

**MINUTES**

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, May 24, 2022, convening at 7:00 p.m. The meeting was held at the District's Administration Center, 2710 Curtiss Street, Downers Grove. Present were Trustees Wally D. Van Buren, Amy E. Sejnost, Jeremy M. Wang, General Manager Amy R. Underwood, Administrative Supervisor Carly S. Shaw, Sewer Construction Supervisor Keith W. Shaffner, Information Coordinator Alyssa J. Caballero and Attorney Michael G. Philipp.

Minutes of Regular Meeting – April 19, 2022

A motion was made by Trustee Wang seconded by Trustee Sejnost approving the minutes of the regular meeting held on April 19, 2022 and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost, and Wang.)

Claim Ordinance No. 1913

A motion was made by Trustee Sejnost seconded by Trustee Wang adopting Claim Ordinance No. 1913 in the total amount of \$766,008.32 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Wang.)

Public Comment – None

New Business

Elections and Appointments

The following elections and appointments were made: A motion was made by Trustee Sejnost seconded by Trustee Wang 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 Wang.) A motion was made by Trustee Van Buren seconded by Trustee Wang 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 Wang.) A motion was made by Trustee Sejnost seconded by Trustee Van Buren nominating Jeremy M. Wang as Clerk, closing the nominations for Clerk and electing by unanimous consent Jeremy M. Wang as Clerk. The motion carried. (Votes recorded: Ayes–Van Buren and Sejnost.) A motion was made by Trustee Sejnost seconded by Trustee Van Buren appointing Carly Shaw as Assistant Clerk. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Wang.) 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 Wang.) A motion was made by Trustee Van Buren seconded by Trustee Wang appointing Carly Shaw as Treasurer. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Wang.) A motion was made by Trustee Sejnost seconded by Trustee Wang 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 Wang.) A motion was made by Trustee Van Buren seconded by

Trustee Sejnost appointing Philipp Law Office as attorneys for the District. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Wang.) A motion was made by Trustee Van Buren 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 Wang.)

### Annual Newsletter

Staff presented a draft of the annual newsletter to be mailed to District residents with their sanitary sewer bills in June, July, and August. 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.

### Operations Report – Biosolids

General Manager Underwood presented an operations report reviewing the District’s Biosolids Distribution Program. The report reviewed how biosolids are created, how the District distributes it, recent issues with production and potential future improvements.

### Other New Business

Trustee Sejnost noted the repairs to the force main break at Wroble Lift station that happened in April. She thanked Lab Supervisor Berry for his detailed monthly report. She also noted how rainy and wet April had been and commended staff for their continued hard work during these conditions. Trustee Sejnost expressed her appreciation for the ongoing work to increase safety measures at the District including the reflective car decals on District vehicles. Lastly, she thanked Maintenance Supervisor Barta for his monthly report and his efforts to find cost saving opportunities for maintenance work.

Trustee Wang thanked General Manager Underwood and staff for his recent tour of the wastewater treatment center. He also noted he was looking forward to a future tour of the District's lift stations.

Trustee Van Buren thanked Administrative Supervisor Shaw for her update on the Invoice Cloud portal’s customer utilization and was glad to hear the new Accounting Assistant was doing well in her new position. He noted the masonry repairs in the micro strainer building, excess flow pumping station and laboratory, noted in Maintenance Supervisor Barta’s monthly report. He inquired about the outfall sewer repair project and the delay with the Centex Lift Station replacement, both noted in Staff Engineer Bielawa’s report. Lastly, he thanks staff for their continued hard work.

A motion was made by Trustee Wang seconded by Trustee Sejnost to adjourn the regular meeting at 7:55 p.m. The motion carried.

Approved: June 14, 2022

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

Attest: /s/Jeremy M. Wang/s/  
Clerk