

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, February 11, 2020, 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 E. Sejnost, and Trustee Paul W. Coultrap, General Manager Nicholas J. Menninga, Assistant General Manager Amy R. Underwood, Administrative Supervisor W. Clay Campbell, Laboratory Supervisor D. Reese Berry, Staff Engineer Alex M. Bielawa, Information Coordinator Alyssa J. Caballero and Attorney Michael G. Philipp.

Minutes of Regular Meeting – January 21, 2020

A motion was made by Trustee Coultrap seconded by Trustee Sejnost approving the minutes of the regular meeting held on January 21, 2020 as presented and authorizing the President and Clerk to sign same. The motion carried.

Minutes of Executive Session – January 21, 2020

A motion was made by Trustee Coultrap seconded by Trustee Sejnost approving the minutes of the executive session held on January 21, 2020 as presented and authorizing the President and Clerk to sign same. The motion carried.

Claim Ordinance No. 1886

A motion was made by Trustee Coultrap seconded by Trustee Sejnost adopting Claim Ordinance No. 1886 in the total amount of \$644,496.09 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

Old Business – None

New Business:

Five Year Financial Plan and Budget Review – Fiscal Year 2020-2021 to Fiscal Year 2024-2025

Assistant General Manager Underwood presented the following budget documents: Five-Year Financial Plan for Fiscal Years 2020-21 to 2024-25, Notice of Availability of Fiscal Year 2020-21 Appropriation Ordinance/Budget for public review, revised Budget Calendar, and proposed Appropriation Ordinance for Fiscal Year 2020-21. 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 2020-21 Appropriation Ordinance/Budget was recommended to be published in the local paper on February 13. Final approval of the Five Year Financial Plan and the Appropriation Ordinance is scheduled for the March 17 regular meeting. A

motion was made by Trustee Sejnost seconded by Trustee Coultrap authorizing publication of the Notice of Availability of Fiscal Year 2020-21 Appropriation Ordinance/Budget for public review on February 13. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Review of Executive Session Minutes

Administrative Supervisor Campbell reviewed his memo dated February 7, 2020 regarding the review of executive session minutes as required by the Illinois Open Meetings Act. The executive session minutes were last reviewed in August 2019. The Board reviewed the written minutes of the meetings of March 20, 2018 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 20, 2018 as provided by state statute. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Resolution of Appreciation for Employee Service

Administrative Supervisor Campbell presented a Resolution of Appreciation for Nicholas J. Menninga for more than 15 years of dedicated service to the District. A motion was made by Trustee Coultrap seconded by Trustee Sejnost to pass the resolution. The motion carried.

Special Assessment No. 58 Rebate

Administrative Supervisor Campbell presented Resolution No. 20-01 declaring a rebate for Special Assessment No. 58. All assessments have been paid in full and there is an excess of funds in the amount of \$20,099.42. Under State statutes, the District will keep 5 percent of the excess for the cost of declaring and making the rebate. The District share will be \$1,004.97 and the balance of \$19,094.45 will be rebated. A motion was made by Trustee Coultrap seconded by Trustee Sejnost approving Resolution No. 20-01 for the Special Assessment No. 58 rebate and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Other New Business

Trustee Van Buren congratulated Reese Berry for his 10 years of service with the District and Siamak Azarnia for his five years. He also inquired about the completion of the new Net Zero Public Education Center and the status of the Sewer Permit Technician job opening. Lastly, he thanked District Engineer Bielawa for the annual lift station performance report.

Trustee Sejnost congratulated Reese Berry for his 10 years of service with the District and Siamak Azarnia for his five years. She inquired about the recent employee CPR training and the status of the Sewer Permit Technician job opening. She also noted the new date for the District's annual open house. Lastly, she expressed her appreciation to General Manager Menninga for his work and dedication to the District before his planned retirement.

Trustee Coultrap expressed interest in having a presentation from the safety committee at an upcoming board meeting. He inquired about the upcoming property, general liability and workers

compensation insurance renewal figures and about the completion of the new Net Zero Public Education Center. He also congratulated Reese Berry for his 10 years of service with the District and Siamak Azarnia for his five years. He also noted the new date for the District's annual open house. Lastly, also he expressed his appreciation to General Manager Menninga for his work and dedication to the District before his planned retirement.

Executive Session – Personnel

A motion was made by Trustee Sejnost seconded by Trustee Coultrap to recess the regular meeting and convene an executive session at 7:38 p.m. under exception 2(c)1 of the Open Meetings Act to discuss the General Manager appointment and General Manager's compensation. The motion carried. (Votes recorded: Ayes-Van Buren, Sejnost and Coultrap.)

A motion was made by Trustee Sejnost seconded by Trustee Coultrap to adjourn the executive session at 8:01 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 8:02 p.m. The motion carried.

Approved: March 17, 2020

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

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