
**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF THE THORN CREEK BASIN SANITARY DISTRICT
HELD APRIL 15, 2020 AT 1:00 P.M.**



CALL TO ORDER

The Pledge of Allegiance was omitted (Conference Call).

The following trustees were present at the regular meeting of the Board of Trustees of the Thorn Creek Basin Sanitary District, held April 15, 2020:

Francisco Perez, President
Raymond C. Robertson, Vice President/Treasurer
Frank V. Alston, Sr., 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; and Norma Cash, Finance Director.

GUESTS: None.

MINUTES

Motion made by Trustee Alston, Sr., seconded by Trustee Robertson, approving the minutes of the regular meeting and executive session held on March 18, 2020, as presented. Motion unanimously carried.

PUBLIC COMMENT PERIOD

Trustee Perez 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 (including via email address made available to public for commenting purposes).

SUSPENSION OF THE RULES OF ORDER

As there was no objection, the Chair took up the following items of business.

Resolution of Appreciation – Gavier Sanchez

Presentation by President Perez of a Resolution of Appreciation of the Board of Trustees and Officers to Gavier Sanchez, for 35 years of faithful and beneficial service, as an employee of the Thorn Creek Basin Sanitary District.

Motion made by Trustee Alston, seconded by Trustee Perez, that the Resolution of Appreciation to Gavier Sanchez for 35 years of faithful and beneficial service to the Thorn Creek Basin Sanitary District, be approved and adopted. On roll call vote, all Trustees present voted “Aye”. The Chairman declared the motion carried, and the resolution approved and adopted.

RETURN TO THE REGULAR ORDER OF BUSINESS

DISBURSEMENTS

Motion made by Trustee Robertson, seconded by Trustee Alston, Sr., that the accounts be allowed and warrants drawn on the Treasurer for payment of the same. Checks issued were Check Nos. 57273 through 57356 and C10242 through C10243 in the amount of \$341,214.92 for the Corporate Fund expenses, in the amount of \$283,524.62 for the Capital Improvement Fund expenses, \$0.00 for the Facility Expansion Fund expenses, \$0.00 for the Holbrook Sewer Fund expenses, and \$0.00 for the Treatment Plant Upgrade Fund expenses. Motion unanimously carried.

FINANCIAL REPORT

Treasurer Robertson reported the ILF funds paid \$89.83 and the NOW account paid \$13.89 in March, 2020.

Motion made by Trustee Alston, Sr., seconded by Trustee Robertson, that the Financial Report be accepted as of March 31, 2020. Motion unanimously carried.

REPORTS OF OFFICERS

Legal Report

Attorney Erich T. Stach reported:

- The legal report regarding pending, threatened or imminent litigation matters will be discussed in executive session.

Executive Director's Report

Executive Director Hindel reported:

- Employees continue to operate in accordance with new safety procedures implemented regarding COVID-19. There are no known cases of Covid-19 among employees.
- It is expected that the District will experience substantial financial hardship in coming months due to the economic shutdown due to Covid-19. Staff will track this issue and engage Trustees as the situation evolves.
- See below.

Operations Report

Director of Operations Lucas Streicher reported:

- It has been a quiet month since our last meeting with no excess days, HEF discharges or bypasses. Overall, the plant is functioning very well with no concerns on the horizon.

Engineering Report

Technical Services Director Jeremy Stubbs reported:

- Two industrial connection permits were issued for a total of \$1,446.00. 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 \$174,927 or 3.7% under budget for the year.
- Other Charges are \$35,857 or 6.6% under budget.
- Net income from all sources is \$215,756 or 5.2% under budget.
- The total District reserve is \$1,071,758. Combined budgeted reserve shows a deficit of \$550,800.
- Based on feedback from Trustees, the District will employ Arthur J. Gallagher as insurance broker for the 20/21 insurance year.

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 – 2020 Concrete Structural Rehabilitation Project

Presentation by Technical Services Director Stubbs of the following bids for the 2020 Concrete Structural Rehabilitation Project. The bids were publicly opened and read in the order received on March 12, 2020 at 2:00 pm.

<u>Name</u>	<u>Amount</u>
1. JLJ Contracting, Inc.	\$442,525.00
2. Bulley and Andrews Concrete Restoration, LLC	\$605,669.00
3. Era-Valdivia Contractors, Inc.	\$629,450.00

Motion made by Trustee Alston, Sr., seconded by Trustee Robertson, to award the bid for the 2020 Concrete Structural Rehabilitation Project to JLJ Contracting, Inc., the lowest responsible and responsive bidder, as recommended by Strand Associates, in the amount of \$442,525.00. Motion unanimously carried.

Change Order Request No. 1 – JLJ Contracting, Inc.

Presentation by Technical Services Director Stubbs of Change Order No. 1 from JLJ Contracting, Inc., in the amount of \$ -140,250.00, for deletion of Cash Allowance Items 1, 2, 3 and part of 7, and deletion of related work, for the 2020 Concrete Structural Rehabilitation Project.

Original Contract Sum:	\$ 442,525.00
Total Change Orders To Date :	\$ 0.00
Amount of Current Change Order:	\$ -140,250.00
Updated Contract Sum:	\$ 302,275.00

Motion made by Trustee Alston, Sr., seconded by Trustee Robertson, to approve Change Order No. 1 from JLJ Contracting, Inc., in the amount of \$ -140,250.00, for deletion of Cash Allowance Items 1, 2, 3 and part of 7, and deletion of related work, for the 2020 Concrete Structural Rehabilitation Project. Motion unanimously carried.

NEW BUSINESS

Proposed Operating Budget – May 1, 2020 – April 30, 2021

Presentation by Executive Director Hindel of the proposed Operating Budget for the period of May 1, 2020 through April 30, 2021 (copy enclosed).

Motion made by Trustee Alston, Sr., second by Trustee Robertson, to accept the Operating Budget and to authorize the Executive Director to publish the Notice of Public Hearing for the proposed Budget and amendments to the Ordinance Establishing A User Charge System, to be held on May 20, 2020, at 1:00 p.m., and that this publication shall be made in the Daily Southtown newspaper, as required by law. Motion unanimously carried.

Task Order No. 20-01 – Strand Associates

Presentation by Technical Services Director Stubbs of Task Order No. 20-01 from Strand Associates, for construction engineering services for the 2020 Concrete Structural Rehabilitation Project, on a time and materials basis in an amount not to exceed \$27,000.

Motion made by Trustee Robertson, seconded by Trustee Alston, Sr., to approve Task Order No. 20-01 from Strand Associates, for construction engineering services for the 2020 Concrete Structural Rehabilitation Project. Motion unanimously carried.

EXECUTIVE SESSION

Request by Executive Director Hindel for an executive session to discuss pending, threatened or imminent litigation matters, personnel matters, matters regarding possible acquisition of property, and collective bargaining matters.

Motion made by Trustee Robertson, seconded by Trustee Perez, to enter into executive session to discuss pending, threatened or imminent litigation matters, personnel matters, matters regarding possible acquisition of property, and collective bargaining matters. On roll call, all Trustees present voted “Aye.” The motion carried.

Motion made by Trustee Alston, Sr., seconded by Trustee Robertson, to adjourn the executive session and to reconvene the regular meeting at 2:11 p.m. Motion unanimously carried.

Meeting reconvened at 2:11 p.m.

ADJOURNMENT

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, that the meeting be adjourned.
Meeting adjourned at 2:13 p.m.

These minutes were approved and signed at the May 20, 2020, Board meeting.