

MINUTES OF THE REGULAR MEETING OF  
THE BOARD OF TRUSTEES  
OF THE THORN CREEK BASIN SANITARY DISTRICT  
HELD OCTOBER 18, 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 October 18, 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, Technical Services Director; Norma Cash, Finance Director; and Julianne Navarro, Human Resource Coordinator.

**GUESTS:** None.

**MINUTES**

Trustee Perez made a motion, seconded by Trustee Robertson, approving the minutes of the regular meeting held on September 20, 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**

### Resolution of Appreciation – John McDonnell

President Morrison presented a Resolution of Appreciation of the Board of Trustees and Officers to John McDonnell, for over 11 years of faithful and beneficial service, as an employee of the Thorn Creek Basin Sanitary District.

Trustee Robertson made a motion, seconded by Trustee Perez, that the Resolution of Appreciation to John McDonnell, for over 11 years of faithful and beneficial services, as an employee 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**

### **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 Nos. 53493 through 53600 and C10065 through C10066 in the amount of \$478,414.44 for the Corporate Fund expenses, in the amount of \$313,485.25 for the Capital Improvement Fund expenses, \$0.00 for the Facility Expansion Fund expenses, \$0.00 for the Retention Facility Fund expenses, and \$0.00 for the Holbrook Sewer Fund, \$0.00 for the Sanitary Sewer Rehabilitation Fund, \$0.00 for the Treatment Plant Upgrade Fund and \$5,963.28 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 \$50,000 upon need, as of October 18, 2016.

Trustee Robertson made a motion, seconded by Trustee Perez, that the Financial Report be accepted as of October 18, 2016. Motion unanimously carried.

### **REPORTS OF OFFICERS**

#### **Legal Report**

Attorney Erich 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 District's draft NPDES permits remain under review.
- Jeremy Stubbs, Technical Services Director will move forward to fully assume responsibilities of retiring District Engineer McDonnell.

### **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.
- See below.

### **REPORTS OF OFFICERS** (continued)

#### **Engineer's Report**

Technical Services Director Jeremy Stubbs reported:

- One connection permit issued for \$1,875.55 total. No extension permits or annexations were issued this month.
- See below.

#### **Finance Director's Report**

Finance Director Cash reported:

- Revenue for flow based Charges for Services is 2.7% over FYTD budget.
- Monitoring Charges are 30.3% over budget.
- Total Net Income from all sources is 3.1% over FYTD budget.
- The Total District Reserve is 77.1 more than last fiscal year.

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

None.

**REQUEST FOR AUTHORIZATION TO ADVERTISE FOR BIDS**

Authorization to Advertise for Bids – Dump Truck

Director of Operations Streicher requested authorization to advertise for bids for the purchase of a dump truck.

Trustee Robertson made a motion, seconded by Trustee Perez, authorizing to advertise for bids for the purchase of a dump truck. Motion unanimously carried.

**EMERGENCY PURCHASES**

None.

## UNFINISHED BUSINESS

### ONGOING PROJECTS:

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

**J. Stubbs**

#### Application for Payment No. 7 – J. J. Henderson & Sons, Inc.

Technical Services Director Stubbs presented Application for Payment No. 7, from J.J. Henderson & Sons, Inc., in the amount of \$66,735.00, for work relating to the Digester No. 1 Cover Replacement Project.

Original Contract Sum:	\$ 953,000.00
Total Change Orders To Date	\$ 56,712.00
Updated Contract Sum:	\$1,009,712.00
Work Completed to Date:	\$ 912,591.75
Less Retainage:	\$ 91,259.18
Previous Payments:	\$ 754,597.57
<b>Total Amount Due:</b>	<b>\$ 66,735.00</b>

Trustee Robertson made a motion, seconded by Trustee Perez, approving Application for Payment No. 7, from J.J. Henderson & Sons, Inc., in the amount of \$66,735.00, for work relating to the Digester No. 1 Cover Replacement Project. Motion unanimously carried.

#### Change Order Request No. 2 – J.J. Henderson & Sons, Inc.

Technical Services Director Stubbs of Change Order Request No. 2, from J.J. Henderson & Sons, Inc., in the amount of \$5,769.00, for furnishing and installation of adhesive roofing material.

Original Contract Sum:	\$ 953,000.00
Total Change Orders To Date:	\$ 56,712.00
Amount of Current Change Order:	\$ 5,769.00
<b>Updated Contract Sum:</b>	<b>\$1,015,481.00</b>

Trustee Robertson made a motion, seconded by Trustee Perez, approving Change Order Request No. 2 from J.J. Henderson & Sons, Inc. in the amount of \$5,769.00, for furnishing and installation of adhesive roofing material. Motion unanimously carried.

Amendment No. 2 – Construction Engineering Agreement - Strand Associates

Technical Services Director Stubbs presented an amendment to the construction engineering agreement with Strand Associates, on a time and materials basis, not to exceed \$32,850, for additional work relating to the Digester No. 1 Cover Replacement Project.

Trustee Robertson made a motion, seconded by Trustee Perez, approving Amendment No.2 to the construction engineering agreement with Strand Associates, on a time and materials basis, not to exceed \$32,850, for additional work relating to the Digester No.1 Cover Replacement Project. Motion unanimously carried.

**UNFINISHED BUSINESS**

ONGOING PROJECTS CONTINUED:

**Plant Automation Upgrades Phase I**

**L. Streicher**

Application for Payment No. 4 – Midwestern Electric Inc.

Presentation by Director of Operations Streicher of Application for Payment No. 4, from Midwestern Electric Inc., in the amount of \$23,587.64.

Original Contract Sum:	\$ 218,953.00
Total Change Orders To Date:	\$ 0.00
Work Completed To Date	\$ 161,792.45
Less Retainage	\$ 8,089.63
Previous Payments	\$ 130,115.18
<b>Total Amount Due:</b>	<b>\$ 23,587.64</b>

Trustee Robertson made a motion, seconded by Trustee Perez, approving Application for Payment No. 4, from Midwestern Electric Inc., in the amount of \$23,587.64. Motion unanimously carried.

**Land Application of Biosolids**

**J. Stubbs**

Application for Payment No. 1 – Stewart Spreading

Technical Services Director Stubbs of Application for Payment No. 1, from Stewart Spreading, in the amount of \$108,721.23, for the hauling and application of biosolids to farmlands through April 30, 2018.

Original Contract Sum:	\$ 400,000.00
Total Change Orders To Date:	\$ 0.00



Work Completed To Date	\$ 114,443.40
Less Retainage	\$ 5,722.17
Previous Payments	\$ 0.00
<b>Total Amount Due:</b>	<b>\$ 108,721.23</b>

Trustee Robertson made a motion, seconded by Trustee Perez, approving Application for Payment No. 1, from Stewart Spreading, in the amount of \$108,721.23. Motion unanimously carried.

### **NEW BUSINESS**

None.

## **EXECUTIVE SESSION**

Executive Director Hindel requested an executive session at this time to review executive minutes dated December 21, 2001 through September 20, 2016, and to consider erasing executive session tapes more than 18 months old, and 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 Robertson, to enter into an executive session at this time to review executive session minutes dated December 21, 2001 through September 20, 2016, and to consider erasing executive session tapes more than 18 months old, 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 3:00 p.m.

Meeting reconvened at 3:00 p.m.

Trustee Robertson made a motion, seconded by Trustee Perez, to erase executive session tapes dated October 21, 2014 through April 15, 2015. On roll call, all Trustees present voted "Aye." The motion carried.

## **ADJOURNMENT**

There being no further business, motion made by Trustee Morrison, seconded by Trustee Perez, that the meeting be adjourned. Meeting adjourned at 3:03 p. m.

Minutes approved by the Board of Trustees on November 15, 2016.