

**MINUTES**

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, February 10, 2009, convening at 7:30 p.m. The meeting was held at the District's Administration Center, 2710 Curtiss Street, Downers Grove. Present were President Donald E. Eckmann, Trustee Wallace D. Van Buren, Trustee Edward C. Richard, General Manager Nicholas J. Menninga, Administrative Services Director Sheila K. Henschel, Sewer Construction Supervisor Theodore T. Cherwak, Assistant Administrative Services Director Clay Campbell, Board of Local Improvements members Kenneth J. Rathje and Robert T. Jungwirth and Attorney Michael C. Wiedel.

Minutes of Regular Meeting – January 13, 2009

A motion by Trustee Van Buren seconded by Trustee Richard was made approving the minutes of the regular meeting held on January 13, 2009 as presented. The motion carried.

Minutes of Executive Session – January 13, 2009

A motion by Trustee Van Buren seconded by Trustee Richard was made approving the minutes of the executive session held on January 13, 2009 as presented. The motion carried.

Claim Ordinance No. 1754

A motion by Trustee Richard seconded by Trustee Van Buren was made adopting Claim Ordinance No. 1754 in the total amount of \$1,388,664.66 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Eckmann, Van Buren and Richard.)

Public Comment - None

Review of Unsewered Area Plan

Sewer Construction Supervisor Ted Cherwak presented the Unsewered Area Plan updated to reflect new sewers constructed during the 2008 construction season and costs for future construction based on the upcoming construction season. The Plan will be on the agenda for the March Board meeting for Board approval.

Insurance Renewals

Administrative Services Director Henschel reviewed the proposal for renewal of the District's property and liability coverages effective April 14. The proposal included Property, General Liability, Automobile, Public Officials Liability, Workers Compensation, Excess Liability and Employee Dishonesty. Total annual premiums are \$147,202, an increase of 5.2 percent over last year's premiums. A motion by Trustee Van Buren seconded by Trustee Richard was made authorizing the General Manager to renew the District's insurance coverages as presented in the February 6, 2009 memo from Administrative Services Director Henschel. The motion carried. (Votes recorded: Ayes-Eckmann, Van Buren and Richard.)

### Review of Executive Session Minutes

The Board reviewed the minutes of executive sessions held on September 12, 2006 and December 11, 2007. These are the executive session minutes not previously made available for public inspection or not previously reviewed. A motion by Trustee Richard seconded by Trustee Van Buren was made determining that the need for confidentiality still exists as to the executive session minutes of September 12, 2006. The motion carried. (Votes recorded: Ayes–Eckmann, Van Buren and Richard.) A motion by Trustee Richard seconded by Trustee Van Buren was made determining that the need for confidentiality of the executive session minutes of December 11, 2007 no longer exists and that the minutes be made available for public inspection. The motion carried. (Votes recorded: Ayes–Eckmann, Van Buren and Richard.) The Board also reviewed the written minutes of the meetings of January 9, 2007, February 13, 2007 and May 8, 2007 to determine if the verbatim record could be destroyed as provided by state statutes. A motion by Trustee Richard seconded by Trustee Van Buren was made authorizing the destruction of the verbatim record of the executive sessions held on January 9, 2007, February 13, 2007 and May 8, 2007 in accordance with state statutes. The motion carried. (Votes recorded: Ayes–Eckmann, Van Buren and Richard.)

### Proposal for Audit Services

Administrative Services Director Henschel presented a three-year proposal from Klein, Hall & Associates to perform the District's annual audits. The proposed fees for fiscal years ending 2009, 2010 and 2011 are \$12,990, \$13,380 and \$13,780 respectively. A motion by Trustee Van Buren seconded by Trustee Richard was made accepting the three-year proposal from Klein, Hall & Associates to perform the District's annual audits for fiscal years ending 2009, 2010 and 2011 in the amounts of \$12,990, \$13,380 and \$13,780 respectively. The motion carried. (Votes recorded: Ayes–Eckmann, Van Buren and Richard.)

### Investment in Certificate of Deposit – Bank Resolutions

Administrative Services Director Henschel reviewed her memo dated February 6, 2009, regarding the investment of District funds in Certificates of Deposit. As indicated in her memo, it has become increasingly difficult to find banks willing to open a Certificate of Deposit (CD) without all of the paperwork required by the bank's compliance department, including a resolution which requires the signature of the District President and Clerk. By not having the required resolution, it narrows the field of banks that can be used and limits staff's ability to obtain the highest interest rate which may be offered by a bank not willing to wait for the signed resolution until the next District Board meeting date. Therefore, staff is requesting that the Board consider allowing the General Manager and Assistant Clerk to execute the bank resolutions on behalf of the District. This will provide more flexibility for the timing of the placement of funds in certificates of deposit and increase the opportunities available to obtain the highest interest rates being offered by the banks. If the Board concurs with staff's request, staff will prepare a District Resolution for the March Board meeting to provide the authorization for the General Manager and Assistant Clerk to sign resolutions required by banks to open certificates of deposit for District funds in accordance with the District Investment Policy. The Board concurred with staff's recommendation.

Investment in Certificate of Deposit – Corus Bank

Administrative Services Director Henschel presented a Resolution form necessary for the renewal of a Certificate of Deposit (CD) from Corus Bank which may occur later in the month of February. The funds will actually be placed with a bank which will be selected based on research on the day of investment. However, as Corus generally offers a high interest rate, the Resolution needs to be ready to be provided to Corus should the District decide to renew the CD currently held by the bank. If Corus does not offer a competitive rate at the time of the search, the current CD with Corus will not be renewed. A motion by Trustee Van Buren seconded by Trustee Richard was made approving the Resolution for Corus Bank and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes-Eckmann, Van Buren and Richard.)

Review of Five Year Financial Plan for Fiscal Years 2009-10 to 2013-14

General Manager Menninga presented the following budget documents: Five-Year Financial Plan, Notice of Availability of Appropriation Ordinance/Budget for public review, revised budget calendar and proposed Appropriation Ordinance for Fiscal Year 2009-2010. He reviewed the Five-Year Financial Plan including the General Corporate, Construction, Improvement and Public Benefit funds. He indicated that no increases in the user rate and monthly service fee are proposed during Fiscal Year 2009-2010. The Notice of Availability of the Appropriation Ordinance/Budget will be published in the local paper on February 11. Final approval of the Five Year Financial Plan and the Appropriation Ordinance is scheduled for the March 17 regular meeting. A motion by Trustee Richard seconded by Trustee Van Buren was made authorizing publication of the Notice of Availability. The motion carried. (Votes recorded: Ayes-Eckmann, Van Buren, and Richard.)

Upon a motion by Trustee Richard seconded by Trustee Van Buren the regular meeting adjourned at 9:10 p.m. The motion carried.

Approved: March 17, 2009.

          /s/ Donald S. Eckmann /s/            
President

Attest:           /s/ Edward C. Richard /s/            
Clerk