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**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF THE THORN CREEK BASIN SANITARY DISTRICT  
HELD MARCH 18, 2020 AT 1:00 P.M.**

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**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 March 18, 2020:

Francisco Perez, President  
Raymond C. Robertson, Vice President/Treasurer

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; Nina Smith, Human Resource Coordinator.

**ABSENT:** Frank V. Alston, Sr., Clerk

**GUESTS:** None.

**MINUTES**

Motion made by Trustee Robertson, seconded by Trustee Perez, approving the minutes of the regular meeting and executive session held on February 19, 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.

**DISBURSEMENTS**

Motion made by Trustee Robertson, seconded by Trustee Perez, that the accounts be allowed and warrants drawn on the Treasurer for payment of the same. Checks issued were Check Nos. 57211 through 57272 and C10237 through C10239 in the amount of \$342,357.17 for the Corporate Fund expenses, in the amount of \$77,813.81 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 reports the ILF funds paid \$103.13 and the NOW account paid \$25.19 in February, 2020.

Treasurer Robertson recommends the transfer of funds to NOW in the amount of \$200,000 upon need, for the Corporate Fund, the Capital Improvement and Facility Expansion Funds.

Motion made by Trustee Robertson, seconded by Trustee Perez, to accept the recommendation for the transfer of funds to the NOW account in the amount of \$200,000 upon need, as of February 19, 2020. Motion unanimously carried.

Motion made by Trustee Robertson, seconded by Trustee Perez, that the Financial Report be accepted as of February 29, 2020. Motion unanimously carried.

## **REPORTS OF OFFICERS**

### **Legal Report**

Attorney Erich T. Stach reported:

- The District continues to communicate with Nicor regarding their back-billing.
- Insituform has been notified regarding final payment liquidated damages for the sewer lining project.
- The District continues to pursue recovery for damages for the concrete in the South Regional Trunk Sewer.

### **Executive Director's Report**

Executive Director Hindel reported:

- Changes adopted to plant procedures based on COVID-19. Strict 6-foot social distancing practiced and employee start/end schedules have been staggered.
- The Homewood NPDES permit is out for public notice.
- Another draft main plant NPDES permit has been received. The draft newly includes a requirement for the District to require municipalities to control their I/I. The District will strongly object to the unlawful draft provision in response comments to Illinois EPA.

### **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.
- See below.

### **Engineering Report**

Technical Services Director Jeremy Stubbs reported:

- Two commercial connection permits were issued for a total of \$1,056.63 and one extension permit was issued for a total of \$19,087.15.
- See below.

**Finance Director's Report**

Finance Director Norma Cash reported:

- Revenues for flow-based Charges for services is \$145,075 or 3.4% under budget for the year.
- Other Charges are \$32,478 or 6.6% under budget.
- Net income from all sources is \$163,983 or 4.3% under budget.
- The total District reserve is \$1,156,455. Combined budgeted reserve shows a deficit of \$550,800.

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

Carpet Replacement – Building #2

Presentation by Director of Operations Streicher of the following quotes for the replacement of main office carpeting in Building #2.

<u>Name</u>	<u>Amount</u>
Leon’s Floor Coverings, Inc.	\$17,990.00
Sherlock’s Carpet & Tile	\$17,999.60
Floor Coverings Direct	\$17,750.00

Motion made by Trustee Robertson, seconded by Trustee Perez, to accept the quote for the replacement of main office carpeting in Building #2, from Floor Coverings Direct, the lowest responsible quote in the total amount of \$17,750.00. Motion unanimously carried.

Purchase of Bulk Liquid Sodium Bisulfite

Presentation by Director of Operations Streicher of the following quotes for the purchase of Bulk Liquid Sodium Bisulfite for the period of April 1, 2020 through March 31, 2021.

<u>Name</u>	<u>Amount</u>
Rowell Chemical	\$1.95/gallon
PVS Chemical Solutions, Inc.	\$1.11/gallon
Alexander Chemical Corporation	\$1.4172/gallon
Univar Solutions	\$1.25/gallon

Motion made by Trustee Robertson, seconded by Trustee Perez, to accept the quote for the purchase of Bulk Liquid Sodium Bisulfite for the period of April 1, 2020 through March 31, 2021, from PVS Chemical Solutions, the lowest responsible quote in the amount of \$1.11/gallon. Motion unanimously carried.

Purchase of Bulk Liquid Calcium Nitrate

Presentation by Director of Operations Streicher of the following quotes for the purchase of Bulk Liquid Calcium Nitrate for the period of April 1, 2020 through March 31, 2021.

<u>Name</u>	<u>Amount</u>
Evoqua Water Technologies	\$0.62/lb nitrate in solution
Alexander Chemical Corp.	\$0.639/lb nitrate in solution
Univar Solutions	No Quote

Motion made by Trustee Robertson, seconded by Trustee Perez, to accept the quote for the purchase of Bulk Liquid Calcium Nitrate for the period of April 1, 2020 through March 31, 2021, from Evoqua Water Technologies, the lowest responsible quote in the amount of \$0.62/lb nitrate in solution. Motion unanimously carried.

Domestic Primary Clarifier Gates

Presentation by Director of Operations Streicher of the following quotes for the procurement of four new domestic primary clarifier gates.

<u>Name</u>	<u>Amount</u>
Waterman Valve, LLC	\$15,156.00
Whipps, Inc.	\$16,040.00
Rodney Hunt, Inc.	\$16,400.00

Motion made by Trustee Robertson, seconded by Trustee Perez, to accept the quote for the procurement of four new domestic primary clarifier gates, from Waterman Valve, LLC, the lowest responsible quote in the amount of \$15,156.00. Motion unanimously carried.

**REQUEST FOR AUTHORIZATION TO ADVERTISE FOR BIDS**

Authorization to Advertise for Bids—High-Efficiency Blower Replacement Project

Request by Technical Services Director Stubbs for authorization to advertise for bids for the High-Efficiency Blower Replacement Project.

Motion made by Trustee Robertson, seconded by Trustee Perez, to authorize the advertisement for bids for the High-Efficiency Blower Replacement Project. Motion unanimously carried.

**EMERGENCY PURCHASES**

None.

**UNFINISHED BUSINESS**

**ONGOING PROJECTS:**

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 Robertson, seconded by Trustee Perez, that the bid for the 2020 Concrete Structural Rehabilitation Project be tabled until next Board meeting. Motion unanimously carried.

Bids – Ferric Chloride

Presentation by Director of Operations Streicher of the following bids for a one-year contract to supply the District with Ferric Chloride, for the period of April 1, 2020 through March 31, 2021. The bids were publicly opened and read in the order received on March 11, 2020 at 2:00 pm.

<u>Name</u>	<u>Amount</u>
1. PVS Technologies	\$641.00/dry ton
2. Kemira Water Solutions	\$537.00/dry ton
3. Univar Solutions	No Bid

Motion made by Trustee Robertson, seconded by Trustee Perez, that the bid for a one-year contract to supply the District with Ferric Chloride, for the period of April 1, 2020 to March 31, 2021, be awarded to Kemira Water Solutions, the lowest responsible and responsive bidder, in the amount of \$537.00/dry ton. Motion unanimously carried.

Bids – Sodium Hypochlorite

Presentation by Director of Operations Streicher of the following bids for a one-year contract to supply the District with Liquid Sodium Hypochlorite, for the period of April 1, 2020 to March 31, 2021. The bids were publicly opened and read in the order received on March 11, 2020 at 2:00 p.m.

<u>Name</u>	<u>Amount</u>
1. Rowell Chemical Corporation	\$0.683/gallon
2. Alexander Chemical	\$0.6875/gallon
3. Olin Chlor-Alkali	\$0.759/gallon
4. Univar Solutions	No Bid
5. PVS Mini-Bulk	\$0.847/gallon

Motion made by Trustee Robertson, seconded by Trustee Perez, that the bid for a one-year contract to supply the District with Liquid Sodium Hypochlorite, for the period of April 1, 2020 to March 31, 2021, be awarded to Rowell Chemical Corporation, the lowest responsible and responsive bidder, in the amount of \$0.683/gallon. Motion unanimously carried.

**NEW BUSINESS**

Five-Year Capital Plan and Capital Projects Funding Policy and Procedures

Presentation by Executive Director Hindel of a Five-Year Capital Improvements and Revenue Plan.

Motion made by Trustee Robertson, seconded by Trustee Perez, to accept and approve the Five-Year Capital Improvements and Revenue Plan. Motion unanimously carried.

Construction Engineering Services Agreement – CMT

Presentation by Technical Services Director Stubbs of a construction engineering services agreement with Crawford Murphy & Tilly (CMT) for the 2020 CIPP Project, on a time and material basis not to exceed \$16,520.

Motion made by Trustee Robertson, seconded by Trustee Perez, to approve the construction engineering services agreement with Crawford Murphy & Tilly (CMT) for the 2020 CIPP Project, on a time and material basis not to exceed \$16,520. 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 Perez, that the Task Order No. 20-01 from Strand Associates, for construction engineering services for the 2020 Concrete Structural Rehabilitation Project, be tabled for next Board meeting. 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 Robertson, seconded by Trustee Perez., to adjourn the executive session and to reconvene the regular meeting at 2:15 p.m. Motion unanimously carried.

Meeting reconvened at 2:15 p.m.

**ADJOURNMENT**

Trustee Robertson made a motion, seconded by Trustee Perez, that the meeting be adjourned. Meeting adjourned at 2:15 p.m.

Motion made by Trustee Alston, St., seconded by Trustee Robertson, that the minutes of the regular meeting and executive session held on March 18, 2020, be accepted and approved. Motion unanimously carried.