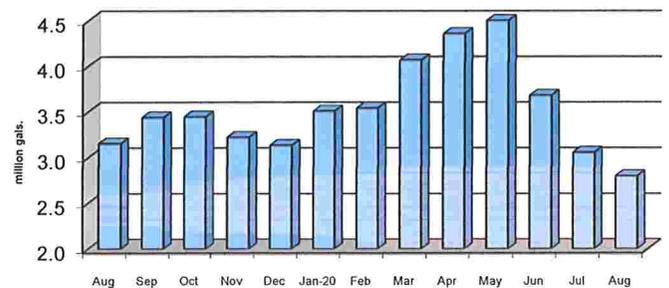
FLOWS

Total Effluent Flow for Month:	86.704	million gallons
Average Daily Flow:	2.797	mgd
Maximum Daily Flow:	3.225	mgd
Precipitation Total:	1.60	inches
Precipitation This Month Last Year:	3.65	inches
Septage Accepted:	422,037	gallons

Total Monthly Flows



Monthly Average Daily Flows



MANAGER'S MONTHLY REPORT

August, 2020

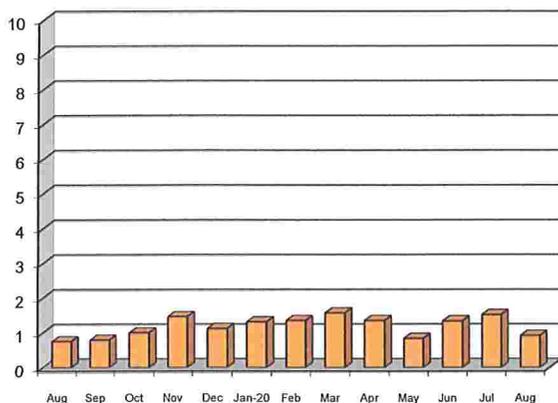
Page 2 of 2

TREATMENT PLANT OPERATIONS

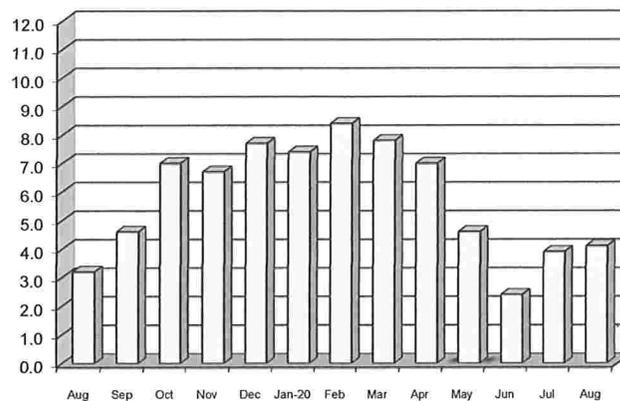
	<u>Average in</u>	<u>Average out</u>	<u>Average % reduction</u>
CBOD	163 mg/L	0.9 mg/L	99.4%
Total Suspended Solids:	452 mg/L	4.1 mg/L	99.1%
Ammonia Nitrogen:	15.1 mg/L	1.2 mg/L	91.9%
Phosphorus:		0.28 mg/L	
Fecal Coliform:		188 colonies (daily max.)	

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:	3.790 million gallons
Decanted:	0.000 million gallons
Thickened:	3.364 million gallons
To Digester:	0.909 million gallons
Pressed:	0.761 million gallons

PERSONNEL ACTIVITIES

Tamara attended a virtual ComEd SEM workshop on 8/6/20.

Respectfully submitted,

Tamara C. Mueller
District Manager



Date: September 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: September 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 very close to completion.
 - ii. There has been no Progress Pay Request submitted for this month.
 - iii. Remaining items include adjustments to the area around the control panel, final site restoration and operator training.
 - b. Schedule
 - i. Award – November 14, 2019
 - ii. Construction – January 2020 - September 2020

2. Task Order 20-01 – Phosphorus Reduction Feasibility Study and Phosphorus Discharge Optimization Plan
 - a. Tasks completed this period
 - i. A draft copy of the Phosphorus Reduction Feasibility Study and Discharge Optimization Plan was submitted to the District staff for review and comments.
 - ii. A meeting has been scheduled for Tuesday September 29th to go over the District's comments and incorporate them into the final plan.
 - b. Schedule
 - i. Task Order Authorization - January 16, 2020
 - ii. Draft Reports and Documentation - August 2020
 - iii. Final Reports – September 2020
 - iv. Submittal to IEPA – October 2020

3. Task Order 20-02 Electrical & Filter Building Improvements – Construction Engineering and Inspection Services
 - a. Tasks completed this period
 - i. Larson & Larson has been submitting equipment sheets for review and approval by ATI.
 - ii. A construction schedule outlining the sequence of construction activities is pending.
 - b. Schedule
 - i. Construction Contract Award - June 11, 2020
 - ii. Preconstruction Conference – July 13, 2020
 - iii. Construction – August to November 2020

end date 1/8/20