

NORTH SHORE SANITARY DISTRICT

Mission Statement

***The North Shore Sanitary District
mission is to protect the environment and
people in the communities we serve, through the
construction, operation and maintenance of
quality wastewater treatment facilities.***

DESCRIPTION

The North Shore Sanitary District (the District) is a municipal corporation that was organized in 1914 under the North Shore Sanitary District Act of 1911. Under this Act, the District has been charged with the responsibility of providing sewage treatment and disposal for a service area which generally is bounded by the Wisconsin border on the north, Lake-Cook Road on the south, Lake Michigan on the east, and the I-94 toll road on the west. Communities served include Bannockburn, Beach Park, Green Oaks, Gurnee, Highland Park, Highwood, Lake Bluff, Lake Forest, North Chicago, Park City, Waukegan, Winthrop Harbor, and Zion, as well as Great Lakes, Fort Sheridan, and certain other unincorporated areas. An elected Board of Trustees consisting of five members governs the District. It is a separate and distinct public corporation, not part of any other governmental agency, with full powers to levy taxes and to enact necessary ordinances, rules, and regulations pertaining to sewage treatment matters within its borders.

FACILITIES

The District owns and operates more than 125 miles of intercepting sewers and 10 raw pumping stations that collect and convey wastewater from local sewer systems to District sewage treatment plants in Gurnee, Waukegan, and Highland Park. These plants separate and treat liquid and solid wastes, sending the purified water to the receiving streams. Treated solids, in the form of sludge, are transported to the Zion Sludge Recycling Facility for further processing and disposal.

The District support facilities include the Administration Building in Gurnee, which houses the Board Room and offices for management, administrative, engineering, and laboratory personnel. The building also houses the District Laboratory which conducts chemical and biological analyses necessary to monitor plant functions, industrial discharges, and to identify and study the causes and effects of any chemical spills into the system.

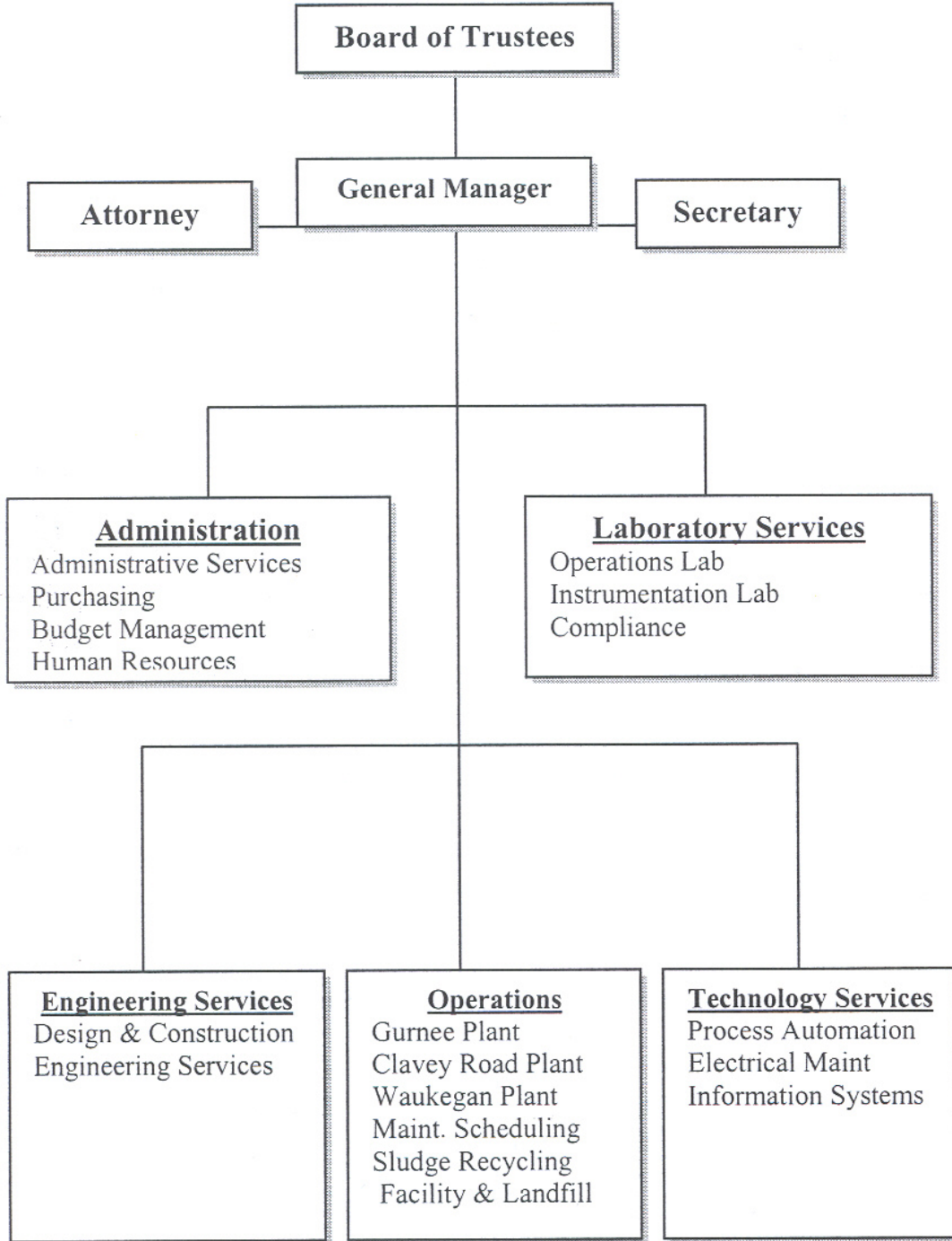
BUDGET

The District's total appropriations for Fiscal Year 2010 (May 1, 2009 through April 30, 2010) are \$54,590,720. Approximately 47% is for daily operations and maintenance, 3% for the retirement of debt, and 50% for capital additions, expansions and replacements.

EMPLOYEES

The District has 104 equivalent full-time employees.

ORGANIZATIONAL CHART



PROCEDURE FOR REQUESTING PUBLIC INFORMATION

The North Shore Sanitary District administers requests for records and information in compliance with the Illinois Freedom of Information Act. Commonly requested information is available at the District's website: www.northshoresanitary.org. Information that may be accessed at the website includes the following:

- ~ Facilities Planning Area Map
- ~ Trustee Wards Map
- ~ Board Meeting Dates, Agendas and Minutes
- ~ Notices to Bidders
- ~ Frequently Asked Questions
- ~ Summer Credit Program Information
- ~ Landlord Information
- ~ Payment Information
- ~ Awards
- ~ Applications for Sewer Permits and Water Credits
- ~ Annexation Information and Forms
- ~ Industrial Waste Information and Forms
- ~ User Charge, Sewer and Fee Ordinances

Other requests for public records may be directed in writing to:

North Shore Sanitary District FOIA Officer
Wm. Koepsel Drive, P.O. Box 750
Gurnee, IL 60031
foia@northshoresanitary.org
Fax (847) 623-3205

Individuals requesting public records under the Freedom of Information Act are encouraged to describe their requests in as much detail as possible, including the date range of the records being sought. A convenient submittal form is available on the District's website.

FEES

The Illinois Freedom of Information Act provides that the public body shall waive its fees for complying with the Act under certain circumstances. The North Shore Sanitary District shall comply with the fee waiver provisions of the Act but reserves its right to charge fees to the maximum extent allowed by law.

**CATEGORIES OF PUBLIC RECORDS
MAINTAINED BY DEPARTMENT**

Administration

Annual Financial Report
Budget
Capital Improvement
Fixed Asset Records
Investments
Bond Records
General Financial Records
Inventories

Purchase Orders
Bids
Vendor Lists
Vouchers
Invoices
Checks
Accounts Receivable

Secretary

Board Agendas and Minutes
Ordinances
Resolutions

Labor Agreements
Leases

Engineering

Sewer Permits
Annexations and Easements
Engineering Studies
Grant Records

Construction Records
Design & Construction Contracts
Plans and Specifications
Maps and Charts

Laboratory

Laboratory Test Data from:
Sewage Treatment Plants
District Landfill
Sludge Recycling Facility
Receiving Streams
Industrial Waste

Quality Control Data
Illinois EPA Reports
Special Program Reports
Variances
Calibration Data Reports
Industrial Discharge Permits

Operations

Plant Operating Logs
NPDES Reports
Work Order Records
Preventive Maintenance Records

Fuel Reports
EPA Inspection Reports
Vehicle Records

Requests for information about District operations and activities are welcomed. Some of the records listed above, however, contain information that cannot be disclosed under state or federal law. These laws exist to protect personal privacy, to prevent persons from using public records for commercial gain or profit, and to prevent disruption or harm to the District's day-to-day operations and service to the community.

**OFFICIALS OF THE
NORTH SHORE SANITARY DISTRICT**

Board of Trustees

President	Daniel M. Pierce	Ward 5
Vice President	Stephen J. Drew	Ward 2
Treasurer	John R. Paxton	Ward 1
Trustee	James E. Swarthout	Ward 4
Trustee	Effie Wroten	Ward 3

Officers Appointed by the Board of Trustees

General Manager	Brian Dorn
Attorney	Gregory Jackson
Secretary	Mary Jo Bryant
Dep. Treasurer & FOIA Officer	David Miller

Board meetings are typically held the second Wednesday of every month in the Board Room located at the Administration Building, Gurnee. The public is cordially invited to attend. An annual schedule of all meeting dates and times is available on the website or by request.

NORTH SHORE SANITARY DISTRICT

Wm. Koepsel Drive
P.O. Box 750, Gurnee, IL 60031
Business Hours 8:00 a.m. to 4:30 p.m., Monday through Friday
Telephone (847) 623-6060
TDD (847) 623-6091
Fax (847) 623-3205
www.northshoresanitary.org

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