

**Minutes of the Regular Meeting  
Of the Board of Trustees  
Lakes Region Sanitary District  
Thursday, December 14, 2017**

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**1. A. OPEN REGULAR MEETING, CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Mr. Hunter called the meeting to order at 7:00 p.m.

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

Also Present: Mr. Simon, Mr. Zamaites, Ms. Frola, Mr. Hausherr, Mr. Bogolin and Mr. Kolb.

**B. OPEN PUBLIC HEARING ON IEPA FACILITY PLAN**

**a. Public Comments**

None Present.

**b. Close Public Hearing at 7:02 p.m.**

**2. PUBLIC COMMENTS**

None present.

**3. AGENDA AMENDMENTS**

None.

**4. APPROVE MINUTES OF THE NOVEMBER 16, 2017 REGULAR BOARD MEETING**

*Motion made by Mr. Shrake, seconded by Mr. Gilsinger to approve the Minutes of the November 16, 2017 Regular Board Meeting. Roll call to the motion: Ayes: Mr. Hunter, Mr. Gilsinger, Mr. Shrake. Nays: None. Motion carried.*

**5. APPROVE PAYMENT OF BILLS FROM THE:**

**a. OFF-CYCLE PAYMENTS FOR NOVEMBER 2017 / DECEMBER 2017**

*Motion made by Mr. Gilsinger, seconded by Mr. Shrake to approve payment of off-cycle checks from the General Fund for November 2017 / December 2017 in the amount of \$ 53,704.16. Roll call to the motion: Ayes: Mr. Hunter, Mr. Gilsinger, Mr. Shrake. Nays: None. Motion carried.*

**b. SEWER CONSTRUCTION FUND FOR DECEMBER 2017**

*Motion made by Mr. Gilsinger, seconded by Mr. Shrake to approve payment of bills from the Sewer Construction Fund in the amount of \$ 17,836.89. Roll call to the motion: Ayes: Mr. Hunter, Mr. Gilsinger, Mr. Shrake. Nays: None. Motion carried.*

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c. GENERAL FUND FOR NOVEMBER 2017

*Motion made by Mr. Gilsinger, seconded by Mr. Shrake to approve payment of bills from the General Fund in the amount of \$ 444,031.99 Roll call to the motion: Ayes: Mr. Hunter, Mr. Gilsinger, Mr. Shrake. Nays: None. Motion carried.*

**6. APPROVE NOVEMBER 2017 UNAUDITED FINANCIAL REPORTS**

Trustee Shrake asked about the comparison between the decrease in wages and the increase in consultant fees. Finance Manager Gary Bogolin replied the consultant fee increase was a little less than the decrease in salary.

Finance Manager Bogolin stated that he was starting the Budget process for FY 2019.

*Motion made by Mr. Gilsinger, seconded by Mr. Shrake, to approve the unaudited Financial Reports for November 2017. Roll call to the motion: Ayes: Mr. Hunter, Mr. Gilsinger, Mr. Shrake. Nays: None. Motion carried.*

**OLD BUSINESS**

**7. DISTRICT MANAGERS REPORT**

Interim District Manager Peter Kolb stated that employee Chris Molidor had resigned. He felt it was unnecessary to replace the locks. The Board concurred.

Interim District Manager Kolb said that leaves two employees for Operations and Maintenance. He expects Lake County Public Works will be available if needed. Trustee Shrake inquired what the usual procedure was if the department was short staffed. Operations and Maintenance Manager Kevin Hausherr responded that with careful planning the Department has been covered by the 3 employees, usually with back up provided within the hour. In the worst scenario a contractor would be called.

Interim District Manager Kolb reported that a meeting took place with Lake County Public Works staff, LRSD Operations and Maintenance staff and himself on December 11, 2017, to discuss the Intergovernmental Collaboration Agreement. It was agreed that a period of becoming familiar with the LRSD systems would be beneficial for all parties.

Director of Lake County Public Works, Rod Worden, shared a draft scope of services for consolidation of District functions. He expects that Baxter and Woodman would do the engineering portion with Crowe Horwath doing the financial portion.

Trustee Shrake asked to have a copy of the Request for Proposal sent to him.

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Interim District Manager stated that Baxter is scheduled to have a wire transfer of \$3.8 million on 12/13/2017. As of this time it has not been received.

Interim District Manager Kolb said that Finance Manager Gary Bogolin had brought it to his attention that discussion was needed regarding Debt Certificate material event disclosure. After dialog it was the advice of Attorney Adam Simon to contact the bond company and ask if this would trigger a disclosure requirement.

Engineer Steven Zamaites provided an updated cost estimate of the Volo Historic Plan. Interim District Manager Kolb sent the updated cost estimate to the Village of Volo Administrator Michael May, with a comment that the LRSD Board was not interested in making any changes to the agreement at this time.

**8. OPERATIONS & MAINTENANCE REPORT**

Operations & Maintenance Manager Kevin Hausherr reviewed his report.

He stated November was a busy month for his department with four call outs. Employee Terry Brodin finished changing the oil and safety checks on the last 3 generators. The department pigged force main A at the Volo lift station to take advantage of the time employee Molitor would be available.

**9. ATTORNEY'S REPORT**

Attorney Adam Simon stepped in for Attorney Puma for this meeting. There were no questions / comments.

**10. ENGINEER'S REPORT – REVIEW STATUS OF PROJECTS**

Engineer Steven Zamaites updated the status of projects. At the request of the Board he streamlined his report to represent only active projects.

*Speedway:* Construction of the sanitary sewer extension and service line with triple basin are planned for early Spring 2018.

*Remington Pointe North:* Forty one additional permits have been released on 11/29/2017 after testing and televising of the repair and adjacent mains and manholes was completed.

*LCPWD Projects:* The forcemain rehab project has been completed along Larkin, Long Beach and Wilson Roads except for minor landscaping related punchlist work to be completed in Spring 2018.

*FY 2018 Lift Stations Rehabilitation and Improvements Project:* The pump specifications are being developed and updated pump information and costs have been

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received from pump manufacturers. RHMG will provide draft specifications for review by mid- December.

*FY 2018 Cleaning and Televising Project:* Pipe-view completed the cleaning of the siphons during Lake County's forcemain shutdown, no issues were discovered. Logistics to pump out and televise the low section of the 24-inch siphon will be handled separately.

*Change of Use Sanitary Sewer Permit Application, 37635 N IL Rte. 59:* Follow up comments provided via email on 11/30/2017.

*Northwest Technical Meeting:* Interim District Manager Kolb updated the Board about the technical meeting held December 20, 2017. The Village of Fox Lake desires to intensify the CMOM program, providing a draft check list to members. It is questionable whether such direction can come from Fox Lake. Trustee Shrake said that Lake County makes the final determination regarding CMOM requirements. The Technical and Policy committees may make recommendations but any changes will come from the County.

The Village of Fox Lake informed LRSD that Baxter has not met their requirements for connection. Interim District Manager Kolb said he will follow up with Baxter.

**NEW BUSINESS**

**11. APPROVE ORDINANCE 2017-12-01, SEXUAL HARASSMENT ORDINANCE**

*Motion made by Mr. Shrake, seconded by Mr. Gilsinger, to approve Resolution 2017-12-01: Sexual Harassment Ordinance. Roll call to the motion: Ayes: Mr. Hunter, Mr. Gilsinger, Mr. Shrake. Nays: None. Motion carried.*

**12. APPROVE INTERNAL CONTROL ASSESSMENT REPORT**

Trustee Hunter congratulated Finance Manager Bogolin on a job well done as the Assessment was passed with flying colors.

*Motion made by Mr. Shrake, seconded by Mr. Gilsinger, to approve the Internal Control Assessment Report of November 22, 2017. Roll call to the motion: Ayes: Mr. Hunter, Mr. Gilsinger, Mr. Shrake. Nays: None. Motion carried.*

**13. PRESIDENT'S COMMENTS**

Trustee Hunter wished everyone Happy Holidays and noted that meetings for 2018 will be once monthly.

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*Motion made by Mr. Shrake, seconded by Mr. Gilsinger to recess the Regular Meeting at 7:42 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 8:02 p.m.

*Motion made by Mr. Gilsinger seconded by Mr. Shrake, to adjourn the Regular Meeting at 8:03 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: *January 11, 2018*  
Corrected: