

MINUTES OF THE REGULAR MEETING OF
THE BOARD OF TRUSTEES
OF THE THORN CREEK BASIN SANITARY DISTRICT
HELD SEPTEMBER 20, 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 September 20, 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: Joe Lightcap, Baker Tilly Virchow Krause, LLP

MINUTES

Trustee Robertson made a motion, seconded by Trustee Morrison, approving the minutes of the regular meeting and executive session held on August 16, 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.

As there was no objection, the Chair proposed at this time to take up the following item of business.

SUSPENSION OF THE RULES OF ORDER

Comprehensive Annual Financial Report – Fiscal Year 2016

Joe Lightcap, Baker Tilly Virchow Krause, LLP, presented the Comprehensive Annual Financial Report for the fiscal year ended April 30, 2016, as prepared by the District and audited by Baker Tilly Virchow Krause, LLP.

Trustee Robertson made a motion, seconded by Trustee Perez, accepting the Comprehensive Annual Financial Report for the fiscal year ended April 30, 2016. Motion unanimously carried.

RETURN TO THE REGULAR ORDER OF BUSINESS

DISBURSEMENTS

Trustee Robertson 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. 53397 through 53492 and C10063 through C10064 in the amount of \$380,588.39 for the Corporate Fund expenses, in the amount of \$198,217.21 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 Plan Upgrade Fund and \$0.00 for the Sewer Reconstruction Project Fund expenses. Motion unanimously carried.

FINANCIAL REPORT

Trustee Perez made a motion, seconded by Trustee Robertson, approving the transfer of funds to the MAMM account, in the amount of \$100,000 upon need, as of September 20, 2016. Motion unanimously carried.

Trustee Perez made a motion, seconded by Trustee Robertson, that the Financial Report be accepted as of August 31, 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 NPDES draft permits remain under review. At USEPA's request, IAWA will propose special condition permit language to address various secondary treatment issues.
- The District received a report from IEPA that the District has passed its annual inspection. Executive Director Hindel congratulated the staff.

Operations Report

Director of Operations Lucas Streicher reported:

- The District experienced a moderately wet month in August, with no excess days or bypasses at the main plant. On August 20th the HEF did have a 4.4MG discharge due to additional 2" rainfall. The event did result in an excursion and permit violation. The excursion was a result of an analytical error, which will be rectified in the future. The permit violation was due to a failure to analyze a sample as required. Retraining was conducted to prevent this error in the future.
- Overall, the plant is functioning very well.

Engineer's Report

District Engineer John McDonnell reported:

- Two connection permits were issued in August for a total of \$3,059.25. No extension permits or annexations were issued this month.
- See below.

Finance Director's Report

Finance Director Norma Cash reported:

- Tax revenues are received eight times per fiscal year. We have received two payments to date.
- Total Net Income from all sources is 0.8% over fiscal year-to-date budget.

- Cook County Tax-Holbrook revenue of approximately \$82,000 will be journalized at fiscal year end.
- Net Income from all sources is 75.3% under fiscal year-to-date budget, because of no revenue has been received for the CIPP Sewer Rehabilitation loan.

PURCHASE OF SERVICES AND EQUIPMENT NOT REQUIRED TO BE BID

None.

REQUEST FOR AUTHORIZATION TO ADVERTISE FOR BIDS

None.

EMERGENCY PURCHASES

None.

UNFINISHED BUSINESS

Bids – Roof Replacement/Repairs

District Engineer McDonnell presented the following bids for the roof replacement of Building 3 and 4, and performing repairs on other buildings at the Main Plant and at the Deer Creek Lift Station. The bids were publicly opened and read in the order received on September 13, 2016 at 2:00 p.m.

<u>Name</u>	<u>Base Amount</u>
1. Adler Roofing	\$148,500.00
2. MPI	\$148,000.00
3. F & G Roofing	\$118,000.00
4. National Roofing	\$ 88,000.00

Trustee Robertson made a motion, seconded by Trustee Perez, that the bid for the roof replacement of Building 3 and 4, and performing repairs on other buildings at the Main Plant and at the Deer Creek Lift Station, be awarded to National Roofing, the lowest responsible bidder, in the amount of \$88,000.00. Motion unanimously carried.

ONGOING PROJECTS:

Digester No. 1 Cover Replacement Project

Application for Payment No. 6 – J. J. Henderson & Sons, Inc.

District Engineer McDonnell presented Application for Payment No. 6, from J.J. Henderson & Sons, Inc., in the amount of \$44,096.40, 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:	\$ 838,441.75

Less Retainage:	\$ 83,844.18
Previous Payments:	\$ 710,501.17
Total Amount Due:	\$ 44,096.40

Trustee Robertson made a motion, seconded by Trustee Perez, approving Application for Payment No. 6, from J.J. Henderson & Sons, Inc., in the amount of \$44,096.40, for work relating to the Digester No. 1 Cover Replacement Project. Motion unanimously carried.

Plant Automation Upgrades Phase I

Application for Payment No. 3 – Midwestern Electric Inc.

Director of Operations Streicher presented Application for Payment No. 3, from Midwestern Electric Inc., in the amount of \$92,995.01.

Original Contract Sum:	\$ 218,953.00
Total Change Orders To Date:	\$ 0.00
Work Completed To Date	\$ 144,572.45
Less Retainage	\$ 14,457.27
Previous Payments	\$ 37,120.17
Total Amount Due:	\$ 92,995.01

Trustee Perez made a motion, seconded by Trustee Robertson, approving Application for Payment No. 3, from Midwestern Electric Inc., in the amount of \$92,995.01. Motion unanimously carried.

NEW BUSINESS

Treasurer's Report – May 1, 2012 – April 30, 2013

Finance Director Cash presented the Treasurer's Report covering the period May 1, 2015 through April 30, 2016.

Trustee Robertson made a motion, seconded by Trustee Perez, accepting the Treasurer's Report and authorized the Executive Director to have notice of availability of the Audit Report published in the Daily Southtown. Motion unanimously carried.

Competitive Bid Limits – Fiscal Year 2016/17

Finance Director Cash presented revisions to the competitive bid limits for fiscal year 2016/17, based on the 2016 audited financial report.

The total net capital assets are \$26,295,888. The bid limits based on the audited financial report is as follows:

All purchases or sales in excess of 0.1% of the net capital assets, or \$26,300 for fiscal year 2016/17, shall be let by competitive bid upon 14 days public notice and publication.

The competitive bid process can be waived by 2/3 vote of the Board of Trustees in the case of an emergency situation for procurements up to 0.4% of the net capital assets, but no less than \$40,000 or more than \$100,000. For fiscal year 2016/2017, 0.4% of net capital assets is \$105,184. Therefore, the "emergency contract cap" for fiscal year 2016/2017 is \$100,000.

Trustee Perez made a motion, seconded by Trustee Robertson, to set the competitive bid limit in the amount of \$26,300 and emergency purchase limit of \$100,000 for fiscal year 2016/17. Motion unanimously carried.

EXECUTIVE SESSION

Executive session was not conducted.

ADJOURNMENT

There being no further business, motion made by Trustee Perez, seconded by Trustee Robertson, that the meeting be adjourned. Meeting adjourned at 2:59 p. m.

Minutes approved by the Board of Trustees on October 18, 2016.