

**HIGHLAND HILLS SANITARY DISTRICT  
BOARD OF TRUSTEE MEETING MINUTES  
TUESDAY, JANUARY 28, 2014**

**I. Call to Order**

The meeting was called to order at 11:05 a.m.

**Present:**

Nancy Magurno  
James Worden

**Absent:** Trustee Al Sarno, Jr.

**Also Present:**

Claude Ainsworth  
Atty. John Brechin  
Merrily Eggert  
Howard Heil

**II. Public Participation – None.**

**III. Minutes**

Trustee Magurno made a motion, seconded by Trustee Worden to approve the Board of Trustee Meeting Minutes of 1/7/14. Roll-call vote: All Aye.

**IV. Old Business – None.**

**V. New Business**

1. **Jayhawk Software Update** – The Board gave direction for Ms. Eggert to obtain a quote for the upgrade and a quote for a new computer with the upgrade installed. The Board would also like for Ms. Eggert to contact other Sanitary Districts and find out information about the billing systems that they use.
2. **Travelers Insurance** – The policy is up for renewal. The Board would like to have Mr. Schauer attend the Feb. 25<sup>th</sup> meeting. Ms. Eggert will contact Mr. Schauer.

**VI. As Submitted**

1. **Annual Statement from DuPage County** – The annual statement was received from DuPage County. A copy was faxed to Mr. Gary Anderson at the request of DuPage County.

**VII. Finance**

Trustee Magurno made a motion, seconded by Trustee Worden to pay bills listed on the current ledger dated 1/28/14. Roll-call vote: All Aye.

## VIII. Other Business

1. **Insituform** - Trustee Magurno made a motion, seconded by Trustee Worden, to pay the final balance due in the amount of \$8,224.32 to Insituform. Roll-call vote: All Aye.
2. **Rate Study / Proposal from G. Anderson** – In progress.
3. **Office Equipment** – Kevin is coming at the end of the week to install the new office equipment purchased and the remote access work needed.
4. **Financial Summary of Accounts** – The report was given to the Board members.
5. **Lubricating System for Pumps** – Mr. Schoenke installed the lubricating system.
6. **Water Operator** – Mr. Heil reported that it was not possible to go through the backyard to perform the televising on 13<sup>th</sup> Place due to the heavy equipment. This will be done when the weather gets warmer and televised from the parking lot at HHSD.

Mr. Heil would like to have some information from the Well Water Solution file regarding the pumps and work that was done.

Mr. Heil also reported that he spoke with Mike Most and he is interested in doing additional work for HHSD. The Board approved for Mike Most to work under the direction of Ms. Eggert and Mr. Heil. Mr. Most will come into the office and fill out the necessary paperwork.

7. **Engineer's Report** – Nothing further to report.
8. **Manager's Report** – Nothing further to report.
9. **Clerk's Report** – Trustee Magurno reported that she gave an employment application to June Burkert to work as an assistant in the office.
10. **Vice President's Report** – Mr. Worden reported that he was asked by Chad Shaffer at DuPage County to do an interview regarding the Crowe-Horwath report. This has not been scheduled yet.

- IX. **Next Meeting** – Trustee Magurno made a motion, seconded by Trustee Worden to change the next meeting from Feb. 11<sup>th</sup> at 11:00 am, to Feb. 4<sup>th</sup> at 11:00 am. Roll-call vote: All Aye.

## X. Adjournment

Trustee Magurno made a motion, seconded by Trustee Worden to go into Executive Session, to discuss specific personnel and to adjourn the meeting at 11:55 p.m. Roll-call vote: All Aye.

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Nancy Magurno, Clerk  
Submitted by Merrily Eggert