

**WHEATON SANITARY DISTRICT  
REGULAR SESSION  
May 8, 2024  
M I N U T E S**

1. CALL TO ORDER AND ROLL CALL

The Regular Meeting of the Board of Trustees of Wheaton Sanitary District convened on Wednesday, May 8, 2024, 9:07 am in the Administration Building Conference Room of Wheaton Sanitary District located at 1S649 Shaffner Road, Wheaton, Illinois 60189.

Upon roll call, the following were present:

DISTRICT TRUSTEES:

Sarah L. Czaplicki

Barbara Intihar

Jeffrey R. Walker

QUORUM PRESENT

DISTRICT STAFF:

Executive Director & District Engineer, Matthew Larson

Account & Finance Manager, Michele Salemi (item #6B)

Utility Billing Specialist, Matt Burmeister (item #6B)

OTHERS:

District Attorney, Roger Ritzman – Peregrine Stime Newman

Ritzman & Bruckner, Ltd.

2. AMENDMENTS TO THE AGENDA

None

3. PUBLIC COMMENTS

None

4. REVIEW CUSTOMER COMMENTS

None

5. CONSENT AGENDA - Items on the Consent Agenda are considered to be routine in nature and will be enacted in one motion. There will be no discussion on these items unless a Board Member so requests, in which event, the item will be removed from the Consent Agenda and considered as the first item after approval of the Consent Agenda.

- a. Approve Minutes of the Regular Session Meeting Held on April 10, 2024

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- b. Approve Minutes of the of the Public Hearing Held on April 10, 2024.
- c. Approve Payment of Bills

The following bills were paid as summarized below:

Old Second National Bank			
	User Charge Fund		\$257,481.56
	Capital Improvement Fund		\$68,739.66
	Debt Services Fund		\$171,120.92
		Total:	\$497,342.14

Trustee Czaplicki moved and Trustee Intihar seconded the motion to approve the Consent Agenda as presented.

**ROLL CALL VOTE:**

Sarah L. Czaplicki  
Barbara Intihar  
Jeffrey R. Walker

**MOTION CARRIED**

**6. STAFF REPORTS**

- a. Executive Director Larson’s Report
  - 1. A written report was provided prior to the meeting.
  - 2. Director Larson reported the FY24 audit process has started.
  - 3. Director Larson reported he is updating the WSD ordinance concerning annexation, lateral ownership and maintenance, and connection permit process. The group discussed distinguishing between lateral maintenance and repair.
  - 4. Director Larson provided an update on all the projects currently underway.
  - 5. Director Larson shared that debt collection proceedings have commenced on large past due balances.
  - 6. Director Larson provided information on an investment vehicle that provides higher returns for short-term investments.
- b. Plant Staff
  - 1. A written report was provided prior to the Board Meeting.
  - 2. Director Larson highlighted several items in the report such as plant tours conducted by the Operations Group and the new primary effluent sampler enclosure installed by the Maintenance Group.

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3. The group discussed a leak credit related to an Illinois American Water water meter.
- c. Review Financial Report
  1. The April 2024 Financial Statements were distributed prior to the meeting.

**BUSINESS**

7. REVIEW POSTING OF CLOSED SESSION MINUTES

Director Larson reported there are no closed session minutes pending to post.

8. APPROVE DESTRUCTION OF CLOSED SESSION RECORDINGS FOR THE AUGUST 10, 2022, AND OCTOBER 12, 2022, MEETINGS

After a brief discussion, Trustee Czaplicki moved and Trustee Intihar seconded the motion to approve destruction of closed session recordings for the August 10, 2022, and October 12, 2022, meetings.

ROLL CALL VOTE:

Sarah L. Czaplicki  
Barbara Intihar  
Jeffrey R. Walker

**MOTION CARRIED**

9. APPROVE CONTRACT WITH RUEKERT MIELKE FOR WHEATON NORTH HIGH SCHOOL BASIN SEWER EVALUATION

After a brief discussion, Trustee Czaplicki moved and Trustee Intihar seconded the motion to approve a contract with Ruekert Mielke for Wheaton North High School Basin Sewer Evaluation for \$84,300.

ROLL CALL VOTE:

Sarah L. Czaplicki  
Barbara Intihar  
Jeffrey R. Walker

**MOTION CARRIED**

**ADJOURNMENT**

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There being no further business to come before the Board, Trustee Czaplicki moved and Trustee Intihar seconded that the Board Meeting be adjourned at 10:15 am.

**ROLL CALL VOTE:**

Sarah L. Czaplicki  
Barbara Intihar  
Jeffrey R. Walker

**MOTION CARRIED**

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CLERK