

**WEST BRANCH WATER RECLAMATION DISTRICT  
REGULAR SESSION  
March 11, 2026  
M I N U T E S**

1. CALL TO ORDER AND ROLL CALL

The Regular Meeting of the Board of Trustees of West Branch Water Reclamation District convened on Wednesday, March 11, 2026, 9:12 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  
Michael J. Gresk  
Barbara Intihar

QUORUM PRESENT

DISTRICT STAFF:  
Executive Director & District Engineer, Matthew Larson

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

a. 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 11th, 2026.

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MINUTES**

b. Approve Payment of Bills

The following bills were paid as summarized below:

Old Second National Bank			
	User Charge		\$246,379.94
	Capital Improvements		\$294,626.23
	Debt Services		\$1,155,098.56
		Total:	\$1,696,104.73

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

ROLL CALL VOTE:

Sarah L. Czaplicki  
Michael J. Gresk  
Barbara Intihar

MOTION CARRIED

7. STAFF REPORTS

a. Executive Director Larson's Report

1. A written report was provided prior to the meeting.
2. Director Larson reported Wheaton Sanitary District is now West Branch Water Reclamation District.
3. Director Larson reported West Branch was awarded the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the fifth consecutive year.
4. Director Larson reported he met with the City of Wheaton City Manager to discuss the City's Basin 3 and 4 pipe replacement. Director Larson stated the City Manager was going to report back on if there is a reason other than flow capacity why a smaller diameter pipe would not work.
5. Director Larson reported NSI and Springbrook Creek projects' vegetation reestablishment is progressing and by the end of the 2026 growing season the DuPage County Stormwater permits might be ready to close out.
6. Director Larson reported the Secondary Clarifier project is waiting on electrical equipment to arrive before the project can be closed out.

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7. Director Larson reported new blowers might be needed as part of the Aeration Project. He also reported initial process testing indicated the system is performing very well.
- b. Plant Staff
  1. A written report was provided prior to the Board Meeting.
- c. Review Financial Report
  1. The February 2026 Financial Statements were distributed prior to the meeting.

**BUSINESS**

7. DISCUSS ANNUAL STAFF SALARY ADJUSTMENTS

Director Larson led a discussion on annual staff salary adjustments.

8. APPROVE ORDINANCE NO. 715 – USER RATES

After a brief discussion led by Director Larson, Trustee Intihar moved and Trustee Gresk seconded the motion to approve Ordinance No. 715 – User Rates.

ROLL CALL VOTE:

Sarah L. Czaplicki  
Michael J. Gresk  
Barbara Intihar

**MOTION CARRIED**

9. APPROVE ORDINANCE NO. 713 – FY 2027 DEPOSITORIES

Trustee Intihar moved and Trustee Gresk seconded the motion to approve Ordinance No. 713 – FY 2027 Depositories.

ROLL CALL VOTE:

Sarah L. Czaplicki  
Michael J. Gresk  
Barbara Intihar

**MOTION CARRIED**

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10. APPROVE FY 2027 PREMIUMS FOR VARIOUS INSURANCE OPTIONS

After a brief discussion led by Director Larson, Trustee Intihar moved and Trustee Gresk seconded the motion to approve FY 2027 Premiums for Various Insurance Options.

ROLL CALL VOTE:

Sarah L. Czaplicki  
Michael J. Gresk  
Barbara Intihar

MOTION CARRIED

11. DISCUSS ORDINANCE NO. 712 – FY 2027 BUDGET AND APPROPRIATIONS

Director Larson led a discussion on the FY 2027 Budget and Appropriations along with a review of the West Branch Capital Projects List

12. APPROVE ORDINANCE NO. 714 – FY 2027 REGULAR BOARD MEETING DATES

Trustee Gresk moved and Trustee Intihar seconded the motion to approve Ordinance No. 714 – FY 2027 Regular Board Meeting Dates.

ROLL CALL VOTE:

Sarah L. Czaplicki  
Michael J. Gresk  
Barbara Intihar

MOTION CARRIED

**ADJOURNMENT**

There being no further business to come before the Board, Trustee Intihar moved and Trustee Gresk seconded that the Board Meeting be adjourned at 11:01 AM.

ROLL CALL VOTE:

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Sarah L. Czaplicki  
Michael J. Gresk  
Barbara Intihar

MOTION CARRIED

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CLERK