
**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF THE THORN CREEK BASIN SANITARY DISTRICT
HELD OCTOBER 18, 2023 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 October 18, 2023:

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; Norma Cash, Finance Director; and Nora Rhein Human Resource Coordinator.

GUESTS: Michael Peters, Gallagher Insurance
Lacy Schwarze, Gallagher Insurance

MINUTES

Trustee Alston Sr. made a motion, seconded by Trustee Robertson, approving the minutes of the regular meeting held on September 20, 2023, 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.

SUSPENSION OF THE RULES OF ORDER

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

Renewal of the District's Insurance Policies

Presentation by Michael Peters and Lacy Schwarze of Gallagher Insurance of the proposal for the District's Insurance Policies for the year beginning November 15, 2023 for one year, including the remainder of a three-year Property/Crime/General Liability Policy ending November 14, 2026 with no-penalty cancellation.

Trustee Robertson made a motion, seconded by Trustee Alston Sr., that the proposal by Gallagher Insurance be accepted for the District's Insurance Policies for the year beginning November 15, 2023 for one year in the amount of \$153,804.00, including the remainder of a three-year Property/Crime/General Liability Policy ending November 14, 2026 at an annual cost of \$68,629.00 with no-penalty cancellation, with adjustments as needed based on annual replacement cost trend factors. Motion unanimously carried.

RETURN TO THE REGULAR ORDER OF BUSINESS

DISBURSEMENTS

Trustee Robertson made a motion, seconded by Trustee Alston Sr., that the accounts be allowed and warrants drawn on the Treasurer for payment of the same. Check Numbers 60451 through 60538 and 10341 and 103425 were issued in the amount of \$477,319.41 for the Corporate Fund expenses, and in the amount of \$277,961.10 for the Capital Improvement Fund expenses, and in the amount of \$0.00 for the Treatment Plant Upgrade Fund expenses. Motion unanimously carried.

FINANCIAL REPORT

Trustee Robertson made a motion, seconded by Trustee Alston Sr., approving the transfer of funds to the NOW account in the amount of \$400,000, upon need, as of October 19, 2023. Motion unanimously carried.

Trustee Alston Sr. made a motion, seconded by Trustee Robertson, that the Financial Report be accepted as of September 30, 2023. Motion unanimously carried.

REPORTS OF OFFICERS

Legal Report

Attorney Eric T. Stach reported:

- Attorney Stach had nothing to report.

Executive Director's Report

Executive Director Hindel reported:

- Director Hindel had nothing to report.

Operations Report

Director of Operations Lucas Streicher reported:

- For the month of September, the District met all permit limits for both the main plant and the Homewood Excess Flow facility. There was substantial rainfall, resulting in one HEF discharge and one small main plant bypass. The HEF discharge occurred on September 17th and was a medium-sized event at 7.4 MG discharged. Operations staff handled the event well and everything went smoothly.
- The bypass occurred on September 6th. The bypass was caused by the excess flow bar screen failing to operate, which caused it to become blocked with solids. This prevented wastewater from reaching the pumps downstream, and instead automatically diverting to the plant bypass pipe. Staff immediately diverted wastewater to the WWRF to relieve the plant, and got the screen running again after unblocking it. The bar screen sits idle most of the time, which allowed the solids to agglomerate create the blockage. The screen itself is relatively new and so this phenomenon is also new to staff. As a corrective action, staff will increase the daily runtime to improve operation. Overall, 490,527 gallons of water, or 1.8% of flow for the day, was discharged and was reported to IEPA.
- In October thus far, there have been no main plant excess flow days or HEF discharges. Overall, the plant is functioning very well at this time.

Engineering Report

Technical Services Director Jeremy Stubbs reported:

- Three connection permits were issued for a total of \$34,309.25.
- No extension permits or annexations were issued this month.
- See below.

Finance Director's Report

Finance Director Norma Cash reported:

- Finance Director Cash had nothing to report.

PURCHASE OF SERVICES AND EQUIPMENT NOT REQUIRED TO BE BID

Heater #2 End Cap

Presentation by Director of Operations Streicher of the following quotes for the purchase of the end cap for Heater #2 at the main plant.

<u>Name</u>	<u>Amount</u>
Hudson Boiler & Tank Co.	\$19,304.00
American Boiler & Tank Co.	\$27,054.00
Hayes Mechanical LLC	\$27,850.00

Trustee Alston Sr. made a motion, seconded by Trustee Robertson, to accept the quote for the purchase of the end cap in Heater #2 at the main plant, from Hudson Boiler, the lowest responsible quote in the total amount of \$19,304.00. Motion unanimously carried.

West Sodium Hypochlorite Tank Repair

Presentation by Director of Operations Streicher of the following quotes for the repair of the West Sodium Hypochlorite Tank, at the main plant.

<u>Name</u>	<u>Amount</u>
Repair Service Corporation	\$18,500.00
Belding Tank Technologies	\$18,515.00
Carrier and Sandedt	Declined to Quote

Trustee Robertson made a motion, seconded by Trustee Alston Sr., to accept the quote for the repair of the West Sodium Hypochlorite Tank at the main plant from Repair Service Corporation, the lowest responsible quote, in the total amount of \$18,500.00. Motion unanimously carried.

Kubota Lawn Mower

Presentation by Director of Operations Streicher of the following quotes for the purchase of a new Kubota lawn mower.

<u>Name</u>	<u>Amount</u>
Burriss Equipment	\$13,591.00
Russo	\$19,399.16
McCollogh Implement	\$14,495.00

Trustee Alston Sr. made a motion, seconded by Trustee Robertson, to accept the quote for the purchase of a new Kubota lawn mower from Burriss Equipment, the lowest responsible quote, in the total amount of \$13,591.00. Motion unanimously carried.

Sodium Hypochlorite – 5-Month Offseason

Presentation by Director of Operations Streicher of the following quotes for the purchase of sodium hypochlorite for the period from November 1, 2023 through March 31, 2024.

<u>Name</u>	<u>Amount</u>
Alexander Chemical Corporation	\$1.79/gallon
Rowell Chemical Corporation	\$1.919/gallon
Olin Corporation	\$2.55/gallon

Trustee Alston Sr. made a motion, seconded by Trustee Robertson, to accept the quote for the purchase of sodium hypochlorite to the District for the period from November 1, 2023 through March 31, 2024 from Alexander Chemical Corporation, the lowest responsible quote in the amount of \$1.79/gallon. Motion unanimously carried.

F250 Pick-Up Truck

Presentation by Director of Operations Streicher of the following quote from Morrow Brothers Ford, Inc., for the purchase of a new F250 pick-up truck, through the State of Illinois Joint Purchasing Program, in the amount of \$51,490.00.

Trustee Robertson made a motion, seconded by Trustee Alston Sr., to accept the quote from Morrow Brothers Ford, Inc., for the purchase of a new F250 pick-up truck, through the State of Illinois Joint Purchasing Program, in the amount of \$51,490.00. Motion unanimously carried.

REQUEST FOR AUTHORIZATION TO ADVERTISE FOR BIDS

None.

EMERGENCY PURCHASES

None.

UNFINISHED BUSINESS

None.

ONGOING PROJECTS

▪ **2022 Electrical Upgrades Project**

J. Stubbs

Change Order No. 1 – Connelly Electric Co.

Presentation by Technical Services Director Stubbs of Change Order No. 1 from Connelly Electric Co., in the amount of \$183,034.00, for additional work relating to the 2022 Electrical Upgrades Project.

Original Contract Sum:	\$849,000.00
Total Change Orders to Date:	\$ 0.00
Amount of Current Change Order:	\$183,034.00
Updated Contract Sum:	\$1,032,034.00

Trustee Robertson made a motion, seconded by Trustee Alston Sr., to approve Change Order No. 1, from Connelly Electric Co., in the amount of \$183,034.00 for additional work relating to the 2022 Electrical Upgrades Project. Motion unanimously carried

NEW BUSINESS

None.

EXECUTIVE SESSION

Executive Director Hindel requested 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 to discuss pending, threatened or imminent litigation matters, personnel matters, matters regarding possible acquisition of property, collective bargaining matters. On roll call vote, all Trustees present voted "Aye". The motion carried.

Trustee Robertson made a motion, seconded by Trustee Alston Sr., to adjourn the executive session and to reconvene the regular meeting at 1:54 p.m.

Meeting reconvened at 1:54 p.m.

ADJOURNMENT

There being no further business, Trustee Robertson made a motion, seconded by Trustee Alston Sr., that the meeting be adjourned. Meeting adjourned at 1:57 p.m.

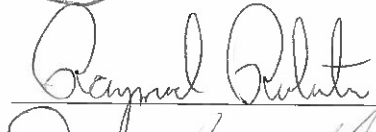


CLERK

APPROVED:



PRESIDENT



TRUSTEE



TRUSTEE