

## **MINUTES**

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, March 18, 2025, convening at 7:00 p.m. The meeting was held at the District's Administration Center, 2710 Curtiss Street, Downers Grove. Present were Trustees Amy E. Sejnost, Jeremy M. Wang, and Mark Eddington, General Manager Amy R. Underwood, Administrative Supervisor Carly S. Shaw, Sewer Construction Supervisor Keith W. Shaffner, Information Coordinator Alyssa J. Caballero and Attorney Dan McCormick. Mitch Backes of Assured Partners also attended and left after the insurance agenda item.

### **Minutes of Regular Meeting – February 11, 2025**

A motion was made by Trustee Wang seconded by Trustee Eddington approving the revised minutes of the regular meeting held on February 11, 2025 and authorizing the President and Clerk to sign same. The motion carried.

### **Claim Ordinance No. 1947**

A motion was made by Trustee Eddington seconded by Trustee Wang adopting Claim Ordinance No. 1947 in the total amount of \$817,530.88 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Sejnost, Wang, and Eddington)

### **Public Comment – None**

### **New Business**

#### **Business Insurance Renewals for FY 25-26**

Mitch Backes of Assured Partners reviewed the proposal for renewal of the District's property and liability coverages with effective dates of April 14. The proposal included General Liability, Automobile, Public Officials Liability, Umbrella Liability, Fidelity and Crime, Property, Cyber-Liability and Workers Compensation. Staff's recommendation is to renew the General Liability, Automobile, Public Officials Liability, Umbrella Liability, and Property coverages with Selective Insurance Inc. The Property policy with Selective includes Equipment Breakdown coverage through Inland Marine. Staff recommended renewing the existing Tank Storage Pollution Liability coverage through Crum & Forster, Crime with Liberty Mutual and Workers Compensation with IPRF. Staff also recommended moving Cyber-Liability coverage to CFC. The total annual premiums are proposed at \$269,084. A motion was made by Trustee Eddington seconded by Trustee Wang authorizing the Administrative Supervisor to renew all the District's insurance coverages as presented in the March 18, 2025 memo. The motion carried. (Votes recorded: Ayes–Sejnost, Wang, and Eddington.)

#### **Budget Approval and Five-Year Financial Plan – FY 2025-26**

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 Eddington seconded by Trustee Wang to approve the budget for fiscal year 2025-26 as presented in the proposed Five-Year Financial Plan for fiscal years 2025-26 to 2029-2030. The motion carried. (Votes recorded: Ayes–Sejnost, Wang, and Eddington.) A motion was made by Trustee Eddington seconded by Trustee Wang to post the Five-Year Financial Plan for Fiscal Years 2025-26 to 2029-30 to the District’s website with the following changes to the plan as presented at the February 2025 Board meeting:

- Add “FY 25-26 Budget Approved 03/18/2025” to the cover page under “Proposed 02/11/2025”
- Add a footnote to the last page of Exhibit 1 and to Exhibit 3 which says “FY 25-26 user charge rate and monthly service fee were passed under Ordinance No. ORD 25-01 on March 18, 2025.”
- Add a second footnote to the last page of Exhibit 1 and to Exhibit 3 which says “FY 26-27 to FY 29-30 user charge rates and monthly service fees are projected only and will be re-evaluated in subsequent years.”

The motion carried. (Votes recorded: Ayes–Sejnost, Wang, and Eddington.)

#### Adopt Appropriation Ordinance for Fiscal Year 2025-26

The Fiscal Year 2025-26 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 Eddington seconded by Trustee Wang adopting the Fiscal Year 2025-26 Appropriation Ordinance and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Sejnost, Wang, and Eddington.)

#### Adopt Ordinance Amending Fees

General Manager Underwood presented Ordinance No. ORD 25-01. This ordinance increases various District fees and charges to the following amounts:

- a) Permit inspection fees - \$285 per building sanitary service for single family class and \$472 per building sanitary service (or \$272 per building sanitary service if no work on building sanitary service is required) for all other classes.
- b) Tap-in fee - \$1,113 per population equivalent (P.E.).
- c) Trunk sewer service charges - \$516 per P.E.
- d) Lateral sewer charge - \$14,349 per building drain to near side property and \$10,395 per building drain to far side property.
- e) Sewer construction inspection fee - \$90.50 per hour straight time and \$135.75 per hour overtime.
- f) Basic user rate - \$3.25 per 1000 gallons of water (or \$78.00 per quarter for all non-metered single family residential users).
- g) Surcharge rate - \$0.42 per pound for biochemical oxygen demand (BOD) and \$0.54 per pound for suspended solids (SS) (or \$5.33 per 1000 gallons for users who do not have a sampling chamber).
- h) Monthly service fee - \$21 per month for all accounts, and sampling and monitoring charges if applicable.
- i) Sampling and monitoring charge – This charge will vary from \$7.36 per month to

\$163.37 per month depending on the type of user.

A motion was made by Trustee Sejnost seconded by Trustee Eddington adopting Ordinance No. ORD 25-01 and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Sejnost and Eddington. Nay-Wang.)

#### Compensation of General Manager for FY25-26

A motion was made by Trustee Eddington seconded by Trustee Wang to increase General Manager Underwood's salary from \$197,567 to \$205,470 effective April 1, 2025. The motion carried. (Votes recorded: Ayes–Sejnost, Wang, and Eddington.)

#### Planned Retirement Preparation Approval

General Manager Underwood presented a memo identifying Brian Meng's anticipated retirement from the District, the related additional payouts to him anticipated under the District's vacation leave payout policy contained in the Employee Policy Manual, and compliance with new statutory requirements under Public Act 99-0646 (the Illinois Local Government Wage Increase Transparency Act). In compliance with Public Act 99-0646 (the Illinois Local Government Wage Increase Transparency Act), a motion was made by Trustee Eddington seconded by Trustee Wang to permit additional wage payments to Brian Meng spreading 300 hours of vacation over the first 3 of his last 6 months of employment, consistent with the District's Employee Policy Manual, in the amount of \$7,482.74, in anticipation of his announced retirement date of September 30, 2025, increasing his retirement monthly pension amount by \$75.81, and increasing the cost of his pension annuity and DGSD's pension cost by \$11,831.86. The motion carried. (Votes recorded: Ayes–Sejnost, Wang, and Eddington.)

#### Contract Award – Mercury Clean Up

General Manager Underwood reviewed the bids received on Feb. 27 for the Mercury Clean Up project. Three bids were received. She recommended that the contract be awarded to the lowest responsible, responsive bidder Valor Technologies, Inc. in the amount of \$42,145.00. A motion was made by Trustee Eddington seconded by Trustee Wang to award the contract for the Mercury Clean Up project to the lowest responsible, responsive bidder, Valor Technologies, Inc. in the amount of \$42,145.00 and to authorize the General Manager to engage the contractor for this work. The motion carried. (Votes recorded: Ayes—Sejnost, Wang, and Eddington.)

#### Facility Plan Update

General Manager Underwood reviewed the Facility Plan progress for February.

#### Questions and Comments

Trustee Wang wished staff a happy Women's History month.

Trustee Eddington noted the force main repair during the sewer overflow bypass event at Wroble Lift Station that occurred on Feb. 25. He also noted the CHP system updates, noted in Maintenance Supervisor Whitefleet's monthly report.

Trustee Sejnost inquired about the status of hiring for the Maintenance Mechanic position. She noted the start of implementing Invoice Cloud for our online billing portal. She noted Maintenance Supervisor Whitefleet's update about the CHP system and expressed her appreciation for the update. She also commended staff for their work during the sewer overflow bypass event at Wroble Lift Station that occurred on Feb. 25. Lastly, she noted the District's annual progress report for the Phosphorus Discharge Optimization Plan.

A motion was made by Trustee Eddington seconded by Trustee Wang to adjourn the regular meeting at 8:47 p.m. The motion carried.

Approved: April 15, 2025

/s/Amy E. Sejnost/s/  
President

Attest: /s/Mark Eddington/s/  
Clerk