

DeKalb Sanitary District
August 24, 2011
Board Meeting Minutes

The August meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at noon on Wednesday, August 24, 2011. In attendance were Trustees Dennis Collins, Timothy Struthers and Carol Zar. District Manager Mark Eddington, P.E., Treasurer and Assistant Manager Administration Janice Tripp, Operations Manager Steve Olsen, Assistant to Manager/Human Resources Diana Foust, Secretary Betty Jones, Intern Sara Marciniak and Laboratory staff person Jaimie Thompson attended from DSD. Keith Foster, Attorney and Tim Conklin, Attorney were present for portions of the meeting. Scott Trotter, P.E. and Mike Holland, P.E. of Trotter and Associates were present, as was Jaimie Smirz of the City of DeKalb. Jason Robbins, DeKalb Sanitary District Operator, attended for a portion of the meeting.

President of the Board Collins called the meeting to order.

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

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

Janice Tripp, Treasurer/Assistant Manager Administration detailed the necessary transfers, and Trustee Collins moved approval to transfer of \$283,000.00 from the Revenue Fund to the O & M Fund and \$236,827.97 from Bio Solids to Revenue (\$99,062.00 to pay back advancement from Revenue Fund while waiting on loan proceeds and \$137,765.97 to Revenue for loan proceeds received from State for engineering). Trustee Struthers seconded. Motion carried.

Trustee Collins made a motion approving the payment of bills as presented. Trustee Zar seconded. Motion carried.

During the Public Input portion of the meeting, Mark Eddington, P.E., District Manager Mark announced that Jason Robbins, DSD Operator has attained a Collection System Operator Certification. The Board congratulated Jason, and he discussed with them his plans to attain further certifications. Mark then introduced Jaimie Thompson of the Laboratory, who was attending as operations staff representative.

Treasurer Janice Tripp gave her report. The Trustees asked her to bring information about the possibility of early IEPA loan repayment to next month's meeting.

There were no Annexation or Pre-annexation requests this month.

Under Plan Review Mark Eddington reviewed the plans for NB&T's West Lincoln project. Attorney Foster is drafting a development agreement based on the Trustees direction at last month's meeting.

The CVS development agreement was completed by Attorney Foster and forwarded to their attorney, but they have not replied. They did submit plans amended in line with the District's requirements. The Trustees directed Mark to proceed with arranging the redirection of an adjacent sewer since that must be done in any case.

There was nothing new on the 3336 Meadow Trail situation.

Mark reported that the Town of Cortland's request to use airport property for the disbursal of their effluent has been approved by the I.E.P.A. despite the District's formal objection.

The District continues to await USEPA review of its proposed Pretreatment Ordinance, which was prepared for it by McMahon Associates.

ESI Consultants, LTD of Naperville Illinois completed the Administrative Office Traffic Study and the Board reviewed the findings and discussed the proposed project. They decided to pause in the planning until they can make an assessment of the financial impact of the current projects. They will revisit the project in the spring of 2012 when they look at next year's budget.

The Catastrophic Water Loss Relief Requests of Corinne Dailey of 1332 East Dresser for \$100.80 lost due to a humidifier malfunction did meet the City of DeKalb Catastrophic Loss Criteria and was approved by a motion made by Trustee Collins and seconded by Trustee Zar. The motion carried.

Appointment of Trotter and Associates as District Engineer for Fiscal Year 2011 to 2012 was approved in a motion made by Trustee Collins and seconded by Trustee Struthers and carried. The Engineering agreement was signed.

Mark and Steve reported on the DeKalb Park District Master Planning meeting they attended. The Trustees and Administrators have been invited to the Park District's Elected and Government Officials Luncheon on Friday, September 30, 2011.

Steve Olsen outlined his request for bids on the District's Biosolids hauling. Only one bid was received. After discussion, Trustee Struthers moved to enter into a three year contract with Stewart Spreading for biosolids hauling at \$15 per cubic yard. The motion carried. The impact of the new sludge dewatering capabilities on biosolids costs was also reviewed and discussed. A savings of about half is projected.

Mark said the District is moving forward on setting up direct deposit for the District's pay checks. They approved Janice Tripp's suggestion to adjust payroll periods to bimonthly

and to open a dedicated checking account at Resource Bank for payroll funds to be distributed through direct deposit.

Scott Trotter submitted a written Engineer's Report and deferred discussion until the individual agenda items.

The Facility Plan Update will be addressed at a later date.

Williams Brothers is continuing start-up in the Digester Operations Building and Sludge Handling Building. Sludge dewatering is being done, with biosolids being trucked to Wastemanagement by District staff since the storage barn is unavailable. The sludge storage barn foundation footings are being started.

Trustee Collins moved to approve Williams Brothers Change Order #16 for sludge storage tank conduit seals, dropping the parapet for building 12, emergency shut off switch for the boilers as required by Illinois State Fire Marshall, primary sludge flushing connections, emergency labor to correct a sludge leak, stairs on the sludge handling building north stoop, stairs at gas meter and unsuitable soils at west side footing for the sludge storage barn, at a cost of an additional \$31,194.00. Trustee Struthers seconded. Motion carried.

Trustee Zar moved to approve Williams Brothers Payment Request #20 for \$502,816.01 contingent on the receipt of Loan Disbursement #21. Trustee Struthers seconded. Motion carried.

Country Club Lift Station Project is complete except for final landscaping and cleanup work. The work will have to be completed before final discussions of liquidated damages on the project can be addressed.

The 332 Greenwood North Project has started and is progressing.

The Tertiary Filter Rehabilitation Project Notice of Award for \$1,898,037.00 was issued to Madison Construction on August 9, 2011. Trustee Collins moved to approve entering into Loan Agreement L17-4684 with the Illinois Environmental Protection Agency to borrow \$2,199,073.00 through the IEPA Low Interest Loan Program. Trustee Zar seconded. The motion carried. Trustee Struthers moved to approve the Notice to Proceed contingent on the District's receipt of the necessary insurance guarantees and on the District's approval of the masonry subcontractor. Trustee Zar seconded. The motion carried.

Mark Eddington reported on the GIS project. He said Baxter & Woodman will be attending September's Board Meeting to give a presentation of work done so far.

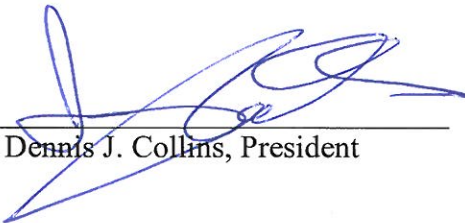
Steve Olsen says the Engineering contract for the Intermediate C. S. Pump Rehabilitation Project is in development.

In New Business, Diana Foust Assistant to the Manager/HR discussed Safety Program development and staff First Aide training with the Trustees.

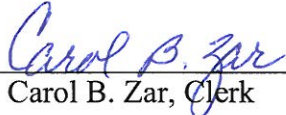
Trustee Collins moved to go into Executive Session to address personnel issues. Trustee Struthers seconded, and the motion carried. The Board went into Executive Session.

After the Board returned from Executive Session, Trustee Struthers moved to adjourn the meeting. Trustee Zar seconded. Motion carried.

President of the Board Collins adjourned the meeting.



Dennis J. Collins, President



Carol B. Zar, Clerk