



**DeKalb Sanitary District
Board Meeting Minutes
Wednesday, April 26, 2017 – 12:00 PM**

The April meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, April 26, 2017. In attendance were Trustees Dennis J. Collins, Carol B. Zar, Timothy Struthers, Treasurer Steve Parker, Attorney Keith Foster, District Manager Mark Eddington P.E., Operations Manager Steve Olsen, District Engineer/Assistant Manager Mike Holland, P.E., Staff Engineer Joe Kosteki, Jeanine Holcomb, Tracy Zenkner, Brent Perz, P.E. of Baxter & Woodman and Allison Yates, Lab Supervisor.

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

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

4. Approval to transfer funds

Trustee Struthers moved approval to transfer \$500,000.00 to the O&M Fund. President Collins seconded. The motion carried.

5. Approval to pay bills as presented

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

6. Public Input and Communications

Mark Eddington introduced Allison Yates, Lab Supervisor. Dan Olson, Principal Planner, City of DeKalb attended.

Resident, Barry Wolfe, 1221 Sycamore Road, attended to discuss his property in relation to the District's upcoming improvements.

7. Treasurer's Report

Steve Parker gave the Treasurer's Report and discussed investments. Steve stated the annual audit will be starting with the preliminary audit the first week of May.

8. Annual Appointments/Authorizations/Schedules for FY 2017/18

a. Appointment of Officers

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 Zar seconded. The motion carried.

b. Treasurer

President Collins moved approval to renew treasurer, Steve Parker. Trustee Zar seconded. The motion carried.

c. Legal Counsel

President Collins moved approval to renew legal counsel, Keith Foster. Trustee Zar seconded. The motion carried.

d. Authorization for Signing Checks

President Collins moved approval to renew approval authorizing Mark Eddington and Steve Parker to sign checks. Trustee Zar seconded. The motion carried.

e. Depositories

Trustee Struthers moved approval to renew the depositories and depository limits contingent on corrected language provided by Trustee Struthers. President Collins seconded. The motion carried.

f. Schedule for Board Meetings

The dates for the upcoming year will be reviewed and finalized next month at the Board Meeting.

9. District Dashboards

Mark Eddington discussed the District's "Dashboard". Units sold are trending upward. Revenue is up 6%. Environmental compliance was good. This past month had a couple of significant excess flow days.

Mike Holland stated hauled waste revenue continues to rise. Two new haulers have signed on to begin using our service.

10. Tentative 2017/18 Budget

Mark Eddington reviewed the tentative FY 2017/18 Budget. Several suggestions were made and contingent on these changes, President Collins moved to approve the tentative FY 2017/18 Budget. Trustee Struthers seconded. The motion carried.

11. Cell Tower

Mark Eddington stated the antennae equipment has been ordered and the next step is installation.

12. Name Change

Mark Eddington discussed the new domain name and will be continuing to research the District's

options but is leaning towards kishwrd.com.

13. Operator's Report

Steve Olsen reported the Grit Mixer for the West Grit Tank has been received and staff will be installing the Mixer with Tri-R Systems providing the electrical install. The Mixer should be in operation within the next couple of weeks.

The District's Hot Water Pressure Washer has failed and cannot be economically repaired. A newer, more robust Pressure Washer was purchased based on Staff's recommendation. It has already shown its usefulness especially where the Grease Haulers unload.

Even with the new UV Disinfection System in operation, the District will still need Sodium Hypochlorite and Sodium Bisulfite, just not in the past quantities as there is still the need to pre-chlorinate the Tertiary Sand Filters for biological growth as well as disinfection for Excess Flow Events.

14. Electric Power Purchasing

Mark Eddington stated he has had discussions with the electric power contact and is asking for authorization to enter into an 18 month extension of our contract with our current power supplier at a better rate.

Trustee Zar moved to authorize Eddington to negotiate utility contracts on the District's behalf. Trustee Collins seconded. Motion was approved.

15. Catastrophic Water Loss Relief Requests

There were no catastrophic water loss requests this month.

16. Annexations/Pre-annexations

President Collins moved approval of Ordinance 574 allowing Casey's General Store to annex to the Sanitary District per Annexation 232. Trustee Struthers seconded. The motion carried.

17. Plan Review

No discussion.

18. Engineer's Report

a) Dodge Addition I/I Removal Pilot

Mike Holland stated Performance Pipelining is completing re-televising of locations identified as unacceptable during video review.

b) Phase 1B Biological Improvement

Mike Holland stated that Staff has submitted the remaining loan application document to the IEPA and been informed by the IEPA that for the project to be included in the current loan year the agreement with City will need to be resolved by the first week of June to allow for the Loan

Agreement to be written and signed by June 30. President Collins expressed the District's position regarding the development agreement to Dan Olson, with the City, who was in attendance.

c) Hollister Avenue Demolition Project

Mike Holland stated that the Notice of Award has been signed and returned by N-TRAK with the necessary bonds and insurance documents. Mike Holland requested the board execute the agreement and authorize the issuance of the Notice to Proceed, pending coordination with the current tenants. President Collins moved approval to execute the agreement and issue Notice to Proceed. Trustee Zar seconded. The motion carried.

Mike Holland stated that the District received three proposals for asbestos remediation required in 8 of the Hollister Avenue homes. The District executed an agreement for the lowest proposal from Ironwood Environmental in the amount of \$20,500. Work was started on April 19th and Ironwood Environmental finished the abatement of three houses and should have 5 of the 8 houses completed by the end of the week.

19. Projects

a) UV Disinfection Improvements

Mike Holland stated the UV equipment has been started up and is operational. Substantial completion for the project was issued on April 3rd and there now only remains punchlist items to be completed by the final completion date of June 2nd. Pay Request #9 for \$95,763.59 has been submitted by J.J. Henderson and is recommended for payment. President Collins moved approval of authorization of Payment Request #9 in the amount of \$95,763.59. Trustee Zar seconded. The motion carried.

Mike Holland stated that Change Order #4 for the additional amount of \$6,878.00 has been prepared by B&W and is recommended for approval. This Change Order is necessary to address relocating a UV Transmittance sensor for \$3,203 and District requested painting for \$3,675. Mike Holland stated that this Change Order brings the project to a net change order amount of \$5,043.27. President Collins moved approval of Change Order #4 in the amount of \$6,878. Trustee Zar seconded. The motion carried.

b) Headworks – Screenings Compactor

Mike Holland stated that Staff has completed the installation of the JWC Screenings Washer-Compactor and Tri-R completed the electrical work for \$20,200. Mike further stated that Staff should be commended for self-performing the mechanical installation of the equipment, which likely saved the District \$10,000-\$15,000 in not having to contract this work out.

c) Headworks – Septage Receiving

Mike Holland stated that Staff has completed the order for the Lakeside Septage Receiving equipment for \$113,006 with an expected delivery in May. Tri-R will be providing the control/electrical work and Staff is working on getting quotes for the mechanical installation, expected to be below \$20,000.

d) Primary Clarifier #1 Rehabilitation

Mike Holland stated that DPS Equipment has completed the Primary Clarifier #1 Rehabilitation work and final payment has been made.

e) Native Plantings Project

Mike Holland reported Staff issued a letter to our neighboring properties informing them of our intention of converting some of the District's open, grassy areas to native plantings using a wildflower pollinator mix. There has been some concern regarding the potential to affect allergies. Conversations with the Soil & Water Conservation District found that the proposed plantings should not have any additional negative effect since these are primarily pollinated by insects and are not windblown pollinators. Staff is currently soliciting quotes for the herbicide burndown work to be completed in September.

20. New Business

No new business.

21. Executive Session

At 3:09 p.m., President Collins moved to go into Executive Session to address personnel issues and executive session meeting minutes. Trustee Zar seconded. The motion carried.

At 4:05p.m. Trustee Zar moved to return from Executive Session. Struthers seconded. The motion carried.

22. Personnel

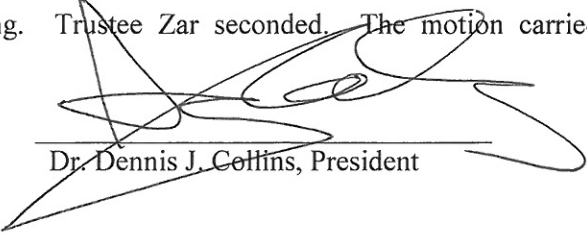
Trustee Collins moved to accept Mark Eddington's annual review of exempt employee evaluations. He further authorized Eddington to enact salary and benefit adjustments as discussed by the Board in Executive Session. Trustee Zar seconded. The motion carried.

23. Property

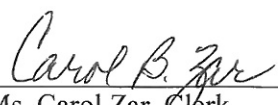
No action taken.

24. Adjournment

President Collins moved to adjourn the meeting. Trustee Zar seconded. The motion carried. Meeting adjourned at 4:06 p.m.



Dr. Dennis J. Collins, President



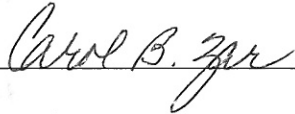
Ms. Carol Zar, Clerk

CERTIFICATION

I, Carol B. Zar, the clerk of the Kishwaukee Water Reclamation 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, Kishwaukee Water Reclamation District, at a meeting duly convened this 31ST day of MAY, 2017.

SEAL





Carol B. Zar, CLERK