

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, April 15, 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 S. Sejnost, Trustee Paul W. Coultrap, General Manager Nicholas J. Menninga, Administrative Supervisor W. Clay Campbell, and Attorney Michael G. Philipp. Also present were Beth Vogt, and GCG Financial, Inc. representatives Catherine Loney and Amy Abell.

Minutes of Regular Meeting – March 19, 2019

A motion was made by Trustee Coultrap seconded by Trustee Sejnost approving the minutes of the regular meeting held on March 19, 2019 as presented and authorizing the President and Clerk to sign same. The motion carried.

Minutes of Executive Session – March 19, 2019

A motion was made by Trustee Sejnost seconded by Trustee Coultrap approving the minutes of the executive session held on March 19, 2019 as presented and authorizing the President and Clerk to sign same. The motion carried.

Claim Ordinance No. 1876

A motion was made by Trustee Sejnost seconded by Trustee Coultrap adopting Claim Ordinance No. 1876 in the total amount of \$642,597.70 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:

Employee Health Coverage

Administrative Supervisor Campbell reviewed his Memo dated April 12 regarding the June 1, 2019 renewal of the District's employee group insurance benefits plan including medical, dental, vision and life coverage. The District's dental, vision and life insurance required no decisions as the carriers and costs for all three lines of coverage were fixed under previously approved multi-year agreements. He recommended that the District renew its medical insurance coverage with BlueCross BlueShield of Illinois with very few changes to plan offerings and employee premium contributions. This will provide an estimated percent change of -3.76% in District-paid medical, dental, vision and life insurance premiums from the prior year, including the cost of continuing to provide the Health Reimbursement Account (HRA) benefit to employees waiving medical coverage for themselves or their eligible spouses.

A motion was made by Trustee Sejnost seconded by Trustee Coultrap approving staff's recommendation for the District to offer employee group health and life insurance coverages as presented in Administrative Supervisor Campbell's memo dated April 12. The motion carried.

(Votes recorded: Ayes-Van Buren, Sejnost and Coultrap).

Annual Newsletter

Staff presented a draft of the annual newsletter to be mailed to District residents with their sanitary sewer bills in May, June and July. An Open House invitation insert, a District Biosolids Program brochure, an EasyPay enrollment form and an online billing portal insert were also included. The Board concurred with the annual newsletter and additional enclosures as presented.

Annual Unsewered Area Plan Update for 2019

General Manager Menninga presented the District's Unsewered Area Plan Updates for 2019. This year's revision only covers the cost estimate as there were no sewer constructed that effected the plan. Baxter & Woodman has recommended that the cost estimates in the plan be updated to reflect increases in the construction cost index and the current construction bidding environment. A motion by Trustee Coultrap seconded by Trustee Sejnost was made approving the Annual Unsewered Area Plan updates as presented. The motion carried.

Special Assessment No. 54 Rebate

Administrative Supervisor Campbell presented Resolution No. 19-02 declaring a rebate for Special Assessment No. 54. All assessments have been paid in full and there is an excess of funds in the amount of \$11,534.73. Under State statutes, the District will keep 5 percent of the excess for the cost of declaring and making the rebate. The District share will be \$576.74 and the balance of \$10,957.99 will be rebated. A motion was made by Trustee Coultrap seconded by Trustee Sejnost approving Resolution No. 19-02 for the Special Assessment No. 54 rebate and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes-Van Buren, Sejnost and Coultrap.)

Special Assessment No. 55 Rebate

Administrative Supervisor Campbell presented Resolution No. 19-03 declaring a rebate for Special Assessment No. 55. All assessments have been paid in full and there is an excess of funds in the amount of \$20,257.86. Under State statutes, the District will keep 5 percent of the excess for the cost of declaring and making the rebate. The District share will be \$1,012.89 and the balance of \$19,244.97 will be rebated. A motion was made by Trustee Sejnost seconded by Trustee Coultrap approving Resolution No. 19-03 for the Special Assessment No. 55 rebate and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes-Van Buren, Sejnost and Coultrap.)

Special Assessment No. 56 Rebate

Administrative Supervisor Campbell presented Resolution No. 19-04 declaring a rebate for Special Assessment No. 56. All assessments have been paid in full and there is an excess of funds in the amount of \$21,022.81. Under State statutes, the District will keep 5 percent of the excess for the cost of declaring and making the rebate. The District share will be \$1,051.14 and the balance of \$19,971.67 will be rebated. A motion was made by Trustee Coultrap seconded by Trustee Sejnost approving Resolution No. 19-04 for the Special Assessment No. 56 rebate and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes-Van Buren, Sejnost and Coultrap.)

Special Assessment No. 57 Rebate

Administrative Supervisor Campbell presented Resolution No. 19-05 declaring a rebate for Special Assessment No. 57. All assessments have been paid in full and there is an excess of funds in the amount of \$4,978.88. Under State statutes, the District will keep 5 percent of the excess for the cost of declaring and making the rebate. The District share will be \$248.94 and the balance of \$4,729.94 will be rebated. A motion was made by Trustee Sejnost seconded by Trustee Coultrap approving Resolution No. 19-05 for the Special Assessment No. 57 rebate and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Compensation of General Manager for FY2019-20

A motion was made by Trustee Coultrap seconded by Trustee Sejnost to increase General Manager Menninga's salary from \$171,918 to \$177,935 effective May 1, 2019. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Other New Business

Trustee Van Buren welcomed new part-time accounting assistant Sue Testin to the District. He also inquired about the lift station repairs provided by Altorfer and the recent performance of the CHP engines.

Trustee Coultrap complimented electrical technician Rolf Flechsig's repair work on the water-bath for the Laboratory resulting in a significant cost-savings for the District. He also commended Administrative Supervisor Campbell for his work on the annual employee health insurance renewal.

Trustee Sejnost welcomed new part-time accounting assistant Sue Testin to the District. She congratulated Administrative Supervisor Campbell for being recognized by Government Technology magazine as one of its "Top 25 Doers, Dreamers & Drivers" for 2019. She also commented on the WWTC's net energy usage during March noted in Operation Supervisor Majewski's monthly report and the recent WWTC tour General Manager Menninga gave to College of DuPage students.

A motion was made by Trustee Sejnost seconded by Trustee Coultrap to recess the regular meeting and convene an executive session at 7:32 p.m. under exception 2(c)1 of the Open Meetings Act to discuss personnel matters. The motion carried. (Votes recorded: Ayes-Van Buren, Sejnost and Coultrap.)

A motion was made by Trustee Coultrap seconded by Trustee Sejnost to reconvene the regular meeting at 8:50 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 8:51 p.m. The motion carried.

Approved: May 21, 2019

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

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