

**WHEATON SANITARY DISTRICT
REGULAR SESSION
April 12, 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, April 12, 2023, 9:00 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

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 March 8, 2023
- c. Approve Payment of Bills

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

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MINUTES**

Old Second National Bank			
	User Charge Fund		\$289,971.19
	Capital Improvement Fund		\$253,130.48
	Debt Services Fund		\$0
		Total:	\$543,101.67

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. The last remaining main piece of work is installing the pipe across Manchester.
 - 3. Springbrook Creek Bank Stabilization Project - Director Larson reported tree removal is almost complete and bank grading is starting. When the bank grading is complete, trees and bushes will be replanted.
 - 4. Director Larson reported he signed a two-year contract with Stewart Spreading for biosolids removal. This contract includes a fuel surcharge
- b. Plant Staff
 - 1. A written report was provided prior to the Board Meeting.
 - 2. Director Larson reported IEPA conducted their periodic plant inspection.
 - 3. Director Larson reported that Maintenance Supervisor Jason Ackmann has been working to implement new software to optimize plant maintenance and operations.
 - 4. Trustee Stillwell commended Information Technology Manager, Dan Rogers, for proactively making contact with the FBI, should their assistance in the

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future be needed and for working to reduce the costs associated with the WSD's phone system.

5. Director Larson reported Billing and Collection Supervisor, Michele Salemi has created a new metric to monitor aging receivables versus late fee penalty revenue received and while penalty revenue has decreased aging receivables has not changed significantly. Director Larson attributed this to proactive communications from the Billing Group to customers to avoid delinquent payments and the associated late fee penalties.

c. Review Financial Report

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

BUSINESS

7. DISCUSS AND POTENTIALLY APPROVE ORDINANCE NO. 699 - FY 2024 BUDGET AND APPROPRIATIONS

Director Larson reviewed the budget preparation methodology and discussed in detail the capital projects in Fund 40. Trustee Czaplicki led a discussion on repairs needed for the center bridge. After a brief discussion and questions from the Trustees for Director Larson, Trustee Stillwell moved and Trustee Walker seconded the motion to Approve Ordinance No. 699 - FY 2024 Budget and Appropriations

ROLL CALL VOTE:

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

MOTION CARRIED

8. ELECT OFFICERS

Trustee Stillwell moved and Trustee Walker seconded to approve the following slate of officers for FY 2024:

President - Trustee Czaplicki
Vice President - Trustee Stillwell
Clerk – Trustee Walker

ROLL CALL VOTE:

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

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9. DISCUSS ANNUAL STAFF SALARY ADJUSTMENTS.

The group discussed annual employee salary adjustments.

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 11:19 am.

ROLL CALL VOTE:

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

MOTION CARRIED

CLERK