

**WHEATON SANITARY DISTRICT
REGULAR SESSION
February 8, 2023
M I N U T E S**

1. CALL TO ORDER AND ROLL CALL

The Regular Meeting of the Board of Trustees of Wheaton Sanitary District convened on Wednesday, February 8, 2023, 9:04 am in the Administration Building Conference Room of Wheaton Sanitary District located at 1S649 Shaffner Road, Wheaton, Illinois 60189.

Upon roll call, the following were present:

DISTRICT TRUSTEES:

Sarah L. Czaplicki
Henry S. Stillwell
Jeffrey R. Walker

QUORUM PRESENT

DISTRICT STAFF:

Executive Director, Matthew Larson
Billing and Collections Supervisor, Michele Salemi (item #6b only)
Utility Billing Specialist, Matt Burmeister (item #6b only)

OTHERS:

District Attorney, Roger Ritzman – Peregrine Stime Newman
Ritzman & Bruckner, Ltd.

2. AMENDMENTS TO THE AGENDA

None

3. PUBLIC COMMENTS

None

4. REVIEW CUSTOMER COMMENTS

A. CUSTOMER COMMENTS:

1. None

5. CONSENT AGENDA - Items on the Consent Agenda are considered to be routine in nature and will be enacted in one motion. There will be no discussion on these items unless a Board Member so requests, in which event, the item will be removed from the Consent Agenda and considered as the first item after approval of the Consent Agenda.

- a. Discussion and Approval of Items Moved from Consent Agenda
- b. Approve Minutes of the Regular Session Meeting Held on January 11, 2023
- c. Approve Payment of Bills

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The following bills were paid and vouchers drawn as summarized below:

Old Second National Bank			
	User Charge Fund		\$143,972.74
	Capital Improvement Fund		\$659,057.95
	Debt Services Fund		\$495,858.00
		Total:	\$1,298,888.69

Trustee Stillwell moved and Trustee Walker seconded the motion to approve the Consent Agenda as presented.

ROLL CALL VOTE:

Sarah L. Czaplicki
Henry S. Stillwell
Jeffrey R. Walker

MOTION CARRIED

6. STAFF REPORTS

- a. Executive Director Larson’s Report
 - 1. A written report was provided prior to the meeting.
 - 2. NSI Project – Director Larson provided an update on the current construction status.
 - 3. Director Larson provided an update on a discussion with the DuPage County Forest Preserve concerning PFAS.
 - 4. Director Larson provided an update on biosolids disposal options that include a daily haul option.
 - 5. Director Larson provided an update on discussions with the DuPage River Salt Creek Workgroup concerning future assessments and future workgroup plans.
 - 6. Director Larson provided an update on business insurance options and the need to continue inland marine and terrorism coverage.
- b. Plant Staff
 - 1. A written report was provided prior to the Board Meeting.
 - 2. The group discussed how penalties are assessed for late bill payment.
- c. Review Financial Report

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1. The January 2023 Financial Statements were distributed prior to the meeting.

BUSINESS

7. APPROVE CONTRACT WITH DAHME MECHANICAL INDUSTRIES FOR \$218,888 TO REPLACE GATES AND ACTUATORS IN PRELIMINARY TREATMENT BUILDING.

After a brief discussion, Trustee Stillwell moved and Trustee Walker seconded the motion to Approve Contract with Dahme Mechanical Industries for \$218,888 to replace gates and actuators in Preliminary Treatment Building subject to Attorney Ritzman review.

ROLL CALL VOTE:

Sarah L. Czaplicki
Henry S. Stillwell
Jeffrey R. Walker

MOTION CARRIED

8. APPROVE ORDINANCE ESTABLISHING COLLECTION SYSTEM FEE FOR PROPERTIES CONTIGUOUS TO WARRENVILLE AVENUE AND A PORTION OF MADISON STREET.

After a brief discussion, Trustee Stillwell moved and Trustee Walker seconded the motion to Approve Ordinance Establishing Collection System Fee for Properties Contiguous to Warrenville Avenue and a Portion of Madison Street.

ROLL CALL VOTE:

Sarah L. Czaplicki
Henry S. Stillwell
Jeffrey R. Walker

MOTION CARRIED

9. DISCUSS ANNUAL STAFF SALARY ADJUSTMENTS.

The group discussed annual salary adjustments, preliminary findings from the Employee Engagement Survey, and incentive pay. The annual salary adjustments discussion included a review of comparable positions at other entities, job descriptions and job titles, staffing levels, and cost of living. The incentive pay discussion included a review of the current incentive pay program and options to incorporate it into salaries.

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ADJOURNMENT

There being no further business to come before the Board, Trustee Stillwell moved and Trustee Walker seconded that the Board Meeting be adjourned at 11:59 am.

ROLL CALL VOTE:

Sarah L. Czaplicki
Henry S. Stillwell
Jeffrey R. Walker

MOTION CARRIED

CLERK