

**MINUTES**

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, November 21, 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, Information Coordinator Alyssa J. Caballero and Attorney Michael G. Philipp.

Minutes of Regular Meeting – October 17, 2017

A motion was made by Trustee Coultrap seconded by Trustee Kovacevic approving the minutes of the regular meeting held on October 17, 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. 1859

A motion was made by Trustee Kovacevic seconded by Trustee Coultrap adopting Claim Ordinance No. 1859 in the total amount of \$679,452.46 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:

Financial Auditing Services Agreement

Administrative Supervisor Campbell presented a three-year proposal for audit professional services with Lauterbach & Amen, LLP, the District's existing auditing firm, for Fiscal Years 2017-18, 2018-19 and 2019-20. Lauterbach & Amen, LLP had performed auditing services for the District for the three previous fiscal years and staff identified that their work product was very satisfactory.

A motion was made by Trustee Coultrap seconded by Trustee Kovacevic to select Lauterbach & Amen, LLP to perform the District's annual audit for Fiscal Years 2017-18, 2018-19 and 2019-20 in the corresponding amounts of \$13,700, \$14,000 and \$14,300, and to authorize the President and Clerk to sign an engagement agreement with said firm. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.)

Intergovernmental Agreement – Westmont Construction

General Manager Menninga presented a draft intergovernmental agreement between the Downers Grove Sanitary District and the Village of Westmont addressing permit requirements related to sewer construction and repair of existing District facilities located in the Village of Westmont. A motion by Trustee Coultrap seconded by Trustee Kovacevic was made approving the draft

intergovernmental agreement and authorizing the General Manager and Assistant Clerk to execute the agreement. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.)

#### Operations Report – Illinois EPA Permits

General Manager Menninga presented an operations report reviewing the three operating permits the District holds from Illinois EPA. The report reviewed two permits that are for discharging water to streams and one that is for disposing of sewage sludge.

#### Annexation Ordinance AO 2017-11, 4601 Cross, Downers Grove

General Manager Menninga presented Annexation Ordinance No. AO 2017-11 for the annexation of an existing family home located at 4601 Cross Street, Downers Grove. A motion was made by Trustee Coultrap seconded by Trustee Kovacevic accepting the Petition for Annexation, adopting Annexation Ordinance No. AO 2017-11 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.)

#### Annexation Ordinance AO 2017-12, 1020 Oxford, Downers Grove

General Manager Menninga presented Annexation Ordinance No. AO 2017-12 for the annexation of one lot for a proposed single family home located at 1020 Oxford Street, Downers Grove. A motion was made by Trustee Kovacevic seconded by Trustee Coultrap accepting the Petition for Annexation, adopting Annexation Ordinance No. AO 2017-12 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.)

#### Annexation Ordinance AO 2017-13, 1022 Oxford, Downers Grove

General Manager Menninga presented Annexation Ordinance No. AO 2017-13 for the annexation of one lot for a proposed single family home located at 1022 Oxford Street, Downers Grove. A motion was made by Trustee Coultrap seconded by Trustee Kovacevic accepting the Petition for Annexation, adopting Annexation Ordinance No. AO 2017-13 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.)

#### Certificate of Deposit - CIT Bank

Administrative Supervisor Campbell reviewed staff's purchase of a twelve-month Certificate of Deposit (CD) with CIT Bank on November 9, 2017 in the amount of \$245,000 with an interest rate of 1.50 percent. The District also has a money market account with CIT Bank holding \$5,000 and accruing interest at the rate of .45 percent. This still offers the District flexibility to move money from a CD into the money market account in the future upon maturity. The CD and money market account are cumulatively FDIC insured to \$250,000. A motion was made by Trustee Kovacevic seconded by Trustee Coultrap ratifying the actions of staff on behalf of the District to purchase a CD in the amount of \$245,000 with CIT Bank at an interest rate of 1.50 percent and for a term of 12 months. The motion carried. (Votes recorded: Ayes-Van Buren, Kovacevic and Coultrap.)

Certificate of Deposit - TriState Capital Bank

Administrative Supervisor Campbell reviewed staff's purchase of a twelve-month Certificate of Deposit (CD) with TriState Capital Bank on November 9, 2017 in the amount of \$249,990 with an interest rate of 1.59 percent. The District also has a money market account with TriState Capital Bank holding \$10 and accruing interest at the rate of .25 percent. This still offers the District flexibility to move money from a CD into the money market account in the future upon maturity. The CD and money market account are cumulatively FDIC insured to \$250,000. A motion was made by Trustee Kovacevic seconded by Trustee Coultrap ratifying the actions of staff on behalf of the District to purchase a CD in the amount of \$249,990 with TriState Capital Bank at an interest rate of 1.59 percent and for a term of 12 months. The motion carried. (Votes recorded: Ayes-Van Buren, Kovacevic and Coultrap.)

Other New Business

Trustee Kovacevic commented on the anticipated retirement of Roelf Styve (an Electrical Technician for the District) and the District's job postings for Electrical Technician and Inspector. She also inquired about the District's new Twitter account and recent school visits. She inquired about the four excursions over permit limits for TSS daily concentration and max loading that were directly related to the major rainfall event of October 14-15, the force main repair near Fairview Avenue and 63<sup>rd</sup> Street, and an accumulation of rags found at Hobson lift station. Lastly, Trustee Kovacevic congratulated staff for receiving the ACEC award for the design of the Combined Heat and Power engine.

Trustee Coultrap expressed concerns about the gasoline leak from Speedway which occurred in late October, how a similar event in the future could impact the District and how the District can best inform customers that they should contact the District in the event they experience unusual odors from their drains. He also inquired about the accumulation of rags at Hobson lift station and what community education efforts can be pursued to highlight the costly repairs resulting from the event and how to avoid future occurrences.

A motion was made by Trustee Coultrap seconded by Trustee Kovacevic to adjourn the regular meeting at 8:15 p.m. The motion carried.

Approved: December 19, 2017

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

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