



LAKE IN THE HILLS SANITARY DISTRICT

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

**AGENDA
REGULAR MEETING
OF THE BOARD OF TRUSTEES
January 21, 2021
7:00 P.M.**

REGULAR MEETING OF THE BOARD OF TRUSTEES (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 will hold this meeting electronically via the following:

Join Webex Meeting:

Link:

<https://meetingsamer40.webex.com/meetingsamer40/j.php?MTID=m5794cd95a403f99fd7927db81b5f206e>

or join from a video system or application:

Dial 1269273769@meetingsamer40.webex.com

You can also dial 173.243.2.68 and enter the meeting ID number.

Meeting ID: 126 927 3769

Password: tNpPn8iZJ39 (86776849 from video systems)

We urge the public to virtually attend the remote Board meeting from their homes. However, the Sanitary District Board room will remain open during the meeting for public attendance and the District will stream the meeting in the Board room. Members of the public present in the Board room during the meeting are afforded the opportunity to view and listen to the meeting while in the room. Public comment will be afforded via the Webex meeting line or in the Board room during the remote meeting. In addition, public comment may be provided via a written submission prior to the meeting, which comment will be read by the Board President at the public meeting. Written comments to be read at the meeting must be submitted to the District Clerk by email kthompson@lithsd.com or other written submission at least 24 hours prior to the start of the meeting.

Roll Call

Approval of the Minutes

Public Comments



LAKE IN THE HILLS SANITARY DISTRICT

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AGENDA
REGULAR MEETING (VIRTUAL MEETING)
OF THE BOARD OF TRUSTEES
January 21, 2021
7:00 p.m.
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Consent Agenda

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.

Specific Agenda

Treasurer's Report

Approval of the Bills

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

Manager's Report

Municipal Utility Tax Refund Update.

Engineer's Report

Attorney's Report

Unfinished Business

New Business

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)).



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
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7:00 p.m.
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Continued New Business

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

Adjournment

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
December 17, 2020 (*Virtual Meeting)**

**SB2135 allows for virtual meetings in the event that an in-person meeting is not practical or prudent. Due to an increase in Covid-19 cases locally and implementation of additional mitigation efforts, it was determined that an in-person meeting was not practical or prudent.*

Roll Call:

The regular meeting was called to order by President Hansen at 7:00 pm using WebEx for virtual attendance and participation. Roll call was answered by President Eric Hansen, Trustee Cheryl Kehoe and Trustee Jessica Reed. Also in attendance were District Manager Tamara Mueller, Assistant District Manager Mike Nelson, District Engineer Peter Kolb of Applied Technologies, District Attorney Ann Williams of Storino, Ramello & Durkin and District Treasurer/Clerk Karen Thompson.

Approval of Minutes:

Motion was made by President Hansen and seconded by Trustee Kehoe to approve the minutes of the Regular Board Meeting of November 19, 2020 as presented. On a roll call vote, President Hansen and Trustees Kehoe and Reed voted aye.

Public Comments:

None.

Consent Agenda:

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

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

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

Specific Agenda:

None.

Treasurer's Report:

District Treasurer presented final written copies of the November 2020 Treasurer's reports and provided a verbal summary of some of the receipts and expenses. She further added that in November we received two unanticipated Covid-19 related credits/refunds. One was from IDES and the other was from Blue Cross Blue Shield.

Motion was made by President Hansen, seconded by Trustee Kehoe, to approve the November 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
December 17, 2020 (*Virtual Meeting)**

Approval of Bills:

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

Motion was made by President Hansen and seconded by Trustee Kehoe to approve the List of Bills as presented for payment totaling \$198,066.90 of which \$26,827.62 is from the General Corporate Fund, \$63,579.03 is from the Operations and Maintenance Fund, \$107,660.25 is from the Construction Fund, and \$0.00 is from the Bond and Interest Fund.

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 November 2020 Manager's Report and provided a verbal summary.

There were no emergency call outs in November.

Some additional quotes for the employee medical insurance were received. Blue Cross Blue Shield was still the cheapest for the same coverage, therefore, we will stay with them for 2021.

Over the past 6 weeks we have made some changes to our VLR operation by shutting off a denitrification pump in the ditch. Since we have done this, our phosphorus has been hovering around 0.2 mg/l. If we can maintain this level we will not have a problem meeting the permit requirement of 0.5 mg/l.

District Manager also passed along a "thank you" from employees for the recognition bonuses that were approved in November.

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

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

Engineer's Report:

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

Task Order 19-04 (Hagele Beach Lift Station Construction) – Construction activities are complete and the lift station is operational. The contractor asked for the retention to be released. Applied Technologies assessed the site and continues to recommend that we hold the retainage until spring.

Task Order 20-02 (Electrical & Filter Building Improvements CEI) – Construction is moving ahead. Door installation and HVAC removal will start this week.

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
December 17, 2020 (*Virtual Meeting)**

Task Order 19-01 (Rear Drive Entrance Construction) – All final lien waivers have been received and the final pay request was approved tonight. This project was approved for \$318,069.85 and the work was completed for \$295,768.65. The primary reason for the reduction in cost is because we didn't need all of the material that was put in the original project budget.

Attorney's Report:

District Attorney gave a nod of recognition to the District Manager for making sure that the required sexual harassment training was completed by all District staff. She further added that the District was way ahead of schedule on this by having it completed in January of 2020, even though the requirement was that it be completed by the end of the year.

Unfinished Business:

None.

New Business:

Trustee Reed asked if President Hansen had spoken with the new McHenry County Chairman yet. President Hansen indicated that he has not yet, but he plans to reach out to introduce himself and the District.

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 7:13pm.

Respectfully Submitted,



Karen Thompson,
District Clerk

APPROVED this _____ day of _____, 2021.

President Hansen

January 18, 2021

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



Re: Electrical Upgrades & Filter Building Improvements
Larson & Larson Builders, Inc. Pay Application No. 1

Dear Lake in the Hills Sanitary District Board of Trustees:

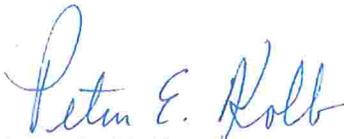
Larson & Larson Builders, Inc. has submitted the attached invoice for Pay Request #1, for the Lake in the Hills Sanitary District Electrical Upgrades & Filter Building Improvements project. We have reviewed the work and invoice and recommend approval of the payment in the amount of **\$126,682.59**. We have received lien waivers, certified payroll, and signed Pay Application No. 1.

The recommended approved payment includes holding a retainage of \$14,075.84. Work items included in this invoice are general conditions, concrete pad installation, door installation, and HVAC unit installation.

Please call if you have any questions or comments regarding the above.

Sincerely,

Applied Technologies, Inc.



Peter E. Kolb, P.E.

Enclosures

cc: Tamara Mueller, Lake in the Hills Sanitary District

APPLICATION FOR PAYMENT



CAP702
Page: 1 of 3

PROJECT:
20-055
Electrical Upgrades and Filter
Building Improvements

VIA ARCHITECT:
Applied Technologies
488 Park Avenue
Lake Villa, IL 60046

From Contractor:
Larson & Larson Builders, Inc.
5612 Industrial Avenue
Loves Park, IL 61111

Application No.: Application Date: Period To: Contract Date:
1 JAN 11, 2021 JAN 11, 2021 JUL 31, 2020

Distribution List:
Owner Construction Mgr
Architect Field
Contractor Other

PROJECT:
20-055
Electrical Upgrades and Filter
Building Improvements

VIA ARCHITECT:
Applied Technologies
488 Park Avenue
Lake Villa, IL 60046

CONTRACT FOR:

Contractor's Application for Payment

Application is made for payment as shown below, with attached Continuation Sheet.

1. Original Contract Amount: \$ 239,764.00
2. Net of Change Orders: \$ 0.00
3. Net Amount of Contract: \$ 239,764.00
4. Total Completed & Stored to Date: \$ 140,758.43
5. Retainage Summary:
 - a. 10.00 % of Completed Work \$ 14,075.84
 - b. 10.00 % of Stored Material \$ 0.00
 - Total Retainage: \$ 14,075.84
6. Total Completed Less Retainage: \$ 126,682.59
7. Less Previous Applications: \$ 0.00
8. Current Payment Due, This Application: \$ 126,682.59
9. Contract Balance (Including Retainage): \$ 113,081.41

CHANGE ORDER Activity	Additions	Subtractions
Total previously approved:	0.00	0.00
Total approved this Month:	0.00	0.00
Sub Totals:	0.00	0.00
NET of Change Orders:	0.00	0.00

CONTRACTOR'S CERTIFICATION:

The Contractor's signature here certifies that, to the best of their knowledge, this document accurately reflects the work completed in this Application for Payment. The Contractor also certifies that all payments have been made for work on previous Applications for Payment and also that the Current Payment is Due.

(Authorizing Signature) _____
Larson & Larson Builders, Inc.

Date: JAN 11, 2021

State Authorized: Illinois

County of: Winnebago

Subscribed and sworn to before me this 11th day of January 2021.

Notary Public: JEANNETTE B SHEEHAN

My Commission expires: 5/7/23



ARCHITECT'S CERTIFICATION:

The Architect's signature here certifies that, based on their own observations, the Contract Documents and the information contained herein, this document accurately reflects the work completed in this Application for Payment. The Architect also certifies the Contractor is entitled to the amount certified for payment.

AMOUNT CERTIFIED:

126,682.59

(Architect's Signature) Peter E. Roth

Date:

1-18-2021

APPLICATION FOR PAYMENT - CONTINUATION SHEET

CAP703

From:		To:		Project:		Application No: 1		
Larson & Larson Builders, Inc. 5612 Industrial Avenue Loves Park, IL 61111		Lake in the Hills Sanitary District 515 Plum Street Lake in the Hills, IL 60156		20-055 Electrical Upgrades and Filter Building Improvements		Application Date: 1/11/2021 Period To: 1/11/2021 Contract Date: 7/31/2020 Architects Project#:		
A Item No	B Description of Work	C Contract Value	D Work Completed From Previous Application (D + E)	E Work Completed This Period	F Materials Presently Stored (Not In D or E)	G Total Completed and Stored To Date (D+E+F)	H Balance To Finish (C - G)	I Retainage (If Variable Rate)
1	General Conditions of the Contract	29,692.00	0.00	14,846.00	0.00	14,846.00	14,846.00	1,484.60
2	Section 01200 - Replacement Allowance	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
3	Section 01200 - Skilled Trades Crew Allowance	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
4	Section 01200 - Testing and Inspection Allowance	5,000.00	0.00	210.00	0.00	210.00	4,790.00	21.00
5	Section 01310 - Project Management	10,800.00	0.00	5,400.00	0.00	5,400.00	5,400.00	540.00
6	Section 01300 - Submittal Requirements	2,500.00	0.00	2,500.00	0.00	2,500.00	0.00	250.00
7	Section 01500 - Temporary Facilities and Controls	2,250.00	0.00	1,125.00	0.00	1,125.00	1,125.00	112.50
8	Section 01780 - Closeout Documents	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
9	Section 03300 - Concrete (Jack Hall Construction Inc.)	15,750.00	0.00	15,750.00	0.00	15,750.00	0.00	1,575.00
10	Section 06100 - Carpentry Labor	21,600.00	0.00	15,715.00	0.00	15,715.00	5,885.00	1,571.50
11	Sectoin 06100 - Carpentry Materials	2,500.00	0.00	225.00	0.00	225.00	2,275.00	22.50
12	Section 08160 - FRP Doors (Security Builders Supply)	35,927.00	0.00	35,927.00	0.00	35,927.00	0.00	3,592.70
13	Section 15500 - HVAC	87,745.00	0.00	49,060.43	0.00	49,060.43	38,684.57	4,906.04
		224,764.00	0.00	140,758.43	0.00	140,758.43	84,005.57	14,075.84

APPLICATION FOR PAYMENT - CONTINUATION SHEET

From: Larson & Larson Builders, Inc. 5612 Industrial Avenue Loves Park, IL 61111		To: Lake in the Hills Sanitary District 515 Plum Street Lake in the Hills, IL 60156		Project: 20-055 Electrical Upgrades and Filter Building Improvements		Application No: 1 Application Date: 1/11/2021 Period To: 1/11/2021 Contract Date: 7/31/2020 Architects Project#:			
A	B	C	D		E	F	G	H	I
Item No	Description of Work	Contract Value	From Previous Application (D + E)	Work Completed This Period	Materials Presently Stored (Not In D or E)	Total Completed and Stored To Date (D+E+F)	% (G / C)	Balance To Finish (C - G)	Retainage (If Variable Rate)
14	(Miller Engineering Company) Section 16000 - Electrical (Associated Electrical Contractors)	15,000.00	0.00	0.00	0.00	0.00	0	15,000.00	0.00
		239,764.00	0.00	140,758.43	0.00	140,758.43	59	99,005.57	14,075.84

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

		BANK BALS AT BEGINNING OF PRIOR MONTH	BANK BALS AT BEGINNING OF THE CURRENT MONTH	BANK BALS AT THE BEGINNING OF THE FY
Beginning Cash and Investments				
First National Bank - O & M Account	O&M	622,491.87	442,465.09	686,944.74
First National Bank - Certificate Fund	Bond & Int	89,801.29	103,305.08	30,078.28
First National Bank - Depreciation Account	Construction	2,250,046.46	2,262,973.45	2,208,654.83
First National Bank - Surplus Funds	Construction	8,712.17	11,467.93	35,533.35
First National Bank - Bond & Interest Fund	Bond & Int	783,420.57	842,250.61	689,089.29
First National Bank - Sinking Funds	Bond & Int	978,872.69	993,656.33	890,178.50
Algonquin Bank & Trust - Cash Mgr	O&M	1,021,019.60	999,241.19	1,058,229.06
Algonquin Bank & Trust - Operating	O&M	826.00	404.00	310.00
Home State Bank	O&M	29,669.66	29,821.62	23,648.78
Illinois State Bank	O&M	12,744.27	12,744.81	10,559.83
Credit Cards		(2,944.14)	(1,309.14)	(866.42)
TOTAL BEGINNING CASH AND INVESTMENTS		5,794,660.44	5,697,020.97	5,632,360.24
SEWERAGE FUNDS				

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Revenues and Receipts				
Sewer Bill Income/User Charges	86,561.49	149,556.91	2,037,616.76	3,600,000.00
Septage Income	21,577.14	52,084.80	282,456.92	250,000.00
Wastewater Discharge Income	-	3,716.36	30,132.40	45,000.00
Refunds	(910.55)	(643.35)	(8,942.11)	-
Connection/Tap-On Fees	5,200.00	-	26,000.00	95,000.00
Annexation Fees (inc. GIS)	-	-	-	5,000.00
Downstream & Misc Charges	-	-	-	500.00
Liftstation Recapture	-	-	-	-
Gain/Loss - Sale of Equipment	-	-	-	-
Rebates, Refunds or Grants Received	-	-	27,344.28	-
Interest Income	276.09	274.37	3,314.59	15,000.00
TOTAL REVENUES AND RECEIPTS		112,704.17	204,989.09	2,397,922.84
4,010,500.00				

Expenditures

PERSONNEL SERVICES

District Personnel Salaries	42,786.76	48,445.65	401,413.55	634,000.00
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ADMINISTRATIVE EXPENSES

Telephone	398.02	-	1,587.47	3,000.00
Postage	624.26	3,792.91	13,082.54	22,000.00
Printing and Publications	-	-	-	2,000.00
Office Supplies	948.14	65.95	3,733.58	7,500.00
Billing and Collection Expenses	8,454.50	2,215.21	42,984.69	75,000.00
Professional Services	84.84	80.57	721.85	10,000.00
Training, Travel and Education	-	-	25.00	7,000.00
Computer Hardware, Software, and Support	2,101.52	1,879.97	14,852.89	70,000.00
Community Affairs	-	59.96	59.96	2,000.00
Medical and Life Insurance	15,327.27	17,939.39	150,179.11	275,000.00
	27,938.55	26,033.96	227,227.09	473,500.00

OPERATIONS AND MAINTENANCE

Operating Supplies	10,965.16	3,990.78	42,308.94	60,000.00
Maintenance and Repair (Plant)	12,355.26	9,437.16	69,567.60	150,000.00
Maintenance and Repair (Collection Systems)	6,082.42	79.91	90,965.61	310,000.00
Utilities and Energy	32,441.95	135.84	263,786.54	475,000.00
Grounds Upkeep	924.00	681.00	11,647.06	30,000.00
Gasoline/Oil	394.90	394.94	5,769.42	20,000.00
Computer and Support Services	-	-	-	2,000.00
Emergency Communications	11,083.64	11,147.10	79,851.95	75,000.00
Sludge Management	20,710.95	18,398.55	153,317.70	225,000.00

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Professional Services	3,069.52	932.00	17,110.53	25,000.00
Residential Reimbursement	-	-	-	10,000.00
Compliance Requirements/Permits	-	-	17,500.00	30,000.00
GIS	-	-	-	10,000.00
	<u>98,027.80</u>	<u>45,197.28</u>	<u>751,825.35</u>	<u>1,422,000.00</u>

Expenditures (continued)

CAPITAL IMPROVEMENTS

New Construction	13,858.00	27,328.93	640,195.77	1,500,000.00
Plant Equipment	-	-	100,208.00	530,000.00
Collection System	33,387.00	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>47,245.00</u>	<u>110,617.93</u>	<u>909,394.37</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	-	-	-	2,000.00
	<u>-</u>	<u>-</u>	<u>21,293.76</u>	<u>160,000.00</u>

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

TOTAL EXPENDITURES 216,748.11 230,294.82 2,365,174.53 6,197,500.00

EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (104,043.94) (25,305.73) 32,748.31 (2,187,000.00)

		BANK BALS AT END OF THE PRIOR MONTH	BANK BALS AT END OF THE CURRENT MONTH	BANK BALS AT THE END OF MAY
Ending Cash and Investments				
First National Bank - O & M Account	O&M	442,465.09	387,851.91	485,475.71
First National Bank - Certificate Fund	Bond & Int	103,305.08	116,809.53	43,580.07
First National Bank - Depreciation Account	Construction	2,262,973.45	2,264,141.61	2,216,122.60
First National Bank - Surplus Funds	Construction	11,467.93	20,851.80	18,338.32
First National Bank - Bond & Interest Fund	Bond & Int	842,250.61	848,327.25	748,950.11
First National Bank - Sinking Fund	Bond & Int	993,656.33	1,008,441.91	904,959.74
Algonquin Bank & Trust - Cash Mgr.	O&M	999,241.19	921,594.48	1,075,259.91
Algonquin Bank & Trust - Operating	O&M	404.00	12,791.00	68.00
Home State Bank	O&M	29,821.62	30,284.38	23,648.97
Illinois State Bank	O&M	12,744.81	12,950.85	10,627.90
Credit Cards	O&M	(1,309.14)	(5,691.76)	(813.78)
TOTAL ENDING CASH AND INVESTMENTS		<u>5,697,020.97</u>	<u>5,618,352.96</u>	<u>5,526,217.55</u>

SEWERAGE FUNDS

LAKE IN THE HILLS SANITARY DISTRICT
MONTHLY TREASURER REPORT - GOVERNMENTAL FUNDS
 Month of December, 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	\$ 1,547,470.71	\$ 1,462,995.61	1,226,361.68
Credit Cards	(136.04)	-	-
TOTAL BEGINNING CASH AND INVESTMENTS	<u>1,547,334.67</u>	<u>1,462,995.61</u>	<u>1,226,361.68</u>

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Revenues and Receipts				
Real Estate Taxes				
General Fund	1,497.98	1,489.82	305,551.64	308,320.00
Audit Fund	9.76	9.70	1,988.55	2,006.00
Chlorination Fund	0.08	0.08	16.41	16.00
Liability Insurance Fund	242.95	241.63	49,557.38	50,006.00
Social Security Fund	267.26	265.80	54,513.45	55,007.00
Retirement Fund	753.09	748.97	153,612.37	155,004.00
Replacement Taxes	-	65.53	1,048.91	-
Rebates or Grants Received	-	-	306.00	-
Interest Income	62.46	62.17	475.43	1,000.00
TOTAL REVENUES AND RECEIPTS	<u>2,833.58</u>	<u>2,883.70</u>	<u>567,070.14</u>	<u>571,359.00</u>

Expenditures

GENERAL FUND

PERSONNEL SERVICES

Salaries of Trustees, Manager, Treasurer & Clerk

	14,350.00	15,479.72	117,377.22	185,000.00
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CONTRACTUAL SERVICES

Professional Engineering

	588.00	734.00	7,444.00	75,000.00
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Legal Services

	577.50	1,470.00	6,858.50	35,000.00
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Other Professional Services

	-	-	-	5,000.00
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	<u>1,165.50</u>	<u>2,204.00</u>	<u>14,302.50</u>	<u>115,000.00</u>
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ADMINISTRATIVE EXPENSES

Printing, Publications

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

	-	32.30	32.30	3,000.00
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Postage

	-	132.35	727.51	1,000.00
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Treasurer's Bond

	3,000.00	-	3,000.00	4,000.00
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Community Affairs

	117.00	-	117.00	1,000.00
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Memberships and Dues

	60.00	-	160.00	4,000.00
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	<u>3,177.00</u>	<u>164.65</u>	<u>6,083.41</u>	<u>18,000.00</u>
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OPERATING EXPENSES

Building and Grounds Upkeep

	1,070.00	-	3,210.00	15,000.00
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Utilities

	-	1,613.63	4,914.78	30,000.00
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J.U.L.I.E.

	-	-	-	3,000.00
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Training and Education

	-	-	-	3,000.00
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Travel Expenses

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

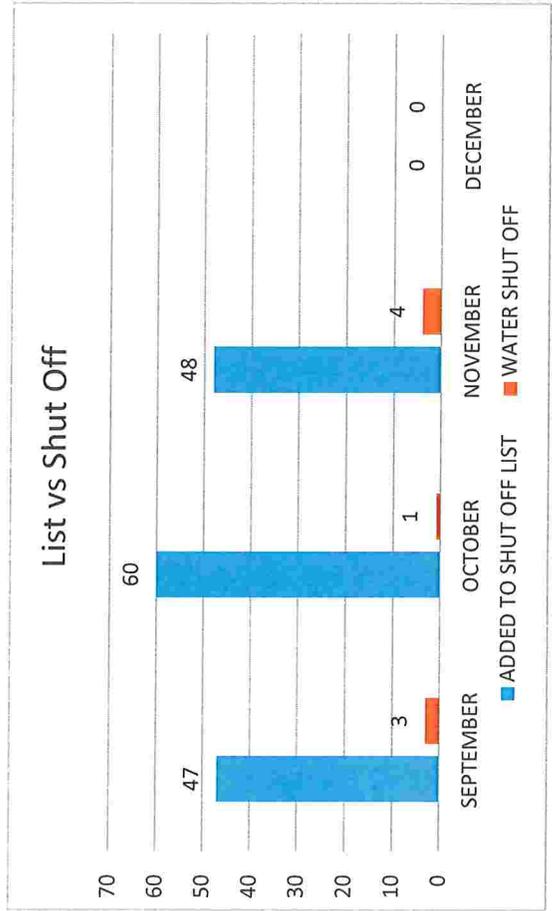
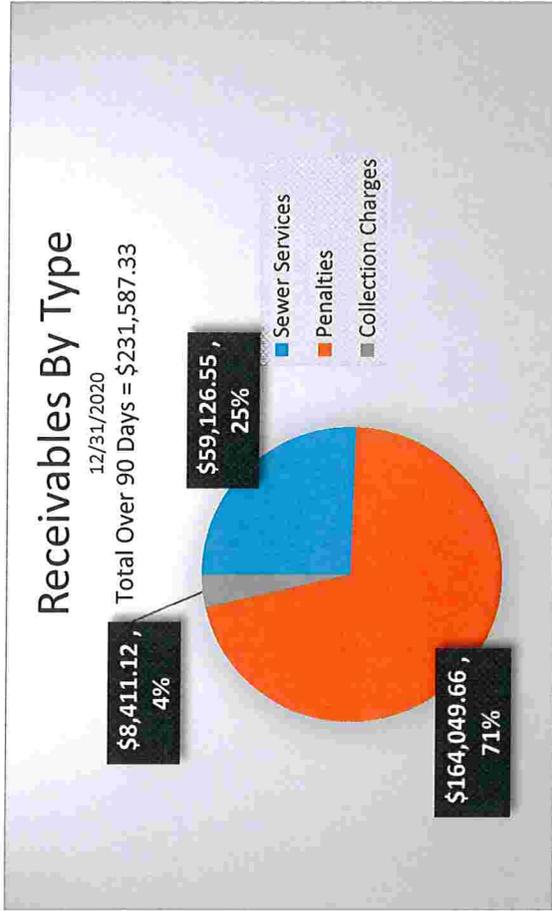
	-	275.00	1,361.04	7,000.00
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	<u>1,070.00</u>	<u>1,888.63</u>	<u>9,485.82</u>	<u>60,000.00</u>
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	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
CONTINGENT AND MISCELLANEOUS EXPENSES				
Not Otherwise Appropriated	-	-	150.00	1,000.00
	-	-	150.00	1,000.00
TOTAL GENERAL FUND	19,762.50	19,737.00	147,398.95	379,000.00
Expenditures (continued)				
CHLORINATION FUND	-	-	2,796.10	24,000.00
	-	-	2,796.10	24,000.00
AUDIT FUND	-	-	10,000.00	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	26,946.80	-	27,055.80	45,500.00
Vehicles	7,819.00	-	7,819.00	15,000.00
General Liability	15,003.00	-	15,003.00	80,000.00
Administrative Fee	-	142.00	414.00	500.00
	49,768.80	4,929.00	64,094.80	165,000.00
SOCIAL SECURITY FUND	4,642.89	4,890.27	39,492.37	60,000.00
IMRF FUND	12,998.45	13,708.55	107,035.11	300,000.00
OTHER EXPENDITURES (RECEIPTS)	-	-	-	-
TOTAL EXPENDITURES	87,172.64	43,264.82	370,817.33	948,000.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(84,339.06)	(40,381.12)	196,252.81	(376,641.00)
Ending Cash and Investments	BANK BAL AT END OF THE PRIOR MONTH	BANK BAL AT END OF THE CURRENT MONTH	BANK BALANCE AT THE END OF MAY	
First National Bank	\$ 1,462,995.61	\$ 1,422,614.49	1,226,247.48	
Credit Cards	-	-	-	
TOTAL ENDING CASH AND INVESTMENTS	1,462,995.61	1,422,614.49	1,226,247.48	
GENERAL CORPORATE FUND				

Accounts Receivable Analysis

December 2020



Monthly Shut Off Summary

Lake in the Hills

- NONE.

Huntley

- NONE.

Crystal Lake

- NONE.

**LITH SANITARY DISTRICT
Bills Paid Prior To Meeting
January 21, 2021 Meeting Date**

Name	Memo	Amount
General Fund		
TOTAL GEN FUND BILLS PAID PRIOR TO MEETING		\$ -
O & M Fund		
Ansercall 24	Emergency Communications	\$ 100.00
AT&T	Emergency Communications	\$ 13.75
Flood Brothers Disposal & Recycling	Bldgs & Grounds Maint - December 2020 Trash	\$ 327.74
Pitney Bowes	Postage - for Meter 12/14/2020	\$ 270.99
Suburban Laboratories	Pro Svs - Lab, Samples They Recvd 11/13/2020	\$ 132.00
Suburban Laboratories	Pro Svs - Lab, Samples They Recvd 12/11/2020	\$ 132.00
Verizon Wireless	Emergency Communications	\$ 366.62
TOTAL O & M BILLS PAID PRIOR TO MEETING		\$ 1,343.10

**LITH SANITARY DISTRICT
Recurring Bills
January 21, 2021 Meeting Date**

Name	Memo	Amount
General Fund		
Illinois Municipal Retirement Fund	Employer Portion of IMRF - December 2020	\$ 13,708.55
United States Treasury	District Pd Payroll Taxes (SS & Med)	\$ 4,890.27
TOTAL GENERAL FUND RECURRING BILLS		\$ 18,598.82
O & M Fund		
Blue Cross Blue Shield	Medical Insurance Premiums (for December 2020)	\$ 16,572.34
Humana	Specialty Insurance Premiums (for December 2020)	\$ 1,367.05
Payment Service Network	Collection Expenses from November 2020	\$ 965.46
United States Postal Service	Postage - Mailing of Quarterly Bills	\$ 3,779.95
TOTAL O & M RECURRING BILLS		\$ 22,684.80

Approved _____

President Hansen

**LITH SANITARY DISTRICT - Governmental Fund
Bills Presented to Board for Approval
January 21, 2021 Meeting**

Name	Memo	Amount
GENERAL CORP FUND BILLS		
Applied Technologies	Contractual Svs - Engineering	\$ 661.00
Illinois Government Finance Officers Assn	Membership/Dues - K Thompson 2021	\$ 300.00
IGS Energy	Utilities - Gas Sales November 2020	\$ 2,606.97
Nicor Gas	Utilities - Nat Gas 11/6-12/8/20	\$ 945.41
Shaw Suburban Media	Printing & Publications, 2021 Mtg Dates	\$ 70.44
Storino, Ramello & Durkin	Contractual Svs - Legal Dec 2020	\$ 192.50
TOTAL GENERAL CORP FUND BILLS		\$ 4,776.32

**LITH SANITARY DISTRICT - O&M/Sewerage Fund
Bills Presented to Board for Approval
January 21, 2021 Meeting**

Name	Memo	Amount
O & M BILLS		
Airgas USA, LLC	Operating Supplies	\$ 110.62
AMS Mechanical Systems	Maint/Repair - Plant	\$ 1,734.00
Ansercall/TAS United	Emergency Communications	\$ 103.30
Automatic Control Services	Maint/Repair - Coll Sys, Concord LS, Meter Spiking	\$ 270.00
AutoZone	Maint/Repair - Plant Vehicles, Oil Change 2016 Ford F-350	\$ 55.96
AutoZone	Maint/Repair - Plant Vehicles, Charger for Dump Truck	\$ 32.99
Caccamo, John - reimbursement	Operating Supplies - Personnel, 2021 Clothing Reimbursement	\$ 200.00
Cintas Corp	Operating Supplies - Personnel	\$ 1,251.35
Civic Systems LLC	Computer Exp - Semi Annual Civic Software Jan - June 2021	\$ 3,476.00
Ed's Rental & Sales, Inc.	Maint/Repair - Plant, Sewer Rod Rental	\$ 74.75
First National Bank of Omaha - Visa	Maint/Repair - Plant Belt Ox Ditch Motors, Office Supplies Computer	\$ 3,447.99
First National Bank of Omaha - Visa	Computer Exp, Pro Svs Intuit Fees, Oper Supplies Small Tools , M/R Plant	\$ 2,118.13
Flood Brothers Disposal	Bldg & Grounds Maint, January 2021 Trash Svs	\$ 327.74
Interstate All Battery Center	Maint/Repair- Plant, Batteries for Exit Sign	\$ 103.60
LAI, Ltd.	Operating Supplies - Safety, Oxygen Sensor	\$ 585.00
Logsdon Office Supply	Office Supplies - Erasable Wall Calendar	\$ 34.89
Logsdon Office Supply	Office Supplies - Binder, Folders, Dividers, Legal Pads	\$ 91.70
Logsdon Office Supply	Office Supplies - Toner, Printhead Clnr, Drum	\$ 611.51
Marc Kresmery Construction LLC	Maint/Repair - Coll Sys Pyott LS Check Valves	\$ 5,212.57
McHenry County Recorder	Collection Expenses - December 2020	\$ 17.00
Metropolitan Industries, Inc.	Emerg Communications - MetroCloud Data Svs 12/15/20 Invoice	\$ 300.00
Metropolitan Industries, Inc.	Emerg Communications - MetroCloud Data Svs 1/15/21 Invoice	\$ 300.00
North Shore Water Reclamation District	Pro Svs - Lab, Biomonitoring	\$ 800.00
PetroChoice LLC	Gas & Fuel	\$ 369.65
PetroChoice LLC	Gas & Fuel	\$ 199.29
Sigma Aldrich	Operating Supplies - Lab	\$ 116.83

Storino Ramello & Durkin	Collection Expenses - December 2020	\$	362.00
Synagro WWT	Sludge Mgt - December 2020	\$	4,680.00
Technology Masters	Computer Exp - Civic Update	\$	63.50
The Home Depot	Operating Supplies - Small Tools	\$	125.64
Third Millennium Associates, Inc.	Collection Expenses - Quarterly Bill Rendering	\$	2,453.91
USA Blue Book	Operating Supplies - Lab, Rain Charts	\$	191.08
Warehouse Direct	Pro Svs - Copies	\$	100.97
Water One, Inc.	Operating Supplies - Personnel, Drinking Water Equip Rental	\$	22.50
Wilkens-Anderson	Operating Supplies - Lab	\$	280.92
Wilkens-Anderson	Operating Supplies - Lab	\$	287.16
Ziegler's Ace Hardware	Operating Supplies - December 2020	\$	226.12

TOTAL O&M FUND BILLS

\$ 30,738.67

CONSTRUCTION FUND BILLS

Applied Technologies Inc	Engineering - Task Order 20-02 Filter Bldg CEI	\$	4,063.00
Emerald Coast	Cap Imprvmts - Plant Equipment, WAVE Sampler, Module	\$	6,699.00
Metropolitan Industries	Cap Imprvmts - Plant Equipment, SCADA	\$	89,904.00

TOTAL CONSTRUCTION FUND BILLS

\$ 100,666.00

BOND & INTEREST FUND BILLS

Bank of New York Mellon	2008 Debt Certs Admin Fee	\$	750.00
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TOTAL BOND & INTEREST FUND BILLS

\$ 750.00

GRAND TOTAL OF ALL BILLS PRESENTED FOR APPROVAL IS \$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.

Approved _____

President Hansen

MANAGER'S REPORT

Month of December, 2020

Customers

	CURRENT	12/MO TOTAL	Data for Dec 2019
Total accounts:	11,737		
New Customers:	0	14	0
Connections:	0	6	2
Permits Issued:	0	6	0
Permits Issued Past 13 Months:	6		
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
12/18/2020	17 Clark	sewage in basement	yes

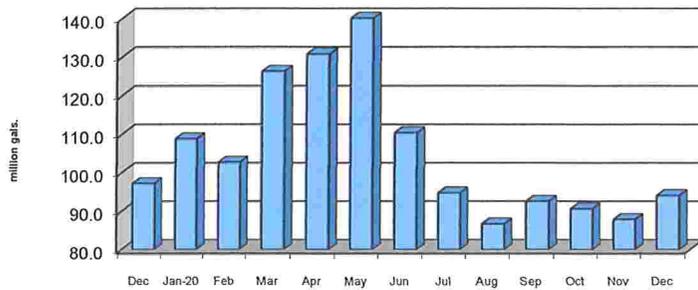
COLLECTION SYSTEM ACTIVITIES

James began reviewing data from manhole inspections and preparing for 2021 grease trap inspections.

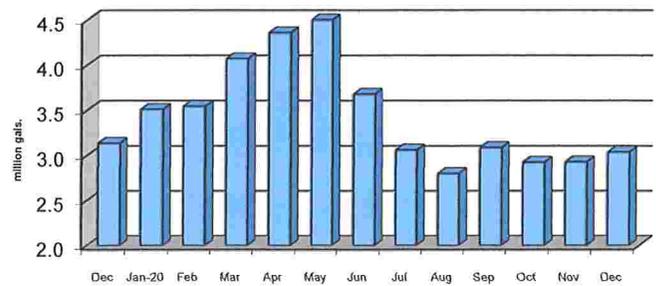
FLOW

Total Effluent Flow for Month:	94.050	million gallons
Average Daily Flow:	3.034	mgd
Maximum Daily Flow:	3.872	mgd
Precipitation Total:	1.41	inches
Precipitation This Month Last Year:	1.52	inches
Septage Accepted:	269,124	gallons

Total Monthly Flows



Monthly Average Daily Flows



MANAGER'S MONTHLY REPORT

December, 2020

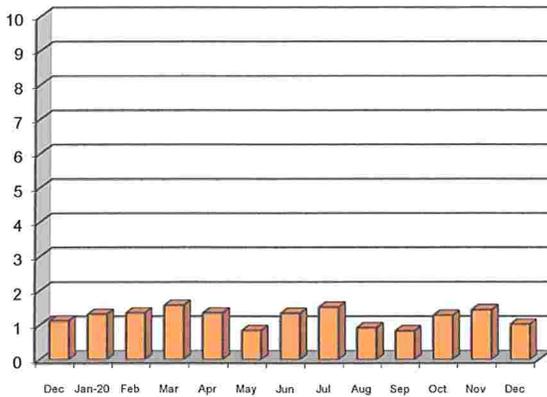
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TREATMENT PLANT OPERATIONS

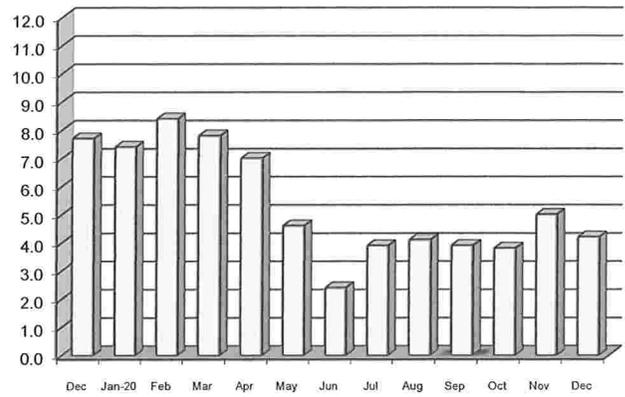
	<u>Average in</u>	<u>Average out</u>	<u>Average % reduction</u>
CBOD	202 mg/L	1.0 mg/L	99.5%
Total Suspended Solids:	427 mg/L	4.2 mg/L	99.0%
Ammonia Nitrogen:	16.2 mg/L	0.1 mg/L	99.5%
Phosphorus:		0.18 mg/L	
Fecal Coliform:		296 colonies (daily max.)	

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:	4.195 million gallons
Decanted:	0.217 million gallons
Thickened:	4.264 million gallons
To Digester:	0.681 million gallons
Pressed:	0.644 million gallons

PERSONNEL ACTIVITIES

Staff attended annual fire extinguisher training presented by IPRF on 12/1/20.
 Tamara and Karen attended the last of four IMRF Authorized Agent webinars on 12/8/20.

Respectfully submitted,

Tamara C. Mueller
 District Manager



Date: January 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: January 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. Construction activities are complete, and the station is operational.
 - ii. Retainage in the amount of \$5,306.76 remains on hand until after site landscaping has been approved.
 - 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 system testing is being scheduled for next week underway.
 - ii. Door installation has been completed and final restoration is proceeding.
 - b. Schedule
 - i. Construction Contract Award - June 11, 2020
 - ii. Preconstruction Conference - July 13, 2020
 - iii. Construction - October to January 2021



Delivery and placement of new Make-Up Air Units for the Filter Building





Exterior and interior installation of Make-Up Air Units, including temporary platform.

