

**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 FEBRUARY 21, 2022.**

**The Regular Meeting was called to order by Trustee Hensley at 6:00 p.m.:** Present: Raymond Hensley – President, Robert Taglia – Vice President and Mary Agrusa - Clerk. Also, present: Manager Jim Listwan, Business Administrator Ray Hoving, Attorney Robert Kay and Engineer Mark Halm.

**Public Participation:** No members of the public were present

**Minutes Approved:** Trustee Agrusa moved, seconded by Trustee Taglia to approve the minutes of the Regular Meeting of January 17, 2022. Ayes: Taglia and Agrusa. Motion carried.

**Bill Listing:** Review and discussion ensued. Trustee Taglia moved, seconded by Trustee Agrusa to approve the bill listing dated February 21, 2022 in the amount of \$147,098.84 and to pay when funds are available prior to their due date. Ayes: Hensley, Taglia and Agrusa. Motion carried.

**Water Shut Off List:** Business Administrator Hoving presented a list of delinquent accounts dated February 21, 2022. The list represented a total amount due to the district of \$31,946.90. Trustee Agrusa moved, seconded by Trustee Taglia to approve the water shut off list dated February 21, 2022 as presented. Ayes: Hensley, Taglia and Agrusa. Motion carried.

**Reconciliation Report – January 2022:** Business Administrator Hoving presented the January Reconciliation report for review and discussion. Trustee Agrusa moved, seconded by Trustee Taglia to approve the Reconciliation report for January 2022 as presented. Ayes: Hensley, Taglia and Agrusa. Motion carried.

**Investment Recommendations:**

**Corporate Fund** – Business Administrator Hoving recommended re-investing the CD maturing on March 10, 2022 in the amount of \$250,000 for a term not to exceed six months. Trustee Agrusa moved, seconded by Trustee Taglia to re-invest the \$250,000.00 for a period not to exceed six months. Ayes: Hensley, Taglia and Agrusa. Motion Carried.

**Debt Service Fund** – Business Administrator Hoving recommended re-investing the CD maturing on March 10, 2022 in the amount of \$250,000 for a period not to exceed six months. Trustee Taglia moved, seconded by Trustee Agrusa to re-invest the \$250,000 for a period not to exceed six months. Ayes: Hensley, Taglia and Agrusa. Motion Carried.

**Payment Service Network Fees (PSN):** Business Administrator Hoving presented statistics on the use of online payments through PSN. He stated the district currently absorbs the fees that PSN assesses (currently \$0.45) when a customer makes a payment through their online bank bill pay. However, the fee is assessed to customers when using PSN directly. The current fee assessed to the customer is \$1.10 if using their checking or savings account. The fee for a debit or credit card is 3% of the total transaction. Mr. Hoving also pointed out that the greatest amount of time in any given day for the billing coordinator is spent on the processing of paper checks. In an effort to encourage more use of PSN which in turn will create more efficiencies for the office staff Mr. Hoving recommended that the district absorb the fee for checking and savings account transactions currently paid by the customer. He stated that if the district absorbs the fee it will be reduced from \$1.10 to \$0.55. Mr. Hoving stated that approving change will have little effect on this years budget. In future years he is recommending increasing the budget line item for PSN from \$3,500.00 to \$10,000.00. Trustee Taglia moved, seconded by Trustee Agrusa to approve the change and to have the district absorb the fee assessed to customers for checking and savings account transactions. Ayes: Taglia and Agrusa. Motion carried.

**West Suburban Bank:** Business Administrator Hoving advised the board that West Suburban Bank informed the district that as of March 30, 2022 they will no longer accept payments for the district. Mr. Hoving stated that this was the banks decision and that the district's checking account will be closed shortly thereafter.

**Attorney's fees:** Attorney Robert Kay Presented to the board his fees for calendar year 2022. Mr. Kay stated that he is increasing his hourly fee by \$5.00 from \$245 to \$250 per hour. This rate is \$100 less than his standard rate. He further noted that the monthly fee (Retainer) for board meeting attendance will remain at \$400. This rate has not changed since 1996. Trustee Agrusa moved; seconded by Trustee Taglia to approve the attorney's rate increase for calendar year 2022. Ayes: Hensley, Taglia and Agrusa. Motion carried.

**Salt Creek Sanitary District North Parcel:** Attorney Kay stated he researched ownership of the sanitary district's property. The issue was brought forward during the February board meeting while discussing the approval of close out documents to be submitted to the Illinois Environmental Protection Agency for a leaking underground storage tank on the subject parcel. Mr. Kay said that it appears there was an Intergovernmental Agreement between the Village of Villa Park and the district dating back to the 1930's where the property was to be used for removing waste for the Village. The agreement did not deed the property to the district. Therefore, the ownership of the north parcel is technically the village's property. Mr. Kay said that he spoke with the lead title attorney at Chicago Title and there appears to be no title transfer on record. Discussion ensued and Trustee Taglia thought that this would be good to approach the village to have the property deeded to the district. Trustee Hensley inquired about any repercussions/issues arising from this. It was agreed that it would be in the best interest of the district to have the matter resolved. Attorney Kay suggested a letter to the village manager should be sent in order to get the process started. The board directed staff to compose a letter to the interim village manager.

**Manager's Report – January 2022:** Manager Listwan presented his report for the month of January. Trustee Agrusa moved, seconded by Trustee Taglia to approve the Manager's Report for January 2022 and place it on file. Ayes: Hensley, Taglia and Agrusa. Motion carried.

**Employee Benefits:** Manager Listwan presented a proposal to offer a stipend to employees whose spouse has reached Medicare age and will no longer be eligible for district insurance. Manager Listwan proposed a total of \$441 per month to cover the supplemental coverages to Medicare including Parts B, D, and G. Since the stipend would be considered taxable income he also included an additional sum to cover what would be taxed. Discussion ensued and the trustee's agreed that it would be a good idea to offer this additional benefit to the Medicare age spouse of employees. The new policy will need to be added to the employee manual and changes will be approved at a future meeting.

**Open Discussion:** Attorney Kay asked what steps the district takes for cybersecurity. Discussion ensued and Manager Listwan stated the recent steps that have been taken to address this including new back up hardware and additional firewall protection. Attorney Kay recommended having a security audit completed and presented to the board.

**FY 2022/2023 Board Meeting Dates:** Business Administrator Hoving presented a copy of the proposed meeting dates for the upcoming fiscal year. He stated that meetings are scheduled for the third Monday of every month with the exception of March which will be held on the second Monday in order to allow a 30-day comment period on the proposed FY 2023/2024 budget. Mr. Hoving requested the board review their schedules for the coming year to make sure there were no conflicts. A final list of meeting dates will be approved at a future meeting.

**Meeting Adjourned**

Trustee Taglia moved, seconded by Trustee Agrusa to adjourn the meeting at 7:15 p.m. Ayes: Hensley, Taglia and Agrusa. Motion carried.

APPROVED Raymond E. Hensley  
Raymond Hensley, President

ATTEST Mary Agrusa  
Mary Agrusa, Clerk

Prepared by: Ray Hoving, Business Administrator