

**MINUTES**

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, May 18, 2021, 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, Trustees Amy E. Sejnost and Paul W. Coultrap, General Manager Amy R. Underwood, Administrative Supervisor W. Clay Campbell and Attorney Michael G. Philipp. Information Coordinator Alyssa J. Caballero was not physically present but did attend the meeting by electronic means (both audio and video) using Zoom.

Minutes of Regular Meeting – April 20, 2021

A motion was made by Trustee Coultrap seconded by Trustee Sejnost approving the minutes of the regular meeting held on April 20, 2021, and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Claim Ordinance No. 1901

A motion was made by Trustee Coultrap seconded by Trustee Sejnost adopting Claim Ordinance No. 1901 in the total amount of \$667,540.80 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

Staff updated the Board regarding an unpaid sewer bill from the previous owners at 136 White Birch Lane, Westmont which was brought to the attention of the Board of Trustees during Public Comment at the April 20 Board meeting.

New Business

Elections and Appointments

The following elections and appointments were made: A motion was made by Trustee Sejnost seconded by Trustee Coultrap nominating Wallace D. Van Buren as President, closing the nominations for President and electing by unanimous consent Wallace D. Van Buren as President. The motion carried. (Votes recorded: Ayes–Sejnost and Coultrap.) A motion was made by Trustee Coultrap seconded by Trustee Van Buren nominating Amy E. Sejnost as Vice President, closing the nominations for Vice President and electing by unanimous consent Amy E. Sejnost as Vice President. The motion carried. (Votes recorded: Ayes–Van Buren and Coultrap.) A motion was made by Trustee Van Buren seconded by Trustee Sejnost nominating Paul W. Coultrap as Clerk, closing the nominations for Clerk and electing by unanimous consent Paul W. Coultrap as Clerk. The motion carried. (Votes recorded: Ayes–Van Buren and Sejnost.) A motion was made by Trustee Van Buren seconded by Trustee Coultrap appointing William Clay Campbell as Assistant Clerk. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.) A motion was made by Trustee Van Buren seconded by Trustee Sejnost appointing Amy R. Underwood as

General Manager. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.) A motion was made by Trustee Coultrap seconded by Trustee Van Buren appointing William Clay Campbell as Treasurer. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.) A motion was made by Trustee Sejnost seconded by Trustee Coultrap appointing Baxter and Woodman, Inc. as engineers for the District sewer system and Wastewater Treatment Center. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.) A motion was made by Trustee Coultrap seconded by Trustee Van Buren appointing Philipp Law Office as attorneys for the District. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.) A motion was made by Trustee Coultrap seconded by Trustee Sejnost appointing Kenneth J. Rathje, Robert T. Jungwirth and Mark J. Scacco as members of the Board of Local Improvements. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

### Renewal of BSSRAP Contract

General Manager Underwood presented a memo regarding a proposed Amendment No. 4 to the Sanitary Service Repairs Agreement with Uno Construction Company, Inc. This contract was awarded in 2017 and allows for an annual extension of the contract for up to a total of five years upon the mutual written consent of the District and the contractor. The contract also provides for annual adjustments to the unit prices based upon the greater of 3.00% or 100.00% of the annual change in the CPI-U from the preceding calendar year. The contractor has requested the annual extension. The annual change in the CPI-U for this year is 1.12%. This year's annual increase in the contractor's unit prices will be 3.0% bringing the contract price for this work to \$1,229,256.75 for the period from July 1, 2021 through June 30, 2022. A motion by Trustee Sejnost seconded by Trustee Coultrap was made approving Amendment No. 4 to the Sanitary Service Repairs Agreement with Uno Construction Company, Inc. and authorizing the General Manager and Assistant Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

### Contract Award – 1K-028 Flow Basin Rehabilitation – Phase 3

General Manager Underwood reviewed the bid opening on May 11 for the 1K-028 Flow Basin Rehabilitation – Phase 3 Project. The project scope includes removal and replacement of three manholes and over 700 Lineal Feet of 8-inch and 10-inch open cut sanitary sewer, including connections to new and existing manholes and existing services, street restoration, alley restoration, and other miscellaneous items of work. Two bids were received. General Manager Underwood recommended that the District award the project to the lowest responsive, responsible bidder, Performance Construction & Engineering of Plano, Illinois, in the amount of \$698,713.00. A motion was made by Trustee Sejnost seconded by Trustee Coultrap awarding the contract for the 1K-028 Flow Basin Rehabilitation – Phase 3 project to the lowest responsive, responsible bidder, Performance Construction & Engineering, in the amount of \$698,713.00 and authorizing the General Manager to execute the contract documents. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

### Contract Award – Sewer Televising

General Manager Underwood reviewed the bid opening on May 11 for the 2021 Sewer Televising project. The project consists of televising the sewers to improve our sewer condition assessment database. Six bids were received. Staff recommended that the District award the project to the lowest responsive, responsible bidder, Sewertech LLC of Schaumburg, Illinois, in the amount of

\$83,864.60. A motion was made by Trustee Coultrap seconded by Trustee Sejnost awarding the contract for the 2021 Sewer Televising to the lowest responsive, responsible bidder, Sewertech LLC, in the amount of \$83,864.60 and authorizing the General Manager and Assistant Clerk to sign the same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

#### Annual Unsewered Area Plan Update for 2021

General Manager Underwood presented the District’s Unsewered Area Plan Updates for 2021. This year’s revision to the plan includes updated cost estimates to reflect increases in the construction cost index. It also includes revised quantities and other information in the Downers Grove Park sub-area to reflect 2020 new sewer construction in the Katrine-College (South) sub-basin along Katrine Ave. A motion by Trustee Sejnost seconded by Trustee Coultrap was made approving the annual Unsewered Area Plan update as presented. The motion carried.

#### Vacation Buyout Offering

General Manager Underwood presented a memo recommending that the District offer full-time employees the opportunity to receive compensation for up to forty (40) hours of their current vacation leave accumulation during an “election period” of June, July and August of 2021 due to a higher than average amount of accumulated leave resulting from travel restrictions and quarantine measures related to the COVID-19 pandemic. A motion by Trustee Sejnost seconded by Trustee Coultrap was made approving the offering of a District Staff Vacation Buyout to full-time employees. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

#### Other New Business

Trustee Van Buren expressed his appreciation to Trustee Coultrap for his time serving on the Board. He inquired about the proposed part-time IT Coordinator position, noted in Administrative Supervisor Campbell’s report, and suggested a full-time position might be more appropriate for the scope of responsibility. He also noted the new outdoor gazebos for employees at the Administration Center and Wastewater Treatment Center. Trustee Van Buren inquired about the current status of the new CHP #1. He thanked Staff Engineer Bielawa for the updated Unsewered Area Plan. Lastly, he thanked General Manager Underwood for her work with potential federal grant funding for a District infrastructure project – the funding (if the project was selected) could come from Congress’ annual appropriations spending associated with the federal budget.

Trustee Sejnost also expressed her appreciation to Trustee Coultrap for his time serving on the Board. She also inquired about the proposed part-time IT Coordinator position, noted in Administrative Supervisor Campbell’s report, sharing similar thoughts about whether a full-time role might be more beneficial for the organization. She commended Safety Coordinator Gwozdz and the safety committee for their hard work to improve safety throughout the District, inquired about the status of putting reflective safety decals on the vehicles and emphasized the importance of safety of District employees and vehicles while on the road. She also noted the new outdoor gazebos for employee meetings and eating at the Administration Center and Wastewater Treatment Center. Trustee Sejnost commented on the personal thank you note from a District customer. Lastly, she noted the updates to the District’s Covid-19 Preparedness Plan.

Trustee Coultrap also commented on the handwritten letter from a District customer. He thanked the District for everything while he served on the Board. He also noted the importance of protecting the District's servers from cyber-attacks.

Staff thanked Trustee Coultrap for his time serving on the Board. Staff also updated the Board on the status of the wipes labeling legislation sponsored by the Illinois Association of Wastewater Agencies.

A motion was made by Trustee Coultrap seconded by Trustee Sejnost to adjourn the regular meeting at 7:44 p.m. The motion carried.

Approved: June 15, 2021

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

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