

DeKalb Sanitary District  
Wednesday, April 18, 2012  
Board Meeting Minutes

The April meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at noon on Wednesday, April 18, 2012. In attendance were Trustees Dennis J. Collins, Timothy A. Struthers and Carol B. Zar. Mark Eddington, P.E., District Manager; Janice Tripp, Assistant Manager Administration/Treasurer; Steve Olsen, Operations Manager; Diana Foust, Assistant to Manager/H.R.; Betty Jones, Secretary; and Dennis Haile, Operator were also present, as were Attorney Keith Foster and Trotter & Associates Engineers Scott Trotter, P.E. and Mike Holland, P.E. Both Jack Bennett and Steve Milner attended for portions of the meeting.

President of the Board Collins called the meeting to order.

Trustee Zar moved and Trustee Struthers seconded approval of the April agenda. Motion carried.

Trustee Struthers moved approval of the March minutes. Trustee Collins seconded. Motion carried.

Mark explained that he and other staff will be attending a Central States Water Environment meeting on May 16, 2012. Trustee Struthers moved to change in date of May meeting from May 16th to May 23rd. Trustee Collins seconded. Motion carried.

Janice Tripp explained the needed transfers, and Trustee Collins moved to approve the transfer of:

\$475,000.00 to the O & M Fund for Operations from the Revenue Fund

\$ 17,911.37 to the O & M Fund from the Dedicated Tax - IMRF Account

\$ 9,117.59 to the O & M Fund from the Dedicated Tax - FICA Account

\$ 16,431.80 to the O & M Fund from the EPA Replacement Account

\$769,230.76 to the Loan Account from the Revenue Fund for Loan #1

\$175,000.00 to the Loan Account from the Revenue Fund for Loan #2

Trustee Struthers seconded. Motion carried.

Trustee Struthers moved to approve payment of bills as presented. Trustee Zar seconded the motion. Motion carried.

Trustee Collins moved and Trustee Zar seconded approval to pay the bills received between now and the end of the fiscal year contingent on at least one Trustee reviewing and signing the checks. Motion carried.

In Public Input and Communications, Mr. Jack Bennett of Joanne Lane discussed his concern about energy reuse and questioned how the District uses its methane production. Mark Eddington, P.E. discussed recent biosolids equipment improvements and the resultant increased efficiency, and said that although the District has always used its own methane to supply heat for the digestion process, he is looking at ways to capture and use the additional methane we will now be producing.

Janice Tripp gave the Treasurer's Report and discussed investments.

The Board reviewed the tentative budget for Fiscal Year 2012-2013, and discussed it with Janice Tripp, Assistant Manager Administration and Mark Eddington, District Manager. The Board asked for more information about anticipated income, and will continue consideration of the budget at the May meeting.

Approval of the wages for Fiscal Year 2012-2013 was deferred until after an executive session discussion.

Trustee Zar moved that officers for the 2012-2013 Fiscal Year be Dennis Collins as President, Timothy Struthers as Vice President, Carol Zar as Clerk and Janice Tripp as Assistant Clerk. Trustee Struthers seconded. Motion carried.

Trustee Collins moved and Trustee Struthers seconded retaining Keith Foster of The Foster Buick Group as the District's legal counsel for the Fiscal Year 2012-2013. Motion carried.

A motion was made by Trustee Collins and seconded by Trustee Zar to retain the engineering firm Trotter & Associates of St. Charles, as District Engineer for the Fiscal Year 2012-2013. Motion carried.

Trustee Collins made a motion to appoint Janice Tripp as Treasurer for the Fiscal Year 2012-2013. Trustee Zar seconded the motion. Motion carried.

Trustee Collins moved to set the monthly District Meetings for Fiscal Year 2012-2013 on the third Wednesday of each month at noon at the District office with the exception of the May meeting which will be held at noon on May 23, 2012 . Trustee Zar seconded. Motion carried.

After review of the District's Depository Limits, Trustee Collins moved and Trustee Zar seconded following policy as to depositories and depository limits:

- Set a limit of \$5,000,000.00 for total deposits each at The Northern Trust, Castle Bank, National Bank and Trust Company of Sycamore and Resource Bank. Any amount deposited over the amount which is insured under FDIC is to be collateralized at 100%.
- Set a limit of \$2,150,000.00 for total deposits each at American National Bank. Any amount deposited over the amount which is insured under FDIC is to be collateralized at 100%.
- Set a limit of \$1,150,000.00 for total deposits at Old Second Bank. Any amount deposited over the amount which is insured under FDIC is to be collateralized at 100%.
- Set a limit of \$500,000.00 for total deposits at Fifth Third Bank. Any amount deposited over the amount which is insured under FDIC is to be collateralized at 100%.
- Set a limit of \$250,000 plus interest for total deposits each at PNC, Farmers & Traders State Bank, Citizens National Bank of Genoa and Waterman State Bank. Any amount deposited over the amount which is insured under FDIC is to be collateralized at 100%.
- Set a limit of \$250,000 plus interest for total deposits each at Illinois Community Credit Union and DeKalb County Credit Union. Any amount deposited over the amount which is insured under NCUA institution rules is to be collateralized at 100%.
- Authorization to invest in individual certificates of deposit of an amount up to but not exceeding the FDIC-insured limit each, but not to exceed a total of \$2,000,000.00 to be purchased through Northern Trust and to be held in safe keeping at Northern Trust. No more than the FDIC-insured limit is to be invested at any one bank.
- The BIOSOLIDS-CCLIFT (1000G03) account at Resource is a non-interest bearing account that is fully insured without limit under the Federal Deposit Insurance Corporation's Temporary Liquidity Guarantee Program. In the event the Temporary Liquidity Program ends and the DeKalb Sanitary District needs additional collateral, Resource Bank will provide to the District fully acceptable collateral above the FDIC insured limit. The Trustees authorized Janice Tripp, Treasurer to open two more accounts under the same conditions to be used as needed when moving money between investments.

The above amounts are deposit limits, and on occasion interest will be added to an investment causing it to go over the authorized bank limit.

This would be allowed until the investment matured. The limits set are to be adhered to except in special circumstances.

Collateralization of investments at all banks shall be with treasury bills, notes or bonds or agencies of the Federal government. Collateral is to be held by a third party bank.

It was noted by Trustee Collins that he is a Director of Resource Bank. It was noted by Trustee Struthers that he is President and a Director of Castle Bank. Trustee Collins noted that he owns stock in The National Bank & Trust Company of Sycamore.

The motion on the above carried.

A motion was made by Trustee Struthers and seconded by Trustee Zar that two signatures be required on all checks. Authorized signers of checks during the Fiscal Year from May 1, 2012 through April 30, 2013 are Trustee Dennis J. Collins, Trustee Timothy A. Struthers, and Trustee Carol B. Zar, along with Treasurer Janice Tripp and District Manager Mark Eddington. Mark Eddington and Janice Tripp were directed by the Board not to sign together unless in case of an emergency. Motion carried.

Steve Olsen asked for authorization to order a replacement for the District's 2003 Dodge pickup from the Illinois Department of Management Services Procurement Program. Trustee Collins moved to approve this. Trustee Struthers seconded. Motion carried.

Mark said IEPA sewer construction permits for the 923 South First Street sewer extension have been applied for.

Steve Olsen explained the circumstances surrounding a sewer backup at 840 South 2<sup>nd</sup> Street and the Board reviewed a letter from Jodie McCollom of that address. After discussion and consideration, the Board found that District staff had not been negligent in the situation and declined Ms. McCollom's request for financial compensation.

The Trustees reviewed the Voorhees proposal for Position Recruitment – Assistant to the Manager / Finance and Trustee Struthers moved to enter into the agreement for this service. Trustee Collins seconded, and the motion carried.

Janice reviewed the increases in dental insurance and explained the recommendations for an adjustment in the Director's and Officer's Policy. Trustee Collins moved to purchase the described coverage. Trustee Struthers seconded. Motion carried.

There were no requests for Annexations or Pre-annexations this month.

Mark said that Diana Foust, Assistant to the Manager / Human Resources and he have completed an updated Employee Manual. It will be sent to Attorney Foster for review before asking the Board's approval for its distribution.

In Plan Review, Mark said that the CVS IDOT permit has been obtained and sewer construction should be starting soon.

Rather than constructing a temporary lateral for the NB & T development on Lincoln Highway, the possibility of constructing a permanent sewer installation and allowing for their hookup to that is under consideration.

There has been nothing new on the DeKalb Business Center / Park 88 South project.

Mark met with representatives of the City of DeKalb Police Department and its contractors and they have agreed to construct their sewer as recommended by the District.

The plan for the Islamic society of NIU Mosque at 801 Normal Road will require no changes to public sewer main, but the project will have a connection fee responsibility.

Mark discussed the rebuild plans for the McDonalds at 545 East Lincoln Highway and said this will continue as a plan review item.

Mark said that the new developers at the 832 and 835 Edgebrook Drive site want to convert the apartments there and increase the occupancy. He discussed his estimates for the connection fees they will owe.

Trustee Collins moved to approve the completed City of DeKalb/South Slope Intergovernmental Agreement concerning snow storage. Trustee Zar seconded and the motion carried.

Attorney Foster has send a letter to Cortland stating the District's requirements if they do not want to abandon the emergency discharge agreement they previously requested.

The District continues to await USEPA review of its proposed Pretreatment Ordinance, which was prepared for it by McMahan Associates. Work on the User Ordinance must wait on the IEPA's approval of the Pretreatment Ordinance.

The Trustees heard the Catastrophic Water Loss Relief Requests of Tina Young of 907 ½ Oak Street who had a valve leak on a washer for \$218.12, Mark and Dawn Mattison of 900 Seaman who had a water softener problem for \$103.74 and Joseph Tromotola of Apartment #3 910 Spiros Court who had two running toilets for \$542.64. Trustee Collins moved to approve them. Trustee Zar seconded. Motion carried.

The request of Denna Wells of 120 South 9<sup>th</sup> Street for relief from \$308.56 in sewer charges for water that did not enter the sanitary system when vandals turned on the outside faucet at an empty house was approved in a motion made by Trustee Collins, seconded by Trustee Zar, and carried.

Scott Trotter, P.E. of Trotter and Associates supplied the Engineer's Report, which included status reports on the Biosolids Rehabilitation Project, the Tertiary Filter Building Rehabilitation, the Intermediate Pump Station Rehabilitation, Heatherstone and Meadow Trails Lift Station Improvements and the 2012 Facility Plan Update Project in writing and deferred discussion until the individual agenda items.

Discussion of the SCADA Improvements Project was deferred.

Mark says flow metering equipment for the Infiltration and Inflow Removal Dodge Addition (Sub-Basin 6) Pilot Program had been received.

The 2012 Facility Plan Update is underway and Scott Trotter asked the Board for direction about future improvements.

Final completion date on the Biosolids Rehabilitation and Improvements Project by Williams Brothers Construction of Peoria, Illinois was February 22, 2012. Site grading and landscaping are being addressed now with the expectation that they will be completed by the end of April.

Madison Construction's work on the Tertiary Filter Rehabilitation Project is continuing with interior work on painting, electrical, plumbing and HVAC equipment and ductwork. Site work to get ready for sidewalk installation has also started. Trustee Collins moved to approve Change Order #5 in the amount of \$2,205.00 for additional wire and larger conduit. Trustee Struthers seconded. Motion carried. Trustee Collins moved to authorize Payment Request #6 contingent on receipt of Loan Disbursement #7. Trustee Struthers seconded. Motion carried.

On the GIS Project, Mark supplied the Trustees with the four quotes received for a wide bed plotter to facilitate mapping activities. The Board moved to approve the purchase from Clifford Wahl who had the lowest



quote of \$8,290.00 in a motion made by Trustee Collins, seconded by Trustee Zar and carried.

The Intermediate L. S. Pump Rehabilitation is on hold while one of the 100 HP pumps is being rehabilitated. The decision about what to do with the remaining pumps will be evaluated after that has been completed.

Trotter and Associates has begun identifying alternatives for the removal of the Heatherstone lift station and Meadow Trails Lift Station Improvements. This will be discussed at the next meeting.

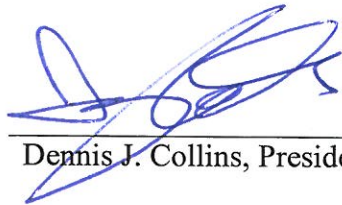
In New Business, Mark discussed the summer I-88 project and Janice updated the Board on the grant received for the purchase of safety equipment from the District's Workman's Compensation.

Trustee Collins moved to go into Executive Session to address personnel, litigation, property acquisition and to review Executive Session minutes. Trustee Struthers seconded, and the motion carried. The Board went into Executive Session.

After the Board returned from Executive Session, they considered a motion to increase management salaries. Trustee Collins made a motion that the Management salaries shall be determined in accordance with the discussion that took place in closed session. Trustee Zar seconded. Motion carried.

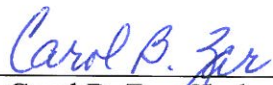
Trustee Zar moved to adjourn the meeting. Trustee Struthers seconded. Motion carried.

President of the Board Collins adjourned the meeting.



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Dennis J. Collins, President



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Carol B. Zar, Clerk