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**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF THE THORN CREEK BASIN SANITARY DISTRICT  
HELD MARCH 20, 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 March 20, 2024:

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

Also present were: Eric 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:** None.

**MINUTES**

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, approving the minutes of the regular meeting and executive session held on February 21, 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. Check numbers 60844 through 60904, and 10353 through 10354 were issued in the amount of \$894,364.83 for the Corporate Fund expenses, in the amount of \$43,158.32 for the Capital Improvement Fund expenses, and in the amount of \$14,390 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 \$100,000, upon need, as of March 20, 2024. Motion unanimously carried.

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., that the Financial Report be accepted as of February 29, 2024. Motion unanimously carried.

**REPORTS OF OFFICERS**

**Legal Report**

Attorney Eric Stach reported:

- Attorney Stach had nothing to report.

**Executive Director's Report**

Executive Director Hindel reported:

- See below.

**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 been no excess days, no bypasses, and no discharges from HEF.
- There was substantial rain for the month of March, which will be reported on next month. Overall, the plant is functioning well at this time.
- See below.

**Engineering Report**

Technical Services Director Jeremy Stubbs reported:

- Two connection permits were issued for a total of \$3,096.95. 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 payments to date, a total of \$435,244 of a budgeted \$500,000.
- Revenue for flow-based Charges for services is 1.4% over budget.
- Other Charges (which includes suspended solids, TBODs, SO4 and Septic Haulers) are 31.0% under budget or \$197,818 over the fiscal year-to-date budget.
- Net Income from all sources is 0.6% less than the fiscal year-to-date budget.
- Director Cash asked the Board of Trustees to recommend any insurance brokers from whom they would like the District to solicit quotes.
- See below.

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

None.

**REQUEST FOR AUTHORIZATION TO ADVERTISE FOR BIDS**

None.

**EMERGENCY PURCHASES**

None.

**UNFINISHED BUSINESS**

**ONGOING PROJECTS:**

Task Order 24-01 – Clarifier No. 1 Structural Rehabilitation Project

Presentation by Technical Services Director Stubbs for Task Order No. 24-01 from Strand Associates Inc., for construction engineering services for the Excess Flow Clarifier No. 1 Structural Rehabilitation Project, on a time and materials basis not to exceed \$44,000.

Motion made by Trustee Alston Sr., second by Trustee Robertson, to approve Task Order No. 24-01 from Strand Associates Inc., for construction engineering services for the Excess Flow Clarifier No. 1 Structural Rehabilitation Project, on a time and materials basis not to exceed \$44,000.

Change Order No. 1 – Stewart Spreading Inc.

Presentation by Technical Services Director Stubbs of Change Order No. 1 from Stewart Spreading Inc., in the amount of \$77,158.75 for additional labor cost due to new prevailing wage law for February and March 2024, for the completion of work for the Land Application Program.

Original Contract Sum:	\$1,593,000.00
Total Change Orders to Date:	\$ 0.00
Amount of Current Change Order:	\$ 77,158.75
Updated Contract Sum:	\$1,670,158.75

Motion made by Trustee Robertson, second by Trustee Alston Sr., to approve the Change Order No. 1 from Stewart Spreading Inc., in the amount of \$77,158.75 for additional labor cost due to new prevailing wage law for February and March 2024, for the completion of work for the Land Application Program.

Application for Payment No. 3 – Stewart Spreading Inc.

Presentation by Technical Services Director Stubbs of Application for Payment No. 3 from Stewart Spreading Inc., in the amount of \$535,950.34 for completion of work for the Land Application Program.

Original Contract Sum:	\$1,593,000.00
Total Change Orders to Date:	\$ 77,158.75
Updated Contract Sum:	\$1,670,158.75
Total Completed to Date:	\$ 729,716.75
Less Retainage:	\$ 36,485.84
Previous Payments:	\$ 157,280.57
Total Amount Due:	\$ <b>535,950.34</b>

Motion made by Trustee Alston Sr., second by Trustee Robertson, to approve Application for Payment No. 3 from Stewart Spreading Inc., in the amount of \$535,950.34 for completion of work for the Land Application Program.

Change Order No. 2 – Stewart Spreading Inc.

Presentation by Technical Services Director Stubbs of Change Order No. 2 from Stewart Spreading Inc., in the amount of \$150,132.50 for additional labor cost due to new prevailing wage law, for the completion of work for the Land Application Program.

Original Contract Sum:	\$1,593,000.00
Total Change Orders to Date:	\$ 77,158.75
Amount of Current Change Order:	\$ 150,132.50
Updated Contract Sum:	\$1,820,291.25

Motion made by Trustee Robertson, second by Trustee Alston Sr., to approve the Change Order No. 2 from Stewart Spreading Inc., in the amount of \$150,132.50 for additional labor cost due to new prevailing wage law, for the completion of work for the Land Application Program.

Bids – Sodium Hypochlorite

Presentation by Director of Operations Streicher, of the following bids for a six-month contract to supply the District with Liquid Sodium Hypochlorite, for the period of April 1, 2024 through September 30, 2024. The bids were publicly opened and read in the order received on March 14, 2024 at 2:00 p.m.

<u>Name</u>	<u>Amount</u>
1. Rowell Chemical Corporation	\$1.670/gallon
2. Alexander Chemical Corporation	\$1.775/gallon
3. Olin Corporation	\$2.550/gallon

Motion made by Trustee Alston Sr., second by Trustee Robertson, that the bid for a six-month contract to supply the District with Liquid Sodium Hypochlorite, for the period of April 1, 2024 through September 30, 2024, be awarded to Rowell Chemical Corporation, the lowest responsible and responsive bidder, in the amount of \$1.670/gallon.

Bids – Sodium Bisulfite

Presentation by Director of Operations Streicher, of the following bids for a one-year contract to supply the District with Sodium Bisulfite for the period of April 1, 2024 through March 31, 2025. The bids were publicly opened and read in the order received on March 14, 2024 at 2:00 p.m.

<u>Name</u>	<u>Amount</u>
1. Alexander Chemical Corporation	\$1.842/gallon
2. PVS Chemical Solutions, Inc.	\$1.80/gallon

Motion made by Trustee Robertson, second by Trustee Alston Sr., that the bid for a one-year contract to supply the District with Sodium Bisulfite, for the period of April 1, 2024 through March 31, 2025, be awarded to PVS Chemical Solutions, Inc., the lowest responsible and responsive bidder, in the amount of \$1.80/gallon.

Bids – Ferric Chloride

Presentation by Director of Operations Streicher, of the following bids for a one-year contract to supply the District with Ferric Chloride, for the period of April 1, 2024 through March 31, 2025. The bids were publicly opened and read in the order received on March 14, 2024 at 2:00 pm.

<u>Name</u>	<u>Amount</u>
1. Kemira Water Solutions, Inc.	\$991/dry ton
2. PVS Technologies, Inc.	\$1100/dry ton

Motion made by Trustee Alston Sr., second by Trustee Robertson, that the bid for a one-year contract to supply the District with Ferric Chloride, for the period of April 1, 2024 to March 31, 2025, be awarded to Kemira Water Solutions, Inc., the lowest responsible and responsive bidder, in the amount of \$991/dry ton.

**NEW BUSINESS**

Five-Year Capital Plan

Presentation by Executive Director Hindel of a Five-Year Capital Improvements Plan.

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., to accept and approve the Five-Year Capital Improvements Plan. Motion unanimously carried.

Insurance Valuation Report Fiscal Year 2023

Finance Director Cash requested to table the presentation of the Insurance Valuation Report.

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., to table the Insurance Valuation Report for fiscal year 2023 until the April 17, 2024 Board Meeting. Motion unanimously carried.

**EXECUTIVE SESSION**

None.

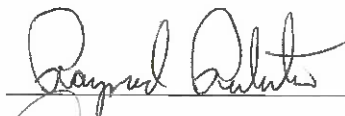
**ADJOURNMENT**

Trustee Alston Sr. made a motion, seconded by Trustee Robertson, that the meeting be adjourned. Meeting adjourned at 2:02 p.m.

  
CLERK

APPROVED:

  
PRESIDENT

  
TRUSTEE

  
TRUSTEE