

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, September 13, 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, Trustee Edward C. Richard, General Manager Nicholas J. Menninga, Administrative Services Director W. Clay Campbell, and Attorney Michael C. Wiedel. Scott Klein of Klein, Hall and Associates, LLC also attended.

Minutes of Regular Meeting – August 9, 2011

A motion by Trustee Van Buren seconded by Trustee Richard was made approving the minutes of the regular meeting held on August 9, 2011, as presented. The motion carried.

Fiscal Year 2010-2011 Audit Report

Scott Klein, auditor with the firm of Klein, Hall & Associates, LLC, presented the Annual Financial Report and the Supplemental Audit Procedures Report for fiscal year 2010-2011. He reviewed some of the notes to the financial statements and the supplemental information and explained the newer reporting requirements recently implemented by financial regulatory agencies. He also responded to questions from the Board. The following actions were taken after Claim Ordinance No. 1785 and Public Comment to coincide with the order of agenda items for this meeting. A motion by Trustee Van Buren seconded by Trustee Richard was made accepting the Annual Financial Report for fiscal year 2010-2011 as presented. The motion carried. A motion by Trustee Van Buren seconded by Trustee Richard was made accepting the Supplemental Audit Procedures Report for fiscal year 2010-2011 as presented. The motion carried.

Claim Ordinance No. 1785

A motion by Trustee Richard seconded by Trustee Van Buren was made adopting Claim Ordinance No. 1785 in the total amount of \$1,039,419.29 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

Excess Flow Sludge Pump Replacement Project

General Manager Menninga reviewed the bid opening on August 23 for the 2011 Excess Flow Sludge Pump Replacement project. This project consists of procurement and installation of a second centrifugal pump at the Wastewater Treatment Center for excess flow sludge pumping. Two bids were received. General Manager Menninga concurred with Baxter & Woodman's recommendation to award the project to the lowest responsive, responsible bidder, R. J. O'Neil, Inc., in the amount of \$76,119.00. A motion by Trustee Richard seconded by Trustee Van Buren was made awarding the contract for the 2011 Excess Flow Sludge Pump Replacement project to the lowest responsive, responsible bidder, R. J. O'Neil, Inc., in the amount of \$76,119.00. The motion carried. (Votes recorded: Ayes–Eckmann, Van Buren and Richard.) General Manager Menninga recommended that the Wastewater Treatment Center Electricity budget, identified by the 01-12.B100 coding, be

reduced by \$60,000 and the Wastewater Treatment Center Equipment/Equipment Repair budget, identified by the 01-12.B500 coding, be increased a corresponding \$60,000 to account for the project costs while maintaining the overall budgeted expenses for fiscal year 2011-12 at existing levels. A motion by Trustee Richard seconded by Trustee Van Buren was made reducing the 01-12.B100 line item amount in the fiscal year 2011-12 budget from \$383,000 to \$323,300 and increasing the 01-12.B500 line item amount in the fiscal year 2011-12 budget from \$406,250 to \$466,250. The motion carried. (Votes recorded: Ayes–Eckmann, Van Buren and Richard.)

ARRA Sanitary Sewer Rehabilitation Project Change Order No. 5 (Final)

General Manager Menninga reviewed Change Order No. 5 (Final) for the ARRA Sanitary Sewer Rehabilitation Project as presented in General Manager Menninga’s Memo regarding this item. This change order matches up the final billed quantities with the contracted quantities. The net decrease in the contract price is \$603,378.02 and the contract completion date is changed. A motion by Trustee Van Buren seconded by Trustee Richard was made approving Change Order No. 5 to the ARRA Sanitary Sewer Rehabilitation project, for a decrease in the contract price of \$603,378.02 and extension of the completion date to September 15, 2011 for final completion, and authorizing the General Manager to sign same. The motion carried. (Votes recorded: Ayes–Eckmann, Van Buren and Richard.)

Operations Report – Disinfection Process

General Manager Menninga reviewed the effectiveness of the existing sodium hypochlorite disinfection process with the gas chlorine system in use prior to the installation of the sodium hypochlorite system in 2006. He indicated that there does not appear to be any opportunity to measurably improve the effectiveness of the process by re-introducing the use of chlorine gas. He also reviewed the background of the processes, process control issues, historical excursions, and costs.

Budget Modification – Backup Reimbursement Program Increase

Administrative Services Director Campbell reviewed the need to increase the budget for the Reimbursement Program for Sanitary Sewer Backups Caused by Public Sanitary Sewer Blockages (BURP Program) to cover the realistic expectations for submissions for reimbursements through the end of the current fiscal year. He recommended that the BURP Program budget be increased by \$6,200 to a total fiscal year 2011-12 budget amount of \$11,400. The increase in the BURP Program budget can be offset by a corresponding decrease in the sewer system employee/duty costs budget. The sewer system employee/duty costs budget amount is not expected to be reached due to training and other costs related to staff turnover which are no longer anticipated. A motion by Trustee Van Buren seconded by Trustee Richard was made increasing budget code 01-14.B129 (Fund 01, Reimbursement Program for Sanitary Sewer Backups Caused by Public Sanitary Sewer Blockages) from the original budgeted amount of \$5,200 to \$11,400 for fiscal year 2011-12, and decreasing budget code 01-14.B117 (Fund 01, Sewer System Employee/Duty Costs) from the original budgeted amount of \$19,200 to \$13,000 for fiscal year 2011-12. The motion carried. (Votes recorded: Ayes–Eckmann, Van Buren and Richard.)

