

MINUTES OF THE REGULAR MEETING OF  
THE BOARD OF TRUSTEES  
OF THE THORN CREEK BASIN SANITARY DISTRICT  
HELD APRIL 18, 2017 AT 1:30 P.M.

**CALL TO ORDER**

The meeting was opened with the Pledge of Allegiance.

The following trustees were present at the regular meeting of the Board of Trustees of the Thorn Creek Basin Sanitary District, held April 18, 2017:

Bernadette M. Morrison, President and Treasurer

Raymond C. Robertson, Clerk

Francisco Perez, Vice President

Also present were: Eric T. Stach, Attorney; and staff members: Jennifer Hindel, Executive Director; Lucas Streicher, Director of Operations; Jeremy Stubbs, Technical Services Director; Norma Cash, Finance Director; and Julianne Navarro, Human Resource Coordinator.

**GUESTS:** None.

## **MINUTES**

Trustee Robertson made a motion, seconded by Trustee Perez approving the minutes of the regular meeting and the executive session held on March 21, 2017, as presented. Motion unanimously carried.

## **PUBLIC COMMENT PERIOD**

President Morrison asked for public comments. Individuals will be given the opportunity to address the Board of Trustees on matters related to the agenda. Each individual must state his or her name and will be limited to five minutes.

No comments were made.

## **DISBURSEMENTS**

Trustee Perez made a motion, seconded by Trustee Robertson, that the accounts be allowed and warrants drawn on the Treasurer for payment of the same. Checks issued were Check Nos. 54008 through 54098 and C10078 through C10079 in the amount of \$367,850.55 for the Corporate Fund expenses, in the amount of \$214,463.69 for the Capital Improvement Fund expenses, \$0.00 for the Facility Expansion Fund expenses, \$0.00 for the Retention Facility Fund expenses, \$0.00 for the Holbrook Sewer Fund expenses, and \$0.00 for the Sanitary Sewer Rehabilitation Fund expenses, \$0.00 for the Treatment Plant Upgrade Fund expenses and \$0.00 for the Sewer Reconstruction Project Fund expenses. Motion unanimously carried.

## **FINANCIAL REPORT**

Trustee Robertson made a motion, seconded by Trustee Perez, approving the transfer of funds to the MAMM account, in the amount of \$115,000 upon need, as of April 18, 2017. Motion unanimously carried.

Trustee Robertson made a motion, seconded by Trustee Perez, that the Financial Report be accepted as of March 31, 2017. Motion unanimously carried.

## **REPORTS OF OFFICERS**

### **Legal Report**

Attorney Eric Stach reported:

- The legal report regarding pending, threatened or imminent litigation matters, will be discussed in executive session.

### **Executive Director's Report**

Executive Director Jennifer Hindel reported:

- See below.

### **Operations Report**

Director of Operations Lucas Streicher reported:

- The District had experienced three excess days at the main plant and two excess days at the Homewood facility in March due to a combined 4.7 inches of rainfall at both locations.
- The second discharge event occurred on March 20<sup>th</sup> resulted in two NPDES permit violations for Homewood.
- Overall the plant is functioning very well and there are no concerns at this time.

## **Engineering Report**

Technical Services Director Jeremy Stubbs reported:

- One residential and one commercial connection permits were issued totaling \$2,436.25 for the month. No annexations were issued this month.
- The IEPA Loan is in signature phase.

## **Finance Director's Report**

Finance Director Norma Cash reported:

- The City of Chicago Heights have agreed to payment arrangements for the past due user fees.
- Tax Revenues are received eight times per fiscal year. We have received seven payments to date.
- Revenue for flow based Charges for Services is 0.6% over FYTD budget.
- Penalties are over budget by 4.7% but less than last year by 9.4%.
- Total Net Income from all sources is 1.6% over FYTD budget.

## **PURCHASE OF SERVICES AND EQUIPMENT NOT REQUIRED TO BE BID**

None.

## **REQUEST FOR AUTHORIZATION TO ADVERTISE FOR BIDS**

None.

## **EMERGENCY PURCHASES**

None.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

### Proposed Operating Budget – May 1, 2107 – April 30, 2018

Executive Director Hindel presented the proposed Operating Budget for the period of May 1, 2017 through April 30, 2018.

Trustee Robertson made a motion, seconded by Trustee Perez, that the Executive Director is authorized to have published the Notice of Public Hearing for the proposed Budget and Appropriation Ordinance and amendments to the Ordinance Establishing A User Charge System, to be held on May 16, 2017, at 1:30 p.m., and that this publication shall be made in the Daily Southtown newspaper.

## **EXECUTIVE SESSION**

Executive Director Hindel requested for an executive session at this time to review executive session minutes dated December 21, 2001 through March 21, 2017, and to consider erasing executive session tapes more than 18 months old, and to discuss pending, threatened or imminent litigation matters, personnel matters, matters regarding possible acquisition of property, and collective bargaining matters.

Trustee Robertson made a motion, seconded by Trustee Perez, to enter into an executive session at this time to review executive session minutes dated December 21, 2001 through March 21, 2017, and to consider erasing executive session tapes more than 18 months old, and to discuss pending, threatened or imminent litigation matters, personnel matters, matters regarding possible acquisition of property, and collective bargaining matters. On roll call vote, all Trustees present voted "Aye." The motion carried.

Trustee Robertson made a motion, seconded by Trustee Perez, to adjourn the executive session and to reconvene the regular meeting at 3:16 p.m.

Meeting reconvened at 3:16 p.m.

Trustee Robertson made a motion, seconded by Trustee Perez, approving the declassification of no executive minutes and to erase executive session tapes dated April 15, 2015 through September 15, 2015. On roll call vote, all Trustees present voted "Aye." The motion carried.

## **ADJOURNMENT**

Trustee Robertson made a motion, seconded by Trustee Perez, that the meeting be adjourned.  
Meeting adjourned at 3:17 p.m.

Minutes approved by the Board of Trustees on May 16, 2017.