
**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF THE THORN CREEK BASIN SANITARY DISTRICT
HELD NOVEMBER 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 November 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; Norma Cash, Finance Director; and Nora Rhein, Human Resource Coordinator.

GUESTS: None.

MINUTES

Trustee Robertson, made a motion, seconded by Trustee Alston Sr., approving the minutes of the regular meeting held on October 18, 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 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 60539 through 60616 and 10343 and 10344 were issued in the amount of \$543,700.84 for the Corporate Fund expenses, in the amount of \$299,635.92 for the Capital Improvement Fund expenses, and in the amount of \$0.00 for the Treatment Plant Upgrade Fund expenses. Motion unanimously carried.

FINANCIAL REPORT

Trustee Robertson made a motion, seconded by Trustee Alston Sr., approving the transfer of funds to the NOW account in the amount of \$300,000, upon need, as of November 15, 2023. Motion unanimously carried.

Trustee Alston Sr. made a motion, seconded by Trustee Robertson, that the Financial Report be accepted as of October 31, 2023. 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:

- The State of Illinois has passed a new law regarding minimum leave requirements for employees in the state. A review of impacts on the District, if any, will be provided next month.
- There will be a presentation at the next board meeting pertaining to phosphorous removal. As has been discussed over the last several years, Illinois EPA will require the District to remove phosphorous from its wastewater no later than 2035. Several studies have been completed so far which pertain to specific process improvements needed at District facilities in order to meet the new requirement.

Operations Report

Director of Operations Lucas Streicher reported:

- For the month of October, all permit limits for both the main plant and the Homewood Excess Flow facility were met and there were no excess days, HEF discharges or bypasses.
- Over all, the plant is functioning very well at this time.
- 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:

- Revenue from flow-based Charges for Services is remaining 3% under budget, \$82,559.
- Net income from all sources is 4 under the fiscal year-to-date (FYTD) budget, \$102,113.
- Grand total expenses are below the FYTD budget by \$639,627 or 21%. Contractual services are currently under budget based on the timing of payments for insurances and other contracts.
- The Reserve in the corporate fund is a budgeted deficit of \$566,400. Current actual reserve is an increase of \$254,214 as compared to \$183,303 last month.

PURCHASE OF SERVICES AND EQUIPMENT NOT REQUIRED TO BE BID

Secondary Lift Pump #1 Installation

Presentation by Director of Operations Streicher of the following quotes for the installation of the Secondary Lift Pump #1 at the main plant.

<u>Name</u>	<u>Amount</u>
Dahme Mechanical Industries, Inc.	\$24,888.00
Gaskill & Walton Construction Company	\$16,800.00
Calumet City Plumbing Company, Inc.	Did not Quote
M&J Underground Inc.	Did not Quote

Trustee Robertson, made a motion, seconded by Trustee Alston Sr., to accept the quote for the installation of the Secondary Lift Pump #1 at the main plant, from Gaskill & Walton Construction Company, the lowest responsible quote in the total amount of \$16,800.00. Motion unanimously carried.

REQUEST FOR AUTHORIZATION TO ADVERTISE FOR BIDS

None.

EMERGENCY PURCHASES

None.

UNFINISHED BUSINESS

Application for Payment No. 3 – Connelly Electric Co.

Presentation by Technical Services Director Stubbs of Application for Payment No. 3 from Connelly Electric Co., in the amount of \$42,831.00 for completion of work for the 2022 Electrical Upgrades Project. At this time Technical Services Director Stubbs requested to table the Application for Payment No. 3 from Connelly Electric Co. until the December 18, 2023 board meeting.

Original Contract Sum:	\$849,000.00
Total Change Orders to Date:	\$183,034.00
Updated Contract Sum:	\$1,032,034.00
Total Completed To Date:	\$230,323.60
Less Retainage:	\$23,032.36
Previous Payments:	\$164,460.24
Total Amount Due:	\$42,831.00

Trustee Alston Sr., made a motion, seconded by Trustee Robertson, to table the Application for Payment No. 3, from Connelly Electric Co., in the amount of \$42,831.00 until the December 18, 2023 board meeting. Motion unanimously carried.

Amendment No. 1— Task Order No. 22-05—Strand Associates, Inc.

Presentation by Technical Services Director Stubbs of Amendment No. 1 to Task Order No. 22-05 from Strand Associates, Inc., for additional construction engineering services for the 2022 Electrical Upgrades Project, on a time and material basis not to exceed \$37,250.

Trustee Robertson, made a motion, seconded by Trustee Alston Sr., to approve Amendment No. 1 to Task Order No. 22-05 from Strand Associates Inc., for additional construction engineering services for the 2022 Electrical Upgrades Project, on a time and material basis not to exceed \$37,250. Motion unanimously carried.

NEW BUSINESS

None.

EXECUTIVE SESSION

Executive Director Hindel requested an executive session to discuss pending, threatened or imminent litigation matters, personnel matters, matters regarding possible acquisition of property, collective bargaining matters.

Trustee Robertson made a motion, seconded by Trustee Alston, Sr., to enter into an executive session to discuss pending, threatened or imminent litigation matters, personnel matters, matters regarding possible acquisition of property, collective bargaining matters. On roll call vote, all Trustees present voted "Aye". 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 1:30 p.m.

Meeting reconvened at 1:30 p.m.

ADJOURNMENT

There being no further business, Trustee Robertson made a motion, seconded by Trustee Alston Sr., that the meeting be adjourned. Meeting adjourned at 1:31 p.m.

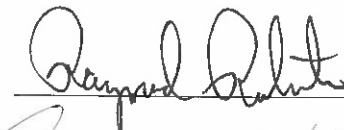


CLERK

APPROVED:



PRESIDENT



TRUSTEE



TRUSTEE