

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, February 8, 2011, convening at 7:00 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, General Manager Nicholas J. Menninga, Administrative Services Director W. Clay Campbell, and Attorney Michael C. Wiedel. Trustee Edward C. Richard was not physically present but did attend the meeting by audio conference.

Minutes of Regular Meeting – January 11, 2011

A motion by Trustee Van Buren seconded by Trustee Richard was made approving the minutes of the regular meeting held on January 11, 2011, as presented. The motion carried.

Minutes of Executive Session – January 11, 2011

A motion by Trustee Van Buren seconded by Trustee Richard was made approving the minutes of the executive session held on January 11, 2011 as presented. The motion carried.

Claim Ordinance No. 1778

A motion by Trustee Richard seconded by Trustee Van Buren was made adopting Claim Ordinance No. 1778 in the total amount of \$486,994.04 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 Executive Session Minutes

The Board reviewed the minutes of executive sessions held on September 12, 2006 and December 14, 2010. These are the executive session minutes not previously made available for public inspection or not previously reviewed. A motion by Trustee Van Buren seconded by Trustee Richard was made determining that the need for confidentiality still exists as to the executive session minutes of September 12, 2006. The motion carried. A motion by Trustee Van Buren seconded by Trustee Richard was made determining that the need for confidentiality no longer exists as to the executive session minutes of December 14, 2010. The motion carried. The Board also reviewed the written minutes of the meeting of April 14, 2009 to determine if the verbatim record could be destroyed as provided by state statutes. A motion by Trustee Van Buren seconded by Trustee Richard was made authorizing the destruction of the verbatim record of the executive session held on April 14, 2009 in accordance with state statutes. The motion carried.

Insurance Renewals

Administrative Services Director Campbell 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 \$147,568, an increase of 1.1 percent over last year's premiums with a change from Houston Casualty Insurance to Darwin Select Insurance for the District's Public Officials Liability coverage and a change from Westfield Insurance Co. to the Illinois Public Risk Fund for Workers Compensation coverage. 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 4, 2011 memo from Administrative Services Director Campbell. The motion carried. (Votes recorded: Ayes-Eckmann, Van Buren and Richard.)

Scum Screen and Grease Receiving Station Change Order No. 2

General Manager Menninga presented Change Order No. 2 for the Scum Screen and Grease Receiving Station contract with Concord Construction Services, Inc. in the amount of \$23,982.78. The proposed change order included a number of changes from the original design needed to complete the project. The scum pit that was originally intended to serve as the waste grease receiving tank was smaller than needed to accommodate larger grease trucks. With certain changes to the contract, the District was able to convert the old abandoned grit tank into the grease receiving tank. The ventilation system for the scum screen was modified, as well. A motion by Trustee Richard seconded by Trustee Van Buren was made approving Change Order No. 2 for the Scum Screen and Grease Receiving Station contract with Concord Construction Services, Inc. in the amount of \$23,982.78. The motion carried. (Votes recorded: Ayes-Eckmann, Van Buren and Richard.)

Confined Space Entry Policy and Procedures Revisions

Administrative Services Director Campbell presented a Confined Space Entry Policy and Procedures revised pursuant to requirements from the Illinois Department of Labor – Health and Safety Division. A motion by Trustee Van Buren seconded by Trustee Richard was made approving the Confined Space Entry Policy and Procedures dated February 2011. The motion carried. (Votes recorded: Ayes-Eckmann, Van Buren and Richard.)

Cost Reimbursement Program for the Installation of Overhead Sewers or Backflow Prevention Devices

Administrative Services Director Campbell requested Board approval of an increase in the budget line item for budget code 01-14.B128 (Fund 01, Cost Reimbursement Program for the Installation of Overhead Sewers or Backflow Prevention Devices) from the revised budgeted amount of \$9,000.00 to \$14,000.00 for Fiscal Year 2010-11 in order to accommodate the additionally anticipated reimbursement expenses under that Program. Staff identified that the increase of \$5,000.00 could be matched with a \$5,000.00 decrease from the 01-14.B900 budget code (Fund 01, Collection System Repair) – an amount that had been budgeted for Inflow and Infiltration rehabilitation work and could be postponed to the subsequent fiscal year. A motion by Trustee Richard seconded by Trustee Van Buren was made approving the budget line item increase of \$5,000.00 for budget code 01-14.B128 and a \$5,000.00 decrease for budget code 01-14.B900. The motion carried. (Votes recorded: Ayes-Eckmann, Van Buren and Richard.)

Review of Five Year Financial Plan for Fiscal Years 2011-12 to 2015-16

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 2011-2012. He reviewed the Five-Year Financial Plan including the General Corporate, Construction, Improvement and Public Benefit funds. The Notice of Availability of the Appropriation Ordinance/Budget will be published in the local paper on February 9. Final approval of the Five Year Financial Plan and the Appropriation Ordinance is scheduled for the March 15 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 8:26 p.m. The motion carried.

Approved: March 15, 2011

/s/ Donald S. Eckmann /s/
President

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