

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE SALT CREEK SANITARY
DISTRICT HELD AT 201 S. ROUTE 83, VILLA PARK, IL ON SEPTEMBER 18, 2023.**

The Regular Meeting was called to order by Trustee Taglia at 6:02 p.m.: Present: Robert Taglia- President, Ann Marie Testa – Vice President, and Robert Wagner - Clerk. Also, present: Manager Jim Listwan, Business Administrator Ray Hoving and Engineer Mark Halm.

Public Participation:

933 W North Ave Unit D: Kathrani Pragna introduced herself as the owner of 933 W North Ave Unit D. Ms. Pragna stated that her account was being billed in error. She also stated that the agenda last month improperly referred to her address as 937 W North Ave. Business Administrator Hoving stated that this was a typographical error. Ms. Pragna used her allotted three minutes to state that she should not be charged for any late fees or any fees since there is no tenant in the property. Ms. Pragna showed a copy of a check that she stated was used to pay for her tenant's bill. Business Administrator Hoving said that the district has no record of that check being paid. He asked for Ms. Pragna to provide a bank statement showing the check cleared. She also stated that the board told her to leave at the end of her three minutes of public participation during the August meeting. The board members asked for further reason and documentation to prove why she should have her fees waived however Ms. Pragna provided the same information that she provided at the August meeting. She would like to have the matter resolved as quickly as possible. Ms. Pragna then left the meeting.

Minutes Approved: Trustee Wagner moved, seconded by Trustee Testa to approve the minutes as amended for the Regular Meeting on August 21, 2023. Ayes: Taglia, Wagner, Testa. Motion Carried.

Bill Listing: Review and discussion ensued. Trustee Testa moved, seconded by Trustee Wagner to approve the bill listing dated September 18, 2023 in the amount of \$450,650.22 and to pay when funds are available prior to their due date. Ayes: Taglia, Wagner, Testa. Motion Carried.

Water Shut Off List: Business Administrator Hoving presented a list of delinquent accounts dated September 18, 2023. The list represented a total amount due to the district of \$40,647.58. Trustee Wagner moved, seconded by Trustee Testa to approve the water shut off list dated September 18, 2023 as presented. Ayes: Taglia, Wagner, Testa. Motion Carried.

Reconciliation Report – August 2023: Business Administrator Hoving presented the August Reconciliation report for review and discussion. Trustee Wagner moved, seconded by Trustee Testa to approve the Reconciliation report for August 2023 as presented. Ayes: Taglia, Wagner, Testa. Motion Carried.

Corporate Fund Investment Recommendation: Business Administrator Hoving reported that there was a Treasury that was maturing on September 26 in the amount of \$313,000. Based on the current cash flows needed Mr. Hoving recommended re-investing the maturing treasury for a term not to exceed twelve months. Trustee Wagner made a motion; seconded by Trustee Testa to approve the re-investment of funds in a US Treasury not to exceed twelve months. Ayes: Taglia, Testa and Wagner. Motion carried.

FY 2022/2023 Audit: Business Administrator Hoving gave a brief presentation of the FY 2022/2023 audit highlighting some of the information in the report including the district's increase in net position as well as revenues and expenses for the previous year. Trustee Wagner asked if the auditor would be giving a presentation. Mr. Hoving stated that the trustees for the district have not requested the auditor to present their findings in the past. Trustee Testa agreed that it would be a good idea to have the auditors present to the board due to the complexity of the document. Mr. Hoving stated that he would invite Selden Fox to the October meeting.

FY 2023/2024 Budget Update: Business Administrator Hoving presented the year-to-date budget to board. Mr. Hoving stated that billable flow was up almost 4 million gallons versus the same time last year while expenses were largely in agreement with budgeted figures.

Manager's Report – August 2023: Manager Listwan presented his report for the month of August. Manager Listwan did not report any excursions from the permit for the month. Trustee Wagner moved, seconded by Trustee Testa to approve the Manager's Report for August 2023 and place it on file. Ayes: Taglia, Wagner, Testa. Motion Carried.

Resolution 2023-05: Manager Listwan presented resolution R-2023-05 – This resolution is needed to approve district staff to pay invoices via ACH. Trustee Wagner moved; seconded by Trustee Testa to approve Resolution R-2023-05 to allow staff to pay invoices via ACH. Ayes: Taglia, Testa and Wagner. Motion Carried.

Trustee Reports:

Trustee Wagner gave kudos to staff for the job posting that he came across for the Plant Superintendent position. He also stated that members of the Environmental Concerns Committee would be at the plant on the Saturday after Thanksgiving to help collect cooking oil. Mr. Wagner pointed out that he came across free training on the Veolia website and registered himself. Mr. Wagner noted that he sat with staff from High School District 88 at the chamber of commerce event where they discussed possible educational opportunities for the district. Trustee Wagner pointed out that Downers Grove Sanitary District was having an open house and that he planned on attending. Finally, Mr. Wagner said that he received free admission to WEFTEC from Hach and that he would like to attend this year's conference at McCormick Place.

Trustee Testa followed up on last months discussion regarding the district having a presence on social media. Trustee Testa thought that the district would be better off upgrading their website and making it more user friendly before attempting to reach residents via social media.

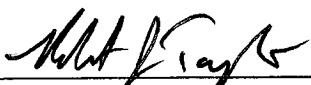
933 W North Ave Billing Adjustment: Discussion on the public participation and request for a billing adjustment by the property owner for 933 W North Avenue ensued. Staff originally recommended waiving the quarterly fees that have been assessed since 2019. However, on the day of the meeting it was found that usage was occurring at the property that the district did not bill for. Along with the other complaints from the property owner the board wished to table any action until next month. Trustee Testa made a motion to table the request for a billing adjustment; seconded by Trustee Wagner. Ayes: Taglia, Testa, Wagner. Motion to table carried.

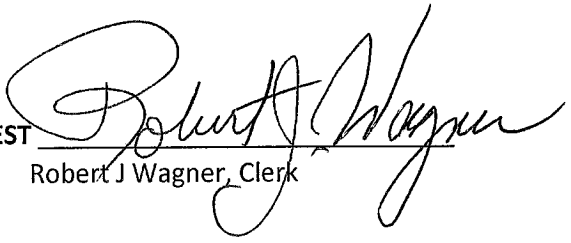
721 W Madison Billing Adjustment: Mr. Hoving presented his findings on last months request by the property owner at 721 E Madison to receive a billing adjustment to an issue with the sprinkler system at the property that was discovered prior to the closing. Mr. Hoving stated in his memo that he recommended not allowing the adjustment since the buyer of the property knew of the issue prior to the closing. The board agreed with the recommendation to deny the billing adjustment. Trustee Testa moved; seconded by Trustee Wagner to deny the request for a billing adjustment. Ayes: Taglia, Testa, Wagner. Motion carried.

Staffing: Business Administrator Hoving informed the trustees that the job description for the position of Executive Director was in the board packet for their review so that it can be discussed at the October meeting.

Meeting Adjourned

Trustee Testa moved, seconded by Trustee Wagner to adjourn the meeting at 7:27 p.m. Ayes: Taglia, Wagner, Testa. Motion Carried.

APPROVED 
Robert Taglia, President

ATTEST 
Robert J Wagner, Clerk

Prepared by: Ray Hoving, Business Administrator