

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, March 22, 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, Trustee Donald F. Peters, General Manager Nicholas J. Menninga, Administrative Services Director W. Clay Campbell, Sewer Construction Supervisor Ted Cherwak, Billing Coordinator Adrienne Kasper, Information Coordinator Alyssa J. Cherwak, Board of Local Improvements Member Kenneth J. Rathje and Attorney Michael G. Philipp. Dan Farnham from Downers Grove Suburban Life Newspaper also attended.

Minutes of Regular Meeting – February 16, 2016

A motion was made by Trustee Kovacevic seconded by Trustee Peters approving the minutes of the regular meeting held on February 16, 2016 as presented and authorizing the President and Clerk to sign same. The motion carried.

Claim Ordinance No. 1839

A motion was made by Trustee Kovacevic seconded by Trustee Peters adopting Claim Ordinance No. 1839 in the total amount of \$565,880.91 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.)

Public Comment – None

Old Business – None

New Business:

Resolution of Appreciation for Beverlee Fleming

General Manager Menninga presented a Resolution of Appreciation for Beverlee Fleming for her twenty-eight years of dedicated service to the District to be framed and presented to her as a memento of her service to the District and its residents. A motion was made by Trustee Peters seconded by Trustee Kovacevic passing the resolution. The motion carried.

Five Year Financial Plan and Budget Approval – FY 2016-17

The Five Year Financial Plan and Budget were reviewed at the February Board meeting and have been available for public review since February 17 following public notice of availability. A motion was made by Trustee Peters seconded by Trustee Kovacevic approving the Five Year Financial Plan for Fiscal Years 2016-17 to 2020-21 which includes the budget for Fiscal Year 2016-17. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.)

Adopt Appropriation Ordinance for Fiscal Year 2016-17

The Fiscal Year 2016-17 Appropriation Ordinance was reviewed at the February Board meeting and has been available for public review since February 17 following public notice of availability.

The Ordinance establishes the spending limits for the year including operation and maintenance and capital improvements for all areas of District operations. A motion was made by Trustee Kovacevic seconded by Trustee Peters adopting the Fiscal Year 2016-17 Appropriation Ordinance and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes– Van Buren, Kovacevic and Peters.)

Adopt Ordinance Amending Fees

General Manager Menninga presented Ordinance No. ORD 16-01. This ordinance increases various District fees and charges to the following amounts:

- a) Permit inspection fees - \$192 per building sanitary service for single family class or \$319 per building sanitary service (or \$184 per building sanitary service if no work on building sanitary service is require) for all other classes.
- b) Tap-in fee - \$826 per population equivalent (P.E.).
- c) Trunk sewer service charges - \$383 per P.E.
- d) Lateral sewer charge - \$10,650 per building drain to near side property and \$7,720 per building drain to far side property.
- e) Sewer construction inspection fee - \$60 per hour straight time and \$90 per hour overtime.
- f) Monthly service fee - \$13.50 per month.
- g) Sampling and monitoring charge – This charge will vary from \$4.96 per month to \$110.12 per month depending on the type of user.

A motion was made by Trustee Kovacevic seconded by Trustee Peters adopting Ordinance No. ORD 16-01 and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.)

Operations Report – Billing and Payment Options

Administrative Services Director Campbell presented an operations report on the performance of various bill payment options utilized for paying the District’s sanitary sewer bill. He highlighted that as the District has provided customers with more up-to-date technologies to pay their bill, the trend has been higher utilization of the more automated and online payment options. This shift has resulted in lower bill processing costs for the District and has provided customers with a higher level of accessibility and transparency throughout the process.

Operations Report – Website Updates

Information Coordinator Cherwak presented an operations report on the redesign of the District’s website. She reviewed the new layout and reorganization of the site as well as identifying that the site is now responsive to mobile devices and is more content-rich than the District’s previous site, and indicated the new site would go live in the following week. No board action was required.

Annexation Ordinance No. AO 2016-03 – 7211 and 7215 Matthias, Downers Grove

General Manager Menninga presented Annexation Ordinance No. AO 2016-03 for the annexation of one lot for a proposed two unit townhome located at 7211 and 7215 Matthias Road, Downers Grove. A motion was made by Trustee Peters seconded by Trustee Kovacevic accepting the Petition for Annexation, adopting Annexation Ordinance No. AO 2016-03 as presented and

authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.)

Annexation Ordinance No. AO 2016-04 – 1358 35th Street, Downers Grove

General Manager Menninga presented Annexation Ordinance No. AO 2016-04 for the annexation of one lot located at 1358 35th Street Road, Downers Grove. A motion was made by Trustee Kovacevic seconded by Trustee Peters accepting the Petition for Annexation, adopting Annexation Ordinance No. AO 2016-04 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.)

Other New Business

Trustee Peters commented on the letter received from homeowners at 935 Burlington Avenue, Downers Grove and encouraged staff to consider their comments when evaluating future development requests at that location. On a separate note, he inquired if the District's biosolids delivery program had commenced yet for the year. Trustee Peters commended the excellent work performed by Uno Construction Co., Inc. under the District's BSSRAP contract as he witnessed an emergency repair at 831 61st Street, Downers Grove. Trustee Peters finally commented on a positive interaction he had with workers from Insituform Technologies, LLC that are performing sanitary sewer lining work for the District.

Trustee Kovacevic welcomed the District's new part-time secretary, Karen Vana. She also congratulated Beverlee Fleming on her upcoming retirement and her career with the District. Trustee Kovacevic inquired about new safety measures that had been taken by staff, commented on the installation by maintenance staff of the new OSEC unit's plates and was encouraging about the upcoming 2016 DuPage River Sweep event.

Trustee Van Buren noted General Menninga's work on the reevaluation of the District's local pretreatment limits for 2016, the conclusion of the solar energy proposal from Convergence Energy and General Manager Menninga's extensive work preparing the District's Capacity, Management, Operation and Maintenance (CMOM) Plan.

A motion was made by Trustee Kovacevic seconded by Trustee Peters to recess the regular meeting and convene an executive session at 7:48 p.m. under exception 2(c)1 of the Open Meetings Act to discuss the compensation and performance of specific employees of the District. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.)

A motion was made by Trustee Kovacevic seconded by Trustee Peters to reconvene the regular meeting at 7:59 p.m. The motion carried. (Votes recorded: Ayes–Van Buren, Kovacevic and Peters.)

A motion was made by Trustee Peters seconded by Trustee Kovacevic to adjourn the regular meeting at 8:28 p.m. The motion carried.

Approved: April 19, 2016

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

Attest: /s/ Donald F. Peters /s/
Clerk