

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, July 21, 2020, convening at 7:00 p.m. 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, and Attorney Michael G. Philipp. Information Coordinator Alyssa J. Caballero and Maintenance Supervisor Jeff Barta attended virtually.

Minutes of Regular Meeting – June 16, 2020

A motion was made by Trustee Coultrap seconded by Trustee Sejnost approving the minutes of the regular meeting held on June 16, 2020 as presented and authorizing the President and Clerk to sign same. The motion carried.

Claim Ordinance No. 1891

A motion was made by Trustee Sejnost seconded by Trustee Coultrap adopting Claim Ordinance No. 1891 in the total amount of \$1,051,764.31 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

FY20-21 Revenue Review

General Manager Underwood identified a budgeting error related to projected billable flow and the associated User Receipts revenues for Fiscal Year 20-21 and explained that it is expected to result in a revenue shortfall over the course of the fiscal year. General Manager Underwood also discussed the current uptick of delinquent customer accounts likely related to the current COVID-19 pandemic. General Manager Underwood summarizes the anticipated shortfall for the fiscal year and identified changes in planned expenses that will offset the shortfall. Staff will be providing the board with additional details in the future as it monitors the current situation.

New Business:

Contract Award – Sherman Street Sanitary Sewer Replacement

General Manager Underwood reviewed the bid opening on June 10 for the Sherman Street sanitary sewer replacement project. This project consists of replacing a section of aging sewer along Sherman Street in Downers Grove. Nine bids were received. She recommended that the District award the project to the lowest responsive, responsible bidder, Austin Tyler Construction, Inc., of Elwood, Illinois, in the amount of \$134,691.00. A motion was made by Trustee Coultrap seconded by Trustee

Sejnost awarding the contract for the Sherman Avenue Sanitary Sewer Replacement project to the lowest responsive, responsible bidder, Austin Tyler Construction, Inc., of Elwood, Illinois, in the amount of \$134,691.00 and authorizing the General Manager and Assistant Clerk to execute the contract documents. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Contract Award – Painting

General Manager Underwood reviewed the bid opening on July 14 for the 2020 Painting Services project. This project consists of painting services at a few locations at the Wastewater Treatment Center. Six bids were received. General Manager Underwood explained that District Staff had determined that the lowest bidder was not qualified to perform this type of work. She recommended that the District award the project to the second lowest bidder, G.P. Maintenance Services, Inc., in the amount of \$121,000.00. A motion was made by Trustee Sejnost seconded by Trustee Coultrap awarding the contract for the 2020 Painting Services project to the lowest responsive, responsible bidder, G.P. Maintenance Services, Inc., in the amount of \$121,000.00 and authorizing the General Manager and Assistant Clerk to execute the contract documents. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Open House

General Manager Underwood presented staff's recommendation that the District cancel this year's annual open house that was scheduled for September 19 due to the ongoing COVID-19 pandemic. The Board concurred with staff's recommendation.

Other New Business

Trustee Coultrap wished Kenny Lookingbill the best of luck in his next endeavor as his last day with the District would be July 31. Trustee Coultrap also congratulated Keith Shaffner on his promotion to the position of Sewer Construction Supervisor, inquired as to any status updates regarding the proposed Special Assessment project for Puffer Road in Downers Grove and thanked staff for all of its work in trying times.

Trustee Sejnost also congratulated Keith Shaffner on his promotion to the position of Sewer Construction Supervisor, was sad to see Kenny Lookingbill go, and thanked Staff Engineer Alex Bielawa for his engineering progress report. In addition, she commented on the recent Restore Salt Creek webinar organized by the DuPage River Salt Creek Workgroup (DRSCW) and asked for the number of attendees, and she thanked staff for all of its work during the COVID-19 pandemic.

Trustee Van Buren also congratulated Keith Shaffner on his promotion to the position of Sewer Construction Supervisor and congratulated General Manager Amy Underwood on being appointed to the Executive Board of the DRSCW. He commented on the opposition to the DRSCW's Graue Mill Dam project, wondering if it could prevent the project from moving forward. In addition, he noted the good start to the District's composting pilot and thanked General Manager Amy Underwood and Administrative Supervisor Clay Campbell (as well of several Administration department employees) for their work preparing this month's Revenue Review for the current fiscal year.

Executive Session – Probable or Imminent Litigation

A motion was made by Trustee Sejnost seconded by Trustee Coultrap to recess the regular meeting and convene an executive session at 7:42 p.m. under exception 2(c)11 of the Open Meetings Act to discuss litigation, when the public body finds that an action against, affecting or on behalf of the particular public body is probable or imminent. 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 executive session and reconvene the regular meeting at 7:56 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 7:57 p.m. The motion carried.

Approved: August 18, 2020

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

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