



# 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  
February 18, 2021  
7:00 P.M.**

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**Roll Call**

**Approval of the Minutes**

**Public Comments**

**Consent Agenda**

**Specific Agenda**

**Treasurer's Report**

**Approval of the Bills**

**Grand total of all bills presented for approval is \$108,115.87 of which \$24,743.63 is from the General Corporate Fund, \$78,350.24 is from the Operations and Maintenance Fund, \$5,022.00 is from the Construction Fund, and \$0.00 is from the Bond and Interest Fund.**

**Manager's Report**

**2020 Annual Manager's Report**

**Economic Interest Statements**

**Engineer's Report**

**Attorney's Report**

**Unfinished Business**

**New Business**



# 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  
February 18, 2021  
7:00 p.m.  
Page 2**

**Executive Session**

**5 ILCS 120/2(c)(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.**

**Adjournment**

**Lake in the Hills Sanitary District  
Board of Trustees Regular Meeting Minutes  
January 21, 2021 (\*Virtual Meeting)**

*\*The Board President of the Lake in the Hills Sanitary District has determined that an in-person meeting is not practical or prudent at this time due to the pending disaster related to the COVID-19 pandemic. In a measure to protect the safety of the public, staff and officers of the Sanitary District, the Board held this meeting electronically via Webex.*

**Roll Call:**

The regular meeting was called to order by President Hansen at 7:00 pm using Webex for virtual attendance and participation. Roll call was answered by President Eric Hansen, Trustee Cheryl Kehoe and Trustee Jessica Reed. Also in attendance were District Manager Tamara Mueller, Assistant District Manager Mike Nelson, District Engineer Peter Kolb of Applied Technologies, and District Treasurer/Clerk Karen Thompson. District Attorney Ann Williams of Storino, Ramello & Durkin had technical difficulties and was not signed in during Roll Call, but entered the meeting before her report.

**Approval of Minutes:**

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

**Public Comments:**

None.

**Consent Agenda:**

Motion was made by Trustee Kehoe, seconded by Trustee Reed to approve the Consent Agenda. There were no additional questions.

- A. Approval of Contractor's Application for Payment No. 1 in the Amount of \$126,682.59 to Larson & Larson Builders, Inc. for the Electrical Upgrades & Filter Building Improvements Project.

On a roll call vote, President Hansen and Trustees Kehoe and Reed voted aye to approve the Consent Agenda as presented and release the payment of \$126,682.59 to Larson & Larson Builders, Inc.

**Specific Agenda:**

None.

**Treasurer's Report:**

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

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

**Lake in the Hills Sanitary District  
Board of Trustees Regular Meeting Minutes  
January 21, 2021 (\*Virtual Meeting)**

**Approval of Bills:**

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

Motion was made by Trustee Kehoe and seconded by President Hansen to approve the List of Bills as presented for payment totaling \$179,557.71 of which \$23,375.14 is from the General Corporate Fund, \$54,766.57 is from the Operations and Maintenance Fund, \$100,666.00 is from the Construction Fund, and \$750.00 is from the Bond and Interest Fund.

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

**Manager's Report:**

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

There was one emergency call out in December that was related to an issue at the Decatur lift station. One resident called 4 days after this incident and indicated that he did have some damage in his basement. This customer has been advised to submit proof of these damages to us.

Over a year ago, new District Manager realized that we were inadvertently being charged municipal utility tax on our electric and gas accounts. Nicor Gas had this corrected back in February of 2020. For over a year we have been working with ComEd and the Village of Lake in the Hills to get this fixed. The Lake in the Hills Village Board recently approved a refund back to January of 2018 not to exceed \$72,000.00. Our records indicate that we should be getting over \$56,000.00 refunded back to us.

Phosphorus numbers are still really good at 0.18 mg/L.

Motion was made by Trustee Kehoe, seconded by President Hansen to accept the December 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 complete and we will continue to hold the retainage of \$5,306.76 until April.

Task Order 20-02 (Electrical & Filter Building Improvements CEI) – This project is going well and the installation of the HVAC system is almost complete. They anticipate testing will occur next week. Door

**Lake in the Hills Sanitary District  
Board of Trustees Regular Meeting Minutes  
January 21, 2021 (\*Virtual Meeting)**

installation has also been completed and final restoration is proceeding. He also provided some pictures of the HVAC units being delivered and put in place.

**Attorney's Report:**

None.

**Unfinished Business:**

None.

**New Business:**

None.

**Executive Session:**

Motion was made by Trustee Kehoe and seconded by Trustee Reed to go into executive session to consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the public body, including hearing testimony on a complaint lodged against an employee of the public body (5 ILCS 120/2(c)(1)). Executive session was entered at 7:16pm.

**Reconvene Regular Meeting:**

Motion was made by Trustee Kehoe, seconded by Trustee Reed to reconvene the regular meeting. On a roll call vote President Hansen and Trustees Kehoe and Reed voted aye. The regular meeting was reconvened at 7:27pm. Also present at the regular meeting was District Manager Tamara Mueller, Assistant District Manager Mike Nelson, District Attorney Ann Williams and District Treasurer/Clerk Karen Thompson.

**Continued New Business:**

Board Action Regarding Discipline or Termination of an Employee of the District.

Motion was made by Trustee Kehoe and seconded by Trustee Reed to terminate the employment of Chief Operator Ross Nelson based on the information provided and discussed during the executive session. This motion passed after a roll call vote with President Hansen and Trustees Kehoe and Reed voting aye.

**Adjournment:**

There being no further business to bring before the Board, Trustee Kehoe made a motion to adjourn the meeting. President Hansen seconded. On a roll call vote President Hansen and Trustees Kehoe and Reed voted aye to adjourn the meeting. The meeting was adjourned at 7:29pm.

**Lake in the Hills Sanitary District  
Board of Trustees Regular Meeting Minutes  
January 21, 2021 (\*Virtual Meeting)**

Respectfully Submitted,



Karen Thompson,  
District Clerk

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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

**LAKE IN THE HILLS SANITARY DISTRICT**  
**MONTHLY TREASURER REPORT - O&M/SEWERAGE FUNDS**  
 Month of January, 2021

		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 - O & M Account	O&M	442,465.09	387,883.22	686,944.74
First National Bank - Certificate Fund	Bond & Int	103,305.08	116,809.53	30,078.28
First National Bank - Depreciation Account	Construction	2,262,973.45	2,264,141.61	2,208,654.83
First National Bank - Surplus Funds	Construction	11,467.93	20,851.80	35,533.35
First National Bank - Bond & Interest Fund	Bond & Int	842,250.61	848,327.25	689,089.29
First National Bank - Sinking Funds	Bond & Int	993,656.33	1,008,441.91	890,178.50
Algonquin Bank & Trust - Cash Mgr	O&M	999,241.19	921,594.48	1,058,229.06
Algonquin Bank & Trust - Operating	O&M	404.00	12,791.00	310.00
Home State Bank	O&M	29,821.62	30,284.38	23,648.78
Illinois State Bank	O&M	12,744.81	12,950.85	10,559.83
Credit Cards		(1,309.14)	(5,691.76)	(866.42)

**TOTAL BEGINNING CASH AND INVESTMENTS**      5,697,020.97      5,618,384.27      5,632,360.24  
**SEWERAGE FUNDS**

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
<b>Revenues and Receipts</b>				
Sewer Bill Income/User Charges	149,556.91	687,144.73	2,724,761.49	3,600,000.00
Septage Income	52,084.80	29,528.34	311,985.26	250,000.00
Wastewater Discharge Income	3,716.36	4,392.28	34,524.68	45,000.00
Refunds	(612.04)	(638.35)	(9,549.15)	-
Connection/Tap-On Fees	-	-	26,000.00	95,000.00
Annexation Fees (inc. GIS)	-	-	-	5,000.00
Downstream & Misc Charges	-	-	-	500.00
Liftstation Recapture	-	-	-	-
Gain/Loss - Sale of Equipment	-	-	-	-
Rebates, Refunds or Grants Received	-	11.07	27,355.35	-
Interest Income	274.37	200.19	3,514.78	15,000.00
<b>TOTAL REVENUES AND RECEIPTS</b>	<b>205,020.40</b>	<b>720,638.26</b>	<b>3,118,592.41</b>	<b>4,010,500.00</b>

**Expenditures**

**PERSONNEL SERVICES**

District Personnel Salaries	48,445.65	42,804.56	444,218.11	634,000.00
-----------------------------	-----------	-----------	------------	------------

**ADMINISTRATIVE EXPENSES**

Telephone	-	209.41	1,796.88	3,000.00
Postage	3,792.91	270.99	13,353.53	22,000.00
Printing and Publications	-	-	-	2,000.00
Office Supplies	65.95	738.10	4,471.68	7,500.00
Billing and Collection Expenses	2,215.21	5,447.79	48,432.48	75,000.00
Professional Services	80.57	158.35	880.20	10,000.00
Training, Travel and Education	-	121.77	146.77	7,000.00
Computer Hardware, Software, and Support	1,879.97	3,851.89	18,704.78	70,000.00
Community Affairs	59.96	-	59.96	2,000.00
Medical and Life Insurance	17,939.39	20,576.85	170,755.96	275,000.00
	<b>26,033.96</b>	<b>31,375.15</b>	<b>258,602.24</b>	<b>473,500.00</b>

**OPERATIONS AND MAINTENANCE**

Operating Supplies	3,990.78	4,116.35	46,425.29	60,000.00
Maintenance and Repair (Plant)	9,437.16	2,346.38	71,913.98	150,000.00
Maintenance and Repair (Collection Systems)	79.91	5,482.57	96,448.18	310,000.00
Utilities and Energy	135.84	-	263,786.54	475,000.00
Grounds Upkeep	681.00	-	11,647.06	30,000.00
Gasoline/Oil	394.94	568.94	6,338.36	20,000.00
Computer and Support Services	-	-	-	2,000.00
Emergency Communications	11,147.10	1,183.67	81,035.62	75,000.00
Sludge Management	18,398.55	4,680.00	157,997.70	225,000.00

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Professional Services	932.00	800.00	17,910.53	25,000.00
Residential Reimbursement	-	-	-	10,000.00
Compliance Requirements/Permits	-	-	17,500.00	30,000.00
GIS	-	-	-	10,000.00
	<u>45,197.28</u>	<u>19,177.91</u>	<u>771,003.26</u>	<u>1,422,000.00</u>

**Expenditures (continued)**

**CAPITAL IMPROVEMENTS**

New Construction	27,328.93	130,745.59	770,941.36	1,500,000.00
Plant Equipment	-	96,603.00	196,811.00	530,000.00
Collection System	83,289.00	-	168,990.60	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>110,617.93</u>	<u>227,348.59</u>	<u>1,136,742.96</u>	<u>3,286,000.00</u>

**BOND TRANSFERS**

2008 Debt Certificates, Principal	-	-	-	115,000.00
2008 Debt Certificates, Interest	-	-	21,293.76	43,000.00
Administration Fees - 2008 Debt Certs	-	750.00	750.00	2,000.00
	<u>-</u>	<u>750.00</u>	<u>22,043.76</u>	<u>160,000.00</u>

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

**CONTINGENT AND MISCELLANEOUS EXPENSES**

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

<b>TOTAL EXPENDITURES</b>	<u>230,294.82</u>	<u>321,456.21</u>	<u>2,686,630.74</u>	<u>6,197,500.00</u>
---------------------------	-------------------	-------------------	---------------------	---------------------

<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<u>(25,274.42)</u>	<u>399,182.05</u>	<u>431,961.67</u>	<u>(2,187,000.00)</u>
---	--------------------	-------------------	-------------------	-----------------------

		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	387,883.22	801,889.39	485,475.71
First National Bank - Certificate Fund	Bond & Int	116,809.53	129,562.77	43,580.07
First National Bank - Depreciation Account	Construction	2,264,141.61	2,266,250.21	2,216,122.60
First National Bank - Surplus Funds	Construction	20,851.80	43,505.69	18,338.32
First National Bank - Bond & Interest Fund	Bond & Int	848,327.25	860,247.57	748,950.11
First National Bank - Sinking Fund	Bond & Int	1,008,441.91	1,023,212.59	904,959.74
Algonquin Bank & Trust - Cash Mgr.	O&M	921,594.48	886,565.68	1,075,259.91
Algonquin Bank & Trust - Operating	O&M	12,791.00	378.00	68.00
Home State Bank	O&M	30,284.38	32,716.80	23,648.97
Illinois State Bank	O&M	12,950.85	14,110.58	10,627.90
Credit Cards	O&M	(5,691.76)	(1,572.69)	(813.78)

<b>TOTAL ENDING CASH AND INVESTMENTS</b>	<u>5,618,384.27</u>	<u>6,056,866.59</u>	<u>5,526,217.55</u>
--	---------------------	---------------------	---------------------

SEWERAGE FUNDS

**LAKE IN THE HILLS SANITARY DISTRICT**  
**MONTHLY TREASURER REPORT - GOVERNMENTAL FUNDS**  
 Month of January, 2021

	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	\$ 1,462,995.61	\$ 1,422,614.49	1,226,361.68
Credit Cards	-	-	-
<b>TOTAL BEGINNING CASH AND INVESTMENTS</b>	<b>1,462,995.61</b>	<b>1,422,614.49</b>	<b>1,226,361.68</b>

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
<b>Revenues and Receipts</b>				
Real Estate Taxes				
General Fund	1,489.82	981.57	306,533.21	308,320.00
Audit Fund	9.70	6.39	1,994.94	2,006.00
Chlorination Fund	0.08	0.05	16.46	16.00
Liability Insurance Fund	241.63	159.20	49,716.58	50,006.00
Social Security Fund	265.80	175.12	54,688.57	55,007.00
Retirement Fund	748.97	493.47	154,105.84	155,004.00
Replacement Taxes	65.53	311.68	1,360.59	-
Rebates or Grants Received	-	-	306.00	
Interest Income	62.17	38.65	514.08	1,000.00
<b>TOTAL REVENUES AND RECEIPTS</b>	<b>2,883.70</b>	<b>2,166.13</b>	<b>569,236.27</b>	<b>571,359.00</b>

**Expenditures**

**GENERAL FUND**

**PERSONNEL SERVICES**

Salaries of Trustees, Manager, Treasurer & Clerk

15,479.72	14,372.50	131,749.72	185,000.00
-----------	-----------	------------	------------

**CONTRACTUAL SERVICES**

Professional Engineering

734.00	661.00	8,105.00	75,000.00
--------	--------	----------	-----------

Legal Services

1,470.00	192.50	7,051.00	35,000.00
----------	--------	----------	-----------

Other Professional Services

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

2,204.00	853.50	15,156.00	115,000.00
----------	--------	-----------	------------

**ADMINISTRATIVE EXPENSES**

Printing, Publications

-	94.14	2,140.74	5,000.00
---	-------	----------	----------

Office Supplies, Equipment

32.30	-	32.30	3,000.00
-------	---	-------	----------

Postage

132.35	-	727.51	1,000.00
--------	---	--------	----------

Treasurer's Bond

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

Community Affairs

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

Memberships and Dues

-	300.00	460.00	4,000.00
---	--------	--------	----------

164.65	394.14	6,477.55	18,000.00
--------	--------	----------	-----------

**OPERATING EXPENSES**

Building and Grounds Upkeep

-	-	3,210.00	15,000.00
---	---	----------	-----------

Utilities

1,613.63	3,552.38	8,467.16	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

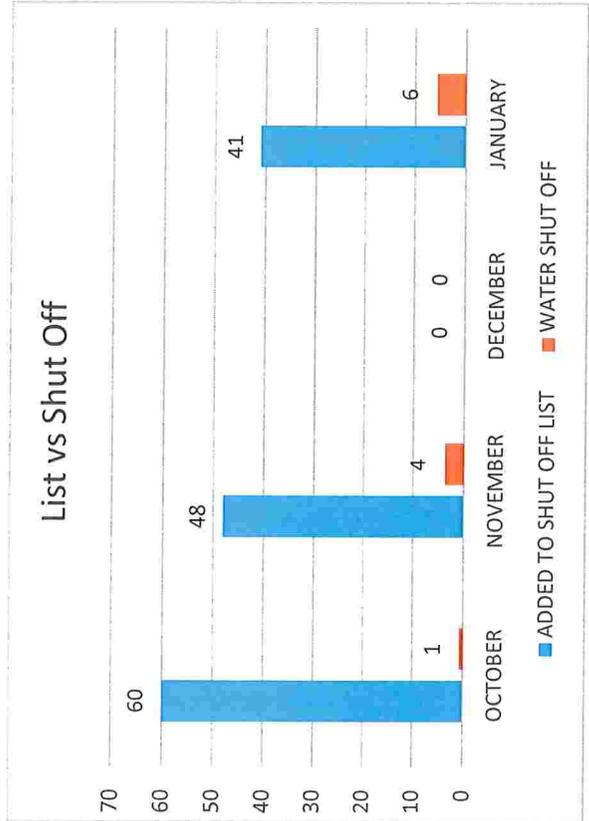
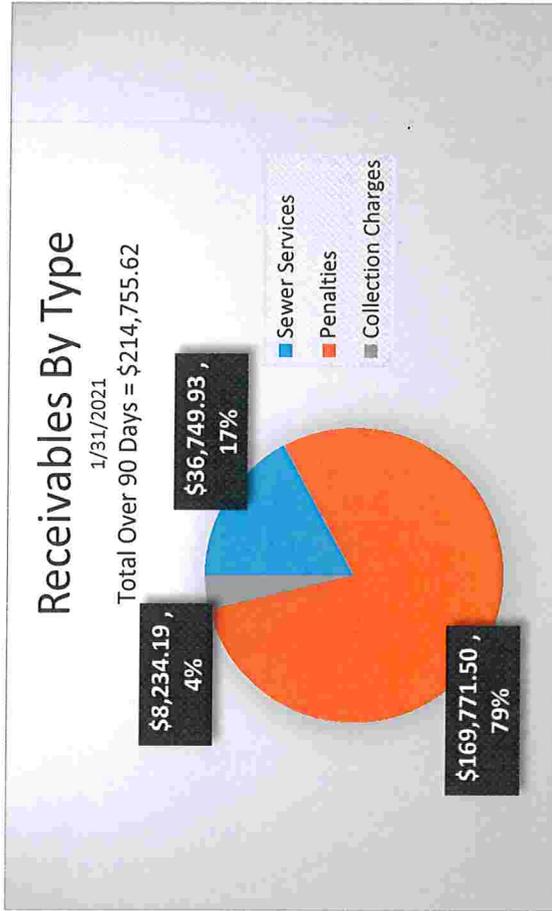
275.00	274.13	1,635.17	7,000.00
--------	--------	----------	----------

1,888.63	3,826.51	13,312.33	60,000.00
----------	----------	-----------	-----------

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
CONTINGENT AND MISCELLANEOUS EXPENSES				
Not Otherwise Appropriated	-	-	150.00	1,000.00
	-	-	150.00	1,000.00
<b>TOTAL GENERAL FUND</b>	<b>19,737.00</b>	<b>19,446.65</b>	<b>166,845.60</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	20,000.00
	-	-	10,000.00	20,000.00
PUBLIC LIABILITY INSURANCE FUND				
Workers' Compensation	4,787.00	-	13,803.00	24,000.00
Property	-	-	27,055.80	45,500.00
Vehicles	-	-	7,819.00	15,000.00
General Liability	-	-	15,003.00	80,000.00
Administrative Fee	142.00	-	414.00	500.00
	4,929.00	-	64,094.80	165,000.00
SOCIAL SECURITY FUND	4,890.27	4,374.05	43,866.42	60,000.00
IMRF FUND	13,708.55	13,613.04	120,648.15	300,000.00
OTHER EXPENDITURES (RECEIPTS)	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>43,264.82</b>	<b>37,433.74</b>	<b>408,251.07</b>	<b>948,000.00</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(40,381.12)</b>	<b>(35,267.61)</b>	<b>160,985.20</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	\$ 1,422,614.49	\$ 1,387,644.71	1,226,247.48	
Credit Cards	-	(297.83)	-	
<b>TOTAL ENDING CASH AND INVESTMENTS</b>	<b>1,422,614.49</b>	<b>1,387,346.88</b>	<b>1,226,247.48</b>	
<b>GENERAL CORPORATE FUND</b>				

# Accounts Receivable Analysis

## January 2021



### Monthly Shut Off Summary

#### Lake in the Hills

- 6 Shut Offs – Pymts were received on all after shut off.

#### Huntley

- NONE.

#### Crystal Lake

- NONE.

**LITH SANITARY DISTRICT  
Bills Paid Prior To Meeting  
February 18, 2021 Meeting Date**

Name	Memo	Amount
<b>General Fund</b>		
<b>TOTAL GEN FUND BILLS PAID PRIOR TO MEETING</b>		<b>\$ -</b>
<b>O &amp; M Fund</b>		
AT&T	Emergency Communications	\$ 13.87
Flood Brothers Disposal & Recycling	Bldgs & Grounds Maint - Feb Trash	\$ 327.74
Verizon Wireless	Emergency Communications	\$ 420.87
<b>TOTAL O &amp; M BILLS PAID PRIOR TO MEETING</b>		<b>\$ 762.48</b>

**LITH SANITARY DISTRICT  
Recurring Bills  
February 18, 2021 Meeting Date**

Name	Memo	Amount
<b>General Fund</b>		
Illinois Municipal Retirement Fund	Employer Portion of IMRF - January 2021	\$ 13,613.04
United States Treasury	District Pd Payroll Taxes (SS & Med)	\$ 4,374.05
<b>TOTAL GENERAL FUND RECURRING BILLS</b>		<b>\$ 17,987.09</b>
<b>O &amp; M Fund</b>		
Blue Cross Blue Shield	Medical Insurance Premiums (for January 2021)	\$ 19,176.49
Humana	Specialty Insurance Premiums (for January 2021)	\$ 1,400.36
Payment Service Network	Collection Expenses from December 2020	\$ 1,372.46
<b>TOTAL O &amp; M RECURRING BILLS</b>		<b>\$ 21,949.31</b>

Approved \_\_\_\_\_

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

**LITH SANITARY DISTRICT - Governmental Fund  
Bills Presented to Board for Approval  
February 18, 2021 Meeting**

Name	Memo	Amount
<b>GENERAL CORP FUND BILLS</b>		
Applied Technologies Inc	Contractual Svs - Pro Engineering	\$ 588.00
First National Bank of Omaha	Printing & Publications, Computer Expenses	\$ 297.83
Hawkins Inc	Chlorination - Alum Sulfate	\$ 1,311.50
IGS Energy	Utilities - Nat Gas Sales for December 2020	\$ 3,354.31
Nicor Gas	Utilities - Gas	\$ 1,204.90
<b>TOTAL GENERAL CORP FUND BILLS</b>		<b>\$ 6,756.54</b>

**LITH SANITARY DISTRICT - O&M/Sewerage Fund  
Bills Presented to Board for Approval  
February 18, 2021 Meeting**

Name	Memo	Amount
<b>O &amp; M BILLS</b>		
Accurate Security & Lock	Pro Svs - Rekeying, Keys, Levers, Svs Call & Labor	\$ 3,276.19
Alarm Detection Systems	Emergency Communications March-May 2021	\$ 90.00
AT&T	Emergency Communications 11/29/2020-12/28/2020	\$ 10,033.12
AT&T	Emergency Communications 12/29/2020-1/28/2021	\$ 10,033.12
ATI Environmental Midwest Lab	Pro Svs - Lab, Sludge Samples	\$ 135.00
AutoZone, Inc.	Maint/Repair - Plant Vehicles, Bulb for 2015 F-350	\$ 15.99
Calco, Ltd. Inc.	Operating Supplies - Lab	\$ 117.00
Cintas Corporation #355	Operating Supplies - Personnel	\$ 956.28
Consolidated Electrical Distributors, Inc	Maint/Repair - Plant LED Lights for Filter Bldg & Lab ordered 1/18	\$ 237.50
Consolidated Electrical Distributors, Inc	Maint/Repair - Plant LED Lights for Filter Bldg & Lab ordered 1/25	\$ 237.50
Consolidated Electrical Distributors, Inc	Maint/Repair - Plant Lab Light Bulbs ordered 2/10	\$ 237.50
EJ Equipment	Maint/Repair - Coll Sys, Manhole Covers	\$ 2,411.20
Element Materials Tech Daleville LLC	Pro Svs - Lab, Quarterly Sludge Testing	\$ 501.17
First National Bank of Omaha - Visa	Pro Svs Intuit Fees, Oper Supplies Safety & Personnel, Membership - Notary	\$ 1,437.74
First National Bank of Omaha - Visa	Computer Hardware, Software & Support - Camera	\$ 107.98
Hach Company	Operating Supplies - Lab	\$ 790.15
Hawkins, Inc	Sludge Management - Aqua Hawk 1124	\$ 3,751.00
Illini Power Products, Corp.	Pro Svs - Generator Maintenance	\$ 2,831.00
Joseph D. Foreman & Company, Inc.	Sludge Management	\$ 49.92
Liberty Process Equipment Inc	Maint/Repair - Plant, Moyno Pump Repair	\$ 8,975.00
Logsdon Office Supply	Office Supplies - Combo Dry Erase/Bulletin Board	\$ 69.00
Logsdon Office Supply	Office Supplies - Marker Caddy, Magnets	\$ 22.09
Logsdon Office Supply	Office Supplies - Copy Paper, Toner, Labels	\$ 430.28
McHenry County Recorder	Collection Expenses - January 2021	\$ 11.00
Menards	Maint/Repair - Plant LED Lights Sludge Storage Bldg	\$ 459.77
Menards	Maint/Repair - Plant LED Lights Sludge Storage Bldg	\$ 88.85
PetroChoice LLC	Gas & Fuel	\$ 895.77

PetroChoice LLC	Gas & Fuel	\$	448.50
Standard Equipment Company	Operating Supplies - Small Tools, Nozzle	\$	115.15
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	186.00
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	96.00
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	96.00
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	96.00
Synagro-WWT, Inc.	Sludge Management - January 2021	\$	2,640.00
Technology Masters Inc	Computer Hardware, Software & Support - Maintenance 1/6/21	\$	790.75
Technology Masters Inc	Computer Hardware, Software & Support - VPN Issue	\$	32.25
Technology Masters Inc	Computer Hardware, Software & Support - Maintenance 2/4/21	\$	790.75
The Home Depot	Maint/Repair - Plant, Polymer Hose	\$	26.97
The UPS Store 2361	Postage	\$	48.06
Third Millennium Associates	Collection Expenses - Past Due Bill Rendering	\$	845.79
United Laboratories	Operating Supplies	\$	239.20
USA BlueBook	Sludge Management	\$	328.59
Village of Lake In The Hills	Collection Expenses - Water Shut Off Fees 1/19/21	\$	367.50
Warehouse Direct	Pro Svs - Copies	\$	60.96
Ziegler's Ace Hardware	Operating Supplies	\$	228.86

**TOTAL O&M FUND BILLS**

**\$ 55,638.45**

**CONSTRUCTION FUND BILLS**

Applied Technologies Inc	Engineering - Task Order 20-02 Filter Bldg CEI	\$	5,022.00
--------------------------	--	----	----------

**TOTAL CONSTRUCTION FUND BILLS**

**\$ 5,022.00**

GRAND TOTAL OF ALL BILLS PRESENTED FOR APPROVAL IS \$108,115.87 OF WHICH \$24,743.63 IS FROM THE GENERAL CORPORATE FUND, \$78,350.24 IS FROM THE OPERATIONS AND MAINTENANCE FUND, \$5,022.00 IS FROM THE CONSTRUCTION FUND, AND \$0.00 IS FROM THE BOND AND INTEREST FUND.

Approved \_\_\_\_\_

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

# MANAGER'S REPORT

## Month of January, 2021

### Customers

	CURRENT	12/MO TOTAL	Data for Jan 2020
Total accounts:	11,737		
New Customers:	0	13	1
Connections:	0	7	0
Permits Issued:	0	5	1
Permits Issued Past 13 Months:	6		
Total Permits Issued to Date:		10,091	
<i>Residential:</i>		122	
<i>Commercial:</i>		1	
<i>Industrial:</i>			

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

NAME	PE	DWELLINGS	Issued
Arden Rose Home Care	81	3 buildings	1/15/2021

### COLLECTION SYSTEM EMERGENCY RESPONSES AND SANITARY SEWER OVERFLOWS

DATE	LOCATION	PROBLEM	DISTRICT PROBLEM
1/3/2021	108 Hickory Rd.	sewage in basement	no
1/5/2021	3310 Ronan Dr.	slow flushing toilet	no

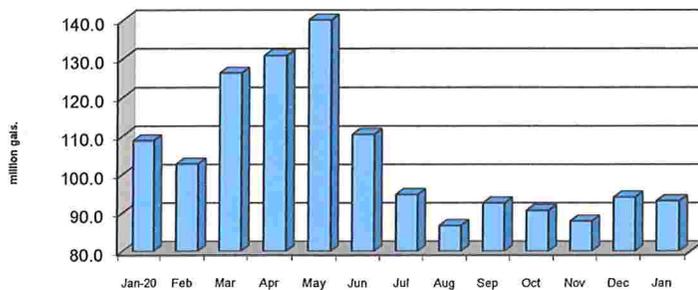
### COLLECTION SYSTEM ACTIVITIES

James began 2021 grease trap inspections.

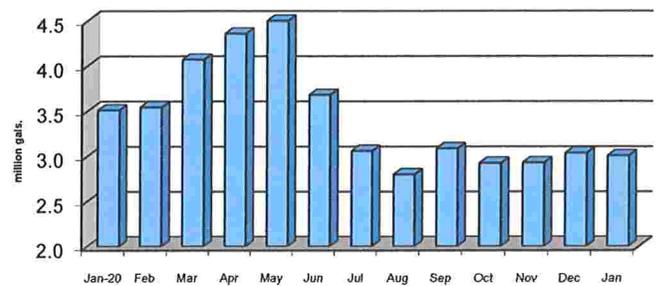
### FLOWS

Total Effluent Flow for Month:	93.114	million gallons
Average Daily Flow:	3.004	mgd
Maximum Daily Flow:	3.524	mgd
Precipitation Total:	0.79	inches
Precipitation This Month Last Year:	1.96	inches
Septage Accepted:	250,179	gallons

**Total Monthly Flows**



**Monthly Average Daily Flows**



# MANAGER'S MONTHLY REPORT

January, 2021

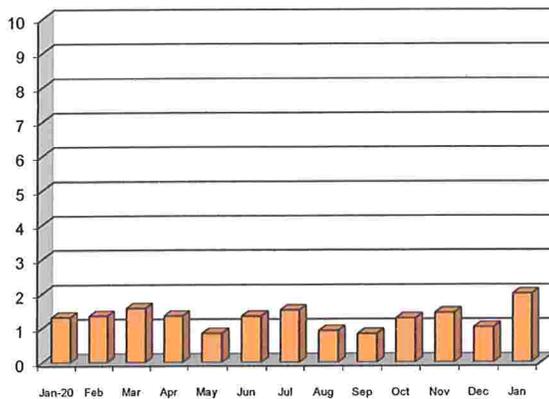
Page 2 of 2

## TREATMENT PLANT OPERATIONS

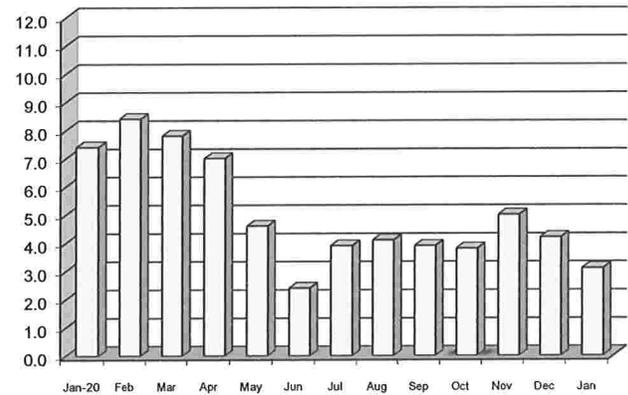
	<u>Average in</u>	<u>Average out</u>	<u>Average % reduction</u>
BOD/CBOD	144 mg/L	2.0 mg/L	98.6%
Total Suspended Solids:	282 mg/L	3.1 mg/L	98.9%
Ammonia Nitrogen:	17.6 mg/L	0.1 mg/L	99.7%
Phosphorus:		0.15 mg/L	
Fecal Coliform:		388 colonies (daily max.)	

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:	4.140 million gallons
Decanted:	0.990 million gallons
Thickened:	1.560 million gallons
To Digester:	0.201 million gallons
Pressed:	1.463 million gallons

## PERSONNEL ACTIVITIES

Mike attended Vega training/troubleshooting on 1/12/21.

Respectfully submitted,

Tamara C. Mueller  
District Manager

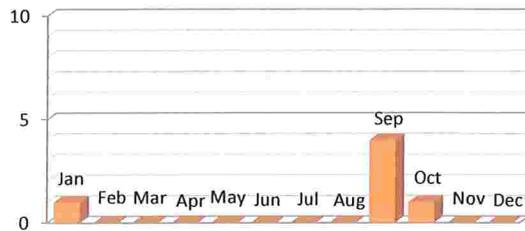
# MANAGER'S 2020 ANNUAL REPORT

## Customers

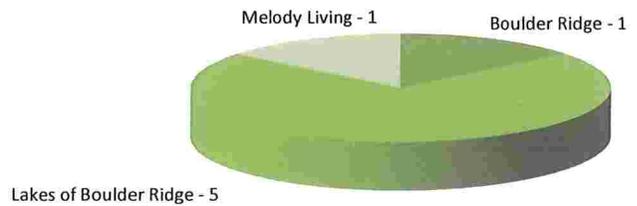
Total accounts:	
New Customers:	
Connections made:	
Permits issued:	
Total permits issued through 12/31/20:	
Residential:	10,091
Commercial:	122
Industrial:	1

TOTAL	TOTAL
for	for
2020	2019
11,737	11,723
14	15
7	14
6	13

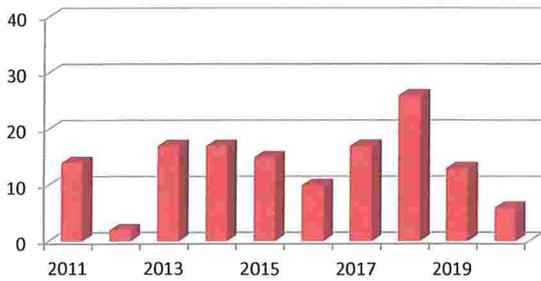
Permits Issued by Month



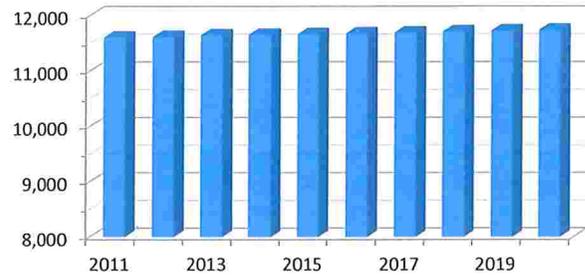
Connections by Development



Permits Issued by Year



Lake in the Hills Sanitary District  
Customer Account Totals



## ILLINOIS E.P.A. SANITARY SEWER EXTENSION PERMITS ISSUED

<u>DEVELOPMENT</u>	<u>PE</u>	<u>DWELLINGS</u>	<u>ISSUED</u>
None			
<b>Total</b>			<b>0</b>

## COLLECTION SYSTEM EMERGENCY RESPONSES

District personnel responded to 31 residential call-outs. Of those, 4 were related to District operations.

## SANITARY SEWER OVERFLOWS (SSO)

There were 2 as a result of torrential rainfall.

**COLLECTION SYSTEM ACTIVITIES**

**Contracts Awarded for Collection System:**  
None

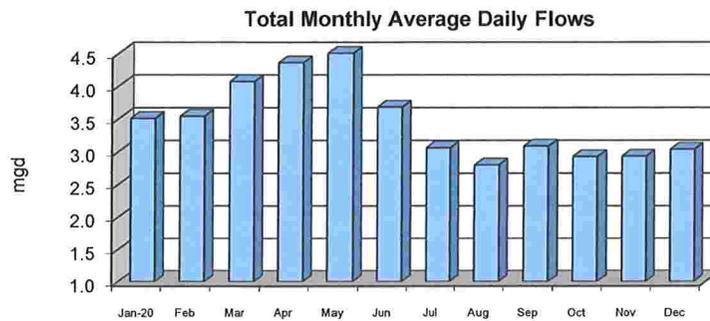
**Maintenance Activities for Collection System:**

District personnel inspected 13,435' of sewer (70 lines) and 150 manholes.  
District personnel cleaned 6,590' of sewer line.  
District personnel root cut 7,037' of sewer line.  
A total of 27 manholes contributing to I&I were rehabilitated.

**The following developments were accepted for ownership:**  
Melody Living Phase I

**FLOWS**

Total Effluent Flow for Year:	1.273 billion gallons (1.274 billion gallons - 2019)
Average Daily Flow:	3.477 mgd
Maximum Daily Flow:	8.422 mgd <i>May 18th</i>
Total Precipitation For Year:	39.4 inches
Precipitation Daily Maximum:	2.53 inches <i>Sep 7th</i>



**TREATMENT PLANT OPERATIONS**

<u>BOD/CBOD</u>	<u>Influent</u>	<u>Effluent</u>
Yearly Average:	151 mg/l	1.23 mg/l
Daily Maximum:	319 mg/l <i>Dec 16th</i>	5.20 mg/l <i>Jun 28th</i>
Maximum Loading:	8,146 lbs. <i>Dec 16th</i>	142.5 lbs. <i>Jun 28th</i>

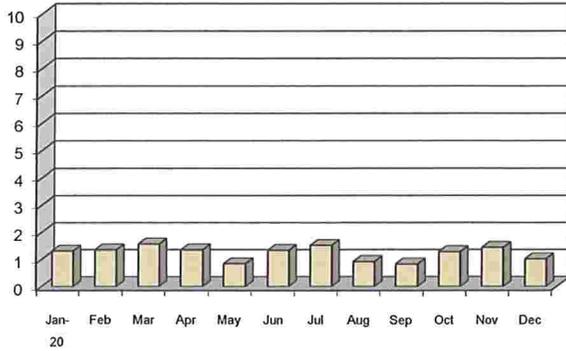
<u>Total Suspended Solids</u>		
Yearly Average:	395 mg/l	5.2 mg/l
Daily Maximum:	1,064 mg/l <i>Dec 16th</i>	15 mg/l <i>Jan 14th</i>
Maximum Loading:	27,171 lbs. <i>Dec 16th</i>	838 lbs. <i>Apr 29th</i>

<u>Ammonia Nitrogen</u>		
Yearly Average:	13.1 mg/l	0.28 mg/l
Daily Maximum:	28.3 mg/l <i>Aug 2nd</i>	4.6 mg/l <i>Aug 11th</i>
Maximum Loading:	658 lbs. <i>Dec 27th</i>	107.1 lbs. <i>Aug 11th</i>

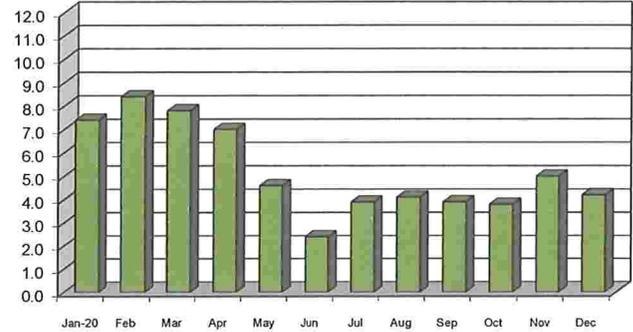
<u>Phosphorus</u>		
Yearly Average:		0.55 mg/l
Daily Maximum:		1.80 mg/l <i>Jan 7th</i>
Maximum Loading:		66 lbs. <i>Apr 30th</i>

<u>Fecal Coliform</u>		
Daily Maximum:		296 Colonies <i>Dec 22nd</i>

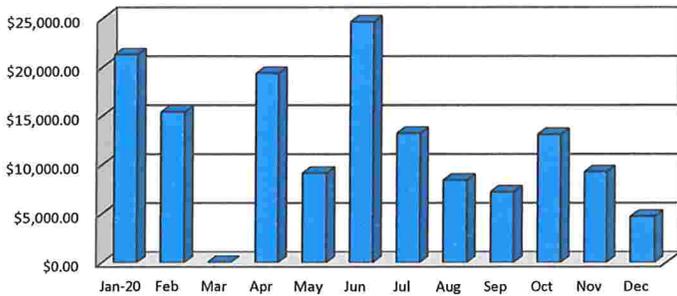
Effluent Monthly Average - CBOD



Effluent Monthly Average - Total Suspended Solids



Sludge Hauling Expense - Synagro



**PLANT OPERATIONS SUMMARY:**

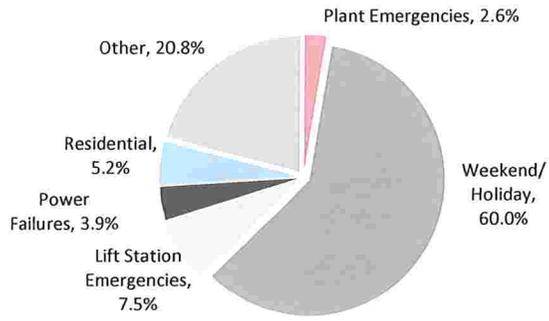
**Annual Quantities:**

- Wasted 44,270,000 gallons (3,689,167 gals. monthly average)
- Decanted 1,552,000 gallons (129,333 monthly average)
- Pressed 11,561,000 gallons of sludge (963,417 gals. monthly average, \$145,440 total expenditure compared to \$152,033 in 2019)
- Thickened by GBT 42,875,000 gallons (3,572,917 gals. monthly average)
- Sent to Digesters 9,567,000 gallons (797,250 gals. monthly average)
- Sludge Generated: 775.64 dry tons (531.48 dry tons - 2019)
- Sludge Land Applied: 775.64 dry tons (531.48 dry tons - 2019)
- Municipal Water Treatment Discharge Received: 43,968,681 gallons (\$47,925.86 revenue, 2019 - \$43,321.74 revenue)
- Septage Received: 5,764,192 gallons (\$345,851.52 revenue, 2019 - \$305,416.50 revenue)
- Industrial Waste Received: 1,900,000 gallons (estimated)

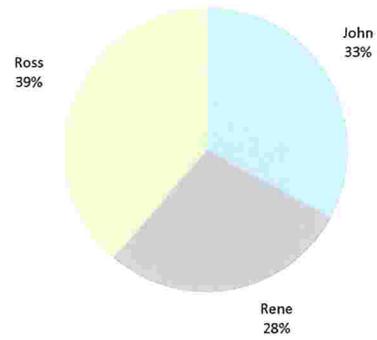
**Contracts Awarded for Treatment Facility:**

Electrical Upgrades and Filter Building Improvements Project to Larson & Larson Builders, Inc. in the amount of \$239,764.

Overtime Breakdown by Classification



Overtime Breakdown by Personnel



Respectfully submitted,

Tamara C. Mueller  
District Manager



**Date:** February 18, 2021 **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:** February 2021 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. Retainage in the amount of \$5,306.76 remains on hand until after site landscaping has been approved.
  - 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 completed the installation of the HVAC units and a system walkthrough was conducted with a punch list generated for items to be completed.
    - ii. Other remaining items include an Operator Training Session and delivery of an Operation and Maintenance Manual.
    - iii. Site restoration and painting will need to wait till weather permits.
  
  - b. Schedule
    - i. Construction Contract Award - June 11, 2020
    - ii. Preconstruction Conference – July 13, 2020
    - iii. Construction – October to March 2021