

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, March 16, 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, General Manager Amy R. Underwood and 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. Mitch Backes of Corkill Insurance Co. also attended virtually.

Minutes of Regular Meeting – February 9, 2021

A motion was made by Trustee Coultrap seconded by Trustee Sejnost approving the minutes of the regular meeting held on February 9, 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 – February 9, 2021

A motion was made by Trustee Sejnost seconded by Trustee Coultrap approving the minutes of the executive session held on February 9, 2021 as presented and authorizing the President and Clerk to sign same. The motion carried.

Claim Ordinance No. 1899

A motion was made by Trustee Coultrap seconded by Trustee Sejnost adopting Claim Ordinance No. 1899 in the total amount of \$788,300.68 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

Adopt Ordinance Amending Fees Five Year Financial Plan and Budget Approval – FY 2021-22

The Five Year Financial Plan and Budget were presented at the February Board meeting and have been available for public review since February 11 following a public notice of availability. A motion was made by Trustee Sejnost seconded by Trustee Coultrap approving the Five Year Financial Plan for Fiscal Years 2021-22 to 2025-26 which includes the budget for Fiscal Year 2021-22. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Adopt Appropriation Ordinance for Fiscal Year 2021-22

The Fiscal Year 2021-22 Appropriation Ordinance was presented at the February Board meeting and has been available for public review since February 11 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 Coultrap seconded by Trustee Sejnost adopting the Fiscal Year 2021-22 Appropriation Ordinance and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Adopt Ordinance Amending Fees

General Manager Underwood presented Ordinance No. ORD 21-01. This ordinance increases various District fees and charges to the following amounts:

- a) Permit inspection fees - \$230 per building sanitary service for single family class and \$381 per building sanitary service (or \$220 per building sanitary service if no work on building sanitary service is required) for all other classes.
- b) Tap-in fee - \$948 per population equivalent (P.E.).
- c) Trunk sewer service charges - \$440 per P.E.
- d) Lateral sewer charge - \$12,222 per building drain to near side property and \$8,854 per building drain to far side property.
- e) Sewer construction inspection fee - \$73.00 per hour straight time and \$109.50 per hour overtime.
- f) Basic user rate - \$1.95 per 1000 gallons of water (or \$46.80 per quarter for all non-metered single family residential users).
- g) Sampling and monitoring charge – This charge will vary from \$5.94 per month to \$131.92 per month depending on the type of user.

A motion was made by Trustee Sejnost seconded by Trustee Coultrap adopting Ordinance No. ORD 21-01 and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Business Insurance Renewals for FY 21-22

Administrative Supervisor Campbell 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 Property, General Liability, Automobile, Public Officials Liability, Umbrella Liability, Fidelity and Crime and Workers Compensation lines of coverage with Selective Insurance Group, Inc. The Property policy with Selective includes Equipment Breakdown coverage through Inland Marine. Staff also recommended to renew the existing Cyber-Liability coverage through Travelers and the existing Tank Storage Pollution Liability coverage through Crum & Forster. The total annual premiums are proposed at \$198,966. A motion was made by Trustee Sejnost seconded by Trustee Coultrap authorizing the Administrative Supervisor to renew the District’s insurance coverages as presented in his March 12, 2021 memo. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Investment in Money Market Account – Evergreen Bank Group

Administrative Supervisor Campbell reviewed staff’s purchase on February 23, 2021 of a Money Market Account with Evergreen Bank Group in the amount of \$250,023.97 with an annual interest rate of 0.30 percent. The account is secured by the FDIC. A motion by Trustee Sejnost seconded

by Trustee Coultrap was made ratifying the actions of staff on behalf of the District to open a Money Market Account on February 23, 2021 in the amount of \$250,023.97 with Evergreen Bank Group at an interest rate of 0.30 percent. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Pre-Qualification Policy

General Manager Underwood presented a proposed Pre-Qualification Policy for contractors bidding on District sewer projects. The policy ensures contractor’s pre-qualification status is determined in a consistent and fair manner. The policy will also provide the District with the assurance that contractors bidding on projects where pre-qualification is required have the ability to successfully complete quality work. A motion was made by Trustee Sejnost seconded by Trustee Coultrap to adopt the Pre-Qualification Policy as presented. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Compensation of General Manager for FY21-22

A motion was made by Trustee Sejnost seconded by Trustee Coultrap to increase General Manager Underwood's salary from \$149,000 to \$157,200 effective April 1, 2021. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Other New Business

Trustee Van Buren commented on the progress of the CHP #1 replacement. He welcomed Oscar Avila to the District as the new Sewer System Permit Technician. He inquired about the current status of recent legislation regarding the proposed dam removal at Graue Mill in Oak Brook. He noted the upcoming purchase of equipment for TRC (Total Residual Chlorine) Analysis for the laboratory noted in Lab Supervisor Berry’s monthly report. Trustee Van Buren inquired about the re-bidding for the outfall repair project noted in Staff Engineer Bielawa’s monthly report. Lastly, he inquired about the manhole overflow event in February at 63rd Street in Westmont.

Trustee Sejnost also welcomed Oscar Avila to the District. She also inquired about the recent manhole overflow at 63rd Street. She inquired about the current status of restaurant grease hauling to the treatment plant. She noted she was pleased to see the discussion by the Safety Committee of evaluating the use of safety decals on District vehicles that would heighten road visibility and kudos to Sewer System Technician Alan Hartigan for his work on the project. Trustee Sejnost expressed her appreciation to all the supervisors for their hard work on their monthly reports. Lastly, she wished everyone to continue to stay safe.

Trustee Coultrap also welcomed Oscar Avila to the District. He inquired about the status of employees receiving the COVID-19 vaccine and expressed his appreciation for the updates to the District’s COVID-19 Preparedness Plan. Trustee Coultrap also inquired about the recent manhole overflow event at 63rd Street.

Administrative Supervisor Campbell provided the Board with an update on the delinquent user accounts related to the current COVID-19 pandemic.

A motion was made by Trustee Coultrap seconded by Trustee Sejnost to adjourn the regular meeting at 7:38 p.m. The motion carried.

Approved: April 20, 2021

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

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