



**DeKalb Sanitary District  
Board Meeting Minutes  
Wednesday, December 16, 2015 – 12:00 PM**

The December meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, December 16, 2015. In attendance were Trustees Dennis J. Collins, 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 and District employee, John Engstrom.

**1. Call to Order**

President of the Board Collins called the meeting to order at 12:38 p.m.

**2. Approval of the December Agenda**

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

**3. Approval of Meeting Minutes**

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

**4. Approval to transfer funds**

President Collins moved approval to transfer \$425,000.00 to the O&M Fund. Trustee Zar seconded. The motion carried.

**5. Approval to pay bills as presented**

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

**6. Approval to pay Loan #1**

President Collins moved approval of payment of Loan #1, payment #8, in the amount of \$384,615.38 (authority to wire transfer funds). Trustee Zar seconded. The motion carried.

**7. Approval to pay Loan #2**

President Collins moved approval of payment of Loan #2, payment #7, in the amount of \$87,622.58 (authority to wire transfer funds). Trustee Zar seconded. The motion carried.

**8. Approval to deposit Annual HSA Payments**

President Collins moved approval of deposit of annual HSA payments to employees' accounts in the amount of \$56,000. Trustee Zar seconded. The motion carried.

**9. Approval for Secondary Meter Refund Checks**

President Collins moved approval of Secondary Meter Refund checks. Trustee Zar seconded. The

motion carried.

**10. Public input and Communications**

Mark Eddington introduced District employee, John Engstrom, GIS Technician.

**11. Treasurer's Report**

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

**12. 2016 Tax Levy – Ordinance #562**

Mark Eddington discussed 2016 Tax Levy – Ordinance #562. President Collins signed the ordinance.

**13. District Dashboard**

Mark Eddington discussed the District's "Dashboard" which included a review of year to date revenues and expenses and this past month's units billed. The District was environmentally compliant despite an unusual (for the season) wet weather event which caused an increase in call-ins and OT.

**14. Sewer Rate Analysis**

Mark Eddington presented an updated financial model that forecast the District's revenues, expenses, and capital improvements over the next twenty years.

**15. City of DeKalb**

a) Utility Billing IGA

Mark Eddington stated that the attorneys representing the District and the City of DeKalb are in the process of finalizing the terms of the IGA. A final agreement will likely be ready for board action at the January meeting.

b) Building Permit Review/Inspection

Mark Eddington stated there is nothing new to report.

**16. Cell Tower Site (South Slope)**

Mark Eddington stated there is nothing new to report.

**17. Operator's Report**

Steve Olsen reported there is nothing new to report.

**18. Catastrophic Water Loss Relief Requests**

There were no catastrophic water loss relief requests this past month.

**19. Annexations/Pre-annexations**

There were no requests for annexations/pre-annexations this month.

## **20. Plan Review**

### a. Sawyers Auto Demo

Mike Holland stated KV & Sons have presented a site plan which still needs to be approved by the City of DeKalb.

### b. Pearl Street Demo

Mike Holland reported the Shodeen Group has introduced a plan to demolish the homes on Pearl St. As typical to the demolition of structures that are served by the District, the sanitary sewer services (building services) must be demolished. The option was given to Shodeen to either excavate each service and disconnect it at the sewer main in the middle of Pearl St. or include this segment of public sewer in the District's next lining project to line over the service connections rendering them effectively demolished. Either option would be at the owner's expense.

## **21. Engineer's Report**

### a. Dodge Addition I/I Removal Pilot

Mike Holland stated RJN has provided an engineering proposal in the amount of \$74,800 to provide engineering services consisting of flow monitoring, dye water flooding, lateral televising coordination and private property inspections. Mike Holland requested that the \$100,000 currently budgeted for Private Lateral Rehab be moved from Capital to Engineering to pay for this work. President Collins moved approval of the expenditure in the amount of \$74,800. Trustee Zar seconded. The motion carried.

### b. Phase 1B Biological Improvements

Mike Holland stated staff will be following back up with the City regarding Planning and Zoning once the direction of the purchase of the Hollister Avenue homes is determined.

The need for a new Lab existing Lab/Control Building has been previously established and there could be a benefit to including the Administration in the new building. Baxter & Woodman has begun preparing some preliminary layouts for discussion and consideration. Derek Wold of Baxter & Woodman will have a revised layout prepared for next month's meeting.

## **22. Projects**

### a. Headworks Bar Screen Rehab

Mike Holland stated the equipment has been delivered and work is expected to begin in January.

### b. Headworks – Grit Line Rehab

The District is pursuing an option to remove the existing grit unit and replace it with a

submersible pumping system with grit baffles. Staff is working on purchasing the pump and will be requesting quotes for the piping and electrical work.

**23. New Business**

Meadow Trails Lift Station Property

Mark Eddington informed the Board the property adjacent to Meadow Trails Lift Station may be coming available for purchase in the weeks to come. He inquired whether or not the trustees were interested in further investigation of the District's interest in the property. The trustees do not currently endorse further investigation of a purchasing the property.

City of DeKalb Pride Award

Mike Holland announced the District received the 2015 Pride Award from the City of DeKalb Citizen's Environmental Commission.

**24. Executive Session**

No Executive Session held.

**25. Property Acquisition**

Mark Eddington gave a status update on the three properties DSD has been tracking. There has been little activity on either 220 Hollister Avenue or 154 Hollister Avenue.

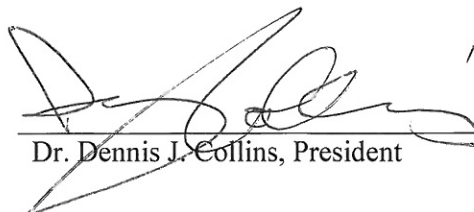
With respect to 197 Hollister Avenue, Mark Eddington stated that a tentative agreement has been reached with the owner to purchase the property for \$220,000 with an additional final payment of \$30,000 when the owner vacates the property, no later than October 2016. Mark Eddington requested authorization from the Board to enter into the contract with the owner. Trustee Zar moved approval to enter into the contract for the purchase of 197 Hollister Avenue. President Collins seconded. The motion carried.

**26. Personnel**

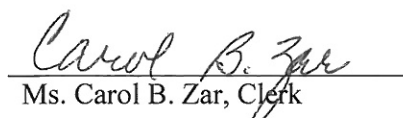
No action taken.

**27. Adjournment**

President Collins moved to adjourn the meeting. Trustee Zar seconded. The motion carried. Meeting adjourned at 2:29 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 20<sup>th</sup> day of JANUARY, 2016.

SEAL



Carol B Zar  
Carol B. Zar, CLERK