

**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 JANUARY 20, 2020.**

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

Absent – Trustee Raymond Hensley, President.

Public Participation: None

Website out of Service: Per the Open Meeting Act Agendas for public meetings are required to be posted on the agency website at least 48 hours prior to the meeting. Business Administrator Hoving advised attorney Bob Kay that the agenda was not posted to the website due to the district losing administrative access to edit the site. He also advised Mr. Kay that a hard copy of the agenda was posted in the lobby of the sanitary district on Friday afternoon and that the agenda was posted to the website on Monday morning at 9 a.m. when website access was restored. Mr. Kay advised Mr. Hoving to make note of the process in the meeting minutes. Attorney Kay also advised that the agenda be modified and reposted to reflect a meeting date of January 20, 2020 and not January 20, 2019.

Minutes Approved: Trustee Clampit moved, seconded by Trustee Taglia to approve the minutes of the Regular Meeting of December 16, 2019. Ayes: Taglia, Clampit. Motion carried.

Bill Listing: Review and discussion ensued. Trustee Taglia moved, seconded by Trustee Clampit to approve the bill listing dated January 20, 2020 in the amount of \$105,776.01 and to pay when funds are available prior to their due date. Ayes: Taglia, Clampit. Motion carried.

Water Shut Off List: Business Administrator Hoving presented a list of delinquent accounts dated January 20, 2020 and requested approval to proceed with water termination. The list included 148 customers for a total amount due to the district of \$20,188.46. Mr. Hoving stated the list was larger than usual due to the suspension of shut-offs during the holidays. Trustee Clampit moved, seconded by Trustee Taglia to approve the water shut off list dated January 20, 2020 as presented. Ayes: Taglia, Clampit. Motion carried.

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

Investment Recommendations: Business Administrator Hoving presented the following recommendations for Salt Creek Investments that will mature prior to the February board meeting.

Improvement Fund: Recommend reinvesting a CD maturing on January 22, 2020 at 5/3 bank for six (6) month's in the amount of \$57,000.00. Trustee Clampit moved, seconded by Trustee Taglia to reinvest the maturing CD in the amount of \$57,000.00 for six months. Ayes: Taglia, Clampit. Motion Carried.

Corporate Fund: Recommend reinvesting a CD maturing on January 22, 2020 at 5/3 Bank for nine (9) month's in the amount of \$175,000.00. Trustee Taglia moved, seconded by Trustee Clampit to reinvest the maturing CD in the amount of \$175,000.00 for nine months. Ayes: Hensley, Taglia, Clampit. Motion Carried.

Budget Workshop Date: Business Administrator Hoving confirmed that the budget workshop for fiscal year 2020-2021 will be held on Saturday February 22, 2020 at 9 a.m. in the sanitary district board room.

Proposed Billing Changes: Business Administrator Hoving 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 (1/13th) every week that the district could condense the weekly billings into one monthly bill. He explained that for instance this month the district billed customers whose account numbers started with 509, 510, 511 & 514, 512, and 513. Moving forward bills will be mailed to customers quarterly but according to the following schedule.

Acct #'s beginning with 501, 502, 503, 504 and 250 billed in May, August, November, and February
Acct #'s beginning with 505, 506, 507, 508 and 515 billed in June, September, December and March
Acct #'s beginning with 509, 510, 511, 512, 513 and 514 billed in July, October, January and April

Under the proposal bills will be sent by the 10th of the month and payment due by the 30th.

Business Administrator Hoving also proposed outsourcing the postage and delivery of the bills to a third-party provider. He stated that the new billing administrator has performed above expectations and is able to have the bills prepared and mailed on time. This process was once performed by two full-time employees. The amount of funds that are being saved in salary and benefits (nearly \$70,000) because of this efficiency far exceeds the one-time cost increase in postage that will be incurred by outsourcing the mailing of the bills. Attorney Bob Kay stated that the ordinance (# 188) that stipulates how and when the district sends its quarterly bills would need to be examined and possibly modified if any changes were to be approved at a later time.

Attorney's Billing Rates: Attorney Bob Kay presented his 2020 billing rates to the board. He stated that his hourly fee will be increased by \$10.00 per hour to \$240.00. He further stated that his monthly retainer will stay at \$400.00 per month where it has been since 1996. Trustee Taglia made a motion, seconded by Trustee Clampit to approve the 2020 rate structure for Attorney Bob Kay. Ayes: Taglia, Clampit. Motion Carried.

Engineer's Report: Engineer Mark Halm stated that a Pre-Construction meeting was held on Thursday January 16, 2020 for the Low Voltage Switch Gear/Motor Control Center Project. He also stated that the Equipment for the project was delivered on Friday January 17.

Manager's Report-December 2019: Manager Listwan presented his report for the month of December. 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 December 2019 as presented and place it on file. Ayes: Taglia, Clampit. Motion carried.

Ratification of Construction Contract with Independent Mechanical: Manager Listwan stated that the Low Voltage Switch Gear and Motor Control Centers for the project were scheduled to be delivered prior to tonight's board meeting. He stated that in order to ensure the contractor was on site to take delivery and off load the equipment that it was necessary to sign the contract prior to the meeting. Trustee Clampit moved, seconded by Trustee Taglia to authorize the execution of the contract by Manager Listwan and to ratify said execution of the contract. Ayes: Taglia and Clampit. Motion carried.

Authorization to Close 5/3 Bank Phase 5 Project Fund: Business Administrator Hoving stated that all financial obligation for the Phase 5 Project have been met and that the bank account held at 5/3 bank is ready to be closed. He recommended the remaining funds held in the account be transferred to the Improvement Fund checking account also held at 5/3 Bank. Trustee Clampit made a motion, seconded by Trustee Taglia to authorize the closure of the phase 5 project fund account and to transfer the remaining funds to the Improvement Fund checking account. Ayes: Taglia, Clampit. Motion Carried.

IWEA/IWPCO Annual Meeting: Manager Listwan requested authorization to send two employees to the IWEA/IWPCO conference held in Springfield, IL. The conference is geared towards wastewater operators and professional development hours are given to attendees. These hours can be used for re-certification of the operators license which is now mandatory and is regulated by IEPA. Trustee Clampit moved, seconded by Trustee Taglia to authorize two employees to attend the wastewater operators conference in Springfield, IL. Ayes: Taglia and Clampit. Motion carried.

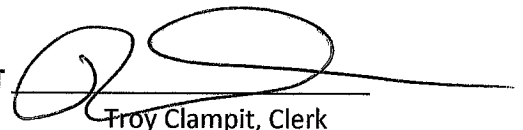
Meeting Adjourned Trustee Clampit moved, seconded by Trustee Taglia to adjourn the meeting at 6:37 p.m. Ayes: Taglia, Clampit. Motion carried.

APPROVED



Robert Taglia, Vice President

ATTEST



Troy Clampit, Clerk

Prepared by: Ray Hoving, Business Administrator