
**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF THE THORN CREEK BASIN SANITARY DISTRICT
HELD FEBRUARY 15, 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 February 15, 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; and Norma Cash, Finance Director.

GUESTS: None.

MINUTES

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., approving the minutes of the regular meeting held on January 18, 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.

DISBURSEMENTS

Trustee Robertson made a motion, seconded by Trustee Alston, that the accounts be allowed and warrants drawn on the Treasurer for payment of the same. Checks issued were Check Nos. 59841 through 59901 and C10323 through C10324 in the amount of \$298,396.79 for the Corporate Fund expenses, in the amount of \$14,315.05 for the Capital Improvement Fund expenses, and \$12,366.62 for the Treatment Plant Upgrade Fund expenses. Motion unanimously carried.

FINANCIAL REPORT

Trustee Alston Sr. made a motion, seconded by Trustee Perez, approving the transfer of funds to the NOW account in the amount of \$350,000, upon need, as of February 15, 2023. Motion unanimously carried.

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., that the Financial Report be accepted as of January 31, 2023. 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:

- Executive Director Hindel discussed a possible increase in purchasing policy approval cap values, to match an increase in the Consumer Price Index. The current approval amounts have not been increased since 2002.

Operations Report

Director of Operations Lucas Streicher reported:

- The District has met permit limits for both the main plant as well as the Homewood Excess Flow Facility. There have also been no excess days, no bypasses, and no discharges from HEF. Overall, the plant has been functioning well.
- See below.

Engineering Report

Technical Services Director Jeremy Stubbs reported:

- Two commercial connection permits were issued for a total of \$2,692.00. 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 five payment to date, a total of \$596,272 of a budgeted \$350,000.
- Revenue for flow-based Charges for services is 15.5% over budget. We have collected 8.3% more than this time last year.
- Other Charges (which includes suspended solids, TBODs, SO4 and Septic Haulers) are 44.6% or \$180,295 over the fiscal year-to-date budget.
- Net Income from all sources is 30.6% over fiscal year-to-date budget.
- The total District reserve is \$1,008,894 as compared to last month's reserve of \$746,956. Budgeted reserve is -\$692,600.
- See below.

PURCHASE OF SERVICES AND EQUIPMENT NOT REQUIRED TO BE BID

None.

REQUEST FOR AUTHORIZATION TO ADVERTISE FOR BIDS

Authorization to Advertise for Bids Sodium Hypochlorite

Request by Director of Operations Streicher for authorization to advertise for bids for a six-month contract to supply sodium hypochlorite to the District from April 1, 2023 through September 30, 2023.

Trustee Robertson made a motion, seconded by Alston, Sr., to authorize the advertisement for bids for a six-month contract to supply sodium hypochlorite to the District from April 1, 2023 through September 30, 2023. Motion unanimously carried.

Authorization to Advertise for Bids Sodium Bisulfite

Request by Director of Operations Streicher for authorization to advertise for bids for a one-year contract to supply sodium bisulfite to the District from April 1, 2023 through March 31, 2024.

Trustee Alston Sr. made a motion, seconded by Trustee Robertson, to authorize the advertisement for bids for a one-year contract to supply sodium bisulfite to the District from April 1, 2023 through March 31, 2024. Motion unanimously carried.

Authorization to Advertise for Bids Ferric Chloride

Request by Director of Operations Streicher for authorization to advertise for bids for a one-year contract to supply ferric chloride to the District from April 1, 2023 through March 31, 2024.

Trustee Alston Sr. made a motion, seconded by Trustee Robertson, to authorize the advertisement for bids for a one-year contract to supply ferric chloride to the District from April 1, 2023 through March 31, 2024. Motion unanimously carried.

EMERGENCY PURCHASES

None.

UNFINISHED BUSINESS

Bids 2023 Roofing Project

Director of Operations Streicher presented the following bids for the 2023 Roofing Project. The bids were publicly opened and read in the order received on February 8, 2023, at 2:00 p.m.

<u>Name</u>	<u>Amount</u>
1. A-1 Roofing	\$ 197,900.00
2. F & G Roofing	\$ 192,450.00
3. L. Marshall, Inc.	\$ 172,000.00
4. Riddiford Roofing	\$ 219,360.00

Trustee Robertson made a motion, seconded by Trustee Alston Sr., to reject the bids for the 2023 Roofing Project. Motion unanimously carried.

Bids Land Application Program

Technical Services Director Stubbs presented the following bids for the hauling and application of biosolids to farmlands, effective May 1, 2023 through April 30, 2025. The bids were publicly opened and read in the order received on February 9, 2023, at 2:00 p.m.

<u>Name</u>	<u>Amount</u>
1. Synagro Central, LLC	\$1,472,794.00
2. Stewart Spreading, Inc.	\$1,593,000.00

Trustee Robertson made a motion, seconded by Trustee Alston Sr., to table the motion regarding the bids until the March 2023 board meeting. Motion unanimously carried.

Auditing Services

Finance Director Cash presented a proposal from Baker Tilly, to extend the existing agreement for auditing services by a four-year period, for audit years ending April 30, 2023 through April 30, 2026, for the lump sum about of \$133,605.

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, to extend the existing agreement with Baker Tilly for auditing services by a four-year period, for audit years ending April 30, 2023 through April 30, 2026, for the lump sum about of \$133,605.

NEW BUSINESS

Task Order No. 23-01 Strand Associates, Inc.

Technical Services Director Stubbs presented Task Order No. 23-01 from Strand Associates, Inc., for design engineering services for the Plant Effluent Water System Project, in the lump sum amount of \$51,500.

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., to approve Task Order No. 23-01 from Strand Associates Inc., for design engineering services for the Plant Effluent Water System Project, in the lump sum amount of \$51,500. Motion unanimously carried.

Task Order No. 23-02 Strand Associates, Inc.

Technical Services Director Stubbs presented Task Order No. 23-02 from Strand Associates, Inc., for design engineering services for the Excess Flow Clarifier No. 1 Structural Rehabilitation Project, in the lump sum amount of \$30,000.

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, to approve Task Order No. 23-02 from Strand Associates Inc., for design engineering services for the Excess Flow Clarifier No. 1 Structural Rehabilitation Project, in the lump sum amount of \$30,000. Motion unanimously carried.

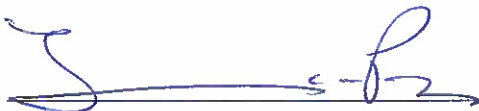
ADJOURNMENT

Trustee Alston Sr. made a motion, seconded by Trustee Robertson, that the meeting be adjourned. Meeting adjourned at 2:10 p.m. Motion unanimously carried.

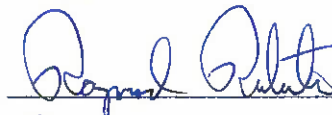


CLERK

APPROVED:



PRESIDENT



TRUSTEE



TRUSTEE