

**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 MARCH 16, 2020.**

**The Regular Meeting was called to order by Trustee Hensley 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 Clampit moved, seconded by Trustee Taglia to approve the minutes of the Regular Meeting of February 17, 2020. Ayes: Hensley, Taglia, Clampit. Motion carried.

Trustee Clampit moved, seconded by Trustee Hensley to approve the minutes of the Special Meeting (Budget Workshop) of February 22, 2020. Ayes: Hensley, Taglia, Clampit. Motion carried.

**Bill Listing:** Review and discussion ensued. Trustee Clampit moved, seconded by Trustee Taglia to approve the bill listing dated March 16, 2020 in the amount of \$522,178.13 and to pay when funds are available prior to their due date. Ayes: Hensley, Taglia, Clampit. Motion carried.

**Low Voltage Switch Gear/Motor Control Center Pay Estimate #1:** Engineer Mark Halm presented pay estimate #1 for the LVSG/MCC project. The request was in the amount of \$145,017.81. Work included the installation of the switch gear and motor control center and electrical conduit. Trustee Taglia moved, seconded by Trustee Clampit to approve the pay application in the amount \$145,017.81 as presented. Ayes: Hensley, Taglia, Clampit. Motion carried.

**Water Shut Off List:** Business Administrator Hoving presented a list of delinquent accounts dated March 16, 2020. The list included 152 Customers for a total amount due to the district of \$24,077.12. Business Administrator Hoving informed the board that staff did not tag homes for shut-off in the month of March due to the on-going health emergency. The board of trustees instructed staff to continue to send late bills to customers however the termination of water service should not continue until further notice. Trustee Taglia moved, seconded by Trustee Clampit to approve the water shut off list dated March 16, 2020 as presented. Ayes: Hensley, Taglia, Clampit. Motion carried.

**Reconciliation Report – February 2020:** Business Administrator Hoving presented the February 2020 Reconciliation report for review and discussion. Trustee Clampit moved, seconded by Trustee Taglia to approve the Reconciliation report for February 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 April 20, 2020 board meeting. Mr. Hoving stated that since the last meeting interest on CD's had plummeted due to the health emergency. The districts brokerage representative at 5/3 bank had stated that at the end of February and early March he was unable to offer any CD's because of the turmoil.

**Debt Service Fund:** Recommend reinvesting the CD that matured on February 28, 2020 at 5/3 Bank for three (3) 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 three months. Ayes: Hensley, Taglia, Clampit. Motion Carried.

**Debt Service Fund:** Recommend reinvesting a CD maturing on March 25, 2020 at 5/3 Bank for three (3) month's in the amount of \$154,000.00. Trustee Clampit moved, seconded by Trustee Taglia to

reinvest the maturing CD in the amount of \$154,000.00 for three months. Ayes: Hensley, Taglia, Clampit. Motion Carried

**Tentative Board Meeting Dates for 2020-2021:** Business Administrator Hoving presented a list of dates for FY 2020-2021 board meetings. The dates will be officially presented at the April board meeting

**Manager's Report-February 2020:** Manager Listwan presented his report for the month of February. 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 February 2020 as presented and place it on file. Ayes: Hensley, Taglia, Clampit. Motion carried.

**Tentative Budget Appropriation:** Business Administrator Hoving presented the tentative FY 2020-2021 Budget & Appropriation. The total amount to be appropriated for the fiscal year is \$6,257,574.00. The budget had been previously presented at the budget workshop meeting on February 22, 2020. Trustee Hensley moved, seconded by Trustee Clampit to approve the tentative FY 2020-2021 budget and appropriation in the amount of \$6,257,574.00 and to direct staff to schedule and publish a notice of public hearing for 6 p.m. on April 20, 2020. Ayes: Hensley, Taglia, Clampit. Motion Carried.

**Third Party Utility Bill Mailing Proposal:** Business Administrator presented two proposals to the board for the outsourcing of the mailing of the utility bills. He stated that he requested proposals from three consultants. The consultants that returned proposals was ABT Mailcom of Lake Geneva, WI and Third Millenium Associates of Warrenville, IL. Mr. Hoving stated that the level of service was comparable and the difference in the recommendation was the price per bill. Third Millenium proposal was for \$0.589 per bill and ABT Mailcom was \$0.67 per bill. Mr. Hoving recommended contracting with Third Millenium Associates of Warrenville, IL for a yearly cost of approximately \$21,200. Trustee Taglia moved, seconded by Trustee Clampit to approve the recommendation of staff and to contract with Third Millenium Associates of Warrenville, IL in the approximate yearly cost of \$21,200. Ayes: Hensley, Taglia, Clampit. Motion carried.

**Water Meter Software Update:** Business Administrator Hoving updated the board on the status of the Intergovernmental Agreement (IGA) with the Village of Villa Park for the Water Meter Reading Software. Attorney Bob Kay stated that he had a rough draft completed and would have a draft available to present to Villa Park for their review in the next couple of weeks. It is expected that the IGA will be approved in April or May with payment for the software being made in May once the new fiscal year budget is adopted.

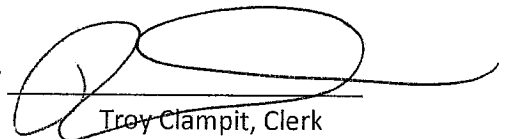
**Meeting Adjourned** Trustee Clampit moved, seconded by Trustee Taglia to adjourn the meeting at 6:48 p.m. Ayes: Hensley, Taglia, Clampit. Motion carried.

APPROVED



Raymond Hensley, President

ATTEST



Troy Clampit, Clerk

Prepared by: Ray Hoving, Business Administrator