

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, June 16, 2020, convening at 7:00 p.m. President Wallace D. Van Buren of the Downers Grove Sanitary District Board of Trustees had determined, in compliance with Senate Bill 2135 signed into law by Governor Pritzker on June 12, 2020, the following:

- 1) The Governor had issued a disaster declaration related to public health concerns and all or part of the District’s jurisdiction was covered by the disaster area; and
- 2) That an in-person meeting for the regular meeting of the District’s Board of Trustees scheduled to take place on Tuesday, June 16 at 7:00 p.m. was not practical or prudent because of a disaster.

The District complied with all other Open Meetings Act provisions referenced in Senate Bill 2135 in the holding of its regular Board of Trustees meeting on June 16, 2020 at 7:00 p.m. Therefore, in accordance with Senate Bill 2135, this Board meeting was conducted electronically through Zoom, a video conferencing app. The Public was able to virtually attend this meeting using any of the links or phone numbers provided on the posted agenda. Present were President Wallace D. Van Buren, Trustee Amy E. Sejnost, and Trustee Paul W. Coultrap, General Manager Amy. R. Underwood, Administrative Supervisor W. Clay Campbell, Staff Engineer Alex M. Bielawa, Information Coordinator Alyssa J. Caballero and Attorney Michael G. Philipp.

Minutes of Regular Meeting – May 19, 2020

A motion was made by Trustee Coultrap seconded by Trustee Sejnost approving the minutes of the regular meeting held on May 19, 2020 as presented and authorizing the President and Clerk to sign same. The motion carried.

Claim Ordinance No. 1890

A motion was made by Trustee Sejnost seconded by Trustee Coultrap adopting Claim Ordinance No. 1890 in the total amount of \$704,240.12 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Public Comment - None

Old Business

General Manager Underwood identified a budgeting error related to projected billable flow and the associated User Receipts revenues for Fiscal Year 20-21 and explained that it is expected to result in a revenue shortfall over the course of the fiscal year. General Manager Underwood also discussed the current uptick of delinquent customer accounts likely related to the current COVID-19 pandemic. Staff will be providing the board with additional details in the future as it monitors the current situation.

New Business:

Resolution of Appreciation for Employee Service

General Manager Underwood presented a Resolution of Appreciation for Theodore T. Cherwak for more than 41 years of dedicated service to the District. A motion was made by Trustee Coultrap seconded by Trustee Sejnost to pass the resolution. The motion carried.

Bank Account Signature Review

Administrative Supervisor Campbell presented a memo to review and change the current authorized signers on the District's Payroll Account in the anticipation of the upcoming retirement by Theodore T. Cherwak, Sewer Construction Supervisor for the District, on June 30, 2020. The District has not needed to utilize Theodore T. Cherwak as a backup authorized signer since 2009 when he was added and does not anticipate needing a third signer in the future as all employees are currently on direct deposit. A motion was made by Trustee Coultrap seconded by Trustee Sejnost approving staff's actions to remove Theodore T. Cherwak from the District's Payroll Account. The motion carried. (Votes recorded: Ayes—Van Buren, Sejnost and Coultrap.)

2020 Levy Ordinance

Administrative Supervisor Campbell presented the proposed Levy Ordinance for Fiscal Year 20-21 in the amount of \$1,321,300 for sanitary sewer repairs and replacements and repayments of loans under the American Recovery and Reinvestment Act of 2009 / Illinois Environmental Protection Agency's Water Pollution Control Loan Program. This levy will be reflected in real estate tax bills due in 2020. A motion was made by Trustee Sejnost seconded by Trustee Coultrap adopting the Levy Ordinance for Fiscal Year 2020-2021 in the amount of \$1,321,300 for sanitary sewer repairs and replacements and repayments of loans under the American Recovery and Reinvestment Act of 2009 / Illinois Environmental Protection Agency's Water Pollution Control Loan Program and authorizing the President and Clerk to sign same, adopting the Certificate of Levy and authorizing the Clerk to sign same, and authorizing Assistant Clerk Campbell to sign the Certificate of Inapplicability. The motion carried. (Votes recorded: Ayes-Van Buren, Sejnost and Coultrap.)

Investment in Certificate of Deposit – Royal Savings Bank

Administrative Supervisor Campbell reviewed staff's purchase on June 2, 2020 of a thirteen-month Certificate of Deposit with Royal Savings Bank in the amount of \$250,000 with an annual interest rate of 0.85 percent. The Certificate of Deposit is secured by the FDIC. A motion by Trustee Sejnost seconded by Trustee Coultrap was made ratifying the actions of staff on behalf of the District to open a Certificate of Deposit on June 2, 2020 in the amount of \$250,000 with Royal Savings Bank at an interest rate of 0.85 percent and a term of thirteen months. The motion carried. (Votes recorded: Ayes—Van Buren, Sejnost and Coultrap.)

Investment in Certificate of Deposit – BMO Harris Bank

Administrative Supervisor Campbell reviewed staff's renewal on May 17, 2020 of a seven-month Certificate of Deposit with BMO Harris Bank in the amount of \$250,000 with an annual interest rate of 0.995 percent. The Certificate of Deposit is secured by the FDIC. A motion was made by Trustee Coultrap seconded by Trustee Sejnost ratifying the actions of staff on behalf of the District to open a Certificate of Deposit on May 17, 2020 in the amount of \$250,000 with BMO Harris Bank at an interest rate of 0.995 percent and a term of seven months. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Contract Award – Stanley Avenue Sanitary Sewer Rehabilitation

General Manager Underwood reviewed the bid opening on June 11 for the Stanley Avenue sanitary sewer rehabilitation project. This project consists of rehabilitating certain aging sewers along Stanley Avenue in Downers Grove. Six bids were received. She recommended that the District award the project to the lowest responsive, responsible bidder, Insituform Technologies USA LLC, of Chesterfield, Missouri, in the amount of \$102,812.00. A motion was made by Trustee Sejnost seconded by Trustee Coultrap awarding the contract for the Stanley Avenue sanitary sewer rehabilitation project to the lowest responsive, responsible bidder, Insituform Technologies USA LLC, of Chesterfield, Missouri, in the amount of \$102,812.00 and authorizing the General Manager and Assistant Clerk to execute the contract documents. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Other New Business

Trustee Van Buren thanked all District staff for their good work under difficult and unusual circumstances. He commented on the completion of the Westmont alley project. He also inquired about employee health insurance enrollment and the progress of the replacement of the Combined Heat and Power engine. He asked whether District staff had assisted Dawn Walker from MWRD with MWRD's questions on our CHP program.

Trustee Sejnost commended all District staff for their continued patience during the circumstances we have been enduring, both COVID and the incredible rain. She congratulated Ted Cherwak on his retirement after 41 years with the District. She also welcomed back Oscar Avila as the District's WWTC Summer Building & Grounds Worker. Trustee Sejnost thanked Safety Coordinator Jessie Gwozdz for creating the District's COVID 19 Preparedness Plan. She also thanked staff for their work cost effectively replacing the water feed line in the hypochlorite brine tank noted in Maintenance Supervisor Jeff Barta's monthly report. Lastly, she inquired about the ComEd Energy Efficiency Program for the Combined Heat and Power engine.

Trustee Coultrap congratulated Ted Cherwak on his retirement after 41 years with the District. He commended staff for their work on the annual newsletter. He also commented on the completion of the Westmont alley project. Trustee Coultrap thanked staff for completing the energy-efficient LED lighting upgrades in the system garage noted in Maintenance Supervisor Jeff Barta's monthly report. He inquired about the ComEd Energy Efficiency Program for the Combined Heat and Power engine. Lastly, he thanked Safety Coordinator Jessie Gwozdz for her creating the District's

COVID 19 Preparedness Plan.

A motion was made by Trustee Sejnost seconded by Trustee Coultrap to adjourn the regular meeting at 8:05 p.m. The motion carried.

Approved: July 21, 2020

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

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