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**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF THE THORN CREEK BASIN SANITARY DISTRICT  
HELD JUNE 19, 2024 AT 1:00 P.M.**

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**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 June 19, 2024:

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 Nora Rhein, Human Resource Coordinator.

**GUESTS:** Mr. Philip Luck, Mr. Carl Port, and Mrs. Cora Port.

**MINUTES**

Trustee Alston Sr. made a motion, seconded by Trustee Robertson, approving the minutes of the regular meeting and executive session held on May 15, 2024, as presented. Motion unanimously carried.

**PUBLIC COMMENT PERIOD**

Trustee Robertson 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**

If there is no objection, the Chair proposes at this time to take up the following items of business.

**Resolution of Appreciation – Carl Port**

Presentation by President Perez of a Resolution of Appreciation of the Board of Trustees and Officers to Carl Port, for 39 years of faithful and beneficial service, as an employee of the Thorn Creek Basin Sanitary District.

Trustee Robertson made a motion, seconded by Trustee Alston Sr., that the Resolution of Appreciation to Carl Port for 39 years of faithful and beneficial service to the Thorn Creek Basin Sanitary District, be approved and adopted. On roll call, all Trustees present voted “aye”. Motion carried.

**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. Check Numbers 60170 through 61143 and 10360 through 10361 were issued in the amount of \$396,019.58 for the Corporate Fund expenses, in the amount of \$272,055.93 for the Capital Improvement Fund expenses, and in the amount of \$112,950.00 for the Treatment Plant Upgrade 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 \$200,000, upon need, as of June 21, 2024. Motion unanimously carried.

Trustee Robertson made a motion, seconded by Trustee Alston Sr., that the Financial Report be accepted as of May 31, 2024. 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:

- Executive Director Hindel provided an update on the Decennial Committee on Efficiencies. The next Committee meeting will be held on July 17<sup>th</sup>. The primary purpose of the meeting will be to discuss and comment on the draft required report. At least one more meeting will be subsequently required to finalize and approve the report.

**Operations Report**

Director of Operations Lucas Streicher reported:

- The District had no excess days for the Month of May and one excess day in June. This will be reported on fully at next month's board meeting.
- Overall, the plant is functioning very well at this time.
- See below.

**Engineering Report**

Technical Services Director Jeremy Stubbs reported:

- One connection permit was issued for a total of \$1,377.15. No extension permits or annexations were issued this month.
- See below.

**Finance Director's Report**

Finance Director Norma Cash reported:

- Director Cash had nothing to report.

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

None.

**REQUEST FOR AUTHORIZATION TO ADVERTISE FOR BIDS**

None.

**EMERGENCY PURCHASES**

None.

**UNFINISHED BUISNESS**

**ONGOING PROJECTS:**

■ **2022 Electrical Upgrades Project**

**J. Stubbs**

Application for Payment No. 5 – Connelly Electric Co.

Presentation by Technical Services Director Stubbs of Application for Payment No. 5 from Connelly Electric Co., in the amount of \$25,515.00 for completion of work for the 2022 Electrical Upgrades Project.

Original Contract Sum:	\$849,000.00
Addition to Contract:	\$211,275.11
Updated Contract Sum:	\$1,060,275.11
Total Completed To Date:	\$716,426.92
Less Retainage:	\$ 71,642.69
Previous Payments:	\$619,269.23
Total Amount Due:	<b>\$25,515.00</b>

Trustee Robinson made a motion, seconded by Trustee Alston Sr., to approve Application for Payment No. 5, from Connelly Electric Co., in the amount of \$25,515.00 for completion of work for the 2022 Electrical Upgrades Project. Motion unanimously carried.

■ **2024 Roof Rehabilitation Project**

**L. Streicher**

Change Order Request No. 1 – L. Marshall, Inc.

Presentation by Operations Director Streicher of Change Order No. 1 from L. Marshall Inc., in the net deduct amount of \$4,136 for unused allowances and additional flashing for the 2024 Roof Rehabilitation Project.

Original Contract Sum:	\$ 187,000.00
Total Change Orders To Date :	\$ 0.00
Amount of Current Change Order:	<b>(\$ 4,136.00)</b>
Updated Contract Sum:	\$ 182,864.00

Trustee Robinson made a motion, seconded by Trustee Alston Sr., to approve Change Order No. 1 from L. Marshall Inc in the net deduct amount of \$4,136 for unused allowances and additional flashing for the 2024 Roof Rehabilitation Project. Motion unanimously carried.

Application for Payment No. 1 (Final) – L. Marshall, Inc.

Presentation by Operation Director Streicher of Application for Payment No. 1 (Final) for the 2024 Roof Rehabilitation Project, in the amount of \$182,864 for completion of work for the 2024 Roof Rehabilitation Project.

Original Contract Sum:	\$187,000.00
Net Change by Change Orders:	(\$ 4,136.00)
Updated Contract Sum:	\$182,864.00
Total Completed To Date:	\$182,864.00
Less Retainage:	\$ 0.00
Total Amount Due:	<b>\$182,864.00</b>

Trustee Robinson made a motion, seconded by Trustee Alston Sr., to approve Application for Payment No. 1 (Final) for the 2024 Roof Rehabilitation Project, in the amount of \$182,864 for completion of work for the 2024 Roof Rehabilitation Project. Motion unanimously carried.

**NEW BUSINESS**

Petition for Annexation – Copart of Connecticut, Inc.

Presentation by Attorney Stach, of a Petition for Annexation to the Sanitary District by Copart of Connecticut, Inc., for property located at 1399 South State Street, Chicago Heights, IL 60411, PIN # 32-22-100-002-0000.

Trustee Robinson made a motion, seconded by Trustee Alston Sr., that the above-named Petition for Annexation to the Sanitary District for property located at 1399 South State Street, Chicago Heights, IL 60411, PIN # 32-22-100-002-0000, be tabled until the July 17, 2024 Board Meeting. Motion unanimously carried.

Annexation Ordinance No. 537

Presentation by Attorney Stach, of an Annexation Ordinance to annex to the Sanitary District for property located at 1399 South State Street, Chicago Heights, IL 60411, PIN # 32-22-100-002-0000.

Trustee Robinson made a motion, seconded by Trustee Alston Sr., that the Annexation Ordinance for property located at 1399 South State Street, Chicago Heights, IL 60411, PIN # 32-22-100-002-0000, be tabled until the July 17, 2024 Board Meeting. Motion unanimously carried.

Bids – Ashland Avenue CIPP Sewer Rehabilitation Project

Presentation by Technical Services Director Stubbs of the following bids for the Ashland Avenue CIPP Sewer Rehabilitation Project. The bids were publicly opened and read in the order received on June 13, 2024 at 2:00 p.m.

<u>Name</u>	<u>Amount</u>
Hoerr Construction Inc.	\$125,000.00
Insituform Technologies USA LLC	\$114,710.00
Inliner Solutions	\$130,750.00
Visu-Sewer of Illinois LLC	\$212,200.00

Trustee Robinson made a motion, seconded by Trustee Alston Sr., that the bid for the Ashland Avenue CIPP Sewer Rehabilitation Project be awarded to Insituform Technologies USA LLC, the lowest responsive and responsible bidder, in the amount of \$114,710. Motion unanimously carried.

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 Alston Sr., seconded by Trustee Roberston 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 2:15pm.

Meeting reconvened at 2:15 p.m.

Compensation for Non-union Employees

Trustee Robinson made a motion, seconded by Trustee Alston Sr., that the compensation scheduled for non-union employees be accepted and approved, and that the Executive Director is directed to set each employee's salary not to exceed as specified in the schedule as of May 1, 2024.

Executive Director's Compensation


Trustee Robinson made a motion, seconded by Trustee Alston Sr., that the compensation scheduled for the Executive Director be accepted and approved for the fiscal year 2024/25.

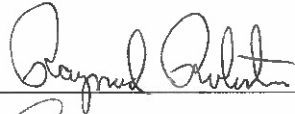
**13. ADJOURNMENT**

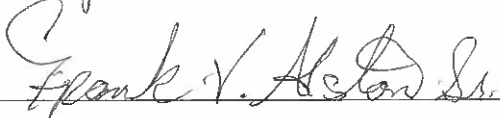
There being no further business, motion made by Trustee Alston Sr., seconded by Trustee Robertson, that the meeting be adjourned. Meeting adjourned at 2:17pm.

  
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CLERK

APPROVED:

  
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PRESIDENT

  
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TRUSTEE

  
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TRUSTEE