

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, December 21, 2021, convening at 7:00 p.m. The meeting was held at the District's Administration Center, 2710 Curtiss Street, Downers Grove. Present were Trustee and Acting President Amy E. Sejnost, Trustee Paul W. Coultrap, General Manager Amy R. Underwood, Information Coordinator Alyssa J. Caballero, and Attorney Michael G. Philipp. Trustee Wally D. Van Buren was absent.

Minutes of Regular Meeting – November 16, 2021

A motion was made by Trustee Coultrap seconded by Trustee Sejnost approving the minutes of the regular meeting held on November 16, 2021 and authorizing the Acting President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Sejnost and Coultrap.)

1K-028 Phase 3 Change Order No. 1

General Manager Underwood presented a memo recommending to the Board of Trustees approval of a change order for the District's 1K-028 Basin Rehabilitation - Phase 3 Contract with Performance Construction & Engineering (PCE) for a net increase in contract cost of \$39,389.90. Approval of Change Order No. 1 would bring the total contract amount to \$738,102.90. A motion was made by Trustee Coultrap seconded by Trustee Sejnost approving the 1K-028 Basin Rehabilitation - Phase 3 Contract Change Order No. 1 for a net increase in the amount of \$39,389.90. The motion carried. (Votes recorded: Ayes–Sejnost and Coultrap.)

Claim Ordinance No. 1908

A motion was made by Trustee Coultrap seconded by Trustee Sejnost adopting Claim Ordinance No. 1908 in the total amount of \$850,611.82 as presented and authorizing the Acting President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Sejnost and Coultrap.)

Public Comment – None

Old Business

Trustee Sejnost inquired about the status of installing carbon monoxide detectors at the Administration Center.

New Business

Schedule of Regular Meetings for 2022

General Manager Underwood presented the proposed Schedule of Regular Meetings for Calendar Year 2022. Trustee Sejnost noted that she had a conflict with the proposed June date. A revised date of June 14 was selected. General Manager Underwood stated she would contact Trustee Van Buren to verify whether he had a conflict with the revised date. The finalized schedule will be provided to the local papers and posted on the District's website.

Employee Policy Manual Revision – Residency

General Manager Underwood presented proposed revisions the District’s Employee Policy Manual to update the travel time requirement for the Administrative Supervisor and Laboratory Supervisor to no more than 60 minutes and allow the General Manager at his or her discretion to approve minor variances to the minimum travel time on a case-by-case basis. A motion was made by Trustee Coultrap seconded by Trustee Sejnost to approve the proposed revisions to the District’s Employee Policy Manual. The motion carried. (Votes recorded: Ayes–Sejnost and Coultrap.)

Master Engineering Service Agreement

General Manager Underwood presented a Master Engineering Service agreement between the District and Baxter & Woodman, Inc. (B&W), the engineering firm the District has used for engineering services for over sixty years. A motion was made by Trustee Coultrap seconded by Trustee Sejnost to approve the Master Engineering Service agreement between the District and B&W. The motion carried. (Votes recorded: Ayes–Sejnost and Coultrap.)

Other New Business

Trustee Coultrap noted Sewer Construction Supervisor Keith Shaffner was appointed as the Assistant Clerk for the District. He also inquired about the status of the hiring process for the Administration Supervisor position.

Trustee Sejnost thanked Sewer Construction Supervisor Keith Shaffner for filling in as Assistant Clerk for the District. She congratulated Carly Shaw on becoming the District’s Freedom of Information Act (FOIA) Officer after completing the online training. She expressed her appreciation to General Manager Underwood for her continued involvement in professional organizations that further the wastewater treatment industry. She noted the purchase of the LiteCom helmets and that she was happy to see reflective decals on District vehicles. Trustee Sejnost also noted her appreciation that the Administration Center HVAC upgrades were done in-house, as noted in Maintenance Supervisor Barta’s monthly report. She inquired about the status of the form completion for dental amalgam rule, noted in Lab Supervisor Berry’s monthly report. She thanked Staff Engineer Bielawa for the photo of the paving project at Northwest Lift Station and commended him for his involvement in professional organizations. Lastly, she inquired about the letter from the District supporting University of Illinois Chicago’s Energy Resources Center’s STEM Scholars program.

Executive Session – Current Litigation

A motion was made by Trustee Coultrap seconded by Trustee Sejnost to recess the regular meeting and convene an executive session at 7:46 p.m. under exception 2(c)1 of the Open Meetings Act to discuss current litigation. The motion carried. (Votes recorded: Ayes–Sejnost and Coultrap.)

A motion was made by Trustee Coultrap seconded by Trustee Sejnost to reconvene the regular meeting at 7:55 p.m. The motion carried. (Votes recorded: Ayes–Sejnost and Coultrap.)

A motion was made by Trustee Coultrap seconded by Trustee Sejnost for the District to not object to the Class Action Settlement with Kimberly-Clark. (Votes recorded: Ayes—Sejnost and Coultrap.)

A motion was made by Trustee Coultrap seconded by Trustee Sejnost to adjourn the regular meeting at 7:57 p.m. The motion carried.

Approved: January 18, 2022

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

Attest: /s/ Amy E. Sejnost /s/
Clerk - Acting