

**WHEATON SANITARY DISTRICT
REGULAR SESSION
November 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, November 8, 2023, 9:02 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)
Utility Billing Specialist, Matt Burmeister (item #6B)
AP/HR Administrator, Bernadette Jefferson (items #9 and 10)

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

1. Received a phone call from Karen Rodriguez, 1572 Stonehill Court, on Friday October 20 around noon about an odor complaint. She said she has experienced odors coming from our facility. She said there were no odors though when she called
2. Received an email from the Muirfield Woods HOA President on October 20 sharing odor complaints from two Muirfield residents.

5. CONSENT AGENDA - Items on the Consent Agenda are considered to be routine in

**WHEATON SANITARY DISTRICT
REGULAR SESSION
November 8, 2023
MINUTES**

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. Approve Minutes of the Regular Session Meeting Held on October 11, 2023
- b. Approve Payment of Bills

The following bills were paid as summarized below:

Old Second National Bank			
	User Charge Fund		\$169,116.16
	Capital Improvement Fund		\$1,501,727.20
	Debt Services Fund		\$171,120.92
		Total:	\$1,841,964.28

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 future phosphorus removal limits and averaging periods.
 - 3. Director Larson shared a draft Letter of Appreciation that will be sent to the municipal stakeholders affected by the NSI project.
 - 4. Director Larson reported the fence along the bike path had been repaired and is ready to finalize the agreement with the Muirfield HOA for the HOA to take on fence maintenance responsibility.
 - 5. Director Larson reported Cantigny Golf Course reached out concerning the treated effluent WSD pumps to the golf course for irrigation.
- b. Plant Staff
 - 1. A written report was provided prior to the Board Meeting.

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

2. There was a lengthy discussion among the group concerning debt collection. Staff shared a list of the 25 highest past due balances. The group discussed different options to recover the past due balances. Staff will explore options
- c. Review Financial Report
 1. The October 2023 Financial Statements were distributed prior to the meeting.

BUSINESS

7. REVIEW, DISCUSS, AND POTENTIALLY APPROVE POSTING OF CLOSED SESSION MEETING MINUTES FOR THE MEETINGS FROM MAY 12, 2021, THROUGH OCTOBER 12, 2022

Following a brief discussion, Trustee Stillwell moved and Trustee Walker seconded the motion to Approve Posting of Closed Session Meeting Minutes for the Meetings from May 12, 2021, through October 12, 2022

ROLL CALL VOTE:

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

MOTION CARRIED

8. REVIEW, DISCUSS, AND POTENTIALLY APPROVE DESTRUCTION OF CLOSED SESSION RECORDINGS FOR THE MEETINGS FROM MAY 12, 2021, THROUGH APRIL 13, 2022

Following a brief discussion, Trustee Stillwell moved and Trustee Walker seconded the motion to Approve Destruction of Closed Session Recordings for the Meetings from May 12, 2021, through April 13, 2022.

ROLL CALL VOTE:

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

MOTION CARRIED

9. APPROVE MEDICAL, DENTAL, AND LIFE INSURANCE TO BE EFFECTIVE JANUARY 1, 2024

Following a brief discussion, Trustee Stillwell moved and Trustee Walker seconded the motion to Approve Medical, Dental, and Life Insurance to be Effective January 1, 2024 which includes Medicare supplement plans.

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

ROLL CALL VOTE:

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

MOTION CARRIED

10. APPROVE EMPLOYEE HANDBOOK UPDATES

Following a brief discussion, Trustee Stillwell moved and Trustee Walker seconded the motion to Approve Employee Handbook Updates

ROLL CALL VOTE:

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

MOTION CARRIED

11. APPROVE CONTRACT FOR OWNER'S ENGINEER AND PROCESS CONSULTING SERVICES

Following a brief discussion, Trustee Stillwell moved and Trustee Walker seconded the motion to Approve Contract for Owner's Engineer and Process Consulting Services with Black and Veatch Corporation in the amount of \$70,000.

ROLL CALL VOTE:

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

MOTION CARRIED

12. DISCUSS AND POTENTIALLY APPROVE INVESTMENT OF FUNDS

This item was tabled for potential discussion at a future Board Meeting.

13. POTENTIALLY APPROVE CONTRACT FOR PROCESS MODELING CONFIRMATION

Following a brief discussion, Trustee Stillwell moved and Trustee Walker seconded the motion to Approve authorizing the Executive Director to enter into a Contract for Process

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

Modeling Confirmation not to exceed \$45,000.

ROLL CALL VOTE:

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

MOTION CARRIED

14. POTENTIALLY APPROVE CONTRACT FOR SECONDARY CLARIFIER DESIGN

Following a brief discussion, Trustee Stillwell moved and Trustee Walker seconded the motion to Approve authorizing the Executive Director to enter into a Contract for Secondary Clarifier Design not to exceed \$80,000.

ROLL CALL VOTE:

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

MOTION CARRIED

15. DISCUSS CHANGING NAME OF WHEATON SANITARY DISTRICT

This item was tabled for potential discussion at a future Board Meeting.

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