

DeKalb Sanitary District  
February 16, 2011  
Board Meeting Minutes

The February meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at noon on Wednesday, February 16, 2011. In attendance were Trustees Collins, Struthers and Zar, District Manager Mark Eddington, P.E., Assistant Manager Administration Janice Tripp, Operations Manager Steve Olsen, Secretary Betty Jones, and operations representative Dennis Haile. Keith Foster, Attorney for the District, Wayne Fesler, Treasurer, Scott Trotter, P.E., and Mike Holland, P.E. also attended. Dan Streed and Jaime Smirz of the City of DeKalb Community Development Department were present.

President of the Board Collins called the meeting to order.

Trustee Collins moved approval of the February agenda. Trustee Zar seconded. Motion carried.

Trustee Zar moved approval of the January 19, 2011 regular meeting minutes. Trustee Struthers seconded. Motion carried.

Trustee Collins moved to approve the transfer of:

- \$ 290,000.00 from the Revenue Fund to the O & M Fund
- \$ 8,786.69 from the Dedicated Tax IMRF Fund to the O & M Fund
- \$ 5,113.72 from the Dedicated Tax FICA Fund to the O & M Fund

Trustee Struthers seconded. Motion carried.

Trustee Collins moved to approve the payment of bills as presented. Trustee Struthers seconded. Motion carried.

During Public input and Communications, Mark Eddington introduced Dennis Haile who was attending today's meeting as staff representative. The Trustees discussed advantages and disadvantages of meeting times and days regarding their own schedules and public participation. The meeting schedule for Fiscal Year 2011/2012 will be decided on at the April meeting, but there are conflicts for the March 2011 and April 2011 meetings. Trustee Struthers moved and Trustee Collins seconded adjusting the March meeting day and time to 4 p.m. on Tuesday, March 15, 2011. The motion carried. The date and time of the April meeting will be considered on March 15.

Treasurer Fesler gave the Treasurer's Report and discussed interest rates and investments with the Trustees.

Mark Eddington requested a short Board of Trustees workshop to go over the Five Year Plan. This was arranged for Friday, March 11, 2011 at noon.

There had been no requests for annexation or pre-annexation this month.

Mark Eddington met with City of DeKalb representatives and made progress towards a new intergovernmental agreement about utility billing. The City has requested the District to settle the financial aspects of the current agreement. They did provide Mark with documentation of costs. He will review the documentation and bring recommendations to the Board at the March meeting.

The District continues to await USEPA review of its proposed Pretreatment Ordinance, which was prepared for it by McMahon Associates. McMahon Associates has also prepared a proposed User Ordinance to replace Ordinance #259 and its amendments, but that cannot happen until the Pretreatment Ordinance (which was previously part of the User Ordinance) has been approved and passed as a separate ordinance.

Voorhees Associates has had almost 50 applications for the Assistant to Manager (HR) Position and expects more before the end of the month when the application opportunity closes. This is seen as a positive response.

Janice provided the Trustees with a summary of the Property and General Liability Insurance renewals. There were no major changes.

Trustee Collins moved to hire Sikich LLC to perform the 2010 – 2011 Fiscal Year Audit. Trustee Struthers seconded. Motion carried, and the engagement letter was signed.

Trustee Collins moved to approve the City of DeKalb's recommended Rider to the 2010 Intergovernmental Property Tax Agreement with Target. Trustee Struthers seconded. Motion carried, and the agreement was signed.

Mark described the proposals he has received from three companies for demand response agreements for energy curtailment programs. The Trustees requested additional information on the District's costs for electricity and diesel fuel, on the companies offering the agreements, and on the IEPA's stance on the process. They will review this information at next month's meeting.

Administrative office improvements are proceeding. Mark recommended beginning pre-planning for an administrative office relocation. The Trustees agreed to have this added to the Five Year Plan, and asked Mark to begin identifying specific objectives to be sought from such a move. They asked him to include recommendations from long-term personnel like Janice Tripp and Steve Olsen in these objectives.

Trustee Collins moved to approve the Catastrophic Water Loss Relief Requests of Bruce Whitman of 1519 East Lincoln Highway for \$244.40 lost due to toilet malfunction, Ryan Hedrick of 1073 Spiros Court #3 for \$202.80 lost due to toilet malfunction, Jason Hill of 220 Concord Drive for \$182.00 lost due to water softener malfunction and Delmer Gross of 3111 Wolf Court for \$353.60 lost due to water softener malfunction. Trustee Zar seconded. Motion carried. The request of Paul Sauser of 1009 Aspen Court #7 for money

lost due to a broken toilet was tabled, and Janice was asked to request more information about whether the apartment is occupied and who pays the water bill.

In Plan Review, Mark said he and Attorney Foster are reviewing and finalizing an intergovernmental agreement with NIU to assure removal of their proposed pedestrian bridge if work on the interceptor sewer that it would be built over ever becomes necessary. He said IEPA Sewer Construction Permit Applications for Northern Illinois University's West Campus Expansion Project will be submitted after NIU supplies the final drawings.

Scott Trotter supplied the Engineer's Report in writing and deferred discussion until the individual agenda items.

Mark Eddington said that now is a good time to update the District's Facilities Plan, which is five years old. Because the advance planning the District did has proven very beneficial in obtaining federal grants and loans, he recommends continuing it and stressed the need to include inflow and infiltration reduction plans as part of it. He would like to include a Facilities Plan Update on the Fiscal Year 2011/ 2012 Budget and set a goal to have it completed by January 2012.

Trotter and Associates provided a written summary of the IEPA Low-Interest Loan/Grant money received to date.

Williams Brothers is working on interior jobs in both the Sludge Handling Building and the Digester Operations Building. The City of DeKalb is reviewing permitting for the Sludge Storage Barn, and Trotter and Associates has given the Illinois Environmental Protection Agency the necessary documents to incorporate the site relocation into the loan process. Trustee Collins moved to approve Pay Request #14 in the amount of \$788, 243.40 contingent on the receipt of Loan Disbursement #15. Trustee Struthers seconded. Motion carried. Trustee Collins moved to approve Change Order #11 for a \$9,600.00 increase for a change in the gas flow meter specs to meet federal loan requirements for U.S. made products. Trustee Zar seconded. Motion carried.

The DeKalb Sanitary District and Trotter and Associates agreed to Williams Brothers request to suspend the accrual of final completion liquidated damages on the Country Club Lift Station Project as of January 27, 2011 because Williams Brothers had completed everything that could be done until spring, when landscape restoration can begin. The District is eligible for \$50,000.00 in substantial completion liquidated damages and \$44,000.00 in final completion liquidated damages. The date of April 30, 2011 has been set as the day when all remaining work must be completed, or the accrual of liquidated damages will begin again. Trustee Collins moved and Trustee Struthers seconded approval of Change Order #4, which is a deduction in the amount of \$35,639.45 for unused electrical allowance, reuse of existing gravel, brick allowance and provision of a gate PIN. Motion carried. Trustee Collins moved to authorize payment of Williams Brothers Pay Request #11 in the amount of \$74,055.09 contingent on the receipt of Loan Disbursement #15. Trustee Struthers seconded. Motion carried.

Work on the 332 Greenwood North Project has been delayed first by snow and now by an unexpected thaw. Elliott & Wood hopes to begin work there soon. The Board stressed the need to expedite this emergency repair work to prevent the collapse of the sewer there.

Trotter and Associates preparation of drawings and specifications, IEPA Construction Permit Application and IEPA Loan Application for the Tertiary Filter Rehabilitation Project are in progress with a goal to go to bid next month. Estimated costs were presented to the Board in the Engineer's Report.

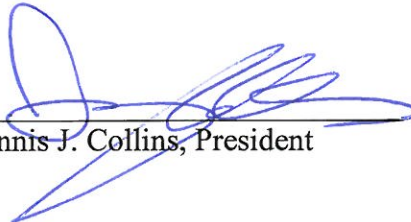
A meeting with Andy Zaletel, Baxter & Woodman GIS Department Manager is scheduled for February 18 to review his initial draft of a GIS Needs Assessment. Mark will begin developing preliminary budget numbers.

There was no New Business.


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

After the Board returned from Executive Session, Trustee Collins 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