

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, February 9, 2021, 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, Trustees Amy E. Sejnost and Paul W. Coultrap, and General Manager Amy R. Underwood. Administrative Supervisor W. Clay Campbell, Attorney for the District Michael G. Philipp and Information Coordinator Alyssa J. Caballero were not physically present but did attend the meeting by electronic means (both audio and video) using Zoom. Staff Engineer Alex Bielawa attended virtually as a member of the public.

Minutes of Regular Meeting – January 19, 2021

A motion was made by Trustee Sejnost seconded by Trustee Coultrap approving the minutes of the regular meeting held on January 19, 2021, and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Minutes of Executive Session – January 19, 2021

A motion was made by Trustee Coultrap seconded by Trustee Sejnost approving the minutes of the executive session held on January 19, 2021 as presented and authorizing the President and Clerk to sign same. The motion carried.

Change Order No.1 for Sherman Street Sewer Rehabilitation

General Manager Underwood presented a memo recommending to the Board of Trustees approval of a change order for the District's Sherman Street Sewer Rehabilitation Contract with Austin Tyler Construction, Inc. for a net decrease in contract cost of \$497.87. Approval of Change Order No. 1 would bring the total contract amount to \$134,193.13. A motion was made by Trustee Sejnost seconded by Trustee Coultrap approving the Sherman Street Sewer Rehabilitation Change Order No. 1 for a net decrease in the amount of \$497.87 and for the General Manager to sign the same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Claim Ordinance No. 1898

General Manager Underwood noted that the R. J. O'Neil invoice included in Claim Ordinance No. 1898 had previously been approved under Claim Ordinance No. 1894 at the October 27, 2020 Board meeting. Payment had been held waiting for O&M manuals to be finalized and submitted, which has been completed now. A motion was made by Trustee Coultrap seconded by Trustee Sejnost adopting Claim Ordinance No. 1898 in the total amount of \$672,173.92 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

Five Year Financial Plan and Budget Review – Fiscal Year 2021-2022 to Fiscal Year 2025-2026

General Manager Underwood presented the following budget documents: Five-Year Financial Plan for Fiscal Years 2021-22 to 2025-26, Notice of Availability of Fiscal Year 2021-22 Appropriation Ordinance/Budget for public review, revised Budget Calendar, and proposed Appropriation Ordinance for Fiscal Year 2021-22. She reviewed the Five-Year Financial Plan including the General Corporate, Improvement, Construction, and Public Benefit funds. The Notice of Availability of the Fiscal Year 2021-22 Appropriation Ordinance/Budget was recommended to be published in the local paper on February 11. Final approval of the Five Year Financial Plan and the Appropriation Ordinance is scheduled for the March 16 regular meeting. A motion was made by Trustee Sejnost seconded by Trustee Coultrap authorizing publication of the Notice of Availability of Fiscal Year 2021-22 Appropriation Ordinance/Budget for public review on February 11. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Review of Executive Session Minutes

The Board reviewed the minutes of executive sessions held on July 21, 2020 and August 18, 2020, 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 July 21, 2020 and August 18, 2020. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.) The executive session minutes were last reviewed in August 2020. The Board reviewed the written minutes of the meetings of March 29, 2019, April 15, 2019 and June 18, 2019 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 March 29, 2019, April 15, 2019 and June 18, 2019 as provided by state statute. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Other New Business

Trustee Van Buren noted the inspection report on 1K-028 basin for Inflow & Infiltration Removal and the post rehabilitation performance at 55th and Victor. He was pleased to see the BSSRAP questionnaire responses that were recently received from customers. He welcomed the new Sewer System Permit Technician. Trustee Van Buren inquired about the current status of collections on delinquent user accounts related to the current COVID-19 pandemic. He congratulated Carly Shaw on her five year anniversary with the District. He also commented on the completion of the traveling bridge control panel replacement and Digester 2 heat exchanger burner tube replacement, both noted in Maintenance Supervisor Barta's monthly report. He also inquired about the progress of the CHP #1 replacement. Lastly, he noted the progress of the fourth compost heap, also noted in Staff Engineer Bielawa's monthly report.

Trustee Coultrap noted he was pleased to see that the Sherman Street sewer replacement project came under budget. He inquired about how this year's property and casualty insurance renewals were going so far in advance of the regular March board meeting where a renewal decision would be made. He also commented on the completion of the traveling bridge control panel replacement, noted in Maintenance Supervisor Barta's monthly report. He was also pleased to see the BSSRAP questionnaire responses that were recently received from customers. He inquired about District

employees' eligibility to receive the COVID-19 vaccine. Trustee Coultrap inquired about the manhole overflow due to a blockage caused by heavy duty rags and plastic bags that occurred in January. He inquired about how employees are currently handling the District's COVID-19 protocols, specifically mask use. Lastly, he congratulated Carly Shaw on her five year anniversary with the District.

Trustee Sejnost also congratulated Carly Shaw on her five year anniversary with the District. She also welcomed the new Sewer System Permit Technician. She noted the progress of the flushable wipes legislation noted in Administrative Supervisor Campbell's monthly report. She also commented on the completion of the traveling bridge control panel replacement and commended Rolf Flechsig for his work on the project. She noted the progress of the dental amalgam rule, noted in Lab Supervisor Berry's monthly report. Trustee Sejnost was also pleased to see the BSSRAP questionnaire responses from customers. She noted that District employees will soon be eligible to receive the COVID-19 vaccine. Lastly, she also inquired about the manhole overflow due to a blockage caused by heavy duty rags and plastic bags that occurred in January.

Executive Session – Employee Compensation

A motion was made by Trustee Sejnost seconded by Trustee Coultrap to recess the regular meeting and convene an executive session at 8:15 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 Sejnost seconded by Trustee Coultrap to reconvene the regular meeting at 8:26 p.m. The motion carried. (Votes recorded: Ayes- Van Buren, Sejnost and Coultrap.)

A motion was made by Trustee Coultrap seconded by Trustee Sejnost to adjourn the regular meeting at 8:30 p.m. The motion carried.

Approved: March 16, 2021

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

Attest: /s/ Paul W. Coultrap /s/
Clerk