
**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF THE THORN CREEK BASIN SANITARY DISTRICT
HELD SEPTEMBER 20, 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 September 20, 2023:

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; Norma Cash, Finance Director; and Nora Rhein, Human Resource Coordinator.

GUESTS: Joe Lightcap, Baker Tilly US, LLP

MINUTES

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., approving the minutes of the regular meeting held on August 23, 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.

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:

Annual Comprehensive Financial Report - Fiscal Year 2023

Presentation by Joe Lightcap, Baker Tilly US, LLP, of the Annual Comprehensive Financial Report for the fiscal year ended April 30, 2023, as prepared by the District and audited by Baker Tilly US, LLP.

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, to accept the Comprehensive Annual Financial Report for the fiscal year ended April 30, 2023. Motion unanimously carried.

RETURN TO THE REGULAR ORDER OF BUSINESS

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. Check Numbers 60373 through 60450 and 10339 and 10340 were issued in the amount of \$347,196.98 for the Corporate Fund expenses, and in the amount of \$195,185.69 for the Capital Improvement Fund expenses, and in the amount of \$7,850 for the Treatment Plant Upgrade Fund expenses. Motion unanimously carried.

FINANCIAL REPORT

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., that the Financial Report be accepted as of August 31, 2023. Motion unanimously carried.

REPORTS OF OFFICERS

Legal Report

Attorney Erich Stach reported:

- Attorney Stach had nothing to report.

Executive Director's Report

Executive Director Hindel reported:

- Director Hindel provided an update on the Illinois EPA loan program. It appears that a new 30-year loan option will be made available.
- Director Hindel congratulated President Perez on 10 years of service to the District.

Operations Report

Director of Operations Lucas Streicher reported:

- All permit limits were met for both the plant and the Homewood Excess Flow Facility for the month of August. September thus far has had substantial rainfall which resulted in one HEF discharge and one small bypass. The full month of September will be reported on at next month's board meeting. The plant is functioning very well at this time.
- See below.

Engineering Report

Technical Services Director Jeremy Stubbs reported:

- No connection or extension permits were issued this month.
- The Illinois EPA Office of Energy and the Smart Energy Design Assistance Center are providing a free treatment plant energy assessment to identify energy efficiency improvements and funding opportunities.
- See below.

Finance Director's Report

Finance Director Norma Cash reported:

- The District is 33% through our Fiscal Year and total operating revenues are \$142,993 or 7.7% under budget.
- The Capital fund reserve shows a gain of \$503,205.
- 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

2022/23 Sodium Hypochlorite Supply Contract – One-Month Extension

Presentation by Lucas Streicher of a one-month extension to the existing 2022/23 Sodium Hypochlorite supply contract. The contract will be extended from September 30, 2023 to October 31, 2023, at the same unit price as the existing contract of \$1.899/gal.

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., to approve a one-month extension of the existing 2022/23 Sodium Hypochlorite supply contract, from September 30, 2023 to October 31, 2023, at the unit price of \$1.899/gal. Motion unanimously carried.

ONGOING PROJECTS

▪ **2022 Electrical Upgrades Project**

J. Stubbs

Application for Payment No. 2 – Connelly Electric Co.

Presentation by Technical Services Director Stubbs of Application for Payment No. 2 from Connelly Electric Co., in the amount of \$150,960.24, for completion of work for the 2022 Electrical Upgrades Project.

Original Contract Sum:	\$ 849,000.00
Total Completed To Date:	\$ 182,733.60
Less Retainage:	\$ 18,273.36
Previous Payments:	\$ 13,500.00
Total Amount Due:	\$ 150,960.24

Trustee Alston, Sr. made a motion, seconded by Trustee Robertson, to approve Application for Payment 2, from Connelly Electric Co., in the amount of \$150,960.24 for completion of work for the 2022 Electrical Upgrades Project. Motion unanimously carried.

NEW BUSINESS

Treasurer's Report – May 1, 2022 – April 30, 2023

Requested by Finance Director Cash of the Treasurer's Report covering the period May 1, 2022 through April 30, 2023.

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., to accept the Treasurer's Report and the Executive Director is authorized and directed to have notice of availability of the Treasurer's Report published in the Daily Southtown. Motion unanimously carried.

Competitive Bid Limits – Fiscal Year 2023/24

Presentation by Finance Director Cash of the revisions to the competitive bid limits for fiscal year 2023/24, based on the 2023 audited financial report.

The total net capital assets are \$27,368,445. The bid limits based on the audited financial report are as follows:

All purchases or sales in excess of 0.1% of the net capital assets, or \$27,400 for fiscal year 2023/24 shall be let by competitive bid upon 14 days public notice and publication.

The competitive bid process can be waived by 2/3 vote of the Board of Trustees in case of an emergency situation for procurements up to 0.4% of the net capital assets, but no less than \$40,000 or more than \$100,000. For fiscal year 2023/24, 0.4% of net capital assets is \$109,474. Therefore, the "emergency contract cap" for fiscal year 2023/24 is \$100,000.

Trustee Robertson, made a motion, seconded by Trustee Alston, Sr., to set the competitive bid limit in the amount of \$27,400 and emergency purchase limit of \$100,000 for fiscal year 2023/24. Motion unanimously carried.

EXECUTIVE SESSION

None.

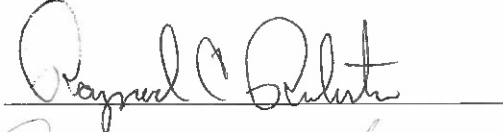
ADJOURNMENT

There being no further business, Trustee Roberston made a motion, seconded by Trustee Alston, Sr., that the meeting be adjourned. Meeting adjourned at 1:27 p.m.


CLERK

APPROVED:


PRESIDENT


TRUSTEE


TRUSTEE