



**DeKalb Sanitary District
Board Meeting Minutes
Wednesday, August 19, 2015 – 12:30 PM**

The August meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at 12:30 pm on Wednesday, August 19, 2015.

In attendance were Trustees Dennis J. Collins, Timothy A. Struthers and 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., Derek Wold, P.E. of Baxter & Woodman as well as Dennis Haile, DeKalb Sanitary District, Cathy Haley and Bryan Faivre with the City of DeKalb and Jim Savio of Sikich.

1. Call to Order

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

2. Approval of the August Agenda

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

3. Approval of the July Meeting Minutes

Trustee Struthers moved approval of the July meeting minutes. Trustee Zar seconded. The motion carried.

4. Approval to transfer funds

Trustee Collins moved approval to transfer \$630,000.00 to the O&M Fund. Trustee Struthers seconded. The motion carried.

5. Approval to pay bills as presented

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

6. Public input and Communications

From the City of DeKalb, Bryan Faivre, Superintendent – Utilities, as well as Cathy Haley, Finance Director attended to discuss Utility Billing IGA (see below #10). Jim Savio, CPA, MAS from Sikich Associates attended to present highlights of the FY2014/2015 audit (see below #9).

7. Treasurer's Report

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

8. District Dashboard

Mark Eddington discussed the District's "Dashboard" providing summary information on the District's budget, units billed, revenue trends, environmental compliance and call-in hours to the Board.

9. FY 2014/15 Audit

Jim Savio, CPA, MAS from Sikich Associates attended the Board Meeting and presented an overview and highlights of the FY2014/2015 audit. Trustee Struthers moved to approve the audit. Trustee Zar seconded the motion. The motion carried.

10. City of DeKalb

a. Utility Billing IGA

From the City of DeKalb, Bryan Faivre, Superintendent – Utilities, as well as Cathy Haley, Financial Director attended the Board Meeting to discuss Utility Billing IGA. The Board discussed the City of DeKalb’s proposal and Bryan and Cathy provided detail and answered questions related to the matter. Mark Eddington was directed to determine the costs that would be involved in the District setting up its own sewer billing operation. Mark stated that he was already working on a proposal and would have more information to present at the September Board meeting.

b. Building Permit Review/Inspection

Mark Eddington stated the City has indicated that it will be going out for a Request for Proposals for Permit Review and Inspection services.

11. Town of Cortland-IGA

Mark Eddington informed the Trustees that the Town of Cortland does not wish to renew the Intergovernmental Agreement with the District to keep an existing sewer pipe available for their use. Discussion was held about installing a safety valve as well as taking the necessary steps to permanently close the pipe.

12. Cell Tower Site (South Slope)

Mark Eddington continues to negotiate with SBA and is moving forward with a lease agreement to lease a 100’ x 100’ portion of the South Slope Site for \$2,200/month that would be dedicated for a monopole cellular tower.

13. Vacation Policy

Mark Eddington proposed several changes for Vacation Policy.

a. Vacation Accrual

Mark Eddington identified that employees earn their entire annual vacation allotment on the anniversary of their date of employment. This becomes cumbersome for management and employees to track because each employee was hired on a different date. He proposed that employees receive their earned vacation allotment on January 1 each year. This will allow vacation accrual to be tracked in a more efficient manner. The Trustees requested that a formal proposal be reviewed at the September Board meeting.

b. Cash out up to 40 hours of vacation/year

Mark Eddington discussed allowing employees to cash out up to 40 hours of vacation per year. Currently, staff is becoming more tenured and earning more vacation hours each year. Under the District's current policy, the Employees must either "use or lose" their vacation time such that they are never carrying more than two times their annual vacation allotment. Mass use of vacation time then becomes difficult to manage from a manpower perspective. Mark feels this proposal may allow the District to better achieve necessary staffing levels without hiring additional operators. Trustee Collins noted the value of utilizing vacation time away from work and made the suggestion of allowing only employees with over three weeks of vacation time in their bank to cash out one week of vacation time. The Trustees requested that a formal proposal be reviewed at the September Board meeting.

c. Exempt Employee Vacation Accrual

Mark Eddington identified that none of the exempt employees hired within the past six years had an explicit agreement within their individual employment agreements that delineated at what point additional vacation hours would be earned. Mark proposed that these employees (Jeanine Holcomb, Mike Holland, and himself) at their date of employment enter the District's vacation schedule with the amount of "time worked at the District" commensurate with their years of professional experience at their date of employment. For example, Mike Holland began employment at the District with 10 years of professional service (15 vacation days/year) and would receive an additional day of vacation after his 16th year of service (as dictated by the District's vacation schedule). The trustees agreed with this philosophy as they were under the assumption that it was already handled in this manner. Mark noted that he wanted to confirm that this was the Trustees' intention

14. Operator's Report

Steve Olsen reported last month of a broken or separated pipe in the Headworks. We still have limited visibility in the pipe due to the excess water that is entering through the opening. Elliott & Wood is working on an estimate to dewater by installing a well point at the location of the pipe. Trustee Collins stated this qualifies as an emergency repair.

Steve Olsen also discussed we have been battling operational issues this past month with the chlorine pumps that were replaced this past spring. We are working with the pump manufacturer to help with a solution to the problems and hopefully will have this resolved by next week.

On July 16th we had our IEPA plant inspection. Tom Williams with the Rockford IEPA office found no concerns or issues that included an inspection of the lab. We expect his official report within the next month.

15. Catastrophic Water Loss Relief Requests

There were no catastrophic water loss relief requests this month.

16. Annexations/Pre-annexations

None this month.

17. Plan Review

a. Sawyers Auto Demo

Mike Holland stated Foster & Buick issued an Executive Order on behalf of the District stating that a daily fine of \$100 per day would go into effect on July 30th and that the work must be done by August 15th. The attorney for KV & Sons has been in contact with Mike Holland and moving new contractor has been brought on to move things forward.

b. 3M (Project Black Bear)

Mike Holland stated that the IEPA Permit Application has been signed off on by the District and the only remaining items should be related to their Connection Fee, which will be addressed during building permit review.

c. New Home Building Permits

Mike Holland stated there have been two new home building permits, one at 1726 Furrow Drive, in Devonaire Farms, and one at 217 Forsythe.

18. Engineer's Report

a. Office and Control Building Lighting Improvements

Mike Holland stated that the new LED lights for the lighting improvements will be ordered shortly and are expected to cost less than the original \$3,400 estimate.

b. Dodge Addition I/I Reduction Pilot

Mike Holland stated that due to collection system commitments necessary to complete the RedZone televising and Sycamore Road service reconnections, coupled with the excessive rain in June it has become continually difficult to provide the staffing resources necessary to continue progress with this project. Staff has contacted RJN Group to provide recommendations for the I&I Reduction Pilot in this area for a not to exceed amount of \$2,500. This report is expected this week.

c. Food Waste/Grease Receiving

Mike Holland stated that we have continued to receive grease from All Around Pumping while staff works toward finalizing the details of the Hauled Waste Program. We have received some feedback from All Around that they are having some difficulty with the layout of our receiving box so we are considering modifications to make grease receiving easier.

d. Phase 1B Biological Improvements

B&W has submitted a detailed and thorough Preliminary Design Report and Plans with a Preliminary Opinion of Probable Cost. The preliminary cost estimate for the project is approximately \$48 million which includes a 15% contingency and accounts for inflation to 2017 costs. These costs are consistent with the previous cost estimates provided by Trotter and Associates. After going through the preliminary design process a few items have come up that staff feels the District should consider that were not part of the original project scope.

- Lab/Control Building Construction
- Hauled Waste Receiving
- Combined Heat & Power (CHP)
- Garage Construction
- Bidding UV Construction Separately

Mike Holland stated that Baxter and Woodman would be working on some cost estimates and engineering proposals to provide this additional work for the Board's consideration at the September Board Meeting.

e. GIS Development & Maintenance

B&W provided a proposal for the annual GIS Development and Maintenance project. Goals for this year's project are to provide for increased accessibility from the field for items such as grease trap inspections, sewer calls, etc. Mike Holland requested authorization to execute a Work Order for \$30,000 with B&W (\$24,000 for GIS Development and \$6,000 for web hosting). Trustee Collins moved approval of the Work Order for \$30,000. Trustee Zar seconded. The motion carried.

19. Projects

a. Sycamore Road Service Reconnections

Mike Holland reported plans for the pipe-bursting project are nearly complete and specifications are being developed. Once complete we will provide the City with the plans to make comments since there may be additional capital improvements they wish to consider in the area.

b. Headworks Bar Screen Rehab

Mike Holland stated a purchase order in the amount of \$140,726 has been issued to Vulcan Industries to provide the mechanical equipment for the rehabilitation of the bar screens. Staff has been working on soliciting proposals from contractors for the installation services. Mike Holland is working on getting the quotes.

c. RedZone Televising

Staff has been working on flushing sewer lines that RedZone was unable to complete televising on. At this point RedZone has requested payment of their annual payment (3 of 4 total) for the services provided.

20. New Business

Mike Holland stated he received a call from a company called Harvest Energy Services expressing interest in leasing a portion of the District's property at S. 1st Street and Harvestore Drive for the use of solar power generation. Staff will be investigating the potential benefit of leasing this property compared to the District's long-term plans for the site.

21. Executive Session

At 2:49 p.m., Trustee 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.

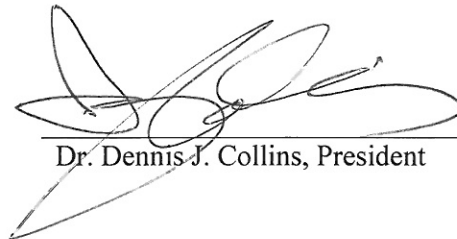
Trustee Collins moved to return from Executive Session at 2:58 pm. Trustee Zar seconded. The motion carried.

22. Property Acquisition – No action taken.

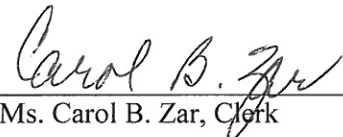
23. Personnel – No action taken.

24. Adjournment

Trustee Collins moved to adjourn the meeting. Trustee Struthers seconded. The motion carried. Meeting adjourned at 2:58 pm.



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 9th day of SEPTEMBER, 2015.

SEAL



Carol B. Zar, CLERK