

MINUTES OF THE REGULAR MEETING OF
THE BOARD OF TRUSTEES
OF THE THORN CREEK BASIN SANITARY DISTRICT
HELD FEBRUARY 21, 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 February 21, 2017:

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; Jeremy Stubbs, Technical Services Director; Norma Cash, Finance Director; and Julianne Navarro, Human Resource Coordinator.

GUESTS: Don Van Engelenburg and Alec Bean from Agricultural Soil Management, Inc.

MINUTES

Trustee Robertson made a motion, seconded by Trustee Morrison approving the minutes of the regular meeting and the executive session held on January 17, 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.

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.

2016 Biosolids Land Application Program Annual Report

Don Van Engelenburg presented the 2016 Biosolids Land Application Program Annual Report prepared by Agricultural Soil Management.

Trustee Robertson made a motion, seconded by Trustee Morrison, accepting the 2016 Biosolids Land Application Program Annual Report as submitted by Agricultural Soil Management. Motion unanimously carried.

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. Checks issued were Check Nos. 53841 through 53923 and C10074 through C10075 in the amount of \$456,630.45 for the Corporate Fund expenses, in the amount of \$78,846.48 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 \$18,697.40 for the Sewer Reconstruction Project Fund expenses. Motion unanimously carried.

FINANCIAL REPORT

Trustee Robertson made a motion, seconded by Trustee Morrison, approving the transfer of funds to the MAMM account, in the amount of \$250,000 upon need, as of February 21, 2017. Motion unanimously carried.

Trustee Robertson made a motion, seconded by Trustee Morrison, that the Financial Report be accepted as of January 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:

- The District continues to operate while the main plant and HEF NPDES permit renewals remain under review. USEPA has made progress regarding policy decisions on issues that pertain to the District's permits.

Operations Report

Director of Operations Lucas Streicher reported:

- The District had excess days on January 19th and January 20th due to 1” of rain along with snow melt on frozen ground. An additional 60 MG was treated at the main plant and stored 10.5 MG at the WWRF, and there was a small discharge of 1.0 MG at HEF.
- All permit conditions were met for the remainder of January and February, both at the main plant and Homewood with no bypasses.
- The annual contract for the District’s supply of chemicals are soon to expire. See below.

Engineer’s Report

Technical Services Director Jeremy Stubbs reported:

- One connection permit issued for \$21,437.75 total. No extension permits or annexations were issued this month.
- See below.

Finance Director's Report

Finance Director Norma Cash reported:

- Tax Revenues are received eight times per fiscal year. We have received six payments to date.
- Revenue for flow based Charges for Services is 1.2% over FYTD budget.
- Penalties are over budget by 5.4% and more than last year by 1.2%.
- Total Net Income from all sources is 2.8% over FYTD budget.
- The Total District Reserve is 92.6% less than last fiscal year.

PURCHASE OF SERVICES AND EQUIPMENT NOT REQUIRED TO BE BID

None.

REQUEST FOR AUTHORIZATION TO ADVERTISE FOR BIDS

Authorization to Advertise for Bids – Ferric Chloride

Request by Director of Operations Streicher for authorization to advertise for bids for a one year contract to supply ferric chloride to the District from April 1, 2017 through March 31, 2018.

Motion made by Trustee Robertson, seconded by Trustee Morrison, authorizing the advertisement for bids for a one year contract to supply ferric chloride to the District from April 1, 2017 through March 31, 2018. Motion unanimously carried.

Authorization to Advertise for Bids – Sodium Hypochlorite

Request by Director of Operations Streicher for authorization to advertise bids for a one year contract to supply sodium hypochlorite to the District from April 1, 2017 through March 31, 2018.

Motion made by Trustee Robertson, seconded by Trustee Morrison, authorizing the advertisement for bids for a one year contract to supply sodium hypochlorite to the District from April 1, 2017 through March 31, 2018. Motion unanimously carried.

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EMERGENCY PURCHASES

None.

UNFINISHED BUSINESS

Bids – 2016 CIPP Sewer Rehabilitation Project

Technical Services Director presented the following bids for the 2016 CIPP Sewer Rehabilitation Project. The bids were publicly opened and read in the order received on February 15, 2017, at 2:00 p.m.

	<u>Name</u>	<u>Amount</u>
1.	Hoerr Construction, Inc.	\$3,584,777.95
2.	Benchmark Construction Co.	\$3,129,885.00
3.	Insituform Technologies USA, LLC	\$3,232,362.00
4.	Visu-Sewer of IL	\$3,676,416.00
5.	Michels Corporation	\$5,051,705.00
6.	Sak Construction, LLC	\$4,271,219.00
7.	Kenny Construction Co.	\$3,292,144.00

Trustee Robertson made a motion, seconded by Trustee Morrison, rejecting the bid from Benchmark Construction Co., due to experience qualification and that the bid for the 2016 CIPP Sewer Rehabilitation Project, be awarded to Insituform Technologies USA, LLC, the lowest, responsive, responsible bidder, as recommended by Crawford, Murphy & Tilly, Inc., in the amount of \$3,232,362.00, contingent upon approval of a State Revolving Fund loan from Illinois EPA. Motion unanimously carried.

ONGOING PROJECTS:

Digester No. 1 Cover Replacement Project

Application for Payment No. 10 – J. J. Henderson & Sons, Inc.

Technical Services Director Stubbs presented Application for Payment No. 10, from J.J. Henderson & Sons, Inc., in the amount of \$30,793.79, for work relating to the Digester No. 1 Cover Replacement Project.

Original Contract Sum:	\$ 953,000.00
Total Change Orders To Date:	\$ 59,048.95
Updated Contract Sum:	\$1,012,048.95
Work Completed to Date:	\$1,001,997.15
Less Retainage:	\$ 20,240.98
Partial Documented Liquidated Damages:	\$ 53,050.00
Previous Payments:	\$ 897,912.38
Total Amount Due:	\$ 30,793.79

Trustee Robertson made a motion, seconded by Trustee Morrison, approving Application for Payment No. 10, from J.J. Henderson & Sons, Inc., in the amount of \$30,793.79, for work relating to the Digester No. 1 Cover Replacement Project. Motion unanimously carried.

11. NEW BUSINESS

Insurance Policies

Finance Director Cash reported the District's insurance policies will expire on November 15, 2017. Finance Director Cash recommends the District continue to use Langan Haeger Vincent & Born of Wheaton, Illinois, the broker of record, to obtain quotes for renewal of the insurance policies. Renewal quotes will be presented at the October meeting.

Trustee Robertson made a motion, seconded by Trustee Morrison, authorizing to continue to utilize the services of the insurance brokerage of Langan Haeger Vincent & Born of Wheaton, Illinois, the broker of record, to obtain quotes for renewal of the insurance policies. Motion unanimously carried.

Engineering Service Agreement – Greeley & Hansen LLC

Technical Services Director Stubbs presented an Engineering Services Agreement with Greeley & Hansen LLC, for a study of Building No. 1 Domestic raw screening, in the lump sum amount of \$31,500.00.

Trustee Robertson made a motion, seconded by Trustee Morrison, approving the Engineering Services Agreement with Greeley & Hansen LLC, for a study of Building No. 1 Domestic raw screening, in the lump sum amount of \$31,500.00. Motion unanimously carried.

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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 Robertson made a motion, seconded by Trustee Morrison, 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 Morrison, to adjourn the executive session and to reconvene the regular meeting at 3:15 p.m.

Meeting reconvened at 3:15 p.m.

ADJOURNMENT

Trustee Robertson made a motion, seconded by Trustee Morrison, that the meeting be adjourned. Meeting adjourned at 3:20 p.m.

Minutes approved by the Board of Trustees on March 21, 2017.