

DeKalb Sanitary District
Wednesday, February 20, 2013
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 20, 2013. In attendance were Trustees Dennis J. Collins, Tim Struthers and Carol B. Zar, Treasurer Janice Tripp, Attorney Keith Foster, District Manager Mark Eddington, Operations Manager Steve Olsen, Assistant to Manager/Human Resources Diana Foust, Finance Director David Storey and Wastewater Operator Jason Robbins attended.

President of the Board Collins called the meeting to order.

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

The January Meeting Minutes were approved in a motion made by Trustee Struthers, seconded by Trustee Zar and carried.

Trustee Collins moved approval of the amended transfer funds:

- \$ 260,000.00 to the O & M Fund for Operations from the Revenue Fund
- \$ 5,449.31 to the O & M Fund from the Dedicated Tax - IMRF Account
- \$ 2,811.05 to the O & M Fund from the Dedicated Tax - FICA Account

Trustee Zar seconded; the motion carried.

Trustee Collins moved to pay bills as presented. Trustee Zar seconded. The motion carried.

During Public Input and Communications, Mark Eddington introduced Jason Robbins, Wastewater Operator.

Janice Tripp gave the Treasurer's Report and discussed investments made this month and those coming due soon.

Mark Eddington updated the Board on options regarding the IMRF Unfunded Liability.

David Storey presented the Board with the FY 13 Audit Engagement Letter. Trustee Collins moved to approve Engagement, Trustee Struthers seconded. Motion carried.

No annexations or pre-annexations.

Diana Foust distributed copies of the Employee Handbook to the Board. Will review mission statement and intend to approve Handbook at March meeting.

Reviewed the following plans:

- Subway – Developer wants to turn old Sawyer’s Import into a Subway and strip mall.
- Dunkin Doughnuts / Jersey Mike’s
- Pappas Apartments behind Advanced Auto. Plans for retail on the first floor and 6-8 apartment units on the second floor.

Nothing new on McMahon’s work on the District’s Pretreatment Program or the updated User Ordinance.

An agreement to accept landfill leachate from Waste Management is complete at 2.35 cents per gallon, up to 12,000 gallons/day; amounting to two trucks a day, five days a week. Dennis Collins signed an IEPA Permit for the agreement. Board stressed job well done to management.

The District continues to look into the demand response program. Mark Eddington recommended the Board enter into an agreement with ECS with Progressive Energy serving as the District’s agent. Trustee Collins moved to authorize Keith Foster to review legal issues and to authorize Mark Eddington to enter into an agreement. Trustee Zar seconded. Motion carried.

Mark Eddington reported that seven animals had been removed from the South Slope property so far and that the dams will be removed once all the animals have been removed.

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

- Promod Vohra of 295 Larking Avenue, \$256.65 loss due to running toilet.
- David Kirk of 1044 Aspen Drive #6, \$141.60 loss due to cracked and running toilet.

- Dollee Magarotto of 1309 E. Lincoln Hwy, \$159.30 loss due to running toilet.

Trustee Zar seconded. Motion carried.

Scott Trotter supplied the written Engineer's Report and loan summary, and deferred discussion of said items until the individual agenda items.

Scott Trotter and Mark Eddington discussed news from the Government Affairs Seminar. News included \$1 billion available for capital projects over the next three years, year round application process, no longer capped at \$20 million, and an intent to replenish the funds in 3 years with new GO Bonds.

Mark Eddington gave an update on the progress of the SCADA Improvements Project. District is now fully staffed on days (7 a.m. to 6:30 p.m. M-F; 8 a.m. to 5:30 p.m. Sat. and Sun.). Nights are now covered by an on-call employee rotating weekly. Trustee Collins suggested that phone calls coming into the "on-call" phone should be reconciled in some manner to ensure that calls are not being ignored. He also suggested implementing a written account of any incident that requires an operator to respond to the WWTP.

Trotter will present the Facilities Plan at the March Board meeting.

Mike Holland reported that the final payment request for the Biosolids Rehabilitation project has been sent to the IEPA. The Construction is closed out and Williams Brothers has been paid.

Madison Construction submitted Pay Application #11 from Madison Construction.

The District has received Change Order #12 for the Tertiary Filter Rehabilitation Project for \$2,300 for the non-potable water pumps. Trustee Collins moved to accept the Change Order; Trustee Struthers seconded. Motion carried.

Intermediate LS Pump Rehab is still ongoing. Steve Olsen expects pumps back in 6-8 weeks.

The District received a sewer call Sunday morning, February 17th. District employee went to investigate. Operator noted the sewers were surcharged. Operator went to station, noted the PLC said the wet well level reading was at 1 foot. Operator then noted by looking at the manholes and the wet well that level was greater than 1 foot. Operator powered off and powered back on and alarms started going off. SCADA appeared to lock up. No power failures or circuit malfunctions were detected.

The Design of the Meadow Trails Lift Station Upgrades is essentially finished. Mark Eddington asked the Board for authority to publish an ad for bid in the DeKalb Chronicle. Trustee Collins made a motion to give Mark Eddington authorization to proceed with publishing the ad to bid. Trustee Zar seconded and the motion carried. Mark Eddington presented the Board with a \$5,000 work order from TAI relating to ComEd work. Trustee Collins made a motion to approve the work order. Trustee Struthers seconded and the motion carried.

The Lining Project is complete, and the board was asked to approve final payment to Pipevision in the amount of \$12,928.05.

The Pavement Project is completed other than some landscaping punchlist work. Trustee Collins moved to approve Change Order #1 deducting \$35,432.86, Trustee Struthers seconded. Motion passed.

Trustee Collins made a motion to change the March Boarding meeting from March 20 to March 13. Trustee Zar seconded. Motion passed.

New Business – Mark Eddington reported the District has a renter for 1109 Sycamore Road through Pittsley Realty.

Mark Eddington reported on a sewer call at District owned 204 Hollister. The call was related to the City's water main project and their contractor was immediately notified and he resolved the problem.


Mark Eddington reported that the District will be demolishing 207 Hollister as well as the garage at 1109 Sycamore Rd. DeKalb FD will be doing training in 207 Hollister prior to demolition. District will extend fence line to surround 207 Hollister.

Trustee Collins made a motion to go into Executive Session to discuss personnel and property acquisition. Trustee Struthers seconded. The motion carried. The Board went into Executive Session.


After the Board returned from Executive Session, Trustee Collins made a motion consistent with discussion in Executive Session regarding the acquisition of property.. Zar seconded. Motion carried.

Trustee Zar made a motion consistent with Executive Session to extend an employment offer for an Asst. Manager, Engineering position. Trustee Struthers seconded. Motion carried.

Trustee Struthers moved to adjourn, Trustee Zar seconded. Motion carried.



Dennis J. Collins, President



Carol B. Zar, Clerk