

**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 11, 2013.**

**Regular Meeting was called to order at 6:00 p.m.** Present: Trustees, Phillip Rodriguez, President; Dennis Keating, Vice-President and William Dewyer, Clerk. Also present: Manager Jim Listwan, Business Administrator Debbie Seaton, Attorney Bob Kay and Engineer Mark Halm. Also present Brian Little of New Hope Church.

**Minutes Approved** Trustee Dewyer moved, seconded by Vice-President Keating to approve the minutes of the Regular Meeting of February 11, 2013. Ayes: Rodriguez, Keating, Dewyer. Nays: None. Motion carried.

**Public Participation** Mr. Brian Little of New Hope Church approached the board regarding billed usage from 2005 to 2013. High usage billed during this period was due to a malfunctioning water meter. The meter had been sent out for testing and confirmed to be inaccurate. Mr. Little is requesting a refund for overage during that period of time. The board thanked Mr. Little for attending and explained that the board would take the matter in consideration. Mr. Little left the meeting at 6:08 p.m.

**Bill Listing** Review and discussion ensued. Vice-President Keating moved, seconded by Trustee Dewyer to approve the bill listing dated March 11, 2013 and to pay when funds are available prior to their due date. Ayes: Rodriguez, Keating, Dewyer. Nays: None. Motion carried.

**Loan Disbursement** Vice-President Keating moved, seconded by Trustee Dewyer to approve the loan disbursement request with IEPA for the Phase 4 Tertiary Building project in the amount of \$164,169.45. Ayes: Rodriguez, Keating, Dewyer. Nays: None. Motion carried.

**New Hope Church Billing** Bus. Admin. Seaton informed the board that she had confirmation from the Village of Villa Park regarding the malfunctioning meter at the premises of 520 N Harvard Ave. A review of the account charges have been calculated based on the Village of Villa Park revised usage, which would result in a credit of \$2,092.79 less unpaid charges of \$462.66. The board concurred to issue a refund in the amount of \$1,630.13. Trustee Dewyer moved, seconded by Vice-President Keating to approve a refund due to New Hope Church. Ayes: Rodriguez, Keating, Dewyer. Nays: None. Motion carried.

**Water Shut Off List** Trustee Dewyer moved, seconded by Vice-President Keating to approve the water shut off list dated March 2013. Ayes: Rodriguez, Keating, Dewyer. Nays: None. Motion carried.

**Reconciliation Report/February 2013** Bus. Admin. Seaton presented the February Reconciliation report for review and discussion. Trustee Dewyer moved, seconded by Vice-President Keating to approve the Reconciliation report dated February 2013. Ayes: Rodriguez, Keating, Dewyer. Nays: None. Motion carried.

**Audit Proposal FY 12/13** Bus. Admin. Seaton presented a proposal for 3 year Audit for the District. The board requested 2 proposal from competitive firms to be presented at the April board meeting for consideration.

**Annexation Ordinance** Attorney Kay presented **Ordinance #508** for approval of annexation regarding the property located at 841 N Princeton Ave. Trustee Dewyer moved, seconded by Vice-President Keating to approve Ordinance #508. Ayes: Rodriguez, Keating, Dewyer, Nays: None. Motion carried.

**Digester Cover Replacement Project** A power point presentation was conducted by Engineer Halm regarding the Phase 5 Digester Cover project. Mr. Halm stated that plans and specs for this project were submitted to IEPA along with the Tertiary Building project. The Digester replacement portion of the project was originally scheduled to begin in 2015. At this time a Pre-Application must be submitted by March 31, 2013 with IEPA for consideration of low interest loan money available for wastewater projects. Mr. Halm also stated that submitting the pre-application loan document does not commit the District to any obligations at this time. Engineer Halm request the board give authorization to Manager Listwan to sign the pre-application loan form and submit to IEPA by March 31, 2013.

Trustee Dewyer moved, seconded by Vice-President Keating to authorize Manager Listwan to sign the pre-application loan document for the Ph. 5 Digester Cover Replacement project. Ayes: Rodriguez, Keating, Dewyer. Ayes: None. Motion carried.

**Manager's Report/February** Manager Listwan presented his report for the month February. Discussion ensued regarding high flow and the impact on the automatic bar screen.

Trustee Dewyer moved, seconded by Vice-President Keating to approve the Manager's Report for February 2013 and place it on file. Ayes: Rodriguez, Keating, Dewyer. Nays: None. Motion carried.

**IAWPCO Conference** Manager Listwan requested authorization to attend the IAWPCO along with 2 operators. This year the organization has nominated Retired Manager Dale as Operator of the Year which will be recognized at the conference on Wednesday, April 17<sup>th</sup>. Due to this recognition Trustees Rodriguez, Vice-President Keating and Bus. Administrator Seaton will be attending the banquet in support of Manager Dale's achievements along with Manager Listwan and 2 operators. Trustee Dewyer moved, seconded by Vice-President Keating to authorize the attendance to IAWPCO conference at a cost not to exceed \$2,500.00.

**April Board Meeting Rescheduled** Trustee Dewyer moved, seconded by Vice-President Keating to approve the April 2013 Regular Scheduled Board meeting be rescheduled to April 22, 2013 from April 15, 2013 date. Ayes: Rodriguez, Keating, Dewyer. Nays: None. Motion carried.

Attorney Bob Kay and Engineer Mark Halm left the meeting at 7:30 p.m.

**FY 13/14 Tentative Budget** A review of the tentative budget consisted of expected revenues including a rate increase to meet the needs of operations, maintenance, laboratory and Debt. Service loan obligations. Line item expenses were also reviewed within all accounts. Bus. Admin. Seaton will make changes to certain items within the budget discussed throughout the presentation.

**Closed Session** Trustee Dewyer moved, seconded by Vice-President Keating to move to Closed Session at 9:25 p.m. to discuss employee performance and wage recommendations. Ayes: Rodriguez, Keating, Dewyer. Nays: None. Motion carried.


**Meeting Resumed** The Regular meeting resumed at 9:56 p.m.

**Tentative Budget Approved** The board concurred to approve the tentative budget including employee compensation based on Trustees direction for FY 13/14. A Public Hearing will be held along with the Regular scheduled Board meeting on April 22, 2013. Publication of the Public Hearing will be posted in the Villa Park Review on March 20, 2013 allowing 30 day public review prior to passage. Trustee Dewyer moved, seconded by Vice-President Keating to approve the FY 13/14 tentative budget. Ayes: Rodriguez, Keating, Dewyer. Nays: None. Motion carried.

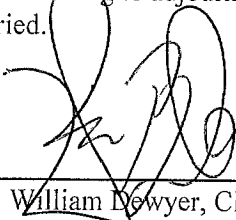
**Rate Increase Ordinance** Trustee Dewyer moved, seconded by Vice-President Keating to authorize Attorney Kay to prepare an Ordinance to adopt a user rate increase of .15 in which .08 will be designated to the Corporate operating fund and .07 to the Debt Service Phase 4 Fund, effective May 1, 2013 for a user rate of \$3.83 per 1,000 gallons. Ayes: Rodriguez, Keating, Dewyer. Nays: None. Motion carried.

**Meeting Adjourned** Trustee Dewyer moved, seconded by Vice-President Keating to adjourn the meeting at 10:00 p.m. Ayes: Rodriguez, Keating, Dewyer. Nays: None. Motion carried.

APPROVED

  
Phillip Rodriguez, President

ATTEST

  
William Dewyer, Clerk