

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, September 27, 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, Administrative Supervisor Carly S. Shaw, Maintenance Supervisor Jeff P. Barta, Lead Mechanic Nick S. Whitefleet, Staff Engineer Alex M. Bielawa, Information Coordinator Alyssa J. Caballero and Attorney Michael G. Philipp. General Manager Amy R. Underwood attended virtually. Anne Scales of Lauterbach & Amen, LLP and Michael O'Connor and Brandon Shelton from Standard Equipment Company also attended.

Minutes of Regular Meeting – August 16, 2022

A motion was made by Trustee Wang seconded by Trustee Sejnost approving the minutes of the regular meeting held on August 16, 2022 and authorizing the President and Clerk to sign same. The motion carried.

Claim Ordinance No. 1917

A motion was made by Trustee Sejnost seconded by Trustee Wang adopting Claim Ordinance No. 1917 in the total amount of \$733,442.62 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Wang.)

Public Comment

Public comment was given by Michael O'Connor from Standard Equipment Company. He requested that the District reevaluate Vactor for the District's upcoming combination cleaning truck purchase.

New Business

Audit Report for Fiscal Year 2020-2021

Anne Scales, auditor with the firm of Lauterbach & Amen, LLP, presented the Annual Financial Report for Fiscal Year 2021-2022. She reviewed the report, the notes to the financial statements and the supplemental information. A motion was made by Trustee Sejnost seconded by Trustee Wang accepting the Annual Financial Report for Fiscal Year 2021-2022 as presented. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Wang.)

Operations Report – Lift Stations

Lead Mechanic Whitefleet presented an operations report reviewing the District's nine lift stations including their locations, size and the operations and maintenance of each lift station.

Bank Account Imprest Balance Increase

Administrative Supervisor Shaw reviewed the current imprest balance the District has in the Disbursement, Payroll, and Petty Cash Checking accounts. She recommended to increase the

imprest balances in the Disbursement and Payroll accounts to \$300,000 each and to \$5000 on the Petty Cash Checking to accommodate increasing expenses that must be paid out pre-claim ordinance approval. A motion was made by Trustee Wang seconded by Trustee Sejnost to increase the imprest balances on the Disbursement and Payroll accounts to \$300,000 and to \$5,000 on the Petty Cash Checking account and authorize the transfer of funds from the Deposit account to implement these changes. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Wang.)

Purchasing Cooperatives & Combination Cleaning Truck Purchase

General Manager Underwood reviewed the District’s use of purchasing cooperatives, using the upcoming combination cleaning truck purchase as an example.

Other New Business

Trustee Van Buren welcomed Kelly Justus to the District as the new Billing Assistant. He congratulated Marco Rendon and Adam Cioni on their years of service with the District. He commented on the two excursions over permit limits in the month of August. Trustee Van Buren congratulated the District on receiving the Silver Award from NACWA. Lastly, he noted the vehicle idling reminder and phone use while driving reminder to employees.

Trustee Sejnost also congratulated Marco Rendon and Adam Cioni on their years of service with the District. She also welcomed Kelly Justus to the District as the new Billing Assistant. She also congratulated the District on receiving the Silver Award from NACWA. Trustee Sejnost inquired about the hiring process for the Lab Analyst and the Maintenance Mechanic job openings. She noted the two excursions over permit limits in the month of August. Trustee Sejnost inquired about the flow metering project, noted in Staff Engineer Bielawa’s report. She noted the phone use while operating District vehicles reminder to employees. Lastly, she inquired about the SARS-COV-2 levels in wastewater monthly report.

Trustee Wang also congratulated Marco Rendon and Adam Cioni on their years of service with the District. Trustee Wang noted that he enjoyed attending his first IAWA annual meeting, finding it very informative. Lastly, he expressed he was looking forward to the District’s upcoming Open House.

A motion was made by Trustee Wang seconded by Trustee Sejnost to adjourn the regular meeting at 8:00 p.m. The motion carried.

Approved: November 15, 2022

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

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