



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
April 17, 2025
7:00 p.m.**

REGULAR MEETING OF THE BOARD OF TRUSTEES

Roll Call

Pledge of Allegiance

Approval of Minutes

Public Comments

Consent Agenda

- A. Appointment of Tamara Mueller as District Manager, Karen Thompson as District Clerk, Kadie Gillie as Assistant Clerk, Applied Technologies as District Engineers, and Robert Doeringsfeld as District Engineer, Storino, Ramello & Durkin as District Attorneys, and Melissa Wolf as District Attorney, and GWA as District Auditor.**
- B. Approval of Ordinance No. 429 amending Ordinance No. 424 Regarding the Combined Budget and Appropriations for Fiscal Year May 1, 2024, through April 30, 2025, of the Lake in the Hills Sanitary District.**

Specific Agenda

- A. Approval of salary adjustments as recommended by District Manager.**

Treasurer's Report

Approval of Bills

Grand total of all bills presented for approval is \$507,930.16 of which \$24,785.40 is from the Governmental Funds, \$280,994.51 is from the Operations and Maintenance Funds, \$31,756.50 is from the Construction Funds, and \$170,393.75 is from the Bond and Interest Funds.

Manager's Report

Draft 25-26 Budget and Capital Improvements List

2025 Statement of Economic Interest Filing Deadline is May 1st

Engineer's Report

Attorney's Report

Unfinished Business

New Business

Adjournment

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
March 20, 2025**

Roll Call:

The regular meeting was called to order by Trustee Matt Irsay at 7:02pm at the Sanitary District offices located at 515 Plum Street. Roll call was answered by Trustee Matt Irsay and Trustee Robert Reining. President Jessica Reed was absent. Also in attendance at the Sanitary District offices were District Manager Tamara Mueller and District Engineer Bob Doeringsfeld of Applied Technologies. District Treasurer/Clerk Karen Thompson attended via Zoom. Assistant District Manager Mike Nelson and District Attorney Ann Williams of Storino, Ramello & Durkin, were both absent.

Pledge of Allegiance

Approval of Minutes:

Motion was made by Trustee Reining, seconded by Trustee Irsay, to approve the minutes of the Regular Board Meeting of February 20, 2025 as presented. On a roll call vote, Trustees Irsay and Reining voted aye.

Public Comments:

None.

Consent Agenda:

- A. Approval of Lake in the Hills Sanitary District Capitalization Policy.
- B. Approval of Contractor's Application for Payment No.5 – FINAL to Visu-Sewer in the amount of \$52,107.22 for the Lake in the Hills Sanitary District 2024 Sanitary Sewer Lining.

Motion was made by Trustee Reining, seconded by Trustee Irsay, to approve the Consent Agenda as presented (Items A & B). On a roll call vote, Trustees Irsay and Reining voted aye to approve both the Capitalization Policy and the Final Payment to Visu-Sewer. (Items A & B as presented).

Specific Agenda:

- A. Approval to Purchase a 2012 CAT Wheel Loader for \$100,000.00.

Motion was made by Trustee Reining, seconded by Trustee Irsay to approve Specific Agenda Item A. On a roll call vote, Trustees Irsay and Reining voted aye to approve the purchase of a 2012 CAT Wheel Loader for \$100,000.00 (Item A).

- B. Approval of Intergovernmental Agreement with McHenry County Conservation District Regarding the Crystal Creek Reach 7 Restoration Project.

The District Manager stated that the IGA has already been reviewed by District Attorney Ann Williams.

Motion was made by Trustee Reining, seconded by Trustee Irsay, to approve Specific Agenda Item B. On a roll call vote, Trustees Irsay and Reining voted aye to approve the Intergovernmental Agreement with McHenry County Conservation District Regarding the Crystal Creek Reach 7 Restoration Project (Item B).

**Lake in the Hills Sanitary District
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March 20, 2025**

Treasurer's Report:

District Treasurer presented final written copies of the February 2025 Treasurer's reports and verbally provided additional detail.

She highlighted some of the receipts and expenses on each of the reports.

She also directed their attention to the A/R Analysis report and added that we currently have no residents who are on a written payment agreement with us. This is the first time during the Treasurer's tenure at the District where this has happened. It is another milestone showing the success of the water shut off program.

Motion was made by Trustee Reining and seconded by Trustee Irsay to approve the February 2025 Treasurer's reports as presented. On a roll call vote, Trustees Irsay and Reining voted aye.

Approval of Bills:

District Treasurer presented a list of bills for approval. She highlighted some of the bills that we see less frequently as well as those for higher dollar amounts.

Motion was made by Trustee Reining and seconded by Trustee Irsay to approve the List of Bills as presented. The total approved for payment is \$167,009.82 of which \$32,441.07 is from the Governmental Funds, \$84,048.75 is from the Operations and Maintenance Funds, \$50,520.00 is from the Construction Funds, and \$0.00 is from the Bond and Interest Funds.

The motion passed after a roll call vote; Trustees Irsay and Reining voted aye to approve the list of bills as presented.

Manager's Report:

District Manager presented a written copy of the February 2025 Manager's report and verbally provided some additional detail.

She highlighted the following items:

- There were no sewer calls in February.
- Precipitation in February 2025 was higher than in February 2024.
- Operation of the facility is going well.
- The creek clearing is almost done. We are in the design and permitting phase of the project. We should be able to follow the concept plan that was put together two years ago.

Motion was made by Trustee Reining, seconded by Trustee Irsay, to approve the February 2025 Manager's report as presented. On a roll call vote, Trustees Irsay and Reining voted aye.

Engineer's Report:

District Engineer Bob Doeringsfeld provided a written report and a verbal summary of the projects that they are working on.

These projects are as follows:

**Lake in the Hills Sanitary District
Board of Trustees Regular Meeting Minutes
March 20, 2025**

1. McHenry County Division of Transportation (MCDOT) Randall Road Project – There are no updates. He wants to make sure that the new fiscal year budget will take into account the fact that we have not yet paid our portion of the project. We had anticipated and budgeted for this to be done during this current fiscal year, but due to delays we have not yet been told to make a payment.
2. District Sanitary Sewer Lining – The payment that was approved on tonight’s Consent Agenda is the final payment for the outstanding retention. He has received information from James for the 2025 sewer lining project. He anticipates that he will have a bid recommendation ready for the Board’s consideration at the April meeting.
3. Cheswick Meadows Review – An applicant submitted a 24-unit single family development off of Savoy Drive and Windhill Road, west of Haligus. The District provided a review of fees and general comments related to the submitted sketch plan. Final sewer layout and plat will have to be submitted prior to approval.
4. ComEd – District Engineer met with Don Kramer of Process Energy LLC. They were involved with the original blower installation and they believe that the District can save energy and receive ComEd incentives with the installation of a Hoffman Multiguard system.

Attorney’s Report:

Attorney was absent – no report.

Unfinished Business:

None.

New Business:

None.

Adjournment:

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

The meeting was adjourned at 7:24pm.

Respectfully submitted,

KT

Karen Thompson,
District Clerk

APPROVED this _____ day of _____, 2025.

President Reed

ORDINANCE NO. 429

An Ordinance Amending Ordinance No. 424 Regarding the Combined Budget and Appropriations for Fiscal Year May 1, 2024, through April 30, 2025, of the Lake in the Hills Sanitary District.

WHEREAS, on May 16, 2024, the President and Board of Trustees of the Lake in the Hills Sanitary District passed Ordinance No. 424, *An Ordinance for the Combined Budget and Appropriations for Fiscal Year May 1, 2024, through April 30, 2025, of the Lake in the Hills Sanitary District*; and

WHEREAS, since the passage of Ordinance No. 424 it has been determined that amendments are needed to the General Corporate Account and to the Sewerage Operations and Maintenance Account; and

WHEREAS, 50 ILCS 330/3 provides that a governing body “may from time to time make transfers between the various items in any funds ... not exceeding ten percent of the total amount appropriated in such fund by such ordinance ...” and the needed amendment will not exceed ten percent of the total amount appropriated in such fund.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the LAKE IN THE HILLS SANITARY DISTRICT, McHenry County, Illinois, as follows:

SECTION 1: The General Corporate Account in Ordinance No. 424 shall be amended as follows:

Within Public Liability Insurance Fund, General Corporate Account:
Transfer \$5,000 from General Liability to Property.

SECTION 2: The Sewerage Operations and Maintenance Account in Ordinance No. 424 shall be amended as follows:

Within Operation and Maintenance Fund, Sewerage Operations and Maintenance Account, Operations and Maintenance:
Transfer \$50,000 from Maintenance and Repair (Collection System) to Maintenance and Repair (Plant).

SECTION 3: If any section, paragraph, subdivision, clause, sentence, or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 4: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Amendment to Ordinance No. 424 – Budget and Appropriations Ordinance

SECTION 5: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Ayes:

Nays:

Absent:

Abstain:

APPROVED:

President Jessica Reed

(SEAL)

ATTEST: _____
Clerk Karen Thompson

Passed: _____

Approved: _____

Published: _____

COMPENSATION RECOMMENDATION FY 25 - 26

EMPLOYEE	TITLE	EDU	YEARS OF SERVICE	WWTP CERT LEVEL	HOURLY RATE	SALARY OR ANNUAL EQUIVELANT	PROPOSED HOURLY RATE	PROPOSED SALARY OR EQUIVELANT	PROPOSED % INCREASE	ANNUAL HEALTH INSURANCE	PROPOSED TOTAL COMPENSATION
Tamara Mueller	District Manager	M.S.	26.3	1		\$ 141,500.00		\$ 145,750.00	3.0%	\$ 43,577.28	\$ 189,327.28
Mike Nelson	Asst. District Manager		19.5	1, CS		\$ 111,500.00		\$ 116,000.00	4.0%	\$ 42,898.80	\$ 158,898.80
<i>Sub-Total Annual Management</i>						\$ 253,000.00		\$261,750.00			
Jerilyn Stalberg	Office Administrator	B.A.	19.8			\$ 73,000.00		\$ 76,000.00	4.1%	\$ 9,659.52	\$ 85,659.52
Kadie Gillie	Admin. Assistant		3.8			\$ 50,500.00		\$ 53,000.00	5.0%	\$ 19,868.64	\$ 72,868.64
Dierdre Murphy	Admin. Assistant		3.7			\$ 52,600.00		\$ 55,250.00	5.0%	\$ -	\$ 52,000.00
Karen Thompson	Treasurer/Clerk (PT)	B.S.	10.8		\$ 37.15	\$ 48,184.00	\$ 38.64	\$ 50,250.00	4.0%	\$ 43,577.28	\$ 93,827.28
<i>Sub-Total Annual Clerical</i>						\$ 224,284.00		\$234,500.00			
John Caccamo	Maintenance Supervisor		27.8	4, CS		\$ 101,000.00		\$ 105,000.00	4.0%	\$ 43,577.28	\$ 148,577.28
Rene Rodriguez	Maintenance Technician		5.75		\$ 28.50	\$ 59,280.00	\$ 29.35	\$ 61,048.00	3.0%	\$ 28,310.64	\$ 89,358.64
RJ Woolf	Maintenance Technician		1.8		\$ 24.15	\$ 50,232.00	\$ 25.35	\$ 52,728.00	5.0%	\$ 15,355.92	\$ 68,083.92
<i>Sub-Total Annual Maintenance</i>						\$ 210,512.00		\$218,776.00			
Kyle Caccamo	Chief Operator		3.3	1, CS	\$ 33.40	\$ 69,472.00	\$ 35.07	\$ 72,945.60	5.0%	\$ 27,671.76	\$ 100,617.36
Jennifer Olson	Laboratory Tech (PT)		22.3		\$ 26.00	\$ 40,950.00	\$ 27.04	\$ 42,182.40	4.0%	\$ 30,583.20	\$ 72,765.60
James Olvera	Utility Systems Manager	B.S.	18.8	1, CS	\$ 38.00	\$ 79,040.00	\$ 39.14	\$ 81,411.20	3.0%	\$ 27,342.00	\$ 108,753.20
<i>Sub-Total Annual Operations</i>						\$ 189,462.00		\$196,539.20			\$1,240,737.52
<i>Total Annual Salaries</i>						\$ 877,258.00		\$911,565.20			

2025 COLA = 2.5%

LAKE IN THE HILLS SANITARY DISTRICT
MONTHLY TREASURER REPORT - O&M/SEWERAGE FUNDS
Month of March, 2025

		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	1,747,741.99	1,635,922.44	1,433,488.14
First National Bank - Depreciation Account	Construction	3,187,634.74	3,200,109.71	3,054,879.39
First National Bank - Surplus Funds	Construction	26,756.41	120,550.10	18,229.23
First National Bank - Bond & Interest Fund	Bond & Int	1,355,474.43	1,421,520.54	1,151,617.36
First National Bank - Sinking Funds	Bond & Int	1,432,807.71	1,434,951.03	1,407,538.95
Algonquin Bank & Trust - Cash Mgr	O&M	1,979,808.59	1,897,978.64	1,902,603.21
Algonquin Bank & Trust - Operating	O&M	0.00	294.00	2,557.00
Credit Cards		(5,591.36)	(2,229.99)	(2,454.85)
TOTAL BEGINNING CASH AND INVESTMENTS		9,724,632.51	9,709,096.47	8,968,458.43
SEWERAGE FUNDS				

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Revenues and Receipts				
Sewer Bill Income/User Charges	79,106.71	55,122.85	2,895,871.47	3,600,000.00
Septage Income	55,382.95	12,899.67	483,829.16	450,000.00
Wastewater Discharge Income	14,211.11	8,205.90	89,398.13	75,000.00
Customer Refunds	(1,075.12)	-	(4,352.90)	-
Connection/Tap-On Fees	-	-	45,066.67	100,000.00
Annexation Fees (inc. GIS)	-	-	-	5,000.00
Downstream & Misc Charges	-	-	-	500.00
Liftstation Recapture	-	-	-	-
Gain/Loss - Sale of Equipment	-	-	-	-
Rebates, Refunds or Grants Received	-	-	-	-
Interest Income	18,449.39	19,989.11	238,129.04	150,000.00
TOTAL REVENUES AND RECEIPTS	166,075.04	96,217.53	3,747,941.57	4,380,500.00

Expenditures

PERSONNEL SERVICES

District Personnel Salaries	57,138.41	58,800.74	675,878.17	760,000.00
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ADMINISTRATIVE EXPENSES

Telephone	153.91	153.91	1,681.25	3,000.00
Postage	780.02	5,591.04	26,092.87	30,500.00
Printing and Publications	-	-	562.22	2,000.00
Office Supplies	2,068.20	-	5,130.27	7,500.00
Billing and Collection Expenses	11,613.50	2,304.24	71,143.82	80,000.00
Professional Services	232.63	244.08	3,245.91	6,000.00
Training, Travel and Education	-	-	592.99	7,000.00
Computer Hardware, Software, and Support	4,747.89	895.14	16,755.64	30,000.00
Community Affairs	-	-	-	2,000.00
Medical and Life Insurance	27,701.87	27,701.87	299,248.73	350,000.00
	47,298.02	36,890.28	424,453.70	518,000.00

OPERATIONS AND MAINTENANCE

Operating Supplies	4,153.82	5,412.49	41,125.56	60,000.00
Maintenance and Repair (Plant)	35,809.53	6,083.75	166,891.27	150,000.00
Maintenance and Repair (Collection Systems)	6,227.96	-	67,168.59	300,000.00

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Utilities and Energy	-	232.99	306,331.94	600,000.00
Grounds Upkeep	-	-	13,850.00	30,000.00
Gasoline/Oil	805.79	852.49	12,315.17	20,000.00
Computer and Support Services				2,000.00
Emergency Communications	1,086.77	954.36	12,000.11	20,000.00
Sludge Management	6,485.59	6,481.39	291,771.55	375,000.00
Professional Services	3,564.90	1,444.90	29,798.20	45,000.00
Residential Reimbursement	-	-	1,550.00	10,000.00
Compliance Requirements/Permits	-	-	25,500.00	30,000.00
GIS	-	-	-	10,000.00
	58,134.36	21,462.37	968,302.39	1,652,000.00
CAPITAL IMPROVEMENTS				
New Construction & Upgrades	6,250.00	127,833.22	620,702.40	1,500,000.00
Plant Equipment	6,640.00	100,000.00	126,262.00	500,000.00
Collection System	6,734.60	-	314,642.87	1,500,000.00
Vehicles	-	-	34,634.05	75,000.00
Legal Expense	-	-	-	5,000.00
Engineering Expense	-	-	51,274.00	200,000.00
Bond, Finance Consulting Expense	-	-	-	1,000.00
	19,624.60	227,833.22	1,147,515.32	3,781,000.00
BOND TRANSFERS				
Series 2014 Bond, Principal	-	-	-	125,000.00
Series 2014 Bond, Interest	-	-	44,993.75	90,000.00
Administration Fees - 2014 Series Bond	-	-	850.00	2,000.00
	-	-	45,843.75	217,000.00
CONTINGENT AND MISCELLANEOUS EXPENSES				
Not Otherwise Appropriated	-	83.88	107.36	3,000.00
	-	83.88	107.36	3,000.00
TOTAL EXPENDITURES	182,195.39	345,070.49	3,262,100.69	6,931,000.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(16,120.35)	(248,852.96)	485,840.88	(2,550,500.00)
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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	1,635,922.44	1,446,753.38	1,248,526.24
First National Bank - Depreciation Account	Construction	3,200,109.71	3,206,887.93	3,069,440.03
First National Bank - Surplus Funds	Construction	120,550.10	18,084.24	18,268.60
First National Bank - Bond & Interest Fund	Bond & Int	1,421,520.54	1,429,447.12	1,217,965.98
First National Bank - Sinking Fund	Bond & Int	1,434,951.03	1,437,327.55	1,410,587.33
Algonquin Bank & Trust - Cash Mgr.	O&M	1,897,978.64	1,908,412.57	1,933,787.80
Algonquin Bank & Trust - Operating	O&M	294.00	1,291.00	0.00
Credit Cards	O&M	(2,229.99)	(1,070.32)	(1,496.89)
TOTAL ENDING CASH AND INVESTMENTS		9,709,096.47	9,447,133.47	8,897,079.09
SEWERAGE FUNDS				

LAKE IN THE HILLS SANITARY DISTRICT
MONTHLY TREASURER REPORT - GOVERNMENTAL FUNDS
Month of March, 2025

	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	\$ 1,406,636.84	\$ 1,357,527.44	\$ 1,300,317.07
Credit Cards	(749.88)	(84.00)	(543.96)
TOTAL BEGINNING CASH AND INVESTMENTS	1,405,886.96	1,357,443.44	1,299,773.11

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
Revenues and Receipts				
Real Estate Taxes				
General Fund	-	-	235,519.64	236,000.00
Audit Fund	-	-	14,977.96	15,000.00
Chlorination Fund	-	-	9,988.82	10,000.00
Liability Insurance Fund	-	-	74,849.65	75,000.00
Social Security Fund	-	-	64,870.84	65,000.00
Revenue Recapture Fund	-	-	2,361.66	-
Retirement Fund	-	-	154,688.41	155,000.00
Replacement Taxes	-	158.69	2,554.15	-
Rebates, Refunds or Grants Received	-	-	2,452.00	
Interest Income	2,080.43	2,218.91	30,436.21	1,000.00
TOTAL REVENUES AND RECEIPTS	2,080.43	2,377.60	592,699.34	557,000.00

Expenditures

GENERAL FUND

PERSONNEL SERVICES

Salaries of Trustees, Manager, Treasurer & Clerk	16,560.88	16,542.29	189,522.64	230,000.00
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CONTRACTUAL SERVICES

Professional Engineering	2,116.00	4,050.00	59,760.00	65,000.00
Legal Services	1,514.15	-	4,686.29	25,000.00
Other Professional Services	2.00	2.00	1,259.00	5,000.00
	3,632.15	4,052.00	65,705.29	95,000.00

ADMINISTRATIVE EXPENSES

Printing, Publications	-	-	1,414.28	4,500.00
Office Supplies, Equipment	-	-	1,434.78	2,500.00
Postage	-	-	-	1,000.00
Treasurer's Bond	-	-	3,000.00	4,000.00
Community Affairs	-	-	-	1,000.00
Memberships and Dues	120.00	129.00	814.00	4,000.00
	120.00	129.00	6,663.06	17,000.00

OPERATING EXPENSES

Building and Grounds Upkeep	-	1,061.00	4,787.50	15,000.00
Utilities	4,606.10	5,986.86	18,246.54	55,000.00
J.U.L.I.E.	-	1,668.69	1,668.69	3,000.00
Training and Education	184.00	-	2,591.00	3,000.00
Travel Expenses	10.00	20.00	70.00	2,000.00
Computer Hardware, Software & Support	129.00	53.50	3,338.54	7,000.00
	4,929.10	8,790.05	30,702.27	85,000.00

	PRIOR MONTH	CURRENT MONTH	YTD	BUDGET
CONTINGENT AND MISCELLANEOUS EXPENSES				
Not Otherwise Appropriated	-	-	206.00	1,000.00
	-	-	206.00	1,000.00
TOTAL GENERAL FUND	25,242.13	29,513.34	292,799.26	428,000.00
CHLORINATION FUND	3,429.20	4,746.40	13,029.20	50,000.00
	3,429.20	4,746.40	13,029.20	50,000.00
AUDIT FUND	-	-	13,750.00	15,000.00
	-	-	13,750.00	15,000.00
PUBLIC LIABILITY INSURANCE FUND				
Workers' Compensation	6,983.00	-	21,489.00	25,000.00
Administrative Fee	210.00	-	645.00	1,000.00
Property	-	-	46,317.00	45,000.00
Vehicles	-	-	8,198.00	15,000.00
General Liability	-	-	16,848.00	74,000.00
	7,193.00	-	93,497.00	160,000.00
SOCIAL SECURITY FUND	5,638.00	5,763.76	66,204.92	80,000.00
IMRF FUND	9,021.62	8,512.33	101,906.86	155,000.00
OTHER EXPENDITURES (RECEIPTS)	-	-	-	-
TOTAL EXPENDITURES	50,523.95	48,535.83	581,187.24	888,000.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(48,443.52)	(46,158.23)	11,512.10	(331,000.00)
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	\$ 1,357,527.44	\$ 1,311,305.21	\$ 1,267,148.58	
Credit Cards	(84.00)	(20.00)	(446.00)	
TOTAL ENDING CASH AND INVESTMENTS	1,357,443.44	1,311,285.21	1,266,702.58	

LITH SANITARY DISTRICT

Bills Paid Prior To Meeting

April 17, 2025 Meeting Date

Name	Memo	Amount
Governmental Funds		
TOTAL GOVERNMENTAL BILLS PAID PRIOR TO MEETING		\$ -
O & M Funds		
Verizon Wireless	Emergency Communications	\$ 399.36
TOTAL O & M BILLS PAID PRIOR TO MEETING		\$ 399.36

LITH SANITARY DISTRICT

Recurring Bills

April 17, 2025 Meeting Date

Name	Memo	Amount
Governmental Funds		
United States Treasury	District Pd Payroll Taxes (SS & Med)	\$ 5,763.76
Illinois Municipal Retirement Fund	Employer Portion of IMRF - February 2025 Wages	\$ 8,512.33
Intuit/Melio Fees	Pro Svs - Fees for ACH Payments to Vendors	\$ 2.00
TOTAL GOVERNMENTAL RECURRING BILLS		\$ 14,278.09
O & M Funds		
Blue Cross Blue Shield	Medical Insurance Premiums (for March 2025)	\$ 26,140.67
First National Bank PayMaker/Bill.com	Pro Svs - PayMaker/ Bill.com	\$ 77.10
Humana	Specialty Insurance Premiums (for March 2025)	\$ 1,561.20
United States Postal Service	Postage - Mailing of Quarterly Bills	\$ 5,591.04
Village of Lake in the Hills	Utilities - Water	\$ 211.94
TOTAL O & M RECURRING BILLS		\$ 33,581.95

Approved _____

President Reed

**LITH SANITARY DISTRICT - Governmental Fund
Bills Presented to Board for Approval
April 17, 2025 Meeting**

Name	Memo		
GOVERNMENTAL FUND BILLS			
Applied Technologies	Contractual Svs - Engineering	\$	4,949.00
First National Bank of Omaha - Visa	Travel Exp - IL Tollway	\$	20.00
IGS Energy	Utilities - Nat Gas Sales for February 2025	\$	3,674.70
Illinois Municipal Treasurer's Assn	Memberships and Dues - K Thompson 25-26	\$	100.00
McHenry County Recorder	Computer Exp - March 2025 Laredo	\$	51.50
Nicor Gas	Utilities - March 2025	\$	959.11
Storino Ramello & Durkin	Contractual Svs - Legal February 2025	\$	753.00
TOTAL GOVERNMENTAL FUND BILLS		\$	10,507.31

**LITH SANITARY DISTRICT - O&M/Sewerage Fund
Bills Presented to Board for Approval
April 17, 2025 Meeting**

Name	Memo	Amount
O & M BILLS		
Applied Technologies	Engineering Task Order 25-01 2025 Sewer Lining	\$ 1,373.00
AutoZone, Inc.	Maint/Repair -Plant Vehicles, Oil Filter	\$ 11.18
AutoZone, Inc.	Maint/Repair -Plant Vehicles, Windshield Wiper Blade Expedition	\$ 14.00
Blu Petroleum	Gas/Fuel	\$ 292.54
Blu Petroleum	Gas/Fuel	\$ 620.78
Blu Petroleum	Gas/Fuel	\$ 1,003.15
Cintas Corporation #355	Operating Supplies - Personnel	\$ 721.95
City of Crystal Lake	Collection Exp - Water Shut Off Fees 3/12/25	\$ 100.00
Consolidated Electrical Distributors, Inc	Maint/Repair - Plant, Main Lift Pump #4	\$ 103.70
Consolidated Electrical Distributors, Inc	Maint/Repair - Plant, Main Lift Pump #4	\$ 3.79
Consolidated Electrical Distributors, Inc	Maint/Repair - Plant	\$ 236.04
DiLar's Embroidery & Monograms	Operating Supplies - Personnel, Logo Items	\$ 1,466.00
Dynegy Energy	Utilities - November through February	\$ 158,770.41
Dynegy Energy	Utilities - February through March	\$ 40,661.08
Fastsigns	Printing & Publications - Office Sign	\$ 196.24
First Mobile Trust Inc	Collection Expenses - March 2025	\$ 727.62
First National Bank of Omaha - Visa	M/R Plant Vehicles, Operating Supplies Lab, Safety & Small Tools, Pro Svs, Computer Exp, Telephone	\$ 1,134.01
Flood Brothers Disposal & Recycling Svs	Bldgs & Grounds, April 2025 Trash Svs	\$ 376.54
Hawkins, Inc	Sludge Mgt - Aqua Hawk 1124	\$ 6,531.39
J Barrett Co	Maint/Repair - Plant, Bldg. D	\$ 440.95
Lou's Gloves Inc	Operating Supplies	\$ 524.00
Menards - Crystal Lake	Maint/Repair - Coll Sys	\$ 185.90
Menards - Crystal Lake	Maint/Repair - Plant, Ladder for Valve Vault	\$ 269.00
Metropolitan Industries, Inc.	Emergency Comm - Metro Cloud	\$ 445.00
Metropolitan Industries, Inc.	Maint/Repair - Plant, Pump Repairs	\$ 15,694.00
Metropolitan Industries, Inc.	Maint/Repair - Coll Sys, Concord Lift Station	\$ 1,427.50
Mid-South Imaging LLC	Collection Exp	\$ 85.00
Midwest IT Pros	Computer Exp	\$ 400.00
RES Great Lakes LLC	Pro Svs & Upgrades - Spring Burn	\$ 3,250.00
TAS United	Emergency Communications	\$ 110.00

TEKLAB, INC	Pro Svs - Lab 3/18/25	\$	162.40
TEKLAB, INC	Pro Svs - Lab 3/22/25	\$	162.40
TEKLAB, INC	Pro Svs - Lab 3/29/25	\$	162.40
TEKLAB, INC	Pro Svs - Lab 4/5/25	\$	162.40
The Sherwin Williams Co.	Operating Supplies	\$	452.56
Third Millennium Associates, Inc.	Collection Exp - Rendering of QU Bills	\$	3,236.91
USA BlueBook	Operating Supplies - Lab	\$	613.53
UV Sales LLC	Maint/Repair - Plant	\$	4,483.07
Warehouse Direct	Pro Svs - Copies	\$	25.57
Water One, Inc.	Operating Supplies - Personnel	\$	37.75
Ziegler's Ace Hardware	Operating Supplies - March 2025	\$	339.44

TOTAL O&M FUND BILLS	\$	<u>247,013.20</u>
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CONST FUND BILLS

Baxter Woodman Natural Resources	Cap Impvmnts New Const- Crystal Creek Reach 7, Mobilization	\$	18,300.00
Baxter Woodman Natural Resources	Cap Impvmnts New Const- Crystal Creek Reach 7, Topographic Survey & Permit App	\$	13,456.50

TOTAL CONST FUND BILLS	\$	<u>31,756.50</u>
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BOND & INT FUND BILLS

Bond Trust Services Corporation	Bond Transfers/Admin Fees - Paying Agent Fee 2014 GO Bonds	\$	400.00
Bond Trust Services Corporation	Bond Transfers/Admin Fees - Principal & Interest 2014 GO Bonds	\$	169,993.75

TOTAL BOND & INT FUND BILLS	\$	<u>170,393.75</u>
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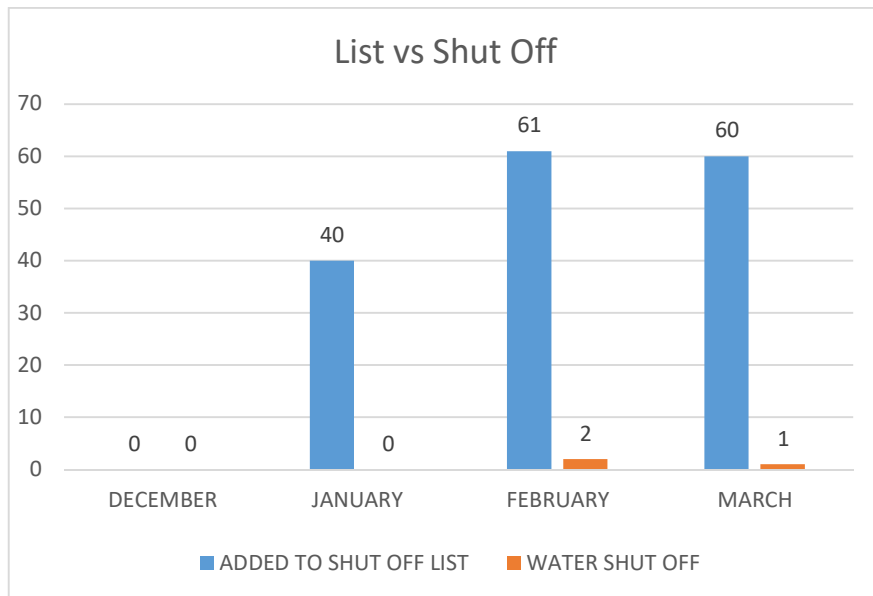
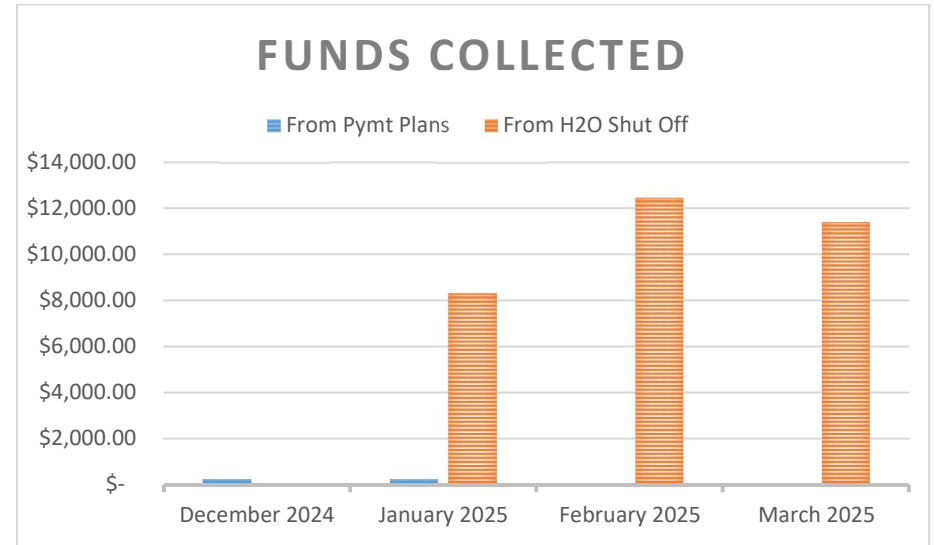
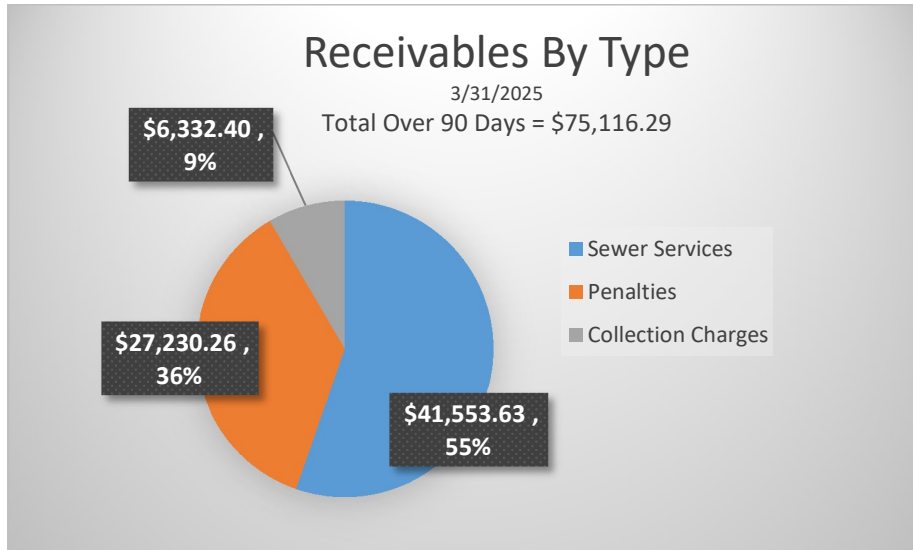
GRAND TOTAL OF ALL BILLS PRESENTED FOR APPROVAL IS \$507,930.16 WHICH \$24,785.40 IS FROM THE GOVERNMENTAL FUNDS, \$280,994.51 IS FROM THE OPERATIONS AND MAINTENANCE FUNDS, \$31,756.50 IS FROM THE CONSTRUCTION FUNDS, AND \$170,393.75 IS FROM THE BOND AND INTEREST FUNDS.

Approved_____

President Reed

Accounts Receivable Analysis

March 2025



Monthly Shut Off Summary

Lake in the Hills

- None.

Huntley

- None.

Crystal Lake

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

MANAGER'S REPORT

Month of March 2025

Customers

	CURRENT	12/MO TOTAL	Data for Mar 2024
Total accounts:	11,776		
New Customers:	1	3	0
Connections:	0	4	0
Permits Issued:	0	3	1
Permits Issued Past 13 Months:	4		
Total Permits Issued to Date:			
<i>Residential:</i>	10,124		
<i>Commercial:</i>	125		
<i>Industrial:</i>	1		

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

NAME	PE	DWELLINGS	Issued
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COLLECTION SYSTEM EMERGENCY RESPONSES AND SANITARY SEWER OVERFLOWS

DATE	LOCATION	PROBLEM	DISTRICT PROBLEM
3/2/2025	17 E Oak St	service line blockage	no

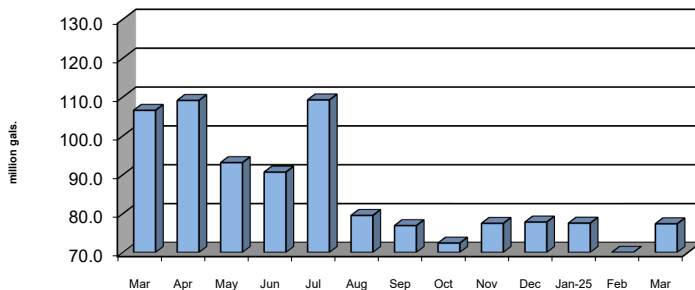
COLLECTION SYSTEM ACTIVITIES

Maintenance cleaned/root cut 240' and James televised 1,466' of sewer main.

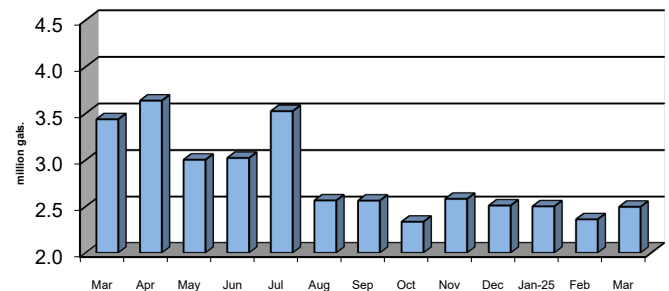
FLOWS

Total Effluent Flow for Month:	77.362	million gallons
Average Daily Flow:	2.496	mgd
Maximum Daily Flow:	3.176	mgd
Precipitation Total:	5.94	inches
Precipitation This Month Last Year:	5.62	inches
Septage Accepted:	601,608	gallons

Total Monthly Flows



Monthly Average Daily Flows



MANAGER'S MONTHLY REPORT

March 2025

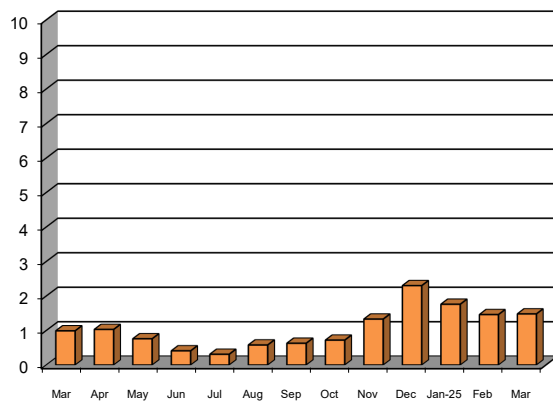
Page 2 of 2

TREATMENT PLANT OPERATIONS

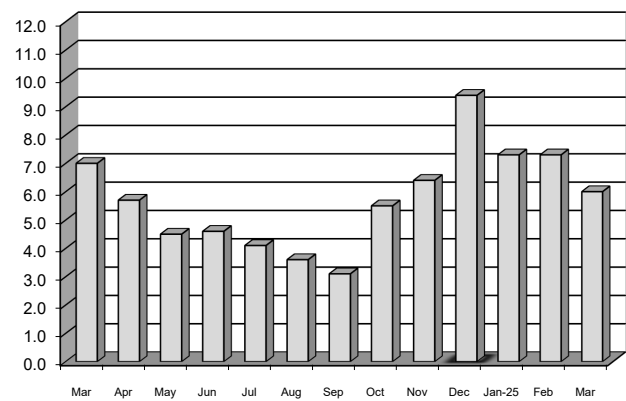
	<u>Average in</u>	<u>Average out</u>	<u>Average % reduction</u>
BOD/CBOD	271 mg/L	1.5 mg/L	99.5%
Total Suspended Solids:	557 mg/L	6.0 mg/L	98.9%
Ammonia Nitrogen:	10.7 mg/L	0.03 mg/L	99.8%
Phosphorus:		0.16 mg/L	
Fecal Coliform:		118.1 MPN	

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:	1.809 million gallons
Decanted:	0.116 million gallons
Thickened:	1.589 million gallons
To Digester:	0.985 million gallons
Pressed:	0.999 million gallons

PERSONNEL ACTIVITIES

James attended a locating class 3/3/25 and 3/4/25.

Respectfully submitted,

Tamara C. Mueller
District Manager

ORDINANCE NO. 430
*An Ordinance for the Combined Budget and Appropriations
for Fiscal Year May 1, 2025, through April 30, 2026
of the Lake in the Hills Sanitary District*

BE IT ORDAINED by the President and Board of Trustees of the LAKE IN THE HILLS SANITARY DISTRICT, McHenry County, Illinois, as follows:

SECTION 1: The following is the Annual Budget and Appropriations Ordinance for the Lake in the Hills Sanitary District for the fiscal year beginning May 1, 2025, and ending April 30, 2026.

A. GENERAL FUND

1.	<u>Personnel Services and Salary Expense</u>	
	Salaries of Trustees, Manager, Finance Director, Clerk	<u>\$240,000</u>
		\$240,000
2.	<u>Contractual Services</u>	
	Professional Engineering	\$ 65,000
	Legal Services	25,000
	Other Professional Services	<u>5,000</u>
		\$ 95,000
3.	<u>Administrative Expenses</u>	
	Printing, Publications	\$ 4,500
	Office Supplies, Equipment	2,500
	Postage	1,000
	Treasurer's Bond	4,000
	Community Affairs	1,000
	Memberships and Dues	<u>4,000</u>
		\$ 17,000
4.	<u>Operating Expenses</u>	
	Building and Grounds Upkeep	\$ 15,000
	Utilities	55,000
	J.U.L.I.E.	3,000
	Training and Education	5,000
	Travel Expenses	2,000
	Computer Hardware, Software & Support	<u>7,000</u>
		\$ 87,000
5.	<u>Contingent and Miscellaneous Expenses</u>	
	(Not otherwise appropriated)	<u>\$ 1,000</u>
		\$ 1,000
	<u>TOTAL GENERAL FUND</u>	<u>\$440,000</u>

B. CHLORINATION FUND \$ 50,000

C.	<u>AUDIT FUND</u>	\$ 17,000
D.	<u>PUBLIC LIABILITY INSURANCE FUND</u>	
	Workers' Compensation	\$ 25,000
	Property	50,000
	Vehicles	15,000
	General Liability	74,000
	Administration Fee	<u>1,000</u>
		\$165,000
E.	<u>SOCIAL SECURITY FUND</u>	\$ 85,000
F.	<u>IMRF FUND</u>	\$155,000
	<u>TOTAL GENERAL CORPORATE FUND</u>	<u>\$912,000</u>
G.	<u>OPERATION & MAINTENANCE FUND</u>	
1.	<u>SEWERAGE OPERATIONS AND MAINTENANCE ACCOUNT</u>	
a.	<u>Personnel Services</u>	
	District Personnel Salaries	<u>\$800,000</u>
		\$800,000
b.	<u>Administrative Expenses</u>	
	Telephone	\$ 3,000
	Postage	32,000
	Printing, Publications	2,000
	Office Supplies	8,000
	Billing and Collection Expenses	85,000
	Professional Services	6,000
	Training, Travel and Education	7,000
	Computer Hardware, Software and Support	30,000
	Community Affairs	2,000
	Medical and Life Insurance	<u>375,000</u>
		\$550,000
c.	<u>Operation and Maintenance of Plant</u>	
	Operating Supplies	\$ 60,000
	Maintenance and Repair (Plant)	150,000
	Maintenance and Repair (Collection Systems)	300,000
	Utilities and Energy	600,000
	Grounds Upkeep	30,000
	Gasoline/Oil	20,000
	Computer and Support Services	2,000
	Emergency Communications	20,000
	Sludge Management	375,000
	Professional Services	45,000

Residential Reimbursement	10,000
Compliance Requirements/Permits	30,000
GIS	<u>10,000</u>
	\$1,652,000
<u>TOTAL OPERATING BUDGET</u>	<u>\$3,002,000</u>

2. Construction

d. <u>Capital Improvements</u>	
New Construction	\$ 1,500,000
Plant Equipment	500,000
Collection System	1,500,000
Vehicles	75,000
Legal Expense	5,000
Engineering Expense	200,000
Bond, Finance Consulting Expense	<u>1,000</u>
	\$3,781,000

3. Bond and Interest Account

e. <u>Bond Transfers</u>	
2014 Bonds, Principal	\$ 130,000
2014 Bonds, Interest	86,000
Administrative Fee	<u>2,000</u>
	\$ 218,000
f. <u>Contingent & Miscellaneous Expenses</u> (Not otherwise appropriated)	<u>\$ 3,000</u>
	\$ 3,000

<u>TOTAL OPERATION AND MAINTENANCE FUND</u>	<u>\$7,004,000</u>
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SUMMARY:

General Fund	\$ 440,000
Chlorination Fund	50,000
Audit Fund	17,000
Public Liability Insurance Fund	165,000
Social Security Fund	85,000
IMRF Fund	155,000
Operation and Maintenance Fund:	<u>7,004,000</u>
<i>Summary Total:</i>	<u><u>\$7,916,000</u></u>

SECTION 2: As part of the Annual Budget, it is stated:

1. That the cash on hand at the beginning of the fiscal year is \$TBD.
2. That the estimated cash expected to be received during the fiscal year from all sources is \$4,956,500.
3. That the estimated expenditures contemplated for the fiscal year are \$7,916,000.
4. That the estimated cash expected to be on hand at the end of the fiscal year is \$TBD.

SECTION 3: All unexpended balances of any item or items of any general appropriation made by this Ordinance may be expended in making up any insufficiency in any item or items in the same general appropriation and for the same purposes or in a like appropriation made by this ordinance.

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

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

SECTION 6: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Ayes:

Nays:

Absent:

Abstain:

APPROVED:

President Jessica Reed

[SEAL]

ATTEST: _____
District Clerk, Karen Thompson

Passed: _____

Approved: _____

Published: _____

CERTIFICATION

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

I do hereby further certify that at a regular meeting of the President and Board of Trustees of the Lake in the Hills Sanitary District, held on the 15th day of May, 2025, the foregoing Ordinance entitled *An Ordinance for the Combined Budget and Appropriations for Fiscal Year May 1, 2025, through April 30, 2026, of the Lake in the Hills Sanitary District*, was duly passed and approved by the President and Board of Trustees of the Lake in the Hills Sanitary District.

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

In witness whereof, I have affixed my name as District Clerk and caused the seal of said District to be affixed hereto this 15th day of May, 2025.

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

[SEAL]

CERTIFICATE OF ESTIMATED REVENUES
LAKE IN THE HILLS SANITARY DISTRICT
FISCAL YEAR BEGINNING MAY 1, 2025

FUND	SOURCE OF REVENUE	AMOUNT
General	Real Estate Taxes	\$170,000
	Interest	1,000
Audit	Real Estate Taxes	15,000
Chlorination	Real Estate Taxes	10,000
Liability Insurance	Real Estate Taxes	75,000
Social Security	Real Estate Taxes	65,000
Retirement	Real Estate Taxes	155,000
Sewerage	User Charges	3,600,000
	Septage Income	475,000
	Wastewater Discharge Income	85,000
	Connection Fee	100,000
	Annexation Fees	5,000
	Downstream Charges	500
	Liftstation Recapture	-0-
	Interest	200,000
Total Estimated Revenues		\$4,956,500

CERTIFICATION

I, Karen Thompson, the District Clerk of the Lake in the Hills Sanitary District, do hereby certify that the above is a true estimate of the revenues anticipated to be received by this governmental unit in this fiscal year 2025-26 for the indicated funds.

Dated: _____, 2025

Karen Thompson
District Clerk

[SEAL]

Lake in the Hills Sanitary District
Capital Improvements List
2025-2030

HIGHLIGHTED AREAS ARE PRIORITY

HIGH PRIORITY

MEDIUM PRIORITY

LOW PRIORITY

Capital Improvements	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
ACP panel upgrades		\$250,000	\$250,000		
Asphalt Seal Coating Drive			\$35,000		
Automation of Digester Air Valve Actuators		\$125,000			
Backup Moyno Pump	\$40,000				
Brick Bottom of Grit Building					\$70,000
Clarifier Brushes				\$20,000	
Computer Hardware/Software	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Crystal Creek Reach 7 Restoration	\$200,000				
Decatur Concrete Pad			\$25,000		
Decatur Generator Repair	\$125,000				
Decatur Pipe Support Repair	\$22,000				
Decatur Valve Repair		\$30,000			
DO Probes for all Digesters		\$150,000			
Drying Bed Rehab - Concrete and Roof		\$400,000			
Electrical Upgrades	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Ethernet		\$50,000	\$50,000		
Fiber Optic Replacement	\$50,000	\$50,000			
Filter Bldg Insulated interior walls		\$130,000			
Fire Alarm Control Panel and Smoke Detectors	\$35,000	\$10,000	\$10,000	\$10,000	\$10,000
Grated Stairs for 3 Clarifiers and Holding Tank	\$100,000				
Grit Bldg Fine Screen (NEW)		\$150,000			
Gutters for Filter Building		\$30,000			
Hilltop/Willow Valve Raise to Street Level		\$30,000			
Lab Equipment	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Landscaping/Tree Replacement/Ash Management	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Load Test Cranes	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Main Lift Barscreen Replacement	\$850,000				
Main Lift Pump/Wetwell Rehab	\$500,000				
Manhole Rehabilitation	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Manhole Replacement West of Beach		\$35,000			
Old Grit Building Conversion to Garage					\$150,000
Oxidation Ditch Rehab	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000

Lake in the Hills Sanitary District
Capital Improvements List
2025-2030

HIGHLIGHTED AREAS ARE PRIORITY

HIGH PRIORITY

MEDIUM PRIORITY

LOW PRIORITY

Capital Improvements	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
Paint Clarifier #4			\$80,000		
Paint Rest of Maintenance Building/Part of Lab		\$50,000			
Polymer System for Sludge Press		\$35,000			
Press Conveyor Belt (NEW)					\$150,000
Spare Beach Pump	\$20,000				
Pyott #3 Pump Replace with Non-Clogging Pump	\$40,000				
Randall Rd Expansion Project (MCDOT)	\$250,000				
Extend-a-jetter			\$100,000		
Rehab of Digester #1		\$250,000			
Remote Blowers(2) for Digester #3 and #4			\$750,000		
Repair/Replacement of Digester Level Transducers	\$50,000				
Replace Siding & add gutters on Storage Building	\$90,000				
Sand Filter Replacement				\$1,500,000	\$1,500,000
SCADA System Upgrades	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Sewer Lining and Joint Repair	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
Sludge Pad Grating/Drainage Improvements		\$20,000			
Trees for Clarifiers 3&4 (Block them from public)			\$50,000		
Trees for Digester 3&4 (Wind barrier)			\$50,000		
TV Truck Camera Software		\$15,000			
UV Upgrade/Eventual Replacement		\$500,000	\$750,000	\$750,000	
Vactor Truck Replacement					\$400,000
Wetland Maintenance			\$125,000		
Total Estimated Expenditures	\$3,052,000	\$2,990,000	\$2,955,000	\$2,960,000	\$2,960,000



Date: April 15, 2025 **Project #:** 6624

To: Tamara Mueller, District Manager and Board of Trustees

Organization: Lake in the Hills Sanitary District

From: Robert C. Doeringsfeld, P.E., District Engineer

Regarding: April 2025 District Engineer's Report

Cc: Karen Thompson – District Clerk/Treasurer

1. McHenry County Division of Transportation (MCDOT) – Randall Road Project

- a. MCDOT has presented the District with the costs associated with the Randall Road Project.
- b. We have reviewed the Cost Participation Summary Table and are still working out Final Costs.
- c. The Estimate included in the IGA signed On August 17, 2023 by the District and MCDOT estimated the Project Portion Attributable to the District was \$396,000 (\$360,000 for Construction and \$36,000 for Construction Engineering).
- d. Based on the Award of the Project the Portion Attributable to the District for Construction is \$148,040.
 - i. The Project was then able to reduce the total Attributable to the District through other funding:
 1. An 80% Federal funding amount was applied to certain work items, totaling \$80,320.
 2. A 20% McHenry County Match was applied to certain work items, totaling \$4,200.
 - ii. The IGA also required a 10% Construction Engineering cost, or \$14,804.
 - iii. Total District Cost - \$78,324; The IGA requires an initial payment of 95%, or \$74,407.80
- e. It is recommended that the Board act on the IGA payment at the May Board Meeting.

2. Task Order No. 25-01 - 2025 District Sanitary Sewer Lining Project Construction Engineering & Inspection

- a. The project has been advertised, and the District will open bids on May 6, 2025.
- b. The project will include a planned excavation and point repair of several pipe failures on Lake Drive.
- c. The estimate for the project is \$355,000.

3. ComEd Investigation

- a. Process Energy, LLC to have an on site meeting in next few weeks to discuss proposed blower controls.