

MINUTES OF THE REGULAR MEETING OF  
THE BOARD OF TRUSTEES  
OF THE THORN CREEK BASIN SANITARY DISTRICT  
HELD MARCH 15, 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 March 15, 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; Lucas Streicher, Director of Operations; John McDonnell, District Engineer; Jeremy Stubbs, Laboratory Director/Pretreatment Coordinator; Norma Cash, Finance Director; and Julianne Navarro, Human Resource Coordinator.

**GUESTS:** Mary Dankowski, Village of Park Forest

## **MINUTES**

Trustee Perez made a motion, seconded by Trustee Morrison, approving the minutes of the regular meeting and executive session held on February 16, 2016 and with the minutes of the special meeting held on February 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.

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:

### **Presentation – Certificate of Achievement for Excellence in Financial Reporting**

Mary Dankowski, Finance Director of the Village of Park Forest and past President of the Executive Board of the IGFOA, presented to Thorn Creek Basin Sanitary District, the Certificate of Achievement for Excellence in Financial Reporting for the fiscal year end of April 30, 2015.

## **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 52846 through 52908 and C10049 through C10051 in the amount of \$427,881.00 for the Corporate Fund expenses, in the amount of \$46,556.87 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 Morrison recommended no transfer of funds from MAMM account or the ILF Fund.

Trustee Perez made a motion, seconded by Trustee Morrison, that the Financial Report be accepted as of February 29, 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 NPDES Permits remain under review. Comments provided by the District have been considered by IEPA.

### **Operations Report**

Director of Operations Lucas Streicher reported:

- The District has met all permit limits for 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 five payments to date.
- Revenue for flow based Charges for Services is 0.9% over FYTD budget.
- Other Charges are 32.9% over budget.
- Total Income from All Sources is 100.6% over FYTD budget.

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

### Purchase of Bulk Liquid Sodium Bisulfite

Director of Operations Streicher presented the following quotes for the purchase of Bulk Liquid Sodium Bisulfite for the period of April 1, 2016 through March 31, 2017:

<u>Name</u>	<u>Amount</u>
Alexander CC aka Carus Corporation	\$1.27/gallon
Atlas & Associates	\$2.50/gallon
Univar	No Bid
Hydrite	\$1.54/gallon
PVS Chemical Corporation	\$1.09/gallon

Trustee Perez made a motion, seconded by Trustee Morrison, accepting the quote for the purchase of Liquid Sodium Bisulfite for the period of April 1, 2016 through March 31, 2017, from PVS

Chemical Corporation, the lowest responsible quote in the amount of \$1.09/gallon. Motion unanimously carried.

Purchase of Bulk Liquid Calcium Nitrate

Director of Operations Streicher presented the following quotes for the purchase of Bulk Liquid Calcium Nitrate for the period of April 1, 2016 through March 31, 2017:

<u>Name</u>	<u>Amount</u>
Alexander CC aka Carus Corporation nitrate/gallon	\$0.5023/lb.
Atlas & Associates	\$2.50/lb. nitrate/gallon
Evoqua Water Technologies LLC	\$0.6514/lb. nitrate/gallon
Univar	No Bid

Trustee Perez made a motion, seconded by Trustee Morrison, accepting the quote for the purchase of Bulk Liquid Calcium Nitrate for the period of April 1, 2016 through March 31, 2017, from Alexander CC aka Carus Corporation, the lowest responsible quote in the amount of \$0.5023/lb. nitrate/gallon. Motion unanimously carried.

**REQUEST FOR AUTHORIZATION TO ADVERTISE FOR BIDS**

None.

**EMERGENCY PURCHASES**

None.

## **UNFINISHED BUSINESS**

### Bids – Ferric Chloride

Director of Operations Streicher presented the following bids for a one-year contract to supply the District with ferric chloride for the period of April 1, 2016 to March 31, 2017. The bids were publicly opened and read in the order received on March 10, 2016 at 2:00 p.m.

<u>Name</u>	<u>Amount</u>
1. Kemira Water Solutions	\$433.00/dry ton
2. Atlas & Associates	\$ 2.50/dry ton *withdrew
3. PVS Chemical Corporation	\$439.00/dry ton
4. Univar USA, Inc.	No Bid

Trustee Perez made a motion, seconded by Trustee Morrison, rejecting the Atlas & Associates bid and that the bid for ferric chloride for supply for the period of April 1, 2016 to March 31, 2017, be awarded to Kemira Water Solutions, the lowest responsible and responsive bidder, in the amount of \$433.00/dry ton. Motion unanimously carried.

### Bids – Sodium Hypochlorite

Director of Operations Streicher presented the following bids for a one-year contract to supply the District with liquid sodium hypochlorite for the period of April 1, 2016 to March 31, 2017. The bids were publicly opened and read in the order received on March 10, 2016 at 2:00 p.m.

<u>Name</u>	<u>Amount</u>
1. Univar USA, Inc.	No Bid
2. Rowell Chemical Corporation	\$0.615/gallon
3. Alexander Chemical Corporation aka Carus Corp.	\$0.607/gallon
4. K.A. Steel Chemicals, Inc.	\$0.63/gallon

Trustee Perez made a motion, seconded by Trustee Morrison, awarding the bid for liquid sodium hypochlorite supply for the period of April 1, 2016 through March 31, 2017, to Alexander Chemical Corp aka Carus Corporation, the lowest responsible bidder, in the amount of \$0.607/gallon. Motion unanimously carried.



## Bids – Roof Replacement/Repairs

District Engineer McDonnell presented the following bids for the roof replacement of Building 3 and 4, and performing repairs on other buildings at the Main Plant and at the Deer Creek Lift Station. The bids were publicly opened and read in the order received on March 8, 2016 at 2:00 p.m.

<u>Name</u>	<u>Base Amount</u>
1. L. Marshall	\$156,800.00
2. M. Cannon Roofing	\$198,600.00

Trustee Perez made a motion, seconded by Trustee Morrison, to reject all bids for the roof replacement of Building 3 and 4, and performing repairs on other buildings at the Main Plant and at the Deer Creek Lift Station, and to authorize rebidding of the project. Motion unanimously carried.

## **NEW BUSINESS**

### Five-Year Capital Plan and Capital Projects Funding Policy and Procedures

Executive Director Hindel presented a Five-Year Capital Improvements and Revenue Plan and funding for Capital Projects Policy and Procedures.

Trustee Perez made a motion, seconded by Trustee Morrison, accepting and approving Funding for Capital Projects Policy and Procedures. 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, all Trustees 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 2:51 p.m.

Meeting reconvened at 2:51 p.m.

## **ADJOURNMENT**

Trustee Perez made a motion, seconded by Trustee Morrison, that the meeting be adjourned. Meeting adjourned at 2:53 p.m.

Minutes approved by the Board of Trustees on May 17, 2016.