



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
March 18, 2021
7:00 P.M.**

REGULAR MEETING OF THE BOARD OF TRUSTEES

Roll Call

Approval of the Minutes

Public Comments

Consent Agenda

- A. Approval of Contractor's Application for Payment No. 2 in the Amount of \$86,092.71 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 \$283,215.96 of which \$32,621.93 is from the General Corporate Fund, \$245,763.03 is from the Operations and Maintenance Fund, \$4,831.00 is from the Construction Fund, and \$0.00 is from the Bond and Interest Fund.

Manager's Report

Operations Update

May 15th Invitation to Join Village of LITH Open House

Hosting Household Hazardous Waste Collection on June 26, 2021

Engineer's Report

Attorney's Report



LAKE IN THE HILLS

SANITARY DISTRICT

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

AGENDA
REGULAR MEETING
OF THE BOARD OF TRUSTEES
March 18, 2021
7:00 p.m.
Page 2

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
February 18, 2021**

Roll Call:

The regular meeting was called to order by President Hansen at 7:00pm 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, Attorney Melissa Wolf of Storino, Ramello & Durkin and District Treasurer/Clerk Karen Thompson.

Approval of Minutes:

Motion was made by Trustee Kehoe and seconded by Trustee Reed to approve the minutes of the Regular Board Meeting of January 21, 2021 as presented. On a roll call vote, President Hansen and Trustees Kehoe and Reed voted aye.

Public Comments:

None.

Consent Agenda:

None.

Specific Agenda:

None.

Treasurer's Report:

District Treasurer presented final written copies of the January 2021 Treasurer's reports and provided a verbal summary of some of the receipts and expenses.

She also informed the Board that the local branch of Illinois State Bank will be closing on April 23rd. The McHenry location will remain open. Our plan is to eventually close this account as it was only opened as a convenient place where our customers could make payments.

Next month it will be time for the semi-annual review of closed meeting minutes.

Motion was made by President Hansen, seconded by Trustee Kehoe, to approve the January 2021 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.

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
February 18, 2021**

Motion was made by President Hansen and seconded by Trustee Reed to approve the List of Bills as presented for payment totaling \$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.

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

Manager's Report:

District Manager presented written copies of both the January 2021 Manager's Report and the 2020 Annual Manager's Report. She also provided a verbal summary.

There were two emergency call outs in January and neither were the District's issue.

We received an IEPA permit for Arden Rose Homecare that is going to be built on Oak St. This development will be very similar to The Heathers which is supposed to open in April.

Phosphorus numbers for January are still really good at 0.15 mg/L.

As identified on the Annual Manager's Report, in March, April and May of 2020 we had about 90 million extra gallons of flow. Despite this extra flow in the spring of 2020, we are actually 1 million gallons less treated than the year prior. This is in part due to the repairs we did to our inflow and infiltration (I&I). Additionally, we are in a draught.

The 20.8% of overtime classified as "other" on page 4 of the Annual Manager's Report was for handling all of the extra solids that we got in March, April and May.

In 2020, above and beyond all of the regular duties that staff does on a daily basis, there were several other accomplishments. These include the following: implementation of the grease trap inspection program which included distributing informational material to residents, replacement of the flooring in several buildings, rejuvenation of the countertops and replacement of the faucets in the laboratory, upgrading of the controls systems at three more lift stations, upgrading of the plant SCADA to the Metro Cloud, inspection of 150 manholes with our new camera, rehabilitation of 27 manholes contributing to I & I and repairing of all but two of the broken valves with these two remaining valves being repaired this week. All of these additional accomplishments were completed with no on-the-job injuries in 2020.

She further reminded everyone that the Economic Interest Statements are due by May 1st.

Motion was made by President Hansen, seconded by Trustee Kehoe to accept the January 2021 Manager's Report and the 2020 Annual 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.

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
February 18, 2021**

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 almost complete. They had the walk-through and generated a punch list. He just learned today that the contractor had to order some additional parts which will take another 3 weeks to receive. Once these parts have been installed, staff will be provided with training and will get the operation and maintenance manuals. They anticipate that this project will be complete by the end of March.

Attorney's Report:

None.

Unfinished Business:

None.

New Business:

District Treasurer/Clerk indicated that she will need President Hansen to sign the 2020-2021 fiscal year audit services agreement from GRA & Associates. District Manager has already reviewed and signed the agreement. This is a one-year service agreement and the overall rate has gone up by \$2,000 which is still lower than previous quotes.

Executive Session:

As litigation is probable or imminent, a motion and finding was made by President Hansen and seconded by Trustee Kehoe to go into executive session in accordance with 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.

Executive session was entered at 7:10pm.

Reconvene Regular Meeting:

Motion was made by President Hansen, seconded by Trustee Kehoe to adjourn the executive session and reconvene the regular meeting. On a roll call vote President Hansen and Trustees Kehoe and Reed voted aye. The regular meeting was reconvened at 7:37pm. Also present at the regular meeting were District Manager Tamara Mueller, Assistant District Manager Mike Nelson, Attorney Melissa Wolf and District Treasurer/Clerk Karen Thompson.

Adjournment:

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

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
February 18, 2021**

The meeting was adjourned at 7:37pm.

Respectfully Submitted,



Karen Thompson,
District Clerk

APPROVED this _____ day of _____, 2021.

President Hansen



March 15, 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. 2

Dear Lake in the Hills Sanitary District Board of Trustees:

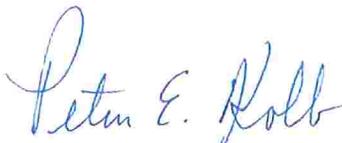
Larson & Larson Builders, Inc. has submitted the enclosed invoice for Pay Request #2, for the Lake in the Hills Sanitary District Electrical Upgrades & Filter Building Improvements project. We have reviewed the work and invoice and recommend approval of the payment in the amount of **\$86,092.71**. We have received lien waivers, certified payroll, and the signed Pay Application No. 2

The recommended approved payment includes holding a retainage of \$11,198.70. The remaining items to be completed include review and approval of the Operation and Maintenance manual, Operator Training, and approval of landscape restoration.

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

Sincerely,

Applied Technologies, Inc.



Peter E. Kolb, P.E.

Enclosure

Cc: Tamara Mueller, Lake in the Hills Sanitary District Manager

APPLICATION FOR PAYMENT



PROJECT:
20-055
Electrical Upgrades and Filter
Building Improvements

To:
Lake in the Hills Sanitary District
515 Plum Street
Lake in the Hills, IL 60156

FROM CONTRACTOR:
Larson & Larson Builders, Inc.
5612 Industrial Avenue
Loves Park, IL 61111

CAP702
Page: 1 of 3

Application No.: Application Date: Period To: Contract Date:
2 FEB 24, 2021 FEB 24, 2021 JUL 31, 2020

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

Distribution List:
Owner Construction Mgr
Architect Field
Contractor Other

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: \$ 223,974.00

5. Retainage Summary:

- a. 5.00 % of Completed Work \$ 11,198.70
- b. 5.00 % of Stored Material \$ 0.00

Total Retainage: \$ 11,198.70

- 6. Total Completed Less Retainage: \$ 212,775.30
- 7. Less Previous Applications: \$ 126,682.59

8. Current Payment Due, This Application: \$ 86,092.71

9. Contract Balance (Including Retainage): \$ 26,988.70

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: FEB 24, 2021

State Authorized: Illinois

County of: Winnebago

Subscribed and sworn to before

me this 24th day of February 2021

Notary Public, Janette B. Sheehan

My Commission expires: 3/7/23



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:

Steven E. Pollock
(Architect's Signature)

Date: 3-15-2021

APPLICATION FOR PAYMENT - CONTINUATION SHEET

CAP703

A Item No	B Description of Work	C Contract Value	D Work Completed		E This Period	F Materials Presently Stored (Not In D or E)	G Total Completed and Stored To Date (D+E+F)	% (G / C)	H Balance To Finish (C - G)	I Retainage (If Variable Rate)
			From Previous Application (D + E)	From Previous Application (D + E)						
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 Architects Project#:						
		Application No: 2		Application Date: 2/24/2021						
				Period To: 2/24/2021						
				Contract Date: 7/31/2020						
				Architects Project#:						
1	General Conditions of the Contract	29,692.00	14,846.00	14,846.00	14,846.00	0.00	29,692.00	100	0.00	1,484.60
2	Section 01200 - Replacement Allowance	5,000.00	0.00	0.00	0.00	0.00	0.00	0	5,000.00	0.00
3	Section 01200 - Skilled Trades Crew Allowance	5,000.00	0.00	0.00	0.00	0.00	0.00	0	5,000.00	0.00
4	Section 01200 - Testing and Inspection Allowance	5,000.00	210.00	210.00	0.00	0.00	210.00	4	4,790.00	10.50
5	Section 01310 - Project Management	10,800.00	5,400.00	5,400.00	5,400.00	0.00	10,800.00	100	0.00	540.00
6	Section 01300 - Submittal Requirements	2,500.00	2,500.00	2,500.00	0.00	0.00	2,500.00	100	0.00	125.00
7	Section 01500 - Temporary Facilities and Controls	2,250.00	1,125.00	1,125.00	1,125.00	0.00	2,250.00	100	0.00	112.50
8	Section 01780 - Closeout Documents	1,000.00	0.00	0.00	0.00	0.00	0.00	0	1,000.00	0.00
9	Section 03300 - Concrete (Jack Hall Construction Inc.)	15,750.00	15,750.00	15,750.00	0.00	0.00	15,750.00	100	0.00	787.50
10	Section 06100 - Carpentry Labor	21,600.00	15,715.00	15,715.00	5,885.00	0.00	21,600.00	100	0.00	1,080.00
11	Sectoin 06100 - Carpentry Materials	2,500.00	225.00	225.00	2,275.00	0.00	2,500.00	100	0.00	125.00
12	Section 08160 - FRP Doors (Security Builders Supply)	35,927.00	35,927.00	35,927.00	0.00	0.00	35,927.00	100	0.00	1,796.35
13	Section 15500 - HVAC	87,745.00	49,060.43	49,060.43	38,684.57	0.00	87,745.00	100	0.00	4,387.25
		224,764.00	140,758.43	140,758.43	68,215.57	0.00	208,974.00	93	15,790.00	10,448.70

APPLICATION FOR PAYMENT - CONTINUATION SHEET

CAP703

From:		To:		Project:		Application No: 2		
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: 2/24/2021 Period To: 2/24/2021 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)
14	(Miller Engineering Company) Section 16000 - Electrical (Associated Electrical Contractors)	15,000.00	0.00	15,000.00	0.00	15,000.00	0.00	750.00
		239,764.00	140,758.43	83,215.57	0.00	223,974.00	15,790.00	11,198.70
					93			

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

		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	388,420.02	802,426.19	686,944.74
First National Bank - Certificate Fund	Bond & Int	116,809.53	129,562.77	30,078.28
First National Bank - Depreciation Account	Construction	2,264,141.61	2,266,250.21	2,208,654.83
First National Bank - Surplus Funds	Construction	20,851.80	43,505.69	35,533.35
First National Bank - Bond & Interest Fund	Bond & Int	848,327.25	860,247.57	689,089.29
First National Bank - Sinking Funds	Bond & Int	1,008,441.91	1,023,212.59	890,178.50
Algonquin Bank & Trust - Cash Mgr	O&M	921,594.48	886,565.68	1,058,229.06
Algonquin Bank & Trust - Operating	O&M	12,791.00	378.00	310.00
Home State Bank	O&M	30,284.38	32,716.80	23,648.78
Illinois State Bank	O&M	12,950.85	14,110.58	10,559.83
Credit Cards		(5,691.76)	(1,572.69)	(866.42)

TOTAL BEGINNING CASH AND INVESTMENTS 5,618,921.07 6,057,403.39 5,632,360.24
SEWERAGE FUNDS

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Revenues and Receipts				
Sewer Bill Income/User Charges	687,144.73	82,712.04	2,807,473.53	3,600,000.00
Septage Income	29,528.34	2,184.00	314,169.26	250,000.00
Wastewater Discharge Income	4,392.28	3,345.85	37,870.53	45,000.00
Refunds	(638.35)	(222.34)	(9,234.69)	-
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	200.19	171.76	3,686.54	15,000.00

TOTAL REVENUES AND RECEIPTS 720,638.26 88,191.31 3,207,320.52 4,010,500.00

Expenditures

PERSONNEL SERVICES

District Personnel Salaries	42,804.56	34,306.01	478,524.12	634,000.00
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ADMINISTRATIVE EXPENSES

Telephone	209.41	207.52	2,004.40	3,000.00
Postage	270.99	609.29	13,962.82	22,000.00
Printing and Publications	-	-	-	2,000.00
Office Supplies	738.10	521.37	4,993.05	7,500.00
Billing and Collection Expenses	5,447.79	8,342.85	56,775.33	75,000.00
Professional Services	158.35	3,395.02	4,275.22	10,000.00
Training, Travel and Education	121.77	-	146.77	7,000.00
Computer Hardware, Software, and Support	3,851.89	1,853.26	20,558.04	70,000.00
Community Affairs	-	-	59.96	2,000.00
Medical and Life Insurance	20,576.85	18,526.89	189,282.85	275,000.00
	31,375.15	33,456.20	292,058.44	473,500.00

OPERATIONS AND MAINTENANCE

Operating Supplies	4,116.35	3,061.46	49,486.75	60,000.00
Maintenance and Repair (Plant)	2,346.38	10,911.93	82,825.91	150,000.00
Maintenance and Repair (Collection Systems)	5,482.57	2,411.20	98,859.38	310,000.00
Utilities and Energy	-	-	263,786.54	475,000.00
Grounds Upkeep	-	-	11,647.06	30,000.00
Gasoline/Oil	568.94	1,344.27	7,682.63	20,000.00
Computer and Support Services	-	-	-	2,000.00
Emergency Communications	1,183.67	20,590.98	101,626.60	75,000.00
Sludge Management	4,680.00	6,769.51	164,767.21	225,000.00

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Professional Services	800.00	3,941.17	21,851.70	25,000.00
Residential Reimbursement	-	-	-	10,000.00
Compliance Requirements/Permits	-	-	17,500.00	30,000.00
GIS	-	-	-	10,000.00
	<u>19,177.91</u>	<u>49,030.52</u>	<u>820,033.78</u>	<u>1,422,000.00</u>

Expenditures (continued)

CAPITAL IMPROVEMENTS

New Construction	130,745.59	5,022.00	775,963.36	1,500,000.00
Plant Equipment	96,603.00	-	196,811.00	530,000.00
Collection System	-	-	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>227,348.59</u>	<u>5,022.00</u>	<u>1,141,764.96</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>750.00</u>	<u>-</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>

TOTAL EXPENDITURES	<u>321,456.21</u>	<u>121,814.73</u>	<u>2,808,445.47</u>	<u>6,197,500.00</u>
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EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>399,182.05</u>	<u>(33,623.42)</u>	<u>398,875.05</u>	<u>(2,187,000.00)</u>
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		BANK BALS AT END OF THE PRIOR MONTH	BANK BALS AT END OF THE CURRENT MONTH	BANK BALS AT THE END OF MAY
Ending Cash and Investments				
First National Bank - O & M Account	O&M	802,426.19	675,978.43	485,475.71
First National Bank - Certificate Fund	Bond & Int	129,562.77	143,065.80	43,580.07
First National Bank - Depreciation Account	Construction	2,266,250.21	2,273,506.79	2,216,122.60
First National Bank - Surplus Funds	Construction	43,505.69	38,484.69	18,338.32
First National Bank - Bond & Interest Fund	Bond & Int	860,247.57	917,239.43	748,950.11
First National Bank - Sinking Fund	Bond & Int	1,023,212.59	1,037,979.43	904,959.74
Algonquin Bank & Trust - Cash Mgr.	O&M	886,565.68	900,756.72	1,075,259.91
Algonquin Bank & Trust - Operating	O&M	378.00	94.00	68.00
Home State Bank	O&M	32,716.80	32,881.93	23,648.97
Illinois State Bank	O&M	14,110.58	14,111.12	10,627.90
Credit Cards	O&M	(1,572.69)	(1,170.95)	(813.78)

TOTAL ENDING CASH AND INVESTMENTS	<u>6,057,403.39</u>	<u>6,032,927.39</u>	<u>5,526,217.55</u>
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SEWERAGE FUNDS

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

	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	\$ 1,422,614.49	\$ 1,387,644.71	1,226,361.68
Credit Cards	-	(297.83)	-
TOTAL BEGINNING CASH AND INVESTMENTS	1,422,614.49	1,387,346.88	1,226,361.68

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Revenues and Receipts				
Real Estate Taxes				
General Fund	1,489.82	1,207.80	307,741.01	308,320.00
Audit Fund	9.70	7.83	2,002.77	2,006.00
Chlorination Fund	0.08	0.05	16.51	16.00
Liability Insurance Fund	241.63	195.90	49,912.48	50,006.00
Social Security Fund	265.80	215.47	54,904.04	55,007.00
Retirement Fund	748.97	607.22	154,713.06	155,004.00
Replacement Taxes	65.53	-	1,360.59	-
Rebates or Grants Received	-	-	306.00	-
Interest Income	62.17	31.84	545.92	1,000.00
TOTAL REVENUES AND RECEIPTS	2,883.70	2,266.11	571,502.38	571,359.00

Expenditures

GENERAL FUND

PERSONNEL SERVICES

Salaries of Trustees, Manager, Treasurer & Clerk

15,479.72	14,230.00	145,979.72	185,000.00
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CONTRACTUAL SERVICES

Professional Engineering

734.00	588.00	8,693.00	75,000.00
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Legal Services

1,470.00	-	7,051.00	35,000.00
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Other Professional Services

-	-	-	5,000.00
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2,204.00	588.00	15,744.00	115,000.00
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ADMINISTRATIVE EXPENSES

Printing, Publications

-	-	2,140.74	5,000.00
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Office Supplies, Equipment

32.30	-	32.30	3,000.00
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Postage

132.35	132.35	859.86	1,000.00
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Treasurer's Bond

-	-	3,000.00	4,000.00
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Community Affairs

-	-	117.00	1,000.00
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Memberships and Dues

-	-	460.00	4,000.00
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164.65	132.35	6,609.90	18,000.00
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OPERATING EXPENSES

Building and Grounds Upkeep

-	3,126.45	6,336.45	15,000.00
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Utilities

1,613.63	4,559.21	13,026.37	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

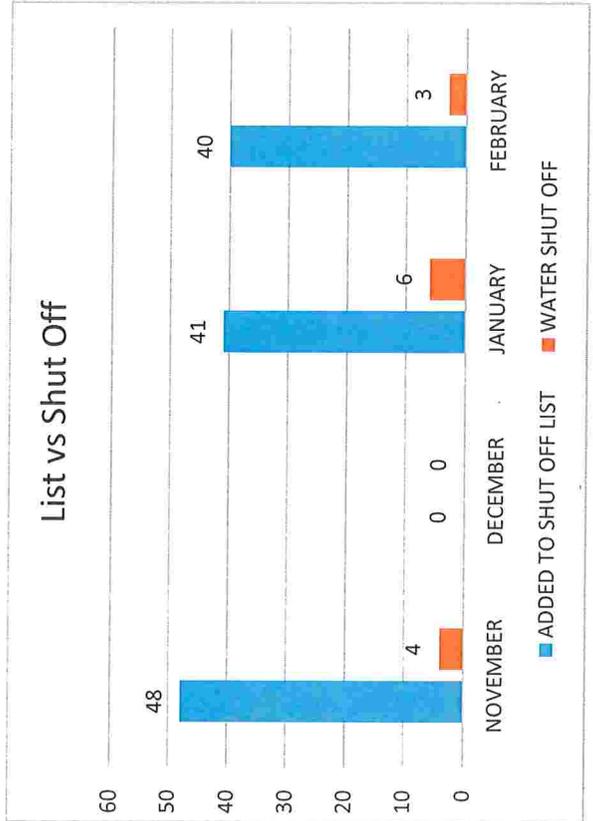
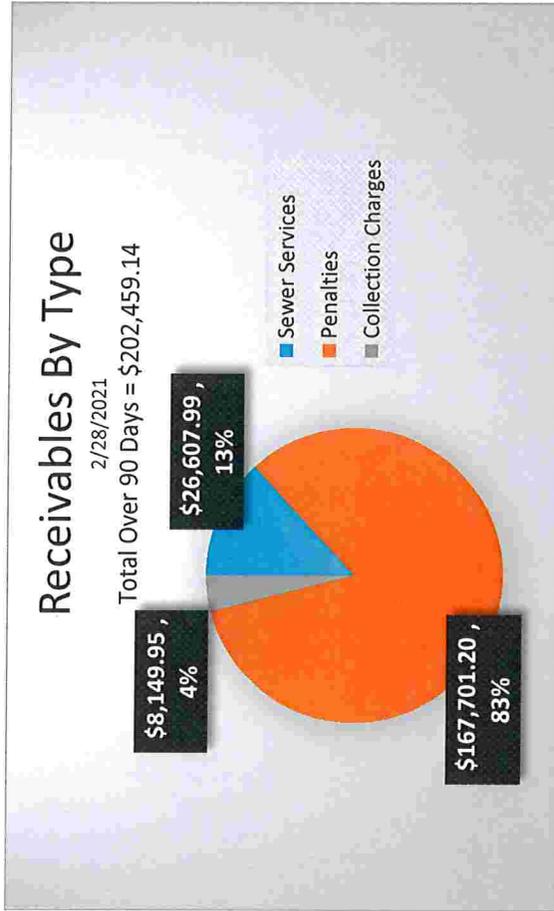
275.00	-	1,635.17	7,000.00
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1,888.63	7,685.66	20,997.99	60,000.00
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	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
CONTINGENT AND MISCELLANEOUS EXPENSES				
Not Otherwise Appropriated	-	-	150.00	1,000.00
	-	-	150.00	1,000.00
TOTAL GENERAL FUND	19,737.00	22,636.01	189,481.61	379,000.00
Expenditures (continued)				
CHLORINATION FUND	-	1,311.50	4,107.60	24,000.00
	-	1,311.50	4,107.60	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	3,713.02	47,579.44	60,000.00
IMRF FUND	13,708.55	11,500.31	132,148.46	300,000.00
OTHER EXPENDITURES (RECEIPTS)	-	-	-	-
	-	-	-	-
TOTAL EXPENDITURES	43,264.82	39,160.84	447,411.91	948,000.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(40,381.12)	(36,894.73)	124,090.47	(376,641.00)
Ending Cash and Investments				
First National Bank	\$ 1,387,644.71	\$ 1,353,578.60	1,226,247.48	
Credit Cards	(297.83)	(3,126.45)	-	
TOTAL ENDING CASH AND INVESTMENTS	1,387,346.88	1,350,452.15	1,226,247.48	
GENERAL CORPORATE FUND				

Accounts Receivable Analysis

February 2021



Monthly Shut Off Summary

Lake in the Hills

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

Huntley

- NONE.

Crystal Lake

- NONE.

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

Name	Memo	Amount
General Fund		
Pitney Bowes Inc	Postage - Meter Rental 1/16-4/15/21	\$ 132.35
TOTAL GEN FUND BILLS PAID PRIOR TO MEETING		\$ 132.35
O & M Fund		
AT&T	Emergency Communications	\$ 13.87
Northwest Auto Electric Incorporated	Maint/Repair - Plant Vehicles - Rebuild starter on end loader	\$ 285.00
Verizon Wireless	Emergency Communications	\$ 269.27
TOTAL O & M BILLS PAID PRIOR TO MEETING		\$ 568.14

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

Name	Memo	Amount
General Fund		
Illinois Municipal Retirement Fund	Employer Portion of IMRF - February 2021	\$ 11,500.31
United States Treasury	District Pd Payroll Taxes (SS & Med)	\$ 3,713.02
TOTAL GENERAL FUND RECURRING BILLS		\$ 15,213.33
O & M Fund		
Blue Cross Blue Shield	Medical Insurance Premiums (for February 2021)	\$ 17,305.04
Humana	Specialty Insurance Premiums (for February 2021)	\$ 1,221.85
Payment Service Network	Collection Expenses from January 2021	\$ 5,095.03
United States Postal Svs	Postage - Mailing of Past Due Notices	\$ 557.08
TOTAL O & M RECURRING BILLS		\$ 24,179.00

Approved _____

President Hansen

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

Name	Memo	Amount
GENERAL CORP FUND BILLS		
Applied Technologies	Contractual Svs -Engineering	\$ 1,978.00
First National Bank of Omaha - Visa	Bldg & Grounds - 2021 Turf Care Inc	\$ 3,126.45
Hawkins	Chlorination, Alum Sulfate	\$ 1,442.10
Hawkins	Chlorination, Alum Sulfate	\$ 1,469.60
Illinois Public Risk Fund	Worker's Comp - 1-1-20/21 Audited Premiums & Admin Fee Due	\$ 3,301.00
McHenry County Recorder	Computer Exp - 2nd Quarter Laredo Usage	\$ 275.00
Storino, Ramello & Durkin	Contractual Svs - Legal, Jan 2021	\$ 3,050.35
Storino, Ramello & Durkin	Contractual Svs - Legal, Feb 2021	\$ 2,633.75
TOTAL GENERAL CORP FUND BILLS		\$ 17,276.25

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

Name	Memo	Amount
O & M BILLS		
AT&T	Emergency Communications	\$ 10,033.12
AutoZone, Inc.	Maint/Repair - Plant Vehicles, Battery Charger for Vactor	\$ 32.99
AutoZone, Inc.	Maint/Repair - Plant Vehicles, Oil Filter 2007 Expedition	\$ 2.99
BDP Industries	Sludge Management	\$ 6,407.96
Cintas Corporation	Operating Supplies - Personnel Feb 2021	\$ 581.80
Consolidated Electrical Distributors, Inc	Maint/Repair - Plant, Sand Filter Relays	\$ 276.00
Consolidated Electrical Distributors, Inc	Maint/Repair - Coll Sys, Dam LS	\$ 265.52
Constellation New Energy Inc	Utilities - Plant, 10/9-11/10/20	\$ 27,539.12
Constellation New Energy Inc	Utilities - Plant, 11/10-12/11/20	\$ 26,690.30
Constellation New Energy Inc	Utilities - Plant, 12/11/20-1/14/21	\$ 29,190.05
Constellation New Energy Inc	Utilities - Plant, 1/14-2/12/21	\$ 23,283.10
Constellation New Energy Inc	Utilities - Beach, 10/9-11/10/20	\$ 63.39
Constellation New Energy Inc	Utilities - Beach, 11/10-12/11/20	\$ 62.18
Constellation New Energy Inc	Utilities - Beach, 12/11/20-1/14/21	\$ 73.82
Constellation New Energy Inc	Utilities - Beach, 1/14-2/12/21	\$ 64.65
Constellation New Energy Inc	Utilities - Concord, 10/5-11/4/20	\$ 1,175.71
Constellation New Energy Inc	Utilities - Concord, 11/4-12/7/20	\$ 1,318.99
Constellation New Energy Inc	Utilities - Concord, 12/7/20-1/8/21	\$ 1,221.67
Constellation New Energy Inc	Utilities - Concord, 1/8-2/8/21	\$ 1,126.81
Constellation New Energy Inc	Utilities - Dam, 10/9-11/10/20	\$ 423.00
Constellation New Energy Inc	Utilities - Dam, 11/10-12/11/20	\$ 287.22
Constellation New Energy Inc	Utilities - Dam, 12/11/20-1/14/21	\$ 300.83

Constellation New Energy Inc	Utilities - Dam, 1/14-2/12/21	\$	285.75
Constellation New Energy Inc	Utilities - Pyott, 10/9-11/10/20	\$	446.00
Constellation New Energy Inc	Utilities - Pyott, 11/10-12/11/20	\$	293.19
Constellation New Energy Inc	Utilities - Pyott, 12/11/20-1/14/21	\$	319.35
Constellation New Energy Inc	Utilities - Pyott, 1/14-2/12/21	\$	294.79
Constellation New Energy Inc	Utilities - Decatur, 10/9-11/10/20	\$	2,562.27
Constellation New Energy Inc	Utilities - Decatur, 11/10-12/11/20	\$	2,527.66
Constellation New Energy Inc	Utilities - Decatur, 12/11/20-1/14/21	\$	2,712.89
Constellation New Energy Inc	Utilities - Decatur, 1/14-2/12/21	\$	1,857.21
Constellation New Energy Inc	Utilities - Meadowbrook 10/5-11/4/20	\$	222.30
Constellation New Energy Inc	Utilities - Meadowbrook 11/4-12/7/20	\$	246.42
Constellation New Energy Inc	Utilities - Meadowbrook 12/7/20-1/8/21	\$	286.56
Constellation New Energy Inc	Utilities - Meadowbrook 1/8-2/8/21	\$	246.57
Ed's Rental & Sales, Inc.	Maint/Repair - Plant, Sewer Rod Rental	\$	65.00
Evoqua Water Technologies	Maint/Repair - Plant, Oxidation Ditch Hood	\$	11,489.42
First National Bank of Omaha - Visa	Computer Exp, Pro Svs, M/R Plant, Oper Supplies, Postage	\$	589.89
First National Bank of Omaha - Visa	Operating Supplies - Small Tools	\$	299.99
First Security Systems, Inc.	Pro Svs - Fire Alarm Svs	\$	1,351.87
Flood Brothers Disposal & Recycling Svs	Bldgs & Grounds, March Trash & Recycling	\$	327.74
Hawkins, Inc	Sludge Management, Aqua Hawk	\$	3,751.00
Illinois Dept of Employment Security	Personnel Svs - Unemployment	\$	2,292.00
Interstate All Battery Center	Maint/Repair - Plant, Exit Sign Batteries	\$	37.90
Interstate All Battery Center	Maint/Repair - Plant, Exit Sign Batteries	\$	77.40
Jennifer Olson - Reimbursement	Oper Supplies - Personnel, 2021 Employee Clothing Allowance	\$	126.94
Liberty Process Equipment Inc	Maint/Repair - Plant, Moyno Pump Parts	\$	2,766.00
Logsdon Office Supply	Office Supplies - Adhesive Notes, Clips, Prnthd Clnr	\$	534.02
Logsdon Office Supply	Office Supplies - Toner Crtgds	\$	354.96
Lou's Gloves Inc	Operating Supplies - Personnel, Gloves	\$	452.00
Marc Kresmery Construction LLC	Maint/Repair - Plant, 901A, 901B, 902A	\$	18,838.44
Marc Kresmery Construction LLC	Maint/Repair - Plant, Valve Repair Start-Up Fees	\$	3,430.35
McHenry County Recorder	Collection Exp - February 2021	\$	16.50
Menards	Maint/Repair - Plant	\$	272.60
Metropolitan Industries, Inc.	Emergency Communications - Metro Cloud	\$	400.00
PetroChoice	Gas/Fuel	\$	413.50
Storino Ramello & Durkin	Collection Exp - January 2021	\$	155.25
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	186.00
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	96.00
Suburban Laboratories, Inc.	Pro Svs - Lab	\$	96.00
The Home Depot	Operating Supplies - Lab	\$	281.07
The UPS Store 2361	Postage	\$	36.79
United Laboratories	Operating Supplies	\$	357.26
UV Doctor Lamps LLC	Maint/Repair - Plant, UV Bulbs	\$	5,305.66
Village of Lake In The Hills	Utilities - Water	\$	143.02
Village of Lake In The Hills	Collection Exp - Water Shut Off Fees 2/23/21	\$	157.50
Warehouse Direct	Pro Svs - Copies	\$	29.61
Water One, Inc.	Operating Supplies - Personnel, Drinking Water	\$	70.00
Water One, Inc.	Operating Supplies - Personnel, Drinking Water Equip Rental	\$	22.50
Xylem Water Solutions U.S.A., Inc.	Cap Impvmts - Coll Sys, Non-Clogging Pump Pyott LS	\$	23,148.00

Ziegler's Ace Hardware

Operating Supplies

\$

321.53

TOTAL O&M FUND BILLS

\$

221,015.89

CONSTRUCTION FUND BILLS

Applied Technologies Inc

Engineering - Task Order 20-02 Filter Bldg CEI

\$

4,831.00

TOTAL CONSTRUCTION FUND BILLS

\$

4,831.00

GRAND TOTAL OF ALL BILLS PRESENTED FOR APPROVAL IS \$283,215.96 OF WHICH \$32,621.93 IS FROM THE GENERAL CORPORATE FUND, \$245,763.03 IS FROM THE OPERATIONS AND MAINTENANCE FUND, \$4,831.00 IS FROM THE CONSTRUCTION FUND, AND \$0.00 IS FROM THE BOND AND INTEREST FUND.

Approved _____

President Hansen

MANAGER'S REPORT

Month of February, 2021

Customers

	CURRENT	12/MO TOTAL	Data for Feb 2020
Total accounts:	11,737		
New Customers:	0	11	2
Connections:	0	7	0
Permits Issued:	0	5	0
Permits Issued Past 13 Months:	5		
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
Arden Rose Home Care	81	3 buildings	1/15/2021

COLLECTION SYSTEM EMERGENCY RESPONSES AND SANITARY SEWER OVERFLOWS

DATE	LOCATION	PROBLEM	DISTRICT PROBLEM
2/20/2021	1405 Monroe St.	basement backup	yes
2/28/2021	9 Sherwood Ct.	overflowing toilet	no

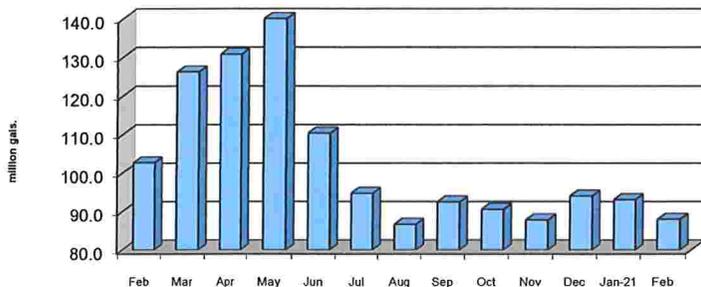
COLLECTION SYSTEM ACTIVITIES

Two lines totaling 700' were cleaned and televised.

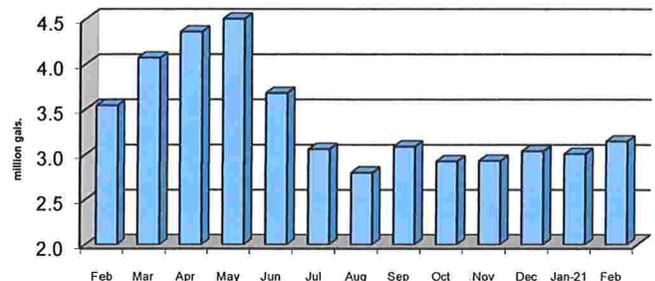
FLOWS

Total Effluent Flow for Month:	88.017	million gallons
Average Daily Flow:	3.143	mgd
Maximum Daily Flow:	4.514	mgd
Precipitation Total:	1.97	inches
Precipitation This Month Last Year:	0.49	inches
Septage Accepted:	183,664	gallons

Total Monthly Flows



Monthly Average Daily Flows



MANAGER'S MONTHLY REPORT

February, 2021

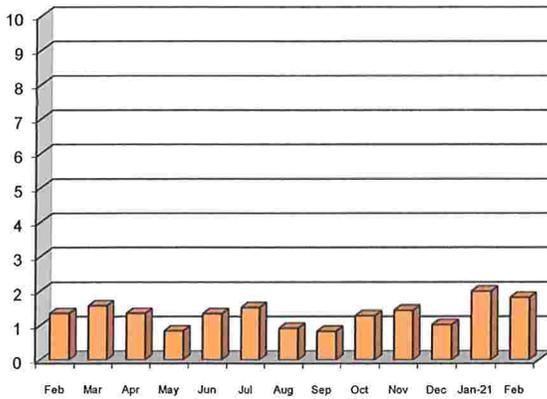
Page 2 of 2

TREATMENT PLANT OPERATIONS

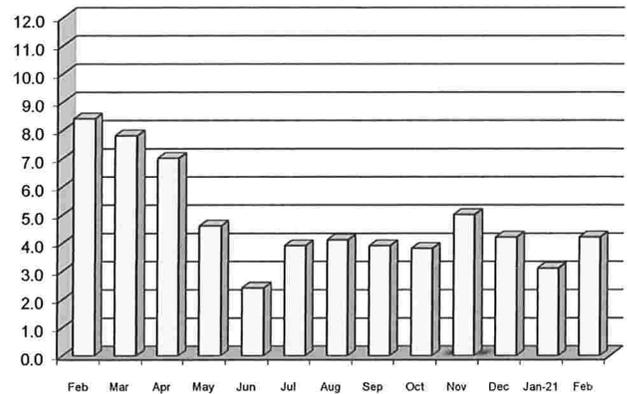
	<u>Average in</u>	<u>Average out</u>	<u>Average % reduction</u>
BOD/CBOD	143 mg/L	1.8 mg/L	98.7%
Total Suspended Solids:	312 mg/L	4.2 mg/L	98.7%
Ammonia Nitrogen:	18.0 mg/L	0.0 mg/L	99.7%
Phosphorus:		0.13 mg/L	
Fecal Coliform:		392 colonies (daily max.)	

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:	3.805 million gallons
Decanted:	0.450 million gallons
Thickened:	3.727 million gallons
To Digester:	0.031 million gallons
Pressed:	0.736 million gallons

PERSONNEL ACTIVITIES

Tamara attended a SEM Workshop on February 2, 2021.

Respectfully submitted,

Tamara C. Mueller
District Manager



Date: March 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: March 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 all systems are functional.
 - ii. Progress Pay Request No. 2 in the amount of \$86,092.71 was submitted for approval on this month's agenda.
 - iii. Retainage in the amount of \$11,198.70 is being held until completion of all remaining items including an Operator Training Session and delivery of an Operation and Maintenance Manual.
 - iv. 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 2020 to April 2021