

**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 DECEMBER 12, 2016.**

The Regular Meeting was called to order by Trustee Hensley at 6:02p.m. Present: Trustees, Raymond Hensley, President and William Dewyer, Clerk. Also present: Manager Jim Listwan, Business Administrator Debbie Seaton, Attorney Bob Kay and Engineer Mark Halm. Absent: Trustee Dennis Keating: Vice-President.

Minutes Approved Trustee Dewyer moved, seconded by Trustee Hensley to approve the minutes of the Regular Meeting of November 21, 2016. Ayes: Hensley and Dewyer: Nays: None. Motion carried.

Bill Listing Review and discussion ensued. Trustee Hensley moved, seconded by Trustee Dewyer to approve the bill listing dated December 12, 2016 and to pay when funds are available prior to their due date. Ayes: Hensley, Dewyer. Nays: None. Motion carried.

Loan Disbursement Bus. Admin. Seaton presented IEPA Loan Disbursement request in the amount of \$63,204.00 to be submitted for payment of the Phase 5, Digester Cover Project. Trustee Hensley moved, seconded by Trustee Dewyer to approve Loan Disbursement #2 for payment. Ayes: Hensley, Dewyer. Nays: None. Motion carried.

Water Shut Off List Bus. Admin. Seaton presented a list of delinquent accounts dated December 2016 requesting approval to proceed with water termination. Trustee Dewyer moved, seconded by Trustee Hensley to approve the water shut off list dated December 2016. Ayes: Hensley, Dewyer. Nays: None. Motion carried.

Reconciliation Report/November 2016 Bus. Admin. Seaton presented the November Reconciliation report for review and discussion. Trustee Dewyer moved, seconded by Trustee Hensley to approve the Reconciliation report for November 2016 as presented. Ayes: Hensley, Dewyer. Nays: None. Motion carried.

Investment Maturing Trustee Hensley moved, seconded by Trustee Dewyer to approve the reinvestments within the Replacement and Debt Service PH. 4 funds as presented. Ayes: Hensley, Dewyer. Nays: None. Motion carried.

Customer Request for Late Charge Removal Bus. Admin. Seaton presented a request from Magellen Properties for multiple accounts charged a late charge due to delay in postal delivery. The request is for 8 accounts totaling \$329.24 in late charges. Bus. Admin. Seaton informed the board of their good payment history and stated this is the first time a late charge has been applied to the account in over 10 years. Trustee Hensley moved, seconded by Trustee Dewyer to approve 1 time late charge removal. Ayes: Hensley, Dewyer. Nays: None. Motion carried.

Sick Leave Benefits Policy by Resolution Attorney Kay presented a resolution amending the Districts personnel manual, including Sick Leave Benefits to comply with Public Act 099-0841. Trustee Dewyer moved, seconded by Trustee Hensley to approve **Resolution 2016-04**. Ayes: Hensley, Dewyer. Nays: None. Motion carried.

Travel Expense Policy by Resolution Attorney Kay presented a resolution establishing a travel policy for the District to comply with Public Act 099-0604. Trustee Dewyer moved, seconded by Trustee Hensley to approve **Resolution 2016-05**. Ayes: Hensley, Dewyer. Nays: None. Motion carried.

Manager's Report/November 2016 Manager Listwan presented his report for the month November. Manager Listwan discussed the operation of the plant and updated the board on the Electrical Transformer upgrade. Trustee Dewyer moved, seconded by Trustee Hensley to approve the Manager's Report for November 2016 and place it on file. Ayes: Hensley, Dewyer. Nays: None. Motion carried.

IWEA Conference Manager Listwan requested authorization to attend IWEA Conference in Springfield along with two operators on April 24-26, 2017 for an approximate cost of \$1,200.00. Trustee Dewyer moved, seconded by Trustee Hensley to approve three district personnel to attend the IWEA Conference in Springfield. Ayes: Hensley, Dewyer. Nays: None. Motion carried.

Sludge Cake Pump Bid Manager Listwan requested authorization to bid on the sludge cake pump replacement and installation. Manager Listwan stated that the pump has completely failed and could take approximately fourteen weeks to obtain a new one after a bid is accepted. Trustee Hensley moved, seconded by Trustee Dewyer to approve going out to bid for the replacement and installation of a sludge cake pump. Ayes: Hensley, Dewyer, Nays: None. Motion carried.

Renewal of Workers Compensation Policy Manager Listwan informed the board that the Districts Workers Compensation Policy is renewing on January 1, 2017. The renewal premium is being reviewed. Authorization is requested to sign the renewal policy prior to January 1, 2017. Manager Listwan also stated that a change in our current broker, A.J Gallagher has been transferred to Williams-Manny Insurance. Trustee Dewyer moved, seconded by Trustee Hensley to authorize Manager Listwan to sign the District's Workers Compensation renewal policy prior to January 1, 2017. Ayes: Hensley, Dewyer. Nays: None. Motion carried.

Meeting Adjourned Trustee Hensley moved, seconded by Trustee Dewyer to adjourn the meeting at 7:31 p.m. Ayes: Hensley, Dewyer. Nays: None. Motion carried.

APPROVED Raymond Hensley
Raymond Hensley, President

ATTEST William Dewyer
William Dewyer, Clerk

Prepared by Debbie Seaton, Bus. Admin.