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**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF THE THORN CREEK BASIN SANITARY DISTRICT  
HELD OCTOBER 16, 2024 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 October 16, 2024:

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; and Nora Rhein, Human Resource Coordinator.

**GUESTS:** John Pena, TCBSD Resident  
Ray Wiley, TCBSD Resident

**RECESS OF REGULAR MEETING**

Trustee Alston Sr. made a motion, seconded by Trustee Robertson, that the meeting be recessed until completion of the Meeting of the Decennial Committee on Efficiencies, scheduled for 1:00 p.m.

**RECONVENING OF REGULAR MEETING**

Trustee Alston Sr. made a motion, seconded by Trustee Robertson, that the regular meeting be reconvened at 1:10 p.m. Motion unanimously carried.

**MINUTES**

Trustee Alston Sr. made a motion, seconded by Trustee Robertson, approving the minutes of the regular meeting held on September 18, 2024, as presented. Motion unanimously carried.

## Minutes of October 16, 2024

### **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 Perez, that the accounts be allowed and warrants drawn on the Treasurer for payment of the same. Check Numbers 61366 through 61458 and 10368, 10369 and 10370 were issued in the amount of \$611,619.06 for the Corporate Fund expenses, in the amount of \$632,601.86 for the Capital Improvement Fund expenses, and in the amount of \$57,840.00 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 from the NOW account in the amount of \$600,000, upon need, as of October 16, 2024. Motion unanimously carried.

Trustee Alston Sr. made a motion, seconded by Trustee Robertson, that the Financial Report be accepted as of October 16, 2024. Motion unanimously carried.

**REPORTS OF OFFICERS**

**Legal Report**

Attorney Eric T. Stach reported:

- Attorney Stach had nothing to report.

**Executive Director's Report**

Executive Director Hindel reported:

- Executive Director Hindel discussed a potential new Ordinance that she will be working with Attorney Stach to develop. The Ordinance purpose is to adopt codes that will define building requirements for District facilities.
- See below.

**Operations Report**

Director of Operations Lucas Streicher reported:

- The District had no bypass or excess days so far this month. October will be reported on fully at next month's board meeting.
- Overall, the plant is functioning very well at this time.
- See below.

**Engineering Report**

Technical Services Director Jeremy Stubbs reported:

- There were three commercial connection permits issued this month.
- See below.

**Finance Director's Report**

Finance Director Norma Cash reported:

- Director Cash reported total operating revenues are \$12,382 or 0.5 % under budget.
- Revenue from flow-based Charges for Services of \$66,576 or 2.6% under budget. We have collected \$39,027 more than this time last year. This category makes up 80% of the District's Budgeted Operating Revenues.
- See below.

**PURCHASE OF SERVICES AND EQUIPMENT NOT REQUIRED TO BE BID**

Excess Clarifier #1 Short Collector Gear Box

Presentation by Lucas Streicher of a quote for a replacement short collector gear box for Excess Clarifier #1 from Walker Process Equipment, the sole supplier, in the amount of \$16,750.

Trustee Alston Sr. made a motion, seconded by Trustee Robertson, to accept the quote for the replacement short collector gear box for Excess Clarifier #1, from Walker Process Equipment, in the amount of \$16,750. Motion unanimously carried.

**REQUEST FOR AUTHORIZATION TO ADVERTISE FOR BIDS**

Request by Director of Operations Streicher for authorization to advertise for the 2025 Roofing Project.

Trustee Robertson made a motion, seconded by Trustee Alston Sr., to authorize the advertisement for bids for the 2025 Roofing Project. Motion unanimously carried.

**EMERGENCY PURCHASES**

None.

**UNFINISHED BUISNESS**

**ONGOING PROJECTS:**

- **Excess Flow Clarifier No. 1 Structural Rehabilitation Project** **J. Stubbs**

Application for Payment No. 1 – Bully and Andrews Concrete Restoration, LLC

Presentation by Technical Services Director Stubbs of Application for Payment No. 1 from Bully and Andrews Concrete Restoration, LLC, in the amount of \$389,835.34, for completion of work for the Excess Flow Clarifier No. 1 Structural Rehabilitation Project.

Original Contract Sum:	\$422,153.00
Total Completed to Date:	\$410,353.00
Less Retainage:	\$ 20,517.66
Previous Payments:	\$ 0.00
<b>Total Amount Due:</b>	<b>\$389,835.34</b>

Trustee Alston Sr. made a motion, seconded by Trustee Robertson, to approve Application for Payment No. 1 from Bully and Andrews Concrete Restoration, LLC, in the amount of \$389,835.34, for completion of work for the Excess Flow Clarifier No. 1 Structural Rehabilitation Project. Motion unanimously carried.

**NEW BUSINESS**

Design Engineering Services Agreement – Black & Veatch Corporation

Presentation by Technical Services Director Stubbs of an agreement with Black & Veatch Corporation, for design engineering services for the Homewood Excess Flow Facility Pump Replacement Project in the lump sum amount of \$58,560.00.

Trustee Alston Sr. made a motion, seconded by Trustee Robertson, to accept the agreement with Black & Veatch Corporation, for design engineering services for the Homewood Excess Flow Facility Pump Replacement Project in the lump sum amount of \$58,560.00. Motion unanimously carried.

Renewal of the District's Insurance Policies

Presentation by Norma Cash of the proposal from Gallagher Insurance for the District's Insurance Policies, excluding Workers Compensation and Cyber Liability, for the year beginning November 15, 2024 for one year, which includes the second of a three-year Property/Crime/General Liability Policy at an annual cost of \$68,629, with no penalty cancellation, with adjustments as needed based on annual replacement cost trend factors.

Trustee Robertson made a motion, seconded by Trustee Alston Sr., that the proposal by Gallagher Insurance be accepted for the District's Insurance Policies, excluding Workers Compensation and Cyber Liability, for the year beginning, November 15, 2024 for one year, in the amount of \$92,325, which includes the second of a three-year Property/Crime/General Liability Policy ending November 14, 2026 at an annual cost of \$68,629.00 with no-penalty cancellation, with adjustments as needed based on annual replacement cost trend factors. Motion unanimously carried.

Presentation by Norma Cash of the proposal by Alliant Insurance Services, for a Workers Compensation Insurance Policy from November 15, 2024 through November 1, 2025, at a cost of \$60,245, and for a Cyber Liability Insurance Policy from November 15, 2024 through November 14, 2025 at a cost of \$3,285.

Trustee Robertson made a motion, seconded by Trustee Alston Sr., that the proposal by Alliant Insurance Services, for a Workers Compensation Insurance Policy from November 15, 2024 through November 1, 2025, at a cost of \$60,245, and for a Cyber Liability Insurance Policy from November 15, 2024 through November 14, 2025 at a cost of \$3,285. Motion unanimously carried.

**EXECUTIVE SESSION**

None.

