
**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF TRUSTEES
OF THE THORN CREEK BASIN SANITARY DISTRICT
HELD DECEMBER 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 special meeting of the Board of Trustees of the Thorn Creek Basin Sanitary District, held December 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: Dan Small, P.E., Strand Associates Inc.

Call for Special Meeting

President Perez reported the call was made for a Special Meeting on December 18, 2023 at 1:00p.m., to conduct District Business. The Special Meeting was called by his written notice serviced upon all Trustees on December 12, 2023.

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

MINUTES

Trustee Perez, made a motion, seconded by Trustee Alston, Sr., approving the minutes of the regular meeting and executive session held on November 15, 2023, 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.

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:

Biosolids Improvement Project-Task Order No. 23-03

Presentation by Dan Small P. E., of Strand Associates, Inc. for Task Order No. 23-03, for preliminary design engineering services for the Biosolids Improvement Project, for the lump sum amount of \$790,000.

Trustee Alston Sr., made a motion, seconded by Trustee Perez, to approve Task Order No. 23-03 from Strand Associates, Inc., for preliminary design engineering services for the Biosolids Improvement Project, for the lump sum amount of \$790,000. Motion unanimously carried.

RETURN TO THE REGULAR ORDER OF BUSINESS

DISBURSEMENTS

Trustee Alston Sr., made a motion, seconded by Trustee Perez, that the accounts be allowed and warrants drawn on the Treasurer for payment of the same. Check numbers 60539 through 60616, and 10343, 10344, and 10345 were issued in the amount of \$643,700.84 for the Corporate Fund expenses, in the amount of \$299,635.92 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 Perez, approving the transfer of funds to the NOW account, in the amount of \$400,000 upon need, as of December 18, 2023. Motion unanimously carried.

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

REPORTS OF OFFICERS

Legal Report

- Attorney Stach had nothing to report.

Executive Director's Report

Executive Director Hindel reported:

- Staff proposes to reduce public office hours by one half-hour, so that they will be 8am to 4pm. The change reflects reduced public visitor traffic, and allows for increased site security.
- See below.

Operations Report

- Director of Operations Lucas Streicher had nothing to report.

Engineering Report

Technical Services Director Jeremy Stubbs reported:

- One industrial connection permit was issued for a total of \$2,592. No extension permits or annexations were issued this month.
- See below.

Finance Director's Report

Finance Director Norma Cash reported:

- The District is currently at 58% through our fiscal year.
- Replacement Tax Revenues are received eight times per fiscal year. To date the District has received three payments at \$307,573 total received of a budgeted \$500,000.
- Capital Grand Total Expenditures are \$1,408,305 under budget.

PURCHASE OF SERVICES AND EQUIPMENT NOT REQUIRED TO BE BID

None.

REQUEST FOR AUTHORIZATION TO ADVERTISE FOR BIDS

None.

EMERGENCY PURCHASES

None.

UNFINISHED BUSINESS

None.

ONGOING PROJECTS:

None.

NEW BUSINESS

None.

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, collective bargaining matters and at this time to review executive session minutes dated December 21, 2001 through November 15, 2023, and to consider erasing executive session tapes more than 18 months old.

Trustee Alston Sr. made a motion, seconded by Trustee Perez, to enter into an executive session at this time to discuss pending, threatened or imminent litigation matters, personnel matters, matters regarding possible acquisition of property, collective bargaining matters and at this time to review executive session minutes dated December 21, 2001 through November 15, 2023 and to consider erasing executive session tapes more than 18 months old. On roll call vote, all Trustees present voted "Aye".

The President declares the motion carried.

Trustee Alston, Sr. made a motion, seconded by Trustee Perez, to adjourn the executive session and to reconvene the regular meeting at 2:07 p.m. Motion unanimously carried.

Meeting reconvened at 2:07 p.m.

Trustee Perez made a motion, seconded by Trustee Alston Sr., to approve declassification of no executive minutes and to erase executive session tapes dated December 16, 2020 through June 15, 2021. Motion unanimously carried.


ADJOURNMENT

Trustee Alston, Sr., made a motion, seconded by Trustee Perez, that the meeting be adjourned. Motion unanimously carried. Meeting adjourned at 2:09 p.m.




CLERK


APPROVED:



PRESIDENT



TRUSTEE



TRUSTEE