

MINUTES OF THE REGULAR MEETING OF  
THE BOARD OF TRUSTEES  
OF THE THORN CREEK BASIN SANITARY DISTRICT  
HELD DECEMBER 20, 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 December 20, 2016:

Bernadette M. Morrison, President and Treasurer

Francisco Perez, Vice President

Raymond C. Robertson, Clerk

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.

**GUETS:** None.

## **MINUTES**

Trustee Perez made a motion, seconded by Trustee Morrison approving the minutes of the regular meeting and the executive session held on November 15, 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.

## **SUSPENSION OF THE RULES OF ORDER**

As there was no objection, the Chair proposed at this time to take up the following item of business.

### **Resolution of Appreciation – Michael G. Rieke**

President Morrison presented a Resolution of Appreciation of the Board of Trustees and Officers to Michael G. Rieke, for his 27 years of faithful and beneficial services, as an employee of the Thorn Creek Basin Sanitary District.

Trustee Robertson made a motion, seconded by Trustee Morrison, that the Resolution of Appreciation to Michael G. Rieke, for his 27 years of faithful and beneficial services to the Thorn

Creek Basin Sanitary District, be accepted and approved. On roll call vote, all Trustees present voted "Aye." The motion carried and the resolution was approved and adopted.

## **RETURN TO THE REGULAR ORDER OF BUSINESS**

### **DISBURSEMENTS**

Trustee Robertson made a motion, seconded by Trustee Morrison, that the accounts be allowed and warrants drawn on the Treasurer for payment of the same. Check Nos. 53683 through 53763 and C10069 through C10071 in the amount of \$462,090.61 for the Corporate Fund expenses, in the amount of \$139,618.58 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 \$4,361.20 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 November 30, 2016, and approved the recommendation for no transfer of funds as of December 20, 2016. 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:

- The District will post the Illinois Sick Leave Act on January 1, 2017, when it becomes effective.

### **Operations Report**

Director of Operations Lucas Streicher reported:

- The District has met all permit limits for the last and current month for both the main plant and Homewood with no excess days, bypasses or Homewood discharges.
- See below.

## **Engineer's Report**

Technical Services Director Jeremy Stubbs reported:

- Two connection permit issued for \$6,779.20 total. No extension permits or annexations were issued this month.
- See below.

## **Finance Director's Report**

Finance Director Norma Cash reported:

- Revenue for flow based Charges for Services is 1.4% over FYTD budget.
- Monitoring Charges are 25.3% over budget.
- Penalties are over budget by 3.2% and more than last year by 1.9%.
- Total Net Income from all sources is 3.1% over FYTD budget.
- The Total District Reserve is 91.9% less than last fiscal year.

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

None.

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

None.

## **EMERGENCY PURCHASES**

None.

## UNFINISHED BUSINESS

### ONGOING PROJECTS:

#### **Digester No. 1 Cover Replacement Project**

Application for Payment No. 9 – J. J. Henderson & Sons, Inc.

Technical Services Director Stubbs presented Application for Payment No. 9, from J.J. Henderson & Sons, Inc., in the amount of \$46,410.89, for work relating to the Digester No. 1 Cover Replacement Project.

Original Contract Sum:	\$ 953,000.00
Total Change Orders To Date	\$ 62,481.00
Updated Contract Sum:	\$1,015,481.00
Work Completed to Date:	\$ 954,677.77
Less Retainage:	\$ 56,765.39
Previous Payments:	\$ 851,501.49
<b>Total Amount Due:</b>	<b>\$ 46,410.89</b>

Trustee Robertson made a motion, seconded by Trustee Perez, approving Application for Payment No. 9, from J.J. Henderson & Sons, Inc., in the amount of \$46,410.89, for work relating to the Digester No. 1 Cover Replacement Project. Motion unanimously carried.

### **Land Application of Biosolids**

#### Application for Payment No. 3 – Stewart Spreading

Technical Services Director Stubbs presented Application for Payment No. 3, from Stewart Spreading, in the amount of \$17,969.25, for the hauling and application of biosolids to farmlands through November 2016.

Original Contract Sum:	\$ 400,000.00
Total Change Orders To Date:	\$ 0.00
Work Completed To Date	\$ 173,319.74
Less Retainage	\$ 8,665.99
Previous Payments	\$ 146,684.50
<b>Total Amount Due:</b>	<b>\$ 17,969.25</b>

Trustee Perez made a motion, seconded by Trustee Robertson, approving Application for Payment No. 3, from Stewart Spreading, in the amount of \$17,969.25 for the hauling and application of biosolids to farmlands through November 2016. Motion unanimously carried.

### **Plant Automation Upgrades Phase I**

**L. Streicher**

#### Application for Payment No. 5 – Midwestern Electric Inc.

Director of Operations Streicher presented Application for Payment No. 5, from Midwestern Electric Inc., in the amount of \$50,740.00.

Original Contract Sum:	\$ 218,953.00
Total Change Orders To Date:	\$ 0.00
Work Completed To Date	\$ 215,203.00
Less Retainage	\$ 10,760.18
Previous Payments	\$ 153,702.82
<b>Total Amount Due:</b>	<b>\$ 50,740.00</b>

Trustee Robertson made a motion, seconded by Trustee Perez, approving Application for Payment No. 5, from Midwestern Electric Inc., in the amount of \$50,740.00. Motion unanimously carried.



## **11. NEW BUSINESS**

### Task Order No. 16-02 – Strand Associates

Director of Operations Streicher presented Task Order No. 16-02 from Strand Associates, for design associated with the Monee Lift Station Generator Replacement Project, for a lump sum amount of \$40,000.

Trustee Robertson made a motion, seconded by Trustee Perez, approving the Task Order No. 16-02 from Strand Associates, for design associated with the Monee Lift Station Generator Replacement Project, for a lump sum amount of \$40,000. Motion unanimously carried.

### 2016 CIPP Sewer Rehabilitation Construction Engineering Agreement – CMT

Technical Services Director Stubbs presented the construction service agreement with Crawford Murphy & Tilly (CMT), on a time and material basis not to exceed \$354,465.

Trustee Robertson made a motion, seconded by Trustee Perez, approving the construction service agreement with Crawford Murphy & Tilly (CMT), on a time and material basis not to exceed \$354,465. Motion unanimously carried.

## **EXECUTIVE SESSION**

Request by Executive Director Hindel requested 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 Perez made a motion, seconded by Trustee Robertson, to enter into an executive session at this time 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 3:35 p.m.

Meeting reconvened at 3:35 p.m.

### **ADJOURNMENT**

Trustee Perez made a motion, seconded by Trustee Robertson, that the meeting be adjourned. Meeting adjourned at 3:37 p.m.

Minutes approved by the Board of Trustees on January 17, 2017.