

**MINUTES OF THE BUDGET WORKSHOP MEETING OF THE BOARD OF TRUSTEES OF THE SALT CREEK  
SANITARY DISTRICT HELD AT 201 S. ROUTE 83, VILLA PARK, IL ON FEBRUARY 19, 2024.**

**The meeting was called to order by President Taglia at 5:03 PM.** Present: Trustees: Robert Taglia - President, Ann Marie Testa – Vice President and Robert Wagner – Clerk. Also present: Manager Jim Listwan Business Administrator Ray Hoving and Superintendent Steve Moore.

**Public Participation:** No one from the public was present.

Business Administrator Hoving began the meeting by thanking the Trustees for their attendance. Mr. Hoving discussed the mission of the district which is to ensure public health, be stewards of the environment, be fiscally responsible, customer friendly and a community partner. He then discussed the immediate, near term and long term needs and goals of the district. Trustee Wagner had suggestions for the future of the district which included becoming better integrated with Villa Park and focus on public education and outreach.

**2023– 2024 Budget Update:**

Business Administrator Hoving updated the board on the progress of the current fiscal year budget. Mr. Hoving stated that current projections show approximately 10 million gallons more of billable flow than was budgeted for which translates to approximately \$70,000 in additional revenue. In addition to increased revenues from the user charge, the district expects revenue from penalty charges, replacement tax, and interest income to be higher than the budget by approximately \$73,000. All total revenues are projected to be approximately \$4,007,200.

The total budgeted expenses for FY 2023/2024 were budgeted at \$4,497,367 and current estimates show the district will expend approximately \$4,359,000. Projections show that administrative expenses will be lower by \$29,000, operations expenses will be lower by \$199,500, maintenance expenses will be lower by \$24,700 and laboratory expenses will be lower by \$6,900. Transfers from the corporate fund to the replacement, improvement and debt service funds are projected to be \$122,000 higher than the budgeted amount.

**2024 – 2025 Proposed Budget**

A draft of Revenue and Expenses for Fiscal Year 2024 – 2025 were presented to the board. Business Administrator Hoving explained line item by line item the proposed budget. As the presentation proceeded the trustees asked questions regarding various line items and what was included in those accounts.

**Revenues:** Revenue will increase by \$223,500 over the previous fiscal year to a total of \$4,087,000 due to increases to the user fee. It is expected that replacement tax income and interest income will be modestly lower than FY 2023/2024.

**Expenses:** Mr. Hoving stated that overall expenses are projected to be approximately \$211,000 lower than last years budget. Administration, operations, maintenance and lab expenses are expected to increase by approximately \$439,000 across all departments with the largest increase (\$328,000) coming from operations due to an increase in engineering fees as the phase 7 design engineering is completed. The admin, maintenance and lab department costs are projected to

higher than last year due to higher costs associated with wages and benefits as the district looks to become fully staffed.

Improvement, Replacement & Debt Service Fund: According to Mr. Hoving the majority of the FY 24/25 improvement fund and replacement fund appropriation will once again be for emergency repairs and contingencies. \$1.31 million is to be appropriated for the repayment of the IEPA loans for phases 3, 4 & 5.

**Wages & Fringe Benefits:** Business Administrator Hoving presented the FY 2024 – 2025 wage recommendations to the board. Discussion ensued. Mr. Hoving then presented a wage survey that was conducted by the Illinois Association of Wastewater Agencies to highlight how Salt Creeks wages compare to their peers at similar agencies. Trustee Taglia remarked that the wages would be approved as part of the regular budget approval process at the March meeting.

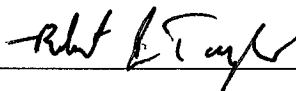
**General Manager Appointment:** Business Administrator Hoving and Manager Listwan asked that the board move forward with the permanent appointment of the general manager position or give staff guidance on how they would like to proceed. Staff stated that for budgeting and staffing purposes it would be beneficial to have this completed prior to the budget being adopted. Trustee Wagner said that he thought the district had already approved the hiring of Mr. Hoving as the GM. Mr. Listwan replied that he was named interim gm which needed to be clarified. Trustee Testa made a motion; seconded by Trustee Wagner to appoint Business Administrator Hoving the General Manager effective upon the retirement of Manager Listwan in May. Ayes: Taglia, Testa and Wagner. Motion carried.

**FY 2024/2025 Board of Trustees Meeting Dates:** Mr. Hoving presented a proposed list of meeting dates for the next fiscal year. He asked that the trustees review the dates to ensure that there were not any conflicts or changes that needed to be made. He stated that the dates could be formally approved at the March meeting.

**FY 2024/2025 District Holidays:** Business Administrator Hoving noted that other agencies and municipalities formally approve federal and/or state holidays which result in office closures. Mr. Hoving presented the list of holidays that are included in the employee manual. The list includes eight days where the district is officially closed. Mr. Hoving asked that the list be formally approved at the March meeting.

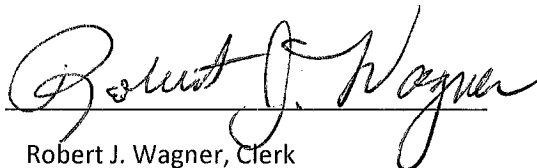
Meeting Adjourned: Trustee Wagner moved, seconded by Trustee Testa to adjourn the meeting at 7:01 p.m. Ayes: Taglia, Testa and Wagner. Motion carried.

APPROVED



Robert Taglia, President

ATTEST



Robert J. Wagner, Clerk