

**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 SEPTEMBER 13, 2016.**

**The Regular Meeting was called to order by Trustee Hensley at 6:00 p.m.** Present: Trustees, Raymond Hensley, 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 Jasper LaGambina of LaGambina Homes.

**Public Participation** – Mr. LaGambina approached the board regarding a permit that was issued for 614 N Michigan Ave. in April 2015. At the time Mr. LaGambina stated that he would be building a second home on another lot and assumed that if granted connecting the sewer to both properties that only one permit would be needed. No permit has been issued for 610 N Michigan. This oversight was noticed when the Village began billing for water services and a new account was set up. Village of Villa Park also did not inform the builder that a permit needed to be issued by Salt Creek prior to obtaining Village Permits for building and connection to the sewer. Mr. LaGambina was notified that no permit was issued and a \$1,000 connection fee is now due. Mr. LaGambina stated that the property has since been sold and no funds are available to pay for a connections fee. The board thanked Mr. LaGambina for his explanation and informed him that the board would discuss the matter and determine a form of action at the next regular scheduled board meeting. Mr. LaGambina left the meeting at 6:14 p.m.

**Minutes Approved** Trustee Keating moved, seconded by Trustee Dewyer to approve the minutes of the Regular Meeting of August 15, 2016. Ayes: Hensley, Keating and Dewyer: None. Motion carried.

**Bill Listing** Review and discussion ensued. Trustee Dewyer moved, seconded by Trustee Keating to approve the bill listing dated September 13, 2016 and to pay when funds are available prior to their due date. Ayes: Hensley, Keating, Dewyer. Nays: None. Motion carried.

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

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

**Investment Maturing** Trustee Dewyer moved, seconded by Trustee Keating to approve the reinvestment of a Replacement Fund CDAR maturing on September 22 2016 as presented. Ayes: Hensley, Keating, Dewyer. Nays: None. Motion carried.

**Williams Brother Agreement and Notice to Proceed** Engineer Halm explained to the board that confirmation was pending on sub contractors listed within the bid documents. Mr. Halm suggested that Notice to Proceed and executing the agreement should not be signed until confirmation of subs were listed properly. Trustee Keating moved, seconded by Trustee Dewyer to table Executing Agreement and Notice to Proceed with Williams Brothers for the Digester Cover Project until confirmation of Sub-Contractors have been received. Ayes: Hensley, Keating, Dewyer. Nays: None. Motion carried.

**Primary Tank #1 Rehab** Engineer Mark Halm presented the Agreement and Notice to Proceed for Primary Tank # 1 rehab awarded to DPS Systems. Mr. Halm stated that the approval of the project be contingent upon receiving a corrected Certificate of Insurance. Trustee Hensley moved, seconded by Trustee Dewyer to approve the agreement and Notice to Proceed contingent upon receiving corrected certificate of Insurance from DPS Systems. Ayes: Hensley, Keating, Dewyer. Nays: None. Motion carried.

**Admin. Bldg. Window Replacement Change Order #1** A Change Order has been requested from Replacement Window Systems at no cost due to lead time for window manufacturing. Manufacturing of windows is expected to be 22 weeks, which is longer than what was stated in the bids. Trustee Dewyer moved, seconded by Trustee Keating to approve change order #1 at no additional cost for extension of manufacturing window lead time. Ayes: Hensley, Keating, Dewyer. Nays: None. Motion carried.

**Manager's Report/August 2016** Manager Listwan presented his report for the month August.

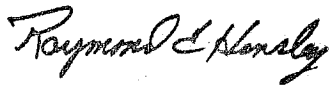
Manager Listwan discussed the plant operation and updated the board on the cost of a new raw sewage pump. Trustee Dewyer moved, seconded by Trustee Hensley to approve the Manager's Report for August 2016 and place it on file. Ayes: Hensley, Keating, Dewyer. Nays: None. Motion carried.

**Execute Loan Agreement** Signatures required to Execute Loan Agreement with IEPA State Revolving Loan Program in the amount of \$8,135,738 for the Digester Cover Replacement Project. Trustee Hensley moved, seconded by Trustee Dewyer to approve the execution of Loan Agreement with IEPA. Ayes: Hensley, Keating, Dewyer. Nays: None. Motion carried.

**Connection Fee** Manager Listwan presented a memo to the board showing other Sanitary District connection fee structure. Our current permits charge on a flat fee basis where other municipalities and IEPA are based on population equivalent per type of structure. After reviewing our current ordinance, Manager Listwan request authorization for Attorney Kay to draft a revised Ordinance for connection and inspection fees of all the Districts permit types. Trustee Hensley moved, seconded by Trustee Dewyer to authorize Attorney Kay to draft a revised connection permit ordinance using a population equivalent ratio rather than flat fee. Ayes: Hensley, Keating, Dewyer. Nays: None. Motion carried.

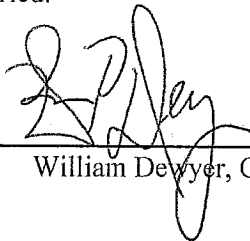
**Meeting Adjourned** Trustee Hensley moved, seconded by Trustee Dewyer to adjourn the meeting at 7:24 p.m. Ayes: Hensley, Keating, Dewyer. Nays: None. Motion carried.

APPROVED



Raymond Hensley, President

ATTEST



William Dewyer, Clerk

Prepared by Debbie Seaton, Bus. Admin.