

**MINUTES**

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, February 16, 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, Trustee Donald F. Peters, General Manager Nicholas J. Menninga, Administrative Services Director W. Clay Campbell, Sewer Construction Supervisor Ted Cherwak, Information Coordinator Alyssa J. Cherwak and Attorney Michael G. Philipp.

Minutes of Regular Meeting – January 19, 2016

A motion was made by Trustee Kovacevic seconded by Trustee Peters approving the minutes of the regular meeting held on January 19, 2016 as presented and authorizing the President and Clerk to sign same. The motion carried.

Minutes of Executive Session – January 19, 2016

A motion was made by Trustee Kovacevic seconded by Trustee Peters approving the minutes of the executive session held on January 19, 2016 as presented and authorizing the President and Clerk to sign same. The motion carried.

Claim Ordinance No. 1838

A motion was made by Trustee Kovacevic seconded by Trustee Peters adopting Claim Ordinance No. 1838 in the total amount of \$519,336.48 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:

Insurance Renewals

Administrative Services Director Campbell reviewed the proposal for renewal of the District's property and liability coverages effective April 14. The proposal includes Property, General Liability, Automobile, Public Officials Liability, Excess Liability, Employee Dishonesty and Tank Storage Pollution Liability. The renewal of the District's Workers Compensation coverage with the Illinois Public Risk Fund was approved in December for the 2016 calendar year. Total annual premiums (including Workers Compensation) are \$197,050. A motion was made by Trustee Kovacevic seconded by Trustee Peters authorizing the Administrative Services Director to renew the District's insurance coverages as presented in his February 8, 2016 memo. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.)

## Operations Report – Social Media

Information Coordinator Cherwak presented an operations report to the Board on the District's use of social media to inform our customers of District programs and services. She provided a review of the District's Facebook page and performance over the last two years. She noted various analytics that Facebook offers to the District to better understand the reach and scope of the page. She recommended future steps by staff to develop more content for both the District's website and social media presence. No action was needed on this item.

## Five Year Financial Plan and Budget Review – Fiscal Year 2016-2017 to Fiscal Year 2020-2021

General Manager Menninga presented the following budget documents: Five-Year Financial Plan for Fiscal Years 2016-17 to 2020-21, Notice of Availability of Fiscal Year 2016-17 Appropriation Ordinance/Budget for public review, revised Budget Calendar and proposed Appropriation Ordinance for Fiscal Year 2016-17. He reviewed the Five-Year Financial Plan including the General Corporate, Construction, Improvement and Public Benefit funds. The Notice of Availability of the Fiscal Year 2016-17 Appropriation Ordinance/Budget will be published in the local paper on February 17. Final approval of the Five Year Financial Plan and the Appropriation Ordinance is scheduled for the March 22 regular meeting. A motion was made by Trustee Kovacevic seconded by Trustee Peters authorizing publication of the Notice of Availability. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.)

## Review of Executive Session Minutes

Administrative Services Director Campbell reviewed his memo dated February 12, 2016 regarding the review of executive session minutes as required by the Illinois Open Meetings Act. The executive session minutes were last reviewed in August 2015. The Board reviewed the written minutes of the meetings of March 25, 2014 and August 19, 2014 to determine if the verbatim records could be destroyed as provided by state statutes. A motion by Trustee Peters seconded by Trustee Kovacevic was made authorizing the destruction of the verbatim records of the executive sessions held on March 25, 2014 and August 19, 2014 in accordance with the Illinois Open Meetings Act. The motion carried.

## Annexation Ordinance No. AO 2016-02 – 4330 Lacey Road, Downers Grove

Sewer Construction Supervisor Cherwak presented Annexation Ordinance No. AO 2016-02 for the annexation of one lot located at 4330 Lacey Road, Downers Grove. A motion was made by Trustee Peters seconded by Trustee Kovacevic accepting the Petition for Annexation, adopting Annexation Ordinance No. AO 2016-02 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 discussed the staff's presentation to 7<sup>th</sup> grade students at O'Neill Middle School on January 22 and 25 regarding the District's biosolids program.

Trustee Peters inquired if the National Power Rodding trucks he has seen around the Village were performing work for the District. Staff informed him that they were operating as a cleaning and televising subcontractor for Insituform.

A motion was made by Trustee Peters seconded by Trustee Kovacevic to adjourn the regular meeting at 7:50 p.m. The motion carried.

Approved: March 22, 2016

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

Attest: /s/ Donald F. Peters /s/  
Clerk