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**MINUTES OF THE REGULAR MEETING OF  
THE BOARD OF TRUSTEES  
OF THE THORN CREEK BASIN SANITARY DISTRICT  
HELD JULY 18, 2017 AT 1:30 P.M.**

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**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 18, 2017:

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.

**GUESTS:** Ken Seaton, Seaton Group, Inc.; Dave Hobbs and Chris DeSilva, Greeley & Hansen

**MINUTES**

Trustee Robertson made a motion, seconded by Trustee Perez, approving the minutes of the regular meeting, and the executive session held on June 18, 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 items of business.

Electrical Supply Contract

Ken Seaton, Seaton Group, Inc. presented proposals for supplying electrical power service to the District.

Trustee Robertson made a motion, seconded by Trustee Perez, authorizing the execution of contract with Constellation, in the amount of \$.04963/per kWh, a term of 48 months, beginning December, 2018 through December, 2022 for the supply of electrical power service to the District, as recommended by Seaton Group, Inc. Motion unanimously carried.

Building No. 1 Domestic Screen Study – Greeley & Hansen

Dave Hobbs and Chris DeSilva, of Greeley & Hansen presented the study results and recommendation for Building No. 1 Domestic Screen.

**RETURN TO THE REGULAR ORDER OF BUSINESS**

**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. Checks issued were Check Nos. 54263 through 54346 and C10086 through C10087 in the amount of \$418,644.40 for the Corporate Fund expenses, in the amount of \$20,810.49 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 \$4,017.64 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 Perez, that the Financial Report be accepted as of June 30, 2017, and approved the recommendation for no transfer of funds as of July 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 received a letter from Adler Roofing, subcontractor of JJ Henderson, regarding the Digester Cover #1 Replacement Project.
- The revised NPDES draft permit for the Homewood Excess Flow Facility was received and recommended changes were noted.
- The District's new website is expected to be released at the end of the month.

**Operations Report**

Director of Operations Lucas Streicher reported:

- No report.

**Engineering Report**

Technical Services Director Jeremy Stubbs reported:

- No connection permits or annexations were issued this month.
- The preliminary work for the CIPP Sewer Rehabilitation project has begun.

**Finance Director's Report**

Finance Director Norma Cash reported:

- The auditors from Baker Tilly Virchow Krause, LLP completed the fiscal year-end audit and noted no major deficiency.
- The District's User Charge Rate increase was amended and in effect this month.
- The payroll was amended to include the new IL tax rate of 4.95%.
- Cincinnati Insurance conducted an onsite visit and will provide a quote for the renewal of the District's Workers Compensation policy.

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

None.

**REQUEST FOR AUTHORIZATION TO ADVERTISE FOR BIDS**

None.

**EMERGENCY PURCHASES**

None.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

**EXECUTIVE SESSION**

Executive Director Hindel requested an executive session 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 Perez, to enter into 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. 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 3:34 p.m.

Meeting reconvened at 3:34 p.m.

**ADJOURNMENT**

Trustee Robertson made a motion, seconded by Trustee Perez, that the meeting be adjourned. Meeting adjourned at 3:34 p.m.

Minutes approved by the Board of Trustees on August 16, 2017.