

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, March 19, 2019, 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, Trustee Paul W. Coultrap, General Manager Nicholas J. Menninga, Administrative Supervisor W. Clay Campbell, Sewer Construction Supervisor Ted T. Cherwak, Inspector Keith W. Shaffner, Information Coordinator Alyssa J. Caballero and Attorney Michael G. Philipp. Mitch Backes of Corkill Insurance Co. also attended.

Minutes of Regular Meeting – February 12, 2019

A motion was made by Trustee Coultrap seconded by Trustee Sejnost approving the minutes of the regular meeting held on February 12, 2019 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Claim Ordinance No. 1875

A motion was made by Trustee Sejnost seconded by Trustee Coultrap adopting Claim Ordinance No. 1875 in the total amount of \$584,409.64 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:

Insurance Renewals for FY 19-20

Administrative Supervisor Campbell reviewed the proposal for renewal of the District's property and liability coverages effective April 14 (along with the District's Tank Storage Pollution Liability coverage effective April 7). The proposal included Property, General Liability, Automobile, Public Officials Liability, Umbrella Liability, Fidelity and Crime, Tank Storage Pollution Liability, 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. Mitch Backes of Corkill Insurance, the District's broker, provided some insight on the rising cost of the Tank Storage Pollution Liability policy due to industry trends and the age of the District's diesel storage tank at the WWTC. By making these changes, total annual premiums are proposed at \$182,066. 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 14, 2019 memo. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Five Year Financial Plan and Budget Approval – FY 2019-20

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 Coultrap seconded by Trustee Sejnost approving the Five Year Financial Plan for Fiscal Years 2019-20 to 2023-24 which includes the budget for Fiscal Year 2019-20. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Adopt Appropriation Ordinance for Fiscal Year 2019-20

The Fiscal Year 2019-20 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 2019-20 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 Menninga presented Ordinance No. ORD 19-01. This ordinance increases various District fees and charges to the following amounts:

- a) Permit inspection fees - \$216 per building sanitary service for single family class or \$357 per building sanitary service (or \$206 per building sanitary service if no work on building sanitary service is required) for all other classes.
- b) Tap-in fee - \$912 per population equivalent (P.E.).
- c) Trunk sewer service charges - \$423 per P.E.
- d) Lateral sewer charge - \$11,760 per building drain to near side property and \$8,519 per building drain to far side property.
- e) Sewer construction inspection fee - \$68 per hour straight time and \$102 per hour overtime.
- f) Basic user rate - \$1.70 per 1000 gallons of water (or \$40.80 per quarter for all non-metered single family residential users).
- g) Monthly service fee - \$17.00 per month.
- h) Sampling and monitoring charge – This charge will vary from \$5.56 per month to \$123.51 per month depending on the type of user.

A motion was made by Trustee Coultrap seconded by Trustee Sejnost adopting Ordinance No. ORD 19-01 and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Annexation Ordinance AO 2019-01 – 6400 Carpenter, Downers Grove

Inspector Shaffner presented Annexation Ordinance No. AO 2019-01 for the annexation of one lot located at 6400 Carpenter, Downers Grove. A motion was made by Trustee Coultrap seconded by Trustee Sejnost accepting the Petition for Annexation, adopting Annexation Ordinance No. AO 2019-01 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Operations Report – Financial Reporting and Auditing

Administrative Supervisor Campbell presented a report on the District's current financial reporting and auditing processes along with a highlight of additional supplemental auditing work performed by the District's auditors in recent years.

Other New Business

Trustee Van Buren inquired about the recent student tours and SCARCE tour hosted at the wastewater treatment center. He also congratulated Dwayne Carpenter on his 15 years of service and Jeff Barta on his 35 years of service to the District. He inquired about the recent performance of the CHP engine, collection system during recent storm events and the status of an anticipated sag repair by Uno Construction for work performed on the Westmont Alley project.

Trustee Sejnost congratulated Irene Taylor on her upcoming retirement. She also congratulated Dwayne Carpenter on his 15 years of service and Jeff Barta on his 35 years of service with the District. She inquired about the recent educational tours hosted at the wastewater treatment center, the new online BSSRAP application and the performance of the CHP engine. She also commented on the new Rexnord contact noted in Reese's report. She inquired about the tour and filming of the wastewater treatment center with PBS NewsHour, the upcoming DuPage County River Sweep and participation in the recent employee CPR and AED Training.

Trustee Coultrap congratulated Irene Taylor on her upcoming retirement. He inquired about the upcoming DuPage County River Sweep. He also congratulated Dwayne Carpenter on his 15 years of service and Jeff Barta on his 35 years of service with the District. He welcomed back Information Coordinator Caballero, and thanked Inspector Shaffner and Sewer Construction Supervisor Cherwak for their reports. Lastly, Trustee Coultrap noted the anticipated slight decrease in the District's medical insurance premiums from BlueCross BlueShield of Illinois for the District's employees.

A motion was made by Trustee Sejnost seconded by Trustee Coultrap to recess the regular meeting and convene an executive session at 7:59 p.m. under exception 2(c)1 of the Open Meetings Act to discuss the compensation and performance of specific employees of the District. The motion carried. (Votes recorded: Ayes-Van Buren, Sejnost and Coultrap.)

A motion was made by Trustee Kovacevic seconded by Trustee Coultrap to reconvene the regular meeting at 8:12 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 8:13 p.m. The motion carried.

Approved: April 15, 2019

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

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