

MINUTES OF THE REGULAR MEETING AND  
PUBLIC HEARING OF THE BOARD OF TRUSTEES  
OF THE THORN CREEK BASIN SANITARY DISTRICT

HELD MAY 16, 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 May 16, 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:** None.

## **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 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 A. Hindel for the office of Assistant Clerk. As there were no further nominations, the Chair declared the nominations closed.

Trustee Robertson 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 presented voted "Aye." The Chair declared the motion carried.

## **SLATE OF OFFICERS**

BERNADETTE M. MORRISON

PRESIDENT & TREASURER

FRANCISCO PEREZ

VICE PRESIDENT

RAYMOND C. ROBERTSON

CLERK

JENNIFER A. HINDEL

ASSISTANT CLERK

**PRESENTATION OF APPOINTMENT – ATTORNEY AND EXECUTIVE DIRECTOR**

Trustee Perez made a motion, seconded by Trustee Robertson, that Eric T. Stach of Del Galdo Law Group, LLC, be retained as Attorney for the Thorn Creek Basin Sanitary District on a fee basis, and that Jennifer A. Hindel be retained as Executive Director, and that both appointments shall be subject to the pleasure of the Board of Trustees. Motion unanimously carried.

**ADJOURNMENT**

Trustee Robertson made a motion, seconded by Trustee Perez, 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 amendments to Ordinance Establishing Fees and Charges for the Thorn Creek Basin Sanitary District was made in the Daily Southtown newspaper on April 28, 2017, and that a copy of the Budget and Appropriation Ordinance for the fiscal year May 1, 2017 to April 30, 2018 was available for public inspection on May 1, 2017, in the Administration Office of the Thorn Creek Basin Sanitary District.

Budget and Appropriation Ordinance – Fiscal Year 2017-18

Executive Director Hindel presented the proposed Budget and Appropriation Ordinance for the fiscal year beginning May 1, 2017 and ending April 30, 2018.

Ordinance Establishing Fees and Charges

Executive Director Hindel presented the proposed Ordinance amending the Ordinance Establishing Fees and Charges for the Thorn Creek Basin Sanitary District.

**REMARKS FROM THE AUDIENCE**

None.

**REMARKS FROM THE DISTRICT BOARD**

None.

**ADJOURNMENT OF THE PUBLIC HEARING**

Trustee Robertson made a motion, seconded by Trustee Perez, that the Public Hearing on the proposed Budget and Appropriation Ordinance for the fiscal year beginning May 1, 2017 and ending April 30, 2018, and the Ordinance Establishing Fees and Charges for the Thorn Creek

Basin Sanitary District 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, 2017 – April 30, 2018**

Trustee Perez made a motion, seconded by Trustee Robertson, that the Budget and Appropriation Ordinance for the fiscal year May 1, 2017 to April 30, 2018, be approved and adopted in words 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 present voted “Aye.” The motion carried and the ordinance was approved and adopted.

### **Ordinance Establishing Fees and Charges**

Trustee Robertson made a motion, seconded by Trustee Perez, that the amended Ordinance Establishing Fees and Charges for the Thorn Creek Basin Sanitary District, be approved and passed in words and figures and the Executive Director is directed to have the amendments to the Ordinance Establishing Fees and Charges for the Thorn Creek Basin Sanitary District published in the Daily Southtown newspaper. On roll call vote, all Trustees present voted “Aye.” The motion carried and the ordinance was approved and adopted.

## **MINUTES**

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

## **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. 54099 through 54188 and C10079 through C10080 in the amount of \$389,836.76 for the Corporate Fund expenses, in the amount of \$71,165.33 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 \$1,352.63 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 Perez made a motion, seconded by Trustee Robertson, that the Financial Report be accepted as of April 30, 2017, and approved the recommendation for no transfer of funds as of May 16, 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:

- See above and below.

## **Operations Report**

Director of Operations Lucas Streicher reported:

- The District had experienced two excess days at both the main plant and at the Homewood facility during the last month due to rainfall of over 6 inches at both locations on the same days. The events occurred on April 30<sup>th</sup> and May 1<sup>st</sup>, and no bypasses. An additional 240MG was treated at the main plant, stored 11.0MG at the WWRF and discharged 6.2MG at HEF since our last meeting.
- Overall the plant is functioning very well and there are no concerns at this time.
- See below.

## **Engineering Report**

Technical Services Director Jeremy Stubbs reported:

- No permits or annexations were issued this month.

## **Finance Director's Report**

Finance Director Norma Cash reported:

- 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:

#### **Plant Automation Upgrade Phase I**

##### Application for Payment No. 6 – Midwestern Electric Inc.

Director of Operations Streicher presented Application for Payment No. 6, from Midwestern Electric Inc., in the amount of \$8,410.18, for completion of work to the Plant Automation Upgrade Phase I project.

Original Contract Sum:	\$ 218,953.00
Total Change Orders To Date:	\$ 0.00
Work Completed to Date:	\$ 218,953.00
Previous Payments:	\$ 204,442.82
Less Retainage:	\$ 0.00
Requested Application for Payment:	\$ 14,510.18
Less Liquidated Damages:	\$ 6,100.00
<b>Total Amount Due:</b>	<b>\$ 8,410.18</b>

Trustee Perez made a motion, seconded by Trustee Robertson, to assess liquidated damages in the amount of \$6,100.00, and to approve Application for Payment No. 6, from Midwestern Electric Inc., in the amount of \$8,410.18, for completion of work to the Plant Automation Upgrade Phase I project. The motion unanimously carried.

## **NEW BUSINESS**

### **Health Insurance Renewal**

Finance Director Cash presented the renewal rates for a one year period with the State of Illinois Local Government Health plan for health, dental and vision insurance for the District's employees, beginning July 1, 2017 and expiring June 30, 2018.

Trustee Robertson made a motion, seconded by Trustee Perez, accepting the renewal rates for a one year contract with the State of Illinois Local Government Health plan for health, dental and vision insurance for the District's employees, beginning July 1, 2017 and expiring June 30, 2018. The motion unanimously carried.

Trustee Robertson made a motion, seconded by Trustee Perez, to table the Approval of Agreement between Thorn Creek Basin Sanitary District and Baxter-Woodman, Inc. along with Compensation for Non-Union Employees for discussion after the executive session. On roll call vote, all Trustees present voted "Aye." The motion unanimously carried.

## **EXECUTIVE SESSION**

Executive Director Hindel requested for 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 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 3:45 p.m.

Meeting reconvened at 3:45 p.m.

#### 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 as modified in executive session, and the Executive Director is directed to set each employee's salary not to exceed as specified in the schedule as of May 1, 2017, and retroactive as of May 1, 2017. Motion unanimously carried.

Approval of Agreement Between Thorn Creek Basin Sanitary District and Baxter-Woodman, Inc.

Trustee Robertson made a motion, seconded by Trustee Perez, approving the Agreement between Thorn Creek Basin Sanitary District and Baxter-Woodman, Inc., subject to final approval by the District Attorney. On roll call vote, all Trustees present voted "Aye." Motion unanimously carried and the agreement approved.

**ADJOURNMENT**

Trustee Robertson made a motion, seconded by Trustee Perez, that the meeting be adjourned. Meeting adjourned at 3:47 p.m.

Minutes approved by the Board of Trustees on June 20, 2017.