

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, May 19, 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 was Derek Wold from Baxter and Woodman, the District's engineering firm.

Minutes of Regular Meeting – April 21, 2020

A motion was made by Trustee Coultrap seconded by Trustee Sejnost approving the minutes of the regular meeting held on April 21, 2020 as presented and authorizing the President and Clerk to sign same. The motion carried.

Claim Ordinance No. 1889

A motion was made by Trustee Sejnost seconded by Trustee Coultrap adopting Claim Ordinance No. 1889 in the total amount of \$928,961.09 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:

Elections and Appointments

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

was made by Trustee Sejnost seconded by Trustee Coultrap appointing William Clay Campbell as Treasurer. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.) A motion was made by Trustee Coultrap seconded by Trustee Sejnost 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 Sejnost seconded by Trustee Coultrap 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 Sejnost seconded by Trustee Coultrap 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.)

COVID-19 Work from Home Reimbursement Policy

Administrative Supervisor Campbell presented a memo regarding a proposed temporary work from home reimbursement policy related to the current COVID-19 pandemic. The policy was recommended by staff to reimburse specific District employees that are required to work from home during the pandemic for particular expenses incurred by the employees utilizing personal resources to perform District business. The reimbursement of reasonable expenses by an employee that largely benefit an employer is required by state statute. A motion by Trustee Coultrap seconded by Trustee Sejnost was made approving the District to offer to those employees who are required to work from home by the District during the current COVID-19 pandemic an amount not to exceed \$25 per pay period in order to reimburse employees for certain personal resources used to conduct District business and authorizing the General Manager and Assistant Clerk to sign same. 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. 3 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 1.46%. This year's annual increase in the contractor's unit prices will be 3.0% bringing the contract price for this work to \$1,193,470.84 for the period from July 1, 2020 through June 30, 2020. A motion by Trustee Coultrap seconded by Trustee Sejnost was made approving Amendment No. 3 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 Approval – Paving

General Manager Underwood reviewed the bids received on May 14 for paving services contract. Ten bids were received. She recommended that the contract be awarded to the lowest responsible, responsive bidder, Meyer Paving, Inc. of Maple Park, Illinois in the amount of \$97,647.70. Trustee

VanBuren asked why paving was not being procured through the DuPage Municipal Partnering Initiative (MPI). General Manager Underwood explained that MPI was not going to include paving this year. Trustee Coultrap asked about Meyer's experience. General Manager Underwood responded that Meyer had a substantial list of references. A motion was made by Trustee Sejnost seconded by Trustee Coultrap to award the contract for paving services to the lowest responsible, responsive bidder, Meyer Paving, in the amount of \$97,647.70 and to authorize the General Manager and Assistant Clerk to sign same. The motion carried. (Votes recorded: Ayes—Van Buren, Sejnost and Coultrap.)

CHP #1 Replacement Project Design-Build Agreement

General Manager Underwood summarized a memo which presented the guaranteed maximum price for Design-Build services for the CHP #1 Replacement Project and the impacts to the project payback. General Manager Underwood stated that the price is competitive with the project cost of the original CHP #1. Staff assured Trustees that a two year warranty will be provided. A motion by Trustee Coultrap seconded by Trustee Sejnost was made approving an agreement with Baxter & Woodman, Inc. & Boller Construction Company LLC Joint Venture to provide Design-Build services for the CHP #1 Replacement Project for a guaranteed maximum price of \$1,082,575, pending legal review of the agreement and receipt of an incentives reservation letter from ComEd and authorizing the General Manager and Assistant Clerk to sign same. The motion carried. (Votes recorded: Ayes—Van Buren, Sejnost and Coultrap.)

Other New Business

Trustee Van Buren inquired if the District has experienced an increase of issues with the use of flushable wipes due to people staying home. He also thanked all District staff for their continued hard work during the coronavirus outbreak and the recent excess flow event on May 17 - 18. Lastly, he inquired about how customer billing has been effected during the pandemic.

Trustee Sejnost thanked all District staff for their hard work during the recent excess flow event on May 17 - 18 and for their hard work during the coronavirus outbreak. She also inquired if the District has experienced an increase of issues with the use of flushable wipes. She asked if there is anything else the District can do to get the word out, showing how impactful flushing these wipes are.

Trustee Coultrap inquired about employee health insurance enrollment, the status of the Puffer special assessment and arrangements for the District's annual open house due to restrictions from the coronavirus outbreak.

A motion was made by Trustee Coultrap seconded by Trustee Sejnost to adjourn the regular meeting at 7:49 p.m. The motion carried.

Approved: June 16, 2020

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

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