

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

Bernadette M. Morrison, President and Treasurer

Raymond C. Robertson, Clerk

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:** Mary Dankowski, Finance Director of the Village of Park Forest  
Steve Modzelewski, Kare Communications

## **MINUTES**

Trustee Robertson made a motion, seconded by Trustee Morrison approving the minutes of the regular meeting and the executive session held on February 21, 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.

**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, 2016.

**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. 53924 through 54007 and C10076 through C10077 in the amount of \$347,524.90 for the Corporate Fund expenses, in the amount of \$41,465.12 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 \$2,180.60 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 \$200,000 upon need, as of March 21, 2017. Motion unanimously carried.

Trustee Robertson made a motion, seconded by Trustee Perez, that the Financial Report be accepted as of February 28, 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.
- See below.

### **Executive Director's Report**

Executive Director Jennifer Hindel reported:

- See below.

**Operations Report**

Director of Operations Lucas Streicher reported:

- The District had experienced two HEF discharges and a main plant excess day. The first event began late February 28<sup>th</sup> and continued into March 1<sup>st</sup> with rainfall of 1.8” at the main plant and nearly 3” in Homewood on already saturated ground. An additional 60 MG was treated at the main plant while storing 3.3MG at the WWRF and discharging 13 MG at HEF over 26 hours and no bypasses. All permit limits were met.
- The second event occurred March 20<sup>th</sup> with nearly 1” of rainfall in Homewood, and an additional 0.6MG HEF discharge. The District is analyzing the results for this event and will discuss at the next board meeting.
- Overall the plant is functioning very well and there are no concerns at this time.
- See below.

**Engineer’s Report**

Technical Services Director Jeremy Stubbs reported:

- No connection permits or annexations were issued this month.

**Finance Director's Report**

Finance Director Norma Cash reported:

- The City of Chicago Heights have agreed to payment arrangements for the past due user fees.
- Tax Revenues are received eight times per fiscal year. We have received six payments to date.
- Revenue for flow based Charges for Services is 0.4% over FYTD budget.
- Penalties are over budget by 3.2% and more than last year by 5.1%.

- Total Net Income from all sources is 1.1% over FYTD budget.
- The Total District Reserve is 96.6% less than last fiscal year.

**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, 2017 through March 31, 2018.

<u>Name</u>	<u>Amount</u>
PVS Chemical Solutions, Inc.	\$1.07/gallon
Alexander Chemical	\$1.21/gallon
(Wholly owned subsidiary of Carus Corporation)	

Trustee Robertson made a motion, seconded by Trustee Perez, accepting the quote for the purchase of Bulk Liquid Sodium Bisulfite for the period of April 1, 2017 through March 31, 2018, from PVS Chemical Solutions, Inc., the lowest responsible quote in the amount of \$1.07/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, 2017 through March 31, 2018.

<u>Name</u>	<u>Amount</u>
Evoqua Water Technologies LLC	\$0.6514/lb. nitrate/gallon
Alexander Chemical	\$0.5023/lb. nitrate/gallon
(Wholly owned subsidiary of Carus Corporation)	

Trustee Robertson made a motion, seconded by Trustee Perez, accepting the quote for the purchase of Bulk Liquid Calcium Nitrate, for the period of April 1, 2017 through March 31, 2018, from Alexander Chemical (Wholly owned subsidiary of 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, 2017 through March 31, 2018. The bids were publicly opened and read in the order received on March 16, 2017 at 2:00 pm.

<u>Name</u>	<u>Amount</u>
1. Muniteam-Univar USA	No Bid
2. PVS Technologies, Inc.	\$469.00/dry ton
3. Kemira Water Solutions	\$450.00/dry ton

Trustee Robertson made a motion, seconded by Trustee Perez, that the bid for a one-year contract to supply the District with Ferric Chloride, for the period of April 1, 2017 to March 31, 2018, be awarded to Kemira Water Solutions, the lowest responsible and responsive bidder, in the amount of \$450.00/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, 2017 to March 31, 2018. The bids were publicly opened and read in the order received on March 16, 2017 at 2:00 p.m.

<u>Name</u>	<u>Amount</u>
1. Munteam-Univar USA	No Bid
2. Rowell Chemical	\$0.679/gallon
3. Alexander Chemical (Wholly owned subsidiary of Carus Corporation)	\$0.643/gallon
4. KA Steel (Wholly owned subsidiary of Olin Corporation)	\$0.585/gallon

Trustee Robertson made a motion, seconded by Trustee Perez, that the bid for a one-year contract to supply the District with Liquid Sodium Hypochlorite, for the period of April 1, 2017 to March 31, 2018, be awarded to KA Steel (Wholly owned subsidiary of Olin Corporation), the lowest responsible and responsive bidder, in the amount of \$0.585/gallon. Motion unanimously carried.

**11. 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 Robertson made a motion, seconded by Trustee Perez, accepting and approving a Five-Year Capital Improvements and Revenue Plan and funding for Capital Projects Policy and Procedures. Motion unanimously carried.

Petition for Annexation – Crete I, LLC

Attorney Stach presented a Petition for Annexation to the Sanitary District by Crete I, LLC, for property located at 23804 Volbrecht Road, Crete, Illinois 60417, PIN #23-15-02-400-005-0000.

Trustee Robertson made a motion, seconded by Trustee Perez, that the above named Petition for Annexation to the Sanitary District for property located at 23804 Volbrecht Road, Crete, Illinois 60417, PIN #23-15-02-400-005-0000, be accepted and approved. Motion unanimously carried.

## Minutes of March 21, 2017

### Annexation Ordinance No. 509

Attorney Stach presented an Annexation Ordinance to annex to the Sanitary District for property located at 23804 Volbrecht Road, Crete, Illinois 60417, PIN #23-15-02-400-005-0000.

Trustee Robertson made a motion, seconded by Trustee Perez, that the Annexation Ordinance No. 509 for property located at 23804 Volbrecht Road, Crete, Illinois 60417, PIN #23-15-02-400-005-0000, be approved and adopted. On roll call vote, all Trustees present voted "Aye." The motion carried and the ordinance was approved and adopted.

### Amendment to Personnel Policy

Executive Director Hindel presented an amendment to Section 420, Sick Leave, in the Personnel Policy.

Trustee Perez made a motion, seconded by Trustee Robertson, approving the amendment to Section 420, Sick Leave, in the Personnel Policy. 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 Robertson made a motion, seconded by Trustee Perez, 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 3:44 p.m.

Meeting reconvened at 3:44 p.m.

**Minutes of March 21, 2017**

**ADJOURNMENT**

Trustee Perez made a motion, seconded by Trustee Robertson, that the meeting be adjourned.  
Meeting adjourned at 3:45 p.m.

Minutes approved by the Board of Trustees on April 18, 2017.