

**WHEATON SANITARY DISTRICT
REGULAR SESSION
July 7, 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 Friday, July 7, 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 #7 and 8)
Utility Billing Specialist, Matt Burmeister (items #7 and 8)

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: 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 June 7, 2023
- c. Approve Payment of Bills

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MINUTES**

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

Old Second National Bank			
	User Charge Fund		\$228,841.67
	Capital Improvement Fund		\$929,158.90
	Debt Services Fund		\$46,591.41
		Total:	\$1,204,591.98

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. Director Larson provided an update on the NSI project status.
- b. Plant Staff
 - 1. A written report was provided prior to the Board Meeting.
- c. Review Financial Report
 - 1. The June 2023 Financial Statements were distributed prior to the meeting.

BUSINESS

7. DISCUSSION ON BILLING PRACTICES

Billing Specialist Burmeister led a discussion on the following: 1) water shut-offs related to unpaid WSD bills, 2) unbilled properties in WSD service area, and 3) and credit card fees.

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8. DISCUSSION ON SEWER LATERAL OWNERSHIP

Director Larson led a discussion on sewer lateral ownership. Director Larson will reach out to other entities for their policies concerning sewer lateral ownership and maintenance/repairs.

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 11:11 am.

ROLL CALL VOTE:

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

MOTION CARRIED

CLERK