



**DeKalb Sanitary District
Board Meeting Minutes
Wednesday, February 17, 2016 – 12:00 PM**

The February meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, February 17, 2016. In attendance were Trustees Dennis J. Collins, Timothy Struthers, 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, Steven Hiatt.

1. Call to Order

President of the Board Collins called the meeting to order at 12:28 p.m.

2. Approval of the February Agenda

Trustee Zar moved approval of the February agenda. Trustee Struthers seconded. The motion carried.

3. Approval of January Meeting Minutes

President Collins moved approval of the January Board Meeting Minutes. Trustee Struthers seconded. The motion carried.

4. Approval to transfer funds

President Collins moved approval to transfer \$375,000.00 to the O&M Fund. Trustee Zar seconded. The motion carried.

5. Approval to pay bills as presented

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

6. Public input and Communications

Mark Eddington introduced District employee, Steven Hiatt.

7. Board Meeting Schedule

Mark Eddington stated due to scheduling conflicts the May Board Meeting will have to be moved and suggested the meeting be moved to Monday, May 16, 2016 at 12:00 noon. This date and time was agreed upon.

8. Treasurer's Report

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

9. District Dashboard

Mark Eddington discussed the District's "Dashboard" which included review of units billed. The District was environmentally compliant.

10. Local Impact Fees

Mark Eddington identified the impact fees of the other DeKalb area taxing bodies, the City of DeKalb, DeKalb School District and DeKalb Park District. President Collins suggested that the District consider suspending its Connection Fees for new residential construction and approach the other taxing bodies to discuss similar measures.

11. City of DeKalb Utility Billing IGA

Mark Eddington stated that the District and the City of DeKalb have agreed to terms and the contract is being prepared. The agreement states that for bi-monthly billing the City's fee will be \$135,000/year. If the billing is changed to monthly, the fee will be \$155,000/year. The transition for billing will occur over the next couple of months.

12. Draft FY 16/17 Budget

Mark Eddington presented a draft FY 16/17 budget and the Board requested Mark return next month with a tentative budget.

13. Sewer User Rate Structure Analysis

Mark Eddington and Mike Holland presented information regarding fixed versus variable rate scenarios and how each could be affected by lack of population growth and decreased water usage. There was also discussion regarding different rates for different size meters.

14. Social Media

Jeanine Holcomb discussed creating a Facebook account for the District to provide information to the community. The Board agreed to move forward with a Facebook account.

15. Cell Tower Site (South Slope)

Mark Eddington stated he is in discussion with the attorneys and working through the contracts. Verizon still has a few concerns that are ongoing.

16. Operator's Report

Steve Olsen stated there is nothing new to report.

17. Catastrophic Water Loss Relief Requests

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

- a) Jason Hill, 926 S. 6th Street, \$289.00 loss due to a running toilet.
- b) Falgun Patel, 657 Sterling Court, \$214.00 loss due to leaking toilet.

Trustee Zar seconded. The motion carried.

18. Annexations/Pre-annexations

Mark Eddington stated Crossview Church at Bethany and First Street is connected and receiving sanitary service, however, there is no record of this property being annexed to the District or paying any connection fee. After discussion, it was agreed upon that since there is no tax revenue owed, due to this being a church, the District would only require that the property be formally annexed to the District at the Annexation Fee that was in place when the church was constructed. Mark was directed to initiate dialogue with the Church officials later this spring.

19. Plan Review

- a) Target Distribution Center – Mark Eddington stated that the original Connection Fee that was paid for the Target Distribution Center will adequately cover the anticipated increase in sewer use resulting from the proposed staffing increases.
- b) 455 Larking Avenue (River Mist Lot 249) – Mike Holland stated that a new home is being built in River Mist at 455 Larking Avenue.

20. Engineer's Report

- a) Dodge Addition I/I Removal Pilot

RJN has begun data acquisition and is moving forward with the work.

- b) Solar Project Evaluation

The Illinois Grow Solar team has completed their assessment of the District's sites for solar power feasibility. The Grow Solar team will be bidding these sites to obtain pricing. Once we have received pricing, the District can decide if we want to pursue any of the options.

- c) Phase 1B Biological Improvements

Staff presented the new site layout (Lab/Control/Admin building) to City staff and will be following back up with the City regrading Planning and Zoning. It is recommended that the District approach the neighbors to inform them of the project and address any questions or concerns. Mark Eddington will plan to meet with the neighbors to discuss the upcoming project and address any questions or concerns.

21. Projects

- a) Headworks Bar Screen Rehab

Work has been completed and the new screens are providing significantly better screening. PERS, Inc. has submitted an invoice for final payment. Mike Holland requested authorization to issue payment in the amount of \$35,000. Trustee Struthers moved to approve the request of payment to PERS, Inc. in the amount of \$35,000. President Collins seconded. The motion carried.

- 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. Purchase orders have been issue to Flygt for the pump and Dahme Mechanical for the piping and pump installation. Staff is currently waiting on

a quote from Tri-R for the electrical work.

c) **UV Disinfection Improvements**

This project is currently out to bid. The cost estimate for the project is \$2.16 million. B&W has provided an engineering proposal for construction engineering services. Mike Holland requested authorization to approve Engineering Service Agreement on a time and material (T&M) basis. President Collins moved to approve authorization of Engineering Service Agreement with B&W. Trustee Zar seconded. The motion carried.

22. New Business

- a) Mark Eddington stated Sikich would like to renew the District's auditing contract. Due to the timing, the contract will be renewed; however, a six month reminder for next year to pursue other options has been requested. Trustee Struthers moved to approve the auditing contract with Sikich. President Collins seconded. The motion carried.

23. Executive Session

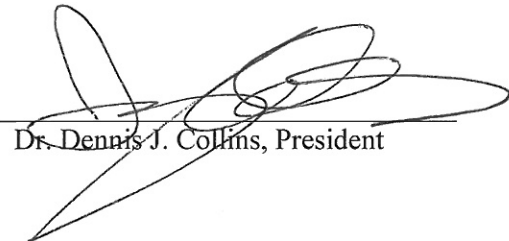
There was no Executive Session.

24. Property Acquisition

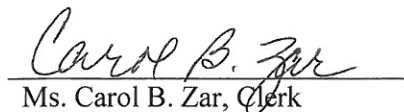
No action taken.

25. Adjournment

President Collins moved to adjourn the meeting. Trustee Zar seconded. The motion carried. Meeting adjourned at 3:04 p.m.



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 14th day of MARCH, 2016.

SEAL





Carol B. Zar, CLERK