DOWNERS GROVE SANITARY DISTRICT GENERAL MANAGER'S REPORT December 13, 2019

December Board Meeting

Copies of the following items are enclosed for the December 17, 2019 meeting:

- 1) Proposed Agenda
- 2) Minutes of the November 19, 2019 regular meeting
- 3) Claim Ordinance 1884
- 4) Annexation Ordinance AO2019-07 5904 Janes Ave, Downers Grove
- 5) Recapture Agreement 5836 Janes Ave Sewer Extension, Downers Grove
- 6) Drug and Alcohol Policy
- 7) Employee Policy Manual
- 8) Schedule of 2020 regular meetings
- 9) Biosolids Program Improvements Report

BOLI Meeting

There is no BOLI meeting scheduled this month.

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 Ted on Collection System Construction activities.
- 6) Progress Report from Reese on Laboratory activities.

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, 2019 is enclosed.

The Treasurer's Report for November 2019 covering the first seven months of FY 19-20 is included here, along with a summary cover memo.

Meetings

I attended the following meetings since the November 15, 2019 General Manager's report:

- November 20 attended DRSCW executive board meeting at Egan WRP. Larry and Amy U. also attended.

- December 5 hosted plant tour for Downers Grove North High School Environmental Science students. Marc and Amy U. also provided tours.

- December 6 attended DRSCW permit holders meeting in Lombard. Larry and Amy U. also attended.

- December 11 attached DRSCW meeting in Lombard. Larry and Amy U. also attended.

Miscellaneous

Copies of the following items are enclosed:

1) General Manager's Reports to Employees dated November 22 and December 6, 2019.

NJM, ARU

cc: WDVB, AES, PWC, BOLI, TTC, WCC, MGP

DOWNERS GROVE SANITARY DISTRICT BOARD OF TRUSTEES MEETING DECEMBER 17, 2019 – 7:00 PM

PROPOSED AGENDA

- I. APPROVAL OF MINUTES REGULAR MEETING NOVEMBER 19, 2019
- II. APPROVAL OF CLAIM ORDINANCE NO. 1884
- III. PUBLIC COMMENT
- IV. OLD BUSINESS
- V. NEW BUSINESS
 - A. ANNEXATION ORDINANCE AO2019-07 5904 JANES AVE, DG
 - B. RECAPTURE AGREEMENT 5836 JANES AVE, DOWNERS GROVE
 - C. DRUG AND ALCOHOL POLICY
 - D. EMPLOYEE POLICY MANUAL
 - E. SCHEDULE OF REGULAR MEETINGS FOR 2020
 - F. ENGINEERING REPORT: BIOSOLIDS PROGRAM IMPROVEMENTS

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, November 19, 2019, convening at 7:00 p.m. The meeting was held at the District's Administration Center, 2710 Curtiss Street, Downers Grove. Present were President Wallace D. Van Buren, Trustee Amy E. Sejnost, and Trustee Paul W. Coultrap, General Manager Nicholas J. Menninga, Assistant General Manager Amy. R. Underwood, Administrative Supervisor W. Clay Campbell, Information Coordinator Alyssa J. Caballero and Attorney Michael G. Philipp.

Minutes of Regular Meeting - October 15, 2019

A motion was made by Trustee Coultrap seconded by Trustee Sejnost approving the minutes of the regular meeting held on October 15, 2019 as presented and authorizing the President and Clerk to sign same. The motion carried.

Minutes of Special Meeting - October 28, 2019

A motion was made by Trustee Sejnost seconded by Trustee Coultrap approving the minutes of the special meeting held on October 28, 2019 as presented and authorizing the President and Clerk to sign same. The motion carried.

Claim Ordinance No. 1883

A motion was made by Trustee Sejnost seconded by Trustee Coultrap adopting Claim Ordinance No. 1883 in the total amount of \$669,056.39 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

<u>Old Business</u> – None

New Business:

Certificate of Deposit – Lisle Savings Bank

Administrative Supervisor Campbell reviewed staff's purchase of a twelve-month Certificate of Deposit (CD) with Lisle Savings Bank on November 7, 2019 in the amount of \$249,000 with an interest rate of 1.99 percent. The District also has a money market account with Lisle Savings Bank holding \$1,000. This still offers the District flexibility to move money from a CD into the money market account in the future upon maturity. The CD and money market account are cumulatively FDIC insured to \$250,000. A motion was made by Trustee Coultrap seconded by Trustee Sejnost ratifying the actions of staff on behalf of the District to purchase a CD in the amount of \$249,000 with Lisle Savings Bank at an interest rate of 1.99 percent and for a term of 12 months. The motion carried. (Votes recorded: Ayes-Van Buren, Sejnost and Coultrap.)

Certificate of Deposit - CIT Bank

Administrative Supervisor Campbell reviewed staff's purchase of a fourteen-month Certificate of Deposit (CD) with CIT Bank on November 9, 2019 in the amount of \$245,000 with an interest

rate of 1.70 percent. The District also has a money market account with CIT Bank holding \$5,000 and accruing interest at the rate of .45 percent. This still offers the District flexibility to move money from a CD into the money market account in the future upon maturity. The CD and money market account are cumulatively FDIC insured to \$250,000. A motion was made by Trustee Coultrap seconded by Trustee Sejnost ratifying the actions of staff on behalf of the District to purchase a CD in the amount of \$245,000 with CIT Bank at an interest rate of 1.70 percent and for a term of 14 months. The motion carried. (Votes recorded: Ayes-Van Buren, Sejnost and Coultrap.)

Certificate of Deposit - TriState Capital Bank

Administrative Supervisor Campbell reviewed staff's purchase of a five-month Certificate of Deposit (CD) with TriState Capital Bank on November 9, 2019 in the amount of \$249,990 with an interest rate of 1.80 percent. The District also has a money market account with TriState Capital Bank holding \$10 and accruing interest at the rate of .25 percent. This still offers the District flexibility to move money from a CD into the money market account in the future upon maturity. The CD and money market account are cumulatively FDIC insured to \$250,000. A motion was made by Trustee Coultrap seconded by Trustee Sejnost ratifying the actions of staff on behalf of the District to purchase a CD in the amount of \$249,990 with TriState Capital Bank at an interest rate of 1.80 percent and for a term of 5 months. The motion carried. (Votes recorded: Ayes-Van Buren, Sejnost and Coultrap.)

Planned Retirement Preparation Approval

Administrative Supervisor Campbell presented a memo identifying Sewer Construction Supervisor Ted Cherwak's anticipated retirement from the District, the related additional payouts to him anticipated under the District's vacation leave payout policy contained in the Employee Policy Manual, and compliance with new statutory requirements under Public Act 99-0646 (the Illinois Local Government Wage Increase Transparency Act). In compliance with Public Act 99-0646 (the Illinois Local Government Wage Increase Transparency Act), a motion was made by Trustee Sejnost seconded by Trustee Coultrap to permit additional wage payments to Ted Cherwak spreading 200 hours of vacation over the first 3 of his last 6 months of employment, consistent with the District's Employee Policy Manual, in the amount of \$10,347.84, in anticipation of his announced retirement date of June 30, 2020, increasing his retirement monthly pension amount by \$161.68, and increasing the cost of his pension annuity and DGSD's pension cost by \$27,223.72. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Other New Business

Trustee Van Buren inquired about operational status of both of the District's Combined Heat and Power engines. He inquired about the repairs to Wroble Lift Station as noted in Maintenance Supervisor Barta's monthly report and the progress of the reconstruction of the Westmont alley sewer to correct sags in the line. He congratulated Chuck Preen for his new position as Building and Grounds Technician and Nick Whitefleet for his promotion to Lead Mechanic. He also congratulated Kim Giardini for her 10 years of service with the District. He thanked Assistant General Manager Underwood for her work regarding the IEPA notification letters related to recent manhole overflows. Lastly, Trustee Van Buren congratulated Ted Cherwak on his planned retirement.

Trustee Coultrap also congratulated Ted Cherwak on his planned retirement. He thanked Clay Campbell and Jessie Gwozdz for their continued work on safety committee meetings and safety

initiatives. He also inquired about the billing issue in October due to the mail processing delay as noted in Administrative Supervisor's Campbell monthly report. He also congratulated Chuck Preen for his new position as Building and Grounds Technician and Nick Whitefleet for his promotion to Lead Mechanic. He also congratulated Kim Giardini for her 10 years of service with the District. Lastly, Trustee Coultrap inquired about District actions following manhole overflows in general.

Trustee Sejnost congratulated Chuck Preen for his new position as Building and Grounds Technician and Nick Whitefleet for his promotion to Lead Mechanic as well. She also congratulated Ted Cherwak on his planned retirement and congratulated Kim Giardini for her 10 years of service with the District.

A motion was made by Trustee Coultrap seconded by Trustee Sejnost to adjourn the regular meeting at 7:37 p.m. The motion carried.

Approved: December 17, 2019

President

Attest:

Clerk

Downers Grove, Illinois

Date: December 17, 2019

Claim Ordinance No. 1884

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 **\$633,786.15** being in words and figures as follows:

Staff's Note: The payment released 12/3/19 for Uno Construction in the amount of \$51,710.62 was returned due to an incorrect routing number given by the vendor when they changed the bank information for their ACH payments. This amount was included in the claim ordinance total that was approved by the board at the 11/19/19 meeting. We had to reissue this payment by manual ACH (as found on the manual register on page 8) with the December claim ordinance and the amount will again be reflected in the total of this claim ordinance being presented for approval. We are voiding the original payment and entering an adjusting journal entry to clear it from the general ledger. The amount transferred from the deposit account to the disbursement account for December will also be reduced by this amount as it was already accounted for by the transfer that took place on 11/19/19.

DATE 11/18/19 PERIOD END 11/15/19 PAGE 4

G/L NUMBER	COST DESCRIPTION	DEBIT	CREDIT
01-00.1001	CASH - PAYROLL ACCOUNT		25358.09
01-00.2000	FEDERAL TAX WITHHELD		4404.19-
01-00.2001	STATE TAX WITHHELD		1805.99-
01-00.2002	SOCIAL SECURITY WITHHELD		2549.54-
01-00.2003	IMRF WITHHELD		1823.00-
01-00.2013	CREDIT UNION WITHHELD		800.00
01-00.2014	VOLUNTARY ADDITIONAL PENSION CONTRIBUTION		1905.32-
01-00.2020	DEFERRED COMPENSATION WITHHELD - ICMARC		300.00-
01-00.2021	FLEXIBLE ACCOUNT WITHHELD - MEDICAL		62.83-
01-00.2024	FLEXIBLE ACCOUNT WITHHELD - PREM CONVERSION		378.95
01-00.2025	EMPLOYEE INS PREM CONTRIBUTION - POST TAX		285.62
01-00.2026	DEFERRED COMPENSATION WITHHELD - IPPFA		1050.00
01-00.2028	DC PLAN LOAN REPAYMENT WITHHELD		77.06
01-11.A003	GENERAL MANAGEMENT	16893.66	
01-11.A004	FINANCIAL RECORDS	508.80	
01-11.A005	ADMINISTRATIVE RECORDS	225.14	
01-11.A007	CODE ENFORCEMENT	9417.78	
01-11.A008	SAFETY ACTIVITIES	197.16	
01-12.A006	ENGINEERING	106.02	
01-12.A009	OPERATIONS MANAGEMENT	3885.31	
01-12.A011	MAINTENANCE - WWTC	3518.40	
01-12.A013	MAINTENANCE - ENERGY RECOVERY	25.65	
01-12.A014	MAINTENANCE - ELECTRICAL	491.56	
01-12.A021	WWTC - OPERATIONS	809.44	
01-12.A022	WWTC - SLUDGE HANDLING	70.20	
01-12.A023	WWTC - ENERGY RECOVERY	70.20	
01-13.A009	OPERATIONS MANAGEMENT	2978.88	
01-13.A041	LAB - WWTC	106.34	
01-13.A042	LAB - PRETREATMENT	829.20	
01-14.A054	SEWER MAINTENANCE - BACKUPS AND HIGH FLOWS	71.63	
01-15.A030	BUILDING AND GROUNDS	103.66	
01-15.A080	LIFT STATION MAINTENANCE	491.56	
		40800.59	40800.59-

G/L NUMBER	COST DESCRIPTION	DEBIT	CREDIT
01-00.1001			50257.83
01-00.2000	FEDERAL TAX WITHHELD		8116.24
01-00.2001	STATE TAX WITHHELD		3526.54
01-00.2002	SOCIAL SECURITY WITHHELD		5846.45
01-00.2003	IMRF WITHHELD		3458.37
01-00.2013	CREDIT UNION WITHHELD		2114.31
01-00.2014	VOLUNTARY ADDITIONAL PENSION CONTRIBUTION		2589.93
01-00.2021	FLEXIBLE ACCOUNT WITHHELD - MEDICAL		396.23
01-00.2022	FLEXIBLE ACCOUNT WITHHELD - DEPENDENT CARE		192.31
01-00.2024	FLEXIBLE ACCOUNT WITHHELD - PREM CONVERSION		919.90
01-00.2025	EMPLOYEE INS PREM CONTRIBUTION - POST TAX		337.80
01-00.2027	DEFERRED COMPENSATION WITHHELD - IPPFA ROTH		40.00
01-00.2028	DC PLAN LOAN REPAYMENT WITHHELD		136.85
01-11.A003	GENERAL MANAGEMENT	880.93	
01-11.A004	FINANCIAL RECORDS	6676.03	
01-11.A005	ADMINISTRATIVE RECORDS	761.08	
01-11.A006	ENGINEERING	135.74	
01-11.A007	CODE ENFORCEMENT	7023.66	
01-11.A008	SAFETY ACTIVITIES	872.01	
01-12.A006	ENGINEERING	1172.30	
01-12.A011	MAINTENANCE - WWTC	10876.04	
01-12.A013	MAINTENANCE - ENERGY RECOVERY	872.03	
01-12.A014	MAINTENANCE - ELECTRICAL	2162.48	
01-12.A021	WWTC - OPERATIONS	12767.21	
01-12.A022	WWTC - SLUDGE HANDLING	4862.56	
01-12.A023	WWTC - ENERGY RECOVERY	225.47	
01-12.A030	BUILDING AND GROUNDS	4140.28	
01-13.A041	LAB - WWTC	5055.93	
01-13.A048	LAB - ENERGY RECOVERY	86.94	
01-14.A006	ENGINEERING	222.12	
01-14.A051	SEWER MAINTENANCE	6760.41	
01-14.A054	SEWER MAINTENANCE - BACKUPS AND HIGH FLOWS	535.46	
01-14.A062	INSPECTION - CONSTRUCTION OF DGSD PROJECTS	1259.98	
01-14.A063	INSPECTION - PERMIT INSPECTIONS	397.30	
01-14.A064	INSPECTION - MISCELLANEOUS	1923.77	
01-14.A065	INSPECTION - CONSTR BY VILLAGES, UTILITIES	3765.91	
01-14.A066	INSPECTION - CODE ENFORCEMENT	147.38	
01-15.A006	ENGINEERING	444.24	
01-15.A030	BUILDING AND GROUNDS	33.79	
01-15.A080	LIFT STATION MAINTENANCE	3871.71	
		77932.76	77932.76

DATE 12/04/19 PERIOD END 11/30/19 PAGE 6

 Payroll Ending Date:
 11/30/19

 Payroll Paid Date:
 12/06/19

 GL Date:
 12/31/19

G/L NUMBER	COST DESCRIPTION	DEBIT	CREDIT
01-00.1001	CASH - PAYROLL ACCOUNT		51295.06-
	FEDERAL TAX WITHHELD		8460.50-
	STATE TAX WITHHELD		3621.90-
01-00.2001	SOCIAL SECURITY WITHHELD		5996.75-
	IMRF WITHHELD		3496.48-
	CREDIT UNION WITHHELD		2114.31-
	VOLUNTARY ADDITIONAL PENSION CONTRIBUTION		
	FLEXIBLE ACCOUNT WITHHELD - MEDICAL		2889.11- 396.23-
			192.31-
	FLEXIBLE ACCOUNT WITHHELD - DEPENDENT CARE		
01-00.2024	FLEXIBLE ACCOUNT WITHHELD - PREM CONVERSION EMPLOYEE INS PREM CONTRIBUTION - POST TAX		919.90-
			337.80-
	DEFERRED COMPENSATION WITHHELD - IPPFA ROTH		40.00-
01-00.2028	DC PLAN LOAN REPAYMENT WITHHELD	11.40.00	136.85-
	GENERAL MANAGEMENT	1149.20	
01-11.A004	FINANCIAL RECORDS	6764.40	
01-11.A005	ADMINISTRATIVE RECORDS	541.87	
	ENGINEERING	765.08	
	CODE ENFORCEMENT	7022.29	
01-11.A008	SAFETY ACTIVITIES	630.00	
	ENGINEERING	746.57	
	MAINTENANCE - WWTC	10252.46	
01-12.A012	MAINTENANCE - VEHICLES	1205.76	
	MAINTENANCE - ENERGY RECOVERY	688.26	
01-12.A014	MAINTENANCE - ELECTRICAL	3588.83	
01-12.A021	WWTC - OPERATIONS	14562.49	
01-12.A022	WWTC - SLUDGE HANDLING	4015.82	
01-12.A023	WWTC - ENERGY RECOVERY	165.22	
01-12.A030	BUILDING AND GROUNDS	3826.19	
01-13.A041	LAB - WWTC	5183.07	
01-13.A042	LAB - PRETREATMENT	39.85	
01-13.A048	LAB - ENERGY RECOVERY	151.95	
01-14.A006	ENGINEERING	518.28	
01-14.A051	SEWER MAINTENANCE	7694.53	
01-14.A054	SEWER MAINTENANCE - BACKUPS AND HIGH FLOWS	256.46	
01-14.A062	INSPECTION - CONSTRUCTION OF DGSD PROJECTS	1978.97	
01-14.A063	INSPECTION - PERMIT INSPECTIONS	272.43	
01-14.A064	INSPECTION - MISCELLANEOUS	1737.23	
01-14.A065	INSPECTION - CONSTR BY VILLAGES, UTILITIES	2457.96	
01-14.A066	INSPECTION - CODE ENFORCEMENT	632.96	
01-15.A080	LIFT STATION MAINTENANCE	3049.07	
		79897.20	79897.20-

DATE 12/02/19 PERIOD END 11/30/19 PAGE 4 G/L NUMBER COST DESCRIPTION DEBIT CREDIT _____ 01-00.1001 CASH - PAYROLL ACCOUNT 25691.91-01-00.2000 FEDERAL TAX WITHHELD 4396.76-01-00.2001 STATE TAX WITHHELD 1804.12-01-00.2002 SOCIAL SECURITY WITHHELD 2546.66-01-00.2003 IMRF WITHHELD 1821.20-01-00.2013 CREDIT UNION WITHHELD 800.00-01-00.2014 VOLUNTARY ADDITIONAL PENSION CONTRIBUTION 1505.48-01-00.2017 VOLUNTARY GROUP LIFE 80.00-01-00.2020 DEFERRED COMPENSATION WITHHELD - ICMARC 300.00-01-00.2021 FLEXIBLE ACCOUNT WITHHELD - MEDICAL 62.83-01-00.2024 FLEXIBLE ACCOUNT WITHHELD - PREM CONVERSION 378.95-01-00.2025 EMPLOYEE INS PREM CONTRIBUTION - POST TAX 285.62-01-00.2026 DEFERRED COMPENSATION WITHHELD - IPPFA 1050.00-77.06-01-00.2028 DC PLAN LOAN REPAYMENT WITHHELD 01-11.A003 GENERAL MANAGEMENT 16841.85 01-11.A004 FINANCIAL RECORDS 259.24 01-11.A005 ADMINISTRATIVE RECORDS 123.31 01-11.A007 CODE ENFORCEMENT 9188.44 01-11.A008 SAFETY ACTIVITIES 12.14 01-12.A009 OPERATIONS MANAGEMENT 5153.93 01-12.A011 MAINTENANCE - WWTC 4141.95 MAINTENANCE - ELECTRICAL 01-12.A014 172.58 01-12.A021 WWTC - OPERATIONS 309.72 01-12.A022 WWTC - SLUDGE HANDLING 116.76 01-12.A023 WWTC - ENERGY RECOVERY 291.86 01-12.A030 BUILDING AND GROUNDS 172.58 01-13.A009 OPERATIONS MANAGEMENT 3129.45 01-13.A041 LAB - WWTC 112.60 01-13.A042 LAB - PRETREATMENT 495.51 01-13.A048 LAB - ENERGY RECOVERY 134.94 01-15.A030 BUILDING AND GROUNDS 86.02 01-15.A080 LIFT STATION MAINTENANCE 57.71 40800.59 40800.59-

01 GENERAL FUND STANDARD CHECK REGISTER FOR 12/17/19

====== VENDOR =====			VOICE =====					
NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
AT & T MOBILITY	A000085	12/03/19	831873915	01-15.B112	LS Cell Dialer	54.55	54.55	062067
ACE HARDWARE	A000095	11/19/19	332366/3	01-15.B116	LS Supplies	12.76		
		11/21/19	332378/3	01-12.B116	MSB Supplies	31.93	44.69	062068
ADVANCED DISPOSAL	A000153	11/30/19	т8009072	01-12.8502	Garbage & Recycling	290.72	290.72	062069
ALEXANDER CHEMICAL CORPORATIO	ON A000200	11/27/19	SLS10085924	01-12.B401	Sodium Bisulfite	3696.42	3696.42	101841
ALLIED WASTE SERVICE	A000255	11/15/19	551014649595	01-12.B102	Grit Screen Dump Rent Fee	69.12		
		11/30/19	551014664811	01-12.B102	Grit Scrn Dmpstr Pick Up	708.53	777.65	062070
SYNCHB/AMAZON	A000295	11/18/19	435835753845	01-11.B117	Safety Book For JG	11.99		
		11/15/19	453974737849	01-11.B116	Admin Supplies	59.99		
		11/12/19	455767899463	01-11.B116	Admin Supplies	8.94		
		11/12/19	455767899463	01-14.B116	SS Supplies	26.64		
		11/22/19	455899937589	01-11.B116	Phone Case & Snow Brushes	77.39		
		11/22/19	455899937589	01-12.B116	Snow Brushes	64.44		
		11/22/19	455899937589	01-13.B116	Snow Brushes	32.22		
		12/03/19	456846757834	01-12.B513	SCADA Part	184.49		
		11/26/19	469397874455	01-12.B116	Phone Cases	38.97		
		11/12/19	479698839473	01-14.B117	SS Empl Outewear	219.95		
		11/26/19	498493477575	01-11.B116	Admin Supplies	9.92		
		11/26/19	498493477575	01-12.B116	Phone Case	23.98		
		12/03/19	498688579337	01-12.B513	Return Part SCADA	185.49-		
		11/22/19	578649974975	01-14.B116	Tablet Case	31.94		
		11/13/19	657873798686	01-12.B812	TV & Mount Net Zero Cntr	706.99		
		11/26/19	663643558576	01-12.B116	Refund For Returned Item	22.78-		
		11/11/19	683676475444	01-12.B117	Maint Empl Outerwear	73.62		
		11/26/19	745967934897	01-11.B116	Admin Supplies	19.99		
		11/26/19	745967934897	01-12.B117	Phone Cases	55.99		
		11/26/19	745967934897	01-14.B116	Phone Case	9.99		
		11/20/19	753846564647	01-12.B116	Ops Supplies	30.94		
		11/27/19	769645486963	01-12.B116	Phone Case	30.63		
		11/13/19	869757998886	01-12.B513	SCADA Part - Returned	185.49		
		11/12/19			Admin Supplies	23.98		
			953796896773		All Gender Restroom Sign	20.00		
		11/20/19	953796896773		All Gender Restroom Sign	55.00		
			958447937836		Thumb Drive	34.99		
			975598649388		Phone Case	47.45		
			996973768487	01-11.B117	JG Outerwear	18.99		
			996973768487		MSB Supplies	22.78	1919.42	062071
AMERICAN NATIONAL SKYLINE	A000320	11/22/19			Admin Window Cleaning	61.00	61.00	101842
ATLAS FIRST ACCESS, LLC	A000523	12/03/19			Forklift Training	122.26		
		12/03/19			Forklift Training	1833.30		
		12/03/19			Forklift Training	244.44	2200.00	101843
SIAMAK AZARNIA	A000700		Reimburse		SA Jacket Reimburse	53.74	00.00	
	11000700		Reimburse 1		Outerwear Reimburse	195.72	249.46	101844
BAXTER & WOODMAN, INC.	B000120	11/15/19			Flow Monitoring	182.53	212.10	101011
ANTIER & WOODFEEN, INC.	2000120	11/15/19			Outfall Sewer Sag Repair	10445.99		
		11/13/13	0202010	01 13.D9UZ	Sacrari Sewer Say Kepair	10110.77		

01 GENERAL FUND STANDARD CHECK REGISTER FOR 12/17/19

======= VENDOR ======		===== IN	VOICE =====					
NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
		11/15/19	0209845	01-12.B508	WAS Thickener	647.50		
		11/15/19	0209846	01-11.B124	Puffer Road SA	105.00		
		11/15/19	0209847	01-12.B812	Net Zero Education Center	1265.00	14726.12	101845
BOX INC.	B000315	12/05/19	INV07372902	01-11.B115	Addtl Licenses	140.98	140.98	101846
BUTTREY RENTAL SERVICE, INC.	B000500	12/06/19	279351	01-12.B812	Wood Chipper Rental	335.50	335.50	062072
CALLONE	C000073	12/15/19	169272	01-11.B112	Admin Phone Service	538.26		
		12/15/19	169272	01-12.B112	WWTC Phone Service	305.70	843.96	062073
WILLIAM C CAMPBELL	C000075	12/13/19	Reimburse	01-11.B117	Seminar Travel Reimburse	13.50	13.50	101847
CINTAS #344	C000300	11/22/19	4035697919	01-12.B117	WWTC Uniform Rental	33.13		
		11/22/19	4035697919	01-14.B117	SS Uniform Rental	22.75		
		11/29/19	4036263294	01-12.B117	WWTC Uniform Rental	33.13		
		11/29/19	4036263294	01-14.B117	SS Uniform Rental	10.10		
		12/06/19	4036815181	01-12.B117	WWTC Uniform Rental	33.13		
		12/06/19	4036815181	01-14.B117	SS Uniform Rental	10.10		
		12/13/19	4037384159	01-12.B117	WWTC Uniform Rental	33.13		
		12/13/19	4037384159	01-14.B117	SS Uniform Rental	10.10	185.57	062074
CINTAS FIRST AID & SAFETY	C000320	11/22/19	5015383131	01-11.B116	First Aid Supplies	74.13		
		11/22/19	5015383131	01-12.B113	First Aid Supplies	255.92	330.05	062075
COLLEY ELEVATOR CO.	C000370	11/21/19	191021	01-12.B803	Exc Flow Bldg Elev Repair	392.00		
		11/21/19	191021	01-12.B805	Raw Sew Bldg Elev Repair	392.00	784.00	101848
COMCAST	C000373	12/03/19	201200550568	01-11.B112	Internet Service	146.85	146.85	062076
COMED	C000380	11/11/19	0055025057	01-15.B100	College LS Elec	392.80		
		11/11/19	0068029014	01-15.B100	Centex LS Elec	83.06		
		11/13/19	0120089072	01-15.B100	Wroble LS Elec	511.52		
		11/11/19	0458029046	01-15.B100	Liberty Park LS Elec	263.67		
		11/18/19	0562080004	01-15.B100	Venard LS Elec	385.39		
		11/13/19	1095091170	01-15.B100	Northwest LS Elec	1133.80		
		12/04/19	1108062005	01-11.B100	Admin Elec	115.65		
		12/04/19	1108062005	01-12.B100	WWTC Elec	5709.80		
		11/11/19	1810068039	01-15.B100	Earlston LS Elec	214.52		
		11/11/19	3240038012	01-15.B100	Butterfield LS Elec	41.02		
		11/13/19	4657083017	01-15.B100	Hobson LS Elec	2301.03		
		11/21/19	6770572011	01-00.2005	Uno Elec Usage	235.61		
		11/21/19	6770572011	01-12.B100	Walnut House Elec	73.77		
		11/20/19	8762083052	01-12.B100	Big Top Elec	117.51	11579.15	062077
CONCENTRIC INTEGRATION, LLC	C000410	11/15/19	0209730	01-11.B115	Admin Support Service	3663.00		
		11/15/19	0209730	01-12.B513	WWTC Support Service	7437.00		
		11/15/19	0209731	01-11.B115	Admin T&M	1987.91		
		11/15/19	0209731	01-12.B513	WWTC T&M	733.88		
		11/15/19	0209842	01-11.B115	Computer Equipment	655.94	14477.73	101849
CURTIS MARTIN GROUP, INC.	C000660	11/16/19	7350	01-11.B115	Encryption Key Updates	90.00		
		11/25/19	7361	01-11.B115	Billing Program Fix	300.00		
		12/09/19		01-11.B115	Billing Program Fix	120.00	510.00	101850
DAHM ENTERPRISES, INC	D000028	11/18/19	585	01-12.B131	Sludge Removal	20655.25	20655.25	101851
DAHME MECHANICAL INDUSTRIES	D000030	11/20/19			Chlor Sys Automation	9475.00		
		12/10/19	20190470	01-12.B508	Sludge Concentration Vlv	2355.00		

01 GENERAL FUND STANDARD CHECK REGISTER FOR 12/17/19

======= VENDOR ======		===== IN	WOICE =====					
NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
		12/10/19	20190471	01-12.8507	RAS Pump 6 Dischrg Valve	1737.50		
		12/10/19	20190473	01-12.B510	Dig 3 Bed Valve	3705.00		
		12/10/19	20190476	01-12.B505	Exc Flow Pipe Repair	12832.50	30105.00	101852
VILLAGE OF DOWNERS GROVE	D000480	11/19/19	155478	01-11.C222	Admin Vehicle Fuel	155.84		
		11/19/19	155478	01-12.B104	Gen 250 Fuel	228.57		
		11/19/19	155478	01-12.B812	Gas Can Fuel	204.63		
		11/19/19	155478	01-12.C222	WWTC Vehicle Fuel	1249.07		
		11/19/19	155478	01-13.C222	Lab Vehicle Fuel	46.19		
		11/19/19	155478	01-14.C222	SS Vehicle Fuel	1032.55		
		11/15/19	155482	01-11.B121	Meter Readings	413.32		
		11/15/19	155506	01-12.B113	Elevator Reinspection	69.00		
		11/29/19	155512	01-12.B113	Fire Alarm Connection	373.00		
		12/09/19	156152	01-11.C222	Admin Vehicle Fuel	78.21		
		12/09/19	156152	01-12.B812	Gas Can Fuel	74.83		
		12/09/19	156152	01-12.C222	WWTC Vehicle Fuel	760.55		
		12/09/19	156152	01-13.C222	Lab Vehicle Fuel	30.40		
		12/09/19	156152	01-14.C222	SS Vehicle Fuel	993.43	5709.59	062078
DRYDON EQUIPMENT INC.	D000540	12/03/19		01-12.B502	Bisulfite Pump Parts	1066.47	1066.47	101853
EYE MED VISION CARE	E000600	12/01/19	164122870	01-17.E455	Vision Insurance	449.89	449.89	062079
FRP INSPECTION & CONSULTING	F000010	11/07/19			Hypo & Bisulfite Tank Ins	2500.00		
		11/20/19			Inspect Sodium Hypo Tanks	1250.00		
		12/06/19			Hypo & Bisulfite Tank Ins	2500.00	6250.00	101854
FASTENAL COMPANY	F000060		ILWES72905		Excess Rails Parts	58.17		
			ILWES72943		MSB Supplies	7.70		
			ILWES73328		MSB Supplies	3.50		
			ILWES73399	01-12.B512		10.58		
			ILWES73431		Primary 8 Parts	10.50		
			ILWES73551		Drill Bits & Auger Bolts	16.48	106.93	101855
FEDEX KINKO'S	F000075		361300021259		Lab Supplies	17.13	17.13	062080
FIRST ENVIRONMENTAL LAB	F000140	11/15/19			Fall Industrial Labs	331.20	17.15	002000
FIRST ENVIRONMENTAL LAD	1000140	11/18/19			November Sulfates	39.60		
		11/25/19			November Biosolids	229.20		
		11/27/19			Fall Industrial Labs	291.60	891.60	101856
FOX VALLEY SANDBLASTING &	F000295	11/2/19			Auger Housing	800.00	800.00	062081
G.P. MAINTENANCE SERVICES	G000070	12/10/19		01-12.B804		11000.00	11000.00	101857
GEORGE'S LANDSCAPING	G000260	11/30/19		01-12.B304 01-11.B118	-	487.25	11000.00	101057
GEORGE 5 LANDSCAPING	9000200	11/30/19	-	01-12.B812	5			
			5		-	3098.05		
		11/30/19	Mowing	01-15.B820	Butterfield LS Mowing	155.50		
		11/30/19		01-15.B821	5	155.50		
		11/30/19	5	01-15.B823	5	155.50		
		11/30/19	5	01-15.B824	-	155.50		
		11/30/19	-		Lib Park LS Mowing	155.50		
		11/30/19	-	01-15.B826	NW LS Mowing	155.50		
		11/30/19		01-15.B827		155.50		
		11/30/19	Mowing	01-15.B828	Wroble LS Mowing	155.50	4829.30	101858
REVERE ELECTRIC	G000410	11/15/19	S4007858.001	01-12.B502	Exc Flow Chlorination Prt	146.89		

01 GENERAL FUND STANDARD CHECK REGISTER FOR 12/17/19

NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
		11/15/19	S4014006.001	01-12.8502	Exc Flow Chlorination Prt	38.86		
		11/26/19	S4020028.001	01-12.B812	Electrical Supplies	192.95		
		12/10/19	S4029482.001	01-12.B502	Exc Flow Hypo Feed Part	48.56	427.26	062082
N. W. GRAINGER, INC.	G000520	11/14/19	9356018813	01-12.B512	See Sheet	18.56		
		11/14/19	9356021130	01-12.B513	See Sheet	3.65		
		11/15/19	9357250530	01-12.B506	See Sheet	21.54		
		11/15/19	9357250548	01-12.B506	See Sheet	26.24		
		11/18/19	9359134807	01-11.B116	See Sheet	14.38		
		11/18/19	9359183952	01-12.B502	See Sheet	61.18		
		11/18/19	9359569846	01-12.B502	See Sheet	21.12		
		11/19/19	9360892401	01-12.B502	See Sheet	66.18		
		11/20/19	9363027013	01-12.B116	See Sheet	48.35		
		11/20/19	9363027021	01-12.B116	See Sheet	44.24		
		11/21/19	9363951147	01-12.B116	See Sheet	2.18		
		11/21/19	9363951154	01-12.B510	See Sheet	45.78		
		11/21/19	9364485558	01-12.B512	See Sheet	330.24		
		11/22/19	9365575969	01-12.B502	See Sheet	6.54		
		11/22/19	9365575977	01-12.B502	See Sheet	20.54		
		11/25/19	9367963668	01-12.B512	See Sheet	184.85		
		11/26/19	9368977238	01-12.B512	See Sheet	16.84		
		11/27/19	9370093156	01-12.B116	See Sheet	68.04		
		12/02/19	9371468381	01-12.B117	See Sheet	38.12		
		12/02/19	9371468399	01-12.B113	See Sheet	15.44		
		12/02/19	9372083593	01-12.B113	See Sheet	12.84		
		12/02/19	9372272097	01-12.B502	See Sheet	478.17		
		12/03/19	9373040196	01-12.B116	See Sheet	3.80		
		12/03/19	9373654715	01-12.B116	See Sheet	20.88		
		12/06/19	9377373007	01-12.B116	See Sheet	9.72		
		12/09/19	9378972591	01-12.B116	See Sheet	15.49		
		12/09/19	9379710875	01-12.B812	See Sheet	137.76	1732.67	101859
JESSICA GWOZDZ	G000630	11/21/19	Reimburse	01-11.B117	JG Jacket Reimburse	105.93	105.93	101860
IACH COMPANY	H000040	11/23/19	11741452	01-13.B115	Annual Fee - MSM Sensor	250.00		
		12/03/19	11744222	01-13.B115	Composite Sampler	4901.50	5151.50	101861
HARRINGTON IND. PLASTICS LLC	н000090	11/13/19	023F4764	01-12.B502	Exc Hypo Feed Switch	312.33		
		12/03/19	023F5174	01-12.B502	Exc Flow Hypo Feed Parts	1553.50	1865.83	101862
OUBLETREE BY HILTON	н000220	12/11/19	33432	01-00.2005	Empl Reimburse Hol Lunch	139.98		
		12/11/19	33432	01-11.B117	Admin Empl Holiday Lunch	550.11		
		12/11/19	33432	01-12.B117	WWTC Empl Holiday Lunch	700.11		
		12/11/19	33432	01-13.B117	Lab Empl Holiday Lunch	150.00		
		12/11/19	33432	01-14.B117	SS Empl Holiday Lunch	300.06	1840.26	062083
IOME DEPOT	H000400	11/19/19	0031239	01-12.B511	See Sheet	15.00		
		11/18/19	1083050	01-15.B113	See Sheet	15.92		
		11/14/19	5011725	01-11.B116	See Sheet	4.98		
		12/03/19	6040488	01-12.B512	See Sheet	38.20		
		12/02/19	7040445	01-12.B116	See Sheet	9.97		
		12/10/19	9012986	01-12.B812	See Sheet	222.31		

01 GENERAL FUND STANDARD CHECK REGISTER FOR 12/17/19

ANITA IBRAHIM 100 IMPACT NETWORKING INC. 100 JAY'S PLUMBING & SEWER J00 JOHNSTONE SUPPLY J00 KANSAS CITY LIFE INSURANCE CO K00 KIPP'S LAWNMOWER SALES K00 LAI, LTD L00 LEE AUTO PARTS L00 MBM SERVICES INC. M00 MAILFINANCE M00 MCMASTER-CARR SUPPLY COMPANY M00 METROPOLITAN INDUSTRIES, INC. M00 MIDAMERICA ADMINISTRATIVE M00 MIDAMERICA ADMINISTRATIVE M00 MIELE INC. M00 NALCO WATER PRETREATMENT N00 NAPA AUTO PARTS N00 NAPCO STEEL, INC. N00	MBER 000015 000400 00072 000140 00045 000180 000012 000150 000100 000106 000500 000500	12/05/19 11/19/19 11/27/19 11/27/19 11/27/19 11/21/19 12/01/19 11/23/16 11/13/19 11/18/19	9031300 Rebate SA 55 1616035 20964 4044294 14887 483939 19-16877 19-16993	01-14.B116 01-12.B116 01-00.2007 01-11.B115 01-14.B910 01-12.B812 01-17.E455 01-12.B812 01-12.B504 01-12.B507 01-12.B510 01-12.B116 01-11.B118 01-11.B115 01-12.B504	Dig 3 Bed Valve Auto Parts Admin Cleaning Service Postage Meter Lease	43.30 6.48 582.92 58.55 469.00 16.05 402.50 4.10 5963.31 2975.05 3391.14 1016.60 185.28 350.00 432.81	CHECK AMT 356.16 582.92 58.55 469.00 16.05 402.50 4.10 13346.10 185.28 350.00	CHECK NO 062084 062109 101863 062085 101864 101865 062086 101866 062087 101867
IMPACT NETWORKING INC. IOC JAY'S PLUMBING & SEWER JOC JOHNSTONE SUPPLY JOC KANSAS CITY LIFE INSURANCE CO KOC KIPP'S LAWNMOWER SALES KOC LAI, LTD LOC LEE AUTO PARTS LOC MEM SERVICES INC. MOC MCMASTER-CARR SUPPLY COMPANY MOC METROPOLITAN INDUSTRIES, INC. MOC MIELE INC. MOC MOTION INDUSTRIES, INC. MOC NALCO WATER PRETREATMENT NOC NAPA AUTO PARTS NOC NAPCO STEEL, INC. NOC	000400 00072 000140 00045 000180 00012 000150 000100 000106 000106 000360	11/20/19 12/01/19 11/15/19 11/15/19 12/01/19 12/05/19 11/19/19 11/19/19 11/27/19 11/27/19 11/21/19 12/01/19 11/23/16 11/13/19 11/18/19 11/21/19	9031300 Rebate SA 55 1616035 20964 4044294 14887 483939 19-16877 19-16973 19-17024 19-17023 470-151266 32116 N8026145 21622827 21994357	01-12.B116 01-00.2007 01-11.B115 01-14.B910 01-12.B812 01-12.B812 01-12.B504 01-15.B526 01-12.B507 01-12.B510 01-12.B116 01-11.B118 01-11.B115 01-12.B504	See Sheet SA 55 Rebate Copies BSSRAP Pipe Replace HVAC Stock Life Insurance Snow Blower Parts Grit Cyclone Parts OW LS Pump 3 Parts Aeration Tank 1-4 Parts Dig 3 Bed Valve Auto Parts Admin Cleaning Service Postage Meter Lease	6.48 582.92 58.55 469.00 16.05 402.50 4.10 5963.31 2975.05 3391.14 1016.60 185.28 350.00	582.92 58.55 469.00 16.05 402.50 4.10 13346.10 185.28	062109 101863 062085 101864 101865 062086 101866 062087
IMPACT NETWORKING INC. I00 JAY'S PLUMBING & SEWER J00 JOHNSTONE SUPPLY J00 KANSAS CITY LIFE INSURANCE CO K00 KIPP'S LAWNMOWER SALES K00 LAI, LTD L00 LEE AUTO PARTS L00 MEM SERVICES INC. M00 MCMASTER-CARR SUPPLY COMPANY M00 METROPOLITAN INDUSTRIES, INC. M00 MIDAMERICA ADMINISTRATIVE M00 MOTION INDUSTRIES, INC. M00 NALCO WATER PRETREATMENT N00 NAPA AUTO PARTS N00 NAPCO STEEL, INC. N00	000400 00072 000140 00045 000180 00012 000150 000100 000106 000106 000360	12/01/19 11/18/19 11/15/19 12/01/19 12/05/19 11/19/19 11/27/19 11/27/19 11/27/19 11/21/19 12/01/19 11/23/16 11/13/19 11/18/19 11/21/19	Rebate SA 55 1616035 20964 4044294 14887 483939 19-16877 19-16973 19-17024 19-17033 470-151266 32116 N8026145 21622827 21994357	01-00.2007 01-11.B115 01-14.B910 01-12.B812 01-17.E455 01-12.B812 01-12.B504 01-15.B526 01-12.B510 01-12.B510 01-12.B116 01-11.B118 01-11.B115 01-12.B504	SA 55 Rebate Copies BSSRAP Pipe Replace HVAC Stock Life Insurance Snow Blower Parts Grit Cyclone Parts NW LS Pump 3 Parts Aeration Tank 1-4 Parts Dig 3 Bed Valve Auto Parts Admin Cleaning Service Postage Meter Lease	582.92 58.55 469.00 16.05 402.50 4.10 5963.31 2975.05 3391.14 1016.60 185.28 350.00	582.92 58.55 469.00 16.05 402.50 4.10 13346.10 185.28	062109 101863 062085 101864 101865 062086 101866 062087
IMPACT NETWORKING INC. 100 JAY'S PLUMBING & SEWER J00 JOHNSTONE SUPPLY J00 KANSAS CITY LIFE INSURANCE CO K00 KIPP'S LAWNMOWER SALES K00 LAI, LTD L00 LAI, LTD L00 LEE AUTO PARTS L00 MEM SERVICES INC. M00 MCMASTER-CARR SUPPLY COMPANY M00 METROPOLITAN INDUSTRIES, INC. M00 MIDAMERICA ADMINISTRATIVE M00 MIDAMERICA ADMINISTRATIVE M00 MOTION INDUSTRIES, INC. M00 NALCO WATER PRETREATMENT N00 NAAPA AUTO PARTS N00 NAAPCO STEEL, INC. N00	000400 00072 000140 00045 000180 00012 000150 000100 000106 000106 000360	11/18/19 11/15/19 12/01/19 12/05/19 11/19/19 11/19/19 11/27/19 11/27/19 11/21/19 12/01/19 11/23/16 11/13/19 11/18/19 11/18/19	1616035 20964 4044294 14887 483939 19-16877 19-16993 19-17024 19-17033 470-151266 32116 N8026145 21622827 21994357	01-11.B115 01-14.B910 01-12.B812 01-17.E455 01-12.B812 01-12.B504 01-15.B526 01-12.B510 01-12.B510 01-12.B116 01-11.B118 01-11.B115 01-12.B504	Copies BSSRAP Pipe Replace HVAC Stock Life Insurance Snow Blower Parts Grit Cyclone Parts Orit Cyclone Parts Aeration Tank 1-4 Parts Dig 3 Bed Valve Auto Parts Admin Cleaning Service Postage Meter Lease	58.55 469.00 16.05 402.50 4.10 5963.31 2975.05 3391.14 1016.60 185.28 350.00	58.55 469.00 16.05 402.50 4.10 13346.10 185.28	101863 062085 101864 101865 062086 101866 062087
JAY'S PLUMBING & SEWER J00 JOHNSTONE SUPPLY J00 KANSAS CITY LIFE INSURANCE CO K00 KIPP'S LAWNMOWER SALES K00 LAI, LTD L00 LEE AUTO PARTS L00 MEM SERVICES INC. M00 MAILFINANCE M00 MCMASTER-CARR SUPPLY COMPANY M00 METROPOLITAN INDUSTRIES, INC. M00 MIDAMERICA ADMINISTRATIVE M00 MIDAMERICA ADMINISTRATIVE M00 MIDAMERICA ADMINISTRATIVE M00 MOTION INDUSTRIES, INC. M00 NALCO WATER PRETREATMENT N00 NAAPA AUTO PARTS N00 NAAPCO STEEL, INC. N00	000072 000140 00045 000180 000012 000150 000100 000106 000360	11/15/19 11/15/19 12/01/19 12/05/19 11/19/19 11/27/19 11/27/19 11/21/19 12/01/19 11/23/16 11/13/19 11/18/19 11/18/19	20964 4044294 14887 483939 19–16877 19–16993 19–17024 19–17033 470–151266 32116 N8026145 21622827 21994357	01-14.B910 01-12.B812 01-17.E455 01-12.B812 01-12.B504 01-15.B526 01-12.B510 01-12.B510 01-12.B116 01-11.B118 01-11.B115 01-12.B504	BSSRAP Pipe Replace HVAC Stock Life Insurance Snow Blower Parts Grit Cyclone Parts NW LS Pump 3 Parts Aeration Tank 1-4 Parts Dig 3 Bed Valve Auto Parts Admin Cleaning Service Postage Meter Lease	469.00 16.05 402.50 4.10 5963.31 2975.05 3391.14 1016.60 185.28 350.00	469.00 16.05 402.50 4.10 13346.10 185.28	062085 101864 101865 062086 101866 062087
JOHNSTONE SUPPLY J00 KANSAS CITY LIFE INSURANCE CO K00 KIPP'S LAWNMOWER SALES K00 LAI, LTD L00 LEE AUTO PARTS L00 MEM SERVICES INC. M00 MAILFINANCE M00 MCMASTER-CARR SUPPLY COMPANY M00 METROPOLITAN INDUSTRIES, INC. M00 MIDAMERICA ADMINISTRATIVE M00 MIDAMERICA ADMINISTRATIVE M00 MOTION INDUSTRIES, INC. M00 NALCO WATER PRETREATMENT N00 NAPA AUTO PARTS N00 NAPCO STEEL, INC. N00	000140 000045 000180 000012 000150 000010 0000106 000360 000500	11/15/19 12/01/19 12/05/19 11/19/19 11/19/19 11/27/19 11/27/19 11/21/19 12/01/19 11/23/16 11/13/19 11/18/19 11/18/19	4044294 14887 483939 19-16877 19-16993 19-17024 19-17033 470-151266 32116 N8026145 21622827 21994357	01-12.B812 01-17.E455 01-12.B812 01-12.B504 01-15.B526 01-12.B507 01-12.B510 01-12.B116 01-11.B118 01-11.B115 01-12.B504	HVAC Stock Life Insurance Snow Blower Parts Grit Cyclone Parts NW LS Pump 3 Parts Aeration Tank 1-4 Parts Dig 3 Bed Valve Auto Parts Admin Cleaning Service Postage Meter Lease	16.05 402.50 4.10 5963.31 2975.05 3391.14 1016.60 185.28 350.00	16.05 402.50 4.10 13346.10 185.28	101864 101865 062086 101866 062087
KANSAS CITY LIFE INSURANCE CO K00 KIPP'S LAWNMOWER SALES K00 LAI, LTD L00 LEE AUTO PARTS L00 MEM SERVICES INC. M00 MAILFINANCE M00 MCMASTER-CARR SUPPLY COMPANY M00 MIDAMERICA ADMINISTRATIVE M00 MIDAMERICA ADMINISTRATIVE M00 MOTION INDUSTRIES, INC. M00 NALCO WATER PRETREATMENT N00 NAPA AUTO PARTS N00 NAPCO STEEL, INC. N00	000045 000180 000012 000150 000010 000106 000360	12/01/19 12/05/19 11/19/19 11/27/19 11/27/19 11/21/19 12/01/19 11/23/16 11/13/19 11/18/19 11/21/19	14887 483939 19-16877 19-16993 19-17024 19-17033 470-151266 32116 N8026145 21622827 21994357	01-17.E455 01-12.B812 01-12.B504 01-15.B526 01-12.B507 01-12.B510 01-12.B116 01-11.B118 01-11.B115 01-12.B504	Life Insurance Snow Blower Parts Grit Cyclone Parts NW LS Pump 3 Parts Aeration Tank 1-4 Parts Dig 3 Bed Valve Auto Parts Admin Cleaning Service Postage Meter Lease	402.50 4.10 5963.31 2975.05 3391.14 1016.60 185.28 350.00	402.50 4.10 13346.10 185.28	101865 062086 101866 062087
KIPP'S LAWNMOWER SALES K00 LAI, LTD L00 LEE AUTO PARTS L00 MEM SERVICES INC. M00 MAILFINANCE M00 MCMASTER-CARR SUPPLY COMPANY M00 METROPOLITAN INDUSTRIES, INC. M00 MIDAMERICA ADMINISTRATIVE M00 MOTION INDUSTRIES, INC. M00 NALCO WATER PRETREATMENT N00 NAPA AUTO PARTS N00 NAPCO STEEL, INC. N00	000180 000012 000150 000100 000106 000360 000556	12/05/19 11/19/19 11/27/19 11/27/19 11/21/19 12/01/19 11/23/16 11/13/19 11/18/19 11/18/19	483939 19-16877 19-16993 19-17024 19-17033 470-151266 32116 N8026145 21622827 21994357	01-12.B812 01-12.B504 01-15.B526 01-12.B510 01-12.B510 01-12.B116 01-11.B118 01-11.B115 01-12.B504	Snow Blower Parts Grit Cyclone Parts NW LS Pump 3 Parts Aeration Tank 1-4 Parts Dig 3 Bed Valve Auto Parts Admin Cleaning Service Postage Meter Lease	4.10 5963.31 2975.05 3391.14 1016.60 185.28 350.00	4.10 13346.10 185.28	062086 101866 062087
LAI, LTD LOG LEE AUTO PARTS LOG MEM SERVICES INC. MOG MAILFINANCE MOG MCMASTER-CARR SUPPLY COMPANY MOG METROPOLITAN INDUSTRIES, INC. MOG MIDAMERICA ADMINISTRATIVE MOG MIELE INC. MOG NATER PRETREATMENT NOG NALCO WATER PRETREATMENT NOG NAPA AUTO PARTS NOG NAPCO STEEL, INC. NOG	00012 000150 00010 000106 000360	11/19/19 11/19/19 11/27/19 11/21/19 12/01/19 11/23/16 11/13/19 11/18/19 11/21/19	19-16877 19-16993 19-17024 19-17033 470-151266 32116 N8026145 21622827 21994357	01-12.B504 01-15.B526 01-12.B510 01-12.B510 01-12.B116 01-11.B118 01-11.B115 01-12.B504	Grit Cyclone Parts NW LS Pump 3 Parts Aeration Tank 1-4 Parts Dig 3 Bed Valve Auto Parts Admin Cleaning Service Postage Meter Lease	5963.31 2975.05 3391.14 1016.60 185.28 350.00	13346.10 185.28	101866 062087
LEE AUTO PARTS L00 MBM SERVICES INC. M00 MAILFINANCE M00 MCMASTER-CARR SUPPLY COMPANY M00 METROPOLITAN INDUSTRIES, INC. M00 MIDAMERICA ADMINISTRATIVE M00 MIDAMERICA ADMINISTRATIVE M00 MIDAMERICA ADMINISTRATIVE M00 MOTION INDUSTRIES, INC. M00 NALCO WATER PRETREATMENT N00 NAPA AUTO PARTS N00 NAPA AUTO PARTS N00	000150 000010 000106 000360 000500	11/19/19 11/27/19 11/27/19 11/21/19 12/01/19 11/23/16 11/13/19 11/18/19 11/21/19	19-16993 19-17024 19-17033 470-151266 32116 N8026145 21622827 21994357	01-15.B526 01-12.B507 01-12.B510 01-12.B116 01-11.B118 01-11.B115 01-12.B504	NW LS Pump 3 Parts Aeration Tank 1-4 Parts Dig 3 Bed Valve Auto Parts Admin Cleaning Service Postage Meter Lease	2975.05 3391.14 1016.60 185.28 350.00	185.28	062087
MEM SERVICES INC. M00 MAILFINANCE M00 MCMASTER-CARR SUPPLY COMPANY M00 METROPOLITAN INDUSTRIES, INC. M00 MIDAMERICA ADMINISTRATIVE M00 MIELE INC. M00 MOTION INDUSTRIES, INC. M00 NALCO WATER PRETREATMENT N00 NAPA AUTO PARTS N00 NAPCO STEEL, INC. N00	000010 000106 000360 000500 000556	11/27/19 11/27/19 11/21/19 12/01/19 11/23/16 11/13/19 11/18/19 11/21/19	19-17024 19-17033 470-151266 32116 N8026145 21622827 21994357	01-12.B507 01-12.B510 01-12.B116 01-11.B118 01-11.B115 01-12.B504	Aeration Tank 1-4 Parts Dig 3 Bed Valve Auto Parts Admin Cleaning Service Postage Meter Lease	3391.14 1016.60 185.28 350.00	185.28	062087
MEM SERVICES INC. M00 MAILFINANCE M00 MCMASTER-CARR SUPPLY COMPANY M00 METROPOLITAN INDUSTRIES, INC. M00 MIDAMERICA ADMINISTRATIVE M00 MIELE INC. M00 MOTION INDUSTRIES, INC. M00 NALCO WATER PRETREATMENT N00 NAPA AUTO PARTS N00 NAPCO STEEL, INC. N00	000010 000106 000360 000500 000556	11/27/19 11/21/19 12/01/19 11/23/16 11/13/19 11/18/19 11/21/19	19-17033 470-151266 32116 N8026145 21622827 21994357	01-12.B510 01-12.B116 01-11.B118 01-11.B115 01-12.B504	Dig 3 Bed Valve Auto Parts Admin Cleaning Service Postage Meter Lease	1016.60 185.28 350.00	185.28	062087
MEM SERVICES INC. M00 MAILFINANCE M00 MCMASTER-CARR SUPPLY COMPANY M00 METROPOLITAN INDUSTRIES, INC. M00 MIDAMERICA ADMINISTRATIVE M00 MIELE INC. M00 MOTION INDUSTRIES, INC. M00 NALCO WATER PRETREATMENT N00 NAPA AUTO PARTS N00 NAPCO STEEL, INC. N00	000010 000106 000360 000500 000556	11/21/19 12/01/19 11/23/16 11/13/19 11/18/19 11/21/19	470-151266 32116 N8026145 21622827 21994357	01-12.B116 01-11.B118 01-11.B115 01-12.B504	Auto Parts Admin Cleaning Service Postage Meter Lease	185.28 350.00	185.28	062087
MEM SERVICES INC. M00 MAILFINANCE M00 MCMASTER-CARR SUPPLY COMPANY M00 METROPOLITAN INDUSTRIES, INC. M00 MIDAMERICA ADMINISTRATIVE M00 MIELE INC. M00 MOTION INDUSTRIES, INC. M00 NALCO WATER PRETREATMENT N00 NAPA AUTO PARTS N00 NAPCO STEEL, INC. N00	000010 000106 000360 000500 000556	12/01/19 11/23/16 11/13/19 11/18/19 11/21/19	32116 N8026145 21622827 21994357	01-11.B118 01-11.B115 01-12.B504	Admin Cleaning Service Postage Meter Lease	350.00		
MAILFINANCE M00 MCMASTER-CARR SUPPLY COMPANY M00 METROPOLITAN INDUSTRIES, INC. M00 MIDAMERICA ADMINISTRATIVE M00 MIELE INC. M00 MOTION INDUSTRIES, INC. M00 NALCO WATER PRETREATMENT N00 NAPA AUTO PARTS N00 NAPCO STEEL, INC. N00	000106 000360 000500 000556	11/23/16 11/13/19 11/18/19 11/21/19	N8026145 21622827 21994357	01-11.B115 01-12.B504	Postage Meter Lease		350.00	101067
MCMASTER-CARR SUPPLY COMPANY M00 METROPOLITAN INDUSTRIES, INC. M00 MIDAMERICA ADMINISTRATIVE M00 MIDAMERICA ADMINISTRATIVE M00 MOTION INDUSTRIES, INC. M00 NALCO WATER PRETREATMENT N00 NAPA AUTO PARTS N00 NAPCO STEEL, INC. N00	000360 000500 000556	11/13/19 11/18/19 11/21/19	21622827 21994357	01-12.8504	5	432.81		TOTOD/
METROPOLITAN INDUSTRIES, INC. M00 MIDAMERICA ADMINISTRATIVE M00 MIELE INC. M00 MOTION INDUSTRIES, INC. M00 NALCO WATER PRETREATMENT N00 NAPA AUTO PARTS N00 NAPCO STEEL, INC. N00	000500	11/18/19 11/21/19	21994357				432.81	101868
MIDAMERICA ADMINISTRATIVE M00 MIELE INC. M00 MOTION INDUSTRIES, INC. M00 NALCO WATER PRETREATMENT N00 NAPA AUTO PARTS N00 NAPCO STEEL, INC. N00	00556	11/21/19			Grit Cyclone Parts	207.12		
MIDAMERICA ADMINISTRATIVE M00 MIELE INC. M00 MOTION INDUSTRIES, INC. M00 NALCO WATER PRETREATMENT N00 NAPA AUTO PARTS N00 NAPCO STEEL, INC. N00	00556	11/21/19	22440925	01-12.B116	MSB Supplies	165.78		
MIDAMERICA ADMINISTRATIVE M00 MIELE INC. M00 MOTION INDUSTRIES, INC. M00 NALCO WATER PRETREATMENT N00 NAPA AUTO PARTS N00 NAPCO STEEL, INC. N00	00556	11/13/19		01-12.B510	Heat Exchange 4-5 Parts	69.50	442.40	101869
MIELE INC. MOO MOTION INDUSTRIES, INC. MOO NALCO WATER PRETREATMENT NOO NAPA AUTO PARTS NOO NAPCO STEEL, INC. NOO			INV011464	01-12.B507	RAS Pump 5 Parts	3417.66	3417.66	062088
MOTION INDUSTRIES, INC. MOG NALCO WATER PRETREATMENT NOG NAPA AUTO PARTS NOG NAPCO STEEL, INC. NOG	00580	12/09/19	MAR000012985	01-17.E455	Administrative Fees	150.00	150.00	101870
NALCO WATER PRETREATMENT NOO NAPA AUTO PARTS NOO NAPCO STEEL, INC. NOO		11/07/19	5396628	01-13.B115	Lab Washer Part	375.37	375.37	062089
NALCO WATER PRETREATMENT NO(NAPA AUTO PARTS NO(NAPCO STEEL, INC. NO(00750	11/16/19	IL10-675390	01-12.B506	Prim 7 Cross Collect Part	345.04		
NAPA AUTO PARTS NOO NAPCO STEEL, INC. NOO		11/27/19	IL10-676109	01-15.B526	NW LS Pump 3 Part	207.48		
NAPA AUTO PARTS NOO NAPCO STEEL, INC. NOO		11/27/19	IL10-676112	01-15.B526	NW LS Pump 3 Parts	553.66	1106.18	101871
NAPCO STEEL, INC. NO(00030	11/21/19	2391318	01-13.B116	Lab Supplies	145.65	145.65	101872
NAPCO STEEL, INC. NO(000040	11/21/19	4343-636419		Auto Parts	27.98		
·		12/09/19	4343-639123	01-12.B501	Auto Parts	48.42		
·			4343635669		Auto Parts	369.60	446.00	062090
·	00050		434242		Bio Truck Bed Rehab	202.25	202.25	101873
	00260	11/18/19	4048963	01-12.B510	Solenoid	243.74	243.74	101874
NICOR GAS NOC	00330	11/14/19	2833584	01-12.B101	Walnut House Gas	107.74		
			3892638		Admin Center Gas	104.93		
		11/14/19		01-12.B101		203.71		
		11/14/19			Chem Feed Gas	22.95		
		11/14/19			Plant 2 Gas	120.84	560.17	062091
NISSEN ENERGY INC NO(00350	12/09/19		01-12.B513		1943.00	1943.00	101875
	00700	11/27/19		01-11.B120		221.40		
		11/27/19			User Refund Checks	303.95		
		11/27/19		01-11.B120		303.95	829.30	062092
OFFICE DEPOT 000	00100		404756815001	01-11.B116		159.95	159.95	062093
	00300		10000013629		OLR Service Fees	32.30	32.30	101876
	000300		1940075960		November NPDES	100.00	100.00	101877
	00010	12/12/19			Supervisor Lunch	66.30	100.00	1010//
PUL			Cash Box		Postage Due	13.07		
			Cash Box		Lab Supplies	16.47		
			Cash Box		JR CDL Renewal	30.00	125.84	062094



01 GENERAL FUND STANDARD CHECK REGISTER FOR 12/17/19

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NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
PIPE-VIEW LLC	P000375	11/23/19	00011	01-14.B124	SS Televising	10953.93	10953.93	062095
PIRTEK O'HARE	P000380	12/11/19	BO-T0000232	01-12.B501	Bio Auger Parts	501.40	501.40	062096
POLYDYNE INC.	P000395	11/21/19	1409673	01-12.B402	Belt Press Polymer	2142.54	2142.54	101878
PORTER PIPE AND SUPPLY CO.	P000420	11/21/19	1199028-00	01-12.B509	Belt Filter Press Parts	87.70	87.70	101879
PRINCIPAL LIFE INSURANCE CO	P000650	11/17/19	1093099	01-17.E455	Dental Insurance	2586.90	2586.90	101880
RAPTOR TECH INC.	R000105	11/26/19	12450	01-12.B501	Auger Rebuild	216.00	216.00	101881
RED WING SHOE STORE	R000180	12/08/19	45-1-78428	01-12.B117	EB Boots	199.74	199.74	101882
RENTAL MAX L.L.C.	R000250	11/21/19	392756-5	01-12.C225	Forklift Fuel	27.49	27.49	062097
REPAIR SERVICE CORPORATION	R000263	11/19/19	5813	01-12.B502	Sodium Hypo Tank Repair	9550.00		
		12/07/19	5818	01-12.B502	Sodium Hypo Tank Repair	2100.00	11650.00	101883
ROADSAFE	R000360	10/31/19	RT208665	01-14.B910	Const Signs & Barricades	1274.50	1274.50	062098
ROYAL GRAPHICS	R000500	12/03/19	96738	01-11.B120	Envelopes	150.98	150.98	062099
SAFETY-KLEEN SYSTEMS, INC.	S000050	11/18/19	81303852	01-12.B116	MSB Supplies	285.64	285.64	101884
SEAWAY SUPPLY CO.	S000200	11/18/19	150096	01-12.B512	Maint Repair Supplies	49.68		
		11/21/19	150096-01	01-12.B512	Maint Repair Supplies	84.16		
		12/06/19	150096-02	01-12.B512	MSB Supplies	97.27		
		11/15/19	150165	01-12.B116	MSB Supplies	292.68		
		11/15/19	150166	01-11.B116	Admin Supplies	24.00		
		11/26/19	150501	01-12.B116	MSB Supplies	240.04		
		12/10/19	150850	01-12.B116	MSB Supplies	261.42	1049.25	101885
SHERWIN-WILLIAMS CO.	S000320	11/27/19	0757-1	01-12.B513	CHP Heat Recovery Piping	79.50		
		12/05/19	1028-6	01-12.B503	Pipe Paint Bar Screen Bld	284.30		
		12/10/19	1269-6	01-12.B510	Prim 8 Cross Coll Paint	221.66	585.46	101886
SOUTHLAND ELECTRICAL SUPPLY	S000493	11/27/19	3137088	01-12.B510	Dig 1 Gas Mixer Part	1028.91		
		11/27/19	3137125	01-12.B503	Exc Bridge Elec Spare Prt	96.34		
		12/06/19	3137699	01-12.B507	RAS Pump 3 Parts	1661.48	2786.73	101887
STAPLES INC.	S000640	11/30/19	8056656477	01-11.B116	Admin Supplies	488.86		
		11/30/19	8056656477	01-12.B116	WWTC Supplies	260.81		
		11/30/19	8056656477	01-13.B116	Lab Supplies	70.83	820.50	062100
STATE OF ILLINOIS	S000660	11/26/19	9623037	01-12.B113	Air Compress Tank Inspect	70.00	70.00	062101
STEPHENS PLUMBING AND	S000680	11/27/19	216591	01-14.B910	BSSRAP Pipe Repair	525.10		
		12/03/19	216736	01-14.B910	BSSRAP Pipe Repair	489.25		
		12/04/19	216790	01-14.В910	BSSRAP Shear Repair	369.45	1383.80	062102
STEVENSON CRANE SERVICE, INC.	S000720	12/10/19	208358	01-12.B506	Prim 8 Cross Coll Repair	700.00	700.00	101893
TERRACE SUPPLY COMPANY	T000250	11/30/19	01006151	01-12.B116	Cylinder Rentals	51.00	51.00	101888
U.S. UPFITTERS	U000120	12/03/19	76938	01-14.C225	Inspect Truck Light Bar	1120.00	1120.00	062103
USABLUEBOOK	U000150	11/20/19	072452	01-12.B116	Ops Supplies	180.54	180.54	062104
UNITED PARCEL SERVICE	U000300	11/16/19	3Y0091469	01-12.B502	Returned Item Shipping	21.11		
		11/16/19	3Y0091469	01-13.B123	Sample Shipping	5.62		
		11/23/19	3Y0091479	01-11.B119	Part Return - Shipping	6.97	33.70	062105
UNO CONSTRUCTION CO., INC.	U000450	11/30/19	5	01-14.B910	BSSRAP Projects	36238.68	36238.68	101894
VARIDESK	V000125		IVC21350145	01-11.B118	Stand Up Desk AB	395.00	395.00	101889
VERIZON WIRELESS	V000135	12/01/19		01-12.B112	WWTC Tablet Service	118.05		
		12/01/19		01-14.B112		603.78		
		12/01/19			LS Tablet Service	36.01		
			785846626		Admin Cell Service	266.36		

01 GENERAL FUND STANDARD CHECK REGISTER FOR 12/17/19

====== VENDOR =====		===== IN	VOICE =====					
NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NC
		11/28/19	785846626	01-12.B112	WWTC Cell Service	1260.07		
		11/28/19	785846626	01-14.B112	SS Cell Service	467.92		
		11/28/19	785846626	01-15.B112	LS Cell Service	272.52	3024.71	062106
VOGELSANG	V000300	11/18/19	50006601	01-12.B506	Prim Sldg Grind 2 Part	251.71	251.71	101890
WAGNER COMMUNICATIONS, INC	W000070	12/01/19	191200361	01-11.B112	Answering Service	227.10	227.10	101891
WESTFAX	W000350	11/30/19	1349411	01-11.B112	EFax Service	8.99	8.99	101892
VILLAGE OF WESTMONT	W000450	12/05/19	716076	01-11.B121	Meter Readings	370.01	370.01	062107
WIEDEL, PHILIPP, INDELICATO	W000551	11/07/19	887	01-11.B124	Legal Services	750.00	750.00	062108
XYLEM WATER SOLUTIONS USA	X000110	11/07/19	3556A95290	01-12.B510	West Grease Mixer Repair	1271.00	1271.00	101895
					Total Payments:	254250.21	254250.21	
					ACH Payments Total:	200324.66	.00	
				Ch	eck Payments Total:	53925.55	254250.21	

01 GENERAL FUND MANUAL CHECK REGISTER FOR 12/17/19

======= VENDOR ======		===== IN	VOICE ======					
NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
AT&T	A000075	12/09/19	26768753198	01-11.B112	DSL Internet	88.99	88.99	101833
CHASE	в000050	11/21/19	SPR 11/15/19	01-00.2000	Fed Tax	4404.19		
		11/21/19	SPR 11/15/19	01-00.2002	Empl Soc Sec Tax	2549.54		
		11/21/19	SPR 11/15/19	01-17.E461	Emplr Soc Sec Tax	2549.52	9503.25	101812
CHASE	в000050	11/25/19	PR 11/16/19	01-00.2000	Fed Tax	8116.24		
		11/25/19	PR 11/16/19	01-00.2002	Empl Soc Sec Tax	5846.45		
		11/25/19	PR 11/16/19	01-17.E461	Emplr Soc Sec Tax	5846.48	19809.17	101817
CHASE	B000050	12/05/19	SPR 11/30/19	01-00.2000	Fed Tax	4396.76		
		12/05/19	SPR 11/30/19	01-00.2002	Empl Soc Sec Tax	2546.66		
		12/05/19	SPR 11/30/19	01-17.E461	Emplr Soc Sec Tax	2546.67	9490.09	101824
CHASE	в000050	12/09/19	PR 11/30/19	01-00.2000	Fed Tax	8460.50		
		12/09/19	PR 11/30/19	01-00.2002	Empl Soc Sec Tax	5996.75		
		12/09/19	PR 11/30/19	01-17.E461	Emplr Soc Sec Tax	5996.73	20453.98	101829
LITTLE FRIENDS, INC	C000371	11/25/19	201928660	01-12.B117	Fitted Hats for WWTC	860.00	860.00	062063
D.G. SANIT DIST #XXXXXXXX1117	D000400	12/18/19	Reimburse	01-00.1001	PR Acct Reimburse	152602.89	152602.89	101837
D.G. SANIT DIST #XXXXXXXX1114	D000420	12/18/19	Refunds	01-05.3001	User Refund Acct Reimb	2275.27	2275.27	101839
D.G. SANIT DIST #XXXXXXXXX1112	D000440	12/18/19	Reimburse	01-13.B116	Lab Supplies	127.45		
		12/18/19	Reimburse	01-14.B910	BSSRAP Rodding Refunds	1485.28	1612.73	101840
DUPAGE CREDIT UNION	D000650	11/19/19	SPR 11/15/19	01-00.2013	Empl Authorized W/Holding	800.00	800.00	101814
DUPAGE CREDIT UNION	D000650	11/22/19	PR 11/16/19	01-00.2013	Empl Authorized W/Holding	2114.31	2114.31	101819
DUPAGE CREDIT UNION	D000650	12/03/19	SPR 11/30/19	01-00.2013	Empl Authorized W/Holding	800.00	800.00	101826
DUPAGE CREDIT UNION	D000650	12/06/19	PR 11/30/19	01-00.2013	Empl Authorized W/Holding	2114.31	2114.31	101831
HEALTH CARE SERVICE CORP.	н000190		165585	01-17.E455	Health Insurance	41161.47	41161.47	101836
HUDSON ENERGY SERVICES, LLC	Н000495		Various	01-15.B100	LS Electric	5730.59	5730.59	062065
HUDSON ENERGY SERVICES, LLC	H000495	12/05/19	4000003459	01-15.B100	Venard LS Elec	409.01	409.01	062066
ILLINOIS DEPARTMENT OF REVENUE	1000240	11/21/19	SPR 11/15/19	01-00.2001	State Tax	1805.99	1805.99	101813
ILLINOIS DEPARTMENT OF REVENUE	1000240	11/25/19	PR 11/16/19	01-00.2001	State Tax	3526.54	3526.54	101818
ILLINOIS DEPARTMENT OF REVENUE		12/05/19	SPR 11/30/19	01-00.2001	State Tax	1804.12	1804.12	101825
ILLINOIS DEPARTMENT OF REVENUE	1000240	12/09/19	PR 11/30/19	01-00.2001	State Tax	3621.90	3621.90	101830
ILLINOIS MUNICIPAL	1000300	12/09/19	Pension	01-00.2003	Empl Pension Deposit	10772.43		
		12/09/19	Pension	01-00.2014	Empl Vol Pension Deposit	9254.73		
		12/09/19	Pension		Emplr Pension Deposit	21377.30	41404.46	101822
INVOICE CLOUD	1000750	12/10/19			Biller Portal Fees	135.00	135.00	101835
MIDAMERICA ADMIN HRA ACCOUNT	M000557		HRA Funding		HRA Account Funding	600.00	600.00	101821
NEOPOST INC.	N000240	10/02/19	Annual Fee	01-11.B119	Annual Fee	50.00	50.00	101834
SIGNS NOW	S000390	11/20/19	Deposit		Net Zero Signs Deposit	1684.50	1684.50	062062
STAPLES INC.	S000640	11/25/19			Admin Supplies	70.40		
		11/25/19			Plant Supplies	88.53	158.93	062064
TRANSAMERICA RETIREMENT	T000415	11/19/19			Def Comp IPPFA	1050.00		
		11/19/19		01-00.2028	-	77.06	1127.06	101815
TRANSAMERICA RETIREMENT	T000415		PR 11/16/19		Def Comp Roth IPPFA	40.00		
			PR 11/16/19		Def Comp Loan Repay IPPFA	136.85	176.85	101820
TRANSAMERICA RETIREMENT	т000415	12/03/19			Def Comp IPPFA	1050.00		
		12/03/19			Def Comp Loan Repay IPPFA	77.06	1127.06	101827
TRANSAMERICA RETIREMENT	т000415		PR 11/30/19	01-00.2027	Def Comp Roth IPPFA	40.00		
			PR 11/30/19		Def Comp Loan Repay IPPFA	136.85	176.85	101832
		,, 1)	,,,	00.2020	Loan hepay HEFA	100.00	1,0.00	2

01 GENERAL FUND MANUAL CHECK REGISTER FOR 12/17/19

Date: 12/16/19 Time: 7:55am

Downers Grove Sanitary District

========== VENDOR =======		===== IN	VOICE =====					
NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
* UNO CONSTRUCTION CO., INC.	U000450	10/31/19	4	01-14 B910	Reissue Pymt - Orig Retrn	51710.62	51710.62	101838
VANTAGEPOINT TRANSFER AGENTS	V000120	11/19/19			Def Comp ICMARC	300.00	300.00	101816
VANTAGEPOINT TRANSFER AGENTS	V000120		SPR 11/30/19		Def Comp ICMARC	300.00	300.00	101828
					Total Payments:	379535.94	379535.94	
					NOU Decements matel.	270602 01	0.0	
					ACH Payments Total: eck Payments Total:	370692.91 8843.03	.00 379535.94	
				CI.	eck rayments iotai.	0045.05	379333.94	
DATE								
REVIEWED								
TRUSTEE APPRO	DVAL							
				PRESIDENT				
				CLERK				

*This manual ACH payment is to replace the payment issued in November. The November payment was returned due to incorrect routing number provided by the vendor.

ACCOUNTS PAYABLE GENERAL LEDGER RECAP FOR 12/17/19

G/L NUMBER	COST ACCTG DESCRIPTION	DEBIT	CREDIT
01-00.1000	CASH		633786.15-
01-00.1001	CASH - PAYROLL ACCOUNT	152602.89	
01-00.2000	FEDERAL TAX WITHHELD	25377.69	
01-00.2001	STATE TAX WITHHELD	10758.55	
01-00.2002	SOCIAL SECURITY WITHHELD	16939.40	
01-00.2003	IMRF WITHHELD	10772.43	
01-00.2005	CLEARING	375.59	
01-00.2007	REBATES PAYABLE	582.92	
01-00.2013	CREDIT UNION WITHHELD	5828.62	
01-00.2014	VOLUNTARY ADDITIONAL PENSION CONTRIBUTION	9254.73	
01-00.2020	DEFERRED COMPENSATION WITHHELD - ICMARC	600.00	
01-00.2026	DEFERRED COMPENSATION WITHHELD - IPPFA	2100.00	
01-00.2027	DEFERRED COMPENSATION WITHHELD - IPPFA ROTH	80.00	
01-00.2028	DC PLAN LOAN REPAYMENT WITHHELD	427.82	
01-05.3001	USER RECEIPTS	2275.27	
01-11.B100	ELECTRICITY	115.65	
01-11.B101	NATURAL GAS	104.93	
01-11.B110	BANK CHARGES	32.30	
01-11.B112	COMMUNICATION	1276.55	
01-11.B115	EQUIPMENT/EQUIPMENT REPAIR	7449.19	
01-11.B116	SUPPLIES	1071.90	
01-11.B117	EMPLOYEE/DUTY COSTS	889.08	
01-11.B118	BUILDING AND GROUNDS	1313.25	
01-11.B119	POSTAGE	70.04	
01-11.B120	PRINTING/PHOTOGRAPHY	980.28	
01-11.B121	USER BILLING MATERIALS	918.33	
01-11.B124	CONTRACT SERVICES	2935.10	
01-11.C222	GAS/FUEL	234.05	
01-12.B100	ELECTRICITY	5901.08	
01-12.B101	NATURAL GAS	455.24	
01-12.B102	WATER, GARBAGE AND OTHER UTILITIES	777.65	
01-12.B104	FUEL - GENERATORS	228.57	
01-12.B112	COMMUNICATION	1683.82	
01-12.B113	EMERGENCY/SAFETY EQUIPMENT	796.20	
01-12.B116	SUPPLIES	2895.29	
01-12.B117	EMPLOYEE/DUTY COSTS	4142.86	
01-12.B131	SLUDGE HAULING/DISPOSAL SERVICES	20655.25	
01-12.B401	CHEMICALS - DISINFECTION	3696.42	
01-12.B402	CHEMICALS - SLUDGE DEWATERING	2142.54	
01-12.8501	EQPT/EQPT REPAIR - BIOSOLIDS AGING & DISPOSAL	1768.07	
01-12.8502	EQPT/EQPT REPAIR - DISINFECTION	31507.17	
01-12.8503	EQPT/EQPT REPAIR - EXCESS FLOW	438.81	
01-12.8504	EQPT/EQPT REPAIR - GRIT REMOVAL	6170.43	
01-12.8505	EQPT/EQPT REPAIR - INFLUENT PUMPING	12832.50	
01-12.B506	EQPT/EQPT REPAIR - PRIMARY TREATMENT	1355.03	

ACCOUNTS PAYABLE GENERAL LEDGER RECAP FOR 12/17/19

G/L NUMBER	COST ACCTG DESCRIPTION	DEBIT	CREDIT
01-12.B508	EQPT/EQPT REPAIR - SLUDGE CONCENTRATION	3002.50	
01-12.B509	EQPT/EQPT REPAIR - SLUDGE DEWATERING	87.70	
01-12.8510	EQPT/EQPT REPAIR - SLUDGE DIGESTION	7602.19	
01-12.B511	EQPT/EQPT REPAIR - TERTIARY TREATMENT	15.00	
01-12.B512	EQPT/EQPT REPAIR - WWTC GENERAL	841.58	
01-12.B513	EQPT/EQPT REPAIR - WWTC UTILITIES	10381.52	
01-12.B803	BLDG AND GROUNDS - EXCESS FLOW	392.00	
01-12.B804	BLDG AND GROUNDS - GRIT REMOVAL	11000.00	
01-12.B805	BLDG AND GROUNDS - INFLUENT PUMPING	392.00	
01-12.B812	BLDG AND GROUNDS - WWTC GENERAL	7997.67	
01-12.C222	GAS/FUEL	2009.62	
01-12.C225	OPERATION/REPAIR	27.49	
01-13.B115	EQUIPMENT/EQUIPMENT REPAIR	5526.87	
01-13.B116	SUPPLIES	409.75	
01-13.B117	EMPLOYEE/DUTY COSTS	150.00	
01-13.B123	OUTSIDE LAB SERVICES	997.22	
01-13.C222	GAS/FUEL	76.59	
01-14.B112	COMMUNICATION	1071.70	
01-14.B116	SUPPLIES	111.87	
01-14.B117	EMPLOYEE/DUTY COSTS	847.50	
01-14.B117	CONTRACT SERVICES	11136.46	
01-14.8902	SEWER SYSTEM REPAIRS - REPLACEMENT	10445.99	
01-14.B910 01-14.C222	SEWER SYSTEM REPAIRS - BSSRAP PROGRAM	92561.88 2025.98	
	GAS/FUEL		
01-14.C225	OPERATION/REPAIR	1147.98	
01-15.B100	ELECTRICITY	11466.41	
01-15.B112	COMMUNICATION	363.08	
01-15.B113	EMERGENCY/SAFETY EQUIPMENT	15.92	
01-15.B116	SUPPLIES	12.76	
01-15.B526	EQPT/EQPT REPAIR - NORTHWEST	3736.19	
01-15.8820	BLDG AND GROUNDS - BUTTERFIELD	155.50	
01-15.8821	BLDG AND GROUNDS - CENTEX	155.50	
01-15.B823	BLDG AND GROUNDS - EARLSTON	155.50	
01-15.8824	BLDG AND GROUNDS - HOBSON	155.50	
01-15.B825	BLDG AND GROUNDS - LIBERTY PARK	155.50	
01-15.8826	BLDG AND GROUNDS - NORTHWEST	155.50	
01-15.B827	BLDG AND GROUNDS - VENARD	155.50	
01-15.8828	BLDG AND GROUNDS - WROBLE	155.50	
01-17.E455	EMPLOYEE GROUP HEALTH	45350.76	
01-17.E460	IMRF	21377.30	
01-17.E461	SOCIAL SECURITY	16939.40	
		633786.15	633786.15-

Vendor	Invoice Date	Amount	Coding	Coding Description	Purchase Location	Emp.	Procurement	Project Name (If applicable)	Item Description
Grainger	11/14/19	\$18.56	01-12.B512	EQPT/EQPT REPAIR - WWTC GENERAL	Delivered	AC		Tool Replacement/Broken (Frank)	1-1/8"- 12 Point Socket
Grainger	11/14/19	\$3.65	01-12.B513	EQPT/EQPT REPAIR - WWTC UTILITIES	In-Store	NW		CHP 2 P/M	Wire Brush
Grainger	11/14/19	\$7.18	01-12.B506	EQPT/EQPT REPAIR - PRIMARY TREATMENT	In-Store	MR		Primary Sludge Grinder (Grit Building)	8 Pin Relay
Grainger	11/21/19	\$14.36	01-12.B506	EQPT/EQPT REPAIR - PRIMARY TREATMENT	In-Store	MR		Primary Sludge Grinder (Grit Building)	(2) 8 Pin Relays
Grainger	11/15/19	\$26.24	01-12.B506	EQPT/EQPT REPAIR - PRIMARY TREATMENT	In-Store	RF		Primary Sludge Grinder (Grit Building)	12 Pole Terminal Strip
Grainger	11/15/19	\$14.38	01-12.B113	WWTC EMERGENCY/SAFETY EQUIPMENT	Delivered	JG		Safety	Ear Plugs
Grainger	11/18/19	\$61.18	01-12.B502	EQPT/EQPT REPAIR - DISINFECTION	In-Store	NW		Hypo & Bisulfite Storage Tanks Inspections	Supplies For Cleaning Tanks (Respirator Filters & Coveralls)
Grainger	11/18/19	\$21.12	01-12.B502	EQPT/EQPT REPAIR - DISINFECTION	In-Store	RF		Excess Flow Hypo Feed Upgrade	10 Pole Terminal Strip
Grainger	11/19/19	\$66.18	01-12.B502	EQPT/EQPT REPAIR - DISINFECTION	Delivered	RF		Excess Flow Hypo Feed Upgrade	Vinyl Printer Label
Grainger	11/20/19	\$48.35	01-12.B116	WWTC SUPPLIES	Delivered	MM			Light Bulbs for MCC
Grainger	11/20/19	\$44.24	01-12.B116	WWTC SUPPLIES	Delivered	MR		Supplies	Cutting Oil For Threader
Grainger	11/21/19	\$2.18	01-12.B116	WWTC SUPPLIES	Delivered	ST		Supplies	Batteries
Grainger	11/21/19	\$45.78	01-12.B510	EQPT/EQPT REPAIR - SLUDGE DIGESTION	Delivered	СР		Heat Exchanger Water Baths	Air Vent Valves
Grainger	11/21/19	\$330.24	01-12.B512	EQPT/EQPT REPAIR - WWTC GENERAL	Delivered	JPB		Maintenance Repair Supplies	Hardware & Plumbing Supplies
Grainger	11/22/19	\$4.36	01-12.B502	EQPT/EQPT REPAIR - DISINFECTION	Delivered	MR		Excess Flow Hypo Feed Upgrade	PVC Bushings
Grainger	11/22/19	\$2.18	01-12.B502	EQPT/EQPT REPAIR - DISINFECTION	Delivered	MR		Excess Flow Hypo Feed Upgrade	PVC Bushings
Grainger	11/22/19	\$20.54	01-12.B502	EQPT/EQPT REPAIR - DISINFECTION	Delivered	MR		Excess Flow Hypo Feed Upgrade	Cable Ties
Grainger	11/25/19	\$184.85	01-12.B512	EQPT/EQPT REPAIR - WWTC GENERAL	Delivered	JPB		Maintenance Repair Supplies	Hardware & Plumbing Supplies
Grainger	11/26/19	\$16.84	01-12.B512	EQPT/EQPT REPAIR - WWTC GENERAL	In-Store	RF		Electrical Repair Supplies	Multi-Meter Fuses
Grainger	11/27/19	\$68.04	01-12.B116	WWTC SUPPLIES	Delivered	MM		Nitrile Gloves	Nitrile Gloves
Grainger	12/02/19	\$38.12	01-12.B117	EMPLOYEE/DUTY COSTS	Delivered	MM		Hip Waders for Op	Hip Waders for Op
Grainger	12/02/19	\$15.44	01-12.B113	WWTC EMERGENCY/SAFETY EQUIPMENT	Delivered	JG		Supplies	Safety Glasses
Grainger	12/02/19	\$12.84	01-12.B113	WWTC EMERGENCY/SAFETY EQUIPMENT	Delivered	JG		Supplies	Safety Glasses
Grainger	12/02/19	\$478.17	01-12.B502	EQPT/EQPT REPAIR - DISINFECTION	Delivered	JPB		Excess Flow Hypo Feed Upgrade	(3) 24 VDC Power Supplies
Grainger	12/03/19	\$3.80	01-12.B113	WWTC EMERGENCY/SAFETY EQUIPMENT	Delivered	JG		Supplies	Letter Labels for Plant Phones (A)
Grainger	12/03/19	\$20.88	01-12.B116	WWTC SUPPLIES	Delivered	СР		Supplies	Plastic Storage Bags
Grainger	12/06/19	\$9.72	01-12.B116	WWTC SUPPLIES	Delivered	JG		Supplies	Letter Labels for Plant Phones (D)
Grainger	12/09/19	\$15.49	01-12.B116	WWTC SUPPLIES	Delivered	JG		Supplies	Letter Labels for Plant Phones (F, H, M)
Grainger	12/09/19	\$137.76	01-12.B812	BLDG & GROUNDS - WWTC GENERAL	Delivered	ST		WWTC Tunnel Lighting	Spring Wound Timers
ome Depot	11/20/19	\$15.00	01-12.B511	EQPT/EQPT REPAIR - TERTIARY TREATMENT	In-Store	JM		Sand filters	1/4 ball valves
me Depot	11/18/19	\$15.92	01-15.B113	EMERGENCY/SAFETY EQUIPMENT	In-Store	СР		Hobson & Wroble - Elevator Safety Chains	Chain Swivel Snaps & Anchor Shackles
ome Depot	11/14/19	\$4.98	01-11.B116	ADMIN SUPPLIES	In-Store	СР		Jessie's Desk	Paint
ome Depot	12/03/19	\$38.20	01-12.B512	EQPT/EQPT REPAIR - WWTC GENERAL	In-Store	FF		Replacement Tool for Frank & Plumbing Fittings	Replacement Hacksaw, Blades & Pipe Fittings
ome Depot	12/02/19	\$9.97	01-12.B116	WWTC SUPPLIES	In-Store	NW		Supplies	1/2" Ratchet Extension
ome Depot	12/10/19	\$222.31	01-12.B812	BLDG & GROUNDS - WWTC GENERAL	In-Store	СР		Tools for Building & Grounds Van	Shop Vac, Cordless Drill/Driver Kit & Painting Equipment
ome Depot	12/10/19	\$43.30	01-14.B116	SEWER SYSTEM SUPPLIES	In-Store	AH		Supplies	Laundry detergent & bleach
ome Depot	11/21/19	\$6.48	01-12.B116	WWTC SUPPLIES	In-Store	JM		Sand filters	1/4 ball valves

Petty Cash Checking Reimbursement

Date: 12/12/2019 Due Date: 12/17/2019 Invoice #: Reimburse

Date	Purchased From	Description	Code	Amount	Ck No.
11/21/19	Janet Weiner	BSSRAP Rodding Refund	14.B910	371.32	3613
11/27/19	Reese Berry	Reimburse for Dry Ice for Lab	13.B116	62.37	3614
11/29/19	Reese Berry	Reimburse for Dry Ice for Lab	13.B116	65.08	3615
12/06/19	Thomas Null	BSSRAP Rodding Refund	14.B910	371.32	3616
12/06/19	Leo Ellis	BSSRAP Rodding Refund	14.B910	371.32	3617
12/06/19	Robert Janicki	BSSRAP Rodding Refund	14.B910	371.32	3618

Total Receipts/Reimbursement 1612.73

Expense by code	
13.B116	127.45
14.B910	1485.28

1612.73

Date:12/12/2019Due Date:12/17/2019

Invoice #: Cash Box

Date	Purchased From	Reimbursed To	Description	Code	Amount
11/15/2019	USPS		Postage Due	11.B119	4.53
11/19/2019	USPS		Postage Due	11.B119	2.44
11/20/2019	USPS		Postage Due	11.B119	3.05
11/21/2019	ZJ China		Supervisor Lunch	11.B117	66.30
11/26/2019	USPS		Postage Due	11.B119	2.44
11/26/2019	7-Eleven	Reese Berry	Ice For Lab	13.B116	8.52
12/5/2019	Jewel	Reese Berry	Ice For Lab & Distilled Water	13.B116	7.95
12/6/2019		Jose Roche	CDL Renewal	14.B117	30.00
12/9/2019	USPS		Postage Due	11.B119	0.61
			Tota	l Receipts	125.84

Expense by code

11.B117	66.30
11.B119	13.07
13.B116	16.47
14.B117	30.00

125.84

DOWNERS GROVE SANITARY DISTRICT

<u> M E M O</u>

- TO: Board of Trustees
- FROM: Ted Cherwak Sewer Construction Supervisor Keith Shaffner Sewer Construction Inspector
- DATE: December 17, 2019
- RE: Annexation Ordinance No. AO 2019-07 5904 Janes Avenue, Downers Grove

This annexation involves two lots with an existing single family home located at 5904 Janes Avenue (this is a septic conversion to public sewer). Service will be provided by connection to the existing sewer located in Janes Avenue as indicated on the attached location map. This annexation does not need any right-of-way annexations to make the property contiguous. This project did not require BOLI action. All tap fees and trunk sewer service charges have been paid as required by ordinance.

Staff is requesting that the Board accept the Petition for Annexation, adopting Annexation Ordinance No. AO 2019-07 as presented and authorizing the President and Clerk to sign the same.

Attachments

CC: KJR, RTJ, MJS, NJM, WCC & MGP

ANNEXATION ORDINANCE NO. A0 2019-07

BE IT ORDAINED by the President and Board of Trustees of the DOWNERS GROVE SANITARY DISTRICT, a body politic and corporate of DuPage County, Illinois:

WHEREAS, the provisions of Section 2405/23.4 of the Illinois Compiled Statutes, as made and provided, authorize the Trustees of any Sanitary District to annex any property which is not within the corporate limits of any sanitary district but is contiguous to a sanitary district, and which territory has been petitioned for annexation by the owners of record and the electors residing thereon, if any.

WHEREAS, the property hereinafter described is not within the corporate limits of any other Sanitary District, and is contiguous to the corporate limits of the DOWNERS GROVE SANITARY DISTRICT; and has been petitioned for annexation by the owners of record.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the DOWNERS GROVE SANITARY DISTRICT that the following described property be and the same is annexed to the DOWNERS GROVE SANITARY DISTRICT, to-wit:

PARCEL 1: LOT 2 IN BLOCK 5 IN DOWNERS GROVE PARK, BEING A SUBDIVISION OF PART OF THE SOUTH HALF OF SECTION 13, TOWNSHIP 38 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MARCH 23, 1927 AS DOCUMENT NO. 232126, IN DUPAGE COUNTY, ILLINOIS.

PARCEL 2: LOT 3 IN BLOCK 5 IN DOWNERS GROVE PARK, BEING A SUBDIVISION OF PART OF THE SOUTH HALF OF SECTION 13, TOWNSHIP 38 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MARCH 23, 1927 AS DOCUMENT NO. 232126, IN DUPAGE COUNTY, ILLINOIS.

P.I.N.: 08-13-306-045 and 08-13-306-046

BE IT FURTHER RESOLVED that the Clerk of the DOWNERS GROVE SANITARY DISTRICT be and he is

hereby authorized to file a copy of this Ordinance, together with an accurate map of the annexed territory,

certified as correct by the Clerk of this District with the County Clerk of DuPage County, Illinois.

PASSED and APPROVED by the President and Board of Trustees of the DOWNERS GROVE

SANITARY DISTRICT at their regular meeting held on the 17th day of December 2019.

President

ATTEST: _

Clerk

PETITION FOR ANNEXATION of certain property to DOWNERS GROVE SANITARY DISTRICT

Your Petitioners, MARVIN HUGHES and SUSAN D. HUGHES, his wife, respectfully

submit unto the President and Board of Trustees of the DOWNERS GROVE SANITARY

DISTRICT their Petition for Annexation of property owned by them to the DOWNERS GROVE

SANITARY DISTRICT, and state the following:

1. That they are the owners of the following described property located in DuPage

County, Illinois, to-wit:

PARCEL 1: LOT 2 IN BLOCK 5 IN DOWNERS GROVE PARK, BEING A SUBDIVISION OF PART OF THE SOUTH HALF OF SECTION 13, TOWNSHIP 38 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MARCH 23, 1927 AS DOCUMENT NO. 232126, IN DUPAGE COUNTY, ILLINOIS.

PARCEL 2: LOT 3 IN BLOCK 5 IN DOWNERS GROVE PARK, BEING A SUBDIVISION OF PART OF THE SOUTH HALF OF SECTION 13, TOWNSHIP 38 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MARCH 23, 1927 AS DOCUMENT NO. 232126, IN DUPAGE COUNTY, ILLINOIS.

P.I.N.: 08-13-306-045 and 08-13-306-046

2. That the property is improved.

3. That the above described property is contiguous to the corporate limits of the

DOWNERS GROVE SANITARY DISTRICT and is in no way disqualified by the Statutes of the

State of Illinois from being annexed to said District.

4. That your Petitioners are ready and willing to assume their proportionate share of the existing indebtedness, both bonded and otherwise, of the DOWNERS GROVE SANITARY DISTRICT.

5. That there is attached to this Petition and incorporated herein by reference, a Plat of Survey which sets forth the exact and particular location of the above described premises.

WHEREFORE, the Petitioners pray that the President and Board of Trustees of the DOWNERS GROVE SANITARY DISTRICT will see fit to annex to said District, the property herein above described by Ordinance, signed by it, and that said Board will have the Clerk of the District file with the County Clerk of DuPage County, Illinois, a Certified Copy of the Annexation Ordinance.

min Hughn

. Hughes

STATE OF ILLINOIS)) SS COUNTY OF DUPAGE)

I, the undersigned, a Notary Public in and for the County and State aforesaid, DO HEREBY CERTIFY that MARVIN HUGHES, personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he signed and delivered the said instrument as his own free and voluntary act for the uses and purposes therein set forth.

GIVEN under my hand and official seal this $\frac{25}{1000}$ day of November, 20/9. Hardini AFFIX NOTARY SEAL



STATE OF ILLINOIS)) SS COUNTY OF DUPAGE)

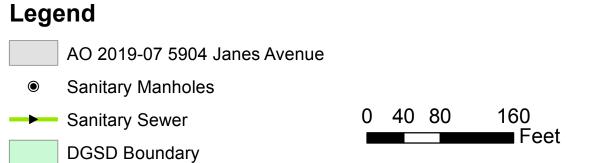
I, the undersigned, a Notary Public in and for the County and State aforesaid, DO HEREBY CERTIFY that SUSAN D. HUGHES, personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that she signed and delivered the said instrument as her own free and voluntary act for the uses and purposes therein set forth.

R. Hardini GIVEN under my hand and official seal this 25 day of AFFIX NOTARY SEAL



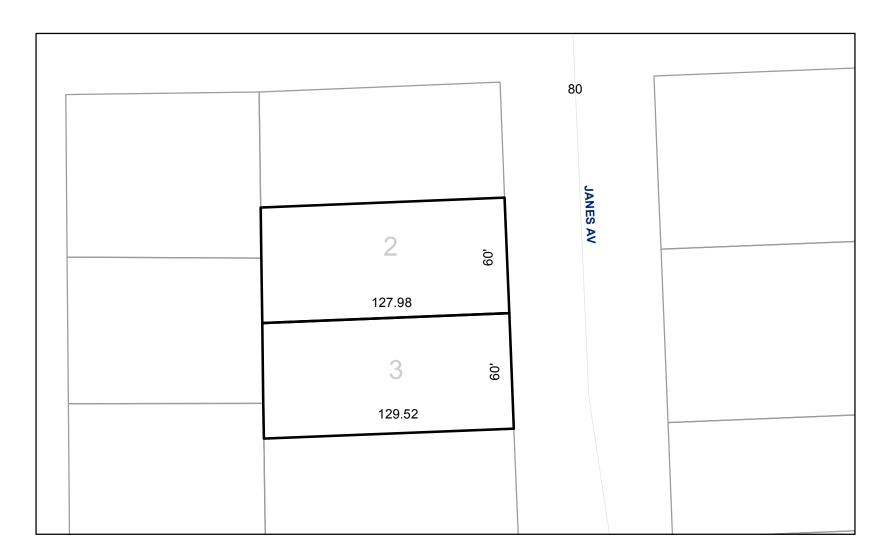
Downers Grove Sanitary District AO 2019-07 5904 Janes Avenue







Lot Survey 5904 Janes Avenue Downers Grove IL 08-13-306-045 and 08-13-306-045





10 20 40 60 80 Feet

DOWNERS GROVE SANITARY DISTRICT

<u>MEMO</u>

TO: Board of Trustees

FROM: Ted Cherwak Sewer Construction Supervisor

DATE: December 12, 2019

RE: Recapture Agreement – 5836 Janes Avenue Sewer Extension

For your review please find attached a copy of the subject recapture agreement and supporting documents for a sanitary sewer main extension constructed by the property owners, Adam & Jessica Zellner. The sewer extension consisted of 85 lineal feet of 8-inch diameter pipe and one manhole, and is located on Janes Avenue between 59th Street and College Avenue.

Authorization from the Board of Trustees for the General Manager and Assistant Clerk to execute this agreement will be requested at the December 17, 2019 Board Meeting.

Attachments

CC: KJR, RTJ, MJS, NJM, WCC & MGP

Downers Grove Sanitary District Proposed Recapture Agreement 5836 Janes Avenue Ext Project Date: October 28, 2019

Cost of Sewer Extension

Construction Cost	\$13,250.00
Engineering Cost	\$8,515.74
Plan Review Fee	\$192.00
IEPA Permit Fee	\$400.00
Sub Total	\$22,357.74
Allowance for Far Side Lot	\$5,072.00
Total Cost to be Allocated	\$27,429.74

Parcels to be served by Sewer Extension and Calculation of Recapture Fee

PIN		Address	Near Far Side <u>Lot</u>	Front <u>Footage</u>	Proposed Sewer Cost <u>Allocation</u>	Far Side <u>Cost</u>	Proposed Recapture <u>Fee*</u>	<u>Notes</u>
	3-209-003 3-111-014	5705 Janes 5836 Janes	F N	100.000 100.000	\$13,714.87 13,714.87	\$5,072.00	\$8,792.87 13,864.87	A B
Total	Front Footage			200.000				
Total	Cost to be Allocated			\$27,429.74	\$27,429.74	\$5,072.00	\$22,657.74	
Fixed	d Cost per Lot	(50% of total cost)		\$6,857.44				
Num	ber of Lots			2				
Cost	per Front Footage	(50% of total cost)		\$68.57				
DGS	D Administrative Fee			\$150.00				

ī,

* - The proposed recapture fee is the sum of the fixed cost per lot, the parcel front footage times the cost per front foot and the DGSD administrative fee.

<u>Notes</u>

A - Property Frontage only within Project Area

B - not subject to recapture. Parcels owned by party that paid for sewer extension

5836 Janes Sanitary Sewer Recapture Map

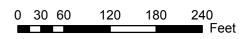
24	51		5710				5709		5714
57	'07		5720		JANES AV				
5711			5820				5705		5705
571	5715		5836 H8-0				Sewer Extensio	n	
582	1		5838	H8-0	© 51	S	Subject to Reca 18-051 to 056	apture	
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2420	2416	2414	2412	5842		5855	2350	2340	
	THET				 ● ■ 	-050			
59TH ST		DR	H8-015		•		۲		
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Legend

Sewer Recapture Area



Sanitary Sewer



Downers Grove Sanitary District



RECAPTURE AGREEMENT FOR THE INSTALLATION OF SANITARY SEWERS

This Agreement made this ______ day of ______ 20__, by ADAM C. ZELLNER and JESSICA L. ZELLNER, hereinafter referred to as "ZELLNER" and the DOWNERS GROVE SANITARY DISTRICT, a body politic and corporate of DuPage County, Illinois, hereinafter referred to as "DISTRICT". WITNESSETH:

WHEREAS, ZELLNER has paid the costs of a certain sanitary sewer extension located on 5836 Janes Avenue in Downers Grove, Illinois;

WHEREAS, the DISTRICT has determined that said sanitary sewer extension will be used for the benefit of property whose owners did not contribute to the cost of the sewer construction; and

WHEREAS, all parties desire to provide for a ratable basis for recovering costs incurred for the benefit of other private parties.

NOW, THEREFORE, be it agreed by and among the parties for and in consideration of the mutual covenants contained herein and other good and valuable consideration, the sufficiency of which is acknowledged as follows:

1) DISTRICT agrees to reimburse ZELLNER for these costs by establishing a recapture fee, over and above the standard sanitary sewer connection fees prescribed by DISTRICT ordinances, to be charged to those properties that may reasonably be expected to benefit from the sewer. The benefited properties and the applicable recapture fees are provided below: LOT 31 IN BELMONT PARK, BEING A SUBDIVISION OF PART OF SECTION 13, TOWNSHIP 38 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED APRIL 22, 1922 AS DOCUMENT NO. 155367, IN DUPAGE COUNTY, ILLINOIS.

P.I.N.: 08-13-209-003 5705 JANES AVENUE, DOWNERS GROVE, IL 60516

The initial calculation of each recapture fee shall include the sum of \$150.00 to cover DISTRICT costs to administer this agreement and to collect the recapture fees.

2) DISTRICT agrees to increase the above recapture fees by adding interest thereto at the rate of 3%, compounded annually, once each year during the month of August for 25 years, beginning in August 2020 until August 2045 at which point the assessment of interest shall cease. The following example is intended to illustrate this interest clause:

Sample recapture fee as of August 2020	\$8,792.87
Sample recapture fee as of August 2021	\$9,056.66
Sample recapture fee as of August 2022	\$9,328.36
•••	¢17.974.00
Sample recapture fee as of August 2044	\$17,874.09
Sample recapture fee as of August 2045 and thereafter	\$18,410.32

3) All fees collected by DISTRICT pursuant to this Agreement shall be paid to ZELLNER and the DISTRICT. All such payments shall be made within 60 days of the date said fees are received by DISTRICT. It is understood that District's obligation to reimburse the above parties shall be limited to funds collected from such fees and payments made hereunder shall be solely out of said funds and this Agreement shall not be construed as creating any obligation upon DISTRICT to make payments from its General Corporate Funds or Revenues.

4) DISTRICT shall use its best efforts to enforce the provisions hereof and to collect the additional fee referred to herein. However, ZELLNER recognizes the possibility of clerical omission by DISTRICT, and it is agreed that DISTRICT shall not be liable in any way in the event of any such error or for any reason whatsoever. District's sole obligation to pay hereunder shall be limited to funds actually received by it.

5) ZELLNER will undertake the cost to prosecute or defend any action or proceeding, legal or otherwise, involving any third party, that may arise out of this Agreement. Further, ZELLNER will indemnify Page 2 of 4

and hold DISTRICT, its trustees, officers, employees or agents harmless from any costs, fees (including attorney's fees and expenses) or Judgments which DISTRICT, its trustees, officers, employees or agents may incur or become liable for pursuant to any such third party action or cause. ZELLNER will pay District's reasonable attorney's fees and costs incurred therewith.

6) ZELLNER will be responsible for notifying the DISTRICT of the address to which the payments under this Agreement are to be forwarded.

7) This Agreement may be signed in counterparts.

8) This Agreement shall be filed with the DuPage County Recorder of Deeds to notify interested persons of the recapture fees for the connection to and use of the sanitary sewer described herein.

9) Except as otherwise provided herein, this Agreement shall inure as the benefit of the parties hereto, their successors and assigns.

IN WITNESS WHEREOF, the parties have executed this Agreement as and of the day and year first above written.

DOWNERS GROVE SANITARY DISTRICT

General Manager

ATTEST: ____

Assistant Clerk

ADAM C. ZELLNER

JESSICA L. ZELLNER

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

I, the undersigned, a Notary Public in and for the County and State aforesaid, DO HEREBY CERTIFY that ADAM C. ZELLNER and JESSICA L. ZELLNER, personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they signed, sealed and delivered the said instrument as their own free and voluntary act, for the uses and purposes herein set forth.

GIVEN under my hand and Notarial Seal, this _____ day of _____, 20__.

Notary Public

Prepared By: W. Clay Campbell, Attorney at Law, 2710 Curtiss Street, Downers Grove, Illinois 60515 Mail To: Downers Grove Sanitary District, 2710 Curtiss Street, Downers Grove, Illinois 60515

DOWNERS GROVE SANITARY DISTRICT

$\underline{M E M O}$

TO: Board of Trustees

FROM: W. Clay Campbell Administrative Supervisor

DATE: December 13, 2019

RE: Drug and Alcohol Policy Revisions

With the implementation of the legalization of recreational cannabis in Illinois on January 1, 2020, staff identified that it would be advisable to revise the District's Drug and Alcohol Policy to account for such a change and to continue to make clear to the District's employees and the public we serve that the District will continue to have policies in place identifying our organization as maintaining a Drug-Free workplace. Staff worked with an attorney at Seyfarth Shaw LLP, the District's employment law counsel, to review the existing policy and recommend appropriate changes for compliance. Any and all changes to the existing policy are indicated by green text and underlined (insertions) and red text and strikeouts (deletions). A clean version with all proposed changes to the Drug & Alcohol Policy is also attached for your review.

Staff will request approval of all proposed changes to the Drug and Alcohol Policy at the Board's regular meeting on December 17, 2019.

Enclosures

cc: WRI, KJR, RTJ, NJM, ARU, MGP

DOWNERS GROVE SANITARY DISTRICT DRUG AND ALCOHOL POLICY

I. OVERVIEW AND APPLICABILITY

The use of illegal drugs and alcohol misuse by employees is inconsistent with the District's long-standing commitment to a safe and productive work environment. Department of Transportation (DOT) regulations require the District to have a policy against alcohol misuse and drug use by drivers of commercial motor vehicles (CMV). In addition to such regulations, the District has established certain drug-alcohol rules for its employees that are based on its independent authority as an employer, and which have been incorporated into the District's Drug and Alcohol Policy.

The General Manager or Administrative <u>Supervisor</u> <u>Services Director</u> can answer questions about the District's Drug and Alcohol policy. It is effective immediately and applies to all <u>eEmployees and applicants</u>. Employees must comply with the District's Drug and Alcohol policy as a condition of their continued employment. Any violation of the District's Drug and Alcohol policy <u>shall_may</u> result in immediate dismissal, pursuant to the District's independent authority and <u>discretion.</u>

This policy applies whenever anyone is working, representing, or conducting business for the District. Therefore, this policy applies during all working hours, while on District Premises (as defined below) or in any other location performing services for the District.unless the General Manager determines mitigating circumstances may warrant alternative disciplinary action.

The District strongly encourages <u>e</u>Employees with drug and alcohol problems to seek assistance before they become subject to discipline for violating this or other District policies. Such <u>e</u>Employees will be accommodated by the District to the extent required by applicable law. Employees will not be disciplined by the District because they request assistance. Employees may not, however, escape discipline by requesting assistance after they violate the District's policies. In addition, Employees who request assistance will not be excused from complying with the District's policies, including its standards for employee performance and conduct.

II. DEFINITIONS

"Accident" means an occurrence, which occurs on the job or involves a District Vehicle (including CMV), <u>District eEquipment or pProperty</u>, that results in a fatality, bodily injury to a person who immediately receives emergency medical treatment away from the accident scene, or disabling damage to a District Vehicle, <u>District eEquipment or pProperty</u>. Employees must notify their supervisor as soon as safely possible after any accident, even if it does not meet this definition.

"Alcohol" means the intoxicating agent in beverage alcohol or any low molecular weight alcohols such as ethyl, methyl or isopropyl alcohol. The term includes beer, wine, spirits and medications such as cough syrup that contain alcohol.

"Breath Alcohol Technician" or "BAT" means an individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT).

"Commercial Motor Vehicle" or "CMV" means a motor vehicle that has a weight rating of 26,001 pounds or more, or is designed to transport 16 or more passengers, including the driver, or is used in the transportation of hazardous materials required to be placarded.

"District Premises" means any building, real property, and parking area under the control of the District or area used by an eEmployee while in performance of the eEmployee's job duties, and any District Vehicle (defined below).

"District Equipment or Property" means any equipment or property owned, rented, or leased by the District.

"District Vehicle" means any motor vehicle owned, rented, or leased by the District, including but not limited to a CMV.

"Driver" means any person who operates a District Vehicle, including but not limited to a CMV.

"Drug(s)" means marijuana, cocaine, opiates (including codeine, heroin (6-AM), and morphine), amphetamines (including methamphetamine and MDMA), and phencyclidine, prescribed medications, and all controlled substances listed in Schedules I-V of 21 U.S.C. § 812 and 21 C.F.R. Part 1308.all controlled substances, designer drugs, synthetic drugs, and other drugs that are not being used or possessed under the supervision of a licensed health care professional or that are not being used in accordance with the licensed health care professional's prescription or whose use or possession is unlawful under the federal Controlled Substances Act. (Controlled substances are listed in Schedules I-V of 21 U.S.C. § 812 and 21 C.F.R. Part 1308.)

"Drug Test" means a test <u>administered at the direction of the District</u> for-<u>any substances that fall</u> <u>under the definition of Drugs defined above.marijuana, cocaine, opiates (including codeine, heroin</u> (6-AM), and morphine), amphetamines (including methamphetamine and MDMA), and <u>phencyclidine</u>.

"Employee" means any District employee.

"Medical Review Officer" or "MRO" is a licensed physician who has knowledge and training regarding substance abuse disorders and who will, among other things, interpret and evaluate positive drug test results.

"Performing a safety-sensitive function" means any and all times when an Employee driver-is actually working or is required to be ready to work until the time the Employee driver-is relieved from work and all responsibility for performing work regardless of whether said work is being performed while on District Premises or in any other location performing services for the District, including but not limited to the following activities related to (1) District Vehiclesall time: driving or remaining ready to drive a District Vehicle; loading or unloading a District Vehicle, assisting or supervising the loading or unloading of a District Vehicle, attending a District Vehicle; waiting to be dispatched, loaded or unloaded; inspecting or servicing a District Vehicle; repairing, obtaining assistance for, or attending a disabled District Vehicle; performing required duties after an accident;

and, all other duties while the <u>dD</u>river is in or on a District Vehicle; or (2) District Equipment: operating, inspecting, maintaining, replacing, servicing, transporting or otherwise utilizing equipment.-

"Refuse to Cooperate" means to obstruct the collection or testing process, to not proceed promptly to a collection site and provide specimens when required to do so, failing to remain at the testing site until testing is complete, failing to attempt to provide specimens, to provide an adulterated, altered or substitute urine specimen, or not to sign breath testing and other mandated forms.

"Substance Abuse Professional" or "SAP" means a licensed physician or health care professional who has knowledge and training regarding $\frac{dD}{D}$ rivers' violations of DOT drug and alcohol regulations and makes recommendations regarding education, treatment, follow-up testing and aftercare.

"Test Positive for Alcohol" means to take an alcohol test that results in an alcohol concentration of .04 or more.

"Test Positive for Drugs" means to take a drug test that results in a <u>positive test</u> concentration of <u>Drugsmarijuana, cocaine, opiates (including codeine, heroin (6-AM), and morphine), amphetamines</u> (including methamphetamine and MDMA), or phencyclidine, or their metabolites, that is equal to or exceeds the cutoff levels that are set forth in the Department of Transportation (DOT) rules, 49 C.F.R. Part 40.

III. TIMES WHEN DRIVERS ARE REQUIRED TO COMPLY WITH -THE DISTRICT'S DRUG AND ALCOHOL POLICY

DOT rules and regulations require <u>dD</u>rivers' compliance in connection with their performance of safety-sensitive functions as <u>dD</u>rivers. Drivers may be directed to take a random, reasonable suspicion or follow-up alcohol test while they are performing a safety-sensitive function, or just before and just after performing such a function. Drivers may be required to take drug tests and other alcohol tests <u>at any</u> time. At all other times, <u>Dd</u>rivers' compliance with the District's Drug and Alcohol policy is required pursuant to the District's independent authority. <u>Drivers who fail or Refuse to Cooperate with alcohol or Drug tests as required by DOT rules and regulations may be subject to dismissal, to the extent permitted by applicable law.</u>

IV. PROHIBITIONS AND STANDARDS OF CONDUCT

- 1. <u>Drivers Employees may not report for or remain on duty requiring the performance</u> of a safety-sensitive function if they:
 - have an alcohol concentration of .04 or more; or
 - are using any <u>D</u>drug, as defined by this policy, (unless the <u>D</u>drug is prescribed for the <u>Employee</u> driver and used pursuant to instructions by a licensed medical practitioner, and -so long as <u>a licensed medical practitioner has</u> <u>certified that</u> its use will not adversely affect their ability to <u>perform any of</u> <u>their safety-sensitive functions</u> operate a District Vehicle safely.

- 2. <u>Employees</u> may –not perform a safety-sensitive function if they are using alcohol or have used alcohol during the prior four (4) hours.
- 3. <u>Employee</u>Drivers may not use alcohol for eight (8) hours after an accident involving a District Vehicle or District Equipment or Property unless they have a taken a post-accident test.
- 4. Whenever <u>employees Employees</u> are working (whether on or off District Premises), operating District Vehicles or <u>utilizing District eEquipment or Property</u>, performing <u>a safety-sensitive function</u>, or present on District <u>Pp</u>remises, <u>or off District Premises</u> <u>during working hours (including breaks and rest periods)</u>, they are prohibited from:
 - •_____being under the influence of alcohol or illegal dDrugs;
 - _____using, possessing, buying, selling, manufacturing, distributing, dispensing or transferring illegal dDrugs; and/or
 - •_____possessing or consuming alcohol; and/or
 - using District property or their position to facilitate the manufacturing, distribution, purchase, sale, dispensation, transfer, possession or use of a Drug.
- 5. Employees must report for work fit for duty and free of any adverse effects of illegal dDrugs or alcohol.
- <u>65</u>. Employees may not <u>R</u>refuse to <u>C</u>eooperate in a drug or alcohol test required by the DOT rules or the District's Drug and Alcohol policy.
- 76. While the District's Drug and Alcohol policy does not prohibit employees, including Employeesdrivers, from using or possessing Ddrugs under the supervision of a licensed medical practitioner, it does obligate Eemployees to verify with their licensed medical practitioners that their use of prescribed Ddrugs will not adversely affect their ability to work in a safe manner. Employees must notify their supervisor immediately if their licensed medical practitioners impose any work restrictions, and if any prescribed Drug may impair his/her ability to perform his or her job in a safe manner or might create a safety hazard. Employees should not disclose underlying medical conditions, impairments or disabilities to the District unless specifically directed to do so. If it is determined that the Employee is unable to safely perform the job without impairment caused by the medication, the Employee may be offered a reasonable accommodation, if available. An Employee driver's failure to verify that his/her use of prescribed Ddrugs or medications will not adversely affect his/her ability to drive safely may result in appropriate discipline up to and including

termination of employment, (pursuant to the District's independent authority, <u>unless</u> prohibited by applicable law).

8. Beginning January 1, 2020, recreational marijuana use will be legal in Illinois. Please be aware that Employees who use recreational marijuana while offduty may test positive on a Drug Test required under this policy and under DOT regulations. Positive test results will not be excused by the "recreational" use of marijuana. Employees who use "medical marijuana" must report this use to their supervisor or the Administrative Supervisor, so that the District may analyze the potential safety risk. The District will comply with applicable law with regard to the use of "medical marijuana" to the extent that those laws impose any obligations on the District and to the extent that safety is not compromised. The District will not discriminate against any Employee for engaging in otherwise lawful conduct outside of work, while off-duty, and while not on-call.

V. CIRCUMSTANCES UNDER WHICH DRIVERS ARE SUBJECT TO TESTING

The following tests are mandatory.

- 1. <u>Post-offer/Pre-employment</u>: Applicants must pass a <u>dDrug tTest before reporting for</u> <u>duty in a position that requires performing a safety-sensitive function</u>. For positions <u>that require an Employee to legally operate a CMV</u>, <u>Aapplicants must also authorize</u> prior employer(s) to disclose positive test results and refusals to cooperate.
- 2. Post-accident: If a <u>dD</u>river is in an accident involving a District Vehicle that results in a fatality, or is ticketed after an accident that results in bodily injury to a person who immediately receives emergency medical treatment away from the accident scene or damages to a vehicle that requires the vehicle to be towed away from the accident scene, DOT rules and regulations require the <u>dD</u>river to take an alcohol test within two (2) hours and a drug test within thirty-two (32) hours. The <u>dD</u>river must notify his/her direct supervisor as soon as safely possible after such accident.
- 3. Random: Each year, at least twenty-five percent (25%) of the District's CMV <u>dD</u>rivers will have to take random alcohol tests; at least fifty percent (50%) will have to take random <u>dD</u>rug <u>tT</u>ests. (The District will adjust these rates to remain consistent with DOT rules and regulations.) These tests will be unannounced, spread throughout the year, and all <u>dD</u>rivers will have an equal chance of selection.
- 4. Reasonable Suspicion: If a <u>dD</u>river is reasonably suspected by a supervisor of using illegal drugs or alcohol in violation of Prohibition Nos. 1-<u>3 or</u> 5, the <u>dD</u>river must take a drug and/or alcohol test.
- 5. Return to Duty and Follow-up: If a <u>dD</u>river violates Prohibition Nos. 1-3 or 5, but is not terminated, the <u>dD</u>river must pass a drug and/or alcohol test before the <u>dD</u>river

returns to duty. The dD river will also have to take unannounced follow-up tests for at least one (1) year and may have to take them for up to five (5) years.

VI. CIRCUMSTANCES UNDER WHICH ALL EMPLOYEES ARE SUBJECT TO TESTING

The following tests are mandatory.

- 1. Pre-employment: All offers of employment are contingent upon the applicant passing a post-offer drug test, <u>unless prohibited by applicable law</u>.
- 2. Post-accident: Employees who cause or contribute to an on-the-job accident that seriously damages a District Vehicle, <u>District eEquipment or pP</u>roperty, or results in an injury to a person who requires immediate medical treatment beyond first aid treatment, are subject to drug and alcohol testing.
- 3. Reasonable Suspicion: Employees are subject to drug and alcohol testing if a supervisor reasonably suspects them of using or being under the influence of alcohol or <u>Dillegal drugs</u> while they are working (whether on or off District Premises), performing a safety-sensitive function, operating District Vehicles or <u>utilizing</u> <u>District eEquipment or Property</u>, or present on District <u>Premisesproperty</u>, or off <u>District Premises during working hours (including breaks and rest periods)</u>. Any on-the-job accident may also trigger a reasonable suspicion investigation.
- 4. Follow-up: Employees who test positive or otherwise violate the District's Drug and Alcohol policy, and are not terminated, <u>aremay be</u> subject to follow-up drug and alcohol testing at times and frequencies determined by the District.

VII. CONSEQUENCES OF POSITIVES AND VIOLATIONS

 Drivers who test positive or violate Prohibition Nos. 1-3 or 5, will be immediately removed from the performance of any safety-sensitive functions, advised of available resources for evaluating and resolving drug-alcohol problems, and referred to a SAP. Any violation of Prohibition Nos. 1-3 or 5 shall-may result in immediate dismissal, pursuant to the District's independent authority and discretion, unless prohibited by applicable law, unless the General Manager determines mitigating circumstances may warrant alternative disciplinary action.

If the $d\underline{D}$ river is not discharged, the $d\underline{D}$ river must provide documentation from a SAP that the $d\underline{D}$ river is successfully participating in and/or has completed any and all treatments, evaluations, counselings and rehabilitation programs, and pass return to duty tests, before the $d\underline{D}$ river can return to duty.

2. If a <u>dD</u>river takes an alcohol test that results in an alcohol concentration of .02 or more, but less than .04, the <u>dD</u>river will be removed immediately from the performance of safety-sensitive functions for at least 24 hours, or the start of the <u>dD</u>river's next regular shift (whichever is later). Depending on the circumstances, the <u>dD</u>river may also be advised of available resources for evaluating and resolving

drug-alcohol problems, be referred to an SAP, and/or be disciplined, up to and including termination of employment (pursuant to the District's independent authority).

- 3. <u>Non-Driver</u> Employees who test positive or otherwise violate the District's Drug and Alcohol policy <u>shall beare</u> subject to disciplinary action, up to and including immediately terminated<u>termination</u>, pursuant to the District's independent authority and discretion, except as otherwise prohibited by applicable law. , unless the General Manager determines mitigating circumstances may warrant alternative disciplinary action. Depending on the circumstances, aAn Eemployee's continued employment, reinstatement or return to work may be conditioned on the Eemployee's successful participation in and/or completion of any and all treatments, evaluations, counselings, and rehabilitation programs, passing of return to duty tests, and/or other appropriate conditions as determined by the District.
- 4. <u>Non-Driver</u> Employees who take an alcohol test that results in an alcohol concentration of .02 or more, but less than .04, will be advised of available resources for evaluating and resolving drug-alcohol problems and may be referred to a SAP, and subject to appropriate disciplinary action and/or appropriate conditions as determined by the District.
- 5. Applicants who fail or refuse to cooperate in a <u>post-offer/pre-employment</u> drug test will not be hired<u>unless prohibited by applicable law</u>, and, pursuant to the District's independent authority, will not be allowed to reapply for six (6) months.

VIII. SUMMARY OF ALCOHOL TESTING PROCEDURES

- 1. If an <u>e</u>Employee is subject to alcohol testing, the <u>e</u>Employee will be sent or driven to a District designated testing facility where he/she will have to verify himself/herself and certify that he/she has been correctly identified on a DOT breath testing form. A different breath testing form will be used if the <u>e</u>Employee is tested pursuant to the District's independent authority.
- 2. The collection and testing will be conducted in a private setting by trained technicians (BAT's), using DOT-approved devices (EBT's) that display and print test results. The <u>e</u>Employee may ask the BAT for identification. The EBT's are regularly calibrated.
- 3. A screening test will be done first. Using a new mouthpiece, the <u>eEmployee</u> will be required to exhale until the BAT tells the <u>eEmployee</u> to stop. The BAT will show the <u>eEmployee</u> the results. The printed results must match the displayed results, or the test is invalid. If the screen test result is less than .02, the <u>eEmployee</u> will have passed the alcohol test.
- 4. If the result is .02 or greater, the \underline{eE} mployee will have to take a confirmation test after a waiting period of 15-30 minutes. During that waiting period, for the \underline{eE} mployee's own benefit, the \underline{eE} mployee should not put anything in his/her mouth or belch (so that the confirmation test will not measure mouth alcohol levels).

- 5. Before (and after) the confirmation test, the BAT will run "air blank" tests to see if the EBT is working correctly. If they do not measure 0.00, the $\underline{e}\underline{E}$ mployee will be tested using another EBT or testing will be cancelled.
- 6. For the confirmation test, the <u>e</u>Employee will also have to exhale until the BAT tells the <u>e</u>Employee to stop. The <u>e</u>Employee will be shown the printed and displayed results. If they do not match, the test will be invalid. The results of the confirmation test, not the screen test, will determine what happens to the <u>e</u>Employee. A result under .02 means the <u>e</u>Employee has passed. If the result is .02 or more, or if the <u>e</u>Employee refuses to cooperate, the <u>e</u>Employee is subject to the Consequences described above.
- 7. If the <u>eEmployee</u> fails to provide an adequate breath specimen, the BAT will tell the <u>eEmployee</u> to try again. If the <u>eEmployee</u> still does not provide an adequate specimen, the <u>eEmployee</u>'s failure will be noted on the breath testing form, the testing will stop, -and the District will be informed. The <u>eEmployee</u> will be suspended and not reinstated until the <u>eEmployee</u> supplies a note from -his/her doctor stating that it is highly probable a medical condition prevented the <u>eEmployee</u> from providing a specimen. If such a note is provided, the <u>eEmployee</u> will not be disciplined for refusing to cooperate. If no such note is provided, the <u>eEmployee</u> will be deemed to have refused to cooperate. The <u>eEmployee</u> has five (5) <u>calendar</u> days to supply the note.

IX. SUMMARY OF DRUG TESTING PROCEDURES

- 1. If an <u>eEmployee</u> is subject to <u>taking a dDrug tTesting</u>, the <u>eEmployee</u> will have to provide a urine specimen at a District designated facility. The <u>eEmployee</u> will be driven or sent there and required to verify his/her identity. The urine specimen will be collected by a trained collection site person (CSP) in accordance with DOT rules, using a DOT custody and control form. A different custody and control form will be used if the <u>eEmployee</u> is tested pursuant to the District's independent authority. Employees and applicants should ensure that the entries on the forms are accurate and that their specimens are identified with the same number as appears on the custody and control form.
- 2. The <u>eEmployee</u> will be given a collection container and allowed to provide a urine specimen in private unless: the <u>eEmployee</u> submits a specimen which is abnormally cold or hot; the <u>eEmployee</u> submits an apparently altered or adulterated specimen; the <u>eEmployee's prior specimens have been abnormal; or the <u>eEmployee is taking a test after previously failing a test.</u></u>
- 3. If the <u>e</u>Employee does not provide a large enough specimen (at least 45 ml), the CSP will discard the specimen, tell the <u>e</u>Employee to drink up to 40 ounces, wait up to three (3) hours (depending on DOT rules) and try again to provide a specimen. If the <u>e</u>Employee still does not provide an adequate specimen after three (3) hours, testing will stop and the <u>e</u>Employee will be removed from duty, suspended and sent to the

MRO who will decide whether the <u>e</u>Employee was legitimately unable to provide a specimen or refusing to cooperate.

- 4. If the eEmployee does provide an adequate specimen, it will be poured into two bottles, which will be sealed and labeled with a unique specimen number in the eEmployee's presence. The eEmployee will then be told to initial them. The eEmployee and the CSP will also fill out portions of a custody and control form that identifies the eEmployee, the District and the eEmployee's specimen. For the eEmployee's protection and to ensure that the results are correctly attributed to the eEmployee, the eEmployee should make sure that the entries on the form are accurate.
- 5. Both specimen bottles will be sent to a federally-certified laboratory for analysis. The bottle that contains the larger amount of urine will be tested. The lab will check the specimen to see if it has been altered, diluted or adulterated. If the <u>eEmployee's</u> specimen is normal, the lab will run a screen test on it. If the screen test is negative, it will report that the <u>eEmployee</u> has passed the drug test. If the screen test is positive, the lab will analyze the specimen using Gas Chromatography/Mass Spectrometry. It will send the results to a MRO.
- 6. The MRO is a trained doctor the District has retained to review test results and the chain of custody, and to evaluate any explanation the eEmployee may have for the dDrug tTest results. If an eEmployee has a confirmed positive test, the MRO will telephone the eEmployee at the numbers the eEmployee lists on the custody and control form. If the eEmployee believes a mistake was made at the collection site or lab, or on the custody and control form, or that the lab results are caused by foods or medicines, the eEmployee should promptly tell the MRO. The eEmployee should cooperate with the MRO. If the eEmployee does not cooperate, the District will be notified and the eEmployee may be removed from duty and suspended pursuant to the District's independent authority (or not hired, if the individual being tested is an applicant). If the MRO will report a negative test result to the District. If the eEmployee does not provide a legitimate medical explanation for a positive test result, the MRO will verify the test result as positive.
- 7. If the <u>eEmployee</u> wants the split specimen to be tested by another certified lab at the <u>eEmployee's</u> expense, the <u>eEmployee</u> must tell the MRO within 72 hours of notice of the test results. If that second lab does not find any evidence of the drugs the first lab found, the MRO will cancel the test results and the <u>eEmployee</u> will not be subject to discipline. If the split specimen cannot be tested, the <u>eEmployee</u> will be required to provide another specimen under direct observation. If the second lab confirms a positive test, or that the specimen was adulterated, the <u>eEmployee</u> will be subject to the consequences <u>detailed in this policy</u>. Employees who contest the basis for any <u>discipline after a confirmed positive test</u> above may provide a written statement to the <u>General Manager within 5 calendar days describing the reasons they are contesting the test results and/or any resulting discipline</u>.

8. After completing the medical review process, the MRO will disclose the <u>eE</u>mployee's test results to the General Manager or Administrative Supervisor. The <u>eE</u>mployee can obtain a copy of the test results from him/her.

X. CONFIDENTIALITY AND RECORDKEEPING

Information and records relating to positive test results, drug and alcohol dependencies, medical restrictions, and legitimate medical explanations provided to the MRO shall be kept confidential and maintained in files separate from eEmployees' personnel files. Such records and information may be disclosed to applicants and eEmployees or any other person designated in writing by an applicant or eEmployee; the District's MRO; an SAP; a physician or other health care provider responsible for determining the medical qualifications of a dDriver under DOT safety regulations; the District's General Manager; the District's supervisors on a need-to-know basis; and where relevant, to a grievance, charge, claim, lawsuit or other legal proceeding initiated by or on behalf of an applicant or an eEmployee.

The District will maintain all records required by the DOT rules and regulations for the requisite time periods.

XI. EFFECTS AND DANGERS OF ALCOHOL MISUSE AND DRUG USE

Alcohol misuse and use of illegal drugs have a number of serious and harmful effects on health, work and personal life. Those effects are summarized in Appendix 1.

If an eEmployee has a drug or alcohol problem, the eEmployee is encouraged to contact one of the local agencies and programs listed in Appendix 2 for help or assistance. If an eEmployee suspects that a co-worker may have a drug or alcohol problem, the eEmployee should consider contacting one of the agencies or programs listed in Appendix 2 or enlisting the eEmployee's friends or family to help the eEmployee.

XII. MODIFICATION OR AMENDMENT OF THE DISTRICT'S DRUG AND ALCOHOL POLICY

The District reserves the right to amend or modify its Drug and Alcohol policy to remain consistent with applicable law or for any other reason.

APPROVED: FEBRUARY 7_____DECEMBER 17, 20192

APPENDIX 1 TO THE DRUG AND ALCOHOL POLICY

SIGNS AND SYMPTOMS OF A DRUG OR ALCOHOL PROBLEM

Drugs and alcohol can result in such work-related problems as absenteeism and tardiness, lower productivity, missed deadlines, poor work quality, unsafe driving, and increased injuries and accidents.

People misusing alcohol and using <u>illegal dD</u>rugs may experience a number of behavioral problems. Examples include problems relating to or communicating with co-workers and customers, refusing to accept directives from supervisors or other authority figures, sudden changes in attitude, mood or work performance, and changes in personal appearance and hygiene. Drugs and alcohol misuse can also result in a number of health problems.

Evidence of use can include paraphernalia such as pipes, syringes, foil packets, pills, pill bottles, powders and empty alcohol containers. Physical signs and symptoms of use can include:

- marijuana and alcohol odors
- hangovers
- droopy eyelids, bloodshot eyes, dilated or pinpoint pupils
- nosebleeds, excessive sniffling, chronic sinus problems, nasal sores
- needle tracks or blood spots on shirt sleeves
- tremors, racing or irregular heartbeats
- slowed, slurred, rambling or incoherent speech
- coordination problems
- fatigue, lethargy and sleepiness
- depression or anxiety
- neurotic or anxious or paranoid behavior
- slow, delayed or erratic decision-making and reactions
- jitters, hand tremors or hyper excitability
- loss of concentration or memory

APPENDIX 2 TO THE DRUG AND ALCOHOL POLICY

LIST OF AGENCIES AND PROGRAMS

Alcoholics Anonymous 24 Hour Answering Service 630-653887-65568671 (Local Chapters are listed in the telephone directories or at https://www.aa.org)

Narcotics Anonymous 708-848-4884 (Local Chapters are listed at http://www.chicagona.org/meetings/)

Downers Grove Sanitary District – Employee Assistance ProgramTelephone Assistance866-451-5465(Brochure at: https://www.dgsd.org/wp-content/uploads/EAP-Brochure.pdf)

For employees enrolled in the District's health insurance plan, call the member assistance number listed on the employee insurance identification card.

DOWNERS GROVE SANITARY DISTRICT DRUG AND ALCOHOL POLICY

I. OVERVIEW AND APPLICABILITY

The use of illegal drugs and alcohol misuse by employees is inconsistent with the District's long-standing commitment to a safe and productive work environment. Department of Transportation (DOT) regulations require the District to have a policy against alcohol misuse and drug use by drivers of commercial motor vehicles (CMV). In addition to such regulations, the District has established certain drug-alcohol rules for its employees that are based on its independent authority as an employer, and which have been incorporated into the District's Drug and Alcohol Policy.

The General Manager or Administrative Supervisor can answer questions about the District's Drug and Alcohol policy. It is effective immediately and applies to all Employees and applicants. Employees must comply with the District's Drug and Alcohol policy as a condition of their continued employment. Any violation of the District's Drug and Alcohol policy may result in immediate dismissal, pursuant to the District's independent authority and discretion.

This policy applies whenever anyone is working, representing, or conducting business for the District. Therefore, this policy applies during all working hours, while on District Premises (as defined below) or in any other location performing services for the District.

The District strongly encourages Employees with drug and alcohol problems to seek assistance before they become subject to discipline for violating this or other District policies. Such Employees will be accommodated by the District to the extent required by applicable law. Employees will not be disciplined by the District because they request assistance. Employees may not, however, escape discipline by requesting assistance after they violate the District's policies. In addition, Employees who request assistance will not be excused from complying with the District's policies, including its standards for employee performance and conduct.

II. DEFINITIONS

"Accident" means an occurrence, which occurs on the job or involves a District Vehicle (including CMV), District Equipment or Property, that results in a fatality, bodily injury to a person who immediately receives emergency medical treatment away from the accident scene, or disabling damage to a District Vehicle, District Equipment or Property. Employees must notify their supervisor as soon as safely possible after any accident, even if it does not meet this definition.

"Alcohol" means the intoxicating agent in beverage alcohol or any low molecular weight alcohols such as ethyl, methyl or isopropyl alcohol. The term includes beer, wine, spirits and medications such as cough syrup that contain alcohol.

"Breath Alcohol Technician" or "BAT" means an individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT).

"Commercial Motor Vehicle" or "CMV" means a motor vehicle that has a weight rating of 26,001 pounds or more, or is designed to transport 16 or more passengers, including the driver, or is used in the transportation of hazardous materials required to be placarded.

"District Premises" means any building, real property, and parking area under the control of the District or area used by an Employee while in performance of the Employee's job duties, and any District Vehicle (defined below).

"District Equipment or Property" means any equipment or property owned, rented, or leased by the District.

"District Vehicle" means any motor vehicle owned, rented, or leased by the District, including but not limited to a CMV.

"Driver" means any person who operates a District Vehicle, including but not limited to a CMV.

"Drug(s)" means all controlled substances, designer drugs, synthetic drugs, and other drugs that are not being used or possessed under the supervision of a licensed health care professional or that are not being used in accordance with the licensed health care professional's prescription or whose use or possession is unlawful under the federal Controlled Substances Act. (Controlled substances are listed in Schedules I-V of 21 U.S.C. § 812 and 21 C.F.R. Part 1308.)

"Drug Test" means a test administered at the direction of the District for any substances that fall under the definition of Drugs defined above.

"Employee" means any District employee.

"Medical Review Officer" or "MRO" is a licensed physician who has knowledge and training regarding substance abuse disorders and who will, among other things, interpret and evaluate positive drug test results.

"Performing a safety-sensitive function" means any and all times when an Employee is actually working or is required to be ready to work until the time the Employee is relieved from work and all responsibility for performing work regardless of whether said work is being performed while on District Premises or in any other location performing services for the District, including but not limited to the following activities related to (1) District Vehicles: driving or remaining ready to drive a District Vehicle; loading or unloading a District Vehicle, assisting or supervising the loading or unloading of a District Vehicle, attending a District Vehicle being loaded or unloaded, or giving or receiving receipts for the loading or unloading of a District Vehicle; repairing, obtaining assistance for, or attending a disabled District Vehicle; performing required duties after an accident; and, all other duties while the Driver is in or on a District Vehicle; or (2) District Equipment: operating, inspecting, maintaining, replacing, servicing, transporting or otherwise utilizing equipment.

"Refuse to Cooperate" means to obstruct the collection or testing process, to not proceed promptly to a collection site and provide specimens when required to do so, failing to remain at the testing site

until testing is complete, failing to attempt to provide specimens, to provide an adulterated, altered or substitute urine specimen, or not to sign breath testing and other mandated forms.

"Substance Abuse Professional" or "SAP" means a licensed physician or health care professional who has knowledge and training regarding Drivers' violations of DOT drug and alcohol regulations and makes recommendations regarding education, treatment, follow-up testing and aftercare.

"Test Positive for Alcohol" means to take an alcohol test that results in an alcohol concentration of .04 or more.

"Test Positive for Drugs" means to take a drug test that results in a positive test concentration of Drugs, that is equal to or exceeds the cutoff levels that are set forth in the Department of Transportation (DOT) rules, 49 C.F.R. Part 40.

III. WHEN DRIVERS ARE REQUIRED TO COMPLY WITH THE DISTRICT'S DRUG AND ALCOHOL POLICY

DOT rules and regulations require Drivers' compliance in connection with their performance of safety-sensitive functions as Drivers. Drivers may be directed to take a random, reasonable suspicion or follow-up alcohol test while they are performing a safety-sensitive function, or just before and just after performing such a function. Drivers may be required to take drug tests and other alcohol tests at any time. At all other times, Drivers' compliance with the District's Drug and Alcohol policy is required pursuant to the District's independent authority. Drivers who fail or Refuse to Cooperate with alcohol or Drug tests as required by DOT rules and regulations may be subject to dismissal, to the extent permitted by applicable law.

IV. PROHIBITIONS AND STANDARDS OF CONDUCT

- 1. Employees may not report for or remain on duty requiring the performance of a safety-sensitive function if they:
 - have an alcohol concentration of .04 or more; or
 - are using any Drug, as defined by this policy, unless the Drug is prescribed for the Employee and used pursuant to instructions by a licensed medical practitioner, and so long as a licensed medical practitioner has certified that its use will not adversely affect their ability to perform any of their safetysensitive functions.
- 2. Employees may not perform a safety-sensitive function if they are using alcohol or have used alcohol during the prior four (4) hours.
- 3. Employee may not use alcohol for eight (8) hours after an accident involving a District Vehicle or District Equipment or Property unless they have a taken a post-accident test.
- 4. Whenever Employees are working (whether on or off District Premises), operating District Vehicles or utilizing District Equipment or Property, performing a safety-

sensitive function, present on District Premises, or off District Premises during working hours (including breaks and rest periods), they are prohibited from:

- being under the influence of alcohol or Drugs;
- using, possessing, buying, selling, manufacturing, distributing, dispensing or transferring Drugs;
- possessing or consuming alcohol; and/or
- using District property or their position to facilitate the manufacturing, distribution, purchase, sale, dispensation, transfer, possession or use of a Drug.
- 5. Employees must report for work fit for duty and free of any adverse effects of Drugs or alcohol.
- 6. Employees may not Refuse to Cooperate in a drug or alcohol test required by the DOT rules or the District's Drug and Alcohol policy.
- 7. While the District's Drug and Alcohol policy does not prohibit Employees from using or possessing Drugs under the supervision of a licensed medical practitioner, it does obligate Employees to verify with their licensed medical practitioners that their use of prescribed Drugs will not adversely affect their ability to work in a safe manner. Employees must notify their supervisor immediately if their licensed medical practitioners impose any work restrictions, and if any prescribed Drug may impair his/her ability to perform his or her job in a safe manner or might create a safety hazard. Employees should not disclose underlying medical conditions, impairments or disabilities to the District unless specifically directed to do so. If it is determined that the Employee is unable to safely perform the job without impairment caused by the medication, the Employee may be offered a reasonable accommodation, if available. An Employee's failure to verify that his/her use of Drugs or medications will not adversely affect his/her ability to drive safely may result in appropriate discipline up to and including termination of employment, pursuant to the District's independent authority, unless prohibited by applicable law.
- 8. Beginning January 1, 2020, recreational marijuana use will be legal in Illinois. Please be aware that Employees who use recreational marijuana while off-duty may test positive on a Drug Test required under this policy and under DOT regulations. Positive test results will not be excused by the "recreational" use of marijuana. Employees who use "medical marijuana" must report this use to their supervisor or the Administrative Supervisor, so that the District may analyze the potential safety risk. The District will comply with applicable law with regard to the use of "medical marijuana" to the extent that those laws impose any obligations on the District and to the extent that safety is not compromised. The District will not

discriminate against any Employee for engaging in otherwise lawful conduct outside of work, while off-duty, and while not on-call.

V. CIRCUMSTANCES UNDER WHICH DRIVERS ARE SUBJECT TO TESTING

The following tests are mandatory.

- 1. Post-offer/Pre-employment: Applicants must pass a Drug Test before reporting for duty in a position that requires performing a safety-sensitive function. For positions that require an Employee to legally operate a CMV, applicants must also authorize prior employer(s) to disclose positive test results and refusals to cooperate.
- 2. Post-accident: If a Driver is in an accident involving a District Vehicle that results in a fatality, or is ticketed after an accident that results in bodily injury to a person who immediately receives emergency medical treatment away from the accident scene or damages to a vehicle that requires the vehicle to be towed away from the accident scene, DOT rules and regulations require the Driver to take an alcohol test within two (2) hours and a drug test within thirty-two (32) hours. The Driver must notify his/her direct supervisor as soon as safely possible after such accident.
- 3. Random: Each year, at least twenty-five percent (25%) of the District's CMV Drivers will have to take random alcohol tests; at least fifty percent (50%) will have to take random Drug Tests. (The District will adjust these rates to remain consistent with DOT rules and regulations.) These tests will be unannounced, spread throughout the year, and all Drivers will have an equal chance of selection.
- 4. Reasonable Suspicion: If a Driver is reasonably suspected by a supervisor of using illegal drugs or alcohol in violation of Prohibition Nos. 1-5, the Driver must take a drug and/or alcohol test.
- 5. Return to Duty and Follow-up: If a Driver violates Prohibition Nos. 1-5, but is not terminated, the Driver must pass a drug and/or alcohol test before the Driver returns to duty. The Driver will also have to take unannounced follow-up tests for at least one (1) year and may have to take them for up to five (5) years.

VI. CIRCUMSTANCES UNDER WHICH ALL EMPLOYEES ARE SUBJECT TO TESTING

The following tests are mandatory.

- 1. Pre-employment: All offers of employment are contingent upon the applicant passing a post-offer drug test, unless prohibited by applicable law.
- 2. Post-accident: Employees who cause or contribute to an on-the-job accident that seriously damages a District Vehicle, District Equipment or Property, or results in an injury to a person who requires immediate medical treatment beyond first aid treatment, are subject to drug and alcohol testing.

- 3. Reasonable Suspicion: Employees are subject to drug and alcohol testing if a supervisor reasonably suspects them of using or being under the influence of alcohol or Drugs while they are working (whether on or off District Premises), performing a safety-sensitive function, operating District Vehicles or utilizing District Equipment or Property, present on District Premises, or off District Premises during working hours (including breaks and rest periods). Any on-the-job accident may also trigger a reasonable suspicion investigation.
- 4. Follow-up: Employees who test positive or otherwise violate the District's Drug and Alcohol policy, and are not terminated, may be subject to follow-up drug and alcohol testing at times and frequencies determined by the District.

VII. CONSEQUENCES OF POSITIVES AND VIOLATIONS

1. Drivers who test positive or violate Prohibition Nos. 1-5, will be immediately removed from the performance of any safety-sensitive functions, advised of available resources for evaluating and resolving drug-alcohol problems, and referred to a SAP. Any violation of Prohibition Nos. 1-5 may result in immediate dismissal, pursuant to the District's independent authority and discretion, unless prohibited by applicable law.

If the Driver is not discharged, the Driver must provide documentation from a SAP that the Driver is successfully participating in and/or has completed any and all treatments, evaluations, counselings and rehabilitation programs, and pass return to duty tests, before the Driver can return to duty.

- 2. If a Driver takes an alcohol test that results in an alcohol concentration of .02 or more, but less than .04, the Driver will be removed immediately from the performance of safety-sensitive functions for at least 24 hours, or the start of the Driver's next regular shift (whichever is later). Depending on the circumstances, the Driver may also be advised of available resources for evaluating and resolving drug-alcohol problems, be referred to an SAP, and/or be disciplined, up to and including termination of employment (pursuant to the District's independent authority).
- 3. Non-Driver Employees who test positive or otherwise violate the District's Drug and Alcohol policy are subject to disciplinary action, up to and including immediate termination, pursuant to the District's independent authority and discretion, except as otherwise prohibited by applicable law. An Employee's continued employment, reinstatement or return to work may be conditioned on the Employee's successful participation in and/or completion of any and all treatments, evaluations, counselings, and rehabilitation programs, passing of return to duty tests, and/or other appropriate conditions as determined by the District.
- 4. Non-Driver Employees who take an alcohol test that results in an alcohol concentration of .02 or more, but less than .04, will be advised of available resources for evaluating and resolving drug-alcohol problems and may be referred to a SAP,

and subject to appropriate disciplinary action and/or appropriate conditions as determined by the District.

5. Applicants who fail or refuse to cooperate in a post-offer/pre-employment drug test will not be hired unless prohibited by applicable law, and pursuant to the District's independent authority, will not be allowed to reapply for six (6) months.

VIII. SUMMARY OF ALCOHOL TESTING PROCEDURES

- 1. If an Employee is subject to alcohol testing, the Employee will be sent or driven to a District designated testing facility where he/she will have to verify himself/herself and certify that he/she has been correctly identified on a DOT breath testing form. A different breath testing form will be used if the Employee is tested pursuant to the District's independent authority.
- 2. The collection and testing will be conducted in a private setting by trained technicians (BAT's), using DOT-approved devices (EBT's) that display and print test results. The Employee may ask the BAT for identification. The EBT's are regularly calibrated.
- 3. A screening test will be done first. Using a new mouthpiece, the Employee will be required to exhale until the BAT tells the Employee to stop. The BAT will show the Employee the results. The printed results must match the displayed results, or the test is invalid. If the screen test result is less than .02, the Employee will have passed the alcohol test.
- 4. If the result is .02 or greater, the Employee will have to take a confirmation test after a waiting period of 15-30 minutes. During that waiting period, for the Employee's own benefit, the Employee should not put anything in his/her mouth or belch (so that the confirmation test will not measure mouth alcohol levels).
- 5. Before (and after) the confirmation test, the BAT will run "air blank" tests to see if the EBT is working correctly. If they do not measure 0.00, the Employee will be tested using another EBT or testing will be cancelled.
- 6. For the confirmation test, the Employee will also have to exhale until the BAT tells the Employee to stop. The Employee will be shown the printed and displayed results. If they do not match, the test will be invalid. The results of the confirmation test, not the screen test, will determine what happens to the Employee. A result under .02 means the Employee has passed. If the result is .02 or more, or if the Employee refuses to cooperate, the Employee is subject to the Consequences described above.
- 7. If the Employee fails to provide an adequate breath specimen, the BAT will tell the Employee to try again. If the Employee still does not provide an adequate specimen, the Employee's failure will be noted on the breath testing form, the testing will stop, and the District will be informed. The Employee will be suspended and not reinstated until the Employee supplies a note from his/her doctor stating that it is highly probable a medical condition prevented the Employee from providing a specimen. If

such a note is provided, the Employee will not be disciplined for refusing to cooperate. If no such note is provided, the Employee will be deemed to have refused to cooperate. The Employee has five (5) calendar days to supply the note.

IX. SUMMARY OF DRUG TESTING PROCEDURES

- 1. If an Employee is subject to taking a Drug Test, the Employee will have to provide a urine specimen at a District designated facility. The Employee will be driven or sent there and required to verify his/her identity. The urine specimen will be collected by a trained collection site person (CSP) in accordance with DOT rules, using a DOT custody and control form. A different custody and control form will be used if the Employee is tested pursuant to the District's independent authority. Employees and applicants should ensure that the entries on the forms are accurate and that their specimens are identified with the same number as appears on the custody and control form.
- 2. The Employee will be given a collection container and allowed to provide a urine specimen in private unless: the Employee submits a specimen which is abnormally cold or hot; the Employee submits an apparently altered or adulterated specimen; the Employee's prior specimens have been abnormal; or the Employee is taking a test after previously failing a test.
- 3. If the Employee does not provide a large enough specimen (at least 45 ml), the CSP will discard the specimen, tell the Employee to drink up to 40 ounces, wait up to three (3) hours (depending on DOT rules) and try again to provide a specimen. If the Employee still does not provide an adequate specimen after three (3) hours, testing will stop and the Employee will be removed from duty, suspended and sent to the MRO who will decide whether the Employee was legitimately unable to provide a specimen or refusing to cooperate.
- 4. If the Employee does provide an adequate specimen, it will be poured into two bottles, which will be sealed and labeled with a unique specimen number in the Employee's presence. The Employee will then be told to initial them. The Employee and the CSP will also fill out portions of a custody and control form that identifies the Employee, the District and the Employee's specimen. For the Employee's protection and to ensure that the results are correctly attributed to the Employee, the Employee should make sure that the entries on the form are accurate.
- 5. Both specimen bottles will be sent to a federally-certified laboratory for analysis. The bottle that contains the larger amount of urine will be tested. The lab will check the specimen to see if it has been altered, diluted or adulterated. If the Employee's specimen is normal, the lab will run a screen test on it. If the screen test is negative, it will report that the Employee has passed the drug test. If the screen test is positive, the lab will analyze the specimen using Gas Chromatography/Mass Spectrometry. It will send the results to a MRO.

- 6. The MRO is a trained doctor the District has retained to review test results and the chain of custody, and to evaluate any explanation the Employee may have for the Drug Test results. If an Employee has a confirmed positive test, the MRO will telephone the Employee at the numbers the Employee lists on the custody and control form. If the Employee believes a mistake was made at the collection site or lab, or on the custody and control form, or that the lab results are caused by foods or medicines, the Employee should promptly tell the MRO. The Employee should cooperate with the MRO. If the Employee does not cooperate, the District will be notified and the Employee may be removed from duty and suspended pursuant to the District's independent authority (or not hired, if the individual being tested is an applicant). If the MRO will report a negative test result to the District. If the Employee does not provide a legitimate medical explanation for a positive test result, the MRO will verify the test result as positive.
- 7. If the Employee wants the split specimen to be tested by another certified lab at the Employee's expense, the Employee must tell the MRO within 72 hours of notice of the test results. If that second lab does not find any evidence of the drugs the first lab found, the MRO will cancel the test results and the Employee will not be subject to discipline. If the split specimen cannot be tested, the Employee will be required to provide another specimen under direct observation. If the second lab confirms a positive test, or that the specimen was adulterated, the Employee will be subject to the consequences detailed in this policy. Employees who contest the basis for any discipline after a confirmed positive test may provide a written statement to the General Manager within 5 calendar days describing the reasons they are contesting the test results and/or any resulting discipline.
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APPROVED: DECEMBER 17, 2019

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Evidence of use can include paraphernalia such as pipes, syringes, foil packets, pills, pill bottles, powders and empty alcohol containers. Physical signs and symptoms of use can include:

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- droopy eyelids, bloodshot eyes, dilated or pinpoint pupils
- nosebleeds, excessive sniffling, chronic sinus problems, nasal sores
- needle tracks or blood spots on shirt sleeves
- tremors, racing or irregular heartbeats
- slowed, slurred, rambling or incoherent speech
- coordination problems
- fatigue, lethargy and sleepiness
- depression or anxiety
- neurotic or anxious or paranoid behavior
- slow, delayed or erratic decision-making and reactions
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DOWNERS GROVE SANITARY DISTRICT

<u>M E M O</u>

TO: Board of Trustees

FROM: W. Clay Campbell Administrative Supervisor

DATE: December 13, 2019

RE: Employee Policy Manual Revisions

It has been several years (2015) since the District's last round of comprehensive review and substantive changes to the Employee Policy Manual. Since that time, staff has presented a few updates to specific sections in order to comply with statutory changes. Staff has met consistently with the General Manager, Assistant General Manager and all departmental Supervisors at numerous times during 2019 for the purpose of reviewing existing policies and determining where changes to those policies may be appropriate. Staff worked with an attorney at Seyfarth Shaw LLP, the District's employment law counsel, to review the proposed changes to the existing Employee Policy Manual for legal compliance. Any and all proposed changes to the existing policy are indicated by green text and underlined (insertions) and red text and strikeouts (deletions). A clean version with all proposed changes is also attached for your review.

A summary of the proposed changes by section is as follows:

Section 2.7 (Employee Military Leave)

Position name correction from Administrative Services Director to Administrative Supervisor.

Section 2.8 (Family Military Leave)

Position name correction from Administrative Services Director to Administrative Supervisor.

Section 2.9 (Victims' Economic Security and Safety Act)

Position name correction from Administrative Services Director to Administrative Supervisor.

Section 2.11 (Reasonable Accommodation)

Position name correction from Administrative Services Director to Administrative Supervisor.

Section 2.13 (Pregnancy Accommodation)

Position name correction from Administrative Services Director to Administrative Supervisor and additional language to accommodate recent statutory changes implemented by the Nursing Mothers in the Workplace Act.

Section 2.14 (Unpaid Leave)

The creation of this section is to document existing District business practice of providing employees with the flexibility to take unpaid leave on an as-needed per request basis. This practice is particularly valuable with newer employees of the District that don't yet have an accumulation of paid leave benefits to draw upon.

Section 3.4 (Workweek and Shifts)

These changes are intended to bring the written policy more in line with existing District practice acknowledging that there are different work shifts that are optimal for different departments.

Section 3.7 (Shift Differential)

This change is intended to bring the written policy more in line with existing District practice – the "late shift" for operators has been 10:30 a.m. - 7:00 p.m. for several years now.

Section 4.2 and 4.31 (Anti-Harassment Policy and Prohibition of Sexual Harassment Policy)

There was a recent legislation requiring all employers in Illinois to provide Sexual Harassment training to their employees on an annual basis starting in 2020. In the process of updating Section 4.31 (the District's Prohibition of Sexual Harassment Policy section), the District's attorney at Seyfarth Shaw LLP recommended that staff combine the two sections into one broad Anti-Harassment Policy section as the sections should follow the same reporting structure and are largely complementary.

Section 4.6 (Intellectual Property Agreement)

The removal of this section in its entirety is recommended by staff and approved by legal counsel on the basis that the District has very rare instances where this agreement would be applicable and over the last several decades, there have been no actual cases where it would be necessary.

Section 4.9 [previously Section 4.10] (Personnel Record Review)

Position name correction from Administrative Services Director to Administrative Supervisor.

Section 4.14 [previously Section 4.15] (Smoking)

Position name correction from Administrative Services Director to Administrative Supervisor.

Section 4.19 [previously Section 4.20] (Illinois Environmental Protection Agency Certification)

The new language proposed in this section is intended to provide the same level of flexibility that is found in both the On-Call (Section 3.7) and Shift Differential (Section 3.8) sections of the Employee Policy Manual, where the General Manager has the discretion to modify those additional items of pay on a periodic basis as appropriate rather than needing to modify those policies every time an adjustment is deemed necessary.

Section 4.20 [previously Section 4.21] (Observance of Safety Rules)

The new language proposed in this section is intended to address the new shift in safety initiatives at the District and that applicable safety policies are broader in nature than just the three listed here currently.

Section 4.21 [previously Section 4.22] (On-Call Response)

The new language proposed in this section is intended to memorialize the District's existing business practice that Laboratory employees have a rotating on-call responsibility related to permit compliance that requires them to be responsive during excess flow events. Such responsibility is of a secondary nature and needed to be distinguished from the primary on-call response requirements for the primary designations in the Maintenance, Operations and Collection System departments.

Section 4.24 [previously Section 4.25] (Drug and Alcohol Policy)

The changes in this section were proposed by the District's legal counsel consistent with the changes proposed in the District's separate Drug and Alcohol policy.

Section 4.27 [previously Section 4.28] (Listening Devices/Music)

These changes are intended to bring the written policy more in line with existing District Practice.

Staff will request approval of all proposed changes to the Employee Policy Manual at the Board's regular meeting on December 17, 2019. The Board can take such action by making the following motion, "I move we approve staff's proposed changes to the District's Employee Policy Manual as identified in Administrative Supervisor Campbell's memo dated December 13, 2019 which includes a copy of the Employee Policy Manual highlighting such proposed changes."

Enclosures

cc: KJR, RTJ, MJS, NJM, ARU, MGP

DOWNERS GROVE SANITARY DISTRICT

EMPLOYEE POLICY MANUAL

DATE OF APPROVAL BY BOARD OF TRUSTEES: December <u>18</u> <u>17</u>, 201<u>89</u>

Last Revision Date: December 1817, 20189

EMPLOYEE RECEIPT OF MANUAL

I, _____, do hereby acknowledge receipt of the

following documents:

- Employee Policy Manual (with a last revision date of December <u>18</u><u>17</u>, 201<u>89</u>);
- Intellectual Property Agreement;
- Ordinance (regarding the indemnification of District employees);
- Ethics Ordinance No. 13-01;
- Drug and Alcohol Policy; and
- Ordinance No. ORD 16-03: Travel Expense Reimbursement Policy.

I realize it is my responsibility to read and become familiar with these documents and their contents.

I understand that the Employee Policy Manual is not intended to provide any assurance of continued employment and should in no way be construed as an employment contract. I further understand that my employment with the District is and remains at all times at will, which means the employment relationship may be terminated by the District or by me at any time and for any reason.

I also acknowledge that the District reserves the right to amend, change, or cancel any policy described in the Employee Policy Manual at any time at the District's sole discretion with or without prior notice to employees, except for the policy of at-will employment. No one other than the General Manager has the authority to enter into any agreement contrary to the foregoing, and any such agreement must be in writing and signed by the General Manager and me. No one has the authority to make any oral statements of any kind at any time that are legally binding on the District regarding any terms and conditions of my employment.

Signature

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HISTORY AND ORGANIZATION

The Downers Grove Sanitary District is a unit of local government providing wastewater collection and treatment services for portions of the Villages of Downers Grove, Westmont, Oak Brook, Woodridge and Lisle and the City of Darien, and adjacent unincorporated areas. The District was organized in 1921, under the 1917 Sanitary District Act, and formation of the District was approved by voter referendum. The District presently serves a population of approximately 65,000.

The Sanitary District collection system consists of approximately 240 miles of sanitary sewer lines in an area of approximately 20 square miles. The Wastewater Treatment Center provides a three-stage treatment process and is designed to treat 11.0 million gallons per day of wastewater. The Wastewater Treatment Center operates under a National Pollutant Discharge Elimination System (NPDES) permit issued by the Illinois Environmental Protection Agency. The treated wastewater (effluent) must meet stringent Federal and State standards.

The District is governed by a three member Board of Trustees who are appointed by the DuPage County Board Chairman with the advice and consent of the DuPage County Board. The Trustees serve as policymakers. The regular Board appoints a three member Board of Local Improvements on an annual basis. This Board of Local Improvements reviews requests for service. The daily operations of the District are headed by the General Manager. The attached chart outlines the District's present organization and lines of authority, for your information.

Section 1

EMPLOYMENT-AT-WILL POLICY

The District seeks to employ individuals who will work together as a team on an ongoing basis. However, District employees are and remain at all times "at will employees," which means both the employee and the District have the right to terminate the employment relationship at any time, for any reason or no reason, with or without notice. At-will employment also means that the District may make decisions regarding other terms of employment, including but not limited to demotion, promotion, transfer, compensation, benefits, duties and location of work at any time, with or without cause or advance notice. No one other than the General Manager has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, and any such agreement by the General Manager must be in writing and signed by the General Manager. Nothing said or done by any District employee or stated in District policies should be considered or construed as a contract (express or implied) or guarantee of employment or compensation, or guarantee of employment in a particular position with the District. Furthermore, although the District has established certain policies and practices regarding employee conduct, the District maintains complete discretion in addressing employee performance and behavior and these policies in no way alter the employment-at-will relationship between the employee and the District.

APPLICABILITY OF MANUAL

This manual applies to all District employees.

DEFINITIONS

Terms and phrases as used in this policy manual are defined as follows:

- 1."Sanitary District" or "District" means the Downers Grove Sanitary District.
- 2."Board of Trustees" means the Board of Trustees of the Downers Grove Sanitary District.
- 3."General Manager" means the General Manager, or Acting General Manager, in the absence of the General Manager.
- 4."District office" or "Office" means the Administration Center located at 2710 Curtiss Street, Downers Grove.
- 5."Wastewater Treatment Center", "WWTC" or "Treatment Center" means the Wastewater Treatment Center located at Walnut and Railroad Avenues, Downers Grove.
- 6."Exempt salaried employees" means an employee who is entitled to receive a fixed amount per pay period for service and who is employed by the District in an executive,

administrative, professional or other capacity which is considered exempt for purposes of overtime under applicable wage and hour laws.

- 7."Nonexempt hourly employee" means an employee who is paid a fixed wage per hour for service and who is eligible for overtime compensation pursuant to applicable wage and hour laws.
- 8."Full-time employee" means an employee in an established position requiring forty (40) hours or more per week. Full-time employees are eligible for participation in benefit programs as more fully presented in this manual.
- 9."Part-time employee" means an employee in an established position requiring less than forty (40) hours per week. Part-time employees are not eligible for participation in benefit programs unless such benefit specifically includes eligibility for part-time employees.
- 10."Short term employee" means an employee who has been hired to work during a specified period of time which is less than two (2) consecutive calendar quarters during the calendar year. Short term employees are not guaranteed rehire and must reapply for employment each season. Short-term employees are not eligible for participation in benefit programs unless such benefit specifically includes eligibility for short-term employees.

Section 2

EMPLOYEE BENEFITS

The District offers many employee benefits which are discussed in the following section. These benefits add significantly to an employee's compensation and constitute substantial costs for the District. Benefits help provide for an employee's well-being in the forms of wage protection, health insurance, retirement, and many other advantages.

TIME OFF BENEFITS

2.1 Holidays

All full-time employees will receive time off and be paid eight (8) hours for the following holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day. Christmas Eve Day and New Year's Eve Day will be observed as holidays if they fall on Monday, Tuesday, Wednesday, or Thursday.

Holidays falling on a Saturday will be observed on the preceding Friday; holidays falling on a Sunday will be observed on the following Monday. An unexcused absence the day before or the day after the holiday voids holiday pay.

2.2 Personal Leave

All full-time employees will receive time off and be paid eight (8) hours each for two (2) personal leave days per year. New employees will receive a prorated portion of personal leave days, based on their start date, during their first calendar year of employment.

Personal leave days must be arranged with and approved by the employee's supervisor in advance to provide minimum disruption to the work of the District. Personal leave days cannot be accumulated year-to-year and must be taken each calendar year or they are lost. Employees will not receive payment in lieu of personal days.

2.3 Vacations

Newly hired full-time employees shall be awarded five days (40 hours) of paid vacation after six months of employment to be taken by the end (December 31) of the employee's first full calendar year of employment. Also, on the employee's one year anniversary, the employee shall be awarded up to an additional five days (40 hours) of paid vacation prorated based on their start date to be taken by the end (December 31) of the employee's first full calendar year of employment. Thereafter, all full-time employees will earn vacation time according to the following schedule:

Level of Eligibility - Continuous Years of Service <u>as of January 1*</u>	Vacation Days Earned Per Year
12 months but less than 3 years	80 hours vacation of which 40 hours should be taken in one workweek
3 years but less than 5 years	104 hours vacation of which 40 hours should be taken in one workweek
5 years but less than 7 years	120 hours vacation of which 80 hours should be taken in two workweeks
7 years but less than 10 years	144 hours vacation of which 80 hours should be taken in two workweeks
10 years but less than 15 years	176 hours vacation of which 120 hours should be taken in three workweeks
15 years of service or more	200 hours vacation of which 120 hours should be taken in three workweeks

* A pro-rated portion of the increase in earned vacation days will be granted to an employee during the calendar year that a new level of eligibility will be reached.

Vacation time accrues as of January 1 for any vacation that may be taken in that same calendar year. An employee must be employed as of January 1 to be entitled to any vacation for that year.

Employees may not receive payment in lieu of vacation time and vacation time may not be accumulated year-to-year or carried over, except as provided herein. Vacation time not used during the year will be lost. The General Manager may authorize the payment of the employee's vacation pay at the employee's base hourly wage if the employee is prevented from taking vacation due to a District emergency, or may allow the carryover of the vacation time to the next calendar year.

Vacation shall be arranged with and approved by the employee's supervisor and the General Manager to provide minimum disruption to the work of the District. The request date shall determine the choice of vacation time in case of conflict. No vacation time may be scheduled during the week before the District's annual open house, which is usually held the first Saturday in October.

Vacation time will be paid based on the number of hours the employee is scheduled to work.

For employees hired prior to January 1, 2012, at separation from employment with the District, an employee will receive payment for unused vacation time as follows:

- 1. An employee who provides at least six (6) months' notice of retirement or resignation, and who has at least thirty (30) years of service and 1,040 hours of accumulated sick leave on the retirement or resignation announcement date, may carry over his or her unused vacation time from the announcement year into the year that the employee retires or resigns. The employee may elect to receive payment for up to 400 hours of unused vacation time spread equally over the last six months of employment. Such use of vacation time will not count as time worked for overtime purposes. All other unused vacation time must be used by the employee prior to retirement or resignation in accordance with this policy.
- 2. An employee who provides at least six (6) months' notice of retirement or resignation, and who has at least twenty (20) years of service and 1,040 hours of accumulated sick leave on the retirement or resignation announcement date, may carry over up to 100 hours of his or her unused vacation time from the announcement year into the year that the employee retires or resigns. The employee may elect to receive payment for up to 300 hours of unused vacation time spread equally over the last six months of employment. Such use of vacation time will not count as time worked for overtime purposes. All other unused vacation time must be used by the employee prior to retirement or resignation in accordance with this policy.
- 3. An employee who provides at least six (6) months' notice of retirement or resignation, and who has at least ten (10) years of service and 520 hours of accumulated sick leave on the retirement or resignation announcement date, may carry over his or her unused vacation time from the announcement year into the year that the employee retires or resigns. The employee may elect to receive payment for up to 200 hours of unused vacation time spread equally over the last six months of employment. Such use of vacation time will not count as time worked for overtime purposes. All other unused vacation time must be used by the employee prior to retirement or resignation in accordance with this policy.
- 4. A retiring or resigning employee who does not meet the criteria contained in paragraphs 1, 2 or 3 above or any terminated employee shall receive payment for any unused vacation time on the employee's final paycheck.

2.4 Sick Leave

All full time employees shall earn sick leave at the rate of eight (8) hours for each full calendar month of service from date of employment. New employees will earn eight (8) hours of sick leave for their first calendar month of employment if their start date is the 1st through the 15th of that month. The maximum sick leave accrual for an employee in a calendar year period shall not exceed ninety-six (96) hours. Sick leave may be used for the following reasons:

- 1. Personal illness or injury.
- 2. Personal medical, dental or vision appointments for the employee which cannot be scheduled before or after working hours,
- 3. Supplement workers compensation payments. In no case are the combined benefits to exceed 100 percent of the employee's base wage.
- 4. Illness, injury or medical, dental or vision appointments for the following individuals related to the employee: child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent (collectively defined as "eligible family member"). This reason may not be used by the employee for a total of more than forty-eight (48) hours in a calendar year period.

At the end of each calendar year, an employee may not have an accumulated sick leave balance in excess of 1,040 hours. Any sick leave hours in excess of 1,040 hours will be lost. For any employee who has an accumulated sick leave balance greater than 1040 hours as of March 18, 1992, the maximum accumulation shall be the sick leave balance on March 18, 1992. At the end of each calendar year, any sick leave hours in excess of the March 18, 1992 balance will be lost.

Sick leave will be paid based on the number of hours the employee was scheduled to work.

In order to receive sick leave pay for an absence from work due to either a personal illness or injury or the illness or injury of an eligible family member, the following notification procedure must be followed:

- 1. The employee must call every day he/she or the eligible family member is sick in accordance with the rules outlined below (unless the employee has tendered a medical note or other documentation excusing him/her from work for a defined period of leave).
- 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 or injury or if it is the illness or injury 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 at the District office (not with the answering service) and the employee will receive a call back from the appropriate individual.

- 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 sick pay for the absence.

Any employee returning to work after more than three (3) consecutive days of sick leave must furnish to his/her supervisor a release to return to work from a duly licensed physician.

If deemed necessary, the General Manager, at his discretion, may require any employee claiming the benefit of sick leave pay for their own personal illness, injury or medical, dental or vision appointments to submit written proof of eligibility for sick leave, signed by a licensed physician. In addition, the General Manager may further employ such physician or obtain such further medical proof of eligibility for sick leave as in his discretion may be advisable to establish the nature and extent of such eligibility for sick leave to the satisfaction of the General Manager, such further medical proof to be obtained at the expense of the District.

Sick leave is intended as wage protection for an employee in the event of serious illness or injury. It is not a "personal leave" or "free" day. Sick leave cannot be used to extend vacation periods or holidays. Sick leave is a privilege, not a right, and abuse of sick leave or time off in excess of the time allowed under this policy may result in disciplinary action including termination of employment.

2.5 Bereavement Leave

Full time employees will be granted up to sixteen (16) hours off without loss of pay in the event of a death of an immediate family member. Immediate family member is defined as spouse, children, mother, father, sister, brother, grandmother, grandfather, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in law, or brother-in-law. In the event of a death of an immediate family member, additional leave may be granted at the discretion of the supervisor; the supervisor may allow up to an additional five days (40 hours) of time off, which will be charged to unused sick leave, and if further leave is needed, may grant additional time off that would be charged to unused personal leave or vacation leave or allowed as unpaid leave. Time off for the death of a non-immediate family member may be granted at the supervisor's discretion, in which case, the employee may take personal leave or vacation leave if available, in lieu of unpaid leave.

2.6 Jury Duty

All employees called for jury duty or as a witness on behalf of a federal, state, or local government will be granted the necessary time off in accordance with applicable law. A copy of the summons or subpoena must be presented to the employee's supervisor the next working day after it is received. Full-time employees on jury or witness duty will receive the difference between the jury duty pay and the amount of the employee's regular base wages. Payment will be based on the number of hours the employee is scheduled to work during the time called to service and the number of hours the employee must be absent for such service.

In order to become eligible for payment, the employee is required to furnish evidence to his/her supervisor substantiating the amount of compensation received for service as a juror.

2.7 Employee Military Leave

Employees will be granted leave and benefits for military service, re-employment, and payment for leave in accordance with applicable state and federal law. Please contact the Administrative <u>Supervisor</u> Services Director for details.

2.8 Family Military Leave

Employees who wish to visit with a spouse or child who has been called into military service shall be granted leave and benefits in accordance with applicable state and federal law. Please contact the Administrative <u>Supervisor Services Director</u> for details.

2.9 Victims' Economic Security and Safety Act

You may take unpaid leave under the Victims' Economic Security and Safety Act ("VESSA") to seek assistance in response to an act or threat of domestic violence, sexual assault, or stalking. You may take this leave to seek services for a victim of domestic or sexual violence if the victim is: 1) you, 2) a covered family member (spouse, civil union partner, child, or parent) or 3) a household member (who is currently residing with you). You may take leave for a child who is a victim if that child is under age 18 or, if 18 years or older, the child is mentally or physically disabled and incapable of self-care. You are eligible to take up to 8 weeks of unpaid VESSA leave within a rolling 12-month period and be restored to the same or an equivalent position upon your return from leave.

You may take VESSA leave to obtain assistance or services for a victim for the following purposes: (1) to seek medical attention for, or recover from, physical or psychological injuries caused by the domestic or sexual violence, (2) to obtain services from a victim services organization, (3) to obtain psychological or other counseling, (4) to participate in safety planning, seek temporary or permanent relocation, or take other actions to increase the safety of the victim from future domestic or sexual violence or ensure economic security, or (5) to seek legal assistance or remedies to ensure the health and safety of the victim, including preparing for or participating in any legal proceeding related to or

resulting from domestic or sexual violence. If you misrepresent facts in order to be granted a VESSA leave, you will be subject to immediate termination.

You must give the District at least 48 hours prior notice, unless providing advance notice is not practicable under the particular circumstances. If you are unable to provide advance notice, you must provide notice when you are able to do so, within a reasonable period of time after the absence. Failure to provide the required notice may result in treatment of the absences as unexcused.

Employees requesting VESSA leave must provide proper certification for all absences. The certification must show that: (1) the victim for whom the leave is requested is the employee, a covered family member, or a covered household member, (2) the victim was subjected to an act or threat of domestic or sexual violence, and (3) the leave is to seek assistance for a purpose covered by the Act. The employee must provide two types of written documentation as certification: (1) a sworn statement by the employee showing that the leave qualifies for a purpose covered by VESSA and (2) written documentation from the source from whom assistance was sought or who could otherwise verify the nature of the leave, such as documentation from: (a) a representative of a victim services organization, an attorney, member of the clergy, or a medical or other professional, from whom the employee has sought services on behalf of a covered victim to address domestic or sexual violence or the effects of the violence, (b) a police or court record, or (c) other corroborating evidence.

It is the employee's responsibility to ensure that the District receives the proper certification. If the District does not receive adequate certification within a reasonable time period after it is requested, or if the certification does not confirm a VESSA-qualifying purpose, the employee's absences will be treated according to the District's attendance standards.

You may be required to contact your supervisor on a regular basis regarding the status of your leave and your intention to return to work.

VESSA leave is unpaid leave. You may choose, however, to use any accrued paid time off which would otherwise apply to the circumstances of the leave. For instance, if the leave was for you, because you are temporarily disabled due to domestic or sexual violence, you may use any accrued sick time for that portion of the leave. You may use accrued vacation or other personal time for any of the purposes allowed under the Act. The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period.

During an approved VESSA leave, the District will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid leave, the District will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if you fail to make timely payments of your share of the premiums. If you do not return to work at the end of the leave period, you may be required to reimburse the District for the cost of the premiums paid by the

District for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuance, onset or recurrence of domestic or sexual violence, or other circumstances beyond your control. If that is the case, you will be required to produce written certification to confirm the circumstances beyond your control. Vacation, sick time, or other benefits will not accrue while on unpaid VESSA leave. You will remain entitled to all of your benefits which accrued prior to your leave, however.

VESSA leave may be taken intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). If leave is unpaid, the District will reduce your salary based on the amount of time actually worked.

VESSA leave will run concurrently with any other applicable leave. For instance, leave taken under VESSA which also qualifies under the Family and Medical Leave Act ("FMLA"), will be simultaneously designated as both VESSA and FMLA leave. Likewise, absences for which an employee receives sick time or short-term disability benefits for a purpose covered under VESSA will be designated as VESSA leave.

If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment, subject to any applicable exceptions. However, you have no greater right to reinstatement or other benefits and conditions of employment than if you had not taken leave. You must return to work immediately after the expiration of your approved VESSA leave in order to be reinstated to your position or an equivalent position. If you take leave because of your own medical condition, you are required to provide medical certification that you are fit to resume work, according to the District's usual policies.

The District will consider making reasonable accommodations to an employee or job applicant for a known limitation resulting from domestic or sexual violence, unless the accommodation would cause the District an undue hardship. If you are an otherwise qualified individual who can perform the essential functions of your job, but need such an accommodation, the District may provide an adjustment to the job structure, workplace facility, work requirements, or your telephone number, seating assignment, or physical security of your work area in response to a need covered by VESSA. The District will also consider a request for transfer, reassignment, or modified schedule if needed due to a known limitation caused by an act or threat of domestic or sexual violence. Other safety measures may also be appropriate. Any employee covered by VESSA may make a request for leave or for a reasonable accommodation to the Administrative <u>Supervisor Services Director</u>.

2.10 Disability Leave

An employee who is absent from work for more than thirty (30) consecutive calendar days for medical reasons shall be considered on disability leave and the following provisions shall apply:

- 1. For an employee on disability leave who is receiving pay from the District in the form of sick or vacation pay the paid time off benefits of holiday, sick, and vacation pay shall continue to accrue.
- 2. For an employee on disability leave who is not receiving sick or vacation pay from the District the paid time off benefits of holiday, sick, and vacation pay shall not accrue.
- 3. Group health insurance will be continued while the employee is receiving paid time off from the District. Group health insurance will be continued beyond the date the employee stops receiving paid time off at the rate of one month of continuation of group health insurance for each full or partial year of service calculated on the first day of the disability leave. However, the maximum continuation of health insurance shall not exceed twelve (12) months.

Disability leave shall terminate when the earlier of the following occurs:

- 1. The employee is released to return to work. If the employee does not report to work on the first work day for which he/she was released, the employee will be subject to discharge.
- 2. The employee receives permanent work restrictions from a health care provider that prohibits the employee from performing the essential functions of the job and the District is unable to accommodate the permanent restrictions in another position. In the event an employee receives permanent restrictions from a health care provider, the District will review those restrictions in accordance with the applicable law and the District's reasonable accommodation policy. If the employee is unable to perform the essential functions of the job and cannot be accommodated by the District in another position, the employee may be subject to termination.
- 3. The employee's group health insurance is discontinued under paragraph three above. If the employee is unable to return to work at that time and is not granted unpaid leave under Section 2.12 below or additional time off under the reasonable accommodation policy, the employee may be terminated from employment with the District.
- 4. The District reserves the right to terminate disability leave at any point if the employee fails to submit sufficient medical certification, as determined in the sole discretion of the District, to verify the need for disability leave. Absences that are not deemed sufficiently verified by medical certification by the District will be treated as unexcused absences and subject to discipline up to and including termination under the District's absenteeism guidelines.

The above reflects the District's general guidelines. Exceptions will be made as required by law on a case-by-case basis. Employees may request exceptions or

accommodations under the provisions set forth in the District's reasonable accommodation policy.

The District will attempt to provide employment for an employee returning from a disability leave. However, to the fullest extent allowed by applicable law, the District's need to fill a position may override its ability to hold a position open until an employee returns from leave. Therefore, the District cannot guarantee that it will be able to return the employee to any position upon the expiration of a leave. Moreover, if a position offered to the employee upon return to work is not the same position held by the employee at the time the disability began, the wage and job description for the position being offered shall apply.

2.11 Reasonable Accommodation

The District provides reasonable accommodation(s) to qualified applicants and employees with disabilities unless doing so creates an undue hardship, in accordance with all legal requirements. If an applicant or employee thinks he or she may need reasonable accommodation, the employee should notify the Administrative <u>Supervisor</u> Services <u>Director</u>, in writing if possible, of his or her work limitations, and the suggested accommodations needed to perform the job. The District will work with the affected employee/applicant to identify appropriate and reasonable accommodations, if any. A suggested accommodation that imposes an undue hardship upon the District is not a reasonable accommodation. Consistent with applicable law, the District may request medical documents to verify the need for an accommodation, identify potential reasonable accommodations, and/or determine whether continued work would pose a safety or health risk.

2.12 Leave of Absence Without Pay

A full-time employee may be granted a general leave of absence without pay for a period not to exceed ninety (90) calendar days only in an emergency situation and only if the leave will not have a deleterious effect on the operations of the District. The leave of absence without pay will only be granted after other applicable leave has been exhausted. Benefits will not accumulate or be paid during the leave of absence. A leave of less than thirty (30) days will have no effect on the employee's anniversary date; if a leave is longer than thirty (30) days, the anniversary date will move ahead the number of days of the leave of absence. Group insurance benefits will be continued only for the first thirty (30) days of the leave.

A leave of absence without pay must by requested in writing and shall be solely at the discretion of the General Manager. Employees who take an authorized leave of absence without pay may receive IMRF creditable service provided the employee pays the IMRF member contributions plus interest, and the District adopts an authorizing resolution. An employee desiring to receive such IMRF creditable service may obtain further information from IMRF or the District office.

2.13 Pregnancy Accommodation

The District prohibits discrimination against pregnant workers, workers who have given birth, or have any medical or common conditions related to pregnancy or childbirth.

Under Illinois law, if you are pregnant, have given birth or have any medical or common conditions related to pregnancy or childbirth, you may be eligible for a reasonable accommodation to perform the essential functions of your job, and to enable you to enjoy benefits and privileges of employment equal to those enjoyed by non-pregnant employees.

A reasonable accommodation will be provided in cases where the accommodation would not create an undue hardship. Reasonable accommodations may include an unpaid leave of absence, either continuously or on an intermittent or reduced schedule basis. Other reasonable accommodations may include a transfer to a less strenuous or hazardous position, assistance with lifting, more frequent restroom breaks and rest breaks, where such accommodation is medically advisable because of pregnancy, childbirth, or any medical or common condition related to pregnancy or childbirth and can be reasonably accommodated without creating an undue hardship.

A request for reasonable accommodation must be supported by the written certification of your health care provider. The medical certification should be submitted to the Administrative <u>Supervisor</u> Services Director. All medical information received will be treated as confidential in accordance with District policy and any applicable laws.

Failure to submit requested medical documentation may affect the District's decision to grant or deny the requested accommodation.

For further information, see the Notice Posted or contact the Administrative <u>Supervisor Services Director</u>.

Upon request, the District will provide a reasonable-paid amount of break time to accommodate an employee's need to express breastmilk for their nursing infant child, for up to one year following the child's birth. The requested time, if possible, should be taken concurrently with the other scheduled or provided break periods. Employees will be paid for any additional amount of reasonable break time needed to express breastmilk, unless doing so would cause the District undue hardship, in accordance with applicable law. shall be provided to employees as specified in the Nursing Mothers in the Workplace Act (820 ILCS 260).

2.14 Unpaid Leave

In addition to the District-provided paid time off benefits listed above, employees may be entitled to take additional unpaid time off for routine purposes, such as personal or

family needs, or for non-extended illness or disability. Such unpaid time off must be arranged with and approved by the employee's supervisor in advance, and should be taken in a manner that provides minimal disruption to the work of the District. For absences related to short-term or long-term disability, family medical leave, maternity or parental leave, or for other absences covered under the District's policies, please consult the applicable policy.

INSURANCE, RETIREMENT, AND OTHER BENEFITS

Additional information for the following benefits is available from the District's Administration Center. This additional information may include summary plan descriptions which explain coverage in greater detail. The actual plan documents are the final authorities in all matters relative to the benefits as described in this manual or in the summary plan descriptions and will govern in the event of any conflict. The District reserves the right to change or eliminate benefits at any time in accordance with applicable law.

2.1415 Group Insurance

Full-time employees will be enrolled in a group insurance plan after thirty days of employment. The District may elect to offer one or more plan options. The cost of coverage for the employee and eligible dependents for one or more of the plan options may require an employee premium contribution. Such employee premium contribution, if required, shall be withheld from the employee's pay on a delay of three pay periods. In the event of the employee's termination, all outstanding employee premium contribution amounts shall be reimbursed to the District in full. The plan includes medical, hospitalization, prescription drug, dental and vision coverage, and life insurance coverage on the employee. In addition to premium amounts paid by the District on behalf of the employee, the District may also elect to provide an employer contribution toward employee health care expenses. In addition to premium amounts paid by the District on behalf of the employee, the District may also elect to establish a Health Reimbursement Account for the purpose of reimbursing employees for eligible health expenses and/or a portion of employee/spouse/dependent premiums incurred by those individuals being covered by a non-District plan. For group insurance administration, employees are required to notify their supervisor promptly when any change in eligible dependent status occurs including, but not limited to, marriage, divorce, birth or adoption of a child, or other occurrence which may affect eligibility for group insurance coverage. Failure to promptly report changes in status may result in termination of coverage, reimbursement to the District of premiums paid on behalf of the employee, reduction in benefits, or reimbursement to the group insurance provider for benefits paid due to the failure to report changes in status.

2.1516 Illinois Municipal Retirement Fund (IMRF)

All employees whose position requires them to work 1000 hours or more per year, shall be enrolled in the Illinois Municipal Retirement Fund pension coverage plan, according to the rules and regulations of the Fund. IMRF provides for the payment of retirement,

disability and death benefits to employees of local governments in Illinois. The plan requires the contribution of the employee and the District.

2.1617 Social Security

All employees are covered by the Federal Social Security Act. Social Security provides retirement, disability, and death benefits and requires the contributions of the employee and the District.

2.1718 Deferred Compensation Plan

Full time employees have the option of participating in the District's deferred compensation plan. This is a tax sheltered savings plan allowed under Section 457 of the Internal Revenue Code. Under the plan, the employee can defer income taxes on a portion of his/her wages until the employee withdraws the funds at retirement or for certain specified emergencies.

2.1819 Flexible Benefits Plan

Full time and part-time employees have the option of participating in the District's flexible benefits plan. This plan allows the employee to direct, through payroll deduction, a portion of before-tax compensation from the District for various health care expenses and/or dependent care expenses and/or any medical insurance premium contributions. In the event the District provides an employer contribution toward employee health care expenses through the flexible benefits plan, such amount shall not be used for medical insurance premium contributions. The amount directed into the account is not subject to federal and state income taxes, social security or IMRF, but benefits not claimed for reimbursement are forfeited.

2.1920 Voluntary Life Insurance

Employees enrolled in IMRF may purchase additional life insurance providing benefits in the event of death of the employee or eligible dependents. This additional life insurance is purchased through payroll deduction.

2.2021 Credit Union

Full time employees have the option of joining a credit union. Payments to the credit union for savings, loans, etc. may be made through payroll deduction.

2.2122 Educational Assistance

The District may assist full-time employees who wish to improve their educational qualifications in courses directly related to their employment at the District. The employee's supervisor and the General Manager will review courses for possible assistance. All such approvals for assistance will be solely at the discretion of the General Manager and subject to availability of District funds. Tuition and costs of required textbooks, laboratory fees and required equipment for approved courses will either be paid directly to the supplier or reimbursed to the employee, when the employee completes and signs an Agreement for Educational Benefits. The employee must repay the District for all fees received from the District or paid by the District on behalf of the employee in the following events: 1) employee does not complete the subject course with a grade of "C" or better, or 2) employment with District terminates for any reason prior to completion of the subject course, or 3) employee fails to complete correspondence course by the agreed upon date.

The District may provide in-service training to increase the employee's ability to perform his job. It is the employee's responsibility to take advantage of this training as well as other means of self-development which may be made available.

2.2223 Professional Conferences, Meetings and Expenses incurred by other Official Business

The District may request full-time employees to attend a professional conference, meetings related to the operation of the District or other business conducted to fulfill the authorized duties and responsibilities of an individual's position as approved by the General Manager. The District will pay for registration fees, and will reimburse lodging, meals, and transportation to these events in accordance with the District's established Travel Expense Reimbursement Policy. In all cases, receipts will be required in support of all costs requested for reimbursement and discretionary costs such as meals, lodging and miscellaneous expenses shall be reviewed for reasonableness and reimbursed accordingly. Employees attending such events must conduct themselves in a responsible, professional manner.

2.2324 Automobile Allowance

If a personal vehicle is used for District business when the District cannot provide a vehicle, mileage allowance will be paid at a rate as established by the Internal Revenue Service.

2.2425 Workers Compensation Insurance

Workers compensation protects the employee in the event of a job related illness or injury by providing medical and income benefits. It is governed by Illinois law and the District pays the cost of the insurance. An employee who is injured on the job must promptly report the injury to the employee's supervisor and the District office in order to receive medical care and apply for benefits as provided by law. Failure to properly report injuries may affect eligibility for benefits and may result in disciplinary action.

2.2526 Employee Apparel and Gear

Employees may be supplied with work clothing which may include uniforms, outerwear, safety shoes, and other safety gear. These items are provided on an as-needed basis. Employees are expected to utilize all such clothing and gear and provide reasonable care and maintenance of the clothing and gear, and may be charged for the loss or damage of these items when due to neglect or carelessness. Employees should strive at all times to ensure that their clothing and appearance are business-like and appropriate for the work they are performing.

2.2627 Performance Awards

Performance awards in the form of singular monetary payments will be considered only in cases of extraordinary merit and shall be awarded at the sole discretion of the General Manager.

2.2728 Indemnification of District Employees

In an effort to protect District employees and officials against costs incurred in the defense or settlement of lawsuits, the Board of Trustees approved an indemnification ordinance. This ordinance, provides for the payment of legal fees and judgments or settlements which may be incurred by a District employee or official when the legal action is the result of actions performed in good faith in the discharge of official duties or in the course of employment. This ordinance is incorporated herein by reference.

Section 3

WAGE AND SALARY ADMINISTRATION

3.1 Wage and Salary Policy

It is the policy of the District to compensate all employees according to position and performance. The District's wage and salary structure is based upon individual qualifications, skills, and abilities, and competitive community and industry standards, the District's financial position, and other economic factors, and is reviewed from time-to-time, generally annually.

3.2 Performance Reviews

Newly hired employees will normally be given a performance appraisal upon the completion of six months of employment. Thereafter, a performance review will normally be completed by the employee's supervisor for all employees on an annual basis. The employee will have an opportunity to review the appraisal with his/her supervisor to discuss its contents, ways to improve performance, and to air supervisor and employee concerns. The performance review becomes a permanent part of the employee's personnel file.

In addition to the regular performance evaluations described above, special performance evaluations (written or non-written) may be conducted by the supervisor at his/her discretion at any time to advise an employee of, or in connection with, any performance or disciplinary problems.

3.3 Wage and Salary Adjustments

Wage and salary adjustments may be made at the District's sole discretion and will be based on several factors including the District's financial position, each employee's job performance, and general economic factors. Annual adjustments, when warranted, are recommended by the General Manager in consultation with an employee's immediate supervisor and must be approved by the Board of Trustees as part of the District's annual budget. Other wage adjustments, such as the six-month adjustment for new employees, promotions, demotions and performance awards are at the discretion of the General Manager.

PAYROLL CALCULATIONS

3.4 Workweek and Shifts

The workweek shall be Sunday through Saturday. Administrative <u>personnel</u> <u>generally work 8:00 a.m. to 4:30 p.m.</u> and Code Enforcement personnel generally work-78:00 a.m. to 34:30 p.m., Monday through Friday. Wastewater Treatment Center and Sewer System personnel generally work from 7:30 a.m. to 4:00 p.m., Monday through Friday. Employees may be assigned to various shifts and shift rotations. Working hours and workweeks may vary according to operational requirements.

All full time employees take a one (1) hour lunch break during their assigned shift, of which one-half (1/2) hour is paid. An employee must work at least five (5) hours and return to work from their lunch break in order to be paid the one-half (1/2) hour for lunch. Lunch breaks will not be paid as the first or last portion of an employee's shift. Lunch breaks must be scheduled with the employee's supervisor.

The workweek, work hours, and breaks may be changed at any time if deemed necessary by the District for operational requirements.

3.5 Pay Periods

Paydays for hourly employees will be bi-weekly, on every other Friday at the end of the employee's shift, covering the two-week pay period ending the previous Saturday. Paydays for salaried employees will be bi-monthly with the pay periods ending on the 15th and the last day of the month and will be paid within five business days of the end of the pay period. If a payday falls on a holiday, payday will be the day before the holiday.

Employees may be paid by check or direct deposit, at their option.

It is District policy not to issue pay advances of any nature.

If an employee loses a paycheck, does not receive the direct deposit, or finds a possible error in their paycheck, the employee should contact their supervisor or the District office immediately.

3.6 Base Hourly Wage

Base hourly wage is the employee's actual hourly wage only, and does not include shift differential.

3.7 Shift Differential

This section applies to Wastewater Treatment Center operators. An hourly differential, periodically set by the General Manager, is paid to an operator working a normally-scheduled shift which regularly includes hours after 4:00 p.m. (i.e. employees scheduled to working the 104:30 a.m. - 78:00 p.m. "late" shift). This differential is paid only for time actually worked during an eligible shift (not for time off such as vacation, sick leave, etc.) and only for hours worked on that shift after 3:30 p.m. Overtime will be calculated by taking the operator's base hourly wage and adding the differential applicable and then multiplying that wage rate by the number of overtime hours worked.

Part-time and short term employees will not receive shift differential.

3.8 On-Call Compensation

Each on-call response employee shall receive on-call compensation in a weekly amount periodically set by the General Manager, in addition to all other compensation. The on-call compensation shall be included as regular pay in the calculation of overtime pay.

OVERTIME AND PREMIUM COMPENSATION

3.9 Exempt Salaried Employees

Salaried employees considered exempt under applicable law for purpose of wages and overtime may receive overtime pay only in certain circumstances approved by the General Manager. Compensatory time off may be provided in lieu of overtime pay when authorized by the General Manager.

3.10 Nonexempt Hourly Employees

The following provisions apply to all nonexempt hourly employees unless noted otherwise:

Regular overtime - shall be applied to those hours actually worked in excess of eight (8) hours per day or forty (40) hours per workweek at the rate of time and one-half, with the exception of holidays not worked which will be straight time.

Scheduled overtime - includes any time arranged in advance for which the employee would receive overtime pay. If an employee is unable to work scheduled overtime due to illness or other reasons, no sick time or other pay will be applied.

Holiday premium pay for full-time employees - An employee working on a District recognized holiday shall receive holiday premium pay at the rate of time and one-half for

those hours actually worked on the holiday. The employee will also receive either their regular holiday pay for the day pursuant to the District's holiday policy if the work is done on the day the holiday is observed or time off on the day of observance if different from the actual holiday.

Holiday premium pay for part-time and temporary full-time employees - A part-time or temporary full-time employee required to work on a District recognized holiday shall receive holiday premium pay at the rate of time and one-half for those hours actually worked on the holiday.

Emergency Response Pay – An employee may be called in to work during nonscheduled work time to respond to an emergency situation. The employee called in to work will be paid time and one-half (1.5 times the base hourly wage) for the hours worked. The employee will receive a minimum of two (2) hours of time and one-half pay for each call-in. Time and one-half will not be paid for any time worked during the employee's scheduled shift. If the call-in occurs one (1) hour or less prior to the start of the employee's scheduled shift, based on the time the employee receives the call, the two (2) hour minimum pay guarantee will not apply. However the time and one-half will still be paid for the time actually worked prior to the start of the employee's scheduled shift.

For any emergency call that an on-call response employee is able to properly handle without coming in to District facilities, the employee will be paid time and one-half for the hours actually worked, with a minimum of one-half (1/2) hour of time and one-half pay for each such call.

If an employee has been called to come in to District facilities to respond to the emergency and receives subsequent calls within 2 hours of a previous call, the 2-hour minimum shall not apply to the previous call(s). The 2-hour minimum shall apply to the last call and the employee shall be paid for all time beginning with the first call.

Only one (1) of the types of overtime or other premium pay listed above shall apply to any overtime situation. All overtime must be authorized by the supervisor (which means that the supervisor has asked the employee to work and has pre-authorized approval for the overtime hours). Employees who work overtime without obtaining proper authorization will be subject to discipline up to and including discharge.

PAYROLL DEDUCTIONS

3.11 Federal and State Withholding Taxes

Withholding of federal and state tax is based upon the number of exemptions claimed by the employee on state and federal W-4 income tax forms. At the end of the calendar year, all employees will receive a withholding tax statement (Form W-2) as required by law.

3.12 Social Security and Medicare

Social security and Medicare are percentage deductions from the employee's paycheck established by law. The District also contributes a percentage as established by law.

3.13 Illinois Municipal Retirement Fund (IMRF)

All employees whose position requires them to work 1000 hours or more per year shall be enrolled in the Illinois Municipal Retirement Fund (IMRF) as discussed in the Benefits section of this Manual. The employee's contribution is determined annually by IMRF. The District also contributes a percentage as determined annually by IMRF. Under current tax laws, the employee's contribution is not subject to federal income tax until paid to the employee in the form of a refund, pension, etc. Under current tax laws, the employee's contribution is not subject to state income tax at any time.

3.14 Other Deductions

Other deductions from pay may occur for such voluntary purposes as employees enrolled in the credit union, the purchase of additional life insurance, or other options that may be offered to employees from time to time, with the employee's written consent. Other deductions from payroll may occur due to the District's receipt of legally binding Wage Deduction Orders, Child Support Orders or other legally required purposes.

Section 4

GENERAL EMPLOYMENT POLICIES

4.1 Equal Employment Opportunity

It is the policy and practice of the District to provide and promote equal employment opportunities for all applicants and employees. As such, the District will hire, train, promote, compensate, and administer all employment practices without regard to race, color, sex, sexual orientation, pregnancy, gender identity or expression, age, veteran status, marital status, religion, medical condition, ancestry, national origin, disability unrelated to the ability to perform essential job functions, or on account of membership in any other protected category under federal, state, or local laws. Every good faith effort will be taken by the District to fulfill the objectives of this policy. No one will be retaliated against in any manner for exercising his/her rights under this policy. If you have a complaint or concern under this policy, please use the complaint procedure in the Anti-Harassment Policy.

4.2 Anti-Harassment Policy

The District is committed to maintaining a work environment that is free of discrimination and harassment. In keeping with this commitment, we will not tolerate harassment of District employees (or anyone else on District property or involved in District business) by anyone, including any supervisor, co-worker, vendor, contractor, or other visitor of the District.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, ancestry, national origin, age, disability, sexual orientation, gender identity or expression, veteran status, marital status, religion, genetic information or other legally protected group status. The District will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

All District employees are responsible to help assure that we avoid harassment. If you feel that you have experienced or witnessed harassment, you are to immediately notify your supervisor, the General Manager, the Administrative Supervisor, or any other member of District management who you would feel comfortable contacting. All complaints shall be treated in a confidential manner to the extent possible. The District forbids retaliation against anyone for reporting or opposing harassment or discrimination, assisting in making a harassment complaint, or cooperating in a harassment investigation.

The District's policy is to investigate all such complaints thoroughly and promptly. If an investigation confirms that harassment has occurred, the District will take corrective action, including discipline up to and including immediate termination of employment, as is appropriate. In investigating complaints under this policy, the District may impose discipline for inappropriate conduct that comes to the District's attention, without regard to whether the conduct constitutes a violation of law.

The District is committed to maintaining a work environment that is free of sexual harassment, and as a result, it deserves special mention. In keeping with this commitment, the District prohibits sexual harassment of District employees (or anyone else on District property or involved in District business) by anyone, including any supervisor, co-worker, vendor, contractor, or other visitor of the District.

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act (775 ILCS 5), which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes:

- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

Procedure for Reporting an Allegation of Sexual Harassment

<u>All District employees are responsible to help assure that we avoid sexual harassment. If you feel that you have experienced or witnessed sexual harassment, you are to immediately notify your supervisor, the General Manager, the Administrative Supervisor, any other member of District management who you would feel comfortable contacting, or</u>

the District's Ethics Officer as defined in the District's Ethics Ordinance. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the District. However, all employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. All complaints shall be treated in a confidential manner to the extent possible. It is not necessary for sexual harassment to be directed at the person making the report. Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

Prohibition on Retaliation for Reporting Sexual Harassment Allegations

The District prohibits retaliation against anyone for disclosing or threatening to disclose any violation of this policy, opposing sexual-harassment, provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, assisting in making a sexual-harassment complaint, or cooperating in a sexual-harassment investigation. Such protections against retaliation and for reporting sexual-harassment also extend to include all available whistleblower protections provided under the State Officials and Employees Ethics Act (5 ILCS 430), the District's Ethics Ordinance, the Illinois Whistleblower Act (740 ILCS 174), and the Illinois Human Rights Act (775 ILCS 5). For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any District employee that is taken in retaliation for a District employee's involvement in protected activity pursuant to this policy. No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

The District's policy is to investigate all such complaints thoroughly and promptly. If an investigation confirms that sexual harassment has occurred, the District will take corrective action, including discipline up to and including immediate termination of employment, as is appropriate. In investigating complaints under this policy, the District may impose discipline for inappropriate conduct that comes to the District's attention, without regard to whether the conduct constitutes a violation of law.

Consequences of a Violation of the Prohibition of Sexual Harassment

In addition to any and all other discipline that may be applicable pursuant to the District's policies contained in the Employee Policy Manual, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the District and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the District shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

Consequences of Knowingly Making a False Report

<u>A false report is a report of sexual harassment made by an accuser using the</u> sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. If the District confirms that a false report alleging a violation of any provision of this policy has occurred, the District will take corrective action, including discipline up to and including immediate termination of employment, as is appropriate. In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

The District shall, from time to time, conduct training annually as needed required under the Illinois Workplace Transparency Act (820 ILCS 96) to reinforce employee awareness of the District's policy prohibiting all forms of harassment, including but not limited to, sexual harassment.

The District shall, from time to time, conduct employee anti-harassment training as needed to reinforce employee awareness of the District's policy.

4.3 Identification Cards

All permanent full-time and part-time employees, and any other short-term employee as may be designated by the General Manager, will be issued a photo identification card. The card must be in the employee's possession at all times during working hours. Loss, theft or mutilation of the badge must be immediately reported to the employee's supervisor. A replacement fee will be charged to the employee if the badge is lost, stolen or damaged. Use of the badge by any individual other than the employee to whom it is issued is prohibited and will be cause for disciplinary action. Falsifying, counterfeiting or allowing another person to use the badge shall be cause for termination of employment. Upon termination of employment, the card must be returned to the District office or the employee's supervisor.

4.4 District Equipment and Vehicles

In the course of employment, an employee may be issued District equipment, keys or access control devices. District equipment or property must not be used for personal purposes at any time, except as noted below. Moreover, personal business, including but not limited to maintenance of personal vehicles or other items should not be conducted on District property. District vehicles are to be used for official District business only. Employees are not to use District vehicles for personal shopping, personal errands, or any other personal use. District vehicles are to be used for transporting District personnel and other individuals essential for District business only. Personal friends, relatives, hitchhikers, or others are not allowed to ride in District vehicles. Employees should be aware that the Sanitary District insurance does not cover District vehicles or personnel when vehicles are operated for personal reasons. This non-coverage includes liability as well as damage to the vehicle. As a result, an employee undertaking personal business and involved in an accident with a District vehicle could be personally liable for injuries and all property damage, including damage to the District vehicle.

Employees may be issued communication devices such as cellular phones. Use of these devices during working hours shall be limited to District business, with de minimus personal usage allowed. Personal use of these devices is permissible during nonworking hours. For those employees issued a cellular phone, personal usage at any time, beyond de minimus personal usage, must be reimbursed to the District at a rate determined by the District and personal usage at any time which results in additional fees including, but not limited to, long distance or roaming charges, services not included in the service plan for that device, or usage of minutes or services greater than that covered under the plan for that device, must be reimbursed to the District.

Upon termination of employment, all District equipment keys and access control devices must be returned to the District office.

Violations of this equipment and vehicle usage policy may result in withdrawal of District equipment and vehicle use privileges or other disciplinary action up to and including discharge.

4.5 Entry and Inspection

Employees may be issued, assigned or given the use of District-owned computers, communications equipment, desks, cabinets, vehicles, lockers and/or cases or files for the mutual convenience of the District and its personnel. The retention of personal items in or with District-owned items is at the risk of the employee, and the District will not be responsible for any losses. District-owned items also are subject to entry and inspection by the District without notice and there shall be no expectation of privacy on the part of the employee at any time. In the event an employee has placed a personally owned lock on District property, the District reserves the right to remove the lock with no compensation paid to the employee for the cost of the lock.

4.6 Intellectual Property Agreement

As a condition of employment with the District, the employee will be required to sign an Intellectual Property Agreement.

Refusal to sign the agreement will result in immediate discharge. Copies of the patent agreement are available for review by prospective employees.

4.<u>6</u>7 Outside Employment

All employees must recognize that their primary work responsibility is to the District. Therefore, outside employment must not interfere with the employee's effectiveness as a District employee, shall not interfere with the employee's response to emergency calls or availability to work overtime if required in the employee's position, and shall not place the employee in a position of conflict of interest with his/her District employment. Outside employment will not be considered a valid reason for absenteeism, tardiness, or unacceptable job performance. An employee interested in outside employment must notify his/her supervisor prior to acceptance of the outside position. Under no circumstances shall District property be used by an employee for outside employment nor shall an employee conduct business for outside employment during District work time.

4.78 Residency

Employees are not required to live within the boundaries of the District. However, employees must recognize that travel time from their place of residence to the District is a critical factor when responding to District emergencies. As emergencies may occur at any time, travel time includes the time required for the employee to respond to an emergency at any hour including peak traffic periods. Full-time hourly employees in the Maintenance, Operations and Sewer System departments and all District supervisors must live no more than a thirty (30) minute travel time from the Treatment Center. All other employees must live no more than a sixty (60) minute travel time from the Treatment Center. This travel time requirement is not intended to interfere unnecessarily with an employee's residence location. However, the service provided by the District is crucial to the public health and emergency situations require a prompt response. Any employee may be asked to respond to such emergency situations as they arise. Employees must comply with this travel time requirement within six (6) months of employment. Any existing employee who was hired subject to a 1 hour travel time from the Treatment Center shall remain under the 1 hour travel time requirement.

4.89 Personal Information

For purposes of District records, employee benefits, withholding taxes, and other related matters, employees must report in writing to the employee's supervisor any change in name, address, telephone number, or dependent and/or beneficiary information as soon as possible. Also, the employee should supply the District office with the name and phone number of the person to be notified in the event the employee is injured or becomes ill at work.

4.910 Personnel Record Review

The Illinois Personnel Record Review Act grants employees the right to review their personnel records. The right of access is granted to current employees, those on leave and those who have terminated service within the preceding year. Access will be granted in accordance with the Act. Employees desiring access to their personnel records should contact their supervisor, Administrative <u>Supervisor</u> <u>Services Director</u> or General Manager.

4.1011 Absenteeism

It is the policy of the District to attempt to reduce absenteeism and tardiness as much as possible. Employees who develop a poor record of absenteeism or tardiness will be subject to disciplinary action up to and including discharge. In determining the disciplinary action to be taken, the employee's entire record may be reviewed and considered at the District's discretion.

4.<u>11</u>12 Unexcused Absence

The absence of any employee from the employee's duties, that is not authorized by specific grant or leave of absence under the terms of this Employee Policy Manual, shall be an unexcused absence. Any such unexcused absence shall be without pay and may result in disciplinary action which may include termination of employment. Employees with unexcused absences on three (3) consecutive work days (i.e. employees who fail to report to work and fail to report such absences to their supervisor for three (3) consecutive work days) will be considered to have abandoned their jobs and will be deemed to have voluntarily resigned from the District.

4.1213 Timekeeping

All hourly employees must log in to the District's timekeeping system with their assigned employee id badge no sooner than seven (7) minutes before the scheduled starting time of each day. The employee must log out no later than seven (7) minutes after the scheduled quitting time each work day. Employees who log in early or out late without prior approval for overtime will be subject to discipline up to and including discharge. Any employee may be required to log in and out for lunch breaks at the discretion of their supervisor.

Tampering with the timekeeping system, logging with another employee's id badge, or otherwise falsifying timekeeping information will result in disciplinary action which may include termination of employment.

The following rules govern the docking procedure for tardiness:

Arriving to work 8 to 22 minutes after scheduled starting time will be docked one quarter (1/4) hour.

Arriving to work 23 to 37 minutes after scheduled starting time will be docked one-half (1/2) hour.

Arriving to work 38 to 52 minutes after scheduled starting time will be docked three-quarters (3/4) of an hour.

Arriving to work 53 to 67 minutes after scheduled starting time will be docked one (1) hour.

4.1314 Personal Communications During Working Hours

In the interest of achieving the goal of public service and avoiding loss of working time, personal communications including telephone calls, texting or other usage of personal cell phones, emails, or other computer-based media or any other personal communications must be infrequent and brief and are to be avoided during working hours except in the case of emergencies.

4.1415 Smoking

Smoking is prohibited in all public areas according to the Illinois Smoke Free Act. As such, the following prohibitions apply for all District employees:

- 1) No smoking is allowed in any District building. This includes the Administration Center, all buildings, tunnels and other structures at the Wastewater Treatment Center and the pumping stations.
- 2) When smoking outdoors, no smoking is allowed within fifteen (15) feet from entrances, exits, windows that open and ventilation intakes that serve an enclosed area.
- 3) Smoking is prohibited in all District vehicles.

The Smoke Free Illinois Act provides for fines against persons smoking in violation of the Act and fines against the District for noncompliance with the Act.

Additionally, to assist our employees who desire to quit smoking, the District will reimburse employees up to \$100 for the cost to employees who smoke and up to \$100 for the cost to their spouses who smoke, for completion of an approved smoking cessation program. This is a one-time reimbursement only. Due to the variety of smoking cessation programs, employees intending to seek reimbursement must first obtain confirmation from the Administrative <u>Supervisor Services Director</u> that the program selected is approved for reimbursement. Employees must first submit the claim to the District's medical insurance plan or any other applicable plan for payment, including a request under any smoking

cessation rebate program offered by the District's group health insurance program. Claims which have been submitted to insurance carriers and not paid in full by them should then be submitted to the Administrative <u>Supervisor</u> <u>Services</u> <u>Director</u> along with appropriate documentation as may be required by the District to verify the amount eligible for reimbursement under this policy.

4.1516 Solicitation/Distribution

In order to maintain efficient working conditions and provide employees with a work environment free of solicitation and distribution pressures, solicitation and distribution activities shall be limited by the following policy.

Solicitations by employees seeking payments, contributions, memberships, signatures, funds and other similar solicitations or the distribution of non-work related literature by employees will not be permitted during the working time of any employee involved in the solicitation and/or distribution. Solicitation or distribution by employees on nonworking time in a manner that disturbs other employees performing work or is otherwise disruptive of the performance of the District's work will not be permitted. Distribution of non-work related literature by employees will not be permitted in working areas at any time.

Solicitation or distribution by nonemployees will not be permitted:

- 1) during the working time of any employee receiving the solicitation or distribution,
- 2) at any time in areas not open to the public or in public areas where such activity is inconsistent with the intended and normal use of the area, or
- 3) in a manner which disturbs employees who are working.

The posting of non-work related materials or literature on the District's bulletin boards used for the District's business is prohibited.

"Working time" does not include lunch period or other periods where employees are not required to be performing their job functions. "Working time" does include the time when employees are required to be engaged in work tasks and covers both the employee engaged in solicitation or distribution of literature and the employee to whom the solicitation or distribution is directed.

4.1617 Employee Conduct

All employees must recognize their responsibility to provide quality service to the public. Employees must work cooperatively and efficiently, avoid wastes of time and materials, and just as importantly, should communicate to District management suggestions and recommendations for improving the workplace and service to the public. All employees will conduct themselves, while on the premises of the District and, also, while on duty away

from the District on District business, in a responsible, professional manner. Failure to comply with this policy will result in discipline, up to and including discharge.

4.<u>17</u>18 Employee Ethics Ordinance

All employees are subject to the District's current Ethics Ordinance attached to and made a part of this Employee Policy Manual. This ordinance was approved in compliance with the State Gift Ban Act. All employees are required to read and become familiar with the ordinance. In general, the ordinance regulates the political activities of public officers and employees, as well as the solicitation and/or acceptance of gifts by these public officers and employees.

4.1819 Visitors

Employees wishing to bring relatives or friends onto District property during the employee's nonworking hours to provide an opportunity to see the employee's work place shall obtain permission in advance from their Supervisor or the General Manager. Employees may occasionally receive visitors during working hours for brief durations. Nonemployees should not be on District property outside of regular business hours of 8:00 a.m. to 4:30 p.m. except as noted above.

4.1920 Illinois Environmental Protection Agency Certification

Operators must obtain a minimum Class 4 Certificate of Competency for Wastewater Treatment from the Illinois Environmental Protection Agency within two years of the date of employment, and maintain such certification for the remainder of their employment. Operators are urged to upgrade their certification classification.

Any hourly employee that holds and maintains a Class 1 Certificate of Competency for Wastewater Treatment from the Illinois Environmental Protection Agency shall receive additional pay, in an amount periodically set by the General Manager, \$1.00 for each hour worked. Such adder shall not be included for overtime calculations.

4.2021 Observance of Safety Rules

All employees of the District will observe safety regulations and all related safety <u>policies</u> established by the District, <u>including but not limited to</u>, the District's Safety Manual, Confined Space Policies and Procedures, and Lockout/Tagout Policy. All employees shall be provided a copy of the established safety regulations at the time of orientation or as soon thereafter as practicable. Failure or refusal to observe safety regulations will result in disciplinary action, up to and including immediate discharge.

4.2122 On-Call Response

Employees may be required to carry District communications equipment to be oncall during nonscheduled work time to receive and respond to emergency calls. This on-call response system is required for the following areas of District operations - Wastewater Treatment Center Operations, Maintenance, Laboratory, Collection System, and Lift Stations. For the Wastewater Treatment Center Operations, Maintenance and Lift Stations, employees may be designated as either the primary on-call response employee or the secondary on-call response employee in each area. For the Collection System, a designated employee shall be considered a primary on-call response employee. For the Laboratory, a designated employee shall be considered a secondary on-call response employee. Each primary on-call response employee must remain within a thirty-minute travel time from the Treatment Center, with the exception that the Wastewater Treatment Center and Lift Stations while each secondary on-call response employees must remain within a sixty-minute travel time from the Treatment Center. As emergencies may occur at any time, travel time includes the time required for the employee to respond to an emergency at any hour including peak traffic periods. This response time is not intended to interfere unnecessarily with an employee's nonscheduled work time. However, the service provided by the District is crucial to the public health and safety and emergency situations require a prompt response. Any existing employee who was hired subject to a 1 hour travel time from the Treatment Center shall remain under the 1 hour travel time requirement.

No employee shall be assigned more than one of the on-call responsibilities at any time to avoid the possibility of inadequate staffing in the event of emergencies in more than one area of operations.

Due to the large number of emergency calls occurring for the collection system, the collection system on-call response employee may take a District vehicle home to facilitate response to emergency calls. Supervisors may be assigned a District vehicle to take home to facilitate response to emergency calls. District vehicles are to be used for official District business only as detailed in Section 4.45.

4.2223 Fuel Purchases

In the course of employment, an employee may be issued a card, key fob or other device to allow for the purchase of fuel for District vehicles or equipment at a fueling facility. The device shall remain the property of the District and must be returned to the District upon termination of employment. The device shall only be used to purchase fuel for District vehicles or equipment and shall not be used to purchase fuel for personal vehicles or non-District vehicles or equipment. The employee shall be responsible for the device; must not allow unauthorized use of the device; and must report loss or theft of the device immediately upon discovering that it is missing. The employee will be held responsible for unauthorized use of the device of which they are aware and/or allow. The employee shall be responsible for any unauthorized use which results from the employee's failure to report the device lost or stolen immediately upon discovering that it is missing. If the device, or fuel obtained using the device, is for personal purposes or for purposes other than District governmental operations, the employee will be subject to immediate disciplinary action, up to and including termination and criminal prosecution for theft, in addition to any other available administrative or civil penalty.

4.2324 Vendor Charge Card Use

The District may make available a vendor charge card for employee use for District business only. Such use shall be in accordance with this policy. An employee shall not provide either the card or the card number to any person or entity for any use not consistent with this policy. Each and every use of the card must be approved by a District Supervisor or the General Manager.

Any and all uses of the card must be supported with detailed documentation. Use of the card without proper authorization, or for the purchase of personal items, or without providing detailed documentation shall be subject to disciplinary action which may include termination, criminal prosecution for theft, and any other available administrative or civil penalty.

4.2425 Drug and Alcohol Policy

All employees are subject to the District's Drug and Alcohol Policy (the "Policy"). All employees are required to read and become familiar with the District's Drug and Alcohol Policy which is attached to and made a part of this Employee Policy Manual. It is the District's commitment to provide a safe and productive work environment for its employees and the public. The use of alcohol and illegal drugs (as defined by the District's Policy) and alcohol at work while performing work on the District's behalf -is inconsistent with this commitment. An employee who is under the influence of drugs or alcohol poses a serious threat to his or her own safety and the safety of others. Also, a person cannot do his or her job properly while working under the influence of drugs or alcohol. This is especially true in our workplace where many employees drive District vehicles or work directly with machinery and/or equipment which demands the employee's full concentration and attention. The District may perform drug testing, as set forth in the Policy. Employees who violate the District's Policy will be subject to disciplinary action, up to and including termination of employment. All employees are required to read and become familiar with the District's Drug and Alcohol Policy which is attached to and made a part of this Employee Policy Manual.

4.2526 Computer Usage and Internet Usage

The District makes extensive use of computers for operations. It is important that the data stored and utilized on these computers be free from defects. The Internet is a useful research and communication resource which is provided to District employees for uses related to District business. In order to prevent the misuse of District computers and the Internet, the following policy applies to all employees:

1) Only District approved software may be used on a District computer.

- 2) Downloading improper files that contain viruses which may contaminate District information systems and databases is expressly prohibited.
- 3) All programming, setup and diagnostic functions are to be performed by authorized personnel only.
- 4) Under no circumstances shall any software be used on a District computer without being scanned for computer viruses by authorized personnel.
- 5) Unauthorized access to data and computer equipment is prohibited.
- 6) Any and all information stored on District computers remains District property and may be inspected at any time without notice.
- 7) Accessing objectionable, improper, or pornographic material and/or sites is expressly prohibited. To that end, employees are prohibited from sending mail or other communications, files or programs containing offensive or harassing statements, including comments based on race, national origin, sex, sexual orientation, age, disability, gender identification, religion, political beliefs, etc.
- 8) Use of work time to access non-work related information, play games, or otherwise waste time is expressly prohibited.
- 9) Use of the Internet for illegal, improper, or illicit purposes is expressly prohibited.
- 10) Misrepresentation of an employee's opinion as District policy is expressly prohibited.
- 11) The District maintains the right to monitor and inspect all data, documents and electronic mail messages at any time, including review of employee computer usage, messages and any and all on-line activities performed using District equipment, with, or without notice to employees. The District may periodically audit the storage devices of all computers and reserves the right to clear any and all data not related to District business.
- 12) Employees shall have no expectation of privacy with regard to the entry, creation, transmission, receipt or storage of any data, documents or electronic mail messages, whether personal or work-related, performed using District equipment.

Failure to comply with this policy may result in disciplinary action up to and including immediate discharge.

4.2627 Personal Property and Employee Expense Reimbursement

The District will not replace or reimburse the personal property of employees which may be lost or damaged on District property or during work hours. Personal property includes cell phones and/or other personal electronic devices, clothing, jewelry, glasses or contacts, or other personal items brought to the work place.

The District issues communication devices, such as radios, cell-phones, tablets, or laptop computers to employees to conduct job-related communications. Use of personal communication devices or services for District business is not required of employees, and will therefore not be reimbursed unless an emergency circumstance arises justifying such use. Mechanics are required to keep a basic set of personal hand tools sufficient to perform District work. The District shall replace a personal hand tool in the event it is lost, damaged or stolen in the course of performing District work. Any tools or related equipment beyond this basic set shall be excluded from this policy.

In the event of a major loss of tools from this basic set, a limit on replacement by the District will be at the discretion of the General Manager.

From time to time in the course of work, employees may incur expenses directly related to services performed for the District. The District may reimburse employees for said expenses subject to the requirements of this section and other pertinent sections of this manual. Reimbursable expenses shall be subject to prior approval of a supervisor. Such expenses shall be made in accordance with the procurement or travel reimbursement policy of the District. Reimbursement without mark-up will be made after submittal of supporting documentation, such as detailed receipts, which shall be reviewed by the approving supervisor for consistency with prior approval. Employees shall present said documentation within a reasonable timeframe of incurring the expense, but no later than 60 calendar days after incurring the expense. Reimbursement shall be made following, and subject to, the District's claim review and approval procedures.

4.2728 Listening Devices/Music

The playing of music, <u>use of headphones or earbuds</u>, or other audible media is at the discretion of the Supervisor. The Supervisor may require that it be turned off at any time. It should not be played at volume levels that create or pose a risk to any employee's health or safety. The use of headphones or earbuds is expressly prohibited. The use of headphone protection is allowed for health and safety purposes only.

4.2829 Entry and Access to the Wastewater Treatment Center

The gate in to the Wastewater Treatment Center is to be secured during non-working hours. The last employee leaving the Wastewater Treatment Center every day is responsible for verifying that the gate is secured.

4.2930 Driver's Licenses

Any employee who drives a District vehicle in the course of their work must possess a valid State of Illinois Driver's License, including a Commercial Driver's License if applicable. If an employee has their driver's license suspended, revoked or canceled or who becomes disqualified or loses their right to operate a motor vehicle for any period of time, they must notify their supervisor before the end of the business day following the day the employee receives notice of the suspension, revocation, cancellation, disqualification or lost privilege. An employee who fails to notify their supervisor, or to operate a District vehicle without a valid driver's license, shall be subject to appropriate disciplinary action up to and including termination of employment.

4.3031 Prohibition of Sexual Harassment Policy

The District is committed to maintaining a work environment that is free of sexual harassment. In keeping with this commitment, the District prohibits sexual harassment of District employees (or anyone else on District property or involved in District business) by anyone, including any supervisor, co-worker, vendor, contractor, or other visitor of the District.

- This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act (775 ILCS 5), which currently defines sexual harassment as:
- Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:
- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Conduct which may constitute sexual harassment includes:
- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender specific traits, sexual propositions, threats, repeated requests for dates,
 - or statements about other employees, even outside of their presence, of a sexual nature.
- Non verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

Procedure for Reporting an Allegation of Sexual Harassment

All District employees are responsible to help assure that we avoid sexual harassment. If you feel that you have experienced or witnessed sexual harassment, you are to immediately notify

your supervisor, the General Manager, the Administrative Supervisor, any other member of District management who you would feel comfortable contacting, or the District's Ethics Officer as defined in the District's Ethics Ordinance. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the District. However, all employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. All complaints shall be treated in a confidential manner to the extent possible. It is not necessary for sexual harassment to be directed at the person making the report. Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

Prohibition on Retaliation for Reporting Sexual Harassment Allegations

The District prohibits retaliation against anyone for disclosing or threatening to disclose any violation of this policy, opposing sexual harassment, provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, assisting in making a sexual harassment complaint, or cooperating in a sexual harassment investigation. Such protections against retaliation and for reporting sexual harassment also extend to include all available whistleblower protections provided under the State Officials and Employees Ethics Act (5 ILCS 430), the District's Ethics Ordinance, the Illinois Whistleblower Act (740 ILCS 174), and the Illinois Human Rights Act (775 ILCS 5). For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any District employee that is taken in retaliation for a District employee's involvement in protected activity pursuant to this policy. No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

The District's policy is to investigate all such complaints thoroughly and promptly. If an investigation confirms that sexual harassment has occurred, the District will take corrective action, including discipline up to and including immediate termination of employment, as is appropriate. In investigating complaints under this policy, the District may impose discipline for inappropriate conduct that comes to the District's attention, without regard to whether the conduct constitutes a violation of law.

Consequences of a Violation of the Prohibition of Sexual Harassment

In addition to any and all other discipline that may be applicable pursuant to the District's policies contained in the Employee Policy Manual, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the District and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the District shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

Consequences of Knowingly Making a False Report

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. If the District confirms that a false report alleging a violation of any provision of this policy has occurred, the District will take corrective action, including discipline up to and including immediate termination of employment, as is appropriate. In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

The District shall, from time to time, conduct training <u>annually</u> as needed <u>required</u> <u>under the Illinois Workplace Transparency Act (820 ILCS 96)</u> to reinforce employee awareness of the District's policy prohibiting sexual harassment.

DISCIPLINARY ACTION

In the interest of all employees, District rules and policies as outlined in the Employee Policy Manual must be followed. Should an employee's performance, attitude, work habits, or personal conduct fall below an acceptable level, disciplinary action, up to and including discharge, may be imposed as the District deems appropriate. Disciplinary actions include but are not limited to oral reprimands, written reprimands, suspension, demotion and discharge. The District retains the right to determine what discipline will be imposed in each situation. The District may disregard any or all of these procedures in the event that any disciplinary measure or termination of employment is deemed necessary for egregious, flagrant or blatant behavior. Nothing contained in this policy is intended to create, nor should it be construed to constitute, any type of employment contract, promise, guarantee or assurance that progressive discipline will be imposed. Employees remain at all times at-will and the District retains the right to terminate an employee's employment at any time for any reason.

Written Reprimand

Where oral notice of unacceptable performance from the employee's supervisor has not resulted in expected improvements or where the conduct warrants a more formal response, a written reprimand may be delivered to the employee, with a copy filed in the employee's personnel file and a copy forwarded to the General Manager.

Suspension

An employee may be suspended without pay by the employee's supervisor for a duration of up to three (3) days. A suspension of more than three (3) days may be imposed by the General Manager.

Discharge

An employee may be discharged upon the approval of the General Manager. The General Manager shall notify the employee in writing of the termination and the reason therefore.

Examples of Employee Misconduct, Poor Performance or Negligence Warranting Discipline

The following list contains examples of conduct that normally results in disciplinary action. This list is intended to provide an understanding of what is considered unacceptable conduct. This list, however, is not all inclusive and unacceptable conduct not specifically listed below, can, nonetheless, result in disciplinary action up to and including immediate discharge.

• Violation or disregard of the policies contained in this Employee Policy Manual or other District policies or practices as may be established from time-to-time.

- Refusal or failure to comply with safety precautions or follow prescribed methods, or conduct which endangers self, fellow workers or the public.
- Unlawful manufacture, distribution, dispensing, possession, use or being under the influence of illegal drugs, a controlled substance or alcohol in the workplace or during working time, or any other violation of the District's Drug and Alcohol Policy.
- Poor driving habits endangering self, fellow workers, or the public or resulting in damage to District vehicles or property; or operating District vehicles without proper driver's license.
- Insubordination, refusal to do assigned job, or refusal to do job as directed.
- Threatening, intimidating, coercive or abusive language or conduct to any employee, supervisor, or member of the public at any time.
- Gambling of any nature.
- Fighting.
- Theft or misappropriation of property from the District or other employees.
- Creating or contributing to unsanitary conditions.
- Performance that, in the District's opinion, does not meet requirements of the position.
- Violations of the District's Anti-Harassment Policy.
- Violations of the District's Smoking Policy.
- Misuse of the Company's computer systems and resources.

GRIEVANCE PROCEDURE

District employees have the right and the responsibility to bring to management's attention complaints or dissatisfaction regarding employment-related problems. Supervisors and employees are expected to make every effort to resolve problems as they arise. However, for those grievances which cannot be resolved informally, the following appeal and review procedures are established.

6.1 **Resolution of Employee Grievance with Supervisor**

The employee shall first present the grievance within ten (10) days of the occurrence to the employee's supervisor in writing. A copy of the grievance shall be forwarded to the General Manager by the supervisor. The supervisor shall attempt to resolve the grievance promptly and shall inform the employee in writing of the decision and reason therefore.

6.2 Appeal to District General Manager

When a grievance cannot be resolved at the supervisory level, the employee may appeal directly to the General Manager within ten (10) days of notification of the supervisor's decision. The General Manager shall make a separate investigation and shall inform the employee and the supervisor in writing of the decision and reason therefore.

The decision of the General Manager shall be final and no further appeal shall be allowed in all matters except those involving an employee termination.

6.3 Request for Hearing

For those grievances involving a termination, an employee may appeal the General Manager's decision by providing to the General Manager a "Notice in Writing" within five (5) working days of notification of the General Manager's decision. Said "Notice in Writing" shall request a hearing. The hearing will then be scheduled not less than seven (7) nor more than twenty-one (21) days after receipt of the "Notice in Writing".

The General Manager may select a Hearing Officer who is not a District employee. At the Hearing, evidence shall be introduced and witnesses produced, if necessary. The employee may represent himself/herself or be represented by counsel.

The findings and determination of the Hearing Officer shall be made within a reasonable period of time and shall be advisory only.

The time periods specified for District responses and hearing will be followed under normal circumstances; if the time frames cannot be met, the employee will be notified.

NOTICE OF RESIGNATION

The District requests that a non-supervisory employee resigning his/her employment give his/her supervisor at least two (2) weeks' notice of the intention to leave. The District also requests that a supervisor resigning his/her employment gives the General Manager at least four (4) weeks' notice of the intention to leave.

TERMINATION OF EMPLOYMENT

Accrued unused vacation and personal leave will be included in the employee's final paycheck upon termination. No compensation is given for unused sick leave.

Identification cards and all District property must be returned to the District office.

Termination of all benefits is effective the day employment with the District is terminated.

Severance pay may be awarded at the General Manager's discretion.

STATEMENT ON LABOR ORGANIZATIONS

The District has always taken pride in the abilities and accomplishments of its employees. The District strives to pay wages and benefits that are competitive with the market and that recognize the value of its employees. It is also a District policy to communicate directly with employees and to work together to resolve their concerns as they arise. The District prefers that this mutual cooperation and direct communication continue.

REVISIONS AND AMENDMENTS OF THE EMPLOYEE POLICY MANUAL

The policies contained in this manual may be revised, amended or repealed at any time hereinafter by the Board of Trustees, without notice to any employee of the District except for the policy of at-will employment. While it is the intent of the District to promptly notify all affected employees of changes, unfortunately circumstances do not always allow for prior notice to be given and the policy in effect at the time will govern. The adoption of the Manual shall not create any vested right or interest in favor of any employee in and to any part of the benefits hereby granted, but shall be construed to be gratuitous grants of time and compensation which may be modified or withdrawn at any time. In the event of any doubt as to the terms of any provisions or any portion of this manual, or any conflict or interpretation between the various provisions hereof, or in the event of any ambiguity or misunderstanding of any other phrase or clause used herein, or in the event of any contingency arising which is not specifically mentioned in this Manual, the Board of Trustees reserves the right to place its own construction and interpretation upon the terms of this Manual and the application hereof to any particular case or situation.

DOWNERS GROVE SANITARY DISTRICT

EMPLOYEE POLICY MANUAL

DATE OF APPROVAL BY BOARD OF TRUSTEES: December 17, 2019

Last Revision Date: December 17, 2019

EMPLOYEE RECEIPT OF MANUAL

I, _____, do hereby acknowledge receipt of the

following documents:

- Employee Policy Manual (with a last revision date of December 17, 2019);
- Ordinance (regarding the indemnification of District employees);
- Ethics Ordinance No. 13-01;
- Drug and Alcohol Policy; and
- Ordinance No. ORD 16-03: Travel Expense Reimbursement Policy.

I realize it is my responsibility to read and become familiar with these documents and their contents.

I understand that the Employee Policy Manual is not intended to provide any assurance of continued employment and should in no way be construed as an employment contract. I further understand that my employment with the District is and remains at all times at will, which means the employment relationship may be terminated by the District or by me at any time and for any reason.

I also acknowledge that the District reserves the right to amend, change, or cancel any policy described in the Employee Policy Manual at any time at the District's sole discretion with or without prior notice to employees, except for the policy of at-will employment. No one other than the General Manager has the authority to enter into any agreement contrary to the foregoing, and any such agreement must be in writing and signed by the General Manager and me. No one has the authority to make any oral statements of any kind at any time that are legally binding on the District regarding any terms and conditions of my employment.

Signature

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HISTORY AND ORGANIZATION

The Downers Grove Sanitary District is a unit of local government providing wastewater collection and treatment services for portions of the Villages of Downers Grove, Westmont, Oak Brook, Woodridge and Lisle and the City of Darien, and adjacent unincorporated areas. The District was organized in 1921, under the 1917 Sanitary District Act, and formation of the District was approved by voter referendum. The District presently serves a population of approximately 65,000.

The Sanitary District collection system consists of approximately 240 miles of sanitary sewer lines in an area of approximately 20 square miles. The Wastewater Treatment Center provides a three-stage treatment process and is designed to treat 11.0 million gallons per day of wastewater. The Wastewater Treatment Center operates under a National Pollutant Discharge Elimination System (NPDES) permit issued by the Illinois Environmental Protection Agency. The treated wastewater (effluent) must meet stringent Federal and State standards.

The District is governed by a three member Board of Trustees who are appointed by the DuPage County Board Chairman with the advice and consent of the DuPage County Board. The Trustees serve as policymakers. The regular Board appoints a three member Board of Local Improvements on an annual basis. This Board of Local Improvements reviews requests for service. The daily operations of the District are headed by the General Manager. The attached chart outlines the District's present organization and lines of authority, for your information.

EMPLOYMENT-AT-WILL POLICY

The District seeks to employ individuals who will work together as a team on an ongoing basis. However, District employees are and remain at all times "at will employees," which means both the employee and the District have the right to terminate the employment relationship at any time, for any reason or no reason, with or without notice. At-will employment also means that the District may make decisions regarding other terms of employment, including but not limited to demotion, promotion, transfer, compensation, benefits, duties and location of work at any time, with or without cause or advance notice. No one other than the General Manager has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, and any such agreement by the General Manager must be in writing and signed by the General Manager. Nothing said or done by any District employee or stated in District policies should be considered or construed as a contract (express or implied) or guarantee of employment or compensation, or guarantee of employment in a particular position with the District. Furthermore, although the District has established certain policies and practices regarding employee conduct, the District maintains complete discretion in addressing employee performance and behavior and these policies in no way alter the employment-at-will relationship between the employee and the District.

APPLICABILITY OF MANUAL

This manual applies to all District employees.

DEFINITIONS

Terms and phrases as used in this policy manual are defined as follows:

- 1."Sanitary District" or "District" means the Downers Grove Sanitary District.
- 2."Board of Trustees" means the Board of Trustees of the Downers Grove Sanitary District.
- 3."General Manager" means the General Manager, or Acting General Manager, in the absence of the General Manager.
- 4."District office" or "Office" means the Administration Center located at 2710 Curtiss Street, Downers Grove.
- 5."Wastewater Treatment Center", "WWTC" or "Treatment Center" means the Wastewater Treatment Center located at Walnut and Railroad Avenues, Downers Grove.
- 6."Exempt salaried employees" means an employee who is entitled to receive a fixed amount per pay period for service and who is employed by the District in an executive,

administrative, professional or other capacity which is considered exempt for purposes of overtime under applicable wage and hour laws.

- 7."Nonexempt hourly employee" means an employee who is paid a fixed wage per hour for service and who is eligible for overtime compensation pursuant to applicable wage and hour laws.
- 8."Full-time employee" means an employee in an established position requiring forty (40) hours or more per week. Full-time employees are eligible for participation in benefit programs as more fully presented in this manual.
- 9."Part-time employee" means an employee in an established position requiring less than forty (40) hours per week. Part-time employees are not eligible for participation in benefit programs unless such benefit specifically includes eligibility for part-time employees.
- 10."Short term employee" means an employee who has been hired to work during a specified period of time which is less than two (2) consecutive calendar quarters during the calendar year. Short term employees are not guaranteed rehire and must reapply for employment each season. Short-term employees are not eligible for participation in benefit programs unless such benefit specifically includes eligibility for short-term employees.

EMPLOYEE BENEFITS

The District offers many employee benefits which are discussed in the following section. These benefits add significantly to an employee's compensation and constitute substantial costs for the District. Benefits help provide for an employee's well-being in the forms of wage protection, health insurance, retirement, and many other advantages.

TIME OFF BENEFITS

2.1 Holidays

All full-time employees will receive time off and be paid eight (8) hours for the following holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day. Christmas Eve Day and New Year's Eve Day will be observed as holidays if they fall on Monday, Tuesday, Wednesday, or Thursday.

Holidays falling on a Saturday will be observed on the preceding Friday; holidays falling on a Sunday will be observed on the following Monday. An unexcused absence the day before or the day after the holiday voids holiday pay.

2.2 Personal Leave

All full-time employees will receive time off and be paid eight (8) hours each for two (2) personal leave days per year. New employees will receive a prorated portion of personal leave days, based on their start date, during their first calendar year of employment.

Personal leave days must be arranged with and approved by the employee's supervisor in advance to provide minimum disruption to the work of the District. Personal leave days cannot be accumulated year-to-year and must be taken each calendar year or they are lost. Employees will not receive payment in lieu of personal days.

2.3 Vacations

Newly hired full-time employees shall be awarded five days (40 hours) of paid vacation after six months of employment to be taken by the end (December 31) of the employee's first full calendar year of employment. Also, on the employee's one year anniversary, the employee shall be awarded up to an additional five days (40 hours) of paid vacation prorated based on their start date to be taken by the end (December 31) of the employee's first full calendar year of employment. Thereafter, all full-time employees will earn vacation time according to the following schedule:

Level of Eligibility - Continuous Years of Service <u>as of January 1*</u>	Vacation Days Earned Per Year
12 months but less than 3 years	80 hours vacation of which 40 hours should be taken in one workweek
3 years but less than 5 years	104 hours vacation of which 40 hours should be taken in one workweek
5 years but less than 7 years	120 hours vacation of which 80 hours should be taken in two workweeks
7 years but less than 10 years	144 hours vacation of which 80 hours should be taken in two workweeks
10 years but less than 15 years	176 hours vacation of which 120 hours should be taken in three workweeks
15 years of service or more	200 hours vacation of which 120 hours should be taken in three workweeks

* A pro-rated portion of the increase in earned vacation days will be granted to an employee during the calendar year that a new level of eligibility will be reached.

Vacation time accrues as of January 1 for any vacation that may be taken in that same calendar year. An employee must be employed as of January 1 to be entitled to any vacation for that year.

Employees may not receive payment in lieu of vacation time and vacation time may not be accumulated year-to-year or carried over, except as provided herein. Vacation time not used during the year will be lost. The General Manager may authorize the payment of the employee's vacation pay at the employee's base hourly wage if the employee is prevented from taking vacation due to a District emergency, or may allow the carryover of the vacation time to the next calendar year.

Vacation shall be arranged with and approved by the employee's supervisor and the General Manager to provide minimum disruption to the work of the District. The request date shall determine the choice of vacation time in case of conflict. No vacation time may be scheduled during the week before the District's annual open house, which is usually held the first Saturday in October.

Vacation time will be paid based on the number of hours the employee is scheduled to work.

For employees hired prior to January 1, 2012, at separation from employment with the District, an employee will receive payment for unused vacation time as follows:

- 1. An employee who provides at least six (6) months' notice of retirement or resignation, and who has at least thirty (30) years of service and 1,040 hours of accumulated sick leave on the retirement or resignation announcement date, may carry over his or her unused vacation time from the announcement year into the year that the employee retires or resigns. The employee may elect to receive payment for up to 400 hours of unused vacation time spread equally over the last six months of employment. Such use of vacation time will not count as time worked for overtime purposes. All other unused vacation time must be used by the employee prior to retirement or resignation in accordance with this policy.
- 2. An employee who provides at least six (6) months' notice of retirement or resignation, and who has at least twenty (20) years of service and 1,040 hours of accumulated sick leave on the retirement or resignation announcement date, may carry over up to 100 hours of his or her unused vacation time from the announcement year into the year that the employee retires or resigns. The employee may elect to receive payment for up to 300 hours of unused vacation time spread equally over the last six months of employment. Such use of vacation time will not count as time worked for overtime purposes. All other unused vacation time must be used by the employee prior to retirement or resignation in accordance with this policy.
- 3. An employee who provides at least six (6) months' notice of retirement or resignation, and who has at least ten (10) years of service and 520 hours of accumulated sick leave on the retirement or resignation announcement date, may carry over his or her unused vacation time from the announcement year into the year that the employee retires or resigns. The employee may elect to receive payment for up to 200 hours of unused vacation time spread equally over the last six months of employment. Such use of vacation time will not count as time worked for overtime purposes. All other unused vacation time must be used by the employee prior to retirement or resignation in accordance with this policy.
- 4. A retiring or resigning employee who does not meet the criteria contained in paragraphs 1, 2 or 3 above or any terminated employee shall receive payment for any unused vacation time on the employee's final paycheck.

2.4 Sick Leave

All full time employees shall earn sick leave at the rate of eight (8) hours for each full calendar month of service from date of employment. New employees will earn eight (8) hours of sick leave for their first calendar month of employment if their start date is the 1st through the 15th of that month. The maximum sick leave accrual for an employee in a calendar year period shall not exceed ninety-six (96) hours. Sick leave may be used for the following reasons:

- 1. Personal illness or injury.
- 2. Personal medical, dental or vision appointments for the employee which cannot be scheduled before or after working hours,
- 3. Supplement workers compensation payments. In no case are the combined benefits to exceed 100 percent of the employee's base wage.
- 4. Illness, injury or medical, dental or vision appointments for the following individuals related to the employee: child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent (collectively defined as "eligible family member"). This reason may not be used by the employee for a total of more than forty-eight (48) hours in a calendar year period.

At the end of each calendar year, an employee may not have an accumulated sick leave balance in excess of 1,040 hours. Any sick leave hours in excess of 1,040 hours will be lost. For any employee who has an accumulated sick leave balance greater than 1040 hours as of March 18, 1992, the maximum accumulation shall be the sick leave balance on March 18, 1992. At the end of each calendar year, any sick leave hours in excess of the March 18, 1992 balance will be lost.

Sick leave will be paid based on the number of hours the employee was scheduled to work.

In order to receive sick leave pay for an absence from work due to either a personal illness or injury or the illness or injury of an eligible family member, the following notification procedure must be followed:

- 1. The employee must call every day he/she or the eligible family member is sick in accordance with the rules outlined below (unless the employee has tendered a medical note or other documentation excusing him/her from work for a defined period of leave).
- 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 or injury or if it is the illness or injury 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 at the District office (not with the answering service) and the employee will receive a call back from the appropriate individual.

- 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 sick pay for the absence.

Any employee returning to work after more than three (3) consecutive days of sick leave must furnish to his/her supervisor a release to return to work from a duly licensed physician.

If deemed necessary, the General Manager, at his discretion, may require any employee claiming the benefit of sick leave pay for their own personal illness, injury or medical, dental or vision appointments to submit written proof of eligibility for sick leave, signed by a licensed physician. In addition, the General Manager may further employ such physician or obtain such further medical proof of eligibility for sick leave as in his discretion may be advisable to establish the nature and extent of such eligibility for sick leave to the satisfaction of the General Manager, such further medical proof to be obtained at the expense of the District.

Sick leave is intended as wage protection for an employee in the event of serious illness or injury. It is not a "personal leave" or "free" day. Sick leave cannot be used to extend vacation periods or holidays. Sick leave is a privilege, not a right, and abuse of sick leave or time off in excess of the time allowed under this policy may result in disciplinary action including termination of employment.

2.5 Bereavement Leave

Full time employees will be granted up to sixteen (16) hours off without loss of pay in the event of a death of an immediate family member. Immediate family member is defined as spouse, children, mother, father, sister, brother, grandmother, grandfather, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in law, or brother-in-law. In the event of a death of an immediate family member, additional leave may be granted at the discretion of the supervisor; the supervisor may allow up to an additional five days (40 hours) of time off, which will be charged to unused sick leave, and if further leave is needed, may grant additional time off that would be charged to unused personal leave or vacation leave or allowed as unpaid leave. Time off for the death of a non-immediate family member may be granted at the supervisor's discretion, in which case, the employee may take personal leave or vacation leave if available, in lieu of unpaid leave.

2.6 Jury Duty

All employees called for jury duty or as a witness on behalf of a federal, state, or local government will be granted the necessary time off in accordance with applicable law. A copy of the summons or subpoena must be presented to the employee's supervisor the next working day after it is received. Full-time employees on jury or witness duty will receive the difference between the jury duty pay and the amount of the employee's regular base wages. Payment will be based on the number of hours the employee is scheduled to work during the time called to service and the number of hours the employee must be absent for such service.

In order to become eligible for payment, the employee is required to furnish evidence to his/her supervisor substantiating the amount of compensation received for service as a juror.

2.7 Employee Military Leave

Employees will be granted leave and benefits for military service, re-employment, and payment for leave in accordance with applicable state and federal law. Please contact the Administrative Supervisor for details.

2.8 Family Military Leave

Employees who wish to visit with a spouse or child who has been called into military service shall be granted leave and benefits in accordance with applicable state and federal law. Please contact the Administrative Supervisor for details.

2.9 Victims' Economic Security and Safety Act

You may take unpaid leave under the Victims' Economic Security and Safety Act ("VESSA") to seek assistance in response to an act or threat of domestic violence, sexual assault, or stalking. You may take this leave to seek services for a victim of domestic or sexual violence if the victim is: 1) you, 2) a covered family member (spouse, civil union partner, child, or parent) or 3) a household member (who is currently residing with you). You may take leave for a child who is a victim if that child is under age 18 or, if 18 years or older, the child is mentally or physically disabled and incapable of self-care. You are eligible to take up to 8 weeks of unpaid VESSA leave within a rolling 12-month period and be restored to the same or an equivalent position upon your return from leave.

You may take VESSA leave to obtain assistance or services for a victim for the following purposes: (1) to seek medical attention for, or recover from, physical or psychological injuries caused by the domestic or sexual violence, (2) to obtain services from a victim services organization, (3) to obtain psychological or other counseling, (4) to participate in safety planning, seek temporary or permanent relocation, or take other actions to increase the safety of the victim from future domestic or sexual violence or ensure economic security, or (5) to seek legal assistance or remedies to ensure the health and safety of the victim, including preparing for or participating in any legal proceeding related to or

resulting from domestic or sexual violence. If you misrepresent facts in order to be granted a VESSA leave, you will be subject to immediate termination.

You must give the District at least 48 hours prior notice, unless providing advance notice is not practicable under the particular circumstances. If you are unable to provide advance notice, you must provide notice when you are able to do so, within a reasonable period of time after the absence. Failure to provide the required notice may result in treatment of the absences as unexcused.

Employees requesting VESSA leave must provide proper certification for all absences. The certification must show that: (1) the victim for whom the leave is requested is the employee, a covered family member, or a covered household member, (2) the victim was subjected to an act or threat of domestic or sexual violence, and (3) the leave is to seek assistance for a purpose covered by the Act. The employee must provide two types of written documentation as certification: (1) a sworn statement by the employee showing that the leave qualifies for a purpose covered by VESSA and (2) written documentation from the source from whom assistance was sought or who could otherwise verify the nature of the leave, such as documentation from: (a) a representative of a victim services organization, an attorney, member of the clergy, or a medical or other professional, from whom the employee has sought services on behalf of a covered victim to address domestic or sexual violence or the effects of the violence, (b) a police or court record, or (c) other corroborating evidence.

It is the employee's responsibility to ensure that the District receives the proper certification. If the District does not receive adequate certification within a reasonable time period after it is requested, or if the certification does not confirm a VESSA-qualifying purpose, the employee's absences will be treated according to the District's attendance standards.

You may be required to contact your supervisor on a regular basis regarding the status of your leave and your intention to return to work.

VESSA leave is unpaid leave. You may choose, however, to use any accrued paid time off which would otherwise apply to the circumstances of the leave. For instance, if the leave was for you, because you are temporarily disabled due to domestic or sexual violence, you may use any accrued sick time for that portion of the leave. You may use accrued vacation or other personal time for any of the purposes allowed under the Act. The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period.

During an approved VESSA leave, the District will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid leave, the District will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if you fail to make timely payments of your share of the premiums. If you do not return to work at the end of the leave period, you may be required to reimburse the District for the cost of the premiums paid by the

District for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuance, onset or recurrence of domestic or sexual violence, or other circumstances beyond your control. If that is the case, you will be required to produce written certification to confirm the circumstances beyond your control. Vacation, sick time, or other benefits will not accrue while on unpaid VESSA leave. You will remain entitled to all of your benefits which accrued prior to your leave, however.

VESSA leave may be taken intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). If leave is unpaid, the District will reduce your salary based on the amount of time actually worked.

VESSA leave will run concurrently with any other applicable leave. For instance, leave taken under VESSA which also qualifies under the Family and Medical Leave Act ("FMLA"), will be simultaneously designated as both VESSA and FMLA leave. Likewise, absences for which an employee receives sick time or short-term disability benefits for a purpose covered under VESSA will be designated as VESSA leave.

If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment, subject to any applicable exceptions. However, you have no greater right to reinstatement or other benefits and conditions of employment than if you had not taken leave. You must return to work immediately after the expiration of your approved VESSA leave in order to be reinstated to your position or an equivalent position. If you take leave because of your own medical condition, you are required to provide medical certification that you are fit to resume work, according to the District's usual policies.

The District will consider making reasonable accommodations to an employee or job applicant for a known limitation resulting from domestic or sexual violence, unless the accommodation would cause the District an undue hardship. If you are an otherwise qualified individual who can perform the essential functions of your job, but need such an accommodation, the District may provide an adjustment to the job structure, workplace facility, work requirements, or your telephone number, seating assignment, or physical security of your work area in response to a need covered by VESSA. The District will also consider a request for transfer, reassignment, or modified schedule if needed due to a known limitation caused by an act or threat of domestic or sexual violence. Other safety measures may also be appropriate. Any employee covered by VESSA may make a request for leave or for a reasonable accommodation to the Administrative Supervisor.

2.10 Disability Leave

An employee who is absent from work for more than thirty (30) consecutive calendar days for medical reasons shall be considered on disability leave and the following provisions shall apply:

- 1. For an employee on disability leave who is receiving pay from the District in the form of sick or vacation pay the paid time off benefits of holiday, sick, and vacation pay shall continue to accrue.
- 2. For an employee on disability leave who is not receiving sick or vacation pay from the District the paid time off benefits of holiday, sick, and vacation pay shall not accrue.
- 3. Group health insurance will be continued while the employee is receiving paid time off from the District. Group health insurance will be continued beyond the date the employee stops receiving paid time off at the rate of one month of continuation of group health insurance for each full or partial year of service calculated on the first day of the disability leave. However, the maximum continuation of health insurance shall not exceed twelve (12) months.

Disability leave shall terminate when the earlier of the following occurs:

- 1. The employee is released to return to work. If the employee does not report to work on the first work day for which he/she was released, the employee will be subject to discharge.
- 2. The employee receives permanent work restrictions from a health care provider that prohibits the employee from performing the essential functions of the job and the District is unable to accommodate the permanent restrictions in another position. In the event an employee receives permanent restrictions from a health care provider, the District will review those restrictions in accordance with the applicable law and the District's reasonable accommodation policy. If the employee is unable to perform the essential functions of the job and cannot be accommodated by the District in another position, the employee may be subject to termination.
- 3. The employee's group health insurance is discontinued under paragraph three above. If the employee is unable to return to work at that time and is not granted unpaid leave under Section 2.12 below or additional time off under the reasonable accommodation policy, the employee may be terminated from employment with the District.
- 4. The District reserves the right to terminate disability leave at any point if the employee fails to submit sufficient medical certification, as determined in the sole discretion of the District, to verify the need for disability leave. Absences that are not deemed sufficiently verified by medical certification by the District will be treated as unexcused absences and subject to discipline up to and including termination under the District's absenteeism guidelines.

The above reflects the District's general guidelines. Exceptions will be made as required by law on a case-by-case basis. Employees may request exceptions or

accommodations under the provisions set forth in the District's reasonable accommodation policy.

The District will attempt to provide employment for an employee returning from a disability leave. However, to the fullest extent allowed by applicable law, the District's need to fill a position may override its ability to hold a position open until an employee returns from leave. Therefore, the District cannot guarantee that it will be able to return the employee to any position upon the expiration of a leave. Moreover, if a position offered to the employee upon return to work is not the same position held by the employee at the time the disability began, the wage and job description for the position being offered shall apply.

2.11 Reasonable Accommodation

The District provides reasonable accommodation(s) to qualified applicants and employees with disabilities unless doing so creates an undue hardship, in accordance with all legal requirements. If an applicant or employee thinks he or she may need reasonable accommodation, the employee should notify the Administrative Supervisor, in writing if possible, of his or her work limitations, and the suggested accommodations needed to perform the job. The District will work with the affected employee/applicant to identify appropriate and reasonable accommodations, if any. A suggested accommodation that imposes an undue hardship upon the District is not a reasonable accommodation. Consistent with applicable law, the District may request medical documents to verify the need for an accommodation, identify potential reasonable accommodations, and/or determine whether continued work would pose a safety or health risk.

2.12 Leave of Absence Without Pay

A full-time employee may be granted a general leave of absence without pay for a period not to exceed ninety (90) calendar days only in an emergency situation and only if the leave will not have a deleterious effect on the operations of the District. The leave of absence without pay will only be granted after other applicable leave has been exhausted. Benefits will not accumulate or be paid during the leave of absence. A leave of less than thirty (30) days will have no effect on the employee's anniversary date; if a leave is longer than thirty (30) days, the anniversary date will move ahead the number of days of the leave of absence. Group insurance benefits will be continued only for the first thirty (30) days of the leave.

A leave of absence without pay must by requested in writing and shall be solely at the discretion of the General Manager. Employees who take an authorized leave of absence without pay may receive IMRF creditable service provided the employee pays the IMRF member contributions plus interest, and the District adopts an authorizing resolution. An employee desiring to receive such IMRF creditable service may obtain further information from IMRF or the District office.

2.13 Pregnancy Accommodation

The District prohibits discrimination against pregnant workers, workers who have given birth, or have any medical or common conditions related to pregnancy or childbirth.

Under Illinois law, if you are pregnant, have given birth or have any medical or common conditions related to pregnancy or childbirth, you may be eligible for a reasonable accommodation to perform the essential functions of your job, and to enable you to enjoy benefits and privileges of employment equal to those enjoyed by non-pregnant employees.

A reasonable accommodation will be provided in cases where the accommodation would not create an undue hardship. Reasonable accommodations may include an unpaid leave of absence, either continuously or on an intermittent or reduced schedule basis. Other reasonable accommodations may include a transfer to a less strenuous or hazardous position, assistance with lifting, more frequent restroom breaks and rest breaks, where such accommodation is medically advisable because of pregnancy, childbirth, or any medical or common condition related to pregnancy or childbirth and can be reasonably accommodated without creating an undue hardship.

A request for reasonable accommodation must be supported by the written certification of your health care provider. The medical certification should be submitted to the Administrative Supervisor. All medical information received will be treated as confidential in accordance with District policy and any applicable laws.

Failure to submit requested medical documentation may affect the District's decision to grant or deny the requested accommodation.

For further information, see the Notice Posted or contact the Administrative Supervisor.

Upon request, the District will provide a reasonable amount of break time to accommodate an employee's need to express breastmilk for their nursing infant child, for up to one year following the child's birth. The requested time, if possible, should be taken concurrently with the other scheduled or provided break periods. Employees will be paid for any additional amount of reasonable break time needed to express breastmilk, unless doing so would cause the District undue hardship, in accordance with applicable law.

2.14 Unpaid Leave

In addition to the District-provided paid time off benefits listed above, employees may be entitled to take additional unpaid time off for routine purposes, such as personal or family needs, or for non-extended illness or disability. Such unpaid time off must be arranged with and approved by the employee's supervisor in advance, and should be taken in a manner that provides minimal disruption to the work of the District. For absences related to short-term or long-term disability, family medical leave, maternity or parental leave, or for other absences covered under the District's policies, please consult the applicable policy.

INSURANCE, RETIREMENT, AND OTHER BENEFITS

Additional information for the following benefits is available from the District's Administration Center. This additional information may include summary plan descriptions which explain coverage in greater detail. The actual plan documents are the final authorities in all matters relative to the benefits as described in this manual or in the summary plan descriptions and will govern in the event of any conflict. The District reserves the right to change or eliminate benefits at any time in accordance with applicable law.

2.15 Group Insurance

Full-time employees will be enrolled in a group insurance plan after thirty days of employment. The District may elect to offer one or more plan options. The cost of coverage for the employee and eligible dependents for one or more of the plan options may require an employee premium contribution. Such employee premium contribution, if required, shall be withheld from the employee's pay on a delay of three pay periods. In the event of the employee's termination, all outstanding employee premium contribution amounts shall be reimbursed to the District in full. The plan includes medical, hospitalization, prescription drug, dental and vision coverage, and life insurance coverage on the employee. In addition to premium amounts paid by the District on behalf of the employee, the District may also elect to provide an employer contribution toward employee health care expenses. In addition to premium amounts paid by the District on behalf of the employee, the District may also elect to establish a Health Reimbursement Account for the purpose of reimbursing employees for eligible health expenses and/or a portion of employee/spouse/dependent premiums incurred by those individuals being covered by a non-District plan. For group insurance administration, employees are required to notify their supervisor promptly when any change in eligible dependent status occurs including, but not limited to, marriage, divorce, birth or adoption of a child, or other occurrence which may affect eligibility for group insurance coverage. Failure to promptly report changes in status may result in termination of coverage, reimbursement to the District of premiums paid on behalf of the employee, reduction in benefits, or reimbursement to the group insurance provider for benefits paid due to the failure to report changes in status.

2.16 Illinois Municipal Retirement Fund (IMRF)

All employees whose position requires them to work 1000 hours or more per year, shall be enrolled in the Illinois Municipal Retirement Fund pension coverage plan, according to the rules and regulations of the Fund. IMRF provides for the payment of retirement, disability and death benefits to employees of local governments in Illinois. The plan requires the contribution of the employee and the District.

2.17 Social Security

All employees are covered by the Federal Social Security Act. Social Security provides retirement, disability, and death benefits and requires the contributions of the employee and the District.

2.18 Deferred Compensation Plan

Full time employees have the option of participating in the District's deferred compensation plan. This is a tax sheltered savings plan allowed under Section 457 of the Internal Revenue Code. Under the plan, the employee can defer income taxes on a portion of his/her wages until the employee withdraws the funds at retirement or for certain specified emergencies.

2.19 Flexible Benefits Plan

Full time and part-time employees have the option of participating in the District's flexible benefits plan. This plan allows the employee to direct, through payroll deduction, a portion of before-tax compensation from the District for various health care expenses and/or dependent care expenses and/or any medical insurance premium contributions. In the event the District provides an employer contribution toward employee health care expenses through the flexible benefits plan, such amount shall not be used for medical insurance premium contributions. The amount directed into the account is not subject to federal and state income taxes, social security or IMRF, but benefits not claimed for reimbursement are forfeited.

2.20 Voluntary Life Insurance

Employees enrolled in IMRF may purchase additional life insurance providing benefits in the event of death of the employee or eligible dependents. This additional life insurance is purchased through payroll deduction.

2.21 Credit Union

Full time employees have the option of joining a credit union. Payments to the credit union for savings, loans, etc. may be made through payroll deduction.

2.22 Educational Assistance

The District may assist full-time employees who wish to improve their educational qualifications in courses directly related to their employment at the District. The employee's supervisor and the General Manager will review courses for possible assistance. All such approvals for assistance will be solely at the discretion of the General Manager and subject to availability of District funds. Tuition and costs of required textbooks, laboratory fees and required equipment for approved courses will either be paid directly to the supplier or reimbursed to the employee, when the employee completes and signs an Agreement for

Educational Benefits. The employee must repay the District for all fees received from the District or paid by the District on behalf of the employee in the following events: 1) employee does not complete the subject course with a grade of "C" or better, or 2) employment with District terminates for any reason prior to completion of the subject course, or 3) employee fails to complete correspondence course by the agreed upon date.

The District may provide in-service training to increase the employee's ability to perform his job. It is the employee's responsibility to take advantage of this training as well as other means of self-development which may be made available.

2.23 Professional Conferences, Meetings and Expenses incurred by other Official Business

The District may request full-time employees to attend a professional conference, meetings related to the operation of the District or other business conducted to fulfill the authorized duties and responsibilities of an individual's position as approved by the General Manager. The District will pay for registration fees, and will reimburse lodging, meals, and transportation to these events in accordance with the District's established Travel Expense Reimbursement Policy. In all cases, receipts will be required in support of all costs requested for reimbursement and discretionary costs such as meals, lodging and miscellaneous expenses shall be reviewed for reasonableness and reimbursed accordingly. Employees attending such events must conduct themselves in a responsible, professional manner.

2.24 Automobile Allowance

If a personal vehicle is used for District business when the District cannot provide a vehicle, mileage allowance will be paid at a rate as established by the Internal Revenue Service.

2.25 Workers Compensation Insurance

Workers compensation protects the employee in the event of a job related illness or injury by providing medical and income benefits. It is governed by Illinois law and the District pays the cost of the insurance. An employee who is injured on the job must promptly report the injury to the employee's supervisor and the District office in order to receive medical care and apply for benefits as provided by law. Failure to properly report injuries may affect eligibility for benefits and may result in disciplinary action.

2.26 Employee Apparel and Gear

Employees may be supplied with work clothing which may include uniforms, outerwear, safety shoes, and other safety gear. These items are provided on an as-needed basis. Employees are expected to utilize all such clothing and gear and provide reasonable care and maintenance of the clothing and gear, and may be charged for the loss or damage of these items when due to neglect or carelessness. Employees should strive at all times to ensure that their clothing and appearance are business-like and appropriate for the work they are performing.

2.27 Performance Awards

Performance awards in the form of singular monetary payments will be considered only in cases of extraordinary merit and shall be awarded at the sole discretion of the General Manager.

2.28 Indemnification of District Employees

In an effort to protect District employees and officials against costs incurred in the defense or settlement of lawsuits, the Board of Trustees approved an indemnification ordinance. This ordinance, provides for the payment of legal fees and judgments or settlements which may be incurred by a District employee or official when the legal action is the result of actions performed in good faith in the discharge of official duties or in the course of employment. This ordinance is incorporated herein by reference.

WAGE AND SALARY ADMINISTRATION

3.1 Wage and Salary Policy

It is the policy of the District to compensate all employees according to position and performance. The District's wage and salary structure is based upon individual qualifications, skills, and abilities, and competitive community and industry standards, the District's financial position, and other economic factors, and is reviewed from time-to-time, generally annually.

3.2 Performance Reviews

Newly hired employees will normally be given a performance appraisal upon the completion of six months of employment. Thereafter, a performance review will normally be completed by the employee's supervisor for all employees on an annual basis. The employee will have an opportunity to review the appraisal with his/her supervisor to discuss its contents, ways to improve performance, and to air supervisor and employee concerns. The performance review becomes a permanent part of the employee's personnel file.

In addition to the regular performance evaluations described above, special performance evaluations (written or non-written) may be conducted by the supervisor at his/her discretion at any time to advise an employee of, or in connection with, any performance or disciplinary problems.

3.3 Wage and Salary Adjustments

Wage and salary adjustments may be made at the District's sole discretion and will be based on several factors including the District's financial position, each employee's job performance, and general economic factors. Annual adjustments, when warranted, are recommended by the General Manager in consultation with an employee's immediate supervisor and must be approved by the Board of Trustees as part of the District's annual budget. Other wage adjustments, such as the six-month adjustment for new employees, promotions, demotions and performance awards are at the discretion of the General Manager.

PAYROLL CALCULATIONS

3.4 Workweek and Shifts

The workweek shall be Sunday through Saturday. Administrative personnel generally work 8:00 a.m. to 4:30 p.m. and Code Enforcement personnel generally work7:00 a.m. to 3:30 p.m., Monday through Friday. Wastewater Treatment Center and Sewer System personnel generally work from 7:30 a.m. to 4:00 p.m., Monday through Friday. Employees may be assigned to various shifts and shift rotations. Working hours and workweeks may vary according to operational requirements.

All full time employees take a one (1) hour lunch break during their assigned shift, of which one-half (1/2) hour is paid. An employee must work at least five (5) hours and return to work from their lunch break in order to be paid the one-half (1/2) hour for lunch. Lunch breaks will not be paid as the first or last portion of an employee's shift. Lunch breaks must be scheduled with the employee's supervisor.

The workweek, work hours, and breaks may be changed at any time if deemed necessary by the District for operational requirements.

3.5 Pay Periods

Paydays for hourly employees will be bi-weekly, on every other Friday at the end of the employee's shift, covering the two-week pay period ending the previous Saturday. Paydays for salaried employees will be bi-monthly with the pay periods ending on the 15th and the last day of the month and will be paid within five business days of the end of the pay period. If a payday falls on a holiday, payday will be the day before the holiday.

Employees may be paid by check or direct deposit, at their option.

It is District policy not to issue pay advances of any nature.

If an employee loses a paycheck, does not receive the direct deposit, or finds a possible error in their paycheck, the employee should contact their supervisor or the District office immediately.

3.6 Base Hourly Wage

Base hourly wage is the employee's actual hourly wage only, and does not include shift differential.

3.7 Shift Differential

This section applies to Wastewater Treatment Center operators. An hourly differential, periodically set by the General Manager, is paid to an operator working a normally-scheduled shift which regularly includes hours after 4:00 p.m. (i.e. employees scheduled to working the 10:30 a.m. - 7:00 p.m. "late" shift). This differential is paid only for time actually worked during an eligible shift (not for time off such as vacation, sick leave, etc.) and only for hours worked on that shift after 3:30 p.m. Overtime will be calculated by taking the operator's base hourly wage and adding the differential applicable and then multiplying that wage rate by the number of overtime hours worked.

Part-time and short term employees will not receive shift differential.

3.8 On-Call Compensation

Each on-call response employee shall receive on-call compensation in a weekly amount periodically set by the General Manager, in addition to all other compensation. The on-call compensation shall be included as regular pay in the calculation of overtime pay.

OVERTIME AND PREMIUM COMPENSATION

3.9 Exempt Salaried Employees

Salaried employees considered exempt under applicable law for purpose of wages and overtime may receive overtime pay only in certain circumstances approved by the General Manager. Compensatory time off may be provided in lieu of overtime pay when authorized by the General Manager.

3.10 Nonexempt Hourly Employees

The following provisions apply to all nonexempt hourly employees unless noted otherwise:

Regular overtime - shall be applied to those hours actually worked in excess of eight (8) hours per day or forty (40) hours per workweek at the rate of time and one-half, with the exception of holidays not worked which will be straight time.

Scheduled overtime - includes any time arranged in advance for which the employee would receive overtime pay. If an employee is unable to work scheduled overtime due to illness or other reasons, no sick time or other pay will be applied.

Holiday premium pay for full-time employees - An employee working on a District recognized holiday shall receive holiday premium pay at the rate of time and one-half for those hours actually worked on the holiday. The employee will also receive either their regular holiday pay for the day pursuant to the District's holiday policy if the work is done on the day the holiday is observed or time off on the day of observance if different from the actual holiday.

Holiday premium pay for part-time and temporary full-time employees - A part-time or temporary full-time employee required to work on a District recognized holiday shall receive holiday premium pay at the rate of time and one-half for those hours actually worked on the holiday.

Emergency Response Pay – An employee may be called in to work during nonscheduled work time to respond to an emergency situation. The employee called in to work will be paid time and one-half (1.5 times the base hourly wage) for the hours worked. The employee will receive a minimum of two (2) hours of time and one-half pay for each call-in. Time and one-half will not be paid for any time worked during the employee's scheduled shift. If the call-in occurs one (1) hour or less prior to the start of the employee's scheduled shift, based

on the time the employee receives the call, the two (2) hour minimum pay guarantee will not apply. However the time and one-half will still be paid for the time actually worked prior to the start of the employee's scheduled shift.

For any emergency call that an on-call response employee is able to properly handle without coming in to District facilities, the employee will be paid time and one-half for the hours actually worked, with a minimum of one-half (1/2) hour of time and one-half pay for each such call.

If an employee has been called to come in to District facilities to respond to the emergency and receives subsequent calls within 2 hours of a previous call, the 2-hour minimum shall not apply to the previous call(s). The 2-hour minimum shall apply to the last call and the employee shall be paid for all time beginning with the first call.

Only one (1) of the types of overtime or other premium pay listed above shall apply to any overtime situation. All overtime must be authorized by the supervisor (which means that the supervisor has asked the employee to work and has pre-authorized approval for the overtime hours). Employees who work overtime without obtaining proper authorization will be subject to discipline up to and including discharge.

PAYROLL DEDUCTIONS

3.11 Federal and State Withholding Taxes

Withholding of federal and state tax is based upon the number of exemptions claimed by the employee on state and federal W-4 income tax forms. At the end of the calendar year, all employees will receive a withholding tax statement (Form W-2) as required by law.

3.12 Social Security and Medicare

Social security and Medicare are percentage deductions from the employee's paycheck established by law. The District also contributes a percentage as established by law.

3.13 Illinois Municipal Retirement Fund (IMRF)

All employees whose position requires them to work 1000 hours or more per year shall be enrolled in the Illinois Municipal Retirement Fund (IMRF) as discussed in the Benefits section of this Manual. The employee's contribution is determined annually by IMRF. The District also contributes a percentage as determined annually by IMRF. Under current tax laws, the employee's contribution is not subject to federal income tax until paid to the employee in the form of a refund, pension, etc. Under current tax laws, the employee's contribution is not subject to state income tax at any time.

3.14 Other Deductions

Other deductions from pay may occur for such voluntary purposes as employees enrolled in the credit union, the purchase of additional life insurance, or other options that may be offered to employees from time to time, with the employee's written consent. Other deductions from payroll may occur due to the District's receipt of legally binding Wage Deduction Orders, Child Support Orders or other legally required purposes.

GENERAL EMPLOYMENT POLICIES

4.1 Equal Employment Opportunity

It is the policy and practice of the District to provide and promote equal employment opportunities for all applicants and employees. As such, the District will hire, train, promote, compensate, and administer all employment practices without regard to race, color, sex, sexual orientation, pregnancy, gender identity or expression, age, veteran status, marital status, religion, medical condition, ancestry, national origin, disability unrelated to the ability to perform essential job functions, or on account of membership in any other protected category under federal, state, or local laws. Every good faith effort will be taken by the District to fulfill the objectives of this policy. No one will be retaliated against in any manner for exercising his/her rights under this policy. If you have a complaint or concern under this policy, please use the complaint procedure in the Anti-Harassment Policy.

4.2 Anti-Harassment Policy

The District is committed to maintaining a work environment that is free of discrimination and harassment. In keeping with this commitment, we will not tolerate harassment of District employees (or anyone else on District property or involved in District business) by anyone, including any supervisor, co-worker, vendor, contractor, or other visitor of the District.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, ancestry, national origin, age, disability, sexual orientation, gender identity or expression, veteran status, marital status, religion, genetic information or other legally protected group status. The District will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

All District employees are responsible to help assure that we avoid harassment. If you feel that you have experienced or witnessed harassment, you are to immediately notify your supervisor, the General Manager, the Administrative Supervisor, or any other member of District management who you would feel comfortable contacting. All complaints shall be treated in a confidential manner to the extent possible. The District forbids retaliation against anyone for reporting or opposing harassment or discrimination, assisting in making a harassment complaint, or cooperating in a harassment investigation.

The District's policy is to investigate all such complaints thoroughly and promptly. If an investigation confirms that harassment has occurred, the District will take corrective action, including discipline up to and including immediate termination of employment, as is appropriate. In investigating complaints under this policy, the District may impose discipline for inappropriate conduct that comes to the District's attention, without regard to whether the conduct constitutes a violation of law.

The District is committed to maintaining a work environment that is free of sexual harassment, and as a result, it deserves special mention. In keeping with this commitment, the District prohibits sexual harassment of District employees (or anyone else on District property or involved in District business) by anyone, including any supervisor, co-worker, vendor, contractor, or other visitor of the District.

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act (775 ILCS 5), which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes:

- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

Procedure for Reporting an Allegation of Harassment

All District employees are responsible to help assure that we avoid harassment. If you feel that you have experienced or witnessed harassment, you are to immediately notify your supervisor, the General Manager, the Administrative Supervisor, any other member of District management who you would feel comfortable contacting, or the District's Ethics Officer as defined in the District's Ethics Ordinance. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the District. However, all employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. All complaints shall be treated in a confidential manner to the extent possible. It is not necessary for harassment to be directed at the person making the report. Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

Prohibition on Retaliation for Reporting Harassment Allegations

The District prohibits retaliation against anyone for disclosing or threatening to disclose any violation of this policy, opposing harassment, provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, assisting in making a harassment complaint, or cooperating in a harassment investigation. Such protections against retaliation and for reporting harassment also extend to include all available whistleblower protections provided under the State Officials and Employees Ethics Act (5 ILCS 430), the District's Ethics Ordinance, the Illinois Whistleblower Act (740 ILCS 174), and the Illinois Human Rights Act (775 ILCS 5). For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any District employee that is taken in retaliation for a District employee's involvement in protected activity pursuant to this policy. No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

The District's policy is to investigate all such complaints thoroughly and promptly. If an investigation confirms that harassment has occurred, the District will take corrective action, including discipline up to and including immediate termination of employment, as is appropriate. In investigating complaints under this policy, the District may impose discipline for inappropriate conduct that comes to the District's attention, without regard to whether the conduct constitutes a violation of law.

Consequences of a Violation of the Prohibition of Harassment

In addition to any and all other discipline that may be applicable pursuant to the District's policies contained in the Employee Policy Manual, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the District and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the District shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

Consequences of Knowingly Making a False Report

A false report is a report of harassment made by an accuser using the harassment report to accomplish some end other than stopping harassment or retaliation for reporting harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. If the District confirms that a false report alleging a violation of any provision of this policy has occurred, the District will take corrective action, including discipline up to and including immediate termination of employment, as is appropriate. In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

The District shall conduct training annually as required under the Illinois Workplace Transparency Act (820 ILCS 96) to reinforce employee awareness of the District's policy prohibiting all forms of harassment, including but not limited to, sexual harassment.

4.3 Identification Cards

All permanent full-time and part-time employees, and any other short-term employee as may be designated by the General Manager, will be issued a photo identification card. The card must be in the employee's possession at all times during working hours. Loss, theft or mutilation of the badge must be immediately reported to the employee's supervisor. A replacement fee will be charged to the employee if the badge is lost, stolen or damaged. Use of the badge by any individual other than the employee to whom it is issued is prohibited and will be cause for disciplinary action. Falsifying, counterfeiting or allowing another person to use the badge shall be cause for termination of employment. Upon termination of employment, the card must be returned to the District office or the employee's supervisor.

4.4 District Equipment and Vehicles

In the course of employment, an employee may be issued District equipment, keys or access control devices. District equipment or property must not be used for personal purposes at any time, except as noted below. Moreover, personal business, including but not limited to maintenance of personal vehicles or other items should not be conducted on District property.

District vehicles are to be used for official District business only. Employees are not to use District vehicles for personal shopping, personal errands, or any other personal use. District vehicles are to be used for transporting District personnel and other individuals for District business only. Personal friends, relatives, hitchhikers, or others are not allowed to ride in District vehicles. Employees should be aware that the Sanitary District insurance does not cover District vehicles or personnel when vehicles are operated for personal reasons. This non-coverage includes liability as well as damage to the vehicle. As a result, an employee undertaking personal business and involved in an accident with a District vehicle could be personally liable for injuries and all property damage, including damage to the District vehicle.

Employees may be issued communication devices such as cellular phones. Use of these devices during working hours shall be limited to District business, with de minimus personal usage allowed. Personal use of these devices is permissible during nonworking hours. For those employees issued a cellular phone, personal usage at any time, beyond de minimus personal usage, must be reimbursed to the District at a rate determined by the District and personal usage at any time which results in additional fees including services not included in the service plan for that device, or usage of minutes or services greater than that covered under the plan for that device, must be reimbursed to the District.

Upon termination of employment, all District equipment keys and access control devices must be returned to the District office.

Violations of this equipment and vehicle usage policy may result in withdrawal of District equipment and vehicle use privileges or other disciplinary action up to and including discharge.

4.5 Entry and Inspection

Employees may be issued, assigned or given the use of District-owned computers, communications equipment, desks, cabinets, vehicles, lockers and/or cases or files for the mutual convenience of the District and its personnel. The retention of personal items in or with District-owned items is at the risk of the employee, and the District will not be responsible for any losses. District-owned items also are subject to entry and inspection by the District without notice and there shall be no expectation of privacy on the part of the employee at any time. In the event an employee has placed a personally owned lock on District property, the District reserves the right to remove the lock with no compensation paid to the employee for the cost of the lock.

4.6 **Outside Employment**

All employees must recognize that their primary work responsibility is to the District. Therefore, outside employment must not interfere with the employee's effectiveness as a District employee, shall not interfere with the employee's response to emergency calls or availability to work overtime if required in the employee's position, and shall not place the employee in a position of conflict of interest with his/her District employment. Outside employment will not be considered a valid reason for absenteeism, tardiness, or unacceptable job performance. An employee interested in outside employment must notify his/her supervisor prior to acceptance of the outside position. Under no circumstances shall District property be used by an employee for outside employment nor shall an employee conduct business for outside employment during District work time.

4.7 Residency

Employees are not required to live within the boundaries of the District. However, employees must recognize that travel time from their place of residence to the District is a critical factor when responding to District emergencies. As emergencies may occur at any time, travel time includes the time required for the employee to respond to an emergency at any hour including peak traffic periods. Full-time hourly employees in the Maintenance, Operations and Sewer System departments and all District supervisors must live no more than a thirty (30) minute travel time from the Treatment Center. All other employees must live no more than a sixty (60) minute travel time from the Treatment Center. This travel time requirement is not intended to interfere unnecessarily with an employee's residence location. However, the service provided by the District is crucial to the public health and emergency situations require a prompt response. Any employee may be asked to respond to such emergency situations as they arise. Employees must comply with this travel time requirement within six (6) months of employment. Any existing employee who was hired subject to a 1 hour travel time from the Treatment under the 1 hour travel time requirement.

4.8 Personal Information

For purposes of District records, employee benefits, withholding taxes, and other related matters, employees must report in writing to the employee's supervisor any change in name, address, telephone number, or dependent and/or beneficiary information as soon as possible. Also, the employee should supply the District office with the name and phone number of the person to be notified in the event the employee is injured or becomes ill at work.

4.9 Personnel Record Review

The Illinois Personnel Record Review Act grants employees the right to review their personnel records. The right of access is granted to current employees, those on leave and those who have terminated service within the preceding year. Access will be granted in accordance with the Act. Employees desiring access to their personnel records should contact their supervisor, Administrative Supervisor or General Manager.

4.10 Absenteeism

It is the policy of the District to attempt to reduce absenteeism and tardiness as much as possible. Employees who develop a poor record of absenteeism or tardiness will be subject to disciplinary action up to and including discharge. In determining the disciplinary action to be taken, the employee's entire record may be reviewed and considered at the District's discretion.

4.11 Unexcused Absence

The absence of any employee from the employee's duties, that is not authorized by specific grant or leave of absence under the terms of this Employee Policy Manual, shall be an unexcused absence. Any such unexcused absence shall be without pay and may result in disciplinary action which may include termination of employment. Employees with unexcused absences on three (3) consecutive work days (i.e. employees who fail to report to work and fail to report such absences to their supervisor for three (3) consecutive work days) will be considered to have abandoned their jobs and will be deemed to have voluntarily resigned from the District.

4.12 Timekeeping

All hourly employees must log in to the District's timekeeping system with their assigned employee id badge no sooner than seven (7) minutes before the scheduled starting time of each day. The employee must log out no later than seven (7) minutes after the scheduled quitting time each work day. Employees who log in early or out late without prior approval for overtime will be subject to discipline up to and including discharge. Any employee may be required to log in and out for lunch breaks at the discretion of their supervisor.

Tampering with the timekeeping system, logging with another employee's id badge, or otherwise falsifying timekeeping information will result in disciplinary action which may include termination of employment.

The following rules govern the docking procedure for tardiness:

Arriving to work 8 to 22 minutes after scheduled starting time will be docked one quarter (1/4) hour.

Arriving to work 23 to 37 minutes after scheduled starting time will be docked one-half (1/2) hour.

Arriving to work 38 to 52 minutes after scheduled starting time will be docked three-quarters (3/4) of an hour.

Arriving to work 53 to 67 minutes after scheduled starting time will be docked one (1) hour.

4.13 Personal Communications During Working Hours

In the interest of achieving the goal of public service and avoiding loss of working time, personal communications including telephone calls, texting or other usage of personal cell phones, emails, or other computer-based media or any other personal communications must be infrequent and brief and are to be avoided during working hours except in the case of emergencies.

4.14 Smoking

Smoking is prohibited in all public areas according to the Illinois Smoke Free Act. As such, the following prohibitions apply for all District employees:

- 1) No smoking is allowed in any District building. This includes the Administration Center, all buildings, tunnels and other structures at the Wastewater Treatment Center and the pumping stations.
- 2) When smoking outdoors, no smoking is allowed within fifteen (15) feet from entrances, exits, windows that open and ventilation intakes that serve an enclosed area.
- 3) Smoking is prohibited in all District vehicles.

The Smoke Free Illinois Act provides for fines against persons smoking in violation of the Act and fines against the District for noncompliance with the Act.

Additionally, to assist our employees who desire to quit smoking, the District will reimburse employees up to \$100 for the cost to employees who smoke and up to \$100 for the cost to their spouses who smoke, for completion of an approved smoking cessation program. This is a one-time reimbursement only. Due to the variety of smoking cessation programs, employees intending to seek reimbursement must first obtain confirmation from the Administrative Supervisor that the program selected is approved for reimbursement. Employees must first submit the claim to the District's medical insurance plan or any other applicable plan for payment, including a request under any smoking cessation rebate program offered by the District's group health insurance program. Claims which have been submitted to the Administrative Supervisor along with appropriate documentation as may be required by the District to verify the amount eligible for reimbursement under this policy.

4.15 Solicitation/Distribution

In order to maintain efficient working conditions and provide employees with a work environment free of solicitation and distribution pressures, solicitation and distribution activities shall be limited by the following policy.

Solicitations by employees seeking payments, contributions, memberships, signatures, funds and other similar solicitations or the distribution of non-work related literature by employees will not be permitted during the working time of any employee involved in the solicitation and/or distribution. Solicitation or distribution by employees on nonworking time in a manner that disturbs other employees performing work or is otherwise disruptive of the performance of the District's work will not be permitted. Distribution of non-work related literature by employees will not be permitted in working areas at any time.

Solicitation or distribution by nonemployees will not be permitted:

- 1) during the working time of any employee receiving the solicitation or distribution,
- 2) at any time in areas not open to the public or in public areas where such activity is inconsistent with the intended and normal use of the area, or
- 3) in a manner which disturbs employees who are working.

The posting of non-work related materials or literature on the District's bulletin boards used for the District's business is prohibited.

"Working time" does not include lunch period or other periods where employees are not required to be performing their job functions. "Working time" does include the time when employees are required to be engaged in work tasks and covers both the employee engaged in solicitation or distribution of literature and the employee to whom the solicitation or distribution is directed.

4.16 Employee Conduct

All employees must recognize their responsibility to provide quality service to the public. Employees must work cooperatively and efficiently, avoid wastes of time and materials, and just as importantly, should communicate to District management suggestions and recommendations for improving the workplace and service to the public. All employees will conduct themselves, while on the premises of the District and, also, while on duty away from the District on District business, in a responsible, professional manner. Failure to comply with this policy will result in discipline, up to and including discharge.

4.17 Employee Ethics Ordinance

All employees are subject to the District's current Ethics Ordinance attached to and made a part of this Employee Policy Manual. This ordinance was approved in compliance with the State Gift Ban Act. All employees are required to read and become familiar with the ordinance. In general, the ordinance regulates the political activities of public officers and employees, as well as the solicitation and/or acceptance of gifts by these public officers and employees.

4.18 Visitors

Employees wishing to bring relatives or friends onto District property during the employee's nonworking hours to provide an opportunity to see the employee's work place shall obtain permission in advance from their Supervisor or the General Manager. Employees may occasionally receive visitors during working hours for brief durations. Nonemployees should not be on District property outside of regular business hours of 8:00 a.m. to 4:30 p.m. except as noted above.

4.19 Illinois Environmental Protection Agency Certification

Operators must obtain a minimum Class 4 Certificate of Competency for Wastewater Treatment from the Illinois Environmental Protection Agency within two years of the date of employment, and maintain such certification for the remainder of their employment. Operators are urged to upgrade their certification classification.

Any hourly employee that holds and maintains a Class 1 Certificate of Competency for Wastewater Treatment from the Illinois Environmental Protection Agency shall receive additional pay, in an amount periodically set by the General Manager, for each hour worked. Such adder shall not be included for overtime calculations.

4.20 Observance of Safety Rules

All employees of the District will observe safety regulations and all related safety policies established by the District. All employees shall be provided a copy of the established safety regulations at the time of orientation or as soon thereafter as practicable. Failure or refusal to observe safety regulations will result in disciplinary action, up to and including immediate discharge.

4.21 On-Call Response

Employees may be required to carry District communications equipment to be oncall during nonscheduled work time to receive and respond to emergency calls. This on-call response system is required for the following areas of District operations - Operations, Maintenance, Laboratory, Collection System, and Lift Stations. For Operations. Maintenance and Lift Stations, employees may be designated as either the primary on-call response employee or the secondary on-call response employee in each area. For the Collection System, a designated employee shall be considered a primary on-call response employee. For the Laboratory, a designated employee shall be considered a secondary oncall response employee. Each primary on-call response employee must remain within a thirty-minute travel time from the Treatment Center, while each secondary on-call response employee must remain within a sixty-minute travel time from the Treatment Center. As emergencies may occur at any time, travel time includes the time required for the employee to respond to an emergency at any hour including peak traffic periods. This response time is not intended to interfere unnecessarily with an employee's nonscheduled work time. However, the service provided by the District is crucial to the public health and safety and emergency situations require a prompt response. Any existing employee who was hired subject to a 1 hour travel time from the Treatment Center shall remain under the 1 hour travel time requirement.

No employee shall be assigned more than one of the on-call responsibilities at any time to avoid the possibility of inadequate staffing in the event of emergencies in more than one area of operations. Due to the large number of emergency calls occurring for the collection system, the collection system on-call response employee may take a District vehicle home to facilitate response to emergency calls. Supervisors may be assigned a District vehicle to take home to facilitate response to emergency calls. District vehicles are to be used for official District business only as detailed in Section 4.4.

4.22 Fuel Purchases

In the course of employment, an employee may be issued a card, key fob or other device to allow for the purchase of fuel for District vehicles or equipment at a fueling facility. The device shall remain the property of the District and must be returned to the District upon termination of employment. The device shall only be used to purchase fuel for District vehicles or equipment and shall not be used to purchase fuel for personal vehicles or non-District vehicles or equipment. The employee shall be responsible for the device; must not allow unauthorized use of the device; and must report loss or theft of the device immediately upon discovering that it is missing. The employee will be held responsible for unauthorized use of the device of which they are aware and/or allow. The employee shall be responsible for any unauthorized use which results from the employee's failure to report the device lost or stolen immediately upon discovering that it is missing. If the device, or fuel obtained using the device, is for personal purposes or for purposes other than District governmental operations, the employee will be subject to immediate disciplinary action, up to and including termination and criminal prosecution for theft, in addition to any other available administrative or civil penalty.

4.23 Vendor Charge Card Use

The District may make available a vendor charge card for employee use for District business only. Such use shall be in accordance with this policy. An employee shall not provide either the card or the card number to any person or entity for any use not consistent with this policy. Each and every use of the card must be approved by a District Supervisor or the General Manager.

Any and all uses of the card must be supported with detailed documentation. Use of the card without proper authorization, or for the purchase of personal items, or without providing detailed documentation shall be subject to disciplinary action which may include termination, criminal prosecution for theft, and any other available administrative or civil penalty.

4.24 Drug and Alcohol Policy

All employees are subject to the District's Drug and Alcohol Policy (the "Policy"). All employees are required to read and become familiar with the District's Drug and Alcohol Policy which is attached to and made a part of this Employee Policy Manual. It is the District's commitment to provide a safe and productive work environment for its employees and the public. The use of alcohol and drugs (as defined by the District's Policy) while performing work on the District's behalf is inconsistent with this commitment. The District may perform drug testing, as set forth in the Policy. Employees who violate the District's Policy will be subject to disciplinary action, up to and including termination of employment.

4.25 Computer Usage and Internet Usage

The District makes extensive use of computers for operations. It is important that the data stored and utilized on these computers be free from defects. The Internet is a useful research and communication resource which is provided to District employees for uses related to District business. In order to prevent the misuse of District computers and the Internet, the following policy applies to all employees:

- 1) Only District approved software may be used on a District computer.
- 2) Downloading improper files that contain viruses which may contaminate District information systems and databases is expressly prohibited.
- 3) All programming, setup and diagnostic functions are to be performed by authorized personnel only.
- 4) Under no circumstances shall any software be used on a District computer without being scanned for computer viruses by authorized personnel.
- 5) Unauthorized access to data and computer equipment is prohibited.
- 6) Any and all information stored on District computers remains District property and may be inspected at any time without notice.
- 7) Accessing objectionable, improper, or pornographic material and/or sites is expressly prohibited. To that end, employees are prohibited from sending mail or other communications, files or programs containing offensive or harassing statements, including comments based on race, national origin, sex, sexual orientation, age, disability, gender identification, religion, political beliefs, etc.
- 8) Use of work time to access non-work related information, play games, or otherwise waste time is expressly prohibited.
- 9) Use of the Internet for illegal, improper, or illicit purposes is expressly prohibited.
- 10) Misrepresentation of an employee's opinion as District policy is expressly prohibited.
- 11) The District maintains the right to monitor and inspect all data, documents and electronic mail messages at any time, including review of employee computer usage, messages and any and all on-line activities performed using District equipment, with, or without notice to employees. The District may periodically audit the storage devices of all computers and reserves the right to clear any and all data not related to District business.
- 12) Employees shall have no expectation of privacy with regard to the entry, creation, transmission, receipt or storage of any data, documents or electronic mail messages, whether personal or work-related, performed using District equipment.

Failure to comply with this policy may result in disciplinary action up to and including immediate discharge.

4.26 Personal Property and Employee Expense Reimbursement

The District will not replace or reimburse the personal property of employees which may be lost or damaged on District property or during work hours. Personal property includes cell phones and/or other personal electronic devices, clothing, jewelry, glasses or contacts, or other personal items brought to the work place.

The District issues communication devices, such as radios, cell-phones, tablets, or laptop computers to employees to conduct job-related communications. Use of personal communication devices or services for District business is not required of employees, and will therefore not be reimbursed unless an emergency circumstance arises justifying such use.

Mechanics are required to keep a basic set of personal hand tools sufficient to perform District work. The District shall replace a personal hand tool in the event it is lost, damaged or stolen in the course of performing District work. Any tools or related equipment beyond this basic set shall be excluded from this policy.

In the event of a major loss of tools from this basic set, a limit on replacement by the District will be at the discretion of the General Manager.

From time to time in the course of work, employees may incur expenses directly related to services performed for the District. The District may reimburse employees for said expenses subject to the requirements of this section and other pertinent sections of this manual. Reimbursable expenses shall be subject to prior approval of a supervisor. Such expenses shall be made in accordance with the procurement or travel reimbursement policy of the District. Reimbursement without mark-up will be made after submittal of supporting documentation, such as detailed receipts, which shall be reviewed by the approving supervisor for consistency with prior approval. Employees shall present said documentation within a reasonable timeframe of incurring the expense, but no later than 60 calendar days after incurring the expense. Reimbursement shall be made following, and subject to, the District's claim review and approval procedures.

4.27 Listening Devices/Music

The playing of music, use of headphones or earbuds, or other audible media is at the discretion of the Supervisor. The Supervisor may require that it be turned off at any time. It should not be played at volume levels that create or pose a risk to any employee's health or safety. The use of hearing protection is allowed for health and safety purposes only.

4.28 Entry and Access to the Wastewater Treatment Center

The gate in to the Wastewater Treatment Center is to be secured during non-working hours. The last employee leaving the Wastewater Treatment Center every day is responsible for verifying that the gate is secured.

4.29 Driver's Licenses

Any employee who drives a District vehicle in the course of their work must possess a valid State of Illinois Driver's License, including a Commercial Driver's License if applicable. If an employee has their driver's license suspended, revoked or canceled or who becomes disqualified or loses their right to operate a motor vehicle for any period of time, they must notify their supervisor before the end of the business day following the day the employee receives notice of the suspension, revocation, cancellation, disqualification or lost privilege. An employee who fails to notify their supervisor, or to operate a District vehicle without a valid driver's license, shall be subject to appropriate disciplinary action up to and including termination of employment.

DISCIPLINARY ACTION

In the interest of all employees, District rules and policies as outlined in the Employee Policy Manual must be followed. Should an employee's performance, attitude, work habits, or personal conduct fall below an acceptable level, disciplinary action, up to and including discharge, may be imposed as the District deems appropriate. Disciplinary actions include but are not limited to oral reprimands, written reprimands, suspension, demotion and discharge. The District retains the right to determine what discipline will be imposed in each situation. The District may disregard any or all of these procedures in the event that any disciplinary measure or termination of employment is deemed necessary for egregious, flagrant or blatant behavior. Nothing contained in this policy is intended to create, nor should it be construed to constitute, any type of employment contract, promise, guarantee or assurance that progressive discipline will be imposed. Employees remain at all times at-will and the District retains the right to terminate an employee's employment at any time for any reason.

Written Reprimand

Where oral notice of unacceptable performance from the employee's supervisor has not resulted in expected improvements or where the conduct warrants a more formal response, a written reprimand may be delivered to the employee, with a copy filed in the employee's personnel file and a copy forwarded to the General Manager.

Suspension

An employee may be suspended without pay by the employee's supervisor for a duration of up to three (3) days. A suspension of more than three (3) days may be imposed by the General Manager.

Discharge

An employee may be discharged upon the approval of the General Manager. The General Manager shall notify the employee in writing of the termination and the reason therefore.

Examples of Employee Misconduct, Poor Performance or Negligence Warranting Discipline

The following list contains examples of conduct that normally results in disciplinary action. This list is intended to provide an understanding of what is considered unacceptable conduct. This list, however, is not all inclusive and unacceptable conduct not specifically listed below, can, nonetheless, result in disciplinary action up to and including immediate discharge.

• Violation or disregard of the policies contained in this Employee Policy Manual or other District policies or practices as may be established from time-to-time.

- Refusal or failure to comply with safety precautions or follow prescribed methods, or conduct which endangers self, fellow workers or the public.
- Unlawful manufacture, distribution, dispensing, possession, use or being under the influence of illegal drugs, a controlled substance or alcohol in the workplace or during working time, or any other violation of the District's Drug and Alcohol Policy.
- Poor driving habits endangering self, fellow workers, or the public or resulting in damage to District vehicles or property; or operating District vehicles without proper driver's license.
- Insubordination, refusal to do assigned job, or refusal to do job as directed.
- Threatening, intimidating, coercive or abusive language or conduct to any employee, supervisor, or member of the public at any time.
- Gambling of any nature.
- Fighting.
- Theft or misappropriation of property from the District or other employees.
- Creating or contributing to unsanitary conditions.
- Performance that, in the District's opinion, does not meet requirements of the position.
- Violations of the District's Anti-Harassment Policy.
- Violations of the District's Smoking Policy.
- Misuse of the Company's computer systems and resources.

GRIEVANCE PROCEDURE

District employees have the right and the responsibility to bring to management's attention complaints or dissatisfaction regarding employment-related problems. Supervisors and employees are expected to make every effort to resolve problems as they arise. However, for those grievances which cannot be resolved informally, the following appeal and review procedures are established.

6.1 **Resolution of Employee Grievance with Supervisor**

The employee shall first present the grievance within ten (10) days of the occurrence to the employee's supervisor in writing. A copy of the grievance shall be forwarded to the General Manager by the supervisor. The supervisor shall attempt to resolve the grievance promptly and shall inform the employee in writing of the decision and reason therefore.

6.2 Appeal to District General Manager

When a grievance cannot be resolved at the supervisory level, the employee may appeal directly to the General Manager within ten (10) days of notification of the supervisor's decision. The General Manager shall make a separate investigation and shall inform the employee and the supervisor in writing of the decision and reason therefore.

The decision of the General Manager shall be final and no further appeal shall be allowed in all matters except those involving an employee termination.

6.3 Request for Hearing

For those grievances involving a termination, an employee may appeal the General Manager's decision by providing to the General Manager a "Notice in Writing" within five (5) working days of notification of the General Manager's decision. Said "Notice in Writing" shall request a hearing. The hearing will then be scheduled not less than seven (7) nor more than twenty-one (21) days after receipt of the "Notice in Writing".

The General Manager may select a Hearing Officer who is not a District employee. At the Hearing, evidence shall be introduced and witnesses produced, if necessary. The employee may represent himself/herself or be represented by counsel.

The findings and determination of the Hearing Officer shall be made within a reasonable period of time and shall be advisory only.

The time periods specified for District responses and hearing will be followed under normal circumstances; if the time frames cannot be met, the employee will be notified.

NOTICE OF RESIGNATION

The District requests that a non-supervisory employee resigning his/her employment give his/her supervisor at least two (2) weeks' notice of the intention to leave. The District also requests that a supervisor resigning his/her employment gives the General Manager at least four (4) weeks' notice of the intention to leave.

TERMINATION OF EMPLOYMENT

Accrued unused vacation and personal leave will be included in the employee's final paycheck upon termination. No compensation is given for unused sick leave.

Identification cards and all District property must be returned to the District office.

Termination of all benefits is effective the day employment with the District is terminated.

Severance pay may be awarded at the General Manager's discretion.

STATEMENT ON LABOR ORGANIZATIONS

The District has always taken pride in the abilities and accomplishments of its employees. The District strives to pay wages and benefits that are competitive with the market and that recognize the value of its employees. It is also a District policy to communicate directly with employees and to work together to resolve their concerns as they arise. The District prefers that this mutual cooperation and direct communication continue.

REVISIONS AND AMENDMENTS OF THE EMPLOYEE POLICY MANUAL

The policies contained in this manual may be revised, amended or repealed at any time hereinafter by the Board of Trustees, without notice to any employee of the District except for the policy of at-will employment. While it is the intent of the District to promptly notify all affected employees of changes, unfortunately circumstances do not always allow for prior notice to be given and the policy in effect at the time will govern. The adoption of the Manual shall not create any vested right or interest in favor of any employee in and to any part of the benefits hereby granted, but shall be construed to be gratuitous grants of time and compensation which may be modified or withdrawn at any time. In the event of any doubt as to the terms of any provisions or any portion of this manual, or any conflict or interpretation between the various provisions hereof, or in the event of any ambiguity or misunderstanding of any other phrase or clause used herein, or in the event of any contingency arising which is not specifically mentioned in this Manual, the Board of Trustees reserves the right to place its own construction and interpretation upon the terms of this Manual and the application hereof to any particular case or situation.

DOWNERS GROVE SANITARY DISTRICT

<u>MEMO</u>

TO: Nicholas J. Menninga General Manager

FROM: W. Clay Campbell Administrative Supervisor

DATE: December 13, 2019

RE: Schedule of Regular Meetings for 2020

Attached is the proposed Notice of Schedule of Regular Meetings for calendar year 2020. 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 11 meeting and public notice will be published on February 13 of its availability for public inspection. Final approval of the budget will then be scheduled for March 17 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, ARU, TTC, 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

Providing a Better Environment for South Central DuPage County

December 17, 2020

DOWNERS GROVE SANITARY DISTRICT NOTICE OF SCHEDULE OF REGULAR MEETINGS

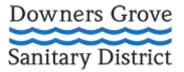
The Downers Grove Sanitary District hereby gives public notice that the regular meetings of the Board of Trustees shall be held on the following Tuesdays during calendar year 2020:

January 21, February 11, March 17, April 21, May 19, June 16, July 21, August 18, September 15, October 20, November 17, and December 15.

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 open to the public.

General Manager Nicholas J. Menninga

Legal Counsel Michael G. Philipp



Memo

To: Nick Menninga, General Manager From: Alex Bielawa, Staff Engineer Date: December 12, 2019 Subject: Biosolids Program Improvements

This report is intended to investigate alternative methods to improve the in-house biosolids program. Traditionally, biosolids handling and disposal has included converting agricultural grade biosolids (Class B) to publicly distributed biosolids (Class A) by storing dewatered solids for roughly two years to reduce pathogens. In recent years, excessive rainfall and changes in sludge production quantities and characteristics have forced the use of contract hauling of Class B biosolids to farmland in order to sustain operations. Issues with a shortage of storage space, as well as inability to conduct the final drying step on the pad, have both contributed to this need. Contract hauling incurs a significant additional expense in plant operations, additional transportation impacts on the solids disposal program, and can constrain operations because of associated scheduling needs.

This evaluation is intended to provide comparison of various alternative measures to minimize operational costs and other adverse impacts associated with biosolids handling and disposal. Five options are compared here:

- a) no action continue contract hauling some portion of biosolids,
- b) purchase, installation and use of a sludge dryer,
- c) new additional storage,
- d) covering existing storage or drying pad to improve capacity, and
- e) adding composting capabilities.

Current Operation

The District operates two separate digestion/dewatering operations. Digested primary sludge is pumped from the Digester 1, 2 and 3 complex into the gravity drying beds located on the east side of the property. These beds are augured to promote dewatering, after which the material is transferred into one of four primary sludge storage beds, also on the east side of the plant adjacent to this dewatering operation. Approximately 350 dry tons per year of solids are produced from this operation. This study presumes that the existing operation continues for this source of biosolids.

Co-digested waste activated sludge and hauled grease waste is pumped to the belt-filter press from the Digester 4 and 5 complex for dewatering, with subsequent storage on the west side of the treatment facility in either the sludge storage bin or the west side drying beds (numbered 31, 32 and 33). Approximately 515 dry tons were produced in 2010-2011 before the implementation of the FOG receiving program. With the full implementation of the program in 2016-2018, the annual production has risen to 670 dry tons a year. In addition, the stored biosolids appear to



hold rainwater more than in the past, requiring storage of more dilute sludge, decreasing the effective storage volume.

The dewatered solids need to be stored for roughly two years to reduce pathogens, making the material suitable for Class A public distribution.

After aging, material is spread and augured on the asphalt drying pad for final drying. The material is then run through the trommel screen to remove rocks, sticks, and other debris, making it ready for distribution. This operation is weather dependent; if there is wet weather, the operation is suspended until a sufficient period of dry weather allows the auger/air-drying step to sufficiently dry the material.

The existing covered storage area, commonly referred to as the Big Top, is used to stage material before and after the drying step on the drying pad, and for screening the final product.

The current operation includes labor, vehicle and equipment fuel and maintenance, equipment depreciation, and contract hauling costs. For calendar year 2018, those expenses are shown in Table 1.

Labor	\$224,876.94
Vehicle Fuel	\$11,222.76
Vehicle Maintenance	\$6,715.05
Equipment Depreciation	\$73,914.91
Contract Hauling Cost	\$64,274.00

Table 1: 2018 Biosolids Operation Costs



Figure 1: West Biosolids Operation Overview





Alternative Option Development

Sludge Dryer

The first alternative under consideration here is the use of a sludge dryer for converting a portion of freshly dewatered (Class B) sludge into a Class A product with similar characteristics to the current final biosolids product.

This technology uses thermal oil to heat the freshly dewatered sludge into a Class A product. For evaluation purposes, the sludge dryer is sized here for drying half of the belt-press tonnage (300 dry tons/year). At this capacity, it is expected to significantly reduce the need for contract hauling, while continuing with current methods for the balance of solids being produced. A benefit of the sludge dryer would be that this technology can be operated throughout the year, regardless of the weather. The dryer would be housed in a building close to the existing belt-press building, for easy transport of sludge cake into the hopper. Another advantage of a sludge dryer is the ability to produce more final product in a shorter amount of time. Running the digested cake at a rate between 700-1,000 dry pounds per hour through the machine is faster than the 180 cubic yard batch placed on the drying pad needing 3-4 days of dry weather under the current operation.

A dryer is costly, with an initial capital cost between \$1.6 and \$2.25 million dollars for the base equipment. In addition, a building would need to be erected to contain the dryer and ancillary equipment needed for the operation. The building cost is expected to be on the order of magnitude of the equipment costs, roughly doubling any project capital cost. There is a significant need for fuel and electricity to operate the equipment. The primary fuel source could be both biogas and natural gas, providing a use for biogas that is currently flared as part of normal operations, supplemented with pipeline natural gas. Biogas and natural gas piping would need to be routed to the building for this use. As a fairly high-wear type of equipment, a significant annual maintenance cost is expected. Additional staff training would be necessary to be able to operate and maintain the equipment, although it is envisioned that current staffing levels would be sufficient.

Table 2 shows a comparison of various budgetary cost estimates provided by different sludge dryer vendors.

	K-S 8W-580	K-S 4.3W-200	Andritz 8W50	Andritz BDS-18	BCR Solids IC-800
Operating Hours	8hr/day	20hr/day	8hr/day	8hr/day	24 hr/day
Sludge Drying Equipment Cost (\$)	\$2,250,000.00	\$1,650,000.00	\$1,800,000.00	\$2,000,000.00	\$1,770,000.00
Building Cost (\$)	\$5,062,500.00	\$3,712,500.00	\$4,050,000.00	\$4,500,000.00	\$3,982,500.00
Site Work (\$)	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Annual Maintenance Cost (\$)	\$112,500.00	\$82,500.00	\$90,000.00	\$100,000.00	\$88,500.00
Annual Electrical Cost (\$)	\$8,000.00	\$8,000.00	\$9,337.00	\$22,409.00	\$6,441.00
Annual Thermal Cost (\$)	\$64,000.00	\$64,000.00	\$86,399.00	\$86,399.00	\$41,253.00

Table 2: Sludge Dryer Budgetary Costs from Vendors



Additional Sludge Storage

Existing storage on the west side of the treatment facility consists of a sludge storage bin and three sludge storage beds. The dimensions of the storage bin are 200 feet wide by 240 feet long with 3 feet high walls. Concrete blocks are used inside the bin to isolate different zones inside the bin; these blocks can reach up to 4 feet high. The bin can hold approximately 3,675 cubic yards of biosolids, accounting for empty space needed to access and move material as part of normal operations.

Each one of the three drying beds is 160 feet long by 40 feet wide and the walls are approximately 5 feet high, resulting in a total three-bed storage volume of 3,555 cubic yards. Combining these two areas, there is a total of 7,230 cubic yards of storage. There are also three makeshift bermed areas on the west side that were created to accommodate excess material in previous years.

In order for this volume to serve for 2 years of aging at 670 tons of dry solids per year, solids in storage need to have an average concentration of roughly 20% solids. Belt filter press cake is produced at roughly 13% solids. Currently, material in storage appears to be remaining at roughly 10%-15% solids from absorbing rainwater, rather than shedding water over time, as apparently occurred in previous years prior to grease waste co-digestion. At 10% solids, the space available is sufficient to provide roughly 1 year of storage, which is inadequate to meet Class A objectives. As a result, roughly half (3,000 cubic yards) of the dewatered belt press cake needs to be removed as it is produced. Since contract hauling can only occur during certain times of year, a significant amount of storage is tied up holding cake for contract hauling, further reducing the space available for aging.

Contract haulers are employed to locate appropriate farmland, work with and schedule receipt and appropriate handling and reporting of material applied on those fields, and to provide loading and trucking services needed to move the material from the WWTC to the fields. Contract hauling is done on a per cubic yard basis, with recent costs in the range of \$20 per cubic yard. Since 2016, contract haulers have been used 10 times to remove sludge from the storage areas. The current annual budget allows for \$80,000 dollars in contracted hauling, estimated to be adequate to haul 4,000 cubic yards of belt press cake. While this budget amount is expected to be appropriate for normal operations, this number was inadequate for operations during 2019, an extraordinarily wet year. Wet conditions reduced drying pad capacity dramatically, and also added to the moisture content of cake in storage, resulting in the need to haul out 5,000 cubic yards of material to-date.

Additional storage could be constructed to reduce the need for contract hauling. In order to provide a full 2 years of storage at 10% solids concentration, an additional 7,200 cubic yards of storage would be needed. There is limited space on the existing plant site in the vicinity of the existing sludge storage to provide this volume of ground storage. A new bin at the site of the abandoned biosolids give-away station could provide roughly half of the needed volume. Additional storage could potentially be installed on a portion of the current site of the walnut grove.



Storage space could be more effectively utilized if properly covered from rainfall. This would allow material to air-dry while in storage, with an expected average storage concentration closer to 20% solids. With an appropriate cover, an added storage volume of roughly 3,600 cubic yards would be expected to allow for a full 2 years of storage accounting for all available storage.

A new storage facility is envisioned as a concrete bin, similar to the existing bin with a concrete floor and walls with footings, but with improved handling, equipment access and drainage features. The cover for this storage is envisioned as a steel-frame structure with a fabric cover and open walls for sufficient ventilation. Budget estimates from BriteSpan Building Systems were used to develop cost estimates used here. Other cover designs were considered but are expected to have a significantly higher installation cost.

Table 3 shows cost estimates for a 3,600 cubic yard storage bin, with and without a cover.

Sludge	Pad Only	Sludge Pad and Fabric Enclosu		
Capital (\$)	\$1,077,800.00	Capital (\$)	\$1,625,600.00	

Table 3: New Sludge Storage Bin Cost With or Without Cover

Covering Existing Facilities

Another option for consideration of improved storage capacity it to cover existing storage facilities. This would provide the benefit of raising the effective concentration of the cake in storage by preventing rain from getting absorbed and thereby increasing the amount of solids in storage. The resulting effective storage concentration is estimated at roughly 20%, with an open-walled covering that allows full natural ventilation and evaporation, in addition to preventing rain from hitting the stored cake.

The two storage areas considered here are the Storage Bin and the West Drying Beds. Each area represents roughly half of the existing storage space. Covering both areas would effectively double the available storage space, allowing for about 2 years of overall storage (assuming 20% average solids concentration with existing production rates). Covering one of the areas would allow for 2 years of storage for roughly 75% of the solids produced, reducing but not necessarily eliminating the need for contract hauling.

The Storage Bin is more expensive to cover, since it has a significantly larger footprint. Cost estimates for covering the two areas are included in Table 4. These cost estimates are based on a steel-frame structure with a fabric cover.

Sludge Storage Bin		Sludge Storag	e Beds	Asphalt Drying Pad		
Engineered Cover (\$)	\$880,000.00	Engineered Cover (\$)	\$363,000.00	Engineered Cover (\$)	\$857,000.00	
Foundation (\$)	\$120,000.00	Foundation (\$)	\$48,000.00	Foundation (\$)	\$120,000.00	
Tree Removal (\$)	\$0.00	Tree Removal (\$)	\$5,000.00	Tree Removal (\$)	\$0.00	

Table 4: Costs of covering existing storage assets



A cost estimate was also made for covering the asphalt drying pad. Covering the pad would ensure throughput for the final drying step during wet conditions. Over the past 5 years, rain has severely limited the ability to produce the final product during one year, 2019. During other more typical years, throughput has been sufficient to not limit the ability to produce the final product. The cost of covering the pad is significant because it is a very large footprint at 160 feet by 300 feet (see Table 4). Based on recent historic operations, the addition of this cover would address conditions during occasional years where rainfall forces the need for additional contract hauling.

Addition of Composting Capabilities

Another alternative considered here is the addition of composting capabilities. Composting is another way to convert Class B biosolids into a Class A product. The process combines freshly dewatered sludge with a carbon source (such as wood chips), followed by aerating the piled mixture at a desired temperature for a duration sufficient to reduce pathogens (roughly 8 weeks total process time from start to finish). The biological activity in the pile generates the heat needed to meet the temperature requirements for Class A pathogen reduction. Aside from vehicle and equipment fuel needed for handling the material, the only external energy needed is a small electrical load associated with aeration and controls.

This operation can be economical, but requires a large source of carbon, can produce significant odors, and is expected to generate a larger volume of final product needing disposal. The operation also requires the use of a significant paved area suitable for handling biosolids, such as a portion of the asphalt drying pad. The process would also require additional permitting from EPA, as this would be a change in process with different monitoring requirements than the existing method.

Equipment needed would include existing equipment such as dump trucks, loaders and the trommel screen. Additional equipment would include trailer-mounted solids mixing equipment, aeration piping, a membrane cover system, a small blower, and a control system for monitoring temperatures and modulating air flow to the process.

A pilot-scale operation could be assembled with theoretical capacity to handle roughly 300 dry tons per year. Based on information collected from Sustainable Generation, a composting systems vendor, such a pilot could likely be assembled for roughly \$75,000. The pilot would use about ¹/₄ of the space available on the asphalt drying pad, and would take significant operator attention in the initial year of operation. Some investigation would be needed to obtain the wood chips needed to run a pilot, but the Village of Downers Grove's woodchip give-away station may have sufficient material to start the pilot. A pilot would confirm the suitability of the concept for our operation, and the pilot equipment would be amenable to longer-term use if the concept proves successful. A permanent composting operation would be roughly double the price of the pilot, or \$150,000.



Comparison of Alternatives

The various alternatives can be compared for overall cost-effectiveness on a 20-year present worth basis. Each alternative includes an up-front capital cost, as well as a change in the recurring operation and maintenance costs.

Cost to continue with the current operation (no-action) includes ongoing O&M costs, featuring an average expected sludge hauling cost of \$82,000 per year.

The cost of a sludge heat dryer is based on a unit with capacity to handle 300 dry tons per year. The cost used for comparison is an average budget cost based on the various estimates received from vendors. The expected reduction in sludge hauling costs does not appear to justify the heavy capital and additional O&M cost of this alternative.

The addition of covered sludge storage space is more economical than uncovered storage space. The cost shown here is for a covered bin located where the abandoned sludge give-away station is currently located. This storage is expected to reduce sludge hauling costs dramatically, but not change other O&M costs. A reduced annual sludge hauling cost is expected with this alternative. However, this reduction does not appear to justify the heavy capital cost associated with this option.

Two options for covering existing storage are shown for comparison, the first covering the west drying beds, the second covering the west drying beds and the storage bin. The capital cost of covering the west drying beds appears to have the greatest justification.

The cost of covering the pad is shown for comparison purposes. Sludge hauling costs are only controlled during heavy rainfall years with this alternative, making it less attractive than covering the storage facilities.

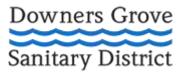
Finally, the cost of a complete 300 dry-ton per year compost operation is shown for comparison. While this alternative appears to be the most cost-effective of the options, operations staff is not convinced that the technology will provide a final product that can be distributed in the volumes needed. Any pursuit of this technology should be piloted before implementation.

Table 5 includes a breakdown of these alternatives.

	No Action (Contract Hauling)	CL 4 IL 4D	New Covered Storage Bin	Cover Existing Storage Beds	Cover Existing Storage Beds and Bin	Cover Existing Drying Pad	Composting Operation	Covering Existing Storage Beds and Composting Operation
		Sludge Heat Dryer						
A. Capital Cost								
2020 Construction Cost	\$0.00	\$6,165,500.00	\$1,625,600.00	\$416,000.00	\$1,421,000.00	\$977,000.00	\$150,000.00	\$566,000.00
Engineering (10%)	\$0.00	\$616,550.00	\$162,560.00	\$41,600.00	\$142,100.00	\$97,700.00	\$15,000.00	\$56,600.00
B. Operation and Maintenance					62	2.7 (6444)		
Annual Electrical/Heat	\$0.00	\$79,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00
Annual Equipment Maintenance	\$0.00	\$95,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000.00	\$8,000.00
Annual Contracted Hauling	\$82,000.00	\$20,000.00	\$22,000.00	\$40,000.00	\$9,000.00	\$76,000.00	\$22,000.00	\$0.00
C. Present Worth								
Total Capital Cost	\$0.00	\$6,782,050.00	\$1,788,160.00	\$457,600.00	\$1,563,100.00	\$1,074,700.00	\$165,000.00	\$622,600.00
Present Worth Annual O&M Cost	\$1,646,369.76	\$3,895,069.92	\$441,708.96	\$803,107.20	\$180,699.12	\$1,525,903.68	\$662,563.44	\$220,854.48
Total 20 Year Present Worth	\$1,646,369.76	\$10,677,119.92	\$2,229,868.96	\$1,260,707.20	\$1,743,799.12	\$2,600,603.68	\$827,563.44	\$843,454.48

 Table 5: 20 Year Present Worth Analysis of Seven (7) Alternatives

Table footnote: Note that for all analyses, current prevailing inflation rate is higher than the real interest rate, giving a net present worth factor of 20.078 (White House, 2018).





Recommendation

The two low cost options on a 20-year present worth basis are the addition of composting capabilities and covering the west side drying beds 31-33. These two alternatives also incur the lowest capital cost of any changes from current operations.

If both options were successfully combined, we would expect all contract hauling to be eliminated. This combined alternative is shown in the far right column of Table 5. An advantage to combining these options would be the ability to maintain diversified ways to produce a Class A product. Covering the beds also provides staff with flexibility for storage of composted biosolids prior to delivery should it be required.

Therefore, the recommendation here is to budget to cover the west side drying beds and conduct a pilot composting operation in 2020. If the composting operation proves successful, the covered beds will provide a useful storage area for future operations, allowing continued aging production, in addition to composting. If the composting operation does not prove to be feasible, the covered beds will continue to provide a cost-effective reduction in future hauling costs.

cc: WDVB, AES, PWC, KJR, RTJ, MJS, ARU, WCC, MGP

DOWNERS GROVE SANITARY DISTRICT

<u>M E M O</u>

TO: Nicholas J. Menninga General Manager

FROM: W. Clay Campbell Administrative Supervisor

DATE: December 13, 2019

RE: Progress Report – November, 2019

ADMINISTRATIVE

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

As there has been no claim or reimbursement activity since the last summary, no summary is being provided at this time.

Holiday Luncheon

The holiday function this year for employees, Sunday brunch at Allgauers/Lisle Hilton on December 8, was a success as 40 people (18 employees and 22 guests) attended.

Safety Committee and Related Safety Matters

The Safety Committee did not meet in December, but its next meeting is scheduled for January 14, 2020. Jessie Gwozdz, the District's Safety Coordinator, has continued focus on District safety by evaluating various software options that the District may pursue regarding management of chemical Safety Data Sheets (OSHA Hazard Communication compliance) and Online Training resources for various employee safety training sessions. As well, she has been evaluating additional hearing protection and hard hat resources to purchase for employees in the coming year. I have enlisted Jessie's assistance in preparing a new Admin Budget line item specifically for Safety that will encompass some of these items.

Technology Update

We have been slowly rolling out smartphones to our Operations department employees. They are the last major department to make the transition (excluding the Laboratory department where smartphones are not currently essential). Operators will be able to better leverage the upcoming Mobile911 solution from Spectre Instruments that would replace the existing Win911 alarming solution that the District uses for SCADA alarms using two dialer cards. The new Mobile911 solution offers email and text messaging alarming options as well as a digital interface that equips the user with comprehensive alarming information across the organization. The deployment of these smartphones is anticipated to be complete in December and Mobile911 sometime in 2020.

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:	83
# of Customers paying their bills online in the last month:	1088
Amount of Money processed through the Portal in the last month:	\$66,402.05
# of Customers signing up for Autopay through the Portal in the last month:	31
# of Customers enrolled in paperless billing in the last month:	31
# of customers registered for pay by text in the last month:	36
Cost to District for providing Invoice Cloud service in the last month:	\$135.00
Cost to District's customers (convenience fees) in the last month:	\$1,866.93
Estimated Monthly savings from customers enrolled in paperless billing:	\$61.32
# of Customers registered from launch through last month:	4,440
# of Customers signing up for Autopay through the Portal from launch through last month:	1,197
# of Customers enrolled in paperless billing from launch through last month:	2,044
# of customers registered for pay by text from launch through last month:	1,319

FINANCIAL

Annual Budget and Five-Year Plan

I started working on budget preparation for FY20-21 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 2020 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.

User Billing

Detailed billing information is attached to this report.

CODE ENFORCEMENT & UNSEWERED AREAS

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.

USER BILLING SUMMARY

User Charge System

Billings for November 2019 were as follows:

User	\$256,815.50
Surcharge	19,732.33
Monthly fees	364,042.94
Total	\$640,590.77
Summer Usage Adjustment	\$9,550.45
Billable Flow	156,685,853
Budgeted Billable Flow	159,755,413
% Actual/Budgeted Billable Flow	98.08%
YTD Billable Flow YTD Budgeted Billable Flow % Actual/Budgeted Billable Flow	1,021,111,601 1,060,281,683 96.31%

The user accounts receivable balance on 11/30/2019 is \$689,973.40 and consists of:

Current charges due 12/16/19	\$536,162.09
Past due charges and penalty	153,811.31
Total	\$689,973.40

The past due charges represent:

Age	User Charges	Penalty	<u>Totals</u>
30 days past due 60 days past due 90 days & greater past due	\$79,013.52 12,712.71 44,865.08	\$8,410.10 2,574.31 6,235.59	\$87,423.62 15,287.02 51,100.67
Totals	\$136,591.31	\$17,220.00	\$153,811.31

Summary of Past Due Charges (90 Days and Over)

Five Year Comparison

November

Year	User Charges	Penalty	<u>Total</u>
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 **
2015	44,535.72	7,228.39	51,764.11 *

*****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 *Includes \$11,270.09 in sewer disconnection costs on 4 accounts plus late fees

Twelve Months Ending November 2019

Month	User Charges	Penalty	Total
11/30/19	\$44,865.08	\$6,235.59	\$51,100.67
10/31/19	44,946.81	5,708.76	50,655.57
9/30/19	49,629.96	6,354.25	55,984.21
8/31/19	46,041.82	5,990.19	52,032.01
7/31/19	44,335.90	5,529.97	49,865.87
6/30/19	44,551.56	5,596.79	50,148.35
5/31/19	41,508.51	5,098.57	46,607.08
4/30/19	37,792.28	4,731.80	42,524.08
3/31/19	39,815.02	4,905.41	44,720.43
2/28/19	43,310.88	5,149.61	48,460.49
1/31/19	40,850.54	4,813.96	45,664.50
12/31/18	37,925.83	4,581.75	42,507.58

Nine (9) of fourteen (14) delinquent accounts that were scheduled for pre-enforcement conferences on November 20, 2019 have paid in full. One account from 2012 and another from 2014 are the only two remaining sewer disconnections.

To: Nick Menninga, General Manager From: Marc Majewski, Operations Supervisor Re: Month of November, 2019 WWTC Operations Report. Date: December 10, 2019

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

Certain highlights of operational activities included:

- Monthly flow: Average daily flows to the plant were 12.22 MGD. Total precipitation at the WWTC was 2.22". There was 1 excess flow event during the month of November. There were 14 days of discharge over 11 mgd.
- Activated sludge: Good operating performance continued throughout the month of November. Floc formers are predominating leading to good solids settling
- Anaerobic Digesters: Pumped a total of 1,115,028 gallons of primary sludge, 589,060 gallons of WAS, and 245,432 gallons of waste grease for a total of 1,949,520 gallons pumped to digesters. Total Volatile Solids destruction was calculated at 64.8% for November. Please note that on the MRO Page 4, there is a gap in data for primary clarifier effluent TSS as the sampler is temporarily out of service.
- Digester gas: Total digester gas production was 5,883,298 cubic feet. 389,944 cubic feet of gas was used for anaerobic digestion heat, and 32,869,017 cubic feet was used in the CHP facilities. 1,852,626 cubic feet of flared gas was recorded during the month. The Munters dehumidifier used 771,711 cubic feet of gas.
- Bio-solids: Bio solid drying and deliveries has come to an end for 2019. In total, there were 1,644 cubic yards distributed to the public in 2019.
- Miscellaneous Items: On November 7th staff attended training given on site by the Downers Grove Police Department regarding active shooters. On November 26th & December 3rd operators and bio-mechanics attended fork lift safety training.
- Electricity: Overall net energy from ComEd was: 150,209 KW-Hrs. Electricity Generated by the CHP system was 214,047 KW-Hrs. Monthly net energy (including natural gas usage) was 184 MW-Hrs for the month of November.

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

	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
11/1/2019	0.26	27.84	17.54	22.66	4.49	0.62	0.00	0.00	0.00	0.00	32.33	23.28	0.35
11/2/2019	0.00	27.73	17.62	21.59	0.00	0.00	0.00	0.00	0.00	0.00	27.73	21.59	0.00
11/3/2019	0.00	20.53	13.84	17.49	0.00	0.00	0.00	0.00	0.00	0.00	20.53	17.49	0.00
11/4/2019	0.00	18.98	11.09	13.89	0.00	0.00	0.00	0.00	0.00	0.00	18.98	13.89	0.00
11/5/2019	0.00	15.33	7.53	12.34	0.00	0.00	0.00	0.00	0.00	0.00	15.33	12.34	0.00
11/6/2019	0.00	15.11	8.47	11.47	0.00	0.00	0.00	0.00	0.00	0.00	15.11	11.47	0.00
11/7/2019	0.00	14.62	7.28	10.53	0.00	0.00	0.00	0.00	0.00	0.00	14.62	10.53	0.00
11/8/2019	0.00	14.30	7.13	10.19	0.00	0.00	0.00	0.00	0.00	0.00	14.30	10.19	0.00
11/9/2019	0.00	14.61	6.73	9.91	0.00	0.00	0.00	0.00	0.00	0.00	14.61	9.91	0.00
11/10/2019	0.02	14.26	6.07	9.39	0.00	0.00	0.00	0.00	0.00	0.00	14.26	9.39	0.00
11/11/2019	0.02	13.90	6.17	9.60	0.00	0.00	0.00	0.00	0.00	0.00	13.90	9.60	0.00
11/12/2019	0.00	14.39	6.03	9.12	0.00	0.00	0.00	0.00	0.00	0.00	14.39	9.12	0.00
11/13/2019	0.00	14.45	5.81	8.93	0.00	0.00	0.00	0.00	0.00	0.00	14.45	8.93	0.00
11/14/2019	0.03	11.44	5.53	8.67	0.00	0.00	0.00	0.00	0.00	0.00	11.44	8.67	0.00
11/15/2019	0.05	11.56	5.31	8.40	0.00	0.00	0.00	0.00	0.00	0.00	11.56	8.40	0.00
11/16/2019	0.01	11.61	5.29	8.59	0.00	0.00	0.00	0.00	0.00	0.00	11.61	8.59	0.00
11/17/2019	0.04	11.86	5.54	8.92	0.00	0.00	0.00	0.00	0.00	0.00	11.86	8.92	0.00
11/18/2019	0.00	14.43	6.06	9.19	0.00	0.00	0.00	0.00	0.00	0.00	14.43	9.19	0.00
11/19/2019	0.04	11.53	5.54	8.70	0.00	0.00	0.00	0.00	0.00	0.00	11.53	8.70	0.00
11/20/2019	0.00	11.88	5.54	8.60	0.00	0.00	0.00	0.00	0.00	0.00	11.88	8.60	0.00
11/21/2019	0.63	26.14	5.78	17.05	0.00	0.00	0.00	0.00	0.00	0.00	26.14	17.05	0.00
11/22/2019	0.00	19.80	11.78	15.25	0.00	0.00	0.00	0.00	0.00	0.00	19.80	15.25	0.00
11/23/2019	0.00	16.05	8.98	12.00	0.00	0.00	0.00	0.00	0.00	0.00	16.05	12.00	0.00
11/24/2019	0.00	14.53	7.91	11.01	0.00	0.00	0.00	0.00	0.00	0.00	14.53	11.01	0.00
11/25/2019	0.00	15.58	7.10	10.25	0.00	0.00	0.00	0.00	0.00	0.00	15.58	10.25	0.00
11/26/2019	0.24	17.01	6.29	10.54	0.00	0.00	0.00	0.00	0.00	0.00	17.01	10.54	0.00
11/27/2019	0.42	25.71	13.90	20.70	0.00	0.00	0.00	0.00	0.00	0.00	25.71	20.70	0.00
11/28/2019	0.00	20.08	11.86	15.24	0.00	0.00	0.00	0.00	0.00	0.00	20.08	15.24	0.00
11/29/2019	0.02	17.20	10.74	12.84	0.00	0.00	0.00	0.00	0.00	0.00	17.20	12.84	0.00
11/30/2019	0.44	24.71	9.93	13.60	0.00	0.00	0.00	0.00	0.00	0.00	24.71	13.60	0.00
Minimum	0.00	11.44	5.29	8.40	0.00	0.00	0.00	0.00	0.00	0.00	11.44	8.40	0.00
Maximum	0.63	27.84	17.62	22.66	4.49	0.62	0.00	0.00	0.00	0.00	32.33	23.28	0.35
Total	2.22	507.16	254.35	366.68	4.49	0.62	0.00	0.00	0.00	0.00	511.65	367.30	0.35
Average	0.07	16.91	8.48	12.22	0.15	0.02	0.00	0.00	0.00	0.00	17.06	12.24	0.01

	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	
11/1/2019	22.66	1,507	62,912	9.60	16	13	12	88		7,230		
11/2/2019	21.59		62,912	10.16								
11/3/2019	17.49		62,912	10.18								
11/4/2019	13.89	1,747	68,141	11.93	21	16	14	92		6,451	8.2	
11/5/2019	12.34	1,925	78,067	14.62	22	17	15	88	4,658		8.3	
11/6/2019	11.47	2,071	80,895	17.14	24	18	16	87		6,010	8.4	
11/7/2019	10.53	2,075	78,480	16.45	24	19	16	90	3,631			
11/8/2019	10.19	2,059	77,741	23.08	24	19	16	90		4,186		
11/9/2019	9.91		77,741	23.41								
11/10/2019	9.39		77,741	23.12								
11/11/2019	9.60	2,089	78,230	17.61	24	18	17	87		5,531	8.7	
11/12/2019	9.12	2,138	81,663	18.48	26	20	18	92	4,018		8.9	
11/13/2019	8.93	2,172	82,601	19.80	26	20	17	91		5,268	8.8	
11/14/2019	8.67	2,023	78,441	19.23	25	19	17	95	4,519			
11/15/2019	8.40	2,292	90,889	26.10	26	20	17	85		4,730		
11/16/2019	8.59		90,889	25.82								
11/17/2019	8.92		90,889	25.78								
11/18/2019	9.19	2,419	92,153	23.66	33	23	18	94		4,887	8.4	
11/19/2019	8.70	2,445	93,603	23.33	28	22	19	88	4,964		8.5	
11/20/2019	8.60	2,535	97,765	24.87	28	21	18	84		4,452	8.5	
11/21/2019	17.05	1,986	81,695	20.42	22	18	15	88	5,254			
11/22/2019	15.25	2,173	89,320	13.26	25	18	16	84		7,834		
11/23/2019	12.00	, -	89,320	13.23		-		-		,		
11/24/2019	11.01		89,320	13.21								
11/25/2019	10.25	2,509	96,758	17.01	31	24	19	95		6,616	8.6	
11/26/2019	10.54	2,446	94,403	15.58	30	24	19	97	4,890	,	8.6	
11/27/2019	20.70	1,860	85,386	12.39	19	14	13	75	.,	7,705	7.2	
11/28/2019	15.24	.,	77,826	11.34						.,		
11/29/2019	12.84		75,790	10.92								
11/30/2019	13.60		75,790	11.12								
. 1,00,2010	10.00		10,100									
Minimum	8.40	1,507	62,911.52	9.60	16.25	13.25	12.25	75.10	3,631	4,186	7.2	
Maximum	22.66	2,535	97,764.93	26.10	32.50	23.75	19.25	97.11	5,254	7,834	8.9	
Total	366.68		2,460,269.57		472.50	360.75	309.75	1,690.03	31,934	70,900	101.1	
Average	12.22	2,130	82,009.10	17.43	24.95	19.11	16.42	88.95	4,562	5,908	8.4	

	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
11/1/2019	22.66	93						23	47	
11/2/2019	21.59							32	44	
11/3/2019	17.49							28	55	
11/4/2019	13.89							38	54	63.0
11/5/2019	12.34	112	50	1.4	1.0	103	98.5	27	43	63.0
11/6/2019	11.47	114	50	2.8	1.2	115	98.4	29	58	62.8
11/7/2019	10.53	138	55	2.4	1.2	105	98.7	20	33	62.4
11/8/2019	10.19							15	34	
11/9/2019	9.91							28	48	
11/10/2019	9.39							34	43	
11/11/2019	9.60							13	34	61.9
11/12/2019	9.12	148	55	2.8	1.0	76	98.7	7	22	61.9
11/13/2019	8.93	156	64	2.3	1.2	89	98.3	12	27	61.7
11/14/2019	8.67	144	70	2.3	1.3	94	98.5	24	36	61.9
11/15/2019	8.40							20	41	
11/16/2019	8.59							23	46	
11/17/2019	8.92							28	42	
11/18/2019	9.19							35	41	61.2
11/19/2019	8.70	158	77	2.3	0.8	58	98.5	35	42	61.2
11/20/2019	8.60	167	80	2.9	0.8	57	98.8	39	50	61.0
11/21/2019	17.05	118	55	3.9	1.6	228	97.5	39	56	59.2
11/22/2019	15.25							27	46	
11/23/2019	12.00							24	42	
11/24/2019	11.01							30	51	
11/25/2019	10.25	172			0.6	51	99.3	36	56	59.5
11/26/2019	10.54	164	79	2.2	0.4	35	99.3	30	54	59.7
11/27/2019	20.70	85			1.1	190	97.1	34	58	59.3
11/28/2019	15.24	92			1.0	127	97.6	33	38	
11/29/2019	12.84							34	40	
11/30/2019	13.60							36	41	
Minimum	8.40	85	50	1.4	0.40	35	97.1	7	22	59.2
Maximum	22.66	172	80	3.9	1.60	228	99.3	39	58	63.0
Total	366.68	1,861	635	25.3	13.20	1,329	1,279.1	830	1,322	919.7
Average	12.22	133	64	2.5	1.02	102	98.4	28	44	61.3

	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
11/1/2019	22.66	72			1.0	189	98.6	7.7	7.7	7.5	7.4
11/2/2019	21.59	68			0.8	144	98.8				
11/3/2019	17.49	80			1.0	146	98.8				
11/4/2019	13.89	92	34	3.7	0.6	70	99.3	7.6	7.5	7.4	7.6
11/5/2019	12.34	100	38	3.5	0.7	72	99.3	7.7	7.5	7.5	7.5
11/6/2019	11.47	120	32	3.2	0.6	57	99.5	7.6	7.4	7.4	7.4
11/7/2019	10.53	116	41	5.0	0.5	44	99.6	7.6	7.5	7.2	7.6
11/8/2019	10.19	120			0.7	59	99.4	7.7	7.5	7.2	7.4
11/9/2019	9.91	104			0.6	50	99.4				
11/10/2019	9.39	108			0.7	55	99.4				
11/11/2019	9.60	136	42	5.0	0.7	56	99.5	7.7	7.4	7.3	7.4
11/12/2019	9.12	156	31	4.8	0.7	53	99.6	7.7	7.6	7.2	7.4
11/13/2019	8.93	140	37	3.8	0.5	37	99.6	7.7	7.6	7.2	7.2
11/14/2019	8.67	136	44	3.2	0.6	43	99.6	7.6	7.7	7.1	7.3
11/15/2019	8.40	132			0.4	28	99.7	7.6	7.6	7.1	7.2
11/16/2019	8.59	152			0.6	43	99.6				
11/17/2019	8.92	158			0.9	67	99.4				
11/18/2019	9.19	174		3.0	0.5	38	99.7	7.7	7.4	7.2	7.2
11/19/2019	8.70	152	46	3.1	0.6	44	99.6	7.7	7.5	7.2	7.2
11/20/2019	8.60	205	47	3.2	0.5	36	99.8	7.7	7.4	7.1	7.2
11/21/2019	17.05	188	57	6.4	1.0	142	99.5	7.5	7.5	7.1	7.2
11/22/2019	15.25				0.8	102		7.7	7.8	7.2	7.4
11/23/2019	12.00				0.6	60					
11/24/2019	11.01				0.3	28					
11/25/2019	10.25	136	40	3.0	0.4	34	99.7	7.7	7.5	7.4	7.3
11/26/2019	10.54	140	52	3.3	0.4	35	99.7	7.7	7.6	7.3	7.3
11/27/2019	20.70	140			0.9	155	99.4	7.6	7.6	7.2	7.1
11/28/2019	15.24	80			0.8	102	99.0				
11/29/2019	12.84	84			0.6	64	99.3	7.7	7.6	7.5	7.3
11/30/2019	13.60	108			0.6	68	99.4				
Minimum	8.40	68	31	3.0	0.3	28	98.6	7.5	7.4	7.1	7.1
Maximum	22.66	205	57	6.4	1.0	189	99.8	7.7	7.8	7.5	7.6
Total	366.68	3,397	541	54.2	19.6	2,122	2,684.1	153.2	150.9	145.3	146.6
Average	12.22	126	42	3.9	0.7	71	99.4	7.7	7.5	7.3	7.3

	Tertiary	Influent	Tertiary	Tertiary Effluent	Chlorine	Fecal
	Flow	Ammonia-N	Ammonia-N	Ammonia-N Load	Residual	Coliform
Date	MGD	mg/l	mg/l	lbs/day	mg/l	col/100ml
11/1/2019	22.66				0.02	
11/2/2019	21.59				0.02	
11/3/2019	17.49	7.16	0.03	4.4		
11/4/2019	13.89	13.40	0.08	9.3		
11/5/2019	12.34	14.96	0.12	12.4		
11/6/2019	11.47	16.04	0.10	9.6		
11/7/2019	10.53	16.00	0.15	13.2		
11/8/2019	10.19					
11/9/2019	9.91					
11/10/2019	9.39	13.72	0.05	3.9		
11/11/2019	9.60	19.70	0.06	4.8		
11/12/2019	9.12	21.66	0.16	12.2	0.02	
11/13/2019	8.93	20.14	0.13	9.7		
11/14/2019	8.67	20.88	0.18	13.0		
11/15/2019	8.40					
11/16/2019	8.59					
11/17/2019	8.92	15.20	0.07	5.2		
11/18/2019	9.19	20.60	0.08	6.1		
11/19/2019	8.70	21.08	0.13	9.4		
11/20/2019	8.60	28.72	0.08	5.7		
11/21/2019	17.05	12.72	0.15	21.3	0.00	
11/22/2019	15.25					
11/23/2019	12.00					
11/24/2019	11.01		0.02	1.8		
11/25/2019	10.25	24.72	0.03	2.6		
11/26/2019	10.54	17.96	0.05	4.4		
11/27/2019	20.70				0.02	
11/28/2019	15.24	10.80	0.06	7.6		
11/29/2019	12.84					
11/30/2019	13.60				0.02	
Minimum	8.40	7.16	0.02	1.8	0.00	
Maximum	22.66	28.72	0.18	21.3	0.02	
Total	366.68	315.46	1.73	156.6	0.10	
Average	12.22	17.53	0.09	8.2	0.02	

SLUDGE DATA

SLUDGE DATA					
Primary Sludge	ΤS	3.98	%	1,115,028	Gallons
WAS to Digesters	ΤS	3.15	%	589,060	Gallons
Hauled Grease to Digs	ΤS	8.80	%	245,432	Gallons
Anaerobically Digested Sludge Pum	ping				
Drying Beds	тs	3.30	%	82,740	Gallons
BFP	ΤS	1.83	%	879,003	Gallons
Lagoons	тs		%		Gallons
Total				961,743	Gallons
VS Destruction				64.8	%
<u>Biosolids Disposal</u>					
Pick-Up Sta	tion	Nov			Cu. Yds
Delive	ered	Nov			Cu. Yds
Contractor Pickup and District	Jse	Nov			Cu. Yds
т	otal	Nov			Cu. Yds
Pick-Up Sta	tion	YTD		176	Cu. Yds
Delive	ered	YTD		1,339	Cu. Yds
Contractor Pick-Up and District	Jse	YTD		129	Cu. Yds
т	otal	YTD		1,644	Cu. Yds
ENERGY DATA					
Total Digester Gas	Proc	duction		5,883,298	SCF
Gas Volume per Volatile S	Solid	s Load		9.4	Cu.Ft./Lb.
Digester Gas Utilization					
Heat E	Exch	angers		389,944	SCF
Dehu	midif	fication		771,711	SCF
		CHP		2,869,017	SCF
		Total		4,030,672	SCF
Digester Gas Flared				1,852,626	SCF
Natural Gas Consumed					
	٧	wwтс		30,400	SCF
		MSB		38,850	SCF
Che	mica	al Feed		39,400	SCF
5	006	Walnut		30,633	
Kilowatt-hours Generated CHP				214,047	KWH
Net energy from Comed				150,209	KWH
Monthly net energy				184	MWH
MISCELLANEOUS					
Grit Remo	oval	Nov		20	Cu. Yds
Grit Remo	oval	YTD		260	Cu. Yds
Anaerobic Superr					Gallons
Waste Activated Slue				-	Gals/Day
City Water Consur	-				Gallons
,				,•	

	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
11/1/2019	22.66											
11/2/2019	21.59											
11/3/2019	17.49											
11/4/2019	13.89	3.44	1.04	404.6	120.5	69.8						
11/5/2019	12.34											
11/6/2019	11.47											
11/7/2019	10.53											
11/8/2019	10.19											17.49
11/9/2019	9.91											
11/10/2019	9.39											
11/11/2019	9.60						30.2	13.6	2,461.9	1,089.4	55.7	
11/12/2019	9.12											
11/13/2019	8.93	4.56	2.63	346.3	196.0	42.3						
11/14/2019	8.67											
11/15/2019	8.40											23.12
11/16/2019	8.59											
11/17/2019	8.92											
11/18/2019	9.19											
11/19/2019	8.70											
11/20/2019	8.60	5.41	2.61	388.8	187.1	51.8						
11/21/2019	17.05											
11/22/2019	15.25											11.84
11/23/2019	12.00											
11/24/2019	11.01											
11/25/2019	10.25	4.84	1.44	412.0	123.1	70.2						
11/26/2019	10.54											16.13
11/27/2019	20.70											
11/28/2019	15.24											
11/29/2019	12.84											
11/30/2019	13.60											
Minimum	8.40	3.44	1.04	346.3	120.5	42.3	30.2	13.6	2,461.9	1,089.4	55.7	11.84
Maximum	22.66	5.41	2.63	412.0	196.0	70.2	30.2	13.6	2,461.9	1,089.4	55.7	23.12
Total	366.68	18.25	7.72	1,551.7	626.6	234.1	30.2	13.6	2,461.9	1,089.4	55.7	68.58
Average	12.22	4.56	1.93	387.9	156.7	58.5	30.2	13.6	2,461.9	1,089.4	55.7	17.15

Permit																		
Permit #:	IL0028380		P	ermittee:		DOWNERS G	ROVE SANIT	ARY DISTRIC	т		Facility:	D	OWNERS	GROVE S.D W	ASTEWAT	ER TRE	EATMENT CENTER	
Major:	Yes		P	ermittee Addı	ress:	2710 CURTIS DOWNERS G					Facility L			UT AVENUE GROVE, IL 60515	5			
			1							I		-	0	0.1012,120001	-			
Permitted Feature:	001 External Outfall		D	ischarge:		001-0 Combined D	ISCHARGE F	ROM A01, BO)1, & C01	I								
Report Dates & Status																		
Monitoring Period:	From 11/01/19 to 1	1/30/19	D	MR Due Date	:	12/25/19					Status:	N	etDMR Va	lidated				
Considerations for Form	Completion		•															
	ISCHARGE.COMBIN			1-MIXING CH	IAMBER D	DISCHARGE TO	E BR OF DUF	PAGE RIVER-I	EFFECTI	VE WHEN FLOW	'S TO TR'	T PLT ARE GREA	TER THAN	N 22 MGD & EXCE	ESS FLOW	FAC IS	IN OPERATION. 002 BEC	OMES
Principal Executive Office																		
First Name:	Nicholas		Т	itle:		General Mana	aer				Telephor	ne: 6	30-969-06	64				
Last Name:	Menninga						.901			I	reiopiiei							
	U U																	
No Data Indicator (NODI)																		
Form NODI:																		
Parameter	Monitoring Location	on Season	# Param. NO				or Loading					Quality or Concentr				# of Ex	. Frequency of Analysis	Sample Ty
Code Name					Qualifier 1 \	/alue 1 Qualifier 2	Value 2	Units	Qualifier		Qualifier		Qualifier		Units			
00200 Outgan dissoluted [DO]	1 Effluent Cross	0		Sample					=	8.3	=	8.1 Reg Mon MN WK A	=	7.1	19 - mg/L	0	, ,	GR - GRAB
00300 Oxygen, dissolved [DO]	1 - Effluent Gross	0		Permit Req. Value NODI						Req Mon MO AV M	N	Req Mon MIN WK A	.v	Req Mon DAILY MN	19 - mg/L	0	DL/DS - Daily When Discharging	GR - GRAB
				Sample							=	2.2	=	2.4	19 - mg/L		14/30 - 14 Per Month	CP - COMPO
00310 BOD, 5-day, 20 deg. C	1 - Effluent Gross	0		Permit Req.							<=	30 MO AVG	<=	45 WKLY AVG		0	DL/DS - Daily When Discharging	
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				Value NODI														
				Sample					=	7.1			-	7.5	12 - SU		20/30 - Twenty Per Month	GR - GRAB
00400 pH	1 - Effluent Gross	0		Permit Req.					>=	6 MINIMUM			<=	9 MAXIMUM	12 - SU	0	DL/DS - Daily When Discharging	GR - GRAB
				Value NODI														
				Sample							=	0.7	=	0.7	19 - mg/L		05/DW - 5 Days Every Week	CP - COMPO
00530 Solids, total suspended	1 - Effluent Gross	0		Permit Req.							<=	30 MO AVG	<=	45 WKLY AVG	19 - mg/L	0	DL/DS - Daily When Discharging	
				Value NODI														
				Sample							=	0.13	=	0.88	19 - mg/L		20/30 - Twenty Per Month	CP - COMPO
00610 Nitrogen, ammonia total [a:	s NI 1 - Effluent Gross	0		Permit Reg.								Reg Mon MO AVG		Reg Mon DAILY MX	0	0	DL/DS - Daily When Discharging	
		Ū		Value NODI														
				Sample									=	2.63	19 - mg/L		05/30 - 5 Times Every Month	CP - COMPO
00665 Phosphorus, total [as P]	1 - Effluent Gross	0		Permit Req.										Reg Mon DAILY MX	0	0	DL/DS - Daily When Discharging	
		-		Value NODI												-		,
				Sample							=	0.04			19 - mg/L		DL/DS - Daily When Discharging	GR - GRAB
50060 Chlorine, total residual	1 - Effluent Gross	0		Permit Reg.							<=	.75 MO AVG			19 - mg/L	0	DL/DS - Daily When Discharging	
		Ŭ		Value NODI														
													=	4	13 - #/100m		DL/DS - Daily When Discharging	GR - GRAB
				Sample														
	1 - Effluent Gross	0		Sample Permit Reg.										400 DAILY MX			, , , , , , , , , , , , , , , , , , , ,	
74055 Coliform, fecal general	1 - Effluent Gross	0		Permit Req.									<=	400 DAILY MX	13 - #/100m		DL/DS - Daily When Discharging	
	1 - Effluent Gross	0		Permit Req. Value NODI		= 3	66.96	80 - Mgal/mg						400 DAILY MX			DL/DS - Daily When Discharging	
	1 - Effluent Gross	0		Permit Req.			66.96 ea Mon MO TOT	80 - Mgal/mc						400 DAILY MX			, , , , , , , , , , , , , , , , , , , ,	

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	
30 days of discharge, including 1 day combined discharge	with A01 and zero days with C01.
Attachments	
No attachments.	
Report Last Saved By	
DOWNERS GROVE SANITARY DISTRICT	
User:	reeseberry
Name:	Dorrance Berry
E-Mail:	rberry@dgsd.org
Date/Time:	2019-12-11 13:54 (Time Zone: -06:00)
Report Last Signed By	

User:	reeseberry
Name:	Dorrance Berry
E-Mail:	rberry@dgsd.org
Date/Time:	2019-12-11 14:23 (Time Zone: -06:00)

Permit																				
Permit #:	IL0028380		Permitte	e:	DC	OWNER	S GROV	E SANITARY DIS	STRICT		F	acility:		DOW	NERS GROVE S.D	0 WASTE	WATER	R TREATMENT CENTER		
Major:	Yes		Permittee Address:			2710 CURTISS STREET PO BOX 1412 DOWNERS GROVE, IL 60515							ocation:		WALNUT AVENUE /NERS GROVE, IL 60515					
Permitted Feature:	002 External Outfall		Discharg	ge:		2-0 XING C	HMBR C	VERFLOW TO S	T. JOSEPH	CRK										
Report Dates & Status			1																	
Monitoring Period:	From 11/01/19 to 11/3	30/19	DMR Du	e Date:	12	/25/19					s	tatus:		NetD	MR Validated					
Considerations for Form	n Completion																			
NUMBER OF DAYS OF I																				
Principal Executive Offi																				
	Nicholas		Title:		C	eneral M	longor				l-	elephone		620.0	69-0664					
			Title:		Ge		lanayei				1.	elephone	;	030-9	09-0004					
	Menninga																			
No Data Indicator (NOD)																			
Form NODI:																				
Parameter	Monitoring Location	n Season #	Param. NODI		0 117 4			y or Loading		0 117 4			Quality or Co				# of Ex	. Frequency of Analysis	Sample T	
Code Name				Sample	Qualifier 1	Value 1	Qualifier 2	Value 2	Units	Qualifier 1	Value 1	Qualifier 2	2 Value 2	Qualifier	7.1 Value 3	Units 19 - mg/L		DL/DS - Daily When Discharging		
0300 Oxygen, dissolved [DO]	1 - Effluent Gross	0 -	-	Permit Req.										-	Req Mon DAILY MN	0	0	DL/DS - Daily When Discharging		
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				Value NODI													-			
				Sample								=	5	=	5	19 - mg/L		DL/DS - Daily When Discharging	g GR - GR/	
0310 BOD, 5-day, 20 deg. C	1 - Effluent Gross	0 -	-	Permit Req.								<=	30 MO AVG	<=	45 WKLY AVG	19 - mg/L	0	DL/DS - Daily When Discharging	g GR - GR	
				Value NODI Sample							7.3				7.3	12 - SU		DL/DS - Daily When Discharging		
0400 pH	1 - Effluent Gross	0 -	-	Permit Reg.						= >=	7.3 6 MINIMUM			= <=	9 MAXIMUM	12 - SU	0	DL/DS - Daily When Discharging		
				Value NODI							-						-		,	
				Sample								=	3.3	=	3.3	19 - mg/L		DL/DS - Daily When Discharging	g GR - GR	
0530 Solids, total suspended	1 - Effluent Gross	0 -	-	Permit Req.								<=	30 MO AVG	<=	45 WKLY AVG	19 - mg/L	0	DL/DS - Daily When Discharging	g GR - GR	
				Value NODI											0.00	40	_	DL/DQ Daile M/kara Diaskaranian		
0610 Nitrogen, ammonia total	as N1 1 - Effluent Gross	0	_	Sample Permit Req.										=	0.88 Req Mon DAILY MX	19 - mg/L	0	DL/DS - Daily When Discharging DL/DS - Daily When Discharging		
		0		Value NODI												. 15 mg/∟	0	DEDO Daily When Discharging		
				Sample										=	1.28	19 - mg/L		DL/DS - Daily When Discharging	g GR - GR	
0665 Phosphorus, total [as P]	1 - Effluent Gross	0 -	-	Permit Req.											Req Mon DAILY MX	19 - mg/L	0	DL/DS - Daily When Discharging	g GR - GR/	
				Value NODI									0.40			10 //				
0060 Chlorine, total residual	1 - Effluent Gross	0 -	_	Sample Permit Req.								= <=	0.18 .75 MO AVO	2		19 - mg/L 19 - mg/L	0	DL/DS - Daily When Discharging DL/DS - Daily When Discharging	-	
Jood Chionne, total residual	1 - Eliident Oloss	0		Value NODI								~=	.73 100 AVC	,		19 - mg/L	0	DDDD - Daily When Discharging		
				Sample										=	4	13 - #/100m	L	DL/DS - Daily When Discharging	g GR - GRA	
4055 Coliform, fecal general	1 - Effluent Gross	0 -	-	Permit Req.										<=	400 DAILY MX	13 - #/100m	L 0	DL/DS - Daily When Discharging	g GR - GR	
				Value NODI																
32220 Flow, total	1 - Effluent Gross	0		Sample Permit Req.		-		0.35 Reg Mon MO TOTAL	80 - Mgal/mo								0	DL/DS - Daily When Discharging DL/DS - Daily When Discharging		

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

Edit Check Errors	
No errors.	
Comments	
1 day of discharge.	
Attachments	
No attachments.	
Report Last Saved By	
DOWNERS GROVE SANITARY DISTRICT	
User:	reeseberry
Name:	Dorrance Berry
E-Mail:	rberry@dgsd.org
Date/Time:	2019-12-11 14:03 (Time Zone: -06:00)
Report Last Signed By	

User:	reeseberry
Name:	Dorrance Berry
E-Mail:	rberry@dgsd.org
Date/Time:	2019-12-11 14:23 (Time Zone: -06:00)

Permit																					
Permit #:	IL0028380		Pe	ermittee:		DOWN	IERS C	GROVE SANITARY	DISTRIC	т	Facili	y:	DO	WNERS G	GROVE S.D WA	STEWATE	R TREAT	MENT CENTER			
Major:	Yes		Ре	Permittee Address:				SS STREET PO BO GROVE, IL 60515	X 1412			y Locat		5003 WALNUT AVENUE DOWNERS GROVE, IL 60515							
Permitted Feature:	003 External Outfall		Dis	scharge:		003-0 EXCES	SS FLC	OW TO ST. JOSEPH	- CRK												
Report Dates & Status			I																		
Monitoring Period:	From 11/01/19 to	11/30/19	DN	MR Due Date	e:	12/25/	19				Status	6:	Net	DMR Vali	dated						
Considerations for Form	Completion		I								I										
NUMBER OF DAYS OF DI																					
Principal Executive Office																					
	/ Nicholas		Tit	llo.		Genera	al Man	ogor			Talan	honor	620	-969-0664	1						
First Name:			110	lie:		Genera	al Malle	ayei			Telep	none:	030	-909-0002	+						
Last Name:	Menninga																				
No Data Indicator (NODI)																					
Form NODI:																					
Parameter Code Name	Monitoring Locati	ion Season #	# Param. NOE	DI	Qualifier 1 V			or Loading Value 2	Units	Qualifier	1 Value 1	Qualifier	Quality or Conce	ntration Qualifier	3 Value 3	Units	# of Ex.	Frequency of Analysis	Sample Ty		
code Name				Sample	Quaimer i v		inter z	value z	Units	Quaimer	i value i	Quaimer	z value z	Quaimer	5 Value 5	Units					
0300 Oxygen, dissolved [DO]	1 - Effluent Gross	0		Permit Req.											Req Mon DAILY M	N 19 - mg/L	D	L/DS - Daily When Dischargin	ng GR - GRAE		
				Value NODI	1										C - No Discharge				-		
				Sample																	
00310 BOD, 5-day, 20 deg. C	1 - Effluent Gross	0		Permit Req.								<=	30 MO AVG	<=	45 WKLY AVG	19 - mg/L	D	L/DS - Daily When Dischargin	ng GR - GRA		
				Value NODI Sample									C - No Discharge	9	C - No Discharge						
00400 pH	1 - Effluent Gross	0		Permit Req.						>=	6 MINIMUM			<=	9 MAXIMUM	12 - SU	D	L/DS - Daily When Dischargin	ng GR - GRA		
				Value NODI	1						C - No Discharge				C - No Discharge						
				Sample																	
00530 Solids, total suspended	1 - Effluent Gross	0		Permit Req.								<=	30 MO AVG	<=	45 WKLY AVG	19 - mg/L	D	L/DS - Daily When Dischargin	ng GR - GRA		
				Value NODI Sample									C - No Discharge	9	C - No Discharge						
0610 Nitrogen, ammonia total [as	N] 1 - Effluent Gross	0		Permit Req.											Reg Mon DAILY M	< 19 - mg/L	D	L/DS - Daily When Dischargin	ng GR - GRA		
				Value NODI	1										C - No Discharge			, ,			
				Sample																	
00665 Phosphorus, total [as P]	1 - Effluent Gross	0		Permit Req.											Req Mon DAILY M	K 19 - mg/L	D	L/DS - Daily When Dischargin	ng GR - GRAE		
				Value NODI Sample											C - No Discharge						
i0060 Chlorine, total residual	1 - Effluent Gross	0		Permit Req.								<=	.75 MO AVG			19 - mg/L	D	L/DS - Daily When Dischargin	na GR - GRA		
				Value NODI									C - No Discharge	е		- 5-	1 F				
				Sample																	
74055 Coliform, fecal general	1 - Effluent Gross	0		Permit Req.										<=	400 DAILY MX	13 - #/100m	- D	L/DS - Daily When Dischargin	ng GR - GRAE		
				Value NODI										_	C - No Discharge						
32220 Flow, total	1 - Effluent Gross	0		Sample Permit Reg.			R	eq Mon MO TOTAL 80	- Mgal/mo									L/DS - Daily When Dischargin	na		
		v		Value NODI				- No Discharge	.ngai/m0									Lee baily miner bisonaryin	·9		

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: 2019-12-11 14:04 (Time Zone: -06:00) Report Last Signed By

User:	reeseberry
Name:	Dorrance Berry
E-Mail:	rberry@dgsd.org
Date/Time:	2019-12-11 14:23 (Time Zone: -06:00)

Permit																		
Permit #:	IL0028380		Permittee:		DOWNERS (GROVE SAN	ITARY DISTRIC	СТ		Facility:		DOWN	ERS GR	OVE S.C	D WAST	EWAT	ER TREATMENT CENTE	R
Major:	Yes		Permittee .	Address:	2710 CURTIS DOWNERS (PO BOX 1412 0515			Facility Loc	ation:			AVENUE OVE, IL				
Permitted Feature:	A01 External Outfall		Discharge	:	A01-0 EXCESS FLO	OW FROM E	XCESS FLOW	CLARIFIER	S									
Report Dates & Status	;																	
Monitoring Period:	From 11/01/19 to	11/30/19	DMR Due I	Date:	12/25/19					Status:		NetDM	R Valida	ated				
Considerations for Fo	rm Completion								I									
NUMBER OF DAYS OF																		
Principal Executive Of																		
					OseralMar					.			0.0004					
First Name:	Nicholas		Title:		General Man	ager				Telephone:		630-969	9-0664					
Last Name:	Menninga																	
No Data Indicator (NO	DI)																	
Form NODI:																		
Parameter	Monitoring L	ocation Season	# Param. NOD	I		Quantity o	r Loading			Q	uality or Co	ncentrati	ion		\$	# of Ex.	Frequency of Analysis	Sample Type
Code Name					Qualifier 1 Value 1	Qualifier 2	Value 2	Units	Qualifier 1 Va	alue 1 Qualifier	2 Value 2 Q			ue 3	Units			
	. =			Sample							=		11.1		19 - mg/L		DL/DS - Daily When Discharging	0
00310 BOD, 5-day, 20 deg. C	1 - Effluent G	oss 0		Permit Req. Value NODI									Req Mon	DAILY MX	19 - mg/L ()	DL/DS - Daily When Discharging	g GR - GRAB
				Sample							=		6.8		19 - mg/L		DL/DS - Daily When Discharging	g GR - GRAB
00530 Solids, total suspended	d 1 - Effluent G	oss 0		Permit Reg.											19 - mg/L (DL/DS - Daily When Discharging	5
				Value NODI											<u> </u>			
				Sample							=		1.96		19 - mg/L		DL/DS - Daily When Discharging	g GR - GRAB
00610 Nitrogen, ammonia tota	al [as N] 1 - Effluent G	oss 0		Permit Req.									Req Mon	DAILY MX	19 - mg/L ()	DL/DS - Daily When Discharging	g GR - GRAB
				Value NODI														
				Sample							=		1.48		19 - mg/L		DL/DS - Daily When Discharging	g GR - GRAB
00665 Phosphorus, total [as F	P] 1 - Effluent G	oss 0		Permit Req.									Req Mon	DAILY MX	19 - mg/L ())	DL/DS - Daily When Discharging	g GR - GRAB
				Value NODI														
				Sample		= 0.6		80 - Mgal/mo									DL/DS - Daily When Discharging	•
82220 Flow, total	1 - Effluent G	oss 0		Permit Req.		Re	eq Mon MO TOTAL	80 - Mgal/mo							0)	DL/DS - Daily When Discharging	g CN - CONTIN
				Value NODI				1										

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

Event 1: 11/1/19, discharging for 10.2 hours. 0.4 inches of rain over 9 hours from 10/31/19 to 11/1/19. B01 flow rate at A01 start time: 17,218 gpm. This event was a continuation of an event that started on 10/30/19. 10/30/19 and 10/31/19 flow and data were reported with the October 2019 DMR.

Attachments	
No attachments.	
Report Last Saved By	
DOWNERS GROVE SANITARY DISTRICT	
User:	reeseberry
Name:	Dorrance Berry
E-Mail:	rberry@dgsd.org
Date/Time:	2019-12-11 14:09 (Time Zone: -06:00)
Report Last Signed By	
User:	reeseberry
Name:	Dorrance Berry
E-Mail:	rberry@dgsd.org
Date/Time:	2019-12-11 14:23 (Time Zone: -06:00)

Permit				Dermitter		DO						Facilit		DO			STEMA				
	IL0028380			Permittee:			WNERS GROV					Facility									
Major:	Yes			Permittee /	Address:		0 CURTISS ST WNERS GROV					Facility	/ Locatio			UT AVENUE GROVE, IL 60515					
	B01 External O	utfall	Discharge:			B01 INT		CHMBR	- E. BR. DUPAGI	E RVR											
Report Dates & Status																					
Monitoring Period:	From 11/0	1/19 to 11/30/1	9	DMR Due D	Date:	12/2	25/19					Status	:	Net	tDMR Va	lidated					
Considerations for Form	Completio	n																			
DMF LOAD LIMITS DISPLA	AYED.																				
Principal Executive Office	er																				
First Name:	Nicholas			Title:		Ger	eral Manager					Teleph	one:	630)-969-066	64					
Last Name:	Menninga																				
No Data Indicator (NODI)																					
Parameter		Monitoring Locat	ion Season	# Param. NOD	1		Qu	antity or Lo	ading					ality or Conc				# of Ex.	Frequency of Analysis	Sample Type	
Code Name						Qualifier 1	Value 1	Qualifier 2	2 Value 2	Units Qu	ualifier 1	Value 1	Qualifier	2 Value 2			Units				
00011 Temperature, water deg. fal	ahrenheit	1 - Effluent Gross	0		Sample Permit Reg.										=	57.4 Req Mon MO MAX	15 - deg F 15 - dea F		01/30 - Monthly 01/30 - Monthly	GR - GRAB GR - GRAB	
					Value NODI	-											5		,, ,		
					Sample					=		8.4	=	8.1	=		19 - mg/L		03/DW - 3 Days Every Week	GR - GRAB	
00300 Oxygen, dissolved [DO]		1 - Effluent Gross	1		Permit Req. Value NODI					>=		5.5 MO AV MI	N >=	4 MN WK AV	/ >=	3.5 DAILY MN	19 - mg/L	0	02/DA - 2 Days Every Week	GR - GRAB	
					Sample					=		7.1			=	7.5	12 - SU		05/DW - 5 Days Every Week	GR - GRAB	
00400 pH		1 - Effluent Gross	0		Permit Req.	-				>=		6 MINIMUM			<=	9 MAXIMUM	12 - SU	0	02/DA - 2 Days Every Week	GR - GRAB	
					Value NODI Sample	1									=	208	19 - mg/L		01/30 - Monthly	CP - COMPOS	
00410 Alkalinity, total [as CaCO3]		1 - Effluent Gross	0		Permit Req.											Req Mon DAILY MX	-	0	01/30 - Monthly	CP - COMPOS	
					Value NODI	-	70.72	=	188.95	26 - Ib/d			=	0.7	=	1	10 ma/l		05/DW - 5 Days Every Week	CP - COMPOS	
00530 Solids, total suspended		1 - Effluent Gross	0		Sample Permit Req.		2202 MO AVG	= <=	4404 DAILY MX	26 - Ib/d 26 - Ib/d			= <=	12 MO AVG			19 - mg/L 19 - mg/L		02/DA - 2 Days Every Week	CP - COMPOS	
					Value NODI	1															
00600 Nitrogon, total [ap N]		1 - Effluent Gross	0		Sample Permit Reg.										=	13.6 Req Mon DAILY MX	19 - mg/L		01/30 - Monthly	CP - COMPOS	
00600 Nitrogen, total [as N]		I - Ellident Gloss	U		Value NODI											Req MOIT DAIL F MA	19 - mg/L	U	01/30 - Monthly	CF - COMPOS	
					Sample	=	8.24	=	21.33	26 - Ib/d			=	0.09	=		19 - mg/L		05/DW - 5 Days Every Week	CP - COMPOS	
00610 Nitrogen, ammonia total [as	s N]	1 - Effluent Gross	10		Permit Req. Value NODI	-	734 MO AVG	<=	1376 DAILY MX	26 - Ib/d			<=	4 MO AVG	<=	7.5 DAILY MX	19 - mg/L	0	02/DA - 2 Days Every Week	CP - COMPOS	
					Sample										=	1.2	19 - mg/L		01/30 - Monthly	CP - COMPOS	
00625 Nitrogen, Kjeldahl, total [as	• N]	1 - Effluent Gross	0		Permit Req.											Req Mon DAILY MX	19 - mg/L	0	01/30 - Monthly	CP - COMPOS	
					Value NODI Sample	1									=	12.4	19 - mg/L		01/30 - Monthly	CA - CALCTD	
00630 Nitrite + Nitrate total [as N]		1 - Effluent Gross	0		Permit Req.											Req Mon DAILY MX			01/30 - Monthly	CA - CALCTD	
					Value NODI	1														00.001/00	
00665 Phosphorus, total [as P]		1 - Effluent Gross	0		Sample Permit Reg.										=	2.63 Reg Mon DAILY MX	19 - mg/L 19 - mg/l		04/30 - Four Per Month 01/30 - Monthly	CP - COMPOS	
			0		Value NODI													Ŭ			
00000 Dheenhaming d'au la		1 Efficient O	6		Sample										=		19 - mg/L		01/30 - Monthly	CP - COMPOS	
00666 Phosphorus, dissolved		1 - Effluent Gross	0		Permit Req. Value NODI	-										Req Mon DAILY MX	19 - mg/L	0	01/30 - Monthly	CP - COMPOS	
					Sample										=	235	19 - mg/L		01/30 - Monthly	GR - GRAB	
00940 Chloride [as Cl]		1 - Effluent Gross	0		Permit Req.											Req Mon DAILY MX	19 - mg/L	0	01/30 - Monthly	GR - GRAB	
					Value NODI Sample		12.22	_	22.66	03 - MGD									99/99 - Continuous		
50050 Flow, in conduit or thru trea	atment plant	1 - Effluent Gross	0		Permit Req.		Req Mon MO AVC	i	Req Mon DAILY MX										99/99 - Continuous		
					Value NODI	1										0.02	10				
50060 Chlorine, total residual		1 - Effluent Gross	1		Sample Permit Reg.										= <=		19 - mg/L 19 - mg/L		CL/OC - Chlorination/Occurance CL/OC - Chlorination/Occurance		
					Value NODI																
	. 20 01	1 E#hard 0	C		Sample	=	102.23	=	227.51	26 - lb/d			=	1	=		19 - mg/L		03/DW - 3 Days Every Week	CP - COMPOS	
80082 BOD, carbonaceous [5 day,	, 20 C]	1 - Effluent Gross	U		Permit Req. Value NODI		1835 MO AVG	<=	3670 DAILY MX	26 - Ib/d			<=	10 MO AVG	<=	20 DAILY MX	19 - mg/L	U	02/DA - 2 Days Every Week	CP - COMPOS	

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:	2019-12-11 14:21 (Time Zone: -06:00)
Report Last Signed By	
User:	reeseberry
Name:	Dorrance Berry
E-Mail:	rberry@dgsd.org
Date/Time:	2019-12-11 14:23 (Time Zone: -06:00)



Permit IL0028380 Permittee: DOWNERS GROVE SANITARY DISTRICT Facility: DOWNERS GROVE S.D WASTEWATER TREATMENT CENTER Major: Yes Permittee Address: 2710 CURTISS STREET PO BOX 1412 DOWNERS GROVE, IL 60515 Facility Location: 5003 WALNUT AVENUE DOWNERS GROVE, IL 60515 Permittee Feature: C01 Discharge: C01-0 External Outfall C01-0 EXESS FLOW FROM CLARIFIER #1 Report Dates & Stature Ummerscharge DMR Due Date: 12/25/19 Status: NetDMR Validated Monitoring Period: From 11/01/19 to 11/30/19 DMR Due Date: 12/25/19 Status: NetDMR Validated NUMBER OF DAYS OF USCHARGE:CS Status: NetDMR Validated General Manager Telephone: 630-969-0664 Ital Name: Nicholas Title: General Manager Telephone: 503-969-0664 VICURE USCURVERUN	ĒR
Major:YesPernittee Address:2710 CURTISS STREET PO BOX 1412 DOWNERS GROVE, IL 60515Facility Location:5003 WALNUT AVENUE DOWNERS GROVE, IL 60515Pernitted Feature:C01 External OutfallDischarge:C01-0 EXCESS FLOW FROM CLARIFIER #1Status:Status:Report Dates & Status:Monitoring Period:From 11/01/19 to 11/30/19DMR Due Date:12/25/19Status:NetDMR ValidatedOutside Considerations for Form Form FormFURIDER FOR SUBSCHARGE:CSPrincipal ExecutiveFirst Name:NicholasNicholasTitle:General ManagerTelephone:Address:Fuel ManagerNo Data Indicator (NUC):	ER
Downers grove, IL 60515 Downers grove, IL 60515 Permitted Feature: C01 External Outfall Discharge: C01-0 EXCESS FLOW FROM CLARIFIER #1 Report Dates & Status Form 11/01/19 to 11/30/19 DMR Due Date: 12/25/19 Status: NetDMR Validated Considerations for Form Completion Form 11/01/19 to 11/30/19 DMR Due Date: 12/25/19 Status: NetDMR Validated NUMBER OF DAYS OF DISCHARGE:CS Form 11/01/19 to 11/30/19 DMR Due Date: Status NetDMR Validated First Name: Nicholas Title: General Manager Telephone: 630-969-0664 Last Name: Menninga Menninga Telephone: Status Status	
External Outfall Excess FLOW FROM CLARIFIER #1 Report Dates & Status NetDMR Validated Monitoring Period: From 11/01/19 to 11/30/19 DMR Due Date: 12/25/19 Status: NetDMR Validated Considerations for Forr Completion Completion Status: NetDMR Validated NUMBER OF DAYS OF DISCHARGE:CS Frincipal Executive Officer Status: NetDMR Validated First Name: Nicholas Title: General Manager Telephone: 630-969-0664 Last Name: Menninga Menninga Title: General Manager Telephone: Status Status No Data Indicator (NUCU- Status: Status Status Status Status Status	
Report Dates & Status From 11/01/19 to 11/30/19 IMR Due Date: 12/25/19 Status: NetDMR Validated Considerations for Form Fompletion Form 11/01/19 to 11/30/19 IMR Due Date: 12/25/19 Status: NetDMR Validated NUMBER OF DAYS OF DISCHARGE:CS Forminipal Executive Officer Forminipal Executive Officer Forminipal Executive Officer First Name: Nicholas Title: General Manager Telephone: 630-969-0664 Last Name: Menninga Menninga Menninga Menninga Menninga	
Monitoring Period:From 11/01/19 to 11/30/19DMR Due Date:12/25/19Status:NetDMR ValidatedConsiderations for ForeForeNUMBER OF DAYS OF DISCHARGE:CSPrincipal Executive OfficerFirst Name:NicholasTitle:General ManagerTelephone:630-969-0664Note Data Indicator (Vertice ForeForeNote Data Indicator (Vertice ForeForeFore	
Considerations for For Vompletion NUMBER OF DAYS OF DISCHARGE:CS Principal Executive Officer First Name: Nicholas Title: General Manager Atast Name: Menninga Korbatarov Silver Sil	
NUMBER OF DAYS OF D	
Principal Executive Ulter State First Name: Nicholas Title: General Manager Telephone: 630-969-0664 Last Name: Menninga Menninga Menninga Menninga Menninga No Data Indicator (NUC) Menninga Menninga Menninga Menninga Menninga Menninga	
First Name: Nicholas Title: General Manager Telephone: 630-969-0664 Last Name: Menninga No Data Indicator (NUC)	
Last Name: Menninga No Data Indicator (NODI)	
No Data Indicator (NODI)	
Form NODI:	
Parameter Monitoring Location Season # Param. NODI Quantity or Loading Quality or Concentration # of Ex. Frequency of Analys	sis Sample T
Code Name Qualifier 1 Value 1 Qualifier 2 Value 2 Units Qualifier 2 Value 2 Qualifier 3 Value 3 Units	
00310 BOD, 5-day, 20 deg. C 1 - Effluent Gross 0 Permit Req. Value NODI 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	arging GR - GRA
Sample Sample Sample Req Mon DAILY MX 19 - mg/L DL/DS - Daily When Dischart	arging GR - GRA
Value NODI C - No Discharge	
00610 Nitrogen, ammonia total [as N] 1 - Effluent Gross 0 Permit Req. 0 0 DL/DS - Daily When Dischards	arging GR - GRA
Value NODI	
D00665 Phosphorus, total [as P] 1 - Effluent Gross 0 Permit Req. DL/DS - Daily When Discharge Value NODI C - No Discharge	arging GR - GRA
Sample Sample	
82220 Flow, total 1 - Effluent Gross 0 Permit Req. Req Mon MO TOTAL 80 - Mgal/mo Magal/mo DL/DS - Daily When Dischard	arging CN - CON
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: 2019-12-11 14:22 (Time Zone: -06:00)	
Report Last Signed By	

Attachments		
No attachments.		
Report Last Saved By		
DOWNERS GROVE SANITARY DISTRICT		
User:	reeseberry	
Name:	Dorrance Berry	
E-Mail:	rberry@dgsd.org	
Date/Time:	2019-12-11 14:22 (Time Zone: -06:00)	
Report Last Signed By		
User:	reeseberry	
Name:	Dorrance Berry	
E-Mail:	rberry@dgsd.org	
Date/Time:	2019-12-11 14:23 (Time Zone: -06:00)	

Permit																	
Permit #:	IL0028380	F	Permittee:		DOWI	NERS GROVE	SANITAR	AY DISTRICT		Facility	:	DOWNERS (GROVE S.	D WASTEWAT	ER TREATM	IENT CENTER	
Major:	Yes	F	Permittee Ad	dress:		CURTISS STRI NERS GROVE,				Facility	Location:	5003 WALNU DOWNERS (
	INF Influent Structure	ſ	Discharge:		INF-L	JENT MONITO	RING										
Report Dates & Status		l															
Monitoring Period:	From 11/01/19 to 11/30/19		DMR Due Da	te:	12/25/	/19				Status:		NetDMR Vali	dated				
Considerations for Form C		l								l							
CS	ompication																
Principal Executive Officer		1															
First Name:	Nicholas	٦	Title:		Gener	ral Manager				Telepho	one:	630-969-0664	4				
Last Name:	Menninga																
No Data Indicator (NODI)																	
Form NODI: -	-																
Parameter	Monitoring Location	Season	# Param. NODI			Qua	ntity or Loa	ading				Quality or Cond	centration		# of	Ex. Frequency of Analys	is Sample Typ
Code Name					Qualifier 1	Value 1	Qualifier 2	2 Value 2	Units	Qualifier 1	Value 1 Qualifier 2	2 Value 2	Qualifier 3	Value 3			
					Quaimer				Units				quannor o	value 5	Units		
0310 BOD, 5-day, 20 deg. C				Sample	Qualifier 1				Units		=	133			19 - mg/L	09/99 - See Permit	CP - COMPO
, ,, ,	G - Raw Sewage Influent	0		Sample Permit Req.	Quaimer 1				Units		=					09/99 - See Permit 09/99 - See Permit	CP - COMPO CP - COMPO
, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,	G - Raw Sewage Influent	0		Sample Permit Req. Value NODI					OTILS		=	133 Req Mon MO AVG			19 - mg/L 19 - mg/L 0	09/99 - See Permit	CP - COMPO
	G - Raw Sewage Influent G - Raw Sewage Influent			Sample Permit Req.							=	133	6		19 - mg/L		
				Sample Permit Req. Value NODI Sample							=	133 Req Mon MO AVG 126	6		19 - mg/L 19 - mg/L 0 19 - mg/L	09/99 - See Permit 09/99 - See Permit	CP - COMPO
	G - Raw Sewage Influent	0	-	Sample Permit Req. Value NODI Sample Permit Req.								133 Req Mon MO AVG 126		30.2	19 - mg/L 19 - mg/L 0 19 - mg/L 19 - mg/L 0 19 - mg/L	09/99 - See Permit 09/99 - See Permit	CP - COMPO CP - COMPO CP - COMPO CP - COMPO
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0530 Solids, total suspended	G - Raw Sewage Influent	0		Sample Permit Req. Value NODI Sample Permit Req. Value NODI Permit Req. Value NODI								133 Req Mon MO AVG 126		30.2 Req Mon DAILY MX	19 - mg/L 19 - mg/L 19 - mg/L 19 - mg/L 0 19 - mg/L 19 - mg/L	09/99 - See Permit 09/99 - See Permit 09/99 - See Permit 01/30 - Monthly 01/30 - Monthly	CP - COMPO CP - COMPO CP - COMPO CP - COMPO CP - COMPO
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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:	2019-12-11 14:22 (Time Zone: -06:00)
Report Last Signed By	
User:	reeseberry
Name:	Dorrance Berry
E-Mail:	rberry@dgsd.org
Date/Time:	2019-12-11 14:23 (Time Zone: -06:00)

DOWNERS GROVE SANITARY DISTRICT

MEMO

TO: Nicholas J. Menninga, General Manager

FROM: Jeff Barta, Maintenance Supervisor

DATE: December 11, 2019

SUBJECT: November 2019 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 2019.

Special projects in November included:

Hypochlorite & Bisulfite Storage Tanks – Inspections & Repairs

Our fiberglass hypochlorite and bisulfite storage tanks require internal structural inspections on a 5-6 year cycle. The inspection looks for potential failures from chemical deterioration, delamination and stress cracks. In all, we have a total of 10 storage tanks with each tank holding up to 2000 gallons. With proper care, which includes periodical inspections and repairs as needed, the typical life expectancy of these fiberglass storage tanks is around 20 years.

Preparing for these inspections requires draining each tank, removing the man way access cover, cleaning and ventilating. All of this work was completed in-house by district staff. After the tanks were prepared, we contracted with FRP Inspections & Consulting Inc. to inspect the tanks and provide repair recommendations and reports on each tank. It is not uncommon to find that these fiberglass tanks would need some type of repairs at each inspection cycle. To date, all 10 tanks have been inspected. Repairs were recommended on all seven (7) hypochlorite and one (1) of the bisulfite tanks.

Five (5) of the tanks have already been repaired by Repair Service Corporation (a company that specializes in fiberglass tank repairs). The repairs on the remaining 3 hypochlorite tanks are scheduled to be completed in early January.

The total cost of the inspections, testing and reports on all 10 of the fiberglass storage tanks by FRP Inspections & Consulting was \$6,250. The repairs on bisulfite tank 1 and hypochlorite tanks 1, 2, 5 & 6 by Repair Service Corporation was \$14,682. The quote on the repairs that will be done in early January on hypochlorite tanks 3, 4 & the bulk hypochlorite tank is \$12,582. Both of these companies, FRP Inspections & Consulting and Repair Service Corporation, were recommended by the tank manufacturer Belding Tank Technologies.

Additional information for future planning and budgeting - as mentioned above, these storage tanks have a typical life expectancy of approximately 20 years. Our tanks are already 13 years old. At the next inspection and repair cycle in 5-6 years, we will have a better idea of how well our tanks are holding up. If we only need repairs similar to what were done this year, I would hope we could extend/delay replacement until the tanks are closer to 25 years old. When I inquired as to what we should expect as far as budgeting costs when the time comes to replace these tanks, FRP Inspections & Consulting said we should expect the costs to be somewhere in the area of \$20,000 per tank, or a total cost of approximately \$200,000. This would include demolition of the old tanks, installation of new tanks and piping replacement.

Wroble Lift Station - New Sign & ATO (Transfer Switch) Replacement

The new sign has been installed by Signs Now and the concrete base from the old ATO has also been removed by Uno Construction. The final site restoration, grading and seeding will likely be done in the spring after the area settles.

2019 Painting Services - Grit Building Basement

GP Maintenance has completed the Grit building basement painting project. This was the last remaining item in our 2019 Painting Services contract. The total cost of the basement painting project was \$11,000.

Northwest Lift Station – Pumps 2 & 3 Overhauls

After more than 10 years of operation, pumps 2 & 3 were removed from service for repairs. Pump 2 was removed from service due to a mechanical seal and lower bearing failure. Pump 3 was removed from service due to an upper bearing failure.

District maintenance staff performed complete overhauls on both pumps. The overhauls included; new upper and lower bearings, grease and o-ring seals and the replacement of both mechanical seals on each pump. The pumps were re-installed and are operating as expected.

The total cost for both of these pump overhauls was \$8,041.73. This includes Wemco pump parts from LAI, bearings from Motion Industries and miscellaneous hardware and supplies from Grainger, Home Depot and Fastenal.

WWTC – Piping Projects

Sludge Concentrators - Valve & Actuator Installation

Installed two (2) new 4" DeZurik plug valves with Rotork actuators in the tunnel on the waste activated sludge lines from the concentrators. These new valves and actuators were installed in preparation for the new sludge feed pump that will be installed for the WAS thickener project.

Digester 3 - Bed Valve Replacement

Replaced the 8" DeZurik plug valve in the basement that was no longer operational on the feed line to the drying beds.

Operation Center - RAS Pump 6 Discharge Valve

Replaced the 8" DeZurik plug valve on the pump in the basement of the Operations center that was no longer operational.

Bar Screen Building - 30" Excess Flow Piping Repair

Replaced a section of 30" raw sewage piping that was leaking from a deteriorated coupling on the discharge line from the Excess flow pumping station to the Excess flow clarifiers.

All of these WWTC piping projects were completed by Dahme Mechanical at a total cost of \$20,630. Dahme also supplied the 30" piping materials and the hardware and gaskets for all of the projects. The District supplied all of the valves and actuators that were purchased from LAI.

Work Order Summary

Work Order Completion Dates from 11/1/2019 to 11/30/2019

Work Assignment	Completion Date	Equipment	NOTATIONS
Semi-Annual Greasing Of Various Equipment	11/7/2019	Chlorine Contact Tank	
1 1		Digester 3	
		Digester 5	
		Excess Flow Clarifier 1	
		Excess Flow Clarifier 2	
		Excess Flow Clarifier 3	
		Excess Flow Clarifier 4	
		Hypo Effluent Booster Pump 1	
		Hypo Effluent Booster Pump 2	
		Hypo Effluent Booster Pump 3	
		Intermediate Clarifier 1	
		Intermediate Clarifier 2	
		Intermediate Clarifier 3	
Flush Pearth 2 with 3 oz of Kerosene/Oil mixture	11/22/2019	Digester 2 Mixing System	
Clean Pump Seal Water Filters At Lift Stations	11/4/2019	Butterfield Pump 1	Change filters on all pumps.
		Butterfield Pump 2	
		Centex Pump 1	
		Centex Pump 2	
		Earlston Pump 1	
		Earlston Pump 2	
		Hobson Pump 1	
		Hobson Pump 2	
		Hobson Pump 3	
		Hobson Pump 4	
		Wroble Pump 1	
		Wroble Pump 2	
Quartely Flow Test In Maintenance Garage		Maintenance Services Building	
Change Oil In Carter Gear Drives On Moyno's In Belt Press	11/2/2019	Belt Press Sludge Feed Pump 1	
		Belt Press Sludge Feed Pump 2	
Six Month Oil Change Primaries 7- 8-9 Long & Cross Collector	11/25/2019	Primary Clarifier 7	
		Primary Clarifier 8	
		Primary Clarifier 9	
Primary 5-6 shear pin and hub maintenance		Primary Clarifier 6	Remove shear pin and ensure hub spins freely. Fully lubricate hub. Replace shear pin and test.
Check, Remove,Clean. Grease- debris from wells	11/25/2019	Excess Flow Pump Station	Bird cage cleaned and in working order.
Wednesday, December 11, 2019			Page 1 o

Grease Pump Bearings on 1-6 RAS			
Trease Pump Bearings on 1-6 RAS		Raw Sewage Pump	
	11/2/2019	Station RAS Pump 1	
bumps		RAS Pump 2	
		RAS Pump 3	
		RAS Pump 4	
		RAS Pump 5	
		RAS Pump 6	
2000 Hour Grease of the UNISON		•	
BLOWER MOTOR		CHP Gas Cleaning System	
Replace Wiper Grit Conveyors 1-2	11/6/2019	Grit Conveyor System	
Months Inspection on Electric Carts and Front End Loader	11/7/2019	2014 Club Car Carry-all #2	
		2016 Club Car Carryall 300	
		2019 Yamaha UMAX 2 AC (#3)	
By-Weekly Fluid and Misc. Check f Generators	11/5/2019	Emergency Generator 1	
		Emergency Generator 2	
		Emergency Generator 3	
Run And Inspect Generators With The Load Of The Plant	11/6/2019	Emergency Generator 1	
		Emergency Generator 2	
		Emergency Generator 3	
2 Month/10,000 Mile Synthetic Oi Change (2013 Ford Transit) # 350 Dan	1 11/22/2019	2013 Ford Transit Connect	Change oil and filter using Mobil 1 synthetic oil. Check air and cabin filters and replace if needed. Rotate tires and check pressure.
Dil, filters, lube of Snow Plows	11/6/2019	2009 Ford F350	
beasonal inspection and start up on leating system.	11/1/2019	Belt Filter Press Building	Check all gas fired unit heaters, replace 2 thermostats.
		Blower Building	Check unit heater, replace ignition module.
		Excess Flow Pump Station	Check all gas fired boiler & unit heaters, replace 1 B&G pump coupler and 1 strap on aqua-stat.
		Hypochlorite Feed Blg	Check unit heater, replace thermostat.
Replace coupling on B&G pump hat is bad.	11/5/2019	Digester 3 Heat Exchanger	Replace coupling on B&G pump for the building heat that is bad.
Purchase 2 new snow blowers to eplace worn out units.		Maintenance Services Building	Purchase 2 new Toro 518ZR snow blowers from Kipp's.
ohn Deere 544 K Cutting edge eplacement		2017 Deere 544K Wheel Loader	
PM on JD Loader 334	11/5/2019	2013 Wheel Loader #334	PM Work on loader. Changed engine oil, air, cab, fuel, and hyrdaulic filters. Greased machine.
Exercise both 24" primary influent atio valves	11/19/2019	Tunnel From PS to Grit	nyrdaune mers. Greased machine.
		Tunnel/Chan Primary Clarifiers	
Exercising of plant water main		Yard Piping - City Water	
Change Pre-Filters On Blowers 6, 7 8, Blow Out Filter.	, 11/22/2019	Aeration Blower 06	
		Aeration Blower 07	

Work Assignment	Completion Date	Equipment	NOTATIONS
		Aeration Blower 08	
By-Weekly Fluid and Misc. Check of Generators	11/19/2019	Emergency Generator 1	
		Emergency Generator 2	
		Emergency Generator 3	
3 month Greasing of 3 AUMA Actuators	11/20/2019	Aeration Tank 11	
		Digester 1 Mixing Pump	
2000 Hour Grease of Plant Effluent Pumps		Plant Effluent Water Pump #2	
Replace Air Filters On Both Administration Center Furnaces	11/25/2019	Administration Center	Replaced filters in both furnaces.
Replace Air Filters In Geothermal nnit.		Raw Sewage Pump Station	Replace filters in geothermal unit using filters from stock.
12 Month/10,000 Mile Synthetic Oil Change (2009 F-350) # 304	11/22/2019	2009 Ford F350	Change oil & filter using Mobil 1 synthetic oil. Check air & cabin filters and replace if needed. Rotate tires and check air pressure.
12 Month/10,000 Mile Synthetic Oil Change (2017 F-250) # 352 (System- AL)		2017 Ford F-250	Change oil using Mobil 1 synthetic. Check air and cabin filters and replace if needed. Rotate tires and check pressure.
Six Month Oil Change WAS Moyno Pumps Reducers	11/19/2019	Conc Tank Moyno Sludge Pump 1	
		Conc Tank Moyno Sludge Pump 3	
500 Hour Oil Change on Pearth 4	11/22/2019	Digester 4 Mixing System	
Fest for H2S at Unison Gas skid	11/30/2019	CHP Gas Cleaning System	
Check STR 700, 721, 741, clean as needed.	11/22/2019)	
Monthly Liquid Status of Under Ground Diesel Tank		Emerg Gen Diesel Storage Tank	
Clean flow meters Sludge Transfer pump 2		Digester 2 Sludge Trnsfr Pump	Clean water seal flow meter and piping, replaced bad solenoid.
Cleaned flow meter and piping on ludge recirc #1		Digester 1 Sludge Recirc Pump	Cleaned flow meter and replaced all water piping on sludge recirculation pump 1.
nstall 1/4" pipe and ball valves for backflushing filter washewater pip	11/20/2019	Filter 1	Installed piping, valve ,and quick connect coupling on backwash piping on all sandfilter bridges.
		Filter 2	
		Filter 3	
		Filter 4	
		Filter 5	
		Filter 6	
2019 Painting Services	11/8/2019	Wroble Lift Station	GP Maintenance sand blasted the floor & 1 foot up the walls of the station, epoxy primed, trowel epoxy filler in pitted areas, and painted the entire station and entry tube.
Install new aluminum railings around the tank.	11/12/2019	Secondary Clarifier 5	Remove old rusted out steel railings, patch old railing holes in concrete, install new aluminum railings.
Replace broken bridge rail splice pars as needed.	11/14/2019	Excess Flow Clarifier 1	Replace 4 sets of splice bars, add blocking under splices that did not have grout pads for support.
		Excess Flow Clarifier 2	
		Excess Flow Clarifier 3	
		Excess Flow Clarifier 4	

Work Assignment	Completion Date	Equipment	NOTATIONS
water damage.			Ripper Easy PLC control relay that was shorted out. Also seal the conduit connections on top of the control panel.
8,378/18,014 Hours. Perform 700 hour oil change. Perform 1200 Hour Serv	11/22/2019	CHP Engine Genset #2	Changed oil and filters, oil sent out for analysis. Investigated possible piston damage with Technician from MAN Engine, All OK. Performed all other 1200 tasks as normal. Ordered replacement parts.
Repair lift gate frame and truck bed floor.	11/21/2019	2009 Ford F350	Remove lift gate, free up all linkage, cut out rusted out steel on lift gate frame and truck bed floor. Weld in new steel, re- assemble and epoxy paint new metal.
Repair elevators as requested by inspector.	11/7/2019	Excess Flow Pump Station	Colley Elevator installed a new drop key and re-wired the control circuit to deactivate door scans when in fire service. (Elevator testing)
		Raw Sewage Pump Station	
Assist Xylem with re-installing the mixer after repairs.	11/8/2019	Grease Receiving Tank - West	Assist Xylem with re-installing the mixer after repairs. Power cord replaced, motor cleaned & inspected.
2019 Painting Services - Grit Building Basement (Between E & N Tunnel)	11/25/2019	Grit Building	GP Maintenance cleaned, prepped and painted the ceiling, walls, piping & equipment in the grit building basement between the east and north tunnels.
Replace power pole on electric service line that was rotted and broke		5006 Walnut Eqpmnt Strge Bldg	Locate and salvage a electric pole, drill and set new pole, ComEd disconnected power swing lines to the new pole and insulate splices at service drop.
Remove pump from service for overhaul.	11/27/2019	Northwest Low Flow Pump 3	Bring to garage, disassemble, clean and inspect. Replace bearings and both mechanical seals. Reassemble, return to station and install. Start up and monitor operation.lace bearings and both mechanical seals.
	11/11/2019	Northwest Low Flow Pump 2	Bring to garage, disassemble, clean and inspect. Replace bearings and both mechanical seals. Reassemble, return to station and install. Start up and monitor operation.
Clean flow meters on grit pump 2	11/25/2019	Grit Pump 2	
Clean flowmeter on Intermediate pump 1	11/27/2019	Intermediate Sludge Pump 1	
Replace 8" discharge valve that won't close.	11/20/2019	RAS Pump 6	Dahme Mechanical removed the old and installed a new 8" plug valve.
Replace the 8" plug valve for the line to sludge beds.	11/21/2019	Digester 3 Control Building	Dahme Mechanical Removed the old valve, cut in a MJ/Flange adaptor, and installed the new 8" valve.
Install new 4" plug valves and actuators on both tanks.	11/22/2019	Concentration Tank 1	Dahme Mechanical installed two new 4" DeZurik plug valves with Rotork actuators in preparation for the new Moyno feed pump for the TWAS project.
		Concentration Tank 2	

DOWNERS GROVE SANITARY DISTRICT M E M O

DATE: December 3, 2019

Nicholas J. Menninga

TO:

General Manager FROM: Robert Swirsky Sewer System Maintenance Supervisor RE: Monthly Report – November, 2019 Year to Date 1. JULIE Line Markings: Current Received 889 12,770 In District 850 12,057 Marked 274 2,832 97 989 Man Hours 2. **Building Service:** Current Year to Date **BSSRAP TV Inspections** 08 135 a. b. **Emergency BSSRAP Repairs** 07 83 Total BSSRAP Repairs 120 11 c. I&I inspections 00 00 d. I&I C.O. installation 00 02 e. f. Replace broken cleanout caps 00 01 **OHSP TV Inspections** 02 g. 01 Post Rodding TV 32 01 h. 3. Year to Date Sewer backups: Current Public sewer 0 a. 2 b. Private sewer 13 180 Surcharged main 2 5 с. Pump station 0 0 d. Total 15 187 Current Year to Date 4. Sewer Cleaning (DGSD personnel): 67,597 358,733 Ft. a. Sewer Cleaning (outside contractors): 0 0 Ft. 5. Main Sewer Televising (DGSD personnel): 937 1,999 Ft. a. Sewer Televising (outside contractors): 6,945.9 76,080.9 Ft. 0 6. LETS TV 11 7. Manhole inspections 00 108

- 8. Sewer and manhole repairs and replacements by Uno Construction: none
- 9. Miscellaneous: (sewer system personnel)a. Post alley sewer repair televising for Uno Construction.

CC: WDVB, AES, PWC, RTJ, KJR, MS, TTC, WCC, MCW

DOWNERS GROVE SANITARY DISTRICT MEMO

DATE:	December 10, 2019								
TO:	Nicholas J. Menninga General Manager								
FROM	: Ted Cherwak Sewer Construction Supervisor								
RE:	Monthly Report: Sewer Construct	ction \ Code Enforcer	nent – November 2019						
1.	Permits issued:	Current	Year to Date						
	 a. Single family b. Multiple family c. Commercial d. Repair e. Disconnection Total 	$ \begin{array}{c} 2 \\ 0 \\ 1 \\ 1 \\ 11 \\ 15 \end{array} $	86 0 13 6 <u>50</u> 155						
2.	Inspections made:	Current	Year to Date						
	 a. Connections b. Finals c. Repairs d. Disconnects e. Groundwork f. Walk-Thru g. Pre-connections h. Overhead Sewer Program i. Code Enforcement j. Lateral testing Total 	5 5 0 3 1 0 0 0 3 8 25	97 52 4 35 2 1 0 1 27 95 314						

3. New Sewer Extension Construction:

None a.

4. New Sewer Extension Testing - air, deflection, manhole, televising and lamping:

None a.

5. Code Enforcement:

- Overhead Sewer Program a.
- Grease Trap Inspections b.

- 6. Plan & Permit Reviews:
 - a. 309 S Hudson, single family review
 - b. 5257 Washington, single family review
 - c. 4517 Downers Drive, single family review
 - d. 4628 Stonewall, single family review
 - e. 607 Davis, single family review
 - f. 5904 Janes, single family review-septic conversion
 - g. 513 Rogers, Gold Finger Brewing, tenant finish out, architectural & site plan review
- 7. Building Sanitary Service Access Agreements:
 - a. 5904 Janes, Downers Grove
 - b. 5328 Grand, Downers Grove
- 8. Illinois EPA Permits:
 - a. None
- 9. Waste Hauling Permits Issued:
 - a. None
- 10. Miscellaneous:
 - a. Possible special assessment areas:
 - Puffer Road Clay is researching funding opportunities from IEPA. Also, State Representative Anne Stava-Murray contacted the District about the area and for information on the special assessment process.
 - Grant & Lee Poll letters for an informational meeting were mailed to residents in November. The poll results will determine the next steps.
 - b. Village storm sewer improvements/sanitary sewer repair inspections.

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

Permits Issued: NOVEMBER 2019

YEAR	PERMIT #	ADDR	ESS	STREET	CITY	ISSUE	TYPE	TAP FEE	INSP FEE
2019	151	5328		GRAND	DG	11/1/2019	DISCON		
2019	152	5257		WASHINGTON	DG	11/1/2019	DISCON		
2019	153	424		36TH ST	DG	11/1/2019	DISCON		
2019	148	5328		GRAND	DG	11/6/2019	SF-RB		\$216.00
2019	154	4929		DOUGLAS	DG	11/14/2019	REPAIR		
2019	155	6301		MAIN	DG	11/14/2019	DISCON		
2019	156	607		DAVIS	DG	11/14/2019	DISCON		
2019	157	4628		STONEWALL	DG	11/14/2019	DISCON		
2019	158	4517		DOUGLAS	DG	11/14/2019	DISCON		
2019	160	7	W	QUINCY	W	11/18/2019	DISCON		
2019	161	14	S	CASS	W	11/18/2019	DISCON		
2019	162	20	S	CASS	W	11/18/2019	DISCON		
2019	167	4734		STONEWALL	DG	11/21/2019	DISCON		
2019	162	513		ROGERS	DG	11/21/2019	COM		\$357.00
2019	168	5904		JANES	DG	11/25/2019	SF-SC	\$3,192.00	\$216.00
					-	TOTAL:	\$3	,192.00	\$789.00

Permit Final Inspections: NOVEMBER 2019

YEAR	PERMIT #	ADDRESS	STREET	CITY	FINAL
2018	178	4531	OAKWOOD	DG	11/1/2019
2019	38	1942	HITCHCOCK	DG	11/18/2019
2018	108	4705	LEE	DG	11/26/2019

Progress Report

To:	Nick Menninga, General Manager
	Amy Underwood, Assistant General Manager
From:	Reese Berry, Laboratory Supervisor
Date:	December 11, 2019
Re:	November 2019 Laboratory Report

We had 1 excess rain sampling events in November. We recorded no permit excursions during November 2019.

Surcharge:

We have 1 sampling week remaining for 2019. I anticipate we will complete the remaining week in the early spring of 2020 before data is uploaded for billing purposes.

Biosolids:

All biosolids sample results from November were well below the Class A biosolids thresholds. We had Dahmco onsite to haul out class B sludge and apply it to farm fields.

Pretreatment Activities:

Dental Amalgam Rule:

We've seen a really good response by the dentists in our service area to these required surveys. We've received over half the surveys by the due date and we are currently following up with dentists that didn't send them into us. We'll continue to collect and work with dentists to get 100% participation throughout the coming month.

Industrial Sampling:

We sampled at all our current permitted industrial users this month. All data we collected was within the users' permit requirements. At this time I'm completing Industrial Inspections as well. All users are in compliance with their permit requirements.

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



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



Category	Inspections Scheduled	Inspections Completed	Application Received	Agreements Signed	Cleanout Installed	Service Rehab Done	Totals	Total as Percentage
1 A	Y	Y	Ν	Y	Y	N/A	19	8%
1B	Y	Y	Ν	Ν	Ν	N/A	1	0%
2A	Y	Y	Y	Y	Y	Ν	70	31%
2B	Y	Y	Y	Y	Y	Ν	20	9%
2D	Y	Y	Y	Ν	Ν	Ν	3	1%
3A	Y	Y	Y	Y	Ν	Ν	6	3%
4	Y	Y	Ν	Ν	Ν	Ν	36	16%
4A	Ν	Ν	Ν	Ν	N/A	Ν	3	1%
5	Y	Ν	Ν	Ν	Ν	Ν	0	0%
5A	Y	Y	Ν	Ν	Ν	Ν	15	7%
5AX	Y	Y	Ν	Ν	Ν	Ν	0	0%
5B	Y	Ν	Ν	Ν	Ν	Ν	18	8%
5BX	Y	Ν	Ν	Ν	Ν	Ν	1	0%
0	Ν	Ν	Ν	Ν	Ν	Ν	30	13%
Х	-	-	-	-	-	-	5	2%
5X	-	-	-	-	-	-	1	0%
1A	ategory Descript - PVC service w - All PVC no Cle	ith cleanout(may r	need to be sealed	d at the main)			228	100% 11% Comple

STATUS OF 1K-028 INSPECTIONS AND AGREEMENT ACQUISITIONS

2A - BSSRAP repair done, 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

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 11/30/2019

2711							PREVIOUS MONTH				
CAS	H BALANCES				-	TOTAL BALANCE					
ACCC	DUNT NAME	ACCOUNT NUMBE	R	BALANCE PER BANK STATEMENT		PER BANK STATEMENTS	MONTHLY EARNINGS CREDIT	EARNINGS CREDIT PERCENTAGE			
FLEX PAYI PET	OSIT JURSEMENT KIBLE BENEFITS ROLL TY CASH R REFUNDS	XXXXXXXXXX1116 XXXXXXXXXX1111 XXXXXXXXX6025 XXXXXXXXX1117 XXXXXXXXXX1117 XXXXXXXXXX		\$716,071.87 320,193.57 10,230.43 201,484.08 3,700.00 4,446.91							
ΤΟΤΑ	L - CASH AT BANK			\$1,256,126.86		\$1,344,051.56	\$969.55	0.0721%			
	STMENTS	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
									10110 (00)		
CD		13 MOS	2/15/2020	\$250,000.00	2.570%	\$100,000.00	\$107,719.45		\$35,260.73	\$7,019.82	\$6,960.42
CD	TRISTATE CAPITAL	5 MOS	4/9/2020	\$249,990.00	1.800%		\$249,990.00				\$1,874.93
CD	FIRST INTERNET BANK	12 MOS	5/13/2020	\$250,000.00	2.750%		\$250,000.00				\$6,875.00
CD	BMO HARRIS BANK	11 MOS	5/17/2020	\$250,000.00	2.469%	\$250,000.00					\$5,658.13
CD	TAB BANK	12 MOS	5/23/2020	\$250,000.00	2.470%	\$100,000.00	\$150,000.00				\$6,175.00
CD	LISLE SAVINGS BANK	12 MOS	11/7/2020	\$249,000.00	1.990%	\$249,000.00					\$4,955.10
CD	CIT BANK	14 MOS	1/9/2021	\$245,000.00	1.700%	\$245,000.00					\$4,859.17
TOTA	L CDs			\$1,743,990.00	2.142%	\$944,000.00	\$757,709.45	\$0.00	\$35,260.73	\$7,019.82	\$37,357.73
TYPE	FINANCIAL INSTITUTION	TERM	LAST ACTION DATE	AMOUNT*	CURRENT RATE OF RETURN						ESTIMATED ANNUAL RETURN
MM	AXOS BANK fka Nationwide Bank	ONGOING	2/15/2019	\$1,179.95	0.300%	\$1,179.95					\$3.54
MM	BANKFINANCIAL	ONGOING	3/13/2013	\$15,495.54	0.750%	\$15,495.54					\$116.22
MM	CIT BANK	ONGOING	11/9/2016	\$5,000.00	0.450%	\$5,000.00					\$22.50
MM	LIMESTONE BANK fka PBI Bank	ONGOING	9/9/2013	\$1,077.00	0.100%	\$1,077.00					\$1.08
MM	LISLE SAVINGS BANK	ONGOING	9/2/2015	\$1,000.91	0.400%	\$1,000.91					\$4.00
MM	LUANA SAVINGS BANK	ONGOING	2/15/2019	\$2,509.47	0.550%	\$2,509.47					\$13.80
MM	ROYAL BANK fka Park Fed Savin	gs ONGOING	12/4/2012	\$1,152.34	0.149%	\$1,152.34					\$1.72
MM	STEARNS BANK	ONGOING	9/1/2015	\$250,000.00	1.750%	\$250,000.00					\$4,375.00
MM	TRISTATE CAPITAL BANK	ONGOING	11/9/2016	\$10.00	0.000%		\$10.00				\$0.00
MM	WEST SUBURBAN BANK	ONGOING	11/20/2012	\$5,143.17	0.050%		\$5,143.17				\$2.57
ΤΟΤΑ	L MM ACCOUNTS			\$282,568.38	1.607%	\$277,415.21	\$5,153.17	\$0.00	\$0.00	\$0.00	\$4,540.43
ILLING	DIS FUNDS - MONEY MARKET			\$2,939,035.93	1.763%	\$1,778,973.95	\$354,368.90	\$805,693.08	\$0.00	\$0.00	\$51,815.20
ΤΟΤΑ	L - ALL INVESTMENTS			\$4,965,594.31	1.887%	\$3,000,389.16	\$1,117,231.52	\$805,693.08	\$35,260.73	\$7,019.82	\$93,713.36

TOTAL CASH AND INVESTMENTS

\$6,221,721.17

*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 Wallace D. Van Buren President Amy E. Sejnost Vice President

Paul W. Coultrap Clerk



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Providing a Better Environment for South Central DuPage County

Memo

To: Board of Trustees From: Nick Menninga, General Manager Date: December 13, 2019 Subject: Treasurer's Report for November, 2019

Attached please find the subject report that tracks income and expenses for the first seven months of Fiscal Year 19-20.

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

Year-to-date	Income	Expense
General Fund	\$ 5,887,379.31 (page 1)	\$ 5,085,580.99 (page 6)
Improvement Fund	\$ 60,019.79 (page 7)	\$ 49,463.02 (page 7)
Construction Fund	\$ 598,994.01 (page 8)	\$ 14,403.64 (page 9)
Public Benefit Fund	\$ 531.96 (page 10)	\$ 0.00 (page 10)
TOTAL	\$ 6,546,925.07	\$ 5,149,447.65

NJM, ARU

C: BOLI, WCC, MGP

General Manager Nicholas J. Menninga

Legal Counsel Michael G. Philipp _____

Fund number & Description Ending								
Fund Balance								
Fund 01 : GENERAL FUND	\$4,079,443.44							
Fund 02 : IMPROVEMENT FUND	\$1,172,185.65							
Fund 03 : CONSTRUCTION FUND	\$899,961.52							
Fund 05 : PUBLIC BENEFIT FUND	\$37,000.75							
Recap Totals \$6,188,591.36								

	ACTUAL	BUDGET			ACTUAL-		
COST	CURRENT	CURRENT	ACTUAL	BUDGET	BUDGET	VAR	TOTAL
NUMBER DESCRIPTION	MONTH	MONTH	Y-T-D	Y-T-D	VARIANCE	00	BUDGET
DEPT 05 REVENUES							
3000 PROPERTY TAXES	11,185.32-	13,431-	1,212,254.91-	1,188,550-	23,704.91-	2.0	1,188,550-
3001 USER RECEIPTS	292,375.60-	339,829-	1,833,076.57-	1,980,955-	147,878.43	7.5-	3,315,400-
3002 SURCHARGES	38,950.37-	27,083-	203,118.16-	189,581-	13,537.16-	7.1	325,000-
3004 PLAN REVIEW FEES	.00	250-	417.66-	750-	332.34	44.3-	1,000-
3005 CONSTRUCTION INSPECTION FEES	.00	120-	.00	360-	360.00	100.0-	500-
3006 PERMIT INSPECTION FEES	789.00-	1,833-	17,666.00-	12,831-	4,835.00-	37.7	22,000-
3007 INTEREST ON INVESTMENTS	4,823.30-	2,917-	30,731.98-	20,419-	10,312.98-	50.5	35,000-
3013 SAMPLING AND MONITORING	9,422.08-	5,833-	61,902.36-	40,831-	21,071.36-	51.6	70,000-
3014 REPLACEMENT TAXES	.00	0	59,074.18-	41,100-	17,974.18-	43.7	75,000-
3015 MISCELLANEOUS INCOME	115.00-	833-	2,835.09-	5,831-	2,995.91	51.4-	10,000-
3021 TELEVISION INSPECTION	.00	150-	.00	150-	150.00	100.0-	150-
3023 PROPERTY LEASE PAYMENTS	2,878.78-	2,792-	20,061.61-	19,544-	517.61-	2.7	33,500-
3024 MONTHLY SERVICE FEES	319,940.66-	354,012-	2,326,775.14-	2,364,149-	37,373.86	1.6-	4,069,100-
3027 GREASE WASTE	19,654.05-	18,333-	115,743.55-	128,331-	12,587.45	9.8-	220,000-
3040 RENEWABLE ENERGY CREDITS	.00	0	3,722.10-	,	2,222.10-	148.1	3,000-
DEPT 05 TOTALS	700,134.16-	767,416-	5,887,379.31-	5,994,882-	107,502.69	1.8- 9	,368,200-
FUND REVENUE TOTAL	700,134.16-	767,416-	5,887,379.31-	5,994,882-	107,502.69	1.8- 9	,368,200-
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	33,137.93	37,040	170,032.39	278,958	108,925.61-	39.1-	463,000
A004 FINANCIAL RECORDS	14,314.72	15,472	132,406.76	116,524	15,882.76	13.6	193,400
A005 ADMINISTRATIVE RECORDS	1,481.20	4,920	20,454.58	37,054	16,599.42-	44.8-	61,500
A006 ENGINEERING	832.95	0	4,649.09	0	4,649.09	.0	0
A007 CODE ENFORCEMENT	32,974.09	28,344	244,662.06	213,466	31,196.06	14.6	354,300
A008 SAFETY ACTIVITIES	1,831.27	204	3,538.61	1,536	2,002.61	130.4	2,550
A030 BUILDING AND GROUNDS	.00	0	301.91	0	301.91	.0	0
SECT A TOTALS	89,072.16	90,705	======================================	661,713	72,167.60-	10.9- 1	,093,650
SECT B OPERATIONS AND MAINTENANCE							
B100 ELECTRICITY	212.18	300	1,774.93	2,700	925.07-	34.3-	4,000
B101 NATURAL GAS	39.67	300	474.13	1,450	975.87-	67.3-	3,000
B102 WATER, GARBAGE AND OTHER UTILITIES	171.39	180	630.36	790	159.64-	20.2-	1,150
B110 BANK CHARGES	1,578.97	1,541	7,416.72	10,787	3,370.28-	31.2-	18,500
B112 COMMUNICATION	1,828.15	1,333	9,399.45	9,331	68.45	.7	16,000
B115 EOUIPMENT/EOUIPMENT REPAIR	2,355.14	8,350	41,255.82	56,000	14,744.18-	26.3-	81,500
B116 SUPPLIES	1,240.73	608	5,885.90	4,256	1,629.90	38.3	7,300
B117 EMPLOYEE/DUTY COSTS	1,292.98	1,083	13,700.48	7,581	6,119.48	80.7	13,000
B118 BUILDING AND GROUNDS	3,340.72	2,000	14,129.94	16,000	1,870.06-	11.7-	24,000
B119 POSTAGE	1,007.32	958	3,117.72	6,706	3,588.28-	53.5-	11,500
B120 PRINTING/PHOTOGRAPHY	795.00	300	6,570.35	9,900	3,329.65-	33.6-	11,400

FUND 01 GENERAL FUND

FUND 01 GENERAL FUND

COST	ACTUAL CURRENT	BUDGET CURRENT	ACTUAL	BUDGET	ACTUAL- BUDGET	VAR	TOTAL
NUMBER DESCRIPTION	MONTH	MONTH	Y-T-D	Y-T-D	VARIANCE	8	BUDGET
B121 USER BILLING MATERIALS	4,756.73	 6,208	37,440.07	43,456	======================================	13.8-	 74,500
B124 CONTRACT SERVICES	8,360.03	9,975	52,445.25	69,825	17,379.75-	24.9-	119,700
B137 MEMBERSHIPS/SUBSCRIPTIONS	.00	6,420	7,933.00	8,920	987.00-	11.1-	10,700
SECT B TOTALS	26,979.01	39,556	202,174.12	247,702	45,527.88-	18.4-	396,250
SECT C VEHICLES							
C222 GAS/FUEL	160.93	125	619.91	925	305.09-	33.0-	1,800
C225 OPERATION/REPAIR	166.20	350	1,929.95	1,050	879.95	83.8	1,400
SECT C TOTALS	327.13	475	2,549.86	1,975 1	574.86	29.1	3,200
-							
DEPT 11 TOTALS	116,378.30	130,736	794,269.38	911,390	117,120.62-	12.9- 1	,493,100
DEPT 12 O & M EXPENSES - WWTC							
SECT A SALARIES AND WAGES							
A006 ENGINEERING	1,436.51	0	13,192.56	0	13,192.56	.0	0
A009 OPERATIONS MANAGEMENT	8,788.17	1,876	62,093.74	14,129	47,964.74	339.5	23,450
A010 MAINTENANCE - BUDGET	.00	46,608	.00	351,017	44,929.44-	12.8-	582,600
A011 MAINTENANCE - WWTC	32,508.46	0	239,016.70	0	.00	.0	0
A012 MAINTENANCE - VEHICLES	17.91	0	2,030.45	0	.00	.0	0
A013 MAINTENANCE - ENERGY RECOVERY	1,355.01	0	11,410.68	0	.00	.0	0
A014 MAINTENANCE - ELECTRICAL	6,509.59	0	53,629.73	0	.00	.0	0
A020 WWTC - BUDGET	.00	49,392	.00	371,984	24,957.57-	6.7-	617,400
A021 WWTC - OPERATIONS	29,034.67	0	217,391.77	0	.00	.0	0
A022 WWTC - SLUDGE HANDLING	14,361.66	0	122,141.63	0	.00	.0	0
A023 WWTC - ENERGY RECOVERY	775.55	0	7,493.03	0	.00	.0	0
A030 BUILDING AND GROUNDS	8,630.87	4,040	48,453.91	30,426	18,027.91	59.3	50,500
SECT A TOTALS	103,418.40	101,916	776,854.20	767,556	9,298.20	1.2 1	,273,950
SECT B OPERATIONS AND MAINTENANCE							
B100 ELECTRICITY	11,652.24	5,000	27,962.02	45,000	17,037.98-	37.9-	72,000
B101 NATURAL GAS	214.89	1,400	2,233.65	3,800	1,566.35-	41.2-	12,000
B102 WATER, GARBAGE AND OTHER UTILITIES	1,732.50	4,500	10,837.11	21,100	10,262.89-	48.6-	33,000
B103 ODOR CONTROL	655.43	6,200	4,484.91	21,400	16,915.09-	79.0-	30,000
B104 FUEL - GENERATORS	.00	3,875	2,958.91	11,625	8,666.09-	74.6-	15,500
B112 COMMUNICATION	1,585.89	1,458	9,138.51	10,206	1,067.49-	10.5-	17,500
B113 EMERGENCY/SAFETY EQUIPMENT	1,035.56	1,433	7,462.46	10,031	2,568.54-	25.6-	17,200
B116 SUPPLIES	3,435.69	2,479	21,639.21	17,353	4,286.21	24.7	29,750
B117 EMPLOYEE/DUTY COSTS	1,618.06	2,000	9,122.03	15,500	6,377.97-	41.2-	25,000
B124 CONTRACT SERVICES	.00	0	203,705.00	203,700	5.00	.0	203,700
B130 NPDES PERMIT FEES	.00	0	53,000.00	53,000	.00	.0	53,000
B131 SLUDGE HAULING/DISPOSAL SERVICES	.00	0	72,649.50	80,000	7,350.50-	9.2-	80,000
B400 CHEMICALS - BUDGET	.00	9,308	.00	65,156	25,290.06	38.8	111,700
B401 CHEMICALS - DISINFECTION	8,781.89	0	50,972.56	0	.00	.0	0
B402 CHEMICALS - SLUDGE DEWATERING	4,285.09	0	26,038.34	0	.00	.0	0
B403 CHEMICALS - TERTIARY TREATMENT	.00	0	3,855.78	0	.00	.0	0

COST NUMBER DESCRIPTION	ACTUAL CURRENT MONTH	BUDGET CURRENT MONTH	actual Y-T-D	BUDGET Y-T-D	ACTUAL- BUDGET VARIANCE	VAR %	TOTAL BUDGET
B404 CHEMICALS - OTHER	.00	0	9,579.38	0	.00	.0	0
B501 EQPT/EQPT REPAIR - BIOSOLIDS AGING & DISPOS	1,663.42	7,651	58,370.67	53,557	4,813.67	9.0	91,809
B502 EQPT/EQPT REPAIR - DISINFECTION	3,300.81	1,108	8,497.46	7,756	741.46	9.6	13,301
B503 EQPT/EQPT REPAIR - EXCESS FLOW	4,519.62	4,020	45,845.69	28,140	17,705.69	62.9	48,241
B504 EQPT/EQPT REPAIR - GRIT REMOVAL	.00	3,213	11,379.18	22,491	11,111.82-	49.4-	38,551
B505 EQPT/EQPT REPAIR - INFLUENT PUMPING	589.93	2,700	9,175.43	37,500	28,324.57-	75.5-	51,051
B506 EQPT/EQPT REPAIR - PRIMARY TREATMENT	7,671.13	3,646	23,374.27	25,522	2,147.73-	8.4-	43,751
B507 EQPT/EQPT REPAIR - SECONDARY TREATMENT	9,119.19	3,500	130,280.95	67,500	62,780.95	93.0	85,176
B508 EQPT/EQPT REPAIR - SLUDGE CONCENTRATION	7,266.43	63,134	55,691.74	441,938	386,246.26-	87.4-	757,606
B509 EQPT/EQPT REPAIR - SLUDGE DEWATERING	6,088.35	2,092	23,775.29	14,644	9,131.29	62.4	25,101
B510 EQPT/EQPT REPAIR - SLUDGE DIGESTION	5,682.35	5,100	36,386.24	35,700	686.24	1.9	61,201
B511 EQPT/EQPT REPAIR - TERTIARY TREATMENT	151.13	2,038	408.58	14,266	13,857.42-	97.1-	24,451
B512 EQPT/EQPT REPAIR - WWTC GENERAL	377.81	2,747	14,949.73	19,229	4,279.27-	22.3-	32,961
B513 EQPT/EQPT REPAIR - WWTC UTILITIES	6,690.59	11,158	75,274.80	78,106	2,831.20-	3.6-	133,900
B802 BLDG AND GROUNDS - DISINFECTION	64.32	43	64.32	301	236.68-	78.6-	514
B803 BLDG AND GROUNDS - EXCESS FLOW	.00	86	.00	602	602.00-	100.0-	1,029
B804 BLDG AND GROUNDS - GRIT REMOVAL	.00	419	.00	2,933	2,933.00-	100.0-	5,029
B805 BLDG AND GROUNDS - INFLUENT PUMPING	150.28	1,020	881.25	7,140	6,258.75-	87.7-	12,239
B806 BLDG AND GROUNDS - PRIMARY TREATMENT	.00	429	.00	3,003	3,003.00-	100.0-	5,149
B807 BLDG AND GROUNDS - SECONDARY TREATMENT	124.80	86	670.07	602	68.07	11.3	1,029
B809 BLDG AND GROUNDS - SLUDGE DEWATERING	64.10	1,044	64.10	7,308	7,243.90-	99.1-	12,529
B810 BLDG AND GROUNDS - SLUDGE DIGESTION	10.70	675	10,217.08	4,725	5,492.08	116.2	8,103
B811 BLDG AND GROUNDS - TERTIARY TREATMENT	.00	4,179	40,658.81	29,253	11,405.81	39.0	50,148
B812 BLDG AND GROUNDS - WWTC GENERAL	6,434.98	10,000	88,284.36	110,000	21,715.64-	19.7-	160,388
B813 BLDG AND GROUNDS - WWTC UTILITIES	.00	129	.00	903	903.00-	100.0-	1,543
SECT B TOTALS	94,967.18	167,870	1,149,889.39	1,570,990	421,100.61-	26.8- 2	2,365,150
= SECT C VEHICLES							
C222 GAS/FUEL	1,416.26	2,500	11,769.49	17,500	5,730.51-	32.8-	30,000
C225 OPERATION/REPAIR	1,029.92	625	3,928.95	4,375	446.05-	10.2-	7,500
C226 VEHICLE PURCHASES	.00	0	42,746.36	41,000	1,746.36	4.3	41,000
SECT C TOTALS	2,446.18	3,125	58,444.80	62,875	4,430.20-	7.1-	78,500
DEPT 12 TOTALS	200,831.76	272,911	1,985,188.39	2,401,421	416,232.61-	17.3- 3	3,717,600
= DEPT 13 O & M EXPENSES - LABORATORY							
SECT A SALARIES AND WAGES							
A009 OPERATIONS MANAGEMENT	4,923.85	5,168	41,731.61	38,922	2,809.61	7.2	64,600
A040 LABORATORY - BUDGET	.00	13,668	.00	102,937	1,259.13-	1.2-	170,850
A041 LAB - WWTC	9,897.95	0	86,127.01	0	.00	.0	0
A042 LAB - PRETREATMENT	768.07	0	7,127.95	0	.00	.0	0
A043 LAB - SURCHARGE PROGRAM	2,616.13	0	4,579.89	0	.00	.0	0
A044 LAB - BOD	.00	0	192.57	0	.00	.0	0
A047 LAB - MICRO	.00	0	43.34	0	.00	.0	0
A048 LAB - ENERGY RECOVERY	465.07	0	3,607.11	0	.00	.0	0
SECT A TOTALS	18,671.07	18,836			1,550.48	1.1	235,450

TREASURER'S REPORT

DATE 12/05/19 MONTH ENDED 11/30/19 PAGE 4

FUND 01 GENERAL FUND

	ACTUAL	BUDGET			ACTUAL-		
COST	CURRENT	CURRENT	ACTUAL	BUDGET	BUDGET	VAR	TOTAL
NUMBER DESCRIPTION	MONTH	MONTH	Y-T-D	Y-T-D	VARIANCE	00	BUDGET
SECT B OPERATIONS AND MAINTENANCE							
B114 CHEMICALS	2,198.57	1,433	9,914.09	10,031	116.91-	1.2-	17,200
B115 EQUIPMENT/EQUIPMENT REPAIR	2,912.94	1,350	5,544.68	9,450	3,905.32-		16,200
B116 SUPPLIES	1,789.81	1,729	8,317.96	12,103	3,785.04-		20,750
B117 EMPLOYEE/DUTY COSTS	80.60	458	892.69	3,206	2,313.31-		5,500
B122 MONITORING EQUIPMENT	.00	2,250	333.53	6,750	6,416.47-		9,000
B123 OUTSIDE LAB SERVICES	2,129.20	1,588	9,484.22	11,116	1,631.78-		19,050
SECT B TOTALS	9,111.12	8,808	34,487.17	52,656	18,168.83-	34.5-	87,700
SECT C VEHICLES							
C222 GAS/FUEL	34.36	42	281.93	294	12.07-	4.1-	500
C225 OPERATION/REPAIR	1,170.80	0	1,210.96	100	1,110.96	1,111.0	200
	============						
SECT C TOTALS	1,205.16	42	1,492.89	394	1,098.89	278.9	700
= DEPT 13 TOTALS	28,987.35	27,686		======= 194,909	======================================	8.0-	323,850
	-				============		,
DEPT 14 O & M EXPENSES - SEWER SYSTEM							
SECT A SALARIES AND WAGES							
A006 ENGINEERING	2,155.95	0	5,842.53	0	5,842.53	.0	0
A050 SEWER MAINTENANCE - BUDGET	.00	13,068	.00	98,418	12,593.31	12.8	163,350
A051 SEWER MAINTENANCE	15,199.18	0	104,224.18	0	.00	.0	0
A054 SEWER MAINTENANCE - BACKUPS AND HIGH FLOWS	500.69	0	6,787.13	0	.00	.0	0
A060 INSPECTION - BUDGET	.00	21,704	.00	163,458	38,816.35-	23.8-	271,300
A061 INSPECTION - NEW CONSTRUCTION	71.88	0	1,056.44	0	.00	.0	0
A062 INSPECTION - CONSTRUCTION OF DGSD PROJECTS	3,266.70	0	22,352.45	0	.00	.0	0
A063 INSPECTION - PERMIT INSPECTIONS	607.85	0	8,161.75	0	.00	.0	0
A064 INSPECTION - MISCELLANEOUS	6,564.67	0	34,136.04	0	.00	.0	0
A065 INSPECTION - CONSTR BY VILLAGES, UTILITIES	2,694.74	0	48,728.90	0	.00	.0	0
A066 INSPECTION - CODE ENFORCEMENT	1,006.73	0	10,206.07	0	.00	.0	0
A070 SEWER INVESTIGATIONS - BUDGET	.00	972	.00	7,320	4,227.79-	57.8-	12,150
A072 SEWER INVESTIGATIONS	.00	0	3,092.21	0	.00	.0	0
SECT A TOTALS	32,068.39	35,744	244,587.70	269,196	24,608.30-	9.1-	446,800
= SECT B OPERATIONS AND MAINTENANCE						=======	
B112 COMMUNICATION	725.45	875	4,477.47	6,125	1,647.53-	26.9-	10,500
B113 EMERGENCY/SAFETY EQUIPMENT	21.98	425	606.45	2,975	2,368.55-		5,050
B115 EQUIPMENT/EQUIPMENT REPAIR	2,390.16	3,788	33,807.58	26,516	7,291.58		45,450
B116 SUPPLIES	508.80	458	2,628.69	3,206	577.31-		5,500
B117 EMPLOYEE/DUTY COSTS	493.65	1,125	4,538.47	7,875	3,336.53-		13,500
B124 CONTRACT SERVICES	49,992.30	11,008	106,985.33	77,056	29,929.33		132,100
B127 JULIE SYSTEM	4,058.93	1,408	8,117.88	9,856	1,738.12-		16,900
B128 OVERHEAD SEWER/BACKFLOW PREVENTION PROGRAM	3,000.00	1,250	6,088.00	8,750	2,662.00-		15,000
B129 REIMBURSEMENT PROGRAM/PUBLIC SEWER BLOCKAGE	.00	1,000	.00	7,000	7,000.00-		12,000
B900 SEWER SYSTEM REPAIRS - BUDGET	.00	150,000	.00	930,000	224,084.75-		1,481,600
B901 SEWER SYSTEM REPAIRS - I/I PROGRAM	.00	0	132.00	0	.00	.0	0

TREASURER'S	REPORT

DATE 12/05/19 MONTH ENDED 11/30/19 PAGE 5 FUND 01 GENERAL FUND

COST NUMBER DESCRIPTION	ACTUAL CURRENT MONTH	BUDGET CURRENT MONTH	ACTUAL Y-T-D	BUDGET Y-T-D	ACTUAL- BUDGET VARIANCE	VAR %	TOTAL BUDGET
B902 SEWER SYSTEM REPAIRS - REPLACEMENT	138.24	0	16,295.06	0	.00	.0	0
B903 SEWER SYSTEM REPAIRS - REHABILITATION	712.50	0	251,650.46	0	.00	.0	0
B910 SEWER SYSTEM REPAIRS - BSSRAP PROGRAM B913 SEWER SYSTEM REPAIRS - BSSRAP-REPAIR/REPL/R	49,280.82 2,093.75	0	343,831.27 3,210.87	0	.00	.0	0
B913 SEWER SISIEM REPAIRS - BSSRAP-REPAIR/REPL/R B929 ARRA LOAN PRINCIPAL REPAYMENT	2,093.75	0	90,795.59	0	.00	.0	0
5727 ANNA BOAN FRINCIPAL REFAINENT		-		Ŭ			-
SECT B TOTALS	113,416.58	171,337	873,165.12		206,193.88-		,737,600
SECT C VEHICLES							
C222 GAS/FUEL	902.79	2,208	7,636.51	15,456	7,819.49-	50.6-	26,500
C225 OPERATION/REPAIR	912.98	542	7,506.11	3,794	3,712.11	97.8	6,500
C226 VEHICLE PURCHASES	.00	0	25,720.00	20,000	5,720.00	28.6	20,000
SECT C TOTALS	1,815.77	2,750	40,862.62	 39,250	1,612.62	4.1	53,000
=							
DEPT 14 TOTALS	147,300.74	209,831	1,158,615.44	1,387,805	229,189.56-	16.5- 2	2,237,400
= DEPT 15 O & M EXPENSES - LIFT STATIONS							
SECT A SALARIES AND WAGES							
A006 ENGINEERING	567.64	0	579.98	0	579.98	.0	0
A009 OPERATIONS MANAGEMENT	735.60	36	3,544.68	271	3,273.68	1,208.0	450
A030 BUILDING AND GROUNDS	47.02	0	2,304.17	0	2,304.17	.0	0
A080 LIFT STATION MAINTENANCE	3,584.53	5,604	32,836.68	42,205	9,368.32-	22.2-	70,050
SECT A TOTALS =:	4,934.79	5,640	39,265.51	42,476	3,210.49-	7.6-	70,500
SECT B OPERATIONS AND MAINTENANCE							
B100 ELECTRICITY	9,249.93	10,288	72,801.79	72,016	785.79	1.1	123,450
B104 FUEL - GENERATORS	.00	1,250	.00	3,750	3,750.00-	100.0-	5,000
B112 COMMUNICATION	422.63	458	2,585.39	3,206	620.61-	19.4-	5,500
B113 EMERGENCY/SAFETY EQUIPMENT	108.81	125	257.81	250	7.81	3.1	250
B116 SUPPLIES	.00	120	.00	360	360.00-	100.0-	400
B520 EQPT/EQPT REPAIR - BUTTERFIELD	.00	165	.00	1,155	1,155.00-	100.0-	1,981
B521 EQPT/EQPT REPAIR - CENTEX	.00	379	859.35	2,653	1,793.65-	67.6-	4,551
B522 EQPT/EQPT REPAIR - COLLEGE	.00	274	10,005.36	1,918	8,087.36	421.7	3,283
B523 EQPT/EQPT REPAIR - EARLSTON	.00	6,004	5,367.00	42,028	36,661.00-		72,051
B524 EQPT/EQPT REPAIR - HOBSON	.00	343	.00	2,401	2,401.00-	100.0-	4,119
B525 EQPT/EQPT REPAIR - LIBERTY PARK	.00	335	2,249.99	2,345	95.01-		4,014
B526 EQPT/EQPT REPAIR - NORTHWEST	412.42	2,252	12,530.16	15,764	3,233.84-		27,021
B527 EQPT/EQPT REPAIR - VENARD	.00	268	1,731.08	1,876	144.92-		3,217
B528 EQPT/EQPT REPAIR - WROBLE	1,336.50	169	15,988.18	1,183	14,805.18		2,033
B529 EQPT/EQPT REPAIR - LIFT STATIONS GENERAL	.00	4,078	345.09	28,546	28,200.91-	98.8-	48,930
B820 BLDG AND GROUNDS - BUTTERFIELD	124.40	0	938.80	0	938.80	.0	0
B821 BLDG AND GROUNDS - CENTEX	124.40	0	954.80	0	954.80	.0	0
B823 BLDG AND GROUNDS - EARLSTON	124.40	0	928.80	0	928.80	.0	0
B824 BLDG AND GROUNDS - HOBSON B825 BLDG AND GROUNDS - LIBERTY PARK	124.40 124.40	0	7,211.80 968.80	0	7,211.80 968.80	.0 .0	0
DUDINI PULLE CONTONE AND PULLE FARK	124.40	0	200.00	0	900.00	.0	U

 B826
 BLDG
 AND
 GROUNDS
 NORTHWEST
 124.40
 1,250
 18,437.84
 8,750
 9,687.84
 110.7
 15,000

		TREASURER'S REPORT		
DATE	12/05/19	MONTH ENDED 11/30/19	PAGE 6	
FUND 01	GENERAL FUND			

COST NUMBER DESCRIPTION	ACTUAL CURRENT MONTH	BUDGET CURRENT MONTH	ACTUAL Y-T-D	BUDGET Y-T-D	ACTUAL- BUDGET VARIANCE	VAR %	TOTAL BUDGET
B827 BLDG AND GROUNDS - VENARD	======================================		954.80	0	954.80	.0	 0
B828 BLDG AND GROUNDS - WEOBLE	37,278.90		31,134.02		13,634.02		
B829 BLDG AND GROUNDS - LIFT STATIONS GENERAL	.00	1,200	124.41	8,400	8,275.59-		14,400
							•
SECT B TOTALS	49,679.99	28,958	186,375.27	214,101	27,725.73-		
DEPT 15 TOTALS	54,614.78	34,598	225,640.78	256,577	30,936.22-	12.1-	423,200
DEPT 17 O & M EXPENSES - INSURANCE & EMPLOY				=========			
SECT E INSURANCE AND EMPLOYEE BENEFITS							
E452 LIABILITY/PROPERTY	.00	0	188,795.85	192,500	3,704.15-	1.9-	192,500
E455 EMPLOYEE GROUP HEALTH	40,431.11	44,104	276,793.37	308,728	31,934.63-	10.3-	529,250
E460 IMRF	21,597.12	22,881	148,784.69	162,802	14,017.31-	8.6-	277,350
E461 SOCIAL SECURITY	17,708.94	18,906	128,103.55	138,338	10,234.45-	7.4-	235,150
SECT E TOTALS	79,737.17	85,891	742,477.46	802,368	59,890.54-	7.5- 1	,234,250
DEPT 17 TOTALS	79,737.17				59,890.54-		
DEPT 91 SA EXPENSE							
DEPT 91 TOTALS	.00	 0	.00		.00		
FUND EXPENSE TOTAL	627,850.10				868,889.01-		
FUND 01 TOTALS	72,284.06-	5,763-	801,798.32-	40,412-	761,386.32-1	,884.1	61,200
					====		=

FUND 02 IMPROVEMENT FUND	9 PA	5E /				
COST NUMBER DESCRIPTION	ACTUAL CURRENT MONTH	BUDGET CURRENT MONTH	ACTUAL Y-T-D	BUDGET Y-T-D	TOTAL BUDGET	
DEPT 05 REVENUES						
3007 INTEREST ON INVESTMENTS 3010 TRUNK SEWER SERVICE CHARGES		7,500-	15,213.65- 36,287.14-	52,500-	90,000-	
3019 LATERAL SEWER CHARGE	8,519.00-	0	8,519.00-	0	0	
DEPT 05 TOTALS	12,707.58-	8,929-	60,019.79-	62,503-	107,150-	
DEPT 30 CAPITAL EXP - ARRA - LOAN REPAYMENT:	5					
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 STA	FION UPGRADE					
dept 36 totals	.00	0	.00	0	0	
DEPT 74 CAPITAL EXP - SEWER - UNSEWERED ARE						
0500 PROJECT BUDGET	.00	0	.00	0	7,500	
0501 REPORT ENGINEERING/ARCHITECTURAL	.00	0	2,867.50	0	0	
DEPT 74 TOTALS	.00	0	2,867.50	0	7,500	
FUND EXPENSE TOTAL	.00	0	49,463.02	46,600	100,700	
FUND 02 TOTALS	12,707.58-				6,450-	

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	TREASURER'S REPORT						
DATE	12/05/19 MONTH ENDED 11/30/19	PA	.GE 8				
FUND 03	CONSTRUCTION FUND						
		ACTUAL	BUDGET				
	COST	CURRENT	CURRENT	ACTUAL	BUDGET	TOTAL	
NUMBER	DESCRIPTION	MONTH	MONTH	Y-T-D	Y-T-D	BUDGET	
DEPT 05	REVENUES						
3007 INTERE	ST ON INVESTMENTS	1,188.41-	833-	4,134.31-	5,831-	10,000-	
3009 SEWER	PERMIT FEES	3,192.00-	20,833-	119,859.70-	145,831-	250,000-	
3093 GRANT	FUNDING	.00	0	475,000.00-	0	500,000-	
	=:						
DEPT 0	5 TOTALS	4,380.41-	21,666-	598,994.01-	151,662-	760,000-	
	=:						
DEPT 30	CAPITAL EXP - ARRA - LOAN REPAYMENTS						
0500 PROJEC	T BUDGET	.00	0	.00	14,450	28,900	
0515 PAYMEN	T ON LOAN PRINCIPAL	.00	0	14,403.64	0	0	
	=:						
DEPT 3	0 TOTALS	.00	0	14,403.64	14,450	28,900	
	=:						
DEPT 31	CAPITAL EXP - WWTC - CHP BIOGAS						
	=:						
DEPT 3	1 TOTALS	.00	0	.00	0	0	
	=:						
DEPT 32	CAPITAL EXP - WWTC - SECOND TURBOBLO	VER					
	=:						
DEPT 3	2 TOTALS	.00	0	.00	0	0	
	=:						
DEPT 33	CAPITAL EXP - WWTC - DIGESTER MIXING,	GAS PIPING					
	=:						
DEPT 3	3 TOTALS	.00	0	.00	0	0	
	=:						
DEPT 34	CAPITAL EXP - WWTC - GREASE WASTE DE	LIVERY RAMP					
	=:						
DEPT 3	4 TOTALS	.00	0	.00	0	0	
	=:						
DEPT 35	CAPITAL EXP - WWTC - CHP BIOGAS PHASE	E 2					
	=:						
DEPT 3	5 TOTALS	.00	0	.00	0	0	
	=:						
DEPT 37	CAPITAL EXP - WWTC - GREASE RECEIVING	G STATN NO2					
	=:						
DEPT 3	7 TOTALS	.00	0	.00	0	0	
	=:				===========		
DEPT 38	CAPITAL EXP - WWTC - PROPERTY ACQUIS	ITION					
	=:				===========		
DEPT 3	8 TOTALS	.00	0	.00	0	0	
	=:				===========		

TREASURER'S REPORT

DATE FUND 03	TREASURER'S REPORT 12/05/19 MONTH ENDED 11/30/1 CONSTRUCTION FUND		PAGE	9				
NUMBER	COST DESCRIPTION	ACTUAL CURRENT MONTH	CU	DGET RRENT NTH	ACTUAL Y-T-D	BUDGET Y-T-D	TOTAL BUDGET	
======================================	CAPITAL EXP - WWTC - GRIT BLOWER RE	======================================						
DEPT 3	39 TOTALS		.00	0	.00	0	0	
DEPT 40	CAPITAL EXP - WWTC - LOAN REPAYMENT							
DEPT 4	40 TOTALS		====== .00	0 	.00	 0	0	
FUND 1	EXPENSE TOTAL		.00	0	14,403.64	14,450	28,900	
FUND (03 TOTALS	4,380		21,666-	584,590.37-	137,212-	731,100-	

TREASURER'S REPORT DATE 12/05/19 MONTH ENDED 11/30/19 FUND 05 PUBLIC BENEFIT FUND	PI	AGE 10							
COST NUMBER DESCRIPTION	ACTUAL CURRENT MONTH	BUDGET CURRENT MONTH	ACTUAL Y-T-D	BUDGET Y-T-D	TOTAL BUDGET				
DEPT 05 REVENUES									
3007 INTEREST ON INVESTMENTS	77.06-	- 46-	531.96-	322-	550-				
= DEPT 05 TOTALS	77.06	- 46-	531.96-	322-	550-				
= 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 =	77.06-	- 46-	531.96-	322-	550-				

		TREAS	URER'S REPORT								
DATE	12/05/19	MONTH	ENDED 11/30/19		PAG	GE 11					
FUND 58	SPECIAL ASSESS	MENT NO.	58								
				ACTUAL		BUDGET					
	CO	ST		CURRENT		CURRENT		ACTUAL	BUDGET	TOTAL	
NUMBER	DESCRIPTION			MONTH		MONTH		Y-T-D	Y-T-D	BUDGET	
==========											
DEPT 05	REVENUES										
3008 INTEREST ON ASSESSMENTS				.00		0	327.46-	0	0		
			=		=====						
DEPT (05 TOTALS				.00		0	327.46-	0	0	
DDDD 01			=		=====				=========		
DEPT 91	SA EXPENSE										
			_								
) ייסיד	91 TOTALS		-		.00		0	.00	0	0	
DEFI .	JI IOIALS		_					.00			
ו רואוזים	EXPENSE TOTAL		-		.00		0	.00	0	0	
FOND 1	TALENGE IVIAL		=								
FIIND	58 TOTALS		-		.00		0	327.46-	0	0	
1 0110			=		=====		-				

TREASURER'S REPORT

FUND 71 SEWER EXTENSIONS ESCROW						
COST NUMBER DESCRIPTION	ACTUAL CURRENT MONTH	BUDGET CURRENT MONTH	ACTUAL Y-T-D	BUDGET Y-T-D	TOTAL BUDGET	
DEPT 05 REVENUES						
3007 INTEREST ON INVESTMENTS	15.30-	- 0	105.65-	0	0	
DEPT 05 TOTALS	15.30-	- 0	105.65-	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	15.30-	- 0	105.65-	0	0	

 TREASURER'S REPORT

 DATE 12/05/19
 MONTH ENDED 11/30/19
 PAGE 12

GENERAL MANAGER'S REPORT TO EMPLOYEES

WWTC Operations Data – October

The DMR for October indicates that the final effluent averaged 0.9 mg/l CBOD, 0.9 mg/l suspended solids and 0.12 mg/l ammonia nitrogen over a daily average flow of 13.39 MGD. There were no permit excursions in October.

Financial Data – October

In October, the District received \$738,452 in the General fund, including \$278,073 in user charges, \$27,595 in surcharges and \$348,090 in monthly fees. General fund expenses totaled \$989,725. The Improvement fund had revenues of \$5,803 and expenses of \$46,596. The Construction fund had revenues of \$482,342 (\$475,000 grant) and expenses of \$14,404.

Sewer Permits – October

There were 10 sewer permits issued in October – 7 single family and 3 disconnections.

Holiday Activity

We will be having our holiday brunch again at Allgauer's Restaurant at the Hilton Hotel in Lisle on Sunday, December 8 from 11:30 a.m. - 1:30 p.m. Employees will be receiving sign-up materials for the event next week with a sign-up deadline of December 4.

Forklift Training

Employees that are required to undergo forklift training are reminded that training sessions have been scheduled from 8:00 a.m. - 12:30 p.m. on November 26 and December 3. Employees only need to attend one of the sessions as assigned.

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, 2019. 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, 2020.

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 during recent storms shows that the local system containing 1-M-049 appears to be operating satisfactorily. Regular flow monitoring continues.

Status of Projects

1) Westmont Alley Sewer Replacement

The project consists of alley sewer replacement work in the 1-K-028 drainage area, in the vicinity of Lincoln St and Grant St between Naperville Rd and Burlington Ave. Uno Construction has begun correcting sagged sections of new pipe that did not pass post-construction testing requirements.

2) 001 Outfall Pipe Repair

Baxter & Woodman has completed survey and geotechnical work, and is completing the design of the repairs needed for the sagged section of the outfall pipe that carries effluent flow to the East Branch of the DuPage River. The construction permit application is under review at the County.

3) WWTC WAS Mechanical Thickening

The pre-construction meeting was held with the contractor and engineer on September 23, 2019. Early submittals from the contractor are under review at Baxter & Woodman.

4) 2019 Painting Services

GP Maintenance Services Inc. has completed outside work in the plant and their work at Wroble lift station. Tunnel work in the plant has begun.

5) 2019 Sewer Cleaning and Televising

Pipe-View has now completed all assigned work under their contract. Their final pay request is pending.

GENERAL MANAGER'S REPORT TO EMPLOYEES

Holiday Activity

Employees should note that the District's holiday brunch on Sunday, December 8 from 11:30 a.m. – 1:30 p.m. will be at the same location as in prior years (Hilton Hotel in Lisle). The name of the restaurant used to be Allgauer's and it is now known as Thirty-0-Three. For those employees not able to attend, they will receive a \$50 Amazon gift card in December.

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 14 for hourly employees will be distributed on Friday, December 20, and that both payrolls will be 2019 wages for tax purposes. Employees should have their timekeeping submitted first thing on Monday, December 16 to ensure timely processing of payroll. If you are planning to take paid leave the week of December 16, please be sure to submit your timekeeping beforehand.

Secretary of State's Office – REAL ID License Renewal

Employees should note that with an upcoming driver's license renewal, there is an opportunity to obtain a REAL ID from the Secretary of State's Office. Starting on October 1, 2020, a REAL ID will be required if you do not have a valid U.S. passport and you do any of the following: (1) use airplanes as a mode of transportation, (2) visit military bases or (3) visit secure federal facilities. If your license's expiration date is less than one year away, you may elect to obtain a REAL ID designation on the renewed license, but there are numerous items of documentation that will need to be provided. If you have a Commercial Driver's License (CDL), that license will also be renewed for a four-year period from your birthday. For those employees where their position at the District requires possession of a CDL, the District will continue to reimburse the employee for the cost of the CDL portion of their license renewal (currently \$30).

If an employee recently renewed their license, or if their license does not expire for more than one year, they may also apply for a REAL ID by providing the additional required items of documentation. The REAL ID (along with a CDL if applicable) will retain the same expiration date as your original license but will now contain the REAL ID designation. In either of the above cases, the employee may incur a \$5 fee for obtaining the REAL ID.

Please visit <u>https://realid.ilsos.gov</u> for any additional information.

Sewer Rehabilitation/Infiltration and Inflow Removal

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3) WWTC WAS Mechanical Thickening

The pre-construction meeting was held with the contractor and engineer on September 23, 2019. Early submittals from the contractor are under review at Baxter & Woodman.

4) 2019 Painting Services

GP Maintenance Services Inc. has now completed tunnel work in the plant, and we are awaiting their final pay request.

5) 2019 Sewer Cleaning and Televising

Pipe-View has now completed all assigned work under their contract. Their final pay request is pending.