
**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF THE THORN CREEK BASIN SANITARY DISTRICT
HELD DECEMBER 18, 2024 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 December 18, 2024:

Francisco Perez, President
Raymond C. Robertson, Vice President/Treasurer

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: None.

MINUTES

Trustee Robertson made a motion, seconded by Trustee Perez, approving the minutes of the regular meeting held on November 20, 2024, 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 Perez, that the accounts be allowed and warrants drawn on the Treasurer for payment of the same. Check Numbers 61539 through 61596 and 10373 and 10374 were issued in the amount of \$369,511.39 for the Corporate Fund expenses, in the amount of \$110,051.70 for the Capital Improvement Fund expenses, and in the amount of \$164,200.00 for the Treatment Plant Upgrade Fund expenses. Motion unanimously carried.

FINANCIAL REPORT

Trustee Robertson made a motion, seconded by Trustee Perez, that the Financial Report be accepted as of November 30, 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 had nothing to report.
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Operations Report

Director of Operations Lucas Streicher reported:

- Director of Operations Streicher had nothing to report.

Engineering Report

Technical Services Director Jeremy Stubbs reported:

- There were no connection permits or extension permits issued this month.
- See below.

Finance Director's Report

Finance Director Norma Cash reported:

- Director Cash reported the Grand Total Expenses are below the FYTD budget by 25.7% or \$981,976.
- Revenue from flow-based Charges for Services is 2.1% under budget. The District has collected \$50,205 more than this time last year.

PURCHASE OF SERVICES AND EQUIPMENT NOT REQUIRED TO BE BID

None.

REQUEST FOR AUTHORIZATION TO ADVERTISE FOR BIDS

None.

EMERGENCY PURCHASES

None.

UNFINISHED BUSINESS

Extension of Master Service Agreement – Strand Associates Inc.

Presentation by Technical Services Director Stubbs of the 12/31/24 Renewal Agreement for Technical Services between Thorn Creek Basin Sanitary District and Strand Associates Inc., starting December 31, 2024 through December 31, 2027.

Trustee Robertson made a motion, seconded by Trustee Perez, to approve the 12/31/24 Renewal Agreement for Technical Services between Thorn Creek Basin Sanitary District and Strand Associates Inc., starting December 31, 2024 through December 31, 2027. Motion unanimously carried.

■ **2022 Electrical Upgrades Project**

J. Stubbs

Application for Payment No. 9 – Connelly Electric Co.

Presentation by Technical Services Director Stubbs of Application for Payment No. 9 from Connelly Electric Co., in the amount of \$56,819.70 for completion of work for the 2022 Electrical Upgrades Project.

Original Contract Sum:	\$ 849,000.00
Total Change Orders to Date:	\$ 211,275.11
Updated Contract Sum:	\$1,060,275.11
Total Completed to Date:	\$ 987,274.91
Less Retainage:	\$ 98,727.49
Previous Payments:	\$ 831,727.72
Total Amount Due:	\$ 56,819.70

Trustee Robertson made a motion, seconded by Trustee Perez, to approve Application for Payment No. 9, from Connelly Electric Co., in the amount of \$56,819.70 for completion of work for the 2022 Electrical Upgrades Project. Motion unanimously carried.

Minutes of December 18, 2024

■ Land Application of Biosolids

J. Stubbs

Extension of Biosolids Land Application Agreement – Stewart Spreading Inc.

Presentation by Technical Services Director Stubbs to extend the agreement with Stewart Spreading Inc. for land application of biosolids by one year, from April 30, 2025 to April 30, 2026, under the terms, rates, and conditions of the current agreement.

Trustee Robertson made a motion, seconded by Trustee Perez, to extend the agreement with Stewart Spreading Inc. for land application of biosolids by one year, from April 30, 2025 to April 30, 2026, under the terms, rates, and conditions of the current agreement. Motion unanimously carried.

NEW BUSINESS

None.

EXECUTIVE SESSION

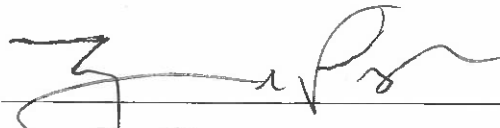
None.

ADJOURNMENT

There being no further business, motion made by Trustee Robertson seconded by Trustee Perez that the meeting be adjourned. Meeting adjourned at 1:14p.m.

CLERK

APPROVED:



PRESIDENT



TRUSTEE