

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, February 8, 2022, convening at 7:00 p.m. The meeting was held at the District's Administration Center, 2710 Curtiss Street, Downers Grove. Present were Trustees Wally D. Van Buren, Amy E. Sejnost, Paul W. Coultrap, General Manager Amy R. Underwood, Administrative Supervisor Carly S. Shaw, Information Coordinator Alyssa J. Caballero and Attorney Michael G. Philipp.

Minutes of Regular Meeting – January 18, 2022

A motion was made by Trustee Sejnost seconded by Trustee Van Buren approving the minutes of the regular meeting held on January 18, 2022 and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren and Sejnost. Abstain–Coultrap.)

Minutes of Executive Session – January 18, 2022

A motion was made by Trustee Sejnost seconded by Trustee Van Buren approving the minutes of the executive session held on January 18, 2022 and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren and Sejnost. Abstain–Coultrap.)

Claim Ordinance No. 1910

A motion was made by Trustee Coultrap seconded by Trustee Sejnost adopting Claim Ordinance No. 1910 in the total amount of \$511,472.58 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Public Comment – None

New Business

Resolution of Appreciation

General Manager Underwood presented a Resolution of Appreciation for Paul W. Coultrap for his years of dedicated service to the District as a Trustee. A motion was made by Trustee Sejnost seconded by Trustee Van Buren to pass the resolution. The motion carried.

Appointment of Assistant Clerk and Treasurer

The following appointments were made: A motion was made by Trustee Coultrap seconded by Trustee Sejnost appointing Carly Shaw as Assistant Clerk. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.) A motion was made by Trustee Coultrap seconded by Trustee Sejnost appointing Carly Shaw as Treasurer. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Resolution No. R2022-01, Appointment of Authorized Agent for the Illinois Municipal Retirement Fund (IMRF)

Staff presented Resolution No. R2022-01. This resolution appoints Carly Shaw as the new Authorized Agent for the Illinois Municipal Retirement Fund due to her promotion to the position of Administrative Supervisor. A motion by Trustee Coultrap seconded by Trustee Sejnost was made adopting Resolution No. R2022-01 and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost, and Coultrap.)

Revision of Authorized Bank Account Signer

Staff presented a memo reviewing the current arrangement of the District’s bank accounts and authorized signers and recommending the authorized signers on the imprest accounts be revised from the General Manager and Administrative Supervisor to the General Manager and Treasurer. A motion by Trustee Coultrap seconded by Trustee Sejnost was made approving the change. The motion carried. (Votes recorded: Ayes-Van Buren, Sejnost and Coultrap.) Staff also requested that upon Carly Shaw’s appointment to Treasurer she be added to the bank accounts and investment accounts. A motion by Trustee Coultrap seconded by Trustee Sejnost was made to add Carly Shaw as Security Administrator on the District’s Chase Bank accounts and as an authorized signer on the District’s Payroll, Petty Cash, User Refund and Flexible Benefits accounts and all investments accounts (as listed on the District’s Investment Schedule as of January 31, 2022) and authorizing all signatures required to effectuate such a change. The motion carried. (Votes recorded: Ayes-Van Buren, Sejnost, and Coultrap.)

Review of Executive Session Minutes

The Board reviewed the minutes of executive session held on December 21, 2021, which have not previously been made available for public inspection or not previously reviewed. A motion was made by Trustee Sejnost seconded by Trustee Coultrap determining that the need for confidentiality no longer exists as to the executive session minutes of December 21, 2021. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.) The executive session minutes were last reviewed in February 2021. The Board reviewed the written minutes of the meeting of July 21, 2020, to determine if the verbatim records could be destroyed as provided by state statute. A motion was made by Trustee Coultrap seconded by Trustee Sejnost approving destruction of the verbatim record of the executive session held on July 21, 2020, as provided by state statute. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Five Year Financial Plan and Budget Review – Fiscal Year 2022-2023 to 2026-2027

General Manager Amy R. Underwood presented the following budget documents: Five-Year Financial Plan for Fiscal Years 2022-2023 to 2026-2027, Notice of Availability of Fiscal Year 2022-2023 Appropriation Ordinance/Budget for public review, revised Budget Calendar, and the proposed Appropriation Ordinance for Fiscal Year 2022-2023. She reviewed the Five-Year Plan including planned expenses and anticipated revenues to the General Corporate, Improvement, Construction, and Public Benefit funds. The Notice of Availability of the Fiscal Year 2022-2023 was recommended to be published in the local paper on February 10. Final approval of the Five-Year Financial Plan and the Appropriation Ordinance is scheduled for the March 15 regular meeting. A motion was made by Trustee Coultrap and seconded by Trustee Sejnost authorizing

publication on February 10 of the Notice of Availability of Fiscal Year 2022-2023 Appropriation Ordinance/Budget for public review. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Other New Business

Trustee Coultrap expressed his appreciation to the District for the past five years he has served as a trustee. He congratulated Carly Shaw on her promotion to Administrative Supervisor.

Trustee Sejnost thanked Trustee Coultrap for his service as a trustee. She congratulated Carly Shaw on her promotion to Administrative Supervisor. She inquired about the status of past due charges for user billing. Trustee Sejnost commended Nick Whitefleet for the work he did in-house to replace the turbo charger on CHP #2 and Rolf Flechsig for installing and configuring a new LS Electric VFD for the raw sewage pump, both noted in Maintenance Supervisor Barta’s monthly report. She inquired about a local wastewater plant visiting our plant to see lab equipment, noted in Lab Supervisor Berry’s monthly report. Lastly, she inquired about the manhole overflow that occurred on January 27.

Trustee Van Buren welcomed Carly Shaw into her new role as Administrative Supervisor. He also expressed his appreciation to Trustee Coultrap for his service as a trustee. Trustee Van Buren commended General Manager Underwood for her consistent hard work throughout the recent changes at the District.

Executive Session – Employee Compensation and Performance

A motion was made by Trustee Sejnost seconded by Trustee Coultrap to recess the regular meeting and convene an executive session at 7:50 p.m. under exception 2(c)1 of the Open Meetings Act to discuss the compensation of specific employees of the District. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

A motion was made by Trustee Coultrap seconded by Trustee Van Buren to reconvene the regular meeting at 8:07 p.m. The motion carried. (Votes recorded: Ayes- Van Buren, Sejnost and Coultrap.)

A motion was made by Trustee Coultrap seconded by Trustee Van Buren to adjourn the regular meeting at 8:08 p.m. The motion carried.

Approved: March 15, 2022

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

Attest: /s/Jeremy M. Wang/s/
Clerk