



**DeKalb Sanitary District
Board Meeting Minutes
Wednesday, August 17, 2016 – 12:00 PM**

The August meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, August 17, 2016. 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, Jeanine Holcomb, Tracy Zenkner, Operator Jason Robbins, Laboratory Supervisor Allison Yates, and Derek Wold, P.E. of Baxter & Woodman.

1. Call to Order

President of the Board Collins called the meeting to order at 12:32 p.m.

2. Approval of the August Agenda

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

3. Approval of July Meeting Minutes

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

4. Approval to transfer funds

President Collins moved approval to transfer \$615,000.00 to the O&M Fund. Trustee Struthers seconded. The motion carried.

5. Approval to pay bills as presented

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

6. Public Input and Communications

Mark Eddington introduced Jason Robbins, wastewater operator, and congratulated Jason on passing the exam to become a Class 1 wastewater operator, bringing the total to five Class 1 wastewater operators for the District.

7. Treasurer's Report

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

8. 2015/16 Public Audit

Steve Parker stated the audit went very well. Some additional paperwork was requested and is being forwarded to Sikich. The report should be available for review by the next Board Meeting.

9. District Dashboard

Mark Eddington discussed the District's "Dashboard". Mark stated the numbers will be difficult to

follow due to the change from quarterly to bimonthly billing.

Mark reported it was a good month for septic, leachate, and grease hauling.

10. Local Impact Fees

Nothing new to report.

11. Cell Tower Site (South Slope)

Mark Eddington stated the permits have been processed and this is proceeding forward.

12. Operator's Report

Steve Olsen reported repairs were required for the fan system on the Vactor truck. The estimated repair cost is \$9,525. This brings repairs for the last year for the Vactor truck to about \$33,000. The Board directed Steve Olsen to begin the process of researching the purchase of a new Vactor truck for next year.

The Operator Interface Terminal for the Digester Ops building has failed and been replaced. The OIT allows staff to view SCADA anywhere there are terminals located. The cost to replace is \$2,840.

13. Lateral Assistance Program

Nothing new to report.

14. Catastrophic Water Loss Relief Requests

There were no catastrophic water losses for the month.

15. Annexations/Pre-annexations

No annexations/pre-annexations this month.

16. Plan Review

Nothing new to report.

17. Engineer's Report

a) Dodge Addition I/I Removal Pilot

RJN has completed sump pump inspections and dye flood testing with DSD staff's assistance and working on a bid package for lateral televising in this area.

b) Phase 1B Biological Improvements

Mark Eddington stated staff has begun assembling the IEPA Loan Application. The board of trustees has to authorize trustees that are responsible to sign loan documents. In the past, the District has authorized both Dennis Collins and Tim Struthers to sign. Carol Zar made a motion to authorize Dennis and Tim to sign loan documents on the District's behalf as they have for past

projects. Tim Struthers seconded. Motion carried.

c) Kishwaukee River Workgroup

Staff is working with representatives from the DeKalb County Community Foundation, DeKalb County Soil and Water Conservation District and Geosyntec to discuss this project.

d) 2016 Spot Repair Project

Staff is working on preparing the bid documents with the goal of starting construction after Cornfest.

18. Projects

a) UV Disinfection Improvements

Construction administration and preparatory site electrical work has begun for the project. Pay request #1 for \$49,819.77 has been submitted by J.J. Henderson and is recommended for payment.

A Change Order #1 for the deduction amount of \$11,997.73 has been prepared by B&W and is recommended for approval.

Mark Eddington made a motion to authorize payment request #1 and execute the change order (deduction of \$11,997.73). President Collins moved to approve payment request #1 for \$49,819.77 and execute the Change Order #1. Trustee Zar seconded. The motion carried.

b) Headworks – Gate Actuators

The actuators have been ordered and Tri-R has completed a majority of the electrical work necessary for their installation, expected this month.

c) Headworks – Septage Receiving/Screenings Washer-Compactor

At the July meeting, the Board authorized staff to proceed with the purchase of a Screenings Washer-Compactor and a Septage Receiving Station from JWC Environmental for \$167,000. Staff is working with Tri-R to receive an electrical/controls quote before ordering the equipment. Additionally, staff is working with B&W to investigate the option of making some site roadway improvements to provide easier access to the proposed Septage Receiving Station.

d) Primary Clarifier #1 Rehabilitation

The Primary Clarifier #1 Rehabilitation project was awarded to DPS Equipment for \$62,500 at the July meeting. DPS has removed the clarifier mechanism to work on the components at their shop with anticipated installation in early September.

19. 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.

20. New Business

No new business was discussed.

21. Executive Session

At 2:01 p.m. President Collins moved to go into Executive Session to address property acquisition and personnel. Trustee Zar seconded. The motion carried. The Board went into Executive Session.

At 2:18 p.m. Trustee Zar moved to return from Executive Session. Trustee Struthers seconded. The motion carried.

22. Property Acquisition

No action taken.

23. Personnel

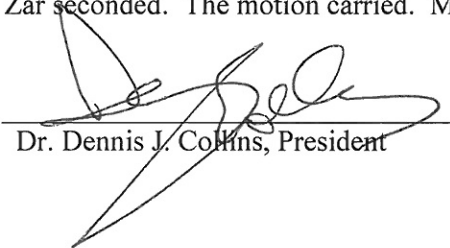
No action taken.

24. Executive Session Meeting Minutes

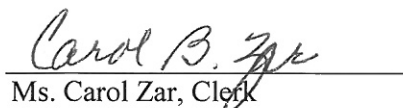
Carol Zar made a motion to approve but not to release the executive session meeting minutes reviewed in executive session. Tim Struthers seconded the motion. Motion carried.

25. Adjournment

Dennis Collins moved to adjourn the meeting. Carol Zar seconded. The motion carried. Meeting adjourned at 2:20 p.m.



Dr. Dennis J. Collins, President



Ms. Carol 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 14th day of SEPTEMBER, 2016.

SEAL



Carol B. Zar
Carol B. Zar, CLERK