

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, March 20, 2018, convening at 7:00 p.m. The meeting was held at the District's Administration Center, 2710 Curtiss Street, Downers Grove. Present were President Wallace D. Van Buren, Trustee Amy S. Kovacevic, Trustee Paul W. Coultrap, General Manager Nicholas J. Menninga, Administrative Supervisor W. Clay Campbell, Information Coordinator Alyssa J. Caballero and Attorney Michael G. Philipp.

Minutes of Regular Meeting – February 13, 2018

A motion was made by Trustee Coultrap seconded by Trustee Kovacevic approving the minutes of the regular meeting held on February 13, 2018 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.)

Claim Ordinance No. 1863

A motion was made by Trustee Kovacevic seconded by Trustee Coultrap adopting Claim Ordinance No. 1863 in the total amount of \$974,148.82 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.)

Public Comment – None

Old Business – None

New Business:

Amended Appropriation Ordinance and Budget for Fiscal Year 2017-18

The Fiscal Year 2017-18 Amended Appropriation Ordinance and Budget was reviewed at the February Board meeting and has been available for public review since February 14 following a public notice of availability. An increase of \$250,000 in Treatment Center Capital Improvements was proposed bringing the new grand total appropriation to \$12,550,000. A motion was made by Trustee Coultrap seconded by Trustee Kovacevic approving the Fiscal Year 2017-18 amended budget and adopting the Fiscal Year 2017-18 Amended Appropriation Ordinance as proposed and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.)

Five Year Financial Plan and Budget Approval – FY 2018-19

The Five Year Financial Plan and Budget were reviewed at the February Board meeting and have been available for public review since February 14 following a public notice of availability. A motion was made by Trustee Kovacevic seconded by Trustee Coultrap approving the Five Year Financial Plan for Fiscal Years 2018-19 to 2022-23 which includes the budget for Fiscal Year 2018-19. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.)

Adopt Appropriation Ordinance for Fiscal Year 2018-19

The Fiscal Year 2018-19 Appropriation Ordinance was reviewed at the February Board meeting and has been available for public review since February 14 following a public notice of availability. The Ordinance establishes the spending limits for the year including operation and maintenance and capital improvements for all areas of District operations. A motion was made by Trustee Coultrap seconded by Trustee Kovacevic adopting the Fiscal Year 2018-19 Appropriation Ordinance and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.)

Adopt Ordinance Amending Fees

General Manager Menninga presented Ordinance No. ORD 18-01. This ordinance increases various District fees and charges to the following amounts:

- a) Permit inspection fees - \$208 per building sanitary service for single family class or \$344 per building sanitary service (or \$198 per building sanitary service if no work on building sanitary service is required) for all other classes.
- b) Tap-in fee - \$886 per population equivalent (P.E.).
- c) Trunk sewer service charges - \$411 per P.E.
- d) Lateral sewer charge - \$11,431 per building drain to near side property and \$8,281 per building drain to far side property.
- e) Sewer construction inspection fee - \$65 per hour straight time and \$97.50 per hour overtime.
- f) Surcharge rate - \$0.26 per pound for biochemical oxygen demand (BOD) and \$0.33 per pound for suspended solids (SS).
- g) Monthly service fee - \$16.00 per month.
- h) Sampling and monitoring charge – This charge will vary from \$5.35 per month to \$118.76 per month depending on the type of user.

A motion was made by Trustee Coultrap seconded by Trustee Kovacevic adopting Ordinance No. ORD 18-01 and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.)

Insurance Renewals for FY 18-19

Administrative Supervisor 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, Umbrella Liability, Fidelity and Crime, Tank Storage Pollution Liability, Cyber-Liability and Workers Compensation. Staff's recommendation is to switch the Property, General Liability, Automobile, Public Officials Liability, Umbrella Liability, Fidelity and Crime and Workers Compensation lines of coverage from Travelers Insurance Co. to Selective Insurance Group, Inc. The Property policy with Selective includes Equipment Breakdown coverage through Inland Marine. Staff also recommended to renew the existing Cyber-Liability coverage through Travelers and the existing Tank Storage Pollution Liability coverage through Crum & Forster. By making these changes, total annual premiums are proposed at \$179,993. A motion was made by Trustee Kovacevic seconded by Trustee Coultrap authorizing the Administrative Supervisor to change the District's insurance coverages as presented in his March 16, 2018 memo. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.)

Recapture Agreement – 6006 Woodward, Downers Grove

General Manager Menninga presented a Recapture Agreement between the District and a private developer, Greenscape Homes-KPN LLC. The Agreement is for a sanitary sewer extension on Woodward Avenue between 59th Street and 61st Street in Downers Grove. A motion was made by Trustee Coultrap seconded by Trustee Kovacevic approving the Recapture Agreement for the sanitary sewer extension on Woodward Avenue between 59th Street and 61st Street in Downers Grove and authorizing the General Manager and Assistant Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.)

Operations Report – IMRF

General Manager Menninga presented an operations report reviewing the Illinois Municipal Retirement Fund (IMRF). The report covered benefits, IMRF account management, payments to IMRF including employee and employer contributions and audited financial statements.

Other New Business

Trustee Kovacevic congratulated Irene Taylor for her 25 year anniversary with the District. She welcomed the two new part-time secretaries to the District. She also discussed the Lego League Jr. expo that she recently attended. She commented on the installation of the new used cooking oil recycling cabinet, the six excursions over permit limits in February noted in Operations Supervisor Majewski's report and the drive replacement noted in Maintenance Supervisor Barta's report. Trustee Kovacevic also commended laboratory staff, Malwina Serpa and Kenny Lookingbill, for their hard work noted in Laboratory Supervisor Berry's report. Lastly, she inquired about the upcoming DuPage County River Sweep.

Trustee Coultrap commented on the installation of the new Westmont dropbox, the recent Lego League Jr. expo that Trustee Kovacevic attended and the installation of the new used cooking oil recycling cabinet and the new copier. He also inquired about the employee health insurance survey and the upcoming DuPage County River Sweep.

Trustee Van Buren inquired about the progress of District staff and public officials filing the required Economic Interest Statements with DuPage County and the combined pit violation found during I&I removal inspections in Westmont noted in Sewer System Maintenance Supervisor Swirsky's report. He also congratulated Irene Taylor for her 25 year anniversary with the District.

A motion was made by Trustee Van Buren seconded by Trustee Coultrap to recess the regular meeting and convene an executive session at 8:01 p.m. under exception 2(c)1 of the Open Meetings Act to discuss the compensation and performance of specific employees of the District. The motion carried. (Votes recorded: Ayes-Van Buren, Kovacevic and Coultrap.)

A motion was made by Trustee Kovacevic seconded by Trustee Coultrap to reconvene the regular meeting at 8:08 p.m. The motion carried. (Votes recorded: Ayes- Van Buren, Kovacevic and Coultrap.)

A motion was made by Trustee Coultrap seconded by Trustee Kovacevic to adjourn the regular meeting at 8:09 p.m. The motion carried.

Approved: April 17, 2018

/s/ Wallace D. Van Buren /s/
President

Attest: /s/ Paul W. Coultrap /s/
Clerk