

**MINUTES**

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, December 19, 2023, convening at 7:00 p.m. The meeting was held at the District's Administration Center, 2710 Curtiss Street, Downers Grove. Present were Trustees Amy E. Sejnost, Jeremy M. Wang, General Manager Amy R. Underwood, Administrative Supervisor Carly S. Shaw, Sewer Construction Supervisor Keith Shaffner, Information Coordinator Alyssa J. Caballero, and Attorney Dan McCormick. Trustee Wally D. Van Buren was absent.

Minutes of Regular Meeting – November 21, 2023

A motion was made by Trustee Wang seconded by Trustee Sejnost approving the minutes of the regular meeting held on November 21, 2023 and authorizing the President and Clerk to sign same. The motion carried.

Claim Ordinance No. 1932

A motion was made by Trustee Wang seconded by Trustee Sejnost adopting Claim Ordinance No. 1932 in the total amount of \$827,485.52 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Sejnost and Wang.)

Public Comment – None

New Business

Annexation Ordinance AO 2023-06 – 7124 Matthias Road, Downers Grove

Staff presented Annexation Ordinance No. AO 2023-06 for the annexation of a single-family lot located at 7124 Matthias Road, Downers Grove. A motion was made by Trustee Wang seconded by Trustee Sejnost accepting the Petition for Annexation, adopting Annexation Ordinance No. AO 2023-06 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Sejnost and Wang.)

Annexation Ordinance AO 2023-07 – 7128 Matthias Road, Downers Grove

Staff presented Annexation Ordinance No. AO 2023-07 for the annexation of single-family lot located at 7128 Matthias Road, Downers Grove. A motion was made by Trustee Wang seconded by Trustee Sejnost accepting the Petition for Annexation, adopting Annexation Ordinance No. AO 2023-07 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Sejnost and Wang.)

Credit Card Policy

Staff presented proposed District Credit Card and Line of Credit Use Policies and Procedures.

A motion was made by Trustee Wang seconded by Trustee Sejnost approving the Credit Card and Credit Line of Use Policies and Procedures as presented. The motion carried. (Votes recorded: Ayes–Sejnost and Wang.)

### Employee Policy Manual Revisions

Staff presented proposed revisions to the District’s Employee Policy Manual to update specific sections to comply with statutory changes including the Paid Leave for All Workers Act. A motion was made by Trustee Wang seconded by Trustee Sejnost to approve the proposed revisions to the District’s Employee Policy Manual. The motion carried. (Votes recorded: Ayes–Sejnost and Wang.)

### Decennial Committee Facilitator

General Manager Underwood presented a proposal to hire the Northern Illinois University (NIU) Center for Government Studies (CGS) to facilitate review and analysis of the District and write the report required by the Decennial Committees on Local Government Efficiency Act (PA-102-1088) in the amount of \$19,450. A motion was made by Trustee Wang seconded by Trustee Sejnost to approve the proposal to engage CGS to complete the work identified in the amount of \$19,450. The motion carried. (Votes recorded: Ayes–Sejnost and Wang.)

### Schedule of 2024 Regular Meetings

Administrative Supervisor Shaw presented the proposed Schedule of Regular Meetings for Calendar Year 2024. The Board concurred with the schedule. The finalized schedule will be provided to the local papers and posted on the District’s website.

### Other New Business

Trustee Wang inquired about the proposed new accounting software. He noted the valve actuator replacements, Administration Building security camera upgrades, and the WWTC and Lift Station Arc Flash studies, noted in Maintenance Supervisor Whitefleet’s report. He noted the employee holiday lunch and thanked staff for their work.

Trustee Sejnost congratulated Brian Meng for his 25 years of service with the District and Bill Smith for his promotion to Lead Mechanic. She expressed her appreciation for the recent safety updates including all employees attending CPR and First Aid recertification. She also inquired about the informational documents on the lift stations maintenance that will be provided to the appropriate first responders. Trustee Sejnost inquired about the hiring status of the Maintenance Mechanic posting. She also inquired about the new accounting software. She noted the Waters Worth It essay contest and thanked Stephanie Cioni for her work on the contest. She noted that CHP 1 and 2 are both operating as expected. She also noted the WWTC and Lift Station Arc Flash studies, noted in Maintenance Supervisor Whitefleet’s report. Trustee Sejnost commented on the letter from the Midwest Biosolids Association welcoming the District as a member. Lastly, she wished staff happy holidays.

A motion was made by Trustee Wang seconded by Trustee Sejnost to adjourn the regular meeting at 8:48 p.m. The motion carried.

Approved: January 16, 2024

/s/Amy E. Sejnost/s/  
Acting President

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