
**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF THE THORN CREEK BASIN SANITARY DISTRICT
HELD JANUARY 17, 2024 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 January 17, 2024:

Francisco Perez, President
Raymond C. Robertson, Vice President/Treasurer (Remote call)
Frank V. Alston, Sr., Clerk

Also present were: Eric T. Stach, Attorney; and staff members: Jennifer Hindel, Executive Director; Lucas Streicher, Operations Director; Jeremy Stubbs, Technical Services Director; and Norma Cash, Finance Director; and Nora Rhein, Human Resource Coordinator.

GUESTS:

None.

Trustee Alston, Sr. made a motion, seconded by Trustee Perez, to permit electronic participation of Trustee Robertson in the meeting. Motion unanimously carried.

MINUTES

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, approving the minutes of the regular meeting and executive session held on December 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 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. Checks issued were Check Nos. 60690 through 60762 and 10349 and 10350 in the amount of \$435,399.06 for the Corporate Fund expenses, in the amount of \$31,932.76 for the Capital Improvement Fund expenses, and \$0.00 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 to the NOW account, in the amount of \$200,000 upon need, as of January 17, 2024. Motion unanimously carried.

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

- Executive Director Hindel had nothing to report.
- See below.

Operations Report

Director of Operations Lucas Streicher reported:

- The plant is functioning very well at this time. All permit limits met for both the main plant and the Homewood Excess Flow facility. There have been no excess days, no bypasses, and no discharges from HEF.
- See below.

Engineering Report

Technical Services Director Jeremy Stubbs reported:

- Two residential connection permits were issued this month.
- See below.

Finance Director's Report

Finance Director Norma Cash reported:

- The District is 67% through its fiscal year.
- Revenue from flow-based charges for services are 2% over budget.
- Grand Total Expenses are below the FYTD budget by 19%.

PURCHASE OF SERVICES AND EQUIPMENT NOT REQUIRED TO BE BID

None.

REQUEST FOR AUTHORIZATION TO ADVERTISE FOR BIDS

Authorization to Advertise for Bids – Excess Flow Clarifier No. 1 Structural Rehabilitation Project

Request by Technical Services Director Stubbs for authorization to advertise for bids for the Excess Flow Clarifier No. 1 Structural Rehabilitation Project.

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson for authorization to advertise for bids for the Excess Flow Clarifier No. 1 Structural Rehabilitation Project. Motion unanimously carried.

Authorization to Advertise for Bids – Plant Effluent Water System Improvements Project

Request by Technical Services Director Stubbs for authorization to advertise for bids for the Plant Effluent Water System Improvements Project.

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, to authorize the advertisement for bids for the Plant Effluent Water System Improvements Project. Motion unanimously carried.

EMERGENCY PURCHASES

None.

UNFINISHED BUSINESS

None.

ONGOING PROJECTS:

Application for Payment No. 2 – Stewart Spreading Inc.

Presentation by Technical Services Director Stubbs of Application for Payment No. 2 from Stewart Spreading Inc., in the amount of \$67,980.57 for completion of work for the Land Application Program.

Original Contract Sum:	\$1,593,000.00
Total Completed To Date:	\$ 165,558.50
Less Retainage:	\$ 8,277.93
Previous Payments:	\$ 89,300.00
Total Amount Due:	\$ 67,980.57

Trustee Alston, Sr. made a motion, seconded by Trustee Perez, to approve Application for Payment No. 2 from Stewart Spreading Inc, in the amount of \$67,980.57 for completion of work for the Land Application Program. Motion unanimously carried.

Application for Payment No. 4 (Final) – Synagro Central LLC.

Presentation by Technical Services Director Stubbs of Application for Payment No. 4 (Final) from Synagro Central LLC., in the amount of \$10,605.90 for completion of work for the Land Application Program.

Original Contract Sum:	\$ 704,987.50
Total Completed to Date:	\$ 212,119.91
Less Retainage:	\$ 0.00
Previous Payments:	\$ 201,514.01
Total Amount Due:	\$ 10,605.90

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, to approve Application for Payment No. 4 (Final), from Synagro Central LLC., in the amount of \$10,605.90 for completion of work for the Land Application Program. Motion unanimously carried.

NEW BUSINESS

Bids – 2024 Roofing Project

Presentation by Director of Operations Streicher of the following bids for the 2024 Roofing Project. The bids were publicly opened and read in the order received on January 11, 2024 at 2:00 p.m.

<u>Name</u>	<u>Amount</u>
1. L. Marshall, Inc.	\$ 187,000.00
2. A-1 Roofing	\$ 191,000.00
3. Riddiford Roofing	\$ 212,268.00

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, that the bid for the 2024 Roofing Project be awarded to L. Marshall Inc., the lowest responsive, responsible bidder, in the amount of \$187,000.00. Motion unanimously carried.

Executive Director Compensation Reduction

Request by Executive Director Hindel for approval of a reduction of the Executive Director’s hours and resultant salary and certain related benefits, including but not limited to, reductions in both vacation and sick-leave accrual, to the number of weekly hours of twenty-five (25) during the period of June-August in 2024.

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, for approval of a reduction of the Executive Director’s hours and resultant salary and certain related benefits, including but not limited to, reductions in both vacation and sick-leave accrual, to the number of weekly hours of twenty-five (25) during the period of June-August in 2024, and authorization of the Human Resources Department and Counsel to finalize details and implement the necessary and appropriate specifics for this to occur. Roll call vote:

FRANCISCO PEREZ	_____
RAYMOND C. ROBERTSON	_____
FRANK V. ALSTON, SR.	_____

The President declares the motion carried.

EXECUTIVE SESSION

None.

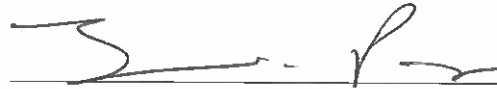
ADJOURNMENT

Trustee Alston, Sr. made a motion, seconded by Trustee Perez, that the meeting be adjourned. Motion unanimously carried. Meeting adjourned at 1:15 p.m.

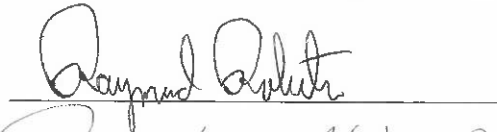


CLERK

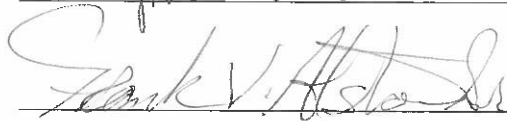
APPROVED:



PRESIDENT



TRUSTEE



TRUSTEE