

**WHEATON SANITARY DISTRICT
REGULAR SESSION
March 13, 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, March 13, 2024, 9:05 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

Henry S. Stillwell

Jeffrey R. Walker

QUORUM PRESENT

DISTRICT STAFF:

Executive Director, Matthew Larson

Senior Manager of Operations, Dennis Haile (item #12)

OTHERS:

District Attorney, Roger Ritzman – Peregrine Stime Newman
Ritzman & Bruckner, Ltd.

Consultant Engineer, Lindsey Busch – Carollo Engineers (Item #12)

Consultant Engineer, Leon Downing – Black and Veatch (Item #12)

Consultant Engineer, Jenny Loconsole – Black and Veatch (Item #12)

PUBLIC:

Donald V. Opal, 77 Muirfield Circle, Wheaton

2. AMENDMENTS TO THE AGENDA

None

3. PUBLIC COMMENTS

Donald Opal stated his neighbors in the Muirfield Woods subdivision are concerned about construction noise coming from the Wheaton Sanitary District. He asked that when possible for noise to be minimized during construction activities. Donald also stated he would appreciate it if the list of upcoming Wheaton Sanitary District projects could be provided to him so he could share it with his Muirfield Woods neighbors.

4. REVIEW CUSTOMER COMMENTS

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MINUTES**

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 February 14, 2024
 - b. Approve Payment of Bills

The following bills were paid as summarized below:

Old Second National Bank			
	User Charge Fund		\$207,409.27
	Capital Improvement Fund		\$73,341.27
	Debt Services Fund		\$1,030,427.60
		Total:	\$1,311,178.14

Trustee Stillwell moved and Trustee Walker seconded the motion to approve the Consent Agenda as presented.

ROLL CALL VOTE:

Sarah L. Czaplicki
Henry S. Stillwell
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 stated he attended the DuPage River Salt Creek Workgroup meeting where their budget was discussed. Director Larson said he was the only Workgroup member to vote against the budget. He voted against the budget for two reasons 1) he feels the Workgroup should be looking to reduce expenses not planning for increases each year and 2) Workgroup members who are no longer paying special assessments should not be charged Workgroup staff time that is spent on special assessment projects.
 - b. Plant Staff

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1. A written report was provided prior to the Board Meeting.
2. Director Larson highlighted several items in the report such as grease trap investigations, signage for emergencies/high flow procedures, and work with Cybersecurity and Infrastructure Security Agency (CISA)
- c. Review Financial Report
 1. The February 2024 Financial Statements were distributed prior to the meeting.

BUSINESS

7. DISCUSS ANNUAL STAFF SALARY ADJUSTMENTS

The group discussed annual staff salary adjustments.

8. APPROVE FISCAL POLICY ON FUND RESERVES

Trustee Stillwell moved and Trustee Walker seconded the motion to Approve Fiscal Policy on Fund Reserves.

ROLL CALL VOTE:

Sarah L. Czaplicki
Henry S. Stillwell
Jeffrey R. Walker

MOTION CARRIED

9. APPROVE ORDINANCE NO. 701 – FY 2025 REGULAR BOARD MEETING DATES

Trustee Stillwell moved and Trustee Walker seconded the motion to Approve Ordinance No. 701 – FY 2025 regular board meeting dates.

ROLL CALL VOTE:

Sarah L. Czaplicki
Henry S. Stillwell
Jeffrey R. Walker

MOTION CARRIED

10. APPROVE ORDINANCE NO. 702 – FY 2025 DEPOSITORIES

Trustee Stillwell moved and Trustee Walker seconded the motion to Approve Ordinance No. 702 – FY 2025 depositories

ROLL CALL VOTE:

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Sarah L. Czaplicki
Henry S. Stillwell
Jeffrey R. Walker

MOTION CARRIED

11. DISCUSS POTENTIALLY APPROVE FY 2025 PREMIUMS FOR VARIOUS INSURANCE OPTIONS

Director Larson stated the insurance broker was still waiting for one more carrier to provide a quote. The group also discussed deductible levels and a one year or three-year price lock for property insurance. Final insurance premiums are planned to be presented to the Board for review and approval at the April Board Meeting.

12. DISCUSS AERATION AND PHOSPHORUS REMOVAL PROJECT

Leon Downing and Lindsey Busch presented on the Aeration and Phosphorus Removal Project. This was followed by a discussion by the group on the Project.

ADJOURNMENT

There being no further business to come before the Board, Trustee Stillwell moved and Trustee Walker seconded that the Board Meeting be adjourned at 11:49 am.

ROLL CALL VOTE:

Sarah L. Czaplicki
Henry Stillwell
Jeffrey R. Walker

MOTION CARRIED

CLERK