

March 25, 2008

## MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, March 25, 2008, 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 Edward C. Richard, General Manager Nicholas J. Menninga, Administrative Services Director Sheila K. Henschel, Sewer Construction Supervisor Theodore T. Cherwak, and Attorney Michael C. Wiedel. Trustee Wallace D. Van Buren was absent.

### Minutes of Regular Meeting – February 12, 2008

A motion by Trustee Richard seconded by Trustee Eckmann was made approving the minutes of the regular meeting held on February 12, 2008 as presented. The motion carried.

### Claim Ordinance No. 1743

A motion by Trustee Richard seconded by Trustee Eckmann was made adopting Claim Ordinance No. 1743 in the total amount of \$694,836.48 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Eckmann and Richard.)

### Public Comment - None

### Award Contract – Landscaping

General Manager Menninga reviewed the bid opening on March 13 for the 2008-2013 Grounds Maintenance Services contract. This project consists of grounds maintenance services at the Wastewater Treatment Center, Administration Center and eight pumping stations. He recommended award to the lowest responsible bidder, Frank's Creative Landscaping, Inc., in the amount of \$17,865 for the first year of the contract. The contract is renewable at the end of each year for a period up to five years with an adjustment in the annual contract amount based on the change in the consumer price index. A motion by Trustee Richard seconded by Trustee Eckmann was made awarding the contract for the 2008-2013 Grounds Maintenance Services contract to the lowest responsible bidder, Frank's Creative Landscaping, Inc., in the amount of \$17,865 for the first year of the contract and authorizing the General Manager and Assistant Clerk to execute the contract documents. The motion carried. (Votes recorded: Ayes–Eckmann and Richard.)

### Operations Report – Revenues

General Manager Menninga and Administrative Services Director Henschel reviewed the Operations Report prepared by Assistant Administrative Services Director Campbell. The report provided an overview of the types of sources of revenues the District relies on for its operations, maintenance and infrastructure as well as summaries and conclusions based on ten years of historical data.

### Five Year Financial Plan – Fiscal Years 2008-09 to 2012-13

This plan was reviewed at the February Board meeting and has been available for public review since February 13. A motion by Trustee Richard seconded by Trustee Eckmann was made approving the Five-Year Financial Plan dated February 12, 2008, for Fiscal Years 2008-09 to 2012-13. The motion carried. (Votes recorded: Ayes-Eckmann and Richard.)

### Fiscal Year 2008-2009 Appropriation Ordinance

The Fiscal Year 2008-2009 Appropriation Ordinance has been available for public review since February 13. The Ordinance establishes the spending limits for the year including operation and maintenance and capital improvements for all areas of District operations. A motion by Trustee Richard seconded by Trustee Eckmann was made adopting the Fiscal Year 2008-2009 Appropriation Ordinance and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes-Eckmann and Richard.)

### Proposed Ordinance No. 08-02 – Rates and Fees

General Manager Menninga presented Ordinance No. ORD 08-02. This ordinance increases various District fees and charges to the following amounts:

- a) Permit inspection fees - \$149 per building drain for single family class and \$248 per building drain or \$143 per building drain for all other classes.
- b) Tap-in fee - \$659 per population equivalent (P.E.).
- c) Trunk sewer service charges - \$305 per P.E.
- d) Lateral sewer charge - \$8,500 per building drain to near side property and \$6,165 per building drain to far side property.
- e) Sewer construction inspection fee - \$47 per hour straight time and \$70.50 per hour overtime.
- f) User rate - \$1.65 per 1000 gallons of water consumption.
- g) Monthly service fee - \$8.50 per month.
- h) Sampling and monitoring charge – This charge will vary from \$3.86 per month to \$85.78 per month depending on the type of user.

A motion by Trustee Richard seconded by Trustee Eckmann was made adopting Ordinance No. ORD 08-02 and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Eckmann and Richard.)

### Annual Audit

Administrative Services Director Henschel presented the annual engagement letter from the auditors, Klein, Hall & Associates, LLC, for performing the audit for the fiscal year ending April 30, 2008. In 2005, the District accepted a three year proposal with an annual fee of \$10,315 for the April 30, 2008 audit. The engagement letter includes an additional fee of \$2,300

for performing new risk assessment standards required by the American Institute of Certified Public Accountants. As the proposal is for an additional \$2,300 not included in the original proposal as accepted by the Board, she requested acceptance of the proposal in the total amount of \$12,615. A motion by Trustee Richard seconded by Trustee Eckmann was made accepting the audit proposal in the amount of \$12,615 for the fiscal year ending April 30, 2008, and authorizing the Assistant Clerk to accept the proposal. The motion carried. (Votes recorded: Ayes-Eckmann and Richard.)

Permanent Easement Agreement – 922 Warren Avenue, Downers Grove

Sewer Construction Supervisor Cherwak presented a Permanent Easement Agreement for a sanitary sewer extension for 922 Warren Avenue, Downers Grove. A motion by Trustee Richard seconded by Trustee Eckmann was made approving the Permanent Easement Agreement for 922 Warren Avenue, Downers Grove and authorizing the General Manager and Assistant Clerk to sign same. The motion carried. (Votes recorded: Ayes-Eckmann and Richard.)

Permanent Easement Agreements – 1909 Maple and 5601 Woodward, Downers Grove

Administrative Services Director Henschel presented Permanent Easement Agreements for 1909 Maple Avenue and 5601 Woodward Avenue, Downers Grove. These easements were obtained in anticipation of a possible special assessment for the installation of sanitary sewers in that area. The Agreements include compensation amounts of \$6,888 for 1909 Maple Avenue and \$6,869 for 5601 Woodward Avenue. A motion by Trustee Richard seconded by Trustee Eckmann was made approving the Permanent Easement Agreements for 1909 Maple Avenue and 5601 Woodward Avenue, Downers Grove, and authorizing the General Manager and Assistant Clerk to sign the Agreements. The motion carried. (Votes recorded: Ayes-Eckmann and Richard.)

Due to the absence of Trustee Van Buren, an executive session with regards to personnel was not held.

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

Approved: April 8, 2008.

          /s/ Donald S. Eckmann /s/  
President

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