

**MINUTES**

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, August 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, Administrative Services Director W. Clay Campbell, Maintenance Supervisor Jeffery P. Barta, Laboratory Supervisor D. Reese Berry, and Attorney Michael G. Philipp. Matt Beran of Lauterbach & Amen, LLP and Derek Wold of Baxter & Woodman, Inc. also attended.

Minutes of Regular Meeting – July 19, 2016

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

Claim Ordinance No. 1844

A motion was made by Trustee Kovacevic seconded by Trustee Peters adopting Claim Ordinance No. 1844 in the total amount of \$575,049.50 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:

Audit Report for Fiscal Year 2015-2016

Matt Beran, auditor with the firm of Lauterbach & Amen, LLP, presented the Annual Financial Report for Fiscal Year 2015-2016. He reviewed the report, the notes to the financial statements and the supplemental information. Administrative Services Director Campbell highlighted several areas of interest in the report such as the introduction of GASB 68 reporting compliance, the District's current funding status for its IMRF pension liability, the reporting of OPEB liability and the current IEPA loan repayment status. A motion was made by Trustee Peters seconded by Trustee Kovacevic accepting the Annual Financial Report for Fiscal Year 2015-2016 as presented. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.)

Financial Policies: Fund Balances and Capital Assets

Administrative Services Director Campbell introduced a proposed Fund Balance policy and a proposed Capital Asset policy for the District. Both policies had been drafted by General Manager Menninga to memorialize District financial practices that were already being followed. A motion was made by Trustee Kovacevic seconded by Trustee Peters approving the Fund Balance and Capital Asset policies, as presented. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.)

## Open House Arrangements

Administrative Services Director Campbell presented the invitation, map, invitation list and press release for the annual Open House to be held on October 1, 2016 focusing on the resource recovery and cost control aspects of wastewater treatment. The invitations will be mailed August 26, emails will go out shortly thereafter and press releases distributed to local papers as well. The Board had a few suggested changes to the invitation list and other recommendations for the upcoming event.

## Resolution No. R2016-01: Net-Zero Energy Policy of the Downers Grove Sanitary District

Administrative Services Director Campbell presented Resolution No. R2016-01: Net-Zero Energy Policy of the Downers Grove Sanitary District. The Resolution outlines the District's adoption of a net-zero energy policy to achieve and sustain its wastewater treatment center as a net-zero energy facility. A motion was made by Trustee Peters seconded by Trustee Kovacevic approving Resolution No. R2016-01 and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.)

## Contract Award – Combined Heat and Power Phase 2 Contract Award

Derek Wold of Baxter & Woodman, Inc. reviewed the bid opening on August 9 for the purchase and installation of a 375 kw gas-driven engine generator with heat recovery, along with upgrades to the District's gas cleaning equipment. Six bids were received. This CHP Phase 2 project consists of purchase and installation of a second CHP engine generator, additional heat recovery piping, gas feed piping and electrical cabling to be installed at the Wastewater Treatment Center to expand our existing capability of producing electricity and heat from digester gas. He recommended award to the lowest bidder, Joseph J. Henderson and Son, Inc., of Gurnee, Illinois in the amount of \$1,374,000. A motion by Trustee Kovacevic seconded by Trustee Peters was made awarding the contract for the purchase and installation of the District's CHP Phase 2 project to the lowest bidder, Joseph J. Henderson and Son, Inc., of Gurnee, Illinois in the amount of \$1,374,000, and authorizing the General Manager to execute the contract documents. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.)

## Review of Prior Executive Session Minutes

The Board reviewed the minutes of executive sessions held on January 19, 2016 and March 22, 2016. These are the executive session minutes not previously made available for public inspection or not previously reviewed. A motion was made by Trustee Peters seconded by Trustee Kovacevic determining that the need for confidentiality no longer exists as to the executive session minutes of January 19, 2016 and March 22, 2016. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.) A motion was made by Trustee Kovacevic seconded by Trustee Peters approving destruction of the verbatim record of the executive session held on January 20, 2015 as provided by state statute. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.)

## Annexation Ordinance No. AO 2016-12 – 6014 Springside Avenue, Downers Grove

Administrative Services Director Campbell presented Annexation Ordinance No. AO 2016-12 for the annexation of one lot located at 6014 Springside Avenue, Downers Grove. A motion was made by Trustee Kovacevic seconded by Trustee Peters accepting the Petition for Annexation, adopting Annexation Ordinance No. AO 2016-12 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 welcomed the District's newest employee, Angel Lozada, to the Sewer System department and congratulated Bill Smith on his 5-year anniversary with the District. She inquired about the District's investigation of the backup reported at 4821 Bryan Place, Downers Grove as a result of a mainline blockage. She also wanted to acknowledge the more than satisfactory performance of the District's new answering service, Wagner Communications. In addition, she offered her congratulations to the WWTC's employees for their hard work during recent excess flow events and separately congratulated District staff on their role in a recent BSSRAP repair. Trustee Kovacevic also inquired about industrial pretreatment efforts that had been mentioned in the Laboratory department's monthly progress report. Finally, she wanted to mentioned how positive it was to be selected as a "Utility of the Future" by the joint NACWA/WERF/WEF Program.

Trustee Peters inquired about the current status of the District's 2016 Sanitary Sewer Replacement Project located in the Westmont alleys behind Burlington Avenue and Lincoln Street. He was concerned about the pace of the project and accommodations for business owners impacted by the construction. He also inquired about current work being performed in Downers Grove by the Nicor Gas utility through their contractor, Northern Pipeline, to locate homeowner's sewer service lines on private property to avoid cross-boring in the future.

A motion was made by Trustee Kovacevic seconded by Trustee Peters to adjourn the regular meeting at 8:03 p.m. The motion carried.

Approved: September 20, 2016

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

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