

## MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, December 20, 2016, convening at 7:00 p.m. The meeting was held at the District's Administration Center, 2710 Curtiss Street, Downers Grove. Present were President Wallace D. Van Buren, Trustee Amy S. Kovacevic, General Manager Nick Menninga, Administrative Supervisor W. Clay Campbell, and Information Coordinator Alyssa J. Caballero. Trustee Paul W. Coultrap was absent. Trustee Kovacevic served as Acting Clerk. Also present was Gary Pakel, the District's broker from Langan, Haeger, Vincent and Born, Inc.

### Appointment of New Trustee, Election and Appointments

As a result of the appointment of Paul W. Coultrap as a District Trustee by the DuPage County Board on November 22, 2016, the following motion was made: A motion by Trustee Kovacevic seconded by Trustee Van Buren was made nominating and electing Paul W. Coultrap as Clerk until the next regular annual elections. The motion carried. (Votes recorded: Ayes–Van Buren and Kovacevic.)

### Workers Compensation Insurance Renewal

Gary Pakel, the District's broker from Langan, Haeger, Vincent and Born, Inc., presented the proposal for renewal of the District's Workers Compensation coverage through the Illinois Public Risk Fund (IPRF) effective January 1, 2017. He recommended that the Workers compensation policy be renewed with the IPRF at the annual premium of \$108,852. He reviewed why the District's premium renewal rates were increased 11.2% over the previous year, due largely to the claims activity that started in the 2015 calendar year and dragged on into 2016 with additional costs occurring associated with those specific claims and somewhat due to increases in payroll over the previous year. It was also noted by the District's broker that IPRF is still the most affordable workers compensation insurance coverage available to the District. A motion by Trustee Kovacevic seconded by Trustee Van Buren was made approving the renewal of the District's Workers Compensation coverage through the IPRF for an annual premium of \$108,852 effective January 1, 2017. The motion carried. (Votes recorded: Ayes–Van Buren and Kovacevic.)

### Minutes of Regular Meeting – November 15, 2016

A motion was made by Trustee Kovacevic seconded by Trustee Van Buren approving the minutes of the regular meeting held on November 15, 2016 as presented and authorizing the President and Acting Clerk to sign same. The motion carried.

### Claim Ordinance No. 1848

A motion was made by Trustee Kovacevic seconded by Trustee Van Buren adopting Claim Ordinance No. 1848 in the total amount of \$672,433.49 as presented and authorizing the President and Acting Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren and Kovacevic.)

### Public Comment – None

### Old Business – None

## New Business:

### Schedule of Meetings for 2017

Administrative Supervisor Campbell presented the Schedule of Regular Meetings for Calendar Year 2017. The approved schedule will be provided to the local papers and posted on the District's website. The Board advised changing the proposed February board meeting date from February 21 to February 14 and the March board meeting date from March 28 to March 21. The Board concurred with staff's recommended Schedule of Regular Meetings for Calendar Year 2017 with the changes noted.

### Bank Account Signature Requirements

Administrative Supervisor Campbell presented the documents necessary to change the authorized signers on two of the District's bank accounts with JP Morgan Chase & Co. as a result of the appointment of Paul W. Coultrap as Trustee of the District on November 22, 2016. The two accounts requiring revision are the District's Deposit Account and the District's Disbursement Account. For each Account, a Resolution, Certificate of Incumbency and Commercial Signature Card are necessary. A motion by Trustee Kovacevic seconded by Trustee Van Buren was made approving the Certificate Regarding Accounts and authorizing the Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren and Kovacevic.) A motion by Trustee Kovacevic seconded by Trustee Van Buren was made approving the Certificate of Incumbency, authorizing the President and Clerk to sign the Certificate, and authorizing officials authorized to sign on any District accounts to sign the Certificate. The motion carried. (Votes recorded: Ayes–Van Buren and Kovacevic.) A motion by Trustee Kovacevic seconded by Trustee Van Buren was made approving the Business Signature Cards for the District Deposit Account and Disbursement Account, authorizing the Assistant Clerk to sign the Business Entity Certificate, and authorizing the authorized signers to sign the Business Signature Cards. The motion carried. (Votes recorded: Ayes–Van Buren and Kovacevic.)

### Operations Report – Monthly Treatment Plant Reporting

Staff tabled this item until a later meeting.

### Annexation Ordinance No. AO 2016-15 – 1354 35<sup>th</sup> Street, Downers Grove

General Manager Menninga presented Annexation Ordinance No. AO 2016-15 for the annexation of one lot located at 1354 35<sup>th</sup> Street, Downers Grove. A motion was made by Trustee Kovacevic seconded by Trustee Van Buren accepting the Petition for Annexation, adopting Annexation Ordinance No. AO 2016-15 as presented and authorizing the President and Acting Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren and Kovacevic.)

### Other New Business

Trustee Kovacevic inquired about the recent school tours the District hosted at the wastewater treatment plant. She congratulated Scott Taylor on his retirement after 40 years with the District and expressed her appreciation for his years of services. She also inquired about the three mainline blockages noted in the Administration Report from Clay. Lastly, she commented on the improvements made to the Claim Ordinance.

Trustee Van Buren also inquired about the three mainline blockages. He noted the decrease in delinquent accounts and the installation of the new sludge grinder.

A motion was made by Trustee Kovacevic seconded by Trustee Van Buren to adjourn the regular meeting at 7:39 p.m. The motion carried.

Approved: January 17, 2017

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

Attest: /s/ Paul W. Coultrap /s/  
Acting Clerk