

**Minutes of the Regular Meeting
Of the Board of Trustees
Lakes Region Sanitary District
Wednesday, November 1, 2017**

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

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

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

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

2. PUBLIC COMMENTS

None in attendance.

3. AGENDA AMENDMENTS / APPROVAL

Trustee Hunter asked if the Board needed to approve the agenda. Attorney Scott Puma responded that it is not necessary, Trustee Hunter directed that "approval" be removed from future Agendas.

4. APPROVE MINUTES OF THE OCTOBER 12, 2017 REGULAR BOARD MEETING

Trustee Shrake pointed out that he was not at the Board meeting of October 12, 2017 and did not make a motion to recess the Regular meeting as listed on page # 3451. Ms. Frola will correct that item.

Motion made by Mr. Gilsinger, seconded by Mr. Hunter to approve the Minutes of the October 12, 2017 Regular Board Meeting as amended. Roll call to the motion: Ayes: Mr. Hunter, Mr. Gilsinger. Abstain: Mr. Shrake. Nays: None. Motion carried.

OLD BUSINESS

5. DISTRICT MANAGERS REPORT

Interim District Manager Peter Kolb handed out a preferred method of contact sheet, asking that any changes be noted. Interim District Manager Kolb will distribute the contact list at the next Board meeting.

Interim District Manager Kolb presented the Board meeting schedule for Calendar Year 2018, noting the dates that do not follow our past schedule of the 2nd Thursday of each month. The Trustees commented that at present they do not have any conflict with the schedule. Interim District Manager Kolb will present the updated schedule for formal approval at the next Board meeting.

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Interim District Manager Kolb reported that the locks on the District Manager's office have been changed, and that one key was issued to Trustee Hunter

Interim District Manager Kolb stated that Finance Manager Gary Bogolin obtained a quote from Elite Door Company on changing the outside door locks to a keyless entry system, the cost was listed as \$11,814.00. Trustees Hunter and Shrake felt the quote was high and will look into alternative vendors, asking for a copy of the quote. Ms. Frola will provide a copy for all the Trustees.

Interim District Manager Kolb stated that he understood Bobby's Barrel Inn, a restaurant located in Volo is interested in a sewer connection through LRSD. The restaurant is in the Northern Moraine Water Reclamation District, but within access of the LRSD system. Discussion was held concerning what would be necessary for this to occur. The Board asked Attorney Puma to review the NMWRD / LRSD Intergovernmental Agreement and draft an amendment for the connection. Interim District Manager will contact the owner of Bobby's Barrel Inn.

Interim District Manager Kolb updated the Board on Baxter's status. Baxter has paid \$20,000.00 for the inspection fee to LRSD. The Village of Round Lake will inspect the gravity sewer; RHMG on behalf of LRSD will inspect the Force Main and Pump Station. The District will reimburse the Village of Round Lake's cost, as well as RHMG from the inspection fee received.

Interim District Manager Kolb handed out a memo from Steve Zamaites of RHMG regarding the Facility Plan FY 2018 – Lift Station Rehab and Improvements project. The letter emphasized that he understood the Board did not wish to incur additional debt for the project, but that he recommends proceeding with the few additional steps necessary to finalize the process. Completing the facility plan process would leave LRSD well-positioned for any stimulus funding from IEPA if it were to become available in the future. He estimated an additional 6 to 8 hours of engineering to complete the process.

After discussion among the Board and Interim District Manager Kolb it was agreed that LRSD should move forward with the final engineering work for the Facility Plan. The Board directed Interim District Manager Kolb to add this item to a future Board meeting for approval.

Interim District Manager Kolb handed out a draft IGA between Lake County and LRSD for Collaboration on Sewer-Related Operations and Services that was reviewed by Attorney Puma. The Board agreed that the agreement would be beneficial for both parties. The Board directed Attorney Puma & Interim District Manager Kolb to proceed with finalizing the IGA.

The Board requested Interim District Manager Kolb to follow up on purchasing a recording device for use at Board meetings. He agreed.

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Trustee Shrake requested that all purchase invoices/statements/receipts be included in the Board packet. Ms. Frola will provide the relevant information in the packets.

Trustee Gilsinger informed Trustee Shrake that he had asked Finance Manager Gary Bogolin at the last Board meeting to provide a verbal review of the Financial Report; making note of the highlights, big ticket items and anything beyond the norm or unexpected. Trustee Shrake thanked Trustee Gilsinger and said he thought it was a good idea.

Trustee Hunter said that he would like to have the ability to access the Agenda items on the Surface Pros. He stated he would provide more information under Item # 10, President's Comments.

6. ATTORNEYS REPORT

Attorney Puma said that he had received the Disconnect listing for the prior month and provided the letters to be sent to the residents.

NEW BUSINESS

7. DISCUSSION AND ACTION REGARDING DRAFT MEDIA POLICY

Attorney Puma provided a draft media policy for the Board.

Trustee Shrake asked Interim Manager Kolb to hold a meeting with all employees to review the policy and note in the personnel files that all employees had been informed of the new policy at the meeting.

Motion made by Mr. Shrake, seconded by Mr. Gilsinger, to approve the Media Relations Policy as Amended. Roll call to the motion: Ayes: Mr. Hunter, Mr. Gilsinger, Mr. Shrake. Nays: None. Motion carried.

8. APPROVE RESOLUTION APPOINTING NORTHWEST LAKE COUNTY ADVISORY MEMBERS

Motion made by Mr. Gilsinger, seconded by Mr. Hunter, to approve Resolution 2017-11-01: Appointing Northwest Lake County Advisory Members. Roll call to the motion: Ayes: Mr. Hunter, Mr. Gilsinger, Mr. Shrake. Nays: None. Motion carried.

9. APPROVE RESOLUTION ON EXECUTIVE SESSION MINUTES

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Motion made by Mr. Gilsinger, seconded by Mr. Shrake, to approve Resolution 2017-11-02: Release of Closed Session Minutes. Roll call to the motion: Ayes: Mr. Hunter, Mr. Gilsinger, Mr. Shrake. Nays: None. Motion carried.

10. PRESIDENT COMMENTS

Trustee Hunter thanked Ms. Frola for obtaining the desk name plates and name tags to attach to the Recognition of Service Plaque.

Trustee Hunter said that he and Interim District Manager Kolb attended the Northwest FPA Wholesale Policy Advisory meeting earlier in the day. He mentioned that there were ongoing discussions between the County and the District to explore mutually collaborative activities, one of which is a draft IGA in discussion. He was happy to report that members felt that the committee was in a more proactive place and felt there was a more collaborative attitude among members.

Trustee Hunter scheduled a visit to the Village of Fox Lake. He met with Anne Marin, the Village Administrator to discuss/view how the Village was able to utilize Adobe Pro to build their Board meeting Agendas while also linking relevant documentation to the Agendas. The Village uses this on their web site as well as in office. Trustee Hunter was very impressed with the convenience and capability of the technology. He felt it would be beneficial for LRSD to follow their example.

The Trustees and Interim District Manager discussed the program and how it would improve access to documents as well as other benefits. The Board agreed to move forward with the purchase of Adobe Pro. Trustee Hunter informed Ms. Frola that she should look into how the program works and that the Village of Fox Lake would welcome her to visit their office and see how they use the program. Ms. Frola thanked Trustee Hunter and said she would look into obtaining instruction/education in the use of the program, and report back to the Board. The Board would like this manner of information distribution to be in use by January or February 2018.

Trustee Shrake asked about the status of the independent audit. Interim District Manager Kolb stated the audit was scheduled for November 13th, with the Auditors reporting back to the Board after Thanksgiving.

Motion made by Mr. Shrake, seconded by Mr. Gilsinger to recess the Regular Meeting at 7:27 p.m. to enter into Executive Session to Discuss: Personnel matters, employee hiring, firing, compensation, discipline and performance: 5 ILCS 120, Section 2 (C) (1) of the Open Meetings Act.

The Regular meeting reconvened at 7:47p.m.

No further discussion was held.

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Motion made by Mr. Hunter seconded by Mr. Gilsinger, to adjourn the Regular Meeting at 7:50 p.m. Roll call to the motion: Ayes: Mr. Hunter, Mr. Gilsinger, Mr. Shrake. Nays: None. Motion carried.

Respectfully submitted,



Bruce L. Shrake
Clerk

Accepted: *November 14, 2017*
Corrected: *—*