

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, February 13, 2024, convening at 7:00 p.m. The meeting was held at the District's Administration Center, 2710 Curtiss Street, Downers Grove. Present were Trustees Amy E. Sejnost and Jeremy M. Wang, General Manager Amy R. Underwood, Administrative Supervisor Carly S. Shaw and Attorney Dan McCormick.

Minutes of Regular Meeting – January 16, 2024

A motion was made by Trustee Wang seconded by Trustee Sejnost approving the minutes of the regular meeting held on January 16, 2024 and authorizing the Acting President and Clerk to sign same. The motion carried.

Minutes of Executive Session – January 16, 2024

A motion was made by Trustee Wang seconded by Trustee Sejnost approving the minutes of the executive session held on January 16, 2024 and authorizing the Acting President and Clerk to sign same. The motion carried.

Claim Ordinance No. 1934

A motion was made by Trustee Wang seconded by Trustee Sejnost adopting Claim Ordinance No. 1934 in the total amount of \$704,710.70 as presented and authorizing the Acting President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Sejnost and Wang.)

Public Comment – None

New Business

Resolution of Appreciation – Wallace D. Van Buren

General Manager Underwood presented Resolution of Appreciation for Wallace D. Van Buren for his years of dedicated service to the District. A motion was made by Trustee Wang seconded by Trustee Sejnost to pass the resolution. The motion carried.

Change Order No. 1 – 2023 Trunk Sewer Rehabilitation: Curtiss St

General Manager Underwood presented a memo recommending to the Board of Trustees approval of a change order for the District's 2023 Trunk Sewer Rehabilitation: Curtiss Street contract with Visu-Sewer of Illinois, LLC. for a net decrease in contract cost of \$94,100.00. A motion was made by Trustee Wang seconded by Trustee Sejnost approving Change Order No. 1 for the 2023 Trunk Sewer Rehabilitation: Curtiss Street agreement with Visu-Sewer of Illinois, LLC. for a net decrease in the contract price of \$94,100.00 and authorizing the General Manager to sign the same. The motion carried. (Votes recorded: Ayes–Sejnost and Wang.)

Employee Policy Manual Revisions

General Manager Underwood presented proposed modifications to Section 2.3 and 3.11 of the Employee Policy Manual. A motion was made by Trustee Wang seconded by Trustee Sejnost to approve the proposed revisions to the District's Employee Policy Manual. The motion carried. (Votes recorded: Ayes–Sejnost and Wang.)

Financial Auditing Services Agreement

Administrative Supervisor Shaw presented a three-year proposal from Lauterbach & Amen, LLP to perform the District's annual audits. The proposed fees for Fiscal Years 2023-24, 2024-25 and 2025-26 are in the corresponding amounts of \$14,900, \$15,500, and \$16,100. A motion was made by Trustee Wang seconded by Trustee Sejnost accepting the three-year proposal from Lauterbach & Amen, LLP to perform the District's annual audits for Fiscal Years 2023-24, 2024-25 and 2025-26 in the corresponding amounts of \$14,900, \$15,500, and \$16,100. The motion carried. (Votes recorded: Ayes–Sejnost and Wang.)

Review And Final Disposition of Executive Session Records

The Board reviewed the minutes of the executive session held on March 21, 2023, which have not previously been made available for public inspection or not previously reviewed. A motion was made by Trustee Wang seconded by Trustee Sejnost determining that the need for confidentiality no longer exists as to the executive session minutes of March 21, 2023. The motion carried. (Votes recorded: Ayes–Sejnost and Wang.)

Five-Year Financial Plan and Budget Review – Fiscal Years 2024-2025 to 2028-2029

General Manager Underwood presented the following budget documents: Five-Year Financial Plan for Fiscal Years 2024-2025 to 2028-2029, Notice of Availability of Fiscal Year 2024-2025 Appropriation Ordinance/Budget for public review, revised Budget Calendar, and the proposed Appropriation Ordinance for Fiscal Year 2024-2025. 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 2024-2025 was recommended to be published in the local paper on February 15. Final approval of the Five-Year Financial Plan and the Appropriation Ordinance is scheduled for the March 19 regular meeting. A motion was made by Trustee Wang and seconded by Trustee Sejnost authorizing publication on February 15 of the Notice of Availability of Fiscal Year 2024-2025 Appropriation Ordinance/Budget for public review. The motion carried. (Votes recorded: Ayes–Sejnost and Wang.)

Other New Business

Trustee Wang gave thanks to General Manager Underwood for the detailed budget report. He asked about the status of the new mechanic. He noted the decrease in flu and COVID cases but an increase in RSV found in wastewater as documented in the monthly report for January. He asked about the progress of the proposed accounting software replacement and also about the current accounts receivable.

Trustee Sejnost commented on Maintenance Supervisor Nick Whitefleet's report and the savings on the Hypochlorite Bulk Mixdown Pump VFD replacement and completion of the Excess Raw Sewage Pump #8 overhaul. She also noted the possible ignition system fault in CHP 1 and the abandonment of the old Centex Lift Station and the operation of the new Centex Lift Station also mentioned in that report. She commented on Lab Supervisor Reese Berry's upcoming presentation at a pretreatment conference and Lab Analyst Stephanie Cioni's attendance of that event. She commended General Manager Underwood and the Staff's work on preparing the budget.

A motion was made by Trustee Wang seconded by Trustee Sejnost to adjourn the regular meeting at 10:28 p.m. The motion carried.

Approved: March 19, 2024

/s/Amy E. Sejnost/s/
Acting President

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