
**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF THE THORN CREEK BASIN SANITARY DISTRICT
HELD DECEMBER 18, 2019 AT 1:00 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 December 18, 2019:

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; Heath Harwood, Operations Department Superintendent; Eric Lindsey, Network Administrator; Nathan Yoder, Laboratory Director/Pretreatment Coordinator, Phil Luck, Maintenance Superintendent; Jeremy Stubbs, Technical Services Director; Norma Cash, Finance Director; Julianne Navarro, Human Resource Coordinator.

Absent: Lucas Streicher, Director of Operations

GUESTS: Dan Small, P.E. – Strand Associates, Inc.

MINUTES

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, approving the minutes of the regular meeting and executive session held on October 16, 2019, 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.

DISBURSEMENTS

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, that the accounts be allowed and warrants drawn on the Treasurer for payment of the same. Checks issued were Check Nos. 56994 through 57061 and C10230 through C10232 in the amount of \$314,376.38 for the Corporate Fund expenses, in the amount of \$11023.12 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 and \$26,354.95 for the Sewer Reconstruction Project Fund expenses. Motion unanimously carried.

FINANCIAL REPORT

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, approving the transfer of funds from the NOW account, in the amount of \$100,000 upon need, as of December 18, 2019. Motion unanimously carried.

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, that the Financial Report be accepted as of November 30, 2019. Motion unanimously carried.

REPORTS OF OFFICERS

Legal Report

Attorney Eric 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:

- New changes in Illinois state law will require the District to amend its employee handbook to address gender discrimination and related VESSA protections. Attorney Stach's office is assisting with preparing the proposed changes.
- The District newsletter was issued.
- Department heads will be reporting to the Trustees this month, instead of Director of Operations Streicher. The District periodically does this to allow the Trustees to hear directly from staff about their various accomplishments and initiatives. The team reporting has experienced an excellent year, and are to be commended for their contributions to the successful operation of the District, especially during Director of Operations Streicher's absence and during substantial wet weather.

Operations Report

Operations Department Superintendent Heath Harwood reported:

- The District observed an uneventful month since the last board meeting. The District had no reported excess days, Homewood Excess Flow Facility discharges, or bypasses and met all permit limits for the previous month for the main plant and HEF.
- The Operations Department is proactively responding to an anticipated winter anomaly. The activated sludge process is experiencing increased filament growth which seems to be caused by cold temperatures and sulfur and their effects on organism activity. The District is treating the system with chlorine to keep down the number of filamental bacteria with positive results.

Network Administrator's Report

Network Administrator Eric Lindsey reported:

- The District has been switched over to a new, universal email provider, Google. The new provide will provide improved support and allow larger files to be sent, among other new features.
- The Citect SCADA system storage has been increased significantly. The District will now be able to store up to 50 years' worth of operational trending data.
- Network Administrator Lindsey provided a substantial amount of personnel support during Director of Operations Streicher's absence. Now that staffing is back to full strength, there will be more time to complete programming and other computer-related initiatives.

Laboratory Report

Laboratory Director/Pretreatment Coordinator Nathan Yoder reported:

- The Laboratory Department completed a study that identified the relative effectiveness of disinfection on primary clarifier effluent vs activated sludge process effluent. The results of the study will help the Director of Operations operate the treatment plant during wet weather plant upsets so that disinfection is more effective.
- The Laboratory Department was subjected to a random USEPA pretreatment audit. The audit was a "desk audit", where USEPA staff requested and reviewed voluminous reporting and written material by District staff. USEPA's preliminary finding is that the District has passed the audit. They expect to issue a full report on their findings in the spring.

Maintenance Report

Maintenance Superintendent Phil Luck reported:

- The Maintenance Department responded quickly to a flooding situation caused by a pump bearing failure and subsequent seal failure at the Steger Road Lift Station. The prompt repair prevented additional damage to the lift station.
- The Maintenance Department replaced the VFD of the high efficiency blower. Doing this complex work in-house at substantial savings.
- Maintenance staff completed replacement of Primary Clarifier sludge valves. These valves are located in a very tight space. The sludge pumping system is now operating more efficiently due to reduced leakage.

- Aeration Tank 9 experienced an unexpected break in the aeration system piping in the bottom of the tank. Maintenance staff were able to take the tank out of service, perform necessary repairs, and return the tank to service in record time.

Engineering Report

Technical Services Director Jeremy Stubbs reported:

- One commercial connection permit was issued for a total of \$333.63. 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 three payment to date, a total of \$131,949 of a budgeted \$221,000.
- Revenue for flow-based Charges for services is -\$1,898 under budget or 0.1%. We have collected \$78,396 more than this time last year.
- Other Charges (which include suspended solids, TBODs, SO4s, septic haulers, and restaurant surcharges) are 4.9% under budget.
- Net Income from all sources is less than 0.1% under budget.
- The total District reserve is \$748,262 as compared to last month's reserve of \$868,658. Combined budgeted reserve is -\$550,800.

PURCHASE OF SERVICES AND EQUIPMENT NOT REQUIRED TO BE BID

Window Replacement – Building #15

Maintenance Superintendent Luck presented the following quotes for the replacement of six windows in Building #15.

<u>Name</u>	<u>Amount</u>
A Better Door & Dock	\$25,881.00
Preferred Window & Door	\$18,720.00
IGCommercial, Inc.	\$20,714.00

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, accepting the quote for the replacement of six windows in Building #15, from Preferred Window & Door & Dock, the lowest responsible in the total amount of \$18,720.00. Motion unanimously carried.

REQUEST FOR AUTHORIZATION TO ADVERTISE FOR BIDS

None.

EMERGENCY PURCHASES

None.

UNFINISHED BUSINESS

ONGOING PROJECTS:

■ **Land Application of Biosolids**

Extension of Biosolids Land Application Agreement – Continental Farms, Inc.

Technical Services Director Stubbs requested to extend the current agreement with Continental Farms Inc. for land application of biosolids by one year, from April 30, 2020 to April 30, 2021, under the terms and conditions of the existing agreement.

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., to extend the current agreement with Continental Farms Inc. for land application of biosolids by one year, from April 30, 2020 to April 30, 2021, under the terms and conditions of the existing agreement. Motion unanimously carried.

■ **2016 CIPP Sewer Rehabilitation Project**

Application for Payment No. 10 (Final) – Insituform Technologies USA, LLC

Presentation by Technical Services Director Stubbs of Application for Payment No. 10 (Final), from Insituform Technologies USA, LLC, in the amount of \$24,967.45 for completion of work for the 2016 CIPP Sewer Rehabilitation Project.

Original Contract Sum:	\$3,232,362.00
Total Change Orders To Date :	\$ 156,611.42
Updated Contract Sum:	\$3,388,973.42
Work Completed to Date:	\$3,388,973.42
Less Retainage:	\$ 0.00
Less Liquidated Damages	\$ 34,581.00
Previous Payments:	\$3,329,424.97
Total Amount Due:	\$ 24,967.45

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., to table the motion to the next regularly scheduled Thorn Creek Basin Sanitary District Board of Trustees meeting to be held January 15, 2020, at 1:00 p.m. Motion unanimously carried.

NEW BUSINESS

Extension of Master Service Agreement – Strand Associates, Inc.

Presentation by Technical Services Director Stubbs of the First Renewal Agreement for Technical Services between Thorn Creek Basin Sanitary District and Stand Associates, Inc.

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., to approve the First Renewal Agreement for Technical Services between Thorn Creek Basin Sanitary District and Stand Associates, Inc. Motion unanimously carried.

Task Order No. 19-02 Amendment No. 1 – Strand Associates, Inc.

Presentation by Technical Services Director Stubbs of Task Order 19-02 Amendment No. 1 from Strand Associates, Inc. for Priority 1 Structural Repairs additional design engineering services, in the lump sum amount of \$10,300.

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., approving Task Order 19-02 Amendment No. 1 from Strand Associates, Inc. for Priority 1 Structural Repairs additional design engineering services, in the lump sum amount of \$10,300. Motion unanimously carried.

Task Order No. 19-06 – Strand Associates, Inc.

Presentation by Technical Services Director Stubbs of Task Order 19-06 from Strand Associates, Inc. for High-Efficiency Blower design engineering services, in the lump sum amount of \$45,800.

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., approving Task Order 19-06 from Strand Associates, Inc. for High-Efficiency Blower design engineering services, in the lump sum amount of \$45,800. 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, collective bargaining matters.

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., 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, collective bargaining matters. On roll call, all Trustees present voted “Aye”. The motion carried.

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, to adjourn the executive session and to reconvene the regular meeting at 1:56 p.m. Motion unanimously carried.

Meeting reconvened at 1:56 p.m.

Minutes of December 18, 2019

ADJOURNMENT

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, that the meeting be adjourned. Motion unanimously carried. Meeting adjourned at 1:57 p.m.

Minutes approved by the Board of Trustees on January 15, 2020.