

**MINUTES**

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, December 15, 2015, 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 Donald F. Peters, General Manager Nicholas J. Menninga, Administrative Services Director W. Clay Campbell, Information Coordinator Alyssa J. Cherwak and Attorney Michael G. Philipp.

Minutes of Regular Meeting – November 17, 2015

A motion was made by Trustee Peters seconded by Trustee Kovacevic approving the minutes of the regular meeting held on November 17, 2015 as presented and authorizing the President and Clerk to sign same. The motion carried.

Claim Ordinance No. 1836

A motion was made by Trustee Kovacevic seconded by Trustee Peters adopting Claim Ordinance No. 1836 in the total amount of \$512,573.68 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.)

Public Comment – None

Old Business – None

New Business:

Schedule of Meetings for 2016

Administrative Services Director Campbell presented the Schedule of Regular Meetings for Calendar Year 2016. The approved schedule will be provided to the local papers and posted on the District's website. The Board concurred with the Schedule of Regular Meetings for Calendar Year 2016 as presented and directed staff to proceed with providing notice in accordance with the Open Meetings Act.

Workers Compensation Insurance Renewal

Administrative Services Director Campbell presented the proposal for renewal of the District's Workers Compensation coverage through the Illinois Public Risk Fund (IPRF) effective January 1, 2016. He recommended that the Workers compensation policy be renewed with the IPRF at the annual premium of \$97,875. He reviewed why the District's premium renewal rates were increased 4.8% over the previous year, due largely to changes in the District's payroll from the prior year and to a lesser extent to claims activity over the last year. It was also noted by the District's broker that IPRF is still the most affordable workers compensation insurance coverage available to the District. A motion by Trustee Kovacevic seconded by Trustee Peters was made approving the renewal of the District's Workers Compensation coverage through the IPRF for an annual premium of \$97,875 effective January 1, 2016. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.)

### Employee Policy Manual Revisions

Administrative Services Director Campbell presented proposed revisions to the District's Employee Policy Manual for the Board's review and approval. A motion by Trustee Peters seconded by Trustee Kovacevic was made approving the revisions to the District's Employee Policy Manual as presented. The motion carried. (Votes recorded: Ayes– Van Buren, Kovacevic and Peters.)

### Operations Report – Staffing and Job Duties

General Manager Menninga presented an operations report which provided an overview of the District's staff and the job duties and responsibilities associated with all positions and departments.

### Annexation Ordinance No. AO 2015-20 – 136 60<sup>th</sup> Street, Downers Grove

General Manager Menninga presented Annexation Ordinances No. AO 2015-20 for the annexation of one lot located at 136 60<sup>th</sup> Street, Downers Grove. A motion was made by Trustee Peters seconded by Trustee Kovacevic accepting the Petition for Annexation, adopting Annexation Ordinance No. AO 2015-20 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.)

### Annexation Ordinance No. AO 2015-21 – 1362 35<sup>th</sup> Street, Downers Grove

General Manager Menninga presented Annexation Ordinances No. AO 2015-21 for the annexation of one lot located at 1362 35<sup>th</sup> Street, Downers Grove. A motion was made by Trustee Kovacevic seconded by Trustee Peters accepting the Petition for Annexation, adopting Annexation Ordinance No. AO 2015-21 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.)

### Other New Business

Trustee Kovacevic inquired about the WWTC's gas flare when the CHP engine is not in operation, the staff's presentation to O'Neill Middle School 7<sup>th</sup> graders in January, the Laboratory Progress Report for the month regarding a pretreatment customer and wished District staff Happy Holidays.

Trustee Peters commented on the District's annual participation in various wage and benefit reviews for the purpose of evaluating appropriate compensation for its employees.

Trustee Van Buren inquired about the lower than expected expense related to the Digester #4 Cleaning project. The volume of material cleaned out by the contractor was less than initially anticipated.

General Manager Menninga discussed with the Board a particular District customer that had requested consideration of financial assistance with paying his outstanding sewer bill due to his status as a senior citizen. General Manager Menninga highlighted that DuPage County Senior Services already offered some form of needs-based financial assistance program for qualifying individuals, but could report on a program offered by another sanitary district that addresses similar needs at a future meeting.

Upon a motion by Trustee Kovacevic seconded by Trustee Peters the regular meeting adjourned at 7:57 p.m. The motion carried.

Approved: January 19, 2016

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

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