

MINUTES OF THE REGULAR MEETING
AND PUBLIC HEARING OF THE BOARD OF TRUSTEES
OF THE THORN CREEK BASIN SANITARY DISTRICT
HELD MAY 17, 2016 AT 1:30 PM

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 May 17, 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, Laboratory Director/Pretreatment Coordinator; Norma Cash, Finance Director; and Julianne Navarro, Human Resource Coordinator.

GUESTS: Charles Dieringer, Chicago Heights resident

ELECTION OF OFFICERS

The President, acting as Chairman, called for the nomination and election of officers for the new fiscal year.

The Board of Trustees shall elect one of their number as President, one of their number as Vice President, and from within or outside their membership, a Treasurer, a Clerk and an Assistant Clerk.

Trustee Perez made a motion, seconded by Trustee Robertson, that Attorney Stach be named Chair for the purpose of nomination and election of officers. Motion unanimously carried.

Trustee Perez nominated and Trustee Robertson seconded Bernadette M. Morrison for the office of President. Trustee Morrison nominated and Trustee Robertson seconded Francisco Perez for the office of Vice President. Trustee Perez nominated and Trustee Robertson seconded Bernadette M. Morrison for the office of Treasurer. Trustee Morrison nominated and Trustee Perez seconded Raymond C. Robertson for the office of Clerk, and Jennifer Hindel for the office of Assistant Clerk. As there were no further nominations, the Chair declared the nominations closed.

SLATE OF OFFICERS

| | |
|------------------------|-----------------------|
| BERNADETTE M. MORRISON | PRESIDENT & TREASURER |
| FRANCISCO PEREZ | VICE PRESIDENT |
| RAYMOND C. ROBERTSON | CLERK |
| JENNIFER HINDEL | ASSISTANT CLERK |

Trustee Morrison made a motion, seconded by Trustee Perez, accepting the slate of officers and that the nominated slate be the elected slate of officers. On roll call vote, all Trustees present voted “Aye.” The Chair declared the motion carried.

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.

Resolution of Appreciation – David M. Zerante

Trustee Perez made a motion, seconded by Trustee Robertson, that the Resolution of Appreciation to David M. Zerante, for his 11 years of dignified service, as Trustee of the Thorn Creek Basin Sanitary District, be accepted and approved. On roll call vote, all Trustees present voted “Aye”. The motion carried and the resolution was approved and adopted.

RETURN TO THE REGULAR ORDER OF BUSINESS

ADJOURNMENT

Trustee Perez made a motion, seconded by Trustee Morrison, that the meeting be adjourned until completion of the Public Hearing, scheduled for 1:30 p.m. Motion unanimously carried.

OPENING OF THE PUBLIC HEARING

CALL TO ORDER

Publication of Notice of Public Hearing

Executive Director Hindel reported that upon the direction of the Board of Trustees, publication of the “Notice of Public Hearing” for the Budget and Appropriation Ordinance and the Establishing Fees and Charges Ordinance, was made in the Daily Southtown newspaper on April 29, 2016, and that a copy of the Budget and Appropriation Ordinance for the fiscal year May 1, 2016 to April 30, 2017 was available for public inspection on May 2, 2016, in the Administrative Office of the Thorn Creek Basin Sanitary District.

Budget and Appropriation Ordinance – Fiscal Year 2016-2017

Executive Director Hindel presented the proposed Budget and Appropriation Ordinance for the fiscal year beginning May 1, 2016 and ending April 30, 2017.

REMARKS FROM THE AUDIENCE

Charles Dieringer, Chicago Heights resident announced he was pleased of a no levy increase.

REMARKS FROM THE DISTRICT BOARD

None.

ADJOURNMENT OF THE PUBLIC HEARING

Trustee Robertson made a motion, seconded by Trustee Perez, that Public Hearing on the proposed Budget and Appropriation Ordinance for the fiscal year beginning May 1, 2106 and ending April 30, 2017, be adjourned and the regular meeting be reconvened at 1:55 p.m. Motion unanimously carried.

CALL TO ORDER OF THE ADJOURNED MEETING

Budget and Appropriation Ordinance – May 1, 2016 – April 30, 2016

Trustee Robertson made a motion, seconded by Trustee Perez, that the Budget and Appropriation Ordinance for the fiscal year May 1, 2016 to April 30, 2017, be approved and adopted in word and figures, and the Executive Director is hereby directed to have the Budget and Appropriation Ordinance published in the Daily Southtown newspaper. On roll call vote, all Trustees presented voted “Aye.” The motion carried and the ordinance was approved and adopted.

MINUTES

Trustee Perez made a motion, seconded by Trustee Morrison, approving the minutes of the regular meeting and executive session held on March 15 2016, and minutes of the special meeting held on April 22, 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 address and will be limited to five minutes.

Charles Dieringer, resident of Chicago Heights, addressed the board on the infrastructure and concerns regarding storm water within the area and that of the dam located on 26th Street along with others located along Thorn Creek.

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 numbers 53019 through 53132 and C10055 through C10056 in the amount of \$395,580.80 for the Corporate Fund Expenses, in the amount of \$340,939.88 for the Capital Improvement Account expenses, \$0.00 for the Facility Expansion Fund expenses, \$0.00 for the regular 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 Perez made a motion, seconded by Trustee Robertson, approving transfer of funds to the MAMM account, in the amount of \$50,000 upon need, as of on May 17, 2016. Motion unanimously carried.

Trustee Perez made a motion, seconded by Trustee Morrison, that the Financial Report be accepted as of April 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:

- Executive Director welcomed Trustee Robertson to the board.
- Executive Director Hindel congratulated Trustee Perez on his three-year reappointment.
- The transition of Engineering Department is taking place. Executive Director Hindel thanked John McDonnell for his support.
- See presentation below.

Operations Report

Director of Operations Lucas Streicher reported:

- The District's facilities are operating well for the month.
- The District has met all permit limits for the month for both the main plant and Homewood. There were no excess days, bypasses or Homewood discharges.

Engineer's Report

District Engineer John McDonnell reported:

- One commercial/industrial permit was issued totaling \$4,461.00 for the month.
- See presentation below.

Finance Director's Report

Finance Director Norma Cash reported:

- The auditors from Baker Tilly Virchow Krause were onsite to conduct their interim field work involving questions for the District. The board was informed they may be contacted by the firm in the near future.

PURCHASE OF SERVICE AND EQUIPMENT NOT REQUIRED TO BID

Uniform Service Contract – May, 2016 through May, 2019

Director of Operations Streicher presented the following quotes for a three year uniform service contract for the period of May, 2016 through May, 2019.

| <u>Name</u> | <u>Amount</u> |
|--------------------|----------------------|
| Cintas | \$ 15,034.08 |
| G&K Services | \$ 23,578.56 |
| Arrow Uniform | \$ 23,079.96 |

Trustee Robertson made a motion, seconded by Trustee Perez, accepting the quote for a three year uniform service contract for the period of May, 2016 through May, 2019, from Cintas, the lowest responsible quote, in the amount of \$15,034.08. Motion unanimously carried.

REQUEST FOR AUTHORIZATION TO ADVERTISE FOR BIDS

None.

EMERGENCY PURCHASES

None.

UNFINISHED BUSINESS

ONGOING PROJECTS:

Digester No. 1 Cover Replacement Project

J. McDonnell

Application for Payment No. 2 – J. J. Henderson & Sons, Inc.

District Engineer McDonnell presented Application for Payment No. 2 from J.J. Henderson & Sons, Inc., in the amount of \$291,103.02 for the replacement of the cover on Digester No. 1.

| | |
|--------------------------|----------------------|
| Original Contract Sum: | \$ 953,000.00 |
| Work Completed to Date: | \$ 348,447.80 |
| Less Retainage: | \$ 34,844.78 |
| Previous Payments: | \$ 22,500.00 |
| Total Amount Due: | \$ 291,103.02 |

Trustee Robertson made a motion, seconded by Trustee Perez, approving Application for Payment No. 2 from J.J. Henderson & Sons, Inc., in the amount of \$291,103.02, for work relating to the Digester No. 1 Cover Replacement Project. Motion unanimously carried.

NEW BUSINESS

Surplus Property – 2007 Dodge Dakota

Director of Operations Streicher requested authorization to declare the 2007 Dodge Dakota as surplus property that is no longer required for the purpose of the District and authorize selling the vehicle based on the highest quote.

Trustee Robertson made a motion, second by Trustee Perez, declaring the 2007 Dodge Dakota as surplus property, and authorize selling the vehicle based on the highest quote. Motion unanimously carried. Staff will post public notice of the vehicle for sale.

Resolution – IEPA Authorizing Signing Representative

Executive Director Hindel presented a resolution to authorize the Executive Director to sign documents for an IEPA loan for the Sanitary Sewer Rehabilitation Project.

Trustee Robertson made a motion, seconded by Trustee Perez, authorizing the Executive Director to sign documents for the IEPA loan for the Sanitary Sewer Rehabilitation Project, approved and adopted. On roll call vote, all Trustees present voted “Aye.” The motion carried.

Ordinance 505 – Authorizing Loan Agreement

Executive Director Hindel presented Ordinance 505, Authorizing a Loan Agreement for Thorn Creek Basin, to borrow funds from the Water Pollution Control Loan Program, for the Sanitary Sewer Rehabilitation Project, in the amount of \$5,000,000.

Trustee Perez made a motion, seconded by Trustee Robertson approving the Ordinance Authorizing a Loan Agreement for Thorn Creek Basin Sanitary District, to borrow funds from the Water Pollution Control Loan Program, for the Sanitary Sewer Rehabilitation Project, in the amount of \$5,000.00, approved and adopted. On roll call vote, all Trustees present voted “Aye.” The motion carried.

Annexation Ordinance No. 506

Attorney Stach presented Annexation Ordinance to annex to the Sanitary District for the properties located within the areas, south of Steger Road along Western Avenue to Norfolk Avenue in Park Forest, IL. Reference Annexation Ordinance No. 506 for listed property tax numbers and plat.

Trustee Perez made a motion, seconded by Trustee Robertson, that the Annexation Ordinance for the properties located within the areas, south of Steger Road along Western Avenue to Norfolk Avenue in Park Forest, IL, approved and adopted. On roll call vote, all Trustees present voted “Aye.” The motion carried.

Health Insurance Renewal

Finance Director Cash presented the renewal rates for the period of July 1, 2016 through June 30, 2017 with the State of Illinois Local Government Health plan for health, dental and vision insurance for the District’s employees.

Trustee Robertson made a motion, seconded by Trustee Perez, accepting the renewal rate for the period of July 1, 2016 through June 30, 2017 with the State of Illinois Local Government Health plan for health, dental and vision insurance for the District. Motion unanimously carried.

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, and to review executive session minutes dated December 21, 2001 through March 16, 2016, and to consider erasing executive session tapes more than 18 months old.

Trustee Robertson made a motion, seconded by Trustee Perez, to enter into an executive session to discuss pending, threatened or imminent litigation matters, personnel matters, matters regarding possible acquisition of property, and collective bargaining matters, and to review executive session minutes dated December 21, 2001 through March 16, 2016, and to consider erasing executive session tapes more than 18 months old. 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 4:10 p.m.

Meeting reconvened at 4:10 p.m.

Motion made by Trustee Perez, seconded by Trustee Robertson, to approve declassification of no executive minutes and to erase executive session tapes dated May 23, 2014 through October 21, 2014. On roll call vote, all Trustees present voted "Aye." The motion carried.

Compensation for Non-union Employees

Trustee Perez made a motion, seconded by Trustee Robertson, that the compensation scheduled for non-union employees be accepted and approved, and that the Executive Director is directed to set each employee's salary not to exceed as specified in the schedule as of May 1, 2016. Motion unanimously carried.

Labor Agreement Between Teamsters Local 705 and Thorn Creek Basin Sanitary District

Trustee Perez made a motion, seconded by Trustee Robertson, approving the 6-year term, Labor Agreement Between Teamsters Local 705 and Thorn Creek Basin Sanitary District beginning May 1, 2016 through April 30, 2022. On roll call vote, all Trustees present voted "Aye." The motion carried.

13. ADJOURNMENT

Trustee Robertson made a motion, seconded by Trustee Perez, that the meeting be adjourned.
Meeting adjourned at 4:17 p.m.

Minutes approved by the Board of Trustees on June 21, 2016.