

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, March 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 Nick Menninga, Administrative Supervisor W. Clay Campbell, Sewer Construction Supervisor Ted Cherwak, Information Coordinator Alyssa J. Caballero, Inspector Keith W. Shaffner and Attorney Michael G. Philipp. Also present was Gary Pakel, the District's broker from Langan, Haeger, Vincent and Born, Inc.

Minutes of Regular Meeting – February 14, 2017

A motion was made by Trustee Coultrap seconded by Trustee Kovacevic approving the minutes of the regular meeting held on February 14, 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. 1851

A motion was made by Trustee Kovacevic seconded by Trustee Coultrap adopting Claim Ordinance No. 1851 in the total amount of \$1,253,145.63 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:

Cyber Liability Insurance

Gary Pakel, the District's broker from Langan, Haeger, Vincent and Born, Inc., presented the proposal for the District's cyber-liability insurance coverage through Travelers Insurance effective April 14, 2017. Staff recommended that the District obtain cyber-liability insurance coverage with Travelers Insurance with a general coverage limit of \$1,000,000 at a premium of \$2,724. Staff, the Board and the District's broker discussed the cost and associated benefits of selecting a coverage limit of \$2,000,000 at a premium of \$3,835 and determined this to be a better course of action. A motion by Trustee Coultrap seconded by Trustee Kovacevic was made approving the cyber-liability insurance coverage through Travelers Insurance with a general coverage limit of \$2,000,000 at a premium of \$3,835 effective April 14, 2017. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.)

Amended Appropriation Ordinance for Fiscal Year 2016-17

The Fiscal Year 2016-17 Amended Appropriation Ordinance was reviewed at the January Board meeting and has been available for public review since January 18 following a public notice of availability. An increase of \$500,000 in Treatment Center Capital Improvements was proposed

bringing the new grand total to \$11,640,000. A motion was made by Trustee Kovacevic seconded by Trustee Coultrap adopting the Fiscal Year 2016-17 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 2017-18

The Five Year Financial Plan and Budget were reviewed at the February Board meeting and have been available for public review since February 15 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 2017-18 to 2021-22 which includes the budget for Fiscal Year 2017-18. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.)

Adopt Appropriation Ordinance for Fiscal Year 2017-18

The Fiscal Year 2017-18 Appropriation Ordinance was reviewed at the February Board meeting and has been available for public review since February 15 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 Kovacevic seconded by Trustee Coultrap adopting the Fiscal Year 2017-18 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 17-01. This ordinance increases various District fees and charges to the following amounts:

- a) Permit inspection fees - \$199 per building sanitary service for single family class or \$330 per building sanitary service (or \$190 per building sanitary service if no work on building sanitary service is required) for all other classes.
- b) Tap-in fee - \$858 per population equivalent (P.E.).
- c) Trunk sewer service charges - \$398 per P.E.
- d) Lateral sewer charge - \$11,070 per building drain to near side property and \$8,020 per building drain to far side property.
- e) Sewer construction inspection fee - \$62 per hour straight time and \$93 per hour overtime.
- f) Monthly service fee - \$15.00 per month.
- g) Sampling and monitoring charge – This charge will vary from \$5.13 per month to \$113.86 per month depending on the type of user.

A motion was made by Trustee Coultrap seconded by Trustee Kovacevic adopting Ordinance No. ORD 17-01 and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.)

Contract Award – Building Service Repairs

General Manager Menninga reviewed the bid opening on March 16 for a term unit-price contract for building service repairs under the District Building Sanitary Service Repair Assistance Program, as well as other emergency sewer and manhole repair tasks. The contract is structured to allow annual renewals for up to five years, with annual price increases tied to the Consumer Price

Index. Four bids were received. He recommended award to the lowest responsive, responsible bidder, Uno Construction Company, for an annual estimated cost of \$1,092,200 for the first year. A motion by Trustee Kovacevic seconded by Trustee Coultrap was made awarding the contract for the Building Sanitary Service Repairs project to the lowest responsive, responsible bidder, Uno Construction Company, in the estimated first year amount of \$1,092,200 and authorizing the General Manager and Assistant Clerk to execute the contract documents. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.)

Operations Report – Monthly Treatment Plant Reporting

General Manager Menninga presented an operations report reviewing the Treatment Plant Monthly Operations reports. His report covered plant data reporting requirements, plant flows, sludge and biosolids, biological oxygen demand, temperature, suspended solids and pH and energy usage.

Annexation Ordinance No. AO 2017-04 – 1018 Palmer Street, Downers Grove

Sewer Construction Supervisor Cherwak presented Annexation Ordinance No. AO 2017-04 for the annexation of one lot located at 1018 Palmer Street, Downers Grove. A motion was made by Trustee Coultrap seconded by Trustee Kovacevic accepting the Petition for Annexation, adopting Annexation Ordinance No. AO 2017-04 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.)

Other New Business

Trustee Kovacevic inquired about the upcoming DuPage County River Sweep and employee CPR and AED Training. She also commended staff for their collaboration with School District 58.

Trustee Coultrap also commended staff for their work with School District 58 and using the social media tool, Nextdoor. He inquired about sewer construction inspections noted in Sewer Construction Supervisor Cherwak's monthly report.

Trustee Van Buren commented on the drop of kilowatt-hours produced in the month of March due to CHP engine maintenance. He also commended staff for their collaboration with School District 58.

General Manager Menninga discussed the treatment plant receiving brewery waste.

A motion was made by Trustee Kovacevic seconded by Trustee Coultrap to recess the regular meeting and convene an executive session at 8:25 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 8:35 p.m. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.)

A motion was made by Trustee Kovacevic seconded by Trustee Coultrap to adjourn the regular meeting at 8:36 p.m. The motion carried.

Approved: April 18, 2017

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

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