

DOWNERS GROVE SANITARY DISTRICT
GENERAL MANAGER'S REPORT
December 11, 2020

December Board Meeting

Copies of the following items are enclosed for the December 15, 2020 meeting:

- 1) Proposed Agenda
- 2) Determination to Hold Meeting Virtually
- 3) CSWEA Young Professional Award - IL
- 4) Minutes of the November 17, 2020 regular meeting
- 5) 2020 Sewer Televising Contract Change Order
- 6) Claim Ordinance 1896
- 7) Proposal for Audit Professional Services
- 8) Schedule of Regular Meetings for 2021

BOLI Meeting

There is a BOLI meeting scheduled for 6:00 pm on December 15, 2020. The meeting will be a virtual meeting. The packet for that meeting is included here. The link for the virtual meeting is provided on the agenda for that meeting.

Operations Reports

Copies of the following are enclosed for November operations:

- 1) Progress Report from Clay on Administrative Services activities.
- 2) The WWTC Operations Report from Marc.
- 3) The WWTC/Lift Station Maintenance Report from Jeff.
- 4) Progress Report from Bob on Collection System Maintenance activities.
- 5) Progress Report from Keith on Collection System Construction activities.
- 6) Progress Report from Reese on Laboratory activities.
- 7) Engineering Report from Alex.

Infiltration/Inflow Removal Work

Inspection efforts on private property under the I/I program with the intention of conducting I/I removal is ongoing in the 1-K-028 (Cass and Burlington, WT) area. A map showing progress for this area is included here, as well as a status summary sheet.

Flow metering continues, including meters in the 1-M-050 (55th and Victor, DG) vicinity to evaluate post-rehabilitation and I/I reduction performance. Data collected during recent storms shows that the local system appears to be operating satisfactorily.

Financial

A copy of the Investment Schedule as of November 30, 2020 is enclosed.

The Treasurer's Report for November 2020 covering the first seven months of FY 20-21 is included here, along with a summary cover memo.

Meetings

I attended the following meetings since the November 13, 2020 General Manager's report:

- November 17 attended Illinois EPA Office of Energy WWTP Energy Assessment Program Webinar "Optimizing WWTP Operations through Data and Analysis Technologies"
- November 17 attended CSWEA IL Section meeting. Bob also attended.
- November 18 attended DRSCW Executive Board meeting. Larry also attended.
- November 20 attended DRSCW Nutrient Trading project meeting.
- December 8 attended Seyfarth Shaw webinar/2020 year end update
- December 8 attended CSWEA Local Arrangements Committee meeting
- December 9 attended DRSCW General Membership meeting. Larry also attended.
- December 10 attended DRSCW Nutrient Trading project meeting.
- December 11 attended DGEDC Board of Directors meeting.

Miscellaneous

Copies of the following items are enclosed:

- 1) General Manager's Reports to the Employees dated November 20 and December 4
- 2) December 4 e-mail to employees re: 2021 Emergency COVID-19 Absence Policy
- 3) Report to IEPA re: December 4, 2020 force main break/overflow

cc: WDVb, AES, PWC, BOLI, WCC, MGP

**DOWNERS GROVE SANITARY DISTRICT
BOARD OF TRUSTEES MEETING
DECEMBER 15, 2020 – 7:00 PM
VIRTUAL/BOARD ROOM**

PROPOSED AGENDA

- I. DETERMINATION TO HOLD MEETING VIRTUALLY
- II. PRESENTATION OF CSWEA YOUNG PROFESSIONAL AWARD - ILLINOIS
- III. APPROVAL OF MINUTES
 - A. REGULAR MEETING – NOVEMBER 17, 2020
- IV. APPROVAL OF 2020 SEWER TELEVISIONING CONTRACT CHANGE ORDER
- V. APPROVAL OF CLAIM ORDINANCE NO. 1896
- VI. PUBLIC COMMENT
- VII. OLD BUSINESS
- VIII. NEW BUSINESS
 - A. FINANCIAL AUDITING SERVICES AGREEMENT
 - B. SCHEDULE OF REGULAR MEETINGS FOR 2020

PLEASE NOTE:

In order to comply with Tier 3 resurgence mitigations under the Restore Illinois plan, the District will hold this meeting split virtually and physically, and a maximum of 6 individuals will be permitted in the Board room at the District Administration Center at 2710 Curtiss Street, Downers Grove, IL 60515. In the event the Public wishes to virtually attend this meeting, they may do so using the link or phone numbers provided below:

When: Dec 15, 2020 07:00 PM Central Time (US and Canada)
Topic: December Board Meeting

LINK for Livestreamed Meeting via Zoom:

<https://us02web.zoom.us/j/86211877421?pwd=ZEZPaG1BSXI3NE9ORXliTWozaWlqUT09>

Passcode: 128491

Or iPhone one-tap :

US: +13126266799,,86211877421#,,,,,0#,,128491# or
+16465588656,,86211877421#,,,,,0#,,128491#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 9128 or
+1 253 215 8782

Webinar ID: 862 1187 7421

Passcode: 128491

PUBLIC COMMENT:

The District also has an online form for the Public who wish to virtually attend or cannot attend a meeting to submit public comment. District staff shall read aloud any received public comments during the Public Comment portion of the meeting. Public comments for Public not attending the meeting in person need to be submitted before 4:00 p.m. on December 15, 2020. The form can be found here: <https://www.dgsd.org/government/public-comment/>



Board of Trustees
Wallace D. Van Buren
President
Amy E. Sejnost
Vice President
Paul W. Coultrap
Clerk



2710 Curtiss Street
P.O. Box 1412
Downers Grove, IL 60515-0703
Phone: 630-969-0664
Fax: 630-969-0827
www.dgsd.org

General Manager
Amy R. Underwood

Legal Counsel
Michael G. Philipp

Providing a Better Environment for South Central DuPage County

MEMORANDUM

To: Wallace Van Buren, President
From: Amy Underwood, General Manager
Date: December 11, 2020
Re: Determination to Hold Meeting Virtual

In order to comply with the Tier 3 resurgence mitigations under the Restore Illinois plan, a maximum of six (6) individuals may be in attendance in the Board Room at the December 15, 2020 Board of Trustees meeting. As the normal attendance at a District Board meeting without public present typically exceeds this maximum, a fully in-person Board meeting cannot be held. In order to conduct the meeting by video conference, you as the head of the public body needs to formally determine that an in-person meeting or a meeting conducted under the Open Meeting Act is not practical or prudent because of a disaster. After the Pledge of Allegiance and before the Roll Call, you will need to read out loud the following statement:

“I, Wallace Van Buren, President of the Downers Grove Sanitary District Board of Trustees has determined, in compliance with Senate Bill 2135 signed into law by Governor Pritzker on June 12, 2020, the following:

- 1) The Governor has issued a disaster declaration related to public health concerns and all or part of the District’s jurisdiction is covered by the disaster area; and
- 2) That an in-person meeting for this regular meeting of the District’s Board of Trustees scheduled to take place on Tuesday, December 15th at 7:00 p.m. is not practical or prudent because of the disaster.”

After you read the statement above, Administrative Supervisor Campbell will verify that all members of the Board can hear one another.

Please note that the District shall comply with all other Open Meetings Act provisions referenced in Senate Bill 2135 in the holding of its December 15, 2020 Board of Trustees meeting.

C: PWC, AES, KJR, RTJ, MJS, WCC, MGP

Board of Trustees
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President
Amy E. Sejnost
Vice President
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General Manager
Amy R. Underwood

Legal Counsel
Michael G. Philipp

Providing a Better Environment for South Central DuPage County

MEMORANDUM

To: Board of Trustees

From: Amy Underwood, General Manager

Date: December 11, 2020

Re: CSWEA Young Professional Award - Illinois

At the December 15 Board meeting, the District is pleased to host Mark Eddington, who is the President of the Central States Water Environment Association. Mark will be presenting the CSWEA Young Professional Award to one of the District's lab analysts, Stephanie Cioni. A description of the award and Stephanie's bio are attached for your information. The District congratulates Stephanie on this well-deserved recognition.

C: KJR, RTJ, MJS, WCC, MGP

CENTRAL STATES WATER ENVIRONMENT ASSOCIATION

The Central States Water Environment Association (CSWEA), which was established in 1927, is the local member association for the Water Environment Federation (WEF) covering Illinois, Wisconsin and Minnesota. CSWEA focuses on water quality education and networking with the mission of offering multiple opportunities for the exchange of water quality knowledge and experiences among its members and the public and to foster a greater awareness of water quality achievements and challenges. Several Downers Grove Sanitary District employees are members of both WEF and CSWEA.

YOUNG PROFESSIONAL AWARD – ILLINOIS

Established in 2007, this award recognizes the contributions of young water environment professionals for significant contributions to CSWEA and to the wastewater collection and treatment industry. Central States gives out this award annually to one recipient in each member state (Illinois, Minnesota, and Wisconsin).

Recipient: **Stephanie Cioni**



Stephanie Cioni has been a member of CSWEA and WEF since 2017. She has been an active member of the CSWEA IL Section, serving as the Public Education Committee chair since 2018. Stephanie developed and spearheaded the CSWEA Water's Worth It Essay Contest and Don't Flush That! Video Challenge. She has volunteered to represent CSWEA at WEFTEC's WaterPalooza and has been a YP moderator at the CSWEA Annual Meeting. Stephanie began her career in wastewater interning at the Downers Grove Sanitary District before becoming a laboratory analyst at Wheaton Sanitary District. She recently rejoined the Downers Grove Sanitary District lab. Stephanie earned a Bachelor of Science Degree in Biology from North Central College. She also holds a Class 4 Wastewater Operator certificate in Illinois.

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, November 17, 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, General Manager Amy R. Underwood, Administrative Supervisor W. Clay Campbell, Safety Coordinator Jessie Gwozdz and Attorney Michael G. Philipp. Trustee Paul W. Coultrap was not physically present but did attend the meeting by electronic means (both audio and video) using Zoom. Information Coordinator Alyssa J. Caballero attended virtually as staff. Staff Engineer Alex M. Bielawa attended virtually as a member of the public.

A motion by Trustee Van Buren seconded by Trustee Sejnost was made allowing Trustee Coultrap to attend the meeting by a means other than physical presence due to Trustee Coultrap 's personal illness. The motion carried. (Votes recorded: Ayes–Van Buren and Sejnost.)

Minutes of Regular Meeting – October 27, 2020

A motion was made by Trustee Coultrap seconded by Trustee Sejnost approving the minutes of the regular meeting held on October 27, 2020, and authorizing the President and Clerk to sign same. The motion carried.

Approval of 1K-028 Basin Rehabilitation Phase 2 Change Order No. 1

General Manager Underwood presented a memo recommending to the Board of Trustees approval of a change order for the District's 1K-028 Basin Rehabilitation - Phase 2 Contract with Uno Construction Co., Inc. for a net decrease in contract cost of \$1,371.50. Approval of Change Order No. 1 would bring the total contract amount to \$1,303,153.50. A motion was made by Trustee Coultrap seconded by Trustee Sejnost approving the 1K-028 Basin Rehabilitation - Phase 2 Contract Change Order No. 1 for a net decrease in the amount of \$1,371.50. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Claim Ordinance No. 1895

A motion was made by Trustee Coultrap seconded by Trustee Sejnost adopting Claim Ordinance No. 1895 in the total amount of \$1,304,580.41 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

Safety Report

Safety Coordinator Jessie Gwozdz presented an operations report reviewing the District's safety

efforts including safety committee meetings, hazard identification and elimination, employee training and other safety initiatives that are a combined effort at improving the safety culture and risk management priorities at the District.

Other New Business

Trustee Coultrap commended Safety Coordinator Jessie Gwozdz for her safety presentation. He welcomed back Information Coordinator Alyssa Caballero after returning from maternity leave. He also congratulated Stephanie Cioni for completing training in the laboratory. Trustee Coultrap inquired about staff travel restrictions regarding COVID-19. Lastly, he wished everyone a Happy Thanksgiving.

Trustee Sejnost also welcomed back Information Coordinator Caballero and commended Safety Coordinator Gwozdz for her presentation. She inquired about the grease receiving station power cord replacement noted in Maintenance Supervisor Barta's monthly report. She also commented on the progress of the CHP #1 replacement and the Hobson Lift Station pump repairs noted in Maintenance Supervisor Barta's monthly report. Trustee Sejnost thanked Staff Engineer Bielawa for his monthly report. Lastly, she wished for employees to stay safe and healthy during the upcoming holiday season.

Trustee Van Buren inquired about the current status of past due charges and the associated penalties for District customers. He also commented on the progress of the CHP #1 replacement, the new fence replacement at Wroble Lift Station, and the completion of the Hobson Lift Station pump repairs noted in Maintenance Supervisor Barta's monthly report. Trustee Van Buren inquired about the new lawnmower purchase noted in Maintenance Supervisor Barta's monthly report. He also thanked Staff Engineer Alex Bielawa for his monthly report. Lastly, he thanked General Manager Underwood for her letter to staff regarding the Illinois Department of Public Health's new COVID-19 guidelines and thanked staff for all their work during the COVID-19 pandemic.

General Manager Underwood asked the Board for their input on future board meeting procedures in relation to the COVID-19 pandemic.

A motion was made by Trustee Coultrap seconded by Trustee Sejnost to adjourn the regular meeting at 7:42 p.m. The motion carried.

Approved: December 15, 2020

President

Attest: _____
Clerk

Board of Trustees
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President
Amy E. Sejnost
Vice President
Paul W. Coultrap
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General Manager
Amy R. Underwood

Legal Counsel
Michael G. Philipp

Providing a Better Environment for South Central DuPage County

Memo

To: Amy Underwood, General Manager
From: Alex Bielawa, Staff Engineer
Date: December 10, 2020
Subject: Change Order No.1 for 2020 Televising

This project is now complete. The contractor, SEWERTECH, LLC., televised sewer lines throughout the District. In certain areas, heavy cleaning needed to be performed to be able to televise the lines.

Several of the quantities identified in the original contract needed to be changed in the field in order to complete the project.

This change order identifies those changes to the contract in writing. I prepared the attached change order, identifying the net contract cost decrease of \$3,615.00.

The resulting final contract cost of \$80,807.50 is under the amount budgeted for this work of \$100,000.

I recommend Staff seek approval from the Board of Trustees for Change Order 1 to the 2020 Televising Contract with SEWERTECH, LLC. for a net decrease in contract cost of \$3,615.00. The final payment to the contractor, including this change order amount, is included in Claim Ordinance 1896.

C: WDVB, AES, PWC, KJR, RTJ, MJS, RPS, WCC, MGP

CHANGE ORDER NO. 1 FINAL

PROJECT: DGSD 2020 Televising

DATE OF ISSUANCE: 12-08-2020

OWNER: Downers Grove Sanitary District CONTRACTOR: SEWERTECH, LLC.

You are directed to make the following changes in the Contract Documents:

Description: Balancing and Final Accounting of Contract Quantities.

Attachments: Invoice excerpt showing final quantities additions and subtractions

CHANGE IN CONTRACT PRICE:

Original Contract Price: \$ 84,422.50

Current Contract Price: \$ 84,422.50

Net decrease of this Change Order: \$ 3,615.00

Contract Price with this Change Order: \$ 80,807.50

PREPARED BY Alex M. Bielawa
Alex M. Bielawa, Staff Engineer

APPROVED: _____
Amy R. Underwood, General Manager

ACCEPTED: Talib Kawa
SEWERTECH, LLC.

RECOMMENDED BY: Alex M. Bielawa
Alex M. Bielawa, Staff Engineer

Downers Grove, Illinois

Date: December 15, 2020

Claim Ordinance No. 1896

An Ordinance Providing for the Payment of Certain Claims.

WHEREAS, it appears to the Board of Trustees of the Downers Grove Sanitary District that there are certain claims against said District which would be allowed and paid therefore,

BE IT ORDAINED, by the Board of Trustees of the Downers Grove Sanitary District

That the following claims be and they are hereby approved and ordered paid and that an order be drawn on the Treasurer of said District out of the funds shown below. Said claims, totaling **\$703,853.45** being in words and figures as follows:

GENERAL LEDGER RECAP

DATE 11/19/20

PERIOD END 11/14/20

PAGE 5

Payroll Ending Date: 11/14/20

Payroll Paid Date: 11/20/20

GL Date: 12/31/20

G/L NUMBER	COST DESCRIPTION	DEBIT	CREDIT
01-00.1001	CASH - PAYROLL ACCOUNT		51928.20-
01-00.2000	FEDERAL TAX WITHHELD		8648.35-
01-00.2001	STATE TAX WITHHELD		3738.07-
01-00.2002	SOCIAL SECURITY WITHHELD		6158.60-
01-00.2003	IMRF WITHHELD		3616.30-
01-00.2013	CREDIT UNION WITHHELD		2214.31-
01-00.2014	VOLUNTARY ADDITIONAL PENSION CONTRIBUTION		3338.56-
01-00.2021	FLEXIBLE ACCOUNT WITHHELD - MEDICAL		309.65-
01-00.2024	FLEXIBLE ACCOUNT WITHHELD - PREM CONVERSION		902.71-
01-00.2025	EMPLOYEE INS PREM CONTRIBUTION - POST TAX		337.80-
01-00.2026	DEFERRED COMPENSATION WITHHELD - IPPFA		321.95-
01-00.2027	DEFERRED COMPENSATION WITHHELD - IPPFA ROTH		40.00-
01-00.2028	DC PLAN LOAN REPAYMENT WITHHELD		162.27-
01-11.A003	GENERAL MANAGEMENT	544.07	
01-11.A004	FINANCIAL RECORDS	7072.18	
01-11.A005	ADMINISTRATIVE RECORDS	893.04	
01-11.A007	CODE ENFORCEMENT	5262.55	
01-11.A008	SAFETY ACTIVITIES	957.56	
01-11.A090	WORK FROM HOME REIMBURSEMENT ALLOWANCE	175.00	
01-12.A006	ENGINEERING	2059.98	
01-12.A011	MAINTENANCE - WWTC	11170.87	
01-12.A014	MAINTENANCE - ELECTRICAL	7339.51	
01-12.A021	WWTC - OPERATIONS	14902.72	
01-12.A022	WWTC - SLUDGE HANDLING	6134.23	
01-12.A023	WWTC - ENERGY RECOVERY	39.98	
01-12.A030	BUILDING AND GROUNDS	3270.45	
01-13.A041	LAB - WWTC	5233.76	
01-13.A048	LAB - ENERGY RECOVERY	270.98	
01-14.A006	ENGINEERING	52.82	
01-14.A051	SEWER MAINTENANCE	8512.60	
01-14.A054	SEWER MAINTENANCE - BACKUPS AND HIGH FLOWS	634.01	
01-14.A062	INSPECTION - CONSTRUCTION OF DGSD PROJECTS	1806.81	
01-14.A063	INSPECTION - PERMIT INSPECTIONS	63.12	
01-14.A064	INSPECTION - MISCELLANEOUS	1964.07	
01-14.A065	INSPECTION - CONSTR BY VILLAGES, UTILITIES	1641.33	
01-14.A066	INSPECTION - CODE ENFORCEMENT	1378.29	
01-14.A072	SEWER INVESTIGATIONS	51.21	
01-14.A090	WORK FROM HOME REIMBURSEMENT ALLOWANCE	25.00	
01-15.A080	LIFT STATION MAINTENANCE	260.63	
		81716.77	81716.77-

GENERAL LEDGER RECAP

DATE 11/17/20

PERIOD END 11/15/20

PAGE 4

Payroll Ending Date: 11/15/20

Payroll Paid Date: 11/17/20

GL Date: 12/31/20

G/L NUMBER	COST DESCRIPTION	DEBIT	CREDIT
01-00.1001	CASH - PAYROLL ACCOUNT		21583.14-
01-00.2000	FEDERAL TAX WITHHELD		3224.99-
01-00.2001	STATE TAX WITHHELD		1441.36-
01-00.2002	SOCIAL SECURITY WITHHELD		2373.79-
01-00.2003	IMRF WITHHELD		1116.83-
01-00.2014	VOLUNTARY ADDITIONAL PENSION CONTRIBUTION		841.55-
01-00.2021	FLEXIBLE ACCOUNT WITHHELD - MEDICAL		173.59-
01-00.2024	FLEXIBLE ACCOUNT WITHHELD - PREM CONVERSION		393.37-
01-00.2025	EMPLOYEE INS PREM CONTRIBUTION - POST TAX		127.40-
01-00.2026	DEFERRED COMPENSATION WITHHELD - IPPFA		213.27-
01-00.2028	DC PLAN LOAN REPAYMENT WITHHELD		77.06-
01-11.A003	GENERAL MANAGEMENT	8734.20	
01-11.A004	FINANCIAL RECORDS	547.78	
01-11.A005	ADMINISTRATIVE RECORDS	154.71	
01-11.A007	CODE ENFORCEMENT	8379.87	
01-11.A008	SAFETY ACTIVITIES	166.32	
01-12.A009	OPERATIONS MANAGEMENT	4172.09	
01-12.A011	MAINTENANCE - WWTC	4126.44	
01-12.A013	MAINTENANCE - ENERGY RECOVERY	299.20	
01-12.A014	MAINTENANCE - ELECTRICAL	119.79	
01-12.A021	WWTC - OPERATIONS	479.11	
01-13.A009	OPERATIONS MANAGEMENT	404.37	
01-13.A041	LAB - WWTC	2728.44	
01-13.A042	LAB - PRETREATMENT	909.48	
01-14.A062	INSPECTION - CONSTRUCTION OF DGSD PROJECTS	344.55	
		31566.35	31566.35-

GENERAL LEDGER RECAP

DATE 12/01/20

PERIOD END 11/28/20

PAGE 5

Payroll Ending Date: 11/28/20

Payroll Paid Date: 12/04/20

GL Date: 12/31/20

G/L NUMBER	COST DESCRIPTION	DEBIT	CREDIT
01-00.1001	CASH - PAYROLL ACCOUNT		51553.75-
01-00.2000	FEDERAL TAX WITHHELD		8615.30-
01-00.2001	STATE TAX WITHHELD		3719.41-
01-00.2002	SOCIAL SECURITY WITHHELD		6124.21-
01-00.2003	IMRF WITHHELD		3571.47-
01-00.2013	CREDIT UNION WITHHELD		2214.31-
01-00.2014	VOLUNTARY ADDITIONAL PENSION CONTRIBUTION		3213.78-
01-00.2017	VOLUNTARY GROUP LIFE		208.00-
01-00.2021	FLEXIBLE ACCOUNT WITHHELD - MEDICAL		309.65-
01-00.2024	FLEXIBLE ACCOUNT WITHHELD - PREM CONVERSION		902.71-
01-00.2025	EMPLOYEE INS PREM CONTRIBUTION - POST TAX		337.80-
01-00.2026	DEFERRED COMPENSATION WITHHELD - IPPFA		294.09-
01-00.2027	DEFERRED COMPENSATION WITHHELD - IPPFA ROTH		40.00-
01-00.2028	DC PLAN LOAN REPAYMENT WITHHELD		162.27-
01-11.A003	GENERAL MANAGEMENT	1079.58	
01-11.A004	FINANCIAL RECORDS	6806.67	
01-11.A005	ADMINISTRATIVE RECORDS	623.85	
01-11.A006	ENGINEERING	845.12	
01-11.A007	CODE ENFORCEMENT	5142.96	
01-11.A008	SAFETY ACTIVITIES	706.02	
01-11.A090	WORK FROM HOME REIMBURSEMENT ALLOWANCE	175.00	
01-12.A006	ENGINEERING	1267.68	
01-12.A011	MAINTENANCE - WWTC	9843.79	
01-12.A013	MAINTENANCE - ENERGY RECOVERY	349.86	
01-12.A014	MAINTENANCE - ELECTRICAL	6943.08	
01-12.A021	WWTC - OPERATIONS	14909.71	
01-12.A022	WWTC - SLUDGE HANDLING	7773.84	
01-12.A023	WWTC - ENERGY RECOVERY	167.82	
01-12.A030	BUILDING AND GROUNDS	3468.61	
01-13.A041	LAB - WWTC	5780.67	
01-14.A051	SEWER MAINTENANCE	7256.24	
01-14.A054	SEWER MAINTENANCE - BACKUPS AND HIGH FLOWS	507.42	
01-14.A062	INSPECTION - CONSTRUCTION OF DGSD PROJECTS	781.11	
01-14.A063	INSPECTION - PERMIT INSPECTIONS	315.60	
01-14.A064	INSPECTION - MISCELLANEOUS	3006.60	
01-14.A065	INSPECTION - CONSTR BY VILLAGES, UTILITIES	1516.07	
01-14.A066	INSPECTION - CODE ENFORCEMENT	1652.88	
01-14.A090	WORK FROM HOME REIMBURSEMENT ALLOWANCE	25.00	
01-15.A080	LIFT STATION MAINTENANCE	321.57	
		81266.75	81266.75-

GENERAL LEDGER RECAP

DATE 12/01/20

PERIOD END 11/30/20

PAGE 4

Payroll Ending Date: 11/30/20

Payroll Paid Date: 12/20/20

GL Date: 12/31/20

G/L NUMBER	COST DESCRIPTION	DEBIT	CREDIT
01-00.1001	CASH - PAYROLL ACCOUNT		21724.31-
01-00.2000	FEDERAL TAX WITHHELD		3224.56-
01-00.2001	STATE TAX WITHHELD		1441.18-
01-00.2002	SOCIAL SECURITY WITHHELD		2154.30-
01-00.2003	IMRF WITHHELD		1116.37-
01-00.2014	VOLUNTARY ADDITIONAL PENSION CONTRIBUTION		840.98-
01-00.2017	VOLUNTARY GROUP LIFE		80.00-
01-00.2021	FLEXIBLE ACCOUNT WITHHELD - MEDICAL		173.59-
01-00.2024	FLEXIBLE ACCOUNT WITHHELD - PREM CONVERSION		393.37-
01-00.2025	EMPLOYEE INS PREM CONTRIBUTION - POST TAX		127.40-
01-00.2026	DEFERRED COMPENSATION WITHHELD - IPPFA		213.20-
01-00.2028	DC PLAN LOAN REPAYMENT WITHHELD		77.06-
01-11.A003	GENERAL MANAGEMENT	9438.29	
01-11.A004	FINANCIAL RECORDS	438.52	
01-11.A005	ADMINISTRATIVE RECORDS	134.89	
01-11.A007	CODE ENFORCEMENT	8239.17	
01-11.A008	SAFETY ACTIVITIES	89.44	
01-12.A009	OPERATIONS MANAGEMENT	4061.83	
01-12.A011	MAINTENANCE - WWTC	4621.61	
01-12.A014	MAINTENANCE - ELECTRICAL	54.10	
01-12.A021	WWTC - OPERATIONS	202.94	
01-12.A023	WWTC - ENERGY RECOVERY	243.24	
01-13.A009	OPERATIONS MANAGEMENT	3353.42	
01-13.A042	LAB - PRETREATMENT	688.87	
		31566.32	31566.32-

01 GENERAL FUND STANDARD CHECK REGISTER FOR 12/15/20

Date: 12/10/20
Time: 2:30pm

===== VENDOR =====			===== INVOICE =====					
NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
AT & T MOBILITY	A000085	12/03/20	831873915	01-15.B112	LS Cell Dialer	55.20	55.20	062724
ADVOCATE OCCUPATIONAL HEALTH	A000150	11/30/20	782334	01-12.B117	Drug Screening	62.00	62.00	062725
ADVANCED DISPOSAL	A000153	11/30/20	T80002426350	01-12.B102	Garbage & Recycle	305.75	305.75	062726
ALLIED WASTE SERVICE	A000255	11/15/20	551015015347	01-12.B102	Grit Screen Dumpster	72.58	72.58	062727
ALTORFER INDUSTRIES, INC.	A000292	12/08/20	P60C0234798	01-15.B529	Block Heater	123.43		
		12/08/20	P60C0234799	01-15.B529	Block Heater	123.43	246.86	102723
SYNCHB/AMAZON	A000295	11/10/20	439483599683	01-12.B116	Ops Supplies	47.45		
		08/19/20	469837538887	01-12.B116	Chair WWTC	70.00		
		11/06/20	559464846486	01-12.B113	Face Masks	150.00		
		11/06/20	559464846486	01-14.B113	Face Masks	150.00		
		11/10/20	693939764483	01-12.B116	Ops Supplies	130.00		
		12/07/20	749338536474	01-12.B116	Chair WWTC Refund	70.00-		
		11/18/20	855695685697	01-12.B117	NP Outerwear	194.98		
		11/22/20	878757453439	01-12.B117	RF Outerwear	197.47		
		11/09/20	888864737659	01-11.B113	Face Masks	30.99		
		11/22/20	933845367685	01-11.B116	JG Phone Supplies	62.85		
		11/06/20	945667978958	01-12.B116	Ops Supplies	15.00		
		11/18/20	954395947838	01-11.B117	Admin Gift Cards	1000.00		
		11/18/20	954395947838	01-12.B117	WWTC Gift Cards	1600.00		
		11/18/20	954395947838	01-13.B117	Lab Gift Cards	300.00		
		11/18/20	954395947838	01-14.B117	SS Gift Cards	800.00		
		11/23/20	975777454559	01-12.B116	Ops Supplies	148.05	4826.79	062728
AMERICAN NATIONAL SKYLINE	A000320	11/30/20	297579	01-11.B118	Admin Window Cleaning	61.00	61.00	102724
ATLAS TOYOTA MATERIAL HANDLING	A000525	10/29/20	M84429	01-12.B512	Pallet Rack Storage Bldg	1155.00	1155.00	102725
AUTOZONE - AZ COMMERCIAL	A000600	11/13/20	2576695735	01-12.B510	Auto Parts	4.49		
		11/24/20	2576702353	01-13.C225	Auto Parts	162.39		
		11/24/20	2576702578	01-13.C225	Core Credit	18.00-		
		12/07/20	2576709690	01-14.C225	Auto Parts	6.99		
		12/08/20	2576710267	01-14.C225	Auto Parts	5.99		
		11/30/20	2578705710	01-14.C225	Auto Parts	29.99	191.85	062729
BAXTER & WOODMAN, INC.	B000120	11/20/20	0218032	01-14.B901	Flow Basin Rehab	1123.75		
		11/20/20	0218035	01-14.B902	Outfall Sewer Sag Repair	2670.00		
		11/20/20	0218037	01-12.B508	WAS Thickener	2298.51		
		11/20/20	0218040	01-11.B124	Misc Engineering Service	462.50		
		11/20/20	0218042	01-14.B903	Stanley Ave Sewer Rehab	542.50		
		11/20/20	0218043	01-14.B902	Sherman St Sewer Repl	696.85	7794.11	102726
BAXTER & WOODMAN - BOLLER	B000122	12/08/20	4	01-12.B513	CHP 1 Project	115301.40	115301.40	102727
BRUCKER COMPANY	B000400	10/02/20	165478	01-12.B507	Filters	503.10	503.10	062730
DWAYNE CARPENTER	C000086	12/10/20	Reimburse	01-14.B117	Outerwear	79.14	79.14	062731
CAREERSAFE	C000087	11/18/20	391192	01-11.B113	OSHA Training	200.00	200.00	062760
CHEM-WISE ECOLOGICAL	C000190	11/11/20	741450	01-11.B118	Admin Center Pest Control	95.00		
		11/11/20	741450	01-12.B812	WWTC Pest Control	190.00	285.00	102728
CHICAGO METROPOLITAN FIRE	C000240	10/14/20	IN00342652	01-12.B113	Fire Alarm Service Call	245.50	245.50	062732
CINTAS #344	C000300	11/13/20	4067255145	01-12.B117	WWTC Uniform Rental	61.97		
		11/13/20	4067255145	01-14.B117	SS Uniform Rental	31.84		
		11/20/20	4067994349	01-12.B117	WWTC Uniform Rental	62.64		

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NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
		11/20/20	4067994349	01-14.B117	SS Uniform Rental	10.98		
		11/27/20	4068614888	01-12.B117	WWTC Uniform Rental	61.97		
		11/27/20	4068614888	01-14.B117	SS Uniform Rental	11.65		
		12/04/20	4069227599	01-12.B117	WWTC Uniform Rentals	61.97		
		12/04/20	4069227599	01-14.B117	SS Uniform Rentals	39.61	342.63	062733
CINTAS FIRST AID & SAFETY	C000320	11/19/20	5042748547	01-12.B113	First Aid Supplies	253.72	253.72	062734
CLOVERLEAF TOOL CO	C000335	11/11/20	49873	01-14.B115	Vac Con Equipment	2587.25	2587.25	102729
COMCAST	C000373	12/03/20	201200550568	01-11.B112	Internet Service	293.40	293.40	062735
COMED	C000380	11/11/20	0055025057	01-15.B100	College LS Elec	337.06		
		11/11/20	0068029014	01-15.B100	Centex LS Elec	83.31		
		11/13/20	0120089072	01-15.B100	Wroble LS Elec	521.98		
		11/11/20	0458029046	01-15.B100	Liberty Park LS Elec	256.31		
		11/18/20	0562080004	01-15.B100	Venard LS Elec	325.08		
		11/20/20	1095091170	01-15.B100	Northwest LS Elec	915.91		
		11/30/20	1108062005	01-11.B100	Admin Elec	175.37		
		11/30/20	1108062005	01-12.B100	WWTC Elec	5312.48		
		11/11/20	1810068039	01-15.B100	Earlston LS Elec	192.74		
		11/11/20	324003812	01-15.B100	Butterfield LS Elec	123.61		
		11/13/20	4657083017	01-15.B100	Hobson LS Elec	2137.12		
		11/20/20	6770572011	01-00.2005	BSSRAP Yard Elec Use	199.81		
		11/20/20	6770572011	01-12.B100	Walnut House Elec	72.31		
		11/20/20	8762083052	01-12.B100	Big Top Elec	141.79	10794.88	062736
CONCENTRIC INTEGRATION, LLC	C000410	11/20/20	0218033	01-11.B115	Laptop Computer	2284.18		
		11/20/20	0218036	01-12.B508	WAS Thickener SCADA	1418.40		
		11/20/20	0218038	01-11.B115	Support Services	4063.13		
		11/20/20	0218038	01-12.B513	Support Services	8249.37		
		11/20/20	0218039	01-11.B115	Server Upgrades	3533.43		
		11/20/20	0218039	01-12.B503	PLC Software Support	1026.00		
		11/20/20	0218039	01-12.B513	Thick Client Issues	114.00		
		11/20/20	0218039	01-15.B529	LS Comms Outage	727.08	21415.59	102730
COVERALL NORTH AMERICA, INC	C000557	12/01/20	1010670036	01-12.B812	MSB Cleaning Service	304.00		
		12/01/20	1010670036	01-13.B116	Lab Cleaning Service	157.00		
		12/01/20	1010670038	01-11.B118	Admin Cleaning Services	429.00	890.00	102731
CURTIS MARTIN GROUP, INC.	C000660	11/23/20	7816	01-11.B115	Billing Fix	180.00	180.00	102732
DAHME MECHANICAL INDUSTRIES	D000030	11/30/20	20200525	01-12.B811	Microstrainer Bldg Gas Ln	6395.00	6395.00	102733
DIRECT ENERGY BUSINESS	D000227	11/16/20	1685321	01-15.B100	College LS Elec	225.62		
		11/16/20	1685322	01-15.B100	Centex LS Elec	52.49		
		11/18/20	1685323	01-15.B100	Wroble LS Elec	626.87		
		11/16/20	1685324	01-15.B100	Liberty Park LS Elec	175.69		
		11/23/20	1685325	01-15.B100	Venard LS Elec	291.69		
		11/24/20	1685326	01-15.B100	Northwest LS Elec	984.13		
		12/03/20	1685327	01-11.B100	Admin Elec	108.69		
		12/03/20	1685327	01-12.B100	WWTC Elec	3292.53		
		11/16/20	1685328	01-15.B100	Earlson LS Elec	142.31		
		11/16/20	1685329	01-15.B100	Butterfield LS Elec	132.09		
		11/18/20	1685330	01-15.B100	Hobson LS Elec	1559.72	7591.83	062737

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VILLAGE OF DOWNERS GROVE	D000480	11/16/20	163326	01-11.C222	Admin Vehicle Fuel	7.73		
		11/16/20	163326	01-12.B812	Gas Can Fuel	106.54		
		11/16/20	163326	01-12.C222	WWTC Vehicle Fuel	992.13		
		11/16/20	163326	01-13.C222	Lab Vehicle Fuel	7.40		
		11/16/20	163326	01-14.C222	SS Vehicle Fuel	717.52		
		12/04/20	163387	01-11.C222	Admin Vehicle Fuel	8.17		
		12/04/20	163387	01-12.B812	Gas Can Fuel	102.59		
		12/04/20	163387	01-12.C222	WWTC Vehicle Fuel	510.37		
		12/04/20	163387	01-13.C222	Lab Vehicle Fuel	21.85		
		12/04/20	163387	01-14.C222	SS Vehicle Fuel	781.08	3255.38	062738
DUPAGE COUNTY RECORDER	D000620	11/09/20	40211060	01-14.B910	BSSRAP Docs	1100.00		
		11/09/20	40211061	01-14.B128	OH Sewer Docs	44.00		
		11/09/20	40211061	01-14.B901	I/I Docs	44.00		
		11/09/20	40211061	01-14.B910	BSSRAP Docs	572.00		
		11/09/20	40211122	01-11.B124	New Construction Docs	44.00		
		11/09/20	40211122	01-14.B128	OH Sewer Docs	132.00		
		11/09/20	40211122	01-14.B910	BSSRAP Docs	264.00	2200.00	062739
EYE MED VISION CARE	E000600	12/01/20	164579525	01-17.E455	Vision Insurance	446.87	446.87	062740
FIRST ADVANTAGE	F000130	11/30/20	2501612011	01-12.B117	Drug Screening	43.14	43.14	102734
FIRST ENVIRONMENTAL LAB	F000140	11/12/20	157764	01-13.B123	Sept Biosolids Testing	229.20		
		11/19/20	157925	01-13.B123	Fall NPDES & Misc Tests	1374.00		
		12/03/20	158138	01-13.B123	Fall Industrial Testing	705.60	2308.80	102735
FULLIFE LLC	F000440	11/23/20	54311	01-15.B113	Gas Monitor Battery	59.00	59.00	062741
GEORGE'S LANDSCAPING	G000260	11/30/20	Mowing	01-11.B118	Admin Mowing	395.48		
		11/30/20	Mowing	01-12.B812	WWTC Mowing	2438.20		
		11/30/20	Mowing	01-15.B820	Butterfield LS Mowing	126.20		
		11/30/20	Mowing	01-15.B821	Centex LS Mowing	126.20		
		11/30/20	Mowing	01-15.B823	Earlston LS Mowing	126.20		
		11/30/20	Mowing	01-15.B824	Hobson LS Mowing	126.20		
		11/30/20	Mowing	01-15.B825	Liberty Park LS Mowing	126.20		
		11/30/20	Mowing	01-15.B826	Norhtwest LS Mowing	126.20		
		11/30/20	Mowing	01-15.B827	Venard LS Mowing	126.20		
		11/30/20	Mowing	01-15.B828	Wroble LS Mowing	126.20	3843.28	102736
REVERE ELECTRIC	G000410	11/01/20	S4262946.001	01-12.B512	New Wire Label Printer	112.92		
		11/01/20	S4262946.002	01-12.B512	New Wire Label Printer	40.40		
		11/12/20	S4262946.003	01-12.B512	New Wire Label Printer	444.20		
		11/13/20	S4262946.004	01-12.B512	New Wire Label Printer	40.57		
		11/18/20	S4262946.005	01-15.B524	Hobson Pump Repair	27.96		
		11/19/20	S4262946.006	01-12.B512	Wire Label Print Supplies	24.11		
		11/09/20	S4274063.001	01-12.B503	Exc Brdg Control Panel	194.68		
		11/09/20	S4274063.002	01-12.B503	Exc Brdg Control Panel	98.70	983.54	062742
W. W. GRAINGER, INC.	G000520	11/12/20	9714278190	01-12.B116	See Sheet	27.30		
		11/17/20	9719952591	01-12.B503	See Sheet	289.74		
		11/17/20	9719952609	01-12.B503	See Sheet	69.60		
		11/18/20	9720840678	01-12.B503	See Sheet	245.98		
		11/18/20	9721593912	01-11.B115	See Sheet	8.69		

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		11/18/20	9721990605	01-11.B115	See Sheet	7.65		
		11/30/20	9731329729	01-12.B813	See Sheet	206.19		
		12/08/20	9740320040	01-12.B512	See Sheet	17.88	873.03	102737
HACH COMPANY	H000040	11/13/20	12201368	01-13.B114	Lab Chemicals	102.00		
		12/02/20	12227615	01-14.B115	Logger Handle	151.89	253.89	102738
HOME DEPOT	H000400	12/03/20	0023982	01-14.B116	See Sheet	124.15		
		12/03/20	0024023	01-14.B116	See Sheet	10.88		
		12/02/20	1026864	01-12.B113	See Sheet	102.12		
		12/02/20	1520992	01-12.B506	See Sheet	26.41		
		11/12/20	1611285	01-12.B116	See Sheet	131.39		
		11/11/20	2010968	01-11.B116	See Sheet	21.59		
		12/01/20	2012459	01-12.B116	See Sheet	99.86		
		12/01/20	2012488	01-12.B804	See Sheet	97.68		
		12/09/20	4044544	01-11.B118	See Sheet	2.42		
		11/18/20	5021946	01-11.B115	See Sheet	35.91		
		12/08/20	5024760	01-12.B510	See Sheet	19.90		
		12/08/20	5061185	01-14.B116	See Sheet	59.47		
		12/07/20	6011719	01-15.B529	See Sheet	39.94	771.72	062743
IMPACT NETWORKING INC.	I000400	11/19/20	1959679	01-11.B115	Copies	58.55	58.55	102739
INFOSEND, INC.	I000415	10/30/20	180421	01-11.B121	Customer Bill Mailings	3985.34		
		11/30/20	182055	01-11.B121	Customer Bill Mailing	4010.41	7995.75	102740
JUST TIRES	J000300	11/17/20	204000	01-14.C225	Tire Replacement	180.99	180.99	062744
KANSAS CITY LIFE INSURANCE CO	K000045	12/07/20	14887	01-17.E455	Life Insurance	379.50	379.50	102741
KARA COMPANY INC.	K000053	11/25/20	355399	01-14.B116	Marking Flags	104.45		
		12/01/20	355477	01-14.B116	Marking Flags	31.46	135.91	102742
ANGEL LOZADA	L000320	11/12/20	Reimburse	01-14.B117	Outerwear	52.04		
		12/08/20	Reimburse 2	01-14.B112	Phone Case	14.74	66.78	102743
LUCKY LOCATORS, INC	L000525	10/30/20	24516	01-12.B513	Microstrainer Bldg Gas Ln	290.00	290.00	062745
JOE MAGIERA	M000070	11/22/20	Reimburse	01-12.B117	Outerwear	19.47	19.47	102744
MCMASTER-CARR SUPPLY COMPANY	M000360	11/11/20	48621603	01-12.B512	Maint Repair Supplies	29.97		
		11/30/20	49441206	01-12.B513	Extension Cord	100.26		
		12/07/20	49835594	01-12.B506	Prim 7 Cross Coll Part	33.07		
		12/07/20	49850031	01-12.B506	Prim 7 Cross Coll Part	23.41	186.71	102745
MICRO CENTER	M000550	11/17/20	5211257	01-11.B115	Admin Server Rack	19.99		
		11/30/20	5227944	01-11.B115	Scada Alarming Monitor	119.99	139.98	102746
MIDAMERICA ADMINISTRATIVE	M000556	11/06/20	MAR000014843	01-17.E455	Admin Fees	151.50	151.50	102747
MOTION INDUSTRIES, INC.	M000750	12/02/20	IL10-699026	01-12.B504	Grit Pump 2 Overhaul Part	38.37		
		12/07/20	IL10-699334	01-12.B504	Grit Pump 2 Parts	1039.78		
		12/07/20	IL10-699335	01-12.B511	Filter 5 Parts	703.95	1782.10	102748
MUNICIPAL MARKING	M000820	11/24/20	30586	01-14.B116	Marking Paint	525.00	525.00	102749
MUNTERS CORPORATION	M000840	12/07/20	240740	01-12.B811	Munters Unit Gas Valve	2628.00	2628.00	062746
NCPERS GROUP LIFE INSURANCE	N000010	11/16/20	3266122020	01-00.2017	Vol Life Insurance	288.00	288.00	102750
NAPA AUTO PARTS	N000040	11/17/20	4343-691149	01-11.B115	Computer Rack Part	20.97		
		12/01/20	4343-693008	01-12.B116	Oil Dry	61.74	82.71	062747
NICOR GAS	N000330	11/13/20	2833584	01-12.B101	Walnut House Gas	70.18		
		11/13/20	3892638	01-11.B101	Admin Gas	74.52		

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		11/13/20	4440979	01-12.B101	Plant Gas	223.44		
		11/20/20	4664113	01-12.B101	Plant 2 Gas	86.74		
		11/13/20	4782107	01-12.B101	Chem Feed Gas	104.07	558.95	062748
ACI PAYMENTS INC.	O000300	11/16/20	1000036633	01-11.B110	OLR Fees	32.70	32.70	102751
PACE ANALYTICAL	P000010	11/20/20	2040093175	01-13.B123	NPDES November	115.00	115.00	102752
PACKEY WEBB FORD	P000020	11/13/20	153357	01-12.C225	Ops Ranger Caliper Bolt	7.50	7.50	102753
POLYDYNE INC.	P000395	11/12/20	1496225	01-12.B402	Belt Press Polymer	2142.54		
		12/01/20	1500146	01-12.B402	Belt Press Polymer	1071.27	3213.81	102754
PORTER PIPE AND SUPPLY CO.	P000420	11/12/20	12143184-00	01-12.B510	Digester 3 Parts	25.97		
		11/13/20	12143850-00	01-12.B512	Piping Insulation RAS Tun	568.68		
		12/04/20	12152086-00	01-12.B512	Pipe Insulation Tunnel	125.84	720.49	102755
PRINCIPAL LIFE INSURANCE CO	P000650	11/17/20	1093099	01-17.E455	Dental Insurance	2464.57	2464.57	102756
RAINBOW ELECTRIC CO.	R000070	12/02/20	MRINV10179	01-12.B503	Exc Brdg Contrl Panels	572.24	572.24	102757
RED WING SHOE STORE	R000180	11/18/20	45-99-957688	01-12.B117	JM Boots	169.99	169.99	102758
RENTALMAX ADMINISTRATION	R000250	11/19/20	452618-5	01-12.B116	Fork Lift Fuel	27.49	27.49	062761
ROESCH FORD COMMERCIAL	R000366	11/23/20	112320	01-14.C226	SS Truck Purchase	26613.00	26613.00	062762
SEAWAY SUPPLY CO.	S000200	11/18/20	164042	01-12.B116	MSB Supplies	39.96		
		11/19/20	164054	01-12.B116	MSB Supplies	123.44	163.40	102759
SEWERTECH LLC	S000275	12/08/20	2025	01-14.B124	Sewer Televising	80807.50	80807.50	102760
SITEONE LANDSCAPE SUPPLY	S000405	11/10/20	104779179-01	01-11.B118	Rock Salt	128.33		
		11/10/20	104779179-01	01-12.B812	Rock Salt	128.33	256.66	062749
SMITH ECOLOGICAL SYSTEMS INC.	S000437	11/13/20	23116	01-12.B502	ORP Probe Sensor	479.74	479.74	062750
SOUTHLAND ELECTRICAL SUPPLY	S000493	11/11/20	3163305	01-12.B510	Gas Booster Motor Starter	409.40	409.40	102761
SPRING GREEN LAWN CARE	S000550	09/11/20	7353203	01-15.B820	Butterfield LS Lawn Care	34.00	34.00	062751
STEPHENS PLUMBING AND	S000680	11/15/20	227543	01-14.B910	Sewer Repair	323.90	323.90	062752
STEVENSON CRANE SERVICE, INC.	S000720	11/17/20	217168	01-15.B524	Hobson LS Crane	750.00	750.00	102762
TALLMAN EQUIPMENT COMPANY INC.	T000040	11/19/20	3268453	01-15.B529	Impeller for Hydraulic Pm	191.63	191.63	062753
TERRACE SUPPLY COMPANY	T000250	11/30/20	01017732	01-12.B116	Cylinder Rentals	51.00		
		12/04/20	70486736	01-12.B116	Acetylene Cylinder	146.52	197.52	102763
USABLUBOOK	U000150	11/13/20	418945	01-14.B115	SS Supplies	421.80		
		11/13/20	418981	01-14.B116	SS Supplies	421.80		
		11/16/20	420116	01-13.B115	Lab Equipment	644.20		
		11/20/20	425823	01-13.B115	Lab Equipment	543.44	2031.24	062754
UNITED PARCEL SERVICE	U000300	11/14/20	3Y0091460	01-13.B123	Sample Shipping	9.98	9.98	062755
UNO CONSTRUCTION CO., INC.	U000450	11/30/20	5	01-14.B910	BSSRAP Projects	50184.12	50184.12	102764
VWR INTERNATIONAL INC.	V000030	11/06/20	8802824168	01-13.B116	Lab Supplies	135.57	135.57	062756
VERIZON WIRELESS	V000135	12/01/20	542042966	01-12.B112	WWTC Tablet Service	118.05		
		12/01/20	542042966	01-14.B112	SS Tablet Service	87.48		
		12/01/20	542042966	01-15.B112	LS Tablet Service	36.01		
		11/28/20	785846626	01-11.B112	Admin Cell Service	258.12		
		11/28/20	785846626	01-12.B112	WWTC Cell Service	941.27		
		11/28/20	785846626	01-14.B112	SS Cell Service	637.06		
		11/28/20	785846626	01-15.B112	LS Cell Service	276.03	2354.02	062757
WAGNER COMMUNICATIONS, INC	W000070	12/01/20	201200335	01-11.B112	Answering Service	530.10	530.10	102765
WESTFAX	W000350	12/01/20	1365307	01-11.B112	EFax Service	8.99	8.99	102766
VILLAGE OF WESTMONT	W000450	12/02/20	716759	01-11.B121	Meter Readings	370.01	370.01	062758

===== VENDOR =====			===== INVOICE =====					
NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
MICHAEL G. PHILIPP, P.C.	W000551	11/06/20	1140	01-11.B124	Legal Services	1260.00	1260.00	062759
						=====	=====	
Total Payments:						387072.70	387072.70	
ACH Payments Total:						315709.93	.00	
Check Payments Total:						71362.77	387072.70	

01 GENERAL FUND MANUAL CHECK REGISTER FOR 12/15/20

Date: 12/10/20

Time: 2:30pm

===== VENDOR =====			===== INVOICE =====					
NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
AT&T	A000075	12/07/20	018267687511	01-11.B112	DSL Internet	62.82	62.82	102717
DANIEL M. ALFANO	A000210	11/24/20	Reimburse	01-14.B129	Backup Reimbursement	2500.00	2500.00	062570
DANIEL M. ALFANO	A000210	12/09/20	Reimburse 2	01-14.B903	Reimburse For Backup	216.25	216.25	062719
CHASE	B000050	11/19/20	SPR 11/15/20	01-00.2000	Federal Tax	3224.99		
		11/19/20	SPR 11/15/20	01-00.2002	Empl Soc Sec Tax	2373.79		
		11/19/20	SPR 11/15/20	01-17.E461	Emplr Soc Sec Tax	2373.79	7972.57	102698
CHASE	B000050	11/23/20	PR 11/14/20	01-00.2000	Federal Tax	8648.35		
		11/23/20	PR 11/14/20	01-00.2002	Empl Soc Sec Tax	6158.60		
		11/23/20	PR 11/14/20	01-17.E461	Emplr Soc Sec Tax	6158.58	20965.53	102701
CHASE	B000050	12/08/20	PR 11/28/20	01-00.2000	Federal Tax	8615.30		
		12/08/20	PR 11/28/20	01-00.2002	Empl Soc Sec Tax	6124.21		
		12/08/20	PR 11/28/20	01-17.E461	Emplr Soc Sec Tax	6124.11	20863.62	102711
CHASE	B000050	12/07/20	SPR 11/30/20	01-00.2000	Federal Tax	3224.56		
		12/07/20	SPR 11/30/20	01-00.2002	Empl Soc Sec Tax	2154.30		
		12/07/20	SPR 11/30/20	01-17.E461	Emplr Soc Sec Tax	2154.36	7533.22	102712
MACMUNNIS, INC.	C000379	11/20/20	547 DCB547	01-15.B826	Easement Property Taxes	143.82	143.82	102697
D.G. SANIT DIST #XXXXXXXXX1117	D000400	12/16/20	Reimburse	01-00.1001	PR Acct Reimburse	146789.40	146789.40	102720
D.G. SANIT DIST #XXXXXXXXX1114	D000420	12/16/20	Refunds	01-05.3001	User Refund Acct Reimburs	2908.53	2908.53	102721
D.G. SANIT DIST #XXXXXXXXX1112	D000440	12/16/20	Reimburse	01-11.B116	Admin Supplies	30.00		
		12/16/20	Reimburse	01-11.B117	Webinars & Outerwear	109.00		
		12/16/20	Reimburse	01-12.B116	MSB Supplies	107.67		
		12/16/20	Reimburse	01-12.B117	Outerwear	180.00		
		12/16/20	Reimburse	01-13.B117	Outerwear & Webinar	186.08		
		12/16/20	Reimburse	01-14.B910	BSSRAP Rodding Refunds	1530.60		
		12/16/20	Reimburse	01-17.E452	CS Notary Fees	59.99	2203.34	102722
DUPAGE CREDIT UNION	D000650	11/20/20	PR 11/14/20	01-00.2013	Empl Authorized W/Holding	2214.31	2214.31	102703
DUPAGE CREDIT UNION	D000650	12/04/20	PR 11/28/20	01-00.2013	Empl Authorized W/Holding	2214.31	2214.31	102710
HEALTH CARE SERVICE CORP.	H000190	11/25/20	165585	01-17.E455	Health Insurance	41582.04	41582.04	102706
ILLINOIS DEPARTMENT OF REVENUE	I000240	11/19/20	SPR 11/15/20	01-00.2001	State Tax	1441.36	1441.36	102699
ILLINOIS DEPARTMENT OF REVENUE	I000240	11/23/20	PR 11/14/20	01-00.2001	State Tax	3738.07	3738.07	102702
ILLINOIS DEPARTMENT OF REVENUE	I000240	12/08/20	PR 11/28/20	01-00.2001	State Tax	3719.41	3719.41	102713
ILLINOIS DEPARTMENT OF REVENUE	I000240	12/07/20	SPR 11/30/20	01-00.2001	State Tax	1441.18	1441.18	102714
ILLINOIS MUNICIPAL	I000300	12/09/20	Pension	01-00.2003	Empl Pension Deposit	9467.87		
		12/09/20	Pension	01-00.2014	Empl Vol Pension Deposit	8272.25		
		12/09/20	Pension	01-17.E460	Emplr Pension Deposit	22238.98	39979.10	102707
INVOICE CLOUD	I000750	12/10/20	607-2020-11	01-11.B121	Biller Portal Fees	395.70	395.70	102718
LINKEDIN	L000244	11/24/20	5155823806	01-14.B117	Inspector Job Listing	385.00	385.00	102708
MIDAMERICA ADMIN HRA ACCOUNT	M000557	11/25/20	HRA Funding	01-17.E455	HRA Acct Funding	500.00	500.00	102705
NEOPOST INC.	N000240	10/02/20	Refill	01-11.B119	Postage Meter Fees	50.00	50.00	102719
TRANSAMERICA RETIREMENT	T000415	11/17/20	SPR 11/15/20	01-00.2026	Def Comp IPPFA	213.27		
		11/17/20	SPR 11/15/20	01-00.2028	Def Comp Loan Repay IPPFA	77.06	290.33	102700
TRANSAMERICA RETIREMENT	T000415	11/20/20	PR 11/14/20	01-00.2026	Def Comp IPPFA	321.95		
		11/20/20	PR 11/14/20	01-00.2027	Def Comp Roth IPPFA	40.00		
		11/20/20	PR 11/14/20	01-00.2028	Def Comp Loan Repay IPPFA	162.27	524.22	102704
TRANSAMERICA RETIREMENT	T000415	12/04/20	PR 11/28/20	01-00.2026	Def Comp IPPFA	294.09		
		12/04/20	PR 11/28/20	01-00.2027	Def Comp Roth IPPFA	40.00		

===== VENDOR =====			===== INVOICE =====						
NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO	
		12/04/20	PR 11/28/20	01-00.2028	Def Comp Loan Repay IPPFA	162.27	496.36	102715	
TRANSAMERICA RETIREMENT	T000415	12/02/20	SPR 11/28/20	01-00.2026	Def Comp IPPFA	213.20			
		12/02/20	SPR 11/28/20	01-00.2028	Def Comp Loan Repay IPPFA	77.06	290.26	102716	
TREK BICYCLE STORE	T000470	12/01/20	Reimburse	01-14.B129	Backup Reimbursement	520.00	520.00	062571	
WILLOW RIDGE GLASS & MIRROR	W000620	11/17/20	DGSD 101220	01-12.B812	Hypo Bldg Window Deposit	4800.00	4800.00	062569	
Zoom Inc.	Z000200	11/26/20	P-58401399	01-11.B115	Subscription	40.00	40.00	102709	
						=====	=====		
Total Payments:						316780.75	316780.75		
ACH Payments Total:						308744.50	.00		
Check Payments Total:						8036.25	316780.75		

DATE _____

REVIEWED _____

TRUSTEE APPROVAL _____

PRESIDENT

CLERK

ACCOUNTS PAYABLE GENERAL LEDGER RECAP FOR 12/15/20

G/L NUMBER	COST ACCTG DESCRIPTION	DEBIT	CREDIT
01-00.1000	CASH		703853.45-
01-00.1001	CASH - PAYROLL ACCOUNT	146789.40	
01-00.2000	FEDERAL TAX WITHHELD	23713.20	
01-00.2001	STATE TAX WITHHELD	10340.02	
01-00.2002	SOCIAL SECURITY WITHHELD	16810.90	
01-00.2003	IMRF WITHHELD	9467.87	
01-00.2005	CLEARING	199.81	
01-00.2013	CREDIT UNION WITHHELD	4428.62	
01-00.2014	VOLUNTARY ADDITIONAL PENSION CONTRIBUTION	8272.25	
01-00.2017	VOLUNTARY GROUP LIFE	288.00	
01-00.2026	DEFERRED COMPENSATION WITHHELD - IPPFA	1042.51	
01-00.2027	DEFERRED COMPENSATION WITHHELD - IPPFA ROTH	80.00	
01-00.2028	DC PLAN LOAN REPAYMENT WITHHELD	478.66	
01-05.3001	USER RECEIPTS	2908.53	
01-11.B100	ELECTRICITY	284.06	
01-11.B101	NATURAL GAS	74.52	
01-11.B110	BANK CHARGES	32.70	
01-11.B112	COMMUNICATION	1153.43	
01-11.B113	EMERGENCY/SAFETY EQUIPMENT	230.99	
01-11.B115	EQUIPMENT/EQUIPMENT REPAIR	10372.49	
01-11.B116	SUPPLIES	114.44	
01-11.B117	EMPLOYEE/DUTY COSTS	1109.00	
01-11.B118	BUILDING AND GROUNDS	1111.23	
01-11.B119	POSTAGE	50.00	
01-11.B121	USER BILLING MATERIALS	8761.46	
01-11.B124	CONTRACT SERVICES	1766.50	
01-11.C222	GAS/FUEL	15.90	
01-12.B100	ELECTRICITY	8819.11	
01-12.B101	NATURAL GAS	484.43	
01-12.B102	WATER, GARBAGE AND OTHER UTILITIES	378.33	
01-12.B112	COMMUNICATION	1059.32	
01-12.B113	EMERGENCY/SAFETY EQUIPMENT	751.34	
01-12.B116	SUPPLIES	1156.87	
01-12.B117	EMPLOYEE/DUTY COSTS	2715.60	
01-12.B402	CHEMICALS - SLUDGE DEWATERING	3213.81	
01-12.B502	EQPT/EQPT REPAIR - DISINFECTION	479.74	
01-12.B503	EQPT/EQPT REPAIR - EXCESS FLOW	2496.94	
01-12.B504	EQPT/EQPT REPAIR - GRIT REMOVAL	1078.15	
01-12.B506	EQPT/EQPT REPAIR - PRIMARY TREATMENT	82.89	
01-12.B507	EQPT/EQPT REPAIR - SECONDARY TREATMENT	503.10	
01-12.B508	EQPT/EQPT REPAIR - SLUDGE CONCENTRATION	3716.91	
01-12.B510	EQPT/EQPT REPAIR - SLUDGE DIGESTION	459.76	
01-12.B511	EQPT/EQPT REPAIR - TERTIARY TREATMENT	703.95	
01-12.B512	EQPT/EQPT REPAIR - WWTC GENERAL	2559.57	
01-12.B513	EQPT/EQPT REPAIR - WWTC UTILITIES	124055.03	
01-12.B804	BLDG AND GROUNDS - GRIT REMOVAL	97.68	

G/L NUMBER	COST ACCTG DESCRIPTION	DEBIT	CREDIT
01-12.B811	BLDG AND GROUNDS - TERTIARY TREATMENT	9023.00	
01-12.B812	BLDG AND GROUNDS - WWTC GENERAL	8069.66	
01-12.B813	BLDG AND GROUNDS - WWTC UTILITIES	206.19	
01-12.C222	GAS/FUEL	1502.50	
01-12.C225	OPERATION/REPAIR	7.50	
01-13.B114	CHEMICALS	102.00	
01-13.B115	EQUIPMENT/EQUIPMENT REPAIR	1187.64	
01-13.B116	SUPPLIES	292.57	
01-13.B117	EMPLOYEE/DUTY COSTS	486.08	
01-13.B123	OUTSIDE LAB SERVICES	2433.78	
01-13.C222	GAS/FUEL	29.25	
01-13.C225	OPERATION/REPAIR	144.39	
01-14.B112	COMMUNICATION	739.28	
01-14.B113	EMERGENCY/SAFETY EQUIPMENT	150.00	
01-14.B115	EQUIPMENT/EQUIPMENT REPAIR	3160.94	
01-14.B116	SUPPLIES	1277.21	
01-14.B117	EMPLOYEE/DUTY COSTS	1410.26	
01-14.B124	CONTRACT SERVICES	80807.50	
01-14.B128	OVERHEAD SEWER/BACKFLOW PREVENTION PROGRAM	176.00	
01-14.B129	REIMBURSEMENT PROGRAM/PUBLIC SEWER BLOCKAGES	3020.00	
01-14.B901	SEWER SYSTEM REPAIRS - I/I PROGRAM	1167.75	
01-14.B902	SEWER SYSTEM REPAIRS - REPLACEMENT	3366.85	
01-14.B903	SEWER SYSTEM REPAIRS - REHABILITATION	758.75	
01-14.B910	SEWER SYSTEM REPAIRS - BSSRAP PROGRAM	53974.62	
01-14.C222	GAS/FUEL	1498.60	
01-14.C225	OPERATION/REPAIR	223.96	
01-14.C226	VEHICLE PURCHASES	26613.00	
01-15.B100	ELECTRICITY	9083.73	
01-15.B112	COMMUNICATION	367.24	
01-15.B113	EMERGENCY/SAFETY EQUIPMENT	59.00	
01-15.B524	EQPT/EQPT REPAIR - HOBSON	777.96	
01-15.B529	EQPT/EQPT REPAIR - LIFT STATIONS GENERAL	1205.51	
01-15.B820	BLDG AND GROUNDS - BUTTERFIELD	160.20	
01-15.B821	BLDG AND GROUNDS - CENTEX	126.20	
01-15.B823	BLDG AND GROUNDS - EARLSTON	126.20	
01-15.B824	BLDG AND GROUNDS - HOBSON	126.20	
01-15.B825	BLDG AND GROUNDS - LIBERTY PARK	126.20	
01-15.B826	BLDG AND GROUNDS - NORTHWEST	270.02	
01-15.B827	BLDG AND GROUNDS - VENARD	126.20	
01-15.B828	BLDG AND GROUNDS - WROBLE	126.20	
01-17.E452	LIABILITY/PROPERTY	59.99	
01-17.E455	EMPLOYEE GROUP HEALTH	45524.48	
01-17.E460	IMRF	22238.98	
01-17.E461	SOCIAL SECURITY	16810.84	
		=====	
		703853.45	703853.45-

Vendor	Invoice Date	Amount	Coding	Coding Description	Purchase Location	Emp.	Procurement	Project Name (If applicable)	Item Description
Grainger	11/12/20	\$27.30	01-12.B116	WWTC SUPPLIES	Delivered	MM			AA and AAA batteries for OPS
Grainger	11/17/20	\$289.74	01-12.B503	EQPT/EQPT REPAIR - EXCESS FLOW	In-Store	RF		Excess Bridge Control Panel Replacements	Overload Relay & Ice Cube Relays & Bases
Grainger	11/16/20	\$69.60	01-12.B503	EQPT/EQPT REPAIR - EXCESS FLOW	In-Store	RF		Excess Bridge Control Panel Replacements	DIN Rail, Relays & Bases
Grainger	11/18/20	\$245.98	01-12.B503	EQPT/EQPT REPAIR - EXCESS FLOW	Delivered	RF		Excess Bridge Control Panel Replacements	(2) 3 Pole Breakers & Electrical Tape
Grainger	11/18/20	\$8.69	01-11.B115	ADMIN EQUIPMENT/EQUIPMENT REPAIR	In-Store	CP		Server Rack	Rubber Grommets
Grainger	11/18/20	\$7.65	01-11.B115	ADMIN EQUIPMENT/EQUIPMENT REPAIR	Delivered	CP		Server Rack	Rubber Grommets
Grainger	11/30/20	\$206.19	01-12.B813	BLDG & GROUNDS - WWTC UTILITIES	Delivered	RF		Soad Ash Building Heat	220 Volt Electric Wall Heater
Grainger	12/08/20	\$17.88	01-12.B512	EQPT/EQPT REPAIR - WWTC GENERAL	Delivered	RF		Tool Replacement	1/4" Slotted Screw Driver
Home Depot	12/03/20	\$124.15	01-14.B116	SEWER SYSTEM SUPPLIES	In-Store	AH		Flow-Meters	Batteries, hardware
Home Depot	12/03/20	\$10.88	01-14.B116	SEWER SYSTEM SUPPLIES	In-Store	AH		Flow-Meters	Hardware
Home Depot	12/02/20	\$102.12	01-12.B113	WWTC EMERGENCY/SAFETY EQUIPMENT	In-Store	CP		Block off Walkway at Aeration Tanks	Aluminum Flat Stock
Home Depot	12/02/20	\$26.41	01-12.B506	EQPT/EQPT REPAIR - PRIMARY TREATMENT	In-Store	ST		Piston Pump 5	Brass Sleeves, Poly Tube
Home Depot	11/12/20	\$131.39	01-12.B116	WWTC SUPPLIES	Delivered	MM			Piping supplies/restock
Home Depot	11/11/20	\$21.59	01-11.B116	ADMIN SUPPLIES	In-Store	CP		Outdoor Document Holder	Outdoor Document Holder & Post
Home Depot	12/01/20	\$99.86	01-12.B116	WWTC SUPPLIES	In-Store	CP		Supplies	Washing Machine Soap & Pop-Up Hand Wipes
Home Depot	12/01/20	\$97.68	01-12.B804	BLDG & GROUNDS - GRIT REMOVAL	In-Store	JM			Hose and wall rack for grit building, lube, rakes.
Home Depot	12/09/20	\$2.42	01-11.B118	ADMIN BUILDING & GROUNDS	In-Store	RF		Admin Bldg Front Entry	Handy Box, Low Voltage Wall Bracket
Home Depot	11/18/20	\$35.91	01-11.B115	ADMIN EQUIPMENT/EQUIPMENT REPAIR	In-Store	CP		Server Rack	Shelving & Brackets
Home Depot	12/08/20	\$19.90	01-12.B510	EQPT/EQPT REPAIR - SLUDGE DIGESTION	In-Store	JM			Handles for heat X covers
Home Depot	12/08/20	\$59.47	01-14.B116	SEWER SYSTEM SUPPLIES	In-Store	AL		System Supplies	Measuring Wheel
Home Depot	12/07/20	\$39.94	01-15.B529	EQUIP/EQUIP REPAIR - LIFT STATIONS GENERAL	In-Store	MR		Portable Generator Block Heaters	(2) 25' Extension Cords

Date: 12/10/2020

Due Date: 12/16/2020

Invoice #: Reimburse

Petty Cash Checking Reimbursement

D-440

Date	Purchased From	Description	Code	Amount	Ck No.
11/12/20	Jessie Gwozdz	Webinar	11.B117	49.00	3681
11/16/20	Saul Ruiz	BSSRAP Rodding Refund	14.B910	382.65	3682
11/17/20	Costco	MSB Supplies	12.B116	107.67	3684
11/17/20	WEF	SC Membership	13.B117	46.08	3683
11/19/20	Holy Cow Sports	Outerwear - Empl	11.B117	60.00	3685
11/19/20	Holy Cow Sports		12.B117	180.00	
11/19/20	Holy Cow Sports		13.B117	120.00	
12/02/20	Kathleen Bulthuis	BSSRAP Rodding Refund	14.B910	382.65	3687
12/02/20	Austin Champlin	BSSRAP Rodding Refund	14.B910	382.65	3688
12/02/20	CSWEA	DRB Webinar	13.B117	20.00	3686
12/09/20	Notary Express	C Shaw Notary Fees	17.E452	59.99	3689
12/09/20	Bryan Walsh	BSSRAP Rodding Refund	14.B910	382.65	3690
12/10/20	Maximum Printing	Sign Cover For Admin Hours	11.B116	30.00	3691

Total Receipts/Reimbursement 2203.34

Expense by code

11.B116	30.00
11.B117	109.00
12.B116	107.67
12.B117	180.00
13.B117	186.08
14.B910	1530.60
17.E452	59.99
	<hr/>
	2203.34

DOWNERS GROVE SANITARY DISTRICT

MEMO

TO: Board of Trustees

FROM: W. Clay Campbell
Administrative Supervisor

DATE: December 10, 2020

RE: Proposal for Audit Professional Services for FY's 2020-21, 2021-22 and 2022-23

For the last six fiscal years, Lauterbach & Amen, LLP has performed the District's audit. Staff has been very satisfied with the level of professional services provided and requested a new proposal and engagement letter from them (attached) to provide an audit for the next three fiscal years for the District.

Lauterbach & Amen, LLP	Audit Fees for FYs 2014-2020	Audit Fees Proposed for FYs 2021-2023	Increase in Fee over the previous year
Year 1 (FY 14-15)	\$13,000		0.0%
Year 2 (FY 15-16)	\$13,350		2.7%
Year 3 (FY 16-17)	\$13,700		2.6%
Year 4 (FY 17-18)	\$13,700		0.0%
Year 5 (FY 18-19)	\$14,000		2.2%
Year 6 (FY 19-20)	\$14,300		2.1%
Proposed Year 7 (FY 20-21)		\$14,300	0.0%
Proposed Year 8 (FY 21-22)		\$14,600	2.1%
Proposed Year 9 (FY 22-23)		\$14,900	2.1%
Total Cost of Engagement (1 st 3 year term)	\$40,050		
Total Cost of Engagement (2 nd 3 year term)	\$42,000		4.87% total for all three years
Total Cost of Engagement (3rd 3 year term)		\$43,800	4.29% total for all three years

Lauterbach & Amen, LLP has offered no increase in fees from the fiscal year just completed followed up by very moderate increases of \$300 each for years 2 and 3. Since the District has utilized the same auditing firm for the last six years and has worked with the same engagement partner and client manager with Lauterbach & Amen, LLP, the District made their request for a new three-year engagement proposal from Lauterbach & Amen, LLP conditioned on the basis that the auditing firm would be able to rotate out both of those individuals with the firm working on the District's audit to ensure an arms-length auditing process while continuing to receive excellent professional services from the firm. Lauterbach & Amen, LLP is able to satisfy this request and has included verbiage of such on page 5 of the attached engagement letter.

We are recommending that the District sign an engagement agreement with Lauterbach & Amen, LLP to perform the District's annual audit for Fiscal Years 2020-21, 2021-22 and 2022-23 in the corresponding amounts of \$14,300, \$14,600, and \$14,900. I will be seeking approval from the Board of Trustees for the President and Clerk to execute that agreement at the December 15 regular Board meeting.

cc: KJR, RTJ, MJS, ARU, MGP

Enclosure



November 24, 2020

Members of the Board of Trustees
Downers Grove Sanitary District
Downers Grove, Illinois

We are pleased to confirm our understanding of the services we are to provide the Downers Grove Sanitary District, Illinois for the years ended April 30, 2021, April 30, 2022, and April 30, 2023. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the years ended April 30, 2021, April 30, 2022, and April 30, 2023. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited: management's discussion and analysis, the budgetary comparison schedules, pension plan employer contribution schedules, changes in the employer's net pension liability schedules, and schedule of changes in employer's total OPEB liability.

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole: combining and individual fund statements and budgetary comparison schedules, and other information listed as supplemental schedules.

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Trustees of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Audit Procedures – General (Continued)

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements and required audit adjustments, if any, for the District in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform these services in accordance with applicable professional standards. The other services are limited to the financial statements previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles.

Management Responsibilities (Continued)

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

Our fees for the April 30, 2021, April 30, 2022, and April 30, 2023 audit will be \$14,300, \$14,600, and \$14,900, respectively.

Lauterbach & Amen, LLP agrees to rotate both the engagement partner and client manager for the April 30, 2021, April 30, 2022, and April 30, 2023 audits.

The District agrees that during the term of this agreement and for a period of twelve months thereafter, the District shall not solicit, or arrange an employment contract with personnel of Lauterbach & Amen, LLP. Violation of this provision shall, in addition to other relief, require the District to compensate Lauterbach & Amen, LLP with one hundred percent of the solicited person's annual compensation.

We appreciate the opportunity to be of service to the Downers Grove Sanitary District, Illinois and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Cordially,

Lauterbach & Amen, LLP
LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Downers Grove Sanitary District, Illinois.

By: _____

Title: _____

DOWNERS GROVE SANITARY DISTRICT

M E M O

TO: Amy R. Underwood
General Manager

FROM: W. Clay Campbell
Administrative Supervisor

DATE: December 10, 2020

RE: Schedule of Regular Meetings for 2021

Attached is the proposed Notice of Schedule of Regular Meetings for calendar year 2021. The February and March meetings always need to be at least 30 days apart to provide for at least 30 days public notice of the budget prior to approval. According to the draft schedule, the budget will be presented for review at the February 9 meeting and public notice will be published on February 10 of its availability for public inspection. Final approval of the budget will then be scheduled for March 16 which provides the 30 day minimum public notice period.

This item should be placed on the agenda for the December meeting. If the Board concurs with the schedule, the Notice is provided to the local papers in accordance with the Illinois Open Meetings Act.

cc: WDVB, AES, PWC, KJR, RTJ, MJS, KWS, AJC, MGP

Board of Trustees
Wallace D. Van Buren
President
Amy E. Sejnost
Vice President
Paul W. Coultrap
Clerk



2710 Curtiss Street
P.O. Box 1412
Downers Grove, IL 60515-0703
Phone: 630-969-0664
Fax: 630-969-0827
www.dgsd.org

General Manager
Amy R. Underwood

Legal Counsel
Michael G. Philipp

Providing a Better Environment for South Central DuPage County

December 16, 2020

DOWNERS GROVE SANITARY DISTRICT
NOTICE OF SCHEDULE OF REGULAR MEETINGS

The Downers Grove Sanitary District hereby gives public notice that the regular meetings of the Board of Trustees shall be held on the following Tuesdays during calendar year 2021:

- January 19
- February 9
- March 16
- April 20
- May 18
- June 15
- July 20
- August 17
- September 21
- October 19
- November 16
- December 21

These meetings will be held at the Downers Grove Sanitary District Administration Center, 2710 Curtiss Street, Downers Grove, Illinois, and shall convene at 7:00 p.m. All Board of Trustees meetings are physically open to the public, and in the event they cannot be made physically open to the public due to an ongoing pandemic, virtual access shall be provided instead with a streaming link made available on the District's website prior to the meeting.

**BOARD OF LOCAL IMPROVEMENTS
DOWNERS GROVE SANITARY DISTRICT**

PROPOSED AGENDA

December 15, 2020

6:00 p.m.

- I. Approve Minutes of July 21, 2020
- II. Public Comment
- III. P700: 5117 Fairview Avenue, Downers Grove – 18 Unit Apartment Building

PLEASE NOTE:

President Kenneth J. Rathje of the Downers Grove Sanitary District Board of Local Improvements has determined, in compliance with Senate Bill 2135 signed into law by Governor Pritzker on June 12, 2020, the following:

- 1) The Governor has issued a disaster declaration related to public health concerns and all or part of the District's jurisdiction is covered by the disaster area; and
- 2) That an in-person meeting for this regular meeting of the District's Board of Local Improvements scheduled to take place on Tuesday, December 15th at 6:00 p.m. is not practical or prudent because of a disaster.

The District shall comply with all other Open Meetings Act provisions referenced in Senate Bill 2135 in the holding of its special Board of Local Improvements meeting on December 15th at 6:00 p.m.

Therefore, in accordance with Senate Bill 2135, this Board meeting will be conducted electronically through Zoom. Public may virtually attend this meeting using any of the links or phone numbers provided below.

You are invited to a Zoom webinar.

When: Dec 15, 2020 06:00 PM Central Time (US and Canada)

Topic: December BOLI meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84604113484?pwd=cXFBeVdmWEVScG9BOW92Wm1ERWhSZz09>

Passcode: 992754

Or iPhone one-tap :

US: +13126266799,,84604113484#,,,,,0#,,992754# or +13017158592,,84604113484#,,,,,0#,,992754#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 301 715 8592 or +1 646 558 8656 or +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 846 0411 3484

Passcode: 992754

PUBLIC COMMENT: The District also has an online form for the Public who wish to virtually attend or cannot attend a meeting to submit public comment. District staff shall read aloud any received public comments during the Public Comment portion of the meeting. Public comments for Public not attending the meeting in person need to be submitted before 4:00 p.m. on December 15, 2020. The form can be found here: <https://www.dgsd.org/government/public-comment/>



BOARD OF LOCAL IMPROVEMENTS MINUTES

July 21, 2020

A meeting of the Board of Local Improvements of the Downers Grove Sanitary District was held on Tuesday, July 21, 2020. The meeting was held virtually online through Zoom, a video conferencing app. Present were Board Members Kenneth J. Rathje, Robert T. Jungwirth and Mark J. Scacco, General Manager Amy R. Underwood, Administrative Supervisor W. Clay Campbell, Sewer Construction Supervisor Keith W. Shaffner and Attorney Michael G. Philipp. President Rathje called the meeting to order at 6:00 p.m.

Election of Officers

A motion was made by Jungwirth seconded by Scacco nominating Kenneth J. Rathje as President of the Board of Local Improvements, closing the nominations and electing Kenneth J. Rathje as President. The motion carried. (Votes recorded: Ayes–Rathje, Jungwirth and Scacco.) A motion was made by Scacco seconded by Jungwirth nominating Robert T. Jungwirth as Vice President, closing the nominations, and electing Robert T. Jungwirth as Vice President. The motion carried. (Votes recorded: Ayes–Rathje, Jungwirth and Scacco.) A motion was made by Jungwirth seconded by Rathje nominating Mark J. Scacco as Clerk, closing the nominations, and electing Mark J. Scacco as Clerk. The motion carried. (Votes recorded: Ayes–Rathje, Jungwirth and Scacco.)

Minutes of July 16, 2019 Meeting

A motion was made by Jungwirth seconded by Scacco approving the minutes of the meeting held on July 16, 2019. The motion carried.

Public Comment – None

P699 – 6000 Woodward Avenue, Downers Grove

The Board reviewed a request for sanitary sewer service from Bronius Bekstas, owner, for a single family home on a 0.51 gross acre parcel at 6000 Woodward Avenue, Downers Grove. The property is within the District's Facilities Planning Area, but is not within the District's current corporate limits. The proposed use will generate an estimated wastewater flow of 350 gallons per day or a density of 6.86 PE per acre. The District's design allocation for this site is 10 PE per acres for residential parcels. Service can be provided to this project by extension of District sewers located on Woodward Avenue. The downstream trunk sewers have adequate reserve capacity to serve this request. Staff recommended approval of this request. A motion was made by Scacco seconded by Jungwirth approving this request subject to annexation, to a maximum flow of 350 gallons per day, receipt of an Illinois EPA permit, construction of necessary sewer extension, payment of all fees per ordinance, compliance with all District ordinances, and standard conditions. The motion carried. (Votes recorded: Ayes–Rathje, Jungwirth and Scacco.)

Upon a motion by Jungwirth seconded by Scacco, the meeting was adjourned at 6:17 p.m. The motion carried.

Approved: December 15, 2020

President

Attest: _____
Clerk

BOARD OF LOCAL IMPROVEMENTS
December 15, 2020
STAFF BRIEFING

P700: 5117 Fairview Avenue, Downers Grove, IL

REQUEST:

Craig Ross of Ross Builders Inc., Developer, is requesting sanitary sewer service for a 3 story, 18 unit residential building on a .88 gross acre parcel at the above location. The property is within the District's Facilities Planning Area (FPA), and within the District's current corporate limits. The existing commercial building on this property will be disconnected from the Sanitary District main and demolished. The proposed use of 5117 Fairview Avenue will generate an estimated wastewater flow of 5,400 gallons per day or a density of 61 PE per acre. The District's design allocation for this site is 25 PE per acre. The flow estimate is based on 18 two bedroom residential units. The flow factor is 300 gallons per day for each two bedroom unit.

SUMMARY:

Service can be provided to this property by connection to the Sanitary District sewer located in 2nd Street to the South of the project. The downstream trunk sewers have adequate reserve capacity to serve this request (see attached memo from Baxter & Woodman). Staff recommends approval of this request to a maximum flow of 3.75 gallons per minute (5,400 gallons per day), and subject to receipt of Illinois EPA permit, payment of all fees per ordinance, and compliance with all District ordinances and standard conditions.

DATE 12/10/20

DOWNERS GROVE SANITARY DISTRICT
2710 CURTISS STREET
DOWNERS GROVE, ILLINOIS 60515
(630) 969-0664

P700

SANITARY SEWER SERVICE REQUEST

Location 5117 Fairview Avenue

Legal Description Lot N/A Block N/A Subdivision N/A

P.I.N. 09-09-300-013

Name of Owner on Deed Ross Builders, Inc Phone No. (630) 253-5177

Developer Ross Builders, Inc Phone No. (630) 253-5177

Name of Person Making Request Craig Ross Phone No. (630) 253-5177

E mail: craig@rossbuilders.com

Address (we will be sending information regarding this request; please be sure address is legible)

23 N Lincoln Street, Hinsdale, IL 60521

This Applicant's Interest in This Property Owner
(Owner/Developer/Beneficiary Land Trust, etc.)

Number of Acres Involved 0.61 Present Zoning B2 Proposed Zoning R6

Is the Property (A) Improved Yes (B) Vacant _____

(A) If Improved, Describe Improvements Old Gas Station Site - to be demolished and redeveloped

Number & Type of Units _____

(B) If Vacant or Additional Improvements or Remodeling Are Proposed, Describe 18 Unit Apartment Building

Number & Type of Units 18 units - all 2 BR

Estimated Starting Date of Project Spring, 2021

If You Propose to Annex to a Community, Which One Already in Downers Grove

NOTE: If this request is for





- a multiple family development, indicate the number of units for each bedroom count.
- a restaurant, indicate the seating capacity and hours of operation. If drive-up is proposed, give the number of orders per day.
- a commercial project, indicate the floor area.
- an office/warehouse or light manufacturing development, indicate the floor area.
- an office/research development, indicate the floor area and number of employees.
- commercial/industrial buildings(s), provide an estimate of wastewater flow in gallons per day


****SERVICE REQUEST APPROVALS ARE VALID FOR SIX MONTHS****

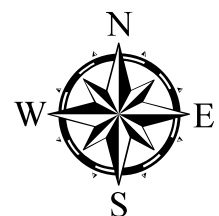
**Downers Grove Sanitary District
Board of Local Improvements
5117 Fairview Avenue
Fairview Station Flats
P700**



Legend

-  P700-5117 Fairview
-  Sanitary Manholes
-  Sanitary Sewer
-  DGSD Boundary

0 20 40 80 120 160
 Feet



8840 W. 192nd Street
Mokena, IL 60448
815.459.1260
708.478.8710
www.baxterwoodman.com
info@baxterwoodman.com



Memo

To:	Alex Bielawa, Downers Grove Sanitary District		
From:	Shane Firsching P.E., Baxter and Woodman, Inc.		
Date:	August 21, 2020	Project No.:	200044.00
Subject:	Capacity Analysis - 5117 Fairview Apartments		

The District has been approached by a developer to serve a proposed apartment complex at 5117 Fairview Avenue, Downers Grove, Illinois. The proposed development includes 18 units with a total projected wastewater flow of 54 population equivalents (P.E.). The development would produce an estimated average flow of 3.8 gallons per minute (gpm) and peak flow of 16 gpm.

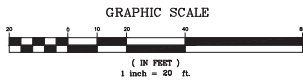
The development is located upstream of flow meter locations 1M-015, 1M-008, and 1L-019-1. These three meter locations are each ranked among the worst 10 percent of District Basins for inflow and infiltration (I/I) per the ranking in August 2018. A poor I/I ranking indicates a high ratio of peak flow rate induced by wet weather events when compared to dry weather flow in that basin, length of tributary sewers, and peak I/I flow at the Wastewater Treatment Center (WWTC). The record of peak flow events that caused surcharging at each of these meter locations for the since 2013 are enclosed for reference.

The collection system is sensitive to peak flow and can surcharge quickly. All of these recorded events had less intensity than the District's Design Event of 10-years which typically results with WWTC I/I exceeding 80 MGD. The District may compare these events with sanitary sewer overflow records (SSO) to confirm or verify if basement backups occur when the 1M-015, 1M-008, and 1L-012-R Basins surcharged during these recorded events.

The collection system has available capacity during dry weather, but does not during the District's Design Event. The shortage of peak wet weather available capacity is due to the magnitude of I/I in the collection system. Typically, I/I is sourced from older sewers, manholes, and properties. I/I is typically very low with new construction. We recommend allowing the proposed development to connect if it can be tested and observed that the new construction is free of I/I. The proposed development will likely have negligible impact on surcharging during peak flow events.

Downers Grove Sanitary District
Capacity Analysis - 5117 Fairview
Peak Flow Events with Surcharging

		Total												
		Basin	Upstream	Storm	Avg	Avg	Basin	Total	Peak	Rainfall	WWTC I/I	Basin I/I	Total I/I	
		Tributary	Tributary		Weekday	Weekend	Peak I/I	Peak I/I	Flow					
Flow	Group	Sewers	Sewers	Event	DWF	DWF	Flow	Flow	Depth	Depth	(MGD)	Number	Number	
Basin		(ft)	(ft)	(Date)	(gpm)	(gpm)	(gpm)	(gpm)	(in)	(in.)				
1-M-15	H	8842	8842	3/10/2013	55	54	780	780	25	1.06	65	19.9	19.9	
1-M-15	I	8842	8842	5/28/2013	49	45	835	835	32	0.96	15	36.1	36.1	
1-M-15	I	8842	8842	7/8/2013	49	45	669	669	15	1.39	14	20.5	20.5	
1-M-15	I	8842	8842	10/5/2013	39	40	974	974	32	1.23	24	28.3	28.3	
1-M-15	I	8842	8842	10/31/2013	39	40	901	901	35	3.35	27	9.2	9.2	
1-M-15	O	8842	8842	8/22/2014	72	68	1,398	1,398	74	4.03	26	12.1	12.1	
1-M-15	C	8842	8842	6/14/2015	92	73	703	703	20	1.37	16	20.9	20.9	
1-M-15	C	8842	8842	6/15/2015	92	73	816	816	39	2.85	55	8.1	8.1	
1-M-15	D	8842	8842	8/18/2015	92	95	553	553	27	1.56	30	11.8	11.8	
1-M-15	D	8842	8842	9/19/2015	92	95	671	671	27	1.71	42	11.9	11.9	
1-M-15	H	8842	8842	3/1/2017	35	36	975	975	31	1.71	21	21.2	21.2	
1-M-15	H	8842	8842	5/10/2017	54	55	1,067	1,067	50	1.30	23	29.5	29.5	
1-M-15	H	8842	8842	10/15/2017	52	50	1,216	1,216	75	5.16	26	8.2	8.2	
1-M-15	K	8842	8842	2/20/2018	90	81	1,040	1,040	59	2.88	22	13.1	13.1	
1-M-8	H	9316	27600	3/10/2013	158	168	-169	1,048	25	1.05	65		8.7	
1-M-8	I	9316	27600	5/28/2013	60	63	1,271	1,271	19	0.96	15	52.1	17.6	
1-M-8	O	9316	27600	8/22/2014	135	128	3,765	5,656	42	4.08	26	30.5	15.5	
1-M-8	D	9316	27600	8/18/2015	114	119	370	1,406	25	1.56	30	7.5	9.6	
1-M-8	D	9316	27600	9/19/2015	114	119	424	1,482	24	1.71	42	7.1	8.4	
1-M-8	H	9316	27600	5/10/2017	105	89	747	2,363	25	1.31	23	19.6	20.9	
1-M-8	H	9316	27600	10/15/2017	27	27	1,130	2,446	55	5.26	26	7.1	5.2	
1-M-8	K	9316	27600	2/20/2018	99	90	1,071	2,472	39	2.87	22	12.9	10.0	
1-L-19-1	H	0	0	3/1/2017	127	133	900	2,864	32	1.71	21	26.2	16.1	



BOUNDARY AND TOPOGRAPHIC SURVEY

BY
GENTILE AND ASSOCIATES, INC.
PROFESSIONAL LAND SURVEYORS

550 E. ST. CHARLES PLACE
LOMBARD, ILLINOIS 60148
PHONE : (630) 916-6262

LOTS 3, 4 AND 5 AND THE SOUTH 50 FEET OF LOT 2 IN BLOCK 2 IN RESUBDIVISION OF BLOCKS 2 TO 16 INCLUSIVE, IN VICTOR FREDENHAGEN JR.'S SUBDIVISION AT EAST GROVE, BEING A SUBDIVISION IN THE WEST 1/2 OF SECTION 9, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT OF SAID RESUBDIVISION RECORDED SEPTEMBER 8, 1886 AS DOCUMENT 36375, IN DU PAGE COUNTY, ILLINOIS.

CONTAINING: 26709.05 SQ. FT., 0.61 AC. (MORE OR LESS)

PROPERTY COMMONLY KNOWN AS: 5117 FAIRVIEW AVENUE, DOWNERS GROVE, ILLINOIS.

LEGEND

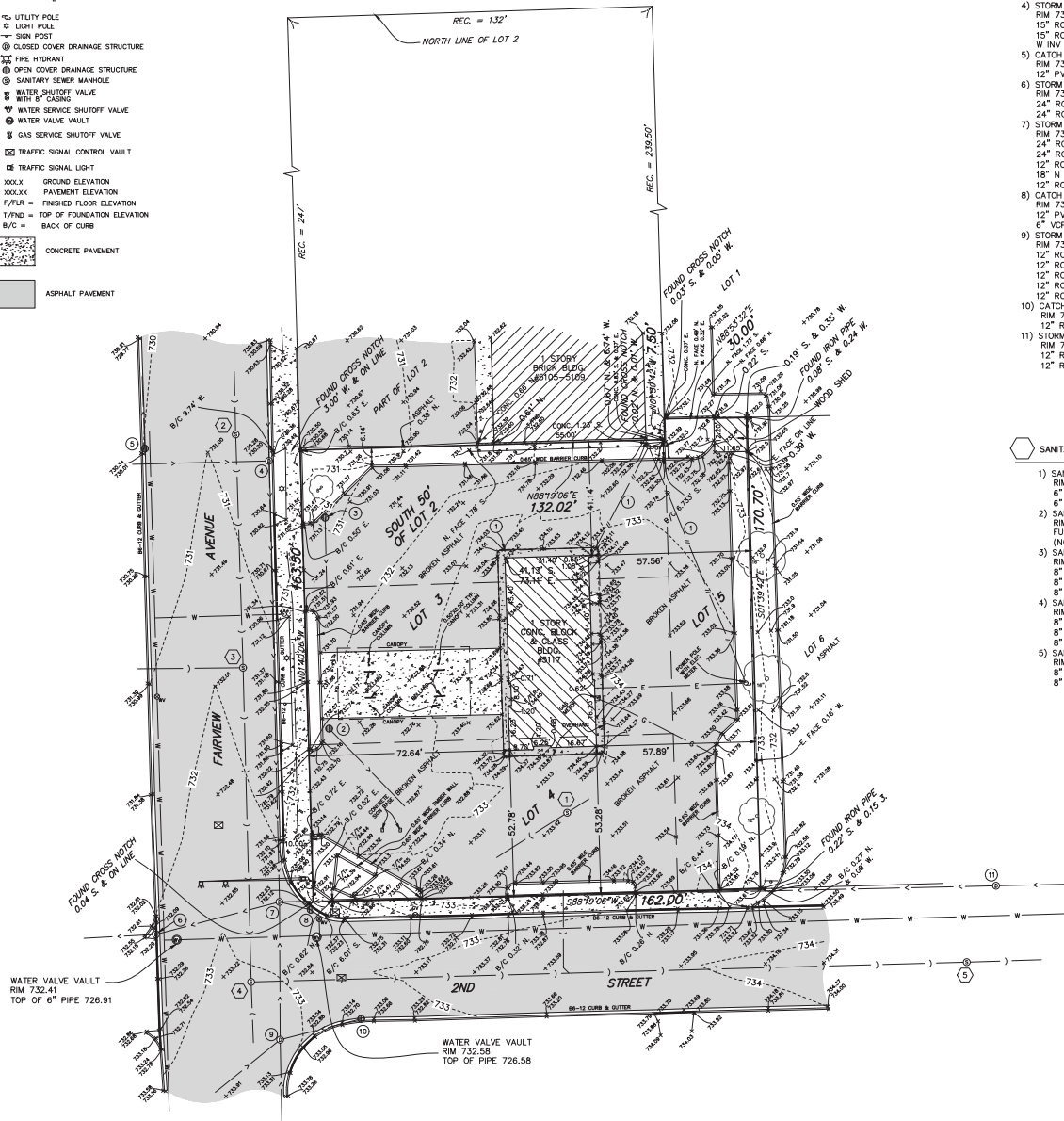
- TREE WITH TRUNK DIAM. SIZE
- OVERHEAD WIRES (8" Ø WIRES)
- STORM SEWER
- SANITARY SEWER
- GAS MAIN
- WATER MAIN
- TELEPHONE LINE
- ELECTRIC LINE
- UTILITY POLE
- LIGHT POLE
- SIGN POST
- CLOSED COVER DRAINAGE STRUCTURE
- FIRE HYDRANT
- OPEN COVER DRAINAGE STRUCTURE
- SANITARY SEWER MANHOLE
- WATER SHUTOFF VALVE
- WITH "B" CASING
- WATER SERVICE SHUTOFF VALVE
- WATER VALVE VAULT
- GAS SERVICE SHUTOFF VALVE
- TRAFFIC SIGNAL CONTROL VAULT
- TRAFFIC SIGNAL LIGHT
- XXX.X GROUND ELEVATION
- XXX.XX PAVEMENT ELEVATION
- F/FLR = FINISHED FLOOR ELEVATION
- F/HD = TOP OF FOUNDATION ELEVATION
- B/C = BACK OF CURB
- CONCRETE PAVEMENT
- ASPHALT PAVEMENT

STORM SEWER STRUCTURES

- 1) 3" PVC INV 733.59
- 2) CATCH BASIN RM 732.07
- 3) CATCH BASIN RM 730.74
- 4) STORM MANHOLE RM 730.28
- 5) CATCH BASIN RM 730.04
- 6) STORM MANHOLE RM 732.12
- 7) STORM MANHOLE RM 732.30
- 8) CATCH BASIN RM 732.15
- 9) STORM MANHOLE RM 732.24
- 10) CATCH BASIN RM 732.53
- 11) STORM MANHOLE RM 734.29

SANITARY SEWER STRUCTURES

- 1) SANITARY MANHOLE RM 733.39
- 2) SANITARY MANHOLE RM 731.05
- 3) SANITARY MANHOLE RM 731.86
- 4) SANITARY MANHOLE RM 733.16
- 5) SANITARY MANHOLE RM 734.64



NOTES:

EXCEPT AS SPECIFICALLY STATED OR SHOWN ON THIS PLAT, THIS SURVEY DOES NOT PURPORT TO REFLECT ANY OF THE FOLLOWING WHICH MAY BE APPLICABLE TO THE SUBJECT REAL ESTATE: EASEMENTS OTHER THAN POSSIBLE EASEMENTS WHICH WERE VISIBLE AT THE TIME OF MAKING OF THIS SURVEY; BUILDING SETBACK LINES; RESTRICTIVE COVENANTS; SUBDIVISION RESTRICTIONS; ZONING OR OTHER LAND-USE REGULATIONS; AND ANY OTHER FACTS WHICH AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE.

THE LOCATIONS OF UNDERGROUND UTILITIES AS SHOWN HEREON ARE BASED ON ABOVE GROUND STRUCTURES AND RECORD DRAWINGS PROVIDED THE SURVEYOR. LOCATIONS OF UNDERGROUND UTILITIES MAY VARY FROM LOCATIONS SHOWN HEREON. ADDITIONAL BURIED UTILITIES/STRUCTURES MAY BE ENCOUNTERED. NO EXCAVATIONS WERE MADE DURING THE PROGRESS OF THIS SURVEY TO LOCATE BURIED UTILITIES/STRUCTURES. BEFORE ANY EXCAVATION BEGINS ALL UTILITY COMPANIES SERVING THE PROPERTY SHOULD BE CONTACTED FOR VERIFICATION OF FIELD LOCATION.

BASE OF BEARING:

ILLINOIS STATE PLANE COORDINATE SYSTEM EAST ZONE.

BENCHMARK: DUPAGE COUNTY BM # D0009001

STATION IS LOCATED ALONG FAIRVIEW AVENUE ON THE EAST SIDE OF "T" INTERSECTION OF FAIRVIEW AVENUE WITH WILSON STREET. STATION IS 37.0 FEET EAST OF THE CENTERLINE OF FAIRVIEW AVENUE, 63.3 FEET NORTH OF A BRICK SIDEWALK TO A PARK PARKING, 17.7 FEET NORTHEAST OF A LIGHT POLE, AND 3.5 FEET EAST OF A CONCRETE SIDEWALK ALONG FAIRVIEW AVENUE. MONUMENT IS A ROD WITH ACCESS COVER IN CONCRETE WITH NO STAMPING ON COVER. NOTE: THE STATION IS DISTURBED; ROD TIP HAS BEEN REMOVED.

ELEV. = 733.22 (NAVD 88 DATUM)

SITE BENCHMARK:

SQUARE CUT ON WEST SIDE OF TRAFFIC SIGNAL POLE LOCATED NEAR SOUTHWEST CORNER OF SUBJECT PROPERTY.

ELEV. = 732.72

STATE OF ILLINOIS
COUNTY OF DUPAGE

WE, GENTILE AND ASSOCIATES, INC., HEREBY CERTIFY THAT A SURVEY HAS BEEN MADE AT AND UNDER MY DIRECTION, OF THE PROPERTY DESCRIBED ABOVE, AND THAT THE PLAT HEREON DRAWN IS A CORRECT REPRESENTATION OF SAID SURVEY. THIS PLAT CONFORMS TO THE MINIMUM STANDARD REQUIREMENTS FOR A BOUNDARY SURVEY.

MAY 15, 2020 A.D. 2020

BY: _____
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 2925
MY LICENSE EXPIRES NOVEMBER 30, 2020
ILLINOIS PROFESSIONAL DESIGN FIRM LICENSE NO. 184.002870

BASE SCALE : 1 inch = 20 FEET
DISTANCES ARE MARKED IN FEET AND DECIMAL PARTS THEREOF
ORDERED BY : RMC ENGINEERING LLC
DRAWN BY : JMG
CHECKED BY : JMG
SURVEYED BY : JLR
COMPARE ALL POINTS BEFORE BUILDING BY SAME AND AT ONCE REPORT ANY DIFFERENCE. FOR BUILDING LINE AND OTHER RESTRICTIONS NOT SHOWN HEREON REFER TO YOUR ABSTRACT DEED, CONTRACT AND ZONING ORDINANCE.
ORDER NO. 20-22074

DOWNERS GROVE SANITARY DISTRICT

MEMO

TO: Amy R. Underwood
General Manager

FROM: W. Clay Campbell
Administrative Supervisor

DATE: December 11, 2020

RE: Progress Report – November, 2020

ADMINISTRATIVE

Personnel

The District is reviewing applicants for its Sewer System Permit Technician position and hopes to fill the position in the coming weeks.

Reimbursement Program for Sanitary Sewer Backups Caused by Public Sanitary Sewer Blockages

Payments were made on both 4311 Stanley Avenue, Downers Grove and 639 Ogden Avenue, Downers Grove closing both of those claims. There are currently no open claims. An updated summary is attached.

Safety Committee and Related Safety Matters

Safety Coordinator Jessie Gwozdz has been working on budget request items for the upcoming FY21-22 budget. The next Safety Committee meeting is anticipated in mid-January.

Building & Grounds

With the Maintenance department's assistance, we are in the process of installing two "buzzers" that will enable Admin staff to permit a member of the public into the vestibule area for paperwork assistance specifically for the BSSRAP Program. While the Admin Center has been closed to foot traffic from the public, we have not been able to do notarizations for our customers with paperwork in that Program. This will enable us to now offer a "contactless" way to continue providing that service to our customers instead of forcing them to seek out notarization at third-party locations like financial institutions and currency exchanges.

Technology Update

The customer billing portal project with CityInsight is proceeding as planned – we are currently working on the technical aspects related to the project as much of the other aspects of the project will flow from that. I will continue to apprise the Board on this project's progress as updates occur.

I am continuing to work with Concentric Integration to finish migrating various “services” off of the District’s old Admin IT server and onto the new replacement server so as to not interrupt the resources for staff. A migration this significant hasn’t occurred since 2010 and is necessary to ensure resiliency for a variety of our different applications and resources. We simplified the display interface that the SCADA2 alarming node uses in the Administration Center to make it easier for personnel to rotate the weekly on-call alarm callouts and periodic server maintenance.

The following is a detailed summary of the Invoice Cloud portal’s utilization in the last month and since the portal’s launch in February 2015 through the end of last month:

# of Customers registered in the last month:	84
# of Customers paying their bills online in the last month:	1,352
Amount of Money processed through the Portal in the last month:	\$86,113.92
# of Customers signing up for Autopay through the Portal in the last month:	44
# of Customers enrolled in paperless billing in the last month:	47
# of customers registered for pay by text in the last month:	19
Cost to District for providing Invoice Cloud service in the last month:	\$395.70
Cost to District’s customers (convenience fees) in the last month:	\$2,427.00
Estimated Monthly savings from customers enrolled in paperless billing:	\$72.45
# of Customers registered from launch through last month:	5,335
# of Customers signing up for Autopay through the Portal from launch through last month:	1,586
# of Customers enrolled in paperless billing from launch through last month:	2,415
# of customers registered for pay by text from launch through last month:	1,592

FINANCIAL

Annual Budget and Five-Year Plan

I started working on budget preparation for FY21-22 for the Administration department and several other District-wide expenses.

Economic Interest Statements

The list of employees and officers required to file Economic Interest Statements in 2021 was verified electronically with the County Clerk as required by statute. The Statements will be sent directly to each individual’s email address in early March. I no longer need to be notified that each statement has been completed as I can now electronically monitor the status of our filers.

Treasurer's Report and Investment Activity

The monthly Treasurer’s Report is included separately in the packet each month and detailed investment information (financial institution name, current rate and dollar amount) is provided on the District’s Investment Schedule also provided separately in the packet each month.

User Billing

Detailed billing information is attached to this report.

CODE ENFORCEMENT & UNSEWERED AREAS

59th Street – Offerman Estates Subdivision - Woodridge

I have continued providing legal review support to Sewer Construction Supervisor Keith Shaffner related to addressing a right-of-way vacation issue in this area.

Building Sanitary Service Repair Assistance Program; Infiltration and Inflow Removal Program; and Overhead Sewers and Backflow Prevention Devices Reimbursement Program

I have continued to perform the legal review of both Program Agreements and Access Agreements for all of the above programs as prepared by our office prior to execution by the parties.

Sewer Permitting Process

I have continued to perform the legal review of Access Agreements and Annexation Petitions prepared by our office as needed by sewer permit applicants.

cc: WDVb, AES, PWC, KJR, RTJ, MJS, MGP

REIMBURSEMENT PROGRAM FOR SANITARY SEWER BACKUPS
CAUSED BY PUBLIC SANITARY SEWER BLOCKAGES

12/11/20										
STREET ADDRESS	CITY	NAME	DATE OF BACKUP	DATE CLAIM RECEIVED	AMOUNT OF CLAIM	ADJUSTER RECOMMENDATION	AMOUNT PAID	DATE PAID	ADJUSTER FEE	STATUS
144 N. PARK STREET	WESTMONT	RUDEY	7/9/2019	TIME LIMIT FOR CLAIM EXPIRED.						CLOSED
4948 SARATOGA AVENUE	DOWNERS GROVE	RAINES	8/10/2019	11/7/2019	501.70	RODDING AND CLEANUP COSTS ONLY - PAY \$501.70	501.70	12/13/2019	0.00	CLOSED
4311 STANLEY AVENUE	DOWNERS GROVE	ALFANO	9/25/2020	11/11/2020	2,716.25	NO ADJUSTER - CLEANUP AND PLUMBER COSTS ONLY	2,500.00	11/21/2020	0.00	CLOSED
639 OGDEN AVENUE	DOWNERS GROVE	AMERICAN BICYCLE & FITNESS	10/1/2020	10/28/2020	520.00	NO ADJUSTER - PLUMBER COSTS ONLY	520.00	12/9/2020	0.00	CLOSED
TOTAL NUMBER OF BACKUPS (SINCE PROGRAM START IN 1997)			242							
TOTAL NUMBER OF CLAIMS RECEIVED (SINCE PROGRAM START IN 1997)				122						
TOTAL AMOUNT OF CLAIMS RECEIVED (SINCE PROGRAM START IN 1997)					\$161,329.50					
TOTAL AMOUNT OF CLAIMS PAID (SINCE PROGRAM START IN 1997)							\$91,088.23			
TOTAL AMOUNT PAID TO ADJUSTER (SINCE PROGRAM START IN 1997)									\$18,919.35	
NUMBER OF CLAIMS (MOST RECENT 24 MOS)				3						
AVERAGE AMOUNT OF CLAIM (MOST RECENT 24 MOS)					\$1,245.98					
AVERAGE AMOUNT OF PAYMENT (MOST RECENT 24 MOS)							\$1,173.90			
AVERAGE AMOUNT PAID TO ADJUSTER PER CLAIM (MOST RECENT 24 MOS)									\$0.00	

USER BILLING SUMMARY

User Charge System

Billings for November 2020 were as follows:

User	\$318,037.32
Surcharge	19,577.74
Monthly fees	365,332.55
Total	<u>\$702,947.61</u>
Summer Usage Adjustment	\$28,108.35
Billable Flow	161,071,650
Budgeted Billable Flow	156,685,853
% Actual/Budgeted Billable Flow	102.80%
YTD Billable Flow	1,255,078,909
YTD Budgeted Billable Flow	1,329,447,922
% Actual/Budgeted Billable Flow	94.41%

The user accounts receivable balance on 11/30/2020 is \$788,374.95 and consists of:

Current charges due 12/15/20	\$572,047.66
Past due charges and penalty	216,327.29
Total	<u>\$788,374.95</u>

The past due charges represent:

<u>Age</u>	<u>User Charges</u>	<u>Penalty</u>	<u>Totals</u>
30 days past due	\$66,366.27	\$7,447.64 *	\$73,813.91
60 days past due	19,091.18	2,492.36 *	21,583.54
90 days & greater past due	105,659.64	15,270.20 *	120,929.84
	<u> </u>	<u> </u>	<u> </u>
Totals	\$191,117.09	\$25,210.20	\$216,327.29

*** Penalty was resumed on User Accounts in the month of August 2020 and are ongoing**

Summary of
Past Due Charges
(90 Days and Over)

Five Year Comparison

November

<u>Year</u>	<u>User Charges</u>	<u>Penalty</u>	<u>Total</u>
2020	\$105,659.64	\$15,270.20	\$120,929.84 *****
2019	44,865.08	6,235.59	51,100.67 *****
2018	42,682.50	4,931.46	47,613.96 *****
2017	42,113.25	5,076.48	47,189.73 ***
2016	42,062.95	5,547.88	47,610.83 **

*****Includes \$10,462.28 in sewer disconnection costs on 2 accounts plus late fees

****Includes \$13,020.74 in sewer disconnection costs on 4 accounts plus late fees

***Includes \$17,128.69 in sewer disconnection costs on 6 accounts plus late fees

**Includes \$9,256.59 in sewer disconnection costs on 3 accounts plus late fees

Twelve Months Ending November 2020

<u>Month Ending</u>	<u>User Charges</u>	<u>Penalty</u>	<u>Total</u>
11/30/20	\$105,659.64	\$15,270.20	\$120,929.84
10/31/20	83,672.22	10,944.08	94,616.30
9/30/20	83,036.33	10,243.54	93,279.87
8/31/20	91,467.51	10,158.49	101,626.00
7/31/20	85,214.22	1,419.54	86,633.76
6/30/20	64,632.71	4,939.58	69,572.29
5/31/20	57,672.52	7,368.53	65,041.05
4/30/20	46,759.51	6,189.05	52,948.56
3/31/20	45,678.23	6,089.99	51,768.22
2/29/20	43,332.92	5,779.38	49,112.30
1/31/20	40,668.53	5,110.21	45,778.74
12/31/19	42,249.41	5,545.98	47,795.39

One account from 2012 and another from 2014 are the only two remaining sewer disconnections.

To: Amy Underwood, General Manager
From: Marc Majewski, Operations Supervisor
Re: Month of November, 2020 WWTC Operations Report.
Date: December 11, 2020

Attached please find detailed operating data and our monthly report to Illinois EPA for November. We had no excursions over our permit limits in the month of November.

Certain highlights of operational activities included:

- Monthly flow: Average daily flows to the plant were 8.85 MGD. Total precipitation at the WWTC was 2.14". There was no excess flow events during the month of November. There were 4 days of discharge over 11 MGD.
- Activated sludge: Operating performance was good throughout the month of November. Floc formers are predominating leading to good solids settling.
- Anaerobic Digesters: Pumped a total of 923,382 gallons of primary sludge, 621,940 gallons of WAS, and 229,423 gallons of waste grease for a total of 1,774,745 gallons pumped to digesters. Total Volatile Solids destruction was calculated at 62.1% for November.
- Digester gas: Total digester gas production was 5,070,508 cubic feet. 24,218 cubic feet of gas was used for anaerobic digestion heat, and 3,388,968 cubic feet was used in the CHP facilities. 918,293 cubic feet of flared gas was recorded during the month. The Munters dehumidifier used 739,029 cubic feet of gas.
- Bio-solids: Bio-solid drying continues. Bio-mechanics distributed 15 dry tons of Class A bio-solids in the month of November, with a year to date total of 799 dry tons distributed. Dahm Enterprise was onsite November 2nd and hauled 62 dry tons of Class B bio-solid for land application. Year to date total for Class B land application is 634 dry tons.
- Miscellaneous Items: On November 19th bio-mechanics moved compost heap #3 from Phase 1 to Phase 2.
- Electricity: Overall net energy from ComEd was: 76,955 KW-Hrs. Electricity Generated by the CHP system was 262,058 KW-Hrs. Monthly net energy (including natural gas usage) was 100 MW-Hrs for the month of November.

C: WDVb, AES, PWC, KJR, RTJ, MJS, WCC, MGP

Monthly Operations Report Page 1

	WWTC Rainfall	B01 Parshall Flume Flow Max Mgd	B01 Parshall Flume Flow Min Mgd	B01 Parshall Flume Flow Avg Mgd	A01 Parshall Flume Flow Max Mgd	A01 Parshall Flume Flow Avg Mgd	C01 Int Clar #1 Flow Max Mgd	C01 Int Clar #1 Flow Avg Mgd	Outfall 003 Flow Max Mgd	Outfall 003 Flow Avg Mgd	Total Flow Max Mgd	Total Flow Avg Mgd	002 Outfall Flow Avg Mgd
Date	inches	MGD	MGD	MGD	MGD	MGD	MGD	MGD	MGD	MGD	MGD	MGD	MGD
11/1/2020	0.00	11.23	4.25	7.85	0.00	0.00	0.00	0.00	0.00	0.00	11.23	7.85	0.00
11/2/2020	0.00	10.99	4.25	7.59	0.00	0.00	0.00	0.00	0.00	0.00	10.99	7.59	0.00
11/3/2020	0.00	10.16	4.52	7.51	0.00	0.00	0.00	0.00	0.00	0.00	10.16	7.51	0.00
11/4/2020	0.00	9.98	4.45	7.40	0.00	0.00	0.00	0.00	0.00	0.00	9.98	7.40	0.00
11/5/2020	0.00	9.86	4.17	7.17	0.00	0.00	0.00	0.00	0.00	0.00	9.86	7.17	0.00
11/6/2020	0.00	10.13	3.94	7.16	0.00	0.00	0.00	0.00	0.00	0.00	10.13	7.16	0.00
11/7/2020	0.00	10.05	3.81	6.97	0.00	0.00	0.00	0.00	0.00	0.00	10.05	6.97	0.00
11/8/2020	0.00	11.37	3.92	7.14	0.00	0.00	0.00	0.00	0.00	0.00	11.37	7.14	0.00
11/9/2020	0.00	11.28	3.88	7.16	0.00	0.00	0.00	0.00	0.00	0.00	11.28	7.16	0.00
11/10/2020	0.71	22.91	3.96	9.20	0.00	0.00	0.00	0.00	0.00	0.00	22.91	9.20	0.00
11/11/2020	0.00	13.80	7.49	9.79	0.00	0.00	0.00	0.00	0.00	0.00	13.80	9.79	0.00
11/12/2020	0.02	11.90	5.37	8.38	0.00	0.00	0.00	0.00	0.00	0.00	11.90	8.38	0.00
11/13/2020	0.00	10.56	4.53	7.74	0.00	0.00	0.00	0.00	0.00	0.00	10.56	7.74	0.00
11/14/2020	0.29	11.30	4.35	7.85	0.00	0.00	0.00	0.00	0.00	0.00	11.30	7.85	0.00
11/15/2020	0.07	15.45	8.31	11.45	0.00	0.00	0.00	0.00	0.00	0.00	15.45	11.45	0.00
11/16/2020	0.00	12.03	6.01	9.09	0.00	0.00	0.00	0.00	0.00	0.00	12.03	9.09	0.00
11/17/2020	0.00	11.26	4.80	8.17	0.00	0.00	0.00	0.00	0.00	0.00	11.26	8.17	0.00
11/18/2020	0.00	11.75	4.74	7.99	0.00	0.00	0.00	0.00	0.00	0.00	11.75	7.99	0.00
11/19/2020	0.00	10.20	4.63	7.77	0.00	0.00	0.00	0.00	0.00	0.00	10.20	7.77	0.00
11/20/2020	0.00	11.98	4.26	7.41	0.00	0.00	0.00	0.00	0.00	0.00	11.98	7.41	0.00
11/21/2020	0.00	10.66	4.10	7.16	0.00	0.00	0.00	0.00	0.00	0.00	10.66	7.16	0.00
11/22/2020	0.00	10.94	3.98	7.32	0.00	0.00	0.00	0.00	0.00	0.00	10.94	7.32	0.00
11/23/2020	0.00	10.56	3.86	7.30	0.00	0.00	0.00	0.00	0.00	0.00	10.56	7.30	0.00
11/24/2020	0.70	20.92	3.97	11.67	0.00	0.00	0.00	0.00	0.00	0.00	20.92	11.67	0.00
11/25/2020	0.35	25.99	11.27	17.72	0.00	0.00	0.00	0.00	0.00	0.00	25.99	17.72	0.64
11/26/2020	0.00	19.01	11.36	14.57	0.00	0.00	0.00	0.00	0.00	0.00	19.01	14.57	0.00
11/27/2020	0.00	15.44	7.43	10.90	0.00	0.00	0.00	0.00	0.00	0.00	15.44	10.90	0.00
11/28/2020	0.00	15.44	6.85	9.87	0.00	0.00	0.00	0.00	0.00	0.00	15.44	9.87	0.00
11/29/2020	0.00	15.12	6.17	9.34	0.00	0.00	0.00	0.00	0.00	0.00	15.12	9.34	0.00
11/30/2020	0.00	15.21	5.69	8.86	0.00	0.00	0.00	0.00	0.00	0.00	15.21	8.86	0.00
Minimum	0.00	9.86	3.81	6.97	0.00	0.00	0.00	0.00	0.00	0.00	9.86	6.97	0.00
Maximum	0.71	25.99	11.36	17.72	0.00	0.00	0.00	0.00	0.00	0.00	25.99	17.72	0.64
Total	2.14	397.46	160.31	265.51	0.00	0.00	0.00	0.00	0.00	0.00	397.46	265.51	0.64
Average	0.07	13.25	5.34	8.85	0.00	0.00	0.00	0.00	0.00	0.00	13.25	8.85	0.02

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	Tertiary Flow MGD	MLSS Avg	Activated Sludge Inventory Lbs MLSS	Activated Sludge SRT Days	15 Minutes Aeration Settling %	30 Minutes Aeration Settling %	60 Minutes Aeration Settling %	Sludge Volume Index	System 1 RAS TSS	System 2 RAS TSS	Dupage River Outfall DO
Date	MGD		LBS	DAYS	mL/L	mL/L	mL/L	mL/g	mg/l	mg/l	mg/l
11/1/2020	7.85		58,020	10.43							
11/2/2020	7.59	1,718	53,283	10.65	22	17	15	97		3,302	8.5
11/3/2020	7.51		53,283	11.10							
11/4/2020	7.40	1,799	55,822	10.13	19	16	14	88		3,904	8.0
11/5/2020	7.17		55,822	10.71							7.8
11/6/2020	7.16	1,766	54,796	14.49	19	15	14	84		3,009	
11/7/2020	6.97		54,796	15.14							
11/8/2020	7.14		54,796	14.96							
11/9/2020	7.16	1,802	55,907	13.20	19	15	14	86		3,550	7.4
11/10/2020	9.20		55,907	14.58							7.4
11/11/2020	9.79	1,673	51,893	11.79	20	16	14	97		4,360	7.8
11/12/2020	8.38		51,893	12.71							
11/13/2020	7.74	1,966	60,995	28.35	24	18	16	92		2,390	
11/14/2020	7.85		60,995	28.55							
11/15/2020	11.45		60,995	27.37							
11/16/2020	9.09	1,934	59,991	12.02	32	24	19	121		4,396	8.3
11/17/2020	8.17		59,991	15.23							8.3
11/18/2020	7.99	2,090	64,779	19.36	31	24	20	112		3,653	8.4
11/19/2020	7.77		64,830	19.80							
11/20/2020	7.41	2,114	65,583	17.60						3,884	
11/21/2020	7.16		65,583	17.65							
11/22/2020	7.32		65,583	17.52							
11/23/2020	7.30	2,149	66,670	19.02	26	22	18	104		3,646	8.1
11/24/2020	11.67		66,670	18.88							7.9
11/25/2020	17.72	1,892	58,693	10.01	28	22	19	114		6,079	7.8
11/26/2020	14.57		58,693	10.07							
11/27/2020	10.90		58,693	9.92							
11/28/2020	9.87		58,693	9.91							
11/29/2020	9.34		58,693	9.99							
11/30/2020	8.86	2,148	66,632	16.94	46	33	26	153		4,056	8.3
Minimum	6.97	1,673	51,893.28	9.91	19.49	14.75	14.00	83.50		2,390	7.4
Maximum	17.72	2,149	66,669.56	28.55	46.19	32.96	26.00	153.21		6,079	8.5
Total	265.51	23,050	1,778,980.83	458.08	287.20	220.99	188.33	1,146.98		46,229	104.0
Average	8.85	1,921	59,299.33	15.27	26.00	20.18	17.18	104.36		3,852	8.0

Monthly Operations Report Page 3

	Tertiary Flow MGD	Influent BOD 5	Primary Clarifier BOD 5	Intermediate Clarifier CBOD 5	Tertiary Effluent CBOD 5	Tertiary Effluent CBOD 5 Load	BOD 5 Removal %	Ambient Air Temp Min	Ambient Air Temp Max	Influent Flow Temp
Date	MGD	mg/l	mg/l	mg/l	mg/l		%	Deg F	Deg F	Deg F
11/1/2020	7.85							29	54	
11/2/2020	7.59	214			0.9	57	98.8	28	51	66.2
11/3/2020	7.51	240	115	5.7	0.6	38	98.9	38	71	
11/4/2020	7.40	184			1.0	62	98.3	50	75	66.7
11/5/2020	7.17	205	92	1.8	1.0	60	98.4	54	72	67.1
11/6/2020	7.16							46	75	
11/7/2020	6.97							51	73	
11/8/2020	7.14							52	77	
11/9/2020	7.16	240			1.3	78	98.7	63	76	67.6
11/10/2020	9.20	293	88	5.0	1.7	130	98.5	43	74	67.9
11/11/2020	9.79	208			2.0	163	97.3	33	46	67.8
11/12/2020	8.38	203	72	4.8	1.4	98	98.4	32	54	66.0
11/13/2020	7.74							28	45	
11/14/2020	7.85							27	50	
11/15/2020	11.45							34	54	
11/16/2020	9.09	125			1.8	136	97.4	32	48	66.8
11/17/2020	8.17	146	80	2.9	1.1	75	98.5	30	43	64.4
11/18/2020	7.99	170			0.9	60	98.4	34	51	65.3
11/19/2020	7.77	174	95	3.3	0.8	52	98.5	45	67	64.6
11/20/2020	7.41							44	63	
11/21/2020	7.16							38	46	
11/22/2020	7.32							40	46	
11/23/2020	7.30	215			0.6	37	99.0	32	47	65.3
11/24/2020	11.67	208	66	4.5	0.8	78	98.3	32	44	65.4
11/25/2020	17.72	110	39	4.4	1.6	236	94.7	42	44	63.3
11/26/2020	14.57	142	39		1.2	146	97.5	39	44	
11/27/2020	10.90							29	44	
11/28/2020	9.87							25	44	
11/29/2020	9.34							36	44	
11/30/2020	8.86	235			1.4	103	98.7	28	44	63.5
Minimum	6.97	110	39	1.8	0.60	37	94.7	25	43	63.3
Maximum	17.72	293	115	5.7	2.00	236	99.0	63	77	67.9
Total	265.51	3,312	686	32.4	20.10	1,609	1,668.3	1,134	1,666	987.9
Average	8.85	195	76	4.1	1.18	95	98.1	38	56	65.9

Monthly Operations Report Page 4

	Tertiary Flow MGD	Influent TSS	Primary Clarifier TSS	Intermediate Clarifier TSS	Tertiary Effluent TSS	Tertiary Effluent TSS Load	TSS Removal %	Influent pH	Primary Clarifier pH	Tertiary Effluent pH	Intermediate pH
Date	MGD	mg/l	mg/l	mg/l	mg/l	lbs/day	%	SU	SU	SU	SU
11/1/2020	7.85	142			0.7	46	99.5				
11/2/2020	7.59	236			0.5	32	99.8	7.6	7.2	7.1	7.2
11/3/2020	7.51	295	60	23.3	0.4	25	99.9				
11/4/2020	7.40	175			0.4	25	99.8	7.5	7.4	7.0	7.2
11/5/2020	7.17	180	34	4.2	0.4	24	99.8	7.6	7.4	6.9	7.1
11/6/2020	7.16	216			0.2	12	99.9	7.5	7.5	6.9	7.2
11/7/2020	6.97	164			0.2	12	99.9				
11/8/2020	7.14	164			0.2	12	99.9				
11/9/2020	7.16	247			0.6	36	99.8	7.2	7.3	7.0	6.9
11/10/2020	9.20	300	70	14.0	1.2	92	99.6	7.4	7.5	6.9	6.9
11/11/2020	9.79	208			1.2	98	99.4	7.6	7.5	6.8	7.0
11/12/2020	8.38	200	36	14.2	0.5	35	99.8	7.6	7.6	7.0	7.1
11/13/2020	7.74	192			0.9	58	99.5	7.6	7.6	7.0	7.1
11/14/2020	7.85	148			0.4	26	99.7				
11/15/2020	11.45	142			0.7	67	99.5				
11/16/2020	9.09	132			0.8	61	99.4	7.7	7.4	7.0	7.1
11/17/2020	8.17	126	36	9.6	0.7	48	99.4	7.7	7.6	7.0	7.1
11/18/2020	7.99	168			0.6	40	99.6	7.6	7.5	7.0	7.1
11/19/2020	7.77	158	42	11.9	0.6	39	99.6	7.6	7.4	7.0	7.0
11/20/2020	7.41	200			0.5	31	99.8	7.6	7.4	7.0	7.2
11/21/2020	7.16	136			0.4	24	99.7				
11/22/2020	7.32	156			0.5	31	99.7				
11/23/2020	7.30	248			0.5	30	99.8	7.5	7.3	7.1	7.1
11/24/2020	11.67	296	54	19.7	1.0	97	99.7	7.5	7.5	7.0	7.0
11/25/2020	17.72	156	43	11.2	1.4	207	99.1	7.6	7.6	7.0	7.1
11/26/2020	14.57	128			0.8	97	99.4				
11/27/2020	10.90	140			0.6	55	99.6	7.7	7.6	7.4	7.4
11/28/2020	9.87	155			0.3	25	99.8				
11/29/2020	9.34	138			0.3	23	99.8				
11/30/2020	8.86	205			0.6	44	99.7	7.7	7.6	7.1	7.3
Minimum	6.97	126	34	4.2	0.2	12	99.1	7.2	7.2	6.8	6.9
Maximum	17.72	300	70	23.3	1.4	207	99.9	7.7	7.6	7.4	7.4
Total	265.51	5,551	375	108.1	18.1	1,450	2,989.7	143.8	141.9	133.2	135.1
Average	8.85	185	47	13.5	0.6	48	99.7	7.6	7.5	7.0	7.1

MONTHLY OPERATIONS REPORT PAGE

5

Date	Tertiary Flow MGD	Influent Ammonia-N mg/l	Tertiary Ammonia-N mg/l	Tertiary Effluent Ammonia-N Load lbs/day	Chlorine Residual mg/l	Fecal Coliform col/100ml
11/1/2020	7.85	18.40	0.10	6.5		
11/2/2020	7.59					
11/3/2020	7.51	22.72	0.10	6.3		
11/4/2020	7.40					
11/5/2020	7.17					
11/6/2020	7.16					
11/7/2020	6.97					
11/8/2020	7.14	20.20	0.10	6.0		
11/9/2020	7.16					
11/10/2020	9.20				0.03	
11/11/2020	9.79	15.44	0.83	67.8	0.03	
11/12/2020	8.38					
11/13/2020	7.74					
11/14/2020	7.85					
11/15/2020	11.45	12.98	0.11	10.5		
11/16/2020	9.09					
11/17/2020	8.17	19.18	0.10	6.8		
11/18/2020	7.99					
11/19/2020	7.77					
11/20/2020	7.41					
11/21/2020	7.16					
11/22/2020	7.32	19.88	0.10	6.1		
11/23/2020	7.30					
11/24/2020	11.67	21.72	0.24	23.4	0.03	
11/25/2020	17.72				0.03	
11/26/2020	14.57					
11/27/2020	10.90					
11/28/2020	9.87					
11/29/2020	9.34	15.60	0.56	43.6		
11/30/2020	8.86					
Minimum	6.97	12.98	0.10	6.0	0.03	
Maximum	17.72	22.72	0.83	67.8	0.03	
Total	265.51	166.12	2.24	177.0	0.12	
Average	8.85	18.46	0.25	19.7	0.03	

SLUDGE DATA

Primary Sludge	TS	2.33 %	923,382 Gallons
WAS to Digesters	TS	2.33 %	621,940 Gallons
Hauled Grease to Digs	TS	10.00 %	229,423 Gallons
<u>Anaerobically Digested Sludge Pumping</u>			
Drying Beds	TS	2.80 %	88,200 Gallons
BFP	TS	1.73 %	883,247 Gallons
Lagoons	TS	%	Gallons
Total			971,447 Gallons
VS Destruction			62.1 %

Biosolids Disposal

Class A Distribution	Nov	15 Dry Tons
Class B Hauling	Nov	62 Dry Tons
Total	Nov	77 Dry Tons
Class A Distribution	YTD	799 Dry Tons
Class B Hauling	YTD	634 Dry Tons
Total	YTD	1,434 Dry Tons

ENERGY DATA

Total Digester Gas Production	5,070,508 SCF
Gas Volume per Volatile Solids Load	11.6 Cu.Ft./Lb.

Digester Gas Utilization

Heat Exchangers	24,218 SCF
Dehumidification	739,029 SCF
CHP	3,388,968 SCF
Total	4,152,215 SCF

Digester Gas Flared

918,293 SCF

Natural Gas Consumed

WWTC	25,867 SCF
MSB	18,567 SCF
Chemical Feed	29,433 SCF
5006 Walnut	16,400 SCF

Kilowatt-hours Generated CHP 262,058 KWH

Net energy from Comed 76,955 KWH

Monthly net energy 100 MWH

MISCELLANEOUS

Grit Removal	Nov	0 Cu. Yds
Grit Removal	YTD	220 Cu. Yds
Anaerobic Supernate		778,963 Gallons
Waste Activated Sludge		128,915 Gals/Day
City Water Consumed		30,269 Gallons

Monthly Operations Report Page 6

	Tertiary Flow MGD	Influent Phosphorus	Tertiary Effluent Phosphorus	Influent Phosphorus Load	Tertiary Effluent Phosphorus Load	Phosphorus Removal %	Influent Nitrogen	Tertiary Effluent Nitrogen	Influent Nitrogen Load	Tertiary Effluent Nitrogen Load	Nitrogen Removal %	Tertiary Effluent Nitrate Grab
Date	MGD	mg/l	mg/l	lbs/day	lbs/day	%	mg/l	mg/l	lbs/day	lbs/day	%	mg/l
11/1/2020	7.85											
11/2/2020	7.59											
11/3/2020	7.51											
11/4/2020	7.40	6.85	4.62	392.6	284.9	32.6						
11/5/2020	7.17											26.30
11/6/2020	7.16											
11/7/2020	6.97											
11/8/2020	7.14											
11/9/2020	7.16											
11/10/2020	9.20						45.4	22.8	3,383.1	1,749.8	48.3	
11/11/2020	9.79	6.76	4.46	519.7	364.3	34.0						
11/12/2020	8.38											17.63
11/13/2020	7.74											
11/14/2020	7.85											
11/15/2020	11.45											
11/16/2020	9.09											
11/17/2020	8.17											
11/18/2020	7.99	5.79	3.00	352.6	199.9	48.2						
11/19/2020	7.77											25.80
11/20/2020	7.41											
11/21/2020	7.16											
11/22/2020	7.32											
11/23/2020	7.30	6.58	3.32	371.0	202.0	49.5						
11/24/2020	11.67											26.68
11/25/2020	17.72											
11/26/2020	14.57											
11/27/2020	10.90											
11/28/2020	9.87											
11/29/2020	9.34											
11/30/2020	8.86	5.24	2.06	359.7	152.2	60.7						
Minimum	6.97	5.24	2.06	352.6	152.2	32.6	45.4	22.8	3,383.1	1,749.8	48.3	17.63
Maximum	17.72	6.85	4.62	519.7	364.3	60.7	45.4	22.8	3,383.1	1,749.8	48.3	26.68
Total	265.51	31.22	17.46	1,995.6	1,203.4	225.0	45.4	22.8	3,383.1	1,749.8	48.3	96.41
Average	8.85	6.24	3.49	399.1	240.7	45.0	45.4	22.8	3,383.1	1,749.8	48.3	24.10

DMR Copy of Record

Permit

Permit #:
Major:

IL0028380
Yes

Permittee:
Permittee Address:

DOWNERS GROVE SANITARY DISTRICT
2710 CURTISS STREET PO BOX 1412
DOWNERS GROVE, IL 60515

Facility:
Facility Location:

DOWNERS GROVE S.D. - WASTEWATER TREATMENT CENTER
5003 WALNUT AVENUE
DOWNERS GROVE, IL 60515

Permitted Feature:

001
External Outfall

Discharge:

001-0
COMBINED DISCHARGE FROM A01, B01, & C01

Report Dates & Status

Monitoring Period:

From 11/01/20 to 11/30/20

DMR Due Date:

12/25/20

Status:

NetDMR Validated

Considerations for Form Completion

NUMBER OF DAYS OF DISCHARGE.COMBINED OUTFALLS: A01-MIXING CHAMBER DISCHARGE TO E BR OF DUPAGE RIVER-EFFECTIVE WHEN FLOWS TO TRT PLT ARE GREATER THAN 22 MGD & EXCESS FLOW FAC IS IN OPERATION. 002 BECOMES OPERATIONAL WHEN 001, A01,& B01 EXCEED 30 MGD.

Principal Executive Officer

First Name:

Amy

Last Name:

Underwood

Title:

General Manager

Telephone:

630-969-0664

No Data Indicator (NODI)

Form NODI: --

Parameter		Monitoring Location	Season #	Param. NODI		Quantity or Loading					Quality or Concentration							# of Ex.	Frequency of Analysis	Sample Type		
Code	Name					Qualifier 1	Value 1	Qualifier 2	Value 2	Units	Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3	Value 3	Units					
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	0	--	Sample						=	7.9		=	7.4		=	6.2	19 - mg/L	0	03/DW - 3 Days Every Week	GR - GRAB
					Permit Req.							Req Mon MO AV MN		Req Mon MN WK AV		Req Mon DAILY MN	19 - mg/L	DL/DS - Daily When Discharging	GR - GRAB			
					Value NODI																	
00310	BOD, 5-day, 20 deg. C	1 - Effluent Gross	0	--	Sample								=	3.3		=	4.1	19 - mg/L	0	04/07 - Four Per Week	CP - COMPOS	
					Permit Req.								<=	30.0 MO AVG		<=	45.0 WKLY AVG	19 - mg/L		DL/DS - Daily When Discharging	GR - GRAB	
					Value NODI																	
00400	pH	1 - Effluent Gross	0	--	Sample						=	6.8			=	7.4	12 - SU	0	05/DW - 5 Days Every Week	GR - GRAB		
					Permit Req.						>=	6.0 MINIMUM			<=	9.0 MAXIMUM	12 - SU		DL/DS - Daily When Discharging	GR - GRAB		
					Value NODI																	
00530	Solids, total suspended	1 - Effluent Gross	0	--	Sample								=	0.6		=	0.7	19 - mg/L	0	05/DW - 5 Days Every Week	CP - COMPOS	
					Permit Req.								<=	30.0 MO AVG		<=	45.0 WKLY AVG	19 - mg/L		DL/DS - Daily When Discharging	GR - GRAB	
					Value NODI																	
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	0	--	Sample								=	0.35		=	1.24	19 - mg/L	0	02/DW - Twice Every Discharge Week	CP - COMPOS	
					Permit Req.									Req Mon MO AVG			Req Mon DAILY MX	19 - mg/L		DL/DS - Daily When Discharging	GR - GRAB	
					Value NODI																	
00665	Phosphorus, total [as P]	1 - Effluent Gross	0	--	Sample										=	4.62	19 - mg/L	0	06/30 - Six Per Month	CP - COMPOS		
					Permit Req.											Req Mon DAILY MX	19 - mg/L		DL/DS - Daily When Discharging	GR - GRAB		
					Value NODI																	
50060	Chlorine, total residual	1 - Effluent Gross	0	--	Sample								=	0.03			19 - mg/L	0	04/30 - Four Per Month	GR - GRAB		
					Permit Req.								<=	0.75 MO AVG			19 - mg/L		DL/DS - Daily When Discharging	GR - GRAB		
					Value NODI																	
74055	Coliform, fecal general	1 - Effluent Gross	0	--	Sample										=	28.0	13 - #/100mL	0	01/30 - Monthly	GR - GRAB		
					Permit Req.										<=	400.0 DAILY MX	13 - #/100mL		DL/DS - Daily When Discharging	GR - GRAB		
					Value NODI																	
82220	Flow, total	1 - Effluent Gross	0	--	Sample			=	264.86	80 - Mgal/mo								0	99/99 - Continuous			
					Permit Req.				Req Mon MO TOTAL	80 - Mgal/mo									99/99 - Continuous			
					Value NODI																	

Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

No errors.

Comments

Zero days combined flow with A01 or C01. We did analyze Coliform, fecal general during this monitoring period when not required by our permit. A rain event caused 002 Outfall to become active, without excess flow from A01. We analyzed Coliform, fecal general to ensure proper treatment was achieved.

Attachments

No attachments.

Report Last Saved By

DOWNERS GROVE SANITARY DISTRICT	
User:	reeseberry
Name:	Dorrance Berry
E-Mail:	rberry@dgsd.org
Date/Time:	2020-12-09 15:30 (Time Zone: -06:00)
Report Last Signed By	
User:	reeseberry
Name:	Dorrance Berry
E-Mail:	rberry@dgsd.org
Date/Time:	2020-12-09 15:49 (Time Zone: -06:00)

DMR Copy of Record

Permit

Permit #:
Major:

IL0028380
Yes

Permittee:
Permittee Address:

DOWNERS GROVE SANITARY DISTRICT
2710 CURTISS STREET PO BOX 1412
DOWNERS GROVE, IL 60515

Facility:
Facility Location:

DOWNERS GROVE S.D. - WASTEWATER TREATMENT CENTER
5003 WALNUT AVENUE
DOWNERS GROVE, IL 60515

Permitted Feature:

002
External Outfall

Discharge:

002-0
MIXING CHMBR OVERFLOW TO ST. JOSEPH CRK

Report Dates & Status

Monitoring Period:

From 11/01/20 to 11/30/20

DMR Due Date:

12/25/20

Status:

NetDMR Validated

Considerations for Form Completion

NUMBER OF DAYS OF DISCHARGE:CS

Principal Executive Officer

First Name:
Last Name:

Amy
Underwood

Title:

General Manager

Telephone:

630-969-0664

No Data Indicator (NODI)

Form NODI: --

Parameter		Monitoring Location	Season #	Param. NODI		Quantity or Loading					Quality or Concentration							# of Ex.	Frequency of Analysis	Sample Type
Code	Name					Qualifier 1	Value 1	Qualifier 2	Value 2	Units	Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3	Value 3	Units			
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	0	--	Sample										=	6.2	19 - mg/L	0	DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.											Req Mon DAILY MN	19 - mg/L			
					Value NODI															
00310	BOD, 5-day, 20 deg. C	1 - Effluent Gross	0	--	Sample								=	5.2	=	5.2	19 - mg/L	0	DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.								<=	30.0 MO AVG	<=	45.0 WKLY AVG	19 - mg/L			
					Value NODI															
00400	pH	1 - Effluent Gross	0	--	Sample						=	7.0			=	7.0	12 - SU	0	DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.						>=	6.0 MINIMUM			<=	9.0 MAXIMUM	12 - SU			
					Value NODI															
00530	Solids, total suspended	1 - Effluent Gross	0	--	Sample								=	1.0	=	1.0	19 - mg/L	0	DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.								<=	30.0 MO AVG	<=	45.0 WKLY AVG	19 - mg/L			
					Value NODI															
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	0	--	Sample										=	1.24	19 - mg/L	0	DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.											Req Mon DAILY MX	19 - mg/L			
					Value NODI															
00665	Phosphorus, total [as P]	1 - Effluent Gross	0	--	Sample										=	2.35	19 - mg/L	0	DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.											Req Mon DAILY MX	19 - mg/L			
					Value NODI															
50060	Chlorine, total residual	1 - Effluent Gross	0	--	Sample								=	0.03			19 - mg/L	0	DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.								<=	0.75 MO AVG			19 - mg/L			
					Value NODI															
74055	Coliform, fecal general	1 - Effluent Gross	0	--	Sample										=	28.0	13 - #/100mL	0	DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.										<=	400.0 DAILY MX	13 - #/100mL			
					Value NODI															
82220	Flow, total	1 - Effluent Gross	0	--	Sample			=	0.64	80 - Mgal/mo								0	DL/DS - Daily When Discharging	
					Permit Req.				Req Mon MO TOTAL	80 - Mgal/mo										
					Value NODI															

Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

No errors.

Comments

1 day of discharge on 11/25/2020. A small rain event caused 002 Outfall to become active, without excess flow from A01. Algae and leaves built up on the bars across the entrance to the 001 Outfall caused the effluent to backup and overflow to 002 Outfall. After the event was over, District staff removed the algae and leaves from the 001 Outfall entrance.

Attachments

No attachments.

Report Last Saved By

DOWNERS GROVE SANITARY DISTRICT

User:	reeseberry
Name:	Dorrance Berry
E-Mail:	rberry@dgsd.org
Date/Time:	2020-12-09 15:29 (Time Zone: -06:00)
<i>Report Last Signed By</i>	
User:	reeseberry
Name:	Dorrance Berry
E-Mail:	rberry@dgsd.org
Date/Time:	2020-12-09 15:49 (Time Zone: -06:00)

DMR Copy of Record

Permit

Permit #:
Major:

IL0028380
Yes

Permittee:
Permittee Address:

DOWNERS GROVE SANITARY DISTRICT
2710 CURTISS STREET PO BOX 1412
DOWNERS GROVE, IL 60515

Facility:
Facility Location:

DOWNERS GROVE S.D. - WASTEWATER TREATMENT CENTER
5003 WALNUT AVENUE
DOWNERS GROVE, IL 60515

Permitted Feature:

003
External Outfall

Discharge:

003-0
EXCESS FLOW TO ST. JOSEPH CRK

Report Dates & Status

Monitoring Period:
From 11/01/20 to 11/30/20

DMR Due Date:
12/25/20

Status:
NetDMR Validated

Considerations for Form Completion

NUMBER OF DAYS OF DISCHARGE:CS

Principal Executive Officer

First Name:
Last Name:

Amy
Underwood

Title:
General Manager

Telephone:
630-969-0664

No Data Indicator (NODI)

Form NODI:
--

Parameter		Monitoring Location	Season #	Param. NODI		Quantity or Loading					Quality or Concentration							# of Ex.	Frequency of Analysis	Sample Type
Code	Name					Qualifier 1	Value 1	Qualifier 2	Value 2	Units	Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3	Value 3	Units			
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.											Req Mon DAILY MN	19 - mg/L			
					Value NODI											C - No Discharge				
00310	BOD, 5-day, 20 deg. C	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.								<=	30.0 MO AVG	<=	45.0 WKLY AVG	19 - mg/L			
					Value NODI									C - No Discharge		C - No Discharge				
00400	pH	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.						>=	6.0 MINIMUM			<=	9.0 MAXIMUM	12 - SU			
					Value NODI							C - No Discharge				C - No Discharge				
00530	Solids, total suspended	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.								<=	30.0 MO AVG	<=	45.0 WKLY AVG	19 - mg/L			
					Value NODI									C - No Discharge		C - No Discharge				
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.											Req Mon DAILY MX	19 - mg/L			
					Value NODI											C - No Discharge				
00665	Phosphorus, total [as P]	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.											Req Mon DAILY MX	19 - mg/L			
					Value NODI											C - No Discharge				
50060	Chlorine, total residual	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.								<=	0.75 MO AVG			19 - mg/L			
					Value NODI									C - No Discharge						
74055	Coliform, fecal general	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.										<=	400.0 DAILY MX	13 - #/100mL			
					Value NODI											C - No Discharge				
82220	Flow, total	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	
					Permit Req.				Req Mon MO TOTAL	80 - Mgal/mo										
					Value NODI				C - No Discharge											

Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

No errors.

Comments

Attachments

No attachments.

Report Last Saved By

DOWNERS GROVE SANITARY DISTRICT

User:

reeseberry

Name:	Dorrance Berry
E-Mail:	rberry@dgsd.org
Date/Time:	2020-12-09 10:54 (Time Zone: -06:00)
<i>Report Last Signed By</i>	
User:	reeseberry
Name:	Dorrance Berry
E-Mail:	rberry@dgsd.org
Date/Time:	2020-12-09 15:49 (Time Zone: -06:00)

DMR Copy of Record

Permit

Permit #:IL0028380

Major:Yes

Permitted Feature:A01
External Outfall

Permittee:DOWNERS GROVE SANITARY DISTRICT

Permittee Address:2710 CURTISS STREET PO BOX 1412
DOWNERS GROVE, IL 60515

Discharge:A01-0
EXCESS FLOW FROM EXCESS FLOW CLARIFIERS

Facility:DOWNERS GROVE S.D. - WASTEWATER TREATMENT CENTER

Facility Location:5003 WALNUT AVENUE
DOWNERS GROVE, IL 60515

Report Dates & Status

Monitoring Period:From 11/01/20 to 11/30/20

DMR Due Date:12/25/20

Status:NetDMR Validated

Considerations for Form Completion

NUMBER OF DAYS OF DISCHARGE:CS

Principal Executive Officer

First Name:Amy

Last Name:Underwood

Title:General Manager

Telephone:630-969-0664

No Data Indicator (NODI)

Form NODI:--

Parameter		Monitoring Location	Season #	Param. NODI		Quantity or Loading					Quality or Concentration							# of Ex.	Frequency of Analysis	Sample Type
Code	Name					Qualifier 1	Value 1	Qualifier 2	Value 2	Units	Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3	Value 3	Units			
00310	BOD, 5-day, 20 deg. C	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.											Req Mon DAILY MX	19 - mg/L			
					Value NODI											C - No Discharge				
00530	Solids, total suspended	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.											Req Mon DAILY MX	19 - mg/L			
					Value NODI											C - No Discharge				
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.											Req Mon DAILY MX	19 - mg/L			
					Value NODI											C - No Discharge				
00665	Phosphorus, total [as P]	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.											Req Mon DAILY MX	19 - mg/L			
					Value NODI											C - No Discharge				
82220	Flow, total	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	CN - CONTIN
					Permit Req.				Req Mon MO TOTAL	80 - Mgal/mo										
					Value NODI				C - No Discharge											

Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

No errors.

Comments

Attachments

No attachments.

Report Last Saved By

DOWNERS GROVE SANITARY DISTRICT

User:reeseberry

Name:Dorrance Berry

E-Mail:rberry@dgsd.org

Date/Time:2020-12-09 10:55 (Time Zone: -06:00)

Report Last Signed By

User:reeseberry

Name:Dorrance Berry

E-Mail:rberry@dgsd.org

Date/Time:2020-12-09 15:49 (Time Zone: -06:00)

DMR Copy of Record

Permit

Permit #:
Major:

IL0028380
Yes

Permittee:
Permittee Address:

DOWNERS GROVE SANITARY DISTRICT
2710 CURTISS STREET PO BOX 1412
DOWNERS GROVE, IL 60515

Facility:
Facility Location:

DOWNERS GROVE S.D. - WASTEWATER TREATMENT CENTER
5003 WALNUT AVENUE
DOWNERS GROVE, IL 60515

Permitted Feature:

B01
External Outfall

Discharge:

B01-0
INTERNAL MIXING CHMBR - E. BR. DUPAGE RVR

Report Dates & Status

Monitoring Period:
From 11/01/20 to 11/30/20

DMR Due Date:
12/25/20

Status:
NetDMR Validated

Considerations for Form Completion

DMF LOAD LIMITS DISPLAYED.

Principal Executive Officer

First Name:
Last Name:

Amy
Underwood

Title:

General Manager

Telephone:

630-969-0664

No Data Indicator (NODI)

Form NODI: --

Parameter		Monitoring Location	Season #	Param. NODI		Quantity or Loading					Quality or Concentration							# of Ex.	Frequency of Analysis	Sample Type
Code	Name					Qualifier 1	Value 1	Qualifier 2	Value 2	Units	Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3	Value 3	Units			
00011	Temperature, water deg. fahrenheit	1 - Effluent Gross	0	--	Sample										=	57.7	15 - deg F	0	01/30 - Monthly	GR - GRAB
					Permit Req.											Req Mon MO MAX	15 - deg F		01/30 - Monthly	GR - GRAB
					Value NODI															
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	1	--	Sample						=	8.0	=	7.5	=	7.4	19 - mg/L	0	03/DW - 3 Days Every Week	GR - GRAB
					Permit Req.						>=	5.5 MO AV MN	>=	4.0 MN WK AV	>=	3.5 DAILY MN	19 - mg/L		02/DA - 2 Days Every Week	GR - GRAB
					Value NODI															
00400	pH	1 - Effluent Gross	0	--	Sample						=	6.8			=	7.4	12 - SU	0	05/DW - 5 Days Every Week	GR - GRAB
					Permit Req.						>=	6.0 MINIMUM			<=	9.0 MAXIMUM	12 - SU		02/DA - 2 Days Every Week	GR - GRAB
					Value NODI															
00410	Alkalinity, total [as CaCO3]	1 - Effluent Gross	0	--	Sample										=	112.0	19 - mg/L	0	01/30 - Monthly	CP - COMPOS
					Permit Req.											Req Mon DAILY MX	19 - mg/L		01/30 - Monthly	CP - COMPOS
					Value NODI															
00530	Solids, total suspended	1 - Effluent Gross	0	--	Sample	=	48.33	=	206.85	26 - lb/d			=	0.6	=	1.4	19 - mg/L	0	05/DW - 5 Days Every Week	CP - COMPOS
					Permit Req.	<=	2202.0 MO AVG	<=	4404.0 DAILY MX	26 - lb/d			<=	12.0 MO AVG	<=	24.0 DAILY MX	19 - mg/L		02/DA - 2 Days Every Week	CP - COMPOS
					Value NODI															
00600	Nitrogen, total [as N]	1 - Effluent Gross	0	--	Sample										=	22.8	19 - mg/L	0	01/30 - Monthly	CP - COMPOS
					Permit Req.											Req Mon DAILY MX	19 - mg/L		01/30 - Monthly	CP - COMPOS
					Value NODI															
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	10	--	Sample	=	19.66	=	67.8	26 - lb/d			=	0.25	=	0.83	19 - mg/L	0	02/DA - 2 Days Every Week	CP - COMPOS
					Permit Req.	<=	734.0 MO AVG	<=	1376.0 DAILY MX	26 - lb/d			<=	4.0 MO AVG	<=	7.5 DAILY MX	19 - mg/L		02/DA - 2 Days Every Week	CP - COMPOS
					Value NODI															
00625	Nitrogen, Kjeldahl, total [as N]	1 - Effluent Gross	0	--	Sample										=	1.8	19 - mg/L	0	01/30 - Monthly	CP - COMPOS
					Permit Req.											Req Mon DAILY MX	19 - mg/L		01/30 - Monthly	CP - COMPOS
					Value NODI															
00630	Nitrite + Nitrate total [as N]	1 - Effluent Gross	0	--	Sample										=	21.0	19 - mg/L	0	01/30 - Monthly	CA - CALCTD
					Permit Req.											Req Mon DAILY MX	19 - mg/L		01/30 - Monthly	CA - CALCTD
					Value NODI															
00665	Phosphorus, total [as P]	1 - Effluent Gross	0	--	Sample										=	4.62	19 - mg/L	0	05/30 - 5 Times Every Month	CP - COMPOS
					Permit Req.											Req Mon DAILY MX	19 - mg/L		01/30 - Monthly	CP - COMPOS
					Value NODI															
00666	Phosphorus, dissolved	1 - Effluent Gross	0	--	Sample										=	4.58	19 - mg/L	0	01/30 - Monthly	CP - COMPOS
					Permit Req.											Req Mon DAILY MX	19 - mg/L		01/30 - Monthly	CP - COMPOS
					Value NODI															
00940	Chloride [as Cl]	1 - Effluent Gross	0	--	Sample										=	138.0	19 - mg/L	0	01/30 - Monthly	GR - GRAB
					Permit Req.											Req Mon DAILY MX	19 - mg/L		01/30 - Monthly	GR - GRAB
					Value NODI															
50050	Flow, in conduit or thru treatment plant	1 - Effluent Gross	0	--	Sample	=	8.85	=	17.72	03 - MGD								0	99/99 - Continuous	
					Permit Req.		Req Mon MO AVG		Req Mon DAILY MX	03 - MGD									99/99 - Continuous	
					Value NODI															

50060	Chlorine, total residual	1 - Effluent Gross	1	--	Sample										=	0.03	19 - mg/L		CL/OC - Chlorination/Occurances	GR - GRAB
					Permit Req.										<=	0.05 DAILY MX	19 - mg/L	0	CL/OC - Chlorination/Occurances	GR - GRAB
					Value NODI															

Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

No errors.

Comments

Attachments

No attachments.

Report Last Saved By

DOWNERS GROVE SANITARY DISTRICT

User: reeseberry

Name: Dorrance Berry

E-Mail: rberry@dgsd.org

Date/Time: 2020-12-09 10:58 (Time Zone: -06:00)

Report Last Signed By

User: reeseberry

Name: Dorrance Berry

E-Mail: rberry@dgsd.org

Date/Time: 2020-12-09 15:49 (Time Zone: -06:00)

DMR Copy of Record

Permit

Permit #:IL0028380

Major:Yes

Permitted Feature:C01
External Outfall

Permittee:DOWNERS GROVE SANITARY DISTRICT

Permittee Address:2710 CURTISS STREET PO BOX 1412
DOWNERS GROVE, IL 60515

Discharge:C01-0
EXCESS FLOW FROM CLARIFIER #1

Facility:DOWNERS GROVE S.D. - WASTEWATER TREATMENT CENTER

Facility Location:5003 WALNUT AVENUE
DOWNERS GROVE, IL 60515

Report Dates & Status

Monitoring Period:From 11/01/20 to 11/30/20

DMR Due Date:12/25/20

Status:NetDMR Validated

Considerations for Form Completion

NUMBER OF DAYS OF DISCHARGE:CS

Principal Executive Officer

First Name:Amy

Last Name:Underwood

Title:General Manager

Telephone:630-969-0664

No Data Indicator (NODI)

Form NODI:--

Parameter		Monitoring Location	Season #	Param. NODI		Quantity or Loading					Quality or Concentration							# of Ex.	Frequency of Analysis	Sample Type
Code	Name					Qualifier 1	Value 1	Qualifier 2	Value 2	Units	Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3	Value 3	Units			
00310	BOD, 5-day, 20 deg. C	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.											Req Mon DAILY MX	19 - mg/L			
					Value NODI											C - No Discharge				
00530	Solids, total suspended	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.											Req Mon DAILY MX	19 - mg/L			
					Value NODI											C - No Discharge				
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.											Req Mon DAILY MX	19 - mg/L			
					Value NODI											C - No Discharge				
00665	Phosphorus, total [as P]	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.											Req Mon DAILY MX	19 - mg/L			
					Value NODI											C - No Discharge				
82220	Flow, total	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	CN - CONTIN
					Permit Req.				Req Mon MO TOTAL	80 - Mgal/mo										
					Value NODI				C - No Discharge											

Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

No errors.

Comments

Attachments

No attachments.

Report Last Saved By

DOWNERS GROVE SANITARY DISTRICT

User:reeseberry

Name:Dorrance Berry

E-Mail:rberry@dgsd.org

Date/Time:2020-12-09 10:58 (Time Zone: -06:00)

Report Last Signed By

User:reeseberry

Name:Dorrance Berry

E-Mail:rberry@dgsd.org

Date/Time:2020-12-09 15:49 (Time Zone: -06:00)

DMR Copy of Record

Permit

Permit #:IL0028380

Major:Yes

Permittee:DOWNERS GROVE SANITARY DISTRICT

Permittee Address:2710 CURTISS STREET PO BOX 1412
DOWNERS GROVE, IL 60515

Facility:DOWNERS GROVE S.D. - WASTEWATER TREATMENT CENTER

Facility Location:5003 WALNUT AVENUE
DOWNERS GROVE, IL 60515

Permitted Feature:INF
Influent Structure

Discharge:INF-L
INFLUENT MONITORING

Report Dates & Status

Monitoring Period:From 11/01/20 to 11/30/20

DMR Due Date:12/25/20

Status:NetDMR Validated

Considerations for Form Completion

CS

Principal Executive Officer

First Name:Amy

Last Name:Underwood

Title:General Manager

Telephone:630-969-0664

No Data Indicator (NODI)

Form NODI:--

Parameter		Monitoring Location	Season #	Param. NODI		Quantity or Loading					Quality or Concentration							# of Ex.	Frequency of Analysis	Sample Type
Code	Name					Qualifier 1	Value 1	Qualifier 2	Value 2	Units	Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3	Value 3	Units			
00310	BOD, 5-day, 20 deg. C	G - Raw Sewage Influent	0	--	Sample							=		195.0			19 - mg/L	0	09/99 - See Permit	CP - COMPOS
					Permit Req.									Req Mon MO AVG			19 - mg/L		09/99 - See Permit	CP - COMPOS
					Value NODI															
00530	Solids, total suspended	G - Raw Sewage Influent	0	--	Sample							=		185.0			19 - mg/L	0	09/99 - See Permit	CP - COMPOS
					Permit Req.									Req Mon MO AVG			19 - mg/L		09/99 - See Permit	CP - COMPOS
					Value NODI															
00600	Nitrogen, total [as N]	G - Raw Sewage Influent	0	--	Sample										=	45.4	19 - mg/L	0	01/30 - Monthly	CP - COMPOS
					Permit Req.											Req Mon DAILY MX	19 - mg/L		01/30 - Monthly	CP - COMPOS
					Value NODI															
00665	Phosphorus, total [as P]	G - Raw Sewage Influent	0	--	Sample										=	6.85	19 - mg/L	0	05/30 - 5 Times Every Month	CP - COMPOS
					Permit Req.											Req Mon DAILY MX	19 - mg/L		01/30 - Monthly	CP - COMPOS
					Value NODI															
50050	Flow, in conduit or thru treatment plant	G - Raw Sewage Influent	0	--	Sample	=	8.28	=	17.12	03 - MGD								0	99/99 - Continuous	
					Permit Req.		Req Mon MO AVG		Req Mon DAILY MX	03 - MGD									99/99 - Continuous	
					Value NODI															

Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

No errors.

Comments

Attachments

No attachments.

Report Last Saved By

DOWNERS GROVE SANITARY DISTRICT

User:reeseberry

Name:Dorrance Berry

E-Mail:rberry@dgsd.org

Date/Time:2020-12-09 10:59 (Time Zone: -06:00)

Report Last Signed By

User:reeseberry

Name:Dorrance Berry

E-Mail:rberry@dgsd.org

Date/Time:2020-12-09 15:49 (Time Zone: -06:00)

DOWNERS GROVE SANITARY DISTRICT

M E M O

TO: Amy Underwood, General Manager

FROM: Jeff Barta, Maintenance Supervisor

DATE: December 9th, 2020

SUBJECT: November 2020 Maintenance Report

Attached is a work order summary detailing equipment repair and preventive maintenance activities conducted by the maintenance/electrical department and operations during November 2020.

Special projects in November included:

Excess Flow Clarifiers – Traveling Bridge Control Panel Replacements

The existing/original control panels on our two (2) excess flow traveling bridges have been in service since 1984. These control panels were significantly worn out from over 35 years of service, and they needed to be replaced.

New PLC-based control panels for the bridges (in stainless steel enclosures) were designed for us by Concentric Integration. After design approval by the District, the drawings were sent to three (3) local panel builders on our behalf, for competitive quotes.

After a long (COVID-related) staffing delay, installation of the new control panels has begun. We currently have the first new control panel installed on the north excess flow clarifier bridge. The start-up and testing has been completed, and the new control panel is operating as expected. In addition to the control panel replacement, we have also replaced all of the limit switches on the bridges, and all of the motors were rebuilt and new motor brakes have also been installed. All of the control panel installation was completed in-house by District electrical staff.

I anticipate the installation of the second control panel and related additional items will be completed in the next few weeks. A summary of the total costs related to this planned upgrade will be provided in next month's report.

Microstrainer Building – 2" Natural Gas Line Replacement

We discovered an underground natural gas line leak near the northeast corner of the Microstrainer building. Since all of the underground natural gas piping after the meter is the District's responsibility, we had to determine the location of the leak and make the necessary repairs.

The gas lines in the area were located by an underground utility locating company, Lucky Locators. The leak was in an area that has been excavated multiple times in the past for other pipeline repairs. Since we couldn't pinpoint the exact location of the leak, and we would likely have to excavate a large area to find it, we decided to abandon the existing gas line in place, and re-feed the Microstrainer building from an existing 2" gas line that was available on the roof of the Sand filter building.

Uno Construction excavated a small trench to expose a "Tee" fitting on the east side of the Sand filter building where the leaking gas line could be abandoned. After isolating the gas system, Dahme Mechanical cut and abandoned the leaking gas line and installed a cap where the leaking gas line was connected. After the underground work was completed, Dahme installed a new 2" gas line across the roof from the Sand filter building to the Microstrainer building where it was reconnected to the building. The total cost for this gas piping replacement by Dahme Mechanical was \$6,395.00.

Secondary Clarifiers 3&4 – Aluminum Railing Installation

This past summer, Secondary Clarifiers 3 & 4 were sandblasted and new protective coatings were applied on all metal surfaces. The severely rusted steel railings around the clarifiers were not painted since they were going to be replaced.

We purchased new aluminum railings for these clarifiers from Breuer Metal Craftsmen late in the FY19-20 budget year. The anticipation was to install them right after the painting project was completed. Unfortunately, low staffing levels due to the ongoing pandemic have delayed this installation project. I'm pleased to report the new aluminum railings have now been installed on both of the clarifiers. All of this installation work was completed in-house by maintenance staff.

Hypochlorite Feed Pump 1 – Pump Replacement

Hypochlorite feed pump 1 was recently removed from service to replace a leaking seal on the gear reducer. When the pump was disassembled, we discovered that the pump and the gear reducer housings were completely worn out and the pump needed to be replaced.

We have four (4) of these exact same pumps in the Hypochlorite building that were all installed in 2006 when we converted from chlorine gas to the hypochlorite for disinfection. This pump being worn out to the point of replacement wasn't a complete surprise. I anticipated that we would be reaching this point soon. In 2018, we purchased a complete pump assembly to have available on the shelf, due to the critical need for disinfection.

The new pump has been installed and is operating as expected. I have also placed an order with Drydon Equipment for another pump to have available for our future needs. The cost of the new complete pump assembly which includes the pump, gear reducer and motor is \$11,275.00. We expect this pump to be delivered in about 4-6 weeks.

Work Order Summary

Work Order Completion Dates from 11/4/2020 to 11/30/2020

Work Assignment	Completion Date	Equipment	NOTATIONS
Change Oil On Gear Reducers For Belt Press Unit & Conveyors	04-Nov-20	Belt Filter Press Belt Press Sludge Conveyor	
Run And Inspect Generators With The Load Of The Plant	05-Nov-20	Emergency Generator 1 Emergency Generator 2 Emergency Generator 3	
Repair torn backing plate on Auger #3	06-Nov-20	2004 AUGER-DAWG G-30 4D088	
Lubricate skid steer and attachment mechanisim		2019 Skid Steer	
Operate Relief Valves On Heat Exchangers And Boilers		Digester 1 Heat Exchanger Digester 2 Heat Exchanger Digester 3 Heat Exchanger Digester 4 Heat Exchanger Digester 5 Heat Exchanger	
Monthly Liquid Status of Under Ground Diesel Tank		Emerg Gen Diesel Storage Tank	
Operate Relief Valves On Heat Exchangers And Boilers		Excess Flow Pump Station	
Exercise both 24" primary influent ratio valves		Tunnel From PS to Grit Tunnel/Chan Primary Clarifiers	
2020 Masonry repairs and restoration.	07-Nov-20	Hypochlorite Feed Blg	Grove Masonry replaced approximately 300 damaged bricks, grind and tuck point the wire course (every 6th row around the building & misc. selective tuck pointing as needed. Also grind and seal coping joints.
12 Month/10,000 Mile Synthetic Oil Change (2014 Honda Civic) # 316 Nick	09-Nov-20	2014 Honda Civic CNG	Change oil and filter. Use Mobil 1 full synthetic oil. Check air and cabin filters. Rotote tires and check pressure.
500 Hour Oil Change on Pearth 4		Digester 4 Mixing System	
Replace the hot water pump for the Barscreen building heat.		Excess Flow Pump Station	Remove the Armstrong pump that failed and install a new B&G pump.
Install the new aluminum railings on both tanks.		Secondary Clarifier 3 Secondary Clarifier 4	Remove the old rusted out steel railings around the tanks & install new aluminum railings. Also patch old post holes and epoxy paint above water concrete surfaces.
Exercising of Raw and Excess Influent valves	11-Nov-20	Excess Flow Pump Station	
Replace Wiper Grit Conveyors 1-2		Grit Conveyor System	
Troubleshoot vibration & seal housing separation/failure.		Hobson Pump 2	Inspect pump & volute for debris, none found. Remove pump from the station, send to Rainbow Electric. Found shaft was broken at previous repair. After the shaft was repaired (to the correct length) the pump was reassembled

Work Assignment	Completion Date	Equipment	NOTATIONS
Monthly Cross Collector Check		Primary Clarifier 3 Primary Clarifier 4 Primary Clarifier 5 Primary Clarifier 6 Primary Clarifier 7 Primary Clarifier 8 Primary Clarifier 9	and put back into operation.
Exercising of Raw and Excess Influent valves		Raw Sewage Pump Station	
Repair broken sump and check valve	12-Nov-20	Digester 1 and 2 Control Bldg	Replaced broken sump at Digester 1 and cleared out check valve.
Digester 1 Mixing System Semi-Annual/2000 Hour Oil Change		Digester 1 Mixing Pump	
Semi-annual Calibration		ORP System	Check calibration after probe was replaced on 11/11/20.
4 MONTH CLEANING OF PEARTH 2 & 4 STRAINERS	13-Nov-20	Digester 2 Mixing System	
Replace motor starter that failed.		Digester 3 Gas Booster 1	Replace motor starter that failed with a new unit that was purchased from Southland Electric. Also order a second unit for stock.
4 MONTH CLEANING OF PEARTH 2 & 4 STRAINERS		Digester 4 Mixing System	
MONTHLY BAR SCREEN HARDWARE AND CHANNEL INSPECTION	16-Nov-20	Bar Screen 1	Monthly check of bar screen 1 and 2 hardware and influent channel debris.
		Bar Screen 2	
Seasonal Open/Close of 003 30" drain line by Ebarra pumps		Excess Flow Pump 10	
		Excess Flow Pump 11	
		Excess Flow Pump 12	
6 Month Oil Change On Bearings on Grit Pumps 1, 2, 3, & 4.		Grit Pump 1	
		Grit Pump 2	
		Grit Pump 3	
		Grit Pump 4	
By-Weekly Fluid and Misc. Check of Generators	17-Nov-20	Emergency Generator 1	
		Emergency Generator 2	
		Emergency Generator 3	
Run And Inspect Generators With The Load Of The Plant	18-Nov-20	Emergency Generator 1	
		Emergency Generator 2	
		Emergency Generator 3	
Monthly Fire Extinguishers Inspection	30-Nov-20	5006 Walnut Eqpmnt Strge Bldg Administration Center Bar Screen Building Belt Filter Press Building Bisulfite Building Blower Building	

Work Assignment	Completion Date	Equipment	NOTATIONS
By-Weekly Fluid and Misc. Check of Generators		Digester 1 and 2 Control Bldg	
		Digester 3 Control Building	
		Digester 4 - 5 Control Buildg	
Monthly Fire Extinguishers Inspection		Emergency Generator 1	
		Emergency Generator 2	
		Emergency Generator 3	
		Emergency Generator Building	
		Excess Flow Pump Station	
		Excess Flow Sludge Pump House	
		Filter Building	
		Grit Building	
		Hypochlorite Feed Blg	
		Interm Clarifier Sludge Bldg	
		Laboratory	
		Maintenance Services Building	
		Microstrainer Building	
		Operations Center	
		Raw Sewage Pump Station	
		System Garage	

DOWNERS GROVE SANITARY DISTRICT
M E M O

DATE: December 7, 2020

TO: Amy Underwood
General Manager

FROM: Robert Swirsky
Sewer System Maintenance Supervisor

RE: Monthly Report – November, 2020

1.	JULIE Line Markings:	Current	Year to Date
	Received	914	12980
	In District	836	12035
	Marked	156	2068
	Man Hours	65	877
2.	Building Service:	Current	Year to Date
a.	BSSRAP TV Inspections	15	180
b.	Emergency BSSRAP Repairs	10	92
c.	Total BSSRAP Repairs	11	131
d.	I&I inspections	00	01
e.	I&I C.O. installation	00	04
f.	Replace broken cleanout caps	00	12
g.	OHSP TV Inspections	00	07
h.	Post Rodding TV	03	64
3.	Sewer backups:	Current	Year to Date
a.	Public sewer	01	5
b.	Private sewer	21	199
c.	Surcharged main	00	36
d.	Pump station	00	0
	Total	22	240
		Current	Year to Date
4.	Sewer Cleaning (DGSD personnel):	0	229,181 Ft.
	a. Sewer Cleaning (outside contractors):	0	345 Ft.
5.	Main Sewer Televising (DGSD personnel):	2,526	5,532 Ft.
	a. Sewer Televising (outside contractors):	0	60,646 Ft.
6.	LETS TV	0	2
7.	Manhole inspections	0	153

8. Sewer and manhole repairs and replacements by Uno Construction: None
9. Miscellaneous: (sewer system personnel)
 - a. Installed flow meters for the next metering group.
 - b. 2 – Dyed water flood tests for sinkhole investigation.
 - c. 6 Month televising of 1K-028 Phase II pipe defects.

CC: WDVb, AES, PWC, RTJ, KJR, MS, AU, TTC, WCC, MCW

DOWNERS GROVE SANITARY DISTRICT
M E M O

DATE: December 10, 2020

TO: Amy R. Underwood
General Manager

FROM: Keith Shaffner
Sewer Construction Supervisor

RE: Monthly Report: Sewer Construction \ Code Enforcement – November 2020

- | 1. | Permits issued: | Current | Year to Date |
|----|-----------------|----------|--------------|
| a. | Single family | 6 | 42 |
| b. | Multiple family | 0 | 1 |
| c. | Commercial | 0 | 9 |
| d. | Repair | 1 | 10 |
| e. | Disconnection | <u>5</u> | <u>35</u> |
| | Total | 12 | 97 |
-
- | 2. | Inspections made: | Current | Year to Date |
|----|------------------------|----------|--------------|
| a. | Connections | 1 | 58 |
| b. | Finals | 4 | 59 |
| c. | Repairs | 1 | 13 |
| d. | Disconnects | 2 | 37 |
| e. | Groundwork | 0 | 4 |
| f. | Walk-Thru | 0 | 0 |
| g. | Pre-connections | 0 | 9 |
| h. | Overhead Sewer Program | 0 | 4 |
| i. | Code Enforcement | 0 | 16 |
| j. | Lateral testing | <u>6</u> | <u>61</u> |
| | Total | 14 | 261 |
-
3. New Sewer Extension Construction:
- a. None
-
4. New Sewer Extension Testing - air, deflection, manhole, and televising:
- a. None
-
5. Code Enforcement:
- a. None

6. Plan & Permit Reviews:
 - a. 6036 Margo– Single Family Home Review
 - b. 4620 Linscott – Single Family Home Review
 - c. 2029 Prairie – Single Family Repair Review

7. Building Sanitary Service Access Agreements:
 - a. 4620 Linscott – Downers Grove
 - b. 4935 Francisco– Downers Grove
 - c. 214 W. Chicago – Westmont
 - d. 4508 Wilson – Downers Grove

8. Illinois EPA Permits:
 - a. None

9. Waste Hauling Permits Issued:

None

10. Miscellaneous:
 - a. Covid-19 pandemic - The Code Enforcement Department has continued to function at a high level of service. Inspector Danny Jasso has continued to work in the field using safe social distancing and personal protective equipment as necessary to complete their inspections. I have been working from home and coming into the Administration Center as necessary.
 - b. The District will be completing multiple teleconference interviews with applicants for the Permit Tech. position in the next week.

CC: WDVb, AES, PWC, KJR, RTJ, MJS, RPS, WCC & MGP

Permits Issued: NOVEMBER 2020

YEAR	PERMIT #	ADDRESS	STREET	CIT	ISSUE	TYPE	TAP FEE	INSP FEE
2020	90	4620	LINSCOTT	DG	11/4/2020	SF-RB		\$223.00
2020	78	4620	LINSCOTT	DG	11/4/2020	DISCON		
2020	74	4935	FRANCISCO	DG	11/4/2020	SF	\$3,248.00	\$223.00
2020	193	416 N	CASS	W	11/5/2020	SF	\$16,831.00	\$1,338.00
2020	94	927	CURTISS	DG	11/6/2020	DISCON		
2020	76	214 W	CHICAGO	W	11/11/2020	SF-RB		\$223.00
2020	95	4701	ROSLYN	DG	11/12/2020	DISCON		
2020	97	1220	PRAIRIE	DG	11/12/2020	DISCON		
2020	75	4508	WILSON	DG	11/12/2020	SF-RB		\$223.00
2020	99	2029	PRAIRIE	DG	11/17/2020	REPAIR		
2020	98	4501	STATTON	DG	11/20/2020	DISCON		
2020	96	6036	MARGO	DG	11/24/2020	SF	\$3,248.00	\$223.00
TOTAL							\$23,327.00	\$2,453.00

Permit Final Inspections: NOVEMBER 2020

YEAR	PERMIT #	ADDRESS	STREET	CITY	FINAL
2019	77	6037	MIDDAUGH	DG	11/12/2020
2019	138	4811	PERSHING	DG	11/16/2020
2018	42	3828	VENARD	DG	11/16/2020
2019	104	2125	OGDEN	DG	11/24/2020

Progress Report

To: Amy Underwood, General Manager
From: Reese Berry, Laboratory Supervisor
Date: December 9, 2020
Re: November 2020 Laboratory Report

We had no excess rain events in November. We had no permit excursions in November.

Biosolids:

Sample results for November were completed/received and all results were well under the class A requirements for our program. We did have class B sludge hauled away since the last progress report. All requirements were met for that hauling event.

Pretreatment Activities:

Dental Amalgam Rule:

We have a handful of users who haven't completed the form for the Dental Amalgam Rule. We are still striving to collect a few outstanding users' forms. We sent another mailing to these users with stronger language detailing the potential for a daily fine for failure to return the completed form. There are a couple users I need to visit, since the forms were unsigned.

Industrial Sampling:

All industrial sampling was completed and the data collected was well under each permitted users limits. All permits are in compliance at this time.

Industrial Waste Survey:

Initial mailings for this required survey of users was sent out during November. We are awaiting the return of these forms to evaluate current and potential industrial customers.

Personnel:

After we sampled/tested biosolids during November we transitioned back to 1 lab technician in the lab each week, while the other was on standby. We operate this way, until we need to be fully staffed for biosolids testing.

C: WDVb, AES, PWC, KJR, RTJ, MJS, WCC, MGP

To: Amy Underwood, General Manager
From: Alex Bielawa, Staff Engineer
Re: Engineering Report for the Month November, 2020
Date: December 11, 2020

I. Planning Projects & Studies

A. Flow Monitoring

Flow meters for Cycle E have been installed. Analysis of Cycle D is ongoing.

B. Composting Pilot

Heap 3 was flipped from Phase 2 to Phase 3 on December 10th. Sustainable Generation has allowed the District to run an additional heap beginning in January without charging the additional rental fee for the two months.

C. Sewer System Televising

Sewertech LLC has finished all of the televising and final payment is included in the December Claim Ordinance.

Original Contract Price	\$84,422.50
Change Orders to Date	<u>(\$3,615.00)</u>
Contract Sum to Date	\$80,807.50
Total Completed to Date	\$80,807.50
Retainage	<u>\$0.00</u>
Total Earned Less Retainage	\$80,807.50
Less Previous Payments	<u>\$0.00</u>
Current Payment Due	\$80,807.50

II. Design Projects

A. Centex Lift Station Replacement

Baxter & Woodman and the District held a kickoff meeting on December 9th to discuss the design of the new Lift Station at Centex. The project is tentatively scheduled to go out for bid in April 2021.

III. Construction Projects

A. Stanley Avenue Sanitary Sewer Rehabilitation

Insituform Technologies USA, LLC. did not submit a Pay Request this month.

Contract Sum to Date	\$102,812.00
Total Completed to Date	\$113,169.40
Retainage	<u>\$11,316.94</u>
Total Earned Less Retainage	\$101,852.46
Less Previous Payments	<u>\$101,852.46</u>
Current Payment Due	\$0.00

District staff are coordinating with Insituform to get closeout documents.

B. CHP No.1 Replacement

Baxter & Woodman - Boller Construction Company, LLC submitted Pay Request No.4 this month.

Contract Sum to Date	\$1,082,575.00
Total Completed to Date	\$763,842.21
Retainage	<u>\$76,384.22</u>
Total Earned Less Retainage	\$687,457.99
Less Previous Payments	<u>\$572,156.59</u>
Current Payment Due	\$115,301.40

Electrical and mechanical work is ongoing. Startup and commissioning are anticipated to occur in late January.

C. Sherman Street Sanitary Sewer Replacement

Austin Tyler Construction, Inc. did not submit a Pay Request this month.

Contract Sum to Date	\$134,691.00
Total Completed to Date	\$93,681.00
Retainage	<u>\$9,368.10</u>
Total Earned Less Retainage	\$84,312.90
Less Previous Payments	<u>\$84,312.90</u>
Current Payment Due	\$0.00

Austin Tyler still has minor landscape restoration to be done for this project.

C: WDVb, AES, PWC, KJR, RTJ, MJS, WCC, MGP

Downers Grove Sanitary District



Client Manager:

Derek Wold
dwold@baxterwoodman.com
815-444-3335

Project Status Report Issued On: 11/24/2020

Project Title/Job	Project Manager	Completion Date	Tasks Completed This Period	Tasks Pending This Period	Items Waiting On Client	Status Date
Flow Monitoring Job Number: [050739.90]	Shane Firsching (815) 459-1260 sfirsching@baxterwoodman.com	12/30/2019	None.	Assist District with analysis.	None	11/18/2020
Nutrient Study RAS Denit Job Number: [120501.33]	Derek Wold dwold@baxterwoodman.com	12/31/2020	No work during current period.	Evaluation of scenarios as requested by District.	Results after reinstating ATs 1-3.	11/17/2020
1K-028 Flow Basin Rehabilitation Construction Services Job Number: [150980.61]	Ray Koenig (708) 478-2090 rkoenig@baxterwoodman.com	4/1/2019	Final contract value agreed to District and Contractor.	Contract closeout		11/18/2020
Outfall Sewer Sag Repair Job Number: [180237.40]	Shane Firsching (815) 459-1260 sfirsching@baxterwoodman.com	12/31/2019	Permit coordination with BNSF Railway. Revise project manual. Revise drawings. Prepared Re-Bidding Design Budget and Schedule.	Revise project manual. Revise drawings. Advertise project. Obtain refund for \$800 BNSF Permit Fee.	None.	11/18/2020
Centex Lift Station Design Job Number: [181059.40]	Shane Firsching (815) 459-1260 sfirsching@baxterwoodman.com	5/31/2021	None.	Schedule Kickoff Meeting	None	11/24/2020
WWTC WAS Thickener - Construction Services Job Number: [190153.60]	Ray Koenig (708) 478-2090 rkoenig@baxterwoodman.com	1/31/2020	Work completed to 100%, final pay request processed.	Owner awaiting final hard copies of O&M Manual, construction record drawings	none	11/18/2020
Excess Flow Clarifier Bridge Control Panel Upgrades Job Number: [191490.50]	Jim Gramhofer (815) 459-1260 jgramhofer@goconcentric.com	5/31/2020	District installed control panels.	PLC programming. Installation.	None.	11/18/2020

Project Title/Job	Project Manager	Completion Date	Tasks Completed This Period	Tasks Pending This Period	Items Waiting On Client	Status Date
2020 Miscellaneous Engineering Services Job Number: [200044.00]	Derek Wold dwold@baxterwoodman.com	12/31/2020	Code reviews, alley sewer assistance, and belt pres drawings/specs.	Assistance as requested.	None	11/17/2020
CHP No. 1 Design Build Job Number: [200328.50]	Eider Alvarez-Puras (708) 478-2090 ealvarez-puras@baxterwoodman.com	3/9/2021	Received and offloaded second container and inspected the equipment. Installation of roof curbs, roof silencer, roof foam, and rooftop HVAC units. Poured equipment concrete pads and placed radiators, CHP and control panel. Held November Progress Meeting.	Continue piping and electrical connections. Install duct to offset existing room exhaust fun.	None	11/18/2020
Sludge Storage Building Job Number: [200381.40]	Chuck Brunner (815) 459-1260 cbrunner@baxterwoodman.com	12/31/2020	None	None	Project construction postponed until 2021. Pending client review comments on preliminary design and determination of acceptable location for contractor material storage and staging area.	11/17/2020
Stanley Avenue Sanitary Sewer Rehabilitation Job Number: [200410.40]	Ray Koenig (708) 478-2090 rkoenig@baxterwoodman.com	12/31/2020	Process pay request # 1.	Review videos and contract closeout		11/18/2020
Sherman Street Sanitary Sewer Replacement Job Number: [200411.40]	Ray Koenig (708) 478-2090 rkoenig@baxterwoodman.com	12/31/2020	General contract administration. Water main conflict assistance.	General contract administration, contract closeout.	None.	11/18/2020

Downers Grove Sanitary District I&I Removal Target Area 1K-028 Parcel Status



Burlington Avenue

STATUS OF 1K-028 INSPECTIONS AND AGREEMENT ACQUISITIONS

Category	Inspections Scheduled	Inspections Completed	Application Received	Agreements Signed	Cleanout Installed	Service Rehab Done	Totals	Total as Percentage
1A	Y	Y	N	Y	Y	N/A	19	8%
1B	Y	Y	N	N	N	N/A	1	0%
2A	Y	Y	Y	Y	Y	N	81	36%
2B	Y	Y	Y	Y	Y	N	17	7%
2D	Y	Y	Y	N	N	N	3	1%
3A	Y	Y	Y	Y	N	N	4	2%
4	Y	Y	N	N	N	N	38	17%
4A	N	N	N	N	N/A	N	4	2%
5	Y	N	N	N	N	N	0	0%
5A	Y	Y	N	N	N	N	12	5%
5AX	Y	Y	N	N	N	N	0	0%
5B	Y	N	N	N	N	N	12	5%
5BX	Y	N	N	N	N	N	1	0%
0	N	N	N	N	N	N	30	13%
X	-	-	-	-	-	-	5	2%
5X	-	-	-	-	-	-	1	0%

Category Description:

- 1A - PVC service with cleanout(may need to be sealed at the main)
- 1B - All PVC no Cleanout
- 2A - Cleanout installed, ready for rehab
- 2B - Ready for rehab
- 2D - BSSRAP/OHSP TV done
- 3A - Released to contractor for cleanout installation
- 4 - Inspection completed (Program application needed)
- 4A - Has an existing cleanout
- 5 - Inspections scheduled
- 5A - Inspection done - BSSRAP needed (qualifying defects or obstructions seen during TV)
- 5AX - Violation, BSSRAP needed
- 5B - Unable to TV
- 5BX - Unable to TV Violation
- 0 - Inspection Needed
- X - Demolished
- 5X - Inspection done - Violation not corrected

228 100%

11% Complete

2015 Basin I&I Ranking = 1
2016 Basin I&I Ranking = 27
2018 Basin I&I Ranking = 6

Combined pit violations found and corrected to date - 0
Storm pit violations found and corrected to date - 2

DOWNERS GROVE SANITARY DISTRICT CASH BALANCES AND INVESTMENT SCHEDULE
DATE: 11/30/2020

CASH BALANCES

			PREVIOUS MONTH		
ACCOUNT NAME	ACCOUNT NUMBER	BALANCE PER BANK STATEMENT	TOTAL BALANCE PER BANK STATEMENTS	MONTHLY EARNINGS CREDIT	EARNINGS CREDIT PERCENTAGE
DEPOSIT	XXXXXXXXXX1116	\$800,085.10			
DISBURSEMENT	XXXXXXXXXX1111	527,052.12			
FLEXIBLE BENEFITS	XXXXXXXXXX6025	11,396.64			
PAYROLL	XXXXXXXXXX1117	203,588.66			
PETTY CASH	XXXXXXXXXX1112	3,177.25			
USER REFUNDS	XXXXXXXXXX1114	4,223.83			
TOTAL - CASH AT BANK		\$1,549,523.60	\$1,897,803.17	\$270.37	0.0142%

INVESTMENTS

TYPE	FINANCIAL INSTITUTION	TERM	MATURITY	AMOUNT	ANNUAL INT. RATE	GENERAL CORPORATE FUND (01)	IMPROVEMENT FUND (02)	CONSTRUCTION FUND (03)	PUBLIC BENEFIT FUND (05)	SEWER EXTENSION FUND (71)	INTEREST EARNED AT MATURITY
CD	BMO HARRIS BANK	7 MOS	12/17/2020	\$250,000.00	0.995%	\$250,000.00					\$1,451.04
CD	CIT BANK	14 MOS	1/9/2021	\$245,000.00	1.700%	\$245,000.00					\$4,859.17
CD	EVERGREEN BANK GROUP	12 MOS	2/13/2021	\$250,000.00	1.990%	\$250,000.00					\$4,975.00
CD	FIRST MIDWEST BANK	13 MOS	3/15/2021	\$250,000.00	1.490%	\$100,000.00	\$107,719.45		\$35,260.73	\$7,019.82	\$4,035.42
CD	TRISTATE CAPITAL	12 MOS	4/9/2021	\$249,990.00	1.100%		\$249,990.00				\$2,749.89
CD	ROYAL SAVINGS BANK	13 MOS	7/2/2021	\$250,000.00	0.850%	\$100,000.00	\$150,000.00				\$2,302.08
TOTAL CDs				\$1,494,990.00	1.363%	\$945,000.00	\$507,709.45	\$0.00	\$35,260.73	\$7,019.82	\$20,372.60

TYPE	FINANCIAL INSTITUTION	TERM	LAST ACTION DATE	AMOUNT*	CURRENT RATE OF RETURN							ESTIMATED ANNUAL RETURN
MM	AXOS BANK	ONGOING	10/30/2020	\$249,006.40	0.600%	\$249,006.40						\$1,494.04
MM	BANKFINANCIAL	ONGOING	3/13/2013	\$15,553.00	0.150%	\$15,553.00						\$23.33
MM	CIT BANK	ONGOING	11/9/2016	\$5,000.00	0.050%	\$5,000.00						\$2.50
MM	LIMESTONE BANK	ONGOING	9/9/2013	\$1,078.08	0.100%	\$1,078.08						\$1.08
MM	LISLE SAVINGS BANK	ONGOING	11/10/2020	\$250,009.92	0.500%	\$250,009.92						\$1,250.05
MM	LUANA SAVINGS BANK	ONGOING	10/29/2020	\$249,008.86	0.600%	\$249,008.86						\$1,494.05
MM	ROYAL SAVINGS BANK	ONGOING	12/4/2012	\$154.48	0.000%	\$154.48						\$0.00
MM	STEARNS BANK	ONGOING	9/1/2015	\$250,000.00	0.500%	\$250,000.00						\$1,250.00
MM	TRISTATE CAPITAL BANK	ONGOING	11/9/2016	\$10.00	0.000%		\$10.00					\$0.00
MM	WEST SUBURBAN BANK	ONGOING	11/20/2012	\$5,144.09	0.000%		\$5,144.09					\$0.00
TOTAL MM ACCOUNTS				\$1,024,964.83	0.538%	\$1,019,810.74	\$5,154.09	\$0.00	\$0.00	\$0.00		\$5,515.05
ILLINOIS FUNDS - MONEY MARKET				\$2,802,242.07	0.093%	\$1,382,909.56	\$607,338.54	\$811,993.97	\$0.00	\$0.00		\$2,606.09
TOTAL - ALL INVESTMENTS				\$5,322,196.90	0.535%	\$3,347,720.30	\$1,120,202.08	\$811,993.97	\$35,260.73	\$7,019.82		\$28,493.73

TOTAL CASH AND INVESTMENTS \$6,871,720.50

*INVESTMENT ACCOUNT BALANCES ARE UPDATED QUARTERLY FOR THESE MONEY MARKET ACCOUNTS TO REFLECT NOMINAL INTEREST AMOUNTS EARNED EACH MONTH AND POSTED DIRECTLY TO THE INVESTMENT.

Board of Trustees
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President
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Vice President
Paul W. Coultrap
Clerk



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P.O. Box 1412
Downers Grove, IL 60515-0703
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General Manager
Amy R. Underwood

Legal Counsel
Michael G. Philipp

Providing a Better Environment for South Central DuPage County

Memo

To: Board of Trustees
From: Amy R. Underwood, General Manager
Date: December 11, 2020
Subject: Treasurer's Report for November 2020

Attached please find the subject report that tracks income and expenses through the seventh month of Fiscal Year 20-21.

Totals of expenses and income are shown on the following table:

Year-to-date	Income	Expense
General Fund	\$ 5,982,812.06 (page 1)	\$ 5,989,139.53 (page 6)
Improvement Fund	\$ 89,650.14 (page 7)	\$ 46,595.52 (page 7)
Construction Fund	\$ 193,326.40 (page 8)	\$ 14,403.64 (page 9)
Public Benefit Fund	\$ 310.02 (page 10)	\$ 0.00 (page 10)
TOTAL	\$ 6,266,098.62	\$ 6,050,138.69

C: BOLI, WCC, MGP

=====

Fund number & Description	Ending Fund Balance

Fund 01 : GENERAL FUND	\$4,231,580.60
Fund 02 : IMPROVEMENT FUND	\$1,182,250.62
Fund 03 : CONSTRUCTION FUND	\$1,211,832.52
Fund 05 : PUBLIC BENEFIT FUND	\$37,635.00
Recap Totals	<hr/> \$6,663,298.74

TREASURER'S REPORT

DATE 12/07/20 MONTH ENDED 11/30/20 PAGE 1
FUND 01 GENERAL FUND

NUMBER	DESCRIPTION	COST	ACTUAL CURRENT MONTH	BUDGET CURRENT MONTH	ACTUAL Y-T-D	BUDGET Y-T-D	ACTUAL- BUDGET VARIANCE	VAR %	TOTAL BUDGET
=====									
DEPT 05	REVENUES								
3000	PROPERTY TAXES		10,671.09-	14,176-	1,243,972.21-	1,254,500-	10,527.79	.8-	1,254,500-
3001	USER RECEIPTS		296,571.89-	353,728-	1,919,535.48-	2,061,970-	142,434.52	6.9-	3,451,000-
3002	SURCHARGES		38,655.53-	31,250-	187,724.00-	218,750-	31,026.00	14.2-	375,000-
3004	PLAN REVIEW FEES		.00	500-	229.95-	1,500-	1,270.05	84.7-	2,000-
3005	CONSTRUCTION INSPECTION FEES		.00	120-	.00	360-	360.00	100.0-	500-
3006	PERMIT INSPECTION FEES		2,453.00-	1,833-	10,611.00-	12,831-	2,220.00	17.3-	22,000-
3007	INTEREST ON INVESTMENTS		1,434.85-	3,167-	15,276.93-	22,169-	6,892.07	31.1-	38,000-
3013	SAMPLING AND MONITORING		9,203.15-	6,042-	61,525.39-	42,290-	19,235.39-	45.5	72,500-
3014	REPLACEMENT TAXES		.00	0	45,485.96-	41,100-	4,385.96-	10.7	75,000-
3015	MISCELLANEOUS INCOME		.00	833-	21,199.01-	5,831-	15,368.01-	263.6	10,000-
3021	TELEVISION INSPECTION		.00	150-	.00	150-	150.00	100.0-	150-
3023	PROPERTY LEASE PAYMENTS		2,901.80-	2,904-	20,197.50-	20,328-	130.50	.6-	34,850-
3024	MONTHLY SERVICE FEES		303,351.41-	358,510-	2,375,352.73-	2,394,186-	18,833.27	.8-	4,120,800-
3027	GREASE WASTE		9,891.50-	16,667-	81,701.90-	116,669-	34,967.10	30.0-	200,000-
3040	RENEWABLE ENERGY CREDITS		.00	0	.00	1,500-	1,500.00	100.0-	3,000-
=====									
DEPT 05 TOTALS			675,134.22-	789,880-	5,982,812.06-	6,194,134-	211,321.94	3.4-	9,659,300-
=====									
FUND REVENUE TOTAL			675,134.22-	789,880-	5,982,812.06-	6,194,134-	211,321.94	3.4-	9,659,300-
=====									
DEPT 11	O & M EXPENSES - ADMINISTRATION								
SECT A	SALARIES AND WAGES								
A001	TRUSTEES		4,500.00	4,500	13,500.00	13,500	.00	.0	18,000
A002	BOLI		.00	225	.00	675	675.00-	100.0-	900
A003	GENERAL MANAGEMENT		18,820.58	19,536	143,200.27	147,130	3,929.73-	2.7-	244,200
A004	FINANCIAL RECORDS		15,151.59	15,552	123,100.90	117,126	5,974.90	5.1	194,400
A005	ADMINISTRATIVE RECORDS		1,939.43	2,024	15,898.88	15,243	655.88	4.3	25,300
A006	ENGINEERING		224.50	988	1,333.72	7,441	6,107.28-	82.1-	12,350
A007	CODE ENFORCEMENT		26,799.12	29,792	235,137.51	236,371	1,233.49-	.5-	372,400
A008	SAFETY ACTIVITIES		3,083.39	1,780	17,110.52	13,406	3,704.52	27.6	22,250
A030	BUILDING AND GROUNDS		292.32	120	872.32	904	31.68-	3.5-	1,500
A090	WORK FROM HOME REIMBURSEMENT ALLOWANCE		275.00	0	2,700.00	0	2,700.00	.0	0
=====									
SECT A TOTALS			71,085.93	74,517	552,854.12	551,796	1,058.12	.2	891,300
=====									
SECT B	OPERATIONS AND MAINTENANCE								
B100	ELECTRICITY		502.53	300	2,489.02	2,700	210.98-	7.8-	4,000
B101	NATURAL GAS		43.20	300	305.96	1,450	1,144.04-	78.9-	3,000
B102	WATER, GARBAGE AND OTHER UTILITIES		128.69	190	705.20	820	114.80-	14.0-	1,200
B110	BANK CHARGES		1,673.32	1,500	11,939.74	10,500	1,439.74	13.7	18,000
B112	COMMUNICATION		2,002.68	1,608	13,499.84	11,256	2,243.84	19.9	19,300
B113	EMERGENCY/SAFETY EQUIPMENT		76.20	3,500	15,758.80	24,500	8,741.20-	35.7-	42,000
B115	EQUIPMENT/EQUIPMENT REPAIR		2,868.83	9,350	37,933.91	63,000	25,066.09-	39.8-	93,000
B116	SUPPLIES		184.28	625	1,454.49	4,375	2,920.51-	66.8-	7,500
B117	EMPLOYEE/DUTY COSTS		229.07	1,667	2,205.69	11,669	9,463.31-	81.1-	20,000
B118	BUILDING AND GROUNDS		923.35	3,000	17,456.17	23,000	5,543.83-	24.1-	34,000

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NUMBER	DESCRIPTION	COST	ACTUAL CURRENT MONTH	BUDGET CURRENT MONTH	ACTUAL Y-T-D	BUDGET Y-T-D	ACTUAL- BUDGET VARIANCE	VAR %	TOTAL BUDGET
=====									
B119	POSTAGE		1,012.40	792	2,213.81	5,544	3,330.19-	60.1-	9,500
B120	PRINTING/PHOTOGRAPHY		.00	300	6,273.45	10,500	4,226.55-	40.3-	12,000
B121	USER BILLING MATERIALS		1,083.01	6,333	36,517.25	44,331	7,813.75-	17.6-	76,000
B124	CONTRACT SERVICES		1,027.22	8,500	32,466.00	59,500	27,034.00-	45.4-	102,000
B137	MEMBERSHIPS/SUBSCRIPTIONS		.00	6,620	6,842.00	9,320	2,478.00-	26.6-	11,100
=====									
SECT B TOTALS			11,754.78	44,585	188,061.33	282,465	94,403.67-	33.4-	452,600
=====									
SECT C VEHICLES									
C222	GAS/FUEL		.00	125	200.74	975	774.26-	79.4-	2,000
C225	OPERATION/REPAIR		145.98	650	370.02	1,950	1,579.98-	81.0-	2,600
=====									
SECT C TOTALS			145.98	775	570.76	2,925	2,354.24-	80.5-	4,600
=====									
DEPT 11 TOTALS			82,986.69	119,877	741,486.21	837,186	95,699.79-	11.4-	1,348,500
=====									
DEPT 12 O & M EXPENSES - WWTC									
=====									
SECT A SALARIES AND WAGES									
A006	ENGINEERING		4,119.96	2,920	30,304.00	21,991	8,313.00	37.8	36,500
A009	OPERATIONS MANAGEMENT		8,875.41	8,328	57,514.80	62,720	5,205.20-	8.3-	104,100
A010	MAINTENANCE - BUDGET		.00	42,404	.00	319,355	1,808.20-	.6-	530,050
A011	MAINTENANCE - WWTC		28,531.63	0	199,671.37	0	.00	.0	0
A012	MAINTENANCE - VEHICLES		511.56	0	1,134.77	0	.00	.0	0
A013	MAINTENANCE - ENERGY RECOVERY		107.10	0	4,459.49	0	.00	.0	0
A014	MAINTENANCE - ELECTRICAL		13,794.87	0	112,281.17	0	.00	.0	0
A020	WWTC - BUDGET		.00	46,112	.00	347,281	32,732.97	9.4	576,400
A021	WWTC - OPERATIONS		28,261.37	0	233,800.30	0	.00	.0	0
A022	WWTC - SLUDGE HANDLING		12,625.64	0	141,045.37	0	.00	.0	0
A023	WWTC - ENERGY RECOVERY		827.63	0	5,168.30	0	.00	.0	0
A030	BUILDING AND GROUNDS		8,875.75	10,988	64,242.85	82,753	18,510.15-	22.4-	137,350
A090	WORK FROM HOME REIMBURSEMENT ALLOWANCE		37.50-	0	125.00	0	125.00	.0	0
=====									
SECT A TOTALS			106,493.42	110,752	849,747.42	834,100	15,647.42	1.9	1,384,400
=====									
SECT B OPERATIONS AND MAINTENANCE									
B100	ELECTRICITY		13,460.21	8,000	75,726.14	67,000	8,726.14	13.0	109,000
B101	NATURAL GAS		310.09	1,000	1,559.48	3,400	1,840.52-	54.1-	10,000
B102	WATER, GARBAGE AND OTHER UTILITIES		3,649.94	4,750	17,044.64	23,000	5,955.36-	25.9-	36,000
B103	ODOR CONTROL		589.00	200	1,217.00	2,900	1,683.00-	58.0-	4,000
B104	FUEL - GENERATORS		.00	3,500	273.12	10,500	10,226.88-	97.4-	14,000
B112	COMMUNICATION		1,439.67	1,667	10,670.29	11,669	998.71-	8.6-	20,000
B113	EMERGENCY/SAFETY EQUIPMENT		876.82	792	8,219.04	5,544	2,675.04	48.3	9,500
B116	SUPPLIES		665.23	2,692	14,044.62	18,844	4,799.38-	25.5-	32,300
B117	EMPLOYEE/DUTY COSTS		608.85	2,100	5,420.14	16,200	10,779.86-	66.5-	26,000
B124	CONTRACT SERVICES		.00	0	209,816.00	209,800	16.00	.0	209,800
B130	NPDES PERMIT FEES		.00	0	53,000.00	53,000	.00	.0	53,000
B131	SLUDGE HAULING/DISPOSAL SERVICES		31,893.75	0	78,671.25	80,000	1,328.75-	1.7-	80,000
B400	CHEMICALS - BUDGET		.00	10,054	.00	70,378	20,345.98-	28.9-	120,650

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=====									
B401	CHEMICALS - DISINFECTION		4,861.97	0	31,578.36	0	.00	.0	0
B402	CHEMICALS - SLUDGE DEWATERING		2,142.54	0	18,453.66	0	.00	.0	0
B501	EQPT/EQPT REPAIR - BIOSOLIDS AGING & DISPOS		.00	17,050	119,125.58	176,350	57,224.42-	32.5-	216,126
B502	EQPT/EQPT REPAIR - DISINFECTION		.00	9,293	12,165.83	17,051	4,885.17-	28.7-	23,511
B503	EQPT/EQPT REPAIR - EXCESS FLOW		6,836.89	707	40,485.32	19,949	20,536.32	102.9	23,487
B504	EQPT/EQPT REPAIR - GRIT REMOVAL		.00	9,134	1,067.18	14,438	13,370.82-	92.6-	38,859
B505	EQPT/EQPT REPAIR - INFLUENT PUMPING		.00	3,094	766.15	27,658	26,891.85-	97.2-	43,132
B506	EQPT/EQPT REPAIR - PRIMARY TREATMENT		.00	12,460	6,852.08	33,720	26,867.92-	79.7-	51,020
B507	EQPT/EQPT REPAIR - SECONDARY TREATMENT		494.18	12,315	93,044.46	112,205	19,160.54-	17.1-	141,276
B508	EQPT/EQPT REPAIR - SLUDGE CONCENTRATION		14,285.91	0	402,899.52	500,000	97,100.48-	19.4-	504,244
B509	EQPT/EQPT REPAIR - SLUDGE DEWATERING		19.74	101,369	19,719.14	180,282	160,562.86-	89.1-	687,168
B510	EQPT/EQPT REPAIR - SLUDGE DIGESTION		20,901.31	23,625	35,851.72	51,875	16,023.28-	30.9-	99,997
B511	EQPT/EQPT REPAIR - TERTIARY TREATMENT		.00	1,326	.00	16,782	16,782.00-	100.0-	28,414
B512	EQPT/EQPT REPAIR - WWTC GENERAL		3,157.72	6,668	16,604.75	24,179	7,574.25-	31.3-	35,010
B513	EQPT/EQPT REPAIR - WWTC UTILITIES		398,005.01	323,150	612,334.78	498,650	113,684.78	22.8	795,606
B801	BLDG AND GROUNDS - BIOSOLIDS AGING & DISPOS		.00	292	.00	2,044	2,044.00-	100.0-	3,500
B802	BLDG AND GROUNDS - DISINFECTION		72.32	100	15,668.52	29,250	13,581.48-	46.4-	29,811
B803	BLDG AND GROUNDS - EXCESS FLOW		.00	0	8,937.88	3,560	5,377.88	151.1	3,560
B804	BLDG AND GROUNDS - GRIT REMOVAL		.00	88	.00	616	616.00-	100.0-	1,061
B805	BLDG AND GROUNDS - INFLUENT PUMPING		940.50	664	1,292.00	4,648	3,356.00-	72.2-	7,963
B806	BLDG AND GROUNDS - PRIMARY TREATMENT		.00	442	.00	3,094	3,094.00-	100.0-	5,305
B807	BLDG AND GROUNDS - SECONDARY TREATMENT		.00	88	.00	616	616.00-	100.0-	1,061
B809	BLDG AND GROUNDS - SLUDGE DEWATERING		14.71	7,715	14.71	12,005	11,990.29-	99.9-	15,561
B810	BLDG AND GROUNDS - SLUDGE DIGESTION		585.77	310	1,254.67	22,170	20,915.33-	94.3-	23,713
B811	BLDG AND GROUNDS - TERTIARY TREATMENT		166.00	567	544.35	3,969	3,424.65-	86.3-	6,805
B812	BLDG AND GROUNDS - WWTC GENERAL		24,808.73	22,470	119,394.95	166,680	47,285.05-	28.4-	202,019
B813	BLDG AND GROUNDS - WWTC UTILITIES		.00	133	.00	931	931.00-	100.0-	1,591
=====									
SECT B TOTALS			530,786.86	587,815	2,033,717.33	2,494,957	461,239.67-	18.5-	3,714,050
=====									
SECT C VEHICLES									
C222	GAS/FUEL		.00	2,417	6,501.25	16,919	10,417.75-	61.6-	29,000
C225	OPERATION/REPAIR		8.33	667	1,335.24	4,669	3,333.76-	71.4-	8,000
C226	VEHICLE PURCHASES		.00	0	.00	10,000	10,000.00-	100.0-	10,000
=====									
SECT C TOTALS			8.33	3,084	7,836.49	31,588	23,751.51-	75.2-	47,000
=====									
DEPT 12 TOTALS			637,288.61	701,651	2,891,301.24	3,360,645	469,343.76-	14.0-	5,145,450
=====									
DEPT 13 O & M EXPENSES - LABORATORY									
SECT A SALARIES AND WAGES									
A009	OPERATIONS MANAGEMENT		6,526.34	6,580	50,429.39	49,556	873.39	1.8	82,250
A040	LABORATORY - BUDGET		.00	13,356	.00	100,587	5,123.09-	5.1-	166,950
A041	LAB - WWTC		10,705.77	0	87,764.98	0	.00	.0	0
A042	LAB - PRETREATMENT		1,471.49	0	4,808.58	0	.00	.0	0
A043	LAB - SURCHARGE PROGRAM		.00	0	34.38	0	.00	.0	0
A047	LAB - MICRO		.00	0	857.71	0	.00	.0	0
A048	LAB - ENERGY RECOVERY		167.97	0	1,998.26	0	.00	.0	0

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NUMBER	DESCRIPTION	COST	ACTUAL CURRENT MONTH	BUDGET CURRENT MONTH	ACTUAL Y-T-D	BUDGET Y-T-D	ACTUAL- BUDGET VARIANCE	VAR %	TOTAL BUDGET
=====									
SECT A TOTALS			18,871.57	19,936	145,893.30	150,143	4,249.70-	2.8-	249,200
=====									
SECT B OPERATIONS AND MAINTENANCE									
B114	CHEMICALS		2,060.71	1,483	6,835.84	10,385	3,549.16-	34.2-	17,800
B115	EQUIPMENT/EQUIPMENT REPAIR		.00	1,333	2,442.01	9,331	6,888.99-	73.8-	16,000
B116	SUPPLIES		886.64	1,758	9,388.77	12,306	2,917.23-	23.7-	21,100
B117	EMPLOYEE/DUTY COSTS		721.24	467	1,130.04	3,269	2,138.96-	65.4-	5,600
B122	MONITORING EQUIPMENT		.00	2,250	42.95	6,750	6,707.05-	99.4-	9,000
B123	OUTSIDE LAB SERVICES		2,329.20	1,642	13,728.95	11,494	2,234.95	19.4	19,700
=====									
SECT B TOTALS			5,997.79	8,933	33,568.56	53,535	19,966.44-	37.3-	89,200
=====									
SECT C VEHICLES									
C222	GAS/FUEL		.00	46	156.76	322	165.24-	51.3-	550
C225	OPERATION/REPAIR		.00	0	20.45	100	79.55-	79.6-	200
=====									
SECT C TOTALS			.00	46	177.21	422	244.79-	58.0-	750
=====									
DEPT 13 TOTALS			24,869.36	28,915	179,639.07	204,100	24,460.93-	12.0-	339,150
=====									
DEPT 14 O & M EXPENSES - SEWER SYSTEM									
SECT A SALARIES AND WAGES									
A006	ENGINEERING		79.24	1,228	4,916.24	9,248	4,331.76-	46.8-	15,350
A050	SEWER MAINTENANCE - BUDGET		.00	16,280	.00	122,609	23,634.72	19.3	203,500
A051	SEWER MAINTENANCE		18,188.58	0	137,868.74	0	.00	.0	0
A054	SEWER MAINTENANCE - BACKUPS AND HIGH FLOWS		812.81	0	8,374.98	0	.00	.0	0
A060	INSPECTION - BUDGET		.00	19,568	.00	147,372	47,414.08-	32.2-	244,600
A061	INSPECTION - NEW CONSTRUCTION		.00	0	1,096.72	0	.00	.0	0
A062	INSPECTION - CONSTRUCTION OF DGSD PROJECTS		3,787.20	0	25,527.04	0	.00	.0	0
A063	INSPECTION - PERMIT INSPECTIONS		473.40	0	6,982.65	0	.00	.0	0
A064	INSPECTION - MISCELLANEOUS		2,029.56	0	12,752.08	0	.00	.0	0
A065	INSPECTION - CONSTR BY VILLAGES, UTILITIES		3,429.63	0	39,267.24	0	.00	.0	0
A066	INSPECTION - CODE ENFORCEMENT		2,157.36	0	14,332.19	0	.00	.0	0
A070	SEWER INVESTIGATIONS - BUDGET		.00	820	.00	6,176	5,750.54-	93.1-	10,250
A072	SEWER INVESTIGATIONS		375.54	0	425.46	0	.00	.0	0
A090	WORK FROM HOME REIMBURSEMENT ALLOWANCE		25.00	0	600.00	0	600.00	.0	0
=====									
SECT A TOTALS			31,358.32	37,896	252,143.34	285,405	33,261.66-	11.7-	473,700
=====									
SECT B OPERATIONS AND MAINTENANCE									
B112	COMMUNICATION		574.55	958	3,481.58	6,706	3,224.42-	48.1-	11,500
B113	EMERGENCY/SAFETY EQUIPMENT		97.09	363	2,468.25	2,541	72.75-	2.9-	4,350
B115	EQUIPMENT/EQUIPMENT REPAIR		.00	4,954	11,647.95	34,678	23,030.05-	66.4-	59,450
B116	SUPPLIES		.00	333	2,144.27	2,331	186.73-	8.0-	4,000
B117	EMPLOYEE/DUTY COSTS		850.40	1,125	3,548.65	7,875	4,326.35-	54.9-	13,500
B124	CONTRACT SERVICES		.00	8,750	.00	61,250	61,250.00-	100.0-	105,000
B127	JULIE SYSTEM		.00	1,396	8,370.70	9,772	1,401.30-	14.3-	16,750

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NUMBER	DESCRIPTION	COST	ACTUAL CURRENT MONTH	BUDGET CURRENT MONTH	ACTUAL Y-T-D	BUDGET Y-T-D	ACTUAL- BUDGET VARIANCE	VAR %	TOTAL BUDGET
=====									
B128	OVERHEAD SEWER/BACKFLOW PREVENTION PROGRAM		.00	4,250	18,507.00	24,750	6,243.00-	25.2-	43,000
B129	REIMBURSEMENT PROGRAM/PUBLIC SEWER BLOCKAGE		.00	1,000	.00	7,000	7,000.00-	100.0-	12,000
B900	SEWER SYSTEM REPAIRS - BUDGET		.00	160,000	.00	1,030,000	76,596.51-	7.4-	1,603,600
B901	SEWER SYSTEM REPAIRS - I/I PROGRAM		281,413.20	0	281,413.20	0	.00	.0	0
B902	SEWER SYSTEM REPAIRS - REPLACEMENT		89,132.90	0	102,190.88	0	.00	.0	0
B903	SEWER SYSTEM REPAIRS - REHABILITATION		395.00	0	105,928.72	0	.00	.0	0
B910	SEWER SYSTEM REPAIRS - BSSRAP PROGRAM		59,239.54	0	366,136.79	0	.00	.0	0
B912	SEWER SYSTEM REPAIRS - BSSRAP - NONTARGET I		.00	0	1,227.15	0	.00	.0	0
B913	SEWER SYSTEM REPAIRS - BSSRAP-REPAIR/REPL/R		1,971.32	0	5,711.16	0	.00	.0	0
B929	ARRA LOAN PRINCIPAL REPAYMENT		.00	0	90,795.59	0	.00	.0	0
=====									
SECT B TOTALS			433,674.00	183,129	1,003,571.89	1,186,903	183,331.11-	15.5-	1,873,150
=====									
SECT C VEHICLES									
C222	GAS/FUEL		.00	2,167	4,553.65	15,169	10,615.35-	70.0-	26,000
C225	OPERATION/REPAIR		21.82-	558	3,278.03	3,906	627.97-	16.1-	6,700
C226	VEHICLE PURCHASES		.00	0	23,588.00	44,500	20,912.00-	47.0-	44,500
=====									
SECT C TOTALS			21.82-	2,725	31,419.68	63,575	32,155.32-	50.6-	77,200
=====									
DEPT 14 TOTALS			465,010.50	223,750	1,287,134.91	1,535,883	248,748.09-	16.2-	2,424,050
=====									
DEPT 15 O & M EXPENSES - LIFT STATIONS									
=====									
SECT A SALARIES AND WAGES									
A006	ENGINEERING		33.67	312	60.08	2,350	2,289.92-	97.4-	3,900
A009	OPERATIONS MANAGEMENT		.00	792	.00	5,965	5,965.00-	100.0-	9,900
A030	BUILDING AND GROUNDS		.00	736	258.35	5,543	5,284.65-	95.3-	9,200
A080	LIFT STATION MAINTENANCE		962.87	6,192	9,490.54	46,634	37,143.46-	79.7-	77,400
=====									
SECT A TOTALS			996.54	8,032	9,808.97	60,492	50,683.03-	83.8-	100,400
=====									
SECT B OPERATIONS AND MAINTENANCE									
B100	ELECTRICITY		6,159.40	10,625	56,912.02	74,375	17,462.98-	23.5-	127,500
B104	FUEL - GENERATORS		.00	1,125	831.43	3,375	2,543.57-	75.4-	4,500
B112	COMMUNICATION		372.24	500	2,534.29	3,500	965.71-	27.6-	6,000
B113	EMERGENCY/SAFETY EQUIPMENT		.00	500	.00	1,000	1,000.00-	100.0-	1,000
B116	SUPPLIES		.00	100	122.01	300	177.99-	59.3-	400
B520	EQPT/EQPT REPAIR - BUTTERFIELD		.00	1,175	451.47	1,775	1,323.53-	74.6-	2,294
B521	EQPT/EQPT REPAIR - CENTEX		.00	1,405	103.16	3,385	3,281.84-	97.0-	5,033
B522	EQPT/EQPT REPAIR - COLLEGE		.00	2,502	4,021.26	8,064	4,042.74-	50.1-	12,697
B523	EQPT/EQPT REPAIR - EARLSTON		.00	1,075	602.51	1,675	1,072.49-	64.0-	2,183
B524	EQPT/EQPT REPAIR - HOBSON		.00	10,197	12,050.45	19,947	7,896.55-	39.6-	19,947
B525	EQPT/EQPT REPAIR - LIBERTY PARK		.00	1,200	1,453.16	3,150	1,696.84-	53.9-	3,748
B526	EQPT/EQPT REPAIR - NORTHWEST		.00	2,025	103.16	4,575	4,471.84-	97.8-	6,674
B527	EQPT/EQPT REPAIR - VENARD		.00	2,850	2,053.44	4,800	2,746.56-	57.2-	5,404
B528	EQPT/EQPT REPAIR - WROBLE		.00	2,850	558.16	3,490	2,931.84-	84.0-	10,472
B529	EQPT/EQPT REPAIR - LIFT STATIONS GENERAL		.00	5,510	3,472.44	25,570	22,097.56-	86.4-	36,848
B820	BLDG AND GROUNDS - BUTTERFIELD		157.75	0	948.95	0	948.95	.0	0

TREASURER'S REPORT

DATE 12/07/20
FUND 01 GENERAL FUND

MONTH ENDED 11/30/20

PAGE 6

NUMBER	DESCRIPTION	COST	ACTUAL CURRENT MONTH	BUDGET CURRENT MONTH	ACTUAL Y-T-D	BUDGET Y-T-D	ACTUAL- BUDGET VARIANCE	VAR %	TOTAL BUDGET
=====									
B821	BLDG AND GROUNDS - CENTEX		157.75	0	998.95	0	998.95	.0	0
B823	BLDG AND GROUNDS - EARLSTON		157.75	0	972.95	0	972.95	.0	0
B824	BLDG AND GROUNDS - HOBSON		157.75	0	2,087.15	0	2,087.15	.0	0
B825	BLDG AND GROUNDS - LIBERTY PARK		157.75	0	1,012.95	0	1,012.95	.0	0
B826	BLDG AND GROUNDS - NORTHWEST		157.75	10,000	1,088.95	10,000	8,911.05-	89.1-	25,000
B827	BLDG AND GROUNDS - VENARD		157.75	0	998.95	0	998.95	.0	0
B828	BLDG AND GROUNDS - WROBLE		4,832.75	0	5,825.95	5,000	825.95	16.5	5,000
B829	BLDG AND GROUNDS - LIFT STATIONS GENERAL		.00	2,142	.00	16,994	16,994.00-	100.0-	27,700
=====									
SECT B TOTALS			12,468.64	55,781	99,203.76	190,975	91,771.24-	48.1-	302,400
=====									
DEPT 15 TOTALS			13,465.18	63,813	109,012.73	251,467	142,454.27-	56.7-	402,800
=====									
DEPT 17 O & M EXPENSES - INSURANCE & EMPLOYEE BENEFITS									
=====									
SECT E INSURANCE AND EMPLOYEE BENEFITS									
E452	LIABILITY/PROPERTY		59.99	0	207,008.81	208,000	991.19-	.5-	208,000
E455	EMPLOYEE GROUP HEALTH		32,314.00	42,833	259,474.78	299,831	40,356.22-	13.5-	514,000
E460	IMRF		22,162.44	26,235	177,450.38	192,470	15,019.62-	7.8-	318,000
E461	SOCIAL SECURITY		17,207.72	18,653	136,631.40	141,148	4,516.60-	3.2-	232,000
=====									
SECT E TOTALS			71,744.15	87,721	780,565.37	841,449	60,883.63-	7.2-	1,272,000
=====									
DEPT 17 TOTALS			71,744.15	87,721	780,565.37	841,449	60,883.63-	7.2-	1,272,000
=====									
DEPT 91 SA EXPENSE									
=====									
DEPT 91 TOTALS			.00	0	.00	0	.00	0	
=====									
FUND EXPENSE TOTAL			1,295,364.49	1,225,727	5,989,139.53	7,030,730	1,041,590.47-	14.8-	10,931,950
=====									
FUND 01 TOTALS			620,230.27	435,847	6,327.47	836,596	830,268.53-	99.2-	1,272,650
=====									

TREASURER'S REPORT

DATE 12/07/20

MONTH ENDED 11/30/20

PAGE 7

FUND 02 IMPROVEMENT FUND

NUMBER	DESCRIPTION	COST	ACTUAL CURRENT MONTH	BUDGET CURRENT MONTH	ACTUAL Y-T-D	BUDGET Y-T-D	TOTAL BUDGET
=====							
DEPT 05	REVENUES						
3007	INTEREST ON INVESTMENTS		417.40-	1,408-	4,906.88-	9,856-	16,900-
3010	TRUNK SEWER SERVICE CHARGES		6,567.30-	7,500-	84,743.26-	52,500-	90,000-
=====							
DEPT 05	TOTALS		6,984.70-	8,908-	89,650.14-	62,356-	106,900-
=====							
DEPT 30	CAPITAL EXP - ARRA - LOAN REPAYMENTS						
0500	PROJECT BUDGET		.00	0	.00	46,600	93,200
0515	PAYMENT ON LOAN PRINCIPAL		.00	0	46,595.52	0	0
=====							
DEPT 30	TOTALS		.00	0	46,595.52	46,600	93,200
=====							
DEPT 36	CAPITAL EXP - LIBERTY PARK LIFT STATION UPGRADE						
=====							
DEPT 36	TOTALS		.00	0	.00	0	0
=====							
DEPT 47	CAPITAL EXP - CENTEX LIFT STATION UPGRADE						
0502	DESIGN ENGINEERING/ARCHITECTURAL		.00	8,333	.00	8,333	50,000
=====							
DEPT 47	TOTALS		.00	8,333	.00	8,333	50,000
=====							
DEPT 74	CAPITAL EXP - SEWER - UNSEWERED AREAS						
0500	PROJECT BUDGET		.00	0	.00	7,500	7,500
=====							
DEPT 74	TOTALS		.00	0	.00	7,500	7,500
=====							
FUND	EXPENSE TOTAL		.00	8,333	46,595.52	62,433	150,700
=====							
FUND 02	TOTALS		6,984.70-	575-	43,054.62-	77	43,800
=====							

TREASURER'S REPORT

DATE 12/07/20 MONTH ENDED 11/30/20
 FUND 03 CONSTRUCTION FUND

PAGE 8

NUMBER	DESCRIPTION	COST	ACTUAL CURRENT MONTH	BUDGET CURRENT MONTH	ACTUAL Y-T-D	BUDGET Y-T-D	TOTAL BUDGET
=====							
DEPT 05	REVENUES						
3007	INTEREST ON INVESTMENTS		63.48-	1,371-	1,321.01-	9,597-	16,450-
3009	SEWER PERMIT FEES		23,326.54-	20,833-	192,005.39-	145,831-	250,000-
=====							
DEPT 05	TOTALS		23,390.02-	22,204-	193,326.40-	155,428-	266,450-
=====							
DEPT 30	CAPITAL EXP - ARRA - LOAN REPAYMENTS						
0500	PROJECT BUDGET		.00	0	.00	14,450	28,900
0515	PAYMENT ON LOAN PRINCIPAL		.00	0	14,403.64	0	0
=====							
DEPT 30	TOTALS		.00	0	14,403.64	14,450	28,900
=====							
DEPT 31	CAPITAL EXP - WWTC - CHP BIOGAS						
=====							
DEPT 31	TOTALS		.00	0	.00	0	0
=====							
DEPT 32	CAPITAL EXP - WWTC - SECOND TURBOBLOWER						
=====							
DEPT 32	TOTALS		.00	0	.00	0	0
=====							
DEPT 33	CAPITAL EXP - WWTC - DIGESTER MIXING/GAS PIPING						
=====							
DEPT 33	TOTALS		.00	0	.00	0	0
=====							
DEPT 34	CAPITAL EXP - WWTC - GREASE WASTE DELIVERY RAMP						
=====							
DEPT 34	TOTALS		.00	0	.00	0	0
=====							
DEPT 35	CAPITAL EXP - WWTC - CHP BIOGAS PHASE 2						
=====							
DEPT 35	TOTALS		.00	0	.00	0	0
=====							
DEPT 37	CAPITAL EXP - WWTC - GREASE RECEIVING STATN NO2						
=====							
DEPT 37	TOTALS		.00	0	.00	0	0
=====							
DEPT 38	CAPITAL EXP - WWTC - PROPERTY ACQUISITION						
=====							
DEPT 38	TOTALS		.00	0	.00	0	0
=====							
DEPT 39	CAPITAL EXP - WWTC - GRIT BLOWER REPLACEMENT						

TREASURER'S REPORT

DATE 12/07/20 MONTH ENDED 11/30/20
FUND 03 CONSTRUCTION FUND

PAGE 9

NUMBER	DESCRIPTION	COST	ACTUAL CURRENT MONTH	BUDGET CURRENT MONTH	ACTUAL Y-T-D	BUDGET Y-T-D	TOTAL BUDGET
=====							
=====							
DEPT 39	TOTALS		.00	0	.00	0	0
=====							
DEPT 40	CAPITAL EXP - WWTC - LOAN REPAYMENT						
=====							
DEPT 40	TOTALS		.00	0	.00	0	0
=====							
FUND	EXPENSE TOTAL		.00	0	14,403.64	14,450	28,900
=====							
FUND	03 TOTALS		23,390.02-	22,204-	178,922.76-	140,978-	237,550-
=====							

TREASURER'S REPORT

DATE 12/07/20 MONTH ENDED 11/30/20
 FUND 05 PUBLIC BENEFIT FUND

PAGE 10

NUMBER	DESCRIPTION	COST	ACTUAL CURRENT MONTH	BUDGET CURRENT MONTH	ACTUAL Y-T-D	BUDGET Y-T-D	TOTAL BUDGET
=====							
DEPT 05	REVENUES						
3007	INTEREST ON INVESTMENTS		44.91-	46-	310.02-	322-	550-
=====							
DEPT 05	TOTALS		44.91-	46-	310.02-	322-	550-
=====							
DEPT 59	CAPITAL EXP - SEWER - SEWER EXTENSIONS						
=====							
DEPT 59	TOTALS		.00	0	.00	0	0
=====							
DEPT 65	CAPITAL EXP - SEWER - REIMB FOR ADDED DEPTH						
=====							
DEPT 65	TOTALS		.00	0	.00	0	0
=====							
FUND	EXPENSE TOTAL		.00	0	.00	0	0
=====							
FUND 05	TOTALS		44.91-	46-	310.02-	322-	550-
=====							

TREASURER'S REPORT

DATE 12/07/20

MONTH ENDED 11/30/20

PAGE 11

FUND 71 SEWER EXTENSIONS ESCROW

NUMBER	DESCRIPTION	COST	ACTUAL CURRENT MONTH	BUDGET CURRENT MONTH	ACTUAL Y-T-D	BUDGET Y-T-D	TOTAL BUDGET
=====							
DEPT 05	REVENUES						
3007	INTEREST ON INVESTMENTS		8.91-	0	61.56-	0	0
=====							
DEPT 05	TOTALS		8.91-	0	61.56-	0	0
=====							
DEPT 92	SEWER EXPENSE						
=====							
DEPT 92	TOTALS		.00	0	.00	0	0
=====							
FUND	EXPENSE TOTAL		.00	0	.00	0	0
=====							
FUND 71	TOTALS		8.91-	0	61.56-	0	0
=====							

GENERAL MANAGER'S REPORT TO EMPLOYEES

November 20, 2020

WWTC Operations Data – October

The DMR for October indicates that the final effluent averaged 1.4 mg/l CBOD, 1.0 mg/l suspended solids and 0.13 mg/l ammonia nitrogen over a daily average flow of 8.69 MGD. There were no permit excursions in October.

Financial Data – October

In October, the District received \$761,090 in the General fund, including \$308,199 in user charges, \$24,481 in surcharges and \$351,232 in monthly fees. General fund expenses totaled \$731,855. The Improvement fund had revenues of \$3,427 and expenses of \$46,596. The Construction fund had revenues of \$6,575 and expenses of \$14,404.

Sewer Permits – October

There were 7 sewer permits issued in October – 3 single family, 1 repair and 3 disconnections.

Personnel

The District still has an open Sewer System Permit Technician position. We are currently in the process of selecting candidates to interview for the position.

Email from Amy Abell

Attached is an email from Amy Abell of GCG Financial, Inc. with a few important updates regarding the District's Health Insurance.

COVID-19 Measures

Effective November 20, if you have been traveling to and returning from out-of-state, you will be asked to self-quarantine prior to returning to work. In addition, if you travel by air, you will also be asked to self-quarantine prior to returning to work.

Thank you for your continued patience and understanding in following measures to keep all employees safe.

TopHealth

The December edition of TopHealth is enclosed.

Voluntary Life Insurance

A reminder that October 1 through November 30 is the open enrollment period for the Voluntary Group Life Plan from the National Conference on Public Employees Retirement Systems (NCPERS). If you are interested in participating, return the enrollment form to Clay no later than

November 30, 2020. If you have any questions, please contact Clay, or you may contact HealthSmart Benefit Solutions, Inc. at 1-800-525-8056. If you are already enrolled in the plan, you do not need to re-enroll. If you choose not to enroll at this time, the next open enrollment period will be October 1 through November 30, 2021.

Sewer Rehabilitation/Infiltration and Inflow Removal

We are targeting the 1-K-028 area for private property inspections and I/I removal. We are also monitoring the area around the 1-M-049 manhole to evaluate flows in the vicinity and impacts of the installation of a bolt-down cover at 1-M-049. Data collected shows that the local system containing 1-M-049 appears to be operating satisfactorily. Regular flow monitoring continues.

Status of Projects

1) 001 Outfall Pipe Repair

This project will be rebid in the spring. Baxter & Woodman is currently working on modifications to the plans and specifications.

2) WWTC WAS Mechanical Thickening

The SCADA programming for the inlet valve is in progress, and the WAS thickener is expected to be placed into continuous service after the Thanksgiving holiday weekend.

3) Composting Pilot

The third composting heap was rebuilt this week.

4) Sherman Street Sanitary Sewer Replacement

Restoration still needs to be completed.

5) CHP #1 Replacement

Mechanical is ongoing.

6) 2020 Sewer Cleaning and Televising

Work is complete, and we are reviewing the videos.

GENERAL MANAGER'S REPORT TO EMPLOYEES

December 4, 2020

Personnel

The District still has an open Sewer System Permit Technician position. We are currently in the process of selecting candidates to interview for the position.

COVID-19 Measures

Effective December 4, if you have been traveling to and returning from out-of-state, you will be asked to self-quarantine prior to returning to work. In addition, if you travel by air, you will also be asked to self-quarantine prior to returning to work.

Like me, many of you may be feeling tired of being cooped up, tired of being careful, tired of being scared, tired of the ever-changing guidance from public health officials. I encourage you all to not let this collective "COVID fatigue" take its toll as that may result in carelessness. Please continue to be vigilant, wear masks, social distance and follow all the other measures outlined in the COVID Preparedness Plan. If you are feeling the effects of this fatigue, please remember that the District provides at no cost to you an Employee Assistance Program (EAP) which you may take advantage of to deal with stress or depression. A brochure on the EAP is attached for your information.

Holiday Activity

Employees should have received an email from Carly indicating that the District will not be hosting a holiday luncheon this year. Instead, all employees will receive a \$100 Amazon gift card. In the event you have not received your gift card, please contact Carly directly.

Paychecks

Employees should note that paychecks for the period ending December 15 for supervisors will be paid on Tuesday, December 17 and that paychecks for the period ending December 12 for hourly employees will be paid on Friday, December 18. Those two payrolls will be the last wages for 2020 for tax purposes. Please submit timekeeping as promptly as possible for these periods to ensure timely processing of payroll and end of year financial wrap-up. If you are planning to take paid leave the week of December 14, please be sure to submit your timekeeping beforehand.

Sewer Rehabilitation/Infiltration and Inflow Removal

We are targeting the 1-K-028 area for private property inspections and I/I removal. We are also monitoring the area around the 1-M-049 manhole to evaluate flows in the vicinity and impacts of the installation of a bolt-down cover at 1-M-049. Data collected shows that the local system containing 1-M-049 appears to be operating satisfactorily. Regular flow monitoring continues.

Status of Projects

1) 001 Outfall Pipe Repair

This project will be rebid in the spring. Baxter & Woodman has submitted the revisions to the plans and specifications for District staff review.

2) WWTC WAS Mechanical Thickening

The SCADA programming for the inlet valve is in progress, and the WAS thickener is expected to be placed into continuous service soon.

3) Composting Pilot

The third composting heap was rebuilt this week.

4) Sherman Street Sanitary Sewer Replacement

Restoration still needs to be completed.

5) CHP #1 Replacement

Mechanical and electrical work is ongoing.

6) 2020 Sewer Cleaning and Televising

Work is complete, and we are reviewing the videos.

From: [Amy Underwood](#)
To: [Adam Cioni](#); [Adrienne Kasper](#); [Alan Hartigan](#); [Alex Bielawa](#); [Amy Underwood](#); [Angel Lozada](#); [Bill Smith](#); [Bob Swirsky](#); [Brian Meng](#); [Carly Shaw](#); [Chuck Preen](#); [Clay Campbell](#); [Daniel Jasso](#); [Dwayne Carpenter](#); [Ed Bailie](#); [Frank Furtak](#); [Jeff Barta](#); [Joe Magiera](#); [Jose Roche, Jr.](#); [Keith Shaffner](#); [Kim Giardini](#); [Malwina Serpa](#); [Marc Majewski](#); [Marco Rendon](#); [Mike Hayward](#); [Nick Preen](#); [Nick Whitefleet](#); [Reese Berry](#); [Rolf Flechsig](#); [Sam Tatulli](#); [Siamak Azarnia](#); [Stephanie Cioni](#); [Todd Freer](#)
Cc: [Jessie Gwozdz](#)
Subject: 2021 Emergency COVID-19 Absence Policy
Date: Friday, December 4, 2020 10:03:44 AM
Attachments: [Emergency COVID-19 Absence Policy 2021.pdf](#)
[image002.png](#)

To All Full-Time Employees:

Any unused emergency paid sick leave, which was issued in April 2020 under the Emergency COVID-19 Absence Policy, will be forfeited on December 31, 2020. The attached 2021 Emergency COVID-19 Absence Policy provides emergency paid sick leave for the next calendar year. Please read the new policy carefully as some of the content has been modified from the previous policy in order to be consistent with the District's COVID-19 Preparedness Plan and updated District procedures.

If you have any questions please contact me or Administrative Supervisor Clay Campbell.

Amy R. Underwood, P.E.

General Manager



2710 Curtiss Street

P.O. Box 1412

Downers Grove, IL 60515

(630)969-0664

www.dgsd.org

**DOWNERS GROVE SANITARY DISTRICT
TEMPORARY EMPLOYEE POLICY
EMERGENCY COVID-19 ABSENCE POLICY
2021**

Effective Dates: January 1, 2021 – December 31, 2021

Date Issued: December 4, 2020

Emergency Paid Sick Leave

All full-time employees are entitled to eighty (80) hours of emergency paid sick leave (referred to as “emergency paid sick leave”) between the effective dates identified herein. Said emergency paid sick leave may only be used for the following reasons:

1. The employee has been advised by a health care provider to isolate or self-quarantine because of COVID-19, or
2. The employee is caring for a family member who has been advised by a health care provider to isolate or quarantine because of COVID-19. For the purposes of this temporary policy, a family member is defined as any of the following: child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent (collectively defined as “eligible family member”).

Any emergency paid sick leave that has not been used by the end of the effective dates identified herein will be forfeited. If an employee runs out of emergency paid sick leave and needs additional time off due to a COVID-19 absence, the employee may use regular accrued sick leave, vacation time or personal leave as allowed by the District’s Employee Policy Manual.

In order to receive emergency paid sick leave, the following notification procedure must be followed:

1. The employee must call on the first day of quarantine in accordance with the rules outlined below.
2. The employee must call his/her immediate supervisor and notify him/her that the employee will not be reporting to work. The employee must specify whether the absence is due to their own personal illness/quarantine or if it is due to the illness/quarantine of an eligible family member. Employees unable to reach their supervisor must notify any other supervisor. If none of these individuals are available, the employee must notify the General Manager. If the General Manager is not available, the employee must leave a message with the District office personnel (not with the answering service or in voicemail) and the employee will receive a call back

from the appropriate individual. When under a government issued Stay at Home Order, the District office will be open to calls Monday through Friday between 8:00 a.m. and 2:00 p.m.

3. The employee must call in within one (1) hour after the employee's scheduled starting time.
4. If an employee calls in and leaves a message with a fellow employee or with the answering service and does not follow the call-in procedure outlined above, the employee will not receive emergency paid sick leave for the absence.
5. When the employee calls to provide notification of his/her absence, the employee must indicate the expected duration of the leave as determined by the health care provider. If the expected duration of the leave changes during the course of the leave, the employee needs to notify his/her supervisor immediately. The employee will not be held to the expected return date. This is solely to assist the employee's supervisor with scheduling staffing for the expected duration of the employee's leave. The employee may only return to work once the Back to Work Clearance provisions provided herein are met.
6. When the employee calls to provide notification of his/her absence, the employee's supervisor may ask questions as needed to ascertain whether other District employees were potentially exposed to COVID-19 thereby requiring the District to take additional measures to prevent the spread to other employees. The District's Safety Coordinator will conduct a phone interview to determine potential exposures. Please note that COVID-19 related absences are still covered by HIPAA.

Back to Work Clearance

Any employee returning to work after using emergency paid sick leave or after a COVID-19 related absence, regardless of whether paid leave was utilized, must furnish to his/her supervisor a back to work release from a duly licensed physician. Said release may be from a tele-health provider.

Return to Work Practices

Any employee returning to work after a COVID-19 related absence shall:

1. Adhere to all the procedures provided in the District's COVID-19 Preparedness Plan.
2. Self-monitor for symptoms and seek evaluation from a health care provider if symptoms occur or recur.

Board of Trustees
Wallace D. Van Buren
President
Amy E. Sejnost
Vice President
Paul W. Coultrap
Clerk

Downers Grove Sanitary District

2710 Curtiss Street
P.O. Box 1412
Downers Grove, IL 60515-0703
Phone: 630-969-0664
Fax: 630-969-0827
www.dgsd.org

General Manager
Amy R. Underwood

Legal Counsel
Michael G. Philipp

Providing a Better Environment for South Central DuPage County

December 11, 2020

Compliance Assurance Section – MC #19
Bureau of Water
Illinois Environmental Protection Agency
1021 North Grand Avenue East
P.O. Box 19276
Springfield, IL 62794-9276

To Whom It Concerns:

Attached please find the Sanitary Sewer Overflow or Bypass Notification Summary Report describing an overflow that occurred as a result of the following lift station force main break:

<u>Lift Station</u>	<u>Force Main Break Location</u>	<u>Overflow Date</u>
Venard	Venard Rd at 1400 Parish Court, Downers Grove	December 4 - 8, 2020

Wet pavement was noted by the Village of Downers Grove on Friday, December 4, 2020. The Village determined on Monday, December 7, 2020 that it was not a water main break. Downers Grove Sanitary District Staff were then asked to investigate whether it was a force main break. District Staff confirmed on the morning of Tuesday, December 8, 2020 that one of the force mains from our Venard Lift Station was leaking. Since this lift has two force mains, we were immediately able to shut off the force main which was leaking. This slowed the flow to the street until the portion of the force main which was uphill of the leak drained out the leak at which point the overflow stopped. The break resulted in a sanitary overflow from December 4 through today.

The overflow, which was a trickle, went onto the pavement on Venard Road and then either evaporated or soaked into the ground through cracks in the pavement. The tributary area includes residential and light commercial, with no industrial discharges. No sewage-related debris surfaced. District staff cleaned the pavement.

Traffic control devices were set up to prevent the public from entering the impacted area, and our technicians posted appropriate signage.

A contractor repaired the force main and placed it back into service on Thursday, December 10, 2020. District staff inspected the area after the repair was made and cleaned the pavement again.

The District was able to maintain service to our customers throughout this period through the

second force main.

We continue with ongoing sewer replacement and rehabilitation efforts to reduce I/I and improve collection system (including force main) performance, as described in our CMOM. Staff recently completed refresher training on how to handle force main breaks and repairs.

If you have any questions, please do not hesitate to call me at the number provided herein or send an e-mail message to me at aunderwood@dgsd.org.

Sincerely,
DOWNERS GROVE SANITARY DISTRICT

A handwritten signature in black ink, appearing to read "Amy R. Underwood". The signature is fluid and cursive, with the first name "Amy" being more prominent.

Amy R. Underwood
General Manager

Encl.

C: Board of Trustees
Jay Patel, IEPA
Linda Wong, IEPA



Illinois Environmental Protection Agency

Bureau of Water • 1021 North Grand Avenue East • P.O. Box 19276 • Springfield • Illinois • 62794-9276

Sanitary Sewer Overflow or Bypass Notification Summary Report

- Within 24 hours of the occurrence, notify the Illinois EPA regional wastewater staff by telephone, FAX, email or voice mail, if staff are unavailable.
- Within 5 days of the occurrence, provide a written report describing the overflow or bypass, including all information requested on this form. The permittee is required to submit this form or other equivalent written notification to the Illinois EPA at:

Bureau of Water/Compliance Assurance Section - MC #19
1021 North Grand Avenue East
P.O. Box 19276
Springfield, IL 62794-9276

NOTE: You may complete this form online, save a copy locally, print, sign and submit it to the BOW/CAS MC #19, at the above address. You may also print the form before completing it by hand, signing and submitting it.

Failure to notify the Illinois EPA as specified may result in fines up to \$10,000 for each day of violation.

Instructions: Use this form to report all unscheduled sanitary sewer overflow or bypass occurrences. Attach additional information as necessary to explain or document the overflow or bypass. For the purpose of this report, an overflow or bypass is defined as the discharge of untreated sewage from the sanitary sewer collection system to a surface water and/or ground due to circumstances such as those identified by the check boxes in the overflow or bypass details section of this form.

Use one form per occurrence. A single occurrence may be more than one day if the circumstances causing the overflow or bypass results in a discharge duration of more than 24 hours. If there is a stop and restart of the overflow or bypass within 24 hours, but it is caused by the same circumstances, report it as one occurrence. If the discharges are separated by more than 24 hours, they should be reported as separate occurrences.

24 Hour Notification Information

Permittee (Municipality or Facility Name): Downers Grove Sanitary District	Permit Number: IL0028380	Person Representing Permittee Who Contacted IEPA: Amy R. Underwood
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Date: 12-08-20	Time: 1:45	AM <input type="checkbox"/> PM <input checked="" type="checkbox"/>	IEPA Office Contacted: Des Plaines	Name of IEPA Employee Contacted: Jay Patel and Linda Wong
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Sanitary Sewer Overflow or Bypass Details

Date and Duration of Overflow or Bypass Occurrence (complete a separate form for each occurrence):

Start Date: 12-04-20	Time: 2:20	AM <input type="checkbox"/> PM <input checked="" type="checkbox"/>	Duration of the overflow or bypass (hours and minutes): intermittent trickle for 4 days
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Estimated Volume of
Wastewater
Discharged
(gallons):

WWTP Flow During bypass (report in
MGD): Not applicable for a collection
system SSO.

5	Location of the Overflow or Bypass: Venard Rd at 1400 Parish Court, Downers Grove
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Circumstances Causing the Overflow or Bypass (check all that apply)

WPC 733
11/2011

<input type="checkbox"/> Rain	<input type="checkbox"/> Power Outage	<input type="checkbox"/> Equipment Failure	<input type="checkbox"/> Other (explain below)
<input type="checkbox"/> Snow Melt	<input checked="" type="checkbox"/> Broken Sewer	<input type="checkbox"/> Widespread Flooding	

Provide a narrative description to further explain why the overflow or bypass occurred. For example, describe what equipment failed. What caused the power outage, or what plugged the sewer. Flooding should only be indicated, as a cause if there is significant flooding that is caused by high river, stream, or lake water levels, not just localized high water in the street.

The force main from the Venard lift station broke causing wastewater to surface and wet the pavement and then either evaporate or soak into the ground through cracks in the pavement.

Wet Weather (if applicable)

Date(s) and Duration of Rainfall:

Start Date: _____ Time: _____ AM PM _____ End Date: _____ Time: _____ AM PM _____ Amount of Rainfall (inches) _____ Amount of Snow Melt (inches) _____

Contributing Soil Conditions (saturated, frozen, soil type) _____

Where Did the Discharge from the Overflow or Bypass Go? (check all that apply)

Provide the name of the local receiving water that the wastewater enters, which could be a nearby stream, river, lake, or wetland. If discharge does not enter directly into surface water, but indirectly by way of a ditch or storm sewer, trace the path of the ditch or storm sewer to find the receiving water.

- ☒ Runs on ground and absorbs into the soil
- ☐ Ditch: Name of surface water it drains to: _____
- ☐ Storm Sewer: Name of surface water it drains to: _____
- ☐ Surface water direct discharge: _____
- ☐ Basement Back-ups, (Number & use (i.e.residential, commercial) of buildings affected): _____
- ☐ Other, describe: _____

Actions to Correct This Occurrence and Prevent Future Overflows or Bypasses

Describe what actions were taken to minimize the volume of wastewater discharged from the overflow or bypass reported on this form. Also describe what actions are planned to prevent or minimize future overflows or bypasses. Illinois law and NPDES permits prohibit overflows or bypasses, unless certain specified conditions are met. Sanitary sewer overflows and bypasses may be the subject of enforcement action.

Flow through the force main was shut off. Force main was repaired and leak tested before being placed back into service. The District will continue with ongoing sewer maintenance and repair as outlined in our CMOM program.

Report Completed By

Contact Person: Amy R. Underwood
Street Address: 2710 Curtiss St
PO Box: 1412
City: Downers Grove State: IL
Zip Code: 60515 Phone: 6309690664
County: DuPage

Authorized Representative Contact Information

Contact Person: Amy R. Underwood
Title: General Manager
Street Address: 2710 Curtiss St
PO Box: 1412
City: Downers Grove State: IL
Zip Code: 60515 Phone: 6309690664
County: DuPage

Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second or subsequent offense after conviction is a Class 3 felony. (415 ILCS 5/44(h))

Authorized Representative Name (Print)

Amy R. Underwood

Title

General Manager


Authorized Representative Signature

12/11/2020
Date