



**DeKalb Sanitary District  
Board Meeting Minutes  
Wednesday, April 20, 2016 – 12:00 PM**

The March meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, April 20, 2016. In attendance were Trustees Dennis J. Collins, Timothy Struthers, Carol B. Zar, Treasurer Steve Parker, Attorney Keith Foster, District Manager Mark Eddington P.E., Operations Manager Steve Olsen, Asst. Manager / District Engineer Mike Holland, P.E., Jeanine Holcomb, Tracy Zenkner, and Derek Wold, P.E. of Baxter & Woodman.

**1. Call to Order**

President of the Board Collins called the meeting to order at 12:30 p.m.

**2. Approval of the April Agenda**

President Collins moved approval of the April agenda. Trustee Zar seconded. The motion carried.

**3. Approval of March Meeting Minutes**

President Collins moved approval of the March Board Meeting Minutes. Trustee Zar seconded. The motion carried.

**4. Approval to transfer funds**

President Collins moved approval to transfer \$400,000.00 to the O&M Fund. Trustee Struthers seconded. The motion carried.

**5. Approval to pay bills as presented**

Trustee Struthers moved approval of payment of bills as presented. Trustee Zar seconded. The motion carried.

**6. Public Input and Communications**

No Public Input and Communications.

**7. Treasurer's Report**

Steve Parker gave the Treasurer's Report and discussed investments.

**8. Annual Appointments/Authorizations/Schedules for FY 2016/17**

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

1) Set limits of \$7,500,000.00 for total deposits at each of the following institutions:

- Northern Trust
- The First National Bank of Omaha
- First Midwest Bank
- Resource Bank

Any amount deposited over the amount insured under FDIC is to be collateralized at 100%.

- 2) Set a limit of \$500,000.00 for total deposits each at American Midwest Bank, Heartland Bank, Old Second Bank, First State Bank, Fifth Third Bank, PNC Bank, Waterman State Bank, Illinois Community credit Union, and DeKalb County Credit Union. Any amount deposited over the amount which is insured under FDIC or NCUA institution rules is to be collateralized at 100%.
- 3) 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 \$3,000,000.00 in aggregate purchased through Northern Trust and to be held in safe keeping at Northern Trust
- 4) Authorization to maintain non-interest bearing accounts that are fully insured without limit under the Federal Deposit Insurance Corporation's Temporary Liquidity Guarantee Program with any bank identified in "1)" above. Proper supporting documentation must be maintained at all times evidencing said insurance coverage is in full force and effect.

The above amounts are deposit limits, and on occasion interest will be added to an investment causing it to go over the authorized bank limits. 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 issued by the U.S. Government 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 a Director of First National Bank of Omaha.

- b) President Collins moved approval to renew approval authorizing Mark Eddington and Steve Olsen to sign checks. Trustee Zar seconded. The motion carried.
- c) President Collins moved approval to renew appointment of officers as follows; Trustee Collins as President, Trustee Struthers as Vice-President and Trustee Zar as Clerk. Trustee Struthers seconded. The motion carried.
- d) President Collins moved approval to renew legal counsel, Keith Foster of Foster and Buick Law Group. Trustee Struthers seconded. The motion carried.
- e) President Collins moved approval to renew treasurer, Steve Parker. Trustee Struthers seconded. The motion carried.
- f) The Board Meeting schedule for the upcoming FY16-17 was scheduled for the 3<sup>rd</sup> Wednesday of the month with the following exceptions:
  - 1) May 16, Monday at 12:00 noon.
  - 2) June 22, Wednesday at 12:00 noon.
  - 3) September 14, Wednesday at 12:00 noon.
  - 4) November 9, Wednesday at 12:00 noon.
  - 5) December 14, Wednesday at 12:00 noon.

## **9. District Dashboard**

Mark Eddington discussed the District's "Dashboard" which included review of units billed and how the current year is up 1% over last year.

## **10. Local Impact Fees**

A motion was introduced that the District waive connection fees for new attached and detached single family homes on lots currently annexed and platted within the District beginning June 1, 2016 through May 31, 2018. President Collins moved to approve this motion. Trustee Zar seconded. The

motion carried.

**11. Dental Insurance Renewal**

President Collins moved approval renewal of the Dental Insurance. Trustee Zar seconded. The motion carried.

**12. Tentative FY 16/17 Budget**

No discussion.

**13. Cell Tower Site (South Slope)**

Mark Eddington stated this is ongoing and moving forward.

**14. Operator's Report**

Steve Olsen discussed that the screening compactor was damaged and sent to Walt LTD for possible repairs. In the meantime, Steve Olsen stated he did order a replacement at a cost of approximately \$10,000.

**15. Short-Wave Radio System**

Steve Olsen stated the District's current radio system is approximately 25 years old and is in need of an upgrade. NICOMM has provided a quote for 15 digital radios at a cost of \$9,289.20 with a repeater charge of \$270/month. Steve Olsen requested authorization to move forward with purchasing this system. Trustee Zar moved approval to purchase the digital radio system at a cost of \$9,289.20. Trustee Struthers seconded. The motion carried.

**16. Catastrophic Water Loss Relief Requests**

President Collins moved to approve the following Catastrophic Loss requests, which were approved by the City of DeKalb as meeting the policy criteria:

- a) Jennifer Geraghty, 1496 Stonefield, \$564.40 loss, residual water usage due to a running toilet repaired the prior billing period.
- b) John Dersch, 623 Colonial Drive, \$187.00 loss due to a broken pipe.
- c) C. Asbury (Pittsley Realty), 1111 Spiros Court, \$244.80 loss due to a leaking toilet.
- d) Curtis Fisher, 715 S. 3<sup>rd</sup> Street, \$173.40, due to multiple leaks.

Trustee Zar seconded. The motion carried.

**17. Greenwood Acres Drive Sewer Service Extension**

Mark Eddington stated that the District was recently contacted by a resident on Greenwood Acres Drive to discuss providing sanitary sewer service to this area, which is currently unannexed and service by septic systems. Mark Eddington stated that District staff would be investigating possible sewer routing and costs to provide sewer to this area.

**18. Annexations/Pre-annexations**

No annexations/pre-annexations this month.

**19. Plan Review**

Mike Holland reviewed new and upcoming projects.

**20. Engineer's Report**

- a) Dodge Addition I/I Removal Pilot

Mike Holland stated that RJN has begun performing sump pump inspections in the area.

- b) Phase 1B Biological Improvements

Mike Holland stated that design is nearly 75% complete and staff will be working on completing the IEPA Planning and Loan Administration requirements. Mike Holland stated that presentation of the new site layout to City staff for Planning and Zoning has been delayed until a determination on the remaining Hollister Avenue homes is made.

**21. Projects**

- a) Headworks – Grit Line Rehab

Mike Holland stated that the District is currently waiting on the pump delivery for this work to be completed.

- b) UV Disinfection Improvements

Mike Holland stated that following the Board's approval at the March Board Meeting, a Notice of Award was issued to the low bidder, J.J. Henderson, for their bid amount of \$1,414,000. J.J. Henderson has provided acceptable bonds and insurance and the Agreement has been executed. A preconstruction conference is scheduled for this week.

- c) Headworks – Gate Actuators

Mike Holland stated that four existing gates in the Headworks have electric actuators that require replacement and two existing gates have only manual actuators that need to be electrically controlled. Staff has received two quotes for the actuators. It is staff's recommendation to proceed with Rotork's quote for \$30,078 to maintain consistency with the UV Improvements. Staff has contacted Tri-R to provide an installation proposal.

President Collins moved to approve purchase of the Rotork actuators for \$30,078. Trustee Zar seconded. The motion carried.

**22. Wastewater Treatment Service to Satellite Communities**

Mark Eddington discussed potential benefits of providing wastewater treatment services to satellite communities and the desire to explore this initiative.

**23. New Business**

Mark Eddington stated he has been in contact with two tree services to do some tree removal and maintenance. As of today, he has received one quote and is waiting on another. Once these have been received, they will be discussed at next month's Board Meeting.

**24. Executive Session**

At 2:15 p.m. President Collins moved to go into Executive Session to address property acquisition and personnel. Trustee Struthers seconded. The motion carried. The Board went into Executive Session.

At 2:55 p.m. Trustee Collins moved to return from Executive Session. Trustee Struthers seconded. The motion carried.

**25. Property Acquisition**

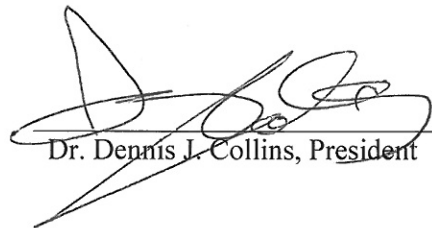
Trustee Collins moved to make offers to purchase the properties located at 111 Hollister Avenue, 115 Hollister Avenue, 125 Hollister Avenue, and 1303 Sycamore Road consistent with offers made for other Hollister Avenue properties that have been purchased. Trustee Struthers seconded. The motion carried.

**26. Personnel**

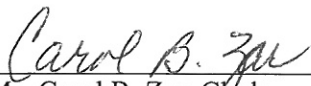
Trustee Struthers moved to approve the compensation for non-bargaining employees that were discussed during Executive Session. Trustee Zar seconded. The motion carried.

**27. Adjournment**

Trustee Collins moved to adjourn the meeting. Trustee Struthers seconded. The motion carried. Meeting adjourned at 3:15 p.m.



Dr. Dennis J. Collins, President



Ms. Carol B. Zar, Clerk

CERTIFICATION

I, Carol B. Zar, the clerk of the DeKalb Sanitary District of the County of DeKalb, State of Illinois, do hereby certify that I am keeper of its books and records and that the foregoing is a true and correct copy of the minutes duly adopted by its Board of Trustees, DeKalb Sanitary District, at a meeting duly convened and held on the 20<sup>th</sup> day of April, 2016.

SEAL



Carol B Zar  
Carol B. Zar, CLERK