
**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF THE THORN CREEK BASIN SANITARY DISTRICT
HELD MARCH 15, 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 March 15, 2023:

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; 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 held on February 15, 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 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 59902 through 59969, and 10325 through 10326 were issued in the amount of \$342,023.57 for the Corporate Fund expenses, in the amount of \$131,538.25 for the Capital Improvement Fund expenses, and in the amount of \$16,634.53 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 March 15, 2023. Motion unanimously carried.

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., that the Financial Report be accepted as of February 28, 2023. Motion unanimously carried.

REPORTS OF OFFICERS

Legal Report

Attorney Eric Stach reported:

- The District must proceed with steps to create its board by June 2023, as required by the Local Government Efficiency Act.

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 also been no excess days, no bypasses, and no discharges from HEF. Overall, the plant has been functioning well.
- See below.

Engineering Report

Technical Services Director Jeremy Stubbs reported:

- Two connection permits were issued for a total of \$7,676.00. 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 five payment to date, a total of \$596,272 of a budgeted \$350,000.
- Revenue for flow-based Charges for services is 2.3% over budget.
- Other Charges (which includes suspended solids, TBODs, SO4 and Septic Haulers) are 26.4% or \$133,395 over the fiscal year-to-date budget.
- Net Income from all sources is 13.9% over fiscal year-to-date budget.
- The total District reserve is \$1,552,294 as compared to last month's reserve of \$1,337,480. Budgeted reserve is -\$1,016,500.
- See below.

PURCHASE OF SERVICES AND EQUIPMENT NOT REQUIRED TO BE BID

Annex Dewatering Pump

Presentation by Director of Operations Streicher of the following quote for the purchase of a Wemco replacement dewatering pump for the Annex facility from LAI, Ltd., the sole source provider, in the amount of \$17,881.00.

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, to accept the quote for the purchase of a Wemco replacement dewatering pump for the Annex facility from LAI, Ltd., the sole source provider, in the amount of \$17,881.00. Motion unanimously carried.

Building #4 Overhead Door

Presentation by Director of Operations Streicher of the following quotes for the replacement of the Building #4 overhead door.

<u>Name</u>	<u>Amount</u>
1. Midwest Dock Solutions	\$19,185.00
2. Preferred Window and Door	\$15,687.32
3. A Better Door and Dock	\$12,677.00

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, to accept the quote for the replacement of the Building #4 overhead door from A Better Door and Dock, the lowest responsible quote, in the amount of \$12,677.00. Motion unanimously carried.

REQUEST FOR AUTHORIZATION TO ADVERTISE FOR BIDS

None.

EMERGENCY PURCHASES

None.

UNFINISHED BUSINESS

ONGOING PROJECTS:

▪ **Sodium Bisulfite Tank Replacement Project**

J. Stubbs

Application for Payment No. 3 – Gaskill and Walton Construction Co.

Presentation by Technical Services Director Stubbs of Application for Payment No. 3, from Gaskill and Walton Construction Co., in the amount of \$72,090.00 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:	\$ 152,179.48
Less Retainage:	\$ 15,217.95
Previous Payments:	\$ 64,871.53
Total Amount Due:	\$ 72,090.00

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., to approve Application for Payment No. 3, from Gaskill and Walton Construction Co., in the amount of \$72,090.00 for completion of work for the Sodium Bisulfite Tank Replacement Project. Motion unanimously carried.

Change Order Request No. 2 – Gaskill and Walton Construction Co.

Presentation by Technical Services Director Stubbs of Change Order No. 2 from Gaskill and Walton Construction Co., in the amount of \$840.88, for additional work relating to the Sodium Bisulfite Tank Replacement Project.

Original Contract Sum:	\$ 148,800.00
Total Change Orders To Date :	\$ 3,379.48
Amount of Current Change Order:	\$ 840.88
Updated Contract Sum:	\$ 153,020.36

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., to approve Change Order No. 2 from Gaskill and Walton Construction Co., in the amount of \$840.88, for additional work relating to the Sodium Bisulfite Tank Replacement Project. Motion unanimously carried.

Application for Payment No. 4 (Final) -- Gaskill and Walton Construction Co.

Presentation by Technical Services Director Stubbs of Application for Payment No. 4 (Final), from Gaskill and Walton Construction Co., in the amount of \$16,058.83 for completion of work for the Sodium Bisulfite Tank Replacement Project.

Original Contract Sum:	\$ 148,800.00
Total Change Orders To Date:	\$ 4220.36
Updated Contract Sum:	\$ 153,020.36
Total Completed To Date:	\$ 153,020.36
Less Retainage:	\$ 0.00
Previous Payments:	\$ 136,961.53
Total Amount Due:	\$ 16,058.83

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, to approve Application for Payment No. 4 (Final), from Gaskill and Walton Construction Co., in the amount of \$16,058.83 for completion of work for the Sodium Bisulfite Tank Replacement Project. Motion unanimously carried.

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, 2023 through September 30, 2023. The bids were publicly opened and read in the order received on March 9, 2023 at 2:00 p.m.

<u>Name</u>	<u>Amount</u>
1. Rowell Chemical Corporation	\$2.250/gallon
2. Alexander Chemical Corporation	\$1.899/gallon
3. Olin Corporation	\$2.550/gallon

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., that the bid for a six-month contract to supply the District with Liquid Sodium Hypochlorite, for the period of April 1, 2023 through September 30, 2023, be awarded to Alexander Chemical Corporation, the lowest responsible and responsive bidder, in the amount of \$1.899/gallon. Motion unanimously carried.

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, 2023 through March 31, 2024. The bids were publicly opened and read in the order received on March 9, 2023 at 2:00 p.m.

<u>Name</u>	<u>Amount</u>
1. Alexander Chemical Corporation	\$1.94/gallon
2. PVS Chemical Solutions, Inc.	\$1.90/gallon

Trustee Robertson made a motion, seconded 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, 2023 through March 31, 2024, be awarded to PVS Chemical Solutions, Inc., the lowest responsible and responsive bidder, in the amount of \$1.90/gallon. Motion unanimously carried.

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, 2023 through March 31, 2024. The bids were publicly opened and read in the order received on March 9, 2023 at 2:00 pm.

<u>Name</u>	<u>Amount</u>
1. Kemira Water Solutions, Inc.	\$991/dry ton
2. PVS Technologies, Inc.	\$1111/dry ton

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, that the bid for a one-year contract to supply the District with Ferric Chloride, for the period of April 1, 2023 to March 31, 2024, be awarded to Kemira Water Solutions, Inc., the lowest responsible and responsive bidder, in the amount of \$991/dry ton. Motion unanimously carried.

Bids – Land Application Program

Presentation by Technical Services Director Stubbs of the following bids for the hauling and application of biosolids to farmlands, effective May 1, 2023 through April 30, 2025. The bids were publicly opened and read in the order received on February 9, 2023, at 2:00 p.m.

<u>Name</u>	<u>Amount</u>
1. Synagro Central, LLC	\$1,472,794.00
2. Stewart Spreading, Inc.	\$1,593,000.00

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., that the bids for the hauling and application of biosolids to farmlands, effective May 1, 2023 through April 30, 2025, be awarded to Stewart Spreading, Inc., the lowest responsive, responsible bidder, in the amount of \$1,593,000.00. On roll call vote, all Trustees present voted "Aye." The motion carried.

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.

Amendments to Purchasing Policies and Procedures

Executive Director Hindel presented amendments to the District Purchasing Policies and Procedures.

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., approving amendments made to the District Purchasing Policies and Procedures. Motion unanimously carried.

Insurance Valuation Report Fiscal Year 2022

Presentation by Finance Director Cash of the Insurance Valuation Report. The total replacement cost for fiscal year 2023 is \$195,777,463 compared to \$170,128,050 fiscal year. The net insured value is \$90,801,098 compared to last year's net insured value of \$77,833,254.

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., to accept the Insurance Valuation Report for fiscal year 2023. Motion unanimously carried.

EXECUTIVE SESSION

None.

ADJOURNMENT

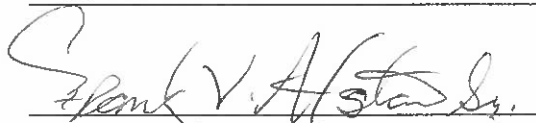
Trustee Alston Sr. made a motion, seconded by Trustee Robertson, that the meeting be adjourned. Meeting adjourned at 2:13 p.m.


CLERK

APPROVED:

 PRESIDENT

 TRUSTEE

 TRUSTEE