

MINUTES OF THE REGULAR MEETING OF
THE BOARD OF TRUSTEES
OF THE THORN CREEK BASIN SANITARY DISTRICT
HELD AUGUST 16, 2016 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 August 16, 2016:

Bernadette M. Morrison, President and Treasurer

Raymond C. Robertson, Clerk

Absent: Francisco Perez, Vice President

Also present were: Eric T. Stach, Attorney; and staff members: Jennifer Hindel, Executive Director; Lucas Streicher, Director of Operations; John McDonnell, District Engineer; 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 Morrison, approving the minutes of the regular meeting and executive session held on July 19, 2016, 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 Morrison made a motion, seconded by Trustee Robertson, that the accounts be allowed and warrants drawn on the Treasurer for payment of the same. Check Nos. 53306 through 53396 and C10061 through C10062 in the amount of \$462,373.01 for the Corporate Fund expenses, in the amount of \$244,635.89 for the Capital Improvement Fund expenses, \$0.00 for the Facility Expansion Fund expenses, \$0.00 for the Retention Facility Fund expenses, and \$0.00 for the Holbrook Sewer Fund, \$0.00 for the Sanitary Sewer Rehabilitation Fund, \$0.00 for the Treatment Plan Upgrade Fund and \$0.00 for the Sewer Reconstruction Project Fund expenses. Motion unanimously carried.

FINANCIAL REPORT

Trustee Morrison recommended no transfer of funds from the MAMM account or the ILF Fund.

Trustee Robertson made a motion, seconded by Trustee Morrison, that the Financial Report be accepted as of August 16, 2016, and approved the recommendation for no transfer of funds as of August 16, 2016. Motion unanimously carried.

REPORTS OF OFFICERS

Legal Report

Attorney Erich Stach reported:

- The legal report regarding pending, threatened or imminent litigation matters, will be discussed in executive session at the end of the regular meeting.

Executive Director's Report

Executive Director Jennifer Hindel reported:

- The draft NPDES Permits remain under review.
- The IAWA meeting with USEPA Region 5 is scheduled for next week.

Operations Report

Director of Operations Lucas Streicher reported:

- In the last month, the main plant experienced an excess flow day, two discharges at HEF Facility along with an unavoidable bypass due to exceptional rain intensity.
- The first event occurred on July 23rd after over 2.25" of rain fall within two hours, with 8.5MG stored at the WWRF and discharge of 1.6 MG at HEF.
- The second event occurred on July 29th, when 2" of rain was received and 2.1MG was discharged at HEF.
- Over the past month, multiple surprise safety inspections were made along with department safety meetings.

- The Safety Committee met on August 9 and reviewed and discussed the two District wide safety inspections completed by the Operations department. No new safety concerns were brought up by the members of the committee.

Engineer's Report

District Engineer John McDonnell reported:

- Three commercial connection permits were issued for \$10,704.10 total. No extension permits or annexations were issued this month.
- See below.

Finance Director's Report

Finance Director Krygsheld reported:

- Tax Revenues are received eight times per fiscal year. We have received two payments to date.
- Revenue for flow based Charges for Services is 1.06% over FYTD budget.
- Corporate Total Net Income from all sources is 2.37% over FYTD budget.
- Capital Funds Net Income from all sources is 75.32% under FYTD budget, due to no revenue received for the 2016 CIPP Sewer Rehab project.

PURCHASE OF SERVICES AND EQUIPMENT NOT REQUIRED TO BE BID

Purchase of a New Forklift

Director of Operations Streicher presented the following quotes for purchase of a new forklift.

Name

Amount

Mitsubishi	\$ 29,603.00
CAT	\$ 32,220.65
YALE	\$ 26,471.00

Trustee Robertson made a motion, seconded by Trustee Morrison, accepting the quote for a new forklift, from YALE, the lowest responsible quote, in the amount of \$26,471.00. Motion unanimously carried.

REQUEST FOR AUTHORIZATION TO ADVERTISE FOR BIDS

None.

EMERGENCY PURCHASES

None.

UNFINISHED BUSINESS

ONGOING PROJECTS:

Digester No. 1 Cover Replacement Project

Amendment – Construction Engineering Agreement - Strand Associates

District Engineer McDonnell presented an amendment to the construction engineering agreement with Strand Associates, on a time and materials basis not to exceed \$19,800, for additional work relating to the Digester No. 1 Cover Replacement Project.

Trustee Robertson made a motion, seconded by Trustee Morrison, approving the amendment to the construction engineering agreement with Strand Associates, on a time and materials basis not to exceed \$19,800, for additional work relating to the Digester No.1 Cover Replacement Project. Motion unanimously carried.

Application for Payment No. 5 – J. J. Henderson & Sons, Inc.

District Engineer McDonnell presented Application for Payment No. 5, from J.J. Henderson & Sons, Inc., in the amount of \$205,407.53, for work relating to the Digester No. 1 Cover Replacement Project.

Original Contract Sum:	\$ 953,000.00
Total Change Orders To Date	\$ 56,712.00
Updated Contract Sum:	\$1,009,712.00
Work Completed to Date:	\$ 789,445.75
Less Retainage:	\$ 78,944.58
Previous Payments:	\$ 505,093.64
Total Amount Due:	\$ 205,407.53

Trustee Robertson made a motion, seconded by Trustee Morrison, approving Application for Payment No. 5, from J.J. Henderson & Sons, Inc., in the amount of \$205,407.53, for work relating to the Digester No. 1 Cover Replacement Project. Motion unanimously carried.

Hydraulic Analysis of District Sewer System

Amendment – Engineering Services Agreement – Greeley & Hansen

District Engineer McDonnell presented an amendment to the engineering services agreement with Greeley & Hansen, in the lump sum amount of \$23,100, for additional work related to completing the hydraulic analysis of the District's sewer system.

Trustee Robertson made a motion, seconded by Trustee Morrison, approving the amendment to the engineering services agreement with Greeley & Hansen, in the lump sum amount of \$23,100, for additional work relating to completing a hydraulic analysis of the District's sewer system. Motion unanimously carried.

NEW BUSINESS

None.

EXECUTIVE SESSION

Request by Executive Director Hindel for an executive session at this time 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 Morrison, to enter into an executive session at this time to discuss pending, threatened or imminent litigation matters, personnel matters, matters regarding possible acquisition of property, and collective bargaining matters. On roll call, all Trustees present voted "Aye." The motion carried.

Trustee Robertson made a motion, seconded by Trustee Morrison, to adjourn the executive session and to reconvene the regular meeting at 2:54 p.m.

Meeting reconvened at 2:54 p.m.

ADJOURNMENT

There being no further business, motion made by Trustee Robertson, seconded by Trustee Morrison, that the meeting be adjourned. Meeting adjourned at 2:55 p. m.

Minutes approved by the Board of Trustees on September 20, 2016.