

**MINUTES**

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, March 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, Attorney Michael G. Philipp, Mitch Backes of Assured Partners, Derek J. Wold and Jason J. Ruffatti of Baxter & Woodman.

Minutes of Regular Meeting – February 14, 2023

A motion was made by Trustee Sejnost seconded by Trustee Wang approving the minutes of the regular meeting held on February 14, 2023 and authorizing the President and Clerk to sign same. The motion carried.

Minutes of Executive Session – February 14, 2023

A motion was made by Trustee Wang seconded by Trustee Sejnost approving the minutes of the executive session held on February 14, 2023 and authorizing the President and Clerk to sign same. The motion carried.

Claim Ordinance No. 1923

A motion was made by Trustee Wang seconded by Trustee Sejnost adopting Claim Ordinance No. 1923 in the total amount of \$662,083.92 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

Business Insurance Renewals for FY 23-24

Administrative Supervisor Carly Shaw and Mitch Bakes of Assured Partners reviewed the proposal for renewal of the District's property and liability coverages with effective dates of April 14. The proposal included General Liability, Automobile, Public Officials Liability, Umbrella Liability, Fidelity and Crime, Property, Cyber-Liability and Workers Compensation. Staff's recommendation is to renew the General Liability, Automobile, Public Officials Liability, Umbrella Liability, and Property coverages with Selective Insurance Inc. The Property policy with Selective includes Equipment Breakdown coverage through Inland Marine. Staff recommended to renew existing Equipment Breakdown policy with Inland Marine and the existing Tank Storage Pollution Liability coverage through Crum & Forster. Staff also recommended keeping Cyber-Liability coverage with Cowbell Cyber and Crime with Liberty Mutual. Staff recommended moving the Workers Compensation to IPRF from Selective. The total annual premiums are proposed at \$208,117. A motion was made by Trustee Sejnost seconded by Trustee Wang authorizing the Administrative Supervisor to move the District's workers compensation insurance

to IPRF and to renew all of the District's other insurance coverages as presented in the March 21, 2023 memo. The motion carried. (Votes recorded: Ayes-Van Buren, Sejnost and Wang.)

#### WWTC/Lift Station Code Review

Jason Ruffatti of Baxter & Woodman presented the results of the code review performed at the WWTC and Lift Stations.

#### Five Year Financial Plan and Budget Approval – FY 2023-24

The Five-Year Financial Plan and Budget were presented at the February Board meeting and have been available for public review since February 16 following a public notice of availability. A motion was made by Trustee Sejnost seconded by Trustee Wang approving the Five-Year Financial Plan for Fiscal Years 2023-24 to 2027-28 which includes the budget for Fiscal Year 2023-24. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Wang.)

#### Adopt Appropriation Ordinance for Fiscal Year 2023-24

The Fiscal Year 2023-24 Appropriation Ordinance was presented at the February Board meeting and has been available for public review since February 16 following a 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 Sejnost seconded by Trustee Wang adopting the Fiscal Year 2023-24 Appropriation Ordinance and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Wang.)

#### Adopt Ordinance Amending Fees

General Manager Underwood presented Ordinance No. ORD 23-01. This ordinance increases various District fees and charges to the following amounts:

- a) Permit inspection fees - \$260 per building sanitary service for single family class and \$431 per building sanitary service (or \$249 per building sanitary service if no work on building sanitary service is required) for all other classes.
- b) Tap-in fee - \$1,075 per population equivalent (P.E.).
- c) Trunk sewer service charges - \$498 per P.E.
- d) Lateral sewer charge - \$13,861 per building drain to near side property and \$10,041 per building drain to far side property.
- e) Sewer construction inspection fee - \$82.50 per hour straight time and \$123.75 per hour overtime.
- f) Basic user rate - \$2.25 per 1000 gallons of water (or \$54.00 per quarter for all non-metered single family residential users).
- g) Surcharge rate - \$0.34 per pound for biochemical oxygen demand (BOD) and \$0.44 per pound for suspended solids (SS) (or \$4.32 per 1000 gallons for users who do not have a sampling chamber).
- h) Monthly service fee - \$20 per month for all accounts, and sampling and monitoring charges if applicable.
- i) Sampling and monitoring charge – This charge will vary from \$6.72 per month to

- \$149.17 per month depending on the type of user.
- j) Hauled grease separator waste - \$60.00 per 1,000 gallons of hauled grease separator waste.

A motion was made by Trustee Sejnost seconded by Trustee Wang adopting Ordinance No. ORD 23-01 and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Wang.)

#### Compensation of General Manager for FY23-24

A motion was made by Trustee Sejnost seconded by Trustee Wang to increase General Manager Underwood's salary from \$168,204 to \$185,865 effective April 1, 2023. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Wang.)

#### Future Appointment Preparation for Decennial Committee on Local Government Efficiency

General Manager Amy Underwood presented the information on creating a committee as required by the Decennial Committees on Local Government Efficiency Act, which became effective on June 10, 2022 and was amended on February 10, 2023. The Board asked General Manager Underwood to ask all members of the Board of Local Improvement and Senior Advisor Cox if they would serve on the Decennial Committee. Appointments to the Decennial Committee are planned to be made at the May 2023 Board meeting in order to meet the June 10, 2023 deadline for formation of the committee.

#### Other New Business

Administrative supervisor Carly Shaw discussed the CDARS option for investments with financial institutions the District already has a relationship with. It was asked if it would be acceptable to create the CDARS account with these institutions without prior approval by the Board. Mike Philipp stated that per the District's investment policy this was acceptable, and the Board agreed.

General Manager Amy Underwood informed the Board of the recent discovery of a petroleum leak into the District's sewer on Ogden Ave just west of Belmont Rd.

Trustee Van Buren inquired about the open Sewer System Engineering Technician position. He congratulated Danny Jasso and Rolf Flechsig on their 5 years of service with the District. He commented on the SARS-CoV-2 and influenza A and B data. He complimented the DRSCW presentation that General Manager Amy Underwood and Stephen McCracken gave to IAWA recently. Lastly, he inquired on the status of the Outfall Sag repair project.

Trustee Sejnost also congratulated Danny Jasso and Rolf Flechsig on their 5 years of service with the District. She also inquired about the open position for the Sewer System Engineering Technician. She commented on the severe weather note made in the General Manager report and recommended drills for preparedness for plant, office and field staff. She inquired on the status of the mercury investigation. Lastly, she commented on the safety of employees working in the field in light of the recent tragedy that occurred in a local municipality.

Executive Session

A motion was made by Trustee Sejnost seconded by Trustee Wang to recess the regular meeting and convene an executive session at 8:21 p.m. under exception 2(c)1 of the Open Meetings Act to discuss the appointment of legal counsel. The motion carried.

A motion was made by Trustee Wang seconded by Trustee Sejnost to reconvene the regular meeting at 8:31 p.m. The motion carried.

A motion was made by Trustee Sejnost seconded by Trustee Wang to adjourn the regular meeting at 8:32 p.m. The motion carried.

Approved: April 18, 2023

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

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