

**HIGHLAND HILLS SANITARY DISTRICT
BOARD OF TRUSTEE MEETING MINUTES
TUESDAY, NOVEMBER 26, 2013**

I. Call to Order

The meeting was called to order at 11:10 a.m.

Present:

Nancy Magurno
James Worden

Absent: Trustee Sarno, Jr.

Also Present:

Claude Ainsworth
Atty. John Brechin
Ed Clark
Merrily Eggert
Howard Heil

II. Public Participation – None.

III. Minutes

Trustee Worden made a motion, seconded by Trustee Magurno to approve the Board of Trustee Meeting Minutes of 11/12/13. Roll-call vote: All Aye.

IV. Old Business

1. **Sennis vs. HHSD** – Ms. Eggert will contact Mr. Jon Hoag for status on case and confirmation of order for dismissal entry.

V. New Business

1-2. Water Main @ York Township Property

2. **Resolution 2013-02** – Trustee Worden made a motion, seconded by Trustee Magurno to pass Resolution 2013-02 Authorizing the Assignment of HHSD's Easement to the County of DuPage for addition to the York Township Water System. Roll-call vote: All Aye.
3. **Rate Studies for Water/Sewer Utilities** – A rate study proposal was received from Christopher Burke Engineering. The Board is looking into other options.
4. **Employee Evaluations** – Trustee Magurno made a motion, seconded by Trustee Worden to hold a Special Meeting on Friday, November 29, at 1 pm to review employee job descriptions and compensation. Roll-call vote: All Aye.

VI. As Submitted

1. **Julie** – A holiday schedule request was submitted by Julie, Inc. This will be completed and returned by mail.

VII. Finance

Trustee Worden made a motion, seconded by Trustee Magurno to pay bills listed on the current ledger dated 11/26/13. Roll-call vote: All Aye.

VIII. Other Business

1. **Phase I Sewer Repairs** – Trustee Worden made a motion, seconded by Trustee Magurno to pay the invoice in the amount of \$74,018.88 to Insituform for the Phase I sewer repairs. Roll-call vote: All Aye.
2. **Televising on 13th Place** – Howard will take care of this.
3. **Job Descriptions** – The job descriptions have been completed.
4. **Financial Summary of Accounts** – The report was given to the Board members and Mr. Clark.
5. **Budget vs. Actual** – The report was given to the Board members and Mr. Clark.
6. **Hydrant Flushing** – The flushing was completed. There are a few leaking hydrants that need repair. Signs need to be ordered.
7. **Team Building Session** – Trustee Worden made a motion, seconded by Trustee Magurno, to change the time of the 12/10/13 meeting to 10 am and there will be a team session afterward. Roll-call vote: All Aye.
8. **Water Operator** – Phosphate is a different color. Howard needs to order a motor lubricating device for Pump 1 and 2. Trustee Magurno made a motion, seconded by Trustee Worden to approve the ordering of the device not to exceed \$600.00. Roll-call vote: All Aye. Mr. Heil also reported that a B-box needs repair at 1370 S. Stewart Ave. Mr. Heil is going to contact H & R to do the necessary repairs.
9. **Engineer's Report** – Nothing further to report.
10. **Manager's Report** – Nothing further to report.

IX. **Next Meeting** – The next meeting is scheduled for December 10, 2013 at 10:00 am.

X. Adjournment

Trustee Worden made a motion, seconded by Trustee Magurno, to adjourn the meeting to execution session for discussion of specific personnel at 1:00 p.m. Roll-call vote: All Aye.

Nancy Magurno, Clerk

Submitted by Merrily Eggert