

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, August 15, 2017, 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, Sewer Construction Supervisor Ted T. Cherwak, Accounting Assistant Carly S. Shaw, Information Coordinator Alyssa J. Caballero and Attorney Michael G. Philipp. Also present was Matt Beran of Lauterbach & Amen, LLP.

Minutes of Regular Meeting – July 18, 2017

A motion was made by Trustee Coultrap seconded by Trustee Kovacevic approving the minutes of the regular meeting held on July 18, 2017 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. 1856

A motion was made by Trustee Kovacevic seconded by Trustee Coultrap adopting Claim Ordinance No. 1856 in the total amount of \$508,572.81 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:

Audit Report for Fiscal Year 2016-2017

Matt Beran, auditor with the firm of Lauterbach & Amen, LLP, presented the Annual Financial Report for Fiscal Year 2016-2017. He reviewed the report, the notes to the financial statements and the supplemental information. A motion was made by Trustee Coultrap seconded by Trustee Kovacevic accepting the Annual Financial Report for Fiscal Year 2016-2017 as presented. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.)

Open House Arrangements

Administrative Supervisor Campbell presented the invitation, map, invitation list and press release for the annual Open House to be held on October 7, 2017 focusing on the resource recovery and cost control aspects of wastewater treatment. The invitations will be mailed August 28, emails will go out shortly thereafter and press releases distributed to local papers.

Renewable Energy Credit Broker Agreement

General Manager Menninga presented a broker agreement with Blue Delta Energy LLC to help with future sales of renewable energy credits available from operation of the Combined Heat and Power facility at the Wastewater Treatment Center. Blue Delta's broker fee is 12% of renewable

energy credit sales. A motion was made by Trustee Kovacevic seconded by Trustee Coultrap to accept the proposed broker agreement with Blue Delta Energy LLC as presented, and authorize the General Manager to sign the same. The motion carried. (Votes recorded: Ayes-Van Buren, Kovacevic and Coultrap.)

Review of Prior Executive Session Minutes

The Board reviewed the minutes of executive sessions held on January 17, 2017 and March 21, 2017, which have not previously been made available for public inspection or not previously reviewed. A motion was made by Trustee Kovacevic seconded by Trustee Coultrap determining that the need for confidentiality no longer exists as to the executive session minutes of January 17, 2017 and March 21, 2017. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.) A motion was made by Trustee Kovacevic seconded by Trustee Coultrap approving destruction of the verbatim record of the executive session held on January 19, 2016 as provided by state statute. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.)

Operations Report – Procurement

Administrative Supervisor Campbell presented an operations report reviewing the District's procurement process. His report reviewed the main methods used by District staff to pay for expenses and procure goods and services as needed under the Procurement Policy developed by staff. He also reviewed the use of purchasing cooperatives and government pricing offerings to achieve noticeable cost savings. Trustee Coultrap suggested that staff review and update insurance requirements for vendors to be consistent with industry standards.

Other New Business

Trustee Kovacevic welcomed Mary Jo Pistello and Miranda Witt as the District's new part-time secretaries. She inquired about the ongoing Digester 4 upset at the treatment plant. She commended maintenance staff for their initiative to create a mixing system in the aeration tanks that resulted in a significant savings for the District as noted in Maintenance Supervisor Jeff Barta's July maintenance report.

Trustee Coultrap commended staff for their work using the social media network, Nextdoor.

Trustee Van Buren also inquired about the Digester 4 upset. He congratulated staff for receiving the Silver Award from NACWA. The NACWA Silver Award is presented to facilities with no more than five NPDES permit violations per calendar year.

General Manager Menninga discussed the District continuing to retain the legal services of Roy Harsch, formerly of Drinker Biddle & Reath, LLP, for his expertise in working with environmental regulatory agencies. He also discussed sending a letter to Senator Dick Durbin in support of the Department of Energy's (DOE) Combined Heat and Power (CHP) Technical Partnership program and CHP Technical Assistance Partnerships.

The Board discussed rescheduling the regular board meeting for September due to a conflict. The Board consulted with staff to reschedule the September 19, 2017 regular meeting to September 26, 2017 and to take the appropriate steps to reschedule the meeting in accordance with the Open Meetings Act.

A motion was made by Trustee Kovacevic seconded by Trustee Coultrap to adjourn the regular meeting at 8:30 p.m. The motion carried.

Approved: September 26, 2017

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

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