

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, April 21, 2020, convening at 7:00 p.m. The meeting was held virtually online through Zoom, a video conferencing app. 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, Information Coordinator Alyssa J. Caballero and Attorney Michael G. Philipp. Also present were Amy Abell from GCG Financial, Inc. and Derek Wold from Baxter and Woodman, the District's engineering firm.

Minutes of Regular Meeting – March 17, 2020

A motion was made by Trustee Coultrap seconded by Trustee Sejnost approving the minutes of the regular meeting held on March 17, 2020 as presented and authorizing the President and Clerk to sign same. The motion carried.

Claim Ordinance No. 1888

A motion was made by Trustee Coultrap seconded by Trustee Sejnost adopting Claim Ordinance No. 1888 in the total amount of \$654,328.54 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 17 regarding the June 1, 2020 renewal of the District's employee group insurance benefits plan including medical, dental, vision and life coverage. The District's medical insurance carrier, BlueCross BlueShield of Illinois, and vision insurance carrier, EyeMed Vision Care, both offered modest increases in premium levels for existing plan renewals. There were minor plan design changes to one of the medical plans offered by the District and staff identified a new fourth medical plan option for employees. The District's dental and life insurance carriers offered to maintain premiums at their current level for another year. 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 and the addition of a fourth option. He also recommended that the District renew its existing plans for dental, vision and life coverage with the existing carriers and at the proposed renewal premiums. This will provide an estimated percent change of 3.21% 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 Coultrap seconded by Trustee Sejnost approving staff's recommendation for the District to offer employee group medical, dental, vision and life insurance coverages as presented in Administrative Supervisor Campbell's memo dated April 17. The motion carried. (Votes recorded: Ayes-Van Buren, Sejnost and Coultrap).

Investment in Certificate of Deposit – TriState Capital Bank

Administrative Supervisor Campbell reviewed staff's purchase on April 9, 2020 of a twelve-month Certificate of Deposit with TriState Capital Bank in the amount of \$249,990 with an annual interest rate of 1.10 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 April 9, 2020 in the amount of \$249,990 with TriState Capital Bank at an interest rate of 1.10 percent and a term of twelve months. 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 and an EasyPay enrollment form were also included. The Board concurred with the annual newsletter and additional enclosures as presented.

Annual Unsewered Area Plan Update for 2020

General Manager Underwood presented the District's Unsewered Area Plan Updates for 2020. This year's revision updates the cost estimates in the plan to reflect increases in the construction cost index and the current construction bidding environment. This year's revision also includes modifications to the text discussing the special assessment evaluations for the Puffer Road and Grant/Lee sub-basins as well as modifications to the approach and layout for the Grant/Lee sub-basin area to match the proposed changes made in the special assessment evaluation. Trustee Coultrap asked what the engineering fee was to have Baxter & Woodman update the costs in the plan and whether it is necessary to update this annually. General Manager Underwood responded that she would follow up with Sewer Construction Supervisor Cherwak to verify how frequently this plan is used and whether it is necessary to update the costs annually. She noted that Baxter & Woodman updated the plan this year instead of Staff Engineer Bielawa because Baxter & Woodman had completed the special assessment evaluations. A motion by Trustee Sejnost seconded by Trustee Coultrap was made approving the Annual Unsewered Area Plan updates as presented. The motion carried.

Contract Award – Sludge Hauling and Land Application

General Manager Underwood reviewed the bids received on April 14 for Sludge Hauling and Land Application services. Two bids were received. She recommended that the contract be awarded to the lowest responsible, responsive bidder, Dahm Enterprises of Woodstock, Illinois in the amount of \$163,200. A motion was made by Trustee Sejnost seconded by Trustee Coultrap to award the

contract for sludge hauling and land application services to the lowest responsible, responsive bidder, Dahm Enterprises, in the amount of \$163,200 and to authorize the General Manager and Assistant Clerk to sign same. The motion carried. (Votes recorded: Ayes—Van Buren, Sejnost and Coultrap.)

Composting Pilot

General Manager Underwood presented the memo provided by Staff Engineer Bielawa requesting approval to enter into a service agreement with Sustainable Generation (SG) for the biosolids composting pilot. General Manager Underwood reviewed the professional services which SG will provide that are critical to ensuring a successful pilot as well as future operations of a permanent composting facility and recommended that SG be awarded the service agreement based on their qualifications. A motion was made by Trustee Sejnost seconded by Trustee Coultrap to enter into a service agreement with Sustainable Generation, LLC of Wilmington, Delaware in the amount of \$49,700 for the biosolids composting pilot and to authorize the General Manager to sign same. The motion carried. (Votes recorded: Ayes—Van Buren, Sejnost and Coultrap.)

Engineering Reports – CHP Systems Comparison and CHP Replacement Project Delivery Method

General Manager Underwood indicated that the two memos provided in the Board packet on the CHP Systems Comparison and the CHP Replacement Project Delivery Method were being presented to the Board for informational purposes only at this time. District staff intend to negotiate a scope and guaranteed maximum price with Baxter & Woodman/Boller, LLC which would be presented to the Board at the May 19, 2020 meeting for approval. Trustee Van Buren asked whether staff were concerned that Baxter & Woodman, who wrote the memo recommending which CHP system to purchase, would be a party to the Design-Build entity performing the work as it seems to be a conflict. Trustee Coultrap stated that he also had this concern. Attorney Philipp stated that the District may award the contract to Baxter & Woodman/Boller, LLC without bidding the project based on this being a professional services contract involving a high degree of expertise and being a design-build project which the Sanitary District Act of 1917 allows to be awarded without bidding. General Manager Underwood stated that the District has had issues with the contractors on a few projects that were competitively bid. The WAS thickener project, which is currently under construction, is behind schedule. The contractor who installed CHP #2 would not honor the equipment warranty. General Manager Underwood noted that District staff want Baxter & Woodman/Boller, LLC to complete this project because staff trust them to do a good job and address any problems that may arise, including honoring the warranty.

Other New Business

Trustee Van Buren thanked all District staff for their continued hard work during the coronavirus outbreak.

Trustee Coultrap congratulated and welcomed Amy Underwood as the District's new General Manager. He indicated how proud he is of the District in how everything is being handled during this time. He also commended staff for their work on the annual newsletter.

Trustee Sejnost also thanked all District staff for their continued hard work during the coronavirus outbreak.

A motion was made by Trustee Coultrap seconded by Trustee Sejnost to adjourn the regular meeting at 8:08 p.m. The motion carried.

Approved: May 19, 2020

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

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