

DeKalb Sanitary District
Wednesday, February 15, 2012
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 15, 2012. In attendance were Trustees Dr. Dennis Collins, Timothy Struthers and Carol Zar. Mark Eddington, P.E., District Manager; Janice Tripp, Assistant Manager Administration/Treasurer; Steve Olsen, Operations Manager; Diana Foust S.P.H.R., Assistant to Manager/H.R.; and Betty Jones, Secretary were present. Attorney for the District Keith Foster and Consulting Engineers Scott Trotter P.E. and Mike Holland, P.E. attended. Jaime Smirz and T.J. Moore of the City of DeKalb attended for portions of the meeting.

President of the Board Collins called the meeting to order.

Trustee Collins moved to approve the February agenda. Trustee Zar seconded. Motion carried.

Trustee Struthers made a motion to approve the January meeting minutes as presented. Trustee Zar seconded. Motion carried.

After Janice Tripp explained the transfers, Trustee Collins moved to approve the transfer of:

- \$ 275,000.00 from the Revenue Fund to the O & M Fund
- \$ 12,673.64 from the Dedicated Tax IMRF Fund to the O & M Fund
- \$ 6,156.22 from the Dedicated Tax FICA Fund to the O & M Fund

Trustee Struthers seconded. Motion carried.

Trustee Struthers moved to pay bills as presented. Trustee Collins seconded. Motion carried.

No one was present wishing to give Public Input and Communications.

Janice Tripp gave the Treasurer's Report and discussed investment policies and current investments with the Trustees, as well as providing a preliminary review of Fiscal Year 2011 to 2012 expenses in preparation for beginning the Fiscal Year 2012 to 2013 Budget. The Trustees reviewed the amount of money saved on behalf of the District's users by the Board's advance planning which enabled the District to take full advantage of federal stimulus and state low interest loans. Paying off higher interest

state loans early also created a great savings to the users of the District, and the user rate is consequently lower than it would otherwise be.

Janice presented the Sikich LLC auditor's engagement letter, and Trustee Collins moved to approve hiring that firm to conduct the 2011 to 2012 Fiscal Year Audit at the proposed cost of \$16,975.00. Trustee Struthers seconded. Motion carried.

Trustee Zar made a motion to move the March meeting date from March 21, 2012 to March 14, 2012. Trustee Struthers seconded. Motion carried.

Mark Eddington and Diana Foust reported on recruitment for the Assistant to the Manager/Finance position. Trustee Struthers moved and Trustee Zar seconded the purchase of office furniture and computer equipment for an additional administrative work station from Emmons Business Interiors at a cost not to exceed \$1,550.00. Motion carried.

Trustee Collins moved to set up a Direct Deposit program with Resource Bank for employee paychecks. Trustee Zar seconded. Motion carried.

Janice reported that the District has provided the necessary information for an independent agent to provide Health Insurance estimates for comparison to the existing program because of the significant rate increase the District's current provider has implemented.

Mark asked to defer discussion of Exempt Employee Benefits to the executive session scheduled for the end of the meeting.

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

In Plan Review, Mark said that CVS is planning to begin work on their sewers soon. He discussed the complications attendant to a miscommunication which resulted in building being constructed over the sewer. That has been corrected, but the District will continue to closely inspect the installation as it progresses and will invoice CVS for the expense. Work is progressing on NB & T construction, and there is no news on the DeKalb Business Center project. Discussion of the DeKalb Police Station Project was deferred until T.J. Moore's arrival.

The agreement with the City of DeKalb about the District's South Slope property is still in preparation.

The District has not heard anything more from the USEPA about approval of the District's Pretreatment Ordinance.

Mark reported on the NIMEC electrical rate bids which took place on 2/14/12. He estimates that the District will save about 30% with the three-year contract they signed.

The Trustees instructed Attorney Foster to prepare an Ordinance amending Septic Hauler Rates to more closely match those of neighboring facilities.

Mark discussed the ongoing Draft NPDES Permit process.

Steve Olsen explained the bearing failure on the north Trickling Filter unit, which is responsible for 40% of the District's BOD removal process, and the necessity for emergency repair work. Trustee Collins moved to approve the expenditure of the estimated \$20,000.00 cost for the work. Trustee Struthers seconded. Motion carried.

The DeKalb Sanitary District Board has asked the DeKalb County Board to approve the reappointment of Trustee Struthers because of his value to the District and its users.

The Trustees asked Mark and Trotter and Associates to do further investigation into what impact receiving leachate from Wastemanagement would have on the plant and report to them after Trickling Filter repairs have been completed.

The renewal of the District's property insurance with Westfield insurance was approved in a motion made by Trustee Collins and seconded by Trustee Zar and carried. Trustee Zar moved and Trustee Struthers seconded approval of contracting for a new industrial appraisal to reflect the plant's changed conformation after the rehab projects. The motion carried.

T. J. Moore joined the meeting at this time, and discussed with the Board the potential building site and building configuration for the new DeKalb Police Station. The Board instructed the engineers to prepare a cost estimate for moving the existing sewer line to conform to current policy. Cost sharing can then be discussed.

Trustee Collins moved to approve the Catastrophic Loss Relief requests of Jessica Roberts of 620 South Second Street for \$138.32 lost due to a running toilet and of Ramnita Watkins of 910 Lewis for \$151.62 lost because of a hot water heater pressure release valve malfunction. Both of the requests did meet City/District Policy requirements. Trustee Struthers seconded. Motion carried.

Scott Trotter submitted the Engineer's Report in writing and discussed two proposals for installation of pilot programs on new equipment at no cost to the District. This is being suggested because the District's recent rehabilitation has made it attractive to vendors who want to showcase new products. He deferred discussion on the other agenda items.

Mark presented cost comparison and quantification of costs and savings for a SCADA Improvements Project. The Trustees approved Mark adding this to the Fiscal Year 2012 to 2013 Budget with plans for completing the project by the end of 2012.

After discussion, Trustee Collins moved to institute an Infiltration and Inflow Removal Program – Dodge Addition (Sub-Basin 6) Pilot Program, with purchase of metering equipment from Gasvoda at a cost of \$60,000.00 to begin data collection this spring. Plans would include a capital project next year and evaluation of impact the following year. Trustee Struthers seconded. Motion carried.

District staff and Trotter and Associates have met to discuss a 2012 Facility Plan Update. Discussion was deferred.

Williams Brothers is addressing punchlist items on the Biosolids Rehabilitation and Improvements Project which is scheduled for February 22, 2012 Final Completion. Trotter and Associates recommended approval of Change Orders #21 for the addition of \$7,259.00 for accumulated minor contract changes and #22 addressing unused contract allowances for a \$39,094.00 deduction. Trustee Zar moved to approve these. Trustee Struthers seconded. Motion carried. Action on Payment Request #26 in the amount of \$872,591.93 contingent on receipt of Loan #2 Disbursement #10, which would reduce the retainage on the contract to \$100,000 was deferred.

As part of warranty work, Williams Brothers is re-grading the low area at the Country Club Lift Station Project. Final payment has been released after receipt of final lien waivers and reimbursement for engineering fees. Scott and Mark reported on the local and regional APWA awards the District has received for the project and the national award which is being considered.

Loan Disbursements on the Tertiary Filter Rehabilitation Project were reviewed. Madison Construction has completed 75% of the face brick, the roof decking and has begun work on interior painting, electrical, plumbing and HVAC work. Mike Holland asked for Board approval of Change Order #3 for the deduction of \$558.00 for roofing fasteners and sealing cap modifications. Trustee Collins moved to approve it. Trustee Zar seconded. Motion carried. Trustee Struthers moved to approve Payment

Request #4 in the amount of \$245,368.55 contingent upon receipt of Loan #3 Disbursement #5. Trustee Zar seconded. Motion carried.

Mark deferred discussion of progress on the District's GIS Project.

After finding out how much above initial estimates the rehabilitation of all the pumps in the Intermediate Lift Station were running, it was decided to recommend rehabilitation of one of the 100 horsepower pumps and assessment of the condition of the remaining pumps. A decision on the scope of further rehabilitation of remaining pumps would be deferred. Trustee Collins moved to approve this approach to the project. Trustee Struthers seconded. Motion carried.

As authorized by the Board at the January meeting, Trotter and Associates has moved forward with preliminary design phase services for the Heatherstone/Meadow Trails Lift Station Improvements.

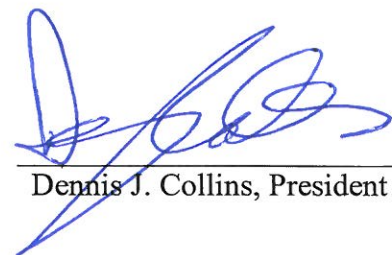
There was no New Business.

Trustee Zar moved to go into Executive Session to address Personnel and Litigation and Property Acquisition. Trustee Collins seconded, and the motion carried. The Board went into Executive Session.

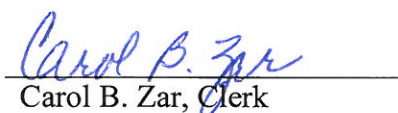
After the Board returned from Executive Session, Trustee Collins moved to grant secretary Betty Jones one additional personal day per calendar year and one additional vacation day in the current year. Trustee Struthers seconded. Motion carried.

Trustee Struthers 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