

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, May 13, 2014, 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 Theodore T. Cherwak, Laboratory Supervisor Reese Berry, Lead Operator Marc M. Majewski, System Inspector Jesus Jimenez, Information Coordinator Alyssa Cherwak, and Attorneys Michael C. Wiedel and Michael Philipp. Also present were Board of Local Improvements Members Kenneth J. Rathje and Robert T. Jungwirth.

Minutes of Regular Meeting – April 15, 2014

A motion was made by Trustee Kovacevic seconded by Trustee Peters approving the minutes of the regular meeting held on April 15, 2014 as presented and authorizing the President and Clerk to sign same. The motion carried.

Claim Ordinance No. 1817

A motion was made by Trustee Kovacevic seconded by Trustee Peters adopting Claim Ordinance No. 1817 in the total amount of \$718,937.40 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.)

Resignation of Member of Board of Local Improvements

President Van Buren advised the Board that W. Robert Ivarson, Jr. had submitted his resignation as a member of the Board of Local Improvements, effective immediately.

Public Comment - None

Elections and Appointments

The following elections and appointments were made: A motion by Trustee Kovacevic seconded by Trustee Peters was made nominating Wallace D. Van Buren as President, closing the nominations for President and electing by unanimous consent Wallace D Van Buren as President. The motion carried. (Votes recorded: Ayes–Kovacevic and Peters.) A motion by Trustee Peters seconded by Trustee Van Buren was made nominating Amy S. Kovacevic as Vice President, closing the nominations for Vice President and electing by unanimous consent Amy S. Kovacevic as Vice President. The motion carried. (Votes recorded: Ayes–Van Buren and Peters.) A motion by Trustee Kovacevic seconded by Trustee Van Buren was made nominating Donald F. Peters as Clerk, closing the nominations for Clerk and electing by unanimous consent Donald F. Peters as Clerk. The motion carried. (Votes recorded: Ayes–Van Buren and Kovacevic.) A motion by Trustee Peters seconded by Trustee Kovacevic was made appointing William Clay Campbell as

Assistant Clerk. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.) A motion by Trustee Kovacevic seconded by Trustee Peters was made appointing Nicholas J. Menninga as General Manager. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.) A motion by Trustee Peters seconded by Trustee Kovacevic was made appointing William Clay Campbell as Treasurer. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.) A motion by Trustee Kovacevic seconded by Trustee Peters was made appointing Baxter and Woodman, Inc. as engineers for the District sewer system and Wastewater Treatment Center. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.) A motion by Trustee Peters seconded by Trustee Kovacevic was made appointing Wiedel, Philipp and Indelicato as attorneys for the District. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.) A motion by Trustee Peters seconded by Trustee Kovacevic was made appointing Kenneth J. Rathje and Robert T. Jungwirth as members of the Board of Local Improvements. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.)

New Business:

Purchase Award – 6 Yard Dump Truck

General Manager Menninga reviewed the bid opening on May 1, 2014, for the purchase of a 2015 6 Cu. Yd. Dump Truck for Biosolids. Two bids were received. He recommended the District award the purchase to the lowest, responsible and responsive bidder, TransChicago Truck Group, for a Freightliner M2106 Truck in the amount of \$88,500.00. The specifications included an alternate bid for trade-in of the District's existing dump truck, however, staff has concluded that the District will receive a higher price than the \$15,000.00 offered as the alternate if the existing dump truck is sold by the District. A motion was made by Trustee Kovacevic seconded by Trustee Peters to award the purchase of the 2015 6 Cu. Yd. Dump Truck to the lowest, responsible and responsive bidder, TransChicago Truck Group, in the amount of \$88,500.00 and authorizing the General Manager and Assistant Clerk to execute the contract for this purchase. 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. These revisions are necessary due to recent changes regarding the District's health insurance plan offered to employees. The revised language is required in Sections 2.13 – Group Insurance and Section 2.17 – Flexible Benefits Plan. A motion was made by Trustee Peters seconded by Trustee Kovacevic approving the changes to the District's Employee Policy Manual as presented in Administrative Services Director Campbell's memo dated May 8, 2014. The motion carried.

Flexible Benefits Plan – MidAmerica

Administrative Services Director Campbell presented a proposed contract between the District and MidAmerica Administrative & Retirement Solutions, Inc. Under the terms of the contract, MidAmerica will serve as the District's third-party benefit administrator for the District's Flexible Benefits Plan at a rate of \$5.50 per employee per month that utilize the District's

Flexible Benefits Plan. A motion was made by Trustee Kovacevic seconded by Trustee Peters authorizing staff to enter into a contract with MidAmerica Administrative & Retirement Solutions, Inc. to serve as the District's third-party benefit administrator for the District's Flexible Benefits Plan for the Plan Year commencing June 1, 2014. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.)

Sanitary Service Repairs Agreement Amendment No. 2

General Manager Menninga presented Amendment No. 2 to the Sanitary Service Repairs Agreement with Uno Construction Company, Inc. This contract was awarded in 2012 and allows for an annual extension of the contract for up to a total of five years upon the mutual written consent of the District and the contractor. The contract also provides for annual adjustments to the unit prices based upon the greater of 3 percent or 100 percent of the annual change in the CPI-U for the preceding calendar year. The annual change in the CPI-U for this year is 0.5%. The contractor has requested the annual extension and agreed to a 2 percent increase in the unit prices for the renewal for all work performed from July 1, 2014 through June 30, 2015. A motion was made by Trustee Kovacevic seconded by Trustee Van Buren approving Amendment No. 2 to the Sanitary Service Repairs Agreement with Uno Construction Company, Inc. and authorizing the General Manager and Assistant Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.)

Unsewered Area Plan Update

Sewer Construction Supervisor Cherwak presented the District's Unsewered Area Plan Updates for 2014. The plan was revised by Baxter and Woodman, Inc. to update cost estimates to reflect increases in the construction cost index and the current construction bidding environment. A motion was made by Trustee Kovacevic seconded by Trustee Peters approving the Annual Unsewered Area Plan Updates as presented. The motion carried.

CHP Project Dedication

General Manager Menninga reviewed plans for the dedication of the Combined Heat and Power Facility including a plaque in memory of former District Trustee Donald E. Eckmann.

Annexation Ordinance No. AO 2014-01 – 6117 Sherman, Downers Grove

Sewer Construction Supervisor Cherwak presented Annexation Ordinance No. AO 2014-01 for the annexation of one lot located at 6117 Sherman, Downers Grove. A motion by Trustee Kovacevic seconded by Trustee Peters was made accepting the Petition for Annexation, adopting Annexation Ordinance No. AO 2014-01 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.)

Investment in Certificate of Deposit – Community Bank of Downers Grove

Administrative Services Director Campbell reviewed staff's renewal on May 2, 2014 of a twelve-month Certificate of Deposit with Community Bank of Downers Grove in the amount of \$250,000 with an annual interest rate of 0.38 percent. The Certificate of Deposit is secured by

the FDIC. A motion by Trustee Peters seconded by Trustee Kovacevic was made ratifying the actions of staff on behalf of the District which renewed a Certificate of Deposit on May 2, 2014 in the amount of \$250,000 with Community Bank of Downers Grove at an interest rate of 0.38 percent and a term of twelve months. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.)

Other New Business

Trustee Kovacevic requested an update on the installation of security cameras at the Wastewater Treatment Center.

Trustee Peters requested the history of the selection process of the District’s audit firm and suggested further discussion of supplemental procedures as this year’s audit proceeds.

Trustee Van Buren reviewed his meeting with the Village of Downers Grove regarding the Village’s use of District property on Walnut Avenue.

Upon a motion by Trustee Kovacevic seconded by Trustee Peters the regular meeting adjourned at 8:43 p.m. The motion carried.

Approved: June 10, 2014

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

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