

MINUTES OF THE REGULAR MEETING OF  
THE BOARD OF TRUSTEES  
OF THE THORN CREEK BASIN SANITARY DISTRICT  
HELD JULY 19, 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 July 19, 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; John McDonnell, District Engineer; Jeremy Stubbs, Technical Services Director; Norma Cash, Finance Director; and Julianne Navarro, Human Resource Coordinator.

**GUESTS:** Charles Dieringer, resident of Chicago Heights.

## **MINUTES**

Trustee Robertson made a motion, seconded by Trustee Perez, 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.

Charles Dieringer provided a handout to each of the board members, pertaining to the 26<sup>th</sup> Street dam, for review. No additional discussion was made or requested.

## **DISBURSEMENTS**

Trustee Perez 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. 53218 through 53305 and C10059 through C10060 in the amount of \$374,098.81 for the Corporate Fund expenses, in the amount of \$257,144.48 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 expenses, \$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 Robertson made a motion, seconded by Trustee Perez, approving the transfer of funds from the MAMMA account, in the amount of \$70,000 upon need, as of July 19, 2016. Motion unanimously carried.

Trustee Perez made a motion, seconded by Trustee Robertson, that the Financial Report be accepted as of June 30, 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:

- The draft NPDES permits remain under review. The District anticipates the permits will be renewed and issued in fall of 2016.

### **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**

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 one payment to date.
- Revenue for flow based charges for services is 32% over FYTD budget.
- Other charges are 5.8% over budget.
- Total Net Income from all sources is 2.37% over FYTD budget.
- The total District reserve is 3.6% more than last fiscal year.
- See below.

**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. 4 – J. J. Henderson & Sons, Inc.

District Engineer McDonnell presented Application for Payment No. 4, from J.J. Henderson & Sons, Inc., in the amount of \$173,148.91, 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:	\$ 561,215.16
Less Retainage:	\$ 56,121.52
Previous Payments:	\$ 331,944.73
<b>Total Amount Due:</b>	<b>\$ 173,148.91</b>

Trustee Perez made a motion, seconded by Trustee Robertson, approving Application for Payment No. 4, from J.J. Henderson & Sons, Inc., in the amount of \$173,148.91, for work relating to the Digester No. 1 Cover Replacement Project. Motion unanimously carried.

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

#### Change Order Request No. 2 – J.J. Henderson & Sons, Inc.

Trustee Perez made a motion, seconded by Trustee Robertson, to table the request for next month. Motion unanimously carried.

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

**L. Streicher**

#### Application for Payment No. 1 – Midwestern Electric Inc.

Director of Operations Streicher presented Application for Payment No. 1, from Midwestern Electric Inc., in the amount of \$9,987.43.

Original Contract Sum:	\$ 218,953.00
Total Change Orders To Date:	\$ 0.00
Work Completed To Date	\$ 11,097.15
Less Retainage	\$ 1,109.72
Previous Payments	\$ 0.00
<b>Total Amount Due:</b>	<b>\$ 9,987.43</b>

Trustee Robertson made a motion, seconded by Trustee Perez, approving Application for Payment No. 1, from Midwestern Electric Inc., in the amount of \$9,987.43. Motion unanimously carried.

Application for Payment No. 2 – Midwestern Electric Inc.

Director of Operations Streicher presented Application for Payment No. 2, from Midwestern Electric Inc., in the amount of \$27,132.74.

Original Contract Sum:	\$ 218,953.00
Total Change Orders To Date:	\$ 0.00
Work Completed To Date	\$ 41,244.65
Less Retainage	\$ 4,124.48
Previous Payments	\$ 9,987.43
<b>Total Amount Due:</b>	<b>\$ 27,132.74</b>

Trustee Robertson made a motion, seconded by Trustee Perez, approving Application for Payment No. 2, from Midwestern Electric Inc., in the amount of \$27,132.74. Motion unanimously carried.

## **2016 CIPP Sewer Rehabilitation Project**

**J. McDonnell**

### Amendment to Engineering Service Agreement – Crawford, Murphy & Tilly (CMT)

District Engineer presented an amendment to the engineering services agreement with Crawford, Murphy & Tilly (CMT), for additional design services of the 2016 CIPP Sewer Rehabilitation Project, for a lump sum amount of \$10,060.00.

Trustee Robertson made a motion, seconded by Trustee Perez, approving the amendment to the engineering services agreement with Crawford, Murphy & Tilly (CMT), for additional design services of the 2016 CIPP Sewer Rehabilitation Project, for a lump sum amount of \$10,060.00. Motion unanimously carried.

## **NEW BUSINESS**

### Insurance Policies

Finance Director Cash reported the District's insurance policies will expire on November 15, 2016. Finance Director Cash recommends the District to utilize Langan Haeger Vincent & Born, the broker of record, to obtain quotes for renewal of the District's insurance policies.

Trustee Robertson made a motion, seconded by Trustee Perez, to utilize Langan Haeger Vincent & Born, the broker of record, to obtain quotes for renewal of the policies. Motion unanimously carried.



Resolution- PMA Financial Network, Inc. and PMA Securities, Inc.

Finance Director Cash presented a resolution for the District's Treasurer to make use of, from time to time, PMA Financial Network, Inc. and PMA Securities, Inc., in securing investments.

Trustee Robertson made a motion, seconded by Trustee Perez, accepting the Resolution to make use of, from time to time, PMA Financial Network, Inc. and PMA Securities, Inc., in securing investments. On roll call vote, all Trustees present voted "Aye." The motion carried and the resolution was approved and adopted.

**EXECUTIVE SESSION**

Executive Director Hindel requested an executive session to discuss pending, threatened or imminent litigation matters, acquisition of property, and personnel matters.

Trustee Perez made a motion, seconded by Trustee Robertson, to enter into an executive session at this time to discuss pending, threatened or imminent litigation matters, acquisition of property, and personnel 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 3:26 p.m.

Meeting reconvened at 3:26 p.m.

**ADJOURNMENT**

There being no further business, motion made by Trustee Perez, seconded by Trustee Robertson, that the meeting be adjourned. Meeting adjourned at 3:27 p. m.

Minutes approved by the Board of Trustees on August 16, 2016.