

Minutes

Call to Order: 7:00 PM

Roll Call

Present			Absent
Director Stickrod	Director Cassatt	President Reed	Board Member Coan
Director Henry	Treasurer Waldorf	Director Stalzer: Arrived at 7:10pm	

Approval of Previous Minutes

President Reed request to approve July Board Meeting minutes at next month's meeting.

Approval of Expenditures

Motion By: Director Stickrod Seconded By: Treasurer Waldorf Vote tally: 4-0

Treasurer's Report

All data presented is as of July 31, 2020.

The Total Cash Balance is \$1,593,889.79 and is made up of the following fund balances:

Emergency Fund ..\$140,909.42

General Funds ...\$1,080,827.18

Lake Funds\$243,415.93

Road Funds\$128,737.36

The above funds include checking and CDAR accounts.

The outstanding receivables total is \$148,624.09, a decrease of \$5,612.31. For additional breakdown, please refer to the July 31, 2020 Balance Sheet.

The Year-to-Date Net Income is \$118,422.36 with Revenues of \$289,738.85 and Expenses of \$171,316.49. Please see the Profit and Loss Statement for further detail.

As for actual Cash details, for the month of June the cash deposits were \$8,817.98 and the cash expenditures were \$34,707.12. Additional report details are posted on the Heritage Lake website.

Invoices for the 2020 Lake fund will be mailed by September 1. A planned survey to measure awareness of member amenities and use will be included in this mailing. Letters and statements will be sent to accounts with an outstanding balance.

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The Finance Committee did not meet in August. Input sheets for the 2012 budget have been prepared for board members and committee chairs. The General assessments and Lake fund were adjusted by the current CPI-U of 1.1%. The preliminary budgets should be completed and returned by September 10. The input will be compiled for review at the September board meeting.

This concludes the Treasurer's report for August 24, 2020.

President's Report

No Report

Committee Reports

Membership Chaired

Conservation Committee

- Engineer Devin Birch reported: We sent out a revised proposal that included the final, Step 4, in addition to the previous Step 3 proposal for a complete picture for professional services. If Step 4 is delayed, we may need to refine our proposal. We estimate direct permit fees that would be in addition to this, to be under \$5000. The DNR permit is close to \$4,000 to \$5000. This is not included in the \$30,000 or \$50,000. Step 4: \$400,000 cost of installing that secondary spillway and the wave protection all the way along the dam and try to dry up the backside of the dam with tiles. We have a budget line item of \$20,000 to handle all construction administration and observations.
- Chair Lemke: \$65,000 is set back in my budget for Step 3.
- Devin Birch: With engineering and the drawdown structure it could be in the \$130,000 range.

Director Cassatt made a motion for approval of \$30,000 for moving forward with the Step 3 Engineering Proposal attached.

Motion by: Director Cassatt Seconded by: Director Stickrod Tally 5-0

Environmental Control Committee

- 6 tree permits
- 1 accessory structure permit
- 1 fence permit (declined due to incorporation of privacy fence.)
- 1 culvert request
- 2 requests for property pins located.
- 1 easement change for driveway to street.
- Fence and path committee report: Chair Weir attended Tazewell County Highway Department monthly meeting and expressed our desire to put a walking path in the county right of way. The county was fully in favor and even pointed me in the direction of grants to get started. They have a process already in place for this situation. I am assembling a committee of HLA and town residents

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to take over from here. Not sure the path portion needs to be an HLA report other than we will need HLA funds at some point in the future.

Road Committee/SSA

- Beach/Pavilion area and the Heritage Dr ditch work near beach parking lot, NW side of road - RFQ is complete, will be sent to contractors this week.
- Kenton St Speed Bump - RFQ complete, will be sent to contractors this week. Expected completion is Sept/Oct.
- The road committee will be documenting areas that need spray patch in August. Spray patching will take place in September.
- 2021 SSA Budget and tax levy
 - The SSA cash flow statement was updated with current account balances and expenses, along with future expenses.
 - Contingency (10%) and traffic control (5%) were added to the future road work expenses. Traffic control was only added only on major construction years. These line items will be monitored and might be reduced after some experience in the first 5- and 7-year maintenance terms (2021 and 2023).
 - Estimates for culvert replacement and lining were added (~\$500k). These estimates were from 2018 and were for culverts that did not need work at the time. We could have borrowed money to maintain these culverts but chose instead to pay for them as a part of the maintenance plan, saving interest cost over the long run.
 - Accounted for actual tax levy collection, which was 97% and 95% in calendar years 2018 and 2019. 2020 is only partially complete but might be lower due to economic conditions. Cash flow plan now assumes collection of 95% of the tax levy all years to the end of the SSA.
 - Cash flow sheet updated with new principal and interest amounts as approved in Dec 2019.
 - The 2021 SSA budget and tax levy was passed by the SSA Commission on August 14, 2020. It will now go to a vote by the Tazewell County Board at their August meeting.
 - 2021 and all future tax levies were reduced to \$425,000 (2020 tax levy was \$438,295). Per member cost is unknown since the number of members changes year over year. The final member count for the 2021 levy will be available in December 2020.
 - Even with the reduced levy, the maintenance reserve account will have a positive cash flow balance in all years of the SSA, with a minimum account balance of about \$22,000 in year 2028. Maintenance account balance is forecast to increase after that with approximately \$305,000 remaining in the account at the end of the SSA in 2037 (2038 would be a large planned maintenance year). The maintenance reserve account balance will vary based on expected road work and actual tax levy collection. Road maintenance is funding after 2037 will need to be coordinated with the HLA membership and Tazewell County.
- The road committee would like to reach out for volunteers to help with maintenance and upkeep of the roads. We are looking for committee members ready to work on project planning and

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execution. We would prefer volunteers with road construction, excavation, or an engineering background. Please submit your desire to volunteer and qualifications to the office.

Board Chaired

Maintenance

- Brush is being cleared and piled along the roadsides from both Heritage Lake property and member property if they are obstructing signage. The piles will be burned at a later date.

Office Organization/Website

- Treasurer Waldorf: Patty will be staying until sometime in March and job description is being revised.
- President Reed: there are 2 people other than Patty monitor social meeting. Currently, it is manageable with 3 of us monitoring.
- Survey has been drafted and sent out to board members for review. Survey will be sent out with Lake Fund invoices. Suggestion that any member who returns their completed survey will be put in a drawing to credit one member's account for the \$67 lake fund. Board President stipulated that no board member would be eligible for the drawing.

Pool/lodge

- Pool is now closed for the season. There were 3 days that the pool was not open due to either weather, temperature and one day for chlorine level. 1,064 people came to the pool the year.
- Chlorine will be cleaned out of the pipes, checking for leaks, followed by the draining of the pool. A full estimate, including a full blast, reskim and recoat of the pool. We need a couple of volunteers to build a new pump house with possibly an automated system to continuously read water chemical levels as it flows through the system and adds chemicals as needed.
- Thanks to Olivia Kneip for doing a great job this year. It was a lot of work this year, to check-in people so the lifeguards could do their jobs.
- Finalization of the roofing company selection. Lodge Committee is going to make some paint color choices. We have 3 estimates for painting and will be getting estimates for the repair work and for vinyl siding. An estimate of \$30,00 was received and we will receive 2 more estimates for a basketball court near the back-parking lot of the pool.
Received a \$4,800 estimate from Blaine Gilbert Plumbing to fix the sewer line to the septic tank at the lodge. Discussed lodge renovations with Blaine Gilbert and the possibility of increasing the size of the kitchen and changing bathrooms.

Treasurer Waldorf made a motion to replace the Lodge sewer line from the building to the septic tank made and to move forward with Blaine Gilbert Plumbing's estimate of \$4,800.

Motion by: Treasurer Waldorf

Seconded by: Director Stickrod

Tally: 5-0

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- Director Stickrod has the lodge security setup with the donation from Treasurer Waldorf. There is a total of 6 cameras. One of the cameras is infrared facing the back-parking lot near the pool. Also working on a system near the beach house. Director Henry is going to help install the cameras. This system can be put online and can be logged in to check the cameras. Cameras in use signs will be posted.

Administration/Zoning/Security

- No Report

Building/Zoning/Security

- Director Henry will continue to review sticker options.
- There have been a lot less violations since I posted on Facebook
- That we are checking for vehicle stickers.

Outdoor Amenities

- Boat dock ladder was fixed.
- BB hole in the bath house window
- Discussion to continue regarding access to boat dock

Unfinished Business

- No update on fence at Fast Avenue
- Telstar update: Director Stickrod recommended we go ahead and install Telstar Wi-Fi at lodge and office. Patty will discuss internet and email at the office with Frontier. Telstar agreed to waive any phone fees at the lodge until next year. President Reed suggested to go ahead with Telstar.

New Business

- HLA Budget: Treasurer Waldorf is open for any questions in preparing the budgets. Initial budgets are due by September 10 for review at the September board meeting.
- Security: President Reed suggested security at the beach area on Saturdays and Sundays, perhaps a shared lifeguard from the pool or an off-duty officer.
- Rules and Regulations: will be discussed at next meeting
- Fast Avenue Culvert near Yorkshire Cul-de-sac: Tazewell County will remove the culvert on Fast Avenue if requested by HLA. At this point in time, waiting on outcome of walking path addition.
- HLA Lot Sale: 21 Raleigh was approved for sale last month. Member responded to First Right of Refusal with Intent to purchase the lot.

President Reed made Motion to sell the lot at 21 Raleigh

Motion by: President Reed

Seconded by: Vice President Stalzer

Tally 5-0

- Drum Recital at Beach: Member request for Drum Recital at the beach. Board has no objection. Member assured social distancing guidelines would be followed. Request that guests used guest passes.

HLA Board Meeting – August 24, 2020

Minutes

Open Floor for Members (MEMBERS PLEASE SIGN IN) 3 Minute time limit

Member David Hardy submitted Accessory Structure Permit

Executive Session: None

Executive Session Adjournment: None

New Board Member

Meeting Adjournment: 8:53 pm

Motion to Adjourn By: Director Stickrod Seconded By: President Reed Vote tally: 5-0



AUSTIN ENGINEERING, CO., INC.

Consulting Engineers / Surveyors

Peoria, Illinois - Davenport, Iowa

austinengineeringcompany.com

Heritage Lake Association
Attn: HLA Board
PO Box 402
Mackinaw, IL 61755
kblemke@frontier.com
reed.brad.hla@gmail.com

August 19, 2020

Re: Heritage Lake Dam Primary & Emergency Spillway Analysis
Mackinaw, IL
Professional Engineering & Land Surveying Services Proposal
Step #3 – IDNR Permitting for Lining of the Existing 30” CMP Primary Spillway Pipe
Step #4 – IDNR Permitting for New 60” Diameter Secondary Spillway & Wave Protection System

Austin Engineering would like to thank you for the opportunity to submit a proposal for Civil Engineering Services for **Step #3** and the future **Step #4** in the continued review, analysis and construction permitting of the primary, auxiliary and emergency dam spillways at Heritage Lake. We again will be working with Bob Dalton of Vasconcelles Engineering as a sub-consultant for this project. The purpose of our work is to secure permitting from IDNR to allow HLA to perform maintenance on the existing 30” diameter primary spillway pipe which has reached the end of its useful life and needs to be lined.

On December 30th, 2019, the Preliminary Design Report (PDR) for the HLA dam was provided to IDNR for review. On January 29th, preliminary concurrence of the PDR was received from IDNR staff.

On May 18th, 2020, further clarification and communication from IDNR was received by our design team wherein we were informed of the plans and design details required in order for IDNR to approve a construction permit for lining the 30” diameter CMP pipe. NOTE: At this time, the primary task is to secure approval of the lining of the 30” diameter CMP pipe. The additional 60” diameter pipe auxiliary spillway that is part of the approved PDR will be permitted at a later date, when the HLA board is closer to the calendar date they desire to take on this construction. IDNR has given the board **seven (7) years** to complete the construction of the auxiliary spillway, from the time the permission to line the 30” primary spillway is secured.

**SUMMARY OF STEP #3 PROPOSAL/DELIVERABLES
TO SECURE IDNR PERMIT TO LINE EXISTING 30" CMP PIPE SPILLWAY AND
COMPLETE IMPROVEMENTS TO THE EXISTING DEWATERING INTAKE
STRUCTURE**

Hydrology & Hydraulics, as requested by IDNR-OWR & Finalization of design features for the dewatering structure	\$4,000
Operations & Maintenance Plan, Emergency Action Plan	\$9,500
Construction Design Plans and Specifications	\$8,500
Permit Coordination with IDNR	\$4,000
Construction Administration, As-Built Documentation	\$4,000
Total	\$30,000

**SUMMARY OF STEP #4 PROPOSAL/DELIVERABLES
TO SECURE IDNR PERMIT TO CONSTRUCT THE 60" DIAMETER SECONDARY
SPILLWAY AND THE WAVE PROTECTION SYSTEM AT THE DAM**

Update Operations & Maintenance Plan, Emergency Action Plan	\$2,000
Additional Detailed Topo Survey Data	\$2,500
Geotechnical (Estimated)	\$7,000
Construction Design Plans and Specifications	\$13,000
Structural Design (Estimated)	\$1,600
Permit Coordination with IDNR	\$4,000
Construction Administration, On-Site Observation, As-Built Documentation	\$20,000
Total	\$50,100

**Note = If Step 4 is not authorized to proceed with design in calendar year 2020, an adjustment may be required for this proposal. When the time comes that the HLA board wishes to proceed with Step #4, we will review and provide updated pricing to reflect current company rates and policies.*

Any review or permit fees invoiced by IDNR or IEPA will be invoiced at cost in addition to the amounts noted above. We estimate the permit fees to be less than \$5,000 in expense.

All miscellaneous printing, travel or mileage expenses are inclusive of the proposal amounts noted above and will not be invoiced as a reimbursable expense.

During the Step #1 and Step #2 process, original opinions of probable construction costs were estimated and discussed as follows:

Step #3 – Lining of Pipe and Modifications to Draw Down Structure = \$100,000

Step #4 – New Secondary Spillway and Wave Protection = \$400,000

Total Engineering Design

Step #1 = \$10,500

Step #2 = \$19,500

Step #3 = \$30,000

Step #4 = \$50,100

Total = \$110,100

*Engineering & Surveying Professional Fees as a Percent of Total Probable Construction = $\$110,100 / \$500,000 = \pm 22\%$

Invoices will be submitted as a percentage of completion of each deliverable on a monthly basis and payment is expected within 30 days of the date of each invoice unless other arrangements are made in advance.

We estimate the full **Step #3** process will take approximately 2 to 3 months of time to fully complete. With respect to **Step #4**, we estimate it will take approximately 3 to 4 months of time to fully complete.

A vote by the board to accept this proposal will be required before we proceed with these design services, please be sure to stipulate if you would like to proceed with both steps or only **Step #3**.

Again, we appreciate your consideration of Austin Engineering for your Professional Engineering and Land Surveying needs. If you have any questions or need additional information with respect to this proposal, please do not hesitate to contact us.

Sincerely,



Devin L. Birch, PE
President