DOWNERS GROVE SANITARY DISTRICT GENERAL MANAGER'S REPORT March 12, 2021

March Board Meeting

Copies of the following items are enclosed for the March 16, 2021 meeting:

- 1) Proposed Agenda
- 2) Minutes of the February 9, 2021 regular meeting
- 3) Minutes of the February 9, 2021 executive session Confidential under Separate Cover
- 4) Claim Ordinance 1899
- 5) Approval of Proposed FY 2021-22 Budget/Five Year Plan and Adoption of Appropriation Ordinance
- 6) Memo regarding adoption of Ordinance No. ORD 21-01 Amending Rates and Fees
- 7) Memo regarding Business Insurance Coverage
- 8) Memo regarding investment in money market account at Evergreen Bank Group
- 9) Memo regarding Pre-qualification Policy
- 10) Memo regarding General Manager compensation for FY 21-22

BOLI Meeting

There is no BOLI meeting scheduled this month.

Operations Reports

Copies of the following are enclosed for February operations:

- 1) Progress Report from Clay on Administrative Services activities.
- 2) The WWTC Operations Report from Marc.
- 3) The WWTC/Lift Station Maintenance Report from Jeff.
- 4) Progress Report from Bob on Collection System Maintenance activities.
- 5) Progress Report from Keith on Collection System Construction activities.
- 6) Progress Report from Reese on Laboratory activities.
- 7) Engineering Report from Alex.

Infiltration/Inflow Removal Work

Inspection efforts on private property under the I/I program with the intention of conducting I/I removal is ongoing in the 1-K-028 (Cass and Burlington, WT) area. A map showing progress for this area is included here, as well as a status summary sheet.

Flow metering continues, including meters in the 1-M-050 (55th and Victor, DG) vicinity to evaluate post-rehabilitation and I/I reduction performance. Data collected during recent storms shows that the local system appears to be operating satisfactorily.

Financial

A copy of the Investment Schedule as of February 28, 2021 is enclosed.

The Treasurer's Report for February 2021 covering the first ten months of FY 21-22 is included here, along with a summary cover memo.

Meetings

I attended the following meetings since the February 5, 2021 General Manager's report:

- February 9 attended CSWEA Local Arrangements Committee meeting
- February 10 attended CDC webinar "Update on COVID-19 Vaccination for Essential Workers"
- February 11 attended DRSCW Executive Board meeting. Larry also attended.
- February 18 attended DRSCW Projects Committee meeting. Larry also attended.
- February 24 attended DRSCW General Membership meeting. Larry also attended.
- February 25 attended DRSCW Lower East Branch DuPage River Stream Restoration subcommittee meeting. Larry also attended.
- February 26 attended the IAWA Monthly Nutrient Subcommittee NARP meeting
- March 3 attended NACWA Small and Mid-size Utility Executive Workgroup call
- March 9 attended CSWEA Local Arrangements Committee meeting

Miscellaneous

I took a half day of personal time on March 1.

Copies of the following items are enclosed:

- 1) Report to IEPA re: February 11 manhole overflow
- 2) General Manager's Report to the Employees dated February 12 and 26 and March 12
- 3) February 19 e-mail message to employees re: updated COVID-19 Preparedness Plan
- 4) Revised COVID-19 Preparedness Plan, dated February 19, 2021
- 5) March 5 memo to employees re: COVID-19 vaccination
- 6) ASCE 2021 Infrastructure Report Card Wastewater
- 7) Center for Digital Government white paper on Digital Transformation in Water Utilities

cc: WDVB, AES, PWC, BOLI, WCC, MGP

DOWNERS GROVE SANITARY DISTRICT **BOARD OF TRUSTEES MEETING** MARCH 16, 2021 - 7:00 PM **BOARD ROOM/VIRTUAL**

PROPOSED AGENDA

- I. APPROVAL OF MINUTES
 - A. REGULAR MEETING FEBRUARY 9, 2021
 - B. EXECUTIVE SESSION FEBRUARY 9, 2021
- II. APPROVAL OF CLAIM ORDINANCE NO. 1899
- III. PUBLIC COMMENT
- IV. OLD BUSINESS
- V. NEW BUSINESS
 - A. APPROVAL OF 2021-22 BUDGET/FIVE YEAR PLAN AND ADOPTION OF APPROPRIATION ORDINANCE
 - B. ORDINANCE NO. ORD 21-01 AMENDING RATES AND FEES
 - C. BUSINESS INSURANCE RENEWALS
 - D. INVESTMENT IN MONEY MARKET EVERGREEN BANK GROUP
 - E. PRE-QUALIFICATION POLICY
 - F. GENERAL MANAGER COMPENSATION FOR FY 21-22

PLEASE NOTE:

In order to comply with Phase 4 under the Restore Illinois plan, the District will hold this meeting split physically and virtually. A maximum of 12 individuals will be permitted in the Board room at the District Administration Center at 2710 Curtiss Street, Downers Grove, IL 60515. In the event the Public wishes to virtually attend this meeting, they may do so using the link or phone numbers provided below:

When: March 16, 2021 07:00 PM Central Daylight Time

Topic: March Board of Trustees Meeting

LINK for Livestreamed Meeting via Zoom:

https://us02web.zoom.us/i/87586416455?pwd=NHI6Y29XRkJJeDFKenppMmVqck1JQT09

Passcode: 128491

Or iPhone one-tap:

US: +13126266799,, 87586416455#,,,,*128491# or +16465588656,, 87586416455#,,,,*128491#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or +1 669 900 9128 or +1 253 215 8782 or

+1 346 248 7799

Webinar ID: 875 8641 6455

Passcode: 128491

PUBLIC COMMENT:

The District also has an online form for the Public who wish to virtually attend or cannot attend a meeting to submit public comment. District staff shall read aloud any received public comments during the Public Comment portion of the meeting. Public comments for Public not attending the meeting in person need to be submitted before 4:00 p.m. on March 16, 2021. The form can be found here: https://www.dgsd.org/government/public-comment/







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	
	President
Attest:	

This attachment has been removed for its contents are currently confidential.

Downers Grove, Illinois

Date: March 16, 2021

Claim Ordinance No. 1899

An Ordinance Providing for the Payment of Certain Claims.

WHEREAS, it appears to the Board of Trustees of the Downers Grove Sanitary District that there are certain claims against said District which would be allowed and paid therefore,

BE IT ORDAINED, by the Board of Trustees of the Downers Grove Sanitary District

That the following claims be and they are hereby approved and ordered paid and that an order be drawn on the Treasurer of said District out of the funds shown below. Said claims, totaling \$788,300.68 being in words and figures as follows:

DATE 02/11/21 PERIOD END 02/06/21 PAGE 5

G/L NUMBER	COST DESCRIPTION	DEBIT	CREDIT
	CASH - PAYROLL ACCOUNT		52312.89-
01-00.2000	FEDERAL TAX WITHHELD		8557.55-
01-00.2001	STATE TAX WITHHELD		3679.56-
01-00.2002	SOCIAL SECURITY WITHHELD		6068.25-
01-00.2003	IMRF WITHHELD		3572.13-
01-00.2013	CREDIT UNION WITHHELD		980.00-
01-00.2014	VOLUNTARY ADDITIONAL PENSION CONTRIBUTION		3272.76-
01-00.2021	FLEXIBLE ACCOUNT WITHHELD - MEDICAL		309.65-
01-00.2024	FLEXIBLE ACCOUNT WITHHELD - PREM CONVERSION		919.01-
01-00.2025	EMPLOYEE INS PREM CONTRIBUTION - POST TAX		337.80-
01-00.2026	DEFERRED COMPENSATION WITHHELD - IPPFA		340.09-
01-00.2027	DEFERRED COMPENSATION WITHHELD - IPPFA ROTH		40.00-
01-00.2028	DC PLAN LOAN REPAYMENT WITHHELD		162.27-
01-11.A003	GENERAL MANAGEMENT	2818.78	
01-11.A004	FINANCIAL RECORDS	6933.81	
01-11.A005	ADMINISTRATIVE RECORDS	831.16	
01-11.A007	CODE ENFORCEMENT	4746.70	
01-11.A008	SAFETY ACTIVITIES	870.87	
01-11.A090	WORK FROM HOME REIMBURSEMENT ALLOWANCE	175.00	
01-12.A006	ENGINEERING	1848.70	
01-12.A011	MAINTENANCE - WWTC	12027.45	
01-12.A014	MAINTENANCE - ELECTRICAL	4243.90	
01-12.A021	WWTC - OPERATIONS	15136.01	
01-12.A022	WWTC - SLUDGE HANDLING	3867.71	
01-12.A023	WWTC - ENERGY RECOVERY	123.84	
01-12.A030	BUILDING AND GROUNDS	6091.04	
01-13.A041	LAB - WWTC	5266.36	
01-13.A048	LAB - ENERGY RECOVERY	53.29	
01-14.A006	ENGINEERING	132.05	
01-14.A051	SEWER MAINTENANCE	6448.70	
01-14.A054	SEWER MAINTENANCE - BACKUPS AND HIGH FLOWS	453.59	
01-14.A062	INSPECTION - CONSTRUCTION OF DGSD PROJECTS	1136.16	
01-14.A063	INSPECTION - PERMIT INSPECTIONS	252.48	
01-14.A064	INSPECTION - MISCELLANEOUS	3398.10	
01-14.A065	INSPECTION - CONSTR BY VILLAGES, UTILITIES	460.89	
01-14.A066	INSPECTION - CODE ENFORCEMENT	2545.50	
01-14.A090	WORK FROM HOME REIMBURSEMENT ALLOWANCE	25.00	
01-15.A006	ENGINEERING	132.05	
01-15.A080	LIFT STATION MAINTENANCE	532.82	

80551.96 80551.96-

Payroll Ending Date: 02/06/21 Payroll Paid Date: 02/12/21 GL Date: 03/31/21

DATE 02/16/21 PERIOD END 02/15/21 PAGE 4

G/L NUMBER	COST DESCRIPTION	DEBIT	CREDIT
01-00.1001	CASH - PAYROLL ACCOUNT		21363.54-
01-00.2000	FEDERAL TAX WITHHELD		3093.48-
01-00.2001	STATE TAX WITHHELD		1412.23-
01-00.2002	SOCIAL SECURITY WITHHELD		2367.17-
01-00.2003	IMRF WITHHELD		1392.45-
01-00.2014	VOLUNTARY ADDITIONAL PENSION CONTRIBUTION		641.62-
01-00.2021	FLEXIBLE ACCOUNT WITHHELD - MEDICAL		173.59-
01-00.2024	FLEXIBLE ACCOUNT WITHHELD - PREM CONVERSION		490.49-
01-00.2025	EMPLOYEE INS PREM CONTRIBUTION - POST TAX		127.40-
01-00.2026	DEFERRED COMPENSATION WITHHELD - IPPFA		427.31-
01-00.2028	DC PLAN LOAN REPAYMENT WITHHELD		77.06-
01-11.A003	GENERAL MANAGEMENT	8796.57	
01-11.A004	FINANCIAL RECORDS	523.61	
01-11.A005	ADMINISTRATIVE RECORDS	185.66	
01-11.A007	CODE ENFORCEMENT	8300.10	
01-11.A008	SAFETY ACTIVITIES	80.94	
01-12.A009	OPERATIONS MANAGEMENT	4468.02	
01-12.A011	MAINTENANCE - WWTC	3879.13	
01-12.A013	MAINTENANCE - ENERGY RECOVERY	103.23	
01-12.A014	MAINTENANCE - ELECTRICAL	103.23	
01-12.A021	WWTC - OPERATIONS	288.94	
01-12.A023	WWTC - ENERGY RECOVERY	323.78	
01-12.A030	BUILDING AND GROUNDS	310.24	
01-13.A009	OPERATIONS MANAGEMENT	3278.80	
01-13.A041	LAB - WWTC	44.77	
01-13.A042	LAB - PRETREATMENT	718.72	
01-14.A054	SEWER MAINTENANCE - BACKUPS AND HIGH FLOWS	80.94	
01-15.A030	BUILDING AND GROUNDS	27.22	
01-15.A080	LIFT STATION MAINTENANCE	52.44	

31566.34 31566.34-

Payroll Ending Date: 02/15/21 Payroll Paid Date: 02/17/21 GL Date: 03/31/21

DATE 02/25/21 PERIOD END 02/20/21 PAGE 5

Payroll Ending Date: 02/20/21
Payroll Paid Date: 02/26/21
GL Date: 03/31/21

G/L NUMBER	COST DESCRIPTION	DEBIT	CREDIT
01-00.1001	CASH - PAYROLL ACCOUNT		51149.13-
01-00.2000	FEDERAL TAX WITHHELD		8175.15-
01-00.2001	STATE TAX WITHHELD		3597.29-
01-00.2002	SOCIAL SECURITY WITHHELD		5931.55-
01-00.2003	IMRF WITHHELD		3523.80-
01-00.2013	CREDIT UNION WITHHELD		980.00-
01-00.2014	VOLUNTARY ADDITIONAL PENSION CONTRIBUTION		3168.60-
01-00.2017	VOLUNTARY GROUP LIFE		208.00-
01-00.2021	FLEXIBLE ACCOUNT WITHHELD - MEDICAL		309.65-
01-00.2024	FLEXIBLE ACCOUNT WITHHELD - PREM CONVERSION		919.01-
01-00.2025	EMPLOYEE INS PREM CONTRIBUTION - POST TAX		337.80-
01-00.2026	DEFERRED COMPENSATION WITHHELD - IPPFA		263.28-
01-00.2027	DEFERRED COMPENSATION WITHHELD - IPPFA ROTH		40.00-
01-00.2028	DC PLAN LOAN REPAYMENT WITHHELD		162.27-
01-11.A003	GENERAL MANAGEMENT	2076.93	
01-11.A004	FINANCIAL RECORDS	6864.18	
01-11.A005	ADMINISTRATIVE RECORDS	816.98	
01-11.A006	ENGINEERING	211.28	
01-11.A007	CODE ENFORCEMENT	4732.03	
01-11.A008	SAFETY ACTIVITIES	1099.18	
01-11.A090	WORK FROM HOME REIMBURSEMENT ALLOWANCE	175.00	
01-12.A006	ENGINEERING	1769.47	
01-12.A011	MAINTENANCE - WWTC	11303.13	
01-12.A014	MAINTENANCE - ELECTRICAL	3972.19	
01-12.A021	WWTC - OPERATIONS	15371.08	
01-12.A022	WWTC - SLUDGE HANDLING	3302.29	
01-12.A030	BUILDING AND GROUNDS	6021.29	
01-13.A041	LAB - WWTC	5184.32	
01-13.A048	LAB - ENERGY RECOVERY	146.75	
01-13.A090	WORK FROM HOME REIMBURSEMENT ALLOWANCE	25.00	
01-14.A006	ENGINEERING	79.23	
01-14.A051	SEWER MAINTENANCE	9118.01	
01-14.A054	SEWER MAINTENANCE - BACKUPS AND HIGH FLOWS	443.23	
01-14.A061	INSPECTION - NEW CONSTRUCTION	34.14	
01-14.A062	INSPECTION - CONSTRUCTION OF DGSD PROJECTS	1367.55	
01-14.A063	INSPECTION - PERMIT INSPECTIONS	94.68	
01-14.A064	INSPECTION - MISCELLANEOUS	1161.24	
01-14.A065	INSPECTION - CONSTR BY VILLAGES, UTILITIES	374.25	
01-14.A066	INSPECTION - CODE ENFORCEMENT	2643.03	
01-15.A006	ENGINEERING	52.82	
01-15.A080	LIFT STATION MAINTENANCE	326.25	

78765.53 78765.53-

Payroll Ending Date: 02/28/21 Payroll Paid Date: 03/02/21 GL Date: 03/31/21 DATE 03/02/21 PERIOD END 02/28/21 PAGE 4

G/L NUMBER	COST DESCRIPTION	DEBIT	CREDIT
01-00.1001	CASH - PAYROLL ACCOUNT		20674.48-
01-00.2000	FEDERAL TAX WITHHELD		3092.22-
01-00.2001	STATE TAX WITHHELD		1412.07-
01-00.2002	SOCIAL SECURITY WITHHELD		2366.88-
01-00.2003	IMRF WITHHELD		1392.27-
01-00.2014	VOLUNTARY ADDITIONAL PENSION CONTRIBUTION		1252.95-
01-00.2017	VOLUNTARY GROUP LIFE		80.00-
01-00.2021	FLEXIBLE ACCOUNT WITHHELD - MEDICAL		173.59-
01-00.2024	FLEXIBLE ACCOUNT WITHHELD - PREM CONVERSION		490.49-
01-00.2025	EMPLOYEE INS PREM CONTRIBUTION - POST TAX		127.40-
01-00.2026	DEFERRED COMPENSATION WITHHELD - IPPFA		426.92-
01-00.2028	DC PLAN LOAN REPAYMENT WITHHELD		77.06-
01-11.A003	GENERAL MANAGEMENT	7632.73	
01-11.A004	FINANCIAL RECORDS	556.97	
01-11.A005	ADMINISTRATIVE RECORDS	172.60	
01-11.A007	CODE ENFORCEMENT	8228.05	
01-11.A008	SAFETY ACTIVITIES	583.08	
01-12.A009	OPERATIONS MANAGEMENT	4280.46	
01-12.A011	MAINTENANCE - WWTC	4129.20	
01-12.A013	MAINTENANCE - ENERGY RECOVERY	341.93	
01-12.A014	MAINTENANCE - ELECTRICAL	65.69	
01-12.A021	WWTC - OPERATIONS	116.46	
01-12.A022	WWTC - SLUDGE HANDLING	254.29	
01-12.A023	WWTC - ENERGY RECOVERY	72.35	
01-12.A030	BUILDING AND GROUNDS	327.35	
01-13.A009	OPERATIONS MANAGEMENT	3593.15	
01-13.A042	LAB - PRETREATMENT	449.14	
01-14.A006	ENGINEERING	726.35	
01-15.A009	OPERATIONS MANAGEMENT	36.53	
		31566.33	31566.33-

			VOICE =====					
NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK N
ADVOCATE OCCUPATIONAL HEALTH	A000150	01/29/21	785829	01-12.B117	Drug Screening	151.00		
		01/29/21	785829	01-14.B117	Drug Screening	364.50	515.50	062869
ADVANCED DISPOSAL	A000153	02/28/21	T8009072	01-12.B102	Garbage & Recycling	360.77	360.77	062870
ALEXANDER CHEMICAL CORPORATION	ON A000200	02/18/21	35767	01-12.B401	Sodium Hypochlorite	4039.20	4039.20	102939
ALLIED WASTE SERVICE	A000255	02/28/21	01510173	01-12.B102	Grit Screen Dumpster	666.57		
		02/15/21	055101508815	01-12.B102	Grit Screen Dumpster Rent	76.20	742.77	062871
ALTORFER INDUSTRIES, INC.	A000292	02/18/21	PM500295501	01-15.B529	Portable Gen 150 PM	1489.00		
		02/11/21	PM600295364	01-12.B513	Emer Gen 1 PM	2686.00		
		02/12/21	PM600295399	01-12.B513	Emer Gen 3 PM	2686.00		
		02/12/21	PM600295400	01-12.B513	Emer Gen 2 PM	2686.00		
		02/23/21	PM600295552	01-15.B527	Venard Gen PM	2749.00		
		02/23/21	PM600295553	01-15.B527	Venard Gen PM	164.00		
		02/23/21	PM600295556	01-15.B524	Hobson Gen PM	3989.00		
			PM600295755	01-15.B522	College Gen PM	1571.00		
		03/01/21	PM600295769	01-15.B526	Northwest Gen PM	2067.00		
			PM600295777	01-15.B528	Wroble Gen PM	2749.00		
		03/05/21			Centex Gen PM	1068.00		
			PM600295839		Butterfield Gen PM	1206.00		
		03/08/21			Earlston Gen PM	1068.00		
		03/08/21	PM600295856		Liberty Park Gen PM	1203.00	27381.00	102940
SYNCHB/AMAZON	A000295	02/11/21	437937447377		MSB Tool	39.99	27301.00	102510
SINCIE, INTEREST	11000255	02/11/21		01-14.B116	Battery	25.99		
		02/13/21	468764356384	01-12.C225	Auto Parts	88.24		
		02/03/21	478666585767	01-14.B115	SS Supplies	140.21		
			639545549645	01-14.B115	Car Charger	27.14		
			657873457545	01-12.B116	Degreaser	259.00		
			679744454686	01-14.B116	Knee Pads	29.98	610.55	062872
AMERICAN NATIONAL SKYLINE	A000320	02/15/21			Window Cleaning	61.00	61.00	102941
ASSP-DUES					Safety Membership Dues			062911
ASSP-DUES AUTOZONE - AZ COMMERCIAL	A000325		1001719628	01-11.B137		230.00	230.00	062911
AUTOZONE - AZ COMMERCIAL	A000600	02/09/21	2576747893	01-12.C225	Auto Parts	33.98	130.34	060073
	D000100		2576766046		Auto Parts	96.36	130.34	062873
BAXTER & WOODMAN, INC.	B000120	02/18/21			1K-028 Flow Basin Rehab	8268.75		
		02/18/21			Outfall Sewer Sag Repair	1160.00		
		02/18/21			WWTC Was Thickener	165.00		
		02/18/21			Sherman St Sewer Replace	1196.25	12605 00	100046
		02/18/21			Misc Engineering Services	2895.00	13685.00	102942
BAXTER & WOODMAN - BOLLER	B000122	03/04/21			CHP 1 Replacement	185582.91	185582.91	102983
CDW GOVERNMENT, INC.	C000020	01/29/21			Switch Gear UPS Battery	182.89		
		02/17/21	8177726	01-11.B115	HP Printer Fuser	305.92	488.81	102943
CINTAS #344	C000300	02/05/21	4075110418	01-12.B117	WWTC Uniform Rentals	61.97		
			4075110418		SS Uniform Rentals	11.65		
		02/12/21	4075761652	01-12.B117	WWTC Uniform Rentals	61.97		
		02/12/21	4075761652	01-14.B117	SS Uniform Rentals	11.65		
		02/19/21	4076400651	01-12.B117	WWTC Uniform Rentals	61.97		
		02/19/21	4076400651	01-14.B117	SS Uniform Rentals	11.65		
		02/26/21	4077071593	01-12.B117	WWTC Uniform Rentals	63.92		

NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
		02/26/21	4077071593	01-14.B117	SS Uniform Rentals	12.94		
		03/05/21	4077765184	01-12.B117	WWTC Uniform Rentals	63.92		
		03/05/21	4077765184	01-14.B117	SS Uniform Rentals	12.94	374.58	062874
CINTAS FIRST AID & SAFETY	C000320	02/15/21	5052051733	01-11.B113	First Aid Supplies	205.29		
		02/10/21	9120247299	01-11.B113	SDS Safety Management	3190.00	3395.29	062875
CITY INSIGHT	C000325	03/08/21	1060	01-11.B115	Billing Portal Installmnt	8250.00	8250.00	102944
COMCAST	C000373	03/04/21	1200550568	01-11.B112	Internet Service	298.57	298.57	062876
COMED	C000380	02/15/21	0055025057	01-15.B100	College LS Elec	174.05		
		02/15/21	0068029014	01-15.B100	Centex LS Elec	73.41		
		02/15/21	0120089072	01-15.B100	Wroble LS Elec	466.90		
		02/15/21	0458029046	01-15.B100	Liberty Park LS Elec	207.72		
		02/22/21	0562080004	01-15.B100	Venard LS Elec	266.18		
		02/15/21	1095091170	01-15.B100	Northwest LS Elec	684.26		
		03/02/21	1108062005	01-11.B100	Admin Elec	126.77		
		03/02/21	1108062005	01-12.B100	WWTC Elec	4248.61		
		02/15/21	1810068039	01-15.B100	Earlston LS Elec	164.02		
		02/15/21	3240038012	01-15.B100	Butterfield LS Elec	120.61		
		02/15/21	4657083017	01-15.B100	Hobson LS Elec	981.57		
		02/24/21	6770572011	01-00.2005	BSSRAP Yard Elec	354.47		
		02/24/21	6770572011	01-12.B100	Walnut House Elec	71.84		
		02/24/21	8762083052	01-12.B100	Big Top Elec	127.87	8068.28	062877
CONCENTRIC INTEGRATION, LLC	C000410	02/18/21	0220634	01-11.B115	AMB Laptop Purchase	1955.20		
		02/18/21	0220638	01-11.B115	Admin Support	4104.17		
		02/18/21	0220638	01-12.B513	WWTC Support	8208.33		
		02/18/21	0220639	01-11.B115	Admin Support	3619.52		
		02/18/21	0220639	01-12.B513	CHP 1 Integration	13231.02	31118.24	102945
G COOPER OIL COMPANY INC.	C000470	02/25/21	26742	01-12.B116	Belt Press Oil	396.94	396.94	062878
COVERALL NORTH AMERICA, INC	C000557	03/01/21	1010674727	01-12.B812	MSB Cleaning Service	304.00		
		03/01/21	1010674727	01-13.B116	Lab Cleaning Service	157.00		
		03/01/21	1010674729	01-11.B118	Admin Cleaning Service	429.00	890.00	102946
DAHME MECHANICAL INDUSTRIES	D000030	02/28/21	20210040	01-12.B507	RAS Pump 2 Valve Replace	2705.00	2705.00	102947
DELTA SONIC	D000220	01/29/21	10240533	01-12.C225	Vehicle Washes	16.66		
		01/29/21	10240533	01-14.C225	Vehicle Washes	33.32		
		02/26/21	10258781	01-14.C225	SS Auto Washes	33.32	83.30	062879
VILLAGE OF DOWNERS GROVE	D000480	02/15/21	166656	01-11.B121	Meter Readings	424.04		
		02/26/21	166692	01-11.C222	Admin Vehicle Fuel	26.11		
		02/26/21	166692	01-12.C222	WWTC Vehicle Fuel	1002.39		
		02/26/21	166692	01-13.C222	Lab Vehicle Fuel	32.02		
		02/26/21	166692	01-14.C222	SS Vehicle Fuel	801.07		
		03/08/21	167994	01-11.C222	Admin Vehicle Fuel Feb	29.12		
		03/08/21			Gas Can Fuel	30.99		
		03/08/21			WWTC Vehicle Fuel Feb	1163.21		
		03/08/21			Lab Vehicle Fuel Feb	25.81		
		03/08/21			SS Vehicle Fuel Feb	883.23		
			C2027270001		WWTC Water Use	588.74		
		,,	0 0 0 1					

NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
E&M Feed Trucks	E000001	02/25/21	Final Pymt	01-12.B501	Compost Truck Rental	2500.00	2500.00	062881
EJ EQUIPMENT, INC.	E000030	02/04/21	P03635	01-14.C225	Auto Parts	88.83	88.83	062882
ESRI	E000050	02/04/21	93982787	01-14.B115	ArcGIS Maint Renewal	1900.00	1900.00	062883
EYE MED VISION CARE	E000600	03/01/21	164697601	01-17.E455	Vision Insurance	446.87	446.87	062884
FIRST ENVIRONMENTAL LAB	F000140	02/04/21	159052	01-13.B123	Compost Sampling	229.20	229.20	102948
FULLIFE LLC	F000440	02/02/21	54164	01-12.B117	Empl Outerwear	133.29		
		02/02/21	54164	01-13.B117	Empl Outerwear	244.85	378.14	062885
G.P. MAINTENANCE SERVICES	G000070	02/25/21	2020 Paintin	01-12.B812	Painting Services	35000.00	35000.00	102949
REVERE ELECTRIC	G000410	02/24/21	S4346795-001	01-12.B512	Electrical Repair Supplie	81.14		
		03/09/21	S4349754.001	01-12.B510	Pearth Cntrl Panel Knobs	98.00	179.14	062886
W. W. GRAINGER, INC.	G000520	01/28/21	9788044106	01-12.B116	See Sheet	36.74		
		02/03/21	9794025222	01-13.B116	See Sheet	12.86		
		02/03/21	9794601980	01-12.B113	See Sheet	73.10		
		02/03/21	9795123125	01-12.B113	See Sheet	250.98		
		02/04/21	9796680743	01-12.B116	See Sheet	37.92		
		02/05/21	9797078871	01-12.B513	See Sheet	240.83		
		02/09/21	9800557044	01-12.B116	See Sheet	9.80		
		02/10/21	9802470329	01-13.B115	See Sheet	463.42		
		02/11/21	9803463091	01-12.B512	See Sheet	40.20		
		02/12/21	9804684539	01-12.B117	See Sheet	102.05		
		02/12/21	9804991249	01-12.B116	See Sheet	9.80-		
		02/15/21	9807031068	01-12.B501	See Sheet	13.02		
		02/16/21	9807967477	01-12.B113	See Sheet	42.96		
		02/17/21	9809009179	01-12.B116	See Sheet	70.40		
		02/18/21	9811039628	01-12.B512	See Sheet	484.65		
		02/22/21	9813061521	01-12.B512	See Sheet	54.20		
		02/24/21	9816354097	01-12.B811	See Sheet	60.72		
		02/24/21	9816354105	01-12.B506	See Sheet	6.85		
		02/25/21	9817296420	01-12.B512	See Sheet	70.81		
		02/25/21	9818295025	01-12.B501	See Sheet	10.58		
		02/26/21	9818969850	01-12.B512	See Sheet	70.81		
		03/03/21	9824303318	01-12.B512	See Sheet	25.87		
		03/03/21	9824493499	01-12.B116	See Sheet	44.68		
		03/04/21	9825739999	01-14.B113	See Sheet	21.32-		
		03/04/21	9825833180	01-13.B114	See Sheet	249.60	2441.93	102950
HML, INC.	н000035	02/12/21	82448	01-13.B123	Jan Biosolids Testing	1000.00	1000.00	062887
H-0-H WATER TECHNOLOGY	н000037	02/05/21	597377	01-12.B513	CHP Sys Water Conditioner	1210.83	1210.83	062888
HARBOR FREIGHT TOOLS	н000060	01/18/21	937915	01-12.B116	Ops Supplies	55.97		
		02/24/21	941048	01-12.B116	MSB Supplies	38.99	94.96	062889
HARRINGTON IND. PLASTICS LLC	н000090	02/12/21	023G5152	01-12.B502	Hypo Bldg Piping Parts	32.20		
		02/19/21	023G5305	01-12.B502	Hypo Bldg Piping Parts	29.48	61.68	102951
HOME DEPOT	н000400	02/11/21	0010893	01-11.B118	See Sheet	20.64		
		02/11/21	0021803	01-11.B118	See Sheet	249.00		
		02/11/21	0034974	01-12.B116		69.71		
		03/02/21		01-12.B116		19.79		
		03/02/21		01-12.B502		119.00		

====== VENDOR ======			MIMDED	C/I NUMBER	EVDENCE DECORTORION	HADDMOD	CHECK AME	GUDGE NO
NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
		02/10/21	1523283	01-12.B811	See Sheet	20.41		
		02/09/21	2010794	01-12.B116	See Sheet	9.23		
		03/01/21	2011588	01-14.B116	See Sheet	9.97		
		02/08/21	3010901	01-12.B113	See Sheet	15.94		
		03/10/21	3024757	01-14.B113	See Sheet	39.97		
		02/17/21	4011160	01-14.B116	See Sheet	135.04		
		02/07/21	4021478	01-14.B115	See Sheet	63.94		
		02/17/21	4043969	01-12.B116	See Sheet	33.68		
		02/26/21	5430479	01-12.B513	See Sheet	179.00		
		02/15/21	6022308	01-14.B910	See Sheet	57.94		
		02/25/21	6023311	01-12.B116	See Sheet	159.79		
		03/04/21	9040054	01-14.B116	See Sheet	35.58		
		03/04/21	9341436	01-12.B116	See Sheet	11.54	1250.17	062890
MPACT NETWORKING INC.	I000400	02/19/21	2039992	01-11.B115	Copies	58.55		
		02/23/21	2043989	01-11.B116	11x17 Paper	99.98		
		02/18/21	SO468433	01-11.B115	Admin Printer Purchase	854.31	1012.84	102952
OHNSTONE SUPPLY	J000140	02/11/21	4059406	01-12.B810	Dig 4&5 Heater Rep Parts	108.99	108.99	102953
ANSAS CITY LIFE INSURANCE CO	K000045	03/08/21	14887	01-17.E455	Life Insurance	379.50	379.50	102954
IPP'S LAWNMOWER SALES	К000180	02/03/21	493916	01-12.B812	Snow Blower Parts	328.15		
		02/12/21	494269	01-12.B812	Snow Blower Repair Parts	36.40		
		02/16/21	494434	01-12.B812	Snow Blower Repair Parts	72.03		
		02/18/21	494517	01-12.B812	Snow Blower Repair Parts	33.68		
		02/18/21	494520	01-12.B812	Snow Blower Repair Parts	51.74	522.00	062891
AI, LTD	L000012	03/04/21	20-17886	01-12.B504	Grit Pump 2 Overhaul	2746.62		
		02/23/21	21-18084	01-12.B506	Prim Sludge Valve Actuatr	8994.00	11740.62	102955
EE AUTO PARTS	L000150	02/24/21	470-166965	01-12.B116	Auto Parts	119.52	119.52	062892
OU'S GLOVES	L000300	02/24/21	040034	01-12.B116	Gloves	332.00		
		03/04/21	040157	01-13.B116	Gloves	836.00	1168.00	102956
CMASTER-CARR SUPPLY COMPANY	M000360	02/03/21	52656564	01-12.B502	OSEC Hypo Gen Parts	21.42		
		02/03/21	52658172	01-12.B502	OSEC Hypo Gen Parts	193.87		
		02/04/21	52734268	01-12.B501	Auger Parts	175.82		
		02/08/21	52895192	01-12.B507	Secondary 7 Gear Red Part	68.15		
		02/10/21	53063359	01-12.B116	Microstrainer Bldg Storag	35.30		
		02/10/21	53067984	01-12.B502	OSEC Parts	12.68		
		02/17/21	53418933	01-12.B501	Auger Parts	36.42		
		02/19/21	53575957	01-12.B501	Bio Truck Tools	107.73		
		03/04/21	54326652	01-12.B513	CHP 1 Supplies	47.72		
		03/04/21	54330068	01-12.B116	Maint Repair Supplies	138.24		
		03/08/21	54499229	01-14.B115	Vac-Con Truck Part	54.70	892.05	102957
ENARDS - BOLINGBROOK	M000430	03/04/21	10074	01-12.B116	MSB Supplies	139.71	139.71	062893
IDAMERICA ADMINISTRATIVE	M000556	02/03/21	MAR000015366	01-17.E455	Administrative Fees	151.50	151.50	102958
NOTION INDUSTRIES, INC.	M000750	02/23/21	IL10-704796	01-12.B507	RAS Pump 3 Overhaul Parts	32.04	32.04	102959
UNTERS CORPORATION	M000840	02/19/21	244238	01-12.B811	Munters Keypad Controller	2269.39	2269.39	062894
CPERS GROUP LIFE INSURANCE	N000010	02/12/21	3266032021	01-00.2017	Vol Life Insurance	288.00	288.00	102960
EUCO, INC.	N000260	02/04/21	4879188	01-12.B513	CHP Heat Recov Parts	578.42		
		02/10/21	4896496	01-12.B810	Dig 4&5 Contl Bldg Heater	140.40	718.82	102961

====== VENDOR =====		===== 1N	VOICE =====					
NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
NICOR GAS	N000330	02/15/21	2833584	01-12.B101	Walnut House Gas	110.34		
		02/15/21	3892638	01-11.B101	Admin Gas	108.02		
		02/15/21	4440979	01-12.B101	Plant 1 Gas	227.39		
		02/16/21	4664113	01-12.B101	Plant 2 Gas	123.53		
		02/15/21	4782107	01-12.B101	Chem Feed Gas	171.27	740.55	062895
NISSEN ENERGY INC	N000350	02/16/21	217	01-12.B513	CHP 2 Parts	556.68		
		02/22/21	222	01-12.B513	CHP 1&2 Parts	1611.19		
		02/22/21	223	01-12.B513	CHP 2 Parts	6234.00	8401.87	102962
VILLAGE OF OAK BROOK	0000050	02/12/21	22362	01-11.B121	Meter Readings June - Dec	764.52	764.52	062896
PACE ANALYTICAL	P000010	02/16/21	2140096622	01-13.B123	Feb NPDES Testing	115.00	115.00	102963
PIRTEK O'HARE	P000380	03/01/21	BO-T00004187	01-12.B501	Auger Parts	417.51		
		03/03/21	BO-T00004220	01-12.B501	Auger Parts	262.63	680.14	062897
POLYDYNE INC.	P000395	02/18/21	1520235	01-12.B402	Belt Press Polymer	2142.54	2142.54	102964
PORTABLE JOHN, INC	P000410	03/03/21	252132	01-12.B812	Port-A-Potty WWTC	177.77	177.77	102965
POSTMASTER, DOWNERS GROVE	P000450	03/10/21	Box 1412	01-11.B121	PO Box Renewal Fee	1260.00	1260.00	062898
PRINCIPAL LIFE INSURANCE CO	P000650	02/15/21	1093099	01-17.E455	Dental Insurance	2464.57	2464.57	102966
QUADIENT LEASING	Q000250	02/20/21	N8741012	01-11.B115	Postage Meter Lease	432.81	432.81	102967
REGIONAL TRUCK EQUIPMENT CO.	R000166	02/09/21	226355	01-12.C225	Plow Truck Repair	240.43		
		02/11/21	226552	01-12.B512	Snow Plow Part	61.17		
		02/17/21	226915	01-12.B512	Plow Truck Parts	178.70	480.30	062899
RED WING SHOE STORE	R000180	01/08/21	45-1-91440	01-11.B117	AMB Boots	127.49		
		01/25/21	45-1-92133	01-12.B117	AC Boots	203.99	331.48	102968
REPAIR SERVICE CORPORATION	R000263	03/05/21	5930	01-12.B502	Bulk Hypo St Tank Repairs	1310.00	1310.00	102969
SEAWAY SUPPLY CO.	S000200	03/09/21	066650-01	01-12.B116	MSB Supplies	52.68		
		02/15/21	166354	01-12.B512	MSB Supplies	235.73		
		03/03/21	166354-01	01-12.B512	Maint Repair Supplies	39.99		
		02/11/21	166370	01-12.B116	MSB Supplies	188.14		
		02/12/21	166650	01-12.B116	MSB Supplies	103.88		
		02/15/21	166712	01-12.B116	MSB Supplies	140.75		
		03/03/21	167317	01-12.B116	MSB Supplies	123.20		
		03/03/21	167318	01-13.B116	Lab Supplies	29.00	913.37	102970
SEYFARTH SHAW	S000280	02/11/21	3663246	01-11.B124	Legal Services	562.50	562.50	102971
SHERWIN-WILLIAMS CO.	S000320	03/04/21	6776-5	01-12.B812	Paint & Painting Supplies	145.40	145.40	102972
SITEONE LANDSCAPE SUPPLY	S000405	02/03/21	106153358-00	01-11.B118		118.82		
			106153358-00	01-12.B812		118.83		
			106257484-00	01-11.B118		118.83		
			106257484-00	01-12.B812		118.82	475.30	062900
SOLENIS LLC	S000450		131756176		WAS Thickener Polymer	1260.00		
			131759696		WAS Thickener Polymer	2520.00	3780.00	102973
SOUND INCORPORATED	S000480		D1353218		Mitel Server Repair	73.50	73.50	102974
STAPLES INC.	S000640		3468448448		Admin Supplies	64.44	73.30	102571
	2000010		3470862527		Admin Supplies	24.92		
			3470862527	01-11.B110 01-12.B116		34.47		
			3470862527	01-12.B116 01-11.B116		67.99		
		02/10/21	5410002320	AT TT.DITE	Pappartes	01.22		
		02/17/21	3470862529	01-11.B116	Supplies	45.99	237.81	102975



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NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
STEPHENS PLUMBING AND	S000680	02/03/21	229929	01-14.B910	Shear Repair	447.65		
		02/22/21	230590	01-14.B910	Shear Repair	414.55	862.20	062902
SUBURBAN DOOR CHECK & LOCK	S000850	02/02/21	IN533798	01-12.B116	Padlocks & Keys	126.18	126.18	102976
SUBURBAN LIFE PUBLICATIONS	S000867	02/28/21	10071278	01-11.B124	Legal Publication	95.74	95.74	062903
TERRACE SUPPLY COMPANY	T000250	02/28/21	01020632	01-12.B116	Cylinder Rentals	47.60	47.60	102977
USABLUEBOOK	U000150	02/05/21	496293	01-12.B510	Grease Rec Tank Hyd Part	70.87		
		02/10/21	500047	01-15.B520	Butterfield LS Bio-Block	215.18		
		02/16/21	505093	01-13.B115	Lab Equipment	545.00		
		03/04/21	522211	01-13.B116	Supplies	318.88	1149.93	062904
UNISON SOLUTIONS, INC.	U000192	01/20/21	2021-7827	01-12.B404	CHP Gas Cleaning Gaskets	305.00		
		01/22/21	2021-7850	01-12.B404	CHP Gas Cleaning Gaskets	162.00	467.00	102978
UNO CONSTRUCTION CO., INC.	U000450	02/28/21	8	01-14.B910	BSSRAP Projects	59700.95	59700.95	102979
VWR INTERNATIONAL INC.	V000030	01/18/21	8803473386	01-13.B114	Lab Chemicals	436.16	436.16	062905
VERIZON WIRELESS	V000135	03/01/21	542042966	01-12.B112	WWTC Tablet Service	118.05		
		03/01/21	542042966	01-14.B112	SS Tablet Service	87.48		
		03/01/21	542042966	01-15.B112	LS Tablet Service	36.01		
		02/28/21	785846626	01-11.B112	Admin Cell Service	460.85		
		02/28/21	785846626	01-12.B112	WWTC Cell Service	256.54		
		02/28/21	785846626	01-14.B112	SS Cell Service	987.74		
		02/28/21	785846626	01-15.B112	LS Cell Service	279.81	2226.48	062906
WAGNER COMMUNICATIONS, INC	W000070	03/01/21	210300069	01-11.B112	Answering Service	352.97	352.97	102980
WATER ENVIRONMENT FEDERATION	W000180	02/22/21	2-2100607663	01-11.B117	Admin Memberships	264.00		
		02/22/21	2-2100607663	01-12.B117	WWTC Memberships	170.00		
		02/22/21	2-2100607663	01-13.B117	Lab Memberships	340.00		
		02/22/21	2-2100607663	01-14.B117	SS Memberships	105.00	879.00	062907
WESTFAX	W000350	03/01/21	1369518	01-11.B112	EFax Service	8.99	8.99	102981
WEST SIDE TRACTOR SALES CO.	W000380	02/26/21	N03366	01-12.B501	JD Loader Parts	105.67		
		03/01/21	N03407	01-12.B501	JD Loader Parts	168.33		
		03/01/21	N03409	01-12.B501	JD Loader Parts	207.44	481.44	062908
VILLAGE OF WESTMONT	W000450	02/04/21	716819	01-11.B121	Meter Readings	370.01	370.01	062909
MICHAEL G. PHILIPP, P.C.	W000551	02/02/21	1202	01-11.B124	Legal Fees	960.00	960.00	062910
						=======	=======	
					Total Payments:	454968.58	454968.58	
					ACH Payments Total:	410218.64	.00	
				Ch	eck Payments Total:	44749.94	454968.58	

====== VENDOR ======		11	WOICE =====					
NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
AT&T	A000075	02/11/21	08126787501	01-11.B112	DSL Internet	62.82	62.82	102911
AT&T	A000075	03/08/21	081267687502	01-11.B112	DSL Internet Service	62.82	62.82	102933
AT & T MOBILITY	A000085	02/17/21	831873915	01-15.B112	LS Cell Dialer	55.86	55.86	062860
AMERICLAIM INC.	A000305	02/17/21	1348340	01-14.B129	Claim 3524 Saratoga	539.30	539.30	062859
CHASE	в000050	02/16/21	PR 02/06/21	01-00.2000	Federal Tax	8557.55		
		02/16/21	PR 02/06/21	01-00.2002	Empl Soc Sec Tax	6068.25		
		02/16/21	PR 02/06/21	01-17.E461	Emplr Soc Sec Tax	6068.22	20694.02	102908
CHASE	в000050	02/19/21	SPR 02/15/21	01-00.2000	Federal Taxes	3093.48		
		02/19/21	SPR 02/15/21	01-00.2002	Empl Soc Sec Tax	2367.17		
		02/19/21	SPR 02/15/21	01-17.E461	Emplr Soc Sec Tax	2367.19	7827.84	102919
CHASE	в000050	03/02/21	PR 02/20/21	01-00.2000	Federal Tax	8175.15		
		03/02/21	PR 02/20/21	01-00.2002	Empl Soc Sec Tax	5931.55		
		03/02/21	PR 02/20/21	01-17.E461	Emplr Soc Sec Tax	5931.59	20038.29	102924
CHASE	в000050	03/03/21	SPR 02/28/21	01-00.2000	Federal Tax	3092.22		
		03/03/21	SPR 02/28/21	01-00.2002	Empl Soc Sec Tax	2366.88		
		03/03/21	SPR 02/28/21	01-17.E461	Emplr Soc Sec Tax	2366.88	7825.98	102929
CALLONE	C000073	02/17/21		01-11.B112	Admin Phone Service	598.37		
			377975	01-12.B112	WWTC Phone Service	365.27	963.64	102912
COMCAST	C000373		201200550568	01-11.B112	Internet Service	293.40	293.40	062861
COVERALL NORTH AMERICA, INC	C000557		Multiple	01-11.B118	Admin Cleaning Service	429.00		
COVERED NORTH TREETER, THE	0000337		Multiple	01-12.B812	MSB Cleaning Service	304.00		
			Multiple	01-13.B116	Lab Cleaning Service	157.00	890.00	102913
CUMMINS NPOWER, LLC	C000650		F2-10134	01-12.B501	Biosolid Truck Repair	749.97	749.97	062862
D.G. SANIT DIST #XXXXXXXXX1117			Reimburse		PR Acct Reimburse	145500.04	145500.04	102937
			Reimburse	01-00.1001	User Refund Acct Reimburs	2177.35	2177.35	102937
D.G. SANIT DIST #XXXXXXXXXX1114							21/7.35	102935
D.G. SANIT DIST #XXXXXXXXX1112	D000440		Reimburse	01-11.B117	WCC & AB Conferences	328.00		
		03/17/21	Reimburse	01-12.B116	MSB Supplies	82.80	F3F 00	100000
		03/17/21	Reimburse	01-17.E452	Reimb for Damage	125.00	535.80	102938
DUPAGE CREDIT UNION	D000650		PR 02/06/21	01-00.2013	Empl Authorized W/Holding	980.00	980.00	102907
DUPAGE CREDIT UNION	D000650		PR 02/20/21	01-00.2013	Empl Authorized W/Holding	980.00	980.00	102923
FOSTERS TRUCK REPAIR	F000270	02/17/21		01-12.C225	Biosolid Trucks Safety Ln	101.00	101.00	062863
HEALTH CARE SERVICE CORP.	н000190	02/26/21			Health Insurance	41582.04	41582.04	102922
ILLINOIS DEPARTMENT OF REVENUE			PR 02/06/21	01-00.2001		3679.56	3679.56	102909
ILLINOIS DEPARTMENT OF REVENUE			SPR 02/15/21		State Taxes	1412.23	1412.23	102920
ILLINOIS DEPARTMENT OF REVENUE	1000240		PR 02/20/21	01-00.2001		3597.29	3597.29	102925
ILLINOIS DEPARTMENT OF REVENUE	1000240	03/03/21	SPR 02/28/21	01-00.2001		1412.07	1412.07	102930
ILLINOIS MUNICIPAL	I000300	03/08/21	Pension	01-00.2003	Empl Pension Deposit	9881.57		
		03/08/21	Pension	01-00.2014	Empl Vol Pension Deposit	7724.75		
		03/08/21	Pension	01-17.E460	Emplr Pension Deposit	22112.86	39719.18	102928
IMPACT NETWORKING INC.	I000400	02/17/21	Deposit	01-11.B115	Admin Printer Replacement	854.32	854.32	102918
INVOICE CLOUD	I000750	03/10/21	607-2021-2	01-11.B121	Biller Portal Fees	474.60	474.60	102936
KANSAS CITY LIFE INSURANCE CO	K000045	02/17/21	14887	01-17.E455	Life Insurance	379.50	379.50	102914
LOU'S GLOVES	L000300	02/17/21	039282	01-12.B116	Gloves	166.00	166.00	102915
MIDAMERICA ADMIN HRA ACCOUNT	M000557	02/26/21	HRA Funding	01-17.E455	HRA Acct Funding	500.00	500.00	102927
PORTABLE JOHN, INC	P000410	02/17/21	250151	01-12.B812	WWTC Port-A-Potty Dec	177.77	177.77	102916
ROYAL GRAPHICS INC	R000500	02/17/21	97815	01-11.B120	Envelopes	164.14	164.14	062864



====== VENDOR ======		===== IN	NOICE =====					
NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
STEPHENS PLUMBING AND	S000680	02/17/21	229759	01-14.B910	Shear Repair	853.00	853.00	062865
TRANSAMERICA RETIREMENT	T000415	02/12/21	PR 02/06/21	01-00.2026	Def Comp IPPFA	340.09		
		02/12/21	PR 02/06/21	01-00.2027	Def Comp Roth IPPFA	40.00		
		02/12/21	PR 02/06/21	01-00.2028	Def Comp Loan Repay IPPFA	162.27	542.36	102910
TRANSAMERICA RETIREMENT	T000415	02/17/21	SPR 02/15/21	01-00.2026	Def Comp IPPFA	427.31		
		02/17/21	SPR 02/15/21	01-00.2028	Def Comp Loan Repay IPPFA	77.06	504.37	102921
TRANSAMERICA RETIREMENT	T000415	02/26/21	PR 02/20/21	01-00.2026	Def Comp IPPFA	263.28		
		02/26/21	PR 02/20/21	01-00.2027	Def Comp Roth IPPFA	40.00		
		02/26/21	PR 02/20/21	01-00.2028	Def Comp Loan Repay IPPFA	162.27	465.55	102926
TRANSAMERICA RETIREMENT	T000415	03/02/21	SPR 02/28/21	01-00.2026	Def Comp IPPFA	426.92		
		03/02/21	SPR 02/28/21	01-00.2028	Def Comp Loan Repay IPPFA	77.06	503.98	102931
VAL-MATIC VALVE & MFG	V000090	02/17/21	387487	01-15.B529	LS Air Relief Valves	824.03	824.03	102917
VERIZON WIRELESS	V000135	02/17/21	Multiple	01-11.B112	Admin Cell Service	358.38		
		02/17/21	Multiple	01-12.B112	WWTC Tablet Service	1811.15		
		02/17/21	Multiple	01-14.B112	SS Tablet Service	575.24		
		02/17/21	Multiple	01-15.B112	LS Tablet Service	315.84	3060.61	062866
WILLOW RIDGE GLASS & MIRROR	W000620	02/17/21	DGS-11192020	01-12.B802	Hypo Bldg Windows & Frame	11200.00	11200.00	062867
VILLAGE OF WOODRIDGE	W000700	02/17/21	57	01-11.B121	Meter Readings 2019/20	585.12	585.12	062868
Zoom Inc.	Z000200	02/26/21	P76647560	01-11.B115	Subscription	40.00	40.00	102932
					Total Payments:	322975.85	322975.85	
					ACH Payments Total:	305373.45	.00	
				Ch	eck Payments Total:	17602.40	322975.85	



02 IMPROVEMENT FUND STANDARD CHECK REGISTER FOR 03/16/21

VENDOR		===== IN	VOICE =====						
NAME		NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
BAXTER & WOODMAN	, INC.	в000120	02/18/21	0220636	02-47.0502	Centex LS Design	10356.25	10356.25	102982
						Total Payments:	10356.25	10356.25	
						ACH Payments Total:	10356.25	.00	
					Ch	neck Payments Total:	.00	10356.25	
	DATE								
	REVIEWED								
	TRUSTEE APPROVAL								
					PRESIDENT				
					CLERK				



ACCOUNTS PAYABLE GENERAL LEDGER RECAP FOR 03/16/21

G/L NUMBER	COST ACCTG DESCRIPTION	DEBIT	CREDIT
01-00.1000	CASH		777944.43-
01-00.1001	CASH - PAYROLL ACCOUNT	145500.04	
01-00.2000	FEDERAL TAX WITHHELD	22918.40	
01-00.2001	STATE TAX WITHHELD	10101.15	
01-00.2002	SOCIAL SECURITY WITHHELD	16733.85	
01-00.2003	IMRF WITHHELD	9881.57	
01-00.2005	CLEARING	354.47	
01-00.2013	CREDIT UNION WITHHELD	1960.00	
01-00.2014	VOLUNTARY ADDITIONAL PENSION CONTRIBUTION	7724.75	
01-00.2017	VOLUNTARY GROUP LIFE	288.00	
01-00.2026	DEFERRED COMPENSATION WITHHELD - IPPFA	1457.60	
01-00.2027	DEFERRED COMPENSATION WITHHELD - IPPFA ROTH	80.00	
01-00.2028	DC PLAN LOAN REPAYMENT WITHHELD	478.66	
01-05.3001	USER RECEIPTS	2177.35	
01-11.B100	ELECTRICITY	126.77	
01-11.B101	NATURAL GAS	108.02	
01-11.B102	WATER, GARBAGE AND OTHER UTILITIES	24.99	
01-11.B112	COMMUNICATION	2497.17	
01-11.B113	EMERGENCY/SAFETY EQUIPMENT	3395.29	
01-11.B115	EQUIPMENT/EQUIPMENT REPAIR	20548.30	
01-11.B116	SUPPLIES	303.32	
01-11.B117	EMPLOYEE/DUTY COSTS	719.49	
01-11.B118	BUILDING AND GROUNDS	1426.29	
01-11.B120	PRINTING/PHOTOGRAPHY	164.14	
01-11.B121	USER BILLING MATERIALS	3878.29	
01-11.B124	CONTRACT SERVICES	4513.24	
01-11.B137	MEMBERSHIPS/SUBSCRIPTIONS	230.00	
01-11.C222	GAS/FUEL	55.23	
01-12.B100	ELECTRICITY	4448.32	
01-12.B101	NATURAL GAS	632.53	
01-12.B102	WATER, GARBAGE AND OTHER UTILITIES	1692.28	
01-12.B112	COMMUNICATION	2551.01	
01-12.B113	EMERGENCY/SAFETY EQUIPMENT	382.98	
01-12.B116	SUPPLIES	3074.85	
01-12.B117	EMPLOYEE/DUTY COSTS	1074.08	
01-12.B401	CHEMICALS - DISINFECTION	4039.20	
01-12.B402	CHEMICALS - SLUDGE DEWATERING	5922.54	
01-12.B404	CHEMICALS - OTHER	467.00	
01-12.B501	EQPT/EQPT REPAIR - BIOSOLIDS AGING & DISPOSAL	4755.12	
01-12.B502	EQPT/EQPT REPAIR - DISINFECTION	1718.65	
01-12.B504	EQPT/EQPT REPAIR - GRIT REMOVAL	2746.62	
01-12.B506	EQPT/EQPT REPAIR - PRIMARY TREATMENT	9000.85	
01-12.B507	EQPT/EQPT REPAIR - SECONDARY TREATMENT	2805.19	
01-12.B508	EQPT/EQPT REPAIR - SLUDGE CONCENTRATION	165.00	
01-12.B510	EQPT/EQPT REPAIR - SLUDGE DIGESTION	168.87	
01-12.B512	EQPT/EQPT REPAIR - WWTC GENERAL	1383.26	



ACCOUNTS PAYABLE GENERAL LEDGER RECAP FOR 03/16/21

G/L NUMBER	COST ACCTG DESCRIPTION	DEBIT	CREDIT
01-12.B513	EQPT/EQPT REPAIR - WWTC UTILITIES	226471.82	
01-12.B802	BLDG AND GROUNDS - DISINFECTION	11200.00	
01-12.B810	BLDG AND GROUNDS - SLUDGE DIGESTION	249.39	
01-12.B811	BLDG AND GROUNDS - TERTIARY TREATMENT	2350.52	
01-12.B812	BLDG AND GROUNDS - WWTC GENERAL	36899.58	
01-12.C222	GAS/FUEL	2165.60	
01-12.C225	OPERATION/REPAIR	576.67	
01-13.B114	CHEMICALS	685.76	
01-13.B115	EQUIPMENT/EQUIPMENT REPAIR	1008.42	
01-13.B116	SUPPLIES	1510.74	
01-13.B117	EMPLOYEE/DUTY COSTS	584.85	
01-13.B123	OUTSIDE LAB SERVICES	1344.20	
01-13.C222	GAS/FUEL	57.83	
01-14.B112	COMMUNICATION	1650.46	
01-14.B113	EMERGENCY/SAFETY EQUIPMENT	18.65	
01-14.B115	EQUIPMENT/EQUIPMENT REPAIR	2158.85	
01-14.B116	SUPPLIES	263.70	
01-14.B117	EMPLOYEE/DUTY COSTS	530.33	
01-14.B129	REIMBURSEMENT PROGRAM/PUBLIC SEWER BLOCKAGES	539.30	
01-14.B901	SEWER SYSTEM REPAIRS - I/I PROGRAM	8268.75	
01-14.B902	SEWER SYSTEM REPAIRS - REPLACEMENT	2356.25	
01-14.B910	SEWER SYSTEM REPAIRS - BSSRAP PROGRAM	61474.09	
01-14.C222	GAS/FUEL	1684.30	
01-14.C225	OPERATION/REPAIR	155.47	
01-15.B100	ELECTRICITY	3138.72	
01-15.B112	COMMUNICATION	687.52	
01-15.B520	EQPT/EQPT REPAIR - BUTTERFIELD	1421.18	
01-15.B521	EQPT/EQPT REPAIR - CENTEX	1068.00	
01-15.B522	EQPT/EQPT REPAIR - COLLEGE	1571.00	
01-15.B523	EQPT/EQPT REPAIR - EARLSTON	1068.00	
01-15.B524	EQPT/EQPT REPAIR - HOBSON	3989.00	
01-15.B525	EQPT/EQPT REPAIR - LIBERTY PARK	1203.00	
01-15.B526	EQPT/EQPT REPAIR - NORTHWEST	2067.00	
01-15.B527	EQPT/EQPT REPAIR - VENARD	2913.00	
01-15.B528	EQPT/EQPT REPAIR - WROBLE	2749.00	
01-15.B529	EQPT/EQPT REPAIR - LIFT STATIONS GENERAL	2313.03	
01-17.E452	LIABILITY/PROPERTY	125.00	
01-17.E455	EMPLOYEE GROUP HEALTH	45903.98	
01-17.E460	IMRF	22112.86	
01-17.E461	SOCIAL SECURITY	16733.88	
02-00.1000	CASH		10356.25-
02-47.0502	DESIGN ENGINEERING/ARCHITECTURAL	10356.25	=======================================
		788300.68	788300.68-

Vendor	Invoice Date	Amount	Coding	Coding Description	Purchase Location	Emp.	Procurement	Project Name (If applicable)	Item Description
Grainger	01/28/21	\$36.74	01-12.B116	WWTC SUPPLIES	Delivered	JPB		Supplies	Batteries - AA, AAA & C
Grainger	02/02/21	\$12.86	01-13.B116	LAB SUPPLIES	Delivered	AC		Eye Wash Station	Filters for Eye Wash Station
Grainger	02/03/21	\$73.10	01-12.B113	WWTC EMERGENCY/SAFETY EQUIPMENT	Delivered	AC		Safety Equipment	Replacement Locks for Lockout/Tag out
Grainger	02/03/21	\$250.98	01-12.B113	WWTC EMERGENCY/SAFETY EQUIPMENT	Delivered	AC		Safety Equipment	Eye Wash Stations & Re-fills
Grainger	02/04/21	\$37.92	01-12.B116	WWTC SUPPLIES	Delivered	mm		Oil for Ops	5W-20 Oil for OPS
Grainger	02/05/21	\$240.83	01-12.B513	EQPT/EQPT REPAIR - WWTC UTILITIES	In-Store	FF		CHP Heat Recovery System	Dig. 4&5 Hot Water Loop Pump Motor
Grainger	02/09/21	\$9.80	01-12.B116	WWTC SUPPLIES	Delivered	JM		Salt Spreader	Conversion Adaptor
Grainger	01/22/21	\$463.42	01-13.B115	LAB EQUIPMENT/EQUIPMENT REPAIR	Delivered	DRB	shopped	Lab equipment	30-300 ul pipet
Grainger	02/11/21	\$40.20	01-12.B512	EQPT/EQPT REPAIR - WWTC GENERAL	Delivered	AC		Maintenance Repair Supplies	(20) Metal Cut Off Wheels
Grainger	02/12/21	\$102.05	01-12.B117	EMPLOYEE/DUTY COSTS	Delivered	MM		Safety Shoes	Safety shoes for NP
Grainger	02/12/21	-\$9.80	01-12.B116	WWTC SUPPLIES	In-Store	JM		Salt Spreader	Return Conversion Adaptor
Grainger	02/15/21	\$13.02	01-12.B501	EQPT/EQPT REPAIR - BIOSOLIDS AGING & DISPOSAL	Delivered	JM			Hose adapter for salt spreader
Grainger	02/16/21	\$42.96	01-12.B113	WWTC EMERGENCY/SAFETY EQUIPMENT	Delivered	AC		Safety Equipment	Eye Wash Station Signs
Grainger	02/17/21	\$70.40	01-12.B116	WWTC SUPPLIES	Delivered	MM		Salt scoops	Salt scoops for salt buckets around plant
Grainger	02/18/21	\$484.65	01-12.B512	EQPT/EQPT REPAIR - WWTC GENERAL	Delivered	JPB		Stock	Misc Hardware
Grainger	02/22/21	\$54.20	01-12.B512	EQPT/EQPT REPAIR - WWTC GENERAL	Delivered	RF		WWTC Main Gate Strobe Lights	Replacement Strobe Light Bulbs
Grainger	02/24/21	\$60.72	01-12.B811	BLDG & GROUNDS - TERTIARY TREATMENT	Delivered	NW		Munters Unit	Air Filters
Grainger	02/24/21	\$6.85	01-12.B506	EQPT/EQPT REPAIR - PRIMARY TREATMENT	Delivered	RF		Primary Sludge Valve 4 Actuator Replacement	Hardware/Bolts
Grainger	02/25/21	\$70.81	01-12.B512	EQPT/EQPT REPAIR - WWTC GENERAL	Delivered	RF		WWTC Main Gate Strobe Lights	Amber Strobe Light
Grainger	02/05/21	\$10.58	01-12.B501	EQPT/EQPT REPAIR - BIOSOLIDS AGING & DISPOSAL	Delivered	ST		Auger repairs	Bolts for auger repairs
Grainger	02/26/21	\$70.81	01-12.B512	EQPT/EQPT REPAIR - WWTC GENERAL	Delivered	RF		WWTC Main Gate Strobe Lights	Amber Strobe Light
Grainger	03/03/21	\$25.87	01-12.B512	EQPT/EQPT REPAIR - WWTC GENERAL	Delivered	AC		Concrete Anchoring	(2) Concrete Drill Bits
Grainger	03/03/21	\$44.68	01-12.B116	WWTC SUPPLIES	Delivered	ST		Auger grease	Grease for augers, paint marker for OPS
Grainger	03/04/21	-\$21.32	01-14.B113	WWTC EMERGENCY/SAFETY EQUIPMENT	In-Store	DJ		Safety Equipment	Return of High Viz Vest
Grainger	03/04/21	\$249.60	01-13.B116	LAB SUPPLIES	Delivered	DRB			Specimen Containers
Home Depot	02/11/21	\$20.64	01-11.B118	ADMIN BUILDING & GROUNDS	In-Store	BS		Sump Pump Replacement	Sump Pump Check Valves
Home Depot	02/11.21	\$249.00	01-11.B118	ADMIN BUILDING & GROUNDS	In-Store	BS		Sump Pump Replacement	1 HP Cast Iron Sump Pump
Home Depot	02/11/21	\$69.71	01-12.B116	WWTC SUPPLIES	In-Store	СР		Supplies	Wire Rope/Cable, Hardware, Duct Tape, Gloves
Home Depot	03/02/21	\$19.79	01-12.B116	WWTC SUPPLIES	In-Store	СР		Supplies	Cleaning Supplies & Lag Bolts
Home Depot	03/02/21	\$119.00	01-12.B502	EQPT/EQPT REPAIR - DISINFECTION	In-Store	AC		Bulk Hypo Tank Repair	Bottom Suction Sump Pump
Home Depot	02/10/21	\$20.41	01-12.B811	BLDG & GROUNDS - TERTIARY TREATMENT	In-Store	AC		Filter Bldg. Aluminum Grating Repairs	Sealant & Caulk Gun
Home Depot	02/09/21	\$9.23	01-12.B116	WWTC SUPPLIES	In-Store	СР		Supplies	Bungee Cords
Home Depot	03/01/21	\$9.97	01-14.B116	SEWER SYSTEM SUPPLIES	In-Store	DJ		Supplies	Tape Measure
Home Depot	02/08/21	\$15.94	01-12.B113	WWTC EMERGENCY/SAFETY EQUIPMENT	In-Store	BS		Safety Equipment	Nitrile Work Gloves
Home Depot	03/10/21	\$39.97	01-14.B113	WWTC EMERGENCY/SAFETY EQUIPMENT	In-Store	AL			High Visibility Safety Vest
Home Depot	02/17/21	\$135.04	01-14.B116	SEWER SYSTEM SUPPLIES	In-Store	AH			Laundry Detergent, Bleach, Window De-Icer, Knee Pads, Hand Tools
Home Depot	02/07/21	\$63.94	01-14.B115	SEWER SYSTEM EQUIPMENT/EQUIPMENT REPAIR	In-Store	AH			Sledge Hammer, Snow Shovels
Home Depot	02/17/21	\$33.68	01-12.B116	WWTC SUPPLIES	In-Store	СР		Supplies	Tool Hangers, Tap-Con Drill Bits
Home Depot	02/26/21	\$179.00	01-12.B513	EQPT/EQPT REPAIR - WWTC UTILITIES	Delivered	NW			Tool Cart
Home Depot	02/15/21	\$57.94	01-14.B910	SEWER SYSTEM REPAIRS - BSSRAP PROGRAM	In-Store	DJ		BSSRAP Repair Supplies	Pipe and Fittings for BSSRAP Repair
Home Depot	02/25/21	\$159.79	01-12.B116	WWTC SUPPLIES	In-Store	СР		Supplies	Laundry Soap, Cleaners, Degreasers, Poster Mounting Strips
Home Depot	03/04/21	\$35.58	01-14.B116	SEWER SYSTEM SUPPLIES	In-Store	DJ		Supplies	Power Inverter
Home Depot	03/04/21	\$11.54	01-12.B116	WWTC SUPPLIES	In-Store	FF		RAS Pump 2	Epoxy Sealant

	3/11/2021 3/17/2021 Reimburse	Petty Cash Checking Reimbursement			D-440
Date	Purchased From	Description	Code	Amount	Ck No.
02/04/21	Eugene Mechelewski	Reimburse for Damage	17.E452	125.00	3699
02/17/21	IPELRA	WCC Class	11.B117	129.00	3700
02/18/21	WPL Publishing	AB Conference	11.B117	199.00	3701
03/05/21	Costco	MSB Supplies	12.B116	82.80	3702
		Total Receipts/Reim	bursement	535.80	
Expense b	y code				
11.B117	328.00				
12.B116	82.80				

125.00 535.80

17.E452

Board of Trustees
Wallace D. Van Buren
President
Amy E. Sejnost
Vice President
Paul W. Coultrap
Clerk



General Manager Amy R. Underwood

Legal Counsel
Michael G. Philipp

2710 Curtiss Street P.O. Box 1412 Downers Grove, IL 60515-0703 Phone: 630-969-0664 Fax: 630-969-0827 www.dgsd.org

Providing a Better Environment for South Central DuPage County

MEMORANDUM

To: Board of Trustees

From: Amy Underwood, General Manager

Date: March 12, 2021

Re: Five Year Financial Plan and Appropriation Ordinance

Attached is a revised cover sheet for the Five Year Financial Plan for Fiscal Years 2021-2022 to 2025-2026. Also attached is a corrected page of the plan which had a typo as presented in the Board packet for last month's meeting.

The proposed Five Year Financial Plan for Fiscal Years 2021-2022 to 2025-2026 and the FY 2021-2022 Appropriation Ordinance distributed for last month's Board of Trustees meeting have been on public notice for 30 days, starting February 11, 2021. No comments have been received.

I will be seeking final Board approval of the Five Year Financial Plan and Budget for Fiscal Years 2021-2022 to 2025-2026 at the March 16, 2021 regular meeting. I will also be seeking adoption of the FY 2021-2022 Appropriation Ordinance and for the President and Clerk to sign the same.

C: BOLI, WCC, MGP

DOWNERS GROVE SANITARY DISTRICT
FIVE YEAR FINANCIAL PLAN
FISCAL YEARS 2021-2022 TO 2025-2026

					FY 20-21	FY 20-21						
	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Budget	Projected	FY 21-22	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
	Actual	Actual	Actual	Actual	(as amended)	Actual	Budget	Appropriation	Projected	Projected	Projected	Projected
SUMMARY AND ANALYSIS EXPENSE ANALYSIS BY DEPARTMENT ADMINISTRATION												
SALARIES AND WAGES	\$775,142	\$789,783	\$877,821	\$1,034,786	\$891,300	\$893,249	\$981,700	\$1,130,000	\$994,600	\$1,028,750	\$1,064,050	\$1,100,650
% CHANGE FROM PRIOR YEAR	-1.9%	1.9%	11.1%	17.9%	-13.9%	-13.7%	9.9%		1.3%	3.4%	3.4%	3.4%
OFFICE EXPENSES	\$347,961	\$370,498	\$374,883	\$330,858	\$452,600	\$380,134	\$624,450	\$750,000	\$541,200	\$459,150	\$435,050	\$420,450
% CHANGE FROM PRIOR YEAR	11.6%	6.5%	1.2%	-11.7%	36.8%	14.9%	64.3%		-13.3%	-15.2%	-5.2%	-3.4%
VEHICLE EXPENSES	\$1,288	\$1,267	\$1,971	\$3,331	\$4,600	\$1,627	\$21,600	\$30,000	\$21,700	\$22,700	\$4,800	\$4,800
% CHANGE FROM PRIOR YEAR	-87.8%	-1.7%	55.6%	69.0%	38.1%	-51.2%	1227.9%	, ,	0.5%	4.6%	-78.9%	0.0%
TOTAL ADMINISTRATION EXPENSES	\$1,124,391	\$1,161,547	\$1,254,674	\$1,368,974	\$1,348,500	\$1,275,010	\$1,627,750	\$1,910,000	\$1,557,500	\$1,510,600	\$1,503,900	\$1,525,900
% CHANGE FROM PRIOR YEAR	1.1%	3.3%	8.0%	9.1%	-1.5%	-6.9%	27.7%	. , .,	-4.3%	-3.0%	-0.4%	1.5%

COMMENTS

Salaries and Wages

Salary levels generally increase with projected salary adjustments. The higher salary level in FY 19-20 was a result of succession planning for the general manager position. The decrease in salary level in FY20-21 was a result of retirements at the general manager and sewer construction supervisor positions. The FY21-22 salary increase for current employees averages 3.3%. The extra increase in salary expenses for FY21-22 is due to the additions of a part-time IT Specialist, a planned vacation buyout, COVID-19 vaccination incentives and work from home reimbursement. A lower increase in salary expenses for FY22-23 is a result of not continuing pandemic related salary expenses (i.e., vacation buyout, incentives, and work from home allowance).

Office

A code review and HVAC review of the Administration Center by an architect are included. Funds are also included to make modifications to the HVAC system in the Administration Center in order to ensure a safer working environment during a pandemic. Planned improvements to the Administration Center also include remodeling the reception area, new carpeting and re-roofing. Office servers, network infrastructure and software updates are included.

Vehicles

Vehicle costs reflect fuel and normal maintenance and repairs and replacement of vehicles in FY 21-22, FY 22-23 and FY 23-24.

APPROPRIATION ORDINANCE

AN ORDINANCE MAKING APPROPRIATIONS FOR THE CORPORATE PURPOSES OF THE DOWNERS GROVE SANITARY DISTRICT FOR THE FISCAL YEAR COMMENCING ON THE FIRST DAY OF MAY, A.D. 2021 AND ENDING APRIL THIRTIETH, A.D. 2022.

BE IT ORDAINED by the Downers Grove Sanitary District, a body politic and corporate of the County of DuPage and State of Illinois:

SECTION 1. That the sums hereinafter set forth, or as much thereof as may be authorized by law, be and the same are hereby appropriated for the corporate purposes of the Downers Grove Sanitary District as hereinafter specified, for the fiscal year commencing on the First Day of May, A.D. 2021 and ending on the Thirtieth Day of April, A.D. 2022.

I.	ADMINISTRATION A. Salary and Wages B. Office Oper & Maint Expenses C. Vehicles Oper, Maint & Purchase	\$ 1,130,000 750,000 30,000 \$1,910,000
II.	PLANT	
	A. Salary and Wages	\$ 1,660,000
	B. Operation & Maintenance Expenses	2,490,000
	C. Vehicles Oper, Maint & Purchase	100,000
		\$4,250,000
III.	LABORATORY SERVICES	
	A. Salary and Wages	\$ 300,000
	B. Operation & Maintenance Expenses	180,000
	C. Vehicles Oper, Maint & Purchase	10,000
		\$ 490,000
IV.	SYSTEM	
	A. Salary and Wages	\$ 550,000
	B. Operation & Maintenance Expenses	3,690,000
	C. Vehicles Oper, Maint & Purchase	30,000
	r	\$4,270,000
V.	LIFT STATIONS	
	A. Salary and Wages	\$ 100,000
	B. Operation & Maintenance Expenses	830,000
		\$ 930,000
VI.	INSURANCE AND EMPLOYEE BENEFITS	\$1,500,000
TOT	AL OPERATION AND MAINTENANCE	\$13,350,000

CAPITAL IMPROVEMENTS

VII. TREATMENT CENTER/LABORATORY

A. Renovations to Buildings & Systems \$\frac{\$50,000}{\$50,000}\$

VIII. COLLECTION SYSTEM/LIFT STATIONS

A. Construction/Upgrading – Sewer system, pump station improvements, unsewered area plan revisions

\$ 1,550,000

\$ 1,550,000

TOTAL CAPITAL IMPROVEMENTS \$ 1,600,000

GRAND TOTAL \$14,950,000

SECTION 2. That the sums hereinafter set forth are estimated receipts and expenditures for the Downers Grove Sanitary District for the fiscal year commencing on the First Day of May, A.D. 2021 and ending on the Thirtieth Day of April, A.D. 2022.

CASH FLOW FISCAL YEAR 2021-2022

SEE ATTACHMENT A, attached hereto and made a part of this Ordinance.

RECAPITULATION

- 1. Total Amount Appropriated.....\$14,950,000
- Amount of Said Appropriation to be paid from sources other than real estate taxes (tap-in permits, user fees, trunk sewer service fees, Federal and State grants and loans, etc.)......\$13,658,200

SECTION 3. That the total sum of Fourteen Million Nine Hundred Fifty Thousand Dollars (\$14,950,000) is hereby appropriated. It is furthermore provided that all unexpended balances of any item or items of any general appropriation made by this ordinance may be expended in making up any insufficiency in any item or items for the same general purpose or in a like appropriation made by this ordinance.

SECTION 4. This ordinance shall be in full force and effect from and after its passage, approval, and publication as provided by law.

	Passed this 16 th day of March, A.D. 2021
	Recording Vote:
	Ayes:
	Nays:
	Approved this 16 th day of March, A.D. 2021
	BY:
	President, Board of Trustees of Downers Grove Sanitary District, DuPage County, Illinois
ATTEST:	, , , , , , , , , , , , , , , , , , , ,
Clerk	
Recorded this 16	ith day of March A.D. 2021

ATTACHMENT A

CASH FLOW FISCAL YEAR 2021-2022

	General <u>Corporate</u>	<u>Improvement</u>	Construction	Public Benefit
Projected Cash Balance on 5/1/21	\$ 4,422,852	\$ 1,116,702	\$ 1,257,502	\$ 37,835
Receipts:				
Const and Televising Insp Fees	650			
User Fees	7,602,300			
Interest	18,000	3,000	1,400	350
Plan Review Fees	500			
Surcharges	307,500			
Permit Insp Fees	20,000			
Sampling Charges	75,000			
Tap-in Fees			250,000	
Trunk and Lateral Sewer Charges		90,000		
Replacement Taxes	75,000			
Real Estate Taxes	1,291,800			
Grease Waste	220,000			
Miscellaneous	48,000	275,000		
Total Receipts	9,658,750	368,000	251,400	350
Subtotal	\$ 14,081,602	\$ 1,484,702	\$ 1,508,902	\$ 38,185
Disbursements:				
O & M Budget	13,350,000			
Capital Improvements Budget		1,550,000	50,000	0
Total Disbursements	13,350,000	1,550,000	50,000	0
Projected Cash Balance on 4/30/21	<u>\$ 731,602</u>	<u>\$ 65,298</u>	<u>\$ 1,458,902</u>	<u>\$ 38,185</u>

STATEMENT OF ESTIMATED REVENUES

I, William Clay Campbell, Treasurer of the Downers Grove Sanitary District, do hereby state that the above document entitled "Cash Flow, Fiscal Year 2021-2022" indicates an estimate of revenues by source anticipated to be received in Fiscal Year 2021-2022.

DOWNERS GROVE SANITARY DISTRICT

BY:			
	Treasurer		

DOWNERS GROVE SANITARY DISTRICT

MEMO

TO: Board of Trustees

FROM: Amy R. Underwood

Assistant General Manager

DATE: March 12, 2021

RE: Proposed Ordinance No. ORD 21-01

Attached please find a copy of proposed Ordinance No. ORD 21-01 which contains recommended ordinance amendments as described below.

A. <u>Tap-in Fee, Trunk Sewer Service Charge and Lateral Sewer Charge (Article II Sections 13c, d and e)</u>

In accordance with the practice established in 1993, staff proposes to increase the tap-in fee, trunk sewer service charge and the lateral sewer charge based on the change in the Engineering News Record magazine's Construction Cost Index (CCI) from December 2019 to December 2020. The CCI increased 2.2% during this period. Applying this change results in the proposed rates indicated in Table 1 - Summary of rate adjustments.

B. <u>Permit Inspection Fee (Article II Section 13b) and Sewer Construction Inspection Rate</u> (Article IV Section 4b)

The permit inspection fee and sewer construction inspection rates are proposed to be increased by roughly 3.3% to reflect budgeted wage adjustments.

C. <u>Basic User Rate (Article VI Section 3)</u>

The basic user rate will increase to \$1.95 per 1000 gallons, as indicated in the 5-year plan.

D. Monthly Fees (Article VI Section 14)

Sampling and monitoring charges will increase by roughly 3.3%, commensurate with budgeted salary increases for FY 21-22, as indicated below:

- 1) Significant industrial users will be assessed \$131.92 per month. There are 4 accounts (representing 2 users) in the billing system in this class.
- 2) Industrial users who have been issued wastewater discharge permits by the District would be assessed \$49.47 per month. There are 3 accounts in the billing system in this class.

- 3) Users subject to surcharge, either based on actual sampling or at the flat rate, would be assessed a sampling and monitoring charge of \$18.83 per month. There are 194 accounts in this class.
- 4) All commercial or industrial users not included in one of the three classes described above would be assessed sampling and monitoring charges of \$5.94 per month. There are 824 accounts in this class.

I will request Board approval of Ordinance No. ORD 21-01 at the March 16 regular meeting. If approved, this ordinance would be published in the Downers Grove Suburban Life on March 25, 2021 and would be effective on April 4, 2021.

cc: BOLI, TTC, WCC, DRB, MGP

AN ORDINANCE AMENDING AN ORDINANCE REGULATING THE USE OF SANITARY SEWERS ORDINANCE NO. ORD 21-01

BE IT ORDAINED by the President of the Board of Trustees of the Downers Grove Sanitary District, a body politic and corporate of DuPage County, Illinois, that the following portions of "An Ordinance Regulating the Use of Sanitary Sewers, adopted May 16, 1967, as Amended" are hereby amended to read as follows:

Article II Section 13

- (b) An Inspection Fee shall be charged to cover the cost to the District of inspections of the installation of building sanitary services to ensure sanitary service lines are adequate and suitable for connection to the District and to insure compliance with District ordinances and regulations, as follows:
 - (1) Single Family Class \$223.00 \$230.00 per building sanitary service.
 - (2) All Other Classes \$369.00 \$381.00 per building sanitary service or \$213.00 \$220.00 per building if no work on building sanitary service is required.
- (c) A Tap-In Fee shall be charged for all connections to the District for the necessary construction, expansion, and extension of wastewater treatment plant facilities. The tap-in fee shall be calculated upon a rate of \$928.00 \subsection{8948.00}{9948.00} per population equivalent (P.E.), and shall be assessed as follows:
 - (1) Single Family Class 3.5 P.E. per unit or \$3,248.00 \$3,318.00 per unit.
 - (2) Multiple Family Class -

Efficiency or studio apartment unit - 1.0 P.E. or \$928.00 \$948.00 per unit.

One bedroom apartment unit - 1.5 P.E. or \$1,392.00 \$1,442.00 per unit.

Two or three bedroom apartment unit - 3.0 P.E or \$2,784.00 \$2,884.00 per unit.

- (d) A Trunk Sewer Service Charge shall be charged for the necessary construction, expansion, and extension of trunk sewer facilities. The trunk sewer service charge shall be calculated upon a rate of \$430.00 \quad \text{\$440.00} \text{ per population equivalent (P.E.) and shall be assessed as follows:
 - (1) Single Family Class 3.5 P.E per unit or \$1,505.00 \$1,540.00 per unit.
 - (2) Multiple Family Class -

Efficiency or studio apartment unit - 1.0 P.E. or \$430.00 \$440.00 per unit.

One bedroom apartment unit - 1.5 P.E. or \$645.00 \(\) \$645.00 per unit.

Two or three bedroom apartment unit - 3.0 P.E. or \$1,269.00 \$1,320.00 per unit.

- (4) Minimum Charges The minimum trunk sewer service charge for commercial, industrial, or business use shall be \$10,750.00 \$11,000.00 per acre (25 P.E. per acre). The minimum trunk sewer service charge for all other uses shall be \$4,300.00 \$4,400.00 per acre (10 P.E. per acre).
- (e) A Lateral Sewer Charge shall be charged for the necessary construction, expansion, and extension of lateral sanitary sewer facilities. The lateral sewer service charge shall be assessed whenever a building is to be connected to a public sanitary sewer which was installed at the expense of the District. The lateral sewer service charge shall be assessed as follows:
 - (1) All Classes

\$11,965.00 \$12,222.00 per building sanitary service to near side property.

\$8,667.00 \$8,854.00 per building sanitary service to far side property.

Article IV Section 4

(b) The person constructing or causing to have constructed said public sanitary sewer shall reimburse the District for all costs of inspecting said sewer installation, at the rates of \$70.50 \$73.00 per hour straight time and \$105.75 \$109.50 per hour overtime if said inspection is performed by District personnel, and at billed cost if said inspection is performed by others.

Article VI Section 3

A basic user rate of \$1.80 \$1.95 per 1000 gallons of water consumption shall be applied to all users.

All non-metered single family residential users of the wastewater facilities shall pay a flat rate charge per quarter of \$43.20 \$46.80. This flat rate charge is based on water consumption of 24,000 gallons per quarter for single family residences. Any non-metered single family user who installs a water meter in accordance with District requirements shall be billed based upon the readings from such meters.

Article VI Section 14

The sampling and monitoring charges shall be as follows:

(a) \$\frac{\$127.71}{27.71} \frac{\$131.92}{27.71} \text{ per month for each significant industrial user subject to any National Categorical Pretreatment Standard or discharging an average of 25,000

gallons or more of wastewater per day.

- (b) \$47.89 \$49.47 per month for each industrial user subject to a wastewater discharge permit issued by the District and not included in (a) above.
- (c) \$18.23 \$18.83 per month for each user subject to surcharge.
- (d) \$5.75 \(\frac{\$5.94}{}\) per month for all industrial (including commercial) users not included in (a), (b) or (c) above.

PASSED AND APPROVED by the President and Board of Trustees of the Downers Grove Sanitary District at a regular meeting of the Trustees held on the 16th day of March, 2021, to become effective ten (10) days after publication thereof.

DOWNERS GROVE SANITARY DISTRICT

	BY:	
	President	
ATTEST:		
Clark		

DOWNERS GROVE SANITARY DISTRICT TAP-IN FEE, TRUNK SEWER SERVICE CHARGE AND LATERAL SEWER CHARGE SUMMARY OF RATE ADJUSTMENTS

				TRUNK		LATERAL		LATERAL	
	ENR			SEWER		SEWER		SEWER	
DATE	CCI	TAP-IN	PERCENT	SERVICE	PERCENT	CHARGE-	PERCENT	CHARGE-	PERCENT
ADOPTED	US	FEE	CHANGE	CHARGE	CHANGE	NEAR SIDE	CHANGE	FAR SIDE	CHANGE
04/04/21	2.2%	948.00	2.2%	440.00	2.3%	12,222.00	2.1%	8,854.00	2.2%
03/29/20	1.7%	928.00	1.8%	430.00	1.7%	11,965.00	1.7%	8,667.00	1.7%
03/30/19	2.9%	912.00	2.9%	423.00	2.9%	11,760.00	2.9%	8,519.00	2.9%
03/31/18	3.3%	886.00	3.3%	411.00	3.3%	11,431.00	3.3%	8,281.00	3.3%
04/01/17	3.9%	858.00	3.9%	398.00	3.9%	11,070.00	3.9%	8,020.00	3.9%
04/02/16	2.0%	826.00	2.0%	383.00	2.1%	10,650.00	2.0%	7,720.00	2.0%
04/05/15	2.8%	810.00	2.8%	375.00	2.7%	10,441.00	2.8%	7,569.00	2.8%
04/04/14	2.7%	788.00	2.7%	365.00	2.8%	10,160.00	2.7%	7,365.00	2.7%
03/30/13	2.6%	767.00	2.7%	355.00	2.6%	9,895.00	2.6%	7,172.00	2.6%
03/24/12	2.5%	747.00	2.5%	346.00	2.4%	9,644.00	2.5%	6,990.00	2.5%
04/02/11	3.6%	729.00	3.6%	338.00	3.7%	9,412.00	3.6%	6,822.00	3.6%
04/04/10	1.1%	704.00	1.1%	326.00	1.2%	9,085.00	1.1%	6,585.00	1.1%
04/05/09	5.7%	696.00	5.6%	322.00	5.6%	8,985.00	5.7%	6,515.00	5.7%
03/25/08	2.6%	659.00	2.6%	305.00	2.7%	8,500.00	2.6%	6,165.00	2.6%
03/27/07	3.1%	642.00	3.0%	297.00	3.1%	8,285.00	3.1%	6,010.00	3.1%
04/25/06	4.4%	623.00	4.4%	288.00	4.3%	8,035.00	4.4%	5,830.00	4.4%
04/19/05	7.8%	597.00	7.8%	276.00	7.8%	7,696.00	7.8%	5,584.00	7.8%
05/24/04	3.3%	554.00	3.4%	256.00	3.2%	7,142.00	3.3%	5,182.00	3.3%
04/29/03	2.7%	536.00	2.7%	248.00	2.5%	6,914.00	2.7%	5,016.00	2.7%
04/23/02	1.7%	522.00	1.8%	242.00	1.7%	6,732.00	1.7%	4,884.00	1.7%
04/24/01	2.6%	513.00	2.6%	238.00	2.6%	6,620.00	2.6%	4,802.00	2.6%
04/25/00	2.3%	500.00	2.5%	232.00	1.8%	6,452.00	2.3%	4,680.00	2.3%
04/20/99	2.3%	488.00	2.1%	228.00	1.8%	6,306.00	2.3%	4,574.00	2.3%
04/28/98	2.0%	478.00	1.9%	224.00	1.8%	6,167.00	2.0%	4,473.00	2.0%
07/01/97	3.7%	469.00	3.1%	220.00	3.3%	6,046.00	3.2%	4,385.00	3.2%
04/23/96	1.6%	455.00	2.5%	213.00	2.4%	5,859.00	2.5%	4,249.00	2.5%
04/27/95	2.4%	444.00	3.5%	208.00	3.5%	5,716.00	3.6%	4,145.00	3.6%
04/26/94	5.0%	429.00	5.7%	201.00	5.8%	5,517.00	5.7%	4,001.00	5.7%
04/20/93	3.5%	406.00	4.6%	190.00	4.4%	5,220.00	4.8%	3,785.00	4.8%
07/23/92	5.50	388.00	6.9%	182.00	7.7%	4,980.00	7.7%	3,611.00	7.7%
04/16/91		363.00	3.4%	169.00	2.7%	4,625.00	2.6%	3,354.00	2.6%
02/20/90		351.00	5.4%	164.50	3.1%	4,508.00	3.2%	3,269.00	3.2%
02/20/90		333.00	2.1%	159.50	2.2%	4,368.00	3.20	3,168.00	3.23
02/21/89		326.00	2.1° 63.0%	156.00	2.2° 5.4%	4,300.00		3,100.00	
05/06/86		320.00	03.0%	148.00	2.1%				
03/06/86		200.00	115.4%	140.00	2.16				
		200.00	115.46	145 00	11 60				
05/01/84 04/06/82				145.00	14.6% 8.1%				
04/06/82				126.50					
		92.86		117.00	25.8%				
12/19/78		92.86		02.00	0 10				
04/04/78				93.00	8.1%				
02/15/77				86.00	14.7%				
06/17/75		100 14		75.00	20.0%				
11/06/73		107.14		60.50	24.00				
10/19/73				62.50	34.8%				
09/25/72				46.38	34.4%				
03/30/71				34.50	13.1%				
04/08/70				30.50	6.1%				
01/01/69				28.75	5.8%				
02/01/68				27.18	5.0%				
05/16/67		85.71							
02/01/67				25.88					
11/18/58		57.14							

DOWNERS GROVE SANITARY DISTRICT $\underline{\mathbf{M}} \ \underline{\mathbf{E}} \ \underline{\mathbf{M}} \ \underline{\mathbf{O}}$

TO: Board of Trustees

FROM: W. Clay Campbell

Administrative Supervisor

DATE: March 12, 2021

RE: Business Insurance Renewals for FY21-22

As part of this year's business insurance renewals, Mitch Backes of Corkill Insurance shopped the District's lines of coverage with numerous carriers in an effort to obtain the best balance of premiums and coverage: Selective (the District's current carrier), Illinois Counties Risk Management Trust (ICRMT), Travelers Casualty, Cincinnati Insurance, Westfield, and Illinois Public Risk Fund (solely Workers Compensation coverage). Travelers and Westfield declined to quote the coverage, while Cincinnati and Illinois Public Risk Fund both provided noncompetitive quotes.

Selective Insurance (proposal of \$198,966) and ICRMT (proposal of \$189,158) both provided competitive quotes in comparison to the District's expiring coverages and premiums. While Selective Insurance is an insurance carrier, ICRMT is an insurance pool made up of over 380 units of local government. The District has never utilized ICRMT for its insurance coverages, but the District did utilize Illinois Public Risk Fund (also an insurance pool configuration) for its Workers Compensation coverage from 2011-2018.

Both choices for the District's coverage will require the Tank Storage Pollution Liability policy provided by Crum & Forster as it is a specialty policy not offered by many carriers and at this affordable a premium.

While the weighting of premiums for certain lines of coverage varies in each of the proposed packages (general liability, auto, public official liability, umbrella, tank storage pollution liability, crime and cyber-liability), the ICRMT package proposes a decreased premium of \$57,585 (a decrease of \$3,898) and the Selective package proposes an increased premium of \$66,169 (an increase of \$4,686). It should be noted that the Selective package utilizes a Cyber Liability policy provided by Travelers Insurance while the ICRMT package offers its own Cyber Liability coverage.

There are noteworthy increases in the property lines of coverage due to industry trends and specific occurrences of riots and natural disasters in 2020 that resulted in significant dollar figure claims. Selective's property premium proposal is \$52,697 (an increase of \$4,434), while ICRMT's property premium proposal is \$54,648 (an increase of \$6,385). Both of these premiums include an additional \$2.5 million in covered property to account for recent capital projects at the WWTC (new CHP #1, WAS Thickener, and Grease Receiving Station).

The FY20-21 Workers Compensation renewal rates from Selective were set at \$97,686. The District was able to have that reduced by \$823 during an audit based on actual payroll. In addition, the District received a Workers Compensation premium rebate from Selective for \$12,903 due to an improved experience mod for lack of claims activity. Staff is recommending we split this premium rebate between FY20-21 and FY21-22 to provide some smoothing effect on the premiums regardless of which carrier is selected. The expiring Workers Compensation premium for FY20-21 was reduced from \$96,863 to \$90,412 as a result. The Selective Workers Compensation premium was reduced

from \$86,552 to \$80,100 due to the premium rebate while the ICRMT Workers Compensation premium was reduced from \$83,377 to \$76,925 due to the premium rebate.

The overall proposed decrease at this time for all lines of coverage would be either a 0.6% decrease under expiring premiums (-\$1,192) if Selective is selected and a 5.5% decrease under expiring premiums if selecting ICRMT. The grand total of all premiums for the upcoming year would be either \$198,966 with Selective (breakdown of \$118,866 for General Liability and Property/equipment breakdown coverage plus \$80,100 for Workers Comp premium) or \$189,158 with ICRMT (breakdown of \$112,233 for General Liability and Property/equipment breakdown coverage plus \$76,925 for Workers Comp premium). Both of these options would be significantly under the amount proposed in the budget for fiscal year 2021-22 (\$210,190).

The following items are attached regarding renewal of these coverages:

- 1) Insurance Premiums History and Comparison from FY19-20 to FY21-22;
- 2) Summary of Insurance Coverages assuming Selective is selected;
- 3) Summary of Insurance Coverages assuming ICRMT is selected;
- 4) Official Quote package provided to the District from Selective Insurance Group, Inc.; and
- 5) Official Quote package provided to the District from ICRMT.

Even though there is an opportunity to save \$9,808 (approximately 5% of the total expense) in premiums by selecting ICRMT over Selective, I am recommending that the District's existing General Liability, Automobile, Public Officials Liability, Umbrella Liability, Fidelity and Crime, Property and Workers Compensation coverages with Selective be renewed, existing Equipment Breakdown policy with Inland Marine is renewed, existing Cyber-Liability coverage through Travelers is renewed and the existing Tank Storage Pollution Liability coverage through Crum & Forster is renewed, all at the premiums proposed in this memo. This recommendation is being made after considering a few key factors:

- (1) The positive customer experience the District has received from claims administration with the Selective Workers Compensation policy since 2018 (the only policy with utilization since 2018). As well the District appears to headed in the right direction with Workers Compensation premiums with Selective in conjunction with our developing Safety Program;
- (2) The advantage of having numerous claims-free years with Selective on the package and property policies this tends to build "good credit" with a carrier if and when the District needs to submit a significant claim in the near future on these lines. The District would be starting this history over by switching to ICRMT after only three years; and
- (3) The District does not have an established track record with an insurance pool arrangement for all of its lines of coverage (previously just Workers Compensation) and making such a switch would likely be a long term decision for the District in order to justify joining a pool. The Illinois Public Risk Fund decision was made at a time when Travelers (the District's Workers Compensation carrier at the time) was proposing a significant premium increase not the current situation.

Attachments

cc: KJR, RTJ, MJS, ARU, MGP

COVERAGES BY FISCAL YEAR BEGINNING DATED: 03/12/2021	FY21-22 - SELECTIVE RENEWAL RATES RENEWAL RATES	RENEWAL RATES	FY20-21 SELECTIVE EXPIRING RATES	FY20-21 SELECTIVE RENEWAL RATES	FY19-20 SELECTIVE
GENERAL LIABILITY (INCLUDES TERRORISM) AUTOMOBILE PUBLIC OFFICIALS LIABILITY UMBRELLA LIABILITY FIDELITY AND CRIME TANK STORAGE POLLUTION LIABILITY (CRUM & FORSTER) CRIME & CYBER-LIABILITY	\$12,453 22,923 8,102 12,255 50 3,726 6,660	7,634 7,688 1,000 3,726	\$11,483 21,732 7,483 11,600 50 3,730 5,405	22,007 7,483 11,600 50 3,730	16,766 7,660 10,471 50 3,500
SUBTOTAL	\$66,169	\$57,585	\$61,483	\$61,758	\$54,026
PROPOSED INCREASE AMOUNT:	\$4,686	-\$3,898			
PERCENT INCREASE OR DECREASE OVER PRIOR YEAR EXCLUDING PROPERTY AND WORKERS COMP	14.9%	-6.3%	-0.4%	14.3%	
PROPERTY MOBILE EQUIPMENT	\$42,239 10,458	\$54,648	\$38,084 \$10,179	· ·	\$32,094 \$8,779
PROPERTY SUBTOTAL	\$52,697	\$54,648	\$48,263	\$48,263	\$40,873
PROPOSED INCREASE AMOUNT:	\$4,434	\$6,385			
PERCENT INCREASE OR DECREASE OVER PRIOR YEAR PROPERTY ONLY	9.2%	13.2%	0.0%	18.1%	
SUBTOTAL OF LIABILITY AND PROPERTY	\$118,866	\$112,233	\$109,746	\$110,021	\$94,899
PROPOSED INCREASE AMOUNT:	\$9,120	\$2,487			
PERCENT INCREASE OR DECREASE OVER PRIOR YEAR EXCLUDING WORKERS COMP	8.3%	2.3%	-0.2%	15.9%	
WORKERS COMPENSATION * WC PREMIUM CREDIT (\$12,903)	\$86,552 -6,452	\$83,377 -6,452	\$96,863 -\$6,451	\$97,686	\$87,167
WC TOTAL	\$80,100	\$76,925	\$90,412	\$97,686	\$87,167
PROPOSED INCREASE AMOUNT:	-\$10,312	-\$13,487			
PERCENT INCREASE OR DECREASE OVER PRIOR YEAR WORKERS COMP ONLY	-11.4%	-14.9%	-7.4%	12.1%	
GRAND TOTAL	\$198,966	\$189,158	\$200,158	\$207,707	\$182,066
PROPOSED INCREASE AMOUNT:	-\$1,192	-\$11,000			
PERCENT INCREASE OR DECREASE OVER PRIOR YEAR	-0.6%	-5.5%	-3.6%	14.1%	

SUMMARY OF DOWNERS GROVE SANITARY DISTRICT INSURANCE COVERAGES

(IF SELECTIVE IS SELECTED)

2021-22

Coverage and Limits	Period and Premium	<u>Carrier</u>
Property \$48,993,032	4/14/21-4/14/22 \$52,697	Selective Insurance Group, Inc. Inland Marine (Equip. Breakdown)
General Liability* \$1,000,000/\$2,000,000	4/14/21-4/14/22 \$12,453	Selective Insurance Group, Inc.
Automobile \$1,000,000	4/14/21-4/14/22 \$22,923	Selective Insurance Group, Inc.
Public Officials Liability** \$1,000,000/\$2,000,000	4/14/21-4/14/22 \$8,102	Selective Insurance Group, Inc.
Workers Compensation Statutory Plus \$1,000,000 Employers Liability	4/14/21-4/14/22 \$80,100	Selective Insurance Group, Inc.
Umbrella Liability \$5,000,000	4/14/21-4/14/22 \$12,255	Selective Insurance Group, Inc.

Note: Excess of G/L, Employee Benefits, Public Officials and Auto.

Fidelity and Crime \$1,000,000	4/14/20-4/14/21 \$50	Selective Insurance Group, Inc.
Storage Tank (Diesel) Insurance \$1,000,000	4/7/20-4/7/21 \$3,726	Crum & Forster Specialty Insurance
Cyber-Liability Insurance \$2,000,000	4/14/20-4/14/21 \$6,660	Travelers Insurance Co.

^{*}Includes Employee Benefits Liability and Terrorism

^{**}Includes Employment Practices Liability

SUMMARY OF DOWNERS GROVE SANITARY DISTRICT INSURANCE COVERAGES

(IF ICRMT IS SELECTED)

2021-22

Coverage and Limits	Period and Premium	<u>Carrier</u>
Property \$48,993,032	4/14/21-4/14/22 \$54,648	Illinois Counties Risk Management Trust (ICRMT)
General Liability* \$1,000,000/\$2,000,000	4/14/21-4/14/22 \$18,056	ICRMT
Automobile \$1,000,000	4/14/21-4/14/22 \$16,193	ICRMT
Public Officials Liability** \$1,000,000/\$2,000,000	4/14/21-4/14/22 \$7,634	ICRMT
Workers Compensation Statutory Plus \$1,000,000 Employers Liability	4/14/21-4/14/22 \$83,377	ICRMT
Umbrella Liability \$5,000,000	4/14/21-4/14/22 \$7,688	ICRMT

Note: Excess of G/L, Employee Benefits, Public Officials and Auto.

Fidelity and Crime \$1,000,000	4/14/21-4/14/22 \$1,000	ICRMT
Storage Tank (Diesel) Insurance \$1,000,000	4/7/21-4/7/22 \$3,726	Crum & Forster Specialty Insurance
Cyber-Liability Insurance \$2,000,000	4/14/21-4/14/22 \$3,288	ICRMT

^{*}Includes Employee Benefits Liability and Terrorism

^{**}Includes Employment Practices Liability









A PROPOSAL PREPARED FOR

Downers Grove Sanitary District 2710 Curtiss St Downers Grove, IL 60515

Presented By:

Mitch Backes

Corkill Insurance Agency 25 Northwest Point Blvd., Suite 625 Elk Grove Village, IL 60007

Terms:

4/7/2021 to 4/7/2022 4/14/2021 to 4/14/2022











CORKILL INSURANCE SERVICE TEAM

Your Agents

Mitch Backes

Direct: (847) 427-7759 Email: mbackes@corkillinsurance.com

Cell: (224) 330-9054

Property & Casualty Service Team

Servicing your Commercial policies, including: Property, Liability, Auto, Management Liability

Charlita Hart

Direct: (847) 427-7754 Email: chart@corkillinsurance.com

Policy maintenance (i.e. adding vehicles)

Billing and invoices

Todd Jones, SCLA

Direct: (847) 437-3690 Email: tjones@corkillinsurance.com

Claim Reporting

Claim follow-up

Rachel Brucki

Direct: (847) 258-0877 Email: rbrucki@corkillinsurance.com

Human Resources

Christina Anderson

Direct: (847) 437-2983 Email: canderson@corkillinsurance.com

Safety Services

Mitch Backes

Cell: (224) 330-9054 Email: mbackes@corkillinsurance.com

Public Entity Managing Director



25 Northwest Point Blvd Ste 625 Elk Grove Village IL 60007

> Phone: 847.758.1000 Fax: 847.758.1200

Compensation Disclosure

Corkill Insurance Agency and its individual agents/producers are licensed as insurance producers by the various States where we are transacting insurance, which includes the sale, solicitation, and servicing of insurance business, as well as advising on the relative benefits of certain insurance policies and risk management programs. Our agency typically receives compensation from insurers in the form of commissions paid as a percentage of the premiums due the applicable insurance companies. Commissions can vary by insurance company, by volume of business placed with that company or the profitability thereof, and other factors. In other cases and depending on various State laws and the capacity in which our agency is acting, our agency may receive other forms of compensation from insurers, insurance intermediaries, premium finance companies and other vendors; such as contingents, overrides, profit-sharing, premium finance fees, expense reimbursements, producer subsidies, award trips, meetings and other incentives. We also earn interest on premiums we hold until it is time to pay the applicable insurance companies. Our overriding desire is to provide great customer service, having you, the customer, believe we have earned our compensation. We believe in full disclosure of our compensation. Accordingly, if you have any questions about the compensation we receive from your policies (including policies we propose to you), please just ask your account representative, who will gladly provide you a summary of our compensation arising from your policies (some estimation may be necessary, for example where contingents are involved).

We thank you for the opportunity to serve and appreciate your interest.

Marketing Summary

We approached the following companies on your behalf:

Market	Coverage Type	Outcome	Premium
Selective Insurance Company	Package / Work Comp.	Quoted	\$ 192,882
Illinois Counties Risk Mgmt. Trust	Package / Work Comp.	Quoted	\$ 189,514
Travelers Casualty & Surety Co.	Package / Work Comp.	Declined – Methane Gas Exposure	\$ -
Cincinnati Insurance Companies	Package	Quoted	\$ 100,484
Westfield Group	Package	Declined – Open GL Claim	\$ -
Illinois Public Risk Fund (IPRF)	Workers Compensation	Quoted	\$ 92,269
Service American Indemnity Co.	Workers Compensation	Declined – Not Writing P.E.	\$ -
Travelers Casualty & Surety Co.	Crime/Cyber Liability	Quoted	\$ 6,660
Crum & Forster	Pollution/Storage Tank	Quoted	\$ 3,726

Schedule of Named Insureds

Downers Grove Sanitary District

Carrier Information

Carrier	Line of Coverage	A.M. Best Rating	Admitted Status
Selective Insurance Company	Package / Work Comp.	A XIV	Admitted
Illinois Counties Risk Mgmt. Trust	Package / Work Comp.	Not Rated	N/A
Travelers Casualty & Surety Co.	Package / Work Comp.	A++ XV	Admitted
Cincinnati Insurance Companies	Package	A+ XV	Admitted
Westfield Insurance	Package	A XV	Admitted
Illinois Public Risk Fund (IPRF)	Workers Compensation	See below	N/A
Service American Indemnity Co.	Workers Compensation	A- VIII	Admitted
Travelers Casualty & Surety Co.	Crime/Cyber Liability	A++ XV	Admitted
Crum & Forster Specialty Ins. Co.	Pollution/Storage Tank	A XIII	Non-Admitted

Illinois Public Risk Fund is rated AAA by Demotech, Inc.

Level	Category	Level	Category	Level	Category
A++, A+	Superior	B, B	Fair	D	Poor
A, A	Excellent	C++, C+	Marginal	E	Under Regulatory Supervision
B++, B+	Very Good	C, C	Weak	F	In Liquidation
				S	Rating Suspended

	Financial Size Categories						
FSC I			Up to 1,000	FSC IX	250,000	to	500,000
FSC II	1,000	to	2,000	FSC X	500,000	to	750,000
FSC III	2,000	to	5,000	FSC XI	750,000	to	1,000,000
FSC IV	5,000	to	10,000	FSC XII	1,000,000	to	1,250,000
FSC V	10,000	to	25,000	FSC XIII	1,250,000	to	1,500,000
FSC VI	25,000	to	50,000	FSC XIV	1,500,000	to	2,000,000
FSC VII	50,000	to	100,000	FSC XV	2,000,000	or more	
FSC VIII	100,000	to	250,000				

(In \$000 of Reported Policyholders' Surplus Plus Conditional Reserve Funds)

Best's Insurance Reports, published annually by A.M. Best Company, Inc., presents comprehensive reports on the financial position, history, and transactions of insurance companies operating in the United States and Canada. Companies licensed to do business in the United States are assigned a Best's Rating which attempts to measure the comparative position of the company or association against industry averages.

A Best's Financial Strength Rating opinion addresses the relative ability of an insurer to meet its ongoing insurance obligations. It is not a warranty of a company's financial strength and ability to meet its obligations to policyholders. View the A.M. Best Important Notice: Best's Credit Ratings for a disclaimer notice and complete details at http://www.ambest.com/ratings/notice.

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A Best's Financial Strength Rating (FSR) is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. An FSR is not assigned to specific insurance policies or contracts and does not address any other risk, including, but not limited to, an insurer's claims-payment policies or procedures; the ability of the insurer to dispute or deny claims payment on grounds of misrepresentation or fraud; or any specific liability contractually borne by the policy or contract holder. An FSR is not a recommendation to purchase, hold or terminate any insurance policy, contract or any other financial obligation issued by an insurer, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. In addition, an FSR may be displayed with a rating identifier, modifier or affiliation code that denotes a unique aspect of the opinion.

Best's Financial Strength Rating (FSR) Scale

			ing to any occurs
Rating Categories	Rating Symbols	Rating Notches*	Category Definitions
Superior	A+	A++	Assigned to insurance companies that have, in our opinion, a superior ability to meet their ongoing insurance obligations.
Excellent	A	A-	Assigned to insurance companies that have, in our opinion, an excellent ability to meet their ongoing insurance obligations.
Good	B+	B++	Assigned to insurance companies that have, in our opinion, a good ability to meet their ongoing insurance obligations.
Fair	В	B-	Assigned to insurance companies that have, in our opinion, a fair ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Marginal	C+	C++	Assigned to insurance companies that have, in our opinion, a marginal ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Weak	С	C-	Assigned to insurance companies that have, in our opinion, a weak ability to meet their ongoing insurance obligations. Financial strength is very vulnerable to adverse changes in underwriting and economic conditions.
Poor	D	-	Assigned to insurance companies that have, in our opinion, a poor ability to meet their ongoing insurance obligations. Financial strength is extremely vulnerable to adverse changes in underwriting and economic conditions.

^{*} Each Best's Financial Strength Rating Category from "A+" to "C" includes a Rating Notch to reflect a gradation of financial strength within the category. A Rating Notch is expressed with either a second plus "+" or a minus "-"

Financial Strength Non-Rating Designations

Tillatical Strength Noti-Hating Designations			
Designation Symbols	Designation Definitions		
E	Status assigned to insurers that are publicly placed, via court order into conservation or rehabilitation, or the international equivalent, or in the absence of a court order, clear regulatory action has been taken to delay or otherwise limit policyholder payments.		
F	Status assigned to insurers that are publicly placed via court order into liquidation after a finding of insolvency, or the international equivalent.		
S	Status assigned to rated insurance companies to suspend the outstanding FSR when sudden and significant events impact operations and rating implications cannot be evaluated due to a lack of timely or adequate information; or in cases where continued maintenance of the previously published rating opinion is in violation of evolving regulatory requirements.		
NR	Status assigned to insurance companies that are not rated; may include previously rated insurance companies or insurance companies that have never been rated by AM Best.		

Rating Disclosure - Use and Limitations

A Best's Credit Rating (BCR) is a forward-looking independent and objective opinion regarding an insurer's, issuer's or financial obligation's relative creditworthiness. The opinion represents a comprehensive analysis consisting of a quantitative and qualitative evaluation of balance sheet strength, operating performance, business profile and enterprise risk management or, where appropriate, the specific nature and details of a security. Because a BCR is a forward-looking opinion as of the date it is released, it cannot be considered as a fact or guarantee of future credit quality and therefore cannot be described as accurate or inaccurate. A BCR is a relative measure of risk that implies credit quality and is assigned using a scale with a defined population of categories and notches. Entities or obligations assigned the same BCR symbol developed using the same scale, should not be viewed as completely identical in terms of credit quality. Alternatively, they are alike in category (or notches within a category), but given there is a prescribed progression of categories (and notches) used in assigning the ratings of a much larger population of entities or obligations, the categories (notches) cannot mirror the precise subtleties of risk that are inherent within similarity rated entities or obligations. While a BCR reflects the opinion of A.M. Best Rating Services, Inc. (AM Best) of relative creditworthiness, it is not an indicator or predictor of defined impairment or default probability with respect to any specific insurer, issuer or financial obligation. A BCR is not investment advice, nor should it be construed as a consulting or advisory service, as such; it is not intended to be utilized as a recommendation to purchase, hold or terminate any insurance policy, contract, security or any other financial obligation, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. Users of a BCR should not rely on it in making any investment decision; however, if used

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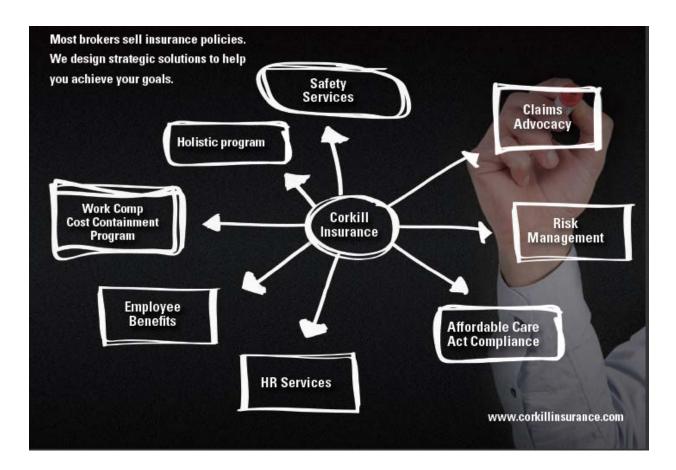
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Version 010219



Service Model

Corkill partners with each client to provide customized solutions by finding the best fit that makes the most sense.



Marketing Service Plan

- Mitch Backes, Agent
- Charlita Hart, Account Manager
- Present the account to the marketplace in the most aggressive manner possible.
- Handle the renewal process; work with carriers to ensure the coverage provided is the most comprehensive and competitive program available and is the most compatible with client need.
- Build a successful and sustaining relationship by providing prompt, accurate and courteous first line customer support.
- Order and issue binders, certificates, policies, endorsements and other related items and verify accuracy.
- Review audits and verify accuracy.
- Provide accurate details and resolution for any billing issues.
- Provide contract review to ensure the coverage requirements are being met for all jobs.
- Provide attention to detail and accurate record keeping.

Safety Service Plan

- Christina Anderson, Safety Director
- Provide safety and health training that includes a solid foundation of safety protocol, awareness and practice.
- Work with supervisors and managers as a valuable resource for answers to any questions or provide guidance as needed.
- Provide expertise in governmental regulations and the workings of government agency. inspections and negotiation processes, and act as liaison with government agencies (e.g., OSHA).
- Analyze accidents to identify causes and means for prevention.
- Analyze injury and illness trends to identify and prevent common cause patterns.
- Develop strategies to minimize loss frequency and financial impact of losses.

Human Resource Service Plan

Rachel Brucki, Human Resources

Compliance Guidelines and Assistance

American with Disabilities Act (ADA) Child Support & Medical Support Orders Employee Handbooks (Customized and Reviewed)

Equal Employment
Opportunity
Commission
(EEOC)

Fair Labor Standards Act (FLSA)

Family Medical Leave Act (FMLA)

Form I-9

Hiring and Firing Best Practices

HR Record Keeping Audits Posting Requirements

Progressive Discipline Counseling

Progressive Discipline

Unemployment Advisement

Claims Service Plan

- Todd Jones, Claims Manager

- Dan Soderlund, Liability Claims Analyst Alexis Ford, Workers' Compensation Claims Manager Mark Mendenhall, Workers' Compensation Claims Analyst
- Superior technical claim expertise in the areas of Workers' Compensation, General Liability, Product/Operations Liability, Auto Liability, and Property coverages.
- Competitive claim mitigation programs for all lines of business.
- Aggressive claim reporting, follow-up and oversight for all lines of business.
- Regular claim reviews every 30-60 days or as needed.
- Utilization of third party programs to mitigate costs, claims, and OSHA recordable injuries through partnerships with Medcor, CompCorePro, and Corvel at no additional cost.
- Leverage relationships with law firms and mitigation companies as needed.
- Claims adjusting services for minor claims/accidents when claims fall under deductibles.







Location Schedule

Insurance Company: Policy Term:

Selective Insurance Company of America 4/14/2021 to 4/14/2022

Mailing Address

Downers Grove Sanitary District 2710 Curtiss St Downers Grove, IL 60515

Location	Building	Address	Description
1	1	2710 Curtiss St	Admin Center
		Downers Grove, IL 60515	
2	1	2537 Hobson Rd	Lift Station
		Downers Grove, IL 60516	
3	1	21W042 Finley Rd	Lift Station
		Downers Grove, IL 60515	
4	1	63rd & Brookside	Lift Station
		Downers Grove, IL 60515	
5	1	20W695 Glen Park Rd	Lift Station
		Downers Grove, IL 60515	
6	1	555 31St St	Lift Station
		Downers Grove, IL 60515	
7	1	3711 Venard Rd	Lift Station
		Downers Grove, IL 60515	
8	1	717 41St St	Lift Station
		Downers Grove, IL 60515	
9	1	41St and Adams	Lift Station
		Downers Grove, IL 60515	
10	1	6510 Fairmount Ave	Lift Station
		Downers Grove, IL 60516	
11	1	5006 Walnut Ave	Plant Operation
		Downers Grove, IL 60515	
12	1	5003 Walnut Ave	Belt Press Building
		Downers Grove, IL 60515	
12	2	5003 Walnut Ave	Sludge Pump Station
		Downers Grove, IL 60515	
12	3	5003 Walnut Ave	Bisulfite Building
		Downers Grove, IL 60515	
12	4	5003 Walnut Ave	Microstraine Building
		Downers Grove, IL 60515	-
12	5	5003 Walnut Ave	Sandfilter Building
		Downers Grove, IL 60515	-
12	6	5003 Walnut Ave	Plant Switchgear
		Downers Grove, IL 60515	-
12	7	5003 Walnut Ave	Maintenance Building
		Downers Grove, IL 60515	
12	8	5003 Walnut Ave	Chem Feed/Hypoc
		Downers Grove, IL 60515	· ·
12	9	5003 Walnut Ave	Aerobic Digester
		Downers Grove, IL 60515	

Location	Building	Address	Description
12	10	5003 Walnut Ave	System Garage
		Downers Grove, IL 60515	
12	11	5003 Walnut Ave	Old Chlorine Building
		Downers Grove, IL 60515	
12	12	5003 Walnut Ave	Anerobic Digester
		Downers Grove, IL 60515	
12	13	5003 Walnut Ave	Ops Center
		Downers Grove, IL 60515	
12	14	5003 Walnut Ave	Blower Off Ops
		Downers Grove, IL 60515	
12	15	5003 Walnut Ave	East Pump Blower
		Downers Grove, IL 60515	
12	16	5003 Walnut Ave	Generator Building
		Downers Grove, IL 60515	
12	17	5003 Walnut Ave	Raw Sewage Pump
		Downers Grove, IL 60515	
12	18	5003 Walnut Ave	Excess Flow Pump
		Downers Grove, IL 60515	
12	19	5003 Walnut Ave	Grit Building
		Downers Grove, IL 60515	
12	20	5003 Walnut Ave	Anerobic Digester
		Downers Grove, IL 60515	
12	21	5003 Walnut Ave	Excess Flow Clarifier
		Downers Grove, IL 60515	
12	22	5003 Walnut Ave	Outside Big Top
		Downers Grove, IL 60515	
12	23	5003 Walnut Ave	Sludge Pump Station
		Downers Grove, IL 60515	
12	24	5003 Walnut Ave	Heat Recovery Building
		Downers Grove, IL 60515	
12	25	5003 Walnut Ave	Engine Generator
		Downers Grove, IL 60515	
12	26	5003 Walnut Ave	Gas Cleaning Equipment
		Downers Grove, IL 60515	

Property

Insurance Company: Policy Term:

Selective Insurance Company of America 4/14/2021 to 4/14/2022

Cause of Loss Form Used: Special

Special Form: Provides coverage against All Risk of direct physical loss or damage, except those perils that are specifically excluded in the policy.

Loc.	Building	Subject of Insurance	Amount	Deductible	Valuation
1	1	Building	\$ 898,625	\$1,000	Replacement Cost
1	1	Business Personal Property	\$ 301,797	\$1,000	Replacement Cost
2	1	Building	\$ 288,869	\$1,000	Replacement Cost
2	1	Business Personal Property	\$ 742,659	\$1,000	Replacement Cost
3	1	Building	\$ 120,701	\$1,000	Replacement Cost
3	1	Business Personal Property	\$ 310,314	\$1,000	Replacement Cost
4	1	Building	\$ 139,479	\$1,000	Replacement Cost
4	1	Business Personal Property	\$ 359,322	\$1,000	Replacement Cost
5	1	Building	\$ 37,296	\$1,000	Replacement Cost
5	1	Business Personal Property	\$ 154,066	\$1,000	Replacement Cost
6	1	Building	\$ 37,296	\$1,000	Replacement Cost
6	1	Business Personal Property	\$ 95,883	\$1,000	Replacement Cost
7	1	Building	\$ 37,296	\$1,000	Replacement Cost
7	1	Business Personal Property	\$ 95,883	\$1,000	Replacement Cost
8	1	Building	\$ 37,296	\$1,000	Replacement Cost
8	1	Business Personal Property	\$ 162,897	\$1,000	Replacement Cost
9	1	Building	\$ 37,296	\$1,000	Replacement Cost
9	1	Business Personal Property	\$ 95,883	\$1,000	Replacement Cost
10	1	Building	\$ 37,296	\$1,000	Replacement Cost
10	1	Business Personal Property	\$ 133,923	\$1,000	Replacement Cost
11	1	Building	\$ 160,351	\$1,000	Replacement Cost
12	1	Building	\$ 450,024	\$1,000	Replacement Cost
12	1	Business Personal Property	\$ 1,289,053	\$1,000	Replacement Cost
12	2	Building	\$ 31,832	\$1,000	Replacement Cost
12	3	Building	\$ 156,559	\$1,000	Replacement Cost
12	3	Business Personal Property	\$ 59,825	\$1,000	Replacement Cost
12	4	Building	\$ 848,861	\$1,000	Replacement Cost
12	4	Business Personal Property	\$ 356,968	\$1,000	Replacement Cost
12	5	Building	\$ 1,025,023	\$1,000	Replacement Cost
12	5	Business Personal Property	\$ 1,550,069	\$1,000	Replacement Cost
12	6	Building	\$ 252,467	\$1,000	Replacement Cost
12	6	Business Personal Property	\$ 278,562	\$1,000	Replacement Cost
12	7	Building	\$ 1,507,687	\$1,000	Replacement Cost
12	7	Business Personal Property	\$ 167,510	\$1,000	Replacement Cost
12	8	Building	\$ 217,545	\$1,000	Replacement Cost
12	8	Business Personal Property	\$ 718,816	\$1,000	Replacement Cost
12	9	Building	\$ 1,420,454	\$1,000	Replacement Cost
12	9	Business Personal Property	\$ 4,245,948	\$1,000	Replacement Cost

Loc.	Building	Subject of Insurance	Amount	Deductible	Valuation
12	10	Building	\$ 231,622	\$1,000	Replacement Cost
12	10	Business Personal Property	\$ 408,805	\$1,000	Replacement Cost
12	11	Building	\$ 311,391	\$1,000	Replacement Cost
12	12	Building	\$ 670,988	\$1,000	Replacement Cost
12	12	Business Personal Property	\$ 3,846,792	\$1,000	Replacement Cost
12	13	Building	\$ 555,018	\$1,000	Replacement Cost
12	13	Business Personal Property	\$ 368,901	\$1,000	Replacement Cost
12	14	Building	\$ 362,976	\$1,000	Replacement Cost
12	14	Business Personal Property	\$ 896,748	\$1,000	Replacement Cost
12	15	Building	\$ 673,194	\$1,000	Replacement Cost
12	15	Business Personal Property	\$ 2,103,254	\$1,000	Replacement Cost
12	16	Building	\$ 460,052	\$1,000	Replacement Cost
12	16	Business Personal Property	\$ 1,177,349	\$1,000	Replacement Cost
12	17	Building	\$ 831,799	\$1,000	Replacement Cost
12	17	Business Personal Property	\$ 2,053,357	\$1,000	Replacement Cost
12	18	Building	\$ 1,141,055	\$1,000	Replacement Cost
12	19	Building	\$ 2,483,855	\$1,000	Replacement Cost
12	19	Business Personal Property	\$ 2,227,154	\$1,000	Replacement Cost
12	20	Building	\$ 243,141	\$1,000	Replacement Cost
12	20	Business Personal Property	\$ 2,191,392	\$1,000	Replacement Cost
12	21	Building	\$ 729,422	\$1,000	Replacement Cost
12	22	Property In The Open	\$ 236,210	\$1,000	Replacement Cost
12	23	Property In The Open	\$ 237,069	\$1,000	Replacement Cost
12	24	Building	\$ 31,832	\$1,000	Replacement Cost
12	25	Building	\$ 616,200	\$1,000	Replacement Cost
12	26	Business Personal Property	\$ 1,155,375	\$1,000	Replacement Cost
12	26	Building	\$ 1,386,450	\$1,000	Replacement Cost

Blanket	Building	\$18,7	13,452
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Blanket Business Personal Property \$27,779,580

Business Income with Extra Expense. 24 Months. Actual Loss Sustained. 24 Hour Waiting Period

Co-Insurance: 100% Building and Contents

Forms and Endorsements:

- CP 7630 ElitePac® Property Extension Endorsement
- CP 7638 Governmental ElitePac® Property Extension Endorsement
- CP 7639 ElitePac® Schedule Governmental (lists the coverages & limits)
- CP 0030 Business Income and Extra Expense Coverage Form
- CP 7663 BI-ALS Emergency Services & Governmental 24 Month Limitation Endorsement



Selective's Governmental market segment targets towns, cities, villages, boroughs, townships, water and sewer authorities and public libraries. We offer GL, Automobile and Property, as well as Police Professional and Public Officials coverages, Selective also offers a participating (dividend) plan* to governmental entities.

The following forms are included:

- ➤ CP 7630 ElitePac® Property Extension Endorsement
- ➤ CP 7638 Governmental ElitePac® Property Extension Endorsement **△**(symbol indicates unique coverages)
- > CP 7639 ElitePac® Schedule Governmental (lists the coverages & limits in the above endorsements)
- ➤ CP 0030 Business Income (and EE) Coverage Form
- > CP 7663 Emergency Services & Governmental BI-ALS 24 Month Limitation Endorsement

Coverage	Limit [1]
Additional Costs	\$25,000
Additional Property Covered:	
The cost of excavations, grading, backfilling or filling	Included in Bldg Limit
Foundations of buildings, structures, machinery or boilers	Included in Bldg Limit
Personal property while airborne or waterborne	Included in BPP Limit
Underground pipes, flues or drains	Included in Bldg Limit
Arson, Theft and Vandalism Rewards (not applicable in New York)	\$25,000
Automated External Defibrillators ▲	\$10,000
Back Up Of Sewer, Drain Or Sump - Direct Damage	\$100,000
Brands and Labels	Included in BPP Limit
Building Owner - Tenant Move Back Expenses	\$25,000
Business Income – Actual Loss Sustained ES&G - 24 Month Limitation CP 7663	Included
Business Income/Extra Expense Related Additional Coverages:	
Auto Physical Damage Business Income	\$25,000
Back Up Of Sewer, Drain Or Sump - Business Income	\$100,000
Building Owner - Lessor's Leasehold Interest	\$25,000
Contractual Penalty	\$25,000
Denial of Service	\$25,000
Dependent Properties	\$100,000
Emergency Vacating Expense ▲	\$25,000
Extended Period of Indemnity	180 Days
Food Contamination Shutdown	\$25,000

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Coverage	Limit [1]
Increased Realty Tax Assessment	\$25,000
Ingress or Egress	\$50,000
Newly Acquired Locations - Business Income	\$250,000
Pollutant Clean-up and Removal - Business Income	\$25,000
Project R & D Documentation and Prototypes Business Income	Included in BI Limit
Transit Business Income	\$25,000
Unnamed Premises - Business Income	\$10,000
Utility Services - Time Element - Governmental	\$25,000
Utility Services - Time Element - Emergency Services [2]	Actual Loss Sustained
Business Personal Property Seasonal Increase	10%
Canine Coverage ▲	\$10,000 Per Canine \$25,000 Any One Policy Year
Change of Temperature and Humidity	Included
Claim Expenses	\$50,000
Confiscated Property ▲	\$100,000 Any One Policy Year
Consequential Loss to Stock	Included in Valuation
Debris Removal - Additional Limit - Governmental	\$50,000
Debris Removal - Additional Limit - Emergency Services [2]	Actual Loss Sustained
Deductible (waiver of multiple property deductibles and disappearing deductible)	Included
Deferred Payments	\$25,000
Fire Department Service Charge - Governmental	\$25,000
Fire Department Service Charge - Emergency Services [2]	Actual Service Charge Incurred
Fire Extinguishing Equipment	Actual Loss Sustained
Fungus, Wet Rot, Dry Rot, Bacteria and Virus - Limited Coverage	\$30,000
Grave Markers and Headstones ▲	\$25,000 Per Occurrence \$50,000 Any One Policy Year
Inland Marine Related Coverages:	
Accounts Receivable - Governmental	\$250,000
Accounts Receivable - Emergency Services [2]	Actual Loss Sustained
Commandeered Property ▲	Actual Loss Sustained

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Coverage	Limit [1]
Communication Equipment – Governmental ▲	\$100,000
Communication Equipment - Emergency Services (2) ▲	Actual Loss Sustained
Electronic Information Systems (aka Computer Equipment and Electronic Data) - Governmental	\$100,000
Electronic Information Systems (aka Computer Equipment and Electronic Data) - Emergency Services [2]	Actual Loss Sustained
Fine Arts - Governmental	\$25,000
Fine Arts - Emergency Services [2]	Actual Loss Sustained
Installation Property	\$25,000
Mobile Equipment	\$25,000
Personal Effects - Within the Coverage Territory - Governmental	\$5,000 Per Person \$25,000 Per Occurrence
Personal Effects - Within the Coverage Territory - Emergency Services [2]	Actual Loss Sustained
Personal Effects - Outside the Coverage Territory	\$5,000 Per Person \$25,000 Per Occurrence
Property in Transit - Within the Coverage Territory	\$50,000
Property in Transit - Outside the Coverage Territory	\$10,000
Refrigerated Property - In Transit	\$25,000
Salesperson's Samples - Within the Coverage Territory	\$25,000
Salesperson's Samples - Outside the Coverage Territory	\$10,000
Tools and Equipment	\$10,000
Valuable Papers and Records - Governmental	\$250,000
Valuable Papers and Records - Emergency Services [2]	Actual Loss Sustained
Lock Replacement	\$10,000
Marring and Scratching	Included
Members' and Guests' Property	\$1,000 Per Person \$25,000 Per Occurrence
Newly Acquired or Constructed Property - Building Per Location	\$2,000,000
Newly Acquired or Constructed Property - Business Personal Property Per Location	\$1,000,000
Non-Owned Detached Trailers	\$10,000
Ordinance or Law Coverage:	
Coverage A - Undamaged Parts of a Building	Included in Bldg Limit

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Coverage	Limit [1]
Coverage B - Demolition Cost - Governmental	\$500,000
Coverage B - Demolition Cost - Emergency Services [2]	Actual Loss Sustained
Coverage C - Increased Cost of Construction - Governmental	\$500,000
Coverage C - Increased Cost of Construction - Emergency Services [2]	Actual Loss Sustained
Coverage D - Tenants' Improvements and Betterments - Governmental	\$25,000
Coverage D - Tenants' Improvements and Betterments - Emergency Services [2]	Actual Loss Sustained
Outdoor Property	\$500,000
Outdoor Trees, Shrubs and Plants (\$2,500 any one item)	\$25,000 Per Occurrence \$100,000 Any One Policy Yr.
Personal Property At Unnamed Premises - Within The Coverage Territory	\$100,000
Personal Property At Unnamed Premises - Outside The Coverage Territory	\$10,000
Personal Property of Others	Included in BPP Limit
Pollutant Clean-up and Removal - Governmental	\$25,000
Pollutant Clean-up and Removal - Emergency Services [2]	Actual Expenses Incurred
Premises Boundary Increased Distance	1,500 Feet
Preservation of Property	60 Days
Protective Safeguards Upgrade ▲	\$25,000
Replacement Cost Valuation for Personal Property of Others	Included
Roof Protection ▲	\$500 Any One Roof \$1,000 Any One Policy Year
Selling Price Valuation	Included
Specified Appurtenant Structures ▲	\$100,000 - Public Use \$1,000 - Contents
Spoilage (formerly Refrigerated Property)	\$25,000
Tenant Building and Business Personal Property Coverage Required By Lease	\$25,000
Tenant's Building Glass Liability	Included in BPP Limit
Tenant Lease Assessment	\$5,000
Tenant Leasehold Improvements	\$25,000
Theft Damage to Building	Included in BPP Limit
Theft Limitation Amendments:	

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Coverage	Limit [1]
Furs	\$5,000
Patterns, Dies, Molds and Forms	Included in BPP Limit
Precious Metals	\$10,000
Underground Fiber Optic Cable ▲	\$10,000 Per Occurrence \$50,000 Any One Policy Year
Utility Service - Direct Damage - Governmental	\$50,000
Utility Service - Direct Damage - Emergency Services [2]	Actual Loss Sustained
Voluntary Parting by Trick, Scheme or Device	Included

^[1] Bolded limits are market segment specific increased limits.

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^[2] This limit applies only to your emergency services operations that are not separately insured.

^{*}Results are based on performance and not guaranteed. Participation subject to eligibility requirements.

Inland Marine Schedule

Insurance Company: Selective Insurance Company of America

Policy Term: 4/14/2021 to 4/14/2022

Coverage	Limit	Deductible
Miscellaneous/Unscheduled Equipment	Guaranteed Replacement Cost	\$1,000
Scheduled Portable/Contractors Equipment	\$150,000	\$1,000
Business Income, Rents & Extra Expense Relating to Flood & Earthquake	\$500,000	24 Hour Waiting Period

Flood and Earthquake Coverage – Blanket Coverage

Earthquake Coverage

Occurrence Limit - \$5,000,000 (applies to each "covered location")

Aggregate Limit - \$5,000,000 (applies to each "covered location") for any one policy period Catastrophe Limit - \$10,000,000 (applies to all "covered locations") for any one policy period EQ Deductible - \$25,000

Flood Coverage

Occurrence Limit - \$10,000,000 (applies to each "covered location")

Aggregate Limit - \$10,000,000 (applies to each "covered location") for any one policy period Catastrophe Limit - \$10,000,000 (applies to all "covered locations") for any one policy period Flood Deductible - \$25,000

Coverage Extensions

Additional Debris Removal Expenses	25% of loss paid plus \$ 10,000
Emergency Removal	30 Days
Limited Fungus Coverage	\$ 15,000

Supplemental Coverages

\$100,000
\$100,000
COVERED
\$100,000
\$100,000
\$ 25,000
\$ 50,000

Coverage Options

Masonry Veneer - Covered for Loss caused by Earthquake Valuation - Replacement Cost

Inland Marine Schedule

Insurance Company: Policy Term: Selective Insurance Company of America 4/14/2021 - 4 /14/2022

No.	Year	Equipment Description	Serial/ID #	Value
1	2015	John Deere 244 Base Wheel Loader #332	1LU244KXAZB039643	\$ 85,154
2	2013	John Deere 244 J Wheel Loader #334		\$ 78,000
3	2017	Deere 544K Wheel Loader		\$154,894
4	2006	2006 Trommel Screen 510 Cougar	1W9SS261X5F351375	\$ 93,900
5		6-inch Jaeger Pump (Eng.)	25632F18TH	\$ 10,000
6		4-inch Jaeger Pump 42365	88050010	\$ 3,414
7	2003	6-inch CH&E Diesel Trash Pump	2045215	\$ 15,900
8	2004	6-inch CH&E Diesel Trash Pump	AR70498	\$ 15,900
9	2012	Stanley Hydraulic Pump	80712076	\$ 5,234
10	2006	Stanley Hydraulic Power	5307	\$ 7,843
11	2006	Pipehunter Easement Machine	315012062235	\$ 23,203
12	2006	Kaeser Portable Air Compressor M57	1521	\$ 10,621
13	2013	Club Car Carryall # 3		\$ 9,200
14	2016	Club Car Carryall 300		\$ 11,022
15	2014	Club Car Carryall #2		\$ 9,598
16	2009	Bobcat S-300 #333	RL488358	\$ 32,463
17	2004	Auger-Dawg G-30	4D087	\$ 11,950
18	2004	Auger-Dawg G-30	4D088	\$ 11,950
19	2009	Auger-Dawg G30A	91093	\$ 14,100
20	2014	Auger-Dawg G-30	4D091	\$ 17,495
21	2016	Televising System		\$147,081
22	2016	Toyota Forklift		\$ 23,553

Total Scheduled: \$792,475

INLAND MARINE PACS

INLAND MARINE PAC COVERAGE LEVELS

For Electronic Information Systems, Contractors Equipment, Installation Floater and/or Miscellaneous Property

Coverage Level	CM 7197 IM Primary Pac	CM 7198 IM Plus Pac	CM 7199 IM PremierPac®
Blanket Limit	\$25,000 any single occurrence	\$60,000 any single occurrence	\$100,000 any single occurrence
Sublimits	\$5,000 any one item, other than employees' tools	\$15,000 any one item, other than employees' tools	\$25,000 any one item, other than employees' tools
	\$2,500 any one employee tool	\$2,500 any one employee tool	\$2,500 any one employee tool

You can apply the blanket limit of insurance among the three coverages listed above as you desire. Includes owned or like property of others in your care, custody or control (e.g., leased or rented property)

COVED A CE EVIENCIONE			
COVERAGE EXTENSIONS:			
Theft Rewards (Not Applicable in NY)	\$1,000	\$1,000	\$1,000
Vandalism Rewards (Not Applicable in NY)	\$1,000	\$1,000	\$1,000
Trees, Shrubs, Lawns, Plants	\$2,500 (\$500 per item)	\$2,500 (\$500 per item)	\$2,500 (\$500 per item)
Pollutant Clean Up & Removal	\$5,000	\$7,500	\$10,000
Rental Reimbursement	\$2,500	\$5,000	\$7,500
Valuable Papers – Cost of Research	\$2,500	\$5,000	\$7,500
Accounts Receivable	\$2,500	\$5,000	\$7,500
Lock Replacement	\$2,500 (\$50 deductible)	\$5,000 (\$50 deductible)	\$7,500 (\$50 deductible)
Emergency Removal	\$2,500	\$5,000	\$7,500
Debris Removal	\$5,000	\$7,500	\$10,000
Virus or Harmful Code	\$5,000 per occurrence \$15,000 per policy year	\$5,000 per occurrence \$15,000 per policy year	\$5,000 per occurrence \$15,000 per policy year
Replacement Cost For contractors equipment purchased new within 5 years from date of loss and leased or rented contractors equipment if required in written lease or rental contract			
Deductible Waiver For theft losses involving contractors equipment registered with the National Equipment Register (NER), or contractors equipment with an operational GPS or similar tracking device			
Deductible	\$500	\$500	\$1,000



Commercial Crime

Insurance Company: Travelers Casualty and Surety Company of America

Policy Term: 4/14/2021 to 4/14/2022

Coverage	Limit	Deductible
Employee Dishonesty	\$1,000,000	\$10,000
Forgery or Alteration	\$1,000,000	\$10,000
Theft (Inside the Premises)	\$1,000,000	\$10,000
Theft (In Transit)	\$1,000,000	\$10,000
Money Orders and Counterfeit Currency	\$1,000,000	\$10,000
Computer Fraud	\$1,000,000	\$10,000
Computer Program & Electronic Data Restoration Expense	\$ 250,000	\$ 2,500
Funds Transfer Fraud	\$1,000,000	\$10,000
Personal Accounts Forgery or Alteration	\$1,000,000	\$ 5,000
Identity Fraud Expense Reimbursement	\$ 25,000	\$ 0
Claim Expense	\$ 5,000	\$ 0
Social Engineering Fraud	\$ 100,000	\$10,000
Telecommunication Fraud	\$ 100,000	\$ 5,000
Includes Directors, Trustees, and Board Members		
Includes Faithful Performance of Duty		

Forms and Endorsements:

CRI-19085-0919 Social Engineering Fraud Insuring Agreement Endorsement

CRI-19097-0517 Replace Exclusion BB. Endorsement

CRI-19101-1117 Amendatory Endorsement for Certain ERISA Considerations

CRI-19115-0519 Telecommunication Fraud Insuring Agreement Endorsement

CRI-7027-0109 Amend Extended Period to Discover Loss Endorsement - # of Days 120

CRI-7087-0109 Amended Duties in the Event of Loss - Knowledge by Corporate Officials Endorsement

CRI-7126-0109 Government Entity Crime Endorsement - Faithful Performance of Duty

General Liability

Insurance Company: Policy Term:

Selective Insurance Company of America 4/14/2021 to 4/14/2022

Occurrence Coverage Form

Coverage	Limit
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Personal/Advertising Injury Limit	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage Limit - Any One Fire	\$1,000,000
Medical Expense Limit - Any One Person	\$5,000

Employee Benefits Liability	Limit
Aggregate Limit	\$2,000,000
Per Employee Limit	\$1,000,000
Deductible	\$1,000
Claims Made Coverage Form - Retro Date: 4/14/2018	

Special Events & Fundraisers

Rated Upon Request

Temporary Liquor Liability

Included

Additional Coverages

See Next Page

Forms and Endorsements:

CG 73 00 (or CG 73 00NY) ElitePac General Liability Extension Endorsement

CG 73 04 (or CG 73 04NY) Emergency Services and Governmental ElitePac General Liability

Extension Endorsement

CG 79 35 Product Recall Expense Coverage Endorsement - \$25,000 Limit

Terrorism Included



Emergency Services and Governmental General Liability Extension

Selective's Emergency Services market segment targets organizations such as: volunteer fire departments, fire districts, rescue squads and volunteer ambulance squads. We offer Property, General Liability, Automobile and Emergency Services Management Liability coverages that are tailored for the emergency services organization. Selective also offers emergency services organizations a participating dividend program*.

Selective's Governmental market segment targets towns, cities, villages, boroughs, townships, water and sewer authorities and public libraries. We offer General Liability, Automobile and Property, as well as Police Professional and Public Officials coverages. Selective also offers a participating dividend program* to governmental entities.

The following forms are included:

- ➤ CG 73 00 (or CG 73 00NY, CG 73 00FL) ElitePac® General Liability Extension Endorsement
- CG 73 04 (or CG 73 04NY, CG 73 04FL) Emergency Services and Governmental ElitePac[®] General Liability Extension Endorsement ▲ (symbol indicates unique coverages)
- > CG 79 35 (or CG 79 35NY, CG 79 35FL) Product Recall Expense Coverage Endorsement \$25,000 Limit

Coverage	Limit
Additional Insured – Primary and Non-Contributory Provision	Included
Blanket Additional Insureds – As Required By Contract	Included
Broad Form Vendors Coverage	Included
Commandeered Mobile Equipment ▲	Included
Commandeered Mobile Equipment – Owner As Additional Insured ▲	Included
Damage To Premises Rented To You (Including Fire, Lightning or Explosion)	\$1,000,000 ▲ (Limit to be shown on Dec Page)
Electronic Data Liability	\$100,000
Emergency Services Errors and Omissions ▲	Included
Employee Definition Amended	Included
Employees As Insureds Amendment ▲	Included
Employees As Insureds Modified	Included
Employer's Liability Exclusion Amended (N/A in NY)	Included
Expected or Intended Injury – Emergency Services or Law Enforcement Activities 🛦	Included
Fellow Employee Provision ▲	Included
Functional Additional Insureds ▲	Included
Golf and Tennis Pros As Additional Insureds ▲	Included
Incidental Broadcasting and Publishing ▲	Included
Incidental Garage Operations ▲	Included

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Emergency Services and Governmental General Liability Extension

Coverage	Limit
Incidental Malpractice Exclusion modified	Included
Incidental Medical Malpractice ▲	Included
Injunctive Relief Defense Expense (N/A in NY) ▲	\$50,000
Injury to Firemen, Ambulance or Rescue Squad Workers Exclusion ▲	N/A
Knowledge of Occurrence, Claim, Suit or Loss	Included
Law Enforcement Activities Exclusion ▲	N/A
Liberalization Clause	Included
Limited Property Damage – Golf Ball Damage ▲	\$2,500
Medical Liability ▲	Included
Medical Payments Amendments	
Any Insured Amendment	Included
Products Amendment	Included
Mental Anguish Amendment (N/A in NY)	Included
Newly Formed or Acquired Organizations	Included
Non-Accumulation of Limits (N/A in NY or WI)	Included
Non-Owned Aircraft	Included
Non-Owned Watercraft (under 60 feet)	Included
Not-For-Profit Organization Members as Additional Insureds	Included
Personal and Advertising Injury	
Civil Rights Exclusion ▲	N/A
Discrimination Amendment (N/A in NY)	Included
Law Enforcement Activities Exclusion ▲	N/A
Pollution Exclusion Exceptions ▲	
Emergency and Training Operations ▲	Included
Exception for Potable Water ▲	Included
Exception for Water or Wastewater Treatment 	Included
Property of Others In Your Care (\$250 Deductible applies)▲	Included
Supplementary Payments Amended	Included
Bail Bonds	\$5,000
Loss of Earnings	\$1,000

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Emergency Services and Governmental General Liability Extension

Coverage	Limit
Temporary Liquor Liability ▲	Included
Unintentional Failure To Disclose Hazards	Included
Waiver of Transfer of Rights of Recovery (subrogation)	Included
Waiver of Transfer of Rights of Recovery – Golfing Facility ▲	Included

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^{*}Results are based on performance and not guaranteed.

Cyber Liability

Insurance Company: Policy Term:

Travelers Casualty and Surety Company of America 4/14/2021 to 4/14/2022

Coverage	Limit	Retention
Privacy and Security	\$2,000,000	\$5,000
Media	\$2,000,000	\$5,000
Regulatory Proceedings	\$2,000,000	\$5,000
Privacy Breach Notification	\$2,000,000	\$5,000
Computer and Legal Experts	\$2,000,000	\$5,000
Betterment	\$ 100,000	N/A
Cyber Extortion	\$2,000,000	\$5,000
Data Restoration	\$2,000,000	\$5,000
Public Relations	\$2,000,000	\$5,000
Business Interruption	\$2,000,000	N/A
Reputation Harm	\$ 100,000	\$5,000
CyberRisk Aggregate Limit	\$2,000,000	N/A

Knowledge Date: April 14, 2017 Prior & Pending Date: April 14, 2017 Retro Date: April 14, 2017

Public Officials Liability

Insurance Company: Selective Insurance Company of America Policy Term: 4/14/2021 to 4/14/2022

Coverage	Limit	Deductible
Per Claim	\$1,000,000	\$2,500
Aggregate Limit	\$2,000,000	N/A
Non-Monetary Defense (aggregate)	\$ 50,000	
Lost Wages - Per Claim	\$ 100,000	
Lost Wages - Annual Aggregate	\$ 250,000	
Claims Made Coverage Form - Retro Date: 4/14/2018		

Additional Coverages

Separate Insuring Agreements

Coverage A Directors & Officers Liability

Coverage B Employment Practices Wrongful Acts

Includes Mental Anguish & Emotional Distress Under Coverage A & B

Libel, Slander, Defamation & Malicious Prosecution Under Coverage B

Key Features

Added Defense During EEOC Hearing

Added Awareness Provision

Medical Directors & Mutual Aid Agreements Included in "who is an insured"

Punitive Damages Are Not Excluded

No Loss Of Wages Exclusion or Limitation

Umbrella: Management Liability is Follow Form

Commercial Automobile

Insurance Company: Selective Insurance Company of America

Policy Term: 4/14/2021 to 4/14/2022

Coverage	Limit	Per
Bodily Injury & Property Damage	\$1,000,000	CSL Each Accident
Medical Payments	\$5,000	Each Person
Uninsured Motorist	\$1,000,000	Each Accident
Underinsured Motorist	\$1,000,000	Each Accident
Physical Damage		
Comprehensive Deductible	\$1,000	
Collision Deductible	\$1,000	
Coverage	Applicable To	
Liability	Any Auto	
Medical Payments	All Owned Autos	
Uninsured Motorist	All Owned Autos	
Underinsured Motorist	All Owned Autos; CSL	
Comprehensive	All Owned Autos	
Collision	All Owned Autos	

Forms and Endorsements:

CA 7809 ElitePac® Commercial Automobile Extension

CA 7810 ElitePac® Commercial Auto Extension Emergency Services Organizations and Governmental Entities

CA 7819 Schedule ElitePac® Commercial Auto Extension Emergency Services Organizations and Governmental Entities

Auto Schedule

No.	Year	Make	Model	VIN	Cost New	Valuation	
1	2014	FORD	F150	F150 1FTMF1CFXEFC01415		Actual Cash Value	
2	2009	FORD	F350 SD	1FDWF37Y49EB08574	\$ 39,394	Actual Cash Value	
3	2012	FORD	F350 SD	1FT8X3A65CEC50277	\$ 32,010	Actual Cash Value	
4	2003	FORD	ECONOLINE	1FDXE45S83HA67979	\$109,900	Actual Cash Value	
			E450				
5	2015	FORD	F150	1FTMF1C80FFB71022	\$ 25,420	Actual Cash Value	
6	2015	FORD	TRANSIT	NM0LS7E77F1177070	\$ 23,130	Actual Cash Value	
			CONNECT XL				
7	2014	FREIGHTLINER	114SD	1FVHG3CY1EHFX0140	\$311,998	Actual Cash Value	
8	2012	HONDA	CIVIC	19XFB5F53CE001031	\$ 26,155	Actual Cash Value	
9	2015	FORD	FOCUS SE	1FADP3F24FL342913	\$ 18,460	Actual Cash Value	
10	2013	CHEVROLET	EXPRESS	1GCWGFFB9D1125077	\$ 31,565	Actual Cash Value	
11	2014	HONDA	CIVIC	19XFB5F55EE000434	\$ 26,640	Actual Cash Value	
12	2009	STERLING	TRUCK L 7500	2FZHATBS99AAG4766	\$ 87,241	Actual Cash Value	
13	2015	FORD	TRANSIT T-150	1FTNE1YM4FKB31952	TNE1YM4FKB31952 \$ 29,715 Actua		
14	2011	FORD	RANGER	1FTKR1ED2BPA62137	\$ 19,630	Actual Cash Value	
15	2016	FORD	FOCUS S	1FADP3E26GL373227	\$ 17,170	Actual Cash Value	
16	2018	FORD	F150	1FTMF1CB4JFA08779	\$ 27,380	Actual Cash Value	
17	2011	FORD	F250 SD	1FTBF2B64BEC78331	\$ 30,995	Actual Cash Value	
18	8 2008 FORD RANGER		1FTYR14U68PA13219	\$ 15,470	Actual Cash Value		
			SUPER CAB				
19	2014	FORD	F250 SD	1FT7X2B65EEA67811	\$ 34,170	Actual Cash Value	
20	2013	FORD	F150	1FTMF1CM6DKG34377	\$ 23,670	Actual Cash Value	
21	2013	FORD	TRANSIT	NM0LS7CN2DT176850	\$ 22,450	Actual Cash Value	
			CONNECT XL				
22	2017	FORD	F250 SD	1FT7X2B69HEE27716	\$ 37,670	Actual Cash Value	
23	2012	FREIGHTLINER	M2 106	1FVACYDT0CDBF2844	\$128,758	Actual Cash Value	
24	2015	FREIGHTLINER	M2 106	1FVACXDT7FHGL6571	\$ 88,500	Actual Cash Value	
25	2018	FORD	F150	1FTMF1CB6JKE95457	\$ 27,380	Actual Cash Value	
26	2019	FORD	F150 SUPER	1FTEX1CP6KKE17341	\$ 25,570	Actual Cash Value	
27	2020	FORD	F-350	1FDRF3H6XLEC48940	\$ 32,567	Actual Cash Value	



Emergency Services and Governmental Auto Extension

Selective's Emergency Services market segment targets organizations such as: volunteer fire departments, fire districts, rescue squads and volunteer ambulance squads. We offer Property, General Liability, Automobile and Emergency Services Management Liability coverages that are tailored for the emergency services organization. Selective also offers emergency services organizations a participating dividend plan*.

Selective's Governmental market segment targets towns, cities, villages, boroughs, townships, water and sewer authorities and public libraries. We offer General Liability, Automobile and Property, as well as Police Professional and Public Officials coverages. Selective also offers a participating dividend plan* to governmental entities.

The following forms are included:

- > CA 7809 ElitePac® Commercial Automobile Extension
- CA 7810 ElitePac® Commercial Auto Extension Emergency Services Organizations and Governmental Entities ▲ (symbol indicates unique coverages)
- CA 7819 Schedule ElitePac® Commercial Auto Extension Emergency Services Organizations and Governmental Entities

Coverage	Limit
Amendments To Section II - Liability Coverage	
Newly Acquired Or Formed Organizations – qualify as named insured if majority owned with no similar insurance available	Included
Limited Liability Companies – members and managers are insureds while using an auto not owned or hired by named insured	Included
Employees As Insureds - while using auto not owned or hired by named insured in named insured's business	Included
Blanket Additional Insureds	Included
Commandeered Auto - Owner As An Insured ▲	Included
Expenses For Bail Bonds And Loss Of Earnings	
Bail Bonds	\$3,000 Per "Accident"
Loss Of Earnings	\$1,000 Per Day
Expected or Intended Injury Amendment - exclusion does not apply in certain circumstances ▲	Included
Employee Indemnification and Employer's Liability Amendment – exclusion does not apply to volunteer workers not entitled to Workers Compensation coverage	Included
Fellow Employee Coverage – the exclusion is deleted	Included
Care, Custody or Control Amendment - exclusion does not apply to property owned by anyone other than an insured	\$1,000 Per "Accident"; \$500 Deductible Per "Accident"
Commandeered Autos - Care, Custody or Control Amendment – exclusion does not apply during an emergency operation ▲	Included
Pollution Exclusion Amendment - Emergency And Training Operations — exclusion does not apply to emergency or training operations ▲ (N/A in New York)	Included

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Emergency Services and Governmental Auto Extension

Coverage	Limit
Primary Non-Owned Coverage for Volunteer Workers and Employees - Emergency Services Organizations – qualify as insureds while using an auto not owned or hired by named insured while in route to, during, or returning directly from emergency scene; this insurance is primary ▲	Included
Non-Ownership Extension - Public Entities – elected or appointed officials and board members are insureds during course of their duties while using an auto not owned or hired by named insured ▲	Included
Amendments To Section III - Physical Damage Coverage	
Towing And Labor Coverage - covers all reasonable towing and labor costs - maximum limit of \$2,500 if tow exceeds 200 miles ▲	Included
Additional Transportation Expenses – for owned autos, subject to certain conditions ▲	\$10,000 Per "Loss"
Newly Acquired Owned Autos - coverage equal to broadest coverage available to any covered auto on DEC, subject to certain conditions ▲	Lesser of \$1,000,000, ACV or cost to repair
Deductible Reimbursement - Volunteer Workers or Employees - Non-Emergency Services Organizations ▲	Lesser of \$1,000 or their deductible
Hired Auto Physical Damage Coverage - coverage equal to broadest coverage available to any covered auto on DEC, with certain conditions; will use OEM parts under certain conditions ▲	Lesser of \$250,000 or ACV or cost to repair
Hired Auto Physical Damage – Loss of Use Expenses ▲	\$50 Per Day up to a maximum of \$1,500
Non-Owned Auto Physical Damage Coverage – for temporary substitute autos, with certain conditions ▲	Included
Auto Physical Damage - Volunteer Workers and Employees – Emergency Services Organizations – includes coverage for special equipment, painting and lettering on their autos if related to emergency operations, subject to certain conditions ▲	\$10,000 Per "Loss"
Auto Loan/Lease Gap Coverage (N/A in New York)	Unpaid amount due on lease or loan, with exceptions
Personal Effects Coverage - for covered personal items in a covered auto at time of theft, no deductible applies	\$500 Per "Accident"
Freezing of Permanently Attached Equipment And Airbag Coverage ▲	Included
Sound Receiving Equipment Coverage – covers installed equipment in owned police, fire or emergency vehicles ▲	Included
Expanded Audio, Visual and Data Electronic Equipment Coverage – coverage applies for telematic devices, GPS and other described electronic equipment	Included, subject to \$50 deductible
Physical Damage Limit Of Insurance – removes restriction for betterment and sublimit of \$1,000 for electronic equipment; also includes coverage for special equipment, painting or lettering on owned autos if related to emergency operations, includes coverage for enhancements if required by new standards •	Included

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Emergency Services and Governmental Auto Extension

Coverage	Limit	
Deductible Amendments - Comprehensive deductible does not apply to fire, lightning, or glass breakage ▲	Included	
Rental Reimbursement For Volunteer Workers' And Employees' Personally Owned Vehicles A	\$30 Per Day up to a maximum of \$900	
Amendments To Section IV - Business Auto Conditions		
Duties In The Event Of Accident, Claim, Suit Or Loss – this condition does not apply unless certain persons have knowledge of the accident, claim, suit or loss	Included	
Waiver of Subrogation – blanket waiver when liability has been assumed under an insured contract	Included	
Multiple Deductibles – if two or more covered autos involved in loss, only highest deductible applies	Included	
Concealment, Misrepresentation Or Fraud – coverage not denied if named insured unintentionally fails to disclose existing hazard	Included	
Policy Period, Coverage Territory – covers any type of covered auto hired for 30 days or less anywhere in the world	Included	
Two Or More Coverage Forms Or Policies Issued By Us – Deductibles – only the highest applicable deductible will apply	Included	
Amendments To Section V – Definitions		
Bodily Injury Including Mental Anguish (N/A in New York)	Included	

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^{*}Results are based on performance and not guaranteed. Participation subject to eligibility requirements.

Umbrella

Insurance Company: Policy Term:

Selective Insurance Company of America 4/14/2021 to 4/14/2022

Occurrence Coverage Form

Umbrella Limits of Liability	Limit
Each Occurrence	\$5,000,000
Annual Aggregate	\$5,000,000
Retention	\$0

Underlying Liability Limits	Limit
Automobile Liability – Combined Single Limit	\$1,000,000 Each Accident
General Liability	
General Aggregate	\$2,000,000
Products Completed Operations Aggregate	\$2,000,000
Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Employers Liability	
Bodily Injury by Accident	\$1,000,000 Each Accident
Bodily Injury by Disease	\$1,000,000 Policy Limit
Bodily Injury by Disease	\$1,000,000 Each Employee
Employee Benefits Liability	
Aggregate	\$2,000,000
Each Employee	\$1,000,000
Public Officials Liability	
Aggregate	\$2,000,000
Occurrence	\$1,000,000

Worker's Compensation

Insurance Company: Selective Insurance Company of America

Policy Term: 4/14/2021 - 4 /14/2022

Workers' Compensation Benefits (A): States IL

Employers Liability (B):

Bodily Injury by Accident	\$1,000,000	Each Accident
Bodily Injury by Disease	\$1,000,000	Policy Limit
Bodily Injury by Disease	\$1,000,000	Each Employee

Experience Mod 1.24

State	Class Code	Description	Est	timated Payrolls	Rate Per \$100 of Payroll	Pre	emiums
IL	7580	Sewage Disposal	\$	2,266,873	4.65	\$	105,410
IL	8810	Clerical	\$	593,704	0.15	\$	891

Total Estimated Annual Premium	\$ 106,301
Premium for Increased Limits	\$ 1,488
Premium Subject to Exp Mod	\$ 107,789
Premium Adjusted by Exp Mod	\$ 133,658
Schedule Modification 32%	\$ (42,771)
Premium Discount	\$ (7,362)
Expense Constant	\$ 160
IL Assessment	\$ 865
Terrorism	\$ 1,430
Catastrophe	\$ 572

Total \$ 86,552

Rates are based on the payrolls that were provided to Selective. Premium is subject to audit at the end of the policy term. A change in the final payrolls may incur additional premium or a reduction in premium.

Storage Tank Pollution Liability

Insurance Company: Crum & Forster Specialty Insurance Co.

Policy Term: 4/7/2021 to 4/7/2022

Claims Made Coverage Form

Umbrella Limits of Liability	Limit
Policy Aggregate	\$1,000,000
Each Confirmed Release Limit	\$1,000,000
Defense Expense Aggregate Limit	\$ 250,000

Deductible/SIR: \$50,000 Per Incident

COVERED STORAGE TANK AND LOCATION ENDORSEMENT

Loc	<u>Address</u>	City	State	<u>Zip</u>	<u>Tank</u>	AST/UST	<u>Year</u>	Capacity	<u>Contents</u>	<u>Deductible</u>	Retro Date
# 1	5003	Downers	IL	<u>Code</u>	# 1	UST	<u>Installed</u>	12,000	Diesel	\$50,000	04/07/2014
	Walnut	Grove		60515			1986				
	Ave.										

Premium Summary

Insurance Companies: Selective Insurance Company of America

Travelers Property Casualty Company of America

Crum & Forster Insurance Co.

Policy Terms: 4/14/2021 to 4/14/2022; 4/7/2021 to 4/7/2022

Line of Business	Proposed Premiums
Package	\$ 106,330
Workers Compensation	\$ 86,552
Crime/Cyber Liability	\$ 6,660
Pollution	\$ 3,726
Total Premium	\$203,268

Terrorism Coverage: Included

Corkill Insurance Agency Services – Added Service Offerings:

• MedCor Telephonic Nurse Triage System Included with addition of Workers' Compensation.

- Safety Consultation Services Included.
- Human Resources Included.
- Claims Consultation Services Included.

Options and Suggestions

Group Benefits

Corkill Insurance Agency offers a full range of Employee Benefits including Group Health, Dental, Disability and Life Insurance.

Human Resource Services

Our HR Department can help you with many of the HR-related questions and topics you encounter on a daily basis.

Safety & Loss Control

Loss Control and Safety Services are available through our carrier partners. We would be happy to make arrangements for you to access them.





ILLINOIS COUNTIES RISK MANAGEMENT TRUST

INSURANCE PROGRAM PROPOSAL

Downers Grove Sanitary District

PRESENTED BY:

Corkill Insurance Agency, Inc.

Quote Number:

Q1-1001399-2021-01

POLICY YEAR:

DEC 01, 2020 - DEC 01, 2021

REQUESTED EFFECTIVE DATE:

04/14/2021



ABOUT ICRMT

ICRMT is one of the leading insurance programs in Illinois, providing property, casualty, and workers' compensation coverages for Illinois public entities since 1983.

Owned by its members and administered by IPMG, ICRMT provides an integrated approach to risk management, claims administration, and underwriting tailored to fit the needs of your entity.

ICRMT provides broad coverages and the most comprehensive service package specifically designed to protect the entity's exposures and budgetary constraints.

QUICK FACTS

Size: 380+ members

Retention Rate: 97%

Total Premium: \$81 million

ENHANCED COVERAGES AVAILABLE

-PEDA Coverage available under WC

-Unemployment Insurance

-Crime Coverage up to \$1,000,000



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Insurance Program Managers Group

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GREGG PETERSON
President/CEO



RISK MANAGEMENT & LOSS CONTROL SERVICES

ICRMT Risk Management Services consultants deliver a catalog of resources with material expertise in public entity risk management. The staff has field-based experts in clinical medicine, physical therapy, and advanced degree safety experts. ICRMT's risk consultants have a background working in local law enforcement, fire, and emergency medical services.

The RMS consultants work with each entity to facilitate risk mitigation efforts through policy, training and engineering controls. These controls are delivered onsite and through online training options. ICRMT RMS consultants provide policy and training solutions for all lines of coverage with focus on industry and client loss trends and emerging risks.

SERVICES INCLUDED

- Use of Force Training
- Jail Policies and Procedures Audits
- Policy and Procedure Implementation
- Auto/Driving Exposure Evaluation
- Employment Practices Strategies, Education, and Training
- Safety Committee Development
- Hiring and Management Strategies
- Law Enforcement Seminars
- Firefighter/EMS Training
- Regulatory Compliances

- Essential Functions Testing Policy
- Employee Drug Testing Policy
- Background Check Policy
- Supervisors/Leadership Development
- Loss Analysis and Trending
- Slip and Fall Prevention Program
- Supervisory/Personnel Safety Training
- Accident Investigation Training
- Hazard Communication Training
- Blood Borne Pathogens Training

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CLAIMS MANAGEMENT SERVICES

IPMG Claims Management Services offers a full-service claims team specializing in the public entity sector. IPMG CMS services claims for property, casualty and workers compensation claims.

IPMG CMS has a staff of 39 including 21 seasoned claims professionals with an average claims experience of over ten years. IPMG CMS's leadership team boasts well over 20 years of experience. IPMG CMS's staff specializes in program business, including unique self-insured retention structures.

SERVICES INCLUDED

- Dedicated service adjuster approach, which promotes service continuity and trust
- On-line claim reporting and investigation tool through In-Sight with loss experience access
- On-line claim review and claim report generation
- 24-hour contact on every new claim submission
- Clients are updated on all critical events and participate in all major claims decisions
- Quarterly claim file reviews
- Data analytics to quickly identify potential high cost claims
- Tailor made service plans
- Nurse Case Management

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ICRMT FEATURES AND BENEFITS

Who is an Insured

- An individual while appointed as a director or executive officer
- A volunteer, unpaid worker, leased or temporary worker
- A board member, commissioner, trustee, or council person
- An employee or staff member
- An elected or appointed official or a member of your governing body, board, commission, council or agency of yours
- A partnership or Joint Venture, including a mutual assistance pact, joint powers agreement or similar agreement
- Your Medical Directors in conjunction with the medical facilities covered under this Policy, but only with respect to their administrative duties on your behalf.

Program Highlights

- Property and Casualty Policy is Non-Auditable
- Terrorism Coverage Included
- The ICRMT Trust Agreement contains a Resolution by the Executive Board making the program Non-Assessable
- Specialized Law Enforcement Risk Management Services
- Open Door Legal Consultation
- Tailored Risk Management Services
- Professional Property Appraisals
- Online Claims Reporting
- Crisis Management Assistance
- Enhanced Case Management
- PEDA Coverage Available
- Unemployment Insurance Program

This is a summary of coverages provided. Please refer to the full policy for complete coverage, exclusions, and terms & conditions.



COVERAGE SUMMARY: GENERAL LIABILITY

COVERAGE

		LIMITS
Each Occurrence		\$1,000,000
General Annual Aggregate		\$3,000,000
Products/Completed Operations Annual	l Aggregate	\$1,000,000
Advertising and Personal Injury		\$1,000,000
Premises Medical Payments		
Each Person		\$5,000
Each Occurrence		\$50,000
Deductible: \$1,000 each occurrence		
Sexual Abuse Liability – Claims Made		
Each Occurrence		\$1,000,000
Annual Aggregate		\$1,000,000
Retroactive Date:	04/14/2021	
Innocent Party Defense	Coverage Included	

Deductible: \$2,500

COVERAGES INCLUDE

- Liquor Liability
- Medical Professional (Excluding Doctors & Dentists)
- Special Events
- Terrorism
- Volunteers
- Non-Auditable
- Herbicides & Pesticides \$50,000 Coverage Limits
- Premises Liability

COVERAGE SUMMARY: VIOLENT EVENT RESPONSE COVERAGE

COVERAGE

LIMITS

Violent Event Response Coverage

o Per Event Limit: \$500,000 o Annual Aggregate Limit: \$500,000

Deductible: \$1,000 each occurrence

COVERAGES INCLUDE

Crisis Investigation

Personal Crisis Management Event Response Team

Crisis Communication Support, Media Management, Public Relations

Temporary Security Measures

The following Sublimited Coverages:

o Medical Expenses	\$25,000 Per Person
o Counseling Service Expenses	\$10,000 Per Person
o Funeral Service Expenses	\$15,000 Per Person
o Per Event Crisis Team Services	\$100,000
o Memorialization Expenses	\$250,000

COVERAGE SUMMARY: AUTO LIABILITY & PHYSICAL DAMAGE

AUTO LIABILITY LIMITS

Each Occurrence \$1,000,000

Auto Medical Payments

Each Person \$5,000 Each Occurrence \$25,000

Deductible: \$0 each occurrence

UNINSURED & UNDERINSURED MOTORIST LIABILITY

Each Occurrence \$40,000

Deductible: \$0

AUTO PHYSICAL DAMAGE

Total Scheduled Value \$1,316,678

Total Agreed Value \$0

Number of Vehicles 27

Comprehensive Per Loss Deductible: \$1,000

Collision Per Loss Deductible: \$1,000
*Or as indicated on the Schedule

COVERAGES INCLUDE

•	Automatic Liability for Newly Acquired Vehicles (Non-Auditable)	Included
•	Newly Acquired Automobiles Physical Damage (Non-Auditable)	\$500,000
•	Hired/Non-Owned Liability	Included
•	Hired Auto Physical Damage	Included
•	Garagekeepers Legal Liability – per Occurrence	\$100,000
•	Pollution Caused by Upset/Overturn	Included
•	Commandeered Autos	Included
•	Loss of Use and Lease Gap Coverage	Included
•	Rental Reimbursement	Included



COVERAGE SUMMARY: PUBLIC OFFICIALS LIABILITY

COVERAGE

LI	N	11	TS

Each Occurrence	\$1,000,000
Annual Aggregate	\$1,000,000

Retroactive Date: 04/14/2018

Employment Practice Liability Included

Retroactive Date: 04/14/2018

Employee Benefits Liability Included

Retroactive Date: 04/14/2018

Deductible: \$2,500

COVERAGES INCLUDE

•	Emp	loyee	Wage	Reim	bursement
---	-----	-------	------	------	-----------

Each Occurrence	\$10,000
Annual Aggregate	\$20,000

Non-Monetary Legal Defense

Each Occurrence \$50,000 Annual Aggregate \$50,000

- Sexual Harassment
- Discrimination
- Wrongful Termination
- FOIA/Open Meetings Act
- Attorney's Professional



COVERAGE SUMMARY: EXCESS LIABILITY

Coverage	Underlying Limits	Excess Limit
General Liability	\$1,000,000/\$3,000,000	\$5,000,000
Auto Liability	\$1,000,000	\$5,000,000
Public Officials (Claims Made)	\$1,000,000/\$1,000,000	\$5,000,000

COVERAGES EXCLUDED

- Sanitary Sewer Backup
- Sexual Abuse
- Uninsured/Underinsured Motorist Coverage
- Workers Compensation and Employers Liability
- Unmanned Aircraft
- Cyber Liability
- Claims arising out of the actual or alleged transmission of a communicable disease or virus.

COVERAGE SUMMARY: CYBER LIABILITY

COVERAGE

LIMITS

Cyber Liability Coverage

Each Claim \$2,000,000 Annual Aggregate \$2,000,000

Retroactive Date: 12/01/2020

Deductible: \$2,500

Coverage Include:

Breach Response	\$500,000 (Non-Beazley Vendor/
	\$1,000,000 Beazley Vendor)
Business Interruption Resulting from Security Breach	Included
Business Interruption Resulting from System Failure	\$500,000
Dependent Business Loss Resulting from Dependent Security Breach	\$750,000
Dependent Business Loss Resulting from Dependent System Failure	\$100,000
Cyber Extortion Loss	Included
Data Recovery Costs	Included
Data & Network Liability	Included
Regulatory Defense & Penalties	Included
Payment Card Liabilities & Costs	Included
Media Liability	Included
Fraudulent Instruction	\$75,000
Funds Transfer Fraud	\$75,000
Telephone Fraud	\$75,000
Criminal Reward	\$25,000
Reputation Loss	\$50,000
Claims Preparation Costs for Reputation Loss Only Claims	\$50,000
Computer Hardware Replacement	\$75,000
Invoice Manipulation	\$100,000
Cryptojacking	\$25,000

^{*}Coverage is provided by Beazley



COVERAGE SUMMARY: PROPERTY

Blanket Limit of Insurance applies to schedule and appraised Buildings and Business Personal Property that are valued on a Replacement Cost basis. Any property that has not yet been appraised is subject to the 125% Margin Clause.

COVERED PROPERTY	LIMITS
Building Value Business Personal Property Including Stationary EDP Personal Property of Others Newly Constructed or Aquired Property Footbridges Covered Property in Transit	\$18,221,469 \$27,049,248 \$100,000 \$1,000,000 \$100,000 \$1,000,000
Deductible: \$5,000 *Or as indicated on the Schedule	
ADDITIONAL PROPERTY COVERAGES	
Earthquake (including mine subsidence) Program Aggregate	\$5,000,000 \$250,000,000
Deductible: \$50,000 or 5% of the damaged location; whichever is greater	
Flood Program Aggregate (Excluding Flood Zone A and V)	\$5,000,000 \$250,000,000
Deductible: \$50,000 per occurrence	
COVERED COSTS & EXPENSES	
Business Income/Extra Expense Increased Limits Course of Construction (Builders Risk) Debris Removal (whichever is greater) Pollutant Cleanup and Removal, aggregate in any one Policy Year Fire Department Service Charge Fire Protection Equipment Discharge Ordinance or Law Coverage Preservation of Property Protection of Property	\$1,000,000 \$0 \$1,000,000 25% or \$500,000 \$100,000 \$5,000 \$10,000,000 \$100,000 \$100,000
Frotection of Froperty	7100,000



COVERAGE SUMMARY: PROPERTY (cont.)

SUPPLEMENT COVERAGE

			LIMITS
Unnamed Locations - Unin	tentional F&O		\$1,000,000
Communication Towers	territoriai Ecco		\$1,000,000
	e subject to a maximum per item	of	7100,000
Per Item	e subject to a maximum per item	01	\$25,000
Per Occuri	rence		\$100,000
Golf Course Tees and Gree			7100,000
Per Item			\$25,000
Per Occur	rence		\$100,000
Interruption of Computer (
Per occurr	ence		\$50,000
Annual Ag	gregate		\$100,000
Personal Effects			\$100,000
Retaining Walls and Other	Outdoor Walls		\$10,000
Underground Sprinkler Sys	tem		\$100,000
Utility Services - Direct Dar	nage		\$1,000,000
Utility Services - Time Elem	ent		\$1,000,000
Limited Fungus/Fungi, Wet Rot, and Dry Rot Coverage			
Direct Dar	nage		\$15,000
Business I	ncome and Extra Expense		\$15,000
Extra Expe	ense Number of Days		30 days
Ancillary Buildings			\$10,000
Sewer Backup			\$250,000
Outdoor Property - includi	ng but not limited to:		\$100,000
Fences	Goal Posts	Traffic Lights/C	ontrol Boxes
Light Fixtures/Poles	Playground Equipment	Bleachers	
Road Signs	Scoreboards	Ticket Booths	
Non-Utility Poles	Benches	Dugouts	
Fountains	Statues	Bike Racks	
Monuments	Fire Hydrants		

All Supplemental Property Coverages are subject to a \$5,000 minimum deductible



COVERAGE SUMMARY: MOBILE EQUIPMENT & MISC. ARTICLES

SCHEDULED LIMITS

	LIIVIIIS
Mobile Equipment greater than or equal to \$10,000	\$757,186
per item	
Mobile Equipment less than \$10,000 per item	\$35,289

Deductible: \$1,000

COVERED COSTS & EXPENSES

Fine Arts	\$1,000,000
Accounts Receivable	\$1,000,000
Valuable Papers and Records	\$1,000,000
Contractors Equipment Non-Owned	
Per Item	\$100,000
Per Occurrence	\$250,000
Rental Expense Reimbursement	\$10,000
Pollutant Clean-Up	\$100,000
Fire Department Equipment	\$50,000
Musical Instruments, Athletic Equipment & Uniforms	\$500,000
Unscheduled Watercrafts	\$100,000

^{*}Or as indicated on the Schedule

COVERAGE SUMMARY: EQUIPMENT BREAKDOWN

COVERAGE

Total Building and Contents Value \$45,270,717

Deductible: \$5,000

BI/EE & Utility Interruption Deductible: 24 Hours

COVERAGE EXTENSION

Combined Business Income Included Included Combined Extra Expense Spoilage Damage Included **Utility Interruption - Time Element** \$10,000,000 Electronic Data or Media \$10,000,000 **Expediting Expenses** Included Ordinance or Law \$10,000,000 Hazardous Substance, Contamination, Pollutants \$10,000,000 **Newly Acquired Property** \$1,000,000 **Debris Removal** 25% or \$500,000 Included Water Damage Emergency Power Generating Equipment 1,000 kw or less Included

Non Emergency Power Generating Equipment is Excluded.

COVERAGE SUMMARY: CRIME

COVERAGE	LIMIT
Blanket Employee Dishonesty	\$1,000,000
Loss Inside the Premises - Money & Securities	\$1,000,000
Loss Outside the Premises	\$1,000,000
Money Orders and Counterfeit Currency	\$1,000,000
Depositors Forgery or Alterations	\$1,000,000
Computer Fraud	\$1,000,000
Funds Transfer Fraud	\$1,000,000
Social Engineering/False Pretenses	\$50,000

Deductible: \$5,000

The ICRMT Crime Form includes coverage for any of your officials who are required by law to give bonds for the faithful performance of their service against Loss through the failure of any Employee under the supervision of that official to faithfully perform his or her duties as prescribed by law and will meet the requirements for Public Officials bonds up to the statutory limit or policy limit, whichever is less.

COVERAGE SUMMARY: WORKERS' COMPENSATION

COVERAGE

Workers' Compensation Statutory

Employer's Liability Limit

Each Accident \$2,500,000 Each Employee for Disease \$2,500,000

Deductible: \$0

ICRMT FEATURES AND BENEFITS

- Volunteers Covered
- Payrolls are subject to an annual audit
- Enhanced Case Management
- Tailored Risk Management Services
- Online Claims Reporting
- Crisis Mangement Assistance
- Terrorism Coverage Inlcuded
- ICRMT Trust Agreement contains a resolution making the program non-assessable

COVERAGE SUMMARY: WC PREMIUM CALCULATION

CODE	CLASSIFICATION	ESTIMATED PAYROLL	RATE	MANUAL PREMIUM
7580	Sewage Disposal Plant	\$2,266,873	3.67	\$83,194
8810	Clerical	\$593,704	0.55	\$3,265
	TOTALS	\$2,860,577		\$86,460

Gross Annual Premium		\$86,460
Increased Limit Multiplier	1.02	\$88,189
Minimum Premium	\$1,000	\$88,189
Experience Modifier	1.24	\$109,354
Schedule Modifier	0.85	\$92,951
Expense Modifier		\$92,951
Subtotal		\$92,951
Premium Discount	10.30%	\$83,377
Total Annual Premium		\$83,377

PREMIUM SUMMARY

Presented By:

Illinois Counties RIsk Management Trust

Named Insured: Downers Grove Sanitary District

Quote Number: Q1-1001399-2021-01

Policy Year: DEC 01, 2020 - DEC 01, 2021

Requested Effective Date: 04/14/2021

Coverage Parts	Premium
General Liability	Included
Law Enforcement Liability	Not Covered
Auto	Included
Public Officials Liability - Claims Made	Included
Property	Included
Inland Marine	Included
Equipment Breakdown	Included
Sales Tax Interruption	Not Covered
Crime	Included
Cyber Liability	Included
Excess Liability	Included
Package Premium	\$105,790
Workers' Compensation	\$83,377
Total Annual Premium	\$189,167

ACCEPTANCE FORM

Named Insured: Quote Number: Policy Year: Requested Effective Date:	Downers Grove Sanitary District Q1-1001399-2021-01 DEC 01, 2020 - DEC 01, 2021 04/14/2021	
Total Annual Premium	\$189,167	
Terms and Conditions		
 notice of cancellation is given. If reand payable. All terms and conditions of member the Trust by-laws. A copy of this do Per the Membership Agreement, to 		remium is earned, due nent Trust are set forth in
Acceptance Statement:		
Please accept this as a formal confirmatio	n that all terms and conditions, attached so es Risk Management Trust are accepted eff	•
Signature of Official		ate



PRIOR ACTS LOSS LETTER

Named Insured:

Quote Number:	Q1-1001399-2021-01		
Policy Year:	DEC 01, 2020 - DEC 01,	2021	
Requested Effective Date:	04/14/2021		
This is to confirm we have made our eclaim. (If not reported to current care			
We confirm that continuous claims m their respective retroactive dates and	ade coverage has been in fo		
Line of Coverage	Retro Date	Limit Previously Carried	
Public Officials Liability	04/14/2018		
Employment Practices Liability	04/14/2018		
Sexual Misconduct Liability	04/14/2021		
Employee Benefits Liability	04/14/2018		
Cyber Liability	12/01/2020		
Further, to the best of my knowledge, the ICRMT for the purposes of evaluar program has not materially changed. Sincerely,	• •	-	• •
Print Name		Position	
Signature of Official		Date	

Downers Grove Sanitary District

ICRMT AUTO SUPPLEMENT

Named Insured:	Downers Grove Sanitary District
Quote Number:	Q1-1001399-2021-01
Policy Year:	DEC 01, 2020 - DEC 01, 2021
Requested Effective Date:	04/14/2021
UNINSURED/UNDERINSURED MOTORIST	S COVERAGE
Uninsured Motorists (UM) coverage probodily injury or death, caused by the own	vides protection when you are legally entitled to recover damages for ner of an uninsured auto.
damages for bodily injury or death, cause	provides protection when you are legally entitled to recover ed by the owner of an auto which was insured at the time of loss, but erage are less than you are legally entitled to recover, as the injured
by law, but not higher than your policy's	M/UIM coverage at a limit higher than the minimum limit required bodily injury liability limit. You have the right to purchase UM/UIM imit but an additional premium will apply.
Please initial your choice below:	
I want to select Uninsured/Underibodily injury liability. I want a limit of \$40	nsured Motorists coverage at a limit lower than my policy's limit for 0,000 as provided in this quotation.
I want Uninsured/Underinsured N liability limit of \$1,000,000. Additional pr	lotorists Coverage at the limit equal to my policy's bodily injury emium will apply.
	your choice as indicated above, will continue regardless of any our current policy or addition of any scheduled autos. This selection wal policies without additional notice.
Signature of Official	Date



ICRMT INVOICE

Named Insured: Downers Grove Sanitary District

Quote Number: Q1-1001399-2021-01

Policy Year: DEC 01, 2020 - DEC 01, 2021

Requested Effective Date: 04/14/2021

Total Annual Premium

\$189,167

Premium Due by Effective Date of Coverage.

Based upon the payment plan you select, the following down payment is due:

Annual

50/50 \$94,583

25/6 \$47,292

Payment Coupon Please Make Checks Payable to:

Named Insured:	Downers Grove Sanitary District
Quote Number:	Q1-1001399-2021-01
Package Premium Remitted:	

Illinois Counties Risk Management Trust 6580 Solution Center Chicago, IL 60677-6005



		I	I				I	
VEH#	YEAR	MAKE	MODEL	VIN	COMP. DED.	COLL. DED.	AGREED VALUE	ORIGINAL COST NEW
1	2014	FORD	F150	1FTMF1CFXEFC0 1415	\$1,000	\$1,000		\$23,670
2	2009	FORD	F350 SUPER DUTY	1FDWF37Y49EB0 8574	\$1,000	\$1,000		\$39,394
3	2012	FORD	F350 SUPER DUTY	1FT8X3A65CEC50 277	\$1,000	\$1,000		\$32,010
4	2003	FORD	ECONOLINE E450 SUPER	1FDXE45S83HA6 7979	\$1,000	\$1,000		\$109,900
5	2015	FORD	F150	1FTMF1C80FFB7 1022	\$1,000	\$1,000		\$25,420
6	2015	FORD	TRANSIT CONNECT XL	NM0LS7E77F117 7070	\$1,000	\$1,000		\$23,130
7	2014	FREIGHTLINER	114SD	1FVHG3CY1EHFX 0140	\$1,000	\$1,000		\$311,998
8	2012	HONDA	CIVIC NATURAL GAS	19XFB5F53CE001 031	\$1,000	\$1,000		\$26,155
9	2015	FORD	FOCUS SE	1FADP3F24FL342 913	\$1,000	\$1,000		\$18,460
10	2013	CHEVROLET	EXPRESS G2500	1GCWGFFB9D11 25077	\$1,000	\$1,000		\$31,565
11	2014	HONDA	CIVIC NATURAL GAS	19XFB5F55EE000 434	\$1,000	\$1,000		\$26,640
12	2009	STERLING TRUCK	L 7500	2FZHATBS99AAG 4766	\$1,000	\$1,000		\$87,241
13	2015	FORD	TRANSIT T-150	1FTNE1YM4FKB3 1952	\$1,000	\$1,000		\$29,715
14	2011	FORD	RANGER SUPER CAB	1FTKR1ED2BPA6 2137	\$1,000	\$1,000		\$19,630
15	2016	FORD	FOCUS S	1FADP3E26GL37 3227	\$1,000	\$1,000		\$17,170
16	2018	FORD	F150	1FTMF1CB4JFA0 8779	\$1,000	\$1,000		\$27,380



VEH#	YEAR	MAKE	MODEL	VIN	COMP. DED.	COLL. DED.	AGREED VALUE	ORIGINAL COST NEW
17	2011	FORD	F250 SUPER DUTY	1FTBF2B64BEC78 331	\$1,000	\$1,000		\$30,995
18	2008	FORD	RANGER SUPER CAB	1FTYR14U68PA1 3219	\$1,000	\$1,000		\$15,470
19	2014	FORD	F250 SUPER DUTY	1FT7X2B65EEA67 811	\$1,000	\$1,000		\$34,170
20	2013	FORD	F150	1FTMF1CM6DKG 34377	\$1,000	\$1,000		\$23,670
21	2013	FORD	TRANSIT CONNECT XL	NM0LS7CN2DT1 76850	\$1,000	\$1,000		\$22,450
22	2017	FORD	F250 SUPER DUTY	1FT7X2B69HEE2 7716	\$1,000	\$1,000		\$37,670
23	2012	FREIGHTLINER	M2 106 MEDIUM DUTY	1FVACYDT0CDBF 2844	\$1,000	\$1,000		\$128,758
24	2015	FREIGHTLINER	M2 106 MEDIUM DUTY	1FVACXDT7FHGL 6571	\$1,000	\$1,000		\$88,500
25	2018	FORD	F150	1FTMF1CB6JKE9 5457	\$1,000	\$1,000		\$27,380
26	2019	FORD	F150 SUPER CAB	1FTEX1CP6KKE17 341	\$1,000	\$1,000		\$25,570
27	2020	FORD	F-350	1FDRF3H6XLEC4 8940	\$1,000	\$1,000		\$32,567
				TOTAL AGREED VA	LUE		\$	0
				TOTAL ORIGINAL COST NEW			\$1,31	6,678
			TOTAL INSURED V	ALUE		\$1,31	6,678	

LOC#	DESCRIPTION	ADDRESS	OCCU- PANCY	VALUATION	BUILDING VALUE	BPP VALUE	DEDUCTIBLE
1.01	Admin Center	2710 Curtiss St Downers Grove, IL 60515	Office	Replacement Cost / Margin Clause	\$875,000	\$293,863	\$5,000
10.01	Lift Station	6510 Fairmount Ave Downers Grove, IL 60516	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$36,315	\$130,402	\$5,000
11.01	Plant Operation	5006 Walnut Ave Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$156,135	\$0	\$5,000
12.01	Belt Press Bldg	5003 Walnut Ave Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$438,193	\$1,255,164	\$5,000
12.02	Sludge Pu Stati	5003 Walnut Ave Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$30,995	\$0	\$5,000
12.03	Bisulfite Bldg	5003 Walnut Ave Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$152,443	\$58,252	\$5,000
12.04	Microstrainer B	5003 Walnut Ave Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$826,544	\$347,583	\$5,000
12.05	Sandfilter Bldg	5003 Walnut Ave Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$998,075	\$1,509,317	\$5,000
12.06	Plant Switchgea	5003 Walnut Ave Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$245,830	\$271,239	\$5,000



LOC#	DESCRIPTION	ADDRESS	OCCU- PANCY	VALUATION	BUILDING VALUE	BPP VALUE	DEDUCTIBLE
12.07	Maint Bldg	5003 Walnut Ave Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$1,468,050	\$163,106	\$5,000
12.08	Chem Feed/Hypoc	5003 Walnut Ave Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$211,826	\$699,918	\$5,000
12.09	Aerobic Digeste	5003 Walnut Ave Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$1,383,110	\$4,134,321	\$5,000
12.10	System Garage	5003 Walnut Ave Downers Grove, IL 60515	Garage	Replacement Cost / Margin Clause	\$225,533	\$398,057	\$5,000
12.11	Old Chlorine Bl	5003 Walnut Ave Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$303,204	\$0	\$5,000
12.12	Anerobic Digest	5003 Walnut Ave Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$653,348	\$3,745,659	\$5,000
12.13	Ops Center	5003 Walnut Ave Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$540,426	\$359,203	\$5,000
12.14	Gas Cleaning Eq	5003 Walnut Ave Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$1,125,000	\$1,350,000	\$5,000
12.15	Engine Generato	5003 Walnut Ave Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$600,000	\$0	\$5,000



LOC#	DESCRIPTION	ADDRESS	OCCU- PANCY	VALUATION	BUILDING VALUE	BPP VALUE	DEDUCTIBLE
12.16	Heat Recovery B	5003 Walnut Ave Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$30,995	\$0	\$5,000
12.17	Sludge Pu Stati	5003 Walnut Ave Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$230,836	\$0	\$5,000
12.18	Outside Big Top	5003 Walnut Ave Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$230,000	\$0	\$5,000
12.19	Excess Flow Cla	5003 Walnut Ave Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$710,245	\$0	\$5,000
12.20	Anerobic Digest	5003 Walnut Ave Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$236,749	\$2,133,780	\$5,000
12.21	Grit Bldg	5003 Walnut Ave Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$2,418,554	\$2,168,602	\$5,000
12.22	Excess Flow Pum	5003 Walnut Ave Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$1,111,056	\$0	\$5,000
12.23	Raw Sewage Pump	5003 Walnut Ave Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$809,931	\$1,999,374	\$5,000
12.24	Generator Bldg	5003 Walnut Ave Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$447,957	\$1,146,396	\$5,000



LOC#	DESCRIPTION	ADDRESS	OCCU- PANCY	VALUATION	BUILDING VALUE	BPP VALUE	DEDUCTIBLE
12.25	East Pump Blowe	5003 Walnut Ave Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$655,496	\$2,047,959	\$5,000
12.26	Blower Off Ops	5003 Walnut Ave Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$353,433	\$873,172	\$5,000
2.01	Lift Station	2537 Hobson Rd Downers Grove, IL 60516	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$281,275	\$723,134	\$5,000
3.01	Lift Station	21W042 Finley Rd Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$117,528	\$302,156	\$5,000
4.01	Lift Station	63rd & Brookside Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$135,812	\$349,875	\$5,000
5.01	Lift Station	20W695 Glen Park Rd Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$36,315	\$150,016	\$5,000
6.01	Lift Station	555 31St St Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$36,315	\$93,362	\$5,000
7.07	Lift Station	3711 Venard Rd Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$36,315	\$93,362	\$5,000
8.01	Lift Station	717 41St St Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$36,315	\$158,614	\$5,000



LOC#	DESCRIPTION	ADDRESS	OCCU- PANCY	VALUATION	BUILDING VALUE	BPP VALUE	DEDUCTIBLE
9.01	Lift Station	41St and Adams Downers Grove, IL 60515	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$36,315	\$93,362	\$5,000

TC	OTAL BUILDING VALUE	\$18,221,469
TC	OTAL BPP VALUE	\$27,049,248
	OTAL PROPERTY IN THE PEN VALUE	
TC	OTAL INSURED VALUE	\$45,270,717

Mobile E	quipmen	t greater than or equal to \$1	10,000 per item			
IM#	YEAR	DESCRIPTION	MAKE/MODEL	SERIAL NUMBER	DEDUCTIBLE	VALUE
1	2015	WHEEL LOADER 244 BASE LOADER #332	JOHN DEERE	1LU244KXAZB0 39643	\$1,000	\$85,154
2	2013	JOHN DEERE 244 J LOADER #334			\$1,000	\$78,000
3	2017	544K WHEEL LOADER	JOHN DEERE		\$1,000	\$154,894
4	2006	TROMMEL SCREEN 510 COUGAR		1W9SS261X5F3 51375	\$1,000	\$93,900
5		JAEGER 6IN. PUMP (ENG) CSG649P6006Y		256932F18TH	\$1,000	\$10,000
7	2003	6IN. CH&E DIESEL TRASH PUMP		2045215	\$1,000	\$15,900
8	2004	6IN. CH&E DIESEL TRASH PUMP	2004 CAT/PERK 2909-T	AR70498	\$1,000	\$15,900
11	2006	PIPEHUNTER EASEMENT MACHINE SIDEKICK		315012062235	\$1,000	\$23,203
12	2006	KAESER PORTABLE AIR COMPRESSOR M57		1521	\$1,000	\$10,621
14	2016	CLUB CAR CARRYALL			\$1,000	\$11,022
16	2009	BOBCAT S-300		RL488358	\$1,000	\$32,463
17	2004	AUGER-DAWG G-30		4D088	\$1,000	\$11,950
18	2004	AUGER-DAWG G-30		4D087	\$1,000	\$11,950
19	2009	AUGER-DAWG G-30A		91093	\$1,000	\$14,100
20	2014	AUGER-DAWG G-30		4D091	\$1,000	\$17,495
21	2016	TELEVISING SYSTEM			\$1,000	\$147,081
22	2016	TOYOTA FORKLIFT			\$1,000	\$23,553



Mobile E	Mobile Equipment less than \$10,000 per item							
IM#	YEAR	DESCRIPTION	MAKE/MODEL	SERIAL NUMBER	DEDUCTIBLE	VALUE		
6		JAEGER 4IN. PUMP 42365 (TYPE 4LTG)		88050010	\$1,000	\$3,414		
9	2012	STANLEY HYDRAULIC POWER PUMP STSG18B02		80712076	\$1,000	\$5,234		
10	2006	STANLEY HYDRAULIC POWER PUMP SM2043101		5307	\$1,000	\$7,843		
13	2013	CLUB CAR CARRYALL			\$1,000	\$9,200		
15	2014	CLUB CAR CARRYALL			\$1,000	\$9,598		
			TOTAL INSURED VALUE		\$792,475			

DOWNERS GROVE SANITARY DISTRICT

<u>M E M O</u>

TO: Board of Trustees

FROM: W. Clay Campbell

Administrative Supervisor

DATE: March 12, 2021

RE: Investment in Money Market Account – Evergreen Bank Group

In accordance with the District Investment Policy, we opened a Money Market Account with the local institution Evergreen Bank Group on February 23, 2021. The account is in the amount of \$250,023.97 earning a current interest rate of 0.30%. Interest that accumulates in this account will be withdrawn quarterly to maintain a target balance of \$250,000. This bank was selected based on a review of competitive rates from financial institutions that accept public funds. The account is FDIC insured to \$250,000.

This account was funded with Fund 01 funds previously invested in a CD at Evergreen Bank Group which matured on February 13, 2021. Staff would request for the Board to take action ratifying this investment at its next regular meeting of March 16, 2021 **using the following motion**: "I move that we ratify the actions of staff on behalf of the District to open a Money Market account in the amount of \$250,023.97 with Evergreen Bank Group on February 23, 2021 at a current interest rate of 0.30%.

Attachment

cc: KJR, RTJ, MJS, ARU, MGP

ACCOUNT AGREEMENT MONEY MARKET ACCOUNT

Evergreen Bank Group 1515 W 22nd Street, Suite 100W Oak Brook, Illinois 60523 (888)505-2265 www.evergreenbankgroup.com

ACCOUNT TITLE AND ADDRESS

Downers Grove Sanitary District 2710 Curtiss St Downers Grove, IL 60515-0000

ACCOUNT OPEN DATE	ACCOUNT NUMBER	OWNERSHIP TYPE	PRODUCT NAME	INITIAL DEPOSIT
February 23, 2021		Governmental Entity	Cornerstone Business Money Market	\$250,023.97

DEFINITIONS. Throughout this Agreement, these terms have the following meaning:

- · "You," "your," and "account owner" refer to the Customer named on the account.
- "We," "our," and "us" refer to the Bank, Evergreen Bank Group.
- "Item" or "items," as defined by Article 4 of the Uniform Commercial Code (UCC), means an instrument or a promise or order to pay
 money handled by a financial institution for collection or payment. The term includes a check but does not include a payment order
 governed by Article 4A of the UCC or a credit or debit card slip.
- "Debit transactions," "debit," or "debits" refer to funds that are taken out of your account. Common types of debits may include: checks
 that you have written, ACH payments, wire transfers, PIN-based debit card transactions, and signature-based debit card transactions.
- "Credit transactions," "credit," or "credits" refer to deposits of funds into your account. Common types of credits include: cash deposits, direct deposits, check deposits, and ACH and wire transfers made payable to you. Credits are generally added to your account and are made available to you in accordance with our funds availability schedule.

GENERAL AGREEMENT. You understand that the following Account Agreement ("Agreement") governs your Money Market account with us, along with any other documents applicable to your account, including any account opening Disclosures that have been provided to you, which are incorporated by reference. You understand that your account is also governed by applicable law. The information found in any account opening Disclosures may change from time to time in our sole discretion. If the fees, charges, minimum balance requirements, or other items change in a manner that would adversely affect you, we will provide you with written notice prior to the change. By providing a written or electronic signature on the Account Information document or other agreement to open your account, or by using any of our deposit account services, you and any identified account owners agree to the terms contained in this Account Agreement.

YOUR CHOICE OF ACCOUNT. You have instructed us as to the title and type of the account that you have chosen. You acknowledge that it is your sole responsibility to determine the full legal effect of opening and maintaining the type of account you have chosen. We have not set forth all laws that may impact your chosen account. You must determine whether the account you select is appropriate for your current and future needs. Except as required by law, we assume no legal responsibility to inform you as to the effect of your account choice on your legal interests.

GOVERNMENTAL OR MUNICIPAL ACCOUNTS. For accounts opened by all political subdivisions and governmental or municipal units, we reserve the right to require separate written authorization, in a form acceptable to us, telling us who is authorized to act on your behalf. We are authorized to follow the directions of a person designated as having authority to act on the entity's behalf until we receive written notice that the authority has been terminated and have had a reasonable time to act upon that notice.

ADDITIONAL DOCUMENTS TO OPEN ACCOUNT. You agree to supply us with a copy of any chartering document, Operating Agreement, or related documents requested by us.

ESCROW, TRUST, FIDUCIARY AND CUSTODIAL ACCOUNTS. When your account is set up as an escrow account, trust account, fiduciary account or custodial account, it is your sole responsibility to determine the legal effects of opening and maintaining an account of this nature. We have no obligation to act as trustee or to inquire into your powers or responsibilities over this account. We reserve the right to require the documentation necessary under applicable law to establish, maintain, manage, and close this account. There may be additional terms and conditions that apply to this account that are governed by a separate agreement.

TRANSFERS AND ASSIGNMENTS. We may assign or transfer any or all of our interest in this account. You cannot assign or transfer any interest in your account unless we agree in writing.

REGULATION D - TRANSACTION LIMITATIONS. Federal regulation allows us to restrict the number of transfers or withdrawals you can make on a money market account or to suspend enforcement of the restriction and allow you to make an unlimited number of transfers or withdrawals from these accounts. If we enforce the restriction, you understand that we will not allow more transfers or withdrawals than the maximum number specified in the account opening documents, and we may close your account, take away your ability to transfer funds, or convert the account to a checking or other transaction account if the restriction is violated. Further, certain transfers or withdrawal will count toward the transaction limit:

TRANSFERS OR WITHDRAWALS SUBJECT TO TRANSACTION LIMITATIONS. This transaction limitation includes transfers or withdrawals made to a third party if made by: phone, fax, computer, check, debit card, ACH, bill payments, or automatic transfers.

Board of Trustees
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Vice President
Paul W. Coultrap
Clerk



General Manager Amy R. Underwood

Legal Counsel
Michael G. Philipp

2710 Curtiss Street P.O. Box 1412 Downers Grove, IL 60515-0703 Phone: 630-969-0664 Fax: 630-969-0827 www.dgsd.org

Providing a Better Environment for South Central DuPage County

MEMORANDUM

To: Board of Trustees

From: Amy R. Underwood, General Manager

Date: March 12, 2021

Re: Pre-Qualification Policy

Contractors wishing to bid on the Downers Grove Sanitary District sewer projects have historically been required to be pre-qualified in order to purchase the contract documents and submit a bid. The pre-qualification process consisted of submitting a qualifications statement on the form provided by the District's consulting engineer, Baxter & Woodman (B&W), and either B&W or District staff determining whether the contractor was qualified to perform the specific work. The basis for evaluating the qualifications was not formalized and left to the discretion of the reviewer(s).

At the recommendation of the District's Attorney Mike Philipp, Staff Engineer Alex Bielawa drafted the attached Pre-Qualification Policy. Having a formal Pre-Qualification Policy ensures that every 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.

Please note that the attached policy has been reviewed by the District's Attorney Mike Philipp and his comments have been incorporated.

The attached draft Pre-Qualification Policy will be presented at the March 16 Board meeting for your consideration. Staff recommends that the Board of Trustees vote to adopt the Pre-Qualification Policy as presented.

C: KJR, RTJ, MJS, WCC, MGP

Pre-Qualification Policy

The policy of the Downers Grove Sanitary District is to procure construction contracts in a manner that best benefits the District. Typically, these contracts get awarded from our Board of Trustees to the lowest responsive, responsible bidder. With the implementation of the Pre-Qualification Policy, the District will be provided by the Contractor reasonable assurance that the Contractor has the financial assets, resources, workforce, and work experience to successfully complete construction contract agreements with the District. This policy is valid for specialty contracts subject to, but not limited to, painting, cured in place pipe (CIPP) sanitary sewer lining, and sanitary sewer replacement.

Submittals

When the District is prepared to send a construction project out to public bid, an advertisement is sent out. In this advertisement, there is language for a Request for Qualification Statement. The Construction Contractor's Qualifications Statement for Engineered Construction can be obtained from the District free of charge. Any contractor interested in submitting a bid for the project must submit the completed qualifications statement to the District, adhering to the deadlines in the Advertisement in order to be eligible for qualification. The District reserves the right to request additional information from the Contactor.

Evaluation

The paramount goal of the evaluation of the Qualification Statement is to determine if a Contractor is both financially and organizationally responsible and qualified to submit a bid and perform the work on a construction contract. It is the responsibility of the Contractor to appropriately demonstrate in the Statement that the Contractor has the skills necessary to complete the contract. The District reserves the right to reject a Statement or revoke a previously accepted Statement for any of the following causes:

- 1. The Contractor does not have the demonstrated experience to perform the contract.
- 2. A conviction of a violation of State or Federal law, or rule or regulations of a State or Federal Agency, relating to or reflecting on the competency, legality, propriety or integrity of the Contractor performing the contract.

- 3. Insufficient bonding capacity.
- 4. Lack of competency revealed by financial statement.
- 5. Unsatisfactory performance record as shown by past work judged from the standpoint of workmanship and progress as evidenced by previous District contracts and references.
- 6. Uncompleted current work which in the judgement of the District might hinder or prevent the prompt completion of additional work if awarded.
- 7. Previous irresponsible bids on a District project as evidenced by withdrawal of the bid after the bid opening.
- 8. Incomplete Qualifications Statement.
- 9. Failure to execute a contract after award has been declared in default or has otherwise substantially breached its obligations on any contract or contracts awarded or approved for award by the District
- 10. The Contractor fails to provide, in a timely manner, any information requested from parts 1-9 above.

The Contractor will be notified of the District's decision for Pre-Qualification within five (5) business days of submittal. Qualification will be approved for a period of two (2) years. The District reserves the right to revoke said approval if the Contractor submits an irresponsible bid or performs unsatisfactorily on a District project during the two (2) year period after approval. In the event a Contractor is not qualified, a written notification of denial with reasoning will be provided by the District.

Construction Contractor's Qualification Statement For Engineered Construction

Submitted by:

Name of Organization:

Name of Individual:

Title:

Address:

Telephone:

Email:

The contents of this statement are CONFIDENTIAL.

Downers Grove Sanitary District Submitted to: Name: Address: Telephone: Email: Project Name and Description (if applicable) Contractor's General Business Information Check If: \square Corporation \square Partnership \square LLC \square Joint Venture ☐ Sole Proprietorship If Corporation: a. Date and State of Incorporation b.

List of Executive Officers	
Name	Title

If Part	nership:
a.	Date and State of Organization
b.	Name of Current General Partners
c.	Type of Partnership
	☐ General ☐ Publicly Traded
	☐ Limited ☐ Other (Describe):
If Lim	ited Liability Company (LLC):
a.	Date and State of Organization
b.	Name of Managers
c.	Type of LLC
	☐ Manager Managed ☐ Member Managed
If Join	t Venture:
a.	Date and State of Organization
b.	Name, Address and Form of Organization of Joint Venture Partners: (Include managing partner by an asterisk *)

Downe	ers Grove Sanitary District	
	<u> </u>	
If Sole	Proprietorship:	
a.	Date and State of Organization	
b.	Name and Address of Owner or Owners	
1.	Is your organization a member of a controlled group of corporations as defined in I Sec. 1563?	R.C
	□ Yes □ No	
	If yes, show names and addresses of affiliated companies.	
2.	Are you licensed to work in the state of Illinois?	
	□ Yes □ No	

3.	Has any corporate officer, joint venture participant or proprietor ever been convicted of a violation of a state or federal law or rule or regulation of a state or federal agency reflecting on the organization's competency or integrity?
	□ Yes □ No
4.	Has any corporate officer, partner, joint venture participant or proprietor ever failed to complete a construction contract awarded to him or her in their own name or when acting as a principal of another organization?
	□ Yes □ No
5.	In the last five years, has your organization ever failed to substantially complete a project in a timely manner?
	□ Yes □ No
	If yes, please describe circumstances and attach to the end of this document.
6.	Has your organization ever failed to complete any construction contract awarded to it?
	□ Yes □ No
	If yes, please describe circumstances and attach to the end of this document.
7.	On Schedule A, attached, please list major engineered construction projects completed by this organization in the past five (5) years. (If Joint Venture, please list each participant's projects separately).
8.	On Schedule B, attached, please list current projects under construction by this organization. (If Joint Venture, please list each participant's projects separately).
9.	Furnish on Schedule C, attached, details of the construction experience of the principal individuals of your organization directly involved in the construction operations.
10.	Furnish on Schedule D, attached, details of the lawsuits, if any, your organization has been involved in in the last five (5) years.
11.	Indicate general types of work performed with your own workforce.

Account Manager: Telephone: Email:	What is your ap	proximate total bonding capacity?
□ \$5,000,000 to \$10,000,000 □ \$10,000,000 or more Furnish the following information with respect to an accredited banking institution utilized by your organization. Name of Bank: Address: Account Manager: Telephone: Email:	□ \$500,000 to	\$2,000,000
□ \$10,000,000 or more Furnish the following information with respect to an accredited banking institution utilized by your organization. Name of Bank: Address: Account Manager: Telephone: Email:	□ \$2,000,000 t	o \$5,000,000
Furnish the following information with respect to an accredited banking institution utilized by your organization. Name of Bank: Address: Account Manager: Telephone: Email:	□ \$5,000,000 t	o \$10,000,000
utilized by your organization. Name of Bank: Address: Account Manager: Telephone: Email:	□ \$10,000,000	or more
Address: Account Manager: Telephone: Email:		
Account Manager: Telephone: Email:	Name of Bank:	
Account Manager: Telephone: Email:	Address:	
Email:	Account Manag	
	Telephone:	
Describe the permanent safety program you maintain within your organization. I	Email:	
additional attachment if necessary.	_	rmanent safety program you maintain within your organization. Uhment if necessary.

I hereby certify that the information submitted herewith,	including any	attachment is	true to the
best of my knowledge and belief.			

Company:	
By:	
Title:	
Dated:	

Schedule A- Completed Projects from the Last Five (5) Years

	1	2	3	4
Project				
Owner/ Contact				
Architect				
Contract Cost				
Completion				

Additional Sheets may be added, as needed.

Schedule B- Current Projects Under Construction

Project		
Owner/ Contact		
Architect		
Contract Cost		
Amount Completed		
Scheduled		
Completion		

Additional Sheets may be added, as needed.

Schedule C- Personnel

	1	2	3	4	5
Name					
Position					
Date started					
with Organization					
Date Started in Construction					
Prior Construction Experience					

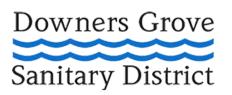
Additional Sheets may be included, as needed.

Schedule D- Litigation History

	1	2	3	4
Year				
Case Number				
Court of Jurisdiction				
Contractor Plaintiff/ Defendant				
Name of Opposing Party or Parties				
Disposition of Case, Indication Award or 'On-Going'				

Additional Sheets may be added, as needed.

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Providing a Better Environment for South Central DuPage County

MEMORANDUM

To: Board of Trustees

From: Amy Underwood, General Manager

Date: March 12, 2021

Re: Compensation of General Manager for FY21-22

President Wally Van Buren communicated to me the proposed General Manager's salary increase developed by the Board of Trustees in Executive Session during the February 9th Board meeting. Since the salary being considered is above \$150,000, we have posted the suggested salary for six days according to the rules established under IMRF.

An item has been included on the March 16th meeting agenda to allow the Board of Trustees to approve the General Manager's annual salary at \$157,200 for FY 2021-22, effective April 1, 2021. This represents a 5.5% increase over my current salary of \$149,000, which has been my salary since starting at the District on August 16, 2019.

C: BOLI, WCC, MGP

DOWNERS GROVE SANITARY DISTRICT

<u>M E M O</u>

TO: Amy R. Underwood General Manager

FROM: W. Clay Campbell

Administrative Supervisor

DATE: March 12, 2021

RE: Progress Report – February, 2021

ADMINISTRATIVE

Personnel

Oscar Avila, the District's new Sewer System Permit Technician, started with the District on March 1. Oscar has been the District's Summer Building and Grounds Crew Leader over the last five summers.

Reimbursement Program for Sanitary Sewer Backups Caused by Public Sanitary Sewer Blockages

There have been no new backups resulting from a mainline blockage since the last update, and as a result, I have not included a new summary.

OSHA Log

As required by the Illinois Department of Labor, the OSHA Form 300A for 2020 has been completed by Safety Coordinator Jessie Gwozdz and will be posted from February 1 to April 30.

Safety Committee and Related Safety Matters

A Safety Committee meeting was held on February 18 by Safety Coordinator Jessie Gwozdz via Zoom. The Committee discussed: piloting reflective honeycomb decals for District vehicles, partial assessment and improvement of the District's various eyewash stations, deployment of a new online Safety Data Sheet service to assist the District with its compliance of the OSHA Hazard Communication regulation, exploring installation of an outdoor eating and meeting area to encourage employee social distancing during the COVID-19 pandemic, a Job Safety Analysis of the outfall cleaning process, and a review of any incident or hazard reports.

Group Health Insurance Renewal

We are in the process of receiving all renewal figures from our health insurance carriers (medical, dental, vision and life). If deemed necessary by staff, I could provide the board with some early renewal information in the next few weeks in order to individually solicit feedback prior to preparing our recommendation for the Board to consider at the April 20 regular meeting.

IAWA Legislative Subcommittee

Our "wipes-labeling" legislation was introduced in the Illinois Senate and is being sponsored by Senator Cristina Castro of Elgin on behalf of the Illinois Association of Wastewater Agencies. We are proposing some amendatory language initially for the bill that will clean up some of the provisions in anticipation of hearing and final passage. It has currently been assigned to the Commerce committee where Senator Castro is a member. Beth Vogt of Fox River Water Reclamation District helped us secure Senator Castro's sponsorship.

Technology Update

We are continuing to make progress with the eventual deployment of a fiber circuit at the District's WWTC site with Comcast. We are awaiting the last step of aerial fiber installation that will result in the circuit being terminated at the District's Operations Center server stack. The installation of this circuit will allow more robust and consistent upload and download speeds for the District and will provision both voice and data traffic. It is anticipated this project will be completed by the end of April.

The customer billing portal project with CityInsight is proceeding on schedule – CityInsight is currently in the process of upgrading their customer user interface and the District will receive the benefit of this upgrade as part of our project as we have not yet undergone this portion of the design work. I will continue to apprise the Board on this project's progress as updates occur.

I have commenced utilizing the KnowB4 training software for District's employees. We started with a benchmark phishing campaign to gauge where our organization is at as far as malicious activity awareness and we will be commencing network security training in the coming weeks through the software. Afterwards, we will begin a periodic phishing campaign to test employees and identify additional vulnerabilities that we can address with supplemental training.

I am still continuing to work with Concentric Integration to finish migrating various "services" off of the District's old Admin IT server and onto the new replacement server so as to not interrupt the resources for staff. We are currently in the process of shifting printing services.

The following is a detailed summary of the Invoice Cloud portal's utilization in the last month and since the portal's launch in February 2015 through the end of last month:

# of Customers registered in the last month:	193
# of Customers paying their bills online in the last month:	1,409
Amount of Money processed through the Portal in the last month:	\$85,230.64
# of Customers signing up for Autopay through the Portal in the last month:	148
# of Customers enrolled in paperless billing in the last month:	151
# of customers registered for pay by text in the last month:	34
Cost to District for providing Invoice Cloud service in the last month:	\$474.60
Cost to District's customers (convenience fees) in the last month:	\$2,373.00
Estimated Monthly savings from customers enrolled in paperless billing:	\$80.73
# of Customers registered from launch through last month:	5,764
# of Customers signing up for Autopay through the Portal from launch through last month:	1,850
# of Customers enrolled in paperless billing from launch through last month:	2,691
# of customers registered for pay by text from launch through last month:	1,709

FINANCIAL

District Property and Liability Insurance

We requested and have received final proposal quotes from Mitch Backes of Corkill Insurance for the District's property, liability and workers compensation coverages. A separate memo has been provided on this item and will be placed on the agenda for the March meeting for consideration by the Board.

Treasurer's Report and Investment Activity

The monthly Treasurer's Report is included separately in the packet each month and detailed investment information (financial institution name, current rate and dollar amount) is provided on the District's Investment Schedule also provided separately in the packet each month.

User Billing

Detailed billing information is attached to this report.

CODE ENFORCEMENT & UNSEWERED AREAS

<u>Building Sanitary Service Repair Assistance Program; Infiltration and Inflow Removal Program; and Overhead Sewers and Backflow Prevention Devices Reimbursement Program</u>

I have continued to perform the legal review of both Program Agreements and Access Agreements for all of the above programs as prepared by our office prior to execution by the parties.

Sewer Permitting Process

I have continued to perform the legal review of Access Agreements and Annexation Petitions prepared by our office as needed by sewer permit applicants.

cc: WDVB, AES, PWC, KJR, RTJ, MJS, MGP

USER BILLING SUMMARY

User Charge System

Billings for February 2021 were as follows:

User Surcharge Monthly fees	\$300,343.20 34,056.86 380,405.29
Total	\$714,805.35
Summer Usage Adjustment	\$0.00
Billable Flow	166,857,333
Budgeted Billable Flow	163,910,828
% Actual/Budgeted Billable Flow	101.80%
YTD Billable Flow YTD Budgeted Billable Flow	1,692,426,759 1,766,923,408
8	, , ,
% Actual/Budgeted Billable Flow	95.78%

The user accounts receivable balance on 2/28/2021 is \$752,796.01 and consists of:

Current charges due 3/15/21	\$599,127.70
Past due charges and penalty	153,668.31
Total	\$752,796.01

The past due charges represent:

Age	<u>User Charges</u>	<u>Penalty</u>	<u>Totals</u>
30 days past due	\$31,788.61	\$4,050.62	\$35,839.23
60 days past due	22,427.02	4,141.74	26,568.76
90 days & greater past due	79,355.03	11,905.29	91,260.32
Totals	\$133,570.66	\$20,097.65	\$153,668.31

Summary of Past Due Charges (90 Days and Over)

Five Year Comparison

February

<u>Year</u>	<u>User Charges</u>	<u>Penalty</u>	<u>Total</u>
2021	\$79,355.03	\$11,905.29	\$91,260.32 *****
2020	43,332.92	5,779.38	49,112.30 *****
2019	43,310.88	5,149.61	48,460.49 ****
2018	49,771.82	6,385.66	56,157.48 ***
2017	36,439.40	5,219.35	41,658.75 **

^{*****}Includes \$10,462.28 in sewer disconnection costs on 2 accounts plus late fees

Twelve Months Ending February 2021

Month Ending	<u>User Charges</u>	Penalty	<u>Total</u>
2/28/21	\$79,355.03	\$11,905.29	\$91,260.32
1/31/21	105,977.30	15,756.19	121,733.49
12/31/20	104,927.73	15,924.29	120,852.02
11/30/20	105,659.64	15,270.20	120,929.84
10/31/20	83,672.22	10,944.08	94,616.30
9/30/20	83,036.33	10,243.54	93,279.87
8/31/20	91,467.51	10,158.49	101,626.00
7/31/20	85,214.22	1,419.54	86,633.76
6/30/20	64,632.71	4,939.58	69,572.29
5/31/20	57,672.52	7,368.53	65,041.05
4/30/20	46,759.51	6,189.05	52,948.56
3/31/20	45,678.23	6,089.99	51,768.22

One account from 2012 and another from 2014 are the only two remaining sewer disconnections.

^{****}Includes \$13,020.74 in sewer disconnection costs on 4 accounts plus late fees

^{***}Includes \$17,128.69 in sewer disconnection costs on 6 accounts plus late fees

^{**}Includes \$9,256.59 in sewer disconnection costs on 3 accounts plus late fees

To: Amy Underwood, General Manager

From: Marc Majewski, Operations Supervisor

Re: Month of February, 2021 WWTC Operations Report.

Date: March 9, 2021

Attached please find detailed operating data and our monthly report to Illinois EPA for February. We had no excursions over our permit limits in the month of February.

Certain highlights of operational activities included:

- Monthly flow: Average daily flows to the plant were 10.96 MGD. Total precipitation at the WWTC was 1.01". There were 3 excess flow event during the month of February. There were 6 days of discharge over 11 MGD.
- Activated sludge: Operating performance was good throughout the month of February. RAS chlorination took place several days throughout the month to help control filaments.
- Anaerobic Digesters: Pumped a total of 968,024 gallons of primary sludge, 600,900 gallons of WAS, 152,869 gallons of TWAS, and 230,127 gallons of waste grease for a total of 1,351,020 gallons pumped to digesters. Total Volatile Solids destruction was calculated at 67.5% for February.
- Digester gas: Total digester gas production was 4,487,413 cubic feet. 375,542 cubic feet of gas was used for anaerobic digestion heat, and 3,490,067 cubic feet was used in the CHP facilities. 107,809 cubic feet of flared gas was recorded during the month. The Munters dehumidifier used 513,996 cubic feet of gas.
- Bio-solids: Bio-solid drying and distribution is beginning. With the nicer weather and a large stock pile of dried bio-solid, we anticipate to start deliveries mid-March.
- Miscellaneous Items: Bio-solids department is coming to close on the compost pilot project. We anticipate the project should be fully completed by the beginning of April.
- Electricity: Overall net energy from ComEd was: 53,909 KW-Hrs. Electricity Generated by the CHP system was 270,372 KW-Hrs. Monthly net energy (including natural gas usage) was 113 MW-Hrs for the month of February.

C: WDVB, AES, PWC, KJR, RTJ, MJS, WCC, MGP

Downers Grove Sanitary District February 2021

	WWTC Rainfall	B01 Parshall Flume Flow Max Mgd	B01 Parshall Flume Flow Min Mgd	B01 Parshall Flume Flow Avg Mgd	A01 Parshall Flume Flow Max Mgd	A01 Parshall Flume Flow Avg Mgd	C01 Int Clar #1 Flow Max Mgd	C01 Int Clar #1 Flow Avg Mgd	Outfall 003 Flow Max Mgd	Outfall 003 Flow Avg Mgd	Total Flow Max Mgd	Total Flow Avg Mgd	002 Outfall Flow Avg Mgd
Date	inches	MGD	MGD	MGD	MGD	MGD	MGD	MGD	MGD	MGD	MGD	MGD	MGD
2/1/2021	0.00	12.10	5.55	8.88	0.00	0.00	0.00	0.00	0.00	0.00	12.10	8.88	0.00
2/2/2021	0.03	12.27	5.62	8.82	0.00	0.00	0.00	0.00	0.00	0.00	12.27	8.82	0.00
2/3/2021	0.17	12.03	5.28	8.76	0.00	0.00	0.00	0.00	0.00	0.00	12.03	8.76	0.00
2/4/2021	0.08	13.14	5.84	9.15	0.00	0.00	0.00	0.00	0.00	0.00	13.14	9.15	0.00
2/5/2021	0.00	13.94	6.00	9.07	0.00	0.00	0.00	0.00	0.00	0.00	13.94	9.07	0.00
2/6/2021	0.00	13.75	5.24	8.74	0.00	0.00	0.00	0.00	0.00	0.00	13.75	8.74	0.00
2/7/2021	0.00	13.89	5.00	8.46	0.00	0.00	0.00	0.00	0.00	0.00	13.89	8.46	0.00
2/8/2021	0.00	11.71	5.27	8.40	0.00	0.00	0.00	0.00	0.00	0.00	11.71	8.40	0.00
2/9/2021	0.00	11.20	4.76	8.21	0.00	0.00	0.00	0.00	0.00	0.00	11.20	8.21	0.00
2/10/2021	0.00	11.37	5.18	8.40	0.00	0.00	0.00	0.00	0.00	0.00	11.37	8.40	0.00
2/11/2021	0.00	11.46	4.96	8.32	0.00	0.00	0.00	0.00	0.00	0.00	11.46	8.32	0.00
2/12/2021	0.00	11.62	4.94	7.99	0.00	0.00	0.00	0.00	0.00	0.00	11.62	7.99	0.00
2/13/2021	0.00	12.50	4.85	7.82	0.00	0.00	0.00	0.00	0.00	0.00	12.50	7.82	0.00
2/14/2021	0.00	12.18	4.85	8.01	0.00	0.00	0.00	0.00	0.00	0.00	12.18	8.01	0.00
2/15/2021	0.00	12.56	5.10	8.23	0.00	0.00	0.00	0.00	0.00	0.00	12.56	8.23	0.00
2/16/2021	0.00	10.66	5.16	8.21	0.00	0.00	0.00	0.00	0.00	0.00	10.66	8.21	0.00
2/17/2021	0.00	10.71	4.41	8.10	0.00	0.00	0.00	0.00	0.00	0.00	10.71	8.10	0.00
2/18/2021	0.00	12.35	4.85	8.09	0.00	0.00	0.00	0.00	0.00	0.00	12.35	8.09	0.00
2/19/2021	0.00	11.02	4.60	8.03	0.00	0.00	0.00	0.00	0.00	0.00	11.02	8.03	0.00
2/20/2021	0.00	12.66	4.52	8.05	0.00	0.00	0.00	0.00	0.00	0.00	12.66	8.05	0.00
2/21/2021	0.54	13.42	5.01	8.50	0.00	0.00	0.00	0.00	0.00	0.00	13.42	8.50	0.00
2/22/2021	0.08	14.82	0.73	10.87	0.00	0.00	0.00	0.00	0.00	0.00	13.46	8.50	0.00
2/23/2021	0.00	24.31	4.96	15.03	0.00	0.00	0.00	0.00	0.00	0.00	24.31	15.03	0.00
2/24/2021	0.00	23.78	15.60	19.92	6.07	0.94	0.00	0.00	0.00	0.00	29.85	20.86	1.63
2/25/2021	0.00	23.18	20.66	21.49	0.90	0.01	0.00	0.00	0.00	0.00	24.08	21.51	0.05
2/26/2021	0.05	23.04	16.29	20.34	0.00	0.00	0.00	0.00	0.00	0.00	23.04	20.34	0.00
2/27/2021	0.01	24.07	18.76	21.18	9.89	1.99	0.00	0.00	0.00	0.00	33.96	23.17	3.07
2/28/2021	0.05	23.45	21.56	21.85	20.35	9.07	0.00	0.00	0.00	0.00	43.80	30.92	13.31
Minimum	0.00	10.66	0.73	7.82	0.00	0.00	0.00	0.00	0.00	0.00	10.66	7.82	0.00
Maximum	0.54	24.31	21.56	21.85	20.35	9.07	0.00	0.00	0.00	0.00	43.80	30.92	13.31
Total	1.01	413.19	205.54	306.94	37.21	12.00	0.00	0.00	0.00	0.00	449.04	316.58	18.06
Average	0.04	14.76	7.34	10.96	1.33	0.43	0.00	0.00	0.00	0.00	16.04	11.31	0.65

			I								T
	Tertiary Flow MGD	MLSS Avg	Activated Sludge Inventory Lbs MLSS	Activated Sludge SRT Days	15 Minutes Aeration Settling %	30 Minutes Aeration Settling %	60 Minutes Aeration Settling %	Sludge Volume Index	System 1 RAS TSS	System 2 RAS TSS	Dupage River Outfall DO
Date	MGD		LBS	DAYS	mL/L	mL/L	mL/L	mL/g	mg/l	mg/l	mg/l
0/4/0004	0.00	0.075	00.474	40.44	7.4	57	40	040		F 007	0.4
2/1/2021	8.88	2,675	90,171	12.14	74	57	43	212		5,267	9.4
2/2/2021	8.82	0.404	90,171	11.87			10	222			9.2
2/3/2021	8.76	2,401	80,959	10.67	71	55	42	229			9.3
2/4/2021	9.15	/	80,959	10.58							
2/5/2021	9.07	2,554	86,095	10.39	72	58	47	225		5,785	
2/6/2021	8.74		86,095	10.35							
2/7/2021	8.46		86,095	10.28							
2/8/2021	8.40	2,485	83,773	11.26	67	52	41	209		5,077	9.0
2/9/2021	8.21		83,773	11.14							8.5
2/10/2021	8.40	2,557	86,223	11.59	72	59	47	227		5,018	
2/11/2021	8.32		86,223	12.26							8.3
2/12/2021	7.99	2,378	80,182	11.50	68	48	39	201		5,053	
2/13/2021	7.82		80,182	11.52							
2/14/2021	8.01		80,182	11.55							
2/15/2021	8.23	2,682	90,405	12.73	78	66	59	243		5,136	
2/16/2021	8.21		90,405	12.53							8.6
2/17/2021	8.10	2,685	90,520	12.63	82	67	53	247	3,264		9.0
2/18/2021	8.09		84,640	12.73							8.5
2/19/2021	8.03	2,392	80,638	9.81	78	68	53	281		5,929	
2/20/2021	8.05		80,638	9.82							
2/21/2021	8.50		80,638	9.90							
2/22/2021	10.87	2,385	80,399	9.87	56	45	36	186	3,142		8.2
2/23/2021	15.03		80,399	9.78							8.2
2/24/2021	19.92	1,784	60,153	7.30	38	29	23	162	3,626		6.9
2/25/2021	21.49		60,153	8.78					•		
2/26/2021	20.34	1,709	57,617	8.48	36	27	22	159	3,252		
2/27/2021	21.18	,	57,617	8.57					, -		
2/28/2021	21.85		57,617	8.51							
2/20/2021			01,011	5.5.							
<u> </u>											
Minimum	7.82	1,709	57,617.31	7.30	35.94	27.17	22.40	158.88	3,142	5,018	6.9
Maximum	21.85	2,685	90,519.74	12.73	82.25	67.65	59.38	280.68	3,626	5,929	9.4
Total	306.94		2,232,922.09		793.16	630.57	506.81	2,579.53	13,284	37,265	103.1
Average	10.96	2,391	79,747.21	10.66	66.00	52.58	42.08	215.08	3,321	5,324	8.6

	Tertiary Flow MGD	Influent BOD 5	Primary Clarifier BOD 5	Intermediate Clarifier CBOD 5	Tertiary Effluent CBOD 5	Tertiary Effluent CBOD 5 Load	BOD 5 Removal %	Ambient Air Temp Min	Ambient Air Temp Max	Influent Flow Temp
Date	MGD	mg/l	mg/l	mg/l	mg/l		%	Deg F	Deg F	Deg F
2/1/2021	8.88	320			0.7	52	99.5	17	37	54.9
2/2/2021	8.82	293	104	2.9	0.5	37	99.5	17	37	54.0
2/3/2021	8.76	333			0.7	51	99.5	12	38	54.5
2/4/2021	9.15	387	86	1.3	0.8	61	99.5	17	38	54.1
2/5/2021	9.07							8	17	
2/6/2021	8.74							1	15	
2/7/2021	8.46							-4	8	
2/8/2021	8.40	307			1.0	70	99.3	-0	18	53.6
2/9/2021	8.21	297	88	2.5	1.2	82	99.3	0	24	53.3
2/10/2021	8.40	308			1.2	84	99.2	4	17	54.3
2/11/2021	8.32	318	100	4.1	1.0	69	99.1	2	22	54.3
2/12/2021	7.99							6	22	
2/13/2021	7.82							-3	13	
2/14/2021	8.01							-4	8	
2/15/2021	8.23	233			0.9	62	99.1	-1	12	53.6
2/16/2021	8.21	240	108	1.8	0.7	48	99.3	5	24	53.1
2/17/2021	8.10	300			0.8	54	99.3	1	28	52.9
2/18/2021	8.09	353	106	2.9	1.0	67	99.2	13	33	53.0
2/19/2021	8.03							5	23	
2/20/2021	8.05							1	32	
2/21/2021	8.50							13	38	
2/22/2021	10.87	260			0.3	27	99.2	25	39	52.1
2/23/2021	15.03	253	48	3.0	2.0	251	97.3	36	49	52.2
2/24/2021	19.92	137			5.4	897	90.7	25	47	52.2
2/25/2021	21.49	128	58	8.9	3.8	681	89.1	20	42	52.4
2/26/2021	20.34							20	43	
2/27/2021	21.18	132						32	53	
2/28/2021	21.85	109						33	48	
Minimum	7.82	109	48	1.3	0.30	27	89.1	-4	8	52.1
Maximum	21.85	387	108	8.9	5.40	897	99.5	36	53	54.9
Total	306.94	4,708	698	27.4	22.00	2,594	1,568.1	855	825	854.5
Average	10.96	262	87	3.4	1.38	162	98.0	11	29	53.4

	Tertiary Flow MGD	Influent TSS	Primary Clarifier TSS	Intermediate Clarifier TSS	Tertiary Effluent TSS	Tertiary Effluent TSS Load	TSS Removal %	Influent pH	Primary Clarifier pH	Tertiary Effluent pH	Intermediate pH
Date	MGD	mg/l	mg/l	mg/l	mg/l	lbs/day	%	SU	SU	SU	SU
2/1/2021	8.88	230			0.2	15	99.9	7.6	7.5	7.1	7.2
2/2/2021	8.82	205	61	5.0	0.2	15	99.9	7.6	7.5	7.0	7.2
2/3/2021	8.76	273			0.1	7	100.0	7.6	7.5	7.1	7.1
2/4/2021	9.15	293	68	1.6	0.4	31	99.9	7.4	7.6	7.0	7.1
2/5/2021	9.07	268			0.3	23	99.9	7.6	7.7	7.0	7.2
2/6/2021	8.74	180			0.3	22	99.8				
2/7/2021	8.46	212			0.2	14	99.9				
2/8/2021	8.40	236			0.3	21	99.9	7.6	7.4	7.0	7.1
2/9/2021	8.21	248	48	5.9	0.4	27	99.8	7.7	7.5	7.0	7.1
2/10/2021	8.40	300			0.4	28	99.9	7.6	7.4	6.9	7.1
2/11/2021	8.32	318	58	10.0	0.5	35	99.8	7.6	7.6	6.8	7.1
2/12/2021	7.99	250			0.5	33	99.8	7.6	7.4	6.8	7.0
2/13/2021	7.82	213			0.3	20	99.9				
2/14/2021	8.01	250			0.6	40	99.8				
2/15/2021	8.23	200			0.4	27	99.8	7.3	7.5	6.9	7.0
2/16/2021	8.21	195	53	3.2	0.4	27	99.8	7.6	7.5	7.0	7.0
2/17/2021	8.10	273			0.4	27	99.9	7.4	7.4	6.9	7.0
2/18/2021	8.09	473	75	5.2	0.3	20	99.9	7.3	7.4	6.9	7.0
2/19/2021	8.03	265			0.5	33	99.8	7.5	7.5	6.9	7.1
2/20/2021	8.05	240			0.4	27	99.8				
2/21/2021	8.50	222			0.3	21	99.9				
2/22/2021	10.87	230			0.4	36	99.8	7.6	7.5	6.9	7.1
2/23/2021	15.03	250	32	4.3	1.8	226	99.3	7.5	7.5	6.9	7.2
2/24/2021	19.92	120			4.4	731	96.3	7.6	7.6	7.0	7.3
2/25/2021	21.49	80	49	24.3	5.2	932	93.5	7.6	7.6	7.1	7.3
2/26/2021	20.34	132			3.2	543	97.6	7.6	7.7	7.2	7.4
2/27/2021	21.18	132			4.4	777	96.7				
2/28/2021	21.85	90			3.9	711	95.7				
Minime	7.00	90	20	1.6	0.4	7	02.5	7.0	7.4	6.0	7.0
Minimum	7.82	80	32	1.6	0.1	•	93.5	7.3	7.4	6.8	7.0
Maximum	21.85	473	75	24.3	5.2	932	100.0	7.7	7.7	7.2	7.4
Total	306.94	6,378	444	59.5	30.7	4,470	2,775.9	150.9	150.3	139.4	142.6
Average	10.96	228	56	7.4	1.1	160	99.1	7.5	7.5	7.0	7.1

Downers Grove Sanitary District February, 2021

MONTHLY OPERATIONS REPORT PAGE 5

	Tertiary	Influent	Tertiary	Tertiary Effluent	Chlorine	Fecal
	Flow	Ammonia-N	Ammonia-N	Ammonia-N Load	Residual	Coliform
Date	MGD	mg/l	mg/l	lbs/day	mg/l	col/100ml
2/1/2021	8.88					
2/2/2021	8.82	17.00	0.10	7.4		
2/3/2021	8.76					
2/4/2021	9.15					
2/5/2021	9.07					
2/6/2021	8.74					
2/7/2021	8.46	12.24	0.10	7.1		
2/8/2021	8.40					
2/9/2021	8.21	18.32	0.51	34.9		
2/10/2021	8.40					
2/11/2021	8.32					
2/12/2021	7.99					
2/13/2021	7.82					
2/14/2021	8.01	20.32	0.45	30.1		
2/15/2021	8.23					
2/16/2021	8.21	18.16	0.10	6.8		
2/17/2021	8.10					
2/18/2021	8.09					
2/19/2021	8.03					
2/20/2021	8.05					
2/21/2021	8.50	16.50	0.11	7.8		
2/22/2021	10.87					
2/23/2021	15.03	14.74	2.98	373.5	0.03	
2/24/2021	19.92				0.03	
2/25/2021	21.49				0.03	
2/26/2021	20.34				0.03	
2/27/2021	21.18				0.03	
2/28/2021	21.85	4.12	1.03	187.7		
Minimum	7.82	4.12	0.10	6.8	0.03	
Maximum	21.85	20.32	2.98	373.5	0.03	
Total	306.94	121.40	5.38	655.3	0.15	
Average	10.96	15.18	0.67	81.9	0.03	

SLUDGE DATA				
Primary Sludge TS	2.60	%	968,024	Gallons
WAS to Digesters TS	2.83	%	600,900	Gallons
TWAS to Digester 4 TS	5.65	%	152,869	Gallons
Hauled Grease to Digs TS	9.20	%	230,127	Gallons
Anaerobically Digested Sludge Pumping				
Drying Beds TS		%		Gallons
BFP TS	2.11	%	640,378	Gallons
Lagoons TS		%		Gallons
Total			640,378	Gallons
VS Destruction			67.5	%
Biosolids Disposal				
Class A Distribution	Feb			Dry Tons
Class B Hauling	Feb			Dry Tons
Total	Feb			Dry Tons
Class A Distribution	YTD		14	Dry Tons
Class B Hauling	YTD			Dry Tons
Total	YTD		14	Dry Tons
ENERGY DATA				
Total Digester Gas Prod			4,487,413	
Gas Volume per Volatile Solid	s Load		9.7	Cu.Ft./Lb.
<u>Digester Gas Utilization</u>				
Heat Exch	_		375,542	
Dehumidi			513,996	
	CHP		3,490,067	
	Total		4,379,604	
Digester Gas Flared			107,809	SCF
Natural Gas Consumed				
,	WWTC		44,433	
<u>.</u>	MSB		71,800	
Chemica			71,333	
	Walnut		30,433	
Kilowatt-hours Generated CHP			270,372	
Net energy from Comed			53,909	
Monthly net energy			113	MWH
MISCELLANEOUS				
Grit Removal	Feb			Cu. Yds
Grit Removal	YTD			Cu. Yds
Anaerobic Supernate			658,395	
Waste Activated Sludge				Gals/Day
City Water Consumed			15,209	Gallons

Downers Grove Sanitary District February, 2021

Monthly Operations Report Page 6

	Tertiary	Influent	Tertiary	Influent	Tertiary	Phosphorus	Influent	Tertiary	Influent	Tertiary	Nitrogen	Tertiary
	Flow MGD	Phosphorus	Effluent Phosphorus	Phosphorus Load	Effluent Phosphorus Load	Removal %	Nitrogen	Effluent Nitrogen	Nitrogen Load	Effluent Nitrogen Load	Removal %	Effluent Nitrate Grab
Date	MGD	mg/l	mg/l	lbs/day	lbs/day	%	mg/l	mg/l	lbs/day	lbs/day	%	mg/l
2/1/2021	8.88	5.25	2.93	371.2	217.0	44.2						
2/2/2021	8.82											
2/3/2021	8.76											
2/4/2021	9.15											
2/5/2021	9.07											21.72
2/6/2021	8.74											
2/7/2021	8.46											
2/8/2021	8.40	6.20	2.90	421.1	203.2	53.2						
2/9/2021	8.21						39.8	18.3	2,724.1	1,253.5	54.0	
2/10/2021	8.40											
2/11/2021	8.32											23.98
2/12/2021	7.99											
2/13/2021	7.82											
2/14/2021	8.01											
2/15/2021	8.23											
2/16/2021	8.21											
2/17/2021	8.10	7.26	3.37	528.6	227.6	53.6						
2/18/2021	8.09											24.92
2/19/2021	8.03											
2/20/2021	8.05											
2/21/2021	8.50											
2/22/2021	10.87	5.08	3.36	500.3	304.5	33.9						
2/23/2021	15.03											
2/24/2021	19.92											
2/25/2021	21.49											6.36
2/26/2021	20.34											
2/27/2021	21.18											
2/28/2021	21.85											
Minimum	7.82	5.08	2.90	371.2	203.2	33.9	39.8	18.3	2,724.1	1,253.5	54.0	6.36
Maximum	21.85	7.26	3.37	528.6	304.5	53.6	39.8	18.3	2,724.1	1,253.5	54.0	24.92
Total	306.94	23.79	12.56	1,821.2	952.3	184.9	39.8	18.3	2,724.1	1,253.5	54.0	76.98
Average	10.96	5.95	3.14	455.3	238.1	46.2	39.8	18.3	2,724.1	1,253.5	54.0	19.25

Permit

Permit #: IL0028380

DOWNERS GROVE SANITARY DISTRICT Permittee:

Major: Yes

2710 CURTISS STREET PO BOX 1412 Permittee Address:

DOWNERS GROVE, IL 60515

Facility Location:

Facility:

DOWNERS GROVE S.D. - WASTEWATER TREATMENT CENTER

5003 WALNUT AVENUE DOWNERS GROVE, IL 60515

Permitted Feature:

001 External Outfall

Underwood

Discharge:

001-0 COMBINED DISCHARGE FROM A01, B01, & C01

Report Dates & Status

Monitoring Period: From 02/01/21 to 02/28/21 **DMR Due Date:** 03/25/21

Status:

NetDMR Validated

Considerations for Form Completion

NUMBER OF DAYS OF DISCHARGE.COMBINED OUTFALLS: A01-MIXING CHAMBER DISCHARGE TO E BR OF DUPAGE RIVER-EFFECTIVE WHEN FLOWS TO TRT PLT ARE GREATER THAN 22 MGD & EXCESS FLOW FAC IS IN OPERATION. 002 BECOMES OPERATIONAL WHEN 001, A01,& B01 EXCEED 30 MGD.

Principal Executive Officer

First Name: Amy Title:

General Manager

Telephone:

630-969-0664

No Data Indicator (NODI)

Form NODI:

Last Name:

	Parameter	Monitoring Location	Season #	Param. NODI			Quantity	y or Loading				(Quality or Concent	ration			# of Ex.	Frequency of Analysis	Sample Type
Code	Name					Qualifier 1 Value 1	Qualifier 2	Value 2	Units	Qualifier 1	Value 1	Qualifier 2	2 Value 2	Qualifier 3	Value 3	Units			
					Sample						8.5		7.7			19 - mg/L		03/DW - 3 Days Every Week	GR - GRAB
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	0		Permit Req.						Req Mon MO AV MN	N	Req Mon MN WK A	AV	Req Mon DAILY MN	19 - mg/L	0	DL/DS - Daily When Discharging	GR - GRAB
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				Value NODI														
					Sample							=	7.2	=	14.6	19 - mg/L		04/07 - Four Per Week	CP - COMPOS
00310	BOD, 5-day, 20 deg. C	1 - Effluent Gross	0		Permit Req.							<=	30.0 MO AVG	<=	45.0 WKLY AVG	19 - mg/L	0	DL/DS - Daily When Discharging	GR - GRAB
00310	DOD, 3-day, 20 deg. 0	1 - Lindent Gross	O		Value NODI														
					Sample					=	6.8			=	7.4	12 - SU		05/DW - 5 Days Every Week	GR - GRAB
00400	nU	1 - Effluent Gross	0		Permit Req.					>=	6.0 MINIMUM			<=	9.0 MAXIMUM	12 - SU	0	DL/DS - Daily When Discharging	GR - GRAB
00400	рп	1 - Lilluelli Gloss	0		Value NODI														
					Sample							=	2.1	=	4.4	19 - mg/L		05/DW - 5 Days Every Week	CP - COMPOS
00530	Solids, total suspended	1 - Effluent Gross	0		Permit Req.							<=	30.0 MO AVG	<=	45.0 WKLY AVG	19 - mg/L	0	DL/DS - Daily When Discharging	GR - GRAB
00000	oonus, total suspenueu	1 Emach Gross			Value NODI														
					Sample							=	1.69	=	6.8	19 - mg/L		10/30 - Ten Per Month	CP - COMPOS
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	0		Permit Req.								Req Mon MO AVG		Req Mon DAILY MX	19 - mg/L	0	DL/DS - Daily When Discharging	GR - GRAB
00010	ratiogon, animonia total [ao 14]	1 Emaoni Grood			Value NODI														
					Sample									=	3.37	19 - mg/L		07/30 - 7 Times Every Month	CP - COMPOS
00665	Phosphorus, total [as P]	1 - Effluent Gross	0		Permit Req.										Req Mon DAILY MX	19 - mg/L	0	DL/DS - Daily When Discharging	GR - GRAB
00000	r neopherue, tetar (ue r j	1 Emaoni Grood			Value NODI														
					Sample							=	0.19			19 - mg/L		06/30 - Six Per Month	CP - COMPOS
50060	Chlorine, total residual	1 - Effluent Gross	0		Permit Req.							<=	0.75 MO AVG			19 - mg/L	0	DL/DS - Daily When Discharging	GR - GRAB
					Value NODI														
					Sample									=	47.0	13 - #/100ml	L	DL/DS - Daily When Discharging	GR - GRAB
74055	Coliform, fecal general	1 - Effluent Gross	0		Permit Req.									<=	400.0 DAILY MX	13 - #/100ml	- 0	DL/DS - Daily When Discharging	GR - GRAB
	3				Value NODI														
					Sample		=	300.88	80 - Mgal/m	0								99/99 - Continuous	
82220	Flow, total	1 - Effluent Gross	0		Permit Req.			Req Mon MO TOTAL	80 - Mgal/m	0							0	99/99 - Continuous	
32220		225 2.000			Value NODI														

Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

No errors.

Comments

28 days of discharge, including 3 days of discharge combined with A01 and zero days combined with C01.

Attachments

No attachments.

Report Last Saved By

DOWNERS GROVE SANITARY DISTRICT

User: reeseberry
Name: Dorrance Berry
E-Mail: rberry@dgsd.org

Date/Time: 2021-03-10 14:06 (Time Zone: -06:00)

Report Last Signed By

User: reeseberry
Name: Dorrance Berry
E-Mail: rberry@dgsd.org

Date/Time: 2021-03-10 14:41 (Time Zone: -06:00)

Permit

Permit #: IL0028380

3380

Permittee: DOWNERS GROVE SANITARY DISTRICT

Major: Yes

Permittee Address: 2710 CURTISS STREET PO BOX 1412

DOWNERS GROVE, IL 60515

Facility: DOWNERS GROVE S.D. - WASTEWATER TREATMENT CENTER

Facility Location: 5003 WALNUT AVENUE DOWNERS GROVE, IL 60515

Permitted Feature: 002

External Outfall

Underwood

002-0

MIXING CHMBR OVERFLOW TO ST. JOSEPH CRK

Report Dates & Status

Monitoring Period: From 02/01/21 to 02/28/21

DMR Due Date: 03/25/21

Status: NetDMR Validated

Considerations for Form Completion

NUMBER OF DAYS OF DISCHARGE:CS

Principal Executive Officer

First Name: Amy

Title:

Discharge:

General Manager

Telephone:

630-969-0664

No Data Indicator (NODI)

Form NODI:

Last Name:

	Parameter	Monitoring Location	Season #	Param. NODI			Quan	tity or Loading				(Quality or Co	ncentration			# of Ex.	Frequency of Analysis	Sample Type
Code	Name					Qualifier 1	Value 1 Qualifie	r 2 Value 2	Units	Qualifier '	1 Value 1	Qualifier 2	Value 2	Qualifier 3	Value 3	Units			
					Sample									=	6.6	19 - mg/L		DL/DS - Daily When Discharging	GR - GRAB
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	0		Permit Req.										Req Mon DAILY MN	19 - mg/L	0	DL/DS - Daily When Discharging	GR - GRAB
	, , , , , , , , , , , , , , , , , , , ,				Value NODI														
					Sample							=	27.3	=	25.0	19 - mg/L		DL/DS - Daily When Discharging	GR - GRAB
00310	BOD, 5-day, 20 deg. C	1 - Effluent Gross	0		Permit Req.							<=	30.0 MO AV	G <=	45.0 WKLY AVG	19 - mg/L	0	DL/DS - Daily When Discharging	GR - GRAB
00010	505, 5 day, 25 deg. 5	1 Emacin Gross			Value NODI														
					Sample					=	7.2			=	7.4	12 - SU		DL/DS - Daily When Discharging	GR - GRAB
00400	рН	1 - Effluent Gross	0		Permit Req.					>=	6.0 MINIMUM			<=	9.0 MAXIMUM	12 - SU	0	DL/DS - Daily When Discharging	GR - GRAB
00.00	P	c.iii G.ccc			Value NODI														
					Sample							=	13.4	=	9.8	19 - mg/L		DL/DS - Daily When Discharging	GR - GRAB
00530	Solids, total suspended	1 - Effluent Gross	0		Permit Req.							<=	30.0 MO AV	G <=	45.0 WKLY AVG	19 - mg/L	0	DL/DS - Daily When Discharging	GR - GRAB
					Value NODI														
					Sample									=	6.8	19 - mg/L		DL/DS - Daily When Discharging	GR - GRAB
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	0		Permit Req.										Req Mon DAILY MX	19 - mg/L	0	DL/DS - Daily When Discharging	GR - GRAB
					Value NODI														
					Sample									=	2.54	19 - mg/L		DL/DS - Daily When Discharging	GR - GRAB
00665	Phosphorus, total [as P]	1 - Effluent Gross	0		Permit Req.										Req Mon DAILY MX	19 - mg/L	0	DL/DS - Daily When Discharging	GR - GRAB
					Value NODI														
					Sample							=	0.36			19 - mg/L		DL/DS - Daily When Discharging	GR - GRAB
50060	Chlorine, total residual	1 - Effluent Gross	0		Permit Req.							<=	0.75 MO AV	G		19 - mg/L	0	DL/DS - Daily When Discharging	GR - GRAB
					Value NODI														
					Sample									=	47.0	13 - #/100mL		DL/DS - Daily When Discharging	GR - GRAB
74055	Coliform, fecal general	1 - Effluent Gross	0		Permit Req.									<=	400.0 DAILY MX	13 - #/100mL	0	DL/DS - Daily When Discharging	GR - GRAB
	,				Value NODI														
					Sample		=	18.06	80 - Mgal/mo									DL/DS - Daily When Discharging	1
82220	Flow, total	1 - Effluent Gross	0		Permit Req.			Req Mon MO TOTAL	. 80 - Mgal/mo)							0	DL/DS - Daily When Discharging	1
	,		,		Value NODI														

Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

No errors.

Comments

3 days of discharge.

Attachments

No attachments.

Report Last Saved By

DOWNERS GROVE SANITARY DISTRICT

User: reeseberry

Name: Dorrance Berry
E-Mail: rberry@dgsd.org

Date/Time: 2021-03-10 14:03 (Time Zone: -06:00)

Report Last Signed By

User: reeseberry
Name: Dorrance Berry
E-Mail: rberry@dgsd.org

Date/Time: 2021-03-10 14:41 (Time Zone: -06:00)

Permit

Major:

IL0028380 Permit #:

DOWNERS GROVE SANITARY DISTRICT Permittee:

Permittee Address:

Title:

Facility: DOWNERS GROVE S.D. - WASTEWATER TREATMENT CENTER **Facility Location:**

2710 CURTISS STREET PO BOX 1412

DOWNERS GROVE, IL 60515

5003 WALNUT AVENUE DOWNERS GROVE, IL 60515

Permitted Feature:

003 External Outfall

Yes

Discharge: 003-0

EXCESS FLOW TO ST. JOSEPH CRK

Report Dates & Status

Monitoring Period: From 02/01/21 to 02/28/21 **DMR Due Date:** 03/25/21

Status: **NetDMR Validated**

Considerations for Form Completion

NUMBER OF DAYS OF DISCHARGE:CS

Principal Executive Officer

First Name: Amy

Last Name: Underwood General Manager

Telephone:

630-969-0664

No Data Indicator (NODI)

Form NODI:

	Parameter	Monitoring Location	Season #	Param. NOD		Quantity of	r Loading					Quality or Concentra	ition			# of Ex.	Frequency of Analysis	Sample Type
Code	Name					Qualifier 1 Value 1 Qualifier 2	Value 2	Units	Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3	Value 3	Units			
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	0		Sample Permit Req. Value NODI									Req Mon DAILY MN C - No Discharge	19 - mg/L	[DL/DS - Daily When Discharging	GR - GRAB
00310	BOD, 5-day, 20 deg. C	1 - Effluent Gross	0		Sample Permit Req. Value NODI						<=	30.0 MO AVG C - No Discharge	<=	45.0 WKLY AVG C - No Discharge	19 - mg/L	ſ	DL/DS - Daily When Discharging	GR - GRAB
00400	рН	1 - Effluent Gross	0		Sample Permit Req. Value NODI				>=	6.0 MINIMUM C - No Discharge			<=	9.0 MAXIMUM C - No Discharge	12 - SU	Ē	DL/DS - Daily When Discharging	GR - GRAB
00530	Solids, total suspended	1 - Effluent Gross	0		Sample Permit Req. Value NODI						<=	30.0 MO AVG C - No Discharge	<=	45.0 WKLY AVG C - No Discharge	19 - mg/L	Ţ.	DL/DS - Daily When Discharging	GR - GRAB
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	0		Sample Permit Req. Value NODI									Req Mon DAILY MX C - No Discharge	19 - mg/L	[DL/DS - Daily When Discharging	GR - GRAB
00665	Phosphorus, total [as P]	1 - Effluent Gross	0		Sample Permit Req. Value NODI									Req Mon DAILY MX C - No Discharge	19 - mg/L	[DL/DS - Daily When Discharging	GR - GRAB
50060	Chlorine, total residual	1 - Effluent Gross	0		Sample Permit Req. Value NODI						<=	0.75 MO AVG C - No Discharge			19 - mg/L	[DL/DS - Daily When Discharging	GR - GRAB
74055	Coliform, fecal general	1 - Effluent Gross	0		Sample Permit Req. Value NODI								<=	400.0 DAILY MX C - No Discharge	13 - #/100ml	. [DL/DS - Daily When Discharging	GR - GRAB
82220	Flow, total	1 - Effluent Gross	0		Sample Permit Req. Value NODI		q Mon MO TOTAL - No Discharge	80 - Mgal/mo	0							[DL/DS - Daily When Discharging	

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

No errors.

Comments

Attachments

No attachments.

Report Last Saved By

DOWNERS GROVE SANITARY DISTRICT

User: reeseberry Name: Dorrance Berry
E-Mail: rberry@dgsd.org

Date/Time: 2021-03-10 14:04 (Time Zone: -06:00)

Report Last Signed By

User: reeseberry
Name: Dorrance Berry
E-Mail: rberry@dgsd.org

Date/Time: 2021-03-10 14:41 (Time Zone: -06:00)

Permit

Permit #: IL0028380

Permittee: DOWNERS GROVE SANITARY DISTRICT

Major: Yes 2710 CURTISS STREET PO BOX 1412

Facility Location:

DOWNERS GROVE, IL 60515

5003 WALNUT AVENUE DOWNERS GROVE, IL 60515

DOWNERS GROVE S.D. - WASTEWATER TREATMENT CENTER

DL/DS - Daily When Discharging CN - CONTIN

0

A01 **Permitted Feature:**

External Outfall

Discharge: A01-0

Permittee Address:

EXCESS FLOW FROM EXCESS FLOW CLARIFIERS

Report Dates & Status

From 02/01/21 to 02/28/21 **Monitoring Period:**

DMR Due Date: 03/25/21 Status: **NetDMR Validated**

Considerations for Form Completion NUMBER OF DAYS OF DISCHARGE:CS

Principal Executive Officer

First Name:

Last Name: Underwood Title: General Manager

Permit Req.

Value NODI

Telephone: 630-969-0664

Facility:

No Data Indicator (NODI)

Form NODI:

Monitoring Location Season # Param. NODI **Quantity or Loading Quality or Concentration** # of Ex. Frequency of Analysis Sample Type Code Qualifier 1 Value 1 Qualifier 2 Value 2 Qualifier 1 Value 1 Qualifier 2 Value 2 Qualifier 3 Value 3 Units Sample 19 - mg/L DL/DS - Daily When Discharging GR - GRAB DL/DS - Daily When Discharging GR - GRAB Req Mon DAILY MX 19 - mg/L Permit Rea 00310 BOD, 5-day, 20 deg. C 1 - Effluent Gross 0 Value NODI DL/DS - Daily When Discharging GR - GRAB Sample 33.3 19 - ma/L Req Mon DAILY MX 19 - mg/L Permit Reg DL/DS - Daily When Discharging GR - GRAB 1 - Effluent Gross 0 00530 Solids, total suspended Value NODI Sample 6.93 19 - mg/L DL/DS - Daily When Discharging GR - GRAB Req Mon DAILY MX 19 - mg/L DL/DS - Daily When Discharging GR - GRAB Permit Req. 00610 Nitrogen, ammonia total [as N] 1 - Effluent Gross 0 Value NODI DL/DS - Daily When Discharging GR - GRAB Sample 2.39 19 - mg/L Req Mon DAILY MX 19 - mg/L 0 Permit Reg. DL/DS - Daily When Discharging GR - GRAB 1 - Effluent Gross 0 00665 Phosphorus, total [as P] Value NODI Sample 80 - Mgal/mo DL/DS - Daily When Discharging CN - CONTIN

Req Mon MO TOTAL 80 - Mgal/mo

Submission Note

82220 Flow, total

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

No errors.

Comments

3 days of discharge. Event 1: 2/24/21 to 2/25/21, discharging for 5.9 hours. No rain was measured leading up to this event, but nearly 30" of snow melt led to high flows. B01 flow rate at A01 start time: 15,666 gpm. Event 2: 2/27/21, discharging for 6 hours. 0.06 inches of rain over 6 hours was measured leading up to this event, along with nearly 30" of snow melt led to high flows. B01 flow rate at A01 start time: 15,931 gpm. Event 3: 2/28/21, discharging for 24 hours. 0.05 inches of rain over 5 hours was measured leading up to this event, along with nearly 30" inches of snow melt led to high flows. B01 flow rate at A01 start time: 15,845 gpm.

Attachments

No attachments.

Report Last Saved By

DOWNERS GROVE SANITARY DISTRICT

User: reeseberry Name: Dorrance Berry E-Mail: rberry@dgsd.org

2021-03-10 14:28 (Time Zone: -06:00) Date/Time:

1 - Effluent Gross 0

Report Last Signed By

User: reeseberry Name: Dorrance Berry E-Mail: rberry@dgsd.org

Date/Time: 2021-03-10 14:41 (Time Zone: -06:00)

Permit

Permit #: IL0028380 Permittee: DOWNERS GROVE SANITARY DISTRICT DOWNERS GROVE S.D. - WASTEWATER TREATMENT CENTER

Major: Yes Permittee Address:

DMR Due Date:

Title:

Facility:

2710 CURTISS STREET PO BOX 1412 DOWNERS GROVE, IL 60515

Facility Location: 5003 WALNUT AVENUE DOWNERS GROVE, IL 60515

Permitted Feature: B01

External Outfall

Discharge: B01-0

INTERNAL MIXING CHMBR - E. BR. DUPAGE RVR

Report Dates & Status

Monitoring Period: From 02/01/21 to 02/28/21 03/25/21

Status: **NetDMR Validated**

Considerations for Form Completion

DMF LOAD LIMITS DISPLAYED.

Principal Executive Officer

First Name: Amy

Last Name: Underwood General Manager

Telephone:

630-969-0664

No Data Indicator (NODI)

Form NODI:

	Parameter	Monitoring Location	Season	# Param. NODI			Qu	antity or Lo	ading			(Quality or Conc	entration		# of	Ex. Frequency of Analysis	Sample Type
Code	Name					Qualifier 1	Value 1	Qualifier	2 Value 2	Units Qualifier 1	1 Value 1	Qualifier	2 Value 2	Qualifier 3	Value 3	Units		
					Sample									=	49.1	15 - deg F	01/30 - Monthly	GR - GRAB
00011	Temperature, water deg. fahrenheit	1 - Effluent Gross	0		Permit Req.										Req Mon MO MAX	15 - deg F 0	01/30 - Monthly	GR - GRAB
					Value NODI													
					Sample					=	8.6	=	7.8	=	6.9	19 - mg/L	03/DW - 3 Days Every Week	GR - GRAB
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	1		Permit Req.					>=	5.5 MO AV MN	l >=	4.0 MN WK A	V >=	3.5 DAILY MN	19 - mg/L 0	02/DA - 2 Days Every Week	GR - GRAB
	51 , 3 511, 1151				Value NODI													
					Sample					=	6.8			=	7.2	12 - SU	05/DW - 5 Days Every Week	GR - GRAB
00400	nH	1 - Effluent Gross	0		Permit Req.					>=	6.0 MINIMUM			<=	9.0 MAXIMUM	12 - SU 0	02/DA - 2 Days Every Week	GR - GRAB
00100	P	1 Emacrit Groot			Value NODI													
					Sample									=	146.0	19 - mg/L	01/30 - Monthly	CP - COMPOS
00440	Alkalinity total [as CaCO2]	1 - Effluent Gross	0		Permit Req.										Req Mon DAILY M		01/30 - Monthly	CP - COMPOS
00410	Alkalinity, total [as CaCO3]	i - Elliuelii Gioss	U		Value NODI										·	0	•	
							159.64		932.11	26 - lb/d			1.1		5.2	10	OF/DW - F Davis Event Week	CP - COMPOS
					Sample Permit Req.		2202.0 MO AVG	=	4404.0 DAILY MX			= <=	12.0 MO AVG		24.0 DAILY MX	19 - mg/L 19 - mg/L	05/DW - 5 Days Every Week 02/DA - 2 Days Every Week	CP - COMPOS
00530	Solids, total suspended	1 - Effluent Gross	0			-	2202.0 WO AVG	\ <u>-</u>	4404.0 DAILT IVIX	20 - ID/U		\=	12.0 WO AVG	\=	24.0 DAILT WIX	19 - IIIg/L 0	02/DA - 2 Days Every Week	CF - COMFOS
					Value NODI													
					Sample									=	18.3	19 - mg/L	01/30 - Monthly	CP - COMPOS
00600	Nitrogen, total [as N]	1 - Effluent Gross	0		Permit Req.										Req Mon DAILY M	X 19 - mg/L 0	01/30 - Monthly	CP - COMPOS
					Value NODI													
					Sample	= 8	81.91	=	373.47	26 - Ib/d		=	0.67	=	2.98	19 - mg/L	02/DA - 2 Days Every Week	CP - COMPOS
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	1		Permit Req.	<=	734.0 MO AVG	<=	1376.0 DAILY MX	26 - lb/d		<=	4.0 MO AVG	<=	7.5 DAILY MX	19 - mg/L 0	02/DA - 2 Days Every Week	CP - COMPOS
					Value NODI													
					Sample									=	1.4	19 - mg/L	01/30 - Monthly	CP - COMPOS
00625	Nitrogen, Kjeldahl, total [as N]	1 - Effluent Gross	0		Permit Req.										Req Mon DAILY M	X 19 - mg/L 0	01/30 - Monthly	CP - COMPOS
00020	ratiogen, rectain, total [as 14]	1 Emacrit Groot			Value NODI													
					Sample									=	16.9	19 - mg/L	01/30 - Monthly	CA - CALCTD
00000	Nituita - Nituata tatal Fac NI	4 Effluent Cross	0		Permit Reg.										Req Mon DAILY M		01/30 - Monthly	CA - CALCTD
00630	Nitrite + Nitrate total [as N]	1 - Effluent Gross	U		Value NODI										·	0	•	
															0.07	40	04/00 Farm Dan Manth	OD COMPOS
					Sample Permit Req.										3.37 Req Mon DAILY M	19 - mg/L	04/30 - Four Per Month 01/30 - Monthly	CP - COMPOS
00665	Phosphorus, total [as P]	1 - Effluent Gross	0												Red MOIL DAIL I M	∧ 19 - 111g/L 0	01/30 - Monuny	CF - COMFOS
					Value NODI													
					Sample										2.9	19 - mg/L	01/30 - Monthly	CP - COMPOS
00666	Phosphorus, dissolved	1 - Effluent Gross	0		Permit Req.										Req Mon DAILY M	X 19 - mg/L 0	01/30 - Monthly	CP - COMPOS
					Value NODI													
					Sample										385.0	19 - mg/L	01/30 - Monthly	GR - GRAB
00940	Chloride [as Cl]	1 - Effluent Gross	0		Permit Req.										Req Mon DAILY M	X 19 - mg/L 0	01/30 - Monthly	GR - GRAB
			-		Value NODI													
					Sample	=	10.96	=	21.85	03 - MGD							99/99 - Continuous	
E0050	Flow in conduit or the street mant start	1 Effluent One			Permit Req.		Reg Mon MO AVO		Reg Mon DAILY MX							0	99/99 - Continuous	
20050	Flow, in conduit or thru treatment plant	1 - Effluent Gross	U													0		
					Value NODI													

			Sample									=	0.03	19 - mg/L	CL/OC - Chlorination/Occuran	ces GR - GRAB
50060 Chlorine, total residual	1 - Effluent Gross	1	 Permit Req.									<=	0.05 DAILY MX	19 - mg/L	CL/OC - Chlorination/Occuran	ces GR - GRAB
Sino ino, iota i ostada	1 Emdon Cross		Value NODI													
			Sample =	162.11	-	=	897.05	26 - lb/d		=	1.4	=	5.4	19 - mg/L	04/07 - Four Per Week	CP - COMPOS
80082 BOD, carbonaceous [5 day, 20 C]	1 - Effluent Gross	0	 Sample = Permit Req. <=		AVG •	= <=	897.05 3670.0 DAILY MX			= <=	1.4 10.0 MO AVG	= <=	5.4 20.0 DAILY MX	19 - mg/L 19 - mg/L	04/07 - Four Per Week 02/DA - 2 Days Every Week	CP - COMPOS CP - COMPOS

Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

No errors.

Comments

Attachments

No attachments.

Report Last Saved By

DOWNERS GROVE SANITARY DISTRICT

User: reeseberry
Name: Dorrance Berry
E-Mail: rberry@dgsd.org

Date/Time: 2021-03-10 14:31 (Time Zone: -06:00)

Report Last Signed By

User: reeseberry
Name: Dorrance Berry
E-Mail: rberry@dgsd.org

Date/Time: 2021-03-10 14:41 (Time Zone: -06:00)

Permit

Major:

Permit #: IL0028380

External Outfall

Yes

C01

Permittee: **Permittee Address:**

DOWNERS GROVE SANITARY DISTRICT

2710 CURTISS STREET PO BOX 1412

DOWNERS GROVE, IL 60515

Facility Location:

Facility:

DOWNERS GROVE S.D. - WASTEWATER TREATMENT CENTER

5003 WALNUT AVENUE DOWNERS GROVE, IL 60515

Discharge: C01-0

EXCESS FLOW FROM CLARIFIER #1

Report Dates & Status

Permitted Feature:

Monitoring Period: From 02/01/21 to 02/28/21 **DMR Due Date:** 03/25/21

Status:

NetDMR Validated

Considerations for Form Completion NUMBER OF DAYS OF DISCHARGE:CS

Principal Executive Officer

First Name:

Last Name: Underwood Title: General Manager Telephone:

630-969-0664

No Data Indicator (NODI)

Form NODI:

romi i	Parameter	Monitoring Location	Season #	Param NODI			Quantity o	or Loading				0	uality or Cond	centratio	on	# .	of Ex.	Frequency of Analysis	Sample Type
Code	Name	monitoring Location	ocason #	r aram. NODI		Qualifier	1 Value 1 Qualifier 2	Value 2	Units	Qualifier 1	Value 1		Value 2 Qual		Value 3	Units	JI LX.	requestey of Analysis	Campic Typ
					Sample														
00310	BOD, 5-day, 20 deg. C	1 - Effluent Gross	0		Permit Req.									R	Req Mon DAILY MX	19 - mg/L		L/DS - Daily When Discharging	GR - GRAB
					Value NODI										C - No Discharge				
					Sample														
0530	Solids, total suspended	1 - Effluent Gross	0		Permit Req.									R	Req Mon DAILY MX	19 - mg/L		DL/DS - Daily When Discharging	GR - GRAB
					Value NODI										C - No Discharge				
					Sample										N M BAUVAN	10 "		N /DO D : M/ D: .	00 0040
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	0		Permit Req.										Req Mon DAILY MX	19 - mg/L	L	DL/DS - Daily When Discharging	GR - GRAB
					Value NODI										C - No Discharge				
					Sample										N M BAHAMA	10 "		N /DO D :	00 0040
0665	Phosphorus, total [as P]	1 - Effluent Gross	0		Permit Req.										Req Mon DAILY MX		-	DL/DS - Daily When Discharging	GR - GRAB
					Value NODI										C - No Discharge				
					Sample														
32220	Flow, total	1 - Effluent Gross	0		Permit Req.		Re	eq Mon MO TOTAL	80 - Mgal/m)								DL/DS - Daily When Discharging	CN - CONTI
					Value NODI			C - No Discharge											

Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

No errors.

Comments

Attachments

No attachments.

Report Last Saved By

DOWNERS GROVE SANITARY DISTRICT

User: reeseberry Name: Dorrance Berry E-Mail: rberry@dgsd.org

Date/Time: 2021-03-10 14:31 (Time Zone: -06:00)

Report Last Signed By

User: reeseberry Name: Dorrance Berry E-Mail: rberry@dgsd.org

2021-03-10 14:41 (Time Zone: -06:00) Date/Time:

Permit

Major:

Permit #: IL0028380

Permittee:

Permittee Address:

DOWNERS GROVE SANITARY DISTRICT

2710 CURTISS STREET PO BOX 1412

DOWNERS GROVE, IL 60515

Facility:

DOWNERS GROVE S.D. - WASTEWATER TREATMENT CENTER

Facility Location: 5003 WALNUT AVENUE

DOWNERS GROVE, IL 60515

Permitted Feature: IN

INF Influent Structure

Underwood

Yes

Discharge:

INF-L
INFLUENT MONITORING

Report Dates & Status

Monitoring Period: From 02/01/21 to 02/28/21

DMR Due Date: 03/25/21

Status:

NetDMR Validated

Considerations for Form Completion

CS

Principal Executive Officer

First Name: Amy

Title:

General Manager

Telephone:

630-969-0664

No Data Indicator (NODI)

Form NODI:

Last Name:

TOTHI NODI.																				
Para	meter	Monitoring Location	Season	# Param. NOD			Qua	antity or Loa	ading					Quality or Conc	entration			# of Ex	x. Frequency of Analysi	is Sample Type
Code	Name					Qualifier 1	Value 1	Qualifier 2	Value 2	Units	Qualifier 1	Value 1	Qualifier 2	2 Value 2	Qualifier 3	3 Value 3	Units			
					Sample								=	262.0			19 - mg/L		09/99 - See Permit	CP - COMPOS
00310 BOD , 5-day , 20	dea. C	G - Raw Sewage Influent	0		Permit Req.									Req Mon MO AVG			19 - mg/L	. 0	09/99 - See Permit	CP - COMPOS
	g				Value NODI															
					Sample								=	228.0			19 - mg/L		09/99 - See Permit	CP - COMPOS
00530 Solids, total sus	spended	G - Raw Sewage Influent	0		Permit Req.									Req Mon MO AVG			19 - mg/L	. 0	09/99 - See Permit	CP - COMPOS
					Value NODI															
					Sample										=	39.8	19 - mg/L		01/30 - Monthly	CP - COMPOS
00600 Nitrogen, total	ías N1	G - Raw Sewage Influent	0		Permit Req.											Req Mon DAILY MX	19 - mg/L	0	01/30 - Monthly	CP - COMPOS
,	•				Value NODI															
					Sample										=	7.26	19 - mg/L		01/30 - Monthly	CP - COMPOS
00665 Phosphorus, to	tal [as P]	G - Raw Sewage Influent	0		Permit Req.											Req Mon DAILY MX	19 - mg/L	. 0	01/30 - Monthly	CP - COMPOS
	[Value NODI															
					Sample	= 1	11.19	=	21.89	03 - MGD									99/99 - Continuous	
50050 Flow, in condui	t or thru treatment plant	G - Raw Sewage Influent	0		Permit Req.	F	Req Mon MO AVG		Req Mon DAILY MX	03 - MGD								0	99/99 - Continuous	
, 3011441		comage mindom			Value NODI															

Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

No errors.

Comments

Attachments

No attachments.

Report Last Saved By

DOWNERS GROVE SANITARY DISTRICT

User: reeseberry
Name: Dorrance Berry
E-Mail: rberry@dgsd.org

Date/Time: 2021-03-10 14:32 (Time Zone: -06:00)

Report Last Signed By

User: reeseberry
Name: Dorrance Berry
E-Mail: rberry@dgsd.org

Date/Time: 2021-03-10 14:41 (Time Zone: -06:00)

DOWNERS GROVE SANITARY DISTRICT

MEMO

TO: Amy Underwood, General Manager

FROM: Jeff Barta, Maintenance Supervisor

DATE: March 11, 2021

SUBJECT: February 2021 Maintenance Report

Attached is a work order summary detailing equipment repair and preventive maintenance activities conducted by the maintenance/electrical department and operations during February 2021.

Special projects in February included:

Annual Generator Preventive Maintenance

Altorfer Power Systems has completed the annual level 2 preventive maintenance services on the three (3) WWTC generators, the three (3) Portable generators, and the nine (9) Lift station generators. The preventive maintenance service includes a 53-point inspection, oil & filter change, fuel filter replacement, and oil & coolant sample testing.

In addition to the annual level 2 P/M's, the automatic transfer switch maintenance and load bank testing was performed this year at the Hobson, Wroble and Venard lift station locations. The 150 kW Portable generator was also load bank tested. During the annual P/M's, the batteries were replaced on all 12 of the stationary generators. A total of twenty (20) batteries were replaced this year. To ensure reliable performance, all generator batteries are replaced on a 3 year cycle.

The total cost for this year's generator P/M's, load bank testing and battery replacements was \$29,362.00.

Additional repair items have been brought to my attention by the Altorfer service technician during the annual P/M's at a few of the lift station locations. I have requested proposals for these repairs. I anticipate all of the additional repairs will be completed in the next few weeks.

FY 20-21 Painting Services – Tunnel System 2 RAS (Blower Building to Division Box 3)

The final painting project in our FY 20-21 budget has now been completed. This project was intentionally delayed until the winter months when the tunnel system is drier, and we do not have any condensation issues on process piping.

In preparation for this painting project, District staff replaced all deteriorated sections of the vertical and horizontal pipe rack supports, and replaced all of the floor mounted pipe support bases. All of the deteriorated supports and bases were replaced with stainless steel. The pipe insulation on the city water line was also replaced and a couple of leaks in the walls were repaired by Perma-Seal basement waterproofing.

GP Maintenance hydro-blasted (a combination water & sand blasting process) the ceiling and walls of the tunnel to remove all blistered and peeling paint. Traditional sand blasting was also performed on all rusted piping, flanges and piping supports as needed. The entire tunnel (approximately 150 ft. long) was then painted including the ceiling, walls, piping, pipe supports and equipment.

The total cost for this painting project by GP Maintenance was \$35,000.00.

RAS Pump 2 – Intake Valve Replacement & Overhaul

We needed to remove RAS Pump 2 from service to replace the leaking mechanical seal. While attempting to remove the pump, we discovered that the 12" intake valve was stuck in the open position. Without being able to close the valve, we couldn't remove the pump to perform the overhaul. A new 12" resilient wedge valve was purchased by the District from Core & Main and Dahme Mechanical was hired for the installation. The total cost for the valve and the installation was \$4,605.00.

After the new intake valve was installed, we were able to proceed with removing the pump from service to perform the overhaul. The pump required a complete overhaul including new bearings and grease seals, shaft sleeve, pump seal gland and a new mechanical seal. The pump has been rebuilt and it is back in service.

Overhaul parts for the majority of our pumps are always kept in stock at the District to reduce the downtime when performing repairs. We had everything necessary to perform this overhaul and it was completed in just a few days. The parts that were used for this overhaul have been reordered from Motion Industries, John Crane and Metropolitan Industries. Only a few of the re-stocking parts have arrived. I do not have all of the quotes yet on the remaining items to be able to provide a total cost on this project at this time. I estimate that the total costs for these replacement parts and the new mechanical seal will be around \$10,000.00.

On a side note, the last time we had to overhaul this pump and replace the mechanical seal was in 1991, that's 30 years of service!

Primary Clarifier 2 – Sludge Valve Actuator Replacements

The two (2) sludge draw off valve actuators on Primary Clarifier 2 were worn out and required replacement. Two (2) new Rotork actuators were purchased to replace the existing worn out actuators.

District staff removed the worn out actuators, installed and configured the new actuators for our application. The total cost for the two (2) new Rotork actuators was \$8,994.00 and they were purchased from LAI ltd.

Hypochlorite Building – Windows & Frames Replacement

The window replacement project on the Hypochlorite building has been completed by Willow Ridge Glass. This was the last remaining repair project that was budgeted for the Hypochlorite building this year.

A recap of the remodeling and repair projects that were completed this year were: masonry replacement and tuckpointing, a new roof, new scupper drain boxes and downspouts, and the window and frame replacements. The frame replacements extend from the building floor to the roof and include new fascia panels. The total cost for all of these planned repairs and upgrades to the Hypochlorite building was \$54,986.25. There was \$68,750.00 budgeted.

The \$54,986.25 total also included the purchase of an additional 5,000 bricks for future planned masonry repair projects on several of our buildings during the next few years.

Work Order Summary

Work Order Completion Dates from 2/1/2021 to 2/28/2021

Work Assignment	Completion Date	Equipment	NOTATIONS
Change Filters On Grit Blowers 1,2,3.	01-Feb-21	Grit Blower 1	
		Grit Blower 2	
CELLS CLEANING WITH MURIATIC ACID		Hypochlorite OSEC Generator	Disolve muriatic acid in a ratio 1 to 30. Muriatic acid content to be degraded at .08-1%. Also clean brine and water flow meters.
3 MONTH OIL CHANGE-GRIT BLOWER #3- KAESER	02-Feb-21	Grit Blower 3 Kaeser	
Replace Air Filters On Both Fume Hood Air Make Up Systems		Laboratory	Replace filters on both air make up systems for the fume hoods.
Auger #2 annual Rebuild and PM work.	03-Feb-21	2004 AUGER-DAWG G- 30 4D087	Rebuild of support hub and welded crack on backing plate of Auger #2.
Test hot water loop conditioner level. Add as necessary and recheck.		CHP Heat Recovery System	Tested and filled system. Ordered additional drum for stock.
Check Sump Pumps at The WWTC and Administration Bldg.	04-Feb-21	Administration Center	
		Blower Building	
17,748/27,384 hours. Perform 1200 hour maintenance and oil change.		CHP Engine Genset #2	Performed all tasks associated wih a 1200 hour maintenance and oil change. Replaced air filter for room and engine.
Check Sump Pumps at The WWTC and Administration Bldg.		Digester 1 and 2 Control Bldg	
-		Digester 3 Control Building	
		Digester 4 - 5 Control Buildg	
		Excess Flow Pump Station	
		Excess Flow Sludge Pump House	
		Grit Building	
		Hypochlorite Feed Blg	
		Interm Clarifier Sludge Bldg Maintenance Services	
		Building Microstrainer Building	
		Operations Center	
Grease Pump Bearings on 1-6 RAS pumps		RAS Pump 1	
KAS pullips		RAS Pump 2	
		RAS Pump 3	
		RAS Pump 4	
		RAS Pump 5	
		RAS Pump 6	
Check Sump Pumps at The WWTC and Administration Bldg.		Raw Sewage Pump Station	
		Tunnel/Chan Aeration	

Thursday, March 11, 2021 Page 1 of 4

Work Assignment	Completion Date	Equipment	NOTATIONS
		Tank 1-11	
Replace motor and leaking seal assembly on the hot water loop pump.	05-Feb-21	CHP Heat Recovery System	Replace motor and leaking seal assembly on the hot water loop pump.
6 Month Oil Change On Bearings, Intermediate Pumps #1 & #2	08-Feb-21	Intermediate Sludge Pump 1	
		Intermediate Sludge Pump 2	
By-Weekly Fluid and Misc. Check of Generators	09-Feb-21	Emergency Generator 1	
		Emergency Generator 2	
		Emergency Generator 3	
Exercise of Excess Influent and Effluent Gates		Excess Flow Clarifier 1	
		Excess Flow Clarifier 2	
		Excess Flow Clarifier 3	
		Excess Flow Clarifier 4	
Repair strobe lights and install new LED back up lights.	10-Feb-21	2011 Ford F-250	Repair strobe lights and install new LED back up lights.
Lubricate skid steer and attachment mechanisim		2019 Skid Steer	
Annual Oil Change Screening Compactors & Conveyor Reducers		Bar Screen Rag Compactor	
Annual Lever 2 P/M, 3 Quarterly Oil Samples & Replace Batteries.		Emergency Generator 1	Altorfer Power Systems performed the annual level 2 P/M's & Replaced 2 batteries on all three units. Also includes quarterly oil samples. No oil change this year, next oil change in 2022.
		Emergency Generator 2	•
		Emergency Generator 3	
Replace the sump pump that failed.	11-Feb-21	Administration Center	Replace the sump pump and discharge check valves.
Six Month Oil Change WAS Moyno Pumps Reducers		Conc Tank Moyno Sludge Pump 1	
.,		Conc Tank Moyno Sludge Pump 3	
Repair unit heaters that were not working.		Digester 4 - 5 Control Buildg	Troubleshoot both unit heaters. Found thermostat was bad on one unit and the flame sensor assembly on the other unit was bad. Both unit heaters now working.
Run And Inspect Generators With The Load Of The Plant		Emergency Generator 1	
		Emergency Generator 2	
		Emergency Generator 3	
Replace the battery in the UPS		WWTC Main	Replace the battery in the UPS unit for the PLC in the
unit for the PLC in the switch gear. Check All Fluids In The Equipment Listed Below	12-Feb-21	Switchgear - Eaton 2009 Sterling LT 7500	switch gear.
		2013 Wheel Loader #334	
		2014 Freightliner M2106 6 yd d	
		2015 Wheel Loader #332	
		2017 Deere 544K Wheel Loader	
		2019 Skid Steer	
		4 inch Jaeger Pump	

Thursday, March 11, 2021 Page 2 of 4

Work Assignment	Completion Date	Equipment	NOTATIONS
		6 in CH&E DSL TRSH PMP PERKIN	
		6 in CHE Diesel Trash Pump C/P	
		6 in JAEGER PUMP (FORD)	
2 MONTH EXERCISE OF INTERMEDIATE VALVES		Excess Flow Pump Station	
Repair aluminum grating frames to eliminate raised tripping hazard.		Filter Building	Remove deteriorated frames, fabricate and install new frames were required, replace gratings as needed.
2 MONTH EXERCISE OF INTERMEDIATE VALVES		Intermediate Sludge Pump 1	
		Intermediate Sludge Pump 2	
Repair snow plow		Maintenance Services Building	Repair snow plow. Replaced two hydraulic rams, replaced main swivel bolt.
Check All Fluids In The Equipment Listed Below		Portable Generator 150	
		Portable Generator 200	
		Portable Generator 350	
Replace valve actuator on sludge valve 3 that failed.		Primary Clarifier 2	Replace the existing Auma actuator that failed with a new Rotork actuator.
6 Month Oil Change Raw Sludge Pumps 2, 3, 5		Primary Sludge Pump 2	
		Primary Sludge Pump 3	
		Primary Sludge Pump 5	
Exercise Ratio Valve #2		Tunnel - System 2 RAS	
Check All Fluids In The Equipment Listed Below		WWTC ODS Pump Air Compressor	
Annual Level 2 P/M & Load Bank Test.	16-Feb-21	Portable Generator 150	Altorfer Power Systems performed the annual level 2 P/M on the generator and load bank test.
Annual Level 2 P/M, Battery (2) Replacement, ATS P/M & Load Bank Test.	17-Feb-21	Venard Stationary Generator	Altorfer Power Systems performed the annual level 2 P/M on the generator, replaced both batteries, ATS P/M & performed load bank testing.
Annual Level 2 P/M, Battery (2) Replacement & Load Bank Test.	18-Feb-21	Hobson Stationary Generator	Altorfer Power Systems performed the annual level 2 P/M on the generator, replaced both batteries and performed load bank testing.
Repair snow blowers as needed after recent snow events.		Maintenance Services Building	Replace scraper blades, belts and rubber flappers as needed on the 4 snow blowers.
Install new bio grease dissolving block in wet well.	22-Feb-21	Butterfield Lift Station	Intalled new bio block in wet well.
17,748/27,384 hours. Change out cylinder heads 5&7 due to wear.		CHP Engine Genset #2	Assisted Nissen's Service Technician in replacing cylinder heads 5&7 due to uneven/excessive wear on valve seats.
Annual level 2 P/M & Battery replacement.	23-Feb-21	College Stationary Generator	Altorfer Power Systems performed the annual level 2 P/M and replaced both batteries. Note: They also performed a load bank test and ATS maintenence. This was not requested & we will not be charged for this.
Replace sludge valve actuator #4 that failed.	24-Feb-21	Primary Clarifier 2	Remove the old Alma actuator, install, configure and test a new Rotork actuator.
Annual Auger repair and rebuild #3	25-Feb-21	2004 AUGER-DAWG G- 30 4D088	Rebuild hub assembly, no parts, grease only. Replace wear plate with new, replaced hydraulic quick coupler.
Purchase a spare blower repair kit for the Munters unit.		Filter Building	Purchase a spare blower repair kit for the Munters unit.
Annual level 2 P/M & Battery replacement.		Northwest Stationary Generator	Altorfer Power Systems performed the annual level 2 P/M & replaced both batteries.

Thursday, March 11, 2021 Page 3 of 4

Work Assignment	Completion Equipment Date	NOTATIONS
Annual level 2 P/M, Battery replacement, Load bank & ATS Maintenance.	26-Feb-21 Wroble Stationary Generator	Altorfer Power Systems performed the annual level 2 P/M, replaced both batteries, load bank test and ATS Maintenance.
Repair or Replace strobe warning lights as needed.	WWTC Main Gate	Replace burnt out strobe bulbs and two amber fixtures.
Greasing of Landia mixer grease fitting on actuator and threaded stem	28-Feb-21 Digester 1 Mixing Pump	

Thursday, March 11, 2021 Page 4 of 4

DOWNERS GROVE SANITARY DISTRICT MEMO

DATE: March 3, 2021

Amy Underwood General Manager TO:

FROM: Robert Swirsky Sewer System Maintenance Supervisor

RE:	Monthly Report –February, 2021		
1.	JULIE Line Markings: Received In District Marked Man Hours	Current 367 350 107 39	Year to Date 701 619 242 111
2.	Building Service: a. BSSRAP TV Inspections b. Emergency BSSRAP Repairs c. Total BSSRAP Repairs d. I&I inspections e. I&I C.O. installation f. Replace broken cleanout caps g. OHSP TV Inspections h. Post Rodding TV	Current 31 16 20 00 00 00 00 03 04	Year to Date 38 21 29 00 00 01 03 07
3.	Sewer backups: a. Public sewer b. Private sewer c. Surcharged main d. Pump station Total	Current 01 22 00 00 23 Current	Year to Date 3 38 0 0 41 Year to Date
4.	Sewer Cleaning (DGSD personnel): a. Sewer Cleaning (outside contractors):	279 0	279 Ft. 0Ft.
5.	Main Sewer Televising (DGSD personnel)	209	6,511 Ft. 0Ft.
6	a. Sewer Televising (outside contractors):		
6.	LETS TV	0	0
7.	Manhole inspections	0	0

8.	Sewer and manhole repairs and replacements by Uno Construction: None
9.	Miscellaneous: (sewer system personnel)
	a. Upload Flow-Meters.

CC: WDVB, AES, PWC, RTJ, KJR, MS, WCC, MCW

DOWNERS GROVE SANITARY DISTRICT MEMO

DATE: March 10, 2021

TO: Amy R. Underwood

General Manager

FROM: Keith Shaffner

Sewer Construction Supervisor

RE: Monthly Report: Sewer Construction \ Code Enforcement – February 2021

1.	Per	mits issued:	Current	Year to Date
	a. b.	Single family Multiple family	5	10
		Commercial	0	0
	d.	Repair	0	3
	e.	Disconnection Total	$\frac{3}{8}$	<u>6</u> 19

2.	Ins	pections made:	Current	Year to Date
	a.	Connections	6	10
	b.	Finals	2	3
	c.	Repairs	1	3
	d.	Disconnects	5	7
	e.	Groundwork	1	1
	f.	Walk-Thru	0	0
	g.	Pre-connections	1	1
	ĥ.	Overhead Sewer Program	0	1
	i.	Code Enforcement	1	2
	j.	Lateral testing	4	8
	3	Total	$2\overline{1}$	$3\overline{6}$

- 3. New Sewer Extension Construction:
 - a. None
- 4. New Sewer Extension Testing air, deflection, manhole, and televising:
 - a. None
- 5. Code Enforcement:
 - a. 4509 Bryan Place Check on status of new home construction at property.

6. Plan & Permit Reviews:

- a. 1220 Prairie Single Family Home Review
- b. 1815 Maple Single Family Home Review
- c. 4701 Roslyn Single Family Home Review
- d. 1108 Adelia Single Family Home Review
- 7. Building Sanitary Service Access Agreements:
 - a. 5808 Fairmount Downers Grove
 - b. 4819 Oakwood Downers Grove
 - c. 4701 Roslyn Downers Grove
 - d. 5255 Carpenter Downers Grove
- 8. Illinois EPA Permits:
 - a. None
- 9. Waste Hauling Permits Issued:

None

- 10. Miscellaneous:
 - a. Covid-19 pandemic The Code Enforcement Department has continued to function at a high level of service. Inspector Danny Jasso and Oscar Avila have been working in the field using safe social distancing and personal protective equipment as necessary to complete their inspections. I have been working from home and coming into the Administration Center as necessary.
 - b. Oscar Avila started with the District in the Permit Tech. role March 1st and is in the Field Training with Inspector Danny Jasso. They are driving in separate vehicles and wearing masks when having to interact.

CC: WDVB, AES, PWC, KJR, RTJ, MJS, RPS, WCC & MGP

Permits Issued: FEBRUARY 2021

YEAR	PERMIT #	ADDRESS	STREET	CITY	ISSUE	TYPE	TAP FEE	INSP FEE
2021	17	5808	FAIRMOUNT	DG	2/1/2021	SF-RB		\$223.00
2021	9	1111	OGDEN	DG	2/9/2021	DISCON		
2021	92	4819	OAKWOOD	DG	2/10/2021	SF-RB		\$223.00
2021	19	5702	LYMAN	DG	2/16/2021	DISCON		
2021	18	1220	PRAIRIE	DG	2/17/2021	SF-RB		\$223.00
2021	20	4701	ROSLYN	DG	2/18/2021	SF-RB		\$223.00
2021	21	4500	LINSCOTT	DG	2/18/2021	DISCON		
2021	6	5255	CARPENTER	DG	2/24/2021	SF-RB		\$223.00
				٦	ΓΟΤΑL			\$1,115.00

Permit Final Inspections: FEBRUARY 2021

YEAR	PERMIT #	ADDRESS	STREET	CITY	FINAL
2019	82	4909	STONEWALL	DG	2/2/2021
2021	11	3928	VENARD	DG	2/23/2021

Progress Report

To: Amy Underwood, General Manager From: Reese Berry, Laboratory Supervisor

Date: March 10, 2021

Re: February 2021 Laboratory Report

We had 3 excess rain events in the month of February. We had no permit excursions in February.

Biosolids:

The Annual Biosolids Report submitted to USEPA was completed for the calendar year 2020 during the month of February. We also submitted a copy to IEPA.

Training:

All laboratory staff has completed the OSHA 10 Hour Safety Training program via online learning. Certificates were distributed to each employee. The program was easy to use and staff thought it contained valuable information for us to apply on a daily basis.

Procurement:

We will be making a purchase for a new piece of equipment for TRC (Total Residual Chlorine) Analysis. We will be required to test at a lower detection limit in the upcoming permit, so we will be purchasing a unit with the capability to measure at low levels.

Our current equipment has been phased out by the manufacturer, so we feel purchasing now will upgrade dated equipment and also fulfill this lower level requirement for chlorine. Instead of purchasing a separate titration based unit for chlorine, we found a piece of equipment that performs multiple tests we do in the lab.

In the end we won't be making 2 purchases of \$5,000-\$10,000 for 2 pieces of equipment, instead we will make one purchase of around \$5,000 to fulfill all our needs.

Personnel:

We will be fully staffed the first 3 weeks of the year in March due to biosolids testing (salmonella), which is labor intensive. We will transition back to 1 lab tech at work and 1 lab tech on standby, after the completion of the salmonella testing.

To: Amy Underwood, General Manager

From: Alex Bielawa, Staff Engineer

Re: Engineering Report for the Month February, 2021

Date: March 11, 2021

I. Planning Projects & Studies

A. Flow Monitoring

Data collection for Cycle E is ongoing.

B. Composting Pilot

Heap 4 was flipped on February 23rd. It can be anticipated it will be moved to Phase 3 next week.

C. SWMM Modeling

The District was approached by a developer looking to build a housing complex in downtown Downers Grove. Baxter & Woodman is currently working on modeling how the development would impact the collection system.

D. Sewer Televising

Specifications are being prepared for this year's sewer televising contract. It is anticipated the contract will go out for bid in May.

II. Design Projects

A. Centex Lift Station Replacement

Baxter & Woodman is currently designing the Lift Station. The project is tentatively scheduled to go out for bid this summer.

B. Outfall 001 Sanitary Sewer Repair

A section of the 001 Discharge Sanitary Sewer that carries our treated Effluent from the Treatment Center to the East Branch of the DuPage River is sagged. The project was bid but not awarded last year; Baxter & Woodman is currently working on editing the plans and specifications in anticipation of rebidding the project this year.

C. 1K-028 Basin Rehabilitation – Phase 3

Baxter & Woodman is preparing Plans and Specifications for continued work in the 1K-028 basin. This project is tentatively scheduled to go out for bid in April 2021.

III. Construction Projects

A. CHP No.1 Replacement

Baxter & Woodman - Boller Construction Company, LLC submitted Final Pay Request No.7 this month.

Current Payment Due	\$185,582.91
Less Previous Payments	(\$994,157.88)
Total Work Completed	\$1,080,325.00
Contingency Used	\$17,750.00
Contract Contingency	\$20,000.00
Contract Price	\$1,062,575.00
Guaranteed Maximum Price	\$1,082,575.00

Please see the attached Contingency Summary Letter at the end of this report. We had a \$20,000.00 contingency built in above the Total Contract Price. We did not use all of the Contingency, and have provided a list of what we used the money for.

The new unit was experiencing periodic drops in kW when operating at full load. Nissen's service tech has adjusted the combustion to correct this issue, and the District will continue to monitor the performance.

C: WDVB, AES, PWC, KJR, RTJ, MJS, WCC, MGP



March 10, 2021

Ms. Amy Underwood, P.E. General Manager Downers Grove Sanitary District 2710 Curtiss St. Downers Grove. Illinois 60515

PROJECT CONTINGENCY SUMMARY

Subject: Design-Build CHP No. 1 Replacement Project

Downers Grove Sanitary District

Project Close-out - Contingency Summary

Dear Ms. Amy:

This letter includes a summary of the scope items supplied within the contingency amount allotted for Downers Grove Sanitary District's CHP No. 1 Replacement Design-Build Project. The contingency items as indicated in the following table:

Item	Description	Approval Date	Charge to Contingency	Contingency Balance	Notes
	Allotted contingency per design-build agreement		ild agreement	\$ 20,000.00	
1	CHP Container No. 1 Expedited Shipping	9/1/2020	\$ 1,400.00	\$ 18,600.00	Shipping including radiator parts for CHP No. 2
2	Painting of CHP No. 1 room	12/1/2020	\$ 11,870.00	\$ 6,730.00	Included mechanical and electrical items, existing and new.
3	Basler Relay Modifications	2/17/2020	\$ 2,300.00	\$ 4,430.00	Standardized programming between Basler Relay and CHP No. 2, to match trip sequenced for CHP No. 1
4	Sidewalk Repair	2/17/2020	\$ 2,180.00	\$ 2,250.00	Remove and replace approx. 40 ft ² of sidewalk, next to CHP No. 1 room.
	TOTAL		\$ 17,750.00	\$ 2,250.00	

Find enclosed vendor invoices and other supporting information detailing these items. We appreciate this opportunity to be of service to the Downers Grove Sanitary District. Please feel free to contact me if you have any questions on this letter.

BAXTER & WOODMAN, INC. CONSULTING ENGINEERS

Eider Alvarez-Puras, P.E.

Edu Stracz

Project Manager

C: Boller Construction

I:\Crystal Lake\DGSD1\200328-CHP No. 1 Replace\50-DesignBuild\Payment Estimate\Invoices\Contingency Items\Contingency Summary Items.docx

8678 Ridgefield Road, Crystal Lake, IL 60012 • 815.459.1260



Boller Construction Company, Inc.

3045 Washington St, Waukegan

IL, 60085

INVOICE

Invoice No.

196

Page Date 1/1 23-09-2020

Due Date

23-10-2020

Customer No.

8476625566

EIN No.

Your ref.

Our ref.

Rune B. Stampe / Michael B.

Nissen

Order ref.

Number

Description

Quantity Unit

Unit Price

Amount

Purchase order: 20144-11150.

Ref. Steve Dalbec.

Project number & name:

20-144 Downers Grove CHP Replacement.

Project adress: 2710 Curtiss Street, Downers Grove, Illinois 60515.

Invoice 178:

30 % of contract sum at order

-0,3

499.600,00 -149.8

-149.880,00

Next payment:

90 % cumulative total of contract sum at

0,9

499.600,00

449.640,00

delivery Shipped 09/23/2020

Additional freight; extra fans

1.400,00

1.400,00

USD Net price

301.160,00 0,00

USD total

301.160,00

LIEN WAIVER RECEIVED

Net Weight

0

Tariff No.

By payment after due date an interest of 1,5% a month will be charged. Fee for reminder 15.00 USD



NISSEN Energy Inc. · Consulate General of Denmark · 875 N Michigan Ave. Ste 3950 · IL-60611 Chicago Tel. +1 (312) 596-1228 · www.nissenenergy.com · EIN no. 81-4617466

Account number: 434494972 · Routing number: 071000013

NIKOLAS PAINTING CONTRACTORS, INC.

8401 South Beloit Avenue Bridgeview, IL 60455

Office: (708) 598-2856 Fax: (708) 598-5427 nikolasptg@hotmail.com

PROPOSAL

January 14, 2020

Boller Construction Company 3045 Washington Street Waukegan, IL 60085 Fax: 1-847-662-7392

Attn: Steve Dalbec

RE: Downers Grove Wastewater Treatment Plant

We hereby propose to furnish all the material, supply all the equipment, and perform all the labor necessary for the completion of the following:

CHP 1 Building: Prepare ceiling for paint by filling all the cracks. Then apply two finish coats of Sherwin Williams Pro Industrial DTM. Paint horizontal electrical pipes white in the ceiling and vertical pipes slate gray. Paint heating pipes orange. Paint one overhead door (inside only) and one frame (inside only) umbra brown. Paint single door with the frame (inside only) umbra brown. Paint electrical boxes that were previously painted.

TOTAL AMOUNT FOR THE ABOVE WORK:

\$ 11,870.00.

If there are any further questions, please contact me.

Thank you, Nick Karnavas

Mobile: 708-945-6880



February 4, 2021

TO: Boller Construction

RE: Downers Grove WWTP CHP 1 Replacement RCO #1

We are pleased to provide you with our RCO proposal for the above referenced project, in accordance scope listed below

SCOPE

INCLUSIONS:

- Furnish and install necessary programing changes to the Basler relay operation so that CHP-2 will match revised trip sequence installed on CHP #1
- Furnish and install (1) new interposing 480v contactor and wiring connections needed
- Furnish and install new wiring and connections on Basler relay as needed

EXCLUSIONS:

- Sales tax, permit fees, performance & payment bonds, utility costs and fees
- Dumpsters & disposal of demolished equipment
- Asphalt and concrete cutting, patching & replacement
- Equipment pads, Painting, landscape restoration
- Installation of flow meters, valves, pressure switches or any other product that falls into the jurisdiction of a pipe fitter or a plumber, laborer, millwright or any trade outside of an electrician
- Furnishing of any division outside of division #26
- Temporary electrical work & temporary electrical required for bypass pumping if applicable
- Premium time, liquidated damages

TOTAL: \$1,900.00

This proposal is valid for 30 days and based upon a scope review, along with both party's mutually agreeing to the contact terms

Thank you,

Ben Dolan HEC LLC





Boller Construction Company, Inc.

3045 Washington St, Waukegan

IL, 60085

INVOICE

Invoice No. 220

 Page
 1/1

 Date
 17-02-2021

 Due Date
 09-03-2021

 Customer No.
 8476625566

Customer No. EIN No.

In

Your ref.

Our ref.

Rune B. Stampe / Michael B.

Nissen

Order ref.

Number Description Quantity Unit Unit Price Amount

Extra regarding:

20-144 Downers Grove CHP Replacement.

Project adress: 2710 Curtiss Street, Downers Grove, Illinois 60515.

Re-wirering and re-programming of NISSEN

 $control panel \ for \ signals \ from \ Basler \ Relay.$

Agreed price 1 400,00 400,00

 USD Net price
 400,00

 Tax
 0,00

 USD total
 400,00

Net Weight

0

Tariff No.

By payment after due date an interest of 1,5% a month will be charged. Fee for reminder 15.00 USD



Downers Grove Sanitary District



Client Manager:

Derek Wold dwold@baxterwoodman.com 815-444-3335

Project Status Report Issued On: 3/9/2021

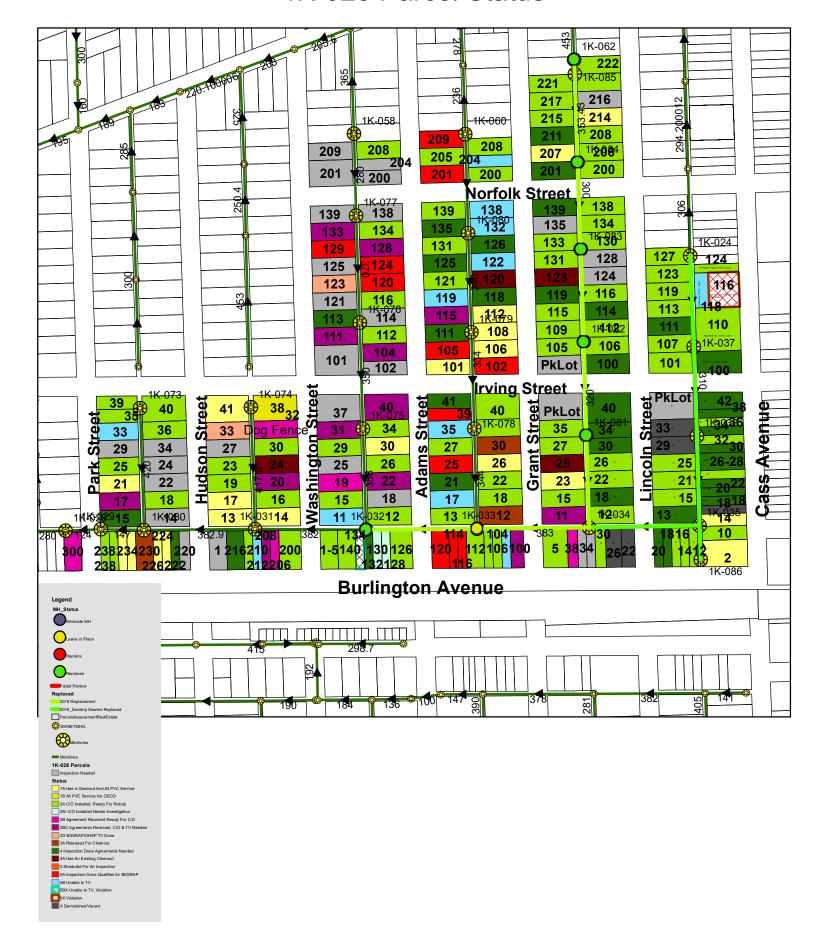
Project Title/Job	Project Manager	Completion Date	Current Status	Tasks Pending This Period	Items Waiting On Client	Status Date
Flow Monitoring Job Number: [050739.90]	Shane Firsching 815-444-3395 sfirsching@baxterwoodman.com	12/30/2019	None.	Assist District with analysis.	None	2/18/2021
Outfall Sewer Sag Repair Job Number: [180237.40]	Shane Firsching 815-444-3395 sfirsching@baxterwoodman.com	12/31/2019	Prepare EOPC. Discuss additional geotechnical boring and bidding schedule.	Revise project manual. Revise drawings. Advertise project. Obtain refund for \$800 BNSF Permit Fee.	Provide review comments on revised Bid Documents.	2/18/2021
Sherman Street Sanitary Sewer Replacement Job Number: [200411.40]	Ray Koenig 815-444-3325 rkoenig@baxterwoodman.com	12/31/2020	Plan markups received. Record drawing revisions underway	Complete record drawings.	None.	2/25/2021
Nutrient Study RAS Denit Job Number: [120501.33]	Derek Wold 815-444-3335 dwold@baxterwoodman.com	12/31/2020	No work during current period.	Evaluation of scenarios as requested by District.	Results after reinstating ATs 1-3.	2/17/2021
CHP No. 1 Design Build Job Number: [200328.50]	Eider Alvarez-Puras 815-444-3276 ealvarez- puras@baxterwoodman.com	3/30/2021	Completed construction inspections. Completed commissioning of the equipment and staff training. Achieved substantial completion. Held weekly commissioning meetings and weekly punchlist progress meetings.	Continue completing punchlist items, approving O&Ms and preparing asbuilts.	None.	2/18/2021

Page: 1 of 2 (Run Date: 3/9/2021 2:15:28 PM) Due Date Sort

Project Title/Job	Project Manager	Completion Date	Current Status	Tasks Pending This Period	Items Waiting On Client	Status Date
Sludge Storage Building Job Number: [200381.40]	Chuck Brunner 815-444-3210 cbrunner@baxterwoodman.com	4/1/2021	None	None	Project construction postponed until 2021. Pending client review comments on preliminary design and determination of acceptable location for contractor material storage and staging area.	2/16/2021
Context Ent otation Decorpin	Shane Firsching 815-444-3395 sfirsching@baxterwoodman.com	5/31/2021	Perform survey. Perform JULIE Design Locate. Perform geotechnical evaluation. Prepare base drawings. Prepare pump station hydraulics and coordinate pump selection.	Perform geotechnical evaluation. Prepare base drawings. Prepare preliminary design. Prepare project manual.	None.	2/18/2021
Sanitary Replacements - 1K-028 Flow Basin Rehab Phase 2 Job Number: [150980.42]	Shane Firsching 815-444-3395 sfirsching@baxterwoodman.com	6/30/2021	Perform topographical survey. Prepare preliminary drawings. Perform JULIE Design Locate. Coordinate geotechnical services. Prepare IEPA permit forms. Prepare IHPA permit forms. Prepare specifications.	Prepare Drawings. Prepare Project Manual. Perform JULIE Design Locate. Coordinate geotechnical services. Prepare permit applications.	None.	2/18/2021
2021 Miscellaneous Engineering Services Job Number: [210020.00]	Derek Wold 815-444-3335 dwold@baxterwoodman.com	12/31/2021	Updated downtown capacity analysis for proposed redevelopment and prepared cost estimates for Venard Force Main.	Assistance as requested.	None.	2/17/2021



Downers Grove Sanitary District I&I Removal Target Area 1K-028 Parcel Status



STATUS OF 1K-028 INSPECTIONS AND AGREEMENT ACQUISITIONS

Category	Inspections Scheduled	Inspections Completed	Application Received	Agreements Signed	Cleanout Installed	Service Rehab Done	Totals	Total as Percentage
1A	Υ	Y	N	Υ	Y	N/A	19	8%
1B	Υ	Υ	N	N	N	N/A	1	0%
2A	Υ	Υ	Υ	Υ	Υ	N	81	36%
2B	Υ	Υ	Υ	Υ	Υ	N	17	7%
2D	Υ	Υ	Υ	N	N	N	3	1%
3A	Υ	Υ	Υ	Υ	N	N	4	2%
4	Υ	Υ	N	N	N	N	38	17%
4A	N	N	N	N	N/A	N	4	2%
5	Υ	N	N	N	N	N	0	0%
5A	Υ	Υ	N	N	N	N	12	5%
5AX	Υ	Υ	N	N	N	N	0	0%
5B	Υ	N	N	N	N	N	12	5%
5BX	Y	N	N	N	N	N	1	0%
0	N	N	N	N	N	N	30	13%
X	-	-	-	-	-	-	5	2%
5X	-	-	-	-	-	-	1	0%
<u>Ca</u>	ategory Descript	tion:					228	100%

Category Description:

1A - PVC service with cleanout(may need to be sealed at the main)

1B - All PVC no Cleanout

2A - Cleanout installed, ready for rehab

2B - Ready for rehab

2D - BSSRAP/OHSP TV done

3A - Released to contractor for cleanout installation

4 - Inspection completed (Program application needed)

4A - Has an existing cleanout

5 - Inspections scheduled

5A - Inspection done - BSSRAP needed (qualifying defects or obstructions seen during TV)

5AX - Violation, BSSRAP needed

5B - Unable to TV

5BX - Unable to TV Violation

0 - Inspection Needed

X - Demolished

5X - Inspection done - Violation not corrected

2015 Basin I&I Ranking = 1

2016 Basin I&I Ranking = 27

2018 Basin I&I Ranking = 6

Combined pit violations found and corrected to date - 0 Storm pit violations found and corrected to date - 2

11% Complete

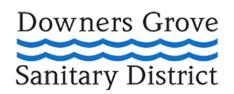
DOWNERS GROVE SANITARY DISTRICT CASH BALANCES AND INVESTMENT SCHEDULE DATE 2/28/2021

DATE	= 2/28/2021						PREVIOUS MONTH				
CASI	H BALANCES				-	TOTAL BALANCE					
				BALANCE PER		PER BANK	MONTHLY	EARNINGS CREDIT			
ACCO	UNT NAME	ACCOUNT NUM	MBER I	BANK STATEMENT		STATEMENTS	EARNINGS CREDIT	PERCENTAGE			
DEP		XXXXXXXXX11		\$977,228.68							
	URSEMENT (IBLE BENEFITS	XXXXXXXXXX11° XXXXXXXXXX60		196,000.06 5,103.22							
PAY		XXXXXXXXXXX11		152,274.44							
PET	ry cash	XXXXXXXXXX11		3,575.00							
USE	R REFUNDS	XXXXXXXXX11	14	5,104.26							
TOTA	L - CASH AT BANK			\$1,339,285.66		\$1,284,245.06	\$178.27	0.0139%			
INVE	STMENTS					GENERAL			PUBLIC	SEWER	INTEREST
					ANNUAL	CORPORATE	IMPROVEMENT	CONSTRUCTION	BENEFIT	EXTENSION	EARNED
TYPE	FINANCIAL INSTITUTION	TERM	MATURITY	AMOUNT	INT. RATE	FUND (01)	FUND (02)	FUND (03)	FUND (05)	FUND (71)	AT MATURITY
CD	FIRST MIDWEST BANK	13 MOS	3/15/2021	\$250,000.00	1.490%	\$100,000.00	\$107,719.45		\$35,260.73	\$7,019.82	\$4,035.42
CD	TRISTATE CAPITAL	12 MOS	4/9/2021	\$249,990.00	1.100%		\$249,990.00				\$2,749.89
CD	ROYAL SAVINGS BANK	13 MOS	7/2/2021	\$250,000.00	0.850%	\$100,000.00	\$150,000.00				\$2,302.08
CD	BMO HARRIS BANK	12 MOS	12/17/2021	\$250,000.00	0.300%	\$250,000.00					\$750.00
TOTA	L CDs			\$999,990.00	0.984%	\$450,000.00	\$507,709.45	\$0.00	\$35,260.73	\$7,019.82	\$9,837.39
TYPE	FINANCIAL INSTITUTION	TERM	LAST ACTION DATE	AMOUNT*	CURRENT RATE OF RETURN						ESTIMATED ANNUAL RETURN
MM	AXOS BANK	ONGOING	10/30/2020	\$249,192.38	0.300%	\$249,192.38					\$747.58
MM	BANKFINANCIAL	ONGOING	3/13/2013	\$15,558.88	0.150%	\$15,558.88					\$23.34
MM	ONE WEST BANK (FKA CIT BA		11/9/2016	\$5,000.00	0.050%	\$5,000.00					\$2.50
MM	EVERGREEN BANK GROUP	ONGOING	2/23/2021	\$250,023.97	0.300%	\$250,023.97					\$0.00
MM	LIMESTONE BANK	ONGOING	1/25/2021	\$250,021.29	0.300%	\$250,021.29					\$750.06
MM	LISLE SAVINGS BANK	ONGOING	11/10/2020	\$250,009.92	0.400%	\$250,009.92					\$1,000.04
MM	LUANA SAVINGS BANK	ONGOING	10/29/2020	\$250,122.69	0.650%	\$250,122.69					\$1,625.80
MM	ROYAL SAVINGS BANK	ONGOING	12/4/2012	\$154.48	0.000%	\$154.48					\$0.00
MM	STEARNS BANK	ONGOING	9/1/2015	\$250,000.00	0.500%	\$250,000.00					\$1,250.00
MM	TRISTATE CAPITAL BANK	ONGOING	11/9/2016	\$10.00	0.000%		\$10.00				\$0.00
MM	WEST SUBURBAN BANK	ONGOING	11/20/2012	\$5,144.09	0.000%		\$5,144.09				\$0.00
TOTA	L MM ACCOUNTS			\$1,525,237.70	0.354%	\$1,520,083.61	\$5,154.09	\$0.00	\$0.00	\$0.00	\$5,399.32
ILLING	DIS FUNDS - MONEY MARKET			\$2,525,227.70	0.077%	\$1,970,083.61	\$512,863.54	\$0.00	\$35,260.73	\$7,019.82	\$1,944.43
TOTA	L - ALL INVESTMENTS			\$5,050,455.40	0.340%	\$3,940,167.22	\$1,025,727.08	\$0.00	\$70,521.46	\$14,039.64	\$17,181.13

TOTAL CASH AND INVESTMENTS \$6,389,741.06

^{*}INVESTMENT ACCOUNT BALANCES ARE UPDATED QUARTERLY FOR THESE MONEY MARKET ACCOUNTS TO REFLECT NOMINAL INTEREST AMOUNTS EARNED EACH MONTH AND POSTED DIRECTLY TO THE INVESTMENT.

Board of Trustees
Wallace D. Van Buren
President
Amy E. Sejnost
Vice President
Paul W. Coultrap
Clerk



General Manager Amy R. Underwood

Legal CounselMichael G. Philipp

2710 Curtiss Street P.O. Box 1412 Downers Grove, IL 60515-0703 Phone: 630-969-0664 Fax: 630-969-0827 www.dgsd.org

Providing a Better Environment for South Central DuPage County

Memo

To: Board of Trustees

From: Amy R. Underwood, General Manager

Date: March 12, 2021

Subject: Treasurer's Report for February 2021

Attached please find the subject report that tracks income and expenses through the tenth month of Fiscal Year 20-21.

Totals of expenses and income are shown on the following table:

Year-to-date	Income	Expense
General Fund	\$ 8,057,730.69 (page 1)	\$ 7,947,588.29 (page 6)
Improvement Fund	\$ 96,637.94 (page 7)	\$ 49,634.27 (page 7)
Construction Fund	\$ 199,996.46 (page 8)	\$ 14,403.64 (page 9)
Public Benefit Fund	\$ 443.30 (page 10)	\$ 0.00 (page 10)
TOTAL	\$ 8,354,808.39	\$ 8,011,626.20

C: BOLI, WCC, MGP

Downers Grove Sanitary District Date: 03/03/2021

Treasurer's Report Recap for Month Ending 02/28/21

Page: 1

Fund number & Description End											
				Fund Balance							
Fund	01	:	GENERAL FUND	\$4,348,050.47							
Fund	02	:	IMPROVEMENT FUND	\$1,186,199.67							
Fund	03	:	CONSTRUCTION FUND	\$1,218,502.58							
Fund	05	:	PUBLIC BENEFIT FUND	\$37,768.28							
			_								
Recap	Т	ota	als	\$6,790,521.00							

DATE 03/03/21 MONTH ENDED 02/28/21 PAGE 1 FUND 01 GENERAL FUND

COST	ACTUAL CURRENT	BUDGET CURRENT	ACTUAL	BUDGET	ACTUAL- BUDGET	VAR	TOTAL
NUMBER DESCRIPTION	MONTH	MONTH	Y-T-D	Y-T-D	VARIANCE	8	BUDGET
DEPT 05 REVENUES	=======	=======	========	-======		=======	=======
3000 PROPERTY TAXES	.00	0	1,255,377.56-	1,254,500-	877.56-	.1	1,254,500-
3001 USER RECEIPTS	271,499.09-	215,688-	2,766,957.92-	2,881,584-	114,626.08	4.0-	3,451,000-
3002 SURCHARGES	15,868.43-	31,250-	259,245.85-	312,500-	53,254.15	17.0-	375,000-
3004 PLAN REVIEW FEES	.00	500-	229.95-	2,000-	1,770.05	88.5-	2,000-
3005 CONSTRUCTION INSPECTION FEES	.00	140-	.00	500-	500.00	100.0-	500-
3006 PERMIT INSPECTION FEES	1,338.00-	1,833-	13,064.00-	18,330-	5,266.00	28.7-	22,000-
3007 INTEREST ON INVESTMENTS	1,490.88-	3,167-	19,731.76-	31,670-	11,938.24	37.7-	38,000-
3013 SAMPLING AND MONITORING	7,468.26-	6,042-	86,547.06-	60,416-	26,131.06-	43.3	72,500-
3014 REPLACEMENT TAXES	.00	0	62,933.67-	55,200-	7,733.67-	14.0	75,000-
3015 MISCELLANEOUS INCOME	9,691.60-	833-	31,155.61-	8,330-	22,825.61-	274.0	10,000-
3021 TELEVISION INSPECTION	.00	0	.00	150-	150.00	100.0-	150-
3023 PROPERTY LEASE PAYMENTS	5,803.60-	2,904-	28,902.90-	29,040-	137.10	.5-	34,850-
3024 MONTHLY SERVICE FEES	321,088.47-	288,456-	3,409,409.51-	3,395,540-	13,869.51-	. 4	4,120,800-
3027 GREASE WASTE	16,466.00-	16,667-	124,174.90-	166,670-	42,495.10	25.5-	200,000-
3040 RENEWABLE ENERGY CREDITS	.00	0	.00	2,250-	2,250.00	100.0-	3,000-
DEPT 05 TOTALS	650,714.33-	567,480-	8,057,730.69-	8,218,680-	160,949.31	2.0- 9	,659,300-
FUND REVENUE TOTAL	650,714.33-	567,480-	8,057,730.69-	8,218,680-	160,949.31	2.0- 9	,659,300-
SECT A SALARIES AND WAGES A001 TRUSTEES	4,500.00	4,500	18,000.00	18,000	.00	.0	18,000
A002 BOLI	.00	225	.00	900	900.00-	100.0-	900
A003 GENERAL MANAGEMENT	18,332.26	19,536	201,911.58	214,896	12,984.42-	6.0-	244,200
A004 FINANCIAL RECORDS	15,419.36	15,552	168,377.23	171,072	2,694.77-	1.6-	194,400
A005 ADMINISTRATIVE RECORDS	1,653.80	2,024	21,099.98	22,264	1,164.02-	5.2-	25,300
A006 ENGINEERING	1,056.40	988	4,291.64	10,868	6,576.36-	60.5-	12,350
A007 CODE ENFORCEMENT	26,477.39	29,792	314,533.47	327,712	13,178.53-	4.0-	372,400
A008 SAFETY ACTIVITIES	2,010.77	1,780	22,696.32	18,746	3,950.32	21.1	22,250
A030 BUILDING AND GROUNDS	.00	120	872.32	1,264	391.68-	31.0-	1,500
A090 WORK FROM HOME REIMBURSEMENT ALLOWANCE	350.00	0	3,775.00	0	3,775.00	.0	0
SECT A TOTALS	69,799.98	74,517	755,557.54	785,722	30,164.46-	3.8-	891,300
= SECT B OPERATIONS AND MAINTENANCE	========	=======	========			======	=======
B100 ELECTRICITY	242.80	250	3,015.88	3,550	534.12-	15.1-	4,000
B101 NATURAL GAS	105.95	350	626.64	2,450	1,823.36-	74.4-	3,000
B102 WATER, GARBAGE AND OTHER UTILITIES	.00	0	742.39	1,010	267.61-	26.5-	1,200
B110 BANK CHARGES	1,649.77	1,500	16,999.78	15,000	1,999.78	13.3	18,000
B112 COMMUNICATION	675.75	1,608	17,367.33	16,080	1,287.33	8.0	19,300
B113 EMERGENCY/SAFETY EQUIPMENT	2,772.59	3,500	19,259.49	35,000	15,740.51-	45.0-	42,000
B115 EQUIPMENT/EQUIPMENT REPAIR	3,589.29	6,000	57,246.65	81,000	23,753.35-	29.3-	93,000
B116 SUPPLIES	145.49-	625	2,251.19	6,250	3,998.81-	64.0-	7,500
B117 EMPLOYEE/DUTY COSTS	450.00	1,667	3,800.21	16,670	12,869.79-	77.2-	20,000
B118 BUILDING AND GROUNDS	.00	3,000	19,091.40	32,000	12,908.60-	40.3-	34,000

MONTH ENDED 02/28/21

DATE 03/03/21 FUND 01 GENERAL FUND

ACTUAL BUDGET ACTUAL-COST CURRENT CURRENT ACTUAL BUDGET BUDGET VAR TOTAL NUMBER DESCRIPTION MONTH MONTH Y-T-DY-T-DVARIANCE 8 BUDGET ______ B119 POSTAGE 11.91 792 2,279.99 7,920 5,640.01-71.2-B120 PRINTING/PHOTOGRAPHY .00 12,000 300 6,960.72 11,400 4,439.28-38.9-76,000 4,583.17 B121 USER BILLING MATERIALS 6,333 55,290.83 63,330 8,039.17- 12.7-B124 CONTRACT SERVICES 1,765.25 8,500 38,312.75 85,000 46,687.25- 54.9- 102,000 600 6,842.00 10,270 3,428.00- 33.4- 11,100 B137 MEMBERSHIPS/SUBSCRIPTIONS .00 ______ 250.087.25 386.930 SECT B TOTALS 15.700.99 35.025 136,842.75- 35.4- 452,600 ______ SECT C VEHICLES C222 GAS/FUEL 7.26 225 244.11 1,650 1,405.89- 85.2- 2,000 C225 OPERATION/REPAIR 373.66 2.226.34- 85.6-.00 650 2.600 2.600 ______ SECT C TOTALS 875 617.77 4,250 3,632.23- 85.5-4,600 ______ ______ DEPT 11 TOTALS 85,508.23 110,417 1,006,262.56 1,176,902 170,639.44- 14.5-1,348,500 ______ DEPT 12 O & M EXPENSES - WWTC SECT A SALARIES AND WAGES A006 ENGINEERING 3.258.98 2,920 39,648.93 32,120 7,528.93 23.4 36,500 A009 OPERATIONS MANAGEMENT 8,401.98 8,328 83,117.46 91,608 8,490.54- 9.3- 104,100 .00 466,444 A010 MAINTENANCE - BUDGET .00 4.6- 530.050 42,404 21,559.69-A011 MAINTENANCE - WWTC 29,208.25 0 287,251.79 0 .00 .0 0 A012 MAINTENANCE - VEHICLES 311.60 0 1,446.37 0 .00 . 0 0 5,289.66 .00 .0 A013 MAINTENANCE - ENERGY RECOVERY 181.11 0 0 0 10,252.86 A014 MAINTENANCE - ELECTRICAL 0 150,896.49 0 .00 .0 0 .00 46,112 .00 507,232 A020 WWTC - BUDGET 6,129.83 1.2 576,400 0 324,921.22 0 .00 .0 A021 WWTC - OPERATIONS 30.384.56 0 182,029.64 A022 WWTC - SLUDGE HANDLING 13,071.46 0 0 .00 .0 0 A023 WWTC - ENERGY RECOVERY 301.23 0 6.410.97 0 .00 .0 0 A030 BUILDING AND GROUNDS 6.951.20 10,988 84.736.64 120.868 36.131.36-29.9- 137.350 37.50 237.50 0 A090 WORK FROM HOME REIMBURSEMENT ALLOWANCE 0 237.50 .0 0 ______ 102,360.73 110,752 1,165,986.67 1,218,272 SECT A TOTALS 52.285.33- 4.3-1.384.400 ______ SECT B OPERATIONS AND MAINTENANCE 94,831.84 91,000 B100 ELECTRICITY 10,055.58 8,000 3,831.84 4.2 109,000 B101 NATURAL GAS 592.98 1,600 3,366.34 7,900 4,533.66- 57.4- 10,000 B102 WATER, GARBAGE AND OTHER UTILITIES 1,300 20,820.67 30,350 9,529.33- 31.4- 36,000 1,311.41 1,806.00 1,694.00- 48.4-200 3,500 589.00 4.000 B103 ODOR CONTROL 14,000 13,526.88- 96.6- 14,000 .00 B104 FUEL - GENERATORS 3,500 473.12 B112 COMMUNICATION 1,582.03 1,667 14,051.53 16,670 2,618.47-15.7-20,000 792 7,996.92 7.920 76.92 9.500 B113 EMERGENCY/SAFETY EQUIPMENT 1.604.26-1.0 B116 SUPPLIES 19,602.15 26,920 7,317.85- 27.2- 32,300 1,554.30 2,692 B117 EMPLOYEE/DUTY COSTS 501.51 2,600 9,731.46 23,000 13,268.54- 57.7- 26,000 209,816.00 209,800 209,800 B124 CONTRACT SERVICES 16.00 .0 .00 0 B130 NPDES PERMIT FEES 53,000.00 53,000 .00 53,000 .00 0 .0 B131 SLUDGE HAULING/DISPOSAL SERVICES 78,671.25 80,000 1,328.75-1.7-.00 0 80,000 B400 CHEMICALS - BUDGET 10,054 .00 100,540 11,180.59- 11.1- 120,650

.00

PAGE 2

DATE 03/03/21 MONTH ENDED 02/28/21 PAGE 3 FUND 01 GENERAL FUND

COST NUMBER DESCRIPTION	ACTUAL CURRENT MONTH	BUDGET CURRENT MONTH	ACTUAL Y-T-D	BUDGET Y-T-D	ACTUAL- BUDGET VARIANCE	VAR %	TOTAL BUDGET
				=======		======	
B401 CHEMICALS - DISINFECTION	4,349.11	0	35,927.47	0	.00	.0	0
B402 CHEMICALS - SLUDGE DEWATERING	3,402.54	0	30,426.36	0	.00	. 0	0
B404 CHEMICALS - OTHER	21,815.00	0	23,005.58	0	.00	. 0	0
B501 EQPT/EQPT REPAIR - BIOSOLIDS AGING & DISPOS	17,203.75	21,950	136,822.47	212,000	75,177.53-	35.5-	216,126
B502 EQPT/EQPT REPAIR - DISINFECTION	.00	1,293	24,248.26	20,930	3,318.26	15.9	23,511
B503 EQPT/EQPT REPAIR - EXCESS FLOW	189.11	707	56,359.09	22,070	34,289.09	155.4	23,487
B504 EQPT/EQPT REPAIR - GRIT REMOVAL	2,577.88	20,884	4,723.21	37,090	32,366.79-	87.3-	38,859
B505 EQPT/EQPT REPAIR - INFLUENT PUMPING	.00	3,094	766.15	36,940	36,173.85-	97.9-	43,132
B506 EQPT/EQPT REPAIR - PRIMARY TREATMENT	494.31	8,460	8,199.87	46,600	38,400.13-	82.4-	51,020
B507 EQPT/EQPT REPAIR - SECONDARY TREATMENT	1,900.00	15,815	95,465.56	134,650	39,184.44-	29.1-	141,276
B508 EQPT/EQPT REPAIR - SLUDGE CONCENTRATION	49,039.35	4,244	458,291.66	504,244	45,952.34-	9.1-	504,244
B509 EQPT/EQPT REPAIR - SLUDGE DEWATERING	.00	101,369	20,983.44	484,389	463,405.56- 19,316.13-	95.7-	687,168
B510 EQPT/EQPT REPAIR - SLUDGE DIGESTION B511 EOPT/EOPT REPAIR - TERTIARY TREATMENT	18,090.62	18,625 6,326	58,433.87 2,811.95	77,750 25,760	22,948.05-	24.8- 89.1-	99,997
~ ~	.00 3.778.60					28.1-	28,414 35,010
B512 EQPT/EQPT REPAIR - WWTC GENERAL		6,668	23,675.53	32,933	9,257.47-		
B513 EQPT/EQPT REPAIR - WWTC UTILITIES	77,524.78	40,400	949,157.83	749,850	199,307.83	26.6	795,606
B801 BLDG AND GROUNDS - BIOSOLIDS AGING & DISPOS	.00	292	.00	2,920	2,920.00-	100.0-	3,500
B802 BLDG AND GROUNDS - DISINFECTION	.00	100	16,041.80	29,550	13,508.20-	45.7-	29,811
B803 BLDG AND GROUNDS - EXCESS FLOW	.00	0	8,937.88 97.68	3,560	5,377.88 782.32-	151.1	3,560
B804 BLDG AND GROUNDS - GRIT REMOVAL	.00	88		880		88.9-	1,061
B805 BLDG AND GROUNDS - INFLUENT PUMPING	.00	664	1,292.00	6,640	5,348.00-	80.5-	7,963
B806 BLDG AND GROUNDS - PRIMARY TREATMENT	.00	442	.00	4,420	4,420.00-	100.0-	5,305
B807 BLDG AND GROUNDS - SECONDARY TREATMENT	.00	88	.00	880	880.00-	100.0-	1,061
B809 BLDG AND GROUNDS - SLUDGE DEWATERING	.00	715	14.71	14,150	14,135.29-	99.9-	15,561
B810 BLDG AND GROUNDS - SLUDGE DIGESTION	.00	310	2,504.84	23,100	20,595.16-	89.2-	23,713
B811 BLDG AND GROUNDS - TERTIARY TREATMENT	1,565.07	567	11,454.92	5,670	5,784.92	102.0	6,805
B812 BLDG AND GROUNDS - WWTC GENERAL	3,884.90	2,470	132,215.98	197,090	64,874.02-	32.9-	202,019
B813 BLDG AND GROUNDS - WWTC UTILITIES	.00	133	206.19	1,330	1,123.81-	84.5-	1,591
SECT B TOTALS	220,397.57	288,109	2,616,231.58	3,339,996	723,764.42-	21.7- 3	3,714,050
= SECT C VEHICLES	========		=========			=======	
C222 GAS/FUEL	628.64	2,417	8,632.39	24,170	15,537.61-	64.3-	29,000
C225 OPERATION/REPAIR	1,002.46	667	2,807.43	6,670	3,862.57-	57.9-	8,000
C226 VEHICLE PURCHASES	.00	0	.00		10,000.00-	100.0-	
SECT C TOTALS					29,400.18-	======	
					=========		
DEPT 12 TOTALS =	•	·			805,449.93- 		
DEPT 13 O & M EXPENSES - LABORATORY							
SECT A SALARIES AND WAGES							
A009 OPERATIONS MANAGEMENT	5,247.47	6,580	64,982.02	72,380	7,397.98-	10.2-	82,250
A040 LABORATORY - BUDGET	.00	13,356	.00	146,916	8,162.28-	5.6-	166,950
A041 LAB - WWTC	10,820.16	0	123,637.53	0	.00	.0	0
A042 LAB - PRETREATMENT	2,665.01	0	11,520.07	0	.00	.0	0
A043 LAB - SURCHARGE PROGRAM	.00	0	34.38	0	.00	.0	0
A047 LAB - MICRO	.00	0	902.48	0	.00	.0	0

DATE 03/03/21 MONTH ENDED 02/28/21 PAGE 4 FUND 01 GENERAL FUND

COST NUMBER DESCRIPTION	ACTUAL CURRENT MONTH	BUDGET CURRENT MONTH	ACTUAL Y-T-D	BUDGET Y-T-D	ACTUAL- BUDGET VARIANCE	VAR % =======	TOTAL BUDGET
A048 LAB - ENERGY RECOVERY	268.22	0	2,659.26	0	.00	.0	0
SECT A TOTALS	19,000.86	19,936	203,735.74	219,296	15,560.26-	7.1-	249,200
SECT B OPERATIONS AND MAINTENANCE							
B114 CHEMICALS	477.48	1,483	10,677.77	14,834	4,156.23-	28.0-	17,800
B115 EQUIPMENT/EQUIPMENT REPAIR	515.09	1,333	6,786.53	13,330	6,543.47-	49.1-	16,000
B116 SUPPLIES	292.66	1,758	10,917.71	17,580	6,662.29-	37.9-	21,100
B117 EMPLOYEE/DUTY COSTS	.00	467	1,622.04	4,670	3,047.96-	65.3-	5,600
B122 MONITORING EQUIPMENT	.00	2,250	2,418.95	9,000	6,581.05-	73.1-	9,000
B123 OUTSIDE LAB SERVICES	344.32	1,642 	17,622.05	16,420 ======	1,202.05 =======	7.3	19,700
SECT B TOTALS	1,629.55	8,933	50,045.05	75,834	25,788.95-	34.0-	89,200
SECT C VEHICLES							
C222 GAS/FUEL	7.61	46	193.62	460	266.38-	57.9-	550
C225 OPERATION/REPAIR	.00	0	187.34	150	37.34	24.9	200
SECT C TOTALS =	7.61	46	380.96	610	229.04-	37.6-	750
= DEPT 13 TOTALS	20,638.02	28,915	254,161.75	295,740	41,578.25-	14.1-	339,150
DEPT 14 O & M EXPENSES - SEWER SYSTEM							
SECT A SALARIES AND WAGES							
A006 ENGINEERING	1,045.55	1,228	6,486.07	13,508	7,021.93-	52.0-	15,350
A050 SEWER MAINTENANCE - BUDGET	.00	16,280	.00	179,080	19,659.88	11.0	203,500
A051 SEWER MAINTENANCE	17,601.18	0	186,446.83	0	.00	.0	0
A054 SEWER MAINTENANCE - BACKUPS AND HIGH FLOWS	1,179.43	0	12,293.05	0	.00	.0	0
A060 INSPECTION - BUDGET	.00	19,568	.00	215,249	76,414.98-	35.5-	244,600
A061 INSPECTION - NEW CONSTRUCTION	.00	0	1,096.72	0	.00	.0	0
A062 INSPECTION - CONSTRUCTION OF DGSD PROJECTS	1,548.42	0	33,207.74	0	.00	.0	0
A063 INSPECTION - PERMIT INSPECTIONS	315.60	0	8,254.82	0	.00	.0	0
A064 INSPECTION - MISCELLANEOUS	3,527.57	0	25,095.75	0	.00	.0	0
A065 INSPECTION - CONSTR BY VILLAGES, UTILITIES	1,344.47	0	46,883.56	0	.00	.0	0
A066 INSPECTION - CODE ENFORCEMENT	3,973.65	0	24,295.43	0	.00	.0	0
A070 SEWER INVESTIGATIONS - BUDGET	.00	820	.00	9,020	7,963.67-	88.3-	10,250
A072 SEWER INVESTIGATIONS	307.26	0	1,056.33	0	.00	. 0	0
A090 WORK FROM HOME REIMBURSEMENT ALLOWANCE	50.00	0 	725.00	0 ======	725.00 ======	.0	0
SECT A TOTALS	30,893.13	37,896	345,841.30	416,857	71,015.70-	17.0-	473,700
SECT B OPERATIONS AND MAINTENANCE							
B112 COMMUNICATION	1,143.09	958	5,363.95	9,580	4,216.05-	44.0-	11,500
B113 EMERGENCY/SAFETY EQUIPMENT	.00	363	3,451.28	3,630	178.72-	4.9-	4,350
B115 EQUIPMENT/EQUIPMENT REPAIR	49.96	4,954	14,858.85	49,540	34,681.15-	70.0-	59,450
B115 EQUIPMENT/EQUIPMENT REPAIR B116 SUPPLIES		4,954 333	14,858.85	49,540 3,330	34,681.15- 516.76	70.0- 15.5	59,450 4,000
	49.96	333					

DATE 03/03/21 MONTH ENDED 02/28/21 PAGE 5 FUND 01 GENERAL FUND

	ACTUAL	BUDGET			ACTUAL-		
COST	CURRENT	CURRENT	ACTUAL	BUDGET	BUDGET	VAR	TOTAL
NUMBER DESCRIPTION	MONTH	MONTH	Y-T-D	Y-T-D	VARIANCE	% 	BUDGET
B127 JULIE SYSTEM	.00	1,396	12,297.28	13,960	1,662.72-	11.9-	16,750
B128 OVERHEAD SEWER/BACKFLOW PREVENTION PROGRAM	3,000.00	4,250	27,333.00	37,500	10,167.00-	27.1-	43,000
B129 REIMBURSEMENT PROGRAM/PUBLIC SEWER BLOCKAGE	.00	1,000	3,020.00	10,000	6,980.00-	69.8-	12,000
B900 SEWER SYSTEM REPAIRS - BUDGET	.00	110,000	.00	1,410,000	246,673.17-	17.5-	1,603,600
B901 SEWER SYSTEM REPAIRS - I/I PROGRAM	1,312.50	0	284,264.69	0	.00	.0	0
B902 SEWER SYSTEM REPAIRS - REPLACEMENT	50,127.73	0	159,007.96	0	.00	.0	0
B903 SEWER SYSTEM REPAIRS - REHABILITATION	1,320.00	0	123,486.89	0	.00	.0	0
B910 SEWER SYSTEM REPAIRS - BSSRAP PROGRAM	26,982.75	0	498,833.39	0	.00	.0	0
B912 SEWER SYSTEM REPAIRS - BSSRAP - NONTARGET I	.00	0	1,227.15	0	.00	.0	0
B913 SEWER SYSTEM REPAIRS - BSSRAP-REPAIR/REPL/R	.00	0	5,711.16	0	.00	.0	0
B929 ARRA LOAN PRINCIPAL REPAYMENT	.00	0	90,795.59	0	.00	.0	0
SECT B TOTALS	83,725.26	133,129	1,319,482.04	1,636,290	316,807.96-	19.4- 1	,873,150
SECT C VEHICLES	========		=========	=======	=========	======	=======
C222 GAS/FUEL	699.73	2,167	6,751.98	21,670	14,918.02-	68.8-	26,000
C225 OPERATION/REPAIR	2,967.37	558	6,596.83	5,580	1,016.83	18.2	6,700
C226 VEHICLE PURCHASES	.00	0	50,201.00	44,500	5,701.00	12.8	44,500
C220 VEHICLE FORCHADED			•	•	==========		·
SECT C TOTALS	3,667.10	2,725	63,549.81	71,750	8,200.19-	11.4-	77,200
			=========			=======	
DEPT 14 TOTALS	118,285.49	173,750	1,728,873.15	2,124,897	396,023.85-	18.6- 2	,424,050
DEPT 15 O & M EXPENSES - LIFT STATIONS	========	-======			========	======	
SECT A SALARIES AND WAGES							
A006 ENGINEERING	237.69	312	471.46	3,432	2,960.54-	86.3-	3,900
A009 OPERATIONS MANAGEMENT	.00	792	34.38	8,712	8,677.62-	99.6-	9,900
A030 BUILDING AND GROUNDS	.00	736	258.35	8,096	7,837.65-	96.8-	9,200
A080 LIFT STATION MAINTENANCE	170.62	6,192	10,486.80	68,113	57,626.20- =====	84.6-	77,400
SECT A TOTALS	408.31	8,032	11,250.99	88,353	77,102.01-	87.3-	100,400
SECT B OPERATIONS AND MAINTENANCE							
B100 ELECTRICITY	8,022.46	10,625	82,593.89	106,250	23,656.11-	22.3-	127,500
B104 FUEL - GENERATORS	.00	1,125	831.43	4,500	3,668.57-	81.5-	4,500
B112 COMMUNICATION	312.10	500	3,269.49	5,000	1,730.51-	34.6-	6,000
B113 EMERGENCY/SAFETY EQUIPMENT	.00	0	59.00	1,000	941.00-	94.1-	1,000
B116 SUPPLIES	.00	0	182.56	300	117.44-	39.2-	400
B520 EQPT/EQPT REPAIR - BUTTERFIELD	.00	100	451.47	2,075	1,623.53-	78.2-	2,294
B521 EQPT/EQPT REPAIR - CENTEX	.00	330	103.16	4,375	4,271.84-	97.6-	5,033
B522 EQPT/EQPT REPAIR - COLLEGE	.00	927	4,021.26	10,845	6,823.74-	62.9-	12,697
B523 EQPT/EQPT REPAIR - EARLSTON	.00	100	602.51	1,975	1,372.49-	69.5-	2,183
B524 EQPT/EQPT REPAIR - HOBSON	.00	0	12,828.41	19,947	7,118.59-	35.7-	19,947
B525 EQPT/EQPT REPAIR - LIBERTY PARK	.00	120	1,453.16	3,510	2,056.84-	58.6-	3,748
B526 EQPT/EQPT REPAIR - NORTHWEST	.00	425	103.16	5,850	5,746.84-	98.2-	6,674
B527 EQPT/EQPT REPAIR - VENARD	15.13	120	3,014.61	5,160	2,145.39-	41.6-	5,404
B528 EQPT/EQPT REPAIR - WROBLE	.00	6,500	558.16	10,210	9,651.84-	94.5-	10,472
B529 EQPT/EQPT REPAIR - LIFT STATIONS GENERAL	.00	2,260	9,153.59	32,350	23,196.41-	71.7-	36,848

DATE 03/03/21 MONTH ENDED 02/28/21 PAGE 6 FUND 01 GENERAL FUND

NUMBER	DESCRIPTION	COST	ACTUAL CURRENT MONTH	BUDGET CURRENT MONTH	ACTUAL Y-T-D	BUDGET Y-T-D	ACTUAL- BUDGET VARIANCE	VAR %	TOTAL BUDGET
B820 BLDG	AND GROUNDS -	BUTTERFIELD	.00	0	1,109.15	0	1,109.15	.0	0
B821 BLDG	AND GROUNDS -	CENTEX	.00	0	1,125.15	0	1,125.15	.0	0
B823 BLDG	AND GROUNDS -	EARLSTON	.00	0	1,099.15	0	1,099.15	.0	0
B824 BLDG	AND GROUNDS -	HOBSON	.00	0	2,213.35	0	2,213.35	.0	0
B825 BLDG	AND GROUNDS -	LIBERTY PARK	.00	0	1,139.15	0	1,139.15	.0	0
B826 BLDG	AND GROUNDS -	NORTHWEST	.00	0	1,358.97	25,000	23,641.03-	94.6-	25,000
B827 BLDG	AND GROUNDS -	VENARD	.00	0	1,125.15	0	1,125.15	.0	0
B828 BLDG	AND GROUNDS -	WROBLE	.00	0	5,952.15	5,000	952.15	19.0	5,000
B829 BLDG	AND GROUNDS -	LIFT STATIONS GENERAL	.00	2,142	.00	23,420	23,420.00-	100.0-	27,700
			========			========		=======	
SECT	B TOTALS		8,349.69	25,274	134,348.08	266,767	132,418.92-	49.6-	302,400
DEPT DEPT 17	15 TOTALS O & M EXPEN	NSES - INSURANCE & EMPLO	8,758.00				209,520.93-		
SECT E	TNSIIRANCE: A	AND EMPLOYEE BENEFITS							
	ILITY/PROPERTY	END BINE BOTEB DENGET ITO	20.00	0	207,088.80	208,000	911.20-	. 4-	208,000
	OYEE GROUP HEAI	JTH	36,670.83	42,833	374,090.74	428,330	54,239.26-		514,000
E460 IMRF			29,599.52	23,373		271,334	20,072.56-	7.4-	
	AL SECURITY		16,737.40	18,653	186,592.71	198,754	12,161.29-	6.1-	232,000
SECT	E TOTALS		83,027.75	84,859	1,019,033.69	1,106,418	87,384.31-	7.9- 3	1,272,000
DEPT	17 TOTALS		83,027.75	84,859	1,019,033.69	1,106,418	87,384.31-	7.9- 1	1,272,000
DEPT 91	SA EXPENSE								
DEPT	91 TOTALS		.00	0	.00	0	.00	()
FUND	EXPENSE TOTAL		640,606.89	•			1,710,596.71-		
FUND	01 TOTALS		10,107.44-	265,712	110,142.40-	1,439,505	1,549,647.40-	107.7- 3	1,272,650

DATE 03/03/21 MONTH ENDED 02/28/21 PAGE 7

FUND 02 IMPROVEMENT FUND

COST NUMBER DESCRIPTION	ACTUAL CURRENT MONTH	BUDGET CURRENT MONTH	ACTUAL Y-T-D	BUDGET Y-T-D	TOTAL BUDGET	
DEPT 05 REVENUES						
3007 INTEREST ON INVESTMENTS 3010 TRUNK SEWER SERVICE CHARGES	406.93- 2,202.12-	7,500-		75,000-	90,000-	
DEPT 05 TOTALS	2,609.05-		96,637.94-	89,080-	106,900-	
DEPT 30 CAPITAL EXP - ARRA - LOAN REPAYMENTS		=======	=======		=======	
0500 PROJECT BUDGET	.00	0	.00	46,600	93,200	
0515 PAYMENT ON LOAN PRINCIPAL	.00	0	46,595.52	0	0	
DEPT 30 TOTALS	.00	0	46,595.52	46,600	93,200	
DEPT 36 CAPITAL EXP - LIBERTY PARK LIFT STAT				-=======		
DEPT 36 TOTALS	.00	0	.00	0	0	
DEPT 47 CAPITAL EXP - CENTEX LIFT STATION UP	PGRADE			:=======	:=======	
0502 DESIGN ENGINEERING/ARCHITECTURAL	1,948.75	8,333	3,038.75	33,332	50,000	
DEPT 47 TOTALS	1,948.75	8,333	3,038.75	33,332	50,000	
DEPT 74 CAPITAL EXP - SEWER - UNSEWERED AREA	 \S		========		:=======	
0500 PROJECT BUDGET	.00	0	.00	7,500	7,500	
DEPT 74 TOTALS	.00	0	.00	7,500	7,500	
FUND EXPENSE TOTAL	1,948.75	8,333	49,634.27	87,432	150,700	
FUND 02 TOTALS	660.30-		47,003.67-	1,648-	43,800	

DATE 03/03/21 MONTH ENDED 02/28/21 PAGE 8

DEPT 39 CAPITAL EXP - WWTC - GRIT BLOWER REPLACEMENT

FUND 03 CONSTRUCTION FUND

ACTUAL BUDGET COST CURRENT CURRENT ACTUAL BUDGET TOTAL NUMBER DESCRIPTION MONTH MONTH Y-T-DY-T-D BUDGET REVENUES 48.57- 1,371- 1,495.07- 13,710- 16,450-3007 INTEREST ON INVESTMENTS 3009 SEWER PERMIT FEES 3,248.00- 20,833- 198,501.39- 208,330- 250,000-______ 3,296.57- 22,204- 199,996.46- 222,040- 266,450-DEPT 05 TOTALS ______ DEPT 30 CAPITAL EXP - ARRA - LOAN REPAYMENTS 0 .00 14,450 28,900 0500 PROJECT BUDGET .00 0 14,403.64 0 0515 PAYMENT ON LOAN PRINCIPAL .00 ______ DEPT 30 TOTALS .00 0 14,403.64 14,450 28,900 ______ DEPT 31 CAPITAL EXP - WWTC - CHP BIOGAS ______ 0 .00 0 DEPT 31 TOTALS ______ DEPT 32 CAPITAL EXP - WWTC - SECOND TURBOBLOWER ______ .00 0 .00 0 0 DEPT 32 TOTALS ______ CAPITAL EXP - WWTC - DIGESTER MIXING/GAS PIPING DEPT 33 ______ DEPT 33 TOTALS .00 0 .00 0 ______ DEPT 34 CAPITAL EXP - WWTC - GREASE WASTE DELIVERY RAMP ______ .00 .00 DEPT 34 TOTALS 0 0 0 ______ DEPT 35 CAPITAL EXP - WWTC - CHP BIOGAS PHASE 2 ______ .00 0 .00 DEPT 35 TOTALS 0 Ω ______ DEPT 37 CAPITAL EXP - WWTC - GREASE RECEIVING STATN NO2 ______ 0 .00 0 DEPT 37 TOTALS ______ DEPT 38 CAPITAL EXP - WWTC - PROPERTY ACQUISITION ______ DEPT 38 TOTALS .00 0 ______

DATE 03/03/21 MONTH ENDED 02/28/21 PAGE 9

FUND 03 CONSTRUCTION FUND

			ACTUAL	BUDGET				
		COST	CURRENT	CURRENT	ACTUAL	BUDGET	TOTAL	
NUMBER	DESCRIPTION		MONTH	MONTH	Y-T-D	Y-T-D	BUDGET	
=======				========	=========			
		=:		========	==========			
DEPT	39 TOTALS		.00	0	.00	0	0	
		=:			========			
DEPT 40	CAPITAL EXP	- WWTC - LOAN REPAYMENT						
		=:		========	=========			
DEPT	40 TOTALS		.00	0	.00	0	0	
		=:	========	========	=========			
FUND	EXPENSE TOTAL		.00	0	14,403.64	14,450	28,900	
		=:	========	========	=========			
FUND	03 TOTALS		3,296.57-	22,204-	185,592.82-	207,590-	237,550-	

DATE	03/03/21	MONTH	ENDED	02/28/21	PAGE	10
FUND 05	PUBLIC BENEFIT	FUND				

FUND 05 TOTALS

				ACTUAL	BUDGET		
FUND	05	PUBLIC BENEFIT	' FUND				

	COST	CURRENT	CURRENT	ACTUAL	BUDGET	TOTAL	
NUMBER	DESCRIPTION	MONTH	MONTH	Y-T-D	Y-T-D	BUDGET	
========				========	=======	========	:=========
DEPT 05	REVENUES						
3007 INTERE	ST ON INVESTMENTS	44.91-	46-	443.30-	460-	550-	
	=			========	=======	========	:==========
DEPT 0	5 TOTALS	44.91-	46-	443.30-	460-	550-	
	=			========	=======	========	:=========
DEPT 59	CAPITAL EXP - SEWER - SEWER EXTENSION	ONS					
	=			========	=======	========	:==========
DEPT 5	9 TOTALS	.00	0	.00	0	0	
	=			========	=======	========	:=========
DEPT 65	CAPITAL EXP - SEWER - REIMB FOR ADDI	ED DEPTH					
	=			========	=======	========	:==========
DEPT 6	5 TOTALS	.00	0	.00	0	0	
	=			========	=======	========	:==========
FUND E	XPENSE TOTAL	.00	0	.00	0	0	
	=			========	========	=========	:==========

44.91- 46- 443.30- 460- 550-

DATE 03/03/21 MONTH ENDED 02/28/21 PAGE 11

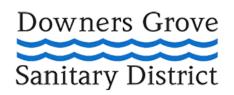
FUND 71 SEWER EXTENSIONS ESCROW

FUND 71 TOTALS

		ACTUAL	BUDGET				
COST		CURRENT	CURRENT	ACTUAL	BUDGET	TOTAL	
NUMBER	DESCRIPTION	MONTH	MONTH	Y-T-D	Y-T-D	BUDGET	
========			========			========	
DEPT 05	REVENUES						
3007 INTERE	ST ON INVESTMENTS	8.92	- 0	88.03-	88.03- 0		
		=========				========	
DEPT 0	5 TOTALS	8.92	- 0	88.03-	0	0	
		=========					
DEPT 92	SEWER EXPENSE						
		=========					
DEPT 9	2 TOTALS	.00	0	.00	0	0	
		=========	=========		=======	========	
FUND E	XPENSE TOTAL	.00	0	.00	0	0	
		=========	=========	.========			

8.92- 0 88.03- 0 0

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Providing a Better Environment for South Central DuPage County

February 12, 2021

Compliance Assurance Section – MC #19 Bureau of Water Illinois Environmental Protection Agency 1021 North Grand Avenue East P.O. Box 19276 Springfield, IL 62794-9276

To Whom It Concerns:

Attached please find the Sanitary Sewer Overflow or Bypass Notification Summary Report describing an overflow that occurred as a result of downstream blockage:

Manhole No.	Manhole Location	Overflow Date
inspection manhole	30 W 63 rd St, Westmont	February 11, 2021

This overflow, which lasted one and a half hours, was caused by a blockage in the downstream mainline sewer. District staff jetted the mainline, removing an 8" inflatable test plug, plastic bags and grease. District staff also cleaned out the inspection manholes at two upstream restaurants. The mainline was constructed in 2019 and the tributary businesses and restaurants have opened in the past three to nine months. The test plug was left by the developer's contractor who leak tested the sewer. No further action is needed to prevent this issue in the future as it is associated with the initial construction of the strip mall.

The overflow seeped out of the manhole cover and froze on the pavement. No sewage-related debris surfaced. No storm drains or waterways were impacted.

If you have any questions, please do not hesitate to call me at the number provided herein or to

send an e-mail message to me at aunderwood@dgsd.org.

Sincerely,

DOWNERS GROVE SANITARY DISTRICT

my Mobiums

Amy R. Underwood General Manager

Encl.

cc: Board of Trustees Jay Patel, IEPA Linda Wong, IEPA



Illinois Environmental Protection Agency

Bureau of Water • 1021 North Grand Avenue East • P.O. Box 19276 • Springfield • Illinois • 62794-9276

Sanitary Sewer Overflow or Bypass Notification Summary Report

- Within 24 hours of the occurrence, notify the Illinois EPA regional wastewater staff by telephone, FAX, email or voice mail, if staff are unavailable.
- Within 5 days of the occurrence, provide a written report describing the overflow or bypass, including all information requested on this form. The permittee is required to submit this form or other equivalent written notification to the Illinois EPA at:

Bureau of Water/Compliance Assurance Section - MC #19 1021 North Grand Avenue East P.O. Box 19276 Springfield, IL 62794-9276

NOTE: You may complete this form online, save a copy locally, print, sign and submit it to the BOW/CAS MC #19, at the above address. You may also print the form before completing it by hand, signing and submitting it.

Failure to notify the Illinois EPA as specified may result in fines up to \$10,000 for each day of violation.

Instructions: Use this form to report all unscheduled sanitary sewer overflow or bypass occurrences. Attach additional information as necessary to explain or document the overflow or bypass. For the purpose of this report, an overflow or bypass is defined as the discharge of untreated sewage from the sanitary sewer collection system to a surface water and/or ground due to circumstances such as those identified by the check boxes in the overflow or bypass details section of this form.

Use one form per occurrence. A single occurrence may be more than one day if the circumstances causing the overflow or bypass results in a discharge duration of more than 24 hours. If there is a stop and restart of the overflow or bypass within 24 hours, but it is caused by the same circumstances, report it as one occurrence. If the discharges are separated by more than 24 hours, they should be reported as separate occurrences.

24 Hour Notification Information

inflatable test plug, plastic bags and grease.

Permittee (Mun Downers Grove			-	ne):	Permit Number: IL0028380	Person Representing Permittee Who Contacted IEF Amy R. Underwood				
Date: 02-12-21	Time: 10:30	AM ×	PM	IEPA Office	e Contacted:		ame of IEPA Employee Contacted:			
Sanitary Sev		rflow	or B	ypass Det	tails		2			
Date and Durati	on of Ove	rflow o	or Bypa	ass Occurrer	nce (complete a sep	arate form f	or each occurrence):			
Start Date: 02-11-21	7 To Bullation of the Oction of Bypass (nours and minutes).									
Estimated Volume of Wastewater WWTP Flow During bypass (report in Discharged MGD): Not applicable for a collection gallons): Location of the Overflow or Bypass:										
Jnknown					30 W	/. 63rd Stree	et, Westmont			
Circumstand	ces Cau	sing	the C	verflow o	r Bypass (chec	k all that	apply)			
VPC 733 1/2011										
ailed. What ca	used the	power	outage	e, or what plu	ugged the sewer. Fi	ooding shou	rred. For example, describe what equipment uld only be indicated, as a cause if there is ust localized high water in the street.			
The overflow or	curred at	an ins	pectio	n manhole ir	n a new commercial	strip mall. T	he downstream pipe was plugged by an			

Wet Weather	(if appl	icable)									
Date(s) and D	ouration	of Rainfall:									
Start Date:	Time:	AM PM	End Date:	Time:	AM PM	Amount	of Rainfall (inches)	Amou (inche	nt of Snow Melt s)		
Contributing :	Soil Con	ditions (satu	ırated, frozen,	, soil type))						
Where Did	the Di	scharge f	rom the O	verflow	or Bypas	s Go? (check all that	apply)			
If discharge d storm sewer t Runs on g	oes not o o find the ground a	enter directly e receiving v nd absorbs	y into surface water. into the soil						river, lake, or wetland the path of the ditch o		
☐ Ditch: Na	ime of su	ırface water	it drains to:								
Storm Se	wer: N	lame of surf	ace water it d	rains to:							
Surface v	vater dire	ect discharg	e:								
Basemen	t Back-u	ps, (Numb	er & use (i.e.r	residential	, commerci	al) of buildi	ings affected):				
X Other, de	scribe:V	Vastewater :	seeped out of	the MH 8	froze on th	e paveme	nt; no storm sewer	s or wate	rways were impacted.		
	which c	aused the b	ackup was re				e where the overflo s due to the origina		ed and the two ction, it should not be		
Report Co	mplete	d By			Autl	horized F	Representative	Contac	ct Information		
Contact Person	on: Amv	R. Underwo	ood		Contact Person: Amy R. Underwood						
Street Addres					Title: General Manager						
PO Box:					 Stree	t Address:	2710 Curtiss St				
City:	Dowr	ners Grove	State:	IL	PO E	Box:					
Zip Code:	6051	5 F	Phone: 63096	90664	City:		Downers Grove		State: IL		
County:	DuPa	ige			Zip C		60515	Phone:	6309690664		
					Cour	ity:	DuPage				
	commits						al statement, orali after conviction is	-			
Authorized Representative Name (Print)					Title						
Amy R. Unde	rwood				General Manager						
Amy M.		d				-	02/12/2021				
<i></i>	-	-				_					

Authorized Representative Signature

Date

GENERAL MANAGER'S REPORT TO EMPLOYEES

WWTC Operations Data – January

The DMR for January indicates that the final effluent averaged 0.7 mg/l CBOD, 0.4 mg/l suspended solids and 0.11 mg/l ammonia nitrogen over a daily average flow of 13.89 MGD. There were no permit excursions in January.

Financial Data – January

In January, the District received \$672,728 in the General fund, including \$259,772 in user charges, \$30,172 in surcharges and \$337,023 in monthly fees. General fund expenses totaled \$622,812. The Improvement fund had revenues of \$3,972 and expenses of \$1,090. The Construction fund had revenues of \$3,308 and expenses of \$0.

Sewer Permits – January

There were 11 sewer permits issued in January -5 single family, 3 repair, and 3 disconnections.

Five Year Financial Plan and Appropriation Ordinance

At the February 9 meeting, the Board reviewed the Five Year Financial Plan for Fiscal Years 2021-22 to 2025-26. There is an anticipated \$0.15 increase in the FY 21-22 budget for the user fee (increasing from \$1.80 to \$1.95) and no anticipated increase in the monthly service fee (currently at \$17.00 per month). The FY 21-22 budget and the Appropriation Ordinance which sets spending limits for budget categories will be presented for Board approval at the March 16 Board meeting.

Personnel

We're excited to announce that Oscar Avila has accepted the District's offer for the Sewer System Permit Technician position and completed all necessary post-offer conditions. Oscar's first day of work is anticipated to be Monday, March 1! Please feel free to welcome Oscar back in this new capacity when you see him.

COVID-19 Measures

The District's COVID Preparedness Plan states that employees should announce themselves when entering hallways. Please note that this includes the Administration Center when you enter through the back door. The office staff would appreciate knowing who has entered the building when they hear the back door open or the time clock beep.

If you have been traveling to and are returning from out-of-state (with the exception of North Dakota), you will be asked to self-quarantine prior to returning to work. In addition, if you travel by air, you will also be asked to self-quarantine prior to returning to work.

Sewer Rehabilitation/Infiltration and Inflow Removal

We are targeting the 1-K-028 area for private property inspections and I/I removal. We are also monitoring the area around the 1-M-049 manhole to evaluate flows in the vicinity and impacts of the installation of a bolt-down cover at 1-M-049. Data collected shows that the local system containing 1-M-049 appears to be operating satisfactorily. Regular flow monitoring continues.

Status of Projects

1) 001 Outfall Pipe Repair

Baxter & Woodman has submitted the revisions to the plans and specifications for District staff review.

2) Composting Pilot

The last phase of the fourth compost heap will start at the end of next week.

3) CHP #1 Replacement

The new CHP #1 is operational. Concentric is working on finishing the full SCADA controls and data collection.

4) Centex Lift Station Replacement

Baxter & Woodman has begun preparing the plans and specifications.

5) 1K-028 Basin Rehabilitation Phase 3

Survey work and soil borings are in process.

GENERAL MANAGER'S REPORT TO EMPLOYEES

COVID-19 Measures

CURRENT MITIGATION PLAN TIER OR PHASE FOR DGSD (REGION 8): PHASE 4

The District has recently revised its COVID-19 Preparedness Plan. Employees should familiarize themselves with the numerous changes. If you have been traveling to and are returning from out-of-state, you may be asked to self-quarantine prior to returning to work. Please check with your supervisor or the District's Safety Coordinator in advance of traveling out-of-state to determine beforehand if a quarantine will be necessary upon your return.

Attached is a revised version of the District's Emergency COVID-19 Absence Policy, which now includes the following reason for which the District-provided emergency paid sick leave may be used by full-time employees: "The employee's ability to perform his/her regular work duties is affected by side effects of the COVID-19 vaccine."

Five Year Financial Plan and Appropriation Ordinance

At the February 9 meeting, the Board reviewed the Five Year Financial Plan for Fiscal Years 2021-22 to 2025-26. There is an anticipated \$0.15 increase in the FY 21-22 budget for the user fee (increasing from \$1.80 to \$1.95) and no anticipated increase in the monthly service fee (currently at \$17.00 per month). The FY 21-22 budget and the Appropriation Ordinance which sets spending limits for budget categories will be presented for Board approval at the March 16 Board meeting.

Group Health Insurance

We are currently soliciting proposals for renewal of our group medical, dental, vision and life insurance.

TopHealth

The March issue of TopHealth is enclosed.

Sewer Rehabilitation/Infiltration and Inflow Removal

We are targeting the 1-K-028 area for private property inspections and I/I removal. We are also monitoring the area around the 1-M-049 manhole to evaluate flows in the vicinity and impacts of the installation of a bolt-down cover at 1-M-049. Data collected shows that the local system containing 1-M-049 appears to be operating satisfactorily. Regular flow monitoring continues.

Status of Projects

1) 001 Outfall Pipe Repair

The District is working with Baxter & Woodman to finalize the plans and specifications.

2) Composting Pilot

The fourth compost pile was rebuilt. This should be the final phase of this pile; however, it has not met the time and temperature requirements for pathogen destruction, yet. Staff Engineer Bielawa is working with the manufacturer, Sustainable Generation, to determine why it has not met the requirement and how to proceed.

3) CHP #1 Replacement

Nissen is going to troubleshoot an issue with the new CHP #1 this weekend. SCADA work is almost complete.

4) Centex Lift Station Replacement

Baxter & Woodman is preparing the plans and specifications.

5) 1K-028 Basin Rehabilitation Phase 3

Survey work and soil borings are in process.

GENERAL MANAGER'S REPORT TO EMPLOYEES

WWTC Operations Data – February

The DMR for February indicates that the final effluent averaged 1.4 mg/l CBOD, 1.1 mg/l suspended solids and 0.67 mg/l ammonia nitrogen over a daily average flow of 10.96 MGD. There were no permit excursions for the month.

<u>Sewer Permits – February</u>

There were 8 sewer permits issued in February – 5 single family and 3 disconnections.

<u>Financial Data – February</u>

In February, the District received \$650,714 in the General fund, including \$271,499 in user charges, \$15,868 in surcharges and \$321,088 in monthly fees. General fund expenses totaled \$640,607. The Improvement fund had revenues of \$2,609 and expenses of \$1,949. The Construction fund had revenues of \$3,297 and expenses of \$0.

COVID-19

CURRENT MITIGATION PLAN TIER OR PHASE FOR DGSD (REGION 8): PHASE 4

If you have been traveling to and are returning from out-of-state, you may be asked to self-quarantine prior to returning to work. Please check with your supervisor or the District's Safety Coordinator in advance of traveling out-of-state to determine beforehand if a quarantine will be necessary upon your return.

If you are considering getting the vaccine, you may still register with the DuPage County Health Department (DCHD) at https://dupagehealth.org/covid19vaccineregistration. The DCHD encourages you to explore other options for getting the vaccine. Vaccination sites may be found at https://coronavirus.illinois.gov/s/vaccination-location.

Five Year Financial Plan and Appropriation Ordinance

At the February 9 meeting, the Board reviewed the Five Year Financial Plan for Fiscal Years 2021-22 to 2025-26. There is an anticipated \$0.15 increase in the FY 21-22 budget for the user fee (increasing from \$1.80 to \$1.95) and no anticipated increase in the monthly service fee (currently at \$17.00 per month). The FY 21-22 budget and the Appropriation Ordinance which sets spending limits for budget categories will be presented for Board approval at the March 16 Board meeting.

Employee Benefit Statement

A memo and statement regarding the value of the benefits you received in 2020 as an employee of the District will be available in the near future to employees through the password-protected section of the Employee Portal online.

Group Health Insurance

We are currently soliciting proposals for renewal of our group medical, dental, vision and life insurance benefits with a plan year of June 1 - May 31.

Sewer Rehabilitation/Infiltration and Inflow Removal

We are targeting the 1-K-028 area for private property inspections and I/I removal. We are also monitoring the area around the 1-M-049 manhole to evaluate flows in the vicinity and impacts of the installation of a bolt-down cover at 1-M-049. Data collected shows that the local system containing 1-M-049 appears to be operating satisfactorily. Regular flow monitoring continues.

Status of Projects

1) 001 Outfall Pipe Repair

The District is working with Baxter & Woodman to finalize the plans and specifications.

2) Composting Pilot

The fourth compost pile, which was rebuilt on February 23rd, has met the time and temperature requirements for pathogen destruction. It is anticipated that the pile rebuilt for Phase 3 next week.

3) CHP #1 Replacement

Nissen adjusted parameters on the combustion of the new engine and it is now running much smoother and at capacity. Staff is continuing to monitor performance to ensure that the issue was fully resolved.

4) Centex Lift Station Replacement

Baxter & Woodman is preparing the plans and specifications.

5) 1K-028 Basin Rehabilitation Phase 3

Survey work and soil borings are complete. Baxter & Woodman is preparing the plans and specifications.

Amy Underwood

From: Amy Underwood

Sent: Friday, February 19, 2021 3:50 PM

To: Adam Cioni; Adrienne Kasper; Alan Hartigan; Alex Bielawa; Alyssa Caballero; Amy

Underwood; Angel Lozada; Bill Smith; Bob Swirsky; Brian Meng; Carly Shaw; Chuck Preen; Clay Campbell; Daniel Jasso; Dwayne Carpenter; Ed Bailie; Frank Furtak; Jeff Barta; Jessie Gwozdz; Joe Magiera; Jose Roche, Jr.; Keith Shaffner; Kim Giardini; Larry Cox; Malwina Serpa; Marc Majewski; Marco Rendon; Megan MacQuilkin; Mike

Hayward; Nick Preen; Nick Whitefleet; Reese Berry; Rolf Flechsig; Sam Tatulli; Siamak

Azarnia; Stephanie Cioni; Susan Testin; Todd Freer

Subject: February 2021 COVID Preparedness Plan Revision

I want to take the time to thank everyone for continuing their diligence related to COVID-19 safety measures. I am proud to say that we have not had an outbreak in our workplace even though we have had a few employees test positive. It is your attention to the details of the District's COVID-19 Preparedness Plan that have allowed us to keep our workplace safe.

The District's Plan was updated this month to reflect changes from the CDC. You will soon receive an assignment in Target Solutions asking you to read the updated Plan. Key revisions to the plan are described generally below. Please note that several other changes were made throughout the plan. It is very important that you read through the plan so that you are fully aware of all changes that were made.

Key Revisions to the Covid-19 Preparedness Plan:

- 1. Language regarding the State of Illinois Resurgence Mitigation Tiers has been added. In the previous version of the Plan, Restore Illinois only had Phases and not Tiers.
- 2. CDC guidance for COVID-19 vaccinated individuals has been added.
- 3. Steps for determining whether an employee needs to quarantine after travel have been added.
- 4. Changes to quarantine durations have been made to reflect current CDC recommendations.
- 5. Changes have been made to the requirements for a medical release to return to work after experiencing symptoms.
- 6. A section has been added on events and gatherings.
- 7. Attachment C has been updated to reflect the way we should interact with customers before entering structures on their property or before interacting with a customer in-person.

Travel-related quarantine has been a topic of many employee questions over the past several months. I have had many discussions with the Supervisors and the Safety Coordinator about finding a path forward that would result in fewer employees needing to quarantine after traveling but would still be protective of the rest of the staff and our customers. The determination of quarantine will still be evaluated on a case-by-case basis in a fair and equitable manner. However, additional information will be considered. If you plan to travel and have not already determined on your own that you need to quarantine, you will be asked several questions. These questions are not to invade your privacy but to gain a better understanding of what quarantine measures, if any, are appropriate. In determining quarantine measures, District management may consider such things as:

- Your destination
- Infection rates at your destination

- Your vaccination status
- Your mode of transportation (e.g. plane, bus, train, auto, etc.)
- Your traveling companions Do they live in the same house with you?
- Your accommodations Will you stay in a hotel? Will you be staying with family?
- Your overall plans Will you attend an amusement park?

If it was determined prior to your travels that you will not need to quarantine upon returning, you will also be asked similar questions after traveling and prior to returning to work to verify that nothing has changed from your pre-travel plans that would require you to quarantine. The same may apply if it was determined that you were going to need to quarantine and then you changed plans during your trip, reducing your potential exposure and thereby eliminating the need to quarantine.

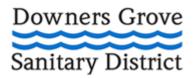
Let's look at a couple of examples of evaluating travel quarantine needs with these extra considerations. Please note these are just examples to give an idea of the approach and analysis that may be expected:

- a) Tom has a vacation home on a lake in Wisconsin. While infection rates are high, he plans to go there for the week with his wife and kids who live with him. They will be driving there and bringing food. They have no plans to do any sightseeing. They may run to the grocery store for additional supplies, but they plan to take precautions like wearing masks, practicing social distancing and avoiding most interactions with people they don't live with. They plan to spend the week relaxing and swimming, just the 4 of them.
 - Will Tom need to quarantine after this trip? Most likely NO.
- b) Tom and his family are going to take another trip to his lake home in Wisconsin while infection rates are high. This time his cousins from Minnesota and Iowa will be meeting him there along with their families. Again, they just plan to spend the week relaxing and swimming.
 - Will Tom need to quarantine after this trip even if they take some moderate precautions like wearing masks? YES. Tom will have extended exposure to people outside of the 3 people he normally lives with, so he will need to quarantine.

Please contact your Supervisor or the Safety Coordinator if you have any questions concerning the revisions to the COVID-19 Preparedness Plan.

Amy R. Underwood, P.E.

General Manager



2710 Curtiss Street
P.O. Box 1412
Downers Grove, IL 60515
(630)969-0664
www.dgsd.org



COVID-19 Preparedness Plan

February 19, 2021

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1. Introduction

The current global COVID-19 pandemic has impacted our communities in an unprecedented an unexpected way. This impact has led to the implementation of additional guidelines and restrictions intended to protect public health. The Downers Grove Sanitary District (DGSD) is committed to providing a safe and healthy workplace for our employees and customers. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, management, and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplace.

DGSD is classified as an essential business during the COVID-19 pandemic. Our employees are our most valuable asset and we are committed to their health and safety. Our COVID-19 Preparedness Plan follows guidelines established by the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), Illinois Department of Public Health (IDPH) guidelines, and the "Restore Illinois" 5-Phase plan put in place by Illinois Governor J.B. Pritzker. The Restore Illinois Plan and Illinois Resurgence Mitigation Plan are included as Attachment A of this document. Just as these guidelines have changed as research and science develop, this plan will be updated should these guidelines be modified.

DGSD employees are expected to take steps to protect themselves from COVID-19 both at work and at home by following the recommendations of the public health authorities mentioned above.

Where applicable, this plan indicates different measures for Phases 1 through 4 of the Restore Illinois Plan and Tiers 3 through Tier 1 of the Illinois Resurgence Mitigation Plan. This COVID-19 Preparedness Plan will no longer be in effect once the Governor moves the State to Phase 5 of the Restore Illinois plan.

Unless specifically indicated otherwise, employees who have been vaccinated must continue to follow all measures identified in this plan.

2. Signs and symptoms of COVID-19

The CDC has maintained an up-to-date list of symptoms of COVID-19. At the time of this document, the symptoms are:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatique
- Muscle or body aches
- Headache

- New Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

2.1. Employee Self-Monitoring of Symptoms and Potential Exposure

DGSD management is asking staff to self-monitor for the above symptoms. Each employee needs to check his/her temperature prior to leaving home for work every day. DGSD staff who are experiencing any of the above symptoms should notify their supervisor and should not report to work. DGSD staff who have been in "close contact" (as defined below) in the last fourteen days with someone who has tested positive for COVID-19 should notify their supervisor immediately and should not report to work. This includes the on-call employees that are at home on standby pay so that the supervisor can replace the employee on-call immediately. By reporting to work, DGSD staff are certifying that they are symptom free and have not within the past fourteen (14) days knowingly been in close contact with someone who has tested positive for COVID-19. Close contact is defined as any of the following: 1) Living in the same household as a person who has COVID-19, 2) Caring for a sick person with COVID-19, 3) Being within 6 feet of a sick person with COVID-19 for a total of 15 minutes or more within a 24-hour period starting from 48 hours prior to the onset of symptoms in the sick person (or, for asymptomatic persons, 48 hours prior to test specimen collection), or 4) Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.).

Vaccinated DGSD Staff with an exposure to someone with suspected or confirmed COVID-19 may report to work if they meet all of the following criteria:

- Are fully vaccinated (e.g. two vaccine doses and the 14-day wait period immediately following the last dose);
- Are within 3 months following receipt of the last dose in the series; and
- Have remained asymptomatic since the current COVID-19 exposure.

Employees should not allow fear of inadequate sick leave to prevent them from following these guidelines. In response to the COVID-19 pandemic, the DGSD instituted the Emergency COVID-19 Absence Policy, which is provided as Attachment B.

In addition to self-monitoring for symptoms as specified above, exposure can be prevented by following CDC guidelines, avoiding gatherings, following other current regional restrictions that may be established by governmental authorities, and limiting travel as these present increased risk for cross-contamination and COVID-exposure. In the event an employee elects to attend a gathering that requires quarantine as defined in Section 8 below or is directed by their supervisor to quarantine as a result of travel as identified in Section 7 below, they must meet the following protocol prior to returning to work:

- Get tested with a PCR test 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel;
 - o Even if you test negative, stay home and self-quarantine for the full 7 days; and
 - o If your test is positive, isolate yourself to protect others from getting infected.
- If you don't get tested, stay home and self-quarantine for 10 days after travel.

Anyone returning to work after the above protocol will be asked to follow isolation protocols (Section 3) while at work until a total of 14 days has elapsed since returning home from travel or attending a gathering. In the event the employee cannot work remotely during this quarantine period, the employee may utilize vacation leave, personal leave, or take unpaid leave during normally scheduled workdays. Employees should contact their supervisors to explore whether remote work is available.

2.2. Employees Who Have Symptoms

- DGSD staff who are experiencing any of the above symptoms must notify their supervisor and must not report to work.
- The District's Safety Coordinator will contact the employee via phone for documenting their symptoms.
- Employees should contact their medical provider to seek guidance on how to manage their care.
- In the event that the medical provider directs that the employee take a COVID-19 test, the employee must notify their supervisor and/or the Safety Coordinator.
- If a COVID-19 test is taken, the employee must notify their supervisor or the Safety Coordinator of the results immediately:
 - o If the result is positive, see section 2.3; and
 - o If the test is negative, the employee should follow their medical provider's recommendations and must secure a release for return to work from their provider.
- Unless directed otherwise by their medical provider, employees experiencing symptoms need to quarantine at home for 14 days and work remotely if possible, while selfmonitoring for symptoms.
- If the employee has utilized more than three (3) consecutive days of sick leave and/or the employee wishes to return to work in-person earlier than 14 days from the onset of symptoms, the employee must obtain a release from their medical provider to return to work.
- An employee does not need to obtain a release from their medical provider to return to work if all of the following applies to the employee:
 - Has quarantined at home for 14 days from the onset of symptoms;
 - Has been fever-free for at least 24 hours, without the use of fever-reducing medications; and
 - No other symptoms are present.

2.3. Employees Who Have Tested Positive for COVID-19

Employees who test positive for COVID-19 must notify their supervisor immediately so that steps can be taken to protect other employees from contracting the virus. DGSD will follow current CDC and IDPH guidance for businesses in this situation. At the time of writing this document, the <u>guidance</u> includes the following: (Note: hyperlinks in this document are underlined and blue.)

- Unless directed otherwise by their medical provider, employees that have tested
 positive must isolate at home for 10 days from the onset of symptoms and be fever-free
 for at least 24 hours, without the use of fever-reducing medications, and other
 symptoms have improved before returning to work (the exception being loss of taste
 and smell). Employees may work remotely if possible, while self-monitoring for
 symptoms.
- An employee that has tested positive for COVID-19 as referenced above must obtain a release from their medical provider before returning to work.
- Other employees will be informed of their possible exposure to COVID-19 in the workplace, but confidentiality will be maintained as required by applicable law.
- Employees that have been in close contact with the employee that tested positive will be required quarantine at home for 14 days, work remotely if possible, while selfmonitoring for symptoms.
- If at the time the District is notified an employee has tested positive and it has been 7
 days or less since the employee that tested positive has been to work, areas of the
 facility or vehicles used by that employee will be closed off and/or isolated and/or
 disinfected, where possible.
- In order to minimize potential for other employees being exposed to respiratory droplets, wait 24 hours where possible before cleaning and disinfecting.
- Open outside doors and windows to increase air circulation in these areas during the 24-hour wait.
- Employees should consult with their supervisor prior to beginning any disinfection efforts themselves.
- A third-party cleaning and disinfection service vendor may be utilized at the discretion of the District.
- In the event the District determines cleaning and disinfection is to be performed by District staff, employees must follow the most updated CDC cleaning and disinfection recommendations, including use of PPE while cleaning.
- If it has been 7 days or more since the employee that tested positive used the facility, additional cleaning and disinfection is not required. Routine cleaning and disinfection policies should continue.

3. Temporary Changes to the Way We Work

3.1. Alternate Work Plans

In a pandemic, steps should be taken to minimize physical contact between employees. The General Manager and supervisors will work together to identify essential personnel that must be physically present at DGSD facilities in order to conduct work during each tier or phase. Alternate work plans will be put in place by tier or phase such as: working from home, being on call, working reduced hours, staggered shifts, and standby duty.

3.1.1. Reporting to Work in Phases 1 and 2

Maintenance, Operations, Laboratory, and Systems staff will work on a standby duty schedule. The minimum number of Maintenance, Operations, Laboratory and Sewer Systems employees required in order to maintain the District's essential services will be scheduled to work. All other employees in these departments will be at home on standby. On-call employees from Maintenance, Operations, Laboratory, and Systems will also stay home on standby; however, as explained herein they will also still perform normal on-call responsibilities. Should an employee scheduled to work complete all their essential tasks before the end of their shift, that employee may go home and be on standby for the remainder of the shift with approval from his/her supervisor. Biosolids delivery will not be done during this time.

Administrative employees will work remotely. One employee will be on-site Monday through Thursday in the Administration Center to answer phones, receive deliveries, pick up mail both at the post office and in the dropboxes, and to send important daily information to the employees working remotely. It's possible that an employee scheduled to work remotely on a certain day would need to come into the Administration Center briefly. A shared calendar has been created in Outlook for occupancy communication. Employees must check this calendar before planning to enter the Administration Center and must enter their name into the calendar and the time they need to enter so that others are aware. Administration Center capacity during Phase 1 and 2 should not exceed two (2) employees. The General Manager may at his/her discretion approve additional employees to be in the Administration Center for limited periods if required in order for the District to provide our essential services.

Employees who are home on either standby pay or on-call are expected to be able to respond at any time during normal working hours if needed. The expectation is that the standby or on-call employee stays at home practicing social distancing during working hours in order to be available should any of the employees who are at work become sick and need to be quarantined. All other requirements and provisions for on-call employees which are identified in the DGSD Employee Policy Manual apply. If an employee who is at home on standby or on-call becomes sick and is therefore not able to respond to calls, the

employee must notify his or her supervisor immediately so he or she can be switched from standby pay to sick pay and be removed from the rotation of available employees.

Supervisors will work from home when it is not essential to be on District property.

3.1.2. Reporting to Work in Tier 3

Only BSSRAP Emergency inspections shall be performed at this time. Biosolids delivery may continue at this time with contactless delivery at the discretion of the Operations Supervisor. All other work assignments to be performed as provided for under Phase 3, Tier 2, Tier 1, and Phase 4.

3.1.3. Reporting to Work in Phase 3, Tier 2, Tier 1, and Phase 4

With the exception of the on-call employees, Maintenance, Operations, Laboratory, and Systems staff will return to work full time. Start times will be staggered. Supervisors of these departments will work together to create the staggered schedule, which will help with social distancing in both the locker room and the lunchroom. On-call employees from Maintenance, Operations, Laboratory, and Systems will also stay home on standby. The guidelines for on-call employees staying at home are the same as they were in Phases 1 and 2.

Biosolids delivery can resume with the restrictions listed in section 3.6.

Most administrative employees will continue to work remotely. The Administration Center normally houses up to 16 employees working at their desks, plus residents at the front counter, periodic entries by WWTC staff and meetings in the Board room. It is not possible to practice social distancing at this capacity so supervisors will work together to create a plan to keep the Administration Center capacity at four (4) or less employees that will be in the building for more than one hour. It's possible that an employee scheduled to work remotely on a certain day would need to come into the Administration Center briefly. A fifth employee may enter the office so long as he/she will be in the office no more than one hour. A shared calendar has been created in Outlook for occupancy communication. Employees must check this calendar before planning to enter the Administration Center and must enter their name into the calendar and the time they need be in the office so that others are aware. Employees should not put "ALL DAY" on the calendar but rather put the actual time frame as this will allow others that need to visit the office to know when a pocket of availability is open. Employees that are popping into the side hallway to pick up packages or use the time clock are not counted for the purpose of the capacity limitation provided herein. The General Manager may at his/her discretion approve additional employees to be in the Administration Center for limited periods if required in order for the District to provide our essential services.

Supervisors that report to the Administration Center will continue work from home as needed to limit the number of employees in the Administration Center. Maintenance,

Operations and Laboratory Supervisors may continue to work from home as long as at least one supervisor is at the WWTC during normal working hours.

3.1.4. Isolation Protocol

Effects of the COVID-19 pandemic may result in District staffing levels being too low to maintain normal operations and render us unable to provide our essential service to the community. In this case, employees who are quarantining due to <u>potential</u> exposure (have no known exposures, have not tested positive, and have not exhibited symptoms) may be asked to continue working under an isolation protocol. This protocol will allow an employee to perform essential job duties while isolated from other employees. Details of the isolation protocol will be communicated by the management team if such an emergency arises but may include workday modifications such as:

- Reduced on-site hours (i.e. do what is needed on site, then work remotely or be on standby at home for the rest of the day);
- Clearly communicated instructions for the isolated employee to avoid physical interaction with other employees;
- Clearly communicated instructions for other employees to avoid physical interaction with the isolated employee;
- An alternate method for the employee to record their working hours so that they don't need to access the shared timeclock;
- An alternate area for the employee to store their belongings and change clothes so that they don't enter the shared locker room. This area will be marked such that other employees know not to enter the space;
- The isolated employee may be required to wear personal protective equipment, including but not limited to, face masks, face shields, gloves, etc. while performing work in isolation;
- The isolated employee may be directed to clean and disinfect workspaces and equipment that were used in the course of performing work in isolation;
- Minimize their use of District vehicles and equipment (includes golf carts, tricycles, forklift, etc.). In the event a vehicle or piece of equipment is deemed essential, a dedicated vehicle or piece of equipment will be assigned for use only by that specific employee. This vehicle or piece of equipment will be marked from the outside such that other employees know not to use it;
- An independent restroom area that is not part of any common areas where multiple employees would enter the restroom. This restroom will be marked such that other employees know not to enter the space;
- An alternate space for the employee to take a lunch break, separated from other employees; and
- Contactless interaction when working with vendors, members of the public or other District staff.

3.2. Social Distancing

3.2.1. General Social Distancing Guidelines

Until Phase 5, employees are expected to maintain 6-foot social distancing per IDPH recommendations when possible and should not shake hands with each other or with visitors.

When entering hallways inside of buildings or in tunnels, employees should announce themselves and also check the new wall-mounted and ceiling-mounted bubble mirrors (when available) to avoid an unexpected close-encounter with another staff member.

Until Phase 5, foot traffic between the Administration Center building and the plant should be limited to only essential visits. If you work at the plant and are expecting a delivery, please coordinate with your supervisor so that the trips to the Administration Center for deliveries are minimized. See Section 3.2.6 for additional social distancing guidance for the Administration Center.

Employees who have been vaccinated must continue to follow social distancing guidelines.

3.2.2. Meetings

During Phase 1, Phase 2, and Tier 3:

• In-person group meetings should not occur. Staff should use virtual options instead (i.e.: Zoom, conference calls, etc.).

During Phase 3 and Tier 2:

Outdoor in-person meetings of ten people or less may occur.

During Tier 1:

• Outdoor in-person meetings of twenty-five people or less may occur.

During Phase 4:

Outdoor in-person meetings of fifty people or less may occur during.

Employees should continue to follow general social distancing guidelines for all in-person group meetings. If a virtual meeting is feasible rather than a face to face meeting during Phases 3 or 4 or Tiers 2 or 1, the virtual meeting format should still be used.

3.2.3. Locker Rooms & Restrooms

The men's locker room in the WWTC MSB will have doors marked as "in" and "out" to keep foot traffic moving in one direction. Employees should keep maximum occupancy of the men's locker room to four (4) people at a time, as long as the occupants can maintain a 6 foot distance from each other. This maximum occupancy includes people using the shower and toilet.

The ladies locker room in the MSB should keep capacity at one person at a time. Likewise, the ladies restroom in the Administration Center should be used by one person at a time. This can be accomplished by treating these two rooms as single occupancy spaces and locking the door while inside.

3.2.4. Time Clocks

At the time clocks, employees should wait at a 6-foot distance behind the employee in line ahead of them until they have completed their use of the time clock and have moved on. The time clock in the MSB has been relocated from the hallway to the southeast corner of the garage to allow for more physical spacing between employees.

3.2.5. Lunchrooms

In the MSB lunchroom, capacity should be limited to five (5) people at any one time. This 5-person maximum includes allowance for 4 people seated at the table, and one person using the sink/microwave or getting coffee and other supplies out of the back room. Additional tables will be set up in the Net-zero Education Center for two (2) people to eat, one person per table. Designated locations will be marked at each table and all other chairs will be removed in order to provide social distancing while eating. Employees may also use the picnic table outside, one person at a time. Systems staff may continue to eat at the table in the Systems Garage with a maximum of two (2) people at the table, seated at opposite ends. Lunch times should be staggered to allow proper distancing to occur.

Employees who work in the Administration Center and want to eat lunch on-site should plan to eat in the board room. Maximum lunch capacity in the board room will be four (4) people to allow for 6-feet of physical distance between employees who must take their masks off in order to eat. The basement lunchroom table will be available for overflow of employees to eat, but this situation should be avoided whenever possible to allow the basement lunchroom's fridge and microwave to remain accessible to all employees.

3.2.6. Office Spaces

In all District office spaces throughout the Administration Center and WWTC, capacity is limited to one (1) person at any one time. The Operations Center communal space (i.e. room where the large SCADA screen is located) has a capacity limit of two (2) people

working in the space at any one time and one (1) person using the space temporarily for passing through for a total of three (3).

All employees should keep their personal conversations with employees "popping in" to the office or "in passing" to a minimum to maintain social distancing and also so as not to delay an employee from exiting the office and/or taking up capacity unnecessarily.

3.3. District Vehicles

Until Phase 5, employees who must still use DGSD vehicles during the pandemic will use them alone, without a passenger. The term "vehicles" includes cars, trucks, commercial motor vehicles, tractors, skid steers, loaders, golf carts, and forklifts. It will be the supervisor's discretion to allow two employees to ride in the same vehicle in an emergency situation. If this ever were the case, both employees must wear masks.

Each DGSD vehicle has been supplied a bottle of alcohol-based hand sanitizer and a bottle of alcohol-based sanitizing spray, each labeled with vehicle number. These bottles should not be thrown away when empty but should instead be refilled from the larger containers of hand sanitizer and alcohol located in the MSB lunchroom and in the Administration Center board room.

Employees using a shared District vehicle need to use the alcohol spray to sanitize the vehicle before and after use. This cleaning may be focused on the area's which the employee will touch or breathe on, such as door handles, the steering wheel, driver's seat, and dashboard.

3.4. Sewer System Backup Response

Technicians should speak with residents via phone instead of ringing their doorbell. Technicians should submit their backup reports electronically via email or text instead of dropping paperwork in the office. Handwritten paperwork can be scanned with a smart phone using the Adobe Scan App in order to submit it electronically.

Paperwork dispersal between the office and Sewer Systems Staff should be done from the clipboard at the backdoor of the Administration Center.

3.5. Inspections of Contractor Work and BSSRAP-OHSP Inspections

Upon the actual site inspection visit, DGSD inspectors/Technicians should ask that the areas be cleared of non-essential contractor personnel or occupants (except for the necessary contact person) during the inspection. In addition, a questionnaire is included as Attachment C for staff to use with each of these interactions ensuring that District staff can avoid having contact with anyone who has tested positive for COVID-19. These forms should be stored in a file in the Administration Center. DGSD inspectors should wear an N95 mask if they must enter a building. Technicians entering a resident's home to perform a BSSRAP/OHSP inspection must wear coveralls, gloves, an N95 mask, and protective eyewear. At the

inspector's/technician's discretion, the inspection will proceed only if the inspector/technician is comfortable in performing the inspection based upon site conditions and persons present.

Paperwork dispersal between the office and inspector should be done from the clipboard at the backdoor of the Administration Center.

3.6. Biosolids

Biosolids deliveries can be made in Phase 3, Tier 3, Tier 2, Tier 1, and Phase 4. Administration Center staff should place the completed request forms on a clipboard at the backdoor of the Administration Center. The Operations Supervisor may implement other measures as appropriate to protect DGSD employees.

3.7. Customers at Administration Center

The DGSD Administration Center will be temporarily closed to foot traffic from the public during Phase 1, Phase 2, and Tier 3. During Phase 1, Phase 2 and Tier 3, all work serving the public should be performed via phone and email instead of in-person whenever practical. Some examples of appropriate in-person transactions during the Phase 1, Phase 2, and Tier 3 include receipt of packages, accessing bulk mail and drop boxes, and emergency inspections. Additional safety measures shall be implemented in these situations such as: use of gloves to handle mail, following social distancing guidelines between DGSD staff members, donning facemasks, etc.

The Administration Center will be open to customers during Phase 3, Tier 2, Tier 1, and Phase 4. The office hours for customers will be 10am-noon and 1pm-3pm Monday through Thursday. These hours are subject to change based on recommendations from local health authorities. Safety guidelines must be followed for customers to enter, which are detailed in the door sign in Attachment D. When the Administration Center reopens to customers and until Phase 5 is reached, only one customer will be allowed at the counter at a time. Other customers must wait outside until it is their turn. The exception to this would be members of the same family (e.g. husband and wife coming in together to sign documents). Until Phase 5, all customers over the age of 2 entering the Administration Center will be required to wear a mask and to remain on the opposite side of the front counter's plexiglass partition from DGSD staff.

During the pandemic, customers will not be allowed to utilize the employee restrooms in the Administration Center.

3.8. Visitors/Contractors

Due to the nature of our business, it is possible that certain non-employees must still enter the DGSD Wastewater Treatment Center (WWTC), Administration Center, and Lift Stations during a pandemic. Until Phase 5, all vendors, contractors and visitors entering our facilities must fill out the DGSD online visitor form, which is located on the DGSD website, and their visit will be approved based on their responses. No contractor or visitor may enter DGSD facilities without

filling out the form and wearing a mask. Employees who are hosting a non-DGSD person at a DGSD facility need to forward the memo provided in Attachment E to the party and ensure that the party has filled out the online form prior to allowing them to enter DGSD facilities. Attachment F includes questions asked in the online form. It should be noted that the travel restrictions shown in Attachment F will be updated weekly on the website. Employees may verify this form has been properly completed by a visitor by asking their supervisor.

All visitors are required to wear a facemask per the same guidelines as employees.

WWTC restrooms shall be closed to non-employees. Alternate restroom facilities (i.e. a portapotty) have been set up outside building K for non-employees.

Contractors or other non-employees will not be allowed to use the DGSD lunchrooms or other designated eating spaces.

Employees are authorized on behalf of the District to enforce these guidelines with our visitors. Employees that observe visitors not following these guidelines should ask them immediately to comply or leave.

4. Hand Washing and Hygiene

As a wastewater treatment center, DGSD employees are accustomed to frequent hand washing. Staff should continue to wash their hands for at least 20 seconds with soap and water frequently throughout the day but especially:

- At the beginning and end of their shift;
- Before and after eating; and
- After using the restroom.

In areas where clean running water is not available, such as in DGSD vehicles, hand sanitizer containing at least 60% alcohol has been provided. The DGSD Lab will make additional hand sanitizer when needed. Each supervisor has a large bottle of DGSD lab-made hand sanitizer. Employees may refill smaller bottles from their supervisor's bottle. When doing so, the smaller bottle must be labeled to indicate the ingredients. Printed labels are available stating the ingredients of the DGSD lab-made hand sanitizer recipe. Please see your supervisor if you need such a label.

Employees should always avoid touching their face with unwashed hands.

Until Phase 5, employees and visitors should not use personal water bottles, mugs, glasses, etc. when getting water from the water coolers. Disposable cups are provided at the water coolers which may be used for either hot or cold drinks.

5. PPE (Personal Protective Equipment)

As a wastewater treatment center, DGSD staff is accustomed to wearing PPE to protect themselves from exposure to wastewater. DGSD employees should continue to use their usual PPE. Additional PPE has been provided for the duration of the pandemic.

- N95 Masks DGSD staff should wear N95 masks whenever performing tasks that could involve raw wastewater where wearing a face shield is not possible. During these tasks, protective eyewear should also be worn. Inspectors and systems staff should wear N95 masks if they must enter a resident's home.
- Clear Face Shields DGSD staff should wear clear face shields whenever performing tasks where raw wastewater could be splashed in the face, mouth, nose or eyes.
- Fabric Masks DGSD staff must wear fabric masks any time they are inside of a DGSD building and any time they are outside and cannot maintain a 6 foot social distance from other people. A set of five fabric masks have been provided for each employee, however if employees have another fabric mask they prefer they are welcome to wear it at work provided it meets the guidelines set by IDPH. Employees are responsible for washing their own fabric face masks at home. Washable masks should not be worn more than a day before being laundered.
 - Note: Fabric masks may be removed in the showers, in order to eat in the lunchrooms, and momentarily while alone and separated from others in order to take a drink.
- Disposable Masks Should an employee forget their fabric mask at home, the employee should request a disposable mask from their supervisor. Disposable masks should be thrown away after being worn for an eight-hour work day.
- Gloves WWTC and Sewer Systems staff should continue to use their gloves as always.
 Disposable gloves have been added to the Administration Center for handling mail and packages.

Note: As many employees are not accustomed to wearing masks, it is recommended that staff take a short break once per hour or as needed to step outside and remove their mask. This is especially important in the warm summer months.

Employees who have been vaccinated must continue to wear masks where indicated in this plan.

6. Cleaning and Disinfecting

DGSD's contracted cleaning crew will be cleaning the Administration Center three (3) times a week, MSB lunchroom, restrooms, offices, and hallways two (2) times a week, and Laboratory floors and restrooms two (2) times a week. Until Phase 5, the DGSD Building and Grounds crew

will be providing additional disinfection of counters, doorknobs, handles, and faucets each morning before the first shift begins. In addition, the crew will disinfect the drop box at the Administration Center.

DGSD staff is expected to disinfect shared items such as printers, copiers, and hand tools both before and after use. Sanitizing wipes or sanitizing spray with paper towels will be provided near shared items for this purpose.

DGSD employees utilizing designated eating spaces (lunch rooms, board room, Net Zero education center, Systems Garage) should clean the eating area before and after eating. Sanitizing wipes or sanitizing spray with paper towels will be provided in eating areas for this purpose.

On days when the Administration Center is open, the front counter and front door handles/knobs at the Administration Center will be cleaned by a staff member of Building and Grounds prior to 10am opening (as part of early morning routine disinfection). Administration Center staff shall disinfect the front counter between customers, when practical.

In addition to these cleaning and disinfection protocols, employee are expected to follow other sections of this document that relate to cleaning and disinfection of District facilities and vehicles.

7. Travel

As stated by the CDC, "Travel increases your chance of getting and spreading COVID-19. CDC recommends that you do not travel at this time. Delay travel and stay home to protect yourself and others from COVID-19." Business-related travel for employees will not occur until Phase 5. Per the Restore Illinois Plan attached as Attachment A, non-essential travel is discouraged during Phases 1 and 2. During Phases 3 and 4, employees are encouraged to check the CDC's travel advisory page, the US Department of State travel advisory page, and the City of Chicago's Emergency Travel Order Page for recommendations and potential bans related to non-essential travel during the COVID-19 pandemic. Travel advisories can change frequently as the pandemic situation evolves, the District will attempt to provide periodic updates to employees with timely information, but ultimately it is the employee's responsibility to remain apprised of any changes. In the event an employee wishes to pursue out-of-state travel, they must follow the following process:

Quarantine Determination Steps

- (1) Has the employee been fully vaccinated and their intended period of travel will take place in the three (3) months following such vaccination status?
 - a. If Yes, the employee does not need to quarantine upon returning from travel so long as they are not exhibiting COVID-19 symptoms.
 - b. If No, proceed to Step 2.
- (2) Will the employee be using public transportation at any point during the travel (including, but not limited to, buses, trains, commercial airlines, boats, etc.)?

- a. If Yes, the employee will complete the quarantine period as defined in Section 2.1 above before returning to work.
- b. If No, proceed to Step 3.
- (3) Has the employee already determined they will be quarantining after returning from travel?
 - a. If Yes, the employee will complete the quarantine period as defined in Section 2.1 above before returning to work.
 - b. If No, proceed to Step 4.
- (4) The employee should consult their supervisor or the Safety Coordinator to complete the District's Pre-Travel Checklist prior to travelling in order to determine whether a quarantine is appropriate upon their return from such travel.

This Pre-Travel Checklist may contain, but is not limited to, the following:

- the employee's intended destination(s);
- if the employee's traveling companions live in the same household as the employee;
- infection rates in the destination at the intended time of travel; and
- whether the employee is planning to attend any events or gatherings throughout the travel period.

As part of this determination, their supervisor shall work with the District's Safety Coordinator to determine the appropriate quarantine measures that need to be taken as specified in Section 2.1 above in order to protect other employees, vendors, and the public.

If during the employee's travel, any of the items covered by the Pre-Travel Checklist changes (e.g. the employee decides to take a tour using public transportation at their destination), upon the employee's return from travel and prior to reporting for duty in-person, the employee must notify their supervisor of the change and assess if there should be a change to the pre-travel quarantine determination.

8. Events and Gatherings

A "gathering" refers to a planned or spontaneous event, indoors or outdoors, with a small number of people participating or a large number of people in attendance such as a community event or gathering, concert, festival, conference, parade, wedding, or sporting event. The following factors should be considered prior to attending a gathering:

- The more people an individual interacts with at a gathering and the longer that interaction lasts, the higher the potential risk of becoming infected; with COVID-19 and COVID-19 spreading;
- The higher the level of community transmission in the area that the gathering is being held, the higher the risk of COVID-19 spreading during a gathering; and
- The size of an event or gathering should be determined based on state, local, territorial or tribal safety laws and regulations.

The risk of COVID-19 spreading at events and gatherings increases as categorized:

Level of Risk	Lowest Risk	More Risk	Higher Risk	Highest Risk	
Quarantine?	Not Required	Not Required	Required	Required	
Example of Event or Gathering	Virtual-only activities, events, and gatherings	Smaller in-person gatherings held outdoors in which individuals from different households remain spaced at least 6 feet apart, wear masks, do not share objects, and come from the same local area (e.g., community, town, city, or county)	Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart or with attendees coming from outside the local area	Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart or attendees travel from outside the local area	
		REGARDLESS OF SIZE OF THE GATHERING OR WHETHER THE ATTENDEES TRAVEL FROM OUTSIDE THE LOCAL AREA, IN THE EVENT ATTENDEES ARE NOT ABLE TO REMAIN SPACED AT LEAST 6 FEET APART, QUARANTINE IS REQUIRED.			

Employees are strongly encouraged to not attend any gatherings that fall into the "Higher Risk" and "Highest Risk" categories. If an employee attends a gathering that falls under the "Higher Risk" or "Highest Risk" categories or attendees are not able to remain spaced at least 6 feet apart during the gathering, the employee must notify their supervisor prior to reporting for duty in-person in order for the District to determine whether a quarantine is appropriate after attending the gathering. The employee's supervisor shall work with the District's Safety Coordinator to determine the appropriate quarantine measures that need to be taken as specified in Section 2.1 above in order to protect other employees, vendors, and the public.

9. Revisions to the Plan

The COVID-19 situation is one that is fluid and constantly evolving. The District will continue to evaluate the effectiveness of its efforts to minimize the spread of COVID-19 amongst its employees, visitors to our facilities, and the public we serve. From time to time, the District will revise this Plan as needed in order to continue to best protect our organization and continue to provide essential public service.

Attachment A - Restore Illinois Plan

(14 page PDF follows)

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

Office of the Governor JB Pritzker

May 5, 2020

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Illinois Restored
Strict stay at home and social distancing guidelines are put in place, and only essential businesses	Non-essential retail stores reopen for curb-side pickup and delivery.	Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and	Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child	The economy fully reopens with safety precautions continuing.
remain open. Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.	Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating & fishing while	other limits and safety precautions. Gatherings of 10 people or fewer are allowed. Face coverings and	care and schools reopen under guidance from the Illinois Department of Public Health. Face coverings and social distancing are	Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and
	practicing social distancing.	social distancing are the norm.	the norm.	procedures.

New case growth slows

Surge hospital capacity

10,000 tests per day statewide

Testing for any symptomatic health care workers and first responders

Case positivity rate and hospital capacity benchmarks met

> Testing for patients, health care workers and at-risk residents

Begin contact tracing and monitoring within 24 hours of diagnosis Case positivity rate and hospital capacity benchmarks met

Testing available regardless of symptoms or risk factors

Contact tracing within 24 hours of diagnosis for more than 90% of cases

Post-pandemic:

Vaccine, effective and widely available treatment, or the elimination of new cases over a sustained period of time through herd immunity or other factors



From the beginning of the new coronavirus pandemic, Illinois' response has been guided by data, science, and public health experts. As community spread rapidly increased, Governor Pritzker moved quickly to issue a Disaster Proclamation on March 9, restrict visitors to nursing homes on March 11, close bars and restaurants for on-site consumption on March 16, move schools to remote learning on March 17, and issue a Stay at Home order on March 21. This virus has caused painful, cascading consequences for everyone in Illinois, but the science has been clear: in the face of a new coronavirus with unknown characteristics and in the absence of widespread testing availability and contact tracing, mitigation and maintaining a 6-foot social distance have been the only options to reduce the spread and save as many lives as possible.

Millions of Illinoisans working together by staying at home and following experts' recommendations have proven these mitigation and social distancing measures effective so far. The result has been a lower infection rate, fewer hospitalizations, and lower number of fatalities than projected without these measures. Our curve has begun to flatten. Nevertheless, the risk of spread remains, and modeling and data point to a rapid surge in new cases if all mitigation measures were to be immediately lifted.

Now that Illinois is bending the curve, it is vitally important that we follow a safe and deliberate path forward to get our Illinois economy moving. That path forward is not what everyone wants or hopes for, but it will keep Illinoisans as safe as possible from this virus as our economy is reopening.

Restore Illinois is about saving lives and livelihoods. This five-phased plan will reopen our state, guided by health metrics and with distinct business, education, and recreation activities characterizing each phase. This is an initial framework that will likely be updated as research and science develop and as the potential for treatments or vaccines is realized. The plan is based upon regional healthcare availability, and it recognizes the distinct impact COVID-19 has had on different regions of our state as well as regional variations in hospital capacity. The Illinois Department of Public Health (IDPH) has 11 Emergency Medical Services Regions that have traditionally guided its statewide public health work and will continue to inform this reopening plan. For the purposes of this plan, from those 11, four health regions are established, each with the ability to independently move through a phased approach: Northeast Illinois; North-Central Illinois; Central Illinois; and Southern Illinois.

The five phases for each health region are as follows:

Phase 1 - Rapid Spread: The rate of infection among those tested and the number of patients admitted to the hospital is high or rapidly increasing. Strict stay at home and social distancing guidelines are put in place and only essential businesses remain open. Every region has experienced this phase once already, and could return to it if mitigation efforts are unsuccessful.

Phase 2 - Flattening: The rate of infection among those tested and the number of patients admitted to the hospital beds and ICU beds increases at an ever slower rate, moving toward a flat and even a downward trajectory. Non-essential retail stores reopen for curb-side pickup and delivery. Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating and fishing while practicing social distancing. To varying degrees, every region is experiencing flattening as of early May.

Phase 3 - Recovery: The rate of infection among those surveillance tested, the number of patients admitted to the hospital, and the number of patients needing ICU beds is stable or declining. Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions. Gatherings limited to 10 people or fewer are allowed. Face coverings and social distancing are the norm.

Phase 4 - Revitalization: The rate of infection among those surveillance tested and the number of patients admitted to the hospital continues to decline. Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health. Face coverings and social distancing are the norm.

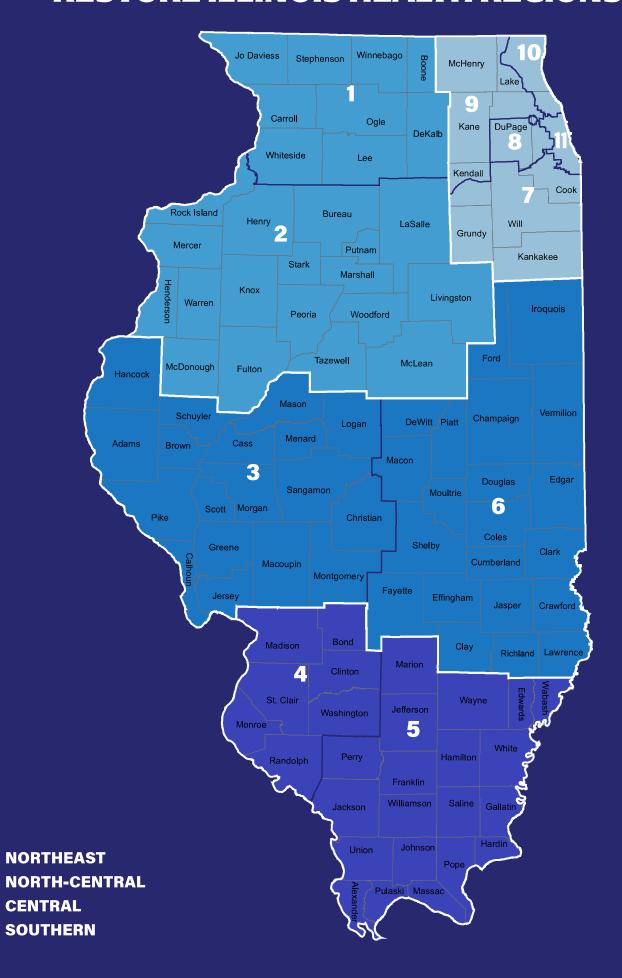
Phase 5 - Illinois Restored: With a vaccine or highly effective treatment widely available or the elimination of any new cases over a sustained period, the economy fully reopens with safety precautions continuing. Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures in place reflecting the lessons learned during the COVID-19 pandemic.

Until COVID-19 is defeated, this plan also recognizes that just as health metrics will tell us it is safe to move forward, health metrics may also tell us to return to a prior phase. With a vaccine or highly effective treatment not yet available, IDPH will be closely monitoring key metrics to immediately identify trends in cases and hospitalizations to determine whether a return to a prior phase may become necessary.

All public health criteria included in this document are subject to change.

As research and data on this novel coronavirus continue to develop, this plan can and will be updated to reflect the latest science and data.

RESTORE ILLINOIS HEALTH REGIONS



Phase 1: Rapid Spread

WHAT THIS PHASE LOOKS LIKE

COVID-19 is rapidly spreading. The number of COVID-19 positive patients in the hospital, in ICU beds, and on ventilators is increasing. The public health response relies on dramatic mitigation measures, like stay at home orders and social distancing, to slow the spread of the virus and prevent a surge that overwhelms the health care system. With a Stay at Home order in place, only essential businesses are in operation and activities outside of the home are limited to essentials, like grocery shopping.

WHAT'S OPEN?

Gatherings: Essential gatherings, such as religious services, of 10 or fewer allowed; No non-essential gatherings of any size

Travel: Non-essential travel discouraged

Health care: Emergency procedures and COVID-19 care only

Education and child care: Remote learning in P-12 schools and higher education; Child care in groups of 10 or fewer for essential workers

Outdoor recreation: Walking, hiking and biking permitted; State parks closed

Businesses:

- Manufacturing: Essential manufacturing only
- "Non-essential" businesses: Employees of "non-essential" businesses are required to work from home except for Minimum Basic Operations
- Bars and restaurants: Open for delivery, pickup and drive-through only
- Entertainment: Closed
- Personal care services and health clubs: Closed
- Retail: Essential stores are open with strict restrictions; Non-essential stores are closed

HOW WE MOVE TO THE NEXT PHASE

Cases and Capacity:

- Slowing of new case growth
- Availability of surge capacity in adult medical and surgical beds, ICU beds, and ventilators

Testing:

- Ability to perform 10,000 tests per day statewide
- Testing available in region for any symptomatic health care workers and first responders

Phase 2: Flattening

WHAT THIS PHASE LOOKS LIKE

The rise in the rate of infection is beginning to slow and stabilize. Hospitalizations and ICU bed usage continue to increase but are flattening, and hospital capacity remains stable. Face coverings must always be worn when social distancing is not possible. Testing capacity increases and tracing programs are put in place to contain outbreaks and limit the spread.

WHAT'S OPEN

Gatherings: Essential gatherings, such as religious services, of 10 or fewer allowed; No non-essential gatherings

Travel: Non-essential travel discouraged

Health care: Emergency and COVID-19 care continue; Elective procedures allowed once IDPH criteria met

Education and child care: Remote learning in P-12 schools and higher education; Child care in groups of 10 or fewer for essential workers

Outdoor recreation: Walking, hiking, and biking permitted; Select state parks open; Boating and fishing permitted; Golf courses open; All with IDPH approved safety guidance

Businesses:

- Manufacturing: Essential manufacturing only
- "Non-essential" businesses: Employees of "non-essential" businesses are required to work from home except for Minimum Basic Operations
- Bars and restaurants: Open for delivery, pickup, and drive through only
- Personal care services and health clubs: Closed
- Retail: Essential stores are open with restrictions; Non-essential stores open for delivery and curbside pickup

HOW WE MOVE TO THE NEXT PHASE

Cases and Capacity: The determination of moving from Phase 2 to Phase 3 will be driven by the COVID-19 positivity rate in each region and measures of maintaining regional hospital surge capacity. This data will be tracked from the time a region enters Phase 2, onwards.

- At or under a 20 percent positivity rate and increasing no more than 10 percentage points over a 14-day period, AND
- No overall increase (i.e. stability or decrease) in hospital admissions for COVID-19-like illness for 28 days, AND
- Available surge capacity of at least 14 percent of ICU beds, medical and surgical beds, and ventilators

Testing: Testing available for all patients, health care workers, first responders, people with underlying conditions, and residents and staff in congregate living facilities

Tracing: Begin contact tracing and monitoring within 24 hours of diagnosis

WHAT COULD CAUSE US TO MOVE BACK

IDPH will closely monitor data and receive on-the-ground feedback from local health departments and regional healthcare councils and will recommend moving back to the previous phase based on the following factors:

- Sustained rise in positivity rate
- Sustained increase in hospital admissions for COVID-19 like illness
- Reduction in hospital capacity threatening surge capabilities
- Significant outbreak in the region that threatens the health of the region

Phase 3: Recovery

WHAT THIS PHASE LOOKS LIKE

The rate of infection among those surveillance tested is stable or declining. COVID-19-related hospitalizations and ICU capacity remains stable or is decreasing. Face coverings in public continue to be required. Gatherings of 10 people or fewer for any reason can resume. Select industries can begin returning to workplaces with social distancing and sanitization practices in place. Retail establishments reopen with limited capacity, and select categories of personal care establishments can also begin to reopen with social distancing guidelines and personal protective equipment. Robust testing is available along with contact tracing to limit spread and closely monitor the trend of new cases.

WHAT'S OPEN

Gatherings: All gatherings of 10 people or fewer are allowed with this limit subject to change based on latest data & guidance

Travel: Travel should follow IDPH and CDC approved guidance

Health Care: All health care providers are open with DPH approved safety guidance

Education and child care: Remote learning in P-12 schools and higher education; Limited child care and summer programs open with IDPH approved safety guidance

Outdoor recreation: State parks open; Activities permitted in groups of 10 or fewer with social distancing

Businesses:

- **Manufacturing:** Non-essential manufacturing that can safely operate with social distancing can reopen with IDPH approved safety guidance
- "Non-essential" businesses: Employees of "non-essential" businesses are allowed to return to work with IDPH approved safety guidance depending upon risk level, tele-work strongly encouraged wherever possible; Employers are encouraged to provide accommodations for COVID-19-vulnerable employees
- Bars and restaurants: Open for delivery, pickup, and drive through only
- Personal care services and health clubs: Barbershops and salons open with IDPH approved safety guidance; Health and fitness clubs can provide outdoor classes and one-on-one personal training with IDPH approved safety guidance
- Retail: Open with capacity limits and IDPH approved safety guidance, including face coverings

HOW WE MOVE TO THE NEXT PHASE

Cases and Capacity: The determination of moving from Phase 3 to Phase 4 will be driven by the COVID-19 positivity rate in each region and measures of maintaining regional hospital surge capacity. This data will be tracked from the time a region enters Phase 3, onwards.

- At or under a 20 percent positivity rate and increasing no more than 10 percentage points over a 14-day period, AND
- No overall increase (i.e. stability or decrease) in hospital admissions for COVID-19-like illness for 28 days, AND
- Available surge capacity of at least 14 percent of ICU beds, medical and surgical beds, and ventilators

Testing: Testing available in region regardless of symptoms or risk factors

Tracing: Begin contact tracing and monitoring within 24 hours of diagnosis for more than 90% of cases in region

WHAT COULD CAUSE US TO MOVE BACK

IDPH will closely monitor data and receive on-the-ground feedback from local health departments and regional healthcare councils and will recommend moving back to the previous phase based on the following factors:

- Sustained rise in positivity rate
- Sustained increase in hospital admissions for COVID-19 like illness
- · Reduction in hospital capacity threatening surge capabilities
- Significant outbreak in the region that threatens the health of the region

Phase 4: Revitalization

WHAT THIS PHASE LOOKS LIKE

There is a continued decline in the rate of infection in new COVID-19 cases. Hospitals have capacity and can quickly adapt for a surge of new cases in their communities. Additional measures can be carefully lifted allowing for schools and child care programs to reopen with social distancing policies in place. Restaurants can open with limited capacity and following strict public health procedures, including personal protective equipment for employees. Gatherings with 50 people or fewer will be permitted. Testing is widely available, and tracing is commonplace.

WHAT'S OPEN

Gatherings: Gatherings of 50 people or fewer are allowed with this limit subject to change based on latest data and guidance

Travel: Travel should follow IDPH and CDC approved guidance

Health care: All health care providers are open

Education and child care: P-12 schools, higher education, all summer programs, and child care open with IDPH approved safety guidance

Outdoor Recreation: All outdoor recreation allowed

Businesses:

- Manufacturing: All manufacturing open with IDPH approved safety guidance
- "Non-essential" businesses: All employees return to work with IDPH approved safety guidance; Employers
 are encouraged to provide accommodations for COVID-19-vulnerable employees
- Bars and restaurants: Open with capacity limits and IDPH approved safety guidance
- **Personal care services and health clubs:** All barbershops, salons, spas and health and fitness clubs open with capacity limits and IDPH approved safety guidance
- Entertainment: Cinema and theaters open with capacity limits and IDPH approved safety guidance
- Retail: Open with capacity limits and IDPH approved safety guidance

HOW WE MOVE TO THE NEXT PHASE

Post-pandemic: Vaccine, effective and widely available treatment, or the elimination of new cases over a sustained period of time through herd immunity or other factors.

WHAT COULD CAUSE US TO MOVE BACK

IDPH will closely monitor data and receive on-the-ground feedback from local health departments and regional healthcare councils and will recommend moving back to the previous phase based on the following factors:

- Sustained rise in positivity rate
- Sustained increase in hospital admissions for COVID-19 like illness
- Reduction in hospital capacity threatening surge capabilities
- Significant outbreak in the region that threatens the health of the region

Phase 5: Illinois Restored

WHAT THIS PHASE LOOKS LIKE

Testing, tracing and treatment are widely available throughout the state. Either a vaccine is developed to prevent additional spread of COVID-19, a treatment option is readily available that ensures health care capacity is no longer a concern, or there are no new cases over a sustained period. All sectors of the economy reopen with new health and hygiene practices permanently in place. Large gatherings of all sizes can resume. Public health experts focus on lessons learned and building out the public health infrastructure needed to meet and overcome future challenges. Heath care equity is made a priority to improve health outcomes and ensure vulnerable communities receive the quality care they deserve.

WHAT'S OPEN

- All sectors of the economy reopen with businesses, schools, and recreation resuming normal operations with new safety guidance and procedures.
- Conventions, festivals, and large events can take place.

Actions to Combat a Resurgence of COVID-19

UPDATED 1/18/2021

From the onset of the COVID-19 pandemic, Illinois has followed the science and listened to public health experts to keep people safe.

After bending the curve in the spring, Illinois achieved relatively low rates of community spread and hospitalizations in the summer. But amid a nationwide surge, every region of Illinois saw an increase in cases and hospitalizations in the fall, which triggered the regional tiered mitigations outlined in this plan.

As the surge became more severe here in Illinois and across the nation, Governor Pritzker and the Illinois Department of Public Health moved all 11 regions into Tier 3 mitigations, effective November 20, 2020. At the advice of public health experts, including Dr. Anthony Fauci, the mitigations remained in place over the holidays to prevent a "surge upon a surge." With some regions now beginning to make progress, Governor Pritzker announced that any region that has met the metrics for a reduction of mitigations will be able to move out of Tier 3 to less restrictive tiers beginning January 15, 2021.

By operating with consistent and meaningful mitigations throughout the holiday season, Illinois has saved lives, brought down community risk, and set ourselves up to safely reduce these mitigations. This approach has allowed the state to be in its strongest position to combat the virus since the pandemic began, as the administration prepares to proceed with Phase 1B of Illinois' vaccine distribution plan. Illinois also continues to build upon its nation-leading testing operation, surpassing more than 100,000 tests per day. This plan accounts for months of additional research as public health experts reach a greater scientific understanding of this virus. Ultimately, as conditions continue to improve, IDPH will re-classify regions to Tier 2, Tier 1, and back to Phase 4 as they meet the necessary metrics.



Resurgence Mitigations

Original Restore Illinois Plan

Mitigations will be applied or deliberately lifted on a regional basis based on the Emergency Medical Services (EMS) Regions that have traditionally guided IDPH in its statewide public health work, allowing for a more granular approach. These regions follow county lines to account for counties that are in more than one region of the EMS system. The 11 regions are as follows:

- 1. **NORTH:** Boone, Carroll, DeKalb, Jo Daviess, Lee, Ogle, Stephenson, Whiteside, Winnebago
- 2. **NORTH-CENTRAL:** Bureau, Fulton, Grundy, Henderson, Henry, Kendall, Knox, La Salle, Livingston, Marshall, McDonough, McLean, Mercer, Peoria, Putnam, Rock Island, Stark, Tazewell, Warren, Woodford
- 3. **WEST-CENTRAL:** Adams, Brown, Calhoun, Cass, Christian, Greene, Hancock, Jersey, Logan, Macoupin, Mason, Mason, Menard, Montgomery, Morgan, Pike, Sangamon, Schuyler, Scott
- 4. **METRO EAST:** Bond, Clinton, Madison, Monroe, Randolph, St. Clair, Washington
- SOUTHERN: Alexander, Edwards, Franklin, Gallatin, Hamilton, Hardin, Jackson, Jefferson, Johnson, Marion, Massac, Perry, Pope, Pulaski, Saline, Union, Wabash, Wayne, White, Williamson
- EAST-CENTRAL: Champaign, Clark, Clay, Coles, Crawford, Cumberland, De Witt, Douglas, Edgar, Effingham, Fayette, Ford, Iroquois, Jasper, Lawrence, Macon, Moultrie, Piatt, Richland, Shelby, Vermillion
- 7. **SOUTH SUBURBAN:** Kankakee, Will
- 8. **WEST SUBURBAN:** DuPage, Kane
- 9. **NORTH SUBURBAN:** Lake, McHenry
- 10. **SUBURBAN COOK:** Suburban Cook
- 11. CHICAGO: City of Chicago



All public health criteria included in this document are subject to change.

As research and data on this novel coronavirus continue to develop, this plan can and will be updated to reflect the latest science and data.

Actions to Combat a Resurgence of COVID-19

The following resurgence mitigations are in addition to the guidance outlined in Phase 4 of the Restore Illinois Plan:

SETTING	TIER 1	TIER 2	TIER 3
Bars and restaurants	 Indoor service limited to lesser of 25% or 25 persons per room No tables exceeding 4 people indoors Suspend indoor service if not serving food Outdoor, delivery and takeout service continues under updated hours 	 Suspend indoor service Outdoor, delivery and takeout service continues under updated hours No tables exceeding 6 people 	 Suspend indoor service Outdoor, delivery and takeout service continues under updated hours No tables exceeding 6 people
Cultural institutions	Open under Phase 4 rules	Open under Phase 4 rules	Operations paused
Gaming and casinos	 Open under Phase 4 rules from Illinois Gaming Board 	Open under Phase 4 rules from Illinois Gaming Board	Operations paused
Hotels	Open under Phase 4 rules	 Limited to registered guests Fitness centers closed or operating on reservation model at 25% capacity 	 Limited to registered guests Fitness centers closed or operating on reservation model at 25% capacity
Household gatherings	 Allowed with public health guidelines 	Limiting to 10 people is encouraged	Limiting to household members is encouraged
Indoor fitness classes	Open under Phase 4 rules	 Groups limited to 10, including fitness classes 	Operations paused
Meetings, events and gatherings (excluding in- person school or sports)	Limit to lesser of 25 guests or 25% overall capacity indoors and outdoors	Limit to 10 guests indoors and outdoors	 No gatherings in meeting rooms, banquet halls, party rooms, private clubs, etc. Funerals limited to 10 family members of decedents
Offices	• Open under Phase 4 rules	Open under Phase 4 rules	Remote work encouraged
Organized group recreational activities (fitness centers, sports, etc.)	 Recreation, fitness centers and outdoor activities follow Phase 4 guidance Sports follow measures in the All Sport Guidelines 	 Limit to lesser of 25 guests or 25% overall capacity indoors and outdoors Sports follow measures in the All Sport Guidelines 	 Indoor sports and recreation paused Outdoor sports and recreation, individual training allowed Groups limited to 10 people

IDPH will continue to track the health metrics in all 11 regions and announce tier changes when a region makes progress. Follow the latest regional metrics at dph.illinois.gov/regionmetrics. For more information on guidance for businesses, please visit the FAQ on DCEO's website.

RESTORE ILLINOIS

Health Metrics to Move Between Tiers

Increasing mitigations

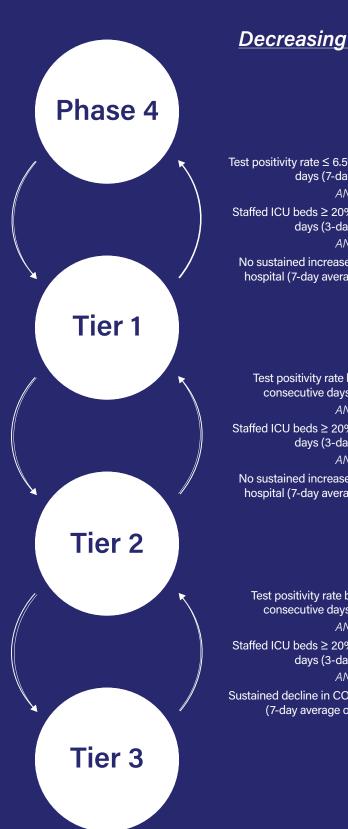
Test positivity rate ≥ 8% for three consecutive days over a 14-day monitoring period (7-day average)

OR

Sustained increase in test positivity rate (7-day average over 7 of 10 days) and either (A) Sustained increase in COVID patients in hospital (7-day average over 7 of 10 days), or (B) Staffed ICU beds < 20% for three consecutive days (3-day average)

Test positivity rate between 8% and 12% over a 14-day monitoring period under Tier 1 mitigations (7-day average)

Test positivity rate ≥ 13% for three consecutive days within a 14-day monitoring period under Tier 2 mitigations (7-day average)



Decreasing mitigations

Test positivity rate ≤ 6.5% for three consecutive days (7-day average)

AND

Staffed ICU beds ≥ 20% for three consecutive days (3-day average)

AND

No sustained increase in COVID patients in hospital (7-day average over 7 of 10 days)

Test positivity rate below 8% for three consecutive days (7-day average)

AND

Staffed ICU beds ≥ 20% for three consecutive days (3-day average)

AND

No sustained increase in COVID patients in hospital (7-day average over 7 of 10 days)

Test positivity rate below 12% for three consecutive days (7-day average)

AND

Staffed ICU beds ≥ 20% for three consecutive days (3-day average)

Sustained decline in COVID patients in hospital (7-day average over 7 of 10 days)

Attachment B – Emergency COVID-19 Absence Policy

(3 page PDF follows)

DOWNERS GROVE SANITARY DISTRICT TEMPORARY EMPLOYEE POLICY EMERGENCY COVID-19 ABSENCE POLICY

Effective Dates: April 1, 2020 – December 31, 2020

Date Issued: April 3, 2020

Emergency Paid Sick Leave

All full time employees are entitled to eighty (80) hours of emergency paid sick leave (referred to as "emergency paid sick leave") effectively immediately. Emergency paid sick leave may be used only during the effective dates provided herein for the following reasons:

- 1. The employee has been advised by a health care provider to self-quarantine because of COVID-19, or
- 2. The employee is caring for a family member who has been advised by a health care provider to quarantine because of COVID-19. For the purposes of this temporary policy, a family member is defined as any of the following: child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent (collectively defined as "eligible family member").

Any emergency paid sick leave that has not been used by December 31, 2020 will be forfeited. If an employee runs out of emergency paid sick leave and needs additional time off due to a COVID-19 absence, the employee may use regular accrued sick leave, vacation time or personal leave as allowed by the District's Employee Policy Manual.

In order to receive emergency paid sick leave, the following notification procedure must be followed:

- 1. The employee must call on the first day of quarantine in accordance with the rules outlined below.
- 2. The employee must call his/her immediate supervisor and notify him/her that the employee will not be reporting to work. The employee must specify whether the absence is due to their own personal illness/quarantine or if it is due to the illness/quarantine of an eligible family member. Employees unable to reach their supervisor must notify any other supervisor. If none of these individuals are available, the employee must notify the General Manager. If the General Manager is not available, the employee must leave a message with the District office personnel (not with the answering service or in voicemail) and the employee will receive a call back from the appropriate individual. When under a government issued Stay at Home Order, the District office will be open to calls Monday through Friday between 8:00 a.m. and 2:00 p.m.

- 3. The employee must call in within one (1) hour after the employee's scheduled starting time.
- 4. If an employee calls in and leaves a message with a fellow employee or with the answering service and does not follow the call-in procedure outlined above, the employee will not receive emergency paid sick leave for the absence.
- 5. When the employee calls to provide notification of his/her absence, the employee must indicate the expected duration of the leave as determined by the health care provider. If the expected duration of the leave changes during the course of the leave, the employee needs to notify his/her supervisor immediately. The employee will not be held to the expected return date. This is solely to assist the employee's supervisor with scheduling staffing for the expected duration of the employee's leave. The employee may only return to work once the Back to Work Clearance provisions provided herein are met.
- 6. When the employee calls to provide notification of his/her absence, the employee's supervisor may ask questions as needed to ascertain whether other District employees were potentially exposed to COVID-19 thereby requiring the District to take additional measures to prevent the spread to other employees. Please note that COVID-19 related absences are still covered by HIPAA.

If deemed necessary, the General Manager, at his/her discretion, may require any employee claiming the benefit of emergency paid sick leave for their own personal illness to submit written proof of eligibility, signed by a health care provider. Proof of eligibility may be from a tele-health provider.

Back to Work Clearance

Any employee returning to work after using emergency paid sick leave or after a COVID-19 related absence, regardless of whether paid leave was utilized, must furnish to his/her supervisor a back to work release from a duly licensed physician. Said release may be from a tele-health provider.

Employees shall not return to work until:

- 1. At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications <u>and</u> improvement in respiratory symptoms (e.g., cough, shortness of breath), <u>and</u>
- 2. At least 7 days have passed since symptoms first appeared.

Return to Work Practices and Work Restrictions

Any employee returning to work after a COVID-19 related absence shall:

- 1. Be restricted from contact with persons who are severely immunocompromised until all symptoms are completely resolved or until 14 days after illness onset, whichever is longer,
- 2. Adhere to hand hygiene, respiratory hygiene, and cough etiquette in the Center for Disease Control's (CDC's) interim infection control guidance (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles), and
- 3. Self-monitor for symptoms and seek re-evaluation from a health care provider if respiratory symptoms recur or worsen.

Attachment C – Questions to Ask Residents Needing Inspection

Initial Call Taken By:		Date:					
Resident Name:							
Property Address:							
Best Contact Phone Number:							
	Hoop		Day of				
REQUIRED QUESTIONS		Upon Scheduling		Inspection			
Date Questions Asked							
Questions asked by (DGSD employee initials):							
	YES	NO	YES	NO			
Have you or anyone in your household been diagnosed with COVID-19 in the past 14 days?							
Have you or anyone is your household experienced any of the following symptoms today or in the last 14 days? (read each symptom and check appropriate response)							
Fever or Chills	3						
Cough	ı						
Shortness of breath or difficulty breathing	J						
Fatigue)						
Muscle or body aches	3						
Headache)						
New loss of taste or smel							
Sore throa	t						
Congestion or runny nose)						
Nausea or Vomiting	1						
Diarrhea							

Attachment D - Phase 3 and 4 Front Door Sign

(1 page PDF follows)





RESTORE ILLINOIS PHASE 3 & 4 ADMIN CENTER HOURS: MON THRU THURS 10AM - NOON & 1PM - 3PM

If you are experiencing an emergency, please call (630) 969-0664. Our technicians are available at all hours to help you!

GUIDELINES FOR ENTERING THE BUILDING:

- 1. Please do not enter if you are feeling ill.
- 2. One customer in the building at a time unless you are part of the same family that is quarantining together.
- 3. Facemasks are required for all who enter.
- 4. We apologize but customer use of employee restrooms is prohibited during the COVID-19 pandemic.

Attachment E – July 9, 2020 Pandemic Visitor Memo

(2 page PDF follows)

Board of Trustees
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President
Amy E. Sejnost
Vice President
Paul W. Coultrap
Clerk



General Manager Amy R. Underwood

Legal CounselMichael G. Philipp

2710 Curtiss Street P.O. Box 1412 Downers Grove, IL 60515-0703 Phone: 630-969-0664 Fax: 630-969-0827 www.dgsd.org

Providing a Better Environment for South Central DuPage County

To: All Contractors and Visitors

From: Amy Underwood, General Manager

Date: July 9, 2020

The Downers Grove Sanitary District is following the public health guidance of the Restore Illinois Plan in order to protect our staff while allowing us to continue to serve the public. At the time of this memo, the state is in Phase 4 of the Restore Illinois Plan. Effective today and until further notice, we ask visitors to adhere to the following guidelines.

Please do not enter our facility if:

- 1. You have tested positive for Covid-19 or know you have been exposed in the past 14 days to anyone who has tested positive for Covid-19.
- 2. You are experiencing any of the following symptoms:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- 3. In the past 14 days you have traveled to another country or to a state with a case rate greater than 15 new COVID-19 cases per 100,000 resident population, per day, over a 7-day rolling average.

Before entering our facility:

1. Fill out and submit the form found <u>HERE</u> 12 to 24 hours before your scheduled visit. Upon reviewing your responses, we will notify you if there is a problem with your visit. If you do not hear from us, plan to arrive at your scheduled visit time.

When you enter our facility:

- 1. Cover your nose and mouth with a cloth mask or disposable mask when inside buildings and also outdoors when speaking with other people or working within 6 feet of other people. DGSD is not responsible to provide masks to visitors. Masks with exhalation (one-way) valves are not allowed.
- 2. Maintain 6 foot separation between yourself and others whenever possible.
- 3. Do not shake hands with others.
- 4. Refrain from using employee restrooms. There is a port-a-potty located on the south side of building K and a sink just inside the south door of building K that visitors are welcome to use.
- 5. Refrain from using employee lunchrooms.
- 6. Do not enter any district buildings other than the one you are assigned to do work in or approved by your District host.

Attachment F - Online Visitor Form

The online form is located <u>HERE</u>. Below is simply a list of the questions asked on the form. The online form is updated regularly as the CDC's official COVID-19 symptom list is updated. Submission of the online form sends email notification to the DGSD visitor's host.

Visitor Safety Form

The Downers Grove Sanitary District's management team is closely evaluating the ever-evolving Covid-19 situation and following guidance from public health officials to make decisions that protect our staff while allowing us to continue to serve the public. As part of that effort, we are asking visitors and contractors to complete this form 12 to 24 hours before their scheduled visit.

If your multi-day visit exceeds 7 consecutive days, you need to fill out this form weekly.

If your answers to the form questions change during either your multi-day visit or during the course of your single-day visit, please leave our facility and contact your DGSD host immediately.

Thank you for your understanding.

Visitor's Name*

Visitor's Phone Number*

Enter the best number to contact you if we have questions or concerns regarding your visit.

DGSD Primary Point of Contact*

Select the name of the Downers Grove Sanitary District employee that has coordinated your visit.

Frequency of Visit*

Is your visit to the District going to be a single day or will it span multiple days?

REQUIREMENTS FOR ELIGIBILITY

Have you been diagnosed with Covid-19 in the last 14 days?*

Have you had close contact with or cared for someone diagnosed with Covid-19 in the last 14 days?*

Covid-19 Symptom Check*

Have you (or any of your other visiting associates) experienced any of the following symptoms in the last 14 days?

Fever or chills

Cough

 Shortness of breath or difficulty breathing

Fatigue

Muscle or body aches

o Headache

New Loss of test or smell

Sore throat

o Congestion or runny nose

Nausea or vomiting

o Diarrhea

In the past 14 days have you traveled to another country or to a state with a case rate greater than 15 new COVID-19 cases per 100,000 resident population, per day, over a 7-day rolling average? This currently includes the following states, effective February 19:

> o Alabama Arizona o Arkansas California Colorado Connecticut Delaware

 District of Columbia Florida

 Georgia o Idaho o Indiana o lowa Florida

 Georgia Kansas

Kentucky

 Louisiana o Maine

Michigan

Missouri

Minnesota Mississippi

 Montana Nebraska Nevada o New

Hampshire New Jersey New Mexico

New York

North Carolina

o Ohio

o Oklahoma

o Marylando Oregono Massachusettso Pennsylvania o Rhode Island

 South Carolina South Dakota o Tennessee

o Texas o Utah o Vermont Virginia Washington

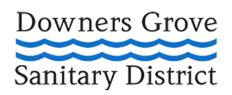
 West Virginia o Wisconsin

Wyoming

Digital Signature*

Typing your name on this form acts as your digital signature and your agreement to this statement: "I have answered the questions on this form truthfully and to the best of my knowledge."

Board of Trustees
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President
Amy E. Sejnost
Vice President
Paul W. Coultrap
Clerk



General Manager Amy R. Underwood

Legal Counsel
Michael G. Philipp

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Providing a Better Environment for South Central DuPage County

MEMORANDUM

To: All Employees

From: Amy Underwood, General Manager

Date: March 5, 2021

Re: COVID-19 Vaccination Program

The Downers Grove Sanitary District is implementing a COVID-19 vaccination program effective immediately. In accordance with the District's duty to provide and maintain a workplace that is free of known hazards, all District employees are strongly encouraged to receive this vaccination to minimize the risk of infectious disease in our workplace.

Education

All employees will be required to complete an informational assignment in Target Solutions on the COVID-19 vaccine. The purpose of the education component of the vaccination program is to provide employees with additional information related to the decision about whether to get vaccinated.

In addition to the informational assignment, the attached Center for Disease Control (CDC) COVID-19 vaccine factsheet is provided for your information.

Vaccination

On February 25, 2021, the Illinois Department of Public Health moved critical infrastructure workers, which includes wastewater workers, into Group 1b Plus. All District employees should be eligible to receive the vaccine now. Employees who are interested in getting vaccinated should register with the DuPage County Health Department (DCHD) by **Thursday, March 11, 2021** using this link: https://dupagehealth.org/covid19vaccineregistration. When filling out the registration, the employee will be asked whether we have an employer code. This question should be answered "no". Even though the registration form says "I give consent...to be vaccinated", please note that the employee will be registering only to receive appointment notifications when they become available. While it is hoped that the employee will follow through and get the vaccination, registration at this site does not obligate the employee to do so. Therefore, it is recommended that any employee who is currently undecided at least register at this time.

Please note that the DCHD is one of many providers currently administering COVID-19 vaccine. The DCHD has encouraged us to explore all options to access the vaccine, rather than waiting for availability through DCHD. The District Safety Coordinator is in discussions with a local medical facility to potentially get District employees appointments. Employees are encouraged to research other vaccination sites, sign-up on multiple lists and take advantage of the soonest appointment that becomes available. Employees can find other vaccination sites here: https://coronavirus.illinois.gov/s/vaccination-location.

Employees who are fully vaccinated on or before December 31, 2021 are eligible to receive a \$200 incentive added to their paycheck. In order to receive the incentive, the employee must provide a copy of his/her COVID-19 Vaccination Record Card showing that he/she has received the final dose. Such documentation should be submitted to Clay Campbell or Carly Shaw for processing.

If the employee's appointment to get the vaccine is during the employee's regular working hours, the District will cover the employee's pay for that time under regular pay. Prior to making the appointment, the employee needs to coordinate with his/her supervisor to ensure that other employees are available to cover the work load, both during the time spent getting the vaccine and for the next 1 - 2 days should the employee have side effects which impact his/her ability to work.

If a full-time employee's ability to perform his/her regular work duties is affected by side effects of the COVID-19 vaccine, the employee may use Emergency Paid Sick Leave in accordance with the attached policy. If a part-time employee's ability to perform his/her regular work duties is affected by side effects such that the employee is not able to report for duty on a regularly scheduled work day, the employee may work with his/her supervisor to recover the lost work hours at a later time.

After vaccination, employees will need to continue following all the current measures outlined in the District's COVID-19 Preparedness Plan as revised on February 26, 2021.

Should you have any questions about the District's COVID-19 vaccination program, please contact the District Safety Coordinator, Jessie Gwozdz.

C: BOT, BOLI, WCC, MGP



COVID-19 Vaccines

Vaccines (shots) are one of the tools we have to fight the COVID-19 pandemic.



To stop this pandemic, we need to use all of our prevention tools. Vaccines are one of the most effective tools to protect your health and prevent disease. Vaccines work with your body's natural defenses so **your body will be ready to fight the virus**, if you are exposed (also called immunity). Other steps, like wearing a mask that covers your nose and mouth and staying at least 6 feet away from other people you don't live with, also help stop the spread of COVID-19.

Studies show that COVID-19 **vaccines are very effective** at keeping you from getting COVID-19. Experts also think that getting a COVID-19 vaccine may help keep you from getting seriously ill even if you do get COVID-19. These vaccines cannot give you the disease itself.



The vaccines are safe. The U.S. vaccine safety system makes sure that all vaccines are as safe as possible. All the COVID-19 vaccines that are being used have gone through the same safety tests and meet the same standards as any other vaccines produced through the years. A system in place across the entire country that allows CDC to watch for safety issues and make sure the vaccines stay safe.



Different types of COVID-19 vaccines will be available.

Most of these vaccines are given in two shots, one at a time and spaced apart. The first shot gets your body ready. The second shot is given at least three weeks later to make sure you have full protection. If you are told you need two shots, make sure that you get both of them. The vaccines may work in slightly different ways, but all types of the vaccines will help protect you.



www.cdc.gov/coronavirus/vaccines



The vaccines may cause side effects in some people, like sore muscles, feeling tired, or mild fever. These reactions mean the vaccine is working to help teach your body how to fight COVID-19 if you are exposed. For most people, these side effects will last no longer than a day or two. **Having these types of side effects does NOT mean that you have COVID-19**. If you have questions about your health after your shot, call your doctor, nurse, or clinic. As with any medicine, it is rare but possible to have a serious reaction, such as not being able to breathe. It is very unlikely that this will happen, but if it does, call 911 or go to the nearest emergency room.



When you get the vaccine, you and your healthcare worker will both need to wear masks.

CDC recommends that during the pandemic, people wear a mask that covers their nose and mouth when in contact with others outside their household, when in healthcare facilities, and when receiving any vaccine, including a COVID-19 vaccine.



Even after you get your vaccine, you will need to keep wearing a mask that covers your nose **and** mouth, washing your hands often, and staying at least 6 feet away from other people you do not live with. This gives you and others the best protection from catching the virus. Right now, experts don't know how long the vaccine will protect you, so it's a good idea to continue following the guidelines from CDC and your health department. **We also know not everyone will be able to get vaccinated right away, so it's still important to protect yourself and others.**

DOWNERS GROVE SANITARY DISTRICT TEMPORARY EMPLOYEE POLICY EMERGENCY COVID-19 ABSENCE POLICY 2021

Effective Dates: January 1, 2021 – December 31, 2021

Latest Revision Date: February 26, 2021

Emergency Paid Sick Leave

All full-time employees are entitled to eighty (80) hours of emergency paid sick leave (referred to as "emergency paid sick leave") between the effective dates identified herein. Said emergency paid sick leave may only be used for the following reasons:

- 1. The employee has been advised by a health care provider to isolate or self-quarantine because of COVID-19.
- 2. The employee is caring for a family member who has been advised by a health care provider to isolate or quarantine because of COVID-19. For the purposes of this temporary policy, a family member is defined as any of the following: child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent (collectively defined as "eligible family member").
- 3. The employee's ability to perform his/her regular work duties is affected by side effects of the COVID-19 vaccine.

Any emergency paid sick leave that has not been used by the end of the effective dates identified herein will be forfeited. If an employee runs out of emergency paid sick leave and needs additional time off due to a COVID-19 absence, the employee may use regular accrued sick leave, vacation time or personal leave as allowed by the District's Employee Policy Manual.

In order to receive emergency paid sick leave, the following notification procedure must be followed:

- 1. For employees who have been advised to isolate or quarantine, the employee must call on the first day of isolation or quarantine in accordance with the rules outlined below. For employees who are experiencing side effects from being vaccinated, the employee must call on every day in accordance with the rules outlined below.
- 2. The employee must call his/her immediate supervisor and notify him/her that the employee will not be reporting to work. The employee must specify whether the absence is due to their own personal illness/quarantine or if it is due to the

illness/quarantine of an eligible family member. Employees unable to reach their supervisor must notify any other supervisor. If none of these individuals are available, the employee must notify the General Manager. If the General Manager is not available, the employee must leave a message with the District office personnel (not with the answering service or in voicemail) and the employee will receive a call back from the appropriate individual. When under a government issued Stay at Home Order, the District office will be open to calls Monday through Friday between 8:00 a.m. and 2:00 p.m.

- 3. The employee must call in within one (1) hour after the employee's scheduled starting time.
- 4. If an employee calls in and leaves a message with a fellow employee or with the answering service and does not follow the call-in procedure outlined above, the employee will not receive emergency paid sick leave for the absence.
- 5. When an employee who has been instructed to isolate or quarantine calls to provide notification of his/her absence, the employee must indicate the expected duration of the leave as determined by the health care provider. If the expected duration of the leave changes during the course of the leave, the employee needs to notify his/her supervisor immediately. The employee will not be held to the expected return date. This is solely to assist the employee's supervisor with scheduling staffing for the expected duration of the employee's leave. The employee may only return to work once the Back to Work Clearance provisions provided herein are met.
- 6. When the employee calls to provide notification of his/her absence, the employee's supervisor may ask questions as needed to ascertain whether other District employees were potentially exposed to COVID-19 thereby requiring the District to take additional measures to prevent the spread to other employees. The District's Safety Coordinator will conduct a phone interview to determine potential exposures. Please note that COVID-19 related absences are still covered by HIPAA.

Back to Work Clearance

Any employee returning to work after isolation/quarantine due to COVID-19, regardless of whether paid leave was utilized, must furnish to his/her supervisor a back to work release from a duly licensed physician.

Any employee returning to work after more than three (3) consecutive days of utilizing emergency paid sick leave to recover from side effects of the COVID-19 vaccine must furnish to his/her supervisor a back to work release from a duly licensed physician.

In either case above, said back to work release may be from a tele-health provider.

Return to Work Practices

Any employee returning to work after a COVID-19 related absence shall:

- 1. Adhere to all the procedures provided in the District's COVID-19 Preparedness Plan.
- 2. Self-monitor for symptoms and seek evaluation from a health care provider if symptoms occur or recur.





EXECUTIVE SUMMARY

The nation's more than 16,000 wastewater treatment plants are functioning, on average, at 81% of their design capacities, while 15% have reached or exceeded it. Growing urban environments signal a trend that these facilities will increasingly accommodate a larger portion of the nation's wastewater demand. Though large-scale capital improvements have been made to systems experiencing sanitary sewer overflows, efforts have slowed in recent years. As many treatment plants and collection networks approach the end of their lifespans, the financial responsibilities for operation and maintenance will become more costly. Estimates indicate that utilities spent over \$3 billion in 2019, or more than \$18 per wastewater customer to replace almost 4,700 miles of pipeline nationwide. Recently, the more prevalent use of asset management plans enables 62% of surveyed utilities to proactively manage wastewater infrastructure maintenance rather than reactively respond to pipeline and equipment failures. In 2019, though the annual water infrastructure capital investment gap is \$81 billion, the sector has made strides to address current and future needs through resiliencerelated planning and innovations that produce profitable byproducts or cost savings from wastewater treatment.

INTRODUCTION

A critical component that influences the well-being of any community is its system for removing and treating wastewater for the protection of human and environmental health. Wastewater infrastructure includes a network of sewer pipes that collect and carry household, business, and industrial effluents to wastewater treatment systems — onsite or centralized facilities. Within these treatment systems, wastewater undergoes processes to remove harmful constituents and reduce pollution to the Environmental Protection Agency (EPA) and/or state-regulated levels prior to being discharged into nearby waterbodies or, in some cases, recovered for water, energy, and nutrient reuse.



AXIAL HYDRODYNAMIC FLOW PUMP IN WASTEWATER PLANT.

CAPACITY

There are more than 16,000 publicly owned wastewater treatment systems of various sizes serving the majority of wastewater needs in the United States.¹ The remainder of the population — approximately 20% of Americans — rely on onsite wastewater systems such as septic tanks.² Although the nation's population growth projections are modest,³ a 2018 Pew Research Center study expects 86% of this growth to occur in urban and suburban areas.⁴ Growing urban environments signal a trend that centralized wastewater treatment plants (WWTP) will increasingly accommodate a larger portion of the nation's wastewater demand. Currently, 62.5

billion gallons of wastewater per day is being treated by centralized WWTPs. Across all sizes of WWTPs, systems are operating at an average of 81% of their design capacity, while 15% of systems are at or have exceeded that threshold.⁵

In addition to WWTPs, the nation's wastewater footprint also includes a network of over 800,000 miles of public sewers and an additional 500,000 miles of private lateral sewers that connect homes and businesses to public sewer lines.⁶

CONDITION

The majority of the nation's WWTPs are designed with an average lifespan of 40 to 50 years, so the systems that were constructed in the 1970s, around the passing of the Clean Water Act in 1972, are reaching the end of their service lives. However, smaller onsite systems, such as septic tanks, have a shorter average lifespan of 20 to 30 years. Most states do not collect condition data for these smaller systems, so an accurate assessment of the remaining lifespan or current condition is nearly impossible to determine. In 2015, the National Association of Home Builders estimated that the median age of owner-occupied housing across the U.S. was 37 years old, an indication that, without proactive homeowner maintenance, there may be significant needs for upgrading and/or replacing onsite wastewater infrastructure.

Household Wastewater

Solid Sewage
Septic Tank

Gravel

Percolation Area

Perforated Pipe

Nationwide, the drinking water and wastewater pipes in the ground are on average 45 years old,10 11 while some systems have components more than a century old.¹² The typical lifespan expected for wastewater pipes is 50 to 100 years.¹³ As collection systems age and decline in condition, groundwater and stormwater enters the networks through cracks, joints, or illicit connections as inflow and infiltration. When collection systems are overtaxed, sanitary sewer overflows (SSOs) can occur. Between 2012 and 2016, the EPA reports that improvements were made to more than 180 of the nation's large sanitary sewer systems, which typically accommodate over 10 million gallons of wastewater per day, and are prone to episodic SSOs.14 In recent years, the progress has slowed.¹⁵ Aside from SSOs, conveyance systems are also susceptible to other failures like blockages caused by consumer products such as wipes and paper towels.

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OPERATION & MAINTENANCE

Wastewater infrastructure may be owned by a public, private, or cooperative entity, and the operation and maintenance (O&M) may be conducted by the same party or subcontracted elsewhere. As utilities face the challenges of meeting increasingly stringent water quality regulations, funding significant infrastructure replacements, and affordably providing services amid growing public and environmental health risks, the option of merging (utility consolidation) may unlock financial, technical, and managerial resources to meet current needs and adapt to future demands.¹⁶

According to the U.S. Conference of Mayors, trends among municipal WWTPs show that nationwide O&M expenditures have increased by approximately 4% annually from 1993 to 2017, an increase partially due to deferred capital expenditures.¹⁷ Depending on the type of WWTP and the collection system, O&M spending varies. In rural areas where decentralized systems are common, the responsibility to coordinate and finance O&M activities ranging from \$250 to \$500 every three to five years falls on homeowners.¹⁸ However, with little to no instruction

or oversight from state regulatory agencies, if O&M goes unaddressed, systems may fail, costing homeowners between \$3,000 and \$7,000.¹⁹

Thousands of miles of the nation's aging pipes are buried beneath increasingly urbanized cities and will require more and more inter-agency collaboration and data sharing, particularly as maintenance needs grow.²⁰ In a 2019 American Water Works Association report, as much as 62% of wastewater pipeline maintenance performed by combined utilities occurs through the proactive execution of asset management plans; the remaining 38% is completed as a reactive response to failures.²¹ The report goes on to mention, since 2017, replacement rates for wastewater collection pipes have essentially stagnated. Nevertheless, in 2020, Bluefield Research estimated that utilities throughout the country will spend more than \$3 billion on wastewater pipe repairs and replacements, addressing 4,692 miles of wastewater pipeline. This value translates into more than \$18 per wastewater customer, a cost that is projected to grow by an average of 5% annually.²²

FUNDING

Wastewater infrastructure may be funded by local user fees and taxes, state-specific grants or discretionary set-asides, and federal grants or financing mechanisms.

Funding and financing differ through the simple fact that infrastructure financing, like any loan or bond, requires repayment over a 30- to 50-year period.²³ According to the Congressional Research Service, the federal government's share of capital investment has fallen from 63% in 1977 to less than 9% in 2017.²⁴ State and local enti-

ties shoulder the majority of capital projects and O&M expenses, which were approximately \$20 billion in 1993 and increased to \$55 billion by 2017.²⁵26

Nationally, a single-family residence pays an average rate

of \$504 annually for wastewater collection and treatment.²⁷²⁸ Since 2008, user rates have trended upward to reflect the true cost of service and also due to dwindling

revenues for many waste-water utilities.²⁹ Though utilities are seeking to address affordability challenges in vulnerable communities, decreasing usage due to water conservation appliances, persistent leaks from aging infrastructure, and increasing inflation have all contributed to the 24% increase in rates reported from 2008 to 2016.³⁰

Some WWTPs are recouping savings and generating profits by implementing innovative technologies that reuse water, recover energy, and recycle nutrients.³¹ Furthermore, state leaders have turned to levying

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local taxes, initiating restoration fees, and creating legislative set-asides as a means to invest in wastewater infrastructure and to close the funding gap.

While wastewater utilities are responsible for covering the majority of their expenses, many also look to federal financing mechanisms, particularly for large capital projects.

EPA Clean Water State Revolving Fund Appropriations



Wastewater Funding and Financing Mechanisms

Federal Agency	Program	Details
U.S. Department of Agriculture	Rural Utilities Service: Water and Waste Disposal Programs	The purpose of this program is to provide basic human amenities, alleviate health hazards, and promote the orderly growth of the nation's rural areas (communities with populations of 10,000 or less) by meeting the need for new and upgraded drinking water, wastewater, stormwater, and solid waste infrastructure.
U.S. Department of Housing and Urban Development	Community Development Block Grants (CDBG)	The program's primary objective is to develop viable communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for persons of low and moderate income. Accordingly, CDBG resources are not limited to drinking water, wastewater, and/or stormwater infrastrucure, but these projects must compete with other eligible activities including historical preservation, energy conservation, lead-based paint abatement, and more. The block nature of the CDBG distribution enables local government's to exercise discretion and on-the-ground knowledge when selecting appropriate projects that achieve program objectives.
U.S. Environmental Protection Agency	Water Infrastructure Finance and Innovation Act Program (WIFIA)	Established in 2014, the WIFIA program provides credit assistance through long-term, low-cost supplemental loans for regionally and nationally significant infrastructure projects. WIFIA authorizes EPA to provide credit assistance directly to an eligible recipient for a broad range of drinking water and wastewater projects that generally cost \$20 million or more.
U.S. Environmental Protection Agency	Clean Water State Revolving Fund Loan Program (CWSRF)	Established in 1987 by amending the Clean Water Act, federal funds are directed to CWSRF programs in all 50 states and Puerto Rico to capitalize state infrastrucutre loans. CWSRF resources must be matched by 20% state-backed funds. Various projects from CWSRF include new construction and upgrades of wastewater treatment plants, stormwater infrastructure, nonpoint source pollution management plans, and more.



THE BALTIMORE BACK RIVER WASTEWATER TREATMENT PLANT

For instance, the EPA's Clean Water State Revolving Fund (CWSRF) provides resources to state agencies enabling them to act as "infrastructure banks" that grant funds and oversee low-interest loans. CWSRF grants require local entities to put forth a 20% match to the funds requested. During FY16 and FY17, Congress assigned funding at \$1.394 billion, increased that value to \$1.694 billion for FY18 and FY19, and then decreased FY20's amount to \$1.120 billion.³² In 2019, Bluefield Research reports that state agency requests for CWSRF funding exceeded

\$55.9 billion, indicating that the total, nationwide need significantly outpaces available funding.

Working in conjunction with EPA's CWSRF program, the Water Infrastructure and Finance Innovation Act (WIFIA) is an additional long-term, low-cost funding mechanism for regionally and nationally significant, large-dollar-value projects. From FY17 to FY19, Congress has increased WIFIA's lending capacity from \$2.5 to \$6 billion with more than \$21 billion being requested for over 150 applicants



nationwide. In FY19, the federal government invited more than a dozen wastewater and water reuse projects to apply for over \$2.3 billion in loans.

The U.S. Department of Housing and Urban Development manages the Community Development Block Grants program under which urban, economically disadvantaged areas may apply to receive grant funding. However, rural communities, those that cannot financially bear the responsibilities of long-term loans, may look to the U.S. Department of Agriculture's (USDA) Rural Utilities Service — Water and Environmental Program — for grant and financing options tailored particularly for their needs.

FUTURE NEED

In 2019, the total capital spending on water infrastructure at all levels was approximately \$48 billion, while capital investment needs were \$129 billion, creating an \$81 billion gap. This underscores a chronic trend of underinvestment in critical water-related infrastructure—drinking water and wastewater systems. With this gap, only 37% of the nation's total water infrastructure capital needs were met. Assuming the water and wastewater sectors continue along the same path, the total gap will grow to more than \$434 billion by 2029.

Also influencing the wastewater sector's future needs are the growing O&M costs that are outpacing available funding. As system components near or exceed their

PUBLIC SAFETY

In some communities where legacy infrastructure exists, wastewater and stormwater systems are integrated into a combined sewer network. When these areas experience heavy rainfall or rapid snowmelt, the capacity of the combined system is overtaxed and results in combined sewer overflows where large volumes of partially treated or untreated wastewater bypass the treatment process and enter local waterbodies. According to the EPA, there are approximately 860 combined sewer systems throughout the country.³⁴ Over the last two decades, more than 200 of the nation's largest combined sewer systems (those serving > 50,000 people) have been identified and had actions taken to reduce overflow discharges that degrade water quality.³⁵



THE SOUTHWESTERN PARKWAY COMBINED SEWER

OVERFLOW BASIN PROJECT

expected lifespans, O&M for water infrastructure become costlier. In 2019, 90% of the nation's \$104 billion O&M funding need was met, leaving an annual gap of \$10.5 billion. If trends continue, the country will face a single-year O&M shortfall of \$18 billion in 2039.

The implications of unaddressed capital and O&M future needs are particularly pervasive within the nation's water-reliant businesses and healthcare industry. Economic projections indicate that by 2029, chronic service disruptions would cost water-reliant businesses \$111 billion and American households a cumulative \$378 million in healthcare costs.³³

Additionally, utilities grapple with treating and disposing of byproducts containing contaminants of emerging concern such as per- and polyfluoroalkyl substances (PFAS, forever chemicals) or novel biological components (antibiotic-resistant genes). ^{36 37} EPA studies state that the PFAS family of chemicals is persistent in both the environment and human bodies, which means they are likely to accumulate over time. Furthermore, evidence shows that exposure to PFAS can lead to adverse human health effects. As these threats increase, so too does the need for costly improvements in wastewater treatment systems. ^{38 39}

RESILIENCE

Utility managers, WWTP operators, engineers, and elected officials are increasingly incorporating aspects of resilience — a system's ability to withstand and adapt to the impacts of natural and/or man-made disasters — into the design, siting, and planning phases of their wastewater infrastructure. However, the suite of wastewater infrastructure vulnerabilities varies by geographic location, type of treatment system, age, and ownership status, so there is not a "one size fits all" solution.

For instance, some wastewater systems are in low-lying areas that are especially prone to the impacts of flooding, while others may be in drought-prone regions or areas with increasingly frequent wildfires.⁴⁰ Rather than continuing to operate under a "business as usual" framework, some

critical infrastructure decision-makers are shifting their efforts from singularly addressing short-term metrics like population growth, capacity demands, and affordability, and are incorporating long-term, resilience-related factors into planning such as sea level rise, frequency, intensity, and likelihood of natural disasters, cybersecurity threats, and post-interruption recovery time.⁴¹ For instance, the drinking water sector recently set a resilience precedent that may be instructive for many wastewater stakeholders. In 2018, resilience planning was streamlined within drinking water utilities with the signing of America's Water Infrastructure Act (AWIA) which requires drinking water systems to routinely develop and update Risk and Resilience Assessments and Emergency Response Plans.⁴²

Across all sizes of wastewater treatment systems, technological and scientific innovations have made significant contributions to addressing the sector's challenges.

INNOVATION

Across all sizes of wastewater treatment systems, technological and scientific innovations have made significant contributions to addressing the sector's challenges. For example, water conservation appliances have reduced the volume of wastewater entering the system, treatment process innovations have more efficiently utilized existing capacity and limited resources, and real-time conveyance network monitoring can pinpoint and prioritize areas suffering from inflow and infiltration or in need of O&M.

Sensors and monitoring innovations are being installed to collect real-time data on the wastewater conveyance network's condition to inform and prioritize the system's O&M schedule. After a wastewater utility in San

Antonio, Texas, implemented in-pipe sensors, data was collected to optimize the network's cleaning schedule, saving thousands of dollars in each location a sensor was installed.⁴³

Additionally, in recent decades, resource recovery has increasingly shifted the traditional wastewater treatment mindset away from generating a product solely for disposal but reconceptualizing this "waste" as a "resource." Innovations such as anaerobic digestors, indirect potable reuse, and biosolids reuse systems can recover water, energy, and nutrients from treated wastewater and may contribute to the resilience of treatment facilities, communities, and entire watersheds.^{44 45}



RECOMMENDATIONS TO RAISE THE GRADE

- Infrastructure owners should engage in asset management practices across
 infrastructure sectors to extend the lifespan of assets and prioritize limited funding.
 Asset management must include continuous assessment of the condition of assets
 and prioritize investment decisions based upon a comprehensive suite of data.
- More collaborations between researchers, technologists, wastewater utilities and
 operators, and federal decision-makers will be needed to develop and quickly deploy
 effective regulations, systems, public safety education, and policies that address
 21st century concerns such as per- and polyfluoroalkyl substances (PFAS, forever
 chemicals) or novel biological components.
- Expand EPA's CWSRF program and the Water Infrastructure and Finance Innovation Act (WIFIA) with additional long-term, low-cost funding mechanisms for regionally and nationally significant, large-dollar-value projects.
- Identify new grant programs and funding mechanisms whose goal is to eliminate and/or decouple the nation's remaining combined sewer systems.
- Develop a federal grant pilot program for publicly owned wastewater treatment plants whose purpose is to create or improve waste-to-energy systems that increase wastewater treatment efficiency.
- Incorporate geographically specific projected impacts of climate change into wastewater infrastructure planning and long-term funding decisions.
- Utilities should ensure their rates cover the full cost of service including operation, maintenance, and capital needs; clearly communicate rate increases to the public; and balance local issues of affordability.
- As all wastewater systems face multiple and increasing natural threats, a rule similar to America's Water Infrastructure Act of 2020 should be implemented to direct utilities to develop, update, and implement vulnerability (risk and resilience assessments) and emergency response plans.

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Smart Water, Smarter Operations: Digital Transformation in Water Utilities

Introduction

s its city faces exponential growth, Houston Water faces seismic challenges in meeting the needs of the nation's fourth-largest city: Pacing service expansion while keeping rates affordable, protecting public health and the environment, and providing superior customer service, says Yvonne Forrest, the utility's deputy director.

"You have to move at a pace your ratepayers can afford."

Public utilities like Houston Water serve 90 percent of Americans with clean, safe water through more than one million miles of pipes and other infrastructure, most of which was put into place during the first half of the 20th century. This outdated infrastructure can cause catastrophic issues, as cities in Texas saw in February 2021 after rare below freezing temperatures blanketed the state, causing thousands of burst pipes and other water-related challenges.

Just as importantly, the technology that promises to keep the water flowing also faces modernization challenges.

"MWRP (Municipal Waste Recycling Program) has had pipe in the ground for 80-plus years," says John

Sudduth, CIO of the Water Reclamation District of Greater Chicago. "And some back-end data systems have been in place for 20 years."

Like other public agencies, the pandemic challenged utilities to shift to remote work and operations while maintaining critical services. And though they met this challenge, they must prepare for future disruptions.

"Water utilities and other critical infrastructure organizations will need to be resilient moving forward to maintain business continuity 24x7 and high levels of service while assuring public health in the face of various crises," says Sielen Namdar, Cisco global industry executive, who leads the organization's smart water business. Namdar also chairs Smart Water Networks Forum's (SWAN) Americas Partnership Group.

Technology modernization — and people versed in putting it to work — offer utilities the opportunity to meet growing public health, environmental and consumer needs. This paper outlines the challenges and opportunities for water utility leaders and offers strategies they can follow to develop technology roadmaps that guide them into a smarter, more secure and more sustainable future for their communities.



An estimated

240,000 water main breaks

occur each year nationwide, according to ASCE, and tight budgets have limited efforts to proactively replace infrastructure and improve operational efficiencies.

"We are at the cusp of digital transformation," says Sree Pulapaka, vice president and CIO of the San Antonio Water System (SAWS). "It's incredibly important for us to be attracting the right talent, the right skillsets and the right resources to help us on this journey."

Challenges new and old

Water utilities faced significant challenges before the pandemic. All told, more than \$3.27 trillion in investment is needed to maintain and expand water and wastewater service through 2040, according to the American Society of Civil Engineers (ASCE).¹ ASCE gave the nation's drinking water systems a "C-" on its 2021 infrastructure report card, while wastewater and stormwater systems earned a "D+" and "D," respectively.²

"Our constituents – the public and the Board – are calling for real-time data. We have to get integrations in place to accommodate what our constituents are asking for."

John Sudduth, CIO, Water Reclamation District of Greater Chicago

Aging infrastructure is compounding challenges to reliably deliver service. Many utilities are under environmental consent decrees to manage their combined sewer overflows (CSOs) and sanitary sewers overflows (SSO). An estimated 250,000 to 300,000 water main breaks occur each year nationwide, according to ASCE, and tight budgets have limited efforts to proactively replace infrastructure and improve operational efficiencies.

"I cannot replace a pump because the next pump is more efficient," says Forrest. "I can replace a pump when the current one dies and no more maintenance can be performed on it."

While water utilities have made significant investments in the sensors and systems that can provide actionable data to address these challenges, much of it remains "pretty manual," according to Namdar.

As a result, even dynamic information can be 24 hours old, and where systems have been digitized, the information is often siloed.

Industrial solutions often are "generating a lot of data in their silos, and these various sources of data are not necessarily being integrated into a single source of truth," Namdar says. "They weren't designed for it."

Utilities and public works agencies face renewed calls for more timely information – both to make their own operations more efficient and to better serve their stakeholders.

"Our constituents – the public and the Board – are calling for real-time data," Sudduth says. "We have to get integrations in place to accommodate what our constituents are asking for."

The pandemic, which forced utilities to move many operations off-site, also has prompted what Namdar calls a significant mindset shift that may ultimately accelerate modernization efforts, particularly around the security of critical infrastructure.

"Who would have thought that 70 to 80 percent of the workforce at a government utility would be working from home? With the pandemic thrusting everything forward and the added need for secure connectivity, we are seeing water utilities — even the ones who were not thinking about digital transformation — changing their minds," she says. "The momentum is building up quite a bit."

Sudduth agrees, pointing to efforts to connect disparate operational and enterprise systems. "We're in the midst of an IT and OT convergence. We're looking at the operating technology and trying to upgrade it, but the upgrade path is moving toward an IT solution that requires an entirely different skillset."

Keys to modernization

Namdar likens the challenge water utilities face to tackling a 1,000-piece jigsaw puzzle. "Twenty years

"Remote access opened a whole new world of operational responsiveness and flexibility. We've got buildings an operator might walk through one to three times a day – no one else needs to be there."

Clay Campbell, Administrative Supervisor, Downers Grove Sanitary District

ago, when it came to asset operations, utilities had visibility into 400 pieces of the puzzle. With digital infrastructure modernization, you can have visibility into 900 or more, offering a much clearer picture."

To that end, "smart water" systems integrate the full technology stack – from sensors, meters and other data-collection devices attached to industrial control systems to technology that moves this disparate data onto a common operational platform where analytics tools can draw from it to generate insights and inform decisions that can often save time and resources.

"With a denser sensor network, we can get more data, and with the secure connectivity tools we have, we can get actionable real-time data," says Rocky Smith, Cisco industry solutions architect.

Among the focus areas for modernization efforts:

Operational systems. At the Downers Grove Sanitary District in Illinois, making data accessible from the supervisory control and data acquisition (SCADA) network, which oversees the operational systems, "enabled staff to have eyes and ears on the equipment in our wastewater system," says Clay Campbell, the district's administrative supervisor. "Remote access opened a whole new world of operational responsiveness and flexibility. We've got buildings an operator might walk through one to three times a day — no one else needs to be there."

Water quality monitoring. Lack of real-time data has hampered efforts to address sudden changes

in wastewater quality, for example after a storm surge. Houston Water partnered with the United States Geological Survey (USGS) to add water quality monitors that track water on its way to the utility's treatment plants.

"If there's a heavy rain and we're seeing water quality changes, we aren't caught by surprise when it comes to the plant," Forrest says.

Real-time monitoring can save utilities significant capital expenditures, according to Namdar. "If the quality meets certain thresholds, utilities may not need to invest hundreds of millions of dollars in building additional gray infrastructure to meet the regulatory requirements."

Environmental data is also important to outside constituents. "Various entities consume our rain gauge data to get weather projections and monitor waterways," Sudduth says, "We're in an on-demand world. The general public doesn't want to wait to get a packet of paper."

Leak detection. Nearly six billion gallons of drinking water is lost every day nationwide, representing as much as 14 to 18 percent of the nation's overall water use, according to one estimate. Some communities lose as much as half their water to leaks, according to Namdar.

With 7,000 miles of distribution and transmission lines, Houston Water historically responded to leaks "when somebody calls them in," Forrest says. The utility has since installed pressure monitors near critical infrastructure, including hospitals and the airport, to speed response time when leaks occur.



Asset tracking and predictive maintenance. Utilities have billions of dollars of physical assets, much of it aging, but they typically have to wait for a schedule-based maintenance check or until equipment fails to take action. Predictive analytics powered by artificial intelligence and machine learning pulls real-time operating data from critical systems to identify failures before they happen, "preventing catastrophic outcomes and costly downtimes, and maximizing the use of existing infrastructure," Namdar says.

"These technologies are going to become game-changers for our industry," says Sudduth. "The sooner we can get immersed in that, the better off we're going to be."

Customer service. Many utilities have already modernized their customer-facing operations, creating online portals that allow customers to pay bills and track their water usage. But in a world where citizen expectations are shaped by ecommerce giants, utilities will need to innovate to meet their needs.

San Antonio's skunkworks

Sree Pulapaka came to the San Antonio Water System (SAWS) from an innovation team focused on modernizing airport systems. So, it is not surprising that he is implementing ways to ensure new technology can take flight for the utility's 1.8 million customers.

"We established a swim lane where we do things faster and in a more agile fashion to prove to the organization the value of initiatives," he says. "We keep working on relatively small initiatives that we think will bring value."

Modeled after the legendary Lockheed team which revolutionized aerospace, the SAWS Skunkworks focuses on projects that can scale. It first experimented with using responsive web design on the utility's portal, which ultimately provided better functionality for mobile devices.

It has now shifted efforts to create a virtual assistant for business customers. Equally important, Pulapaka says, it helps leaders look ahead.

"It helps me figure out my roadmap as opposed to living in the day-to-day role of support and operations and doing things retroactively."

In San Antonio, SAWS has had a live chat feature with a customer service agent during business hours for some time, but it is now redoubling efforts to create a virtual assistant to help address the more frequently asked questions posed by its business customers (see sidebar). Ultimately, the project "will enable us to leverage a common and unified framework and expose the same set of questions and answers across a variety of digital formats — text, chat, web and screenless devices," says Pulapaka.

Technology can also improve customer service at the same time it supports critical field operations. In Houston, tablets connected wirelessly to the utility's work order system provide field crews with key information — but they also allow workers to update the status of projects for customers.

"Lots of people get frustrated – you see a leak, you call it in and unless it's an emergency, you don't see anything happening," Forrest says.

At the same time as work crews update the website, they also leave paper doorhangers in affected neighborhoods.

"While we're trying to use technology, we have to recognize we don't want to leave any of our customers behind. It's a balancing act."

Planning for what's next

As water utilities tackle modernization efforts, many start relatively small – but must ensure that the pieces connect. For example, Houston Water's most recent efforts with modernization center around manhole monitors, which track when sewer lines begin to back up. What's new, Forrest says, is that the systems monitoring data automatically add tickets to the work order system to speed the response.

"It's not cutting edge, but we're integrating a lot of different tools. Where we have found value, we are really pushing forward."

That's important, because the evolving smart water world "is becoming a busy space where there are a lot of disparate solutions," says Namdar. "We're trying to work through the clutter and develop trusted solutions that are foundational and won't stop being relevant in three to four years."

Modernization is an ongoing journey and water utilities should develop strategies to guide themselves along the way. Among them:



Addressing workforce needs

Clay Campbell calls utilities' workforce needs "the elephant in the room."

"An agile, well-equipped and retooled workforce is our biggest challenge," says Campbell, administrative supervisor of the Downers Grove Sanitary District in Illinois. We have to pivot to identify ways to better leverage our human resources and help them understand what the technology and tools will do for them."

The key challenge, says John Sudduth, CIO of the Water Reclamation District of Greater Chicago, is "overcoming cultural boundaries and ties."

"Our operational technology networks have been around for a while, and change is difficult," he says. "Our approach was to have an open conversation and outline what our objectives were, which was to train employees on the new technology to support upcoming systems."

Training is critical, adds Yvonne Forrest, deputy director of Houston Water. "Adults learn differently," she says, pointing to efforts like peer-to-peer training that can more readily acclimate staff.

Another key is getting employees to see the benefits of modernization, Campbell says. Team collaboration tools – common in IT workplaces, less so in utilities – allow "everybody to understand what the plan is – the roadmap for the day, week and month. That's the beginning of improving employee morale."

Finally, emphasizing the vital nature of utilities' work can help attract savvy technology workers. "It's a challenge, but if we're able to communicate our mission and show how they can make a contribution, we can overcome this challenge," says Sree Pulapaka, vice president and CIO of the San Antonio Water System.

Identify needs and gaps. The most critical part of developing a technology roadmap is truly understanding what information utilities need the most. "Look for your gaps — where you need actionable information," Forrest says. "Without a plan, you'll just be chasing the flavor of the month." And don't overlook key constituencies who want better actionable data of their own, including elected officials and customers.

Start small. "The important thing is to get started and build from there," Namdar says. Pilots are an effective strategy – one southwestern utility is testing modernization technology in one of its water treatment plants, with plans to ultimately scale the solution across all of its facilities.

Break down silos. Even utilities that have digitized operational systems often have trouble aggregating it. One key is moving to a common platform. In San Antonio, SAWS had three different platforms handling separate parts of operational technology, according to Pulapaka. "A lot of these systems had their own proprietary hardware, and it was just unmanageable," he says. The utility engaged a consultant to identify ways to move to a common platform as part of a multi-year plan. "Once they showed us the ROI, we standardized on a common stack," Pulapaka says.

Today, "SAWS works with enormous amounts of information collected from the SCADA systems and synthesizes the data with enterprise data to make decisions," he says. "The more information we collect helps guide us to more objective decisions."

In addition, better information can help automate many decisions or empower less-senior staff to make them, he adds.

Emphasize connectivity. Using traditional wired connections, it could take between three and seven minutes for data from the Downers Grove Sanitary District's nine wastewater stations to reach operators.

"That's like light years in this space," Campbell says. "You have to anticipate where things are right now."

After rolling out cellular routers, transmission times fell to 12 seconds or less, allowing staff to respond to fast-changing situations immediately.

"During a high flow event, people could be driving from station to station to check," says Campbell. "Now you can check all nine stations in two to three minutes to see where things stand."



The district also increased its overall connectivity during the pandemic. "When you have a distributed workforce, it matters significantly," according to Campbell.

As more employees are becoming accustomed to working remotely, utilities will also face growing pressure to provide cloud-based services and applications, Campbell states. "The expectation is that you're going to be able to equip them with the access to make an operational decision wherever they are."

Develop partnerships. It's important for utilities to learn from each other as they implement tools in the growing smart water space. "Collaboration among different leaders of utilities is important," Pulapaka says. Engaging with industry organizations such as SWAN, which is dedicated to accelerating digital water for utilities, consultants and technology partners can help utilities navigate new technologies.

Reassess cybersecurity. For Houston, hosting the Super Bowl in 2017 led to a region-wide assessment of cybersecurity – including for utilities. "It showed us where we had vulnerabilities," Forrest says. More recently, in February 2021, leaders in Oldsmar, Florida, revealed an individual had accessed the computer controlling the chemicals used to treat drinking water for the city and changed the level of sodium hydroxide to 11,100 parts per million (ppm), a significant increase from the normal amount of 100 ppm. While security controls such as automated pH testing would have prevented the poisoned water from being distributed, the incident highlights how much critical infrastructures like water utilities have become vulnerable to cyberattacks.

Smart city devices, such as the IoT sensors that utilities use, present a growing number of potential access points for threats — and could ultimately account for 20 percent of cybersecurity events, according to IDC.⁴

"SAWS works with enormous amounts of information collected from the SCADA systems and synthesizes the data with enterprise data to make decisions. The more information we collect helps guide us to more objective decisions."

Sree Pulapaka, CIO, San Antonio Water System

The massive shift to remote work over the past year has also created the urgent need for reassessment. According to Namdar, utilities must invest in a "holistic and in-depth security approach that addresses internal and external security threats."

Such a strategy often focuses on minimizing the exposure of industrial control systems through a well-defined separation of the operations environment, the enterprise network and cloud-based applications.

"We're looking at various technologies to segregate the networks and have developed separate emergency response plans for our corporate and control networks," Sudduth says.

Given the proliferation of ransomware and other phishing attacks, it is also important to educate the workforce through safety and security audits that assess their ability to resist remote threats. "Educate the soft targets of your staff," Cambell states.

Rethink risk assessment. Passed into law in 2018, the America's Water Infrastructure Act (AWIA) required all utilities to develop formal risk assessment and resilience plans, including addressing cybersecurity in those plans for the first time. Many utilities had already developed emergency response plans, and AWIA helped "formalize them and put things in the appropriate buckets," Forrest says.

"As with all things in the public sector, it is critical to focus on the most important operational and constituent needs. At the end of the day, I tell my team the pie isn't getting any bigger, so we really have to find the best use cases."

Yvonne Forrest, Director, Houston Water

At the same time, water utilities must increasingly include climate change in their resilience planning, with the deep freeze in Texas in February 2021 being the latest example of what can happen when unexpected – and severe – weather hits.

The pandemic-related events of the past year also represent an opportunity to think about resilience and disaster recovery through an additional lens.

"Pre-pandemic, the biggest risks organizations were worried about included cyberattacks, climate-type events and terrorism," Namdar says. "Those are still present, but the pandemic has shone a light on making sure folks can take care of essential services and operations remotely in a sustained way no matter what crisis comes along. This kind of remote connectivity and secure access is key to building resilience for the future."

In San Antonio, SAWS hopes to use funding earmarked for AWIA compliance to conduct disaster recovery exercises. "We've integrated our disaster recovery exercise into business continuity planning," Pulapaka says.

Address budget challenges. The Water Reclamation District of Greater Chicago is leveraging about \$98 million in Water Infrastructure Finance and Innovation Act (WIFIA) loans from the federal Environmental Protection Agency (EPA) to address long-delayed capital improvements, including significant investments in green infrastructure, according to Sudduth. However, most utilities lack funding sufficient to meet their capital needs, which challenges their leaders to rethink the life cycle of all assets – including commodified IT products.

"I'm done buying desktop workstations," says Campbell.
"Last year pretty much dictated that."

To win support for IT investments, it's important to connect pilots to specific metrics to measure their impact.

"As with all things in the public sector, it is critical to focus on the most important operational and constituent needs, Forrest states. "At the end of the day, I tell my team the pie isn't getting any bigger, so we really have to find the best use cases."

Conclusion

One silver lining of the pandemic is the growing recognition that critical infrastructure like utilities and the individuals who work for them are essential during times of crisis. Forrest remembers that when Houston Water employees were embedded with rescue operations during Hurricane Harvey in 2017, a fast-food chain gave

"The pandemic has shone a light on making sure folks can take care of essential services and operations remotely in a sustained way no matter what crisis comes along. This kind of remote connectivity and secure access is key to building resilience for the future."

Sielen Namdar, Global Industry Solutions Executive, Cisco





the firefighters free meals but required utility workers to pay. "They didn't see that we're the first responders to the first responders. That's changing."

This is particularly true as climate change-related events threaten water and other infrastructure. Thousands of Texas residents were without water or under boil orders for many days after the state experienced snow and sub-freezing temperatures in February. Water utility employees frantically worked to restore access and repair broken pipes.

Digital transformation has the potential to bring even greater changes to the industry. Having come to his utility from the healthcare industry, Sudduth says that the sector "is where the healthcare industry was seven to eight years back." Accelerating efforts, he adds, will require leaders "to bring your organizations together and be open and collaborative about what needs to happen."

These efforts are critical, though, as utilities face looming threats, like what the city of Oldsmar experienced in the attack on its water treatment plant.

It's also important to focus on what Sudduth calls the "change temperament" of the organization and identify change agents who can help build support for modernization efforts. "They are the ones who will help you as a CIO pushing change to actually get it through," he says.



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Resources

Cisco Smart Water Resources

https://www.cisco.com/c/en/us/solutions/industries/smart-connected-communities/smart-water.html

Cybersecurity for Water Utilities White Paper

https://www.cisco.com/c/en/us/solutions/collateral/industries/white-paper-c11-743927.html

Smart Water Networks Forum (SWAN)

https://www.swan-forum.com/

Cisco Cyber Vision Enables Active Defense of Industrial Operations

https://www.cisco.com/c/dam/en/us/solutions/collateral/internet-of-things/arc-whitepaper-iot.pdf

Cisco Security Blog

https://blogs.cisco.com/security/oldsmars-cyberattack-raises-the-alarm-for-the-water-industry

Campbell agrees, urging leaders to focus on how the overall vision is supported by ongoing investments. "You have to have the vision to anticipate what you want to do down the road with these foundational step-by-step technologies, but they do dovetail and layer on top of each other."

This piece was written and produced by the Center for Digital Government Content Studio, with information and input from Cisco.

Endnotes:

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