

**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, 2014**

**The Regular Meeting was called to order by President Dewyer at 6:01p.m.** Present: Trustees: William Dewyer, President, Dennis Keating, Vice-President. Also present: Manager Jim Listwan, Business Administrator Debbie Seaton, Attorney Bob Kay, Engineer Mark Halm and Jerry Rafacz CPA. Absent: Trustee, Raymond Hensley, out of town due to weather conditions.

**Minutes Approved** Vice-President Keating moved, seconded by President Dewyer to approve the minutes of the Regular Meeting of January 20, 2014. Ayes: Trustees: Dewyer, Keating. Nays: None. Absent: Hensley. Motion carried.

**Bill Listing** Review and discussion ensued. Vice-President Keating moved, seconded by President Dewyer to approve the bill listing dated February 17, 2014 and to pay when funds are available prior to their due date. Correction to dates on Petty Cash Disbursement noted along with Trustees Compensation should read February not January as posted. Ayes: Dewyer, Keating. Nays: None. Absent: Hensley. Motion carried.

**Loan Disbursement** Vice-President Keating moved, seconded by President Dewyer to approve the loan disbursement with IEPA for the Phase 4 Tertiary Building project in the amount of \$16,955.03. Ayes: Dewyer, Keating. Nays: None. Absent: Hensley. Motion carried.

**Water Shut Off List** Bus. Admin. Seaton presented a list of delinquent accounts dated February 2014 requesting approval to proceed with water termination. Vice-President Keating moved, seconded by President Dewyer to approve the water shut off list dated February 2014. Ayes: Dewyer, Keating. Nays: None. Absent: Hensley. Motion carried.

**Reconciliation Report/January 2014** Bus. Admin. Seaton presented the January Reconciliation report for review and discussion. Vice-President Keating moved, seconded by President Dewyer to approve the Reconciliation report for January 2014 as presented. Ayes: Dewyer, Keating. Nays: None. Absent: Hensley. Motion carried.

**Litigation Agreement** President Dewyer moved, seconded by Vice-President Keating to ratify the approval of settlement agreement authorized to be signed in December by Manager Listwan regarding Smith vs SCSD. Ayes: Dewyer, Keating. Nays: None. Absent: Hensley. Motion carried.

Village of Villa Park, Richard Keehner arrived at the meeting.

**Approval of Ordinance #520** Attorney Kay presented Ordinance #520 for approval rescinding Ordinance #518 (an Annexation Ordinance) passed in November, 2013. 620 E Van Buren St. is non-contiguous with any parcel annexed to the District at this time. President Dewyer moved, seconded by Vice-President Keating to approve Ordinance #520. Ayes: Dewyer, Keating. Nays: None. Absent: Hensley. Motion carried.

**Engineer Updates** Engineer Mark Halm informed the board that a certificate of substantial completion has been signed for the Tertiary Building project. A punch list consisting of items that need to be addressed should be resolved by the first week in March in order to sign off on total completion. Mr. Halm presented a memo to the board regarding the lack of partial waiver of liens needed prior to payments released to the contractor. At this time November and December loan disbursements are being held until Waiver of Liens are produced. Engineer Halm explained to the board that Maxim Construction is reluctant to produce partial waiver of liens due to the amount owed to the sub-contractor is less than the amount liened. After further discussion, the board has requested Don Sjong of Maxim Construction to attend the March board meeting to address the issue at hand. Engineer Halm and Manager Listwan will contact Mr. Sjong regarding the Boards request.

Village of Villa Park Trustee Chris Aiello arrived at the meeting.

**Manager's Report/January**

Manager Listwan discussed the start up of the new membrane filters and water recycle system in the new Tertiary Filter Building.

President Dewyer moved, seconded by Vice-President Keating to approve the Managers Report for the month of January 2014. Ayes: Dewyer, Keating. Nays: None. Absent: Hensley. Motion carried.

**Attendance of IAWA Mini Conference.** Manager Listwan requested authorization from the board for Bus. Admin. Seaton and himself to attend the IAWA Conference, March 19-20, 2014 in Springfield. President Dewyer moved, seconded by Vice-President Keating to approval the attendance to the conference. Ayes: Dewyer, Keating. Nays: None. Absent: Hensley. Motion carried.

**Meeting with Village of Villa Park regarding shared services** Manager Listwan updated the board regarding a meeting held at the District on February 11, 2014. In attendance for the Village of Villa Park were, Village Manager, Richard Keehner, Director of Public Works, Vydas Juskelis, Finance Director Shannon Lump. Bus. Admin. Seaton and Manager Listwan were present for discussion of shared services in the interest of serving its residents in the most economic way. Village Manager Keehner proposed combining SCSD wastewater user bill along with the Villages water bill. The Village plans on going to monthly billing May 1<sup>st</sup> to ease the cost to residents currently being charged on a quarterly basis. Discussion ensued as to ways of meeting this combined billing and assuring the transfer of revenue generated by the Village on the Districts behalf. Manager Listwan informed Village personnel that the information would be presented to the Board for consideration and would keep them informed of any Boards inquiries.

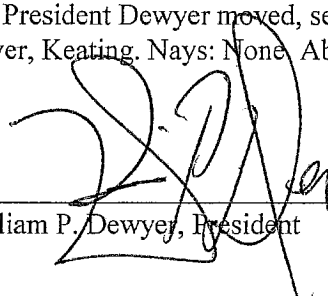
Village Manager Richard Keehner and Trustee Aiello left the meeting at 7:17 p.m.

**Financial Benchmark Presentation** Jerry Rafacz (District's CPA) reviewed with the board a presentation designed by Engineer Halm and himself showing the District's Financial Benchmarking based on FY 13/14 Audit. The presentation outlined Operating Ratios and Margins along with Debt Service Ratio's. Mr. Rafacz concluded that the margin of long term debt/total fund equity is within an average margin for the District.


**Budget Workshop** A budget workshop has been set for Saturday, March 8, 2014 at 9:00 a.m. to discuss the upcoming FY 14/15 budget.

**Meeting Adjourned** President Dewyer moved, seconded by Vice-President Keating to adjourn the meeting at 8:13p.m. Ayes: Dewyer, Keating. Nays: None. Absent: Hensley. Motion carried.

APPROVED \_\_\_\_\_

  
William P. Dewyer, President

ATTEST \_\_\_\_\_

  
Dennis Keating, Vice-President

Prepared by Debbie Seaton, Bus. Admin