

**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 JANUARY 15, 2024.**

The Regular Meeting was called to order by Trustee Taglia at 6:01 p.m.: Present: Robert Taglia- President, Ann Marie Testa – Vice President, and Robert Wagner - Clerk. Also, present: Manager Jim Listwan, Business Administrator Ray Hoving, Engineer Mark Halm and Attorney Bob Kay joined Via Video Conference

Public Participation: Business Administrator Hoving read an email from the property manager for the Division Falls apartments. The letter stated that they never received their bills via the post office and therefore were late paying and incurred late fees totaling \$318.49. Trustee Taglia stated that he did not believe forgiveness is justified in this case. Trustee's Wagner and Testa argued it is justified due to issues with post office. They also stated that since they have not had late fees in the past they were willing to allow the forgiveness. Trustee Wagner made a motion to approve the one-time forgiveness of late fees in the amount of \$318.49; seconded by Trustee Testa. Ayes: Taglia, Testa and Wagner. Motion carried.

Minutes Approved: Trustee Wagner moved, seconded by Trustee Testa to approve the minutes as amended to include dollar amounts for employee recognition for the Regular Meeting on December 18, 2023. Ayes: Taglia, Wagner, Testa. Motion Carried.

Bill Listing: Review and discussion ensued. Trustee Wagner moved, seconded by Trustee Testa to approve the bill listing dated January 15, 2024 in the amount of \$233,996.19 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 January 15, 2024. The list represented a total amount due to the district of \$26,110.04. Trustee Wagner moved, seconded by Trustee Testa to approve the water shut off list dated January 15, 2024 as presented. Ayes: Taglia, Wagner, Testa. Motion Carried.

Water Shut Off Procedures: Business Administrator Hoving presented the intergovernmental agreement between the district and the Village of Villa Park that details the requirements for the district to shut off water for non-payment of sanitary district bills. Mr. Hoving stated that the billing office currently sends out additional notifications to residents that are not required per the agreement. Discussion ensued on what is actually required by the agreement and as to the merits of the additional letter being sent. The board members agreed that the additional letters are not required per the agreement and would allow staff to discontinue sending the additional letters.

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

FY 2023/2024 Audit Engagement Letter: Business Administrator Hoving presented the FY 2023/2024 Audit Engagement Letter from Selden Fox. Mr. Hoving stated that this was the third and final year of the agreement signed with Selden Fox in 2021. Trustee Wagner made a motion; seconded by Trustee Testa to approve the signing of the audit engagement letter. Ayes: Taglia, Testa & Wagner. Motion carried.

Engineer's Report:

Phase 6 Authorization to Bid: Engineer Mark Halm stated the district received the letter of commitment for funding the phase 6 UV and belt filter press project from the Illinois Environmental Protection Agency. With the Letter of commitment in hand Mr. Halm requested authorization to bid the project. Mr. Halm stated that the project would be advertised this week and the bid opening would be in early March. Trustee

Wagner made a motion; seconded by Trustee Testa to authorize the project to be bid. Ayes: Taglia, Testa and Wagner. Motion carried.

Solar Project Feasibility and Community Development Grant Proposal Contract: Mr. Halm, at the request of Trustee Wagner, presented a contract in the amount of \$18,250 for engineering services to explore the feasibility of developing a solar field on the district property. The contract also includes services to prepare a proposal for community development funding from U.S. Representative Casten's office. Trustee Wagner made a motion; seconded by Trustee Testa to approve the contract with Fehr Graham for engineering services. Ayes: Taglia, Testa and Wagner. Motion carried.

Manager's Report – December 2023: Manager Listwan presented his report for the month of December. 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 December 2023 and place it on file. Ayes: Taglia, Wagner, Testa. Motion Carried.

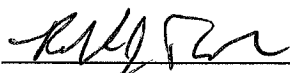
Electricity and Natural Gas Contracts: Manager Listwan and Administrator Hoving discussed the current contract for natural gas and the pricing they are receiving from energy providers for fixed price and term contracts. The price on the most recent natural gas bill was approximately \$0.38/therm and the pricing being offered for future contracts is in the range of \$0.41 to \$0.45/ therm. Mr. Hoving reiterated that the volatility in the energy market has made it difficult to plan and noted how district spent nearly \$50k during calendar year 2022. Mr. Listwan and Mr. Hoving stated that they would continue to solicit proposals from natural gas suppliers and would like to move forward in the next month or two to secure a fixed price contract.

Trustee Reports: Trustee Wagner stated that the Fullersburg dam was removed. He also said that the River Prairie group was presenting a program about the restoration of Salt Creek on January 24 in Glen Ellyn. Trustee Wagner asked staff if they had heard from Lawrence Poggi regarding his wastewater bill. Mr. Hoving stated that he spoke with Mr. Poggi on the phone and provided him with some options about how to move forward. Trustee Wagner asked if the district had a formal emergency plan in place. Manager Listwan responded about the procedures in case of emergency. Trustee Wagner stated that he looked back at previous years meeting minutes regarding the dollar amount of employee recognition and noted that there is not a formal plan in place and wondered how the district pays for the employee recognition. Mr. Listwan replied that the district has a very small staff of dedicated employees and that staff regularly work weekends to ensure the plant operates efficiently. Mr. Listwan stated that he has worked Sunday's since the retirement of the chief operator in October of 2023 and other staff have taken on additional duties while the district seeks to find a new chief operator. Trustee Wagner further stated that he would like to see a formal recognition policy implemented.

Meeting Adjourned

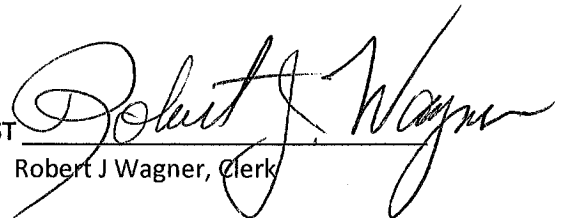
Trustee Wagner moved, seconded by Trustee Testa to adjourn the meeting at 6:58 p.m. Ayes: Taglia, Wagner, Testa. Motion Carried.

APPROVED



Robert Taglia, President

ATTEST



Robert J Wagner, Clerk

Prepared by: Ray Hoving, Business Administrator