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**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF THE THORN CREEK BASIN SANITARY DISTRICT  
HELD DECEMBER 21, 2022 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 December 21, 2022:

Francisco Perez, President  
Raymond C. Robertson, Vice President/Treasurer  
Frank V. Alston, Sr., Clerk (arrived approx. 1:20pm)

Also present were: Eric T. Stach, Attorney; and staff members: Jennifer Hindel, Executive Director; Lucas Streicher, Director of Operations; Heath Harwood, Operations Department Superintendent; Eric Lindsey, Network Administrator; Christa Rieger, Laboratory Director/Pretreatment Coordinator, Phil Luck, Maintenance Superintendent; Jeremy Stubbs, Technical Services Director; and Norma Cash, Finance Director.

**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 November 12, 2022, 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.

**DISBURSEMENTS**

Trustee Robertson made a motion, seconded by Trustee Perez, that the accounts be allowed and warrants drawn on the Treasurer for payment of the same. Checks issued were Check Nos. 59686 through 59765 and C10318 through C10320 in the amount of \$534,965.86 for the Corporate Fund expenses, in the amount of \$84,346.99 for the Capital Improvement Fund expenses, \$0.00 for the Facility Expansion Fund expenses, \$0.00 for the Holbrook Sewer Fund expenses, and \$21,602.79 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 \$100,000 upon need, as of December 21, 2022. Motion unanimously carried.

Trustee Robertson made a motion, seconded by Trustee Perez, that the Financial Report be accepted as of November 16, 2022. Motion unanimously carried.

## **REPORTS OF OFFICERS**

### **Legal Report**

Attorney Eric T. Stach reported:

- The legal report regarding pending, threatened or imminent litigation matters will be discussed in executive session.

### **Executive Director's Report**

Executive Director Hindel reported:

- The District intends to migrate to an electronic version of news articles. Instead of an annual hardcopy newsletter published and distributed to a more limited readership, the District will periodically publish articles directly on its website.
- Department heads will report to Trustees this month, instead of Director of Operations Streicher. The District periodically does this to allow the Trustees to hear directly from staff about their various accomplishments and initiatives. This outstanding team has experienced an excellent year, and directly contribute to the successful operation of the District.

### **Operations Report**

Operations Department Superintendent Heath Harwood reported:

- The department replaced the ammonia analyzer in order to provide continuous analysis of ammonia in the final flow, which helps evaluate biological system performance.
- The department acquired a new suspended solids and dissolved oxygen monitoring system, which will help staff better understand solids settleability, tertiary clarifier performance, and sand filter performance. It will also allow fine tuning of blower usage and reduce energy costs.
- The Operations and Maintenance Departments completed tank preventative maintenance at the main facility, which will significantly reduce unexpected tank outages due to equipment failure.
- The department is expanding the gate/valve exercise program. This program ensures that every valve is identified and exercised on a quarterly basis.
- The department is proactively responding to an anticipated winter anomaly. The activated sludge process is experiencing increased filament growth. Staff is treating the system with chlorine to reduce the growth with positive results.

Trustee Frank V. Alston Sr. joined the meeting at approximately 1:20pm.

### **Network Administrator's Report**

Network Administrator Eric Lindsey reported:

- The District's telephone system was replaced this year with a cloud-based telephone system. The transition went smoothly with very little downtime.
- The Operations department has been provided a new SCADA visual to indicate pump status. With the added visual displays, operators can see what pumps are available quickly rather than rely on problem logs or memory. This will increase operator efficiency and pump longevity.
- Updates have been made to the District website which runs on WordPress, a user-friendly interface for creating and editing webpages. Updates help with website security and backups. In the future, more articles will be added to the website.
- DPU3 has recently been plagued with power issues. Trouble shooting with the Maintenance Department is ongoing. The issue is isolated but it will take more time to find the problem.

### **Laboratory Report**

Laboratory Director/Pretreatment Coordinator Christa Rieger reported:

- The laboratory has had a good year and encountered very few issues regarding daily operations.
- Staff maintain at least a two-month supply of all chemicals to protect against supply chain issues and allow time for quoting on future purchases. Several instruments have been replaced, including a chlorine titrator and a nitrogen distillation unit. Whenever possible, older equipment is maintained in-house, to be used if necessary to avoid interruptions in analysis.
- The Department purchased a new, higher-resolution digital camera for the existing microscope. It is able to harness the full optical power of the microscope, which has greatly increased the ability to identify individual species that may cause activated sludge problems.
- The District pretreatment program is operating well. The District currently permits twenty industrial users. All permits were amended in 2022 to include the new chloride limits as established by the District pretreatment ordinance. A few industries will need to evaluate their operations and make adjustments to ensure compliance.

### **Maintenance Report**

Maintenance Superintendent Phil Luck reported:

- The Maintenance Department played an integral role in the Building 17 filter screen refurbishment project. Incoming flow from Homewood had to be stopped for extended periods, which required multiple employee confined-space entries at a depth of 20-30 feet to install a sewer plug into a 40-inch pipe feeding the filter screen. Stop logs were also installed.
- In July, the Homewood Excess Flow Facility lost power during operation. The backup generator came on, but power did not transfer from the Com Ed feed to the generator feed. Maintenance staff was quickly able to reestablish power from the generator feed to the facility.
- Department staff worked diligently to help reduce annex sludge force main struvite buildup. Staff inspected the related pumps and repeatedly took pressure readings at all force main air relief valves. The force main was repeatedly jetted, and a chemical agent introduced to the force main. As a result, the capacity of the system has increased from 70 gpm to 150 gpm.
- The department is working with the IT department and Director of Operations to install smoke detectors in District buildings, including hard wired power and connection to SCADA.

**Engineering Report**

Technical Services Director Jeremy Stubbs reported:

- One residential connection permit was issued for a total of \$0.00. 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 three payment to date, a total of \$378,690 of a budgeted \$350,000.
- Revenue for flow-based Charges for services is \$89,647 or 2.7% over budget. We have collected \$244,560 more than this time last year.
- Other Charges (which include suspended solids, TBODs, SO4s, septic haulers, and restaurant surcharges) are 28.2% over budget.
- Net Income from all sources is less than 13.5% over budget.
- The total District reserve is \$706,873 as compared to last month's reserve of \$646,149. Combined budgeted reserve is -\$692,600.

**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:**

▪ **2022 Electrical Upgrades Project**

**J. Stubbs**

Application for Payment No. 1 – Connelly Electric Co.

Presentation by Technical Services Director Stubbs of Application for Payment No. 1 from Connelly Electric Co., in the amount of \$13,500.00, for completion of work for the 2022 Electrical Upgrades Project.

Original Contract Sum:	\$ 849,000.00
Total Completed To Date:	\$ 15,000.00
Less Retainage:	\$ 1,500.00
Previous Payments:	\$ 0.00
Total Amount Due:	\$ 13,500.00

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, to approve Application for Payment 1, from Connelly Electric Co., in the amount of \$13,500.00 for completion of work for the 2022 Electrical Upgrades Project. Motion unanimously carried.

▪ **Sodium Bisulfite Tank Replacement Project**

**J. Stubbs**

Application for Payment No. 1 – Gaskill and Walton Construction Co.

Presentation by Technical Services Director Stubbs of Application for Payment No. 1, from Gaskill and Walton Construction Co., in the amount of \$22,500 for completion of work for the Sodium Bisulfite Tank Replacement Project.

Original Contract Sum:	\$ 148,000.00
Total Completed To Date:	\$ 25,000.00
Less Retainage:	\$ 2,500.00
Previous Payments:	\$ 0.00
Total Amount Due:	\$ 22,500.00

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., to approve Application for Payment No. 1, from Gaskill and Walton Construction Co., in the amount of \$22,500.00 for completion of work for the Sodium Bisulfite Tank Replacement Project. Motion unanimously carried.

Change Order Request No. 1 – Gaskill and Walton Construction Co.

Presentation by Technical Services Director Stubbs of Change Order No. 1 from Gaskill and Walton Construction Co., in the amount of \$3,379.48, for additional work relating to the Sodium Bisulfite Tank Replacement Project.

Original Contract Sum:	\$ 148,800.00
Total Change Orders To Date :	\$ 0.00
Amount of Current Change Order:	\$ 3,379.48
Updated Contract Sum:	\$ 152,179.48

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., to approve Change Order No. 1 from Gaskill and Walton Construction Co., in the amount of \$3,379.48, for additional work relating to the Sodium Bisulfite Tank Replacement Project. Motion unanimously carried.

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 May 16, 2022, and to consider erasing executive session tapes more than 18 months old.

Trustee Alston Sr. made a motion, seconded by Trustee Robertson, 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 16, 2022, 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 Robertson made a motion, seconded by Trustee Alston, Sr., to adjourn the executive session and to reconvene the regular meeting at 1:52 p.m. Motion unanimously carried.

Meeting reconvened at 1:52 p.m.

Trustee Robertson made a motion, seconded by Trustee Alston, to approve declassification of no executive minutes that no longer require the need for confidentiality and make part of the public record, and to erase executive session tapes dated December 16, 2020 through June 15, 2021. Motion unanimously carried.

ADJOURNMENT

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., that the meeting be adjourned. Motion unanimously carried. Meeting adjourned at 1:52 p.m.

Frank V. Alston Sr.  
CLERK

APPROVED:

[Signature] PRESIDENT

[Signature] TRUSTEE

Frank V. Alston Sr. TRUSTEE