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**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF THE THORN CREEK BASIN SANITARY DISTRICT  
HELD FEBRUARY 21, 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 February 21, 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 Norma Cash, Finance Director; and Nora Rhein, Human Resource Coordinator.

**GUESTS:** None.

**MINUTES**

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, approving the minutes of the regular meeting held on January 17, 2024, 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. Checks issued were Check Nos. 60763 through 60843 and 10351 through 10352 in the amount of \$398,760.85 for the Corporate Fund expenses, in the amount of \$365,749.42 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 Perez, approving the transfer of funds to the NOW account in the amount of \$300,000, upon need, as of February 21, 2024. Motion unanimously carried.

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., that the Financial Report be accepted as of January 17, 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:

- USEPA appears poised to implement a number of PFAS-related regulations this year. First, they plan to implement an ultra-low drinking water limit. They also propose to regulate PFAS under CERCLA and RCRA. This will potentially impact the District's treatment plant effluent limits and biosolids program. Developments are moving rapidly and more will be known soon.
- Costs continue to be inflated across the board. Chemical, equipment, materials and services all continue to experience significantly higher costs. Some supply and labor shortages have complicated the situation. As the District anticipates its phosphorous-related improvement projects, staff will look for ways to innovatively finance and delay other replacement work to keep costs lower. Also, a newer EPA loan program called WIFIA may offer increased flexibility to complete several smaller projects under one separate loan.
- See below.

**Operations Report**

Director of Operations Lucas Streicher reported:

- All permit limits were met for both the main plant and the Homewood Excess Flow facility.
- It was a busy month with considerable above average flows.
- We had two excess flow days here at the main plant and an HEF discharge on the 26<sup>th</sup>.
- See below.

**Engineering Report**

Technical Services Director Jeremy Stubbs reported:

- One connection permit was issued this month.
- See below.

**Finance Director's Report**

Finance Director Norma Cash reported:

- The District is 75% through its fiscal year.
- Revenue from flow-based charges for services are 1.3% over budget.
- Grand Total Expenses are below the FYTD budget by 18.1%.
- See below.

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

Heater #2 End Cap Replacement

Director of Operations Streicher presented the following quotes for the replacement of the end cap of Heater #2 at the main plant.

<u>Name</u>	<u>Amount</u>
Hudson Boiler & Tank Co.	\$21,755.00
Hayes Mechanical LLC.	\$27,976.00
American Boiler	\$31,952.00

Trustee Alston Sr. made a motion, seconded by Trustee Robertson to accept the quote for the replacement of the end cap of Heater #2 at the main plant, from Hudson Boiler & Tank Co., the lowest responsible quote in the amount of \$21,755.00. Motion unanimously carried.

**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, 2024 through September 30, 2024.

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, 2024 through September 30, 2024. 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, 2024 through March 31, 2025.

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, 2024 through March 31, 2025. 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, 2024 through March 31, 2025.

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, 2024 through March 31, 2025. Motion unanimously carried.

**EMERGENCY PURCHASES**

None.

**UNFINISHED BUSINESS**

None.

**ONGOING PROJECTS**

Bids – Excess Flow Clarifier No. 1 Structural Rehabilitation Project

Presentation by Technical Services Director Stubbs of the following bids for the Excess Flow Clarifier No. 1 Structural Rehabilitation Project. The bids were publicly opened and read in the order received on February 15, 2024 at 2:00 p.m.

<u>Name</u>	<u>Amount</u>
Bully and Andrews Concrete Restoration, LLC	\$422,153.00
JLJ Contracting Inc.	\$627,995.00

Trustee Robertson made a motion, seconded by Trustee Alston Sr., that the bid for the Excess Flow Clarifier No. 1 Structural Rehabilitation Project be awarded to Bully and Andrews Concrete Restoration, LLC, the lowest responsive and responsible bidder, in the amount of \$422,153.00. Motion unanimously carried.

Application for Payment No. 3 – Connelly Electric Co.

Presentation by Technical Services Director Stubbs of Application for Payment No. 3 from Connelly Electric Co., in the amount of \$337,151.70 for completion of work for the 2022 Electrical Upgrades Project.

Original Contract Sum:	\$849,000.00
Total Change Orders to Date:	\$183,034.00
Updated Contract Sum:	\$1,032,034.00
Total Completed To Date:	\$557,346.60
Less Retainage:	\$55,734.66
Previous Payments:	\$164,460.24
Total Amount Due:	<b>\$337,151.70</b>

Trustee Robertson made a motion, seconded by Trustee Alston Sr., to approve Application for Payment 3, from Connelly Electric Co., in the amount of \$337,151.70 for completion of work for the 2022 Electrical Upgrades Project. Motion unanimously carried.

Change Order Request No. 2 – Connelly Electric Co.

Presentation by Technical Services Director Stubbs of Change Order No. 2 from Connelly Electric Co., in the amount of \$2,072.12 for additional work relating to the 2022 Electrical Upgrades Project.

Original Contract Sum:	\$ 849,000.00
Total Change Orders To Date :	\$ 183,034.00
Amount of Current Change Order:	\$ 2,072.12
Updated Contract Sum:	\$1,034,106.12

Trustee Alston Sr. made a motion, seconded by Trustee Robertson, to approve Change Order No. 2 from Connelly Electric Co., in the amount of \$2,072.12, for additional work relating to the 2022 Electrical Upgrades Project. Motion unanimously carried.

**NEW BUSINESS**

None.

**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.

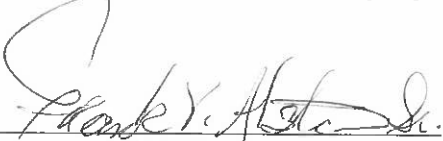
Trustee Robertson made a motion, seconded by Trustee Alston, Sr., to enter into an executive session to discuss pending, threatened or imminent litigation matters, personnel matters, matters regarding possible acquisition of property, collective bargaining matters. On roll call vote, all Trustees present 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 2:14 p.m.

Meeting reconvened at 2:14 p.m.

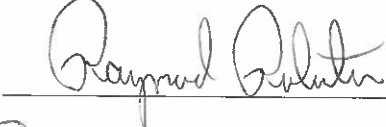
**ADJOURNMENT**

There being no further business, Trustee Robertson made a motion, seconded by Trustee Alston Sr., that the meeting be adjourned. Meeting adjourned at 2:15 p.m.

  
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CLERK

APPROVED:

  
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PRESIDENT

  
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TRUSTEE

  
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TRUSTEE