

MINUTES OF THE REGULAR MEETING OF  
THE BOARD OF TRUSTEES  
OF THE THORN CREEK BASIN SANITARY DISTRICT  
HELD NOVEMBER 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 November 15, 2106:

Bernadette M. Morrison, President and Treasurer

Francisco Perez, Vice President

Absent: 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: Craig Nelson – Langan, Haeger, Vincent & Born Insurance Agency

## **MINUTES**

Trustee Perez made a motion, seconded by Trustee Morrison approving the minutes of the regular meeting and the executive session held on October 18, 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.

The Chair proposed at this time to take up the following item of business.

## **SUSPENSION OF THE RULES OF ORDER**

### Proposal – Renewal of the District’s Insurance Policies

Craig Nelson from Langan, Haeger, Vincent & Born, presented proposed quotations for the District’s insurance policies for the year beginning November 15, 2016.

Trustee Perez made a motion, seconded by Trustee Morrison, that the proposed quotations for the District’s insurance policies for the year beginning November 15, 2016, be accepted in the total amount of \$29,851.00. Motion unanimously carried.

## **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 Nos. 53601 through 53682 and C10067 through C10068 in the amount of \$462,414.60 for the Corporate Fund expenses, in the amount of \$69,937.41 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 Plan Upgrade Fund expenses and \$1,312.52 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 Morrison, that the Financial Report be accepted as of October 31, 2016, and approved the recommendation for no transfer of funds as of November 15, 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.

## **Executive Director's Report**

Executive Director Jennifer Hindel reported:

- The District is reviewing the state law to ensure alignment with District's personnel policy.

## **Operations Report**

Director of Operations Lucas Streicher reported:

- The District has met all permit limits for the last and current month for both the main plant and Homewood with no excess days, bypasses or Homewood discharges.
- The diesel tank installed in the 1990's will be replaced with a new tank.
- See below.

## **Engineer's Report**

Technical Services Director Jeremy Stubbs reported:

- One connection permit issued for \$1,346.00 total. No extension permits or annexations were issued this month.
- See below.

## **Finance Director's Report**

Finance Director Norma Cash reported:

- Revenue for flow based Charges for Services is 2.2% over FYTD budget.
- Monitoring Charges are 35.8% over budget.
- Penalties are under budget by 4.0% and less than last year by 8.5%.
- Total Net Income from all sources is 3.4% over FYTD budget.
- The Total District Reserve is 89.9% less than last fiscal year.

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

### Purchase of Equipment – Dump Truck

Director of Operations Streicher presented the quote from Bob Ridings Fleet Sales, for the purchase of a new dump truck, through the State of Illinois Joint Purchasing Program, in the amount of \$39,389.00.

Trustee Perez made a motion, seconded by Trustee Morrison, accepting the quote form Bob Ridings Fleet Sales, for the purchase of a new dump truck, through the State of Illinois Joint Purchasing Program, in the amount of \$39,389.00. Motion unanimously carried.

Building No. 15 – Lintel Replacement

Director of Operations Streicher presented the following quotes for the replacement of lintels over six existing windows in Building No. 15.

<u>Name</u>	<u>Amount</u>
Accurate Masonry	\$11,400.00
Grove Masonry Maintenance, Inc.	\$27,799.98
Steve Colemean Masonry	Refused to Bid

Trustee Perez made a motion, seconded by Trustee Morrison, accepting the quote from Accurate Masonry & Restoration, the lowest responsible bidder, for the replacement of lintels over six existing windows in Building No. 15. Motion unanimously carried.

Diesel Storage Tank – Removal and Installation

Director of Operations Streicher presented the following quotes for the removal of an existing tank and installation of a new 1,000 gallon Diesel Storage Tank.

<u>Name</u>	<u>Amount</u>
B&K Equipment	\$11,700.00
Global Power Components	Did Not Quote
Metro Tank	\$13,799.00

Cummins Power

No Response

Trustee Perez made a motion, seconded by Trustee Morrison, accepting the quote from B&K Equipment, lowest responsible bidder, for the removal of an existing tank and installation of the new 1,000 gallon Diesel Storage Tank. Motion unanimously carried.

## **REQUEST FOR AUTHORIZATION TO ADVERTISE FOR BIDS**

### Authorization to Advertise for Bids – 2016 CIPP Sewer Rehabilitation Project

Technical Services Director Stubbs requested authorization to advertise for bids for the 2016 CIPP Sewer Rehabilitation Project.

Trustee Perez made a motion, seconded by Trustee Morrison, authorizing the advertisement for bids for the 2016 CIPP Sewer Rehabilitation Project. Motion unanimously carried.

## **EMERGENCY PURCHASES**

None

## **UNFINISHED BUSINESS**

### ONGOING PROJECTS:

#### **Digester No. 1 Cover Replacement Project**

Application for Payment No. 8 – J. J. Henderson & Sons, Inc.

Technical Services Director Stubbs of Application for Payment No. 8, from J.J. Henderson & Sons, Inc., in the amount of \$30,168.92, for work relating to the Digester No. 1 Cover Replacement Project.

Original Contract Sum:	\$ 953,000.00
Total Change Orders To Date	\$ 62,481.00
Updated Contract Sum:	\$1,015,481.00
Work Completed to Date:	\$ 946,112.77
Less Retainage:	\$ 94,611.28
Previous Payments:	\$ 821,332.57
<b>Total Amount Due:</b>	<b>\$ 30,168.92</b>

Trustee Perez made a motion, seconded by Trustee Morrison, approving Application for Payment No. 8, from J.J. Henderson & Sons, Inc., in the amount of \$30,168.92, for work relating to the Digester No. 1 Cover Replacement Project. Motion unanimously carried.

### **Land Application of Biosolids**

#### Application for Payment No. 2 – Stewart Spreading

Technical Services Director Stubbs presented Application for Payment No. 2, from Stewart Spreading, in the amount of \$37,963.27, for the hauling and application of biosolids to farmlands through November 2016.

Original Contract Sum:	\$ 400,000.00
Total Change Orders To Date:	\$ 0.00
Work Completed To Date	\$ 154,404.74
Less Retainage	\$ 7,720.24



Previous Payments	\$ 108,721.23
<b>Total Amount Due:</b>	<b>\$ 37,963.27</b>

Trustee Perez made a motion, seconded by Trustee Morrison, approving Application for Payment No. 2, from Stewart Spreading, in the amount of \$37,963.27, for hauling and application of biosolids to farmlands through November 2016. Motion unanimously carried.

## **NEW BUSINESS**

### Insurance Valuation Report Fiscal Year 2016

Executive Director Hindel reported the Insurance Valuation Report. The total replacement cost for fiscal year 2016 is \$139,039,867, compared to \$139,323,257 last fiscal year. The net insured value is \$62,806,479, compared to last year's net insured value of \$63,163,625.

Trustee Perez made a motion, seconded by Trustee Morrison, accepting the Insurance Valuation Report for fiscal year 2016. 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 Perez made a motion, seconded by Trustee Morrison, 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 Morrison, to adjourn the executive session and to reconvene the regular meeting at 3:13 p.m.

Meeting reconvened at 3:13 p.m.

### **ADJOURNMENT**

Trustee Perez made a motion, seconded by Trustee Morrison, that the meeting be adjourned. Meeting adjourned at 3:13 p.m.

Minutes approved by the Board of Trustees on December 20, 2016.