

**MINUTES**

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, August 18, 2020, 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, Trustee Amy E. Sejnost, and Trustee Paul W. Coultrap, General Manager Amy R. Underwood, Staff Engineer Alex M. Bielawa and Attorney Michael G. Philipp. Administrative Supervisor W. Clay Campbell attended by phone.

Minutes of Regular Meeting – July 21, 2020

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

Minutes of Executive Session – July 21, 2020

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

Claim Ordinance No. 1892

A motion was made by Trustee Sejnost seconded by Trustee Coultrap adopting Claim Ordinance No. 1892 in the total amount of \$820,868.93 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:

FY19-20 Budget Adjustment – Overhead Sewer Program

General Manager Underwood explained that the District's current fiscal year line item budget for its Cost Reimbursement Program for the Installation of Overhead Sewers or Backflow Prevention Devices was going to be exhausted due to an uptick in the number of residents participating in the program as compared to the previous fiscal year. General Manager Underwood recommended the District increase the budget line item for the Program by \$28,000 in order to predictably cover anticipated program participants through the remainder of the current fiscal year. A motion was made by Trustee Sejnost seconded by Trustee Coultrap approving of the budget line item increase for budget code 01-14.B128 (Fund 01, Cost Reimbursement Program for the Installation of Overhead Sewers or Backflow Prevention Devices) from the original budgeted amount of \$15,000 to \$43,000 for Fiscal Year 19-20 by reducing the budget line item for budget code 01-14.B900 (Fund 01, Sewer System Repairs) by \$28,000. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.).

## New Business:

### Sewer Televising Contract Award

General Manager Underwood reviewed the bids received on June 11 for the 2020 Sanitary Sewer Televising Contract. Eight bids were received. She recommended that the contract be awarded to the lowest responsible, responsive bidder Sewertech LLC of Schaumburg, Illinois in the amount of \$84,422.50. A motion was made by Trustee Coultrap seconded by Trustee Sejnost to award the contract for the 2020 Sanitary Sewer Televising Contract to the lowest responsible, responsive bidder Sewertech LLC of Schaumburg, Illinois in the amount of \$84,422.50 and to authorize the General Manager and Assistant Clerk to sign same. The motion carried. (Votes recorded: Ayes— Van Buren, Sejnost and Coultrap.)

### Outfall Sewer Project Bid

General Manager Underwood reviewed the bid opening of the District's Outfall Sewer Project held on June 11. Four bids were received. The identified lowest responsible, responsive bidder was Copenhaver Construction, Inc. with a bid amount of \$358,603. After the District's engineer had recommended award of the District's project to Copenhaver Construction, Inc., a letter was received from Copenhaver Construction, Inc. indicating their bid was deficient due to a clerical error and requested that the District return their bid bond. District staff negotiated with Copenhaver Construction, Inc. for the return of their bid bond in exchange for a reimbursement payment to cover the costs of the District rebidding this project sometime in the future. District staff identified those costs at \$9,500. It is anticipated that the District will rebid this project during the 2021-2022 fiscal year. This item was provided to the Board for informational purposes only.

### Additional 2020 Paid Holiday - General Election Day

General Manager Underwood presented recent legislation that passed into law with an effective date of June 16, 2020 establishing that all government offices, with the exception of election authorities, shall be closed on November 3, 2020 in observance of a 2020 General Election Day Holiday. Staff requested the Board take action to add the day to the District's list of observed holidays in 2020. A motion was made by Trustee Sejnost and seconded by Trustee Coultrap to add the 2020 General Election Day Holiday to the District's list of recognized holidays to be observed on Tuesday, November 3, 2020. The motion carried. (Votes recorded: Ayes – Van Buren, Sejnost and Coultrap.)

### Review of Prior Executive Session Minutes

The Board reviewed the minutes of executive sessions held on January 21, 2020 and February 11, 2020, which have not previously been made available for public inspection or not previously reviewed. A motion was made by Trustee Coultrap seconded by Trustee Sejnost determining that the need for confidentiality no longer exists as to the executive session minutes of January 21, 2020 and February 11, 2020. The motion carried. (Votes recorded: Ayes—Van Buren, Sejnost and Coultrap.) A motion was made by Trustee Coultrap seconded by Trustee Sejnost approving destruction of the verbatim record of the executive session held on September 10, 2018, December 10, 2018, and January 15, 2019 as provided by state statute. The motion carried. (Votes recorded: Ayes—Van Buren, Sejnost and Coultrap.)

## Executive Session – Personnel

A motion was made by Trustee Sejnost seconded by Trustee Coultrap to recess the regular meeting and convene an executive session at 7:30 p.m. under exception 2(c)1 of the Open Meetings Act to discuss the performance of specific employees of the District. 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 at 7:43 p.m. The motion carried. (Votes recorded: Ayes- Van Buren, Sejnost and Coultrap.)

## Other New Business

Trustee Van Buren welcomed Kimberly Giardini into her new role as a Permit Technician with the District and also welcomed Stephanie Cioni as the District's new Laboratory Analyst. Trustee Van Buren inquired about the current status of collections on delinquent user accounts related to the current COVID-19 pandemic. He also noted issues with the Hobson Lift Station pump being worked on by Rainbow Electric. He asked Staff Engineer Bielawa when Phase 3 of the District's biosolids composting pilot project would commence. Finally, he wanted to commend staff for their efforts at repairing a force main break at Venard Lift Station in early August.

Trustee Coultrap expressed congratulations to Information Coordinator Alyssa Caballero for the birth of her second child. He also welcomed Kimberly Giardini into her new role as a Permit Technician with the District and welcomed Stephanie Cioni as the District's new Laboratory Analyst. He inquired if District staff had experienced continued compliance challenges with mandating employees to wear masks at District facilities. He commented to Staff Engineer Bielawa that he appreciated the pictures of the District's painting services contract work included in his monthly Engineering Report. Finally, he inquired if there was any damage to District facilities due to a recent early August storm.

Trustee Sejnost welcomed Kimberly Giardini into her new role as a Permit Technician with the District and welcomed back Stephanie Cioni as the District's new Laboratory Analyst. She commended staff on the recent installation of five new automatic external defibrillator (AED) units throughout the District's Administration Center and Wastewater Treatment Center. She inquired if staff would be installing new signage in buildings that contain the units in order to identify where the resources can be found by employees and visitors. Administrative Supervisor Campbell also explained that the three AED units that were being replaced were being repurposed as mobile units in three specific District vehicles. She also thanked Staff Engineer Bielawa for the very detailed Engineering Report with pictures as it helps the understanding of the work being completed. She noted the Hobson Lift Station pump was 3/16" too short and would need to be corrected, the CHP radiator fans and other maintenance items that needed repair, and also expressed the importance of employees following the work-mandated mask rule. She finished by wishing for employees to stay safe and have patience during these times.

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: September 15, 2020

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

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