

DeKalb Sanitary District
Wednesday, December 18, 2013
Board Meeting Minutes

The December meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at noon on Wednesday, December 18, 2013. In attendance were Trustees Dennis J. Collins and Carol B. Zar, Attorney Keith Foster, District Manager Mark Eddington, P.E., Operations Manager Steve Olsen, Human Resources Manager Diana Foust, SPHR, Finance Director David Storey, Assistant Manager, Engineering Mike Holland, P.E. and Scott Trotter, P.E. of Trotter and Associates and District Wastewater Operator Chris Stika. Debbie Behrends of the Daily Chronicle was also in attendance. Trustee Struthers was unable to attend the meeting.

President of the Board Collins called the meeting to order.

Trustee Collins moved approval of the December agenda, Trustee Zar seconded. The motion carried.

Trustee Zar moved approval of the November meeting minutes. Trustee Collins seconded. The motion carried.

Trustee Collins moved approval to transfer funds:

\$560,000.00 to the O & M Fund for Operations from the Revenue Account

\$ 11,896.33 to the O & M Fund from the Dedicated Tax - IMRF Account

\$ 4,469.33 to the O & M Fund from the Dedicated Tax - FICA Account

\$ 60,000.00 to O&M Fund from the Revenue Account for annual employee HSA payment

\$ 9,999.60 to the O&M Fund from the Revenue Account for Flexible Spending – Dependent Care

Trustee Zar seconded. The motion carried.

Trustee Collins moved to approve payment of the annual secondary refund meters. Trustee Collins seconded. The motion carried.

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

During Public Input and Communications, Mark Eddington welcomed Debbie Behrends from the Daily Chronicle.

Trustee Collins commended David Storey for passing the CPA exam and Mike Holland for passing the Class 4 Operator exam.

David Storey gave the Treasurer's Report and discussed investments.

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

Mark Eddington and David Storey reviewed the District's financial model.

Mark Eddington and David Storey discussed the proposed User Rate Ordinance. Approval of the Ordinance was tabled until January.

Trustee Collins moved approval of the Tax Levy – Ordinance #552, Trustee Zar seconded. The motion carried.

Steve Olsen gave the Operator's Report updating the Board of the installation of the weirs in the Bio-Disc building, valve actuators in the Tertiary Filter Building continuing to fail, the rebuild of a blower in the Activated Sludge plant, and unit heaters starting to show their age. Steve also informed the Board that Elliot & Wood repaired a sewer that had caused a sink hole and that maintenance software was purchased.

Steve Olsen and Keith Foster discussed the purchase of the District's portable emergency generator by the Village of Shabbona.

There is nothing to report this month regarding procurement.

Mike Holland discussed two potential annexations, Kishwaukee Hospital Fitness Center and Greenwood Acres Retirement Center, in plan review.

In plan review, Mike Holland discussed Blueline Driving School & Martial Arts School, Eggsclusive Café, Wingstop, Kishwaukee Hospital Fitness Center and Greenwood Acres Retirement Center. Mike will bring more information as it becomes available.

Mark Eddington is working to update the District's Sewer User Ordinance/Pretreatment Ordinance and projects they will be completed by the District's March meeting.

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

- Kimberly Lee of 1320 N 14th Street, \$150.45 loss due to broken washing machine.
- Joe Herzer of 809 Charles Street, \$159.30 loss due to running toilet.
- Greg Tumulty of 934 Spiros Court Unit #3, \$227.15 loss due to broken toilet.
- Richard Berezewski of 820 Quail, \$194.70 loss due to toilets running.

Trustee Zar seconded. Motion carried.

Mike Holland delivered the Engineer's Report. The City of St. Charles had to empty their anaerobic digestors and has requested the District provide 100,000 gallons of sludge to help them re-seed.

The District continues to move forward with Baxter & Woodman on the Grease/Food Waste Receiving & Biogas Enhancement Study with a report ready by February.

The Disinfection Piloting is going well and monitoring of the Peracetic Acid versus hypochlorite will continue.

Trotter & Associates is ready to incorporate District rate structures into the Facilities Plan Update once they are approved.

Mark Eddington discussed improvements to an area of sewer line near Joanne Line, including tree root cutting and lining.

Mike Holland updated the Board on the status of ongoing projects. The Meadow Trails Lift Station Improvements is at Substantial Completion. Trustee Collins moved approval of payment #4 in the amount of \$51,304.47 to Kresmery Construction. Trustee Zar seconded. The motion carried.

The new equipment for Primary Clarifier #2 has been delayed and is expected the week of December 13th. Due to a scheduling conflict with Mike Sears/DPS Equipment, the installation will not take place until the week of January 6th.

District staff has assembled location maps and specifications for the Manhole Rehabilitation Project. Trustee Collins moved to authorize National Power Rodding to complete the project for not more than \$21,586.25. Trustee Zar seconded; motion carried.

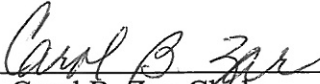
District staff is assembling location maps and specifications for this year's sewer lining project.

District staff and Keith Foster have been reviewing the RedZone contract authorized at last month's Board Meeting.


Trustee Collins moved to go into Executive Session to address personnel and property acquisition. Trustee Zar seconded.
The motion carried. The Board went into Executive Session.

The Board returned from Executive Session.

Trustee Collins moved to adjourn the meeting. Trustee Zar seconded.
The motion carried.



Carol B. Zar, Clerk



Dennis J. Collins, President