

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, August 20, 2024, convening at 7:00 p.m. The meeting was held at the District's Administration Center, 2710 Curtiss Street, Downers Grove. Present were Trustees Amy E. Sejnost, Jeremy M. Wang and Mark Eddington, General Manager Amy R. Underwood, Administrative Supervisor Carly Shaw, Accounting Assistant Sue Testin and Information Coordinator Alyssa J. Caballero. Courtney Mohr from Lauterbach & Amen, LLP also attended.

Minutes of Regular Meeting – July 16, 2024

A motion was made by Trustee Wang seconded by Trustee Eddington approving the minutes of the regular meeting held on July 16, 2024, and authorizing the President and Clerk to sign same. The motion carried.

Recapture Agreement - 60th Street Sewer Extension

Staff presented a Recapture Agreement between the District and property owner, Thomas Elliot. The Agreement is for a sanitary sewer extension on 60th Street between Fairview Avenue and Cumnor Road in Downers Grove. A motion was made by Trustee Eddington seconded by Trustee Wang approving the Recapture Agreement for the sanitary sewer extension on 60th Street between Fairview Avenue and Cumnor Road in Downers Grove and authorizing the General Manager and Assistant Clerk to sign same. The motion carried. (Votes recorded: Ayes–Sejnost, Wang and Eddington.)

Claim Ordinance No. 1940

A motion was made by Trustee Wang seconded by Trustee Eddington adopting Claim Ordinance No. 1940 in the total amount of \$930,347.48 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Sejnost, Wang and Eddington.) General Manager Underwood indicated the payment to Midwest Environmental appears twice in the Claim Ordinance, in both the standard and manual check registers, and that staff will not send the duplicate check (#065017).

Public Comment - None

New Business

Audit Report for Fiscal Year 2023-2024

Courtney Mohr, auditor with the firm of Lauterbach & Amen, LLP, presented the Annual Financial Report for Fiscal Year 2023-2024. She reviewed the report, the notes to the financial statements and the supplemental information. A motion was made by Trustee Eddington seconded by Trustee Wang accepting the Annual Financial Report for Fiscal Year 2023-2024 as presented. The motion carried. (Votes recorded: Ayes–Sejnost, Wang and Eddington.)

Operations Report – Investments

General Manager Underwood presented an operations report reviewing the District’s investments. The report reviewed the District’s investment policy and its primary objectives, authorized investments, internal controls, general ledger details, recent investment history and data, and future changes to be considered.

Annexation Ordinance AO 2024-05 – 5905 Fairview Avenue, Downers Grove

Staff presented Annexation Ordinance No. AO 2024-05 for the annexation of a single-family lot located at 5905 Fairview Avenue, Downers Grove. A motion was made by Trustee Wang seconded by Trustee Eddington accepting the Petition for Annexation, adopting Annexation Ordinance No. AO 2024-05 as presented and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Sejnost, Wang and Eddington.)

Open House Arrangements

Staff presented the invitation, map, invitation list and press release for the annual Open House to be held on October 5, 2024 focusing on the District's laboratory. The invitations will be mailed and emailed August 28, and press releases will be distributed to local papers shortly thereafter. The Board concurred with staff’s recommendation.

Resolution of Appreciation for Employee Service

General Manager Underwood presented a Resolution of Appreciation for Dwayne Carpenter for more than 20 years of dedicated service to the District. A motion was made by Trustee Wang seconded by Trustee Eddington to pass the resolution. The motion carried. (Votes recorded: Ayes–Sejnost, Wang and Eddington.)

Review of Prior Executive Session Minutes

The Board reviewed the minutes of executive sessions held on January 16, 2024, which have not previously been made available for public inspection or not previously reviewed. A motion was made by Trustee Eddington seconded by Trustee Wang determining that the need for confidentiality no longer exists as to the executive session minutes of January 16, 2024. The motion carried. (Votes recorded: Ayes–Sejnost, Wang and Eddington.) A motion was made by Trustee Eddington seconded by Trustee Wang approving destruction of the verbatim record of the executive sessions held on January 17, 2023 and February 14, 2023 as provided by state statute. The motion carried. (Votes recorded: Ayes–Sejnost, Wang and Eddington.)

Facility Plan Update

General Manager Underwood reviewed the Facility Plan updates for July which included an updated payment request to Concentric and WWTC performance data and sewer condition and overflow data was sent to B&W to be analyzed.

Questions and Comments

General Manager Underwood discussed the two fecal coliform excursions that happened in July. Also discussed was the Sanitary Sewer Overflow or Bypass Notification Summary report for IL EPA for the Wroble Lift Station Force Main air release valve leak.

Trustee Eddington congratulated Dwayne Carpenter on his upcoming retirement. He also congratulated the District for receiving the 2023 Silver Award for Peak Performance from the National Association of Clean Water Agencies (NACWA).

Trustee Wang expressed his appreciation for the annual audit. He also congratulated Dwayne Carpenter on his upcoming retirement. He expressed that he is looking forward to the upcoming annual open house. He is interested to find out what Nissen discovers on the CHP oil leak, noted in Maintenance Supervisor Whitefleet's monthly report. Trustee Wang commented on the facility plan and investment presentation. He also noted the go-live date for the new accounting software.

Trustee Sejnost congratulated Nick Whitefleet on his 10 years of service with the District and Dwayne Carpenter on his upcoming retirement. She inquired about the status of the sewer system technician position. She noted the timekeeping and accounting software replacement updates. She noted the two fecal coliform excursions. Trustee Sejnost inquired about the CHP engine oil leak and the visit with Nissen, noted in Maintenance Supervisor Whitefleet's monthly report. Lastly, she noted the collaboration with the high school student from Illinois Math and Science Academy, noted in Laboratory Supervisor Berry's monthly report.

A motion was made by Trustee Eddington seconded by Trustee Wang to adjourn the regular meeting at 9:03 p.m. The motion carried.

Approved: September 24, 2024

/s/Amy E. Sejnost/s/
President

Attest: /s/Mark Eddington/s/
Clerk