
**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF THE THORN CREEK BASIN SANITARY DISTRICT
HELD JANUARY 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 regular meeting of the Board of Trustees of the Thorn Creek Basin Sanitary District, held January 18, 2023:

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

Also present were: Vlado Vranjes, Attorney; and staff members: Jennifer Hindel, Executive Director; Lucas Streicher, Director of Operations; Jeremy Stubbs, Technical Services Director; and Norma Cash, Finance Director.

GUESTS: Daniel Small, P.E. – Strand Associates, Inc.

MINUTES

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, approving the minutes of the regular meeting and executive session held on December 21, 2022, 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.

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. 59766 through 59840 and C10321 through C1032 in the amount of \$409,345.53 for the Corporate Fund expenses, in the amount of \$146,700.77 for the Capital Improvement Fund expenses, \$0.00 for the Facility Expansion Fund expenses, \$0.00 for the Holbrook Sewer Fund expenses, and \$9,348.98 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 \$300,000 upon need, as of January 18, 2023. Motion unanimously carried.

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, that the Financial Report be accepted as of December 21, 2022. Motion unanimously carried.

REPORTS OF OFFICERS

Legal Report

Attorney Vlado Vranjes:

- Attorney Vranjes had nothing to report.

Executive Director's Report

Executive Director Hindel reported:

- Executive Director Hindel provided a summary biosolids-related issues that have emerged over the last several years, including: aging of existing facilities; possible future PFAS-related biosolids regulations; incompatibility of existing biosolids system with required future wastewater-phosphorous removal facilities; and ongoing biosolids system issues related to impacts of industrial sulfate pollutant discharge.

Operations Report

Director of Operations Lucas Streicher reported:

- It has been another quiet month since our last meeting with 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:

- No connection permits, 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 \$446,559 of a budgeted \$350,000.
- Revenue for flow-based Charges for services is \$83,772 or 2.2% over budget. We have collected \$279,519 more than this time last year.
- Other Charges (which include suspended solids, TBODs, SO4s, septic haulers, and restaurant surcharges) are 28.4% over budget.
- Net Income from all sources is 13.2% over budget.
- The total District reserve is \$746,956 as compared to last month's reserve of \$706,873. Combined budgeted reserve is -\$692,600.

PURCHASE OF SERVICES AND EQUIPMENT NOT REQUIRED TO BE BID

Steger Road Lift Station Grinder Cutter Cartridge

Presentation by Director of Operations Streicher of the following quote for the purchase of a replacement grinder cutter cartridge for the Steger Road Lift Station facility from JWC Environmental, the sole source provider, in the amount of \$22,620.00.

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, to accept the quote for the purchase of a replacement grinder cutter cartridge for the Steger Road Lift Station facility from JWC Environmental, the sole source provider, in the amount of \$22,620.00.

REQUEST FOR AUTHORIZATION TO ADVERTISE FOR BIDS

Authorization to Advertise for Bids – 2023 Roofing Project

Request by Director of Operations Streicher for authorization to advertise for the 2023 Roofing Project.

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, to authorize the advertisement for bids for the 2023 Roofing Project. Motion unanimously carried.

Authorization to Advertise for Bids - Land Application of Biosolids

Request by Technical Services Director Stubbs for authorization to advertise for bids for the hauling and application of biosolids to farmlands, effective May 1, 2023 through April 30, 2025.

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, to authorize the advertisement for bids for the hauling and application of biosolids to farmlands, effective May 1, 2023 through April 30, 2025. Motion unanimously carried.

EMERGENCY PURCHASES

None.

UNFINISHED BUSINESS

ONGOING PROJECTS:

- **Sodium Bisulfite Tank Replacement Project**

J. Stubbs

Application for Payment No. 2 -- Gaskill and Walton Construction Co.

Presentation by Technical Services Director Stubbs of Application for Payment No. 2, from Gaskill and Walton Construction Co., in the amount of \$42,371.53 for completion of work for the Sodium Bisulfite Tank Replacement Project.

Original Contract Sum:	\$ 148,800.00
Total Change Orders To Date:	\$ 3,379.48
Updated Contract Sum	\$ 152,179.48
Total Completed to Date:	\$ 72,079.48
Less Retainage:	\$ 7,207.95
Previous Payments:	\$ 22,500.00
Total Amount Due:	\$ 42,371.53

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., to approve Application for Payment No. 2, from Gaskill and Walton Construction Co., in the amount of \$42,371.53 for completion of work for the Sodium Bisulfite Tank Replacement Project. Motion unanimously carried.

NEW BUSINESS

Executive Director's Compensation

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 2023.

Trustee Robertson made a motion, seconded by Trustee Alston Sr., 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 2023, and authorization of the Human Resources Department and Counsel to finalize details and implement the necessary and appropriate specifics for this to occur. On roll call vote, all Trustees present voted "Aye". The motion carried.

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 Plan

Presentation by Daniel Small, Strand Associates Inc., of the findings and recommendation for the Biosolids Plan.

RETURN TO THE REGULAR ORDER OF BUSINESS

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 2:03 p.m.

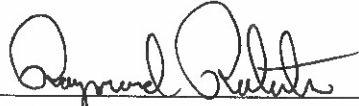


CLERK


APPROVED:



PRESIDENT



TRUSTEE



TRUSTEE