

MINUTES

The monthly meeting of the Downers Grove Sanitary District Board of Trustees was held on Tuesday, November 16, 2021, convening at 7:00 p.m. The meeting was held at the District's Administration Center, 2710 Curtiss Street, Downers Grove. Present were Trustees Wallace D. Van Buren, Amy E. Sejnost and Paul Coultrap, General Manager Amy R. Underwood, Administrative Supervisor W. Clay Campbell, Information Coordinator Alyssa J. Caballero, and Attorney Michael G. Philipp.

Minutes of Regular Meeting – October 19, 2021

A motion was made by Trustee Coultrap seconded by Trustee Sejnost approving the minutes of the regular meeting held on October 19, 2021 and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost and Coultrap.)

Claim Ordinance No. 1907

A motion was made by Trustee Sejnost seconded by Trustee Coultrap adopting Claim Ordinance No. 1907 in the total amount of \$531,781.58 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

New Business

Appointment of Assistant Clerk and Treasurer

The following appointments were made: A motion was made by Trustee Sejnost seconded by Trustee Coultrap appointing Keith W. Shaffner as Assistant Clerk. The motion carried. (Votes recorded: Ayes-Van Buren, Sejnost and Coultrap.) A motion was made by Trustee Coultrap seconded by Trustee Sejnost appointing Amy R. Underwood as Treasurer. The motion carried. (Votes recorded: Ayes-Van Buren, Sejnost and Coultrap.)

Resolution No. R2021-01, Appointment of Authorized Agent for the Illinois Municipal Retirement Fund (IMRF)

Staff presented Resolution No. R2021-01. This resolution appoints Amy R. Underwood as the new Authorized Agent for the Illinois Municipal Retirement Fund due to William Clay Campbell's letter of resignation effective on November 28. A motion by Trustee Sejnost seconded by Trustee Van Buren was made adopting Resolution No. R2021-01 and authorizing the President and Clerk to sign same. The motion carried. (Votes recorded: Ayes-Van Buren and Sejnost. Abstained-Coultrap.)

Revision Of Authorized Bank Account Signer

Staff presented a memo reviewing the current arrangement of District bank accounts and authorized signers and recommending removal of William Clay Campbell from all bank and investment

accounts because of his letter of resignation effective on November 28. A motion was made by Trustee Coultrap seconded by Trustee Sejnost to approve staff's actions to remove William Clay Campbell from all of the District's banking and investment accounts as listed on the District's Investment Schedule as of 10/31/2021. The motion carried. (Votes recorded: Ayes–Van Buren, Sejnost, and Coultrap.)

Administration Center Code Review Report

General Manager Underwood presented a report reviewing the Administration Center code which was completed by an architect and two HVAC engineers earlier in the year. The report identified recommended improvements to bring the building into compliance with ADA and with OSHA's COVID guidance for HVAC systems. The report included the estimated costs and proposed timing for completion of the improvements, some of which have already been implemented.

Other New Business

Trustee Van Buren welcomed the District's new Operator, Matt Richert. He inquired about the mainline blockage at 213 Grant Street that happened in October. He also commended maintenance staff for the Phase 1 SCADA upgrade and savings realized by doing the electrical work in-house, as noted in Maintenance Supervisor Barta's monthly report. Lastly, Trustee Van Buren expressed his appreciation to Administrative Supervisor Campbell for his work with the District, as he recently submitted his letter of resignation.

Trustee Sejnost also welcomed the District's new Operator. She inquired about the meetings General Manager Underwood attended the past month and expressed her appreciation for her involvement in professional organizations that further the wastewater treatment industry. She inquired about the mainline blockage at 213 Grant Street. Trustee Sejnost commended District staff for their participation in the recent CPR and Stop the Bleed training, as noted in Administrative Supervisor Campbell's monthly report. She also commended maintenance staff for the SCADA PLC upgrades, noted in Maintenance Supervisor Barta's monthly report. She inquired about the COVID-19 testing which was being done by the University of Missouri. Trustee Sejnost wished everyone an enjoyable and safe holiday. Lastly, she also expressed her appreciation to Administrative Supervisor Campbell for his work with the District.

Trustee Coultrap also welcomed the District's new Operator. He thanked staff for the Administrative Center code review presentation. He inquired about the unclaimed property report in Administrative Supervisor Campbell's monthly report. Lastly, he also expressed his appreciation to Administrative Supervisor Campbell for his work with the District.

A motion was made by Trustee Coultrap seconded by Trustee Sejnost to adjourn the regular meeting at 7:46 p.m. The motion carried.

Approved: December 21, 2021

/s/ Amy E. Sejnost /s/
President - Acting

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