
**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF TRUSTEES
OF THE THORN CREEK BASIN SANITARY DISTRICT
HELD AUGUST 23, 2023 AT 9:00 A.M.**



CALL TO ORDER

The meeting was opened with the Pledge of Allegiance.

The following trustees were present at the special meeting of the Board of Trustees of the Thorn Creek Basin Sanitary District, held August 23, 2023:

Francisco Perez, President
Raymond C. Robertson, Vice President/Treasurer
Frank V. Alston, 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, Administrative Assistant/ Human Resources Coordinator.

GUESTS: None.

Call for Special Meeting

President Perez reported the call was made for a Special Meeting on August 23, 2023 at 9:00 a.m., to conduct District Business. The Special Meeting was called by his written notice serviced upon all Trustees on August 3, 2023.

Trustee Robertson, made a motion, seconded by Trustee Alston, Sr., acknowledging that they received written notice of the Special Meeting. Motion unanimously carried.

MINUTES

Trustee Alston, Sr., made a motion, seconded by Trustee Roberston, approving the minutes of the regular meeting held on July 19, 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, Sr., that the accounts be allowed and warrants drawn on the Treasurer for payment of the same. Check numbers 60373 through 60450, and 10339 and 10340 were issued in the amount of \$347,196.98 for the Corporate Fund expenses, in the amount of \$195,185.69 for the Capital Improvement Fund expenses, and in the amount of \$7,850.00 for the Treatment Plant Upgrade Fund expenses. Motion unanimously carried.

FINANCIAL REPORT

Trustee Alston, Sr., made a motion, seconded by Trustee Robertson, to accept the recommendation for the transfer of funds to the NOW account in the amount of \$ 300,000 upon need, as of August 23, 2023. Motion unanimously carried.

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, that the Financial Report be accepted as of July 31, 2023. Motion unanimously carried.

REPORTS OF OFFICERS

Legal Report

- Attorney Stach had nothing to report.

Executive Director's Report

Executive Director Hindel reported:

- A chart of Illinois wastewater agency annual residential user costs is posted with a companion article, on the District's website. The District has one the lowest costs in the state. There will be more articles to come.

Operations Report

Director of Operations Lucas Streicher reported:

- For the month of July, there was one main plant excess day with a small bypass on July 12, and three Homewood Excess Flow Facility discharges on July 2, 6 and 12.
The main plant performed well, except that the extremely high intensity of the rain caused a brief, unavoidable plant bypass while the Wet Weather Retention Facility was fully activated.
- The HEF overall performed well, passing limits for dissolved oxygen, BOD, suspended solids, chlorine and pH. Unfortunately, there were two fecal coliform excursions. These were likely at least partially caused by issues with the chlorination system, which malfunctioned upon startup on one occasion, and which experienced “blocking” of chlorine tablets which limits effective chlorination. Staff has adjusted operation so that all chlorine tablets in at least one feeder are fully utilized for each event, allowing fresh tablets to be loaded for the next event. Staff will also immediately begin chlorination when tanks begin filling. These changes should increase the reliability and effectiveness of the chlorination system.
- Several wet weather events occurred in August, and these will be reported on further at next month’s board meeting. District facilities are functioning well at this time.
- Please see below.

Engineering Report

Technical Services Director Jeremy Stubbs reported:

- Two connection permits were issued for a total of \$1,190.25. No extension permits or annexations were issued this month.
- Please see below.

Finance Director's Report

Finance Director Norma Cash reported:

- Total Net Income from all sources is -\$113,416 or 8.1% under budget.
- Fiscal year-to-date corporate expense is \$473,969 under budget.
- Corporate reserve shows a gain of \$364,969.

PURCHASE OF SERVICES AND EQUIPMENT NOT REQUIRED TO BE BID

Building No. 11 Overhead Door Replacement

Presentation by Director of Operations Streicher of the following quotes for the replacement of the Building No. 11 west overhead door, at the main plant.

<u>Name</u>	<u>Amount</u>
Preferred Window and Door	\$13,467.36
Helson's Garage Door Store	\$13,688.00
A Better Door and Dock	\$14,830.00

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., to accept the quote for the replacement of the Building No. 11 west overhead door at the main plant, from Preferred Window and Door, the lowest responsible quote in the total amount of \$13,467.36. Motion unanimously carried.

Steger Road Lift Station Force Main Break Road Repair

Presentation by Director of Operations Streicher of the following quotes for the road repair of the Steger Road Lift Station Force Main Break, on Steger Road.

<u>Name</u>	<u>Amount</u>
M&J Underground Inc.	\$17,832.10
Pavement Maintenance Solutions, Inc.	\$18,264.00
Site Services	Declined to Quote
C&J Contractors	Declined to Quote
Legacy Paving	Declined to Quote

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., to accept the quote for the road repair of the Steger Road Lift Station Force Main Break, on Steger Road, from M&J Underground, Inc., the lowest responsible quote in the total amount of \$17,832.10. Motion unanimously carried.

REQUEST FOR AUTHORIZATION TO ADVERTISE FOR BIDS

Authorization to Advertise for Bids-Sodium Hypochlorite

Requested by Director of Operations Streicher for authorization to advertise for bids for a six-month contract to supply sodium hypochlorite to the District for October 1, 2023 through March 31, 2024.

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., to authorize the advertisement for bids for a six-month contract to supply sodium hypochlorite to the District for October 1, 2023 through March 31, 2024. Motion unanimously carried.

EMERGENCY PURCHASES

None.

UNFINISHED BUSINESS

▪ **Land Application of Biosolids**

Application for Payment No. 1 – Stewart Spreading

Presentation by Technical Services Director Stubbs of Application for Payment No. 1 from Stewart Spreading, in the amount of \$89,300.00 for completion of work for the Land Application Program.

Original Contract Sum:	\$1,593,000.00
Total Completed To Date:	\$ 94,000.00
Less Retainage:	\$ 4,700.00
Previous Payments:	\$ 0.00
Total Amount Due:	\$ 89,300.00

Trustee Alston Sr., made a motion, seconded by Trustee Robertson, to approve Application for Payment No. 1 from Stewart Spreading, in the amount of \$89,300.00 for completion of work for the Land Application Program. Motion unanimously carried.

Amendment No. 1 – Domestic and Industrial Pump Replacement Study – Fehr Graham

Presentation by Technical Services Director Stubbs of Amendment No. 1 to the Domestic and Industrial Pump Replacement Study engineering services agreement, from Fehr Graham, for additional engineering services for the lump sum amount of \$6,500.

Trustee Roberston made a motion, seconded by Trustee Alston Sr., to approve Amendment No. 1 to the Domestic and Industrial Pump Replacement Study engineering services agreement, from Fehr Graham, for additional engineering services for the lump sum amount of \$6,500. Motion unanimously carried.

EXECUTIVE SESSION

None.


ADJOURNMENT

There being no further business, Trustee Robertson made a motion, seconded by Trustee Alston Sr., that the meeting be adjourned. Meeting adjourned at 9:25am.

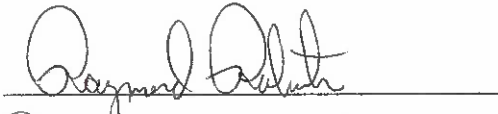


CLERK

APPROVED:



PRESIDENT



TRUSTEE



TRUSTEE