

**MINUTES**

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, March 17, 2020, convening at 7:00 p.m. The meeting was held at the District's Administration Center, 2710 Curtiss Street, Downers Grove. Present were President Wallace D. Van Buren, Trustee Amy E. Sejnost, and Trustee Paul W. Coultrap, General Manager Amy R. Underwood, Administrative Supervisor W. Clay Campbell, Staff Engineer Alex M. Bielawa and Attorney Michael G. Philipp. Mitch Backes of Corkill Insurance Co. also attended.

Minutes of Regular Meeting – February 11, 2020

A motion was made by Trustee Coultrap seconded by Trustee Sejnost approving the minutes of the regular meeting held on February 11, 2020 as presented and authorizing the President and Clerk to sign same. The motion carried.

Minutes of Executive Session – February 11, 2020

A motion was made by Trustee Coultrap seconded by Trustee Sejnost approving the minutes of the executive session held on February 11, 2020 as presented and authorizing the President and Clerk to sign same. The motion carried.

Claim Ordinance No. 1887

A motion was made by Trustee Sejnost seconded by Trustee Coultrap adopting Claim Ordinance No. 1887 in the total amount of \$751,621.56 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Public Comment - None

Old Business – None

New Business:

Appointment of General Manger

A motion was made by Trustee Sejnost seconded by Trustee Coultrap appointing Amy R. Underwood as General Manager effective March 17, 2020. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Revision of Authorized Bank Account Signer

Administrative Supervisor Campbell presented a memo reviewing the current arrangement of District bank accounts and authorized signers and recommended a change to the authorized signers by removing Nicholas J. Menninga and adding Amy R. Underwood as General Manager. A motion

was made by Trustee Coultrap seconded by Trustee Sejnost to remove Nicholas J. Menninga from the authorized signers list on the District bank and investment accounts and to add Amy R. Underwood as General Manager to the authorized signers list on the District bank and investment accounts and authorizing all necessary signatures to effectuate such a change. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

#### Five Year Financial Plan and Budget Approval – FY 2020-21

The Five Year Financial Plan and Budget were presented at the February Board meeting and have been available for public review since February 13 following a public notice of availability. A motion was made by Trustee Sejnost seconded by Trustee Coultrap approving the Five Year Financial Plan for Fiscal Years 2020-21 to 2024-25 which includes the budget for Fiscal Year 2020-21. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

#### Adopt Appropriation Ordinance for Fiscal Year 2020-21

The Fiscal Year 2020-21 Appropriation Ordinance was presented at the February Board meeting and has been available for public review since February 13 following a public notice of availability. The Ordinance establishes the spending limits for the year including operation and maintenance and capital improvements for all areas of District operations. A motion was made by Trustee Sejnost seconded by Trustee Coultrap adopting the Fiscal Year 2020-21 Appropriation Ordinance and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

#### Adopt Ordinance Amending Fees

General Manager Underwood presented Ordinance No. ORD 20-01. This ordinance increases various District fees and charges to the following amounts:

- a) Permit inspection fees - \$223 per building sanitary service for single family class or \$369 per building sanitary service (or \$213 per building sanitary service if no work on building sanitary service is required) for all other classes.
- b) Tap-in fee - \$928 per population equivalent (P.E.).
- c) Trunk sewer service charges - \$430 per P.E.
- d) Lateral sewer charge - \$11,965 per building drain to near side property and \$8,667 per building drain to far side property.
- e) Sewer construction inspection fee - \$70.50 per hour straight time and \$105.75 per hour overtime.
- f) Basic user rate - \$1.80 per 1000 gallons of water (or \$43.20 per quarter for all non-metered single family residential users).
- g) Surcharge rate - \$0.28 per pound for biochemical oxygen demand (BOD) and \$0.40 per pound for suspended solids (SS).
- h) Sampling and monitoring charge – This charge will vary from \$5.75 per month to \$127.71 per month depending on the type of user.

A motion was made by Trustee Coultrap seconded by Trustee Sejnost adopting Ordinance No. ORD 20-01 and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

#### Business Insurance Renewals for FY 20-21

Administrative Supervisor Campbell reviewed the proposal for renewal of the District’s property and liability coverages with effective dates of April 7 and April 14. The proposal included General Liability, Automobile, Public Officials Liability, Umbrella Liability, Fidelity and Crime, Property, Cyber-Liability and Workers Compensation. Staff’s recommendation is to renew the Property, General Liability, Automobile, Public Officials Liability, Umbrella Liability, Fidelity and Crime and Workers Compensation lines of coverage with Selective Insurance Group, Inc. The Property policy with Selective includes Equipment Breakdown coverage through Inland Marine. Staff also recommended to renew the existing Cyber-Liability coverage through Travelers and the existing Tank Storage Pollution Liability coverage through Crum & Forster. By making these changes, total annual premiums are proposed at \$207,707. A motion was made by Trustee Coultrap seconded by Trustee Sejnost authorizing the Administrative Supervisor to renew the District’s insurance coverages as presented in his March 13, 2020 memo. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

#### Investment in Certificate of Deposit – Evergreen Bank Group

Administrative Supervisor Campbell reviewed staff’s purchase on February 13, 2020 of a twelve-month Certificate of Deposit with Evergreen Bank Group in the amount of \$250,000 with an annual interest rate of 1.99 percent. The Certificate of Deposit is secured by the FDIC. A motion by Trustee Sejnost seconded by Trustee Coultrap was made ratifying the actions of staff on behalf of the District to open a Certificate of Deposit on February 13, 2020 in the amount of \$250,000 with Evergreen Bank Group at an interest rate of 1.99 percent and a term of twelve months. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

#### Investment in Certificate of Deposit – First Midwest Bank

Administrative Supervisor Campbell reviewed staff’s purchase on February 21, 2020 of a twelve-month Certificate of Deposit with First Midwest Bank in the amount of \$250,000 with an annual interest rate of 1.50 percent. The Certificate of Deposit is secured by the FDIC. A motion by Trustee Coultrap seconded by Trustee Sejnost was made ratifying the actions of staff on behalf of the District to open a Certificate of Deposit on February 21, 2020 in the amount of \$250,000 with First Midwest Bank at an interest rate of 1.50 percent and a term of thirteen months. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

#### Recapture Agreement – 5911 Springside Ave., Downers Grove

General Manager Underwood presented a Recapture Agreement between the District and property owners, Amy Romano and Robert Sheppard. The Agreement is for a sanitary sewer extension on Springside Avenue between 59<sup>th</sup> Street and Boundary Road in Downers Grove. A motion was

made by Trustee Coultrap seconded by Trustee Sejnost approving the Recapture Agreement for the sanitary sewer extension on Springside Avenue between 59<sup>th</sup> Street and Boundary Road in Downers Grove and authorizing the General Manager and Assistant Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

#### Coronavirus Response Measures

General Manager Underwood presented a memo regarding the District’s response to the recent coronavirus outbreak. Staff identified the need for flexibility to award sick time to employees in order to discourage attendance at work of employees who may be displaying symptoms of, been exposed to, or have been diagnosed with coronavirus. A motion was made by Trustee Coultrap seconded by Trustee Sejnost to empower the General Manager to award additional sick time as needed outside the framework of the District’s HR manual and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

#### Other New Business

Trustee Van Buren congratulated and welcomed Amy Underwood as the District’s new General Manager and inquired about the status of replacing District’s CHP #1.

Trustee Sejnost congratulated and welcomed Amy Underwood as the District’s new General Manager. She recommended that District staff post on its website and social media channels content related to best practices for “What Not To Flush” down the drain to remind the District’s customers of proper use of the communities’ sewer system infrastructure. She also commended staff on the decision to close the District Admin Center to the public until April 7 in anticipation of a Shelter-In-Place order from the State of Illinois.

Trustee Coultrap also congratulated and welcomed Amy Underwood as the District’s new General Manager and wished all employees to stay healthy during the current COVID-19 pandemic.

A motion was made by Trustee Coultrap seconded by Trustee Sejnost to adjourn the regular meeting at 7:47 p.m. The motion carried.

Approved: April 21, 2020

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

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