

**Minutes of the Regular Meeting
of the Board of Trustees
Lakes Region Sanitary District
Tuesday, February 4, 2020**

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

Mr. Hunter called the meeting to order at 7:01 p.m.

Roll Call: Trustees Present: Mr. J. Kevin Hunter, Mr. Craig Gilsinger;
Absent: Mr. Bruce Shrake

Also Present: District Financial Manager Mr. Gary Bogolin, Interim District Manager Mr. Peter Kolb, RHMG Engineer Mr. Steve Zamaites, Attorney Mr. Scott Puma; representing Lake County Public Works: Assistant Director Mr. Joel Sensenig, Engineering Supervisor Brittney Sloan, Principal Engineer Tom Miles.

2. PUBLIC COMMENTS

None.

3. AGENDA AMENDMENTS

None.

**4. APPROVE MINUTES OF JANUARY 9, 2020 REGULAR BOARD
MEETING**

Mr. Puma noted a correction required on page 3639.

Motion made by Mr. Gilsinger, seconded by Mr. Hunter to approve the Minutes of the January 9, 2020 Regular Board Meeting as corrected.

Roll call to the motion: Ayes: Mr. Hunter, Mr. Gilsinger.

Nays: None. Motion carried.

5. APPROVE PAYMENT OF BILLS FOR THE:

a. OFF-CYCLE PAYMENTS FOR JANUARY 2020

Motion made by Mr. Gilsinger, seconded by Mr. Hunter to approve payment of off-cycle checks from the General Fund for January 2020 in the amount of \$16,181.12.

Roll call to the motion: Ayes: Mr. Hunter, Mr. Gilsinger.

Nays: None. Motion carried.

b. GENERAL FUND FOR JANUARY 2020

Motion made by Mr. Gilsinger, seconded by Mr. Hunter to confirm payment of bills from the General Fund for January 2020 in the amount of \$448,131.65.

Roll call to the motion: Ayes: Mr. Hunter, Mr. Gilsinger.

Nays: None. Motion carried.

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6. APPROVE UNAUDITED FINANCIAL REPORTS FOR DECEMBER, 2019

Mr. Bogolin's reports were included in the Board Packets previously distributed.

Motion made by Mr. Gilsinger, seconded by Mr. Hunter, to approve the unaudited Financial Reports for December 2019.

Roll call to the motion: Ayes: Mr. Hunter, Mr. Gilsinger.

Nays: None. Motion carried.

OLD BUSINESS

7. DISTRICT MANAGERS REPORT

- Baxter Healthcare activities since last board meeting;
 - January 22, 2020; A joint meeting was held with Baxter Healthcare representatives and the "Sewer Providers". A set of meeting minutes was transmitted to Trustees in an earlier e-mail. In summary the meeting was cordial and there was a good exchange of information. Baxter provided their Wastewater Pumping Annual Report as required per the Agreement. Monthly user fee information was provided to Baxter on the new adjusted flow charges established for 2020 invoicing, to reflect an average flow of 267,976 gpd resulting in a monthly user fee of \$40,087.44. The County will now be invoicing for all future charges. It is anticipated that Baxter will construct an additional storm water interceptor structure to divert groundwater to the adjacent creek, which should help in removing any accumulated ground water at the pump station location. This construction should start in the next few weeks pending approval by the permitting agencies. The group agreed to meet next on March 18th at 9:00am at the Baxter Pump Station site. Baxter is expected to provide monthly flow updates to monitor actual flows out of the facility now that repairs have been completed. They also agreed to provide a plan for sampling the discharge from the gravity pipe to ensure that the water from the polishing pond was not flowing into the interceptor and then downstream to Long Lake.
 - One of the outstanding items is the additional connection fee required under the Agreement given the additional flows being transmitted. As stipulated in the joint letter sent to Baxter in December 2019, the Sewer Providers agreed to a six month period, ending April 30, 2020, to allow for collection of flow data to be able to get a reasonable picture of the actual "Adjusted Basis" as described in the Agreement. We should review this outstanding matter with the other Providers to come to a consensus on how this will be implemented.

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- Robert Elbrecht w/Tri-State Realty, Inc. provided an update on activities with the sale of the building. He transmitted a revised marketing packet with a new price of \$1,159,000. A new sign on the north end of the property has been ordered and the location has been staked for JULIE locates. The sign should be up in a week. The new price has been updated on commercial databases and getting the word out to the market through direct mail, constant contact email list of prospective buyers and brokerage community, etc. Latest rotation of focus for potential buyers Robert is targeting are non-profits, associations, clubs, after school programs, etc.
- The shared billing arrangement with Lake County ended January 23, 2020. All user fees and new connection permits will now be processed by the County. Donna is no longer working for the District and we appreciated her help in getting to this point. There are, however, two legacy projects that will continue to be coordinated by the District for the sake of continuity. They include Remington Point North home permits (58); and Baxter Healthcare Supplemental Connection (\$2,385,000)
- Gary is starting to prepare the Budget for FY2021. We propose the following schedule for Budget approval as follows;
 - Draft FY2021 Budget Approval by the Board March 5th
 - 30 day posting of the Draft Budget March 6th – April 6th
 - FY2021 Budget Public Hearing & Board Authorization April 7th
 - We recommend rescheduling April meeting to Tuesday April 7th

Mr. Hunter suggested the discussion regarding the timing of the budget process be tabled until Mr. Shrake can be contacted for his input.

- Some dates to keep in mind are as follows:
 - NW Policy Advisory Committee meeting Wednesday March 4, 2020 - 4:00 PM RL Community Room
 - LRSD Board meeting Thursday March 5, 2020 – 7:00 PM
 - LRSD Board meeting Thursday April 2, 2020 – 7:00 PM
(Subject to possible change per budget scheduling)

8. ATTORNEY'S REPORT

Mr. Puma advised he had nothing additional to previous discussions.

9. ENGINEER'S REPORT – REVIEW STATUS OF PROJECTS

Mr. Zamaites' report was previously provided. In addition, Mr. Zamaites mentioned that both the Munson Marine / BP-McDonald's project and The Learning Center project had started sewer installation work.

10. CONSOLIDATION UPDATE

Mr. Sensenig presented a brief update on the progress of the consolidation.

- Introduced Brittney Sloan, Engineering Supervisor, and Tom Miles, Principal Engineer for District related matters, who will be sharing responsibility with him attending District Board meetings.
- Indicated the billing for the two month cycle for December and January service, the first for District customers processed by LCPW, was processed for mailing earlier this week. Processing was thru the legacy billing system as the new billing system appears to be about 3 months out.
- LCPW is working on improving emergency response, customers should have gotten information on that.

11. APPROVE IGA WITH ROUND LAKE FIRE FOR STORAGE OF FOAM RESPONSE UNIT

Motion made by Mr. Gilsinger, seconded by Mr. Hunter, to approve the IGA with Round Lake Fire for Storage of Foam Response Unit.

Roll call to the motion: Ayes: Mr. Hunter, Mr. Gilsinger.

Nays: None. Motion carried.

12. PRESIDENTS COMMENTS

Don't expect anything further on Baxter until April after the data is in.

Motion made by Mr. Hunter, seconded by Mr. Gilsinger, to recess the Regular Meeting at 7:25 p.m. to enter into executive session to Discuss:

- a. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to 5 ILCS 120/2(c)(1).*

Roll call to the motion: Ayes: Mr. Hunter, Mr. Gilsinger.

Nays: None. Motion carried.

Entered into executive session at 7:32 p.m.

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13. EXECUTIVE SESSION

The regular meeting reconvened at 7:49 p.m.

14. ADJOURN

Motion made by Mr. Gilsinger, seconded by Mr. Hunter, to adjourn the Regular Meeting at 7:50 p.m.

Roll call to the motion: Ayes: Mr. Hunter, Mr. Gilsinger.

Nays: None. Motion carried.

Respectfully submitted,



Bruce Shrake
Clerk

Corrected: -

Accepted: 03/05/20