

**MINUTES**

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, March 15, 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, Jeremy M. Wang, General Manager Amy R. Underwood, Administrative Supervisor Carly S. Shaw, Sewer Construction Supervisor Keith W. Shaffner, Information Coordinator Alyssa J. Caballero and Attorney Michael G. Philipp. Mitch Backes of Corkill Insurance Co. also attended.

Election of Clerk

The following election was made: A motion was made by Trustee Sejnost seconded by Trustee Van Buren nominating Jeremy M. Wang as Clerk, closing the nominations for Clerk and electing by unanimous consent Jeremy M. Wang as Clerk. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Wang.)

Minutes of Regular Meeting – February 8, 2022

A motion was made by Trustee Sejnost seconded by Trustee Van Buren approving the minutes of the regular meeting held on February 8, 2022 and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren and Sejnost. Abstain–Wang.)

Minutes of Executive Session – February 8, 2022

A motion was made by Trustee Van Buren seconded by Trustee Sejnost approving the minutes of the executive session held on February 8, 2022 and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren and Sejnost. Abstain–Wang.)

Claim Ordinance No. 1911

A motion was made by Trustee Sejnost seconded by Trustee Van Buren adopting Claim Ordinance No. 1911 in the total amount of \$563,145.67 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Wang.)

Public Comment – None

New Business

Business Insurance Renewals for FY 22-23

General Manager Underwood reviewed the proposal for renewal of the District's property and liability coverages with effective dates of April 14. The proposal included General Liability, Automobile, Public Officials Liability, Umbrella Liability, Fidelity and Crime, Property, Cyber-Liability and Workers Compensation. Staff's recommendation is to renew the General Liability, Automobile, Public Officials Liability, Umbrella Liability, Property, and Workers Compensation

coverages with Selective Insurance Inc. The Property policy with Selective includes Equipment Breakdown coverage through Inland Marine. Staff recommended to renew existing Equipment Breakdown policy with Inland Marine and the existing Tank Storage Pollution Liability coverage through Crum & Forster. Staff also recommend to move Cyber-Liability coverage to Cowbell Cyber and Crime to Liberty Mutual. The total annual premiums are proposed at \$220,435. A motion was made by Trustee Sejnost seconded by Trustee Van Buren authorizing the Administrative Supervisor to renew the District's insurance coverages as presented in the March 15, 2022 memo. The motion carried. (Votes recorded: Ayes-Van Buren, Sejnost and Wang.). A motion was made by Trustee Sejnost seconded by Trustee Van Buren authorizing the Administrative Supervisor to make the changes in District's Cyber-Liability and Crime coverages as presented in the March 15, 2022 memo. The motion carried. (Votes recorded: Ayes-Van Buren, Sejnost and Wang.)

#### Revision Of Authorized Bank Account Signer

Staff presented a memo reviewing the current arrangement of District bank accounts and authorized signers and recommending adding Jeremy M. Wang to the District Deposit Account and Disbursement Account due to his appointment to the Board of Trustees on March 1, 2022. A motion was made by Trustee Sejnost seconded by Trustee Van Buren to approve staff's actions to add Jeremy M. Wang to the District Deposit Account and Disbursement Account. The motion carried. (Votes recorded: Ayes-Van Buren, Sejnost, and Wang.)

#### Adopt Ordinance Amending Fees Five Year Financial Plan and Budget Approval – FY 2022-23

The Five-Year Financial Plan and Budget were presented at the February Board meeting and have been available for public review since February 10 following a public notice of availability. A motion was made by Trustee Sejnost seconded by Trustee Van Buren approving the Five-Year Financial Plan for Fiscal Years 2022-23 to 2026-27 which includes the budget for Fiscal Year 2022-23. The motion carried. (Votes recorded: Ayes-Van Buren and Sejnost. Abstain-Wang.)

#### Adopt Appropriation Ordinance for Fiscal Year 2022-23

The Fiscal Year 2022-23 Appropriation Ordinance was presented at the February Board meeting and has been available for public review since February 10 following a public notice of availability. The Ordinance establishes the spending limits for the year including operation and maintenance and capital improvements for all areas of District operations. A motion was made by Trustee Sejnost seconded by Trustee Van Buren adopting the Fiscal Year 2022-23 Appropriation Ordinance and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes-Van Buren and Sejnost. Abstain-Wang.)

#### Adopt Ordinance Amending Fees

General Manager Underwood presented Ordinance No. ORD 22-01. This ordinance increases various District fees and charges to the following amounts:

- a) Permit inspection fees - \$241 per building sanitary service for single family class and \$400 per building sanitary service (or \$231 per building sanitary service if no work on building sanitary service is required) for all other classes.

- b) Tap-in fee - \$1,081 per population equivalent (P.E.).
- c) Trunk sewer service charges - \$472 per P.E.
- d) Lateral sewer charge - \$13,126 per building drain to near side property and \$9,509 per building drain to far side property.
- e) Sewer construction inspection fee - \$76.50 per hour straight time and \$114.75 per hour overtime.
- f) Basic user rate - \$2.05 per 1000 gallons of water (or \$49.20 per quarter for all non-metered single family residential users).
- g) Surcharge rate - \$0.31 per pound for biochemical oxygen demand (BOD) and \$0.41 per pound for suspended solids (SS).
- h) Monthly service fee - \$19 per month for all accounts, and sampling and monitoring charges if applicable.
- i) Sampling and monitoring charge – This charge will vary from \$6.24 per month to \$138.51 per month depending on the type of user.

A motion was made by Trustee Sejnost seconded by Trustee Van Buren adopting Ordinance No. ORD 22-01 and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren and Sejnost. Abstain–Wang.)

#### Compensation of General Manager for FY22-23

A motion was made by Trustee Sejnost seconded by Trustee Van Buren to increase General Manager Underwood's salary from \$157,200 to \$168,204 effective April 1, 2022. The motion carried. (Votes recorded: Ayes–Van Buren and Sejnost. Abstain–Wang.)

#### Contract Award – Sludge Hauling and Land Application

General Manager Underwood reviewed the bids received on March 10 for Sludge Hauling and Land Application services. Three bids were received. She recommended that the contract be awarded to the lowest responsible, responsive bidder Stewart Spreading of Sheridan, Illinois in the amount of \$179,920. A motion was made by Trustee Sejnost seconded by Trustee Van Buren to award the contract for sludge hauling and land application services to the lowest responsible, responsive bidder, Stewart Spreading, in the amount of \$179,920 and to authorize the General Manager engage the contractor for this work. The motion carried. (Votes recorded: Ayes—Van Buren, Sejnost and Wang.)

#### Other New Business

Trustee Van Buren welcomed Jeremy Wang to the Board. He expressed his appreciation to Administrative Supervisor Shaw for her hard work managing two positions and inquired about the status of hiring a new Accounting Assistant. He inquired about the installation of a new firewall noted in Administrative Supervisor Shaw's report and if there has been any District customer utilization of DuPage County's Low Income Household Water Assistance Program. He also noted that the treatment center reached net-zero energy production during the month of February. Trustee Van Buren noted the heating system repair in the Digester 3 control building, mentioned in Maintenance Supervisor Barta's report. He commented on the upcoming bid opening for the outfall sag repair. Lastly, he thanked staff for including the DRSCW newsletter in the Board packet.

Trustee Sejnost also welcomed Jeremy Wang to the Board. She congratulated Mike Hayward on his retirement and Nick Preen on the birth of his son. She inquired about the OSHA training employees have taken and expressed her appreciation for the safety suggestions submitted by staff and the photos of completed projects to improve safety. She expressed her appreciation to General Manager Underwood for her continued involvement in professional organizations that further the wastewater treatment industry. Trustee Sejnost commended Safety Coordinator Gwozdz for her work on the District's COVID-19 Preparedness Plan revision. She also expressed her appreciation to Administrative Supervisor Shaw for her detailed memos. She thanked Maintenance Supervisor Barta for the savings to the District presented in his report and noted the pristine condition of the Hobson Lift Station electrical switch gear mentioned in his report. Lastly, she inquired about the Community Funding Project from Congressmen Sean Casten.

Trustee Wang thanked the Board and staff for his welcome to the District as a Trustee.

General Manager Underwood noted the upcoming IAWA mini-conference. She also noted the District was exploring the option of getting a credit card.

A motion was made by Trustee Wang seconded by Trustee Sejnost to adjourn the regular meeting at 7:52 p.m. The motion carried.

Approved: April 19, 2022

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

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