

**WHEATON SANITARY DISTRICT
REGULAR SESSION
March 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, March 8, 2023, 9:03 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 (items #6b to item 10)
Utility Billing Specialist, Matt Burmeister (items #6b to item 10)
IT Manager, Dan Rogers (items #6b to item 10)

OTHERS:

District Attorney, Roger Ritzman – Peregrine Stime Newman
Ritzman & Bruckner, Ltd.
Insurance Broker, Lacy Schwarze – Gallagher (item 7 via phone)

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.

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MINUTES**

- a. Discussion and Approval of Items Moved from Consent Agenda
- b. Approve Minutes of the Regular Session Meeting Held on February 8, 2023
- c. Approve Payment of Bills

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

| | | | |
|--------------------------|--------------------------|--------|--------------|
| | | | |
| Old Second National Bank | | | |
| | | | |
| | User Charge Fund | | \$180,581.37 |
| | | | |
| | Capital Improvement Fund | | \$307,950.35 |
| | | | |
| | Debt Services Fund | | \$188,255.41 |
| | | | |
| | | Total: | \$676,787.13 |
| | | | |

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. \$5M NSI DCEO Grant – Director Larson said he is working with local state representatives on this item.
 - 4. Clean Energy Projects – Director Larson said he is working on a concept where multiple wastewater treatment facilities would have a common injection point for renewable natural gas.
 - 5. Director Larson said he is working on alternative biosolids hauling options which might entail the District purchasing trailers.
- b. Plant Staff
 - 1. A written report was provided prior to the Board Meeting.

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2. Director Larson commended the staff particularly, Jason Ackmann, on their work implementing MVP software.
3. IT Manager, Dan Rogers, provide an update on the CISA cyber hygiene check.
- c. Review Financial Report
 1. The February 2023 Financial Statements were distributed prior to the meeting.

BUSINESS

7. DISCUSS AND POTENTIALLY APPROVE FY 2024 PREMIUMS FOR VARIOUS INSURANCE OPTIONS

After a brief discussion that included dropping Inland Marine coverage and self-insuring this equipment, dropping Terrorism coverage, and retaining a cyber insurance policy with the same limits as FY 23, Trustee Stillwell moved and Trustee Walker seconded the motion to Approve FY 2024 Premiums for Various Insurance Options for a total cost of \$88,903.

ROLL CALL VOTE:

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

MOTION CARRIED

8. APPROVE ORDINANCE NO. 695 – FY 2024 REGULAR BOARD MEETING DATES

After a brief discussion, Trustee Stillwell moved and Trustee Walker seconded the motion to Approve Ordinance No. 695 – FY 2024 Regular Board Meeting Dates with the July date being changed to July 7, 2023

ROLL CALL VOTE:

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

MOTION CARRIED

9. APPROVE ORDINANCE NO. 696 – FY 2024 DEPOSITORIES

After a brief discussion, Trustee Stillwell moved and Trustee Walker seconded the motion to Approve Ordinance No. 696 – FY 2024 Depositories

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ROLL CALL VOTE:

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

MOTION CARRIED

10. APPROVE ORDINANCE NO. 697 – FY 2024 USER CHARGE RATES

After a brief discussion that included a discussion on leak credits, credit card chargebacks, and late fees, default fees, shut-off fees, and non-municipal tagging fees, Trustee Stillwell moved and Trustee Walker seconded the motion to Approve Ordinance No. 697 – FY 2024 User Charge Rates

ROLL CALL VOTE:

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

MOTION CARRIED

11. APPROVE ORDINANCE 698 ESTABLISHING COLLECTION PROCEDURES, SERVICE TERMINATION PROCEDURE, AND METHODOLOGY FOR USER RATES

After a brief discussion, Trustee Stillwell moved and Trustee Walker seconded the motion to Approve Ordinance 698 Establishing Collection Procedures, Service Termination Procedure, and Methodology for User Rates

ROLL CALL VOTE:

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

MOTION CARRIED

12. DISCUSS ANNUAL STAFF SALARY ADJUSTMENTS.

The group discussed annual salary adjustments and correspondence to employees on annual salary adjustments.

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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 11:14 am.

ROLL CALL VOTE:

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

MOTION CARRIED

CLERK