

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, August 20, 2019, 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 S. Sejnost, and Trustee Paul W. Coultrap, General Manager Nicholas J. Menninga, Assistant General Manager Amy R. Underwood, Administrative Supervisor W. Clay Campbell, Information Coordinator Alyssa J. Caballero and Attorney Michael G. Philipp. Also present was Brad Porter, auditor with the firm of Lauterbach & Amen, LLP.

Minutes of Regular Meeting – July 16, 2019

A motion was made by Trustee Coultrap seconded by Trustee Sejnost approving the minutes of the regular meeting held on July 16, 2019 as presented and authorizing the President and Clerk to sign same. The motion carried.

Claim Ordinance No. 1880

A motion was made by Trustee Sejnost seconded by Trustee Coultrap adopting Claim Ordinance No. 1880 in the total amount of \$641,320.99 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:

Contract Approval – WAS Thickener

General Manager Menninga reviewed the bids received on August 14 for the WAS Thickener project. Five bids were received. He recommended that the contract be awarded to the lowest responsible, responsive bidder R.J. O’Neil of Montgomery, Illinois, in the amount of \$587,700. A motion was made by Trustee Coultrap seconded by Trustee Sejnost to award the contract for the WAS Thickener project to the lowest responsible, responsive bidder, R.J. O’Neil of Montgomery, Illinois, in the amount of \$587,700 and to authorize the General Manager and Assistant Clerk to sign same. The motion carried. (Votes recorded: Ayes—Van Buren, Sejnost and Coultrap.)

Cell Tower Lease Agreement

General Manager Menninga presented a property lease agreement with a cell phone tower leasing company, Central States Tower IV, LLC, about locating a cell phone tower on our property adjacent to the I-355 corridor. In exchange for access to and use of the property, Central States would make monthly lease payments of \$750 for the first 5 years, with a 10% renewal escalator at 5-year intervals, with a total schedule envisioned of 25 years. He recommended approval of the property lease agreement with Central States Tower IV, LLC, with an initial monthly rent payment of \$750. A motion was made by Trustee Sejnost seconded by Trustee Coultrap accepting the property lease agreement with Central States Tower IV, LLC, with an initial monthly rent payment

of \$750 and to authorize the General Manager and Assistant Clerk to sign same. The motion carried. (Votes recorded: Ayes—Van Buren, Sejnost and Coultrap.)

Open House Arrangements

Administrative Supervisor Campbell and Information Coordinator Caballero presented the invitation, map, invitation list and press release for the annual Open House to be held on October 5, 2019 focusing on the District's sanitary sewer system. The invitations will be mailed and emailed August 30, and press releases distributed to local papers shortly thereafter.

Review of Prior Executive Session Minutes

The Board reviewed the minutes of executive sessions held on January 15, 2019, March 19, 2019, April 15, 2019 and June 18, 2019, 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 15, 2019, March 19, 2019, April 15, 2019 and June 18, 2019. 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 January 16, 2018 as provided by state statute. The motion carried. (Votes recorded: Ayes—Van Buren, Sejnost and Coultrap.)

Audit Report for Fiscal Year 2018-2019

Brad Porter, auditor with the firm of Lauterbach & Amen, LLP, presented the Annual Financial Report for Fiscal Year 2018-2019. He reviewed the report, the notes to the financial statements and the supplemental information. A motion was made by Trustee Coultrap seconded by Trustee Sejnost accepting the Annual Financial Report for Fiscal Year 2018-2019 as presented. The motion carried. (Votes recorded: Ayes—Van Buren, Sejnost and Coultrap.)

Annexation Ordinance No. AO 2019-04 – 5614 Katrine Ave., Downers Grove

General Manager Menninga presented Annexation Ordinance No. AO 2019-04 for the annexation of one lot located at 5614 Katrine Ave., Downers Grove. A motion was made by Trustee Sejnost seconded by Trustee Coultrap accepting the Petition for Annexation, adopting Annexation Ordinance No. AO 2019-04 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes—Van Buren, Sejnost and Coultrap.)

Other New Business

Trustee Van Buren welcomed Amy Underwood as the District's new Assistant General Manager. He also inquired about the repairs to Wroble Lift Station from the recent automobile accident noted in Maintenance Supervisor Barta's monthly progress report. Lastly, he inquired about the walnut tree grove at the wastewater treatment center.

Trustee Sejnost welcomed Amy Underwood as the District's new Assistant General Manager. She commented on the one rain excursion in July, the tree purchase from The Conservation Foundation and the WWTC's net energy usage during July, all noted in Operation Supervisor Majewski's monthly report. Lastly, she commended staff for their work with the Building Sanitary Service Repair Assistance Program in regards to the email received from a satisfied customer.

Trustee Coultrap welcomed Amy Underwood as the District's new Assistant General Manager. He expressed his condolences to Adrienne Kasper, the District's Billing Coordinator, for her recent loss. He also congratulated Jessie Gwozdz on her new position as part-time Administrative Assistant/Safety Coordinator. He commended staff on their work for the open house arrangements. Lastly, he inquired about the status of the Puffer, Belmont, and Grant and Lee special assessments.

A motion was made by Trustee Coultrap seconded by Trustee Sejnost to adjourn the regular meeting at 7:47 p.m. The motion carried.

Approved: September 17, 2019

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

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