

MINUTES OF THE REGULAR MEETING OF
THE BOARD OF TRUSTEES
OF THE THORN CREEK BASIN SANITARY DISTRICT
HELD JANUARY 17, 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 January 17, 21017:

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: Daniel Small, Strand Associates, Inc.

MINUTES

Trustee Perez made a motion, seconded by Trustee Robertson approving the minutes of the regular meeting and the executive session held on December 20, 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 Robertson made a motion, seconded by Trustee Perez, that the accounts be allowed and warrants drawn on the Treasurer for payment of the same. Check Nos. 53764 through 53840 and C10072 through C10073 in the amount of \$408,482.85 for the Corporate Fund expenses, in the amount of \$63,161.84 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 \$25,000 upon need, as of January 21, 2017. Motion unanimously carried.

Trustee Robertson made a motion, seconded by Trustee Perez, that the Financial Report be accepted as of December 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.

Executive Director's Report

Executive Director Jennifer Hindel reported:

- An amendment to the Illinois Sick Leave Act has been presented to the Governor for signature.

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. The District did have a permit violation which will be discussed in executive session.
- As a result of 2016 being excursion free, the District is due to receive the NAWA Gold Award, which is the second in three years.

Engineer's Report

Technical Services Director Jeremy Stubbs reported:

- One connection permit issued for \$3,059.25 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 five payments to date.
- Revenue for flow based Charges for Services is 0.9% over FYTD budget.
- Penalties are over budget by 3.9% and more than last year by 3.2%.
- Total Net Income from all sources is 2.1% over FYTD budget.
- The Total District Reserve is 104.2% 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

Change Order Request No. 3 – J. J. Henderson & Sons, Inc.

Technical Services Director Stubbs presented Change Order Request No. 3, from J.J. Henderson & Sons, Inc., in the amount of \$3,432.05 (credit), for roofing installation work relating to the Digester No. 1 Cover Replacement Project.

Original Contract Sum:	\$ 953,000.00
Total Change Orders To Date	\$ 62,481.00
Current Contract Sum:	\$1,015,481.00
Amount of Current Change Order	\$ -3,432.05
Updated Contract Sum:	\$1,012,048.95

Trustee Robertson made a motion, seconded by Trustee Perez, approving (subject to District Attorney's review and approval of warranty documents) Change Order Request No. 3, from J.J. Henderson & Sons, Inc., in the amount of \$3,432.05 (credit), for roofing installation work relating to the Digester No. 1 Cover Replacement Project. Motion unanimously carried.

11. NEW BUSINESS

Construction Engineering Agreement – Strand Associates - Amendment No. 3

Technical Services Director Stubbs presented amendment to the construction engineering agreement with Strand Associates, on a time and material basis, not to exceed \$12,500, for additional work relating to the Digester No. 1 Cover Replacement Project.

Trustee Robertson made a motion, seconded by Trustee Perez, accepting the amendment to the construction engineering agreement with Strand Associates, on a time and material basis, not to exceed \$12,500, for additional work relating to the Digester No. 1 Cover Replacement Project. Motion unanimously carried.

Audit Service – Baker Tilly

Finance Director Cash requested authorization to renew the contract with Baker & Tilly, for the 2016/2017 fiscal year audit, in an amount, not to exceed \$26,770, as per the proposal dated January 11, 2016.

Trustee Robertson made a motion, seconded by Trustee Perez, authorizing Norma to renew the contract with Baker & Tilly, for the 2016/2017 fiscal year audit, in an amount, not to exceed \$26,770, as per the proposal dated January 11, 2016. 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 Perez made a motion, seconded by Trustee Robertson, to adjourn the executive session and to reconvene the regular meeting at 3:03 p.m.

Meeting reconvened at 3:03 p.m.

Minutes of January 17, 2017

ADJOURNMENT

Trustee Perez made a motion, seconded by Trustee Robertson that the meeting be adjourned.
Meeting adjourned at 3:04 p.m.

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