

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

Bernadette M. Morrison, President and Treasurer

Francisco Perez, Clerk

Absent: David M. Zerante, Vice President

Also present were: Eric T. Stach, Attorney; and staff members: Jennifer Hindel, Executive Director; John McDonnell, District Engineer; Norma Cash, Finance Director; and Julianne Navarro, Human Resource Coordinator.

GUESTS: Charles Dieringer, Chicago Heights resident; Wally Hein, Homewood resident; Ray Urchell, Chicago Heights resident.

MINUTES

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

Charles Dieringer, resident of Chicago Heights commented he attended the village board meeting of Blue Island and questioned if the District monitors the salt or lead in the water during the process. Executive Hindel advised Mr. Dieringer he may submit a FOIA. Additional comments were made regarding the 26th Street dam and the operation of State of Illinois.

Ray Urchell, resident of Chicago Heights commented that on the evening of February 2, 2016, he was concerned due to the rainfall and reported seepage at his home.

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.

2015 Biosolids Land Application Program Annual Report

Don Van Engelenberg presented the 2015 Biosolids Land Application Program Annual Report prepared by Agricultural Soil Management.

Trustee Perez made a motion, seconded by Trustee Morrison, to accepting the 2015 Biosolids Land Application Program Annual Report as submitted by Agricultural Soil Management. Motion unanimously carried.

RETURN TO THE REGULAR ORDER OF BUSINESS

DISBURSEMENTS

Trustee Perez made a motion, seconded by Trustee Morrison, that the accounts be allowed and warrants drawn on the Treasurer for payment of the same. Check numbers 52765 through 52845 and C10047 through C10048 in the amount of \$407,881.00 for the Corporate Fund expenses, in the amount of \$159,567.47 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, and \$0.00 for the Sanitary Sewer Rehabilitation Fund, and \$0.00 for the Treatment Plant Upgrade Fund expenses. Motion unanimously carried.

FINANCIAL REPORT

Trustee Perez made a motion, seconded by Trustee Morrison, approving the transfer of funds from the MAMM account, in the amount of \$50,000 upon need, as of February 16, 2016. Motion unanimously carried.

Trustee Perez made a motion, seconded by Trustee Morrison, that the Financial Report be accepted as of January 31, 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 at the end of the regular meeting.

Executive Director's Report

Executive Director Jennifer Hindel reported:

- There are no updates regarding the District draft NPDES permits.
- Ms. Hindel was a speaker at the 2016 IWEA Government Affairs Seminar in Burr Ridge.

Operations Report

Director of Operations Lucas Streicher reported:

- The District did have a rain event on February 2 at HEF and had a small bypass, after an inch of rain was received along with snow melt and saturated ground. The District treated 40MG at the main plant and discharged 1.8MG at HEF.
- Overall, the plant is functioning well with no concerns.
- See below.

Engineer's Report

District Engineer John McDonnell reported:

- See below.

Finance Director's Report

Finance Director Cash reported:

- Tax revenues are received eight times per fiscal year. We have received five payments to date.
- Revenue for flow based Charges for Services is 2.4% over FYTD budget.
- Other Charges are 34% over budget.
- Total Income from All Sources is 103.9% over FYTD budget.
- Finance Director Cash reported back on the proposals received and thorough review of the firms for the upcoming 15/16 fiscal year. The selected proposals were presented; however further review was requested by the board by via special meeting.

PURCHASE OF SERVICES AND EQUIPMENT NOT REQUIRED TO BE BID

HEF Pump #9 Rebuild

Director of Operations Streicher presented the following quotes for the rebuild of Homewood Excess Flow Pump #9.

| <u>Name</u> | <u>Amount</u> |
|--------------------|-----------------|
| Xylem | \$ 17,448.82 |
| American Precision | Did Not Respond |
| Pumping Solutions | Did Not Respond |
| Thomas Pump | Did Not Respond |
| Illinois Pump | \$ 16,001.00 |

Trustee Perez made a motion, seconded by Trustee Morrison, to accept the quote for the rebuild of Homewood Excess Flow Pump #9, from Illinois Pump, in the amount of \$16,001.00. Motion unanimously carried.

REQUEST FOR AUTHORIZATION TO ADVERTISE FOR BIDS

**Authorization to Advertise for Bids—
Sodium Hypochlorite**

Director of Operations Streicher requested authorization to advertise for bids for a one year contract to supply sodium hypochlorite to the District from April 1, 2016 through March 31, 2017.

Trustee Perez made a motion, seconded by Trustee Morrison, authorizing the advertisement for bids for a one year contract to supply sodium hypochlorite to the District from April 1, 2016 through March 31, 2017. Motion unanimously carried.

**Authorization to Advertise for Bids—
Ferric Chloride**

Director of Operations Streicher requested authorization to advertise for bids for a one year contract to supply ferric chloride to the District from April 1, 2016 through March 31, 2017.

Trustee Perez made a motion, seconded by Trustee Morrison, authorizing the advertisement for bids for a one year contract to supply ferric chloride to the District from April 1, 2016 through March 31, 2017. Motion unanimously carried.

Authorization to Advertise for Bids – Employee Lunch/Locker Room

Director of Operations Streicher requested authorization to advertise for bids for the remodeling of the employee lunchroom and locker room.

Trustee Perez made a motion, seconded by Trustee Morrison, to authorize the advertisement for bids for the remodeling of the employee lunchroom and locker room. Motion unanimously carried.

EMERGENCY PURCHASES

None.

UNFINISHED BUSINESS

Bids – Land Application of Biosolids

District Engineer McDonnell presented the following bids for a 2 year land application contract, for the hauling and application to farmlands, effective May 1, 2016 through April 30, 2018. The bids were publicly opened and read on February 11, 2016, at 2:00 p.m.

| <u>Name</u> | <u>Amount</u> |
|-------------------|---------------|
| Continental Farms | \$500,000.00 |
| Stewart Spreading | \$400,000.00 |
| New Era | \$378,000.00 |

Trustee Perez made a motion, seconded by Trustee Morrison, that the bid for New Era be rejected, and that the bid for the 2 year land application contract for the hauling and application to farmlands, effective May 1, 2016 through April 30, 2018, be awarded to Stewart Spreading, the lowest responsible and responsive bidder in the amount of \$400,000. Motion unanimously carried.

NEW BUSINESS

Auditing Services Proposals

Finance Director Cash presented the following proposals from certified public accounting firms, to provide annual audit services of the District's financial records for a 4 year period, from April 30, 2016 to April 30, 2019.

| <u>Name</u> | <u>Amount</u> |
|-----------------------------|---------------|
| Baker Tilly Virchow Krause | \$ 96,160.00 |
| Wermer Rogers Doran & Ruzon | \$ 97,400.00 |
| GW & Associates | \$111,225.00 |
| Klein Hall CPA | \$113,475.00 |
| RSM (McGladrey) | \$130,100.00 |

Trustee Perez made a motion, seconded by Trustee Morrison, to table the motion of proposals until after executive session. Motion unanimously carried.

EXECUTIVE SESSION

Executive Director Hindel requested an executive session at this time to discuss pending, threatened or imminent litigation matters, collective bargaining matters, and personnel matters.

Trustee Perez made a motion, seconded by Trustee Morrison, to enter into an executive session at this time to discuss pending, threatened or imminent litigation matters, collective bargaining matters, and personnel matters. On roll call vote, Trustees Perez and Trustee Morrison present voted "Aye." The motion carried.

Trustee Perez made a motion, seconded by Trustee Morrison, to adjourn the executive session and to reconvene the regular meeting at 3:04 p.m.

Meeting reconvened at 3:04 p.m.

Auditing Services Proposals

Trustee Perez made a motion, seconded by Trustee Morrison, to table the motion for further review. Motion unanimously carried.

ADJOURNMENT

Trustee Perez made a motion, seconded by Trustee Morrison, that the meeting be adjourned. Meeting adjourned at 3:16 p.m.

Minutes approved by the Board of Trustees on March 15, 2016.