

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE SALT CREEK SANITARY  
DISTRICT HELD AT 201 S. ROUTE 83, VILLA PARK, IL ON FEBRUARY 17, 2020.**

**The Regular Meeting was called to order by Trustee Taglia at 6:00 p.m.:** Present: Trustees, Raymond Hensley – President, Robert Taglia – Vice President, Troy Clampit - Clerk. Also, present: Manager Jim Listwan, Business Administrator Ray Hoving, Attorney Bob Kay and Engineer Mark Halm.

**Public Participation: None**

**Minutes Approved:** Trustee Taglia moved, seconded by Trustee Clampit to approve the minutes of the Regular Meeting of January 20, 2020. Ayes: Taglia, Clampit. Motion carried.

**Bill Listing:** Review and discussion ensued. Trustee Clampit moved, seconded by Trustee Taglia to approve the bill listing dated February, 2020 in the amount of \$313,567.84 and to pay when funds are available prior to their due date. Ayes: Hensley, Taglia, Clampit. Motion carried.

**Water Shut Off List:** Business Administrator Hoving presented a list of delinquent accounts dated February 17, 2020 and requested approval to proceed with water termination. The list included 85 customers for a total amount due to the district of \$9,374.43. Trustee Clampit moved, seconded by Trustee Taglia to approve the water shut off list dated February 17, 2020 as presented. Ayes: Hensley, Taglia, Clampit. Motion carried.

**Reconciliation Report – January 2019:** Business Administrator Hoving presented the January 2020 Reconciliation report for review and discussion. Trustee Taglia moved, seconded by Trustee Clampit to approve the Reconciliation report for January 2020 as presented. Ayes: Hensley, Taglia, Clampit. Motion carried.

**Investment Recommendations:** Business Administrator Hoving presented the following recommendations for Salt Creek Investments that will mature prior to the March 16, 2020 board meeting.

**Replacement Fund:** Recommend transferring a CD in the amount of \$250,000 that will be maturing on February 20, 2020 at 5/3 Bank to the Replacement Fund for the Low Voltage Switch Gear Project. Trustee Clampit moved, seconded by Trustee Taglia to transfer the maturing CD in the amount of \$250,000.00 to the Replacement Fund. Ayes: Hensley, Taglia, Clampit. Motion Carried.

**Improvement Fund:** Recommend reinvesting a CD maturing on February 20, 2020 at 5/3 bank for six (6) month's in the amount of \$105,000.00. Trustee Taglia moved, seconded by Trustee Clampit to reinvest the maturing CD in the amount of \$105,000.00 for six months. Ayes: Hensley, Taglia, Clampit. Motion Carried.

**Improvement Fund:** Recommend transferring a CD in the amount of \$250,000 that will be maturing on February 20, 2020 at 5/3 Bank to the Improvement Fund for the Low Voltage Switch Gear Project. Trustee Clampit moved, seconded by Trustee Taglia to transfer the maturing CD in the amount of \$250,000.00 to the Improvement Fund. Ayes: Hensley, Taglia, Clampit. Motion Carried.

**Debt Service Fund:** Recommend reinvesting a CD maturing on February 28, 2020 at 5/3 Bank for twelve (12) month's in the amount of \$250,000.00. Trustee Taglia moved, seconded by Trustee Clampit to reinvest the maturing CD in the amount of \$250,000.00 for twelve months. Ayes: Hensley, Taglia, Clampit. Motion Carried.

**Proposed Billing Changes:** Business Administrator Hoving again presented a proposal to the board to modify the way the district sends bill to its customers. Mr. Hoving stated that instead of billing a portion of our customers (1/13<sup>th</sup>) every week that the district could condense the weekly billings into one monthly bill. He explained the benefits of having set due dates every quarter for customers that in the past were approximately one day earlier in the month every quarter. He also explained the financial impacts on the district including reductions in labor and office expenses due to the district not needing to hire a second billing coordinator position. Mr. Hoving further stated that he discussed with Attorney Bob Kay what, if any changes would need to be made to the district's user rate ordinance. It was agreed in their discussions that minimal changes would be made such as removing the appendix to the ordinance that showed a sample bill in the form of a postcard. Finally, he reiterated that under the proposal bills will be sent by the 10<sup>th</sup> of the month and payment due by the 28<sup>th</sup>. The board agreed that this change would be beneficial to the residents of the district by reducing confusion about when their bill would be due. Trustee Clampit moved, seconded by Trustee Taglia to approve the billing date changes and to move to a third-party mailing provider for the next fiscal year subject to changes to the user rate ordinance and formal approval of a third-party proposal. Ayes: Hensley, Taglia, Clampit. Motion Carried.

**2019 – 2020 Budget Update:** Business Administrator Hoving gave a brief update on the status of the 2019 – 2020 budget. He stated that through nine months the district has performed very well financially and is projected to finish the year well under the proposed appropriation. He stated that there was savings in every department mostly due to reduced costs for wages and fringe benefits. The savings were realized by not replacing one of the two billing coordinators that resigned during the past year. Costs were also lower due to reduced costs of commodities such as natural gas and the amount of electricity used at the plant.

**Budget Workshop Date:** Business Administrator Hoving reminded the board of the upcoming Budget Workshop on February 22, 2020 at 9 a.m.

**Ordinance Eliminating User Charge Exemptions for Water Used to Fill Swimming Pools:** Attorney Bob Kay presented Ordinance 553 to the board for approval which rescinds ordinance numbers 186, 482 and 506 for the purpose of eliminating the user charge exemption for filling swimming pools. The decision to eliminate the credit was approved by the board at the August 2019 regular meeting. Trustee Clampit made a motion, seconded by Trustee Taglia to approve Ordinance 553 to rescind ordinance numbers 186, 482 and 506 for the purpose of eliminating user charge exemptions. Ayes: Hensley, Taglia, Clampit. Motion Carried.

**Engineer's Report:** Engineer Mark Halm stated that Construction has begun on the Low Voltage Switch Gear/Motor Control Center Project.

**Manager's Report-January 2020:** Manager Listwan presented his report for the month of January. He stated that the plant ran well for the month with no violations of the permit. Trustee Taglia moved, seconded by Trustee Clampit to approve the Manager's Report for January 2020 as presented and place it on file. Ayes: Taglia, Clampit. Motion carried.

**Trustee Reports/Announcements:**

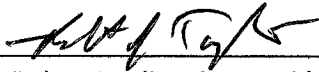
Trustee Hensley inquired with Manager Listwan and Engineer Halm about the apparent reduction in EPA oversight and regulation pertaining to waterways and how this would affect the district. Both

Manager Listwan and Engineer Halm stated that they had not yet heard of any changes but that they did not expect any changes as far as the Illinois EPA and their regulation.

Trustee Taglia suggested to Trustees Clampit and Hensley that they should prepare an annual report to present to the county highlighting what is happening at the district. All of the trustees agreed that this would be great for transparency and would keep the county aware of what is happening in areas other than the annual financial audit that they receive. Engineer Halm said that he was aware of another district doing the same thing and that he would forward their report as an example to base their report.

**Meeting Adjourned** Trustee Clampit moved, seconded by Trustee Taglia to adjourn the meeting at 6:38 p.m. Ayes: Hensley, Taglia, Clampit. Motion carried.

APPROVED \_\_\_\_\_



Robert Taglia, Vice President

ATTEST \_\_\_\_\_



Troy Clampit, Clerk

Prepared by: Ray Hoving, Business Administrator