DOWNERS GROVE SANITARY DISTRICT GENERAL MANAGER'S REPORT December 15, 2023

December Board Meeting

Copies of documentation for the following agenda items are enclosed for the December 19, 2023 meeting:

- 1) Proposed Agenda
- 2) Minutes of the November 21, 2023 regular meeting
- 3) Claim Ordinance 1932
- 4) Annexation Ordinance No. AO 2023-06 7124 Matthias Road, Downers Grove
- 5) Annexation Ordinance No. AO 2023-07 7128 Matthias Road, Downers Grove
- 6) Credit Card Policy
- 7) Employee Policy Manual
- 8) Decennial Committee Facilitator
- 9) Schedule of 2024 Regular Meetings

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 Carly on Administrative Services activities.
- 2) The WWTC Operations Report from Marc.
- 3) The WWTC/Lift Station Maintenance Report from Nick.
- 4) Progress Report from Todd on Collection System Maintenance activities.
- 5) Progress Report from Keith on Collection System Construction activities.
- 6) Progress Report from Reese on Laboratory activities.
- 7) Engineering Report

Infiltration/Inflow Removal Work

Inspection efforts on private property under the I/I program with the intention of conducting I/I removal are ongoing in the 2C-025 in downtown Downers Grove. A map showing progress for the 2C-025 area is included herein, as well as a status summary sheet.

Safety

The final Safety Committee meeting for the year was held on December 12.

A trade release from the U.S. Department of Labor is enclosed herein. It announces OSHA switching to safety helmets. The District implemented this switch a few years ago.

Safety updates for this month include:

- All employees attended CPR and First Aid recertification. The training was provided by Edward Elmhurst Health.
- An additional weatherproof fire extinguisher box was purchased and installed in the Belt Press building's polymer room.
- Safety Coordinator Jessie Gwozdz attended the American Society of Safety Professional's virtual Safer Summit on December 5.
- Safety Committee members are drafting an information document on the lift stations
 work (primarily air release valve maintenance) which requires confine space entry
 permits. This document will be provided to the appropriate first responders who are our
 rescue teams.

Financial

A copy of the Investment Schedule as of November 30, 2023 is enclosed.

The Treasurer's Report for November 2023 covering the first seven months of FY 23-24 is included herein, along with a summary cover memo.

<u>Meetings</u>

I took vacation on December 13.

I attended the following meetings since the November 17, 2023 General Manager's report:

- November 27 attended CSWEA Ad Hoc Strategic Planning Committee meeting
- November 28 attended CSWEA Local Arrangements Committee meeting
- November 28 hosted staff from the Bloomington-Normal Water Reclamation District for a tour of the grease receiving and CHP facilities and to answer operations and maintenance questions about those facilities. Marc and Nick also attended.
- December 1 attended IWSS monthly engagement meeting
- December 1 attended Midwest Biosolids Association annual general membership meeting
- December 6 attended the DRSCW meeting. Larry also attended.
- December 7 attended EPA Chemical Exposure Knowledgebase Training Webinar
- December 8 toured the construction site of the Master Plan for Salt Creek at Fullersburg Woods with DRSCW staff and the US Army Corps of Engineers project manager
- December 15 attended the DGEDC Board of Directors Meeting in Downers Grove

Miscellaneous

Copies of the following items are enclosed:

- 1) October 30 cover letter transmitting documents to DuPage County Board Chair Deb Conroy
- 2) November 15 Notice of Renewal General Storm Water Permit
- 3) November 2023 DGSD WWTC wastewater reports of SARS-CoV-2, influenza A & B and RSV levels
- 4) Assistance Amendment dated November 20 This is an amendment to our grant agreement with US EPA for the Curtiss Street sewer rehabilitation project.

- 5) November 27 Semi-Annual Report on the Curtis Street sewer rehabilitation project
- 6) 2024 IAWA Legislative Agenda
- 7) November 30 letter welcoming DGSD to the Midwest Biosolids Association
- 8) General Manager's Report to the Employees dated December 1 and 15
- 9) December 15 memo re: progress on the DRSCW Fullersburg Woods project

cc: WDVB, AES, JMW, BOLI, DM, CS

DOWNERS GROVE SANITARY DISTRICT BOARD OF TRUSTEES MEETING DECEMBER 19, 2023 – 7:00 PM BOARD ROOM

PROPOSED AGENDA

- I. APPROVAL OF MINUTES
 - A. REGULAR MEETING NOVEMBER 21, 2023
- II. APPROVAL OF CLAIM ORDINANCE NO. 1932
- III. PUBLIC COMMENT
- IV. OLD BUSINESS
- V. NEW BUSINESS
 - A. ANNEXATION ORDINANCES
 - 1. AO 2023-06: 7124 MATTHIAS ROAD, DOWNERS GROVE
 - 2. AO 2023-07: 7128 MATTHIAS ROAD, DOWNERS GROVE
 - B. CREDIT CARD POLICY
 - C. EMPLOYEE POLICY MANUAL
 - D. DECENNIAL COMMITTEE FACILITATOR
 - E. SCHEDULE OF REGULAR MEETINGS FOR 2024

PUBLIC COMMENT:

The District has an online form for the Public who cannot attend the meeting to submit public comment. District staff shall read aloud any received public comments during the Public Comment portion of the meeting. Public comments for Public not attending the meeting in person need to be submitted before 4:00 p.m. on December 19, 2023. The form can be found here: https://www.dgsd.org/government/public-comment/



MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, November 21, 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 Wally D. Van Buren, 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.

Minutes of Regular Meeting – October 17, 2023

A motion was made by Trustee Wang seconded by Trustee Sejnost approving the minutes of the regular meeting held on October 17, 2023 and authorizing the President and Clerk to sign same. The motion carried.

Claim Ordinance No. 1931

A motion was made by Trustee Wang seconded by Trustee Sejnost adopting Claim Ordinance No. 1931 in the total amount of \$678,044.07 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Wang.)

Public Comment - None

New Business

Annexation Ordinance AO 2023-04 – 5707 Elinor Ave., Downers Grove

Staff presented Annexation Ordinance No. AO 2023-04 for the annexation of a single-family lot located at 5707 Elinor Avenue, Downers Grove. A motion was made by Trustee Sejnost seconded by Trustee Wang accepting the Petition for Annexation, adopting Annexation Ordinance No. AO 2023-04 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Wang.).

<u>Annexation Ordinance AO 2023-05 – 6010, 6014, 6018, 6022, 6026, 6030 Fairview</u> Avenue, Downers Grove

Staff presented Annexation Ordinance No. AO 2023-05 for the annexation of six single-family lots located at 6010, 6014, 6018, 6022, 6026, 6030 Fairview Avenue, Downers Grove. A motion was made by Trustee Sejnost seconded by Trustee Wang accepting the Petition for Annexation, adopting Annexation Ordinance No. AO 2023-05 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Wang.).

Other New Business

Trustee Van Buren noted the operation status of CHP 1 and 2. He noted the progress of the Butterfield Lift Station project, the outfall pipe was installed and the progress of replacing the

SCADA platform. Trustee Van Buren noted that the Curtiss Street sewer lining project is expected to start in December. He commented on the IWEA plant operations workshop and tour. Lastly, he wished staff a Happy Thanksgiving.

Trustee Wang also noted operation status of CHP 1 and 2. He inquired about the billing software and the number of late payments for user billing. He noted the change in the SARS-CoV-2 concentration levels in the recent wastewater sampling. Trustee Wang thanked General Manager Underwood and Baxter & Woodman for the IWEA plant operations workshop and tour. Lastly, he inquired about the District's industrial customers.

Trustee Sejnost congratulated Matt Richert for becoming certified as a Class 3 Operator and Jessie Gwozdz for her 5 years of service with the District. She expressed her appreciation to General Manager Underwood for her continued involvement in professional organizations that further the wastewater treatment industry. She inquired about the confined space training some staff recently attended. Trustee Sejnost inquired about the hiring status of the Maintenance Mechanic posting. She thanked Maintenance Supervisor Whitefleet for his monthly report and noted the cost savings for repurposing the generator from the Centex Lift Station at the Admin Center. She also noted the operation status of CHP 1. Lastly, she wished staff a happy holiday.

A motion was made by Trustee Sejnost seconded by Trustee Wang to adjourn the regular meeting at 7:32 p.m. The motion carried.

Approved: December 19, 2023		
	Acting President	
Attest: Clerk		

Downers Grove, Illinois

Date: December 19, 2023

Claim Ordinance No. 1932

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 \$827,485.52 being in words and figures as follows:

GENERAL LEDGER RECAP

DATE 11/14/23 PERIOD END 11/11/23 PAGE 5

PAYROLL END DATE: 11.11.23
PAYROLL PAID DATE: 11.17.23

G/L DATE: 12.31.23

86544.70 86544.70-

G/L NUMBER	COST DESCRIPTION	DEBIT	CREDIT
01-00.1001	CASH - PAYROLL ACCOUNT		53866.46-
01-00.2000	FEDERAL TAX WITHHELD		9049.65-
01-00.2001	STATE TAX WITHHELD		4064.71-
01-00.2002	SOCIAL SECURITY WITHHELD		6498.54-
01-00.2003	IMRF WITHHELD		3783.99-
01-00.2005	CLEARING		20.89-
01-00.2013	CREDIT UNION WITHHELD		2182.00-
01-00.2014	VOLUNTARY ADDITIONAL PENSION CONTRIBUTION		4084.91-
01-00.2021	FLEXIBLE ACCOUNT WITHHELD - MEDICAL		305.00-
01-00.2022	FLEXIBLE ACCOUNT WITHHELD - DEPENDENT CARE		192.31-
01-00.2024	FLEXIBLE ACCOUNT WITHHELD - PREM CONVERSION		1099.08-
01-00.2025	EMPLOYEE INS PREM CONTRIBUTION - POST TAX		308.71-
01-00.2026	DEFERRED COMPENSATION WITHHELD - IPPFA		473.90-
01-00.2027	DEFERRED COMPENSATION WITHHELD - IPPFA ROTH		418.64-
01-00.2028	DC PLAN LOAN REPAYMENT WITHHELD		195.91-
01-11.A003	GENERAL MANAGEMENT	859.73	
01-11.A004	FINANCIAL RECORDS	8385.55	
01-11.A005	ADMINISTRATIVE RECORDS	952.99	
01-11.A006	ENGINEERING	191.31	
01-11.A007	CODE ENFORCEMENT	5046.99	
01-11.A008	SAFETY ACTIVITIES	1662.60	
01-11.A030	BUILDING AND GROUNDS	62.10	
01-12.A011	MAINTENANCE - WWTC	12109.17	
01-12.A014	MAINTENANCE - ELECTRICAL	7595.43	
01-12.A021	WWTC - OPERATIONS	13789.18	
01-12.A022	WWTC - SLUDGE HANDLING	7789.74	
01-12.A023	WWTC - ENERGY RECOVERY	228.79	
01-12.A030	BUILDING AND GROUNDS	3486.71	
01-13.A041	LAB - WWTC	4801.01	
01-13.A043	LAB - SURCHARGE PROGRAM	72.36	
01-13.A048	LAB - ENERGY RECOVERY	109.86	
01-14.A051	SEWER MAINTENANCE	11446.46	
01-14.A054	SEWER MAINTENANCE - BACKUPS AND HIGH FLOWS	236.56	
01-14.A062	INSPECTION - CONSTRUCTION OF DGSD PROJECTS	782.39	
01-14.A063	INSPECTION - PERMIT INSPECTIONS	697.90	
01-14.A064	INSPECTION - MISCELLANEOUS	1418.48	
01-14.A065	INSPECTION - CONSTR BY VILLAGES, UTILITIES	1087.04	
01-14.A066	INSPECTION - CODE ENFORCEMENT	3429.54	
01-15.A080	LIFT STATION MAINTENANCE	302.81	

PAYROLL END DATE: 11.15.23 PAYROLL PAID DATE: 11.17.23

G/L DATE: 12.31.23

GENERAL LEDGER RECAP

DATE 11/16/23 PERIOD END 11/15/23 PAGE 4

G/L NUMBER	COST DESCRIPTION	DEBIT	CREDIT
	(CASH - PAYROLL ACCOUNT)		22217.53-
01-00.2000	FEDERAL TAX WITHHELD		3348.00-
01-00.2001	STATE TAX WITHHELD		1510.20-
01-00.2002	SOCIAL SECURITY WITHHELD		2425.90-
01-00.2003	IMRF WITHHELD		1109.39-
01-00.2013	CREDIT UNION WITHHELD		515.00-
01-00.2014	VOLUNTARY ADDITIONAL PENSION CONTRIBUTION		674.14-
01-00.2021	FLEXIBLE ACCOUNT WITHHELD - MEDICAL		283.33-
01-00.2024	FLEXIBLE ACCOUNT WITHHELD - PREM CONVERSION		741.09-
01-00.2026	DEFERRED COMPENSATION WITHHELD - IPPFA		125.00-
01-00.2027	DEFERRED COMPENSATION WITHHELD - IPPFA ROTH		40.00-
01-00.2028	DC PLAN LOAN REPAYMENT WITHHELD		77.06-
01-11.A003	GENERAL MANAGEMENT	10646.38	
01-11.A004	FINANCIAL RECORDS	437.42	
01-11.A007	CODE ENFORCEMENT	7955.12	
01-11.A008	SAFETY ACTIVITIES	4963.59	
01-11.A030	BUILDING AND GROUNDS	261.20	
01-12.A006	ENGINEERING	162.63	
01-12.A009	OPERATIONS MANAGEMENT	578.40	
01-12.A011	MAINTENANCE - WWTC	826.99	
01-12.A013	MAINTENANCE - ENERGY RECOVERY	347.97	
01-12.A014	MAINTENANCE - ELECTRICAL	195.68	
01-12.A021	WWTC - OPERATIONS	586.37	
01-12.A022	WWTC - SLUDGE HANDLING	65.07	
01-12.A030	BUILDING AND GROUNDS	239.51	
01-13.A009	OPERATIONS MANAGEMENT	1806.34	
01-13.A041	LAB - WWTC	477.41	
01-13.A042	LAB - PRETREATMENT	670.78	
01-13.A043	LAB - SURCHARGE PROGRAM	1445.40	
01-13.A048	LAB - ENERGY RECOVERY	361.49	
01-14.A006	ENGINEERING	81.31	
01-15.A009	OPERATIONS MANAGEMENT	522.40	
01-15.A030	BUILDING AND GROUNDS	173.98	
01-15.A080	LIFT STATION MAINTENANCE	261.20	
		33066.64	33066.64-

PAYROLL END DATE: 11.25.23 PAYROLL PAID DATE: 12.01.23

GENERAL LEDGER RECAP

DATE 11/30/23

PERIOD END 11/25/23 PAGE 5 G/L DATE: 12.31.23

G/L NUMBER	COST DESCRIPTION	DEBIT	CREDIT
01-00.1001			56089.93-
01-00.2000	FEDERAL TAX WITHHELD		9598.65-
01-00.2001	STATE TAX WITHHELD		4247.72-
01-00.2002	SOCIAL SECURITY WITHHELD		6811.19-
01-00.2003	IMRF WITHHELD		4110.45-
01-00.2005	CLEARING		20.89-
01-00.2013	CREDIT UNION WITHHELD		2182.00-
01-00.2014	VOLUNTARY ADDITIONAL PENSION CONTRIBUTION		4511.14-
01-00.2021	FLEXIBLE ACCOUNT WITHHELD - MEDICAL		305.00-
01-00.2022	FLEXIBLE ACCOUNT WITHHELD - DEPENDENT CARE		192.31-
01-00.2024	FLEXIBLE ACCOUNT WITHHELD - PREM CONVERSION		1099.08-
01-00.2025	EMPLOYEE INS PREM CONTRIBUTION - POST TAX		308.71-
01-00.2026	DEFERRED COMPENSATION WITHHELD - IPPFA		538.04-
01-00.2027	DEFERRED COMPENSATION WITHHELD - IPPFA ROTH		420.69-
01-00.2028	DC PLAN LOAN REPAYMENT WITHHELD		195.91-
01-11.A003	GENERAL MANAGEMENT	1472.31	
01-11.A004	FINANCIAL RECORDS	7777.49	
01-11.A005	ADMINISTRATIVE RECORDS	1133.71	
01-11.A007	CODE ENFORCEMENT	4475.21	
01-11.A008	SAFETY ACTIVITIES	1318.65	
01-11.A030	BUILDING AND GROUNDS	235.56	
01-12.A011	MAINTENANCE - WWTC	13004.73	
01-12.A014	MAINTENANCE - ELECTRICAL	8178.79	
01-12.A021	WWTC - OPERATIONS	16630.27	
01-12.A022	WWTC - SLUDGE HANDLING	6529.91	
01-12.A023	WWTC - ENERGY RECOVERY	119.54	
01-12.A030	BUILDING AND GROUNDS	3103.20	
01-13.A041	LAB - WWTC	6213.97	
01-13.A048	LAB - ENERGY RECOVERY	179.13	
01-14.A051	SEWER MAINTENANCE	12065.95	
01-14.A054	SEWER MAINTENANCE - BACKUPS AND HIGH FLOWS	682.24	
01-14.A061	INSPECTION - NEW CONSTRUCTION	92.69	
01-14.A062	INSPECTION - CONSTRUCTION OF DGSD PROJECTS	1566.49	
01-14.A063	INSPECTION - PERMIT INSPECTIONS	407.68	
01-14.A064	INSPECTION - MISCELLANEOUS	1293.09	
01-14.A065	INSPECTION - CONSTR BY VILLAGES, UTILITIES	553.52	
01-14.A066	INSPECTION - CODE ENFORCEMENT	3253.51	
01-15.A080	LIFT STATION MAINTENANCE	344.07	

90631.71 90631.71-

1 1

PAYROLL END DATE: 11.30.23 PAYROLL PAID DATE: 12.04.23

G/L DATE: 12.31.23

G/L NUMBER COST DESCRIPTION DEBIT CREDIT ______ 01-00.1001 CASH - PAYROLL ACCOUNT 01-00.2000 FEDERAL TAX WITHHELD 3343.97-01-00.2001 STATE TAX WITHHELD 1508.98-01-00.2002 SOCIAL SECURITY WITHHELD 1993.70-01-00.2003 IMRF WITHHELD 1108.64-515.00-01-00.2013 CREDIT UNION WITHHELD 01-00.2014 VOLUNTARY ADDITIONAL PENSION CONTRIBUTION 673.53-01-00.2021 FLEXIBLE ACCOUNT WITHHELD - MEDICAL 283.33-01-00.2024 FLEXIBLE ACCOUNT WITHHELD - PREM CONVERSION 741.09-01-00.2026 DEFERRED COMPENSATION WITHHELD - IPPFA 124.96-01-00.2027 DEFERRED COMPENSATION WITHHELD - IPPFA ROTH 40.00-01-00.2028 DC PLAN LOAN REPAYMENT WITHHELD 77.06-01-11.A003 GENERAL MANAGEMENT 10403.75 01-11.A004 FINANCIAL RECORDS 649.67 01-11.A007 CODE ENFORCEMENT 7955.12 01-11.A008 SAFETY ACTIVITIES 156.82 BUILDING AND GROUNDS 01-11.A030 156.81 01-12.A009 OPERATIONS MANAGEMENT 5025.29 01-12.A011 MAINTENANCE - WWTC 1320.47 01-12.A013 MAINTENANCE - ENERGY RECOVERY 357.91 MAINTENANCE - ELECTRICAL 01-12.A014 268.43 01-12.A021 WWTC - OPERATIONS 507.20 01-12.A023 WWTC - ENERGY RECOVERY 141.47 01-12.A030 BUILDING AND GROUNDS 291.03 01-13.A009 OPERATIONS MANAGEMENT 4003.83 01-13.A041 LAB - WWTC 152.97 01-13.A042 LAB - PRETREATMENT 594.97 LAB - ENERGY RECOVERY 01-13.A048 54.39 01-14.A006 ENGINEERING 87.57 01-15.A006 ENGINEERING 88.46

GENERAL LEDGER RECAP

PERIOD END 11/30/23 PAGE 4

DATE 12/01/23

01-15.A009 OPERATIONS MANAGEMENT

01-15.A030 BUILDING AND GROUNDS

01-15.A080 LIFT STATION MAINTENANCE

33066.64 33066.64-

425.24

67.33

357.91

GENERAL LEDGER RECAP

DATE 12/12/23 PERIOD END 12/09/23 PAGE 5

PAYROLL END DATE: 12.09.23 PAYROLL PAID DATE: 12.15.23 G/L DATE: 12.31.23

G/L NUMBER	COST DESCRIPTION	DEBIT	CREDIT
01-00.1001	CASH - PAYROLL ACCOUNT		55132.10-
01-00.2000	FEDERAL TAX WITHHELD		9208.73-
01-00.2001	STATE TAX WITHHELD		4074.80-
01-00.2002	SOCIAL SECURITY WITHHELD		6649.98-
01-00.2003	IMRF WITHHELD		3858.08-
01-00.2005	CLEARING		20.89-
01-00.2013	CREDIT UNION WITHHELD		2182.00-
01-00.2014	VOLUNTARY ADDITIONAL PENSION CONTRIBUTION		4152.37-
01-00.2017	VOLUNTARY GROUP LIFE		176.00-
01-00.2021	FLEXIBLE ACCOUNT WITHHELD - MEDICAL		305.00-
01-00.2022	FLEXIBLE ACCOUNT WITHHELD - DEPENDENT CARE		192.31-
01-00.2024	FLEXIBLE ACCOUNT WITHHELD - PREM CONVERSION		1099.08-
01-00.2025	EMPLOYEE INS PREM CONTRIBUTION - POST TAX		308.71-
01-00.2026	DEFERRED COMPENSATION WITHHELD - IPPFA		550.06-
01-00.2027	DEFERRED COMPENSATION WITHHELD - IPPFA ROTH		418.64-
01-00.2028	DC PLAN LOAN REPAYMENT WITHHELD		195.91-
01-11.A003	GENERAL MANAGEMENT	1193.14	
01-11.A004	FINANCIAL RECORDS	8486.65	
01-11.A005	ADMINISTRATIVE RECORDS	1199.51	
01-11.A007	CODE ENFORCEMENT	4732.68	
01-11.A008	SAFETY ACTIVITIES	1882.43	
01-11.A030	BUILDING AND GROUNDS	95.98	
01-12.A011	MAINTENANCE - WWTC	12258.39	
01-12.A014	MAINTENANCE - ELECTRICAL	7860.61	
01-12.A021	WWTC - OPERATIONS	14485.74	
01-12.A022	WWTC - SLUDGE HANDLING	7158.81	
01-12.A023	WWTC - ENERGY RECOVERY	274.60	
01-12.A030	BUILDING AND GROUNDS	3418.04	
01-13.A041	LAB - WWTC	5371.66	
01-13.A048	LAB - ENERGY RECOVERY	198.54	
01-14.A051	SEWER MAINTENANCE	10011.62	
01-14.A054	SEWER MAINTENANCE - BACKUPS AND HIGH FLOWS	648.44	
01-14.A062	INSPECTION - CONSTRUCTION OF DGSD PROJECTS	1303.68	
01-14.A063	INSPECTION - PERMIT INSPECTIONS	890.24	
01-14.A064	INSPECTION - MISCELLANEOUS	1908.72	
01-14.A065	INSPECTION - CONSTR BY VILLAGES, UTILITIES	1295.80	
01-14.A066	INSPECTION - CODE ENFORCEMENT	3632.50	
01-15.A080	LIFT STATION MAINTENANCE	216.88	
		88524.66	88524.66-

====== VENDOR ======		===== IN	VOICE =====					
NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK N
ACCURATE OFFICE SUPPLY	A000093	11/16/23	604709	01-11.B116	OFFICE SUPPLIES	39.13		
		12/04/23	605583	01-11.B116	OFFICE SUPPLIES	128.40	167.53	064568
ACI Payments Inc.	A000096	11/16/23	1000105414	01-11.B110	OLR FEES	26.10	26.10	105340
ALEXANDER CHEMICAL CORPORATION	A000200	11/15/23	74758	01-12.B401	SODIUM BISULFITE	8148.22	8148.22	105341
ALLAN J COLEMAN	A000245	12/01/23	0293286	01-14.B115	GUIDES FOR CAMERA	146.01	146.01	064569
ALLEGRA MARKETING PRINT MAIL	A000251	11/28/23	40477	01-11.B120	#10 ENVELOPES	300.58	300.58	064597
Amazon Business	A000296	11/18/23	11D47D7GH91Y	01-14.B117	BM OUTERWEAR	109.99		
		11/19/23	11D47D7GP6C1	01-13.B115	ATOMIC CLOCK	49.98		
		11/21/23	17VYRLFXDTCN	01-12.B116	RUBBERMAID PITCHERS	40.50		
		12/04/23	19XPMVRW6J6V	01-11.B116	CHAIR LUMBAR SUPPORT	29.98		
		12/06/23	1CFFW4QPQ19W	01-12.B117	BS OUTERWEAR	96.96		
		12/08/23	1CGLV96G9XYN	01-11.B116	FAUCET FILTERS	64.40		
		12/04/23	1FPD46QR6PJP	01-11.B113	ICE CLEATS	56.14		
		11/28/23	1GPLXFLMHYJ4	01-12.B116	COFFEE/FILTERS	45.71		
		11/30/23	1H33FYCGF6HF	01-11.B113	SAFETY GLASSES/CLEATS	487.01		
		12/05/23	1H7G1RVRD1QN	01-12.B510	PEARTH 4 OIL	339.35		
		11/18/23	1JLYVPY7JT37	01-14.B117	BM OUTERWEAR	168.78		
		11/22/23	1KRKF44JK6QJ	01-14.B116	TF DESK CHAIR	137.99		
		11/04/23	1PGY49J6C9N9	01-11.B115	ROLLER SHADES FOR LAB	310.88		
		12/03/23	1QRW3FVYDVK	01-11.B116	OFFICE SUPPLIES	52.18		
		11/20/23	1R9T99MDXR64	01-11.B113	SAFETY GLASSES	54.44		
		11/17/23	1WLD36RP76W3	01-13.B116	CALENDARS	39.98		
		11/20/23	1WW6XDNV4W3T	01-11.B113	EYE GLASS CASE	7.49	2091.76	105342
AMERICAN NATIONAL SKYLINE	A000320	11/21/23	338258	01-11.B118	ADMIN CTR WINDOW CLEANING	61.00	61.00	105343
AUTOZONE - AZ COMMERCIAL	A000600	01/11/23	2576247494	01-12.C225	TRUCK PARTS	85.99		
		01/11/23	2576247496	01-12.C225	TRUCK PARTS	85.09-		
		11/21/23	2576455545	01-12.B501	WIPER BLADES	11.98		
		12/05/23	2576463661	01-12.B501	BATTERY TERMINAL CLEANER	30.20	43.08	064570
Barnes & Thornburg LLP	в000068	11/21/23	3182178	01-11.B124	LEGAL SERVICES	2025.00	2025.00	064598
BAXTER & WOODMAN, INC.	в000120	11/20/23	0252616	01-11.B124	FLOW MONITORING	1653.60		
		11/20/23	0252617	01-14.B902	OUTFALL SEWER SAG CS	4240.00		
		11/20/23	0252620	01-14.B901	CURTISS ST CIPP LINING	1135.54		
		11/20/23	0252626	01-11.B124	2023 MISC ENGINEER SVC	1340.55		
		11/20/23	0252627	01-14.B903	BASIN 2D CIPP	58.25		
		11/20/23	0252637	01-13.B124	DGSD PCI ASSISTANCE	2467.08		
		11/20/23	0252643	01-15.B124	BUTTERFIELD PS REPLACE	5165.00		
		11/22/23	0253144	01-13.B124	DGSD PCI ASSISTANCE	1200.00	17260.02	105344
OORRANCE BERRY	в000150	12/11/23	REIMBURSE	01-13.B117	US EPA PRETREAT TRAINING	378.08	378.08	105345
ROBERT EGAN PLUMBING	в000267	12/08/23	5343	01-14.B910	SHEAR REPAIR	635.00	635.00	064571
BradyIFS	в000319	11/14/23	8448668	01-12.B116	MSB SUPPLIES	159.66		
-		11/17/23			MSB SUPPLIES	18.90		
		11/27/23			MSB SUPPLIES	96.00		
		11/30/23			MSB SUPPLIES	187.76	462.32	105346
CDW GOVERNMENT, INC.	C000020	11/03/23			UPS BATTERY REPLACE	208.58	208.58	105347
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CASSIDY TIRE & SERVICE	C000090	12/08/23	912012417	01-15.B529	4" EBARA TIRE REPLACEMENT	266.82	266.82	105348

TAME	MILIMORE	Dame	MIIMDID	C/T MITTER	EXPENSE DESCRIPTION	EVDENCE	OTTEGE TO	armar :
IAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
		11/20/23	4174617903	01-14.B117	SS UNIFORMS	36.91		
		11/28/23	4175335421	01-12.B117	WWTC UNIFORMS	92.90		
		11/28/23	4175335421	01-14.B117	SS UNIFORMS	36.91		
		12/05/23	4176086726	01-12.B117	WWTC UNIFORMS	180.30		
		12/05/23	4176086726	01-14.B117	SS UNIFORMS	36.91		
		12/12/23	4176796144	01-12.B117	WWTC UNIFORMS	96.54		
		12/12/23	4176796144	01-14.B117	SS UNIFORMS	36.91	615.73	064572
INTAS FIRST AID & SAFETY	C000320	12/13/23	5188268782	01-11.B113	FIRST AID REPLENISH	272.53	272.53	064573
LOUDMELLOW	C000333	12/01/23	236854	01-11.B115	MONTHLY WEBSITE HOSTING	95.00	95.00	064599
OLE-PARMER	C000345	11/15/23	3596501	01-13.B114	LAB CHEMICALS	453.24	453.24	064574
COLLEY ELEVATOR CO.	C000370	12/01/23	251244	01-12.B113	ELEVATOR INSPECTION	817.00	817.00	105349
COMCAST	C000373	12/01/23	001000978974	01-11.B112	INTERNET SERVICE	830.00		
		12/03/23	877120120055	01-11.B112	BACK UP INTERNET	144.85	974.85	064575
OMED	C000380	11/16/23	0562080004	01-15.B100	VENARD LS ELECTRIC	499.91		
		11/13/23	1095091170	01-15.B100	NORTHWEST LS ELECTRIC	1424.68		
		11/13/23	4657083017	01-15.B100	HOBSON LS ELECTRIC	1992.43		
		11/20/23	6770572011	01-12.B100	WALNUT HSE ELECTRIC	83.93		
		11/20/23	6770572011	01-14.B910	BSSRAP PROGRAM	240.57		
		11/20/23	8762083052	01-12.B100	BIG TOP ELECTRIC	105.41	4346.93	064576
ONCENTRIC INTEGRATION, LLC	C000410	11/20/23	0252621	01-12.B513	SCADA SFTWRE PLTFRM RPLC	7716.91		
		11/20/23	0252623	01-12.B513	2023-2024 T&M SUPP SVCS	913.51		
		11/20/23	0252624	01-15.B529	REMOTE CELL CONNECTIVITY	1672.50		
		11/20/23	0252632	01-11.B115	2023-2024 SUPP AGRMNT	2038.80		
		11/20/23	0252632	01-12.B513	2023-2024 SUPP AGRMNT	3058.20		
		11/20/23	0252635	01-11.B115	2023-2024 T&M SUPP SVCS	82.50		
		11/20/23	0252635	01-12.B513	2023-2024 T&M SUPP SVCS	1950.00	17432.42	105350
OVERALL NORTH AMERICA, INC	C000557	12/01/23	1010722601	01-12.B812	PLANT CLEANING	304.00		
		12/01/23	1010722601	01-13.B116	LAB CLEANING	157.00		
		12/01/23	1010722602	01-11.B116	ADMIN CTR CLEANING	429.00	890.00	105351
URTIS MARTIN GROUP, INC.	C000660	11/22/23	8868	01-11.B115	BILLING PROGRAM WORK	420.00	420.00	105352
ANIEL MCCORMICK, P. C.	D000035	11/30/23	007	01-11.B124	LEGAL SERVICES	315.00	315.00	064577
ELTA INDUSTRIES, INC.	D000210	11/17/23	SIN013776	01-12.B513	ODS PMP P/M PARTS	488.73	488.73	105353
ELTA SONIC	D000220	11/24/23	0011330	01-12.C225	WWTC CAR WASHES	16.66		
		11/24/23			SS CAR WASHES	41.65	58.31	064578
OWNERS GROVE ECONOMIC	D000390	11/20/23	547	01-11.B137	DGEDC ANNUAL DUES	500.00	500.00	105354
ILLAGE OF DOWNERS GROVE	D000480	11/15/23	10435	01-11.B121	METER READINGS	475.31		
		11/16/23			ANNUAL EMERG DISPATCH FEE	430.00		
		12/06/23	12497	01-11.C222	ADMIN FUEL	218.66		
		12/06/23	12497	01-12.C222	PLANT FUEL	2452.37		
		12/06/23	12497	01-13.C222		69.40		
		12/06/23		01-14.C222		2941.52		
		12/06/23			WWTC SIDEWALK REPLACE	21700.00		
		12/06/23			VENARD LS SIDEWALK RPLC	25300.00	53587.26	064579
OUPAGE COUNTY RECORDER	D000620		40534492		LIEN RELEASES	456.00	456.00	064580
Imhurst Occupational Health			0017513900		RESPIRATOR FIT REVIEW	35.00	35.00	064600
Tumarac Occupational nealth	EUUULZ/	11/30/23	0011313700	OT 11.D113	MUSETRATOR FIT KEATEM	55.00	33.00	004000

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NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
FIREHOSEDIRECT	F000127	11/17/23	D6726	01-14.B116	GASKETS	28.91	28.91	105355
FirstComm	F000136	12/06/23	126093483	01-11.B112	ADMIN PHONE SERVICE	275.32		
		12/06/23	126093483	01-12.B112	PLANT PHONE SERVICE	399.15		
		12/06/23	126093483	01-13.B112	LAB PHONE SERVICE	71.37		
		12/06/23	126093483	01-14.B112	SS PHONE SERVICE	209.75	955.59	064601
IRST ENVIRONMENTAL LAB	F000140	11/17/23	179892	01-13.B123	FALL 2023 INDUSTRIAL	265.20		
		11/20/23	179925	01-13.B123	NOV 2023 NPDES MONTHLY	117.60		
		11/22/23	179976	01-13.B123	SURCHG 2023 WK 6 BOD	57.60		
		12/01/23	180128	01-13.B123	NOV 2023 BIOSOLIDS	288.00	728.40	105356
ULL SOURCE, LLC	F000510	11/15/23	FS4507880IN	01-12.B117	WWTC OUTERWEAR	193.34		
		11/15/23	FS4507880IN	01-14.B117	SS OUTERWEAR	14.18	207.52	064582
.P. MAINTENANCE SERVICES	G000070	12/06/23	202301	01-12.B507	2NDARY CLAR #7 PAINTING	50000.00		
		12/06/23	202301	01-12.B511	INTERM CLAR #3 PAINTING	46500.00		
		12/06/23	202301	01-12.B804	GRIT BLD BSMNT/DRS PAINT	19000.00		
		12/06/23	202301	01-12.B812	UNDERGRND TUNNEL PAINTING	12000.00		
		12/06/23	202301	01-15.B822	COLLEGE LS PAINTING	20000.00		
		12/06/23	202301	01-15.B828	WROBLE LS EXT PAINTING	12000.00	159500.00	105357
EORGE'S LANDSCAPING	G000260	12/01/23	NOVEMBER2023	01-11.B118	ADMIN CTR MOWING/TRIMMING	562.10		
		12/01/23	NOVEMBER 2023	01-12.B812	WWTC MOWING	3704.70		
		12/01/23	NOVEMBER2023	01-15.B820	BUTTERFIELD LS MOWING	185.25		
		12/01/23	NOVEMBER 2023	01-15.B821	CENTEX LS MOWING	185.25		
		12/01/23	NOVEMBER2023	01-15.B823	EARLSTON LS MOWING	185.25		
		12/01/23	NOVEMBER2023	01-15.B824	HOBSON LS MOWING	185.25		
		12/01/23	NOVEMBER2023	01-15.B825	LIB PARK LS MOWING	185.25		
		12/01/23	NOVEMBER2023	01-15.B826	NORTHWEST LS MOWING	185.25		
		12/01/23	NOVEMBER2023		VENARD LS MOWING	185.25		
			NOVEMBER2023		WROBLE LS MOWING	185.25	5748.80	105358
. W. GRAINGER, INC.	G000520		9907011044	01-12.B812		159.90		
, , ,			9907011051	01-12.B812		531.40		
			9907011069	01-12.B812		139.20		
			9907011077	01-12.B812		139.20		
			9907580949	01-12.B513		159.05		
			9907580956	01-12.B807		383.00		
			9908107973			165.84		
			9910884478	01-11.B113		123.85		
			9913993607	01-11.B113 01-12.B512		20.43		
			9915015409			98.12-		
				01-12.B506		86.62		
			9915358635	01-12.B512				
			9916633200	01-12.B805		27.64		
			9916918163	01-12.B512		27.72		
			9920003085	01-12.B113		110.40		
			9920003093	01-12.B807		27.90		
			9922538294	01-12.B807		383.00-		
			9922924577	01-12.B510		135.84		
			9924178131	01-12.B113		165.30		
		12/06/23	9926189706	01-12.B811	SEE SHEET	294.56		

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NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
		12/08/23	9928396341	01-12.B113	SEE SHEET	63.76		
		12/08/23	9928794172	01-12.B510	SEE SHEET	113.62	2394.11	105359
JESSICA GWOZDZ	G000630	12/11/23	REIMBURSE	01-11.B117	JG OUTERWEAR	28.12	28.12	105360
HACH COMPANY	H000040	11/15/23	13815016	01-13.B116	AMTAX CLEANING SOLUTION	982.00	982.00	105361
HOME DEPOT	н000400	12/08/23	0014743	01-12.B812	SEE SHEET	84.92		
		11/28/23	0620599	01-14.B913	SEE SHEET	26.28		
		11/27/23	1014030	01-12.B810	SEE SHEET	86.96		
		11/27/23	1044557	01-12.B512	SEE SHEET	24.95		
		11/27/23	1044557	01-12.B805	SEE SHEET	49.95		
		11/27/23	1620463	01-14.B116	SEE SHEET	51.96		
		12/06/23	2014694	01-13.B115	SEE SHEET	12.26		
		11/22/23	6520085	01-14.B116	SEE SHEET	4.40		
		11/21/23	7013681	01-12.B513	SEE SHEET	11.26		
		12/11/23	7020180	01-12.B512	SEE SHEET	21.96		
		11/29/23	9014202	01-12.B807	SEE SHEET	155.88	530.78	064583
IMPACT NETWORKING, LLC	1000400	11/20/23	3102858	01-11.B115	COPIER SERVICE	89.00	89.00	105362
INFOSEND, INC.	I000415	11/30/23	251559	01-11.B121	MAILING SERVICES	5457.98	5457.98	105363
ISTHA	1000470	11/28/23	M191930	01-12.C225	TOLLS	7.55	7.55	064602
JOHNSTONE SUPPLY	J000140	11/28/23	S10150077800	01-12.B809	POLYMER RM HEAT GAS VALVE	117.78	117.78	105364
KANSAS CITY LIFE INSURANCE CO	K000045	12/01/23	1595592	01-17.E455	LIFE INSURANCE	395.63	395.63	105365
LAI, LTD	L000012	11/27/23	233624	01-12.B510	DIG 3/4/5 PLUG VALVES	2920.40	2920.40	105366
MENARDS - BOLINGBROOK	M000430	11/15/23	61148	01-12.B116	MAINTENANCE SUPPLIES	26.90		
		11/15/23		01-12.B513	SODA ASH SYSTEM PARTS	23.58		
		11/17/23		01-12.B512	ROTARY HAMMER	249.00	299.48	064584
MICRO CENTER	M000550	12/30/23		01-12.B513	SCADA 1&2 SERV SSD	99.98		
		12/04/23		01-12.B512	MSB SUPPLIES	14.99	114.97	105367
MIDAMERICAN ENERGY SERVICES, L	тм000554	11/20/23	259824	01-15.B100	NORTHWEST ELECTRIC	1005.54		
		11/14/23	259825	01-15.B100	LIBERTY PARK ELECTRIC	174.44		
		11/14/23	259827	01-15.B100	BUTTERFIELD ELECTRIC	123.26		
		11/14/23		01-15.B100	EARLSTON ELECTRIC	138.81		
		11/27/23		01-15.B100	VENARD ELECTRIC	240.31		
		11/14/23		01-15.B100	CENTEX ELECTRIC	58.46		
		11/14/23			COLLEGE ELECTRIC	204.37		
		11/11/23			WROBLE ELECTRIC	572.91		
		11/20/23			HOBSON ELECTRIC	1476.90	3995.00	105368
MIDAMERICA ADMINISTRATIVE	M000556	12/04/23			ADMIN/PLATFORM FEES	186.00	186.00	105369
MID AMERICAN WATER	M000550	11/09/23			CLEAN OUT COVERS	768.00	768.00	064603
MIDWEST BIOSOLIDS ASSOCIATION		12/01/23			MEMBERSHIP DUES	1125.00	1125.00	064585
MUNICIPAL MARKING								
MUNICIPAL MARKING NCPERS GROUP LIFE INSURANCE	M000820	02/17/23	3266122023		MARKING PAINT	173.00	173.00	105370 105371
	N000010	12/08/23			LIFE INSURANCE	240.00	240.00	
NEUCO, INC.	N000260				FLTR BLDG MUNTER REPAIR	105.13	105.13	105372
NISSEN ENERGY INC	N000350	12/08/23			CHP 1&2 SPARK PLUGS	1437.76	1437.76	105373
PEERLESS NETWORK, INC	P000175	12/01/23			ACTIVE CIRCUITS	27.68	27.68	105374
PETERSON AND MATZ, INC.	P000331		112723DMW CASH BOX		GREASE GRINDER WEST PARTS STORAGE BOXES		896.92	064604
PETTY CASH	P000350					5.40		

NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK N
		12/13/23	CASH BOX	01-12.B116	SUPPLIES	44.25		
		12/13/23	CASH BOX	01-12.B117	POP FOR LUNCH	21.36		
		12/13/23	CASH BOX	01-13.B116	ICE	5.59	87.90	064586
POLYDYNE INC.	P000395	11/30/23	1790394	01-12.B402	BELT PRESS POLYMER	3074.04	3074.04	105375
PORTABLE JOHN, INC	P000410	12/07/23	280854	01-12.B812	PORTABLE JOHN RENTAL	203.56	203.56	105376
PORTER PIPE AND SUPPLY CO.	P000420	11/17/23	1269237700	01-12.B513	MNTRS BIOGAS PIPE FITTING	202.41		
		11/27/23	1269532700	01-12.B505	FLANGE FOR COMPACTOR	178.33		
		12/11/23	1270321800	01-15.B523	EARLSTON BALL VALVE	220.41	601.15	105377
REGIONAL TRUCK EQUIPMENT CO.	R000166	11/22/23	278825	01-12.B501	TRUCK BRAKE LIGHT	218.05	218.05	064587
RED WING SHOE STORE	R000180	12/10/23	202312100154	01-12.B117	ST BOOTS	191.24	191.24	105378
RENTALMAX ADMINISTRATION	R000250	11/20/23	6246965	01-12.B513	DRILL RNT BIOGAS PIPE RPR	222.88		
		11/29/23	6257115	01-12.B116	FORKLIFT FUEL	33.69	256.57	064605
Republic Services #551	R000264	11/15/23	055101580766	01-12.B102	GRIT SCREEN DUMPSTER	940.97	940.97	064588
REVERE ELECTRIC	R000275	11/30/23	S5037783001	01-12.B511	FILTER 4 REPAIR PARTS	372.98	372.98	064589
ROWELL CHEMICAL CORPORATION	R000400	09/29/23	1394544	01-12.B401	SODIUM HYPOCHLORITE	8354.25	8354.25	105379
CARLY SHAW	S000305	12/06/23	REIMBURSE	01-11.B117	SUPERVISOR LUNCH	143.81		
		11/30/23	REIMBURSE2	01-12.B117	MAINTENANCE JOB POSTING	305.52		
		12/11/23	REIMBURSE3	01-11.B117	ADMIN GIFT CARDS	300.00		
		12/11/23	REIMBURSE3	01-12.B117	WWTC GIFT CARDS	400.00		
		12/11/23	REIMBURSE3	01-13.B117	LAB GIFT CARDS	150.00		
		12/11/23	REIMBURSE3	01-14.B117	SS GIFT CARDS	350.00	1649.33	105380
Sievert Crane & Hoist	S000370	12/11/23	0002186	01-12.B113	2023-2024 CRANE INSPECT	560.00	560.00	064606
SOLENIS LLC	S000450	12/01/23	132501362	01-12.B402	TWAS POLYMER	3192.84	3192.84	105381
STEPHENS PLUMBING AND	S000680	11/23/23	265719	01-14.B910	SHEAR REPAIR	528.10		
		11/30/23	265991	01-14.B910	SHEAR REPAIR	555.45		
		11/30/23	265992	01-14.B910	SHEAR REPAIR	637.10	1720.65	064590
STEVENSON CRANE SERVICE, INC.	S000720	11/21/23	279173	01-12.B506	PRIM 7 SCUM TROUGH RPLC	1272.00	1272.00	105382
SUBURBAN DOOR CHECK & LOCK	S000850	11/14/23	IN564044	01-12.B812	SYSTEM GARAGE DOOR KEYS	15.00	15.00	105383
TELCO BILL CENTER	T000155	11/16/23	2647	01-12.B112	NOVEMBER ELEVATOR PHONES	101.56		
		12/01/23	2740	01-12.B112	ELEVATOR PHONES	39.97	141.53	105384
TERRACE SUPPLY COMPANY	T000250	11/30/23	0001053821	01-12.B116	CYLINDER RENTAL	45.60	45.60	105385
TRI-STATE HYDRAULICS, INC	T000570	12/11/23	504155	01-12.B501	AUGERS HYDRAULIC MTR RPR	1879.00	1879.00	064591
USABLUEBOOK	U000150	11/16/23	00197663	01-13.B114	CHEMICALS	27.00		
		11/17/23	00199854	01-13.B114	CHEMICALS	1688.96	1715.96	064592
UNDERCUTTERS	U000190	11/17/23	PLANT	01-12.B812	PLANT TREE/STUMP REMOVAL	1060.00	1060.00	064593
UNITED PARCEL SERVICE	U000300	11/18/23	00003Y009146	01-13.B116	SHIPPING SERVICE	89.65		
		11/18/23	0003Y0091463	01-13.B116	SHIPPING SERVICE	89.65		
		12/09/23	0003Y0091493	01-12.B116	SHIPPING SERVICE	31.40	210.70	064594
UNO CONSTRUCTION CO., INC.	U000450	12/01/23	NOVEMBER2023	01-14.B910	BSSRAP PROGRAM	43700.56	43700.56	105386
/ERIZON WIRELESS			9950441436		RAIN GAUGE	67.60		
			9950441436		LS REMOTE COMS	269.84		
			9950629800		ADMIN CELL PHONES	215.07		
			9950629800		PLANT CELL PHONES	1014.49		
			9950629800		LAB CELL PHONES	155.67		
			9950629800		SS CELL PHONES	484.52		
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NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
		12/01/23	9950629801	01-14.B112	SS TABLETS	30.06		
		12/01/23	9950629801	01-15.B112	LS TABLETS	36.01	2438.71	064595
WAGNER COMMUNICATIONS, INC	W000070	12/01/23	000031127801	01-11.B112	ANSWERING SERVICE	405.22	405.22	105387
WASTE MANAGEMENT SERVICES, II	NC.W000170	12/05/23	002044320097	01-12.B102	RECYCLING/GARBAGE	492.67	492.67	064607
WESTFAX	W000350	12/01/23	1438545	01-11.B112	FAXING SERVICE	8.99	8.99	105388
VILLAGE OF WESTMONT	W000450	11/29/23	1049	01-11.B121	METER READINGS	370.01	370.01	064596
						=======	=======	
					Total Payments:	379073.79	379073.79	
					ACH Payments Total:	296977.03	.00	
				Ch	neck Payments Total:	82096.76	379073.79	



====== VENDOR ===	========	===== IN	NOICE =====					
NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
CHASE	в000050	11/11/23	EMPLPR111123	01-00.2000	FEDERAL TAX WITHHELD	9049.65		
		11/11/23	EMPLPR111123	01-00.2002	EMPL SOC SEC TAX	6498.54		
		11/11/23	EMPLPR111123	01-17.E461	EMPLR SOC SEC TAX	6498.55	22046.74	105307
CHASE	B000050	11/15/23	SUPVPR111523	01-00.2000	FEDERAL TAX WITHHELD	3348.00		
		11/15/23	SUPVPR111523	01-00.2002	EMPL SOC SEC WITHHELD	2425.90		
		11/15/23	SUPVPR111523	01-17.E461	EMPLR SOC SEC WITHHELD	2425.93	8199.83	105311
CHASE	B000050	11/25/23	EMPLPR112523	01-00.2000	FEDERAL TAX WITHHELD	9598.65		
		11/25/23	EMPLPR112523	01-00.2002	EMPL SOC SEC WITHHELD	6811.19		
		11/25/23	EMPLPR112523	01-17.E461	EMPLR SOC SEC WITHHELD	6811.21	23221.05	105315
CHASE	в000050	12/05/23	SUPVPR113023	01-00.2000	FEDERAL TAX WITHHELD	3343.97		
		12/05/23	SUPVPR113023	01-00.2002	EMPL SOC SEC TAX	1993.70		
		12/05/23	SUPVPR113023	01-17.E461	EMPLR SOC SEC TAX	1993.68	7331.35	105320
CHASE	в000050	11/03/23	SUPVPR103132	01-00.2000	FEDERAL TAX WITHHELD	3651.16		
		11/03/23	SUPVPR103132	01-00.2002	EMPL SOC SEC WITHHELD	2805.41		
		11/03/23	SUPVPR103132	01-17.E461	EMPLR SOC SEC WITHHELD	2805.42	9261.99	105323
CHASE	в000050	11/06/23	EMPLPR102823	01-00.2000	FEDERAL TAX WITHHELD	9421.00		
		11/06/23	EMPLPR102823	01-00.2002	EMPL SOC SEC WITHHELD	6800.63		
		11/06/23	EMPLPR102823	01-17.E461	EMPL SOC SEC WITHHELD	6800.66	23022.29	105327
CHASE	B000050	12/12/23	EMPLPR120923	01-00.2000	FEDERAL TAX WITHHELD	9208.73		
		12/12/23	EMPLPR120923	01-00.2002	EMPL SOC SEC WITHHELD	6649.98		
		12/12/23	EMPLPR120923	01-17.E461	EMPLR SOC SEC WITHHELD	6650.05	22508.76	105332
CINTAS #344	C000300	11/30/23	MULTIPLE	01-12.B117	WWTC UNIFORMS	439.05		
		11/30/23	MULTIPLE	01-14.B117	SS UNIFORMS	210.00	649.05	064564
D.G. SANIT DIST #XXXXXXXX	1117 D000400	12/19/23	REIMBURSE	01-00.1001	PAYROLL REIMBURSE	185904.70	185904.70	105336
D.G. SANIT DIST #XXXXXXXX		12/19/23	REFUNDS	01-05.3001	REFUNDS	994.15	994.15	105337
D.G. SANIT DIST #XXXXXXXX		12/19/23	REIMBURSE	01-11.B118	GENERATOR MULCH	250.00		
		12/19/23	REIMBURSE	01-11.B120	OUTERWEAR EMBROIDERY	120.00		
		12/19/23	REIMBURSE	01-12.B116	MSB SUPPLIES	126.17	496.17	105338
DUPAGE CREDIT UNION	D000650	11/11/23	EMPLPR111123	01-00.2013	EMPL AUTHORIZED W/HOLDING	2182.00	2182.00	105306
DUPAGE CREDIT UNION	D000650	11/15/23	SUPVPR111523	01-00.2013	EMPL AUTHORIZED W/HOLDING	515.00	515.00	105310
DUPAGE CREDIT UNION	D000650	11/25/23	EMPLPR112523	01-00.2013	EMPL AUTHORIZED W/HOLDING	2182.00	2182.00	105314
DUPAGE CREDIT UNION	D000650	12/05/23		01-00.2013	EMPL AUTHORIZED W/HOLDING	515.00	515.00	105319
DUPAGE CREDIT UNION	D000650		SUPVPR103123		EMPL AUTHORIZED W/HOLDING	515.00	515.00	105324
DUPAGE CREDIT UNION	D000650		EMPLPR102823		EMPL AUTHORIZED W/HOLDING	2182.00	2182.00	105321
DUPAGE CREDIT UNION	D000650		EMPLPR120923		EMPL AUTHORIZED W/HOLDING	2182.00	2182.00	105331
EIFFEL WAFFLE	E000038		0C202710287		BILL OVERPAYMENT	1195.01	1195.01	064563
GRANITE CITY BREWERY	G000531	12/08/23			HOLIDAY LUNCH	28.00	1193.01	004303
GRANITE CITT BREWERT	G000331	12/08/23			HOLIDAY LUNCH	599.70		
		12/08/23			HOLIDAY LUNCH	1113.75		
		12/08/23			HOLIDAY LUNCH	171.35	1912.80	064567
HEALTH CARE SERVICE CORP.	н000190	12/08/23			HEALTH INSURANCE	50511.86	50511.86	105303
							4064.71	105303
ILLINOIS DEPARTMENT OF REV			EMPLPR111123		STATE TAX WITHHELD	4064.71		
ILLINOIS DEPARTMENT OF REV			SUPVPR111523		STATE TAX WITHHELD	1510.20	1510.20	105312
ILLINOIS DEPARTMENT OF REV			EMPLPR112523		STATE TAX WITHHELD	4247.72	4247.72	105316
ILLINOIS DEPARTMENT OF REV			SUPVPR113023		STATE TAX WITHHELD	1508.98	1508.98	105321
ILLINOIS DEPARTMENT OF REV	'ENUE 1000240	11/06/23	SUPVPR103123	01-00.2001	STATE TAX WITHHELD	1727.11	1727.11	105325



====== VENDOR =====	======	===== IN	NOICE =====					
NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
ILLINOIS DEPARTMENT OF REVENU	E 1000240	11/06/23	EMPLPR102823	01-00.2001	STATE TAX WITHHELD	4238.00	4238.00	105329
ILLINOIS DEPARTMENT OF REVENU	E 1000240	12/18/23	EMPLPR120923	01-00.2001	STATE TAX WITHHELD	4074.80	4074.80	105339
ILLINOIS MUNICIPAL	1000300	11/27/23	PENSION	01-00.2003	EMPL PENSION DEPOSIT	9962.16		
		11/27/23	PENSION	01-00.2014	EMPLS VOL PENSION DEPOSIT	9581.43		
		11/27/23	PENSION	01-17.E460	EMPLR VOL PENSION DEPOSIT	14810.39	34353.98	105318
MAUREEN & KEVIN KINTZ	K000133	12/06/23	REIMBURSE	01-14.B129	REIMBURSEMENT	325.00	325.00	064566
MIDAMERICA ADMIN HRA ACCOUNT	M000557	11/28/23	HRA FUNDING	01-17.E455	HRA ACCOUNT FUNDING	600.00	600.00	105302
NCPERS GROUP LIFE INSURANCE	N000010	12/01/23	3266122023	01-00.2017	VOLUNTARY LIFE INSURANCE	240.00	240.00	105305
PRINCIPAL LIFE INSURANCE CO	P000650	11/28/23	109309910001	01-17.E455	DENTAL INSURANCE	2970.31	2970.31	105304
TRANSAMERICA RETIREMENT	T000415	11/11/23	EMPLPR111123	01-00.2026	DEF COMP IPPFA	473.90		
		11/11/23	EMPLPR111123	01-00.2027	DEF COMP ROTH IPPFA	418.64		
		11/11/23	EMPLPR111123	01-00.2028	DEF COMP LOAN REPAY IPPFA	195.91	1088.45	105309
TRANSAMERICA RETIREMENT	T000415	11/15/23	SUPVPR111523	01-00.2026	DEF COMP IPPFA	125.00		
		11/15/23	SUPVPR111523	01-00.2027	DEF COMP ROTH IPPFA	40.00		
		11/15/23	SUPVPR111523	01-00.2028	DEF COMP LOAN REPAY IPPFA	77.06	242.06	105313
TRANSAMERICA RETIREMENT	T000415	11/25/23	EMPLPR112523	01-00.2026	DEF COMP IPPFA	538.04		
		11/25/23	EMPLPR112523	01-00.2027	DEF COMP ROTH IPPFA	420.69		
		11/25/23	EMPLPR112523	01-00.2028	SEF COMP LOAN REPAY IPPFA	195.91	1154.64	105317
TRANSAMERICA RETIREMENT	T000415	12/05/23	SUPVPR113023	01-00.2026	DEF COMP IPPFA	124.96		
		12/05/23	SUPVPR113023	01-00.2027	DEF COMP ROTH IPPFA	40.00		
		12/05/23	SUPVPR113023	01-00.2028	DEF COMP LOAN REPAY IPPFA	77.06	242.02	105322
TRANSAMERICA RETIREMENT	T000415	11/02/23	SUPVPR103123	01-00.2026	DEF COMP IPPFA	125.08		
		11/02/23	SUPVPR103123	01-00.2027	DEF COMP ROTH IPPFA	40.00		
		11/02/23	SUPVPR103123	01-00.2028	DEF COMP LOAN REPAY IPPFA	77.06	242.14	105326
TRANSAMERICA RETIREMENT	T000415	11/03/23	EMPLPR102823	01-00.2026	DEF COMP IPPFA	513.42		
		11/03/23	EMPLPR102823	01-00.2027	DEF COMP ROTH IPPFA	418.64		
		11/03/23	EMPLPR102823	01-00.2028	DEF COMP LOAN REPAY IPPFA	195.91	1127.97	105330
TRANSAMERICA RETIREMENT	T000415	12/12/23	EMPLPR120923	01-00.2026	DEF COMP IPPFA	550.06		
		12/12/23	EMPLPR120923	01-00.2027	DEF COMP ROTH IPPFA	418.64		
		12/12/23	EMPLPR120923	01-00.2028	DEF COMP LOAN REPAY IPPFA	195.91	1164.61	105334
						=======	=======	
					Total Payments:	432651.45	432651.45	
					ACH Payments Total:	428569.59	.00	
				Ch	neck Payments Total:	4081.86	432651.45	



02 IMPROVEMENT FUND STANDARD CHECK REGISTER FOR 12/19/23

===== VENDOR ====		===== IN	VOICE =====					
NAME	NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
BAXTER & WOODMAN, INC.	в000120	11/20/23	0252619	02-47.0504	CENTEX LS CONST MAN	587.88		
		11/20/23	0252629	02-48.0502	VENARD FM REPLACEMENT	6306.50	6894.38	105389
						=======	=======	
					Total Payments:	6894.38	6894.38	
					ACH Payments Total:	6894.38	.00	
				Cl	neck Payments Total:	.00	6894.38	



Downers Grove 03 CONSTRUCTION FUND STANDARD CHECK REGISTER FOR 12/19/23

========	VENDOR =====								
NAME		NUMBER	DATE	NUMBER	G/L NUMBER	EXPENSE DESCRIPTION	EXPENSE	CHECK AMT	CHECK NO
BAXTER & WOODMAN	, INC.	в000120	11/20/23	0252639	03-20.0502	CGD SYSTEM DESIGN	580.00		
			11/20/23	0252646	03-21.0501	BIOSOLIDS STUDY	8285.90	8865.90	105390
							=======	=======	
						Total Payments:	8865.90	8865.90	
						ACH Payments Total:	8865.90	.00	
					Ch	eck Payments Total:	.00	8865.90	
	DATE								
	REVIEWED								
	TRUSTEE APP	ROVAL							
					ACTING PRESIDEN	T			
					CLERK				



ACCOUNTS PAYABLE GENERAL LEDGER RECAP FOR 12/19/23

01-00.1000 CASH 811725.24- 01-00.1001 CASH - PAYROLL ACCOUNT 185904.70
01-00 1001
01 00.1001 CADII FAIRODD ACCOUNT 1007017.70
01-00.2000 FEDERAL TAX WITHHELD 47621.16
01-00.2001 STATE TAX WITHHELD 21371.52
01-00.2002 SOCIAL SECURITY WITHHELD 33985.35
01-00.2003 IMRF WITHHELD 9962.16
01-00.2005 CLEARING 28.00
01-00.2013 CREDIT UNION WITHHELD 10273.00
01-00.2014 VOLUNTARY ADDITIONAL PENSION CONTRIBUTION 9581.43
01-00.2017 VOLUNTARY GROUP LIFE 480.00
01-00.2026 DEFERRED COMPENSATION WITHHELD - IPPFA 2450.46
01-00.2027 DEFERRED COMPENSATION WITHHELD - IPPFA ROTH 1796.61
01-00.2028 DC PLAN LOAN REPAYMENT WITHHELD 1014.82
01-05.3001 USER RECEIPTS 2189.16
01-11.B110 BANK CHARGES 26.10
01-11.B112 COMMUNICATION 1879.45
01-11.B113 EMERGENCY/SAFETY EQUIPMENT 1041.86
01-11.B115 EQUIPMENT/EQUIPMENT REPAIR 3036.18
01-11.B116 SUPPLIES 743.09
01-11.B117 EMPLOYEE/DUTY COSTS 1071.63
01-11.B118 BUILDING AND GROUNDS 873.10
01-11.B119 POSTAGE 11.30
01-11.B120 PRINTING/PHOTOGRAPHY 420.58
01-11.B121 USER BILLING MATERIALS 6759.30
01-11.B124 CONTRACT SERVICES 5334.15
01-11.B137 MEMBERSHIPS/SUBSCRIPTIONS 1625.00
01-11.C222 GAS/FUEL 218.66
01-12.B100 ELECTRICITY 189.34
01-12.B102 WATER, GARBAGE AND OTHER UTILITIES 1433.64
01-12.B112 COMMUNICATION 1815.90
01-12.B113 EMERGENCY/SAFETY EQUIPMENT 2146.46
01-12.B116 SUPPLIES 856.54
01-12.B117 EMPLOYEE/DUTY COSTS 3229.31
01-12.B401 CHEMICALS - DISINFECTION 16502.47
01-12.B402 CHEMICALS - SLUDGE DEWATERING 6266.88
01-12.B501 EQPT/EQPT REPAIR - BIOSOLIDS AGING & DISPOSAL 2139.23
01-12.B505 EQPT/EQPT REPAIR - INFLUENT PUMPING 178.33
01-12.B506 EQPT/EQPT REPAIR - PRIMARY TREATMENT 1173.88
01-12.B507 EQPT/EQPT REPAIR - SECONDARY TREATMENT 50000.00
01-12.B510 EQPT/EQPT REPAIR - SLUDGE DIGESTION 4406.13
01-12.B511 EQPT/EQPT REPAIR - TERTIARY TREATMENT 46872.98
01-12.B512 EQPT/EQPT REPAIR - WWTC GENERAL 445.67
01-12.B513 EQPT/EQPT REPAIR - WWTC UTILITIES 16492.85
01-12.B804 BLDG AND GROUNDS - GRIT REMOVAL 19000.00
01-12.B805 BLDG AND GROUNDS - INFLUENT PUMPING 77.59
01-12.B807 BLDG AND GROUNDS - SECONDARY TREATMENT 183.78



ACCOUNTS PAYABLE GENERAL LEDGER RECAP FOR 12/19/23

G/L NUMBER	COST ACCTG DESCRIPTION	DEBIT	CREDIT
01-12.B809	BLDG AND GROUNDS - SLUDGE DEWATERING	117.78	
01-12.B810	BLDG AND GROUNDS - SLUDGE DIGESTION	86.96	
01-12.B811	BLDG AND GROUNDS - TERTIARY TREATMENT	399.69	
01-12.B812	BLDG AND GROUNDS - WWTC GENERAL	40041.88	
01-12.C222	GAS/FUEL	2452.37	
01-12.C225	OPERATION/REPAIR	25.11	
01-13.B112	COMMUNICATION	227.04	
01-13.B114	CHEMICALS	2335.04	
01-13.B115	EQUIPMENT/EQUIPMENT REPAIR	62.24	
01-13.B116	SUPPLIES	1363.87	
01-13.B117	EMPLOYEE/DUTY COSTS	528.08	
01-13.B123	OUTSIDE LAB SERVICES	728.40	
01-13.B124	CONTRACT SERVICES	3667.08	
01-13.C222	GAS/FUEL	69.40	
01-14.B112	COMMUNICATION	724.33	
01-14.B115	EQUIPMENT/EQUIPMENT REPAIR	146.01	
01-14.B116	SUPPLIES	396.26	
01-14.B117	EMPLOYEE/DUTY COSTS	1171.94	
01-14.B129	REIMBURSEMENT PROGRAM/PUBLIC SEWER BLOCKAGES	325.00	
01-14.B901	SEWER SYSTEM REPAIRS - I/I PROGRAM	1135.54	
01-14.B902	SEWER SYSTEM REPAIRS - REPLACEMENT	4240.00	
01-14.B903	SEWER SYSTEM REPAIRS - REHABILITATION	58.25	
01-14.B910	SEWER SYSTEM REPAIRS - BSSRAP PROGRAM	46296.78	
01-14.B913	SEWER SYSTEM REPAIRS - BSSRAP-REPAIR/REPL/REH	794.28	
01-14.C222	GAS/FUEL	2941.52	
01-14.C225	OPERATION/REPAIR	41.65	
01-15.B100	ELECTRICITY	7912.02	
01-15.B112	COMMUNICATION	305.85	
01-15.B124	CONTRACT SERVICES	5165.00	
01-15.B523	EQPT/EQPT REPAIR - EARLSTON	220.41	
01-15.B527	EQPT/EQPT REPAIR - VENARD	25300.00	
01-15.B529	EQPT/EQPT REPAIR - LIFT STATIONS GENERAL	1939.32	
01-15.B820	BLDG AND GROUNDS - BUTTERFIELD	185.25	
01-15.B821	BLDG AND GROUNDS - CENTEX	185.25	
01-15.B822	BLDG AND GROUNDS - COLLEGE	20000.00	
01-15.B823	BLDG AND GROUNDS - EARLSTON	185.25	
01-15.B824	BLDG AND GROUNDS - HOBSON	185.25	
01-15.B825	BLDG AND GROUNDS - LIBERTY PARK	185.25	
01-15.B826	BLDG AND GROUNDS - NORTHWEST	185.25	
01-15.B827	BLDG AND GROUNDS - VENARD	185.25	
01-15.B828	BLDG AND GROUNDS - WROBLE	12185.25	
01-17.E455	EMPLOYEE GROUP HEALTH	55118.50	
01-17.E460	IMRF	14810.39	
01-17.E461	SOCIAL SECURITY	33985.50	
02-00.1000	CASH		6894.38-
02-47.0504	CONSTRUCTION ADMIN/RESIDENT ENG/ARCH SUPRVISN	587.88	



ACCOUNTS PAYABLE GENERAL LEDGER RECAP FOR 12/19/23

G/L NUMB	COST ACCTG DESCRIPTION	DEBIT	CREDIT	
02-48.05	2 DESIGN ENGINEERING/ARCHITECTURAL	6306.50		
03-00.10	0 CASH		8865.90-	
03-20.05	2 DESIGN ENGINEERING/ARCHITECTURAL	580.00		
03-21.05	1 REPORT ENGINEERING/ARCHITECTURAL	8285.90		
		==========		
		827485.52	827485.52-	

Vendor	Invoice Date	Amount	Coding	Coding Description	Purchase Location	Emp.	Procurement	Project Name (If applicable)	Item Description
Grainger	11/15/23	\$159.90	01-12.B812	BLDG & GROUNDS - WWTC GENERAL	Delivered	MR		5006 Bldg lighting repairs	electronic ballast (5)
Grainger	11/15/23	\$531.40	01-12.B812	BLDG & GROUNDS - WWTC GENERAL	Delivered	MR		5006 Bldg lighting repairs	Bulb Recycling Kit (5)
Grainger	11/15/23	\$139.20	01-12.B812	BLDG & GROUNDS - WWTC GENERAL	Delivered	MR		5006 Bldg lighting repairs	T12 Bulb (15)
Grainger	11/15/23	\$139.20	01-12.B812	BLDG & GROUNDS - WWTC GENERAL	In-Store	MR		5006 Bldg lighting repairs	T12 Bulb (15)
Grainger	11/16/23	\$159.05	01-12.B513	EQPT/EQPT REPAIR - WWTC UTILITIES	In-Store	BS		Yard piping - Bio Repair for Munters lines	Detectable underground safety tape - 1000'
Grainger	11/16/23	\$383.00	01-12.B807	BLDG & GROUNDS - SECONDARY TREATMENT	Delivered	BS		Aluminum Railing Installation - Exterior Blower Bldg.	Anchor Epoxy Cartridge (10)
Grainger	11/16/23	\$165.84	01-13.B114	CHEMICALS	Delivered	DRB			XLD agar for salmonella testing
Grainger	11/20/23	\$123.85	01-11.B113	ADMIN SAFETY	Delivered	JG			Fire Ext Cabinet
Grainger	11/22/23	\$20.43	01-12.B512	EQPT/EQPT REPAIR - WWTC GENERAL	Delivered	RF		WWTC Front Gate Repair	3" Reflector (3)
Grainger	11/10/23	-\$98.12	01-12.B506	EQPT/EQPT REPAIR - PRIMARY TREATMENT	In-Store	NW	Return	Primary 7 Scum Trough Replacement	Stainless thread rod and hardware
Grainger	11/27/23	\$86.62	01-12.B512	EQPT/EQPT REPAIR - WWTC GENERAL	Delivered	AC		Maintenancer Repair Supplies	Cable Tie(100), Galv. Hanging strap(5), Misc. Stainless Hardware
Grainger	11/28/23	\$27.64	01-12.B805	BLDG & GROUNDS - INFLUENT PUMPING	Delivered	MR		Raw Sewagge Bldg. Bsmt . Sump Pit	1/8" Ball Valve (2)
Grainger	11/28/23	\$27.72	01-12.B512	EQPT/EQPT REPAIR - WWTC GENERAL	Delivered	RF		Tool Replacement - Rolf	1/2" Slotted Screw Driver
Grainger	11/30/23	\$110.40	01-12.B113	WWTC EMERGENCY/SAFETY EQUIPMENT	Delivered	ST			Nitrile Gloves
Grainger	11/30/23	\$27.90	01-12.B807	BLDG & GROUNDS - SECONDARY TREATMENT	Delivered	AC		Aluminum Railing Installation - Aeration Tank 9	1/2" x 3' (3) Thread Rod SS
Grainger	12/04/23	-\$383.00	01-12.B807	BLDG & GROUNDS - SECONDARY TREATMENT	In-Store	СР	*Return	Aluminum Railing Installation - Exterior Blower Bldg.	Anchor Epoxy Cartridge (10)
Grainger	12/04/23	\$135.84	01-12.B510	EQPT/EQPT REPAIR - SLUDGE DIGESTION	Delivered	MM			Pearth 4 gear oil
Grainger	12/05/23	\$165.30	01-12.B113	WWTC EMERGENCY/SAFETY EQUIPMENT	Delivered	MM			Disposable gloves for OPS
Grainger	12/06/23	\$294.56	01-12.B811	BLDG & GROUNDS - TERTIARY TREATMENT	Delivered	RF		Munters failure / Repair	Contact block, Switch, Contactor
Grainger	12/08/23	\$63.76	01-12.B113	WWTC EMERGENCY/SAFETY EQUIPMENT	Delivered	AC		Safety Supplies	Tyvek Coveralls 6-pack (1)
Grainger	12/08/23	\$113.62	01-12.B510	EQPT/EQPT REPAIR - SLUDGE DIGESTION	Delivered	MM			Bowl Cleaner for TWAS unit
ome Depot	12/08/23	\$84.92	01-12.B812	BLDG & GROUNDS - WWTC GENERAL	In-Store	СР		MSB Locker Room, locker Install	Pressure treated lumber & Screws
ome Depot	11/28/23	\$26.28	01-14B.913	VEHICLE PURCHASES	In-Store	OA			PIPE WRENCH
ome Depot	11/27/23	\$86.96	01-12.B810	BLDG & GROUNDS - SLUDGE DIGESTION	In-Store	ST		Grease Pit	Large and Small rake for West grease pit
ome Depot	11/27/23	\$24.94	01-12.B512	EQPT/EQPT REPAIR - WWTC GENERAL	In-Store	MR	Same	Tool Replacement	Nut driver set & 6" bit holder
ome Depot	11/27/23	\$49.96	01-12.B805	BLDG & GROUNDS - INFLUENT PUMPING	In-Store	MR	Trip \$74.90	Raw Sewagge Bldg. Bsmt . Sump Pit	Tether float (2)
ome Depot	11/27/23	\$51.96	01-14.B116	SEWER SYSTEM SUPPLIES	In-Store	АН		System Truck Supplies	Bernzomatic Torch
ome Depot	12/06/23	\$12.26	01-13.B115	LAB EQUIPMENT/EQUIPMENT REPAIR	In-Store	СР		Lab Bathroom sink leak	Drain assy w/ pop-up
ome Depot	11/22/23	\$4.40	01-14.B116	SEWER SYSTEM SUPPLIES	In-Store	AH		Vac-Con Hose	Cable Cuff
me Depot	11/21/23	\$11.26	01-12.B513	EQPT/EQPT REPAIR - WWTC UTILITIES	In-Store	NW		Yard piping - Bio Repair for Munters lines	Mixer attachment
me Depot	12/11/23	\$21.96	01-12.B512	EQPT/EQPT REPAIR - WWTC GENERAL	In-Store	AG		Maintenancer Repair Supplies	Propane Torch fuel (2)
ome Depot	11/29/23	\$155.88	01-12.B807	BLDG & GROUNDS - SECONDARY TREATMENT	In-Store	AC		Aluminum Railing Installation - Aeration Tank 9	Anchor Epoxy Cartridge (6)
									-

Date: Due Date: Invoice #:	12.13.23 12.19.23 Reimburse	Petty Cash Checking Reimbursement			D-440
Date	Purchased From	Description	Code	Amount	Ck No.
11.10.23	Holy Cow Sports	outerwear embroidery	11B120	40	3879
11.14.23	Holy Cow Sports	outerwear embroidery	11B120	16	3880
11.21.23	A Block Marketing	generator mulch	11B118	250	3881
11.27.23	Costco	MSB Supplies	12B116	126.17	3882
12.07.23	Holy Cow Sports	outerwear embroidery	11B120	64	3883

Total Receipts/Reimbursement 496.17

Expense by code

11B120	120.00
11B118	250.00
12B116	126.17

TOTAL 496.17

P - 350

12.13.23

Due Date: 12.19.23 Invoice #: Cash Box

Date	Purchased From	Reimbursed To	Description Code	Amount
11.08.23	Jewel	Carly S	Supplies for IWEA Lunch 12B116	27.99
11.09.23	7-Eleven	Nick W	Ice of IAWA Meeting/Tour 12B116	11.17
11.11.23	Home Depot	Maintenance	Supplies 12B116	5.09
11.17.23	USPS	Kelly	Postage 11B119	5.65
11.21.23	Dollar Tree	Jessie G	Storage Boxes 11B113	5.4
11.29.23	7-Eleven	Reese	lce 13B116	5.59
12.01.23	USPS	Kelly	Postage 11B119	5.65
12.08.23	Jewel	Nick W	Pop for Lunch 12B117	21.36
			Total Receipts	87.90

Expense by code

12B116	44.25
11B119	11.30
11B113	5.40
13B116	5.59
12B117	21.36
TOTAL:	87.90

DOWNERS GROVE SANITARY DISTRICT

MEMO

TO: Board of Trustees

FROM: Keith Shaffner

Sewer Construction Supervisor

DATE: December 11, 2023

RE: Annexation Ordinance No. AO 2023-06 - 7124 Matthias Road,

Downers Grove

This annexation involves one single family home lot, located at 7124 Matthias Road. The sewer is in the east parkway between Matthias Road and Crystal Avenue, as indicated on the attached map. This project was approved by BOLI on March 15th, 2022. This annexation does not need any right-of-way annexations to make the property contiguous. All tap fees and trunk sewer service charges have been paid as required by ordinance.

The subject ordinance will be presented to the Board for adoption at the December 19th, 2023, Board meeting.

Attachments

CC: KJR, RTJ, MJS, ARU, CSS & DM

ANNEXATION ORDINANCE NO. AO 2023-06

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:

Lot 3 in Kapovich Resubdivision, being a Resubdivision in the Northwest Quarter of the Northwest Quarter of Section 29, Township 38 North, Range 11, East of Third Principal Merdian, according to the Plat thereof recorded May 26, 2022 as Document No. R2022-051941, in DuPage County, Illinois.

P.I.N.: 09-29-116-020

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 19th day of December 2023.

		President
ATTEST:		
•	Clerk	

Downers Grove Sanitary District AO2023-06 7124 Matthias Road



Legend

Sanitary Manholes

Sanitary Sewer

annexed_parcels





PETITION FOR ANNEXATION of certain property to

DOWNERS GROVE SANITARY DISTRICT

Your Petitioners, John Chraca and Jaclyn Chraca, 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:

Lot 3 in Kapovich Resubdivision, being a Resubdivision in the Northwest Quarter of the Northwest Quarter of Section 29, Township 38 North, Range 11, East of Third Principal Merdian, according to the Plat thereof recorded May 26, 2022 as Document No. R2022-051941, in DuPage County, Illinois.

P.I.N.: 09-29-116-020

- 2. That the property is unimproved.
- 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.

STATE OF ILLINOIS

)SS

COUNTY OF DUPAGE)

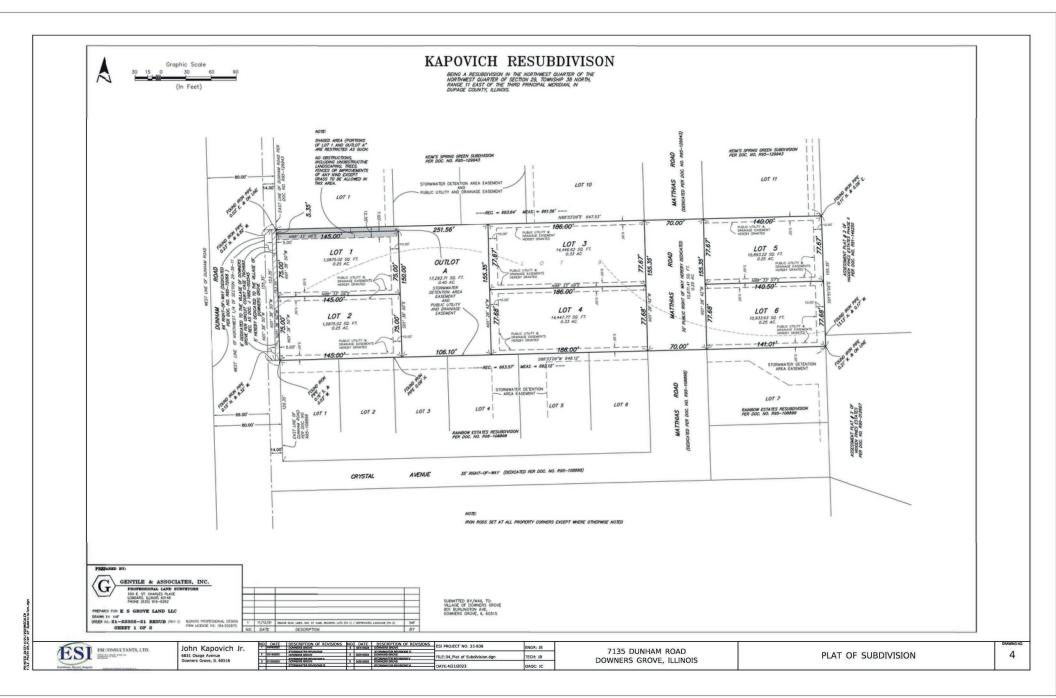
I, the undersigned, a Notary Public in and for the County and State aforesaid, DO HEREBY CERTIFY that John Chraca and Jaclyn Chraca, personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they signed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

GIVEN under my hand and official seal this 24th day of October

Notary Public

"OFFICIAL SEAL" **QUINN CSUK**

Notary Public, State of Illinois My Commission Expires 04/20/2027



DOWNERS GROVE SANITARY DISTRICT

<u>MEMO</u>

TO: Board of Trustees

FROM: Keith Shaffner

Sewer Construction Supervisor

DATE: December 11, 2023

RE: Annexation Ordinance No. AO 2023-07 - 7128 Matthias Road,

Downers Grove

This annexation involves one single family home lot, located at 7128 Matthias Road. The sewer is in the east parkway between Matthias Road and Crystal Avenue, as indicated on the attached map. This project was approved by BOLI on March 15th, 2022. This annexation does not need any right-of-way annexations to make the property contiguous. All tap fees and trunk sewer service charges have been paid as required by ordinance.

The subject ordinance will be presented to the Board for adoption at the December 19th, 2023, Board meeting.

Attachments

CC: KJR, RTJ, MJS, ARU, CSS & DM

ANNEXATION ORDINANCE NO. AO 2023-07

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:

Lot 4 in Kapovich Resubdivision, being a Resubdivision in the Northwest Quarter of the Northwest Quarter of Section 29, Township 38 North, Range 11, East of Third Principal Merdian, according to the Plat thereof recorded May 26, 2022 as Document No. R2022-051941, in DuPage County, Illinois.

P.I.N.: 09-29-116-021

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 19th day of December 2023.

		Acting President	
ATTEST:			
_	Clerk		

Downers Grove Sanitary District AO2023-07 7128 Matthias Road



Legend

Sanitary Manholes

→ Sanitary Sewer

annexed_parcels





PETITION FOR ANNEXATION

of certain property to

DOWNERS GROVE SANITARY DISTRICT

Your Petitioner, Heather Ossey, respectfully submits 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 owner of the following described property located in DuPage County, Illinois, to-wit:

Lot 4 in Kapovich Resubdivision, being a Resubdivision in the Northwest Quarter of the Northwest Quarter of Section 29, Township 38 North, Range 11, East of Third Principal Merdian, according to the Plat thereof recorded May 26, 2022 as Document No. R2022-051941, in DuPage County, Illinois.

P.I.N.: 09-29-116-021

- 2. That the property is unimproved.
- 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 Petitioner is 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 Petitioner 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.

Heather Ossey

STATE OF ILLINOIS

COUNTY OF DUPAGE)

) SS

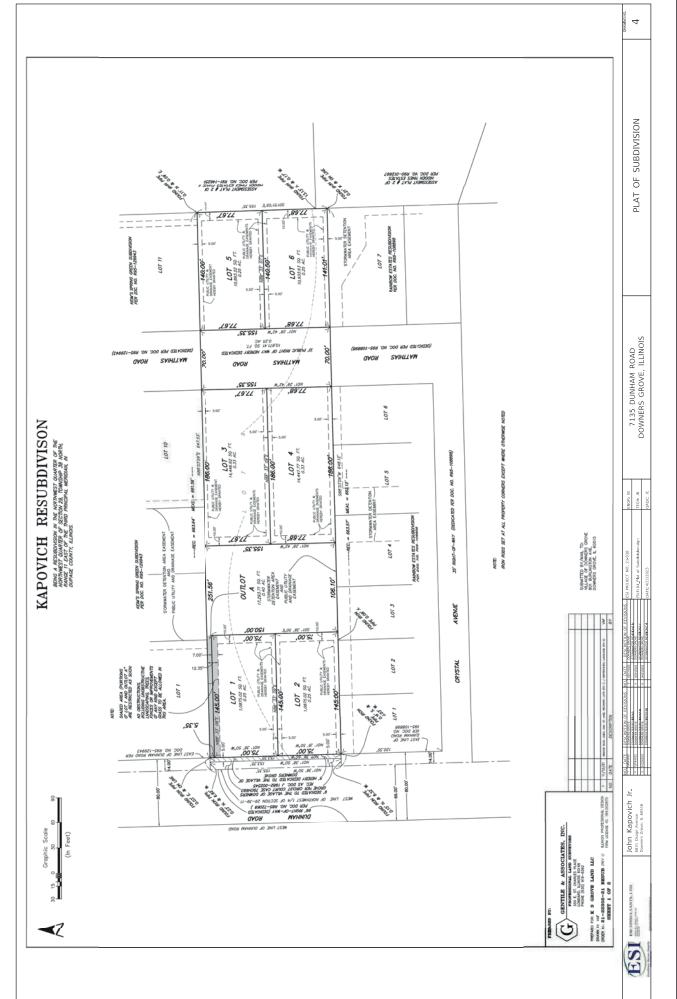
I, the undersigned, a Notary Public in and for the County and State aforesaid, DO HEREBY CERTIFY that Heather Ossey, personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they signed and delivered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

GIVEN under my hand and official seal this 24th day of October , 20 23

Notary Public

"OFFICIAL SEAL"
QUINN CSUK

Notary Public, State of Illinois My Commission Expires 04/20/2027



DOWNERS GROVE SANITARY DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Carly Shaw

Treasurer/Administrative Supervisor

DATE: December 19, 2023

RE: Credit Card and Line of Credit Use Policy and Procedures

Staff recommends obtaining a credit card for necessary purchases when other payment options are not available. The attached policy has been created in anticipation of this to communicate the District's expectations and procedures that have been established to provide guidance to employees on how these transactions can be made and recorded. Because we currently have a line of credit with Home Depot and employees use cards to make purchases, that is also covered under this policy and procedures.

The first part is the policy and does apply to both the line of credit and a credit card and is the general policy for these transactions. The second paragraph explains the procedures in place for the Home Depot line of credit. The third paragraph is the procedures for the credit card. No changes have been made to how staff currently makes purchases at Home Depot or to how account payable process payment for those purchases. The credit card will be obtained from our current bank, Chase, and those procedures are based on other interbank transactions we perform. These are done through online transfers after the monthly board meeting. With our current accounting software, we are limited in how we can process these kinds of transactions, and currently we create manual payments to report the transfers among bank accounts in the claim ordinance. Staff will include the credit card payment on the over \$15,000 ACH and Transfer sheet authorization form under transfers that is provided to the Trustee's at the monthly Board meeting. We will also include a summary sheet of transactions that make up the total payment amount.

If we can choose a due date for the credit card, we will ensure that it falls after the monthly Board meetings. If we do not have that ability, we may have to process the payment prior to the meeting as we do with other manual payments.

At the December 19 Board meeting, I will request the Board approve the Credit Card and Line of Credit Use Policy and Procedures as it is written.

CC: BOLI, ARU, DM

DOWNERS GROVE SANITARY DISTRICT CREDIT CARD AND LINE OF CREDIT USE POLICIES AND PROCEDURES

General Policy Information

Credit cards and lines of credit have been established by the District for use only on an as needed basis when checks are not a viable option for the District's purchasing of goods and services. It is our goal to avoid any credit card transaction fees by using other payment methods. These fees do not typically apply to lines of credit. When choosing sources for goods or services that only accept credit cards as a form of payment employees need to do their due diligence and ensure that it is the only option for purchase of that good or service. Purchases made using either a credit card or on a line of credit must follow the guidelines of our procurement policy. For security purposes, use of the cards is limited to certain employees of the District. Please note that no other personnel within the District, including Trustees, are authorized to have or use credit cards for the purchase of any goods or services for the District. All credit card transactions must be paid on or before the due date to avoid interest or late fees. It will be the responsibility of the Accounting Assistant and Administrative Supervisor to ensure timely payment.

Procedures for Credit Card or Line of Credit Use

The District has a line of credit with Home Depot which employees in the Operations, Maintenance, Lab and Sewer System Departments have purchasing cards. Use of these cards is strictly limited to purchases on behalf of the District and receipts must be turned in within one business day after purchase for approval by a supervisor. The receipts are sent to the Accounting Assistant responsible for Accounts Payable and reviewed for accuracy and completeness of information. They are then sent to the General Manager who also reviews them and approves them for payment. The receipts are entered as invoices and are included in the District's monthly claim ordinance that goes to the Board of Trustees for approval. Upon approval, the check is distributed to the credit card company that services this line of credit.

Procedures for Credit Card Use

The District has a credit card through Chase Bank that has a credit limit of \$15,000 with the General Manager and Treasurer as authorized users. Purchase requests must come in the form of a quote or purchase order with Supervisor approval and be submitted to the Accounting Assistant responsible for Accounts Payable. The Accounting Assistant will take that request to the General Manager for approval prior to completing the purchase. For single purchases, the

signature requirement stating anything over \$15,000 requires three signatures, one of which may be the General Manager and the other two must be a Trustee's signature, must be followed. Upon approval, the purchase may be made by the General Manager, Treasurer, or Accounting Assistant. A confirmation of the transaction should be kept with the purchase request documentation. This will be used in reconciling the monthly credit card statement with the purchases made each billing cycle. Upon receipt of the good or service purchased, a packing slip or receipt must be initialed by a supervisor to verify that the good or service was received to the District's satisfaction. The budget code is also required at this time. The Accounting Assistant will keep documentation and record all transactions until payment must be made.

Within a few days of the due date, all transactions should be compiled with a summary sheet and sent to the General Manager for final approval. Upon approval, the summary sheet will be used to enter the transactions as a manual electronic payment to the credit card company. An online transfer from the Disbursement account to the credit card account will be made by the Treasurer to complete the payment on or before the due date. This transaction will appear on the manual register of the claim ordinance that is presented to the Board each month. The summary sheet will also be attached to the claim ordinance in the Board Packet to provide additional information about the payment.

DOWNERS GROVE SANITARY DISTRICT

MEMO

TO: Board of Trustees

FROM: Carly Shaw

Administrative Supervisor

DATE: December 19, 2023

RE: Employee Policy Manual Revisions

The District's last comprehensive review and substantive changes to the Employee Policy Manual took place in 2019. Since that time, the staff has presented a few updates to specific sections to comply with statutory changes. I have met with the General Manager and all departmental Supervisors over the last year for the purpose of reviewing existing policies and determining where changes to those policies may be appropriate. A new law that passed that will take effect on January 1, 2024 is the Paid Leave for All Workers Act. Staff worked with Seyfarth Shaw LLP, the District's employment law counsel, to perform a full review of the Employee Policy Manual and the Drug and Alcohol Policy to ensure both are up to date and for legal compliance. All proposed changes to the existing policy are indicated by red text and underlined (insertions) and red text and strikeouts (deletions). A clean version with all proposed changes is also attached for your review. The clean version does include all additional documents for policies referred to in the employee manual.

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

Definitions

Added domestic partner definition and added the definition of smoking which also includes vaping.

Section 2.1 Holidays

Added paid holidays for part-time and seasonal employees if the holiday falls on their regularly scheduled shift.

Section 2.2 Personal Leave

Added personal leave of 16 hours for part-time employees scheduled to work 24 hours or more per week. Also changed the term from personal leave days to personal leave time as it can be used in increments.

Section 2.3 Vacations

To meet the requirements of the Paid Leave for All Workers Act, we have updated our vacation leave policy. This Act requires all workers to accrue 1 hour of leave for every 40 hours worked and it may be capped at 40 hours for the year. This leave must also be made available for use after 90 days of employment. In addition to the changes required by the Act, staff recommended other changes. This includes vacation leave for part-time employees who are scheduled to work 24 hours or more per week to be calculated on their years of service like that of full-time employees.

Changes to current policy are listed below:

- 1) Change from vacation leave being awarded to full-time new hires at six months and one year to accruing 1 hour for every 40 hours worked with leave available for use at 90 days. This will cap at 40 total hours accrued in a year. New hires will remain on an accrual basis until December 31 of the calendar year when they reach 12 months of service. At the new year they will be awarded time based on the level of eligibility schedule. This schedule was updated to show the 90 day 12-month accrual period.
- 2) Vacation leave is added for part-time employees scheduled to work 24 hours or more per week. Newly hired part-time employees working 24 hours or more are like full-time new hires with the accrual of hours and timing of availability and use. A level of eligibility schedule was created based on hours worked compared to full-time employees.
- 3) Vacation leave is added for part-time employees scheduled to work less than 24 hours. These employees will accrue vacation leave for the duration of their employment. They are allowed to carry over 80 hours of leave from year to year.
- 4) A paragraph explaining that all employees may use 40 hours of vacation leave as defined by the Act is included. Employees are not required to provide a reason or documentation for this leave. It also explains notice requirements and if requests can be denied.
- 5) An update has been made for all full-time and part-time employees working 24 hours or more per week explaining that they can carry over 40 hours of vacation leave. Anything over 40 hours will be lost.
- 6) District will no longer accept requests for time off more than 12 months in advance unless it is a special circumstance.
- 7) A line was added specifying that employees hired after January 1, 2012 will receive payment for any accrued but unused vacation time on their final paycheck.

Section 2.4 Sick Leave

Sick leave accrual of 4 hours per month for part-time employees working 24 hours or more per week and the ability to carry over 520 hours each year was added.

We also included family sick leave of 24 hours for the calendar year to part-time employees working 24 hours or more per week.

A stepchild was added as a related individual under family sick leave.

Text was also added that unused sick leave will not be cashed out during employment or at separation of employment.

Section 2.5 Bereavement Leave

Part-time employees scheduled to work 24 hours or more per week were added to Bereavement Leave.

We increased the paid bereavement time from 16 hours to 24 hours and additional leave using sick or unpaid leave from 5 days to 10 days.

The immediate family member list was updated based on bereavement leave acts.

We have added bereavement leave for miscarriage, unsuccessful intrauterine insemination or assisted reproductive technology procedure, a failed adoption, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility or still birth.

Section 2.6 Jury Duty

We changed "full-time employees" to "all employees" will receive the difference in pay for jury duty. We limited the duration that the District will provide the difference in pay to 5 days. We also added that vacation or personal leave can be used if the duration of service exceeds 5 days or unpaid leave would be granted.

Section 2.8 Family Military Leave

This section has been expanded upon to provide details of this leave. It provides unpaid leave of up to 15 days if a spouse, child, parent, or grandparent is called to active service if they meet the requirements of employment. This also protects an individual's employment when utilizing this leave.

Section 2.9 Victims' Economic Security and Safety Act

Updated to make current with changes to the Act.

To avoid confusion, we also removed FMLA language as the District is not required to provide FMLA.

Section 2.10 Disability Leave

Added information stating employees may pay the full premium for continuation of health insurance coverage during leave once the District's maximum continuation period is reached.

Added references to other sections of the policy manual where applicable.

Section 2.11 Reasonable Accommodation

Text added for clarification and pregnancy accommodations.

Section 2.12 Leaves of Absence Without Pay

Added clarification that health insurance benefits will not be paid by the District after 30 days of leave but employee can pay the premiums in full to continue the coverage.

Section 2.13 Pregnancy and Lactation Accommodation

Title updated to include lactation per Districts labor attorney. Added an informational page provided by the Illinois Department of Human Rights to end of the manual with instruction under this section where to find that.

Section 2.15 Group Insurance

Added clarification that the premiums can be taken using a flex savings account through the District as a pre-tax deduction or as a post-tax deduction to maximize gross wages. Also, that the flex savings are separate from the flex benefits available under section 2.19.

Also changed "their supervisor" to the Administrative Supervisor.

Section 2.19 Flexible Benefits Plan

Removed text indicating this will not be used for medical insurance premium contributions and added that this is separate from electing pre-tax deductions for group health insurance.

Section 2.22 Educational Assistance

Added that employee must remain employed for 2 years after completion of courses.

Section 2.24 New Mileage Reimbursement (Old Automobile Allowance)

Changed title to Mileage Reimbursement. Added text to see travel reimbursement policy for information.

Section 2.25 Workers Compensation Insurance

Changed District office to Administrative Supervisor.

Section 2.27 Performance Awards

Removed language "will be considered only in cases of extraordinary merit" at the labor attorney's recommendation.

Section 3.2 Performance Reviews

Changed the word normally to generally.

Section 3.4 Workweek and Shifts

Changed from may be assigned various shifts to "Operations staff will work a shift of 10:30 am - 7:00 pm as assigned".

Removed lunch break information and moved to new section for Meals and Rest Breaks.

Section 3.5 (new) Meals and Rest Breaks

Lunch break information moved to this new section.

Added other information as directed by labor attorney.

Section 3.7 Base Hourly Wage (formerly Shift Differential)

District removed shift differential policy.

Under Base Hourly Wage, we removed "does not include shift differential" and replaced with during regular work schedule.

Section 3.8 (New) Class 1 Wastewater Operator Certificate

Added this section as there is compensation for Operators with this certificate.

Section 3.10 Exempt Salaried Employees

This was changed to state that exempt employees are not entitled to overtime pay per Fair Labor Standards Act and state laws. Attorney provided the Salary Basis/Safe Harbor Policy to include as an additional document.

Section 3.11 Nonexempt Hourly Employees

Removed language that hours worked in excess of 8 hour per day is considered overtime. The law only requires anything over 40 hours per week to be compensated as overtime.

Added that part-time employees will receive overtime for hours worked over their regular scheduled hours per week.

Moved some information around under emergency response pay so that it was more easily understood.

At the labor attorneys' instruction, included language to state that overtime will be paid regardless of advanced authorization.

Section 3.15 Other Deductions

Added health insurance premiums as an example.

Section 4.1 Equal Employment Opportunity

Applicable language added per employment law.

Section 4.2 Anti-Harassment Policy

The section has been updated to bring the policy up to date with current laws and regulations.

Section 4.3 Identification Cards

Added that replacements may be ordered every 5 years at the expense of the District.

Section 4.4 District Equipment and Vehicles

Added text that District prohibits use of personal electronic devices while driving unless hands free. Also included language that any vehicle citations are the responsibility of the employee.

Added text that we reserve right to view materials on District issued devices.

Section 4.7 Residency

Removed text referring to any employee hired subject to 1 hour travel time from the Treatment Center shall remain under that requirement. We no longer have employees active under that requirement.

Section 4.18 Visitors

Added hours for WWTC.

Section 4.19 Illinois Environmental Protection Agency Certification

Changed from Certificate of Competency for Wastewater Treatment to Wastewater Operator Certificate for Class 4 and Class 1. Also removed the text regarding additional pay and replaced it with as described in Section 3.8.

Section 4.20 Observation of Safety Rules

Changed policies to programs and procedures. Change regulations to programs and procedures. Added information that the documents will be saved on the employee portal and that training is provided in online format.

Section 4.21 On-Call Response

Removed text no longer relevant.

Added text that primary on-call employee for Lift Stations is allowed to take a District vehicle home.

Section 4.23 Vendor Charge Card Use renamed Credit Card and District Line of Credit Use

Removed Vendor Charge Card policy and added Credit Card Use. District plans to obtain a credit card for purchases and does have the Home Depot line of credit. The related policy will be presented to the Board for approval at the December 19 meeting.

Section 4.25 Computer Usage and Internet Usage

Updated computer usage section to include issuance of laptops and the new security measures.

Added item 13 to policy list regarding employee conduct and District equipment.

Section 4.26 Personal Property and Employee Expense Reimbursement

Added text there may be a possible request for employees to utilize personal devices for security purposes and multi-factor authentication.

Added text stating travel reimbursement policy is attached and made part of the employee manual.

Section 4.28 Entry and Access to the Wastewater Treatment Center

Removed text "during non-working hours" and replaced with "at all times".

Added text that access should not be given to visitors or vendors unless preapproved and how vendors may obtain PIN access to the plant if needed.

Section 4.30 (New) Telecommuting Policy

Added a telecommuting policy as temporary remote work is an option for some employees.

<u>Section 5 Disciplinary Action – Examples of Employee Misconduct, Poor Performance, or</u> Negligence

Marijuana is now listed separately under bullet point 3 as it is no longer an illegal drug. Also added "while operating District vehicles" under that bullet point.

Gambling updated to include during work time or on District property.

Fighting was updated to include threats or bodily injury to another in the workplace.

The addition of items for possession of dangerous or unauthorized materials on company property, excessive absenteeism or tardiness excluding legally protected absences or tardiness, conducting personal business while on duty, negligent or improper conduct, and making or knowingly using a falsified document or fraudulent claim for benefits was also made to this list.

Section 6 Grievance Procedure

Added guidance to what might classify as a grievance stating anything not covered under other policies in the manual. Also make clear that this is not intended to resolve complaints of harassment which should be reported under our anti-harassment policy.

Drug and Alcohol Policy

Added post-employment under part VI for clarity.

Staff will request approval of all proposed changes to the Employee Policy Manual and Drug and Alcohol Policy at the Board's regular meeting on December 19, 2023. 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 Shaw's memo dated December 19, 2023 which includes a copy of the Employee Policy Manual highlighting such proposed changes."

Enclosures

cc: KJR, RTJ, MJS, ARU, DM

DOWNERS GROVE SANITARY DISTRICT EMPLOYEE POLICY MANUAL

DATE OF APPROVAL BY BOARD OF TRUSTEES: <u>December 19, 2023</u>

Last Revision Date: December 21, 2021 December 19, 2023

EMPLOYEE RECEIPT OF MANUAL

Ι,	, do hereby acknowledge receipt of the
following documents:	

- Employee Policy Manual (with a last revision date of <u>December 21, 2021 December 19, 2023)</u>;
- Ordinance (regarding the indemnification of District employees);
- Ethics Ordinance No. 13-01;
- Drug and Alcohol Policy;
- Ordinance No. ORD 16-03: Travel Expense Reimbursement Policy (with a last revision date of April 18, 2023);
- Credit Card and Line of Credit Use Policy;
- IDHR Pregnancy and Your Rights in the Workplace; and
- Salary Basis/Safe Harbor Policy
- COVID-19 Preparedness Plan (with a last revision date of August 24, 2021).

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	
Signature	Bute

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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 that employment with the District is voluntarily entered into, and that 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.
- 11. "Domestic Partner" means an unrelated and unmarried person who shares common living quarters with an employee and lives in a committed, intimate relationship that is not legally defined by marriage by the state in which the partners reside.
- 12. "Smoking" means any tobacco products and includes vaping. Vaping is subject to the same legal restrictions as regular tobacco products.

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. Part Time and Seasonal Employees will receive pay for their normally scheduled work hours for the holiday if the normal shift falls on said holiday.

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 <u>and part time</u> employees <u>scheduled to work 24 hours or more per week</u> will receive time off and be paid (8) hours each for (2) personal leave <u>days-16</u> hours of personal leave <u>time</u> per year. New employees will receive a prorated portion of personal leave <u>days-hours</u>, based on their start date, during their first calendar year of employment.

Personal leave <u>days_time</u> 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 time cannot be accumulated year-to-year and must be taken each calendar <u>year</u>, or they are lost. Employees will not receive payment in lieu of personal time.

2.3 Vacations

Newly hired full-time employees will accrue vacation leave at a rate of 1 hour for every 40 hours worked (not to include any paid leave hours) until a maximum of 40 vacation hours is accrued for the calendar year. This leave is available for use after 90 days of employment and will continue to accrue through December 31 of the calendar year in which the employee reaches 12 months of employment with the District. 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 per the schedule below:

Level of Eligibility - Continuous Years of Service as of January 1*	Vacation Days Earned Per Year
90 days but less than 12 months	accrual of 1 hour for every 40 hours worked (maximum 40 vacation hours for the calendar 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.

Newly hired part-time employees scheduled to work 24 hours or more per week will accrue vacation leave of 1 hour for every 40 hours worked (not to include any paid leave hours) until a maximum of 40 vacation hours is accrued for the calendar year. This leave will be available for use after 90 days of employment and will continue to accrue through December 31 of the calendar year in which the employee reaches 12 months of employment with the District. The part time employee will then earn vacation time according to the schedule below:

Level of Eligibility Continuous Years of Service
as of January 1*
Vacation Days Earned Per Year

———90 days but less than 12 months accrual of 1 hour for every 40 hours worked

	(maximum 40 vacation hours for the calendar year)
12 months but less than 3 years	40 hours vacation (5 days)
3 years but less than 5 years	52 hours vacation (6.5 days)
5 years but less than 7 years	60 hours vacation (7.5 days)
7 years but less than 10 years	72 hours vacation (9 days) of which 24 hours should be taken in one workweeks
10 years but less than 15 years	88 hours vacation (11 days) of which 32 hours should be taken consecutively.
15 years of service or more	100 hours vacation (12.5 days) of which 48 hours should be taken consecutively.
- · · ·	led to work less than 24 hours per week will accrue 1
hour of vacation time for every 40 ho	ours worked which does not include any paid leave hours.

These employees may carry over vacation time of 80 hours each year.

All employees are entitled to use 40 hours of their vacation time per year for any reason under the Paid Leave for All Workers Act. Under this act employees can request time off and are not obligated to provide a reason or documentation for their absence. If the need for time off is foreseeable, an employee should make the request with their supervisor 7 days in advance for the time off. When unable to provide advanced notice, an employee should make the request as soon as possible. Employees must indicate they are using this leave when informing their supervisor. The District may deny leave as necessary due to operational necessity.

Vacation time-<u>is awarded (frontloaded)</u> as of January 1 for any vacation that may be taken that same calendar year <u>for full-time and part-time employees scheduled to work 24 hours or more per week once you reach 12 months of service.</u> 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 <u>and vacation time may not be accumulated year-to-year or carried over, except as provided herein.</u> Vacation time not to exceed 40 hours may be carried over. Vacation time <u>over 40 hours</u> 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 <u>more than 40 hours of</u> 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. Requests for time off will not be accepted more than 12 months in advance except for special circumstances. 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.

For employees hired after January 1, 2012, at separation from employment with the District, an employee shall receive payment for any accrued but 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 the date of employment. All part time employees scheduled to work 24 hours or more per week will earn sick leave at the rate of 4 hours for each full calendar month of service from date of employment. New employees will earn eight (8) hours of sick leave of 8 hours for full-time employees and 4 hours for part-time employees scheduled to work 24 hours or more per week 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 full time employee in a calendar year period shall not exceed ninety-six (96) hours and a part time employee should not exceed forty-eight (48) 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, stepchild 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 for full-time employees and twenty-four (24) hours for part time employees.

At the end of each calendar year, an <u>full-time</u> employee may not have an accumulated sick leave balance in excess of 1,040 hours and a part-time employee may not have an accumulated sick leave balance in excess of 520 hours. Any sick leave hours in excess of 1,040 hours these amounts will be lost. Accrued, unused sick leave is not cashed out at any time during employment or upon separation of employment. 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/her 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 and part time employees scheduled to work 24 hours or more per week will be granted up to sixteen-twenty-four (1624) hours off without loss of pay in the event of a death of an immediate family member. Immediate family member is defined as spouse, domestic partner, children, stepchildren, mother, father, stepparent, sister, brother, grandparent, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in law, brother-in-law, or grandparent in-law. In the event of a death of an immediate family additional leave may be granted at the discretion of the supervisor; the supervisor may allow up to an additional five-ten days (80 40 hours) of time off, which may be charged to unused sick leave or taken as unpaid 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.

The above bereavement for children includes miscarriage, unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, a failed adoption match or adoption not finalized, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, or a still birth. You do not need to disclose any personal details when requesting leave for these reasons.

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 All 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 for a duration of 5 working days. 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. If an employee's jury duty lasts longer than 5

days, they may use vacation leave, personal leave, or unpaid leave until completion of 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

An employee who is the spouse, child, parent, or grandparent of an individual who has been called to active military service lasting longer than 30 days with the State or United States pursuant to the orders of the Governor or the President of the United States may be eligible for up to 15 days of unpaid family military leave during the time federal or State deployment orders for the employee's spouse or parent are in effect.

To be eligible for family military leave, an employee must have been employed by the District for at least 12 months and must have been working for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of leave. An employee must have exhausted all accrued vacation, personal leave, and other leave that may be granted to an employee (except for sick and disability leave).

An employee must give the District at least 14 days' notice of the intended date upon which the family military leave will commence if leave will consist of 5 or more consecutive work days. If possible, an employee shall consult with the District to schedule the leave to not unduly disrupt the District's operations. Notice for leaves of less than 5 days shall be given as soon as is practicable.

The District will require certification from the proper military authority to verify an employee's eligibility for family military leave.

Upon an employee's return from family military leave, the employee will be restored to their position or to a position with equivalent seniority status, benefits, pay and other terms and conditions of employment unless their status has been changed for reasons unrelated to their family military leave. Taking leave will not result in a loss of any employee benefit accrued before the date on which the leave commenced, but the employee will not accrue benefits such as vacation while on leave. During the leave, an employee's benefits, such as health care, will be continued at the employee's expense.

The District will not interfere with, restrain, or deny the exercise or the attempt to exercise an employee's rights under this Policy. The District will not discharge, fine, suspend, expel, discipline or in any other manner discriminate against any employee for exercising any right provided under this Policy. Finally, the District will not discharge, fine, suspend, expel, discipline, or in any other manner discriminate against any employee for opposing any act by the District that violates this policy. 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, gender violence, or stalking or any other crime of violence. 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, gender, or or sexual violence, or other crime of violence; (6) to attend the funeral or alternative to funeral or wake of a family or household member who is killed in a crime of violence; or (8) to grieve the death of a family or household member who is killed in a crime of 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, gender or sexual violence, or other crime of 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, gender 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 128-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.

An employee who is entitled to take paid or unpaid leave under any other CompanyDistrict policy or legal entitlement may elect to substitute any period of such leave for an equivalent period of leave under this policy, but policy but will not be required to do so. VESSA does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed., 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 or psychological 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, gender or sexual violence, or other crime of 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.

The District will maintain an employee's written certifications and other documentation regarding any requests for VESSA leave in a confidential file. The District will not disclose the nature of your leave other than to those specific persons who need to know in order to ensure you receive their VESSA rights.

The District strictly forbids any of its employees, managers or other representatives from discriminating, retaliating, or otherwise treating an employee unfavorably for requesting or taking VESSA leave or exercising any other rights under VESSA. If an employee feels they have been denied their VESSA rights or if they feel they have been treated unfavorably for having exercised any VESSA rights, the employee should immediately report such action to the Administrative Supervisor. The District will investigate the employee's concerns and take corrective action if it determines that someone has violated the District's VESSA policy.

2.<u>10</u> 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. The employee will pay the full premium for this continuation of health insurance. For information regarding additional leave options, please see section 2.123 of this manual.

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 workday 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 (section 2.11). 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 will consider requests for and, as appropriate, provides reasonable accommodation(s) to qualified applicants and employees with disabilities unless doing so ereates an undue hardship, in accordance with all legal requirements. The District will also consider requests for and, as appropriate, provide reasonable accommodations for pregnancy and based upon religious belief in accordance with applicable laws. 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 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. 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. Group insurance benefits will be continued only for the first thirty (30) days of the leave -however, employees may pay the group insurance premiums in full to continue coverage during their leave. All other 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 be 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 and Lactation 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 receive benefits and privileges of employment equal to those enjoyed received by non-pregnant employees.

Reasonable accommodation will be provided in cases where the accommodation would not create undue hardship. Reasonable accommodations may include, but are not limited to, 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 in the Administration Office or the Maintenance Services Building. This notice can also be found as an attachment at the end of this manual. You may also 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 and can be done by a pretax deduction by utilizing the flex savings account through the District, or post tax to maximize the employees gross wages. This flex savings account is separate from the Flex Benefit account available to employees (section 2.19). 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 the Administrative 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 plans. 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. This is separate from electing pre-tax deductions for your group health insurance contributions. That is done through a flex savings account the District has established.

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 the 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 the employee terminates employment within 2 years of the completion of the 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 Mileage Reimbursement

If a personal vehicle is used for District business when the District cannot provide a vehicle, mileage <u>allowance reimbursement</u> will be paid at a rate as established by the Internal

Revenue Service. <u>Please refer to the District travel reimbursement policy included with this</u> manual.

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—Administrative Supervisor 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.

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 generally be given a performance appraisal upon the completion of six months of employment. Thereafter, a performance review will normally generally 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 any 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 work_7:00 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. Operations staff will work a shift of 10:30 a.m. to 7:00 p.m. as assigned by the Operations supervisor on a rotating basis. Employees may be assigned to various shifts and shift rotations. Working hours and workweeks may vary according to operational requirements.

All employees can take a one (1) hour lunch break during their assigned shift, of which one-half (1/2) hour is paid. An employe must work at leave 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 Meal and Rest Breaks

All employees can take a one (1) hour lunch break during their assigned shift, of which one-half (1/2) hour is paid. An employe must work at leave 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.

For employees working longer than 7.5 hours, employees will receive an additional 20-minute paid break for each additional 4.5-hour period worked.

Employees will be provided a 24-hour period of rest during any seven consecutive day period and will not be required to work more than six consecutive days in a row, as required by applicable law.

3.6 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.

3.7 Base Hourly Wage

Base hourly wage is the employee's actual hourly wage only, during regular work schedule. 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 Class 1 Wastewater Operator Certificate of Competency for Wastewater Treatment Compensation

Any hourly employee that holds and maintains a Class 1 Wastewater Operator Certificate from the Illinois Environmental Protection Agency will receive additional pay set by the General Manager for each hour worked. This rate does not apply to any paid leave hours during the pay period and shall not be included in overtime calculations.

3.9 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

3.10 Exempt Salaried Employees

Exempt employees are not entitled to overtime pay. The District intends to maintain the salary basis of all of its salaried exempt employees. Notwithstanding any other provision of this handbook, the District's policies, including but not limited to discipline and benefits policies, are to be interpreted in accordance with the salary basis requirements of the Fair Labor Standards Act and state law. Please refer to the Salary Basis / Safe Harbor Policy attached to the Policy Manual for more information.

An employee's exempt or non exempt nonexempt status may be changed only upon written notification from management.————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.

3.11 Nonexempt Hourly Employees

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

Regular overtime — <u>for full-time employees</u> shall be applied to those hours actually worked in excess of <u>eight (8) hours per day or</u> forty (40) hours per workweek at the rate of time and one-half <u>times their regular rate of pay.</u>, with the exception of holidays not worked which will be straight time.

For part-time employees, overtime will be paid for all actual hours worked over a part-time employee's regularly scheduled hours per week at a rate of time and one-half times their regular rate of pay.

Overtime is based on actual hours worked. Paid time off for holidays, vacation, personal days, and paid sick time does not count as "hours worked" for overtime purposes. Holidays not worked will be paid at an employee's regular rate of pay.

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 except when an employee receives multiple emergency response calls within the same 2-hour time-period. The 2-hour minimum shall apply to the last call and the employee shall be paid for all time beginning with the first call. 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 into 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 except when multiple calls within the same 30-minute period are considered one (1) half hour call out.

If an employee has been called to come into 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. Employees will be paid for all hours worked, regardless of advanced authorization.

PAYROLL DEDUCTIONS

3.12 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.

3.13 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.

3.14 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.

3.15 Other Deductions

Other deductions from pay may occur for such voluntary purposes <u>such</u> as <u>health</u> <u>insurance premiums</u>, 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 (including pregnancy, childbirth, and medical conditions related to pregnancy, childbirth or breastfeeding), sex stereotyping (including assumptions about a person's s appearance or behavior, gender roles, gender expression or gender identity), gender identity or expression, age, veteran status, marital status, religion, medical condition, ancestry, national origin, mental or physical disability unrelated to the ability to perform essential job functions, marital status, genetic information, association with a person with a disability, unfavorable military discharge, arrest record (or criminal history record ordered expunged, sealed or impounded), traits associated with race, including but not limited to hair texture and protective hairstyles such as braid, locks and twists, 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. Accordingly, this policy forbids any unwelcome conduct that is based on an individual's race, color, sex, sexual orientation, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy, childbirth or breastfeeding), sex stereotyping (including assumptions about a person's s appearance or

behavior, gender roles, gender expression or gender identity), gender identity or expression, age, veteran status, marital status, religion, medical condition, ancestry, national origin, mental or physical disability, marital status, genetic information, association with a person with a disability, unfavorable military discharge, arrest record (or criminal history record ordered expunged, sealed or impounded), traits associated with race, including but not limited to hair texture and protective hairstyles such as braid, locks and twists, or on account of membership in any other protected category under federal, state, or local laws. In keeping with this commitment, we will not tolerate harassment any harassment that violates this policy. This policy and the law forbid any employee, manager, supervisor, officer, director, client, vendor, or any other third party that an employee encounters in connection with District business to harass, discriminate, or retaliate against any District employee, applicant, contractor, intern, or volunteer on the basis of any legally protected status or activity. This policy also prohibits offensive conduct that does not rise to a violation of law, as explained below. 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.

The conduct prohibited by this policy, whether verbal, physical, or visual, includes any discriminatory employment action and any unwelcome conduct that is inflicted on someone because of that individual's protected status. Among the types of unwelcome conduct prohibited by this policy are epithets, slurs, negative stereotyping, intimidating acts, and the circulation or posting of written or graphic materials that show hostility toward individuals because of their protected status. The District prohibits that conduct in the workplace, even if the conduct is not sufficiently severe or pervasive to constitute unlawful harassment. 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.

Sexual Harassment

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.

Harassing conduct based on gender often is sexual in nature but sometimes is not. This policy forbids harassment based on gender regardless of whether the offensive conduct is sexual in nature. Any unwelcome conduct based on gender is also forbidden by this policy regardless of whether the individual engaged in harassment and the individual being harassed are of the same or are of different genders.

According to the U.S. Equal Employment Opportunity Commission ("EEOC") and the Illinois Human Rights Act, unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct based on sex constitute unlawful sexual harassment when (1) submission to such conduct becomes an implicit or explicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for any employment decision, (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. 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.

<u>This policy forbids harassment based on gender regardless of whether it rises to the level of a legal violation.</u> 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).
- Sexual favoritism

_____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.

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. 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.

In addition to the reporting procedures outlined above, any employee who feels they have been subjected to unlawful discrimination or harassment, including sexual harassment, may also file a charge with the However, all employees have the right to contact the Illinois Department of Human Rights (IDHR) within 300 days of the harassment. That charge will be investigated and, if there is substantial evidence that discrimination or harassment has occurred, a complaint may be filed with the Illinois Human Rights Commission, or employees may file a complaint in Illinois state court on their own behalf.

The Department of Human Rights can be contacted at:

State of Illinois
Department of Human Rights
555 W. Monroe St., Suite 700
Chicago, Illinois 60661
(312) 814-6200

The Human Rights Commission can be contacted at:

State of Illinois
Human Rights Commission
Michael A. Bilandic Building
160 N. LaSalle St., Suite N-1000
Chicago, Illinois 60601
(312) 814-6269

Employees who believe they have experienced sexual harassment may also contact the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703.

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.

Company District Response

The District's policy is to investigate all such complaints describing conduct that is inconsistent with this policy 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,—reassignment, changes in reporting relationships, training, or other measures as is appropriate under the circumstances, regardless of the job positions of the parties involved. —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 or even a violation of this policy. If the person who engaged in harassment is not employed by the District, the District will take whatever correction action is reasonable and appropriate under the circumstances.

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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.

All employees who experience or witness any conduct they believe to be retaliatory are to immediately follow the reporting procedures stated above. 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.

Confidentiality

In investigating and in imposing any corrective action, the District will attempt to preserve confidentiality to the extent that the needs of the situation permit.

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. A replacement may be ordered every 5 years with an updated photo of the employee at the expense of the District. 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.

The District prohibits employees from using any personal electronic device while driving for District business, unless the device permits hands-free listening, talking or texting, and is so used while driving. Employees must comply with all applicable laws regarding cell phone use while driving. Violation of this policy may lead to disciplinary action up to and including termination of employment.

Further, any vehicle citations employees receive for violating any driving laws while driving on District business, including cell phone/personal electronic device usage laws, are the employees' responsibility. The District will not pay for any such tickets or citations. It is each employee's responsibility to operate their vehicle in a safe and legal manner.

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. The District reserves the right to view the material on these devices at their discretion.

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

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.

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.

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. District supervisors and full-time hourly employees in the Maintenance, Operations and Sewer System departments 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. The General Manager at his or her discretion may approve minor variances to the minimum travel time on a case-by-case basis.

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 workdays (i.e. employees who fail to report to work and fail to report such absences to their supervisor for three (3) consecutive workdays) 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 workday. 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 insurance carriers and not paid in full by them should then be 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 workplace 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. for the Administration Center, or 7:30 a.m. to 4:00 p.m. for the WWTC except as noted above.

4.19 Illinois Environmental Protection Agency Certification

Operators must obtain a minimum Class 4 <u>Wastewater Operator</u> 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 <u>Wastewater Operator</u> 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 as described in Section 3.8.

4.20 Observance of Safety Rules

All employees of the District will observe safety regulations and all related safety policies programs and procedures established by the District. All employees shall be provided a copiesy of all the established safety programs and procedures regulations at the time of orientation or as soon thereafter as practicable. These safety documents will be saved on the employee portal for easy access. Training is provided in an online format to each employee as required by regulations or as new or updated information becomes available. Failure or refusal to observe safety regulations and programs and procedures 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. The primary on-call response employee for the Lift Stations is allowed to take a District vehicle home and 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.

4.23 District Credit Card and Line of Credit -Use

Credit cards and lines of credit have been established by the District for use only on an as needed basis when checks are not a viable option for the District's purchasing of goods and services. For security purposes, the use of any credit cards is limited to certain employees of the District. Please note that no other personnel within the District, including Trustees, are authorized to have or use credit cards for the purchase of any goods or services for the District. Use of these cards 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.

Refer to the District's Credit Card and Line of Credit Use Policy and Procedures for further guidance.

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 including laptops for remote use. It is important that the data stored and utilized on these computers be free from defects. The District utilizes multifactor authentication to protect access to the network from any District issued device. The District also provides cyber security training using a third party platform. Employees are responsible for their passwords used to log in to their District devices, the District network, and Microsoft Office 365.

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.
- 12)13) All employees are expected to conduct themselves honestly and appropriately when utilizing District equipment. It is expected that employees respect all laws including the Freedom of Information Act, copyrights, software licensing rules, property rights and privacy of others.

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. With multi-factor authentication, the District may request employees use personal devices for security purposes but will investigate other means available to avoid that usage.

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 which is attached and made a part of the employee manual. 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 into the Wastewater Treatment Center is to be secured <u>at all times.</u> <u>during non-working hours.</u> The last employee leaving the Wastewater Treatment Center every day is responsible for verifying that the gate is secured. <u>Employees should not give access to any visitors or vendors unless preapproved.</u> Vendors in need of access to the plant to complete work will be provided with a security PIN code for the gate by the Administrative Supervisor, <u>Maintenance Supervisor</u>, or General Manager.

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 who operates a District vehicle without a valid driver's license, shall be subject to appropriate disciplinary action up to and including termination of employment.

4.30 Telecommuting Policy

In the event of an emergency such as a weather disaster or pandemic, the District may allow or require employees to temporarily work from home to ensure business continuity. The District may also allow employees to work remotely for reasons other than an emergency. These arrangements must be approved by the employee's supervisor or General Manager in advance when possible.

Employees should not assume any specified period of time for emergency telework arrangements, and the District may require employees to return to regular, in-office work at any time. Remote work may not be appropriate for all positions. The supervisor and/or General Manager will determine the possibility for remote work based on each position and its requirements. The District will provide a biweekly reimbursement to employees for their use of their home internet and personal devices for the duration of the remote work requirement if the reason for remote work is at the request of the dDistrict. If the remote work arrangement is for personal reasons not at the request of the District, no reimbursement will be given. This amount will be determined by the General Manager at the time of the emergency based on certain economic factors at that time.

Preparations should be made by employees and managers well in advance to allow remote work in emergency circumstances. This includes appropriate equipment such as the hardware needed to perform their work. Supervisors and the IT consultant is are available to review these equipment needs with employees and to provide support to employees in advance of emergency telework situations. The District will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the organization is to be used for business purposes only.

The employee will establish an appropriate work environment within his or her home for work purposes. The District will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary District and customer information accessible from their home office. Multifactor authentication will be implemented for remote access into the District's network and may require the use of a personal device.

Employees will be expected to work their normally scheduled hours when working remote unless otherwise arranged with their supervisor. Attendance should be accurately recorded using the District's time keeping method. That will then be submitted to their supervisor for approval. In the event an employee needs to work overtime, it must be approved in advance by the supervisor.

Remote work is not an entitlement, but a benefit offered by the District. Employees working remotely should be available and communicative during their scheduled hours.

SECTION 5

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, <u>marijuana</u> or alcohol in the workplace, <u>or</u> during working time, <u>or while operating District vehicles</u>, 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 during working time or on District property.
- Fighting or threatening violence or bodily injury to another in the workplace.
- Theft or misappropriation of property from the District or other employees.
- Possession of dangerous or unauthorized materials, such as explosives or firearms or other weapons, on District property or while on duty.

- Excessive absenteeism or tardiness (excluding legally-protected absences or tardiness) or any absence without appropriate notice, subject to legally-required exceptions.
- Creating or contributing to unsanitary conditions.
- Performance that, in the District's opinion, does not meet the requirements of the position.
- Violations of the District's Anti-Harassment Policy.
- Violations of the District's Smoking Policy.
- Misuse of the District's computer systems and resources.
- Conducting personal business while on duty.
- Negligence or improper conduct leading to damage or loss of District property or the property of other employees.
- Making or knowingly using a falsified document (e.g., timecard, delivery receipt, etc.) or the filing of a fraudulent document or claim for benefits.

Section 6

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 or under any other policy in this manual, the following appeal and review procedures are established. These procedures are not intended to resolve complaints of harassment, which should be reported pursuant to the District's Anti-Harassment Policy.

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 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.

Section 7

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.

Section 8

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.

Section 9

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 19, 2023

Last Revision Date: December 19, 2023

EMPLOYEE RECEIPT OF MANUAL

Ι,	, do hereby acknowledge receipt of the
following documents:	

- Employee Policy Manual (with a last revision date of December 19, 2023);
- Ordinance (regarding the indemnification of District employees);
- Ethics Ordinance No. 13-01;
- Drug and Alcohol Policy;
- Ordinance No. ORD 16-03: Travel Expense Reimbursement Policy (with a last revision date of April 18, 2023);
- Credit Card and Line of Credit Use Policy;
- IDHR Pregnancy and Your Rights in the Workplace; and
- Salary Basis/Safe Harbor 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	Date

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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.



ORGANIZATIONAL CHART 12/15/23

LABORATORY

SUPERVISOR

Reese Berry

LABORATORY

Stephanie Cioni

Samantha Gudewicz

ANALYSTS

OPERATIONS

SUPERVISOR

Marc Majewski

Frank Furtak

Bill Smith

MECHANICS

Adam Cioni

TECHNICIAN

ELECTRICAL

TECHNICIANS

Rolf Flechsig

Chuck Preen

BIOSOLIDS

MECHANICS

Joe Magiera

Sam Tatulli

Brian Meng

OPERATORS

Ed Bailie

Nick Preen

Matt Richert

SENIOR OPERATOR

Siamak Azarnia

BOARD OF TRUSTEES Wallace Van Buren **Amy Sejnost** BOARD OF LOCAL **IMPROVEMENTS** Jeremy Wang Kenneth Rathje Robert Jungwirth Mark Scacco **GENERAL** MANAGER Amy Underwood **SENIOR SAFETY** COORDINATOR **ADVISOR** Jessie Gwozdz Larry Cox **SEWER SEWER** ADMINISTRATIVE MAINTENANCE CONSTRUCTION MAINTENANCE SUPERVISOR **SUPERVISOR** SUPERVISOR SUPERVISOR Keith Shaffner Carly Shaw Nick Whitefleet **Todd Freer** SENIOR MECHANIC INSPECTOR SEWER SYSTEM INFORMATION COORDINATOR Alyssa Caballero Danny Jasso ENGINEERING TECHNICIAN ADMINISTRATIVE ASSISTANT LEAD MECHANIC PERMIT TECHNICIAN **Brandon Morris** Kim Giardini Oscar Avila SENIOR SEWER USER BILLING COORDINATOR SYSTEM TECHNICIAN Adrienne Kasper Dwayne Carpenter **Aaron Gutierrez** BILLING ASSISTANT **Kelly Justus** SEWER SYSTEM **BUILDING & GROUNDS** TECHNICIANS OFFICE CLERICAL Alan Hartigan Megan MacQuilkin Angel Lozada Jose Roche ACCOUNTING ASSISTANTS Michelle Jasso Sue Testin Marco Rendon

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 that employment with the District is voluntarily entered into, and that 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.
- 11. "Domestic Partner" means an unrelated and unmarried person who shares common living quarters with an employee and lives in a committed, intimate relationship that is not legally defined by marriage by the state in which the partners reside.
- 12. "Smoking" means any tobacco products and includes vaping. Vaping is subject to the same legal restrictions as regular tobacco products.

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. Part Time and Seasonal Employees will receive pay for their normally scheduled work hours for the holiday if the normal shift falls on said holiday.

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 and part time employees scheduled to work 24 hours or more per week will receive time off and be paid 16 hours of personal leave time per year. New employees will receive a prorated portion of personal leave hours, based on their start date, during their first calendar year of employment.

Personal leave time 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 time 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 time.

2.3 Vacations

Newly hired full-time employees will accrue vacation leave at a rate of 1 hour for every 40 hours worked (not to include any paid leave hours) until a maximum of 40 vacation hours is accrued for the calendar year. This leave is available for use after 90 days of employment and will continue to accrue through December 31 of the calendar year in which the employee reaches 12 months of employment with the District. Thereafter, all full-time employees will earn vacation per the schedule below:

Level of Eligibility - Continuous Years of Service as of January 1*	Vacation Days Earned Per Year
90 days but less than 12 months	accrual of 1 hour for every 40 hours worked (maximum 40 vacation hours for the calendar 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.

Newly hired part-time employees scheduled to work 24 hours or more per week will accrue vacation leave of 1 hour for every 40 hours worked (not to include any paid leave hours) until a maximum of 40 vacation hours is accrued for the calendar year. This leave will be available for use after 90 days of employment and will continue to accrue through December 31 of the calendar year in which the employee reaches 12 months of employment with the District. The part time employee will then earn vacation time according to the schedule below:

Level of Eligibility - Continuous Years of Service as of January 1*	Vacation Days Earned Per Year	
90 days but less than 12 months	accrual of 1 hour for every 40 hours worked (maximum 40 vacation hours for the calendar year)	
12 months but less than 3 years	40 hours vacation (5 days)	
3 years but less than 5 years	52 hours vacation (6.5 days)	

5 years but less than 7 years 60 hours vacation (7.5 days)

7 years but less than 10 years 72 hours vacation (9 days) of which 24 hours should

be taken in one workweek

10 years but less than 15 years 88 hours vacation (11 days) of which 32 hours should

be taken consecutively.

15 years of service or more 100 hours vacation (12.5 days) of which 48 hours

should be taken consecutively.

Part time employees scheduled to work less than 24 hours per week will accrue 1 hour of vacation time for every 40 hours worked which does not include any paid leave hours. These employees may carry over vacation time of 80 hours each year.

All employees are entitled to use 40 hours of their vacation time per year for any reason under the Paid Leave for All Workers Act. Under this act employees can request time off and are not obligated to provide a reason or documentation for their absence. If the need for time off is foreseeable, an employee should make the request with their supervisor 7 days in advance for the time off. When unable to provide advanced notice, an employee should make the request as soon as possible. Employees must indicate they are using this leave when informing their supervisor. The District may deny leave as necessary due to operational necessity.

Vacation time is awarded (frontloaded) as of January 1 for any vacation that may be taken that same calendar year for full-time and part-time employees scheduled to work 24 hours or more per week once you reach 12 months of service. 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. Vacation time not to exceed 40 hours may be carried over. Vacation time over 40 hours 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 more than 40 hours of 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. Requests for time off will not be accepted more than 12 months in advance except for special circumstances. 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.

For employees hired after January 1, 2012, at separation from employment with the District, an employee shall receive payment for any accrued but 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 the date of employment. All part time employees scheduled to work 24 hours or more per week will earn sick leave at the rate of 4 hours for each full calendar month of service from date of employment. New employees will earn sick leave of 8 hours for full-time employees and 4 hours for part-time employees scheduled to work 24 hours or more per week 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 a full time employee in a calendar year period shall not exceed ninety-six (96) hours and a part time employee should not exceed forty-eight (48) 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, stepchild 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 for full-time employees and twenty-four (24) hours for part time employees.

At the end of each calendar year, a full-time employee may not have an accumulated sick leave balance in excess of 1,040 hours and a part-time employee may not have an accumulated sick leave balance in excess of 520 hours. Any sick leave hours in excess of these amounts will be lost. Accrued, unused sick leave is not cashed out at any time during employment or upon separation of employment.

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/her 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 and part time employees scheduled to work 24 hours or more per week will be granted up to twenty-four (24) hours off without loss of pay in the event of a death of an immediate family member. Immediate family member is defined as spouse, domestic partner, children, stepchildren, mother, father, stepparent, sister, brother,

grandparent, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in law, brother-in-law, or grandparent in-law. In the event of a death of an immediate family additional leave may be granted at the discretion of the supervisor; the supervisor may allow up to an additional ten days (80 hours) of time off, which may be charged to unused sick leave or taken as unpaid 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.

The above bereavement for children includes miscarriage, unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, a failed adoption match or adoption not finalized, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, or a still birth. You do not need to disclose any personal details when requesting leave for these reasons.

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. All 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 for a duration of 5 working days. 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. If an employee's jury duty lasts longer than 5 days, they may use vacation leave, personal leave, or unpaid leave until completion of 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

An employee who is the spouse, child, parent, or grandparent of an individual who has been called to active military service lasting longer than 30 days with the State or United States pursuant to the orders of the Governor or the President of the United States may be eligible for up to 15 days of unpaid family military leave during the time federal or State deployment orders for the employee's spouse or parent are in effect.

To be eligible for family military leave, an employee must have been employed by the District for at least 12 months and must have been working for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of leave. An employee must have exhausted all accrued vacation, personal leave, and other leave that may be granted to an employee (except for sick and disability leave).

An employee must give the District at least 14 days' notice of the intended date upon which the family military leave will commence if leave will consist of 5 or more consecutive work days. If possible, an employee shall consult with the District to schedule the leave to not unduly disrupt the District's operations. Notice for leaves of less than 5 days shall be given as soon as is practicable.

The District will require certification from the proper military authority to verify an employee's eligibility for family military leave.

Upon an employee's return from family military leave, the employee will be restored to their position or to a position with equivalent seniority status, benefits, pay and other terms and conditions of employment unless their status has been changed for reasons unrelated to their family military leave. Taking leave will not result in a loss of any employee benefit accrued before the date on which the leave commenced, but the employee will not accrue benefits such as vacation while on leave. During the leave, an employee's benefits, such as health care, will be continued at the employee's expense.

The District will not interfere with, restrain, or deny the exercise or the attempt to exercise an employee's rights under this Policy. The District will not discharge, fine, suspend, expel, discipline or in any other manner discriminate against any employee for exercising any right provided under this Policy. Finally, the District will not discharge, fine, suspend, expel, discipline, or in any other manner discriminate against any employee for opposing any act by the District that violates this policy.

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, gender violence, stalking or any other crime of violence. 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, (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, gender, or sexual violence, or other crime of violence; (6) to attend the funeral or alternative to funeral or wake of a family or household member who is killed in a crime of violence; (7) to make arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or (8) to grieve the death of a family or household member who is killed in a crime of 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, gender or sexual violence, or other crime of 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, gender 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 8-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.

An employee who is entitled to take paid or unpaid leave under any other District policy or legal entitlement may elect to substitute any period of such leave for an equivalent period of leave under this policy but will not be required to do so. VESSA does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed.

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 or psychological 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, gender or sexual violence, or other crime of 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.

The District will maintain an employee's written certifications and other documentation regarding any requests for VESSA leave in a confidential file. The District will not disclose the nature of your leave other than to those specific persons who need to know in order to ensure you receive their VESSA rights.

The District strictly forbids any of its employees, managers or other representatives from discriminating, retaliating, or otherwise treating an employee unfavorably for requesting or taking VESSA leave or exercising any other rights under VESSA. If an employee feels they have been denied their VESSA rights or if they feel they have been treated unfavorably for having exercised any VESSA rights, the employee should immediately report such action to the Administrative Supervisor. The District will investigate the employee's concerns and take corrective action if it determines that someone has violated the District's VESSA policy.

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. The employee will pay the full premium for this continuation of health insurance. For information regarding additional leave options, please see section 2.12 of this manual.

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 workday 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 (section 2.11). 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 will consider requests for and, as appropriate, provide reasonable accommodation(s) to qualified applicants and employees with disabilities in accordance with all legal requirements. The District will also consider requests for and, as appropriate, provide reasonable accommodations for pregnancy and based upon religious belief in accordance with applicable laws. 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 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. Leave of absence without pay will only be granted after other applicable leave has been exhausted. Group insurance benefits will be continued only for the first thirty (30) days of the leave however, employees may pay the group insurance premiums in full to continue coverage during their leave. All other 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.

A leave of absence without pay must be 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 and Lactation 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 receive benefits and privileges of employment equal to those received by non-pregnant employees.

Reasonable accommodation will be provided in cases where the accommodation would not create undue hardship. Reasonable accommodations may include, but are not limited to, 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 in the Administration Office or the Maintenance Services Building. This notice can also be found as an attachment at the end of this manual. You may also 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 and can be done by a pretax deduction by utilizing the flex savings account through the District, or post tax to

maximize the employees gross wages. This flex savings account is separate from the Flex Benefit account available to employees (section 2.19). 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 the Administrative 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 plans. 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. 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. This is separate from electing pre-tax deductions for your group health insurance contributions. That is done through a flex savings account the District has established.

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 the 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 the employee terminates employment within 2 years of the completion of the 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 Mileage Reimbursement

If a personal vehicle is used for District business when the District cannot provide a vehicle, mileage reimbursement will be paid at a rate as established by the Internal Revenue Service. Please refer to the District travel reimbursement policy included with this manual.

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 Administrative Supervisor 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 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.

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 generally be given a performance appraisal upon the completion of six months of employment. Thereafter, a performance review will generally 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 any 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 work 7:00 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. Operations staff will work a shift of 10:30 a.m. to 7:00 p.m. as assigned by the Operations supervisor on

a rotating basis. Working hours and workweeks may vary according to operational requirements.

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

3.5 Meal and Rest Breaks

All employees can take a one (1) hour lunch break during their assigned shift, of which one-half (1/2) hour is paid. An employe must work at leave 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.

For employees working longer than 7.5 hours, employees will receive an additional 20-minute paid break for each additional 4.5-hour period worked.

Employees will be provided a 24-hour period of rest during any seven consecutive day period and will not be required to work more than six consecutive days in a row, as required by applicable law.

3.6 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.

3.7 Base Hourly Wage

Base hourly wage is the employee's actual hourly wage only during regular work schedule.

3.8 Class 1 Wastewater Operator Certificate Compensation

Any hourly employee that holds and maintains a Class 1 Wastewater Operator Certificate from the Illinois Environmental Protection Agency will receive additional pay set by the General Manager for each hour worked. This rate does not apply to any paid leave hours during the pay period and shall not be included in overtime calculations.

3.9 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

3.10 Exempt Salaried Employees

Exempt employees are not entitled to overtime pay. The District intends to maintain the salary basis of all of its salaried exempt employees. Notwithstanding any other provision of this handbook, the District's policies, including but not limited to discipline and benefits policies, are to be interpreted in accordance with the salary basis requirements of the Fair Labor Standards Act and state law. Please refer to the Salary Basis / Safe Harbor Policy attached to the Policy Manual for more information.

An employee's exempt or nonexempt status may be changed only upon written notification from management.

Compensatory time off may be provided in lieu of overtime pay when authorized by the General Manager.

3.11 Nonexempt Hourly Employees

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

Regular overtime for full-time employees shall be applied to those hours actually worked in excess of forty (40) hours per workweek at the rate of time and one-half times their regular rate of pay.

For part-time employees, overtime will be paid for all actual hours worked over a part-time employee's regularly scheduled hours per week at a rate of time and one-half times their regular rate of pay.

Overtime is based on actual hours worked. Paid time off for holidays, vacation, personal days, and paid sick time does not count as "hours worked" for overtime purposes. Holidays not worked will be paid at an employee's regular rate of pay.

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 <u>actually worked</u> 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 except when an employee receives multiple emergency response calls within the same 2-hour time-period. The 2-hour minimum shall apply to the last call and the employee shall be paid for all time beginning with the first call. 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 into 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 except when multiple calls within the same 30-minute period are considered one (1) half hour call out.

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. Employees will be paid for all hours worked, regardless of advanced authorization.

PAYROLL DEDUCTIONS

3.12 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.

3.13 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.

3.14 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.

3.15 Other Deductions

Other deductions from pay may occur for such voluntary purposes such as health insurance premiums, 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 (including pregnancy, childbirth, and medical conditions related to pregnancy, childbirth or breastfeeding), sex stereotyping (including assumptions about a person's s appearance or behavior, gender roles, gender expression or gender identity), gender identity or expression, age, veteran status, marital

status, religion, medical condition, ancestry, national origin, mental or physical disability unrelated to the ability to perform essential job functions, marital status, genetic information, association with a person with a disability, unfavorable military discharge, arrest record (or criminal history record ordered expunged, sealed or impounded), traits associated with race, including but not limited to hair texture and protective hairstyles such as braid, locks and twists, 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. Accordingly, this policy forbids any unwelcome conduct that is based on an individual's race, color, sex, sexual orientation, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy, childbirth or breastfeeding), sex stereotyping (including assumptions about a person's s appearance or behavior, gender roles, gender expression or gender identity), gender identity or expression, age, veteran status, marital status, religion, medical condition, ancestry, national origin, mental or physical disability, marital status, genetic information, association with a person with a disability, unfavorable military discharge, arrest record (or criminal history record ordered expunged, sealed or impounded), traits associated with race, including but not limited to hair texture and protective hairstyles such as braid, locks and twists, or on account of membership in any other protected category under federal, state, or local laws. In keeping with this commitment, we will not tolerate any harassment that violates this policy. This policy and the law forbid any employee, manager, supervisor, officer, director, client, vendor, or any other third party that an employee encounters in connection with District business to harass, discriminate, or retaliate against any District employee, applicant, contractor, intern, or volunteer on the basis of any legally protected status or activity. This policy also prohibits offensive conduct that does not rise to a violation of law, as explained below.

The conduct prohibited by this policy, whether verbal, physical, or visual, includes any discriminatory employment action and any unwelcome conduct that is inflicted on someone because of that individual's protected status. Among the types of unwelcome conduct prohibited by this policy are epithets, slurs, negative stereotyping, intimidating acts, and the circulation or posting of written or graphic materials that show hostility toward individuals because of their protected status. The District prohibits that conduct in the workplace, even if the conduct is not sufficiently severe or pervasive to constitute unlawful harassment.

Sexual Harassment

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. Harassing conduct based on gender often is sexual in nature but sometimes is not. This policy forbids harassment based on gender regardless of whether the offensive conduct is sexual in nature. Any unwelcome conduct based on gender is also forbidden by this policy regardless of whether the individual engaged in harassment and the individual being harassed are of the same or are of different genders.

According to the U.S. Equal Employment Opportunity Commission ("EEOC") and the Illinois Human Rights Act, unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct based on sex constitute unlawful sexual harassment when (1) submission to such conduct becomes an implicit or explicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for any employment decision, (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

This policy forbids harassment based on gender regardless of whether it rises to the level of a legal violation. 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).
- Sexual favoritism

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. 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.

In addition to the reporting procedures outlined above, any employee who feels they have been subjected to unlawful discrimination or harassment, including sexual harassment, may also file a charge with the Illinois Department of Human Rights (IDHR) within 300 days of the harassment. That charge will be investigated and, if there is substantial evidence that discrimination or harassment has occurred, a complaint may be filed with the Illinois Human Rights Commission, or employees may file a complaint in Illinois state court on their own behalf.

The Department of Human Rights can be contacted at:

State of Illinois Department of Human Rights 555 W. Monroe St., Suite 700 Chicago, Illinois 60661 (312) 814-6200

The Human Rights Commission can be contacted at:

State of Illinois Human Rights Commission Michael A. Bilandic Building 160 N. LaSalle St., Suite N-1000 Chicago, Illinois 60601 (312) 814-6269

Employees who believe they have experienced sexual harassment may also contact the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703.

District Response

The District's policy is to investigate all such complaints describing conduct that is inconsistent with this policy 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, reassignment, changes in reporting relationships, training, or other measures as is appropriate under the circumstances, regardless of the job positions of the parties involved. 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 or even a violation of this policy. If the person who engaged in harassment is not employed

by the District, the District will take whatever correction action is reasonable and appropriate under the circumstances.

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.

All employees who experience or witness any conduct they believe to be retaliatory are to immediately follow the reporting procedures stated above. 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.

Confidentiality

In investigating and in imposing any corrective action, the District will attempt to preserve confidentiality to the extent that the needs of the situation permit.

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. A replacement may be ordered every 5 years with an updated photo of the employee at the expense of the District. 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.

The District prohibits employees from using any personal electronic device while driving for District business, unless the device permits hands-free listening, talking or texting, and is so used while driving. Employees must comply with all applicable laws regarding cell phone use while driving. Violation of this policy may lead to disciplinary action up to and including termination of employment.

Further, any vehicle citations employees receive for violating any driving laws while driving on District business, including cell phone/personal electronic device usage laws, are the employees' responsibility. The District will not pay for any such tickets or citations. It is each employee's responsibility to operate their vehicle in a safe and legal manner.

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. The District reserves the right to view the material on these devices at their discretion.

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

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.

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.

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. District supervisors and full-time hourly employees in the Maintenance, Operations and Sewer System departments 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. The General Manager at his or her discretion may approve minor variances to the minimum travel time on a case-by-case basis.

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 workdays (i.e. employees who fail to report to work and fail to report such absences to their supervisor for three (3) consecutive workdays) 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 workday. 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 insurance carriers and not paid in full by them should then be 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

Employee's nonworking hours to provide an opportunity to see the employee's workplace 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. for the Administration Center, or 7:30 a.m. to 4:00 p.m. for the WWTC except as noted above.

4.19 Illinois Environmental Protection Agency Certification

Operators must obtain a minimum Class 4 Wastewater Operator Certificate 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 Wastewater Operator Certificate from the Illinois Environmental Protection Agency shall receive additional pay as described in Section 3.8.

4.20 Observance of Safety Rules

All employees of the District will observe safety regulations and all safety programs and procedures established by the District. All employees shall be provided copies of all the established safety programs and procedures at the time of orientation or as soon thereafter as practicable. These safety documents will be saved on the employee portal for easy access. Training is provided in an online format to each employee as required by regulations or as new or updated information becomes available. Failure or refusal to observe safety regulations and programs and procedures 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 on-call 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.

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. The primary on-call response employee for the Lift Stations is allowed to take a District vehicle home and 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 District Credit Card and Line of Credit Use

Credit cards and lines of credit have been established by the District for use only on an as needed basis when checks are not a viable option for the District's purchasing of goods and services. For security purposes, the use of any credit cards is limited to certain employees of the District. Please note that no other personnel within the District, including Trustees, are authorized to have or use credit cards for the purchase of any goods or services for the District. Use of these cards 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. Refer to the District's Credit Card and Line of Credit Use Policy and Procedures for further guidance.

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 including laptops for remote use. It is important that the data stored and utilized on these computers be free from defects. The District utilizes multifactor authentication to protect access to the network from any District issued device. The District also provides cyber security training using a third party platform. Employees are responsible for their passwords used to log in to their District devices, the District network, and Microsoft Office 365.

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.
- 13) All employees are expected to conduct themselves honestly and appropriately when utilizing District equipment. It is expected that employees respect all laws including the Freedom of Information Act, copyrights, software licensing rules, property rights and privacy of others.

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. With multi-factor authentication, the District may request employees use personal devices for security purposes but will investigate other means available to avoid that usage.

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 which is attached and made a part of the employee manual. 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 into the Wastewater Treatment Center is to be secured at all times. The last employee leaving the Wastewater Treatment Center every day is responsible for verifying that the gate is secured. Employees should not give access to any visitors or vendors unless preapproved. Vendors in need of access to the plant to complete work will be provided with a security PIN code for the gate by the Administrative Supervisor, Maintenance Supervisor, or General Manager.

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 who operates a District vehicle without a valid driver's license, shall be subject to appropriate disciplinary action up to and including termination of employment.

4.30 Telecommuting Policy

In the event of an emergency such as a weather disaster or pandemic, the District may allow or require employees to temporarily work from home to ensure business continuity. The District may also allow employees to work remotely for reasons other than an emergency. These arrangements must be approved by the employee's supervisor or General Manager in advance when possible.

Employees should not assume any specified period of time for emergency telework arrangements, and the District may require employees to return to regular, in-office work at any time. Remote work may not be appropriate for all positions. The supervisor and/or General Manager will determine the possibility for remote work based on each position and its requirements. The District will provide a biweekly reimbursement to employees for their use of their home internet and personal devices for the duration of the remote work requirement if the reason for remote work is at the request of the District. If the remote work arrangement is for personal reasons not at the request of the District, no reimbursement will be given. This amount will be determined by the General Manager at the time of the emergency based on certain economic factors at that time.

Preparations should be made by employees and managers well in advance to allow remote work in emergency circumstances. This includes appropriate equipment such as the hardware needed to perform their work. Supervisors and the IT consultant are available to review these equipment needs with employees and to provide support to employees in advance of emergency telework situations. The District will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the organization is to be used for business purposes only.

The employee will establish an appropriate work environment within his or her home for work purposes. The District will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary District and customer information accessible from their home office. Multifactor authentication will be implemented for remote access into the District's network and may require the use of a personal device.

Employees will be expected to work their normally scheduled hours when working remote unless otherwise arranged with their supervisor. Attendance should be accurately recorded using the District's time keeping method. That will then be submitted to their supervisor for approval. In the event an employee needs to work overtime, it must be approved in advance by the supervisor.

Remote work is not an entitlement, but a benefit offered by the District. Employees working remotely should be available and communicative during their scheduled hours.

SECTION 5

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, marijuana or alcohol in the workplace, during
 working time, or while operating District vehicles, 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 during working time or on District property.
- Fighting or threatening violence or bodily injury to another in the workplace.
- Theft or misappropriation of property from the District or other employees.
- Possession of dangerous or unauthorized materials, such as explosives or firearms or other weapons, on District property or while on duty.
- Excessive absenteeism or tardiness (excluding legally-protected absences or tardiness) or any absence without appropriate notice, subject to legally-required exceptions.
- Creating or contributing to unsanitary conditions.
- Performance that, in the District's opinion, does not meet the requirements of the position.
- Violations of the District's Anti-Harassment Policy.
- Violations of the District's Smoking Policy.
- Misuse of the District's computer systems and resources.
- Conducting personal business while on duty.
- Negligence or improper conduct leading to damage or loss of District property or the property of other employees.

• Making or knowingly using a falsified document (e.g., timecard, delivery receipt, etc.) or the filing of a fraudulent document or claim for benefits.

Section 6

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 or under any other policy in this manual, the following appeal and review procedures are established. These procedures are not intended to resolve complaints of harassment, which should be reported pursuant to the District's Anti-Harassment Policy.

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 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.

Section 7

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.

Section 8

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.

Section 9

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.

ORDINANCE

WHEREAS, The Board of Trustees of the Downers Grove Sanitary
District, a body politic and corporate of the County of DuPage and
State of Illinois, recognizes that an official or employee of the District,
while having acted in good faith in the discharge of his official duties
or functions or course of his employment, might conceivably be accused or
charged with a violation of law, might incur a legal liability for acts
or omissions made in good faith, or may be called as a witness or otherwise
be the subject of an investigation in connection with matters relating to
the District; and

WHEREAS, The Board of Trustees considers it its reponsibility to indemnify such officials or employees for any reasonable costs or expenses incurred by them in connection with any legal action or investigation relating in any way to District matters;

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Downers Grove Sanitary District, a body politic and corporate of the County of DuPage and State of Illinois:

- 1. "Official" means any former or present Trustee or Commissioner or officer of The Downers Grove Sanitary District.
- 2. "Employee" means any person, formerly or presently employed by The Downers Grove Sanitary District.
- 3. If any claim or action, civil or criminal, is brought or instituted against an official or employee, where such claim or action arises out of an act or omission of the official or employee, performed or made in good faith in the discharge of his or her official duties or in the course of his or her employment, The Downers Grove Sanitary District

shall indemnify such official or employee for any reasonable costs incurred by such official or employee in defense of such claim or action, including reasonable attorneys' fees, and shall pay any judgment or settlement arising out of such claim or action.

- 4. In the event that an official or employee, who has acted in good faith in the discharge of his or her official duties or in the course of his or her employment, becomes involved in any investigation which can lead to a criminal prosecution where the subject matter of the investigation concerns District matters, the District shall indemnify such official or employee for any reasonable costs incurred, including reasonable attorneys' fees, in connection with such investigation or proceedings.
- 5. Whenever a claim, action, investigation, or proceeding, as described in Sections 3 and 4 arises out of conduct which results in an official or employee being convicted of a crime, such official or employee shall not be entitled to indemnity.
- 6. This Ordinance shall apply to any investigation or legal proceeding pending at the time of its passage.

By: Nugh a. Williams,
President

ATTEST:

By: Hull R-leur

Dated this 21 ST day of FEBRUARY, 1984.

DOWNERS GROVE SANITARY DISTRICT ETHICS ORDINANCE ORDINANCE NO. ORD 13-01

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Downers Grove Sanitary District, DuPage County, Illinois, as follows:

SECTION 1: This ordinance shall replace in its entirety Ordinance No. ORD 12-02 entitled "Ethics Ordinance" approved May 15, 2012

<u>ARTICLE 1 – ADOPTION OF DUPAGE COUNTY ETHICS ORDINANCE OF 2012</u>

The Downers Grove Sanitary District does hereby adopt the DuPage County Ethics Ordinance of 2012 in its entirety for application as the ethics ordinance of the Downers Grove Sanitary District, with the exception of the supplemental requirements stated herein intended to ascribe more stringent standards for ethical conduct at the Downers Grove Sanitary District.

ARTICLE 2 – SUPPLEMENTAL REQUIREMENTS

Political contribution limits identified in Section 2-475(a)(1) and 2-475(a)(2) of the DuPage County Ethics Ordinance of 2012 shall be set at \$100 per calendar year from prohibited sources or any individual appointed or applying for appointment.

"Threshold amount" identified in Section 2-476© of the DuPage County Ethics Ordinance of 2012 shall be \$25,000.

All contracts shall include the following certification:

Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph:

- (1) "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process or in the Contract execution;
- (2) "fraudulent practice" means an intentional misrepresentation of facts made
 - (a) to influence the bidding process or the execution of the Contract to the detriment of Owner,
 - (b) to establish Bid or Contract prices at artificial non-competitive levels, or
 - (c) to deprive Owner of the benefits of free and open competition;
- (3) "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
- (4) "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

SECTION 2: This Ordinance shall be in effect upon its passage, approval and publication as provided by law.

PASSED AND APPROVED by the President and Board of Trustees of the Downers Grove Sanitary District at a regular meeting of the Trustees held on the 12th day of February, 2013.

DOWNERS GROVE SANITARY DISTRICT

President

Attest:

DuPage County Ethics Ordinance of 2012

Adopted Pursuant to 5 ILCS 430/70-5

CODE OF DU PAGE COUNTY

CHAPTER 2. ADMINISTRATION.

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Part 1 - General Provisions

Subpart A - Purpose and Short Title

Section 2-450 - Purpose

It is the goal of the chairman of the county board and each of its members to guarantee fair, efficient, and honest government and to ensure the integrity and objectivity of county officers and employees. The purpose of this ordinance is to provide a framework for ethical activities for county officers and employees to follow while conducting the business of government and to provide a roadmap for other public officers and entities, including countywide officers, other units of local government, and their employees to follow in their efforts on behalf of the community they serve. No one policy can comprehensively encompass all aspects of appropriate business behavior. The fundamental principle underlying all policies is that all activities of public officials and employees must meet appropriate ethical and legal standards.

Section 2-451 - Short Title

This ordinance may be cited as the "DuPage County Ethics Ordinance of 2012."

Subpart B - Application and Adoption by Governmental Entities

Section 2-452 - Application of Ordinance

This ordinance applies to the following entities and persons upon its effective date:

- (a) The county board.
- (b) All governmental boards, commissions, committees or other entities created by the county board.

- (c) All governmental boards, commissions, committees or other entities for which the county board may by law define powers and duties, or to which ordinances adopted by the county board are generally applicable.
- (d) Any governmental entity which has adopted this ordinance and any of that entity's subordinate bodies.
- (e) All officers and employees of any of the above entities, including, but not limited to the chairman and each member of the county board.

Section 2-453 - Adoption by Other Governmental Entities

The county board encourages other governmental entities, including, but not limited to, countywide officers, independent boards or commissions whose governing bodies are appointed by the chairman of the county board, or by the county board, and other units of local government to adopt this ordinance in whole, or in part or to maintain an ethics policy with provisions no less restrictive than those contained herein.

Section 2-454 - Shared Enforcement Agreements

The county may enter into an agreement with any governmental entity that has adopted this ordinance, or an ordinance or policy substantially similar to it, when that governmental entity desires that the county's ethics officers shall also serve as its ethics officers. Any agreement adopted under this section shall fully set forth the ethics ordinance or policy of the other entity and shall provide that the other entity shall be solely responsible for any costs associated with the investigation or adjudication of any ethics complaint.

Subpart C - **Definitions**

Section 2-455 - **Definitions**

For purposes of this ordinance, the following terms are defined as follows:

- (a) "business entity" means the actual organization or individual to which a governmental entity subject to this ordinance has awarded a contract or to which such contract is to be awarded and includes any of the business's principals, family members of the business's principals, and any other legal entities in which those principals or family members have a controlling interest or have control over the disbursement of funds of the business.
- (b) "campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election or appointment of any individual to any federal, state or local public office or office in a political organization, or the selection, nomination, or election of presidential or vice-presidential electors, but does not include activities (1) relating to the support or opposition of any executive, legislative or administrative action, (2) relating to collective bargaining, or (3) that are otherwise in furtherance of a person's official duties.
- (c) "candidate" means an individual who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in Section 1-3 of the Election Code (10 ILCS 5/1-3).

- (d) "collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).
- (e) "compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to an officer, employee, or other appointee whose hours are not fixed, "compensated time" includes any period of time when such person is executing his or her official duties, regardless of location.
- (f) "compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of minimum work time required of that employee as a condition of his or her employment.
- (g) "contractor or vendor" means owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters' counsel, subcontractors and corporate entities under the control of the contracting entity, and political action committees to which the contracting person has made contributions.
- (h) "contribution" has the same meaning as the term is defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).
- (i) "commission" means the ethics commission created pursuant to this ordinance.
- (j) "countywide officials" means the auditor, clerk, clerk of the circuit court, coroner, recorder of deeds, regional superintendent of education, sheriff, state's attorney, and treasurer.
- (k) "ethics officers" means the members of the commission, the ethics adviser, the investigator general and his or her assistants, collectively.
- (I) "employee" means any person, other than an officer, employed by a governmental entity subject to this ordinance on a full time, part time, temporary, or contractual basis, but does not include an independent contractor. "Employee" includes current employees and any person who was employed at the time of the conduct which is the subject of any complaint filed with the commission in conformance with the provisions of this ordinance.
- (m) "family member" means those individuals related to a person subject to this ordinance as father, mother, son, daughter, brother, sister, uncle, aunt, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, and stepsister.
- (n) "gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having a fair cash market value including but not limited to cash, food, drink and honoraria for speaking engagements related to or attributable to government employment or the official position of any officer or employee subject to this ordinance.
- (o) "governmental entity" means any legislative, executive, administrative, judicial, or advisory bodies of the State, state universities and colleges, counties, countywide officials, townships, cities, villages, incorporated towns, school districts and all other municipal corporations, boards, bureaus,

- committees, or commissions of this State or another, any subsidiary bodies of any of the foregoing including but not limited to committees and subcommittees thereof.
- (p) "intra-governmental gift" means any gift given to a person by an officer or employee of the same governmental entity.
- (q) "inter-governmental gift" means any gift given to a person by an officer or employee of another governmental entity.
- (r) "market value" means the price that a gift would bring for tangible or intangible assets of like type, quality and quantity in the local market at the time of acquisition.
- (s) "officer" means a person elected or appointed to the principal executive office of a governmental entity subject to this ordinance or as a member of any administrative or legislative body thereof, for a term as defined by law. Officers include, but are not limited to, the chairman and each member of the county board, elected countywide officers subject to this ordinance, and members of all boards, commissions or committees subject to this ordinance.
- (t) "person" or "person subject to this ordinance" means any officer or employee of a governmental entity subject to this ordinance.
- (u) "political" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (1) relating to the support or opposition of any executive, legislative or administrative action or (2) relating to collective bargaining, or (3) that are otherwise in furtherance of the person's official duties.
- (v) "political organization" means a party, committee, association, fund or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.
- (w) "principals" of a business shall mean an officer of a business entity, a majority shareholder of a corporation, or the majority equity owner of a business entity.
- "prohibited source" means any person or entity who (1) is seeking official action by an officer; or in the case of an employee, by the employee, or by an officer or another employee directing that employee; (2) does business or seeks to do business with the governmental entity subject to this ordinance or in the case of an employee, by the employee or by the officer, or another employee directing the employee; (3) conducts activities regulated by the officer or in the case of an employee, by the employee or by the officer, or another employee directing the employee; (4) has interests that may be substantially affected by the performance or non-performance of the official duties of the person subject to this ordinance; (5) is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act or ordinance pertaining to the registration of lobbyists enacted by the governmental entity, except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or (6) is a political action committee to which a prohibited source has contributed.
- (y) "ultimate jurisdictional authority" means
 - (1) In the case of an employee, the head of any department to which the employee reports;

- (2) In the case of the head of a department, the highest-ranking employee of the governmental entity or that person's designee;
- (3) In the case of the highest-ranking employee of a governmental entity, the presiding officer of the entity's corporate authorities or the officer authorized by law to control the entity's internal operations; and
- (4) For the presiding officer of a governmental entity's corporate authorities or any member of such entity's corporate authorities, the remaining members of such corporate authorities.

Subpart D - Employee Responsibilities

Section 2-456 - Employee Cooperation

All persons subject to this ordinance shall be obligated to cooperate during the course of an investigation and to comply with requests for information from the investigator general and the commission. Subject to constitutional or statutory limitations, the failure or refusal of any person to comply with reasonable requests for information shall constitute a violation of this ordinance and may be considered by the ultimate jurisdictional authority as grounds for discipline consistent with the enforcement provisions of this ordinance.

Section 2-457 - Whistleblower Protection

- (a) Whenever any person subject to this ordinance reasonably believes evidence exists that another employee has perpetrated gross mismanagement, gross misuse or waste of public resources or funds, abuse of authority in connection with the administration of a public program or execution of a public contract, a violation of a federal, state, or local law, rule or regulation which is not merely of a technical or minimal nature, or a substantial and specific danger to the public health and safety exists, such person shall bring this evidence to the immediate attention of the chairman of the county board, any of its members or its chief of staff, the state's attorney, the auditor, or human resources personnel. In the case of an employee of a governmental entity subject to this ordinance other than the county, he or she may also bring such evidence to the attention of the entity's chief executive officer, corporate authorities or governing board, or legal counsel.
- (b) Any person who reports a violation or concern, in good faith, shall not be subjected to retaliation, harassment, abuse, threats, and discrimination or any adverse employment consequences as a result of coming forward.
- (c) Any person who reports a violation or concern in good faith, on behalf of another person, shall not be subjected to retaliation, harassment, abuse, threats, and discrimination or any adverse employment consequences as a result of coming forward.
- (d) This section shall not apply to any person who makes a report known to that person to be false on his or her own behalf or on behalf of another.
- (e) The commission shall develop formal procedures and forms for reporting complaints of improper or unethical behavior and shall make information available on the county's intranet.

Section 2-458 -Training

All persons subject to this ordinance, within six (6) months after adoption of this ordinance and at least annually thereafter, must complete an ethics training program approved by the commission. A new employee must complete his or her initial ethics training during orientation within the first month of employment or as soon thereafter as such training is available within the first six (6) months of employment. Officers shall attend a training program within six (6) months of being elected or appointed (or as soon thereafter as an ethics training is available) and at least annually thereafter, an ethics training program approved by the commission in conjunction with the ethics adviser. The ethics adviser shall assist human resources personnel in maintaining records related to each person's completion of such training programs.

Subpart E - Miscellaneous Provisions

Section 2-459 - Severability

- (a) The provisions of this ordinance are severable.
- (b) If any court of competent jurisdiction shall adjudge any provision, or part thereof, of this ordinance to be invalid, such judgment shall not affect any other provision, or part thereof, of this ordinance which are not declared to be invalid in said judgment.
- (c) If any court of competent jurisdiction shall adjudge invalid the application of any provision, or part thereof, of this ordinance to a particular person, such judgment shall not affect the application of said provision, or part thereof, to any other person not specifically included in said judgment.

Section 2-460 - Transition

- (a) Members of the DuPage County Ethics Commission appointed pursuant to OFI-003C-04 shall continue as members of the commission for the duration of the terms to which they were appointed.
- (b) The Ethics Officer of DuPage County appointed pursuant to OFI-003C-04 shall serve as the ethics adviser for the duration of the term to which he or she was appointed.
- (c) The Investigator General of DuPage County appointed pursuant to OFI-003C-04 shall serve as the investigator general for the duration of the term to which he or she was appointed.

Section 2-461 - Application of the Freedom of Information and Open Meetings Acts

- (a) Documents generated by the investigator general under this ordinance are exempt as allowed by law from the provisions of the Freedom of Information Act.
- (b) Any allegations and related pleadings submitted to the commission are exempt from the Freedom of Information Act so long as the commission does not make a finding of a violation of this ordinance.
- (c) If the commission finds that a violation has occurred, the entire record of proceedings before the commission, the decision and recommendations and the mandatory report are not exempt from the provisions of the Freedom of Information Act, but information contained therein that is otherwise exempt from the Freedom of Information Act must be redacted before disclosure as provided in Section 8 of the Freedom of Information Act.

(d) The commission may close portions of its meeting including hearings under ordinance in the manner authorized by the Open Meetings Act.

Section 2-462 - Notices

- (a) Whenever any provision of this ordinance requires an ethics officer to provide written notice to any individual or entity, such officer shall provide such notice through the use of certified mail, return receipt requested, unless, except in the case of a complainant or respondent as set forth in Part 4, the ethics officer and the individual or entity to whom such officer is to provide notice agree in writing to accept such correspondence in any other written form, including electronic mail, provided that such officer retains a physical copy of all such correspondence.
- (b) Failure of an ethics officer to provide notice to any individual or entity other than a respondent in the manner required by paragraph (a) shall not invalidate any action taken by such officer or the commission.

Section 2-463 - Effective Date

This ordinance becomes effective on January 1, 2013.

Part 2 - Ethics Officers

Subpart A - General Provisions

Section 2-464 - Indemnification of Ethics Officers

The ethics officers shall be entitled to all immunities and defenses available to employees and officers of a local public entity, including those immunities and defenses granted by the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101 et. seq.), for any claims, lawsuits or actions brought against them for injuries arising out of the performance of their duties under this ordinance or state law. Additionally, such persons shall be entitled to the indemnification provided pursuant to the provisions of the ordinance to Indemnify County Officers and Employees (OFI-008A-99), enacted on September 14, 1999 and as may be subsequently revised.

Section 2-465 - Compensation of Ethics Officers

- (a) The chairman of the ethics commission, the investigator general and his or her assistants, and the ethics adviser shall be compensated at the rate of \$185 per hour for all time spent in the furtherance of his or her official duties and shall be reimbursed for reasonable expenses incurred in the performance of such duties.
- (b) The members of the commission shall be compensated at a per diem rate of \$175 for official meetings of the commission.

Subpart B - Ethics Commission

Section 2-466 - Composition and Organization of the Ethics Commission

- (a) The commission shall consist of five (5) commissioners appointed by the county board upon the nomination of the chairman of the county board.
- (b) The chairman of the county board shall from time to time designate one commissioner to serve as chairman of the commission.
- (c) All commissioners shall be residents of DuPage County. No commissioner may during his or her term of appointment: (1) become a candidate for any elective public office; or (2) hold any other elected or appointed public office, except for appointment to a governmental advisory board, study commission, or as an ethics official of another governmental entity; provided, however, a commissioner may resign to become a candidate for elective office or to accept an appointment to a public office. No more than three (3) commissioners shall be members of the same political party. Prior to nomination, the chairman of the county board shall obtain a sworn affidavit of party affiliation from each prospective appointee.
- (d) Each commissioner shall serve a term of two (2) years and until their successors are appointed and qualified. Commissioners serving as members of the commission established pursuant to OFI-003C-04 shall continue to serve as ethics commissioners under this ordinance until such time as their terms have expired or their successors are appointed and qualified. Thereafter, the chairman shall nominate commissioners for appointment to two (2) year terms, or in the case of an unexpired term, to the remainder of the term.
- (e) The commission shall hold an organizational meeting within thirty (30) days of its appointment and thereafter as often as necessary to perform its duties and shall meet at least annually on the anniversary of its first meeting. The Commission shall meet upon the call of its chairman, any two (2) commissioners, or the chairman of the county board.
- (f) Action at a hearing by the commission shall require the affirmative vote of four (4) commissioners. Action of any other meeting by the commission shall require the affirmative vote of three (3) commissioners.
- (g) The chairman of the county board may remove a commissioner, with or without cause upon written notice of removal presented to the county board, with a copy sent to the commissioner by certified mail, return receipt requested. The county board may overrule the removal of the commissioner by majority vote of such members elected within sixty (60) days of the notice at a regularly-scheduled meeting

Section 2-467 - Powers and Duties of the Ethics Commission

The commission shall have the following powers and duties:

- (a) To exercise jurisdiction over all persons subject to this ordinance.
- (b) To promulgate procedures and rules in addition to those contained in this ordinance governing the performance of its duties and the exercise of its powers and those of the investigator general.

- (c) To act only upon the receipt of a report or petition from the investigator general and not on its own prerogative.
- (d) To consider an investigator general's petition to proceed to a hearing on a formal complaint and to consider any written argument of the respondent which is filed within thirty (30) days of respondent's receipt of the petition of the investigator general.
- (e) To receive, review and rule on the record of the investigator general and respondent's submission. The commission shall either concur in the investigator general's recommendation to issue a formal complaint or reject the recommendation of the investigator general and dispose of the original complaint.
- (f) To refer to the investigator general for investigation any allegations of violations of this ordinance received by the commission.
- (g) To the extent authorized by this ordinance and in accordance with law to deliberate, issue recommendations for disciplinary actions, impose fines and/or penalties, if appropriate, and refer to the appropriate authority violations of law outside the purview of this ordinance.
- (h) To conduct a fair administrative hearing, receive evidence, under oath, in support of the complaint and from the subject of the complaint in defense of the allegations in the complaint. The commission may compel attendance of witnesses and the production of materials relevant to matters to be heard and, if necessary, petition the Circuit Court of DuPage County for an order that a party comply with the commission's requests. The commission shall employ a court reporter, the reasonable cost of which shall be paid by DuPage County after submission and approval of an invoice.
- (i) To prepare, file and serve a written report to include findings of fact and a decision regarding a complaint, assessment of fines, penalties and recommendation for disposition by the ultimate jurisdictional authority.
- (j) To exercise its powers and duties strictly limited to matters clearly within the purview of this ordinance.
- (k) To seek and receive legal advice from the state's attorney who shall provide legal advice without charge to the commission.
- (I) To employ necessary staff persons and contract for services that cannot be satisfactorily performed by the county employees; provided, however, that the costs thereof shall be paid by the county pursuant to approved budget, or if there is no budget, to a maximum of \$5,000 without specific authorization of the ultimate jurisdictional authority.

Subpart C - Ethics Adviser

Section 2-468 Appointment and Qualifications of the Ethics Adviser

(a) An ethics adviser shall be appointed by the county board upon the nomination of the chairman of the county board for a term of two (2) years and until his or her successor is appointed and qualified.

- (b) The chairman of the county board may remove the ethics adviser, with or without cause, by notice to the ethics adviser, by certified mail, return receipt requested. The county board may overrule the removal of the ethics adviser at its next regularly scheduled meeting by a majority vote of the members elected.
- (c) The ethics adviser shall not (1) become a candidate for any elective office; or (2) hold any other elected or appointed public office except for appointment to a governmental advisory board, study commission, or as an ethics official of another governmental entity; provided, however, the ethics adviser may resign to become a candidate for elective office or to accept an appointment to a public office.
- (d) If the ethics adviser is a county employee, the county board shall determine the rate at which he or she is compensated in lieu the provisions of this ordinance.

Section 2-469 - Duties of the Ethics Adviser

The ethics adviser shall:

- (a) Provide guidance to any person subject to this ordinance in the interpretation and implementation of this ordinance, upon a written inquiry, with a written response;
- (b) Review statements of economic interest and disclosure forms of any person subject to this ordinance;
- (c) Assist in the preparation and publication of manuals and guides explaining the duties of individuals covered by this ordinance;
- (d) Assist in the preparation of public information materials to facilitate compliance, implementation, and enforcement of this ordinance;
- (e) Assist in maintaining accurate records of attendance of persons at training seminars and appropriate distribution of compliance materials; and
- (f) Provide such guidance and assistance as set forth in this section to all persons subject to the ordinance.

Subpart D - Investigator General

Section 2-470 - Appointment and Qualifications of the Investigator General

- (a) The county board shall appoint an investigator general upon the nomination of the chairman of the county board for a period of four (4) years and until his or her successor is appointed and qualified. A person serving as investigator general under OFI-003C-04 on the effective date of this ordinance shall serve as investigator general for the duration of such person's term and until his or her successor is appointed and qualified.
- (b) The investigator general shall not be an employee of any governmental entity.
- (c) The investigator general shall be an attorney licensed to practice law in the State of Illinois.
- (d) During the time in which the investigator general holds office, he or she shall not (1) become a candidate for any elective office, or (2) hold any other elected or appointed public office except for

- appointment to an uncompensated advisory board or study commission or as an ethics official to another governmental entity; provided, however, the investigator general may resign to become a candidate for elective office or to accept an appointment to a public office.
- (e) The chairman of the county board may remove an investigator general with or without cause, by notice to the chairman of the commission and the investigator general, by certified mail, return receipt requested, provided that a majority of the members elected to the county board may overrule the removal of the investigator general at the county board's next regularly-scheduled meeting.

Section 2-471 - Powers and Duties of the Investigator General

The investigator general shall:

- (a) Provide guidance to the commission and assist it in the discharge of its duties;
- (b) Provide fair notice to each person alleged to have violated this ordinance in accordance with the procedures set forth in this ordinance;
- (c) Receive complaints, and conduct investigations in accordance with the procedures set forth in this ordinance;
- (d) Provide a status report to the commission within thirty (30) days after receipt of a complaint, and every thirty (30) days thereafter until the investigation is closed and the cause concluded;
- (e) In the course of the preliminary investigation, compel testimony under oath and the production of any material from any person or source relevant to the preliminary investigation, and, if necessary, petition the Circuit Court of DuPage County for the issuance of a court order compelling compliance;
- (f) Give written notice to a person providing information under this Section of his or her right to:
 - (1) refuse to provide self-incriminating testimony;
 - (2) retain an attorney at his or her sole option and expense;
 - (3) have such an attorney or, if required by any collective bargaining agreement, a union representative present during any interview; and
 - (4) when the person being interviewed is the subject of the investigation, be informed in writing of the nature of the investigation.
- (g) Present evidence of alleged violations of this ordinance to the commission;
- (h) Compile and refer to the chairman of the commission and to the chairman of the county board, an annual statistical report for each year consisting of:
 - (1) the number of complaints filed,
 - (2) the number of complaints he or she deemed to have sufficiently alleged a violation of this ordinance,
 - (3) the number of complaints resolved,

- (4) the decision issued for each complaint resolved, and
- (5) the status of any pending complaints.

Section 2-472 - Assistant Investigators General

The county board may, in its discretion, appoint such assistant investigators general as the chairman of the county board may nominate to assist the investigator general in the performance of his or her duties under this ordinance for a term of two (2) years. Such assistant investigators general shall possess the same qualifications of the investigator general and be vested with all of the powers and duties of the investigator general under this ordinance subject to the control and direction of the investigator general, provided that in the event a conflict exists between the investigator general and a matter to be investigated, the chairman of the commission shall authorize an assistant investigator general to perform his or her duties absent the control and direction of the investigator general.

Part 3 - Prohibited Conduct

Subpart A - Gift Ban

Section 2-473 - Gift Ban

- (a) No person subject to this ordinance, or a spouse or family member of such person (collectively hereinafter referred to as "recipients") shall intentionally solicit or accept any gift from any prohibited source or in violation of any ordinance, federal or state statute, rule or regulation. No prohibited source shall intentionally offer or make a gift that violates this section.
- (b) A recipient does not violate this section if the recipient promptly takes reasonable action to return the prohibited gift to its source.
- (c) A recipient does not violate this section if the recipient gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986 as now or hereafter amended, renumbered or succeeded.

Section 2-474 - Exceptions

The restrictions set forth in this Subpart A of this ordinance shall not apply to the following exceptions, each of which is mutually exclusive and independent of one another:

- (a) Opportunities, benefits and services which are available on the same conditions as for the general public.
- (b) Anything for which the recipient pays the fair cash market value.
- (c) Any (1) contribution that is lawfully made under the Election Code or under this ordinance or (2) activities associated with a fund-raising event in support of a political organization or candidate.
- (d) Educational materials and missions.
- (e) Travel expenses related to meetings to discuss official governmental business.

- (f) A gift from a relative, meaning (for the purposes of the gift ban provisions of this ordinance only) those people related to the recipient as a family member, fiancé or fiancée, or a half-brother, half-sister, or the father, mother, grandfather, or grandmother of the recipient's spouse, fiancé or fiancée.
- (g) Anything provided to a recipient on the basis of a personal friendship, unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient and not because of the personal friendship. In determining whether a gift is provided on the basis of a personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (1) the history of the relationship between the individual giving the gift and the recipient, including any previous exchange of gifts between those individuals; (2) whether to the actual knowledge of the recipient, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (3) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other recipients.
- (h) Food or refreshments not exceeding \$25 per person in value on a single calendar day; provided that the food or refreshments are (1) consumed on the premises from which they were purchased or prepared or (2) catered. For the purpose of this section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
- (i) Food, refreshments, lodging, transportation and other benefits resulting from the outside business or employment activities (or outside activities that are not connected to the duties of the recipients) of the recipients if the benefits have not been offered or enhanced because of the official position or employment of the recipient and are customarily provided to others in similar circumstances.
- (j) Intra-governmental and inter-governmental gifts.
- (k) Bequests, inheritances and other transfers at death.
- (I) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$25.

Subpart B - Political Contributions

Section 2-475 - Political Contribution Limits

- (a) No officer shall intentionally solicit or accept
 - (1) cumulative campaign contributions in excess of \$1,000 per calendar year from any prohibited source which has obtained or is seeking contracts or change orders, or from lobbyists, agents or representatives in which their owners, officers, managers, lobbyists, agents or consultants are members who have obtained or are seeking contracts or change orders with the entity such officer serves; or
 - cumulative campaign contributions in excess of \$1,000 per calendar year from any individual appointed or applying for appointment by the officer to serve on a board, commission, authority, task force, advisory committee or other governmental entity when such officer is empowered by law to nominate or vote to give his or her advice and consent to such appointment.

(b) This prohibition applies to contracts for all goods and services, including those for professional services and those otherwise exempt from bid under Illinois law or any ordinance or policy applicable to the governmental entity subject to this ordinance.

Section 2-476 - Contractor Disclosure of Campaign Contributions

- (a) A person responsible for preparing a contract for the procurement of goods or services, or change order thereto, for consideration by a governmental entity shall, prior to approval, obtain from the contractor, union, or other vendor, a written disclosure of all contributions made by such entity within the current and previous calendar year to any incumbent officer who will, in any way, participate in, or whose office will benefit, from the award of such contract or change order. Such disclosure shall be updated annually during the term of a multi-year contract on the anniversary of the contract's award.
- (b) The requirements of this Section apply to all procurements, including change orders and renewals, in excess of the threshold amount including those in which the governmental entity employed a procurement process other than competitive bidding to award the contract for such goods or services.
- (c) For the purpose of this Section, "threshold amount" means an amount at or in excess of \$5,000 less than an amount set by the statute applicable to the governmental entity that would otherwise require procurement through a competitive bidding process. In the event that no statute imposes a competitive bidding requirement upon the governmental entity, the threshold amount shall be \$5,000 less than the amount set forth in Section 5-1022(a) of the Counties Code at the time of the procurement.

Subpart C - Prohibited Political Activity

Section 2-477 - Prohibited Political Activity Defined

"Prohibited political activity" means:

- (a) preparing for, organizing or participating in any political meeting, political rally, political demonstration, or other political event; soliciting contributions, including but not limited to the purchase of, selling, distributing or receiving payment for tickets for any political fundraiser, political meeting, or other political event;
- (b) soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution;
- (c) planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;
- (d) surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;
- (e) assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question;

- (f) soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls;
- (g) initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question;
- (h) making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office;
- (i) preparing or reviewing responses to candidate questionnaires;
- (j) distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question;
- (k) campaigning for any elective office or for or against any referendum question;
- (l) managing or working on a campaign for elective office or for or against any referendum question; serving as a delegate, alternate, or proxy to a political party convention; or
- (m) participating in any recount or challenge to the outcome of any election.

Section 2-478 - Prohibitions

- (a) No person subject to this ordinance shall intentionally perform any prohibited political activity during any compensated time. Nor shall such person intentionally use any public property or resources in connection with any prohibited political activity for the benefit of any campaign for elective office, any political organization or for or against any referendum question.
- (b) No person subject to this ordinance shall at any time intentionally misappropriate the services of any employee by requiring that employee to perform any prohibited political activity (1) as part of that employee's duties, (2) as a condition of employment, or (3) during any time off that is compensated, including, but not limited to vacation, holidays or personal time off.
- (c) No person subject to this ordinance shall require an employee at any time to participate in any prohibited political activity in consideration for that employee being awarded any additional compensation or employee benefit, in the form of salary adjustment, bonus, compensatory time off, continued employment or otherwise awarded any additional compensation or employee benefit in consideration of participating in any prohibited political activity.
- (d) No person subject to this ordinance shall award an employee any additional compensation or employee benefit, in the form of salary adjustment, bonus, compensatory time off, continued employment or otherwise awarded any additional compensation or employee benefit in consideration of voluntarily participating in any prohibited political activity.
- (e) No person subject to this ordinance shall deny or deprive an employee of employment or tenure solely because such person is a member or an officer of a political committee, political party, political organization, or political club.
- (f) No person subject to this ordinance shall require an employee to (1) purchase tickets, solicit others to purchase tickets, sell, distribute or receive payment for political tickets for any political fundraiser or campaign fund for a specific candidate for political office or (2) financially contribute to any

- political organization, political party, political rally, political fundraiser, political meeting or political event.
- (g) No person subject to this ordinance shall intentionally solicit or accept political contributions upon the real property of a governmental entity subject to this ordinance. An inadvertent acceptance of a political contribution shall not be considered a violation of this ordinance, if reasonable and timely action is taken to return the contribution to its source.
- (h) Nothing in this section prohibits activities that are otherwise appropriate for an employee to engage in as a part of his or her official employment duties or activities that he or she undertakes on a voluntary basis as permitted by law.

Subpart D - Conflicts of Interest

Section 2-479 - Financial Interest Disclosure

- (a) All officers subject to this ordinance shall disclose their financial interests and holdings in any business seeking a relationship with the government entity in which the officer holds office where such person has an ownership interest of 7 ½% or greater in the manner required by the Public Officer Prohibited Activities Act, (50 ILCS 105/et seq.).
- (b) An officer making a disclosure as required by paragraph (a) shall:
 - (1) publicly disclose the nature and extent of interest prior to or during deliberations concerning the proposed award of the contract;
 - (2) withdraw from discussion of the subject matter; and
 - (3) abstain from any vote on the award of the contract.

Section 2-480 - Conflict of Interest

- (a) No person, subject to this ordinance and while representing or employed by their governmental entity, shall engage in any act that is in conflict with the performance such person's official duties. A conflict of interest exists whenever official action could result in a personal advantage or disadvantage to the interested person, including, but not limited to the following:
 - (1) receives or has any financial interests in any purchase, sale or lease to or by the governmental entity where that purchase, sale or lease was obtained with prior knowledge that the entity intended to take such action;
 - (2) represents, or whose firm represents, any individual or business entity who would receive direct financial benefit as a result of the official action under consideration;
 - (3) accepts or seeks any employment, travel, compensation or gift from any person doing business or seeking to do business with the governmental entity for which person has responsibility;
 - (4) receives or accepts a gift, compensation, or travel that was given for the purpose of obtaining special consideration or to influence official action where a reasonable and prudent person

would believe that the purpose was to obtain special consideration or to influence official action; or

- (5) violates any provision of the Public Officer Prohibited Activities Act. (50 ILCS 105/01 et seq.)
- (b) Any officer who has a conflict situation should abstain from discussion and shall not vote on any contract with the person or business involved in the conflict. If the conflict situation is an action that is prohibited by the Public Officer Prohibited Activities Act, an officer cannot avoid the conflict by abstaining from discussion or vote on the contract.
- (c) Any person who becomes aware that he or she may have a conflict of interest that arises in the course of his or her official duties shall notify, in writing, his or her ultimate jurisdictional authority or the ethics adviser of such conflict. The ethics adviser shall state the disposition of the potential conflict in writing and maintain an official copy of such disposition. No officer shall participate in deliberations where such officer has a conflict of interest as defined by this ordinance and shall not in any way participate in the decision.
- (d) Notwithstanding any other law or ordinance, a person, his or her family members living with that person is ineligible to serve on a board, commission, authority, or task force authorized or created by the governmental entity with respect to which such person serves (1) if that person is entitled to receive more than 7 ½% of the total distributable income under a contract let by such entity other than an employment contract or (2) if that person together with his or her family member living with that person are entitled to receive more than 15% in the aggregate of the total distributable income under a contract let by such entity other than an employment contract; except this provision does not apply to any of the following:
 - (i) a person, his or her family member living with that person, who is serving in an elective public office, whether elected or appointed to fill a vacancy; and
 - (ii) a person, his or her family member living with that person, who is serving on an advisory body that makes non-binding recommendations to an agency of the governmental entity, but does not make binding recommendations or determinations or take any other substantive action.

Section 2-481 - Future Employment

- (a) No person subject to this ordinance, may accept or discuss an offer of future employment with any individual or entity doing or seeking to do business with the governmental entity such person serves if either:
 - (1) The person knows or has reason to believe that the offer of employment was intended as compensation or reward or to influence official action pertaining to the business;
 - (2) The person has decision-making responsibility for a matter and that individual or entity is offering employment to the decision maker unless that person has disclosed in writing to his or her ultimate jurisdictional authority that the employee intends to discuss future employment with this person or business. In this case, the person shall be removed from any decision-making relative to this person or business. This section shall apply to persons with approval authority, or

input on approval or selection, but shall not include those persons who fill a review or compliance function in the approval/selection process.

(b) In the situation where an officer is offered future employment by an individual doing business with such officer's governmental entity, the officer shall promptly, disclose to the ethics adviser, in writing, the intention of discussing future employment and such officer shall withdraw from discussion and shall not vote on any contract with the business entity.

Section 2-482 - Former Employment Relationships

No employee, within one (1) year of entering employment with a governmental entity subject to this ordinance, may participate in the decision making or awarding of a contract to a business by whom they were formerly employed unless the employee, in writing, has disclosed the prior employment relationship to such employee's ultimate jurisdictional authority before participating in any decision making regarding the former employer.

Section 2-483 - Prohibited Employment

No person subject to this ordinance shall be employed in any other business, position or occupation (including self-employment) or have an ownership interest in any company that interferes with such person's official position or the full and proper performance of such person's duties, including, but not limited to:

- (a) Employment with any vendor, individual or entity that transacts any business with the governmental entity which such person serves.
- (b) Any employment that interferes with or compromises the employee's position with said governmental entity in order to further such person's own personal interests or those of another.
- (c) Any employment that the public may reasonably interpret to be in conflict with the person's official duties.
- (d) Any employment that conflicts with said governmental entity's purpose, duties and interests.
- (e) Any ownership interest in any business or entity which transacts or engages in any business with said governmental entity.

Section 2-484 - Improper Use of Proprietary or Confidential Information

- (a) No person may intentionally disclose or use for his or her personal benefit or for the benefit of another, any information acquired in the course of official duties, which is not available as a matter of public knowledge or public record.
- (b) The identity of any person reporting any possible or alleged misconduct to the investigator general shall be kept confidential and may not be disclosed without the consent of that person, unless the law otherwise requires such disclosure. However, the investigator general may provide any information in his or her possession to any law enforcement agency with jurisdiction to investigate any matter which has come to the investigator general's attention. The confidentiality granted by this section does not preclude the disclosure of the identity of a person in any capacity other than as the source of an allegation. Ethics commissioners, the investigator general, individuals appearing before the commission and their representatives shall not disclose information which may lawfully be exempted from disclosure under the Freedom of Information Act or this ordinance.

(c) No person subject to this ordinance may intentionally disclose any information discussed during a meeting lawfully closed pursuant to the Illinois Open Meetings Act.

Subpart E - Other Prohibited Conduct

Section 2-485 - Disregard of Obligations Under this Ordinance

- (a) Subject to constitutional and statutory limitations, no person shall refuse to cooperate during the course of an investigation or refuse to comply with requests for information from the investigator general and the commission.
- (b) No person shall provide, or cause another to provide, any information such person knows to be false, frivolous, or made in bad faith, to any ethics officer or ultimate jurisdictional authority in relation to their duties under this ordinance.
- (c) No person shall intentionally obstruct or interfere with any ethics officer, investigation, or hearing conducted under this ordinance.

Section 2-486 - Whistleblower Protection

No person subject to this ordinance shall retaliate against any person who has reported a suspected violation of this ordinance in good faith. Any such person who violates the provisions of this section subjects themself to disciplinary action which may include, but is not limited to; a demotion, denial of promotion or merit increase, reassignment of responsibilities, or other disciplinary action including termination of employment.

Part 4 - Complaint and Hearing Procedures

Section 2-487 - Complaint Filing Procedure

- (a) A person alleging a violation of this ordinance shall submit a written complaint to the office of the investigator general. Such complaint shall include the following:
 - (1) The complainant's name and contact information, including the complainant's mailing address, telephone number, and electronic mail address, if any;
 - (2) The name, employment position held, and all contact information known to the complaint regarding the person who is the subject of the complaint;
 - (3) A detailed description of the act or acts alleged by the complainant to be violations of this ordinance; and
 - (4) A list of all known witnesses who may provide relevant information or testimony regarding the allegations contained in the complaint, along with all known contact information for those witnesses.
- (b) Whenever a person submits a complaint to an officer, governmental entity or employee subject to this ordinance other than the investigator general, the recipient of such complaint shall immediately forward the complaint to the office of the investigator general.

- (c) Upon receipt of a complaint, the investigator general shall promptly notify the complainant and the chairman of the commission in writing of his or her receipt of the complaint, including a copy of the complaint in such correspondence.
- (d) Any person who, acting in good faith, submits a complaint pursuant to this ordinance shall have all of the protections against retaliation afforded to a whistleblower under the provisions of this ordinance and the laws of the State of Illinois, and his or her identity shall be kept confidential and may not be disclosed without his or her consent, unless the disclosure of the person's identity is otherwise required by law. However, the disclosure of the identity of a complainant in any capacity other than as the source of an allegation is not prohibited, and, notwithstanding any other provision of this ordinance or the laws of the State of Illinois, the investigator general is authorized to, as he or she deems appropriate, provide any and all information, including the identity of a complainant, to any administrative or law enforcement agency with jurisdiction to investigate any suspected criminality or other impropriety that may come to his or her attention.

Section 2-488 - Investigative Procedure by Investigator General

- (a) Upon receipt of a complaint, the investigator general shall promptly conduct a jurisdictional investigation to determine whether the commission possesses personal jurisdiction over the person, and subject matter jurisdiction over the act(s), named and alleged in the complaint.
 - (1) Should the jurisdictional investigation result in a finding that the commission does not possess both personal jurisdiction over the person and subject matter jurisdiction over any act, named and alleged in the complaint, then the investigator general shall close the investigation of the complaint, and shall thereafter promptly notify the chairman of the commission and the complainant in writing of the closure of the investigation of the complaint and the basis therefore. If the investigator general determines that jurisdiction to investigate any person or act alleged named or alleged in the complaint is vested with another authority, prior to closing the investigation, the investigator shall notify the complainant of the proper authority with which the complaint should be filed and, at the option and direction of the complainant (i) forward the complaint to such authority or (ii) provide the complainant with information necessary for the complainant to forward the complaint to such authority unless the public interest requires the investigator general to immediately refer the complaint to the proper authority. The closure of an investigation by the investigator general does not bar the investigator general from resuming the investigation if the circumstances warrant, and is not subject to review by any court or administrative tribunal absent fraud on the part of the investigator general.
 - (2) Should the jurisdictional investigation result in a finding that the commission does possess both personal jurisdiction over the person and subject matter jurisdiction over any act, named and alleged in the complaint, the investigator general shall promptly notify the person subject to the complaint (hereinafter referred to as the "respondent") and the appropriate ultimate jurisdictional authority in writing that a complaint against the respondent has been submitted to the investigator general, and of the act or acts alleged in the complaint, unless, in the sole discretion of the investigator general, such notice would interfere with a potential or ongoing law enforcement investigation or prosecution. The notice shall inform the respondent that he or she shall, within thirty (30) days of the date of the notice, respond in writing to the complaint, by submitting a written response to the office of the investigator general.

- (b) Upon the investigator general's determination that both personal and subject matter jurisdiction exists over the matter as set forth in paragraph (a) of this section, the investigator general shall promptly engage in a preliminary investigation to determine whether reasonable cause exists to believe that a violation of this ordinance has occurred. In the course of the preliminary investigation, the investigator general may compel testimony under oath and the production of any material from any person or source relevant to the preliminary investigation, and the investigator general may, if necessary, petition the Circuit Court of DuPage County for the issuance of a court order compelling compliance. The investigator general shall give written notice to a person providing information under this Section of his or her right to (1) refuse to provide self-incriminating testimony; (2) retain an attorney at his or her sole option and expense; and (3) to have such attorney or, if required by any collective bargaining agreement, union representative, present during any interview.
- (c) Upon the conclusion of the preliminary investigation, the investigator general shall promptly issue a written summary report and deliver the same to the chairman of the commission, the complainant, the respondent, and the appropriate ultimate jurisdictional authority. The summary report of the preliminary investigation shall include the following:
 - (1) a description of the act(s) alleged in the complaint to be violations of this ordinance;
 - (2) the finding of the investigator general as to whether reasonable cause exists to believe that a violation of the ordinance has occurred, and the basis therefore;
 - (3) any recommendation for any corrective or disciplinary action to be taken as a result of the act(s) alleged to be in violation of this ordinance, including but not limited to termination;
 - (4) a determination by the investigator general as to whether a petition for leave to file a formal complaint will be submitted to the chairman of the commission; and
 - (5) any other information that the investigator general deems appropriate and relevant to the preliminary investigation, the finding, and any resulting recommendation.
- (d) Should the preliminary investigation result in a finding that no reasonable cause exists to believe that a violation of this ordinance has occurred, the investigator general shall close the investigation of the complaint, and shall thereafter promptly notify the chairman of the commission, the complainant, the respondent, and the appropriate ultimate jurisdictional authority, in writing, of the closure of the investigation of the complaint and the basis therefore. The closure of an investigation by the investigator general does not bar the investigator general from resuming the investigation if the circumstances warrant, and is not subject to review by any court or administrative tribunal absent fraud on the part of the investigator general.
- (e) Should the preliminary investigation result in a finding that reasonable cause exists to believe that a violation of this ordinance has occurred, the investigator general may, in his or her sole discretion, promptly submit to the chairman of the commission a petition for leave to file a formal complaint against the respondent. The petition shall set forth the act(s) alleged to be in violation of this ordinance, and the grounds that exist to support the issuance of a formal complaint. The investigator general shall submit the petition to the chairman of the commission, and serve a copy of the petition and written notice of the submission upon the respondent and the appropriate ultimate jurisdictional authority. The notice shall inform the respondent of the nature of the

investigation, the respondent's right to refuse to provide self-incriminating testimony and to retain an attorney at his or her sole option and expense, and that the respondent shall, within thirty (30) days of the date of the notice respond in writing to the petition by submitting a written response to the chairman of the commission, with a copy to the office of the investigator general.

- (f) Upon the submission of the respondent's written response to the petition of the investigator general for the issuance of a formal complaint, the commission shall meet and determine whether it shall grant or deny the petition.
 - (1) Should the commission deny the petition, the commission shall close the cause and promptly send written notice of its decision and the basis therefore to the investigator general, the respondent, and the ultimate jurisdictional authority.
 - (2) Should the commission grant the petition, the petition shall serve as the formal complaint against the respondent and the commission shall set a hearing date within six (6) weeks thereafter and promptly provide written notice of the decision to grant the petition and the hearing date to the investigator general, the respondent, and the ultimate jurisdictional authority.
- (g) During the course of an investigator general's review of any complaint under this Section, the investigator general shall provide a written status report to the commission within thirty (30) days after receipt of a complaint, and every thirty (30) days thereafter until the investigation is closed and the cause concluded.

Section 2-489 - Hearing Procedure by Ethics Commission

- (a) The commission shall conduct any hearing upon any complaint before it fairly and in accordance with such rules as it may from time to time adopt.
- (b) The rules of evidence applicable to civil and/or criminal trials shall not strictly apply to the commission hearings, but the chairman of the commission may exclude any material he or she deems irrelevant, immaterial, incompetent or unduly repetitious.
- (c) On the hearing date scheduled by the commission, the commission shall conduct a closed meeting as permitted by law. The commission shall make an audio recording of the proceedings, including of all testimony presented to the commission and any of the commission's deliberations. The commission, may, in its sole discretion, retain the services of a court reporter.
- (d) The investigator general shall prosecute the complaint before the commission and carries the burden of proving the allegations against the respondent by a preponderance of the evidence.
- (e) The respondent may appear *pro se* at any commission hearing or, at the respondent's option, retain legal counsel at his or her own expense.
- (f) If required by any collective bargaining agreement, the respondent may have a union representative present during any hearing.

Section 2-490 - Ethics Commission Decisions and Reconsideration

(a) Within the appropriate time proscribed by rules of the commission, but not later than forty-five (45) days from the close of the hearing, the commission shall (1) deny the complaint or (2) grant the

- complaint and issue findings and any recommendation of discipline or imposition of any penalty upon the respondent. The commission need not include a copy of evidence it received as part of its written findings.
- (b) The commission shall promptly transmit written notice of its findings and recommendations to the complainant, the respondent, the ultimate jurisdictional authority and the investigator general. Where the commission recommends or imposes any disciplinary sanctions, the notice to the respondent shall inform the respondent of his or her right to petition the commission for reconsideration.
- (c) A respondent's petition for reconsideration shall be in writing and filed with the commission within fourteen (14) days of the commission's mailing of its decision. The commission shall decide the petition for reconsideration only on the formal record. The decision of the commission becomes final upon the expiration of fourteen (14) day period following the commission's mailing of its findings to the respondent, or upon the commission's decision on a petition for reconsideration of the commission.
- (d) A decision by the commission to impose a penalty is subject to judicial review under the Administrative Review Act. All other decisions by the commission are final and not subject to administrative or judicial review.

Part 5 - Authorized Dispositions

Section 2-491 - Recommendations for Discipline

- (a) When the investigator general has recommended that a complaint be resolved other than by formal complaint or where the commission has found that a respondent has violated any provision of this ordinance, the commission may recommend to a respondent's ultimate jurisdictional authority one or more of the following courses of disciplinary action against the respondent:
 - (1) A reprimand.
 - (2) To cease and desist the offensive action.
 - (3) A return or refund of money or other items, or an amount of restitution for services, received in violation of this ordinance.
 - (4) Suspension or termination of an employee.
 - (5) Donation to a charity of an amount equal to a prohibited gift or excess campaign contribution.
- (b) Upon receipt of any recommendations from the commission under this Section, the ultimate jurisdictional authority of a respondent who violates any provision of this ordinance may take disciplinary action against the respondent, as recommended by the commission or as it deems appropriate, to the extent it is constitutionally permissible for the ultimate jurisdictional authority to take such action. The ultimate jurisdictional authority shall make its action, or determination to take no action, available to the public.

Section 2-492 - Imposition of Fines

- (a) The commission may impose an administrative fine of up to \$5,000 per violation against any person who violates any provision of this ordinance, which it shall require be deposited into the governmental entity's general revenue fund.
- (b) No ultimate jurisdictional authority may waive or reduce any fine imposed under this Section.

Section 2-493 - Collective Bargaining Restriction

Any recommendation for discipline or any action taken against any employee pursuant to this ordinance by the commission is subject to the provisions of any collective bargaining agreement or merit commission action that apply to the employee on the effective date of this ordinance. Collective bargaining agreements executed after the effective date of this ordinance shall include a provision which incorporates the substantive terms of this ordinance as part of such agreement.

Part 6 - Administrative Review

Section 2-494 - Administrative Review

The decision of the commission to dismiss a complaint is not subject to administrative review under the Illinois Code of Civil Procedure. The commission's imposition of any penalty, fine or sanction is a final decision and subject to administrative review pursuant to the Illinois Code of Civil Procedure.

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 being loaded or unloaded, or giving or receiving receipts for the loading or unloading of 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 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 safety-sensitive 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. Post-offer/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 determines there is a legitimate medical explanation for a positive test, 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.
- 8. After completing the medical review process, the MRO will disclose the Employee's test results to the General Manager or Administrative Supervisor. The Employee 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 Employees' personnel files. Such records and information may be disclosed to applicants and Employees or any other person designated in writing by an applicant or Employee; the District's MRO; an SAP; a physician or other health care provider responsible for determining the medical qualifications of a Driver 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 Employee.

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

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: DECEMBER 19, 2023

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 Drugs 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 630-887-8671
(Local Chapters are listed 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 Program
Telephone Assistance 866-451-5465
(Brochure at: https://www.dgsd.org/wp-content/uploads/EAP-Brochure.pdf)

AN ORDINANCE PROVIDING FOR THE REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES ORDINANCE NO. ORD 16-03

BE IT ORDAINED by the President and Board of Trustees of the Downers Grove Sanitary District, DuPage County, Illinois, as follows:

PURPOSE:

The purpose of this Ordinance is to establish a Travel Expense Reimbursement Policy pursuant to Public Act 99-0604 which requires specific local public agencies such as the District to adopt such a policy by ordinance or resolution by March 1, 2017 regulating the reimbursement of all travel, meal, and lodging expenses of officers and employees incurred in the course of official District business.

Section 1. Scope

The purpose of this policy is to provide guidelines and procedures to govern employees and/or Trustees of the District as they travel to attend special events, conferences, training sessions, seminars, or other meetings of official District business.

Section 2. Types of Official Business for which Travel, Meal and Lodging Expenses are Permitted

That official business includes, but is not limited to: (a) attendance at conferences, seminars, and other educational or training opportunities that furthers knowledge related to an officer, employee or Trustee's position at the District; (b) meetings with government or private entities related to operation of the District; (c) site visits to observe and learn about treatment processes, operations, or equipment; and (d) all other business that is conducted to fulfill the authorized duties and responsibilities of an individual's position as approved by the General Manager.

Section 3. Standardized Reimbursement Request Form

That a standardized form for use in obtaining reimbursement be established and attached as a part of this ordinance. This form shall include the name and title of the requestor, a cost estimate of expenses not yet incurred or receipts if expenses have already been incurred, and the date or dates and the nature of the official business wherein the expenses will be or were incurred.

Section 4. Required Supporting Documentation

Receipts shall be provided for each individual employee expense. The expense shall be itemized to the greatest extent possible. In the event an expense is for multiple employees, the expense for each employee must be clearly identified by name and amount.

Section 5. Eligible Travel, Meal and Lodging Expenses and Maximum Allowable Reimbursement Amounts

(a) Travel Expenses

- (1) The use of District vehicles shall be preferred over personal vehicle use.
- (2) When a District vehicle is not available and a personal vehicle is used, reimbursement shall be based on the current United States Internal Revenue Service mileage rate. Mileage shall be paid on the basis of actual recorded miles, verifiable via a reputable mapping source or service documenting the point to point distance.
- (3) In the event a rental vehicle must be used, reimbursement shall be limited to the reasonable cost of rental for the duration of necessary travel.
- (4) Tolls paid when traveling are reimbursable.
- (5) Parking fees associated with the official business are reimbursable.
- (6) Travel by scheduled air carrier must be approved by the General Manager prior to travel and shall be reimbursed by the District for the actual cost of the ticket. Air travel shall be paid at the standard coach class rate. The cost of one checked bag at the standard weight limit shall be allowed.
- (7) Taxi or transit fares shall be reimbursed when used for transportation to and from the airport to the hotel. Taxi fares for travel to a restaurant (or another purpose) will not be allowed unless a District vehicle was not a reasonable transport option and food service is not available within walking distance of the hotel at which the employee is staying.
- (8) In cases of emergencies or extraordinary circumstances, officers and employees may request for travel expenses that exceed the maximum amounts established above to be approved in accordance with the procedures established in Section 6.

(b) Meal Expenses

- (1) Meals included as part of a conference or seminar fee shall be used by the employee. Employee meals obtained in lieu of those provided will not be reimbursed by the District.
- (2) There will be no reimbursement for alcoholic beverages. If alcoholic beverages are included on a meal ticket, charges for the alcoholic beverages including taxes and tip shall be deducted.
- (3) Meals are expected to be of a reasonable cost considering the time of day and locale. The maximum allowable reimbursement amount for each individual meal (such amount including taxes and tip) is as follows:
 - i. Breakfast \$22.00
 - ii. Lunch \$24.00
 - iii. Dinner \$45.00

- (4) Tips of up to 20% are included in the above limits. Tips greater than 20% will not be reimbursed.
- (5) In cases of emergencies or extraordinary circumstances, officers and employees may request for meal expenses that exceed the maximum amounts established above to be approved in accordance with the procedures established in Section 6.

(c) Lodging Expenses

- (1) It is the District's preference that employee lodging shall be selected at one of the hotels affiliated with the seminar, conference, or special event. Lodging elsewhere in the general vicinity is permissible so long as it is comparably priced and does not result in any additional expense.
- (2) Lodging expense shall be based on the basic available room rate for single occupancy and shall be limited to an amount no greater than \$300.00 per night. All required taxes and fees associated with the lodging are included in this amount.
- (3) In cases of emergencies or extraordinary circumstances, officers and employees may request for lodging expenses that exceed the maximum amount established above to be approved in accordance with the procedures established in Section 6.

(d) Other Expenses

(1) Payment of the cost of registration for an event can be made directly by the District on behalf of an employee or Trustee. In cases where the employee or Trustee incurs the registration expense themselves, the District shall reimburse the full cost of such registration.

<u>Section 6. Approval of Reimbursements for any Officer or Employee that Exceed the Maximum Allowable Reimbursement Amounts</u>

If recommended by the General Manager, the Board of Trustees may approve the reimbursement of travel, meal or lodging expenses for an officer or employee that exceeds the maximum limits outlined in Section 5 in cases of emergency conditions or other extraordinary circumstances. In order for such an approval to be considered, the Standardized Reimbursement Request Form referenced in Section 3 and the Required Supporting Documentation referenced in Section 4 must be provided to the Board of Trustees prior to the meeting. Payment of said items will only be made upon Board approval of such a request through a roll call vote of the Trustees during an open meeting, which can be made as part of the standard claim ordinance approval.

Section 7. Approval of Reimbursements for Members of the District's Governing Boards

In order for any reimbursement of travel, meal or lodging expenses for a member of the District's Board of Trustees or Board of Local Improvements, the Board of Trustees must approve said expenses prior to payment. In order for such an approval to be considered, the Standardized Reimbursement Request Form referenced in Section 3 and the Required Supporting Documentation referenced in Section 4 must be provided to the Board of Trustees prior to the meeting. Payment of

said items will only be made upon Board approval of such a request through a roll call vote of the Trustees during an open meeting, which can be made as part of the standard claim ordinance approval.

Section 8. Prohibition of Reimbursement for Entertainment Expenses

Reimbursement for entertainment expenditures is strictly prohibited unless ancillary to the purpose of the program or event.

Section 9. In Force

This Ordinance shall be in full force and effect immediately upon its passage and approval.

PASSED AND APPROVED by the President and Board of Trustees of the Downers Grove Sanitary District at a regular meeting of the Trustees held on the 15th day of November, 2016.

DOWNERS GROVE SANITARY DISTRICT

	BY: /s/Wallace D. Van Buren/s/ President
ATTEST: /s/Jeremy M. Wang/s/ Clerk	

Last revision date: April 18, 2023

DOWNERS GROVE SANITARY DISTRICT CREDIT CARD AND LINE OF CREDIT USE POLICIES AND PROCEDURES

General Policy Information

Credit cards and lines of credit have been established by the District for use only on an as needed basis when checks are not a viable option for the District's purchasing of goods and services. It is our goal to avoid any credit card transaction fees by using other payment methods. These fees do not typically apply to lines of credit. When choosing sources for goods or services that only accept credit cards as a form of payment employees need to do their due diligence and ensure that it is the only option for purchase of that good or service. Purchases made using either a credit card or on a line of credit must follow the guidelines of our procurement policy. For security purposes, use of the cards is limited to certain employees of the District. Please note that no other personnel within the District, including Trustees, are authorized to have or use credit cards for the purchase of any goods or services for the District. All credit card transactions must be paid on or before the due date to avoid interest or late fees. It will be the responsibility of the Accounting Assistant and Administrative Supervisor to ensure timely payment.

Procedures for Credit Card or Line of Credit Use

The District has a line of credit with Home Depot which employees in the Operations, Maintenance, Lab and Sewer System Departments have purchasing cards. Use of these cards is strictly limited to purchases on behalf of the District and receipts must be turned in within one business day after purchase for approval by a supervisor. The receipts are sent to the Accounting Assistant responsible for Accounts Payable and reviewed for accuracy and completeness of information. They are then sent to the General Manager who also reviews them and approves them for payment. The receipts are entered as invoices and are included in the District's monthly claim ordinance that goes to the Board of Trustees for approval. Upon approval, the check is distributed to the credit card company that services this line of credit.

Procedures for Credit Card Use

The District has a credit card through Chase Bank that has a credit limit of \$15,000 with the General Manager and Treasurer as authorized users. Purchase requests must come in the form of a quote or purchase order with Supervisor approval and be submitted to the Accounting Assistant responsible for Accounts Payable. The Accounting Assistant will take that request to the General Manager for approval prior to completing the purchase. For single purchases, the

signature requirement stating anything over \$15,000 requires three signatures, one of which may be the General Manager and the other two must be a Trustee's signature, must be followed. Upon approval, the purchase may be made by the General Manager, Treasurer, or Accounting Assistant. A confirmation of the transaction should be kept with the purchase request documentation. This will be used in reconciling the monthly credit card statement with the purchases made each billing cycle. Upon receipt of the good or service purchased, a packing slip or receipt must be initialed by a supervisor to verify that the good or service was received to the District's satisfaction. The budget code is also required at this time. The Accounting Assistant will keep documentation and record all transactions until payment must be made.

Within a few days of the due date, all transactions should be compiled with a summary sheet and sent to the General Manager for final approval. Upon approval, the summary sheet will be used to enter the transactions as a manual electronic payment to the credit card company. An online transfer from the Disbursement account to the credit card account will be made by the Treasurer to complete the payment on or before the due date. This transaction will appear on the manual register of the claim ordinance that is presented to the Board each month. The summary sheet will also be attached to the claim ordinance in the Board Packet to provide additional information about the payment.



and your RIGHTS in the WORKPLACE

Are you pregnant, recovering from childbirth, or do you have a medical or common condition related to pregnancy?

If so, you have the right to:

- Ask your employer for a reasonable accommodation for your pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover from your pregnancy.
- Reject an unsolicited accommodation offered by your employer for your pregnancy.
- Continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job.

Your employer cannot:

- · Discriminate against you because of your pregnancy.
- Retaliate against you because you requested a reasonable accommodation

PREGNANCY and your RIGHTS in the WORKPLACE

It is illegal for your employer to fire you, refuse to hire you or to refuse to provide you with a reasonable accommodation because of your pregnancy. For more information regarding your rights, download the Illinois Department of Human Rights' fact sheet from our website at dhr.illinois.gov

Es ilegal que su empleador la despida, se niegue a contratarla o a proporcionarle una adaptación razonable a causa de su embarazo. Para obtener información sobre el embarazo y sus derechos en el lugar de trabajo en español, visite **dhr.illinois.gov**



For immediate help or if you have questions, call (312) 814-6200 or (217) 785-5100 or (866) 740-3953 (TTY)

CHICAGO

555 West Monroe St. Suite 700, Intake Unit Chicago, IL 60661 (312) 814-6200

SPRINGFIFI D

524 S. 2nd St. Suite 300, Intake Unit Springfield, IL 62701 (217) 785-5100

Learn more, contact IDHR, or initiate a charge at:

https://dhr.illinois.gov

SALARY BASIS / SAFE HARBOR POLICY

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional or outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$684 per week, of which nondiscretionary bonuses and incentive payments (including commissions) paid on an annual or more frequent basis may be used to satisfy up to 10% of the minimum salary. Some state laws also provide for exemptions from both minimum wage and overtime pay, which have different requirements than the FLSA. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations, as well as any applicable state law requirements.

Salary Basis Requirement

To qualify for exemption, employees generally must be paid at not less than \$684 per week on a salary basis, of which nondiscretionary bonuses and incentive payments (including commissions) paid on an annual or more frequent basis may be used to satisfy up to 10% of the minimum salary. These salary requirements do not apply to outside sales employees, teachers, and employees practicing law or medicine. Exempt computer employees may be paid at least \$684 per week on a salary basis or on an hourly basis at a rate not less than \$27.63 an hour. State law requirements may be Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to certain exceptions delineated by the United States Department of Labor, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee's predetermined salary because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employer makes deductions from an employee's salary in a partial-day increment, the employee generally is not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

District Policy

It is our policy to comply with the salary basis requirements of the FLSA and state law. Therefore, we prohibit all District managers from making any improper deductions from

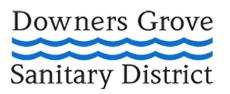
the salaries of exempt employees. We want employees to be aware of this policy and that the District does not allow deductions that violate the FLSA or state law.

What To Do If An Improper Deduction Occurs

If you believe that an improper deduction has been made to your salary, you should immediately report this information to the Districts Administrative Supervisor, Carly Shaw.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made. The District does not tolerate any retaliation against those who make such reports.

Board of Trustees Wallace D. Van Buren President Amy E. Sejnost Vice President Jeremy M. Wang Clerk



General Manager Amy R. Underwood, P.E.

Legal CounselDaniel McCormick, P.C.

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

MEMORANDUM

To: Board of Trustees

From: Amy R. Underwood, General Manager

Date: December 15, 2023

Subject: Decennial Committees on Local Government Efficiency Act (PA-102-1088)

Professional Services to Facilitate Report Preparation

Per the Decennial Committees on Local Government Efficiency Act (PA-102-1088), the District's Decennial Committee "may employ or use the services of specialists in public administration and governmental management and any other trained consultants, analysts, investigators, and assistants it considers appropriate, and it may seek assistance from community colleges and universities as necessary to prepare the report". The District requested a proposal from the Northern Illinois University (NIU) Center for Government Studies (CGS) to facilitate review and analysis of the District and write the report required by PA-102-1088. The CGS provided the attached Organizational Service Delivery Review and Analysis Concept Proposal. Staff has reviewed the proposal and believes it will meet the District's needs to fulfill its obligations under PA-102-1088.

The proposal is for \$19,450. The District budgeted \$15,000 for this in FY2023-24. As this work is expected to take approximately six months to complete, I do not expect to go over budget this fiscal year. The remainder will be budgeted in FY2024-25 when the budget is completed.

CGS is currently assisting the Kishwaukee Water Reclamation District with this work. Kishwaukee WRD has indicated that they are pleased with the work completed to date.

At the December 19 Board meeting, I will request approval from the Board to take the necessary steps to engage CGS to complete the work identified and for the amount as presented in the CGS proposal.

C: BOLI, DM, CS

Organizational Service Delivery Review and Analysis

Concept Proposal
PA 102-1088 Review

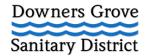
Downers Grove Sanitary District



December 12, 2023

Prepared by: NIU Center for Governmental Studies DeKalb, Illinois





Downers Grove Sanitary District

Organizational Service Delivery Review and Analysis Concept Proposal

December 12, 2023

Direct questions to:

Greg Kuhn, PhD

Director,

Center for Governmental Studies

Northern Illinois University

STUDY BACKGROUND

The Downers Grove Sanitary District is seeking to undertake a District-wide service delivery and organization design analysis to help determine the systems, resources, approaches, and positional mixes that would align with core service and operational requirements as well as strengthen strategies to utilize equipment, staff skills and other District resources in the most effective manner.

The study will provide the mandate review described in the Decennial Committees on Local Government Efficiency Act (PA 102-1088). The assessment would explore and analyze the relationships between the various Departments that comprise the District's overall operations. The challenge of any model of organization evaluation is finding the balance between the District's ability to be proactive and focused in areas where public core services are needed (internal support services as well as external customer services) and the use of financial resources in the context of providing the highest level of customer service possible as stewards of public resources. Resource deployment, service models and organizational design cannot be reduced to a simple numeric formula. Instead, design and deployment assessments require a layered analysis over several dimensions, including service expectations of the community, priorities defined by the District, and

reasonableness as it relates to budgetary impacts, service delivery models, efficiencies, and effectiveness. The proposal includes the scope of work, estimated fees, timing, and the Center for Governmental Studies' (CGS) qualifications to complete this project.

SCOPE

The scope of work envisioned includes multiple tasks designed to meet the specific needs identified by the District's leadership. Review points are built into the tasks and will enable the District to refine, if needed, the scope of work to reflect needs that might arise as part of early/interim findings. This way, the final product will better reflect Downers Grove Sanitary District's unique circumstances. Each task, as presently envisioned, is described next.

To determine the optimal level of resources required to provide acceptable/desirable District services to the Community on behalf of the District's leadership the following components are recommended to be included in the analysis:

- 1. Review and evaluate present operations, structure, intergovernmental relationships, budgets and overall service delivery and preparations for the future.
- 2. Develop a comprehensive analysis of the current level, allocation, and utilization of resources and staff within divisions/units, with consideration of the community's future demographics and expectations/needs for levels of service.
- 3. Define strengths, needs and gaps to formulate preliminary recommendations based on the completed analysis.
- 4. Provide an outline of strengths and opportunities for improvement, including integration with the District's overall organizational preparedness, structure, and resource needs/projections in the organization.
- 5. Develop, provide, and present a summary report of the process used, the findings of the analysis, the strengths and needs of the District's organizational structure along with recommendations for potential future organizational design adjustments and methods in a final report.

The study team's efforts will be focused on gaining an understanding of the present organizational structure and an assessment of service delivery/operational approaches of the District, comparing those findings to present day models of similar organizations, and making recommendations for revisions, enhancements, and adjustments where necessary. It is hoped that the result of this review will assist the District's leadership and administrative officers in developing an organizational system that will lend itself to a higher level of effective and efficient execution and management of its operations.

CGS would approach this study as an *Organizational Analysis Study*. In its broadest sense, it is a general review of the operations, systems, alignments, and service profiles of an organization. We define and measure "organizational structures" according to the needs they are meant to fill. Our definition encompasses effectiveness and efficiency of performance with an eye toward the achievement of service delivery objectives within available resources. However, our analysis recognizes that performance should be evaluated against policy goals, available resources, and principles of management as well as the experience and methods in other organizations. Organizational service and delivery assessments are concerned with improvement. The payoff for conducting a review or study of this nature are the improvements that result from it.

Our definition of an organizational service delivery and deployment analysis is:

• An evaluation of organizational structures, management systems, work processes and staffing arrangements aimed at assessing the quality, efficiency, and effectiveness of an organization's performance. Assessments and measures are made in the context of the organization's policy and operational objectives, the principles and standards of management, and the experience of like organizations.

The following are elements included to address the needs expressed in discussions with District leadership of the goals for this service delivery and organizational structure study.

WORK PLAN

The work plan for the components of the study as presented below are organized around a set of fundamental scope components. The Components are presented in the preferred chronological order for the analysis.

Organizational Analysis Components

Component A. Project Planning and Service Levels Background

Organizational Inventory and Service Delivery Assessment for all Functions and Departments Using Multiple Data Gathering Points

TASK: Review the whole of the existing organizational system via document study and interviews with key administrative staff members and administrators to include all department management personnel, the General Manager, the Board, etc.

TASK: Collect, review, and analyze existing organizational relationships charts, budgets, position descriptions; review information and documentation for formal definitions of responsibilities and reporting relationships. Search ordinances, recommended practices and administrative-enabling documents for position content and authorizations, etc.

TASK: Review and collect, as appropriate, departmental input, output and throughput data including unit performance results and measures (i.e., performance data).

TASK: Interview/discuss desired service delivery levels with key policy makers, including District Board members and administrative and departmental leadership as another component of the first phase of the organizational analysis. Executive level performance planning sessions are not a new phenomenon for progressive organizations. As the District's population dynamics evolve and change, the various services it provides will continue to adapt to a more challenging environment confronting the community and leaders. The strategic background review and service level confirmation process will provide essential guidance to the consulting team in completing the organizational assessment as outlined in Component B below.

Component B. Assessing Organizational Structures, Systems, Efficiency and Effectiveness Against Service Goals and Benchmarks

The purpose of this component is to perform an organizational inventory and service delivery assessment of the District's operational departments and overall organization. The component is outlined below. Upon completion of this component, the study team would prepare preliminary findings and recommendations for the General Manager and designated departmental supervisory-level leaders, for consideration.

The principal factors considered in developing an organizational assessment include:

- · Expressed service delivery priorities and outcome targets
- · Organization-wide methods and procedures
- The composition and staffing framework of organizational units
- · The reporting relationships among units
- The structural connections between units
- · Unit information flow and control systems
- · Department-wide work technologies

Conduct Position Inventory and Analysis - Key Departmental Operational and Administrative Staff

TASK: Evaluate individual staff positions via a combination of job content and existing job descriptions, the distribution of job content questionnaires as necessary by the study team, and follow-up discussions/interviews to determine job content, performance expectations, coordination & overlap points, supervisory-subordinate relationships, etc., for each position; analyze, compare, define/refine job content components of each position.

TASK: Develop preliminary job design frameworks for key positions that surface during the analysis including assessments of job content analysis and desired outputs, preferred, and required qualifications and training expectations.

TASK: Interview or observe via site visits, a sampling of staff members to determine work assignments, scheduling, manning frameworks/workloads, reporting relationships, coordination points, supervisory relations, duties, and assignments, etc.

TASK: Compare existing duties, tasks, and relationships to the formal structure, synthesize information and diagram existing organization structure, staffing design, and workflows within, and between, departments and/or crews, as appropriate.

Synthesize Data and Observations - Develop Alternatives and Potential Re-designs

TASK: Assess the adequacy and alignment of staff against service goals, departmental systems, operating policies, and procedures in support of program execution.

TASK: Assess the organizational, operational, decision-making and service delivery systems of the departments to determine desirable changes in the allocation of functions, lines of responsibility, and departmental relationships of positions, noting (a) operational capacity and methods, (b) work processes, (c) adequacy of information flow, coordination, control, and (d) demands placed on the department with respect to resources, policy goals and execution of programs at expressed service levels.

TASK: Recommend alternative positional design or focus arrangements, functional profiles and targets that correspond to expressed service goals. Prepare alternative organizational charts, conceptual staffing requirements, work methods and operational frameworks based on similar organizational models, according to the expressed needs and service goals of the organization.

Component C. Seek to Identify System Refinements, Efficiencies and Effectiveness Enhancements Within the Organization

The purpose of this component will be to build upon the findings of the first two components that defined the appropriate services and service levels for Downers Grove Sanitary District, along with optimized organizational structures to help frame the most efficient and economical service delivery system for the District's operations and services.

Organizational, Administrative and Operational Policy and Procedures Review

TASK: Observe, assess, and inventory existing systems identifying areas of improvement and revision with regards to policies and procedures with general suggestions for overall goals and objectives of the service delivery system.

TASK: Inventory and review existing administrative policies and procedures contained in formal or informal rules, collective bargaining agreements (CBA's), regulations, and procedures; identify areas of improvement and revision with regards to administrative policies and procedures, providing general suggestions for overall goals and objectives of administrative and policy-making approaches and procedures.

Component D. Consolidated Final Report of Findings and Recommendations

Preliminary Report - Based on our data gathering efforts including interviews, on-site observations, service delivery records and an inventory of the documents made available to the team, an assessment of the Departments' current organizational structures, service delivery systems and reporting relationships would be prepared in narrative form as preliminary findings along with accompanying recommendations.

Applying service delivery and current management principles to each of the Departments, functions and structures, the study team would develop alternative organizational designs (if applicable) that seek to identify optional resource and staffing arrangements, intra-organizational relationships, positional responsibilities, and capacities of the various units of the departments, including operational and key management functions.

In addition, an organizational flow chart for key functions or administrative systems will be prepared to accompany the narrative.

Component E. Meetings and status reports with Decennial Committee

Attend Meetings/Provide Status Reports. The purpose of this component is to acknowledge study team interactions and status reports with the General Manager and the Decennial Committee. The CGS study team will attend up to three scheduled meetings of the Decennial Committee to provide status reports on the progress of its research, site visits and analysis. The meetings referenced here would be outside of other data gathering encounters or interviews with the District's Decennial Committee/Committee members.

Final Report – The study team's concluding findings would be incorporated in a multipart narrative Final Report with supporting documentation and an executive summary.

Final Presentation – CGS will make an administrative presentation of the study's findings to the District's designated study team and the Decennial Committee.

UTILIZATION BUDGET and SCHEDULE of COMPONENTS

DESCRIPTION	TARGET TIME*	ESTIMATED COST
Component A. Project Planning and Service Levels Backgrounding	30 - 40 days from start*	\$2,500 +/-
Component B. Assessing Organizational Structures, Systems, Efficiency and Effectiveness Against Service Goals and Benchmarks	55 - 60 days following Comp. A.*	\$6,650 +/-
Component C. Seek to Identify Potential Efficiencies and Economies Within the Organization; Organization Refinements or Redesign Iterations	35 - 40 days following Comp. B*	\$6,650 +/-
Component D. Consolidated Final Report of Findings and Recommendations	35 - 45 days following Comp. C*	\$2,700 +/-
Project Expenses		\$950+/-
Estimated Total Project Cost*		\$ 19,450 +/-

*Please note the above time and cost estimates are approximations based on the anticipated components. Final project components and costs will be determined during finalization of scope with the District. Importantly, the timeline and cost estimates are dependent on receiving cooperation and timely responses to inquiries and scheduled meetings/site visits/interviews/data, etc. from the District/client organization. Data from comparative benchmark sources or other organizational data providers is also important to the timeline and cost estimates provided. Modifications to the schedule and/or budget will be communicated when appropriate and mutually agreed upon by the District's study team lead and CGS. Additional work components or new/extended research requirements identified during the project will be considered an expansion of scope and will be reviewed with the District. Additional tasks or project elements will be billed at the blended rate of \$125 per hour for professional staff with support members at \$50 per hour.

REFERENCES AND REPRESENTATIVE PROJECTS1

The team CGS has formed for these analyses has conducted numerous organizational studies and organizational development projects. Our team member's experience in analysis and administration dates back more than thirty years, having worked with a variety of public sector, education, and non-profit groups. A representative list of organizational analysis projects in Illinois led by Greg Kuhn and/or the Center for Governmental Studies team members include:

- Kishwaukee Water Reclamation Dist., DeKalb, IL, PA 102-1088 Organizational Review and Analysis, Mark Eddington, PE, Executive Director, 815.758.3513, <u>MEddington@kishwrd.com</u> (study in progress)
- Village of Elburn, Organization-wide Function and Staffing Analysis and strategic planning, John Nevenhoven, Village Administrator, <u>inevenhoven@elburn.il.us</u>, 630-365-5062
- Village of Bartlett, Strategic I.T. Utilization Study, and strategic planning, <u>pschumacher@vbartlett.org</u>, 630-837-0800, Paula Schumacher, Village Administrator
- McHenry County, Administrative Functions Analysis (^) and strategic planning, Peter Austin, County Administrator, <u>paustin@co.mchenry.il.us</u>, 815-334-4226
- City of Mattoon Organizational Analysis [including Public Works, Parks, and Cemetery units] Sue McLaughlin, former Administrator (now City Manager of Farmer City) (309) 928-3412
- Village of Western Springs, Engineering Services Assessment and strategic planning, Ingrid Velkme, former Village Manager, (708) 784-2169
- City of Ottawa, Organizational Inventory and General Administrative Review [grant funded study] Robert Eschbach, former Mayor, Dan Aussem, former Mayor, (815) 433-0161
- City of Elmhurst I.T. Function & Services Organizational Analysis and strategic planning, Jim Grabowski, City Manager (630) 530-3010
- Wilmette Public Works Department (^) Organizational Analysis Mike Braiman, Asst. Village Manager (847) 853-7509
- Bloomington Finance and Utilities Customer Service Departments (^)
 Organizational Analysis, Patty-Lynn Sylva, former Director of Finance (309) 434-2233
- Village of Bellwood, Building Department (^) Organizational Analysis Peter Tsiolis, Chief of Staff (708) 547-4045
- City of Aurora Division of Property Standards/Code Enforcement (^) Organizational Analysis, Brian Caputo, CPA, PhD, Dir. of Finance (now President, College of DuPage) (630)942-2218

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¹ <u>Please Note:</u> (^) projects designated with this mark indicate projects led by Dr. Kuhn, and his management analytics team, including Craig Anderson, while at Sikich LLP.

MISSION AND QUALIFICATIONS OF NIU AND CGS



NIU's Center for Governmental Studies, founded in 1969, is a public service, applied research, and public policy development organization that recently celebrated 50 years of public service. Its mission is to provide expertise that helps decision-makers implement efficient, sustainable, and cost-effective approaches to economic, social, governance, public policy, and information management issues.

CGS' research and services includes work in a variety of areas including community and economic development, workforce development, strategic planning, public management and training, association management, informatics, survey research, data visualization, and health and technology engagement. Clients include municipal, county, state, and federal agencies, as well as nonprofit and for-profit organizations. For more information, please call 815-753-0914 or visit www.cgs.niu.edu.

CGS has established itself as the center of choice for civic organizations in Northern Illinois needing to gather, analyze and operationalize information from their constituents. Assistance has been provided to state and federal agencies, colleges and universities, school districts, libraries, park districts and municipalities as well as a variety of other organizations. Since its founding, CGS has provided expertise to help decision-makers throughout Illinois implement efficient, sustainable, and cost-effective approaches to public policy, public management, social, economic and information management issues. As noted above, this expertise is made available to all levels of governmental entities, private enterprises, public-private partnerships, and other types of institutions such as higher education.

As part of NIU's Division of Outreach, Engagement and Regional Development, CGS fulfills its outreach and engagement mission through public service, applied research, technical assistance, and public policy development activities that are supported by interdisciplinary teams.

CGS staff is organized into various practice areas including:

- Strategic Management, Policy, and Community Development
- Data Informatics
- Survey Research and Data Visualization

- Association Management
- Workforce Development and Economic Analysis
- Governance, Training, Organizational Development

CGS Team Description

The proposed project team will consist of seasoned specialists and researchers with extensive experience conducting strategic planning, survey research, data assessments and leadership training. In addition to these core team members, other expertise within CGS will be used for various aspects of the project (i.e., project management and analysis, data research, etc.).

Project Team - Facilitators and Analysts:

Greg Kuhn, Ph.D., Director, Center for Governmental Studies - Dr. Kuhn is a former Village Manager who now conducts research, teaches, and consults to governmental units in Illinois and across the Midwest. Dr. Kuhn completed his doctoral studies mid-career with emphases in Public Administration at the Local Government Level, Organization Development and Public Policy at Northern Illinois University. Greg served as Village Manager in Clarendon Hills, Illinois and Asst. to the Manager in Skokie, Illinois. Greg has also provided organizational and leadership services to governments on a consulting basis as Director of Local Government Management Services at Sikich, LLP., Managing Vice-President of the PAR Group, and Senior Associate in Governmental Services at Korn-Ferry International.

Greg has taught a variety of courses at both NIU and Northwestern including graduate courses in strategic planning, leadership, human resources, budgeting, and public policy. In total, Dr. Kuhn has over 40 years of public management experience as an administrator, consultant, and instructor. Greg is a specialist in strategic planning, organizational development and design, governance, and training. He has conducted over sixty strategic planning projects for public and nonprofit organizations. He will be joined by other senior members of the Center for Governmental Studies and the University in the execution of the exercises and data gathering portions of the study.

Dr. Kuhn would serve as project director and co-facilitator for the engagement.

Melissa Henriksen, MPP, Assistant Director of Strategic Management, Policy Community Development, Center for Governmental Studies. Mel has a diverse background including economic and community development, technical assistance, strategic and comprehensive planning, and grant writing. She has provided staff support for several projects including strategic planning facilitation, focus groups, wage and benefit studies and asset/needs assessments. Mel has led or co-facilitated strategic planning for elected officials, non-profits, school districts, Boards of directors, municipalities, foundations, and institutes of higher education. For over 13 years, she has managed funded projects for the Illinois Critical Access Hospital Network (ICAHN), the National Association of Development Agencies (NADO), the U.S. Economic Development Administration (EDA), and the U.S. Department of Agriculture (USDA), as well as state and local organizations focused on economic and

community development and health care. Most recently, she has worked on city and countywide economic and community development planning. These projects included coordinating surveys, community focus groups, strategic planning to identify potential challenges and solutions, and distilling themes and findings from a variety of qualitative information to share with key stakeholders.

Mel holds a B.A. degree in Political Communication/Public Relations and a Master's degree in Public Policy both from the University of Northern Iowa. Mel is a board member for the Illinois Rural Health Association and is the chair of its Research and Education and Conference Committee. In addition, she is a former Kettering Foundation Research Fellow and recently received the ICAHN Service Award for her research in rural health care and its economic impact on rural communities. She has also taught Introduction to American Government at Kishwaukee College.

Ms. Henriksen will serve as a project advisor and collaborator.

Craig G. Anderson, MPA, Senior Public Management and Local Government Specialist - Center for Governmental Studies. served as Village Manager for Wheeling, Illinois, from 1988 to early 2002, as Interim Village Manager for Long Grove, Illinois, during mid-2002, and as Village Manager for Carpentersville, Illinois, from late 2002 until his retirement in 2010. Craig began his career in the public sector with the Village of Glenview, Illinois, where he served as a Maintenance and Equipment Operator in the Public Works Department from 1973 to 1977, Administrative Assistant to the Director of Development and Public Services from 1977 to 1978, Administrative Assistant to the Village Manager from 1978 to 1980, and Assistant Village Manager from 1980 to 1988. Subsequent to his retirement, Mr. Anderson has assisted with two police services and four organizational studies, has completed three part-time interim assignments, and was employed with a consulting firm as a public management specialist on a part-time basis for approximately two years where he assisted with organizational analyses of two Building and Code Enforcement Divisions, a Public Works Department, a Finance Department and Water Utility Billing and Customer Service Division.

At the Village of Glenview, as a Maintenance and Equipment Operator, Mr. Anderson obtained and maintained certification as a State of Illinois Class C Public Water Supply Operator. As Assistant Village Manager, he served as Personnel Director, represented the Village during annual meet-and-confer sessions (salary and benefit discussions) with employee groups, and was Acting Village Manager in the absence of the Village Manager.

While Mr. Anderson was Manager in Wheeling, the Village was successful in its efforts to coordinate the realignment of Milwaukee Avenue with TIF district improvements, maintain its capital improvements program, annex significant acreage to the northwest corner of the community for retail development, and work cooperatively with the City of Prospect Heights to improve infrastructure at Palwaukee Municipal Airport. During his service as Manager in Carpentersville, the Village implemented a

revamped capital improvements program, approved a new classification and salary plan for non-represented personnel, significantly improved financial record-keeping and reporting processes, and became more active in regional cooperation efforts.

Mr. Anderson holds a Bachelor of Science (Biology) degree from Northern Illinois University (1973) and a Master of Public Administration degree from Roosevelt University (1979). He is an ICMA Credentialed Manager.

Mr. Anderson will serve as a project advisor, field agent, and collaborator.

Joe Fennel, MPA is the former (retired) Executive Director of the Northwest Suburban Municipal Joint Action Water Agency, where he served in the executive's role from 1997-2015. As Executive Director, Joe managed the policies, operations, and contractual commitments of a multi-jurisdictional, intergovernmental agency through the operations of a 130 MG water plant and transmission network serving a daytime population of 500,000. Joe is presently working with Burns & McDonnel Engineer as a Senior Project Manager in the Water and Municipal Services Group. Prior to his Water Commission position, Joe served for 17 years as the Director of Public Services and Utilities for the Village of Woodridge, Illinois that entailed management responsibility over the Public Services Department and its divisions that included at various times Engineering, Streets, Water and Sewer, Solid Waste, Forestry, Building & Zoning and Fleet Maintenance. Joe also held additional Public Works positions as Village of Western Springs, Illinois, and Superintendent of Public Works Village of Willowbrook, Illinois. Joe earned his bachelor's degree at Lewis College and his Master of Public Administration at NIU. Joe has also completed the Executive Development and Executive Institute programs at the University of Illinois and the University of Virginia.

Mr. Fennel will serve as a project advisor, field agent, and collaborator.

Jim Norris, Senior Public Management and Local Government Specialist - Center for Governmental Studies. Mr. Norris has served from 1998 to 2020 as the Village Manager of the Village of Hoffman Estates, Illinois. Previously, Jim served as the City Manager of Gladstone, Missouri, the assistant Village Manager of Schaumburg, Illinois, Palatine, Illinois and interned for the Village of Western Springs, Illinois. He is a member of the International City/County Management Association, a member and past president of the Illinois City/County Management Association and a member and past president of the Chicago Metropolitan Manager's Association.

Jim served as the Executive Board chairperson for the Northwest Suburban Municipal Joint Action Water Agency, chair of the Northwest Central Dispatch Joint Emergency Management Agency, vice- chair of the Executive Committee of the Solid Waste Agency of Northern Cook County and was on the board and a past chair of the Northwest Central Dispatch Agency. Mr. Norris has a B.A. in history from the

University of Missouri, St. Louis and received his MPA from NIU. As an Adjunct for NIU's Public Administration Department, Mr. Norris teaches PSPA 600, PSPA 412, PSPA 410, POLS 303X. Jim has previously taught in the Masters in Public Policy program at Northwestern University and the Masters of Public Affairs program at Park College.

Mr. Norris will serve as a project advisor, field agent, and collaborator.

Other Project Staff and Support - Dr. Kuhn and the project team will also be joined and assisted by other staff members of the Center for Governmental Studies, the University, and administrative or public utility specialists for certain project elements or at critical junctures of the project.

DOWNERS GROVE SANITARY DISTRICT

<u>M E M O</u>

TO: Board of Trustees

FROM: Carly Shaw

Administrative Supervisor

DATE: December 19, 2023

RE: Schedule of Regular Meetings for 2024

Attached is the proposed Notice of Schedule of Regular Meetings for calendar year 2024. 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 13 meeting and public notice will be published on February 15 of its availability for public inspection. Final approval of the budget will then be scheduled for March 19 which provides the 30-day minimum public notice period.

The September Board meeting is proposed to be held on the fourth Tuesday rather than the third Tuesday. This is due to a conflict with the Illinois Association of Wastewater Agencies (IAWA) Annual Conference in September.

This item will be 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: KJR, RTJ, MJS, KWS, ARU, AJC, DM

Board of Trustees
Wallace D. Van Buren
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Amy E. Sejnost
Vice President
Jeremy M. Wang
Clerk



General Manager Amy R. Underwood

Legal Counsel
Daniel McCormick

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 19, 2023

DOWNERS GROVE SANITARY DISTRICT NOTICE OF SCHEDULE OF REGULAR MEETINGS

The Downers Grove Sanitary District hereby gives notice that the regular meetings of the Board of Trustees shall be held on the following Tuesdays during calendar year 2024:

- January 16
- February 13
- March 19
- April 16
- May 21
- June 18
- July 16
- August 20
- September 24
- October 15
- November 19
- December 17

These meeting 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.

DOWNERS GROVE SANITARY DISTRICT

<u>M E M O</u>

TO: Board of Trustees

FROM: Carly Shaw

Administrative Supervisor

DATE: December 14, 2023

RE: Administrative Services Progress Report – November 2023

<u>ADMINISTRATIVE</u>

Personnel

We are scheduling second round of interviews for three candidates. These should be done before the holidays.

Employee Functions

The employee holiday lunch was held at Granite City in Naperville on December 9. We had 10 employees attend with 8 guests and 3 children. Anyone who was not able to attend will receive a \$50 Amazon gift card.

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

We have received one BURP claim from the incident mentioned in my September report. This was due to a sewer cleaning in the area causing their toilet to overflow. An updated summary is attached.

Technology Update

The billing portal is up to 4,350 total users registered with \$534,807 in payments made using the portal.

The large screen display with an onboard computer has been installed in the Board Room. This is an interactive screen that can be used as a monitor or a whiteboard. Electric and cables were run by District staff and Kazys Motekaitis assisted in connecting this device to the District network and tested functionality.

Staff has reviewed several options for accounting software solutions including BS&A, Tyler ERP, and CUSI (utility billing only) which would integrate with MIP (all other accounting) as a third option. BS&A and Tyler were comparable in functionality. BS&A had several pros over Tyler making them our top choice. CUSI/MIP had good functionality, but it is our preference to have one software for all accounting functions and one source for support. BS&A offered features that the others didn't such as their support response time guarantee, duplicate invoice detection for accounts payable, the ability to do the summer adjustment credits for customer billing, and automated customer letter creation using information from the customer accounts and a built GIS which will allow us to communicate with customers in target areas for things such as construction

projects or sewer cleanings. Overall staff preferred the BS&A software over the others.

Upon signing the agreement with BS&A there is a payment due of \$63,700 which was not budgeted in this fiscal year. The remaining fees are split into two installments in the next fiscal year. I feel it is important to expedite this upgrade due to the issues we have experienced with our current software. The implementation time is 12-16 months with BS&A and that begins at the time the contract is executed.

FINANCIAL

Treasurer's Report and Investment Activity

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

The Bank Financial Money Market account is due to expire mid-December and those funds will be moved into another higher interest account at that time.

cc: WDVB, AES, JMW, KJR, RTJ, MJS, DM

USER BILLING SUMMARY

User Charge System

Billings for November 2023 were as follows:

User	\$333,875.16
Surcharge	23,229.23
Monthly fees	429,592.13
Total	\$786,696.52
Summer Usage Adjustment	\$17,306.50
Billable Flow	140,697,182
Budgeted Billable Flow	148,143,316
% Actual/Budgeted Billable Flow	94.97%
YTD Billable Flow	1,228,836,668
YTD Budgeted Billable Flow	1,228,999,310
% Actual/Budgeted Billable Flow	99.99%

The user accounts receivable balance on 11/30/2023 is \$882,219.99 and consists of:

Current charges due 12/15/2023	\$646,387.87
Past due charges and penalty	235,832.12
Total	\$882,219.99

The past due charges represent:

Age	<u>User Charges</u>	<u>Penalty</u>	<u>Totals</u>
30 days past due	\$73,561.67	\$13,791.19	\$87,352.86
60 days past due	33,082.63	4,162.94	37,245.57
90 days & greater past due	96,576.55	14,657.14	111,233.69
Totals	\$203,220.85	\$32,611.27	\$235,832.12

Summary of Past Due Charges (90 Days and Over)

Five Year Comparison

November

<u>Year</u>	<u>User Charges</u>	<u>Penalty</u>	<u>Total</u>
2023	\$96,576.55	\$14,657.14	\$111,233.69
2022	38,280.18	7,297.03	45,577.21
2021	75,609.04	14,075.96	89,685.00 *
2020	105,659.64	15,270.20	120,929.84 *
2019	44,865.08	6,235.59	51,100.67 **

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

Twelve Months Ending November 2023

Month Ending	<u>User Charges</u>	<u>Penalty</u>	<u>Total</u>
11/30/23	\$96,576.55	\$14,657.14	\$111,233.69
10/31/23	69,307.87	11,140.92	80,448.79
9/30/23	57,856.34	10,171.88	68,028.22
8/30/23	56,820.77	9,871.97	66,692.74
7/31/23	42,973.75	7,253.99	50,227.74
6/30/23	48,202.48	8,745.13	56,947.61
5/31/23	62,672.35	11,351.97	74,024.32
4/30/23	43,089.56	8,905.52	51,995.08
3/31/23	44,200.55	8,970.57	53,171.12
2/28/23	43,221.84	7,436.11	50,657.95
1/31/23	40,007.16	6,499.14	46,506.30
12/30/22	38,839.46	7,034.95	45,874.41

There were 26 accounts scheduled for Pre-Enforcement on November 15, 2023 of which 16 accounts have paid in full and 3 accounts have arrangements to pay. There are 28 accounts scheduled for Pre-Enforcement for December 15, 2023 of which 6 have already paid in full. We are attempting to schedule water shut off and Show Cause when possible.

^{**}Includes \$13,020.74 I sewer disconnection costs on 4 accounts plus late fees

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

04/30/23

04/30/23				DATE	AMOUNT					
STREET ADDRESS	CITY	NAME	DATE OF BACKUP	CLAIM RECEIVED	OF CLAIM	ADJUSTER RECOMMENDATION	AMOUNT PAID	DATE PAID	ADJUSTER FEE	STATUS
3923 LIBERTY BLVD	WESTMONT	KINTZ	9/18/2023	9/19/2023	325.00	PAYMENT SUGGESTED \$1416.39	325.00	12/7/2023	631.20	CLOSED
	TOTAL NUMBER OF BACKUPS (SINCE PROGRAM START IN 1997) TOTAL NUMBER OF CLAIMS RECEIVED (SINCE PROGRAM START IN 1997) TOTAL AMOUNT OF CLAIMS RECEIVED (SINCE PROGRAM START IN 1997) TOTAL AMOUNT OF CLAIMS PAID (SINCE PROGRAM START IN 1997) TOTAL AMOUNT PAID TO ADJUSTER (SINCE PROGRAM START IN 1997)		247	124	\$176,430.62		\$94,343.23		\$19,977.45	
	NUMBER OF CLAIMS (MOST RECENT 2 AVERAGE AMOUNT OF CLAIM (MOST F AVERAGE AMOUNT OF PAYMENT (MO AVERAGE AMOUNT PAID TO ADJUSTE	RECENT 24 MOS) ST RECENT 24 MOS)		8	\$1,887.64		\$1,568.75		\$264.53	

To: Amy Underwood, General Manager

From: Marc Majewski, Operations Supervisor

Re: Month of November 2023, WWTC Operations Report.

Date: December 13, 2023

Attached please find detailed operating data and our monthly report to Illinois EPA for November. We had 1 fecal coliform excursion on our 002 outfall.

Certain highlights of operational activities included:

- Monthly flow: Average daily flows to the plant were 7.08 MGD. Total precipitation at the WWTC was 0.86". There were no days of excess flow during the month of November. There was 1 day of discharge over 11 MGD.
- Activated sludge: Good operating performance was observed throughout the month of November. Floc formers are still predominating leading to good solids settling.
- Anaerobic Digesters: Pumped a total of 983,027 gallons of primary sludge, 137,386 gallons of TWAS, 235,350 gallons of WAS, and 254,252 gallons of waste grease for a total of 1,610,015 gallons pumped to digesters. Total Volatile Solids destruction was calculated at 59 % for November.
- Digester gas: Total digester gas production was 5,499,119 cubic feet. 23,851 cubic feet of gas was used for anaerobic digestion heat, and 5,153,001 cubic feet was used in the CHP facilities. 179,347 cubic feet of flared gas was recorded during the month. The Munters dehumidifier used 142,920 cubic feet of gas.
- Biosolids: Bio-solids drying and delivery season continues but has slowed down significantly due to the seasonal changes. We delivered 88 dry tons of Class A biosolid in the month of November.
- Miscellaneous: Operators bypassed the 001 outfall for repairs from 11/7/23 to 11/21/23.
- Electricity: Overall net energy from ComEd was: -77,500 KW-Hrs. Electricity Generated by the CHP system was 418,162 KW-Hrs. Monthly net energy (including natural gas usage) was -54 MW-Hrs for the month of November.

Downers Grove Sanitary District November 2023

	WWTC Rainfall	B01 Parshall Flume Flow Max	B01 Parshall Flume Flow Min	B01 Parshall Flume Flow Avg (Daily Total)	A01 Parshall Flume Flow Max	A01 Parshall Flume Flow Avg (Daily Total)	C01 Int Clar #1 Flow Max	C01 Int Clar #1 Flow Avg (Daily Total)	Outfall 003 Flow Max	Outfall 003 Flow Avg (Daily Total)	Total Flow Leaving WWTC Avg (Daily Total)	Total Flow Leaving WWTC Max MGD	002 Outfall Flow Avg (Daily Total)
Date	inches	MGD	MGD	MGD	MGD	MGD	MGD	MGD	MGD	MGD	MGD	MGD	MGD
11/1/2023	0.01	12.17	4.22	7.26	0.00	0.00	0.00	0.00	0.00	0.00	7.26	12.17	0.00
11/2/2023	0.00	10.64	4.02	7.14	0.00	0.00	0.00	0.00	0.00	0.00	7.14	10.64	0.00
11/3/2023	0.00	10.35	4.04	7.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00	10.35	0.00
11/4/2023	0.00	10.47	3.99	6.70	0.00	0.00	0.00	0.00	0.00	0.00	6.70	10.47	0.00
11/5/2023	0.01	10.31	3.71	7.04	0.00	0.00	0.00	0.00	0.00	0.00	7.04	10.31	0.00
11/6/2023	0.00	13.30	0.47	6.75	0.00	0.00	0.00	0.00	0.00	0.00	6.75	13.30	0.00
11/7/2023	0.00	10.02	3.59	6.82	0.00	0.00	0.00	0.00	0.00	0.00	6.82	17.47	5.53
11/8/2023	0.04	10.31	3.87	6.89	0.00	0.00	0.00	0.00	0.00	0.00	6.89	10.31	6.89
11/9/2023	0.00	9.93	3.83	6.85	0.00	0.00	0.00	0.00	0.00	0.00	6.85	9.93	6.85
11/10/2023	0.00	9.82	3.70	6.64	0.00	0.00	0.00	0.00	0.00	0.00	6.64	9.82	6.64
11/11/2023	0.00	9.48	3.76	6.46	0.00	0.00	0.00	0.00	0.00	0.00	6.46	9.48	6.46
11/12/2023	0.00	9.38	3.55	6.47	0.00	0.00	0.00	0.00	0.00	0.00	6.47	9.38	6.47
11/13/2023	0.00	9.41	3.70	6.44	0.00	0.00	0.00	0.00	0.00	0.00	6.44	9.41	6.44
11/14/2023	0.00	8.92	3.57	6.31	0.00	0.00	0.00	0.00	0.00	0.00	6.31	8.92	6.31
11/15/2023	0.00	8.79	3.53	6.36	0.00	0.00	0.00	0.00	0.00	0.00	6.36	8.79	6.36
11/16/2023	0.00	8.94	3.62	6.31	0.00	0.00	0.00	0.00	0.00	0.00	6.31	8.94	6.31
11/17/2023	0.00	10.08	3.55	6.52	0.00	0.00	0.00	0.00	0.00	0.00	6.52	10.08	6.52
11/18/2023	0.00	9.28	3.62	6.41	0.00	0.00	0.00	0.00	0.00	0.00	6.41	9.28	6.41
11/19/2023	0.00	9.27	3.52	6.41	0.00	0.00	0.00	0.00	0.00	0.00	6.41	9.27	6.41
11/20/2023	0.24	9.11	3.44	6.40	0.00	0.00	0.00	0.00	0.00	0.00	6.40	9.11	6.40
11/21/2023	0.48	22.03	7.62	12.74	0.00	0.00	0.00	0.00	0.00	0.00	12.74	38.99	5.52
11/22/2023	0.00	14.38	5.95	8.82	0.00	0.00	0.00	0.00	0.00	0.00	8.82	14.38	0.00
11/23/2023	0.00	14.36	4.86	7.60	0.00	0.00	0.00	0.00	0.00	0.00	7.60	14.36	0.00
11/24/2023	0.00	10.37	4.28	6.91	0.00	0.00	0.00	0.00	0.00	0.00	6.91	10.37	0.00
11/25/2023	0.00	10.75	4.06	6.85	0.00	0.00	0.00	0.00	0.00	0.00	6.85	10.75	0.00
11/26/2023	0.08	15.11	4.07	7.55	0.00	0.00	0.00	0.00	0.00	0.00	7.55	15.11	0.00
11/27/2023	0.00	10.20	4.51	7.42	0.00	0.00	0.00	0.00	0.00	0.00	7.42	10.20	0.00
11/28/2023	0.00	9.69	4.17	7.09	0.00	0.00	0.00	0.00	0.00	0.00	7.09	9.69	0.00
11/29/2023	0.00	10.70	4.29	7.16	0.00	0.00	0.00	0.00	0.00	0.00	7.16	10.70	0.00
11/30/2023	0.00	10.38	3.98	7.02	0.00	0.00	0.00	0.00	0.00	0.00	7.02	10.38	0.00
Minimum	0.00	8.79	0.47	6.31	0.00	0.00	0.00	0.00	0.00	0.00	6.31	8.79	0.00
Maximum	0.48	22.03	7.62	12.74	0.00	0.00	0.00	0.00	0.00	0.00	12.74	38.99	6.89
Total	0.86	327.95	119.06	212.33	0.00	0.00	0.00	0.00	0.00	0.00	212.33	352.36	95.53
Average	0.03	10.93	3.97	7.08	0.00	0.00	0.00	0.00	0.00	0.00	7.08	11.75	3.18

Downers Grove Sanitary District November, 2023

	Tertiary Flow	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
11/1/2023	7.26	3,041	94,338	14.62	37	27	22	87		5,106	8.3
11/2/2023	7.14	2,936	91,075	13.58	42	29	24	97	4,403	0,100	0.0
11/3/2023	7.00	3,011	93,424	14.79	38	27	23	90	1,100	4,539	
11/4/2023	6.70	0,011	93,424	14.84			20			1,000	
11/5/2023	7.04		93,424	20.51							
11/6/2023	6.75	2,799	86,844	15.33	41	30	25	108		4,121	8.0
11/7/2023	6.82	2,870	89,048	15.30	45	32	26	111	4,787	7,121	7.9
11/8/2023	6.89	2,767	85,837	11.32	50	34	26	121	7,707	5,128	7.0
11/9/2023	6.85	2,767	85,840	10.97	42	30	24	106	5,128	0,120	
11/10/2023	6.64	2,926	90,770	12.60	45	32	26	108	0,120	4,389	
11/11/2023	6.46	2,020	90,770	12.27	40	02	20	100		4,000	
11/12/2023	6.47		90,770	12.38							
11/13/2023	6.44	2,879	89,322	11.76	48	34	27	117		4,413	8.2
11/14/2023	6.31	2,888	89,608	11.34	49	35	27	120	5,674	7,410	8.0
11/15/2023	6.36	2,802	86,925	10.01	49	33	25	118	0,014	4,829	0.0
11/16/2023	6.31	2,840	88,098	9.84	48	34	26	120	5,338	7,023	
11/17/2023	6.52	2,857	88,646	10.35	43	31	24	107	0,000	4,369	
11/18/2023	6.41	2,001	112,695	10.34	40	31	2-7	107		4,000	
11/19/2023	6.41		88,646	10.35							
11/20/2023	6.40	2,865	88,867	9.56	42	31	25	106		4,674	
11/20/2023	12.74	2,676	83,026	8.76	40	30	24	111	6,804	4,074	7.6
11/21/2023	8.82	3,213	99,666	7.88	66	47	34	147	0,004	6,191	8.6
11/23/2023	7.60	0,210	99,666	7.86	00	77	34	177		0,131	0.0
11/24/2023	6.91		99,666	7.88							
11/25/2023	6.85		99,666	7.89							
11/26/2023	7.55		99,666	7.90							
11/27/2023	7.42	2,820	87,494	7.64	62	43	31	151		5,424	8.6
11/28/2023	7.42	2,855	88,561	7.59	50	36	30	125	5,477	0,424	8.9
11/29/2023	7.16	2,987	92,657	8.22	62	44	34	147	5,477	5,283	8.8
11/30/2023	7.10	2,915	90,418	7.81	58	40	32	139	5,506	0,200	0.0
11/30/2023	1.02	2,313	30,410	7.01	50	70	32	100	5,500		
Minimum	6.31	2,676	83,025.86	7.59	36.52	26.76	22.01	86.77	4,403	4,121	7.6
Maximum	12.74	3,213	112,694.58	20.51	65.69	47.45	34.02	151.27	6,804	6,191	8.9
Total	212.33		2,758,856.47		955.45	678.15	532.14	2,338.21	43,117	58,466	82.9
Average	7.08	2,886	91,961.90	11.05	47.85	33.95	26.75	116.80	5,390	4,872	8.3

Downers Grove Sanitary District November, 2023

					_					
	Tertiary Flow	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
11/1/2023	7.26	295			1.0	61	99.4	26	44	64.2
11/2/2023	7.14	290	135	2.2	1.0	60	99.2	33	57	64.4
11/3/2023	7.00							45	59	
11/4/2023	6.70							37	63	
11/5/2023	7.04							34	62	
11/6/2023	6.75	320	163		1.4	79	99.2	54	73	64.5
11/7/2023	6.82	225	157	1.6	1.6	91	98.4	45	59	64.6
11/8/2023	6.89	387	126		3.2	184	99.4	48	59	64.4
11/9/2023	6.85	407	213	2.4	3.2	183	99.6	42	60	64.4
11/10/2023	6.64							30	48	
11/11/2023	6.46	267						27	54	
11/12/2023	6.47	327						41	60	
11/13/2023	6.44	337	250		1.4	75	99.3	33	66	63.7
11/14/2023	6.31	333	260	1.6	0.9	47	99.5	28	65	63.9
11/15/2023	6.36	367	197		0.6	32	99.6	41	69	64.1
11/16/2023	6.31	380	201	1.3	0.5	26	99.6	40	68	63.9
11/17/2023	6.52	367						30	62	
11/18/2023	6.41	307						26	56	
11/19/2023	6.41	327						30	61	
11/20/2023	6.40	407	225		1.8	96	99.4	42	51	63.8
11/21/2023	12.74	288	167	4.4	3.0	319	98.1	36	44	63.4
11/22/2023	8.82	266			2.1	154	98.6	32	49	61.9
11/23/2023	7.60	300			1.6	101	99.1	33	52	
11/24/2023	6.91							27	36	
11/25/2023	6.85							26	43	
11/26/2023	7.55							29	36	
11/27/2023	7.42	307	146		1.6	99	99.3	18	31	61.5
11/28/2023	7.09	307	192	2.1	1.4	83	99.3	15	31	60.6
11/29/2023	7.16	347	178		1.0	60	99.4	20	43	60.4
11/30/2023	7.02	373	188	2.3	1.2	70	99.4	33	54	61.5
Minimum	6.31	225	126	1.3	0.50	26	98.1	15	31	60.4
Maximum	12.74	407	260	4.4	3.20	319	99.6	54	73	64.6
Total	212.33	7,531	2,798	17.9	28.50	1,820	1,785.8	1,075	1,611	1,075.2
Average	7.08	327	187	2.2	1.58	101	99.2	33	54	63.2

	Tertiary Flow	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
11/1/2023	7.26	280			0.3	18	99.9	7.7	7.6	7.4	7.4
11/2/2023	7.14	260	98	4.4	0.4	24	99.8	7.6	7.5	7.1	7.2
11/3/2023	7.00	305			0.5	29	99.8	7.7	7.4	7.3	7.3
11/4/2023	6.70	270			0.3	17	99.9				
11/5/2023	7.04	220			0.5	29	99.8				
11/6/2023	6.75	395	163		0.7	39	99.8	7.5	7.6	7.2	7.3
11/7/2023	6.82	235	137	6.8	1.1	63	99.5	7.7	7.6	7.2	7.2
11/8/2023	6.89	320	73		0.6	34	99.8	7.7	7.5	7.1	7.3
11/9/2023	6.85	400	143	8.1	1.0	57	99.8	7.7	7.4	7.0	7.2
11/10/2023	6.64	256			0.5	28	99.8	7.5	7.4	7.1	7.3
11/11/2023	6.46	212			0.5	27	99.8				
11/12/2023	6.47	278			0.6	32	99.8				
11/13/2023	6.44	260	118		0.4	21	99.8	7.6	7.5	7.2	7.2
11/14/2023	6.31	280	151	5.8	0.5	26	99.8	7.6	7.4	7.1	7.1
11/15/2023	6.36	325	171		0.6	32	99.8	7.6	7.6	7.0	7.1
11/16/2023	6.31	400		5.2	0.6	32	99.9	7.7	7.5	7.0	7.1
11/17/2023	6.52	350			0.7	38	99.8	7.7	7.6	7.0	7.2
11/18/2023	6.41	415			1.0	53	99.8				
11/19/2023	6.41	266			1.1	59	99.6				
11/20/2023	6.40	347	253		0.9	48	99.7	7.6	7.4	7.1	7.2
11/21/2023	12.74	276	152	7.8	2.0	212	99.3	7.6	7.1	6.9	7.0
11/22/2023	8.82	248			1.3	96	99.5	7.7	7.6	7.2	7.4
11/23/2023	7.60	247			0.9	57	99.6	7.2		7.7	
11/24/2023	6.91	300			0.4	23	99.9	7.7		7.5	
11/25/2023	6.85	260			0.7	40	99.7				
11/26/2023	7.55	248			0.7	44	99.7				
11/27/2023	7.42	275	104		0.7	43	99.7	7.6	7.6	7.3	7.3
11/28/2023	7.09	285	142	5.0	0.7	41	99.8	7.7	7.5	7.3	7.3
11/29/2023	7.16	325	215		0.3	18	99.9	7.7	7.6	7.2	7.2
11/30/2023	7.02	350	144	4.6	0.6	35	99.8	7.7	7.6	7.2	7.1
Minimum	6.31	212	73	4.4	0.3	17	99.3	7.2	7.1	6.9	7.0
Maximum	12.74	415	253	8.1	2.0	212	99.9	7.7	7.6	7.7	7.4
Total	212.33	8,888	2,064	47.7	21.1	1,317	2,992.7	167.8	150.0	158.1	144.4
Average	7.08	296	147	6.0	0.7	44	99.8	7.6	7.5	7.2	7.2

Downers Grove Sanitary District November, 2023

MONTHLY OPERATIONS REPORT PAGE 5

	Tertiary	Influent	Tertiary Effluent	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
11/1/2023	7.26	23.20	0.10	6.1	0.015	8
11/2/2023	7.14	23.96	0.10	6.0		
11/3/2023	7.00					
11/4/2023	6.70					
11/5/2023	7.04	19.78	0.10	5.9		
11/6/2023	6.75	21.82	0.10	5.6		
11/7/2023	6.82	25.48	0.10	5.7		
11/8/2023	6.89	30.09	0.10	5.7		
11/9/2023	6.85	24.75	0.10	5.7		
11/10/2023	6.64					
11/11/2023	6.46					
11/12/2023	6.47	20.15	0.10	5.4		
11/13/2023	6.44	25.37	0.10	5.4		
11/14/2023	6.31	26.68	0.10	5.3		
11/15/2023	6.36	22.65	0.10	5.3		
11/16/2023	6.31	24.03	0.10	5.3		
11/17/2023	6.52					
11/18/2023	6.41					
11/19/2023	6.41	19.09	0.10	5.3		
11/20/2023	6.40	24.08	0.10	5.3		
11/21/2023	12.74	13.92	0.10	10.6		
11/22/2023	8.82					
11/23/2023	7.60					
11/24/2023	6.91					
11/25/2023	6.85					
11/26/2023	7.55	14.48	0.10	6.3		
11/27/2023	7.42	20.59	0.10	6.2		
11/28/2023	7.09	19.40	0.10	5.9		
11/29/2023	7.16	24.35	0.10	6.0		
11/30/2023	7.02	25.08	0.10	5.9		
Minimum	6.31	13.92	0.10	5.3	0.015	8.0
Maximum	12.74	30.09	0.10	10.6	0.015	8.0
Total	212.33	448.95	2.00	118.8	0.015	8.0
Average	7.08	22.45	0.10	5.9	0.015	8.0

SLUDGE DATA					
Primary Sludge	ΓS	2.40	%	983,027	Gallons
WAS to Thickener	ΓS	2.73	%	614,600	Gallons
TWAS to Digester 4	ΓS	5.87	%	137,386	Gallons
Hauled Grease to Digs	ΓS	8.80	%	254,252	Gallons
Anaerobically Digested Sludge Pump	ing				
to Drying Beds	ΓS	2.87	%	141,540	Gallons
to BFP	ΓS	2.23	%	977,996	Gallons
to Lagoons	ΓS		%		Gallons
Total				1,119,536	Gallons
VS Destruction				59.0	%
Biosolids Disposal					
Class A Distribution		Nov		88	Dry Tons
Class B Hauli	٠	Nov			Dry Tons
Tot		Nov			Dry Tons
Class A Distribution		YTD			Dry Tons
Class B Hauli	_	YTD			Dry Tons
Tot	tal	YTD		1,250	Dry Tons
ENERGY DATA					
Total Digester Gas P	rod	luction		5,499,119	SCF
Gas Volume per Volatile So	olids	s Load		12.5	Cu.Ft./Lb
<u>Digester Gas Utilization</u>					
Heat Ex		•		23,851	
Dehum	nidif	ication		142,920	
		CHP		5,153,001	
		Total		5,319,772	
<u>Digester Gas Flared</u>				179,347	SCF
Natural Gas Consumed					
	١	NWTC		23,700	
		MSB		34,700	
		l Feed		14,400	
	۱ 60	Walnut		5,800	
Kilowatt-hours Generated CHP				418,162	
Net energy from Comed				-77,500	
Monthly net energy				-54	MWH
MISCELLANEOUS					_
Grit Remov		Nov			Cu. Yds
Grit Remov		YTD			Cu. Yds
Anaerobic Superna				716,211	
Waste Activated Slud	-				Gals/Day
City Water Consume	ed			14,586	Gallons

Downers Grove Sanitary District

November, 2023

	Tertiary Flow	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
11/1/2023	7.26											
11/2/2023	7.14	6.83	3.44	400.6	204.79	49.6						26.10
11/3/2023	7.00											
11/4/2023	6.70											
11/5/2023	7.04											
11/6/2023	6.75											
11/7/2023	6.82											
11/8/2023	6.89	7.13	4.46	409.9	256.4	37.4						
11/9/2023	6.85											
11/10/2023	6.64											
11/11/2023	6.46											
11/12/2023	6.47											
11/13/2023	6.44						44.0	22.8	2,363.1	1,224.5	48.2	
11/14/2023	6.31											
11/15/2023	6.36											
11/16/2023	6.31	8.62	4.40	453.9	231.7	49.0						
11/17/2023	6.52											
11/18/2023	6.41											
11/19/2023	6.41											
11/20/2023	6.40											
11/21/2023	12.74											20.06
11/22/2023	8.82	6.25	2.62	490.7	192.7	58.1						
11/23/2023	7.60											
11/24/2023	6.91											
11/25/2023	6.85											
11/26/2023	7.55											
11/27/2023	7.42	5.22	3.11	375.6	192.4	40.4						
11/28/2023	7.09											
11/29/2023	7.16											
11/30/2023	7.02											24.01
Minimum	6.31	5.22	2.62	375.6	192.4	37.4	44.0	22.8	2,363.1	1,224.5	48.2	20.06
Maximum	12.74	8.62	4.46	490.7	256.4	58.1	44.0	22.8	2,363.1	1,224.5	48.2	26.10
Total	212.33	34.05	18.03	2,130.7	1,078.0	234.5	44.0	22.8	2,363.1	1,224.5	48.2	70.17
Average	7.08	6.81	3.61	426.1	215.6	46.9	44.0	22.8	2,363.1	1,224.5	48.2	23.39

DMR Copy of Record

Permit

Permit #: IL0028380

Permittee: DOWNERS GROVE SANITARY DISTRICT

Major: Yes

Permittee Address: 2710 CURTISS STREET PO BOX 1412

2710 CURTISS STREET PO BOX 1412 DOWNERS GROVE, IL 60515

Facility Location: 5003 WALNUT AVENUE DOWNERS GROVE, IL 60515

DOWNERS GROVE S.D. - WASTEWATER TREATMENT CENTER

Permitted Feature: 001

External Outfall

Discharge: 001-0

COMBINED DISCHARGE FROM A01, B01, & C01

Report Dates & Status

Monitoring Period: From 11/01/23 to 11/30/23

DMR Due Date: 12/25/23

Status: NetDMR Validated

Considerations for Form Completion

W0430300002; NUMBER OF DAYS OF DISCHARGE.COMBINED OUTFALLS: A01-MIXING CHAMBER DISCHARGE TO E BR OF DUPAGE RIVER-EFFECTIVE WHEN FLOWS TO TRT PLT ARE GREATER THAN 22 MGD & EXCESS FLOW FAC IS IN OPERATION. 002 BECOMES OPERATIONAL WHEN 001, A01,& B01 EXCEED 30 MGD.

Principal Executive Officer

First Name: Amy

Title: General Manager

Telephone: 630-969-0664

Facility:

Last Name: Underwood

No Data Indicator (NODI)

Form NODI:

	Parameter	Monitoring Location	Season	Param. NOD			Quan	tity or Loading					Quality or Concentr	ration			# of Ex	k. Frequency of Analysis	Sample Type
Code	Name					Qualifier 1	Value 1 Qualifie	· 2 Value 2	Units	Qualifier	1 Value 1	Qualifie	r 2 Value 2	Qualifier 3	Value 3	Units			
					Sample					=	8.5	=	8.0	=	8.0	19 - mg/L		02/DW - Twice Every Discharge Wee	ek GR - GRAB
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	0		Permit Req						Req Mon MO AV N	ΛN	Req Mon MN WK A	٨V	Req Mon DAILY MN	19 - mg/L	0	DL/DS - Daily When Discharging	GR - GRAB
00000	onygen, alsoon on [2 o]				Value NOD	ı													
					Sample							=	2.8	=	3.9	19 - mg/L		03/DW - 3 Days Every Week	CP - COMPOS
00310	BOD, 5-day, 20 deg. C	1 - Effluent Gross	0		Permit Req							<=	30.0 MO AVG	<=	45.0 WKLY AVG	19 - mg/L	0	DL/DS - Daily When Discharging	GR - GRAB
00010	505, 5 day, 25 deg. 5	1 Emacin Gloss			Value NOD	ı													
					Sample					=	6.9			=	7.7	12 - SU		03/DW - 3 Days Every Week	GR - GRAB
00400	nH	1 - Effluent Gross	0		Permit Req					>=	6.0 MINIMUM			<=	9.0 MAXIMUM	12 - SU	0	DL/DS - Daily When Discharging	GR - GRAB
00.00	P	do d.coo			Value NOD	ı													
					Sample							=	0.7	=	1.1	19 - mg/L		03/DW - 3 Days Every Week	CP - COMPOS
00530	Solids, total suspended	1 - Effluent Gross	0		Permit Req							<=	30.0 MO AVG	<=	45.0 WKLY AVG	19 - mg/L	0	DL/DS - Daily When Discharging	GR - GRAB
	oomao, total onopoliaoa		-		Value NOD	ı													
					Sample							=	0.1	=	0.1	19 - mg/L		03/DW - 3 Days Every Week	CP - COMPOS
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	0		Permit Req								Req Mon MO AVG		Req Mon DAILY MX	19 - mg/L	0	DL/DS - Daily When Discharging	GR - GRAB
					Value NOD	ı													
					Sample							=	3.06	=	3.44	19 - mg/L		03/30 - Three Per Month	CP - COMPOS
00665	Phosphorus, total [as P]	1 - Effluent Gross	0		Permit Req								Req Mon MO AVG		Req Mon DAILY MX	19 - mg/L	0	DL/DS - Daily When Discharging	GR - GRAB
00000	i nosphorus, total [us i]	1 Emacin Gloss			Value NOD	ı													
					Sample							=	0.02			19 - mg/L		01/30 - Monthly	GR - GRAB
50060	Chlorine, total residual	1 - Effluent Gross	0		Permit Req							<=	0.75 MO AVG			19 - mg/L	0	DL/DS - Daily When Discharging	GR - GRAB
					Value NOD	ı													
					Sample									=		13 - #/100mL		01/30 - Monthly	GR - GRAB
74055	Coliform, fecal general	1 - Effluent Gross	0		Permit Req									<=	400.0 DAILY MX	13 - #/100mL	- 0	DL/DS - Daily When Discharging	GR - GRAB
7 .000					Value NOD	ı													
					Sample		=	116.8	80 - Mgal/mo									99/99 - Continuous	
82220	Flow, total	1 - Effluent Gross	0		Permit Req			Req Mon MO TOTA	L 80 - Mgal/mo								0	99/99 - Continuous	
32220					Value NOD	ı													
					- alao HOD														

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

17 days of flow. Flow diverted to 002 Outfall for 001 Outfall pipe repair and maintenance from November 7, 2023 until just before noon on November 21, 2023. IEPA regional office was notified ahead of flow diversion. Zero days combined flow with A01 and zero days combined flow 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: 2023-12-14 10:15 (Time Zone: -06:00)

Report Last Signed By

User: reeseberry
Name: Dorrance Berry
E-Mail: rberry@dgsd.org

Date/Time: 2023-12-14 10:52 (Time Zone: -06:00)

DMR Copy of Record

Permit

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 Facility Location:

1: 5003 WALNUT AVENUE DOWNERS GROVE, IL 60515

DOWNERS GROVE, IL 60515

Permitted Feature: 002

External Outfall

Discharge: 002-0

MIXING CHAMBER OVERFLOW TO ST JOSEPH CRK

Report Dates & Status

Monitoring Period: From 11/01/23 to 11/30/23

DMR Due Date: 12/25/23

Status: NetDMR Validated

Considerations for Form Completion

W0430300002; NUMBER OF DAYS OF DISCHARGE:CS

Principal Executive Officer

First Name: Amy

irst Name: Alliy

Title: General Manager

Telephone: 630-969-0664

Last Name: Underwood

No Data Indicator (NODI)

Form NODI:

	Parameter	Monitoring Location	Season #	# Param. NOD			Quantity or Lo	pading					Quality or Conc	entration			# of Ex.	. Frequency of Analysis	Sample Ty
Code	Name					Qualifier 1 Value 1 Qu	ualifier 2	Value 2	Units	Qualifier 1	Value 1	Qualifier 2	2 Value 2	Qualifier 3	Value 3	Units			
					Sample										7.5	19 - mg/L		15/30 - 15 Per Month	GR - GRA
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	0		Permit Req.										Req Mon DAILY M	IN 19 - mg/L	0	DL/DS - Daily When Dischargin	g GR - GRA
					Value NODI														
					Sample							=	2.1	=	3.3	19 - mg/L		15/30 - 15 Per Month	GR - GRA
00310	BOD, 5-day, 20 deg. C	1 - Effluent Gross	0		Permit Req.							<=	30.0 MO AVG	<=	45.0 WKLY AVG	19 - mg/L	0	DL/DS - Daily When Dischargin	g GR - GRAF
					Value NODI														
					Sample					=	7.1			=	7.4	12 - SU		15/30 - 15 Per Month	GR - GRA
00400	pH	1 - Effluent Gross	0		Permit Req.					>=	6.0 MINIMUM			<=	9.0 MAXIMUM	12 - SU	0	DL/DS - Daily When Dischargin	g GR - GRA
					Value NODI														
					Sample							=	1.2	=	1.8	19 - mg/L		15/30 - 15 Per Month	GR - GRA
00530	Solids, total suspended	1 - Effluent Gross	0		Permit Req.							<=	30.0 MO AVG	<=	45.0 WKLY AVG	19 - mg/L	0	DL/DS - Daily When Dischargin	g GR - GRA
					Value NODI														
					Sample									=	0.16	19 - mg/L		15/30 - 15 Per Month	GR - GRA
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	0		Permit Req.										Req Mon DAILY M	IX 19 - mg/L	0	DL/DS - Daily When Dischargin	g GR - GRA
					Value NODI														
					Sample							=	4.53	=	4.92	19 - mg/L		15/30 - 15 Per Month	GR - GRAI
00665	Phosphorus, total [as P]	1 - Effluent Gross	0		Permit Req.								Req Mon MO AVO	3	Req Mon DAILY M	IX 19 - mg/L	0	DL/DS - Daily When Dischargin	g GR - GRAI
					Value NODI														
					Sample							=	0.25			19 - mg/L		15/30 - 15 Per Month	GR - GRAE
50060	Chlorine, total residual	1 - Effluent Gross	0		Permit Req.							<=	0.75 MO AVG			19 - mg/L	0	DL/DS - Daily When Dischargin	g GR - GRAE
					Value NODI														
					Sample									=	4000.0	13 - #/100ml	-	15/30 - 15 Per Month	GR - GRAE
X 74055	Coliform, fecal general	1 - Effluent Gross	0		Permit Req.									<=	400.0 DAILY MX	13 - #/100ml	- 1	DL/DS - Daily When Dischargin	g GR - GRAE
					Value NODI														
					Sample	=	95.53		80 - Mgal/mo									DL/DS - Daily When Dischargin	ng
82220	Flow, total	1 - Effluent Gross	0		Permit Req.		Req M	lon MO TOTAL	80 - Mgal/mo								0	DL/DS - Daily When Dischargin	ng
					Value NODI														

Submission Note

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

Edit Check Errors

	Parameter	Monitoring Location	Field	Type	Description	Acknowledge
Code	Name	Monitoring Location	rielu	Туре	Description	Acknowledge
74055	Coliform, fecal general	1 - Effluent Gross	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit. Please verify that the value you have provided is correct.	Yes

Comments

15 days of discharge. Zero days due to high flow excess event. 15 days of discharge from November 21, 2023 was due to Outfall 001 pipe repair and maintenance project with continuous flow diversion throughout the listed timeframe. IEPA regional office was notified prior to flow diversion. Coliform, fecal general excursion: 1 daily sample exceeded the permitted daily maximum. Operational dosing was not sufficient for proper treatment on November 21, 2023. We investigated and found a handheld colorimeter had compromised cuvettes which caused high TRC concentration readings. The high readings caused staff to dose lower than was required for proper treatment. We have replaced the compromised equipment and the issue has been resolved.

Attachments
No attachments.

Report Last Saved By

DOWNERS GROVE SANITARY DISTRICT

User: reeseberry
Name: Dorrance Berry

E-Mail: rberry@dgsd.org

Date/Time: 2023-12-14 10:51 (Time Zone: -06:00)

Report Last Signed By

User: reeseberry
Name: Dorrance Berry
E-Mail: rberry@dgsd.org

Date/Time: 2023-12-14 10:52 (Time Zone: -06:00)

DMR Copy of Record

Permit

Major:

IL0028380 Permit #:

DOWNERS GROVE SANITARY DISTRICT Permittee:

2710 CURTISS STREET PO BOX 1412 **Permittee Address:**

DOWNERS GROVE, IL 60515

Facility Location:

Facility:

Status:

DOWNERS GROVE S.D. - WASTEWATER TREATMENT CENTER

5003 WALNUT AVENUE DOWNERS GROVE, IL 60515

Permitted Feature: 003

External Outfall

003-0

Discharge:

DMR Due Date:

Title:

EXCESS FLOW TO ST JOSEPH CREEK

Report Dates & Status

Monitoring Period: From 11/01/23 to 11/30/23

12/25/23

Considerations for Form Completion

W0430300002; NUMBER OF DAYS OF DISCHARGE:CS

Yes

Principal Executive Officer

First Name: Amy

Underwood

General Manager

Telephone:

630-969-0664

NetDMR Validated

No Data Indicator (NODI)

Last Name:

Form NODI:

	Parameter	Monitoring Location	Season # Para	n. NODI		Quantity	or Loading					Quality or Concentra	ition			# of Ex. Frequency of Analysis	Sample Ty
Code	Name				Qualifier 1	Value 1 Qualifier 2	Value 2	Units	Qualifier 1	Value 1	Qualifier 2	2 Value 2	Qualifier 3	Value 3	Units		
				Samp													
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	0	Permit F										Req Mon DAILY MN	-	DL/DS - Daily When Discharging	GR - GRAE
				Value N	DDI									C - No Discharge			
				Samp								22.2.112.11/2		45 0 1484 17 4 17 0	40 #	DI /DO D 'I M/ D' I	00 004
00310	BOD, 5-day, 20 deg. C	1 - Effluent Gross	0	Permit F							<=	30.0 MO AVG	<=	45.0 WKLY AVG	19 - mg/L	DL/DS - Daily When Discharging	GR - GRAL
				Value N	DDI							C - No Discharge		C - No Discharge			
				Samp										0.01443/1141114	40.011	DI /DO D 'I M/ D' I	00 004
0400	pH	1 - Effluent Gross	0	Permit F					>=	6.0 MINIMUM			<=	9.0 MAXIMUM	12 - SU	DL/DS - Daily When Discharging	GR - GRA
				Value N	DDI					C - No Discharge				C - No Discharge			
				Samp													
00530	Solids, total suspended	1 - Effluent Gross	0	Permit F							<=	30.0 MO AVG		45.0 WKLY AVG	19 - mg/L	DL/DS - Daily When Discharging	GR - GRA
				Value N	DDI							C - No Discharge		C - No Discharge			
				Samp												7.72 7.11	
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	0	Permit F										Req Mon DAILY MX		DL/DS - Daily When Discharging	GR - GRA
				Value N	DDI									C - No Discharge			
				Samp													
00665	Phosphorus, total [as P]	1 - Effluent Gross	0	Permit F								Req Mon MO AVG		Req Mon DAILY MX		DL/DS - Daily When Discharging	GR - GRA
				Value N	DDI							C - No Discharge		C - No Discharge			
				Samp													
50060	Chlorine, total residual	1 - Effluent Gross	0	Permit F							<=	0.75 MO AVG			19 - mg/L	DL/DS - Daily When Discharging	GR - GRAI
				Value N	DDI							C - No Discharge					
				Samp													05.05:
74055	Coliform, fecal general	1 - Effluent Gross	0	Permit F									<=	400.0 DAILY MX	13 - #/100mL	DL/DS - Daily When Discharging	GR - GRA
				Value N	DDI									C - No Discharge			
				Samp													
82220	Flow, total	1 - Effluent Gross	0	Permit F			Req Mon MO TOTAL	. 80 - Mgal/m	0							DL/DS - Daily When Discharging	
				Value N	DDI		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: 2023-12-12 16:11 (Time Zone: -06:00)

Report Last Signed By

User: reeseberry
Name: Dorrance Berry
E-Mail: rberry@dgsd.org

Date/Time: 2023-12-14 10:52 (Time Zone: -06:00)

DMR Copy of Record

Permit

Major:

Permit #: IL0028380

Yes

Permittee: DOWNERS GROVE SANITARY DISTRICT

Permittee Address: 2710 CURTISS STREET PO BOX 1412

DOWNERS GROVE, IL 60515

Facility:

DOWNERS GROVE S.D. - WASTEWATER TREATMENT CENTER

Facility Location: 5003 WALNUT AVENUE

DOWNERS GROVE, IL 60515

Permitted Feature:

A01 External Outfall

Underwood

Discharge:

A01-0
EXCESS FLOW FROM EXCESS FLOW CLARIFIERS

Report Dates & Status

Monitoring Period: From 11/01/23 to 11/30/23

DMR Due Date: 12/25/23

Status:

NetDMR Validated

Considerations for Form Completion

W0430300002; NUMBER OF DAYS OF DISCHARGE:CS

Principal Executive Officer

First Name: Amy

Title: General Manager

Telephone:

630-969-0664

No Data Indicator (NODI)

Form NODI:

Last Name:

	Parameter	Monitoring Location	Season #	Param. NODI			Quantity	or Loading				Quality or Cond	centration			# of Ex.	Frequency of Analysis	Sample Type
Code	Name	ŭ				Qualifier 1 Value		Value 2	Units	Qualifier 1 Value 1	Qualifier 2	Value 2	Qualifier 3	Value 3	Units			
00310	BOD, 5-day, 20 deg. C	1 - Effluent Gross	0		Sample Permit Req. Value NODI									Req Mon DAILY MX C - No Discharge		[DL/DS - Daily When Discharginດຸ	g GR - GRAB
0530	Solids, total suspended	1 - Effluent Gross	0		Sample Permit Req. Value NODI									Req Mon DAILY MX C - No Discharge	-	[DL/DS - Daily When Discharging	g GR - GRAB
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	0		Sample Permit Req. Value NODI									Req Mon DAILY MX C - No Discharge		Ī	DL/DS - Daily When Discharging	g GR - GRAB
0665	Phosphorus, total [as P]	1 - Effluent Gross	0		Sample Permit Req. Value NODI							Req Mon MO AVG C - No Discharge		Req Mon DAILY MX C - No Discharge		I	DL/DS - Daily When Discharging	g GR - GRAB
32220	Flow, total	1 - Effluent Gross	0		Sample Permit Req. Value NODI			teq Mon MO TOTAL C - No Discharge	80 - Mgal/mo)						-	DL/DS - Daily When Discharging	CN - CONTIN

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: 2023-12-12 16:11 (Time Zone: -06:00)

Report Last Signed By

User: reeseberry
Name: Dorrance Berry
E-Mail: rberry@dgsd.org

Date/Time: 2023-12-14 10:52 (Time Zone: -06:00)

DMR Copy of Record

Permit

IL0028380 Permit #:

Permittee:

DOWNERS GROVE SANITARY DISTRICT

MIXING CHAMBER DISCHARGE TO THE E BRANCH DUPAGE RVR

Permittee Address:

DMR Due Date:

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

Major: Yes 2710 CURTISS STREET PO BOX 1412 DOWNERS GROVE, IL 60515

5003 WALNUT AVENUE

Permitted Feature:

B01 External Outfall

Underwood

Discharge:

DOWNERS GROVE, IL 60515

Report Dates & Status

Monitoring Period: From 11/01/23 to 11/30/23

Status:

NetDMR Validated

Considerations for Form Completion

W0430300002; DMF LOAD LIMITS DISPLAYED.

Principal Executive Officer

First Name:

Title:

General Manager

Value NODI

B01-0

12/25/23

Telephone:

630-969-0664

No Data Indicator (NODI)

Last Name:

	NODI: Parameter	Monitoring Location	Season #	Param, NODI			Qua	ntity or Lo	ading					Quality or Conce	ntration			# of Ex	. Frequency of Analysis	Sample Type
Code		monitoring Location	Occoon ii	i didili itobi		Qualifier 1	Value 1	Qualifier 2		Units	Qualifier 1	Value 1	Qualifie		Qualifier	3 Value 3	Units	" OI EX	Troquonoy or Analysis	Campic Typ
					Sample										=	58.1	15 - deg F		01/30 - Monthly	GR - GRAB
00011	Temperature, water deg. fahrenheit	1 - Effluent Gross	0		Permit Req.											Req Mon MO MAX	15 - deg F	0	01/30 - Monthly	GR - GRAB
	Tomporatare, mater angli tamoniton				Value NODI															
					Sample						=	8.3	=	8.0	=	7.6	19 - mg/L		03/07 - Three Per Week	GR - GRAB
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	1		Permit Req.						>=	5.5 MO AV MN	N >=	4.0 MN WK AV	>=	3.5 DAILY MN	19 - mg/L	0	02/DA - 2 Days Every Week	GR - GRAB
	- ,3 - ,				Value NODI	ı														
					Sample						=	6.9			=	7.7	12 - SU		05/DW - 5 Days Every Week	GR - GRAB
00400	pH	1 - Effluent Gross	0		Permit Req.						>=	6.0 MINIMUM			<=	9.0 MAXIMUM	12 - SU	0	02/DA - 2 Days Every Week	GR - GRAB
	·				Value NODI															
					Sample										=	112.0	19 - mg/L		01/30 - Monthly	CP - COMPO
00410	Alkalinity, total [as CaCO3]	1 - Effluent Gross	0		Permit Req.											Req Mon DAILY MX	19 - mg/L	0	01/30 - Monthly	CP - COMPO
					Value NODI															
					Sample		13.91		212.48	26 - lb/d			=	0.7	=	2.0	19 - mg/L		05/DW - 5 Days Every Week	CP - COMPC
00530	Solids, total suspended	1 - Effluent Gross	0		Permit Req.	. <= 2	2202.0 MO AVG	<=	4404.0 DAILY MX	26 - lb/d			<=	12.0 MO AVG	<=	24.0 DAILY MX	19 - mg/L	0	02/DA - 2 Days Every Week	CP - COMPC
					Value NODI															
					Sample										=	22.8	19 - mg/L		01/30 - Monthly	CP - COMPO
00600	Nitrogen, total [as N]	1 - Effluent Gross	0		Permit Req.											Req Mon DAILY MX	19 - mg/L	0	01/30 - Monthly	CP - COMPO
					Value NODI	ı														
					Sample	= 5	5.94	=	10.62	26 - lb/d			<	0.1	<	0.1	19 - mg/L		05/DW - 5 Days Every Week	CP - COMPC
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	10		Permit Req.	. <= 7	734.0 MO AVG	<=	1376.0 DAILY MX	26 - lb/d			<=	4.0 MO AVG	<=	7.5 DAILY MX	19 - mg/L	0	02/DA - 2 Days Every Week	CP - COMPO
					Value NODI															
					Sample										<	1.0	19 - mg/L		01/30 - Monthly	CP - COMPC
00625	Nitrogen, Kjeldahl, total [as N]	1 - Effluent Gross	0		Permit Req.											Req Mon DAILY MX	19 - mg/L	0	01/30 - Monthly	CP - COMPC
					Value NODI	ı														
					Sample										=	22.8	19 - mg/L		01/30 - Monthly	CA - CALCTI
00630	Nitrite + Nitrate total [as N]	1 - Effluent Gross	0		Permit Req.											Req Mon DAILY MX	19 - mg/L	0	01/30 - Monthly	CA - CALCTI
					Value NODI															
					Sample								=	3.61	=	4.46	19 - mg/L		05/30 - 5 Times Every Month	CP - COMPC
00665	Phosphorus, total [as P]	1 - Effluent Gross	0		Permit Req.									Req Mon MO AV	G	Req Mon DAILY MX	19 - mg/L	0	01/30 - Monthly	CP - COMPC
					Value NODI															
					Sample								=	3.37	=	3.37	19 - mg/L		01/30 - Monthly	CP - COMPO
00666	Phosphorus, dissolved	1 - Effluent Gross	0		Permit Req.									Req Mon MO AV	G	Req Mon DAILY MX	19 - mg/L	0	01/30 - Monthly	CP - COMPC
					Value NODI															
					Sample										=	138.0	19 - mg/L		01/30 - Monthly	GR - GRAB
00940	Chloride [as CI]	1 - Effluent Gross	0		Permit Req.											Req Mon DAILY MX	19 - mg/L	0	01/30 - Monthly	GR - GRAB
300 10					Value NODI	ı												Ü		
					Sample										=	0.0	23 - %			
30500	Coliform, fecal - % samples exceeding limit	1 - Effluent Gross	0		Permit Req.										<=		23 - %	0		
30300	Johnson, recar - /0 Jampies exceeding mint	i - Linuciii Giuss	0															0		

50050 Flow, in conduit or thru treatment plant	1 - Effluent Gross	0	 Sample Permit Req. Value NODI	7.08 Req Mon MO AVG	=	12.74 Req Mon DAILY MX	03 - MGD (03 - MGD							0	99/99 - Continuous 99/99 - Continuous	
50060 Chlorine, total residual	1 - Effluent Gross	1	 Sample Permit Req. Value NODI								<=	0.015 0.05 DAILY MX	19 - mg/L 19 - mg/L	0	CL/OC - Chlorination/Occurances CL/OC - Chlorination/Occurances	
80082 BOD, carbonaceous [5 day, 20 C]	1 - Effluent Gross	0	 Sample Permit Req. Value NODI	101.11 1835.0 MO AVG	= <=	318.72 3670.0 DAILY MX	26 - lb/d 26 - lb/d		= <=	1.6 10.0 MO AVG	= <=	3.2 20.0 DAILY MX	19 - mg/L 19 - mg/L			CP - COMPOS 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: 2023-12-14 10:48 (Time Zone: -06:00)

Report Last Signed By

User: reeseberry
Name: Dorrance Berry
E-Mail: rberry@dgsd.org

Date/Time: 2023-12-14 10:52 (Time Zone: -06:00)

DMR Copy of Record

Permit

Major:

IL0028380 Permit #:

Yes

Permittee: DOWNERS GROVE SANITARY DISTRICT

2710 CURTISS STREET PO BOX 1412 **Permittee Address:**

DOWNERS GROVE, IL 60515

Facility:

DOWNERS GROVE S.D. - WASTEWATER TREATMENT CENTER

Facility Location: 5003 WALNUT AVENUE

DOWNERS GROVE, IL 60515

C01 **Permitted Feature:**

External Outfall

Discharge: C01-0

EXCESS FLOW FROM INTERMEDIATE CLARIFIER #1

Report Dates & Status

Monitoring Period: From 11/01/23 to 11/30/23 **DMR Due Date:** 12/25/23 Status: **NetDMR Validated**

Considerations for Form Completion

W0430300002; NUMBER OF DAYS OF DISCHARGE:CS

Underwood

Principal Executive Officer

First Name: Amy Title:

General Manager

Telephone:

630-969-0664

No Data Indicator (NODI)

Form NODI:

Last Name:

	Parameter	Monitoring Location	Season #	Param. NODI			Qu	antity or Loading				Quality or Con	centration			# of Ex.	Frequency of Analysis	Sample Type
Code	Name					Qualifier 1 V	/alue 1 Quali	fier 2 Value 2	Units	Qualifier 1 Value 1	1 Qualifier 2	Value 2	Qualifier 3	Value 3	Units			
					Sample													
0310	BOD, 5-day, 20 deg. C	1 - Effluent Gross	0		Permit Req.									Req Mon DAILY MX	19 - mg/L		DL/DS - Daily When Discharging	g GR - GRAB
					Value NODI									C - No Discharge				
					Sample													
0530	Solids, total suspended	1 - Effluent Gross	0		Permit Req.									Req Mon DAILY MX	19 - mg/L	1	DL/DS - Daily When Dischargino	g GR - GRAB
	, ,				Value NODI									C - No Discharge				
					Sample													
0610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	0		Permit Req.									Req Mon DAILY MX	19 - mg/L		DL/DS - Daily When Discharging	g GR - GRAB
					Value NODI									C - No Discharge				
					Sample													
0665	Phosphorus, total [as P]	1 - Effluent Gross	0		Permit Req.							Req Mon MO AVG		Req Mon DAILY MX	19 - mg/L	1	DL/DS - Daily When Dischargino	g GR - GRAB
					Value NODI							C - No Discharge	Э	C - No Discharge				
					Sample													
32220	Flow, total	1 - Effluent Gross	0		Permit Req.			Req Mon MO T	OTAL 80 - Mgal/m	0						I	DL/DS - Daily When Dischargino	g CN - CONTIN
	•				Value NODI			C - No Disch	arge									

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: 2023-12-12 16:20 (Time Zone: -06:00)

Report Last Signed By

User: reeseberry Name: Dorrance Berry E-Mail: rberry@dgsd.org

2023-12-14 10:52 (Time Zone: -06:00) Date/Time:

DMR Copy of Record

Permit

Major:

Permit #: IL0028380

DOWNERS GROVE SANITARY DISTRICT Permittee:

2710 CURTISS STREET PO BOX 1412 **Permittee Address:**

DOWNERS GROVE, IL 60515

Facility Location: 5003 WALNUT AVENUE

Facility:

DOWNERS GROVE S.D. - WASTEWATER TREATMENT CENTER

DOWNERS GROVE, IL 60515

INF **Permitted Feature:**

Influent Structure

INF-L

INFLUENT MONITORING

Report Dates & Status

Monitoring Period: From 11/01/23 to 11/30/23

Yes

DMR Due Date: 12/25/23

Discharge:

Title:

Status: **NetDMR Validated**

Considerations for Form Completion

W0430300002

Principal Executive Officer

First Name: Amy

Last Name: Underwood General Manager

Telephone: 630-969-0664

No Data Indicator (NODI)

	Parameter	Monitoring Location	Season #	# Param. NODI			Qı	uantity or Loadin	g			Quality or Con-	centration			# of Ex.	Frequency of Analysis	Sample Type
Code	Name					Qualifier 1	Value 1	Qualifier 2	Value 2	Units	Qualifier 1 Value 1 Qualifier 2	Value 2	Qualifier 3	Value 3	Units			
					Sample						=	327.0			19 - mg/L	(09/99 - See Permit	CP - COMPO
00310	BOD, 5-day, 20 deg. C	G - Raw Sewage Influent	0		Permit Req.							Req Mon MO AVO	3		19 - mg/L	0	09/99 - See Permit	CP - COMPO
					Value NODI													
					Sample						=	296.0			19 - mg/L	(09/99 - See Permit	CP - COMPO
00530	Solids, total suspended	G - Raw Sewage Influent	0		Permit Req.							Req Mon MO AVO	3		19 - mg/L	0	09/99 - See Permit	CP - COMPO
					Value NODI													
					Sample										19 - mg/L		01/30 - Monthly	CP - COMPO
00600	Nitrogen, total [as N]	G - Raw Sewage Influent	0		Permit Req.									Req Mon DAILY MX	19 - mg/L	0	01/30 - Monthly	CP - COMPO
					Value NODI													
					Sample								= 8	8.62	19 - mg/L	(05/30 - 5 Times Every Month	CP - COMPOS
00665	Phosphorus, total [as P]	G - Raw Sewage Influent	0		Permit Req.								ı	Req Mon DAILY MX	19 - mg/L	0	01/30 - Monthly	CP - COMPO
					Value NODI													
					Sample	= 7.	.35	= 12.	74	03 - MGD						Ç	99/99 - Continuous	
50050	Flow, in conduit or thru treatment plant	G - Raw Sewage Influent	0		Permit Req.	R	eq Mon MO AV	/G Re	Mon DAILY MX	03 - MGD						0	99/99 - Continuous	
	, , , , , , , , , , , , , , , , , , , ,				Value NODI											-		

Submission Note

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

Edit Check Errors

No errors.

Comments

Attachments

No attachments.

Report Last Saved By

DOWNERS GROVE SANITARY DISTRICT

User: reeseberry Name: Dorrance Berry E-Mail: rberry@dgsd.org

Date/Time: 2023-12-14 10:51 (Time Zone: -06:00)

Report Last Signed By

User: reeseberry Name: Dorrance Berry E-Mail: rberry@dgsd.org

2023-12-14 10:52 (Time Zone: -06:00) Date/Time:

DOWNERS GROVE SANITARY DISTRICT

MEMO

TO: Amy Underwood, General Manager

FROM: Nick Whitefleet, Maintenance Supervisor

DATE: December 14, 2023

SUBJECT: November 2023 Maintenance Report

Attached is a work order summary detailing equipment repair and preventive maintenance activities conducted by the maintenance/electrical department during November 2023.

Special projects in November included:

Excess Flow 003 Valve Actuator Replacement

This year we budgeted to replace both actuators for the excess flow 003 sluice gate valves. One of the actuators had failed and the other had become unreliable. This limited the operational capabilities of the plant and inhibited important valve exercising. After a long lead time to receive the new Rotork actuators and issues with the machine shop modifying the actuators to accommodate the existing valve stems, I am happy to report the actuators were installed by maintenance personnel and are operating as desired. The actuators were purchased from LAI Ltd. for \$22,490 and required additional installation materials at the cost of \$327, for a total of \$22,817.

Administration Building Security Camera Upgrade

Earlier this year we purchased two (2) additional security cameras for the administration center to increase the monitoring capabilities we currently have. One (1) of the new cameras was installed on the South facing portion of the building just to the East of the entrance. This provides a clear view of the entrance, bill payment box, and some coverage of the RV dump station. The second Camera is mounted on the North facing portion of the building and provides coverage of the wooded area North of the building, the newly installed back-up generator, building mechanicals, and portions of the parking lot. District personnel performed the installation with some assistance from Exodus Technology Service with network configuration. The cost of the cameras and installation hardware purchased from Sound Inc. was \$2,870. Exodus Technology Service has not billed the District for their services on this project yet. The cameras have been installed and are performing as expected.

<u>CHP System – Units 1&2 Operation Update</u>

CHP 1: CHP 1 continues to operate as expected. The District has not been billed for the services provided by Nissen that to this point seem to have eliminated the issues the engine was experiencing.

CHP 2: CHP 2 has been operating as expected throughout the month of November.

Lift Station Force Main Air Relief Valve Maintenance

Force main air relief valves were serviced this month by maintenance personnel. Air relief valves at Hobson, Centex, Wroble, Liberty Park, Venard, and Northwest Lift Stations were removed and replaced with rebuilt assemblies. The preventative maintenance took place over the course of four (4) days, and everything went as expected.

MSB Men's Locker Room Additional Locker Installation

Five additional lockers were purchased back in June of 2022 from Interiors For Business for the cost of \$1990. Maintenance personnel completed the installation of the lockers this month. The additional lockers provide extra space for new hires and ensure that all personnel can utilize two lockers, one (1) for work clothes and one (1) for clean clothes.

Procurements:

WWTC Arc Flash Study - \$15,160.50 Schneider Electric, billed through Graybar.

Lift Station Arc Flash Study – \$10,047.60 Schneider Electric, billed through Graybar.

*Both studies are complete, and the reports have been accepted by the District. Schneider Electric must install arc flash rating decals at all locations before the job is complete. 10% of each bill was withheld until this is completed. A summary of these projects will be in next month's maintenance report.

cc: WDVB, AES, JMW, KJR, RTJ, MJS, CS, DM

Work Order Summary

Work Order Completion Dates from 11/1/2023 to 11/30/2023

Work Assignment	Completion Date	Equipment	NOTATIONS
6000 Hour Oil Change on Unison Gas Skid Blower	01-Nov-23	CHP Gas Cleaning System	
Run And Inspect Generators With The Load Of The Plant		Emergency Generator 1	
		Emergency Generator 2	
		Emergency Generator 3	
Exercise Of EBARA and Excess Pumps		Excess Flow Pump 06	
		Excess Flow Pump 07	
		Excess Flow Pump 08	
		Excess Flow Pump 09	
		Excess Flow Pump 10	
		Excess Flow Pump 11	
		Excess Flow Pump 12	
Excess Flow PLC Analog Card Failure		SCADA	Marco with assistance from Concentric identified the failed analog card in the excess flow plc and replaced it with new.
Replaced hydraulic line Auger #4	03-Nov-23	2009 AUGER-DAWG G30A 91093	
Comprehensive plate cleaning		WAS Volute Thickener	Removed both screw conveyors and plate assembly. Power washed and acid soaked plate assemblies. North conveyor abnormal wear noted.
Replace door seal on Skid steer	06-Nov-23	2019 Skid Steer	Replaced broken door seal on 2019 Cat Skid steer.
Belt Press Polymer Feed Hose & Valve Replacement		Belt Press Polymer Mix System	1" full port ball valve (Grainger), 3/4" hose (Pirtek)Removed and replaced.
Qt. Valves and Gates Excercise		Excess Flow 003 Valves	•
Raw Sewage Pump Station Lighting Repairs		Raw Sewage Pump Station	Marco Replaced Bulbs and ballasts on all interior lighting where necessary.
64,843 miles, change oil & Filter Rotate tires, check fluids	07-Nov-23	2014 Honda Civic CNG	Changed oil and oil filter. Rotated tires, checked all fluids and topped off where necessary.
Replaced cracked hydraulic line Auger 4	08-Nov-23	2009 AUGER-DAWG G30A 91093	Replaced cracked hydraulic line and couplings. Purchased more for stock.
Install Standby Generator At Administration Center		Administration Center	Moved Centex Generator to plant for repairs and procured new ATS (Altorfer). Hydroexcavated for conduit from ATS to Gen.(Sys. Dept.) Uno excavated and backfilled with stone, set generator pad and generator. Altorfer performed start up of gen and new ATS.
Replace Heater In Sludge Hopper Room		Belt Filter Press Building	Removed existing gas fired heater and capped off ventilation. Procurred and installed explosion proof electric heater(McMaster Carr).
EXERCISE SLUICE GATES- WITH DRILL		Channel Aeration Tank 8-11 ML	
Replace 6: Dezurik Plug Valve #265		Digester 4 - 5 Control Buildg	Replaced leaking 6" plug valve (#265) internals with new. verified operation.
EXERCISE SLUICE GATES- WITH DRILL		Intermediate Clarifier 2	
		Intermediate Clarifier 3	
		Secondary Clarifier 8	
		Secondary Clarifier 9	

Friday, December 15, 2023 Page 1 of 5

Work Assignment	Completion Date	Equipment	NOTATIONS
Find and repair coolant leak on #354 small dump truck	09-Nov-23	2014 Freightliner M2106 6 yd d	Coolant leak on reservoir. Replaced with new tank.
Procure CHP Maintenance Parts		CHP Engine Genset #1	Ordered the following Maintenance parts: spark plugs(8), Air Filter(1). Vent Filter(6), Ign. Wire(8), Oil Filter (6) from Nissen.
		CHP Engine Genset #2	
CHP HOT WATER LOOP GATE VALVE EXERCISE		CHP Heat Recovery System	
19,264 Hours, 1200 Hour Maintenance	10-Nov-23	CHP Engine Genset #1	1200 hour service performed by Nissen as they were onsite for CHP 1 troubleshooting. Cylinder 5 ignition coil replaced. Valve cover gaskets replaced at service as well.
FY23-24 Painting Project, Recoat Grit bldg. bsmt. North		Grit Building	DGSD Cleared drain lines / sump pit from GP Maintenance power washing. GP Maintenance prepared and painted all structures, piping, pumps, walls and ceiling.
Replace Scum Trough With New		Primary Clarifier 7	Coated new trough / Mounting Fixtures in Duraplate 235. Utilizing Stevenson Crane, old trough was removed and new trough was installed.
FY23-24 Painting Project, Recoat Tunnel, ps-grit		Tunnel From PS to Grit	DGSD assited GP maintenance in cleaning / preparing tunnel for paint. GP maintenance painted complete tunnel (walls,ceiling, piping & structures) not including floor.
Replace wear plate	13-Nov-23	2004 AUGER-DAWG G- 30 4D087	Replaced wear plate on auger #2.
3 Month Grease- Secondaries 1 & 2		Secondary Clarifier 1	
		Secondary Clarifier 2	
Exercise both 24" primary influent ratio valves		Tunnel From PS to Grit	
		Tunnel/Chan Primary Clarifiers	
Monthly Fire Extinguishers Inspection	14-Nov-23	5006 Walnut Eqpmnt Strge Bldg	
		Administration Center	
		Bar Screen Building	
		Belt Filter Press Building	
3 MONTH GREASE OF BFP MOYNO PUMPS		Belt Press Sludge Feed Pump 1	
		Belt Press Sludge Feed Pump 2	
Monthly Fire Extinguishers Inspection		Bisulfite Building	
		Blower Building Digester 1 and 2 Control	
		Bldg Digester 3 Control Building	
		Digester 4 - 5 Control Buildg	
Monthly Liquid Status of Under Ground Diesel Tank		Emerg Gen Diesel Storage Tank	
Monthly Fire Extinguishers Inspection		Emergency Generator Building	
2 MONTH EXERCISE OF INTERMEDIATE VALVES		Excess Flow Pump Station	
Monthly Fire Extinguishers Inspection		Excess Flow Sludge Pump House	

Friday, December 15, 2023 Page 2 of 5

Work Assignment	Completion Date	Equipment	NOTATIONS
		Filter Building	
		Grit Building	
		Hypochlorite Feed Blg	
		Interm Clarifier Sludge Bldg	
2 MONTH EXERCISE OF INTERMEDIATE VALVES		Intermediate Sludge Pump 1	
		Intermediate Sludge Pump 2	
Monthly Fire Extinguishers Inspection		Laboratory	
		Maintenance Services Building Microstrainer Building	
		Operations Center	
		Raw Sewage Pump Station	
		System Garage	
Safety lane Vehicle 354	15-Nov-23	3 2014 Freightliner M2106 6 yd d	
REPLACE OIL ABSORBENT PADS IN GREASE CABINET		Administration Center	
3 month Greasing of 3 AUMA Actuators		Aeration Tank 10	
Turn on and run Chlorine Contact Tank sweep arm		Chlorine Contact Tank	
Test for H2S at Unison Gas skid		CHP Gas Cleaning System	
3 month Greasing of 3 AUMA Actuators		Digester 1 Mixing Pump	
Run And Inspect Generators With The Load Of The Plant		Emergency Generator 1	
		Emergency Generator 2	
		Emergency Generator 3	
Exercising of Inf, Eff, Drain and fill valves at Filter Building		Filter 1	
		Filter 2	
		Filter 3	
		Filter 4	
		Filter 5	
		Filter 6	
Grease fittings on munters unit		Filter Building	
Change Filters On Grit Blowers 1,2,3.		Grit Blower 1	
		Grit Blower 2	
Replace UPS Batteries every 2 years		WWTC Main Switchgear - Eaton	Replaced UPS Batteries with new.
19,398 hrs. Change Oil & Filters, take oil sample	16-Nov-23	3 CHP Engine Genset #1	Changed oil and oil filters. Sent oil sample to lab for analysis. Sample # IND-72008.
4 MONTH CLEANING OF PEARTH 2 & 4 STRAINERS		Digester 2 Mixing System	
		Digester 4 Mixing System	

Friday, December 15, 2023 Page 3 of 5

Work Assignment	Completion Date	Equipment	NOTATIONS
Repair lighting in 5006 Bldg.	17-Nov-23	3 5006 Walnut Eqpmnt Strge Bldg	From Grainger purchased: 5 Ballasts, 30 light bulbs, and 5 bulb recycling kits. Replaced bulbs and ballasts where necessary. Packaged and dropped off non-functional light bulbs according to proper recycling methods.
Cleaning of radiator fins on Unison chiller & Both Nissen dump radiators		CHP Engine Genset #2	Checked radiators at CHP 1, CHP 2, and Unison chiller. Only minor cleaning required.
•		CHP Gas Cleaning System	
Remove Spruce Tree By Plant ATO		Emergency Generator Building	Undercutters cut down the spruce tree to the North of the Feeder bldg, that was over the plant ATO and ground the stump.
Annual Oil Change Gear Reducer, South Bridge		Excess Flow Clarifier 1	•
•		Excess Flow Clarifier 2	
Exercise of Excess Influent and Effluent Gates		Excess Flow Clarifier 3	
		Excess Flow Clarifier 4	
SM10T Minor PM Service		WWTC ODS Pump Air Compressor	Minor PM included: Blow out of compressor and dryer, belt adjustment, oil sample, oil top off, air(3) and oil(1) filter replacements. General cleaning and test upon completion. Work performed by Delta Industries.
Exercising of bar screen sluice gates 1 and 2	21-Nov-23	Bar Screen 1 - North	. ,
		Bar Screen 2 -South	
MONTHLY EXERCISE OF ALL HEAT EXCHANGERS- GAS MODE		Digester 1 Heat Exchanger	
		Digester 2 Heat Exchanger	
		Digester 3 Heat Exchanger	
		Digester 4 Heat Exchanger	
		Digester 5 Heat Exchanger	
Exercise Ratio Valve #2		Tunnel - System 2 RAS	
31,626 Hours. 1200 hour service	22-Nov-23	3 CHP Engine Genset #2	Performed all tasks involved in 1200 hour service. No replacement parts used at service.
2000 Hour Grease of the UNISON BLOWER MOTOR		CHP Gas Cleaning System	
WWTC Main Gate Malfunction		WWTC Main Gate	Replaced reflectors with new from stock. Purchased replacement reflectors for stock (3).
Center Rag Compactor Discharge Pipe Broken	27-Nov-23	Bar Screen Rag Compactor	Replaced 10" sch80 discharge flange and discharge pipe. utilized set screws inplace of pvc glue.
55,262 miles.2018 F150 Oil Change	28-Nov-23	3 2018 Ford F-150	55,262 miles. Changed oil and oil filter. Replaced windshild wipers with new.
Polymer Feed Room Heater Fail		Belt Filter Press Building	Replaced faulty gas valve with new purchased from Johnstone Supply.
Sump Pump Repairs		Raw Sewage Pump Station	Replaced 2 tether floats for 120v sump pumps. Replaced air bleeder piping on 120v sump pumps. Unseized 240v sump pump and adjusted float rod assy for proper operation.
Run And Inspect Generators With The Load Of The Plant	29-Nov-23	B Emergency Generator 1	
		Emergency Generator 2	
		Emergency Generator 3	
Friday December 15, 2023			Page 4 of

Friday, December 15, 2023 Page 4 of 5

Work Assignment	Completion Date	Equipment	NOTATIONS
PEARTH 4 SIX MONTH BOSTON GEAR OIL CHANGE	30-Nov-23	Digester 4 Mixing System	
ANNUAL OIL CHANGE ON EXCESS TANK CROSS COLLECTORS 1-4		Excess Flow Clarifier 1	
		Excess Flow Clarifier 2	
		Excess Flow Clarifier 3	
		Excess Flow Clarifier 4	
Traveling bridge not running in hand or auto		Filter 4	Determined reversing contactor was bad. removed and replaced with new from stock. Procured new for stock.

Friday, December 15, 2023 Page 5 of 5

DOWNERS GROVE SANITARY DISTRICT M E M O

DATE: December 7, 2023

Amy Underwood General Manager TO:

FROM: Todd Freer

Sewer System Maintenance Supervisor

Contractors)

Monthly Report – November 2023 RE:

1.			
	JULIE Line Markings:	Current	Year to Date
	Received	1,124	13,766
	In District	1,110	13,291
	Marked	284	3,110
	Man Hours	76.0	1,089
2.			
	Building Service:	Current	Year to Date
	BSSRAP TV Inspections	21	230
	Emergency BSSRAP Repairs	11	129
	Total BSSRAP Repairs	13	180
	I&I Inspections	8	35
	I&I C.O. Inspections	0	2
	Replace Broken Cleanout Caps	1	5
	OHSP TV Inspections	0	0
	Post Rodding TV	9	72
3.			
	Sewer Back-Ups:	Current	Year to Date
	Public Sewer	2	7
	Private Sewer	22	218
	Surcharged Main	0	0
	Pump Station	0	0
	Total	25	191
4.			
		Current	Year to Date
	Sewer Cleaning (DGSD Personnel):	42,639	302,933 Ft.
	a. Sewer Cleaning (Outside Contractors)	0	354 Ft.
5.			
	Main Sewer Televising (DGSD personnel) a. Sewer Televising (Outside	311	3,559 Ft.

0

0 Ft.

6.	LETS TV	Current 0	Year to Date
7.	Manhole Inspections	0	32
8.	Visu-Sewer 's lateral lining contractor is in the probuilding service at 2223 Ogden Avenue due to the targeted for the week of 11/13/2023.		•
9.			

CC: WDVB, AES, JMW, KJR, RTJ, MJS, DM, CS, KWS

Miscellaneous: (Sewer System Personnel)

9.

DOWNERS GROVE SANITARY DISTRICT M E M O

DATE: December 7, 2023

TO: Amy R. Underwood

General Manager

FROM: Keith Shaffner

Sewer Construction Supervisor

RE: Monthly Report: Sewer Construction \ Code Enforcement – November 2023

1.	Per	rmits issued:	Current	Year to Date
	a.	Single family	2	46
	b.	Multiple family	0	0
	c.	Commercial	0	10
	d.	Repair	0	9
	e.	Disconnection	<u>2</u>	<u>17</u>
		Total	$\overline{4}$	82
2.	Ins	spections made:	Current	Year to Date
	a.	Connections	5	77
	b.	Finals	8	45
	c.	Repairs	0	9
	d.	Disconnects	2	26
	e.	Groundwork	0	0
	f.	Walk-Thru	0	0
	g.	Pre-connections	0	5
	ĥ.	Overhead Sewer Program	0	0
	i.	Code Enforcement	0	8

3. New Sewer Extension Construction:

Lateral testing

None

Total

j.

4. New Sewer Extension Testing - air, deflection, manhole, and televising:

None

5. Code Enforcement:

None

- 6. Plan & Permit Reviews:
 - a. 5428 Fairmount Single Family Home Review
 - b. 6022 Fairview Single Family Home Review
 - c. 15 W. Ogden Commercial Review
- 7. Building Sanitary Service Access Agreements:
 - a. 544 Franklin Downers Grove
 - b. 3834 Glendenning Downers Grove
- 8. Illinois EPA Permits:

None

9. Miscellaneous:

None

CC: WDVB, AES, JMW, KJR, RTJ, MJS, TF & DM

Permits Issued: NOVEMBER 2023

YEAR	PERMIT #	ADDRESS	STREET	CITY	ISSUE	TYPE	TAP FEE	INSP FEE
2023	82	732 W	65TH	W	11/1/2023	DISCON		
2023	84	527	FRANKLIN	DG	11/9/2023	DISCON		
2023	79	544	FRANKLIN	DG	11/9/2023	SF-RB		\$260.00
2023	85	3834	GLENDENNING	DG	11/15/2023	SF-RB		\$260.00
					TOTAL:			\$520.00

Permit Final Inspections: NOVEMBER 2023

YEAR	PERMIT #	ADDRESS		STREET	CITY	FINAL
2022	14	3765		GLENDENNING	DG	11/6/2023
2022	55	4914		DOUGLAS	DG	11/6/2023
2023	44	426		LINCOLN	DG	11/7/2023
2022	31	540		WILSON	DG	11/15/2023
2023	22	4619		CORNELL	DG	11/20/2023
2022	54	4525		MIDDAUGH	DG	11/22/2023
2022	97	4500		STERLING	DG	11/27/2023
2023	35	310	W	60TH	DG	11/27/2023

Progress Report

To: Amy Underwood, General Manager From: Reese Berry, Laboratory Supervisor

Date: December 14, 2023

Re: November 2023 Laboratory Report

DGSD had zero excess flow sampling events during November 2023. We had 1 permit excursion in November. We diverted flow from Outfall 001 to 002, so we could fix the 001 discharge pipe. On November 21, 2023, we had a fecal coliform excursion. Flow was diverted from November 7, 2023 – November 21, 2023 for this repair project.

Pretreatment:

All industrial sampling was completed during the month of November. All data collected was well below permitted limits for our permitted users.

We are currently evaluating a permit application from Lovejoy, Inc. Lovejoy installed a new process at their facility, which will require a pretreatment permit to be in place. They are aware, if they use this process prior to a permit being issued, they will haul away the waste and will not discharge to the sanitary sewer.

We are also evaluating Industrial Waste Survey (IWS) responses to follow-up with current locations to see if permitting is necessary. This is an ongoing process, which typically can take a calendar year to complete from start to finish.

Surcharge:

During the month of November, we sampled 9 locations. We have a small sampling week left, which will complete the surcharge sampling for 2023. We will target a week during the winter, with unseasonably warm weather, so safety isn't an issue.

NPDES Sampling:

We completed our required semi-annual sampling of Influent, Primary, Effluent and Biosolids. Sampling results are acceptable with nothing that appeared out of the ordinary looking at the data.

Biosolids:

We completed the final bi-monthly sampling of class A Biosolids during the month of November. All sampling data returned was well below acceptable concentration limits. We will begin working on the annual report due in February 2024.

To: Board of Trustees From: Amy Underwood

Re: Engineering Report for November 2023

Date: December 15, 2023

A summary of the status of several projects is provided below. Please see the attached Client Status Report from Baxter & Woodman (B&W) for additional information.

I. Planning Projects & Studies

A. Biosolids Processing Improvements

Baxter & Woodman (B&W) is evaluating potential improvements to digester heating and dewatering. Staff also asked B&W to consider filtrate equalization or other ways to manage nutrients in the recycle streams which are returned to the head of the plant. A project meeting is scheduled for December 21.

B. WWTC & Lift Station Code Walk-Through

The District is in the process of doing a final review of the report.

C. Butterfield Lift Station Study

B&W is analyzing full replacement of the Butterfield Lift Station, which is nearing its useful life. A progress meeting will be held December 21.

II. Design Projects

A. Venard Forcemain Replacement

B&W is preparing plans and specifications.

B. Underground Diesel Storage Tank Replacement

B&W is incorporating District comments on the draft bid documents. The bid opening date has been set for January 17.

III. Construction Projects

A. Centex Lift Station Replacement

No pay request was submitted this month. ComEd work is complete. Startup is scheduled for January 4.

B. Outfall 001 Sanitary Sewer Repair

No pay request was submitted this month. The televised inspection of the new section of pipe will be completed in mid-December.

C. 2023 Painting Services

All work is complete.

D. SCADA Platform Replacement (Ignition)

A payment request from Concentric for this project is included in the December Claim Ordinance.

	<u>FYE 24</u>	<u>Total (FYE24 & 25)</u>
Engineer's Fee	\$160,000.00	\$236,300.00
Total Completed to Date	\$94,058.52	\$94,058.52
Less Previous Payments	<u>-\$86,341.61</u>	<u>-\$86,341.61</u>
Current Payment Due	<u>\$ 7,716.91</u>	<u>\$ 7,716.91</u>
Remaining	\$65,941.48	\$142,241.48

The lift station screens have been reviewed by DGSD staff. Concentric continues to work on screens for the WWTC and the entry sheets for lab data.

E. Basin 2D Sewer Lining

No pay request was submitted this month. The work is complete. Visu-Sewer still needs to submit the television video for inspection of the lateral lining.

F. Curtiss Street Sewer Lining

Work is expected to start in December.

C: BOLI, CS, DM

Downers Grove Sanitary District



Client Manager: Derek Wold dwold@baxterwoodman.com 815-444-3335

Project Status Report Issued On: 12/12/2023

Project Title/Job	Project Manager	Tasks Completed This Period	Milestones Next Period/ Due Date	Non-Scope Work	Action Items	Estimated Completion
Flow Monitoring Job Number: [0050739.90]	Shane Firsching 815-444-3395 sfirsching@baxterwoodman.co m	Review 2019-2022 data. Progress meeting with the District.	Assist District with weekly upload reviews. Review 2019-2022 data. Analyze 2023 data.		Provide WWTC DMR Reports (Aug 2022 - Nov 2023) and rainfall data.	12/30/2019
Sewer Modeling (Hobson PS, downtown Downers Grove and Westmont) Job Number: [0071129.30]	Shane Firsching 815-444-3395 sfirsching@baxterwoodman.co m	None.	Analyze data.		Collect flow monitoring data.	7/1/2008
Nutrient Study RAS Denit Job Number: [0120501.33]	Derek Wold 815-444-3335 dwold@baxterwoodman.com	Provided data list for model update	None.		Collect data to recalibrate the model.	12/31/2024
Outfall Sewer Sag CS Job Number: [0180237.60]	Reggie Jansen 815-444-3391 rjansen@baxterwoodman.com	General Construction Administration, Field Observation of Sewer Repair, Cleaning, Televising.	General Construction Administration, Field Observation of restoration efforts. Begin Project Closeout			12/31/2023
Centex PS Replacement - CS Job Number: [0181059.60]	Reggie Jansen 815-444-3391 rjansen@baxterwoodman.com	General Construction Administration and Construction Field Observation. Continue to coordinate ComEd Permit, upcoming startup operations and restoration.	Ongoing GCA and Construction Field Observation Tasks. Coordinate startup date and begin demolition of old station and restoration of site.			11/24/2023
Curtiss Street CIPP Lining Job Number: [0211126.40]	Reggie Jansen 815-444-3391 rjansen@baxterwoodman.com	General Construction Administration.	General Construction Administration as needed			6/1/2024
Centex Pump Station Replacement Integration Job Number: [0211367.50]	Mark Simpson 815-444-4423 msimpson@goconcentric.com	Boller have confirmed a January 4th Start up date my understanding Xylem didn't have one date before the Holiday period. GT is planned to complete the work, MWS will back up remotely. Automatic Systems power up the panel since it is theirs so we may need to do those checks first thing on the 4th.	Close out in Early Feburary.			9/29/2023

Page: 1 of 3 (Run Date: 12/12/2023 9:06:40 AM)

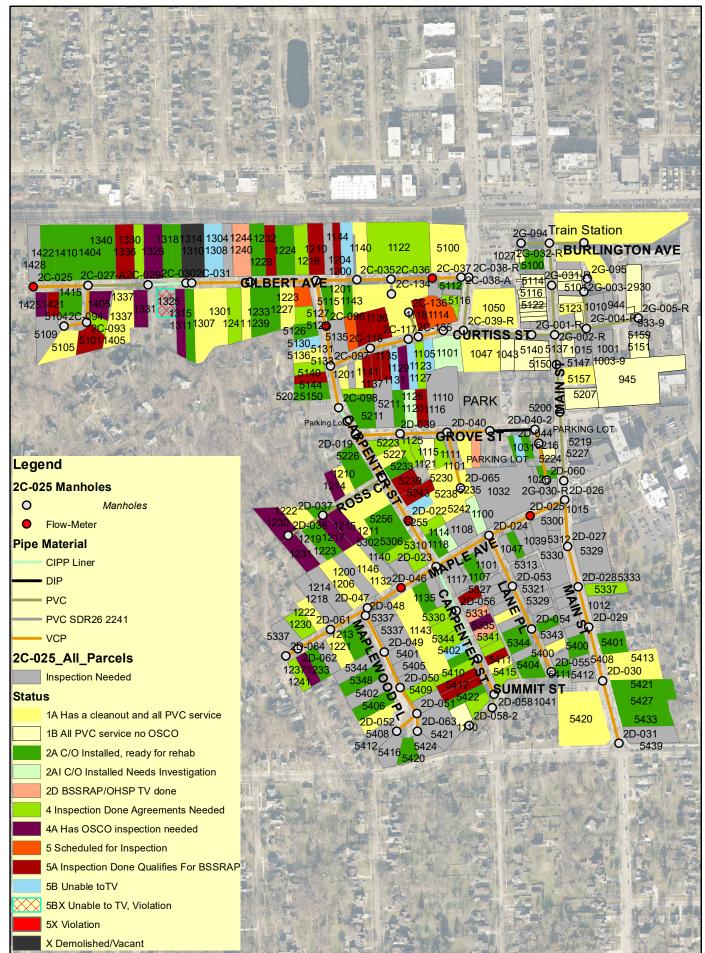
Project Number Sort

Project Title/Job	Project Manager	Tasks Completed This Period	Milestones Next Period/ Due Date	Non-Scope Work	Action Items	Estimated Completion
Scada Software Platform Repla Ph 1 Job Number: [0211937.00]	Mark Simpson 815-444-4423 msimpson@goconcentric.com	Below is an update on what has been focusing on: Current tasks would be: RAS System graphics, Control pages and popups. Updates LS Pop-Up HOA for Boolean Status's Generator status on all LS pages ISP Valve Pop-Up OLD RSP Pump Pop-Up (Full and Mobile) Alarms for Old RSP Clar. Sludge pump popups (full and mobile) Looking for feedback from client on Lift Station Screens.	Waiting for some feedback from the District on the screen we have already requested to be reviewed, Updated District with Spreadsheet Understand they have planned to get updates to us after 15th Dec.,		Meeting with Districts Team to discuss progress.	4/30/2024
2022-2023 Time & Materials Support Services Job Number: [0220243.01]	Mark Simpson 815-444-4423 msimpson@goconcentric.com	General support work for IT and Automation				4/30/2023
WWTC & LS Code Review Job Number: [0220537.30]	Jason Ruffatti 815-444-3237 jruffatti@baxterwoodman.com	None.	None.		Amy's final report review comments.	8/31/2022
2022 Admin & Plant Network Refresh Job Number: [0221183.51]	Doug Strempek 815-444-3315 dstrempek@goconcentric.com	12/11/2023 D. Strempek - Ellen is investigating the wi-fi issues in the garage area. 10/12/2023 D.Strempek - Work has been completed, the Wi-Fi network is functioning. Ellen completed/updated the network diagrams.				12/31/2022
Remote Site Cellular Connectivity Job Number: [0221183.52]	Doug Strempek 815-444-3315 dstrempek@goconcentric.com	12/11/2023 D. Strempek - All antennas and devices have now been configured.				12/31/2022
2023 Miscellaneous Engineering Services Job Number: [0230066.00]	Derek Wold 815-444-3335 dwold@baxterwoodman.com	Project meeting and follow up items.	Assistance as requested.		None.	12/31/2023

Project Title/Job	Project Manager	Tasks Completed This Period	Milestones Next Period/ Due Date	Non-Scope Work	Action Items	Estimated Completion
Basin 2D CIPP Job Number: [0230401.40]	Shane Firsching 815-444-3395 sfirsching@baxterwoodman.co m	General Construction Administration.	Final project completion and close- out.		None.	10/31/2023
Venard FM Replacement Job Number: [0230402.40]	Shane Firsching 815-444-3395 sfirsching@baxterwoodman.co m	Prepare Plans.	Prepare Project Manual. Prepare Plans. Prepare IEPA Permit Application. Prepare Cost Estimate. Perform QAQC Reviews.		None.	8/30/2023
2023-2024 Managed Support Agreement Job Number: [0230596.00]	Doug Strempek 815-444-3315 dstrempek@goconcentric.com	12/11/2023 D. Strempek - Proactive Maintenance is being performed on a regular basis. 10/12/2023 D. Strempek - All renewals have been purchased, proactive maintenance has been being performed.				4/30/2024
2023-2024 Time & Materials Support Services Job Number: [0230596.01]	Mark Simpson 815-444-4423 msimpson@goconcentric.com					4/30/2024
Storage Tank Removal and Replacement Job Number: [2325345.00]	Brian Bromley 815-444-3209 bbromley@baxterwoodman.co m	Review client comments.	Discuss schedule with District.			9/29/2023
DGSD PCI Assistance Job Number: [2325513.00]	Nichie Schaeffer 815-444-3372 nschaeffer@baxterwoodman.c om	Finlized Bales permit update and transmitted to Client. Responded to Reese on his IU Survey questions. Reviewed Lovejoy's permit application.	Await further requests from client on IU Survey assistance or Lovejoy's permit writing assistance. Review Lovejoy's draft permit as prepared by client when it is ready. Assist with anything else as requested by client.	None.	None	6/12/2024
DGSD1, IL - Backup Solution Job Number: [2325776.00]	Doug Strempek 815-444-3315 dstrempek@goconcentric.com	12/11/2023 D. Strempek - This will be discussed at our next meeting, modifications/equiptment will need to be reviewed based on retention requirements. 10/12/2023 D.Strempek - Wasabi has been installed as a test for offsite backups. A quote will be prepared for labor hours and materials.				9/30/2023
CGD System Design Job Number: [2325851.00]	Jason Ruffatti 815-444-3237 jruffatti@baxterwoodman.com	Beginning preliminary layouts & manufacturer research.	Manufacturer's comparison & Preliminary Layouts.		Fire Alarm and power requirements information.	11/15/2023
Butterfield Pump Station Replacement Job Number: [2325852.00]	Jason Ruffatti 815-444-3237 jruffatti@baxterwoodman.com	Progress meeting.	Review OPCs & draft report with District week of 12/18.			12/15/2023
Biosolids Study Job Number: [2326169.00]	Jason Ruffatti 815-444-3237 jruffatti@baxterwoodman.com	Data evaluation and calculations.	Evaluation and progress meeting week of 12/18.			1/1/2024



2C-025 I&I Investigation Status



STATUS OF PARCELS 2C-025 I&I INVESTIGATION

Category	Inspections Scheduled	Inspections Completed	Application Received	Agreements Signed	Cleanout Installed	Service Rehab Done	Totals	Total as Percentage
1A	Y	Y	N	Υ	Y	N/A	47	15%
1B	Υ	Υ	N	N	N	N/A	28	9%
2A	Υ	Υ	Υ	Υ	Υ	N	58	19%
2AI	Υ	Υ	Υ	Υ	Υ	N	4	1%
2B	Υ	Υ	Υ	Υ	Υ	N	0	0%
2D	Υ	Υ	Υ	N	N	N	4	1%
4	Υ	Υ	N	N	N	N	30	9%
4A	N	N	N	N	N/A	N	13	4%
5	Υ	N	N	N	N	N	3	1%
5A	Υ	Υ	N	N	N	N	19	6%
5AX	Υ	Υ	N	N	N	N	0	0%
5B	Υ	N	N	N	N	N	10	3%
5BX	Υ	N	N	N	N	N	1	0%
0	N	N	N	N	N	N	99	32%
X	-	-	-	-	-	-	0	0%
5X	-	-	-	-	-	-	1	0%
							309	100%

Category Description:

1A - PVC service with cleanout

1B - All PVC no Cleanout

2A - Cleanout installed, ready for rehab

2AI C/O Installed Needs Investigation

2B - Ready for rehab

3 - Program application received (executed agreements needed)

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

X2 - Vacant not Disconnected

24% Complete

2022 Basin I&I Ranking = 9



Email Address e.g
name@example.com
Subscribe

OSHA announces switch from traditional hard hats to safety helmets to protect as gency with ployees from head injuries better

United States Department of Labor sent this bulletin at 12/11/2023 10:41 AM EST

Trade Release from OSHA

Having trouble viewing this email? View it as a Web page.

Trade Release



U.S. Department of Labor
Occupational Safety and Health Administration
Office of Communications
Washington, D.C.
www.osha.gov

For Immediate Release
Date: December 11, 2023
Contact: Office of Communications
Phone: 202-693-1999

Phone: 202-693-1999

OSHA announces switch from traditional hard hats to safety helmets to protect agency employees from head injuries better

WASHINGTON – The U.S. Department of Labor's Occupational Safety and Health Administration announced that the agency is replacing traditional hard hats used by its employees with more modern safety helmets to protect them better when they are on inspection sites.

In 2020, the Bureau of Labor Statistics reports head injuries accounted for nearly 6 percent of non-fatal occupational injuries involving days away from work. Almost half of those injuries occurred when workers came in contact with an object or equipment while about 20 percent were caused by slips, trips and falls.

Dating back to the 1960s, traditional hard hats protect the top of a worker's head but have minimal side impact protection and also lack chin straps. Without the straps, tradition hard hats can fall off a worker's head if they slip or trip, leaving them unprotected. In addition, traditional hard hats lacked vents and trapped heat inside.

On Nov. 22, 2023, OSHA published a <u>Safety and Health Information Bulletin</u> detailing key differences between traditional hard hats and more modern safety helmets and the advancements in design, materials and other features that help protect workers' entire heads better. Today's safety helmets may also offer face shields or goggles to protect against projectiles, dust and chemical splashes. Others offer built-in hearing protection and/or communication systems to enable clear communication in noisy environments.

The agency recommends safety helmets be used by people working at construction industry and the oil and gas industry; in high-temperature, specialized work and low-risk environments; performing tasks involving electrical work and working from heights; and when required by regulations or industry standards.

OSHA wants employers to make safety and health a core value in their workplaces and is committed to doing the same by leading by example and embracing the evolution of head protection.

Learn more about OSHA.



DOWNERS GROVE SANITARY DISTRICT CASH BALANCES AND INVESTMENT SCHEDULE

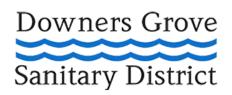
DATE: 11/30/2023

DATE: 11/30/2023						PREVIOUS MONTH				
CASH BALANCES			B. J. A. J. G. B.	_	TOTAL BALANCE		54500000000000000000000000000000000000			
ACCOUNT NAME	ACCOUNT NUMBE	ER I	BALANCE PER BANK STATEMENT		PER BANK STATEMENTS	MONTHLY EARNINGS CREDIT	EARNINGS CREDIT PERCENTAGE			
DEPOSIT DISBURSEMENT FLEXIBLE BENEFITS PAYROLL PETTY CASH USER REFUNDS	XXXXXXXXX1116 XXXXXXXXX1111 XXXXXXXXX6025 XXXXXXXXX1117 XXXXXXXXX1112 XXXXXXXXXX1114		\$1,649,299.69 255,647.88 11,336.32 223,916.01 5,383.83 6,574.08							
TOTAL - CASH AT BANK			\$2,152,157.81		\$1,809,879.23	\$2,413.46	0.1333%			
INVESTMENTS TYPE FINANCIAL INSTITUTION	TERM	MATURITY	AMOUNT	ANNUAL INT. RATE	GENERAL CORPORATE FUND (01)	IMPROVEMENT FUND (02)	CONSTRUCTION FUND (03)	PUBLIC BENEFIT FUND (05)	SEWER EXTENSION FUND (71)	INTEREST EARNED AT MATURITY
CD EVERGREEN BANK GROUP	ONGOING	2/24/2024	\$255,856.37	4.700%	\$255,856.37					\$12,025.25
CD STEARNS BANK	ONGOING	4/12/2024	\$250,000.00	5.000%	\$250,000.00					\$12,500.00
CD LISLE SAVINGS BANK	ONGOING	5/18/2024	\$249,000.00	5.260%	\$249,000.00					\$13,097.40
CD TRISTATE CAPITAL BANK	ONGOING	8/9/2024	\$250,000.00	5.470%			\$250,000.00			\$13,675.00
TOTAL CDs			\$1,004,856.37	5.105%	\$754,856.37	\$0.00	\$250,000.00	\$0.00	\$0.00	\$51,297.65
TYPE FINANCIAL INSTITUTION	TERM	LAST ACTION DATE	AMOUNT*	CURRENT RATE OF RETURN						ESTIMATED ANNUAL RETURN
MM BANKFINANCIAL	ONGOING	6/21/2023	\$252,992.49	5.250%	\$252,992.49					\$13,282.11
MM LISLE SAVINGS BANK	ONGOING	11/10/2020	\$1,009.92	0.600%	\$1,009.92					\$6.06
MM PEOPLES BANK	ONGOING	12/4/2012	\$372.78	0.000%	\$372.78					\$0.00
MM TRISTATE CAPITAL BANK	ONGOING	4/16/2021	\$11.91	3.000%			\$11.91			\$0.36
MM OLD SECOND NATIONAL BANK	ONGOING	11/20/2012	\$5,148.29	0.100%			\$5,148.29			\$5.15
TOTAL MM ACCOUNTS			\$259,535.39	5.122%	\$254,375.19	\$0.00	\$5,160.20	\$0.00	\$0.00	\$13,293.67
ILLINOIS FUNDS - MONEY MARKET			\$7,668,203.33	5.519%	\$5,696,053.99	\$890,179.19	\$1,081,970.15	\$0.00	\$0.00	\$423,208.14
TOTAL - ALL INVESTMENTS			\$8,932,595.09	5.461%	\$6,705,285.55	\$890,179.19	\$1,337,130.35	\$0.00	\$0.00	\$487,799.46

TOTAL CASH AND INVESTMENTS \$11,084,752.90

^{*}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 Jeremy M. Wang Clerk



General Manager Amy R. Underwood, P.E.

Legal CounselDaniel McCormick, P.C.

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

MEMORANDUM

To: Board of Trustees

From: Amy R. Underwood, General Manager

Date: December 15, 2023

Subject: Treasurer's Report for November 2023

Attached please find the subject report that tracks income and expenses for the first seven months of Fiscal Year 23-24.

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

Year-to-date	Income	Expenses				
General Fund	\$ 7,106,052.34 (page 1)	\$ 6,132,989.45 (page 6)				
Improvement Fund	\$ 416,560.40 (page 7)	\$ 678,517.39 (page 7)				
Construction Fund	\$ 93,455.32 (page 8)	\$ 24,631.19 (page 9)				
Public Benefit Fund	\$ 0.00 (page 10)	\$ 0.00 (page 10)				
TOTAL	\$ 7,616,068.06	\$ 6,836,138.03				

C: BOLI, DM, CS

Downers Grove Sanitary District Date: 12/13/2023

Treasurer's Report Recap for Month Ending 11/30/23

Page: 1

Fund	nun	nbe	er & Description	Ending				
				Fund Balance				
Fund	01	:	GENERAL FUND	\$8,073,856.84				
Fund	02	:	IMPROVEMENT FUND	\$1,142,803.99				
Fund	03	:	CONSTRUCTION FUND	\$1,861,057.28				
Fund	05	:	PUBLIC BENEFIT FUND	\$37,817.83				
Recar	\$11,115,535.94							

DATE 12/13/23 MONTH ENDED 11/30/23 PAGE 1 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
			========			======	
DEPT 05 REVENUES							
3000 PROPERTY TAXES	9,576.55-	15,862-	1,412,519.68-	1,403,700-	8,819.68-	.6	1,403,700-
3001 USER RECEIPTS	421,977.83-	407,387-	2,430,826.42-	2,364,707-	66,119.42-	2.8	3,959,800-
3002 SURCHARGES	51,136.22-	43,004-	254,072.42-	249,621-	4,451.42-	1.8	418,000-
3004 PLAN REVIEW FEES	.00	125-	.00	375-	375.00	100.0-	500-
3005 CONSTRUCTION INSPECTION FEES	.00	120-	.00	360-	360.00	100.0-	500-
3006 PERMIT INSPECTION FEES	780.00-	1,700-	9,913.00-	11,900-	1,987.00	16.7-	20,000-
3007 INTEREST ON INVESTMENTS	34,831.59-	5,600-	234,175.14-	39,200-	194,975.14-	497.4	67,050-
3013 SAMPLING AND MONITORING	11,896.54-	9,400-	72,841.55-	66,000-	6,841.55-	10.4	113,000-
3014 REPLACEMENT TAXES	.00	0	140,278.05-	62,400-	77,878.05-	124.8	120,000-
3015 MISCELLANEOUS INCOME	1,564.49-	400-	2,247.20-	3,000-	752.80	25.1-	5,000-
3016 SALE OF ELECTRICITY	.00	1,000-	.00	7,000-	7,000.00	100.0-	12,000-
3020 SALE OF PROPERTY	.00	3,100-	13,528.00-	22,200-	8,672.00	39.1-	37,700-
3021 TELEVISION INSPECTION	.00	150-	.00	150-	150.00	100.0-	150-
3023 PROPERTY LEASE PAYMENTS	3,288.81-	3,275-	22,620.40-	22,925-	304.60	1.3-	39,300-
3024 MONTHLY SERVICE FEES	413,296.68-	497,614-	2,773,057.38-	2,888,432-	115,374.62	4.0-	4,836,800-
3027 GREASE WASTE	26,151.96-	19,000-	117,088.48-	135,000-	17,911.52	13.3-	230,000-
3035 INTERFUND TRANSFER	.00	0	400,000.00	800,000	400,000.00-	50.0-	800,000
3040 RENEWABLE ENERGY CREDITS	.00	0	22,884.62-	12,000-	10,884.62-	90.7	24,000-
3094 GRANTS AND INCENTIVES	.00	0	.00	509,881-	509,881.00	100.0-	1,589,881-
	=========		=========			=======	
DEPT 05 TOTALS			7,106,052.34-		107,201.34-		2,077,381-
FUND REVENUE TOTAL	974,500.67-	1,007,737-	7,106,052.34-	6,998,851-	107,201.34-	1.5 12	2,077,381-
DEPT 11 O & M EXPENSES - ADMINISTRATION	========	=======	========	=======		======	=======
SECT A SALARIES AND WAGES							
A001 TRUSTEES	4,500.00	4,500	13,500.00	13,500	.00	.0	18,000
A002 BOLI	.00	225	.00	675	675.00-	100.0-	900
A003 GENERAL MANAGEMENT	22,074.41	23,980	146,432.18	161,655	15,222.82-	9.4-	272,250
A004 FINANCIAL RECORDS	19,758.46	28,650	143,554.64	164,810	21,255.36-	12.9-	254,450
A005 ADMINISTRATIVE RECORDS	2,399.87	2,832	18,152.06	16,189	1,963.06	12.1	24,900
A006 ENGINEERING	301.13	485	1,407.09	2,767	1,359.91-	49.2-	4,250
A007 CODE ENFORCEMENT	22,366.92	37,639	222,089.82	292,013	69,923.18-	24.0-	430,700
A008 SAFETY ACTIVITIES	3,781.44	5,694	35,425.72	32,328	3,097.72	9.6	49,500
A030 BUILDING AND GROUNDS	1,044.57	83	5,598.22	789	4,809.22	609.5	1,150
SECT A TOTALS	76,226.80	104,088	586,159.73	684,726		14.4- 1	,056,100
SECT B OPERATIONS AND MAINTENANCE	=========	========	========			=======	
B100 ELECTRICITY	1,290.09	325	2,424.40	3,875	1,450.60-	37.4-	5,500
B101 NATURAL GAS	198.98	300	1,452.79	1,450	2.79	. 2	
B102 WATER, GARBAGE AND OTHER UTILITIES	149.38	200	397.06	860	462.94-	53.8-	1,250
B110 BANK CHARGES	219.24-		216.80	14,700	14,483.20-		25,200
B112 COMMUNICATION	2,030.73	2,400	16,341.46	16,800	458.54-	2.7-	28,000
B113 EMERGENCY/SAFETY EQUIPMENT	1,341.74	3,700	9,619.89	11,600	1,980.11-	17.1-	20,450
B115 EQUIPMENT/EQUIPMENT REPAIR	17,152.12	16,900	118,603.84	104,200	14,403.84	13.8	165,000
	_:,102.12	_3,,500	, , , , , , , , , , , , , , , , , ,	,	,,	_5.0	,

TREASURER'S REPORT

DATE 12/13/23 MONTH ENDED 11/30/23 PAGE 2 FUND 01 GENERAL FUND

COST NUMBER DESCRIPTION	ACTUAL CURRENT	BUDGET CURRENT	ACTUAL Y-T-D	BUDGET	ACTUAL- BUDGET VARIANCE	VAR %	TOTAL
	MONTH	MONTH =======		Y-T-D			BUDGET
B116 SUPPLIES	412.52	600	3,936.75	4,200	263.25-	6.3-	7,000
B117 EMPLOYEE/DUTY COSTS	706.13	1,600	6,925.41	11,200	4,274.59-	38.2-	19,000
B118 BUILDING AND GROUNDS	2,744.56	5,000	182,144.19	57,500	124,644.19	216.8	74,500
B119 POSTAGE	1,061.11	630	4,189.24	4,410	220.76-	5.0-	7,550
B120 PRINTING/PHOTOGRAPHY	113.43	400	6,150.04	11,200	5,049.96-	45.1-	12,700
B121 USER BILLING MATERIALS	16,097.48	7,000	51,327.38	53,000	1,672.62-	3.2-	88,000
B124 CONTRACT SERVICES	10,121.45	14,000	51,782.59	98,000	46,217.41-	47.2-	167,000
B137 MEMBERSHIPS/SUBSCRIPTIONS	1,899.99	4,650	6,807.39	7,200	392.61-	5.5-	9,500
SECT B TOTALS	55,100.47	59,805	462,319.23	400,195	62,124.23	15.5	633,650
SECT C VEHICLES							
C222 GAS/FUEL	94.33	250	1,145.32	1,950	804.68-	41.3-	3,200
C225 OPERATION/REPAIR	32.62	650	208.52	1,950	1,741.48-	89.3-	2,600
SECT C TOTALS	126.95	900	1,353.84	3,900	2,546.16-	65.3-	5,800
					=======================================		
DEPT 11 TOTALS	131,454.22		1,049,832.80		38,988.20-		1,695,550
DEPT 12 O & M EXPENSES - WWTC							
CECE A CALADIEC AND MACEC							
SECT A SALARIES AND WAGES A006 ENGINEERING	960.57	6,630	4,279.22	37,923	33,643.78-	88.7-	58,350
A009 OPERATIONS MANAGEMENT	9,787.73	9,492	65,030.12	66,440	1,409.88-	2.1-	113,900
A010 MAINTENANCE - BUDGET	.00	70,677	.00	468,512	30,874.37-	6.6-	689,650
A011 MAINTENANCE - WWTC	32,624.65	0	297,147.79	0	.00	.0	0
A012 MAINTENANCE - VEHICLES	143.50	0	471.50	0	.00	.0	0
A013 MAINTENANCE - ENERGY RECOVERY	770.50	0	9,008.29	0	.00	. 0	0
A014 MAINTENANCE - ELECTRICAL	17,765.98	0	131,010.05	0	.00	.0	0
A020 WWTC - BUDGET	.00	70,550	.00	401,050	37,296.08-	9.3-	614,600
A021 WWTC - OPERATIONS	30,628.66	0	245,552.99	0	.00	. 0	0
A022 WWTC - SLUDGE HANDLING	13,101.75	0	112,960.20	0	.00	. 0	0
A023 WWTC - ENERGY RECOVERY	660.45	0	5,240.73	0	.00	. 0	0
A030 BUILDING AND GROUNDS	7,627.27				22,344.06-		119,150
SECT A TOTALS	114,071.06	170,845	926,433.83	1,052,002	125,568.17-	11.9- 1	1,595,650
SECT B OPERATIONS AND MAINTENANCE	==========		=========	========	=========	======	
B100 ELECTRICITY	20,953.22	5,500	61,784.93	39,100	22,684.93	58.0	65,000
B101 NATURAL GAS	940.76	1,400	2,863.78	5,400	2,536.22-	47.0-	12,500
B102 WATER, GARBAGE AND OTHER UTILITIES	3,030.12	4,000	30,478.90	26,000	4,478.90	17.2	40,550
B103 ODOR CONTROL	.00	200	2,087.06	2,300	212.94-	9.3-	3,400
B104 FUEL - GENERATORS	.00	4,125	.00	12,375	12,375.00-	100.0-	16,500
B112 COMMUNICATION	1,992.00	2,500	14,365.45	17,600	3,234.55-	18.4-	27,600
B113 EMERGENCY/SAFETY EQUIPMENT	20,195.82	3,000	25,074.10	21,000	4,074.10	19.4	35,350
B116 SUPPLIES	1,837.60	2,700	17,116.29	19,250	2,133.71-	11.1-	32,750
B117 EMPLOYEE/DUTY COSTS	909.50	2,300	17,146.47	18,500	1,353.53-	7.3-	30,000
B124 CONTRACT SERVICES	.00	0	203,485.00	203,500	15.00-	.0	203,500
B130 NPDES PERMIT FEES	.00	0	53,000.00	53,000	.00	.0	53,000

DATE 12/13/23 MONTH ENDED 11/30/23 PAGE 3 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	8	BUDGET
B131 SLUDGE HAULING/DISPOSAL SERVICES	.00	45,000	89,937.51	45,000	44,937.51	99.9	90,000
B400 CHEMICALS - BUDGET	.00	10,550	.00	235,200	138,705.51-	59.0-	287,950
B401 CHEMICALS - DISINFECTION	8,313.41	0	38,512.62	0	.00	.0	0
B402 CHEMICALS - SLUDGE DEWATERING	3,074.04	0	29,737.86	0	.00	.0	0
B403 CHEMICALS - TERTIARY TREATMENT	.00	0	6,732.00	0	.00	.0	0
B404 CHEMICALS - OTHER	.00	0	21,512.01	0	.00	.0	0
B501 EQPT/EQPT REPAIR - BIOSOLIDS AGING & DISPOS	1,171.90	7,000	42,098.19	49,000	6,901.81-	14.1-	234,100
B502 EQPT/EQPT REPAIR - DISINFECTION	.00	2,400	2,525.73	19,300	16,774.27-	86.9-	31,300
B503 EQPT/EQPT REPAIR - EXCESS FLOW	151.62	2,600	3,536.13	18,200	14,663.87-	80.6-	31,100
B504 EQPT/EQPT REPAIR - GRIT REMOVAL	.00	1,600	7,820.45	11,400	3,579.55-	31.4-	45,800
B505 EQPT/EQPT REPAIR - INFLUENT PUMPING	.00	1,000	26,110.01	61,000	34,889.99-	57.2-	66,800
B506 EQPT/EQPT REPAIR - PRIMARY TREATMENT	1,043.12	8,000	51,882.22	108,700	56,817.78-	52.3-	138,700
B507 EQPT/EQPT REPAIR - SECONDARY TREATMENT	1,430.64	4,800	5,740.59	83,400	77,659.41-	93.1-	107,400
B508 EQPT/EQPT REPAIR - SLUDGE CONCENTRATION	119.77	450	795.74	3,150	2,354.26-	74.7-	5,400
B509 EOPT/EOPT REPAIR - SLUDGE DEWATERING	3,381.28	2,250	31,381.57	15,750	15,631.57	99.3	27,000
B510 EOPT/EOPT REPAIR - SLUDGE DIGESTION	316.35	5,550	163,606.58	211,100	47,493.42-	22.5-	241,300
B511 EQPT/EQPT REPAIR - TERTIARY TREATMENT	379.48	2,800	49,640.25	110,400	60,759.75-	55.0-	123,700
B512 EQPT/EQPT REPAIR - WWTC GENERAL	7,932.75	3,700	45,178.27	51,000	5,821.73-	11.4-	68,700
B513 EOPT/EOPT REPAIR - WWTC UTILITIES	21,440.22	28,000	186,819.91	611,000	424,180.09-	69.4-	729,950
B801 BLDG AND GROUNDS - BIOSOLIDS AGING & DISPOS	.00	333	10,231.99	2,335	7,896.99	338.2	4,000
B802 BLDG AND GROUNDS - DISINFECTION	.00	800	285.96	5,600	5,314.04-	94.9-	9,600
B803 BLDG AND GROUNDS - EXCESS FLOW	.00	92	.00	644	644.00-	100.0-	1,100
		800	126.05		12,773.95-	99.0-	·
B804 BLDG AND GROUNDS - GRIT REMOVAL	.00			12,900	·		31,100
B805 BLDG AND GROUNDS - INFLUENT PUMPING	209.40	700	12,808.73	4,900	7,908.73	161.4	8,100
B806 BLDG AND GROUNDS - PRIMARY TREATMENT	215.20		215.20	1 225	215.20	.0	
B807 BLDG AND GROUNDS - SECONDARY TREATMENT	127.38	175	251.30	1,325	1,073.70-	81.0-	2,200
B809 BLDG AND GROUNDS - SLUDGE DEWATERING	126.42	2,500	3,583.76	10,600	7,016.24-	66.2-	11,700
B810 BLDG AND GROUNDS - SLUDGE DIGESTION	.00	400	14,393.67	27,800	13,406.33-	48.2-	29,400
B811 BLDG AND GROUNDS - TERTIARY TREATMENT	833.00	750	5,500.60	12,000	6,499.40-	54.2-	15,700
B812 BLDG AND GROUNDS - WWTC GENERAL	5,103.53	16,750	115,142.95	192,650	77,507.05-	40.2-	247,150
B813 BLDG AND GROUNDS - WWTC UTILITIES	226.33	225 	432.81 	1,575 =======	1,142.19-	72.5-	2,700 ======
SECT B TOTALS	105,454.86		1,393,942.64		930,011.36-		3,112,100 =======
SECT C VEHICLES							
C222 GAS/FUEL	1,488.12	3,500	11,068.73	23,500	12,431.27-	52.9-	40,000
C225 OPERATION/REPAIR	826.18	700	2,309.73	5,000	2,690.27-	53.8-	8,500
C226 VEHICLE PURCHASES	.00	0	,	17,800	32.00-	. 2-	,
SECT C TOTALS	2,314.30	4,200	31,146.46	46,300		32.7-	141,800
					=========		
DEPT 12 TOTALS	221,840.22	·			1,070,733.07-		
DEPT 13 O & M EXPENSES - LABORATORY							
SECT A SALARIES AND WAGES							
A009 OPERATIONS MANAGEMENT	7,363.26	6,955	36,928.64	48,680	11,751.36-	24.1-	83,450
A040 LABORATORY - BUDGET	.00	20,854	.00	121,618	6,752.90	5.6	189,350
A041 LAB - WWTC	11,215.10	0	94,237.64	0	.00	.0	0

DATE 12/13/23 MONTH ENDED 11/30/23 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	%	BUDGET
A042 LAB - PRETREATMENT	1,976.50	0	25,646.73	======= 0	.00	.0	0
A043 LAB - SURCHARGE PROGRAM	437.85	0	5,599.21	0	.00	.0	0
A048 LAB - ENERGY RECOVERY	352.08	0	2,887.32	0	.00	.0	0
SECT A TOTALS	21,344.79	27,809	165,299.54	170,298	4,998.46- ===========	2.9-	272,800
SECT B OPERATIONS AND MAINTENANCE							
B112 COMMUNICATION	322.59	300	1,788.02	2,500	711.98-	28.5-	4,000
B114 CHEMICALS	3,355.50	2,100	10,963.56	15,000	4,036.44-	26.9-	25,500
B115 EQUIPMENT/EQUIPMENT REPAIR	698.00	2,300	13,187.77	16,500	3,312.23-	20.1-	28,000
B116 SUPPLIES	1,598.48	2,100	10,920.33	16,700	5,779.67-	34.6-	25,900
B117 EMPLOYEE/DUTY COSTS	636.87	500	3,380.34	3,600	219.66-	6.1-	6,000
B122 MONITORING EQUIPMENT	.00	1,375	.00	4,125	4,125.00-	100.0-	5,500
B123 OUTSIDE LAB SERVICES	875.40	2,000	14,831.06	14,800	31.06	. 2	24,800
B124 CONTRACT SERVICES	9,335.00	0	17,491.93	0	17,491.93	.0	0
SECT B TOTALS	16,821.84	10,675	72,563.01	73,225	661.99- 	.9-	119,700
SECT C VEHICLES							
C222 GAS/FUEL	45.84	50	571.13	650	78.87-	12.1-	900
C225 OPERATION/REPAIR	19.98	0	91.79	150	58.21-	38.8-	250
SECT C TOTALS	65.82 	50 	662.92	800 ======	137.08-	17.1- =======	1,150
-			=========	=======	=========	======	
DEPT 13 TOTALS	38,232.45	38,534	238,525.47	244,323	5,797.53-	2.4-	393,650
DEPT 14 O & M EXPENSES - SEWER SYSTEM							
SECT A SALARIES AND WAGES							
A006 ENGINEERING	473.59	805	3,727.90	4,814	1,086.10-	22.6-	7,600
A050 SEWER MAINTENANCE - BUDGET	.00	31,626	.00	179,256	16,706.92	9.3	274,200
A051 SEWER MAINTENANCE	22,729.20	0	187,326.02	0	.00	.0	0
A054 SEWER MAINTENANCE - BACKUPS AND HIGH FLOWS	875.28	0	8,636.90	0	.00	.0	0
A060 INSPECTION - BUDGET	.00	28,080	.00	159,214	36,209.56-	22.7-	243,600
A061 INSPECTION - NEW CONSTRUCTION	248.31	0	1,010.49	0	.00	.0	0
A062 INSPECTION - CONSTRUCTION OF DGSD PROJECTS	4,081.49	0	36,123.05	0	.00	.0	0
A063 INSPECTION - PERMIT INSPECTIONS	3,355.18	0	12,853.68	0	.00	.0	0
A064 INSPECTION - MISCELLANEOUS	2,398.92	0	15,157.55	0	.00	.0	0
A065 INSPECTION - CONSTR BY VILLAGES, UTILITIES	4,768.54	0	18,752.67	0	.00	.0	0
A066 INSPECTION - CODE ENFORCEMENT	4,590.64	0	39,107.00	0	.00	.0	0
A070 SEWER INVESTIGATIONS - BUDGET	.00	468	.00	3,098	508.46-	16.4-	4,450
A072 SEWER INVESTIGATIONS	245.97	0	2,589.54	0	.00	.0	0
SECT A TOTALS	43,767.12	60,979	325,284.80	346,382	21,097.20- =========	6.1-	529,850
SECT B OPERATIONS AND MAINTENANCE	========	=======	========	======	========	======	
B112 COMMUNICATION	956.38	1,000	6,350.43	7,000	649.57-	9.3-	12,000
B113 EMERGENCY/SAFETY EQUIPMENT	59.39	250	797.71	2,150	1,352.29-	62.9-	3,400
B115 EQUIPMENT/EQUIPMENT REPAIR	4,635.89	2,100	28,857.52	34,000	5,142.48-	15.1-	44,500

DATE 12/13/23 MONTH ENDED 11/30/23 PAGE 5 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	%	BUDGET
B116 SUPPLIES	1,947.18	375	4,952.41	2,225	2,727.41	122.6	4,100
B117 EMPLOYEE/DUTY COSTS	1,233.15	1,300	14,365.85	9,100	5,265.85	57.9	15,500
B127 JULIE SYSTEM	.00	1,300	11,079.63	9,100	1,979.63	21.8	15,400
B128 OVERHEAD SEWER/BACKFLOW PREVENTION PROGRAM	.00	1,000	.00	10,000	10,000.00-	100.0-	15,000
B129 REIMBURSEMENT PROGRAM/PUBLIC SEWER BLOCKAGE	.00	1,000	3,500.00	7,000	3,500.00-	50.0-	12,000
B900 SEWER SYSTEM REPAIRS - BUDGET	.00	696,000	.00	3,221,300	2,561,709.16-	79.5-	4,271,600
B901 SEWER SYSTEM REPAIRS - I/I PROGRAM	1,262.50	0	15,916.42	0	.00	.0	0
B902 SEWER SYSTEM REPAIRS - REPLACEMENT	2,089.83	0	3,406.08	0	.00	.0	0
B903 SEWER SYSTEM REPAIRS - REHABILITATION	292.50	0	28,536.43	0	.00	.0	0
B910 SEWER SYSTEM REPAIRS - BSSRAP PROGRAM	112,735.18	0	516,509.31	0	.00	.0	0
B913 SEWER SYSTEM REPAIRS - BSSRAP-REPAIR/REPL/R	.00	0	4,427.00	0	.00	.0	0
B929 ARRA LOAN PRINCIPAL REPAYMENT	.00	0	90,795.60	0	.00	.0	0
SECT B TOTALS	125,212.00	704,325	729,494.39	3,301,875	2,572,380.61-	77.9- 4	1,393,500
= SECT C VEHICLES	========	=======	========	=======	:=========	=======	
C222 GAS/FUEL	853.40	2,100	9,285.96	15,500	6,214.04-	40.1-	26,000
C225 OPERATION/REPAIR	1,989.20	750	8,644.55	5,250	3,394.55	64.7	9,000
C226 VEHICLE PURCHASES	.00	0	483,212.00	528,500	45,288.00-	8.6-	567,500
SECT C TOTALS	2,842.60	2,850	501,142.51	549,250	48,107.49-	8.8-	602,500
- -	=========	:=======		:=======		=======	
DEPT 14 TOTALS	171,821.72				2,641,585.30-		5,525,850
DEPT 15 O & M EXPENSES - LIFT STATIONS							
SECT A SALARIES AND WAGES							
A006 ENGINEERING	84.00	818	825.64	4,901	4,075.36-	83.2-	7,750
A009 OPERATIONS MANAGEMENT	370.11	259	4,313.31	2,973	1,340.31	45.1	4,250
A030 BUILDING AND GROUNDS	.00	55	6,250.69	631	5,619.69	890.6	900
A080 LIFT STATION MAINTENANCE	961.56	1,652	5,971.14	10,423	4,451.86-	42.7-	15,700
SECT A TOTALS	1,415.67	2,784	17,360.78	18,928	1,567.22-	8.3-	28,600
= SECT B OPERATIONS AND MAINTENANCE	========	:=======	=========	:=======	:========	======	
B100 ELECTRICITY	11,023.93	13,500	63,215.09	94,500	31,284.91-	33.1-	162,000
B104 FUEL - GENERATORS	.00	1,000	.00	3,050	3,050.00-		4,000
B112 COMMUNICATION	317.19	400	1,364.42	3,400	2,035.58-	59.9-	5,400
B113 EMERGENCY/SAFETY EQUIPMENT	10,047.60	3,650	11,417.27	11,100	317.27	2.9	11,100
B116 SUPPLIES	.00	100	147.85	300	152.15-	50.7-	300
B124 CONTRACT SERVICES	2,222.50	0	9,847.50	0	9,847.50	.0	0
B520 EQPT/EQPT REPAIR - BUTTERFIELD	171.45	500	181.42	4,900	4,718.58-	96.3-	7,400
B521 EQPT/EQPT REPAIR - BUTTERFIELD B521 EQPT/EQPT REPAIR - CENTEX	.00	150	148.20	1,250	1,101.80-	88.1-	2,000
B521 EQP1/EQP1 REPAIR - CENTEX B522 EQPT/EQPT REPAIR - COLLEGE	.00	500	843.08	33,500	32,656.92-	97.5-	35,600
B522 EQPT/EQPT REPAIR - COLLEGE B523 EQPT/EQPT REPAIR - EARLSTON	.00	250	106.89	5,250	5,143.11-	97.5-	6,300
B524 EQPT/EQPT REPAIR - HOBSON	1,703.05	1,000	4,837.65	89,000	84,162.35-		94,000
B524 EQPI/EQPI REPAIR - HOBSON B525 EQPT/EQPT REPAIR - LIBERTY PARK	.00	250	1,997.21	3,000	1,002.79-		
B525 EQPT/EQPT REPAIR - LIBERTY PARK B526 EQPT/EQPT REPAIR - NORTHWEST		250 250				99.4-	4,100 13,700
	.00	500	78.65 987.29	12,750 4,500	12,671.35- 3,512.71-	78.1-	
B527 EQPT/EQPT REPAIR - VENARD	.00	500	901.29	4,500	3,312./1-	/6.1-	7,100

TREASURER'S REPORT

DATE 12/13/23 MONTH ENDED 11/30/23 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
B528 EQPT/EQPT REPAIR - WROBLE	.00	500	.00	10,000	10,000.00-	100.0-	12,800
B529 EQPT/EQPT REPAIR - LIFT STATIONS GENERAL	821.54	5,000	16,376.35	35,000	18,623.65-	53.2-	66,350
B820 BLDG AND GROUNDS - BUTTERFIELD	148.20	0	1,221.85	0	1,221.85	.0	0
B821 BLDG AND GROUNDS - CENTEX	148.20	0	963.30	0	963.30	.0	0
B822 BLDG AND GROUNDS - COLLEGE	.00	0	.00	20,000	20,000.00-	100.0-	20,000
B823 BLDG AND GROUNDS - EARLSTON	179.60	0	1,174.30	25,000	23,825.70-	95.3-	25,000
B824 BLDG AND GROUNDS - HOBSON	206.60	0	1,268.36	21,000	19,731.64-	94.0-	21,000
B825 BLDG AND GROUNDS - LIBERTY PARK	201.20	0	1,217.50	0	1,217.50	.0	0
B826 BLDG AND GROUNDS - NORTHWEST	242.30	0	3,246.48	37,000	33,753.52-	91.2-	37,000
B827 BLDG AND GROUNDS - VENARD	193.65	0	1,202.40	10,000	8,797.60-	88.0-	10,000
B828 BLDG AND GROUNDS - WROBLE	201.20	0	1,217.50	8,600	7,382.50-	85.8-	8,600
B829 BLDG AND GROUNDS - LIFT STATIONS GENERAL	.00	3,000	1,864.00	21,000	19,136.00-	91.1-	31,750
	========	=======	==========	=======		======	=======
SECT B TOTALS	27,828.21	30,550	124,924.56	454,100	329,175.44-	72.5-	585,500
					=========		
DEPT 15 TOTALS	29,243.88	33,334	142,285.34	473,028	330,742.66-	69.9-	614,100
DEPT 17 O & M EXPENSES - INSURANCE & EMPLOY			========	=======	==========	======	=======
SECT E INSURANCE AND EMPLOYEE BENEFITS							
E452 LIABILITY/PROPERTY	.00	0	215,645.00	249,850	34,205.00-	13.7-	249,850
E455 EMPLOYEE GROUP HEALTH	43,955.58	55,000	313,244.44	385,000	71,755.56-	18.6-	658,000
E460 IMRF	15,220.30	27,500	123,982.69	162,500	38,517.31-	23.7-	250,000
E461 SOCIAL SECURITY	9,659.23	28,600	142,029.08	169,000	26,970.92-	16.0-	260,000
SECT E TOTALS	68,835.11	111,100	794,901.21	966,350	171,448.79-	17.7- 1	,417,850
	========	=======	=========	=======	=========	======	
DEPT 17 TOTALS	68,835.11	111,100	794,901.21	966,350	171,448.79-		.,417,850
DEPT 91 SA EXPENSE							
DEPT 91 TOTALS	.00	0	.00	0	.00	()
FUND EXPENSE TOTAL	•				4,259,295.55-		
FUND 01 TOTALS	313,073.07-	458,173	973,062.89-	3,393,434	4,366,496.89-	128.7- 2	2,419,169

DATE 12/13/23 MONTH ENDED 11/30/23 PAGE 7

FUND 02 IMPROVEMENT FUND

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 3035 INTERFUND TRANSFER	1,364.41- 22,534.50	7,500- 0	9,518.54- 7,041.86- 400,000.00-	52,500-	90,000-	
DEPT 05 TOTALS	21,170.09	7,900-	416,560.40-	855,300-		
= DEPT 30 CAPITAL EXP - ARRA - LOAN REPAYMENTS			========		=======	
0500 PROJECT BUDGET 0515 PAYMENT ON LOAN PRINCIPAL	.00	0 0	.00 46,595.53	46,600 0	93,200 0	
DEPT 30 TOTALS	.00	0	46,595.53	46,600	93,200	
DEPT 36 CAPITAL EXP - LIBERTY PARK LIFT STAT						
= DEPT 36 TOTALS	.00	0	.00	0	 0	
= DEPT 47 CAPITAL EXP - CENTEX LIFT STATION UP			========		=======	
0500 PROJECT BUDGET	.00	0	.00	304,400	304,400	
0504 CONSTRUCTION ADMIN/RESIDENT ENG/ARCH SUPRVI	565.00	0	13,657.33	0	0	
0506 CONSTRUCTION CONTRACTS AND PURCHASES	.00	0 	614,968.28	0 ======	0 =======	
DEPT 47 TOTALS	565.00	0	628,625.61	304,400	304,400	
= DEPT 48 CAPITAL - VENARD LIFT STATION UPGRAD	======== E		========		=======	
0500 PROJECT BUDGET	.00	200,000	.00	700,000	850,000	
0502 DESIGN ENGINEERING/ARCHITECTURAL	630.00	0	3,296.25	0	0	
DEPT 48 TOTALS	630.00	200,000	3,296.25	700,000	850,000	
= DEPT 74 CAPITAL EXP - SEWER - UNSEWERED AREA			=======	=======	=======	=======================================
0500 PROJECT BUDGET	.00	0	.00	0	500	
DEPT 74 TOTALS	.00	0	.00	0	500	
FUND EXPENSE TOTAL	1,195.00	200,000	678,517.39	1,051,000	1,248,100	
FUND 02 TOTALS	22,365.09		261,956.99			

DATE 12/13/23 MONTH ENDED 11/30/23 PAGE 8

FUND 03 CONSTRUCTION FUND

NUMBER	COST DESCRIPTION	ACTUAL CURRENT MONTH	BUDGET CURRENT MONTH	ACTUAL Y-T-D	BUDGET Y-T-D	TOTAL BUDGET	
DEPT 05	REVENUES						
3007 INTERES		5,267.50	20,800-	17,895.82- 75,559.50-	146,000-	250,000-	
DEPT 0	TOTALS	2,429.16	22,275-	93,455.32-			
DEPT 20	= CAPITAL EXP - WWTC - GAS DETECTION/A				:=======	-=======	
0500 PROJEC	r budget	.00	125,000	.00	291,000	419,000	
0502 DESIGN	ENGINEERING/ARCHITECTURAL	4,136.25	0	9,320.04	0	0	
DEPT 2) TOTALS	4,136.25	125,000	9,320.04	291,000	419,000	
DEPT 21	= CAPITAL EXP - WWTC - BIOSOLIDS IMPRO		========	========	=======	=======	
0500 PROJEC	r budget	.00	13,000	.00	76,000	997,500	
0501 REPORT	ENGINEERING/ARCHITECTURAL	907.50	0	907.50	0	0	.=====
DEPT 2	l TOTALS	907.50	13,000	907.50	76,000	997,500	
DEPT 30	CAPITAL EXP - ARRA - LOAN REPAYMENTS						
0500 PROJEC	F BUDGET	.00	0	.00	14,450	28,807	
0515 PAYMEN	「 ON LOAN PRINCIPAL _	.00	0	14,403.65	0	0	=======================================
DEPT 3) TOTALS	.00	0	14,403.65	14,450	28,807	
DEPT 31	CAPITAL EXP - WWTC - CHP BIOGAS						
DEPT 3	l TOTALS	.00	0	.00	0	0	=======================================
DEPT 32	= CAPITAL EXP - WWTC - SECOND TURBOBLO				:=======		
	=		.=======				
DEPT 3	2 TOTALS	.00	0		0	-	.=====
DEPT 33	CAPITAL EXP - WWTC - DIGESTER MIXING						
DEPT 3:	= 3 TOTALS	.00	0	.00	0		
DEPT 34	= CAPITAL EXP - WWTC - GREASE WASTE DE						
	=	=========			:=======	.=======	=======================================
DEPT 3	4 TOTALS	.00	0	.00	0	0	
DEPT 35	CAPITAL EXP - WWTC - CHP BIOGAS PHAS						

DATE 12/13/23 MONTH ENDED 11/30/23 PAGE 9

FUND 03 CONSTRUCTION FUND

NUMBER	COST DESCRIPTION	ACTUAL CURRENT MONTH	BUDGET CURRENT MONTH	ACTUAL Y-T-D	BUDGET Y-T-D	TOTAL BUDGET	
DEPT	35 TOTALS	.00	0	.00	0	0	
DEPT 37	CAPITAL EXP - WWTC - GREASE RECEIVI	NG STATN NO2					
DEPT	37 TOTALS	.00	0	.00	 0 	0	
DEPT 38	CAPITAL EXP - WWTC - PROPERTY ACQUI	SITION					
DEPT	38 TOTALS	.00	0	.00	0 	0	
DEPT 39	CAPITAL EXP - WWTC - GRIT BLOWER RE	PLACEMENT					
DEPT	39 TOTALS	.00	0	.00	0	0	
DEPT 40	CAPITAL EXP - WWTC - LOAN REPAYMENT	,					
DEPT	40 TOTALS	.00	0	.00	0	0	
FUND	EXPENSE TOTAL	5,043.75	138,000	24,631.19	·		
FUND	03 TOTALS	7,472.91	115,725	68,824.13-	225,125	1,177,607	

FUND 05 TOTALS

DATE 12/13/23 MONTH ENDED 11/30/23 PAGE 10 FUND 05 PUBLIC BENEFIT FUND

NUMBER	DESCRIPTION	COST	ACTUAL CURRENT MONTH	BUDGET CURRENT MONTH	ACTUAL Y-T-D	BUDGET Y-T-D	TOTAL BUDGET	
DEPT 05	REVENUES							
DEPT ()5 TOTALS	==	.00	0 	.00	0	0 	
DEPT 59	CAPITAL EXP	- SEWER - SEWER EXTENSION	IS					
DEPT 5	59 TOTALS	==	.00	0 	.00 	0	0 	
DEPT 65	CAPITAL EXP	- SEWER - REIMB FOR ADDE) DEPTH					
DEPT 6	55 TOTALS	==	.00	0	.00	0	0	
FUND I	EXPENSE TOTAL		.00	0	.00	0	0	

.00 0 .00 0

DATE 12/13/23 MONTH ENDED 11/30/23 PAGE 11

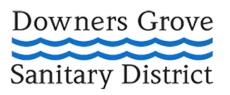
FUND 71 SEWER EXTENSIONS ESCROW

FUND 71 TOTALS

		ACTUAL	BUDGET				
	COST	CURRENT	CURRENT	ACTUAL	BUDGET	TOTAL	
NUMBER	DESCRIPTION	MONTH	MONTH	Y-T-D	Y-T-D	BUDGET	
DEPT 05	REVENUES	:=======:	=======	=======		======	 :=====
DEPT 0	5 TOTALS	.00	0 	.00	0	0	 ======
DEPT 92	SEWER EXPENSE						
				========	=======	=======	
DEPT 9	2 TOTALS	.00	0	.00	0	0	
FUND E	EXPENSE TOTAL	.00	0	.00	0	0	 =
		=======================================		========	========	=======	

.00 0 .00

Board of Trustees
Wallace D. Van Buren
President
Amy E. Sejnost
Vice President
Jeremy M. Wang
Clerk



General Manager Amy R. Underwood

Legal Counsel
Dan McCormick

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

VIA EMAIL: sheryl.markay@dupageco.org

October 30, 2023

Chair Deb Conroy DuPage County Attn: Sheryl Markay, Chief Policy and Program Officer 421 N. County Farm Road Wheaton, IL 60187

Re: Downers Grove Sanitary District Updates

Dear Chair Conroy:

In accordance with County Ordinance OCB-001-11, enclosed are copies of the following updated Downers Grove Sanitary District documents:

- Ordinance No. ORD 2023-02 Amending Travel Reimbursement Ordinance (effective April 18, 2023);
- Ordinance No. ORD 2023-03 Amending Reimbursement Program for Sanitary Sewer Backups Caused by Public Sanitary Sewer Blockages Ordinance (effective July 7, 2023);
- Annual Financial Report for Fiscal Year Ending April 30, 2023 including all required correspondence with the District and its Auditors. The District's Board of Trustees accepted this report at their regular August 15, 2023 meeting;
- Comprehensive Annual Financial Report (CAFR) for the fiscal year ended April 30, 2023 which was electronically submitted to the Illinois State Comptroller's Office on September 27, 2023; and
- The District's annual statement of receipts and disbursements for the fiscal year ended April 30, 2023 which was filed with the DuPage County Clerks Office on October 19, 2023.

Sincerely,

DOWNERS GROVE SANITARY DISTRICT

Amy R. Underwood General Manager

Enclosures

cc: Board of Trustees



ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

1021 North Grand Avenue East, P.O. Box 19276, Springfield, Illinois 62794-9276 · (217) 782-3397

JB PRITZKER, GOVERNOR

JOHN J. KIM, DIRECTOR

November 15, 2023

DOWNERS GROVE SD Amy Underwood 2710 CURTISS STREET DOWNERS GROVE, IL. 60515 RECEIVED

NOV 2 2 2023

DOWNERS GROVE SANITARY DISTRICT

RE: Notice of Renewal - General Storm Water Permit for Industrial Site Activities Facility: Downers Grove San Dist - Downers Grove, IL - County: DuPage

NPDES Permit No: ILR006245 Bureau ID: W0430300002

Dear NPDES Permittee:

We have reviewed your renewal application and determined that storm water discharges associated with industrial activity (excluding construction sites) are appropriately covered by the General NPDES Permit Issued by the Agency.

The Permit issued covers application requirements, a Storm Water Pollution Prevention Plan, and reporting requirements. Failure to meet any portion of the Permit could result in civil and/or criminal penalties. The Agency is ready and willing to assist you in interpreting any of the conditions of the Permit as they relate specifically to your discharge. An electronic copy of your facility's SWPPP must be submitted to the Agency in accordance with Part E.2 of the ILROO Permit.

The Permit and attachments are available through the following website address: https://epa.illinois.gov/topics/forms/water-permits/storm-water/industrial.html

Your discharge is covered by this permit effective as of the date of this letter. You have the right to appeal the Agency's decision to cover the discharge by the General Permit to the Illinois Pollution Control Board within a 35-day period following the date of this letter.

Your original approval date is 3/25/2003. Annual reports for your facility are required to be submitted to the Agency pursuant to Part K.2 of this permit. This letter shows your facility permit number below your facility name. Please reference this number in all future correspondence. Should you have any questions concerning the Permit, please contact the Permit Section at 217/782-0610.

Sincerely,

Darin E. LeCrone, P.E.

Manager, Permit Section

Division of Water Pollution Control

DOWNERS GROVE S.D. - WASTEWATER TREATMENT CENTER Wastewater Report, November 2023

For updates on your plant in-between these monthly reports, please visit our wastewater dashboard https://iwss.uillinois.edu

LOCATION: DOWNERS GROVE S.D. - WASTEWATER TREATMENT CENTER (DuPage County)

Catchment Information	
Population Served	65,000
NPDES	IL0028380
zipcode	60515
IL Covid Region	8

SARS-CoV-2 LEVELS IN WASTEWATER

Wastewater is analyzed using digital PCR (dPCR) to determine the concentration of the SARS-CoV-2 virus in a sample. The nucleocapsid protein (N) gene of the virus is targeted in the assay, and results are reported in gene copies per liter of starting wastewater.

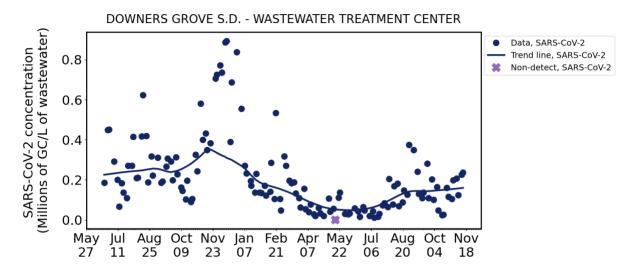


Figure 1. Time series plot of SARS-CoV-2 viral concentrations in millions of gene copies per liter (GC/L) of wastewater.

SARS-CoV-2 SAMPLING RESULTS - LAST 8 SAMPLES

Date	SARS-CoV-2 (GC/L)
2023-11-14	236,625



2023-11-12	226,725	
2023-11-07	124,275	
2023-11-05	207,225	
2023-10-31	199,050	
2023-10-29	104,850	
2023-10-24	115,200	
2023-10-22	160,425	

SARS-CoV-2 LINEAGES IN WASTEWATER

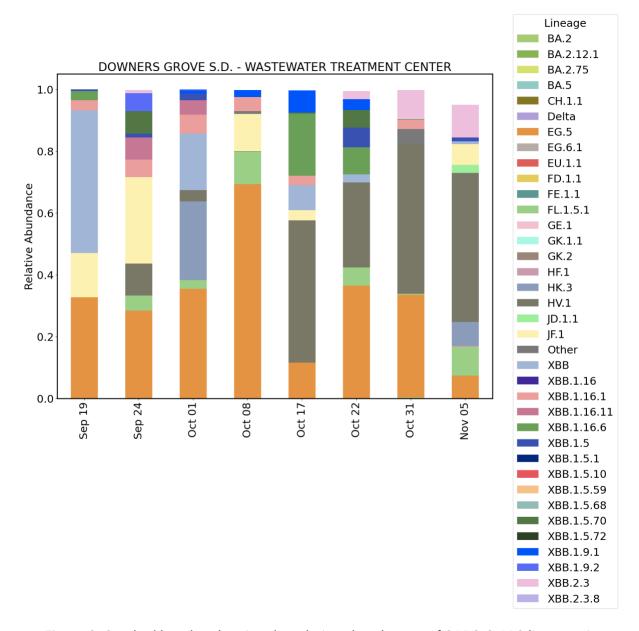


Figure 2. Stacked barplot showing the relative abundances of SARS-CoV-2 lineages in wastewater samples. All lineages in the legend, excluding "Other," are associated with Omicron. The most recently available two months worth of data are shown.





INFLUENZA A/B LEVELS IN WASTEWATER

Wastewater is analyzed using digital PCR (dPCR) to determine the concentration of influenza A and influenza B viruses in a sample. Results are reported in gene copies per liter of starting wastewater.

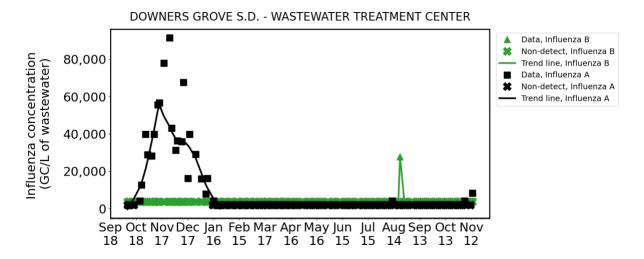


Figure 3. Time series plot of Influenza A/B viral concentrations in gene copies per liter (GC/L) of wastewater.

INFLUENZA A/B SAMPLING RESULTS - LAST 8 SAMPLES

Date	Influenza A (GC/L)	Influenza B (GC/L)
2023-11-14	8,325	Non-detect
2023-11-12	Non-detect	Non-detect
2023-11-07	Non-detect	Non-detect
2023-11-05	4,200	Non-detect
2023-10-31	Non-detect	Non-detect
2023-10-29	Non-detect	Non-detect
2023-10-24	Non-detect	Non-detect
2023-10-22	Non-detect	Non-detect



RSV LEVELS IN WASTEWATER

Wastewater is analyzed using digital PCR (dPCR) to determine the concentration of Respiratory Syncytial Virus (RSV) in a sample. Results are reported in gene copies per liter of starting wastewater.

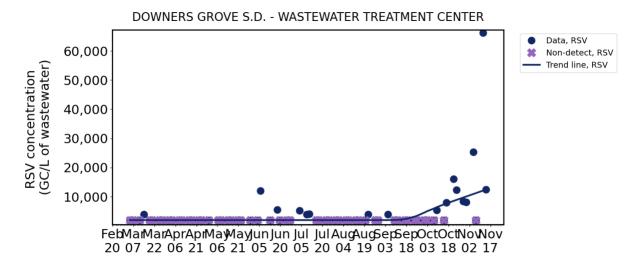


Figure 4. Time series plot of RSV viral concentrations in gene copies per liter (GC/L) of wastewater.

RSV SAMPLING RESULTS - LAST 8 SAMPLES

Date	RSV (GC/L)	
2023-11-14	12,450	
2023-11-12	66,300	
2023-11-07	Non-detect	
2023-11-05	25,350	
2023-10-31	8,100	
2023-10-29	8,400	
2023-10-24	12,300	
2023-10-22	16,050	



Guide to Interpreting Data on SARS-CoV-2, Influenza, & Respiratory Syncytial Virus (RSV) Gene Copies in Wastewater Samples

What do the results mean?

There are several factors to consider when interpreting viral data in wastewater. The rate, magnitude, and duration of shedding may vary from one person to another and from virus to virus, thus how or even whether it is possible to translate viral levels in wastewater into precise community health metrics is an open scientific question. It is only appropriate to monitor and observe the trends of viral gene copies detected in a community over time. The data presented in tables, graphs, and trend assessments show the concentration of RNA copies in the wastewater area from the community where the wastewater was collected. A significant increase in viral gene copies over time is an indicator that cases may be increasing in the community. Wastewater data should not be interpreted in isolation but rather considered alongside other public health metrics.

What does the number that is reported on a sample day mean?

It is a measure of how many gene copies are present in a sample, typically reported as gene copies per liter of wastewater (GC/L). Samples are typically obtained from municipal wastewater treatment plants and reflect inputs of viral material shed by the community served by the treatment plant. This number does not indicate gene copies per person or population.

How are the gene copies measured in the wastewater?

Wastewater samples are first processed to concentrate and isolate genetic material (RNA) that is present in the sample. RNA sequences specific to SARS-CoV-2, influenza A & B, and RSV are then detected and quantified using a molecular biology tool called digital polymerase chain reaction (dPCR). During dPCR, a targeted segment of the RNA is converted to DNA and then amplified (copied many times) so it can be detected by laboratory instruments. Specific methods for sample processing and PCR-based quantification differ among wastewater monitoring projects and analytical laboratories.

What does it mean if a data point for a sample is 0 or a non-detect?

A non-detect means that the amount of SARS-CoV-2, influenza, or RSV RNA in the wastewater sample is below the level that can be reliably detected by the quantification methods used in a given laboratory. A determination of non-detect does not necessarily mean that no viral RNA is present in the sample or in the system – rather that the levels are low enough that they cannot be reliably determined. In some cases, other components of wastewater may interfere with individual measurements, leading to an incorrect non-detection similar to false negatives that can occur from at-home and clinical testing. A non-detect does not necessarily mean that there are no infected individuals within the associated community.

What is the viral gene copy trend line?

The trend line is calculated using Locally Weighted Scatterplot Smoothing (LOWESS), a local regression analysis. It allows us to see the change in trend over time by fitting a curve to the data. This method is useful because it reduces the influence of outliers, and wastewater data can be highly variable. LOWESS is a more complex extension of the moving average.



Does the number of gene copies in a sample tell us how many people are sick?

There are not presently agreed-upon methods for translating concentration of SARS-CoV-2, influenza, or RSV genetic material in wastewater into a measure of how many people, or even what percentage of a community, have COVID-19, flu, or RSV, respectively. Variability between different wastewater sources, treatment facilities, and communities makes it difficult to translate the SARS-CoV-2, influenza, or RSV concentrations into a measure of how many people are infected in the community. However, an upward or downward trend in viral gene copies per liter of wasterwater generally suggests a similar trend in the number of people infected within a given community.

Can I compare the number of gene copies in a sample from site to site?

Because each community has a different mix of wastewater inputs, different populations, and different wastewater systems, it is not appropriate to compare viral gene copy numbers among communities. Instead, trends in SARS-CoV-2, influenza, or RSV concenentrations from a specific community over time can be used to help understand whether cases or hospitalizations are likely to increase or decrease in the community. Sample collection methods and mechanisms, collection times, and sample variability are other factors that discourage cross-site comparison.

Can I compare the gene copies of different pathogens to one another?

Because each pathogen is distinct, it is not appropriate to compare their viral gene copy numbers, even at the same site. Instead, trends in SARS-CoV-2, influenza, or RSV concentrations (increasing/decreasing) can be used to understand if cases or hospitalizations for each pathogen are likely to increase or decrease in the community.

Guide to Interpreting Data on SARS-CoV-2 Lineages in Wastewater Samples

What are lineages and how are they determined?

Wastewater is sequenced to determine the variants of SARS-CoV-2 virus present in a sample, a proxy for circulating variants in the community. Our sequencing strategy utilizes the entire genome of SARS-CoV-2 to identify mutations that are diagnostic of variants of the virus. Full genome coverage gives us better resolution for distinguishing variants, especially those very similar to each other. Variant names and lineage relationships are determined by the World Health Organization (WHO).

Variant: A genome that contains a particular set of mutations.

Mutation: A change in the genetic information introduced during viral replication.

Lineage: A collection of variants all related to each other based on analysis of the virus genomic sequence.

What is the sequencing plot showing me?

This plot is displaying the relative abundance, or proportion, of lineages found in a wastewater sample collected on a particular date. This plot was generated after comparing sample sequences to a SARS-CoV-2 reference genome and identifying characteristic mutations that are



associated with different variants. We then calculate the percentage of each variant present in the sample. This plot summarize the variant detections; lineages are displayed, as there are often many variants detected that are in the same lineage.

What do the results mean?

The SARS-CoV-2 variants identified in a particular plant's wastewater can provide insight into the variants circulating in the population that the plant serves. This information can be useful, as there tend to be fewer clinical sequences, and those might only reflect a small proportion of the community feeling sick enough to pursue testing. The wastewater samples passively capture the virus shed in wastewater from the community where the wastewater was collected, not just those who are symptomatic. Wastewater data is not interpreted in isolation but rather considered alongside other public health metrics.

Does the number or type of lineages tell us how many people are sick?

We cannot tell how many people are sick from the lineages observed in the wastewater. We can only see relative proportions of the variants that are present in the community served by the wastewater treatment plant. We do pay attention to specific mutations that have been identified as having clinical implications (e.g., for effectiveness of medications or disease severity).

Can I compare the lineages in a sample from site to site?

Yes. We often detect variants in a particular plant first, and then see the relative abundance change over time, with certain lineages becoming more prevalent across the state from plant to plant. We compare these detections to sequence data from across the United States and the world.

Why are the dates of the sequencing data not as current as the gene copies data?

Sequencing results are available about two weeks after sample collection. This is because the quantification of SARS-CoV-2 levels by dPCR happens first, and then genetic material (RNA) is sent for sequencing. Additionally, samples then take multiple days to run on the sequencer and computational processing of sequences takes additional time before results are available.

Why do the lineages in the legend change periodically?

The lineages shown in the sequencing plot of this report are in alignment with the CDC's national genomic surveillance system. As the SARS-CoV-2 virus mutates, new variants emerge. This means there are regularly new variants that contribute to the spread of COVID-19. Some variants will disappear while others will continue to spread and even replace others as the dominant variant. These monthly reports reflect those changes as we continue to monitor for emerging variants of concern.



CG - 00E03373 - 1 Page 1



U.S. ENVIRONMENTAL PROTECTION AGENCY

Assistance Amendment

RECIPIENT TYPE: Send Payment Request to:

Special District Contact EPA RTPFC at: rtpfc-grants@epa.gov

RECIPIENT: PAYEE:

Downers Grove Sanitary District

Downers Grove Sanitary District

2710 Curtiss St. 2710 Curtiss St.

Downers Grove, IL 60515-0703

EIN: 36-6000910

Downers Grove, IL 60515-0703

PROJECT MANAGER **EPA PROJECT OFFICER EPA GRANT SPECIALIST** Amy Underwood Kori Johnson-Lane Donna Stingley 77 West Jackson Blvd., WS-15J 2710 Curtiss St. Assistance Section, MA-10J Downers Grove, IL 60515-0703 Chicago, IL 60604-3507 Email: Stingley.Donna@epa.gov Email: aunderwood@dgsd.org Email: johnsonlane.kori@epa.gov Phone: 312-353-1677 Phone: 630-969-0664 Phone: 312-353-8546

PROJECT TITLE AND EXPLANATION OF CHANGES

Downers Grove Sanitary District 2023 Trunk Sewer Rehabilitation: Curtiss Street

This Agreement to the Downers Grove Sanitary District implements a project to rehabilitate the Curtiss Street Sanitary Sewer using cured-in-place (CIPP) lining as directed in the 2022 Consolidated Appropriations Act or as identified in an approved Technical Correction.

Time Extension

This Time Extension Amendment extends the Budget and Project periods to 07/01/2024. The Grantee experienced delays in bidding, pushing the schedule into winter months. The Extension will allow the Downers Grove Sanitary District complete all the Workplan Task. The Workplan activities remain in accordance with 2022 Consolidated Appropriations Act (PL 117-103) guidelines.

BUDGET PERIOD	PROJECT PERIOD	TOTAL BUDGET PERIOD COST	TOTAL PROJECT PERIOD COST
05/30/2023 - 07/01/2024	05/30/2023 - 07/01/2024	\$1,350,000,00	\$1.350.000.00

NOTICE OF AWARD

Based on your Application dated 10/26/2023 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$0.00. EPA agrees to cost-share 80.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$1,080,000.00. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments.

ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)	AWARD APPROVAL OFFICE
ORGANIZATION / ADDRESS	ORGANIZATION / ADDRESS
U.S. EPA, Region 5, U.S. EPA Region 5	U.S. EPA, Region 5, Water Division, W-15J
Mail Code MCG10J 77 West Jackson Blvd.	R5 - Region 5
Chicago, IL 60604-3507 77 West Jackson Blvd.	
Chicago, IL 60604-3507	
THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY	

THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY Digital signature applied by EPA Award Official Karen Sykes - Lead Grants Management Specialist DATE 11/20/2023

EPA Funding Information

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$1,080,000	\$0	\$1,080,000
EPA In-Kind Amount	\$0	\$0	\$0
Unexpended Prior Year Balance	\$0	\$0	\$0
Other Federal Funds	\$0	\$0	\$0
Recipient Contribution	\$270,000	\$0	\$270,000
State Contribution	\$0	\$0	\$0
Local Contribution	\$0	\$0	\$0
Other Contribution	\$0	\$0	\$0
Allowable Project Cost	\$1,350,000	\$0	\$1,350,000

Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
66.202 - Congressionally Mandated Projects	2022 Consolidated Appropriations Act (PL 117-103)	2 CFR 200, 2 CFR 1500 and 40 CFR 33

Budget Summary Page

Table A - Object Class Category (Non-Construction)	Total Approved Allowable Budget Period Cost
1. Personnel	\$0
2. Fringe Benefits	\$0
3. Travel	\$0
4. Equipment	\$0
5. Supplies	\$0
6. Contractual	\$0
7. Construction	\$1,350,000
8. Other	\$0
9. Total Direct Charges	\$1,350,000
10. Indirect Costs: 0.00 % Base N/A	\$0
11. Total (Share: Recipient <u>20.00</u> % Federal <u>80.00</u> %)	\$1,350,000
12. Total Approved Assistance Amount	\$1,080,000
13. Program Income	\$0
14. Total EPA Amount Awarded This Action	\$0
15. Total EPA Amount Awarded To Date	\$1,080,000

Administrative Conditions

THE FOLLOWING ADMINISTRATIVE TERM(S) AND CONDITION(S) HAS/HAVE BEEN UPDATED AS FOLLOWS:

General Terms and Conditions

The General Terms and Conditions of this agreement are updated in accordance with the link below. However, these updated conditions apply solely to the funds added with this amendment and any previously awarded funds not yet disbursed by the recipient as of the award date of this amendment. The General Terms and Conditions cited in the original award or prior funded amendments remain in effect for funds disbursed by the recipient prior to the award date of this amendment.

The recipient agrees to comply with the current EPA general terms and conditions available at: https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-october-1-2023-or-later.

These terms and conditions are binding for disbursements and are in addition to or modify the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

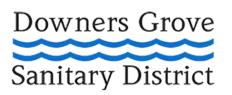
The EPA repository for the general terms and conditions by year can be found at: https://www.epa.gov/grants/grant-terms-and-conditions#general

All Other Previously Cited Administrative Terms & Conditions Remain the Same.

Programmatic Conditions

All Previously Cited Programmatic Terms and Conditions Remain the Same.

Board of Trustees Wallace D. Van Buren President Amy E. Sejnost Vice President Jeremy M. Wang Clerk



General Manager Amy R. Underwood, P.E.

Legal CounselDaniel McCormick, P.C.

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

November 27, 2023

United States Environmental Protection Agency Kori Johnson-Lane, EPA Project Officer Sent Electronically to: <u>JohnsonLane.Kori@epa.gov</u>

Subject: Downers Grove Sanitary District 2023 Trunk Sewer Rehabilitation: Curtiss Street Grant Number 00E03373 Semi-Annual Report

Dear Ms. Johnson-Lane:

As requested in your November 9, 2023, email message, the Downers Grove Sanitary District respectfully submits this letter to serve as the first semi-annual report for the above referenced project, which will be partially funded by Grant Number (FAIN) 00E03373.

Milestone Progress

A revised workplan was submitted to the U.S. Environmental Protection Agency (EPA) on October 25, 2023. The status of progress against the milestone schedule, as shown in the revised workplan, is as follows:

Milestone	Schedule	Status
Advertise for Bid	July 13, 2023	Complete
Pre-Bid Meeting	July 26, 2023	Complete
Open Bids	September 6, 2023	Complete
Award Project (Board of Trustees approval)	September 26, 2023	Complete
Notice to Proceed (Start Construction)	October 5, 2023	Complete
Substantial Completion (District has beneficial use)	June 1, 2024	
Final Completion (End Construction)	July 1, 2024	

EPA Page 2

Construction is expected to start the week of December 11, 2023.

Project Issues

The bids came in higher than the budget. The District sewer staff recommended removing the manhole work from the project and completing it under a separate project in the next fiscal year. After removing this work, the project cost is still higher than budgeted. The District will cover the difference with local funds out of its general operating fund. The manhole work was removed from the workplan when it was revised.

Funding Utilized

No funding has been utilized to date as the Contractor has not started the work.

Required Grant Amendments

On October 26, 2023, the District formally requested a time extension for the project, moving the final completion date from December 31, 2023, to July 1, 2024. The Assistance Amendment to the Grant Agreement was issued by EPA on November 20, 2023, amending the project period as requested.

If you have any questions on the information provided herein, please do not hesitate to contact me at the above phone number or at aunderwood@dgsd.org.

Very Truly Yours,

Amy R. Underwood, P.E.

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General Manager

cc: Board of Trustees



Illinois Association of Wastewater Agencies

241 NORTH FIFTH STREET SPRINGFIELD, ILLINOIS 62701

PHONE: 217-523-1814 FAX: 217-544-0086

WEBSITE: www.ilwastewater.org

2024 Legislative Agenda

The Illinois Association of Wastewater Agencies (IAWA) is the voice for wastewater agencies in Illinois. Formed over 90 years ago, today IAWA is comprised of approximately 60 sanitary district and municipal government members responsible for treating over 80% of the state's wastewater flows. IAWA is the first point of contact by regulators and legislators in the state on items relating to wastewater. Therefore, it is incumbent on IAWA to help craft Illinois proper environmental laws and regulations.

For the 2024 legislative cycle, the IAWA membership, IAWA Executive Committee, and Chair(s) of the IAWA Legislative Subcommittee have approved the following legislative initiatives:

1. PFAS: Introduce State Legislation that protects Illinois municipal wastewater agencies from bearing the costs related to addressing per- and poly-fluoroalkyl substances (PFAS)

Issue: Wastewater agencies are neither manufacturers of, nor profit from, PFAS in any way. However, recent attempts to regulate PFAS at the state level carry the risk of passing responsibility for addressing PFAS in wastewater to municipal agencies that have neither the financial resources or necessary infrastructure to meet the challenge. The IAWA Position Statement on PFAS attached as Exhibit A.

IAWA Proposal: Introduce legislation that addresses the PFAS issue as relates to municipal wastewater agencies and sanitary districts with the following guiding principles:

- a. Protect ratepayers and municipal wastewater agencies and sanitary districts from costs for PFAS mitigation by implementing a "polluter pays" model, also known as an Enhanced Producer Responsibility program (EPR), whereby the producers of PFAS are required to stand up and fund a program that fully reimburses municipal wastewater agencies for the total cost including replacement/upgrade of infrastructure of addressing PFAS.
- b. Protects municipal wastewater agencies and sanitary districts, from state liability or additional burdens and downstream entities such as biosolids users.
- c. Protects the beneficial use of resources generated from the wastewater treatment process such as biosolids that meet health and safety standards.
- d. Promotes the use of existing source control regulatory frameworks to address PFAS concerns.
- 2. Increase non-emergency and emergency bidding thresholds in 1917 Sanitary District Act

Issue: The mandatory competitive bid threshold for both non-emergency and emergency bidding are low compared to realities of procurement, causing unnecessary administrative burdens.

Currently, the 1917 Sanitary District Act contains bidding thresholds based on a "mandatory competitive bid threshold." Additionally, there is a higher bid threshold in the event of an "emergency affecting the public health or safety, contracts totaling not more than the emergency contract."

Today, the non-emergency mandatory competitive bid threshold is defined as "a dollar amount equal to 0.1% of the total general fixed assets of the district as reported in the most recent required audit report. In no event, however, shall the mandatory competitive bid threshold dollar amount be less than \$10,000, nor more than \$40,000." 70 ILCS 2405/11

The "emergency contract cap" is a dollar amount equal to 0.4% of the total general fixed assets of the district as reported in the most recent required audit report. In no event, however, shall the emergency contract cap dollar amount be less than \$40,000, nor more than \$100,000.

IAWA Proposal:

Change the non-emergency thresholds from "\$10,000, nor more than \$40,000" to "\$25,000, nor more than \$100,000."

Change the emergency thresholds from "\$40,000, nor more than \$100,000" to "\$100,000, nor more than \$250,000."

3. Require the State of Illinois to follow local sanitary district ordinances in construction of State projects.

Issue: Clarify applicability of sanitary district ordinances and regulations in State projects.

IAWA Proposal: Propose Sec. 10.19. Local regulation of construction, reconstruction, improvement, or installation of State facilities.

(a) Notwithstanding any other provision of law, ordinances and regulations of municipal wastewater agencies units of local government organized under the Sanitary District Act of 1907; North Shore Water Reclamation District Act; Sanitary District Act of 1917; Metropolitan Water Reclamation District Act; Sanitary District Act of 1936; Metro-East Sanitary District Act of 1974; or Eastern Will Sanitary District Act, regarding the use and connection to wastewater treatment or collection systems of such units of local government, shall be valid and enforceable by such municipal wastewater agency and unit of local government in the ongoing or future construction, reconstruction, improvement, or installation of State facilities.

Section 99. Effective date. This Act takes effect upon becoming law.

4. Require private water utilities to provide, at reasonable costs, timely and accurate water usage data to municipal wastewater agencies.

Issue: Many sanitary district rely on water usage data in order to prepare wastewater billings. Illinois law does not currently require water utilities, public or private, to provide such data, let alone accurate or timely, leaving sanitary districts vulnerable. Sanitary district shall pay reasonable fees for such data.

IAWA Proposal: Codify existing practice by amending 220 ILCS 5/5-106, as follows:

Each public utility shall have an office in one of the cities, villages or incorporated towns in this State in which its property or some part thereof is located, and shall keep in said office all such books, accounts, papers, records and memoranda as shall be ordered by the Commission to be kept within the State. The address of such office shall be filed with the Commission. No books, accounts, papers, records or memoranda ordered by the Commission to be kept within the State shall be at any time removed from the State, except upon such conditions as may be prescribed by the Commission.

Each public utility shall be liable for, and upon proper invoice from the Commission shall promptly reimburse the Commission for, the reasonable costs and expenses associated with the audit or inspection of any books, accounts, papers, records and memoranda kept outside the State.

In the case of a public utility that provides drinking water services, upon the request of a municipal wastewater agency or unit of local government organized under the Sanitary District Act of 1907; North Shore Water Reclamation District Act; Sanitary District Act of 1917; Metropolitan Water Reclamation District Act; Sanitary District Act of 1936; Metro-East Sanitary District Act of 1974; or Eastern Will Sanitary District Act, such public utility shall provide timely and accurate water usage data, in a format identifiable to the requester, for purposes of calculating wastewater billings. The public utility shall be entitled to collect its reasonable costs incurred to provide such data.

5. Avoid unfunded mandates on sanitary districts relating to IDOT moving of sewer infrastructure within IDOT ROW.

Issue: Many sanitary districts have infrastructure within IDOT right of way. With increases in roadway funding, IDOT is increasingly calling on sanitary districts to move, upon short notice, infrastructure within IDOT right of way, without accounting for the timing or costs of moving such infrastructure. By statute, IDOT can bill sanitary districts for the cost of moving such infrastructure.

IAWA Proposal: Amend 605 ILCS 5/9-113, as follows:

(f) . . . If, within 90 days after receipt of such written notice, the ditches, drains, track, rails, poles, wires, pipe line, or other equipment have not been removed, relocated, or modified to the reasonable satisfaction of the State or county highway authority, or if arrangements are not made satisfactory to the State or county highway authority for such removal, relocation, or modification, the State or county highway authority may remove, relocate, or modify such ditches, drains, track, rails, poles, wires, pipe line, or other equipment and bill the owner thereof for the total cost of such removal, relocation, or modification; provided, however, that municipal wastewater agencies and units of local government formed under the Sanitary District Act of 1907; North Shore Water Reclamation District Act; Sanitary District Act of 1917; Metropolitan Water Reclamation District Act; Sanitary District Act of 1936; Metro-East Sanitary District Act of 1974; or Eastern Will Sanitary District Act shall not be responsible for such costs. The scope of the project shall be taken into consideration by the State or county highway authority in determining satisfactory arrangements.

. .

How Does IAWA Take Bill Positions?

IAWA, through its lobbying team and Legislative Subcommittee, continually reviews legislative proposals filed by the Illinois General Assembly and takes positions on those items which may have an impact on IAWA-member wastewater agencies.

IAWA's positions and their meanings are as follows:

SUPPORT – The bill or amendment will benefit IAWA members generally.

OPPOSE – The bill or amendment will harm IAWA members generally.

NO POSITION – The bill or amendment may be of interest to IAWA members generally. No position may indicate a belief by IAWA that the bill or amendment is unlikely to garner sufficient support for passage, does not impose a harm or benefit or there is no need to take a position at this time.

NEUTRAL – The bill or amendment may have an impact on IAWA members generally, but affects IAWA members generally differently based on demographics, geographic location or other differential issues. In these cases, municipalities might elect to convey their individual positions to legislators. The final bill may also be the result of negotiations involving IAWA or other organizations, which resulted in objections being resolved toward IAWA interests, so neither a "support" nor "opposed" position is necessary.

UNDER REVIEW – These are bills or amendments for which IAWA staff is seeking additional information before developing a formal position. Updates are provided when IAWA takes a formal position on bills or amendments previously designated as under review. The updates will indicate the bill or amendment position and that the legislation had previously been under review.

BILL OF INTEREST – These are bills that IAWA may take a position on at a later point during the legislative session but have not yet been thoroughly reviewed or reached a designated position. After taking a support or oppose position on a particular item, IAWA will send correspondence to the legislative sponsor informing them of our position. This communication is intended to open a line of dialogue between IAWA and legislators in order to ensure member interests are represented throughout the legislative process.

EXHIBIT A



Illinois Association of Wastewater Agencies

Position on PFAS

Per- and poly-fluoroalikyl substances (PFAS) are a group of compounds that are ubiquitous in the environment; from urban to remote rural areas, including surface water, groundwater, soil, and air. Exposure at certain levels to some PFAS such as the two most widely studied compounds. PFOA and PFOS, may adversely impact human health and the environment. Illinois Association of Wastewater Agencies (IAWA) members support policies and actions that protect the health and safety of Illinois water through the following guiding principles regarding PFAS.



IAWA Position	Description
Follow Sound Science	There are many headlines, sound bites, and sources of information with a wide array of perspectives regarding PFAS. The potential for misinformation is high, it is critical that policies and actions follow sound science. To address PFAS effectively, policies, regulations and guidelines must be developed based on data and science such as risk assessments, defensible analytical methods, and phase out of PFAS production and use.
Implement Polluter Pays Policies	Wastewater agencies neither manufactured nor profited from PFAS – they are passive receivers. Also, wastewater treatment plants were neither designed for, nor easily adaptable to treat for PFAS. Ratepayers and the public at large should not bear the cost of addressing PFAS. Those who manufactured or sold these substances should be held responsible for cleanup costs.
Utilize Existing Source Control Regulatory Frameworks	Federal industrial pretreatment regulations, implemented decades ago, have successfully ensured pollutant reduction and source control for many other contaminants. These regulations should be utilized in coordination with the municipal clean water agency community and other stakeholders, such as industries and the agricultural sector, to properly address PFAS concerns.
Ensure Adequate Funding For Any Mandates	Regulations to address PFAS should consider the costs, funding sources, and logistics. Regulators may prematurely recommend and implement requirements that have no proper funding source for implementation or are impractical. For example, the cost and the logistics for sampling and analysis of PFAS are significantly greater than for typical analyses of wastewater and biosolids. Through forums such as committees, municipal clean water agencies should be given the opportunity to participate in the development of federal and state regulations and permit conditions.
Beware of Unintended Consequences	It is imperative that regulators and lawmakers consider the potential for unintended legal liability and other consequences. For example, laws and regulations, such as designation of PFAS as hazardous under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), may impose unintended liability and burdens on municipal clean water agencies and biosolids users, such as the agricultural community.
Continue Beneficial of Use Biosolids that Meet Health and Safety Standards	The agricultural community relies on biosolids as a valuable source of nutrients, yet some states have implemented drastic restrictions with limited scientific basis or consideration of unintended consequences. Blanket restrictions such as the 2022 ban on land application of biosolids in the state of Maine should be avoided. There should be a scientific basis and careful consideration regarding restrictions on beneficial use of biosolids. For example, the State of Michigan has developed regulatory frameworks to place some restrictions on land application of biosolids when warranted.

IAWA has a PFAS Committee comprised of clean water experts. The Committee keeps track of developments and provides guidance regarding PFAS and utilizes other technical experts when needed. Please send any inquiries to info@ilwastewater.org

From: **Robin Dobbins Amy Underwood** To: Subject: Welcome to MBA

Thursday, November 30, 2023 11:46:19 AM Date:

Attachments: image001.png

image003.png

241 NORTH FIFTH STREET SPRINGFIELD, ILLINOIS

PHONE: 217-523-2241 FAX:

217-544-0086 WEBSITE:

www.mwbiosolids.org

President ALBERT COX, PhD. Metropolitan Water Reclamation District of Greater Chicago Chicago, IL

Vice President JOHN NORTON, Jr. PhD., PF Great Lakes Water Authority Detroit, MI

Secretary STACIA ECKENWILER, PE Division of Sewerage and Drainage Columbus OH

Treasurer PAM KIRKLIN Marion Utilities Marion, IN

November 30, 2023

Amy Underwood, General Manager Downers Grove Sanitary District 2710 Curtiss St.

Downers Grove, Illinois 60515

Dear Amy,

The Midwest Biosolids Association would like to thank you for your application to join as a Generator Member. The addition of Downers Grove Sanitary District to MBA's membership will make the Association stronger for supporting the needs of your organization and biosolids management in the region. The old saying, "there's strength in numbers" still holds true. By gaining more members the Association can be even more effective in providing to our communities the benefits of addressing emerging challenges, as well as advocating for cost-effective and sustainable management of biosolids.

We are in the beginning phases of getting information out to increase membership, developing committees, building our website (<u>mwbiosolids.org</u>) and other activities. We currently have technical committees formed to help with the initial efforts of the association, especially on the most critical issues. You can find out more about the following committees, and sign up to participate here: https://mwbiosolids.org/committees.

Membership Committee - assist with outreach and advocacy efforts to build our membership base. Contact John Norton (<u>john.norton@glwater.org</u>) to get involved with this committee. Communications and Outreach Committee - help develop the means of communication, such as the website content, email and social media interactions, as well as the subject matters that we will be conveying. Contact Persephone Ma (PMa@BrwnCald.com) to get involved with this committee. Emerging Issues Committee - monitor and review the changing regulatory environment and the news on emerging items that could impact the biosolids community and develop initiatives to address these. Contact Mike Person (Person.mike@outlook.com) to get involved with this committeeYou can look forward to more information and activities from the Association in the coming months.

We look forward to your involvement in the Association. Your contact information has been added

to our distribution list and you are eligible for all membership benefits. If you need any assistance or have any questions or comments about your membership or benefits, please feel free to email us at mwbiosolids@outlook.com. Also, please let us know of anyone you think might be interested in MBA membership or you can share the link to our website or ask them to contact us if they need more information.

Please join us for MBA's First Annual General Membership Meeting by clicking on the link below:

Registration (gotowebinar.com)

Sincerely,

Albert Con

Albert Cox, Ph.D, President

AC:rd





The Midwest Biosolids Association (MBA) was recently formed through the efforts of a broad spectrum of individuals and organizations, representing universities, municipalities, service providers, state regulators, consultants and others involved in biosolids management in the Midwest. As you may know, the landscape of the biosolids industry is changing rapidly with the increase in emerging issues, such as PFAS, that threaten the societal benefits and cost-effective management of biosolids. These changes highlight the need for our industry to come together to support science, educate, communicate, and collaborate. A cornerstone of this association is promoting the responsible and sustainable management of biosolids, from land application to thermal treatment and renewable practices.

Background

In addition to the increase in emerging issues, the formation of the association sprang from increasing pressures on state and federal governments for support of biosolids management, and the tremendous success of this type of association in other regions. For example, the 25-year-old Northeast Biosolids and Residuals Association (NEBRA), has played a significant role in educating its member communities and shaping public policies on emerging biosolids issues. Similarly, the Northwest Biosolids Association and the Mid-Atlantic Biosolids Association have been major contributors in education and addressing policy issues in their respective regions. The MBA is also collaborating with the team working on the formation of a Southeast Biosolids Association. NEBRA Executive Director Janine Burke-Wells quipped, "It's so important to have an organization focused just on biosolids! Despite decades of research and experience in managing them, there continues to be challenges to all end uses. We need more voices advocating for research and sustainable management methods and for recovering all the resources we can from wastewater biosolids."

Mission

The mission of the association is to: (a) Promote environmentally sound management of biosolids and residuals; (b) Foster cooperation among the association members, governmental agencies, private corporations, other associations and the general public in the management of biosolids; and (c) Promote research and share results, technical and general information about biosolids and the benefits of organics recycling with interested parties. With its focus on sustainable management of biosolids, the MBA will complement the efforts of other organizations and associations in the wastewater treatment industry.

Geographic Region

The MBA region currently extends from Minnesota and through the Great Lakes states to Ohio, and across the upper Mississippi River valley to include Iowa, Missouri, Nebraska, and South Dakota. We invite the participation of other states as well as Canadian Provinces in the region.

Benefits

Benefits provided to members will address emerging issues and other topics related to biosolids management through these main areas:



- 1. **Research** Identify needs and coordinate funding and expertise for research, especially applicable to specific members and/or the region. For example, the association will help to connect parties with similar relevant activities, and work with researchers in the region to develop ideas and initiatives.
- 2. **Education** Serve as a primary repository for data and be a reliable source of information for biosolids generators, the public, regulators, and other entities such as users, transporters and land appliers involved in management of biosolids products. The information will be shared through the association's website, and regional conferences and workshops.



241 North 5th Street Springfield, Illinois 62702 217.523.2241 mwbiosolids.org

- 3. **Networking** Serve as a regional collaborative network for the biosolids community to share resources, learn from one another, bridge the gap between biosolids managers and end users such as the farming community, and help those communities who otherwise might lack the necessary experience or resources.
- 4. Advocate for environmentally sound and cost-effective management of biosolids in the region.

These services will also benefit federal and state regulatory entities, and the association will help institutions such as universities and service providers serve the biosolids management community effectively.

Organizational Structure

Similar to other successful regional biosolids associations, MBA is a 503 (c)(6) not-for-profit organization and will be supported by membership dues. The association was incorporated in the state of Illinois on October 19, 2022. The administrative services of the association are provided by KB III Group which has also been providing similar outstanding services to other associations such as Illinois Association of Wastewater Agencies. The association has elected an Executive Committee and begun to fill volunteer roles on technical committees. The funding needed to cover the initial administrative costs was provided by Great Lakes Water Authority, Detroit, MI (GLWA) and KB III Group. Dr. John Norton, Jr. Director of Energy, Research, & Innovation said, "We at Great Lakes Water Authority are happy to fuel the creation of MBA as this type of regional association is critical to maintain the benefits of biosolids management accrued over the decades." The association intends to fill the position of Executive Director in 2023 to lead the technical services of the association.

Executive Committee

Albert Cox, PhD, President [Metropolitan Water Reclamation District of Greater Chicago, Illinois] John Norton, PhD, PE, Vice President [Great Lakes Water Authority, Detroit, Michigan] Stacia Eckenwiler, PE, Secretary [Division of Sewerage and Drainage, Columbus, Ohio] Pam Kirklin, Treasurer [Marion Utilities, Marion, Indiana]

We are also working to form technical committees to help with the initial efforts of the association, especially on the most critical issues. You can find out more about the following committees, and sign up to participate here, https://mwbiosolids.org/committees:

- Membership Committee assist with outreach and advocacy efforts to build our membership base. Contact John Norton (john.norton@glwater.org) to get involved with this committee.
- Communications and Outreach Committee help develop the means of communication, such as the website content, email and social media interactions, as well as the subject matters that we will be conveying. Contact Liz Charbonnet (echarbonnet@carollo.com) to get involved with this committee.
- Emerging Issues Committee monitor and review the changing regulatory environment and the news on emerging items that could impact the biosolids community and develop initiatives to address these. Contact Mike Person (Person.mike@outlook.com) to get involved with this committee.

To find out more on how to become a member of MBA, visit our website (<u>mwbiosolids.org</u>) or email us at MWBiosolids@outlook.com.



WWTC Operations Data – October

The DMR for October indicates that the final effluent averaged 0.50 mg/l CBOD, 0.1 mg/l suspended solids and 0.10 mg/l ammonia nitrogen over a daily average flow of 8.74 MGD. There were no permit excursions in October.

Financial Data - October

In October, the District received \$891,753 in the General fund, including \$348229 in user charges, \$33,221 in surcharges and \$388,797 in monthly fees. General fund expenses totaled \$724,568. The Improvement fund had revenues of \$6,050 and expenses of \$50,593. The Construction fund had revenues of \$17,901 and expenses of \$19,587.

Sewer Permits - October

There were 10 sewer permits issued in October – 8 single family, 1 commercial, and 1 disconnection.

Personnel

Brian Meng has reached 25 years of service with the District! Congratulations on this milestone!

Bill Smith has been promoted to Lead Mechanic in the Maintenance Department effective November 26, 2023.

We are currently holding interviews for a new Maintenance Mechanic. If you know anyone who may be interested, please have them visit the following link for information and to apply.

https://www.dgsd.org/opportunities/

Employee Holiday Gathering

Please be sure to **RSVP to the employee holiday lunch by December 4** on the employee portal. Even if you will not attend it will be helpful to get your response. We have had some trouble with logins to the employee portal so if you do experience trouble, please let Carly know and feel free to email your response to Michelle Jasso. This lunch is at Granite City Food and Brewery in Naperville on Saturday, December 9 from 11:30 am - 1:30 pm. The District will pay for you and one guest to attend. Additional guests can attend for \$66 or children 12 and under have the option to order from the children's menu for \$7. If you are unable to attend, you will receive an Amazon gift card for \$50.

Please note that when a gift card is given to employees it is considered to be a cash equivalent that must be reported to the IRS on your W-2 as part of your gross wages. The amount is subject to federal withholding, social security and Medicare tax, and state tax withholding. In order to comply, we must add the gift card amount to your pay for 2023 and will do so by including a non-cash line item on your check for pay ending 12/23/23 for hourly employees and 12/15/23

for supervisors. This will add the amount to your gross pay to be taxed but will not increase the cash amount of your check. As a result, the District will be withholding the appropriate additional tax amounts associated with this imputed income of \$50 in accordance with an employee's withholding forms on file. If you have any questions or concerns, please contact Carly or Amy.

Retirement Dinner

Just for your planning a retirement dinner for Frank Furtak has been scheduled for **Wednesday**, **January 17** at 5:30 pm at Zazzo's in Westmont off Ogden Avenue. This is a change from the original announcement in the last GM Report so please save the new date! We will have an official sign up for this event on the employee portal in December.

Cellular Wi-Fi Calling

As a reminder from the previous GM Report, employees must enable Wi-Fi calling for safety purposes. If you do not have this feature enabled on your cell phone, you may not be able to make any calls where cellular is not available. Emergency calls always use the cellular network when available and only go through Wi-Fi calling in the event you are not receiving Verizon service. If you need assistance enabling this feature, please Carly Shaw.

Paychecks

Employees should note that paychecks for the period ending December 15 for supervisors will be paid on Monday, December 18 and that paychecks for the period ending December 23 for hourly employees will be paid on Friday, December 29. Those two payrolls will be the last wages for 2023 for tax purposes. Please submit timekeeping as promptly as possible for these periods to ensure timely processing of payroll and end of year financial wrap-up. If you are planning to take paid leave the week of December 25, please be sure to submit your timekeeping beforehand.

Top Health

December's Top Health is enclosed.

Illinois Wastewater Surveillance System

The District continues to participate in the Illinois Wastewater Surveillance System. COVID, RSV and Influenza data from our wastewater treatment center can be found at https://iwss.uillinois.edu/wastewater-treatment-plant/275/.

Sewer Rehabilitation/Infiltration and Inflow Removal

We are targeting the 2C-025 area in downtown Downers Grove for private property inspections and I/I removal. Regular flow monitoring continues.

Status of Projects

1) 001 Outfall Pipe Repair

The televising inspection of the replaced pipe will be done in mid-December.

2) Centex Lift Station Replacement

ComEd was on site this week to install the new service. Xylem is expected to be on site the week of December 11 to do startup and training.

3) Curtiss Street Trunk Sewer Rehabilitation

Tree removal is expected to start the week of December 11.

4) Venard Forcemain Replacement

Baxter & Woodman is preparing plans and specifications.

5) 2D Basin (Carpenter St)/Ogden Ave Lining

The lateral on Ogden Ave has been relined and will be tested soon.

6) 2023 Painting Services

All work is complete for this year.

7) SCADA Platform Replacement (Ignition)

Concentric continues to work on new displays and reporting.

8) Diesel Tank Replacement

Baxter & Woodman has provided plans and specifications for District review.

Personnel

The second round of interviews are being scheduled for the Maintenance Mechanic position.

Employee Holiday Gathering and Gift Cards

Thank you to all who could join us at Granite City for lunch on Saturday the 9th. If you did not sign up to attend, Amazon gift cards will be distributed by Monday, December 18 by your supervisor.

As a reminder when a gift card is given to employees it is a cash equivalent that must be reported to the IRS on your W-2 as part of your gross wages. The amount is subject to federal withholding, social security and Medicare tax, and state tax withholding. These will be included as a non-cash line item on your check **for pay ending 12/23/23 for hourly employees and 12/15/23 for supervisors**. This will add the amount to your gross pay to be taxed but will not increase the cash amount of your check. As a result, the District will be withholding the appropriate additional tax amounts associated with this imputed income of \$50 in accordance with an employee's withholding forms on file. If you have any questions or concerns, please contact Carly or Amy.

Retirement Dinner

Please join us for Frank Furtak's retirement dinner. This will be held **Wednesday, January 17** at 5:30 pm at Zazzo's in Westmont off Ogden Avenue. We will have an official sign up for this event on the employee portal by Wednesday, December 20. Please RSVP whether you can come or not by Wednesday, January 10.

Paychecks

As a reminder for end of year payrolls, paychecks for the period ending December 15 for supervisors will be paid on Tuesday, December 19 and paychecks for the period ending December 23 for hourly employees will be paid on Friday, December 29. Those two payrolls will be the last wages for 2023 for tax purposes. Please submit timekeeping as promptly as possible for these periods to ensure timely processing of payroll and end of year financial wrap-up. If you are planning to take paid leave the week of December 25, please be sure to submit your timekeeping beforehand.

Microsoft Teams



All employees are expected to use Microsoft Teams on your assigned computer and/or your District issued cell phone. Teams replaced both Slack and Crew. Occasionally, information that is important for you to know may be posted on Teams. If you are experiencing any issues with Teams, please fill out the IT support form found on the employee portal.

Illinois Wastewater Surveillance System

The District continues to participate in the Illinois Wastewater Surveillance System. COVID, RSV and Influenza data from our wastewater treatment center can be found at https://iwss.uillinois.edu/wastewater-treatment-plant/275/.

Sewer Rehabilitation/Infiltration and Inflow Removal

We are targeting the 2C-025 area in downtown Downers Grove for private property inspections and I/I removal. Regular flow monitoring continues.

Status of Projects

1) 001 Outfall Pipe Repair

The televising inspection of the replaced pipe will be done in mid-December.

2) Centex Lift Station Replacement

Xylem is expected to be on site on January 4 for startup and training.

3) Curtiss Street Trunk Sewer Rehabilitation

Tree removal, which was expected to start this week, was delayed as the contractor did not have the construction sign yet.

4) Venard Forcemain Replacement

Baxter & Woodman is preparing plans and specifications.

5) 2D Basin (Carpenter St)/Ogden Ave Lining

The work is complete. The District is waiting for the inspection video of the lateral liner which was installed on Odgen to be submitted.

6) SCADA Platform Replacement (Ignition)

Concentric continues to work on new displays and reporting.

7) Diesel Tank Replacement

The District has provided comments to Baxter & Woodman on the plans and specifications. The project is expected to be advertised for bids by the end of the year with a bid opening in mid-January.

HAPPY HOLIDAYS TO YOU AND YOUR FAMILY!

To: Board of Trustees From: Amy Underwood

Re: Progress on Master Plan for Salt Creek at Fullersburg Woods

Date: December 15, 2023

Removal of the Fullersburg Woods dam and restoration of Salt Creek in the impacted area are requirements of Special Condition 17 in our NPDES permit. The construction of this project began in November. The project is funded through the special assessments that the Downers Grove Sanitary District and the other wastewater treatment facility members pay to the DuPage River Salt Creek Workgroup (DRSCW). Some pictures of the construction are provided below for your information.

November 29 – Constructing causeway behind the dam



November 30 – Beginning to remove the dam



December 8 – Salt Creek flowing freely after the dam was removed



December 8 – Upstream of the former dam impoundment, the creek has begun to find its natural path. The water has not been this low in approximately 90 years. Natural riffles have appeared in some locations.



For more information on the project and construction updates go to https://restoresaltcreek.org/

C: BOLI, CS, DM