

**Minutes of the Regular Meeting
Of the Board of Trustees
Lakes Region Sanitary District
Wednesday, October 4, 2017**

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1. CALL TO ORDER AND ROLL CALL AND PLEDGE OF ALLEGIANCE

Mr. Hunter called the meeting to order at 6:30 p.m.

Roll Call: Present: Mr. Hunter, Mr. Gilsinger, Mr. Shrake.

Also Present: Mr. Puma, Ms. Brock, Mr. Kolb, Ms. Frola, Mr. Hausherr.

2. PUBLIC COMMENTS

None present.

3. AGENDA AMENDMENTS / APPROVAL

None.

4. APPROVE MINUTES OF THE:

a. AUGUST 30, 2017 REGULAR BOARD MEETING

Motion made by Mr. Gilsinger, seconded by Mr. Shrake to approve the Minutes of the August 30, 2017 Regular Board Meeting. Roll call to the motion: Ayes: Mr. Hunter, Mr. Gilsinger, Mr. Shrake. Nays: None. Motion carried.

b. SEPTEMBER 14, 2017 REGULAR BOARD MEETING

Ms. Frola said two errors were made and corrected before the September 14, 2017 minutes were printed. The Board noted the corrections and Attorney Scott Puma confirmed that the minutes did not need to be approved as *amended*.

Motion made by Mr. Gilsinger, seconded by Mr. Shrake to approve the Minutes of the September 14, 2017 Regular Board Meeting. Roll call to the motion: Ayes: Mr. Hunter, Mr. Gilsinger, Mr. Shrake. Nays: None. Motion carried.

5. DISCUSSION AND ACTION REGARDING DISTRICT MANAGER VS. CONTRACT MANAGER DUTES & RESPONSIBILITIES

Trustee Hunter provided a copy of the LRSD District Manager job requirements. General discussion was held regarding the responsibilities and limitations of Interim District Manager Kolb's duties.

Trustee Hunter specified he (Trustee Hunter) would be the second signatory on payroll checks further directing District Manager Kolb to obtain information on direct deposit for payroll. District Manager Kolb agreed.

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Trustee Hunter specified that District Manager Kolb be the second signatory on the "Check Request for Payment" forms, for Accounts Payable. Trustee Shrake told District Manager Kolb to put to the side any forms for payments that he had questions about before giving his approval on such payments.

The Board directed District Manager Kolb to notify the Board and staff of the set hours he would be at the District office. To start Peter will be in the office on Tuesday mornings. Further directing him to begin addressing the following: mission statement for the district; written performance reviews; written and measureable goals for both the District and individual staff, note any suggestions he may have on policies/procedures/operations for further discussion with the Board and to keep a list of what has been completed and what remains to be done.

District Manager Kolb asked the Board and Attorney Puma who should be the second FOIA officer for LRSD. Attorney Puma recommended a full time employee be designated as such. After further discussion Ms. Frola was named as second FOIA officer contingent upon receiving the required training and approval. The Board further directed that both FOIA officers submit requested FOIA information to Attorney Puma to review for proper response.

The Board directed District Manager Kolb to contact Trustee Hunter concerning any matters that required further attention/direction.

6. DISCUSSION AND ACTION REGARDING THE LIFT STATION IMPROVEMENT PROJECT – WORK ORDER

The Board reviewed requested changes. The Board approved work ordered #21810010 at the September 14, 2017 meeting contingent upon requested changes. Trustee's Hunter and Shrake confirmed that work on Phase I should proceed.

Trustee Shrake said that Phase II of the FY 2018 Lift Stations Rehabilitation and Improvements Project will remain pending until District Manager Kolb has an opportunity to review the plans with Operation & Maintenance Manager Kevin Hausherr, the Board & RHMG; design work should begin in November.

7. DISCUSSION REGARDING DISTRICT GOALS AND OBJECTIVES

No action taken. District Manager Kolb needs sufficient time to familiarize himself with District operations.

8. DISCUSSION AND APPOINTMENT OF ASSISTANT CLERK

Ms. Frola asked how the minutes should be signed. Attorney Puma said that as the minutes are approved by the Board no signature is needed. However, since the previous

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Assistant Clerk signed the minutes it would be advisable for the Board to continue this practice.

Trustee Shrake questioned if one Trustee could hold two appointed positions. Attorney Puma replied that they could.

Motion made by Mr. Hunter, seconded by Mr. Shrake to appoint Trustee Gilsinger as Assistant Clerk. Roll call to the motion: Ayes: Mr. Hunter, Mr. Gilsinger, Mr. Shrake. Nays: None. Motion carried.

9. OTHER BUSINESS

Engineer Brock updated the Board on four items.

Baxter: RHMG has completed the review of the first submittal of the plans and specifications. There remain many issues to be addressed, of which Baxter has been informed.

District Manager Kolb stated he spoke with Larry Thomas of Stanley Consultants. He will follow up with Ryan Kelly, Director of the NWRWRF and do everything he can to expedite the matter.

Trustee Hunter said that the Baxter is a top priority and we need to act as quickly as possible.

Rollins Rd & Wilson Blvd: The County has agreed to include the lowering of the sanitary sewer in their drainage project. LRSD will reimburse them for the cost. Work is expected to start in two weeks.

Baxter & Woodman Northwest Lake County FPA Regional System Review: If anyone did not receive the comments on the review Steve Zamaites, P.E. can provide them. Trustee Hunter asked that they be forwarded to him.

Remington Point North: RHMG has a meeting with CalAtlantic & Berger on Friday, October 6, 2017. Forty Three lots have been released with construction started on approximately half of the lots.

10. PRESIDENT'S COMMENTS

Trustee Hunter said Warehouse Direct supports our exchange server, at this time he sees no need to make changes. Though it appears our email system is down every couple of weeks. He stated all three of the Trustees had problems accessing their email and are unable to attach documents. This problem needs to be eliminated and will be addressed at the Board meeting on October 12, 2017.

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Trustee Hunter said he will talk to Mayor Donny Schmidt of Fox Lake and Mayor Rich of Round Lake Beach about the Granicus software that their villages utilize. The software offers solutions for compiling agendas, minutes, etc., while providing interactive use.

He would like the LRSD Board Plaque to be updated as well as name plaques to be purchased for the Board, Engineer, Attorney and District Manager. Ms. Frola said she will take care of these items.

District Manager Kolb added that he will prepare a draft agenda to be forwarded to the Board, Staff, RHMG and Attorney Puma. Changes can then be addressed to him.

Trustee Gilsinger added that he prefers to be contacted by phone as he does not access his email constantly during the day.

Motion made by Mr. Shrake, seconded by Mr. Gilsinger to recess the Regular Meeting at 7:51 p.m. to enter into Executive Session to Discuss: Personnel matters: 5ILCS 120, Section 2(C)(1) employee hiring, firing, compensation, discipline and performance.

11. EXECUTIVE SESSSION

The Regular Meeting Reconvened at 8:31.

The trustees reiterated their dissatisfaction with the email system.

Trustee Hunter directed District Manager Kolb to have the keys to the District Manager's office changed, copies made for only District Manager Kolb and Trustee Hunter.

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12. ADJOURN

Motion made by Mr. Hunter, seconded by Mr. Gilsinger, to adjourn the Regular Meeting at 8:37 p.m. Roll call to the motion: Ayes: Mr. Hunter, Mr. Gilsinger, Mr. Shrake. Nays: None. Motion carried.

Respectfully submitted,

Craig E. Gilsinger P.E.
Assistant Clerk

Craig E. Gilsinger 10/12/17

Accepted: *October 12, 2017*
Corrected: —