

**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 NOVEMBER 21, 2022.**

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

Public Participation: Business Administrator Hoving read two email requests from customers looking to have late fees waived. The first request was from Elmhurst Park District 500 E Van Buren St., which stated that a number of their checks were mailed through the post office and subsequently stolen. They stated there was an active police investigation into the matter and requested to have their late fee of \$36.56 waived.

The second request was from McCaffrey Interests, Inc. (Ovaltine Apartments). Their representative emailed asking to have their late fee in the amount of \$693.52 waived due to issues with receiving mail.

Discussion ensued on the two requests. The board approved the request from Elmhurst Park District (Sugar Creek Golf Course) to waive the late fee of \$36.56 due to verifiable fraud having been committed. The request by McCaffrey was denied. The board reached the conclusion that although the USPS mail system has had many problems in the past few years of delivering mail on time the district offers an alternative means of receiving their bill via email.

Trustee Hensley moved to approve the waiver for Elmhurst Park District and deny the fee waiver for McCaffrey Interests; seconded by Trustee Agrusa. Ayes: Hensley, Taglia and Agrusa. Motion carried.

Minutes Approved: Trustee Agrusa moved, seconded by Trustee Taglia to approve the minutes of the Regular Meeting of October 17, 2022. Ayes: Hensley, Taglia & Agrusa. Motion carried.

Bill Listing: Business Administrator Hoving presented the bill listing for November 21, 2022. Review and discussion ensued. Trustee Agrusa moved, seconded by Trustee Taglia to approve the bill listing dated November 21, 2022 in the amount of \$155,540.18 and to pay when funds are available prior to their due date. Ayes: Hensley, Taglia & Agrusa. Motion carried.

Water Shut Off List: Business Administrator Hoving presented a list of delinquent accounts dated November 21, 2022. There was a total of 54 customers on the list for a total amount due to the district of \$8,899.54. Trustee Agrusa moved, seconded by Trustee Taglia to approve the water shut off list dated November 21, 2022 as presented. Ayes: Hensley, Taglia & Agrusa. Motion carried.

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

Health Insurance Renewal: Business Administrator Hoving presented the health insurance renewal options for 2023. The rates from Blue Cross/Blue Shield of Illinois are rising by approximately 7.61% for the upcoming year. The district's insurance broker GCG Financial Services performed a market analysis and found no other carriers competitive with Blue Cross/Blue Shield. Business Administrator Hoving recommended renewing the existing coverage with Blue Cross. Trustee Agrusa moved; seconded by Trustee Taglia to approve the insurance renewal for 2023 with Blue Cross/Blue Shield of Illinois. Ayes: Hensley, Taglia and Agrusa. Motion carried.

Attorney's Report: No Report

Engineer's Report: Engineer Mark Halm presented an addendum to the Engineering Services Agreement for completing the IEPA Loan application for projects identified in the 2021 facility plan. Trustee Taglia moved; seconded by Trustee Agrusa to approve the addendum to the Engineering Services Agreement between the district and Fehr Graham in the amount of \$23,500.00. Ayes: Hensley, Taglia and Agrusa. Motion carried.

Streambank Stabilization Update: Mr. Pat Kelsey of Fehr Graham provided the board with an update on the streambank stabilization project. He stated that Fehr Graham has completed their report which provides alternative methods for stabilizing the banks of Salt Creek. He stated this project is necessary so that the district does not have the haul road on the east of the property lost due to severe undercutting which has occurred over time due to high water flow through the creek. The report also included cost comparisons of the different methods as well as funding options. Following the presentation discussion ensued on the critical nature of the project as well as the next steps that need to be taken in order to complete the project. Mr. Kelsey stated that the next steps are to meet with other units of government including DuPage County and the Village of Villa Park.

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

Plant Insurance Renewal: Manager Listwan presented the proposal for calendar year 2023 plant insurance renewal prepared by Corkill Insurance. Mr. Listwan stated that there was a modest increase in cost this year for the coverage of the plant. Manager Listwan recommended renewing the plant insurance and workers compensation coverage and requested approval to accept the proposal on behalf of the district once it has been finalized. Trustee Agrusa moved; seconded by Trustee Taglia to authorize Manager Listwan to accept and sign the plant insurance proposal upon receipt. Ayes: Hensley, Taglia and Agrusa. Motion carried.

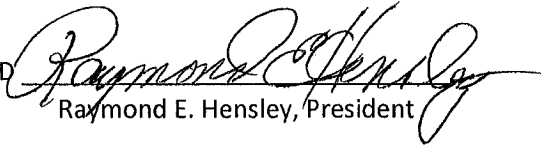
Succession Planning: Manager Listwan stated that it was his intention to retire in the first half of 2024 after over 30 years at the district. He stated that the district will need to start the process for succession planning. He stated that one option to consider would be to move the administrative duties that he currently handles including plant insurance and workers compensation insurance to the business office and hire a plant superintendent that will be responsible for the operations and maintenance of the plant. Discussion ensued and consensus was the first step was to create a job description that can be used for the Manager's position moving forward. Mr. Hoving stated that due to the timing of the manager's retirement and the need to have his replacement fully trained prior to his departure that the process and any additional budgetary funding will need to move along rather quickly as the start of next year's budget process has already begun.

360 S. Michigan Ave:

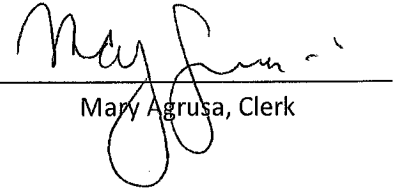
Mr. Hoving stated that at the October 17, 2022 board meeting the resident at 360 S Michigan, Mr. Turcotte, addressed the board regarding the high usage on his account over Labor Day weekend. Due to the circumstances presented the board agreed that the usage should be deducted from the resident's next bill. Attorney Bob Kay stated that the approval should be placed on the agenda in November for formal approval. Trustee Agrusa moved; seconded by Trustee Taglia to formally approve the usage from Mr. Turcotte's December bill. Ayes: Hensley, Taglia and Agrusa. Motion carried.

Meeting Adjourned: Trustee Hensley moved, seconded by Trustee Agrusa to adjourn the meeting at 7:25 p.m. Ayes: Hensley, Taglia & Agrusa. Motion carried.

APPROVED


Raymond E. Hensley, President

ATTEST


Mary Agrusa, Clerk

Prepared by: Ray Hoving, Business Administrator