

**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 20, 2023.**

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

Public Participation: Alla Jalad a Representative for Ahlul Bait Cultural Center located at 721 E Madison St. requested to have a portion of their July 10, 2023 bill forgiven due to an existing problem with their lawn irrigation system. The problem was known prior to the property being sold in April of 2023. The representatives previously requested forgiveness of the bill however the board had denied the request due to a lack of verifiable information to prove the water used was in fact due to a leaky sprinkler. The representatives provided invoices from sprinkler repairs and meter data to show that it was in fact due to a sprinkler issue and the water did enter a storm drain. The representatives requested forgiveness that would equal their normal quarterly bill. Business Administrator Hoving stated that the average was approximately 20,000 gallons per quarter. Trustee Wagner asked if the system was fixed. Mr. Jalad stated that it was not however the system has been shut down and they are not irrigating the property. Trustee Taglia stated that forgiving approximately 80,000 of the 104,000 gallons used seemed reasonable since the water went to storm drains. Motion to approve the forgiveness and bill for normal usage was made by Trustee Wagner; seconded by Trustee Testa. Ayes: Taglia, Testa and Wagner. Motion carried.

933 W North Ave Unit D Fee waiver request: The owner of 933 W North Ave Unit D, Pragna Kathrani, spoke to the board regarding her property that has liens due to unpaid bills. The total amount due to the district is \$5,122.85. The past due bills are from April-2013 to September-2023. This was the third meeting she has attended and would like an answer so that she could sell her house. Ms. Kathrani stated that she should not have to pay the bills since they were not in her name. She also stated that she could not understand why she was being late charged after the account was closed. She claimed that the meter readings and the bills sent by the district were not accurate and did not match the meter reads from Illinois American Water. The board members, staff and attorney Kay explained to Ms. Kathrani that by state statute and district ordinances the district can lien the property when a tenant does not pay. They also explained that by ordinance the district can apply a late fee of 1% on the balance due of liened accounts. Ms. Kathrani refused to accept the explanations provided by the district trustees, staff and their attorney and continued to ask why she was responsible for the bills. Trustee Taglia related to Ms. Kathrani as a past-owner of a rental property that is not easy to accept the fact that the owners are ultimately responsible for their tenant's unpaid sanitary bill. He also stated that nothing else could be done to help her in the matter. After more than 30 minutes of discussion with Ms. Kathrani and having received no information to support her claim that she is not responsible for her tenants bills and the associated lien and late fees Trustee Wagner made a motion to close discussion on the matter; seconded by Trustee Testa. Ayes: Taglia, Testa and Wagner. Motion carried.

Trustee Wagner then made a motion instructing staff and the attorney to send a letter to Ms. Kathrani and the title company, Old Republic National Title, requesting payment in full for the past due amount of \$5,122.85; The motion was seconded by Trustee Testa. Ayes: Taglia, Testa and Wagner. Motion carried.

Minutes Approved: Trustee Wagner moved, seconded by Trustee Testa to approve the minutes for the Regular Meeting on October 16, 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 November 20, 2023 in the amount of \$228,849.40 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 November 20, 2023. The list represented a total amount due to the district of \$7,575.81. Trustee Wagner moved, seconded by Trustee Testa to approve the water shut off list dated November 20, 2023 as presented. Ayes: Taglia, Wagner, Testa. Motion Carried.

Reconciliation Report – October 2023: Business Administrator Hoving presented the October Reconciliation report for review and discussion. Trustee Testa moved, seconded by Trustee Wagner to approve the Reconciliation report for October 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 November 30, 2023 in the amount of \$620,000. Based on the current cash flows needed Mr. Hoving recommended transferring \$200,000 of the maturing treasury to the debt service fund and 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 transfer of \$200,000 to the debt service fund and re-investment of the remaining funds in a US Treasury not to exceed twelve months. Ayes: Taglia, Testa and Wagner. Motion carried.

Debt Service Fund Investment Recommendation: Business Administrator Hoving reported that there was a Treasury that was maturing on November 30, 2023 in the amount of \$261,000. 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.

Employee Health Insurance Renewal: Business Administrator Hoving stated that he had received the renewal for employee health insurance through Blue Cross/Blue Shield of Illinois and a market analysis was completed by the district's insurance broker, Alera Group. He noted that there was a 5.75% increase in premiums over the previous year on the current plan. The market analysis showed that the other carriers were not competitive with Blue Cross/Blue Shield. Mr. Hoving stated that based on the pricing received on the renewal as well as the past history of coverage provided to district employees that staff was recommending renewing the health insurance coverage for 2024 with Blue Cross/Blue Shield of Illinois for price of approximately \$150,000. A motion was made by Trustee Wagner to approve the health insurance renewal for 2024 through Blue Cross/Blue Shield; seconded by Trustee Testa. Ayes: Taglia, Testa and Wagner. Motion carried.

6 Month YTD Budget Report: Business Administrator Hoving provided a brief update on the budget year-to-date. He stated that billable flow was up almost 8 million gallons over the previous year and revenues that are tied to it are up accordingly. At the 6-month point in the fiscal year revenues are approximately 53% of the budgeted total. Administrative expenses were at 41% of budget. Operations expenses are approximately 33% with maintenance coming in at 44.5% and laboratory expenses at 41.6% of budget.

Engineer's Report: Engineer Mark Halm provided an update on the Phase 6 and Phase 7 projects. Mr. Halm stated that the Illinois Environmental Protection Agency (IEPA) would be releasing bypass funding after January 1, 2024. Mr. Halm recommended advertising for bids for the phase 6 UV and Belt Press project with a bid opening possibly occurring in February. Mr. Halm went on to say that the phase 7 project is moving along and that structural engineering has begun for the project.

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

2024 Workers Compensation Insurance Renewal: Manager Listwan presented the proposal from Assured Partners for Workers Compensation Insurance provided by Illinois Public Risk Fund for calendar year 2024. Mr. Listwan stated that calendar year 2023 premium was \$37,408. And the premium for 2024 will be \$33,814. This represents a decrease of approximately 10% Trustee Wagner moved; seconded by Trustee Testa to approve the renewal of the Workers Compensation Insurance through IPRF for 2024 at a 10% decrease. Ayes: Taglia, Testa and Wagner. Motion Carried.

Trustee Reports: Trustee Wagner stated that he attended Illinois Water Environment meeting held at Downers Grove Sanitary District. He reported there was a lot of great information including: There is a crisis occurring with wastewater operator certifications. Surveillance done on Wastewater can detect the presence and strength of pathogens such as Covid and opioids such as fentanyl. He also participated in the open house tour at the district and talked about how their combined heat and power process. Trustee Wagner also reported attending a water academy where he learned that PFAS can be found in groundwater and even in humans. Mr. Wagner asked if we could thank long-time staff especially when they retire. He noted that the most recent retiree did not want any recognition but thought maybe sending a card would be a nice gesture. Trustee Wagner requested Fehr Graham to develop a proposal for a possible future community funding project to place canopies over the sludge drying beds and install solar panels atop the canopies to reduce the electricity costs at the district. Finally, Trustee Wagner stated that he would be at the district on the Saturday after thanksgiving collecting used cooking oil.

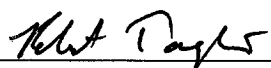
Appointment of Interim General Manager: Manager Listwan stated that with his upcoming retirement it would be a good idea to at a minimum appoint Ray Hoving to the position of Interim General Manager. He said that over the next couple of months he would be transitioning a number of his roles over to Ray and it would be good to have this done prior to his actual retirement. Some of the responsibilities include the bank, utility and insurance account administrator roles. Trustee Wagner asked what the roles of the General Manager would be and Mr. Hoving stated they were in the board packet from a previous meeting. Attorney Bob Kay stated that the policy manual would probably need to be modified to reflect the new structure. Trustee Wagner made a motion to appoint Business Administrator Hoving to the role of Interim General Manager; seconded by Trustee Testa. Ayes: Taglia, Testa and Wagner Motion carried.

Plant Superintendent Hire: Business Administrator Hoving and Manager Listwan stated that they had completed a second round of interviews for the position of Plant Superintendent and presented a job offer to a candidate subject to board approval. They stated that the recommended candidate is a class 1 wastewater operator and has over 30 years of experience in the industry. He is currently the Maintenance Superintendent at Fox River Water Reclamation District. Discussion ensued and staff recommended the hiring of Mr. Steve Moore as Plant Superintendent. Trustee Wagner made a motion; seconded by Trustee Testa to approve the recommendation to hire Mr. Steve Moore as Plant Superintendent. Ayes: Taglia, Testa and Wagner. Motion carried.

Meeting Adjourned

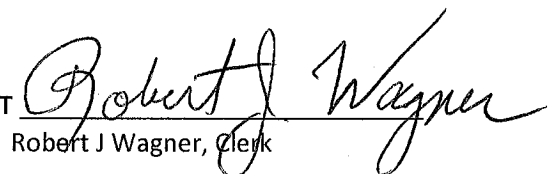
Trustee Wagner moved, seconded by Trustee Testa to adjourn the meeting at 8:00 p.m. Ayes: Taglia, Wagner, Testa. Motion Carried.

APPROVED



Robert Taglia, President

ATTEST



Robert J Wagner, Clerk

Prepared by: Ray Hoving, Business Administrator