

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, March 19, 2024, 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 and Jeremy M. Wang, General Manager Amy R. Underwood, Information Coordinator Alyssa J. Caballero, Sewer System Engineering Technician Brandon Morris, and Attorney Dan McCormick. Mitch Backes of Assured Partners also attended. One member of the public attended.

Minutes of Regular Meeting – February 13, 2024

A motion was made by Trustee Wang seconded by Trustee Sejnost approving the minutes of the regular meeting held on February 13, 2024 and authorizing the Acting President and Clerk to sign same. The motion carried.

Claim Ordinance No. 1935

A motion was made by Trustee Wang seconded by Trustee Sejnost adopting Claim Ordinance No. 1935 in the total amount of \$1,446,947.15 as presented and authorizing the Acting President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Sejnost and Wang.)

Public Comment – None

New Business

Business Insurance Renewals for FY 24-25

Mitch Bakes 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 to renew existing Equipment Breakdown policy with Inland Marine and the existing Tank Storage Pollution Liability coverage through Crum & Forster. Staff also recommended keeping Cyber-Liability coverage with Cowbell Cyber, Crime with Liberty Mutual and Workers Compensation with IPRF. The total annual premiums are proposed at \$236,679. A motion was made by Trustee Wang seconded by Trustee Sejnost authorizing the Administrative Supervisor to renew all of the District's insurance coverages as presented in the March 19, 2024 memo. The motion carried. (Votes recorded: Ayes- Sejnost and Wang.)

Five Year Financial Plan and Budget Approval – FY 2024-25

The Five-Year Financial Plan and Budget were presented at the February Board meeting and have been available for public review since February 15 following a public notice of availability. A motion was made by Trustee Wang seconded by Trustee Sejnost approving the Five-Year

Financial Plan for Fiscal Years 2024-25 to 2028-29 which includes the budget for Fiscal Year 2024-25. The motion carried. (Votes recorded: Ayes–Sejnost and Wang.)

Adopt Appropriation Ordinance for Fiscal Year 2024-25

The Fiscal Year 2024-25 Appropriation Ordinance was presented at the February Board meeting and has been available for public review since February 15 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 Wang seconded by Trustee Sejnost adopting the Fiscal Year 2024-25 Appropriation Ordinance and authorizing the Acting President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Sejnost and Wang.)

Adopt Ordinance Amending Fees

General Manager Underwood presented Ordinance No. ORD 24-01. This ordinance increases various District fees and charges to the following amounts:

- a) Permit inspection fees - \$273 per building sanitary service for single family class and \$452 per building sanitary service (or \$261 per building sanitary service if no work on building sanitary service is required) for all other classes.
- b) Tap-in fee - \$1,103 per population equivalent (P.E.).
- c) Trunk sewer service charges - \$511 per P.E.
- d) Lateral sewer charge - \$14,221 per building drain to near side property and \$10,302 per building drain to far side property.
- e) Sewer construction inspection fee - \$86.50 per hour straight time and \$129.75 per hour overtime.
- f) Basic user rate - \$2.75 per 1000 gallons of water (or \$66.00 per quarter for all non-metered single family residential users).
- g) Surcharge rate - \$0.38 per pound for biochemical oxygen demand (BOD) and \$0.48 per pound for suspended solids (SS) (or \$4.79 per 1000 gallons for users who do not have a sampling chamber).
- h) Sampling and monitoring charge – This charge will vary from \$7.05 per month to \$156.48 per month depending on the type of user.
- i) Hauled grease separator waste - \$70.00 per 1,000 gallons of hauled grease separator waste.

A motion was made by Trustee Wand seconded by Trustee Sejnost adopting Ordinance No. ORD 24-01 and authorizing the Acting President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Sejnost and Wang.)

Compensation of General Manager for FY24-25

A motion was made by Trustee Wang seconded by Trustee Sejnost to increase General Manager Underwood's salary from \$185,865 to \$197,567 effective April 1, 2024. The motion carried. (Votes recorded: Ayes–Sejnost and Wang.)

Planned Retirement Preparation Approval

General Manager Underwood presented a memo identifying Dwayne Carpenter'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 Wang seconded by Trustee Sejnost to permit additional wage payments to Dwayne Carpenter spreading 168 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 \$3,567.76, in anticipation of his announced retirement date of September 30, 2024, increasing his retirement monthly pension amount by \$24.50, and increasing the cost of his pension annuity and DGSD's pension cost by \$4,271.09. The motion carried. (Votes recorded: Ayes—Sejnost and Wang.)

Contract Award – Sludge Hauling and Land Application

General Manager Underwood reviewed the bids received on March 12 for Sludge Hauling and Land Application services. Three bids were received. She recommended that the contract be awarded to the lowest responsible, responsive bidder Stewart Spreading of Sheridan, Illinois in the amount of \$239,120. A motion was made by Trustee Wang seconded by Trustee Sejnost to award the contract for sludge hauling and land application services to the lowest responsible, responsive bidder, Stewart Spreading, in the amount of \$239,120 and to authorize the General Manager to engage the contractor for this work. The motion carried. (Votes recorded: Ayes—Sejnost and Wang.)

Annexation Ordinance AO 2024-01 – 1029 Oxford Street, Downers Grove

Staff presented Annexation Ordinance No. AO 2024-01 for the annexation of a single-family lot located at 1029 Oxford Street, Downers Grove. A motion was made by Trustee Wang seconded by Trustee Sejnost accepting the Petition for Annexation, adopting Annexation Ordinance No. AO 2024-01 as presented and authorizing the Acting President and Clerk to sign same. The motion carried. (Votes recorded: Ayes—Sejnost and Wang.)

Annexation Ordinance AO 2024-02 – 1027 Oxford Street, Downers Grove

Staff presented Annexation Ordinance No. AO 2024-02 for the annexation of single-family lot located at 1027 Oxford Street, Downers Grove. A motion was made by Trustee Wang seconded by Trustee Sejnost accepting the Petition for Annexation, adopting Annexation Ordinance No. AO 2024-02 as presented and authorizing the Acting President and Clerk to sign same. The motion carried. (Votes recorded: Ayes—Sejnost and Wang.)

Other New Business

Trustee Wang thanked Maintenance Supervisor Nick Whitefleet for his monthly report and noted the repair to the Excess Flow Clarifiers 1 & 2 Traveling Bridge. He expressed his appreciation for the explanation of the business insurance renewals. He asked about the progress of the proposed accounting software replacement. Trustee Wang noted that CHP 1 has been operating well and

that the District operated at net-zero this month. He welcomed Brandon Morris. He noted receipt of the safety grant from IPRF. He inquired about the recovery of the employee who had a minor eye injury. Lastly, Trustee Wang expressed his appreciation to all the District's female employees, including Trustee Sejnost, in celebration of Women's History Month.

Trustee Sejnost congratulated Alyssa Caballero for her 10 years of service with the District and Dwayne Carpenter for his 20 years of service. She noted a new Maintenance Mechanic has been hired. She also note the minor eye injury, the installation of the guards on the belt press sludge feed pumps and that Jessie Gwozdz attended OSHA 7500 training. Trustee Sejnost expressed her appreciation for General Manager Underwood's continued involvement with different organizations. She noted the upcoming employee communications workshop. She also noted receipt of the safety grant from IPRF. She inquired about the progress of Curtiss Street lining project. She noted the support letter for the PFAS federal bill. Trustee Sejnost noted the five days of discharge over 11 MGD noted in Operations Supervisor Majewski's monthly report. She also noted the repair to the Excess Flow Clarifiers 1 & 2 Traveling Bridge and bar screen lighting upgrade, thanking Maintenance Supervisor Whitefleet for the savings. Lastly, she also noted that CHP 1 and 2 have been operating well.

General Manager Underwood noted a special meeting would be needed for Venard force main replacement project award and asked the Trustees when they could meet. The meeting will be scheduled for 7:00 p.m. on Tuesday, May 7.

A motion was made by Trustee Wang seconded by Trustee Sejnost to adjourn the regular meeting at 8:36 p.m. The motion carried.

Approved: April 16, 2024

/s/Amy E. Sejnost/s/
President

Attest: /s/Mark Eddington/s/
Clerk