

**MINUTES**

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, August 21, 2018, 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. Kovacevic, Trustee Paul W. Coultrap, General Manager Nicholas J. Menninga, Administrative Supervisor W. Clay Campbell, Information Coordinator Alyssa J. Caballero and Attorney Michael G. Philipp. Also present was Matt Beran of Lauterbach & Amen, LLP.

Minutes of Regular Meeting – July 17, 2018

A motion was made by Trustee Coultrap seconded by Trustee Kovacevic approving the minutes of the regular meeting held on July 17, 2018 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.)

Claim Ordinance No. 1868

A motion was made by Trustee Kovacevic seconded by Trustee Coultrap adopting Claim Ordinance No. 1868 in the total amount of \$831,995.87 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.)

Public Comment - None

Old Business – None

New Business:

Audit Report for Fiscal Year 2017-2018

Matt Beran, auditor with the firm of Lauterbach & Amen, LLP, presented the Annual Financial Report for Fiscal Year 2017-2018. He reviewed the report, the notes to the financial statements and the supplemental information. A motion was made by Trustee Kovacevic seconded by Trustee Coultrap accepting the Annual Financial Report for Fiscal Year 2017-2018 as presented. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic 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 6, 2018 focusing on the District's biosolids distribution program. The invitations will be mailed August 31, emails will go out shortly thereafter and press releases distributed to local papers.

Planned Retirement Preparation Approval

Administrative Supervisor Campbell presented a memo identifying Senior Inspector Ernie Smith's anticipated retirement from the District, the related additional payouts to him anticipated under the District's vacation leave payout policy contained in the Employee Policy Manual, and compliance

with new statutory requirements under Public Act 99-0646 (the Illinois Local Government Wage Increase Transparency Act). In compliance with Public Act 99-0646 (the Illinois Local Government Wage Increase Transparency Act), a motion was made by Trustee Coultrap seconded by Trustee Kovacevic to permit additional wage payments to Ernie Smith spreading 200 hours of vacation over the first 3 of his last 6 months of employment, consistent with the District's Employee Policy Manual, in the amount of \$8,036.01, in anticipation of his announced retirement date of February 28, 2019, increasing his retirement monthly pension amount by \$123.90, and increasing the cost of his pension annuity and DGSD's pension cost by \$19,580.44. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.)

#### Review of Prior Executive Session Minutes

The Board reviewed the minutes of executive sessions held on January 16, 2018 and March 20, 2018, which have not previously been made available for public inspection or not previously reviewed. A motion was made by Trustee Coultrap seconded by Trustee Kovacevic determining that the need for confidentiality no longer exists as to the executive session minutes of January 16, 2018 and March 20, 2018. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.) A motion was made by Trustee Kovacevic seconded by Trustee Coultrap approving destruction of the verbatim record of the executive session held on January 17, 2017 as provided by state statute. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Coultrap.)

#### Review of Operations – NACWA Financial Survey

General Manager Menninga presented results of the National Association of Clean Water Agencies (NACWA) 2017 Financial Survey. The Survey summarizes the results from this nationwide survey of wastewater agencies and reflects 2017 financial data for participating wastewater agencies, which included the District. The Report contains valuable information suitable for comparison with the District's operations, including revenues, expenses, assets and debt, along with a breakdown of these items into specific categories.

#### Other New Business

General Manager Menninga discussed recent issues with one of the Combined Heat and Power engines.

Trustee Kovacevic congratulated Adrienne Kasper on her 15 year anniversary with the District. She commented about staff digitizing the permit application process, commended the treatment plant for achieving net-zero operations during July and inquired about the diffuser replacement in aerations tanks 8, 10 and 11 as noted in Maintenance Supervisor Barta's report. She also congratulated the District for being a finalist for the 2018 Illinois Sustainability Award.

Trustee Coultrap inquired about the District's recent employee event at Brookfield Zoo and congratulated Adrienne Kasper on her 15 year anniversary with the District. He also inquired about the future status of net-zero operations at the treatment plant and the current status of the Liberty Park Lift Station replacement project and Westmont alley sewer replacement project. Lastly, Trustee Coultrap asked about high flows at the treatment plant during a recent rain event.

Trustee Van Buren congratulated Adrienne Kasper on her 15 year anniversary with the District. He also inquired the future status of net-zero operations at the treatment plant and inquired if there had been additional issues with the bolting down of the 1M-49 manhole cover.

A motion was made by Trustee Kovacevic seconded by Trustee Coultrap to adjourn the regular meeting at 8:21 p.m. The motion carried.

Approved: September 18, 2018

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

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