

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, November 15, 2016, 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, Administrative Supervisor W. Clay Campbell, Maintenance Supervisor Jeff P. Barta, Laboratory Supervisor D. Reese Berry, and Information Coordinator Alyssa J. Caballero. Trustee Donald F. Peters was absent. Trustee Kovacevic served as Acting Clerk.

Minutes of Regular Meeting – October 18, 2016

A motion was made by Trustee Kovacevic seconded by Trustee Van Buren approving the minutes of the regular meeting held on October 18, 2016 as presented and authorizing the President and Acting Clerk to sign same. The motion carried.

Claim Ordinance No. 1847

A motion was made by Trustee Kovacevic seconded by Trustee Van Buren adopting Claim Ordinance No. 1847 in the total amount of \$602,139.03 as presented and authorizing the President and Acting Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren and Kovacevic.)

Public Comment – None

Old Business – None

New Business:

Contract Award – Digester 1 Piping and Mixing Equipment Mechanical Installation

Administrative Supervisor Campbell reviewed the single bid received for the Digester 1 piping and mixing equipment mechanical installation project. As the estimated cost for the project was over \$40,000, staff published a notice in the local paper in compliance with statutory requirements. Four sets of project specifications were picked up from the District leading up to the bid opening, but only one bid was received. Dahme Mechanical Industries Inc.'s lump sum bid was \$149,000. Dahme Mechanical Industries Inc. offered to deduct \$28,000 from their bid price by offering an alternate method for making and patching tank wall piping penetrations. Dahme Mechanical Industries Inc.'s alternate method has been employed successfully here before, and is therefore recommended for acceptance due to the cost savings. He recommended award to the lowest bidder, Dahme Mechanical Industries Inc. in the amount of \$121,000. A motion by Trustee Kovacevic seconded by Trustee Van Buren was made to award the Digester 1 piping and mixing equipment mechanical installation contract to the lowest responsive, responsible bidder, Dahme Mechanical Industries Inc., including the deduction for their alternate tank wall piping penetration method, in the amount of \$121,000, and authorize the General Manager to sign the same. The motion carried. (Votes recorded: Ayes–Van Buren and Kovacevic.)

Illinois Clean Energy Community Foundation Grant Agreement

Administrative Supervisor Campbell reviewed the grant agreement received from the Illinois Clean Energy Community Foundation for \$500,000 subject to certain requirements. Those requirements include completion of the current Phase II CHP project, followed by a full year of net-zero energy operation at the plant, in addition to permanent signage for ICECF at the facility and an expectation of installation of the proposed net-zero energy education center at the plant. A motion by Trustee Kovacevic seconded by Trustee Van Buren was made to approve the \$500,000 Net Zero Grant Agreement being offered to the District by the Illinois Clean Energy Community Foundation, and authorize the General Manager to sign the same. The motion carried. (Votes recorded: Ayes–Van Buren and Kovacevic.)

Travel Expense Reimbursement Policy

Administrative Supervisor Campbell presented Ordinance No. ORD 16-03 to comply with the requirements of Public Act 99-0604 which was signed into law on July 22, 2016 with an effective date of January 1, 2017. This Public Act requires units of government in Illinois to adopt a policy related to the reimbursement of travel, meal and lodging expenses incurred by employees carrying out official business. A motion was made by Trustee Kovacevic seconded by Trustee Van Buren approving Ordinance No. ORD 16-03 and authorizing the President and Acting Clerk to sign same. The motion carried. (Votes recorded: Ayes-Van Buren and Kovacevic.) A motion was made by Trustee Kovacevic seconded by Trustee Van Buren approving proposed changes to Section 2.22 of the Employee Policy Manual to incorporate by reference the District's Travel Expense Reimbursement Policy. The motion carried. (Votes recorded: Ayes-Van Buren and Kovacevic.)

Investment in 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, 2016 in the amount of \$245,000 with an interest rate of 1.15 percent. The District currently had \$250,000 in funds placed with this bank in a money market account with an interest rate of 0.45%. In conjunction with the opening of the CD, staff recommended the District leave the money market account open for administrative reasons by leaving a balance of \$5,000 in the account (which will continue to accrue interest at the 0.45% rate). This will provide the greatest flexibility for the District in the event staff desires to later shift funds back into the money market account upon maturity of the CD. The CD and money market account are cumulatively FDIC insured to \$250,000. A motion was made by Trustee Kovacevic seconded by Trustee Van Buren 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 1.15 percent and for a term of 12 months. The motion carried. (Votes recorded: Ayes-Van Buren and Kovacevic.)

Investment in 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, 2016 in the amount of \$249,990 with an interest rate of 1.05 percent. The District had \$250,000 in funds placed with this bank in a money market account with an interest rate of 0.25%. In conjunction with the opening of the CD, staff recommended the District leave money market account open for administrative reasons by leaving a balance of \$10 in the account (which will continue to accrue interest at the 0.25% rate). This will provide the greatest flexibility for the District in the event staff desires to later shift funds back into the money market account upon maturity of the CD. The CD and money market account are cumulatively FDIC insured to \$250,000. A motion was made by Trustee Kovacevic seconded

by Trustee Van Buren 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 1.05 percent and for a term of 12 months. The motion carried. (Votes recorded: Ayes-Van Buren and Kovacevic.)

Other New Business

Trustee Kovacevic inquired about the recent school tours the District hosted at the wastewater treatment plant.

A motion was made by Trustee Kovacevic seconded by Trustee Van Buren to adjourn the regular meeting at 7:26 p.m. The motion carried.

Approved: December 20, 2016

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

Attest: /s/ Amy S. Kovacevic /s/
Acting Clerk