



**DeKalb Sanitary District
Board Meeting Minutes
Wednesday, February 15, 2017 – 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 15, 2017. In attendance were Trustees Dennis J. Collins, Carol B. Zar, Timothy Struthers, Treasurer Steve Parker, Attorney Keith Foster, District Manager Mark Eddington P.E., Operations Manager Steve Olsen, District Engineer/Assistant Manager Mike Holland, P.E., Staff Engineer Joe Kostecki, Jeanine Holcomb, Tracy Zenkner, Derek Wold, P.E. and John Ambrose, P.E. President/CEO of Baxter & Woodman and Jason Robbins, Wastewater Operator.

1. Call to Order

President of the Board Collins called the meeting to order at 12:27 p.m.

2. Approval of the February Agenda

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

3. Approval of January Meeting Minutes

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

4. Approval to transfer funds

Trustee Struthers moved approval to transfer \$525,000.00 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 Jason Robbins, Wastewater Operator, Dean Johnson of DeKalb County Soil & Water Conservation District, Dan Kenney of DeKalb County Community Gardens, Cathy Haley and Carri Parker of the City of DeKalb.

Mike Holland stated there is approximately 4 open acres on the District's wastewater treatment facility site that is currently turf grass requiring regular mowing that could be converted to native plantings requiring little to no maintenance and would also better control stormwater runoff. Dean Johnson outlined several options in making these areas environmentally friendly using native plants with very little maintenance and provided a proposal and schedule for this work to be done in partnership with the Soil & Water Conservation District and the DeKalb County Community Gardens.

7. Utility Assistance Programs (UAP) – Presentation by City of DeKalb

Mark Eddington introduced Cathy Haley and Carri Parker from the City of DeKalb who outlined their

Utility Assistance Program which includes a 70% reduction in water cost and free garbage for qualified residents. The District expressed interest in how to participate in this program and requested that Mark submit the application documents, etc. to the board for review.

8. Ordinance #572 – Name Change to Kishwaukee Water Reclamation District

Mark Eddington presented Ordinance #572 pertaining to changing the name of the DeKalb Sanitary District to Kishwaukee Water Reclamation District, effective May 1, 2017. Trustee Zar moved approval of Ordinance #572 – Name Change to Kishwaukee Water Reclamation District. President Collins seconded. The motion carried.

9. New Logo Consideration

Mark Eddington presented three choices for the new logo. The decision on the new logo will be made through a staff vote and will be presented to the board at the next meeting.

10. Regionalization of Wastewater Treatment

Mark Eddington stated he was contacted by a neighboring community with questions regarding connecting to the District for wastewater treatment.

11. Financial Model

Mark Eddington presented a spreadsheet outlining the District's financial model for the next 20 years taking into account expected loan payments for the Phase 1B Improvements. Mark stated that this will be updated for the March board meeting to reflect the actual bid amount for the project which will allow for the District's rate increases to better estimated.

12. Treasurer's Report

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

13. District Dashboard

Mark Eddington discussed the District's "Dashboard". Revenue is continuing to trend upward. Environmental compliance was good. Mark stated the overtime and call-ins were typical for this time of year.

14. Cell Tower

Mark Eddington stated this project is moving forward and construction will begin shortly.

15. Operator's Report

Steve Olsen stated Bingham Farms submitted an invoice for \$23,991.15 for the annual Bio-Solids Removal & Utilization Program. They land applied 1,927 cubic yards of Bio-Solids as well as provided all of the required reporting documentation.

Steve Olsen reported the Raw Sewage Pump that is in for basic repairs will require an additional \$13,000 for unseen repairs. The total cost for repairs is \$23,920.88. For reference, a new pump would run about \$70,000.

16. Catastrophic Water Loss Relief Requests

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

Mark Cole, 731 W. Hillcrest Drive, \$286.35, water softener running continuously.

Trustee Struthers seconded. The motion carried.

17. Annexations/Pre-annexations

No annexations/pre-annexations this month.

18. Plan Review

Mike Holland stated no new projects have been submitted.

19. Engineer's Report

a) Dodge Addition I/I Removal Pilot

Mike Holland stated that Performance Pipelining has completed lateral televising in the Dodge Addition. Staff and RJN are still working on reviewing the videos before final payment is made.

b) Phase 1B Biological Improvements

i. Engineering – Construction Services Contract

Mike Holland stated the project is currently out to bid with 9 plan holders.

DSD has submitted the rezoning, resubdivision and planned development applications to the City as well as site plans for permitting in anticipation of being on the March 15th Planning and Zoning Commission Meeting for official action. Plans have also been submitted for the Admin. Building permit application.

Per staff's request, B&W has provided an engineering contract for all bidding and construction engineering services that would be required for the project, in the amount of \$3,077,500. Based on previous construction projects, this amount seems reasonable. It is staff's recommendation to approve the contract as submitted to allow for IEPA loan processing with the understanding that staff will supplement construction inspection services to reduce the amount that is actually paid. Mike Holland requested authorization to approve the engineering services contract with B&W in the amount of \$3,077,500. President Collins moved to approve authorization of the \$3,077,500 engineering services contract pending comments from Keith Foster. Trustee Zar seconded. The motion carried.

ii. DeKalb Park District

1. IGA to maintain Hopkins Park water service

Mark Eddington discussed entering into an Intergovernmental Agreement (IGA) with the

Park District to provide water service to their snack building using the current 2" service. Trustee Struthers moved to approve entering into the IGA with the Park District to provide water service to their snack building using the current 2" service. Trustee Zar seconded. The motion carried.

2. Potential Sled Hill

Mark Eddington stated the Park District is interested in using the excavated dirt to construct a sled hill.

c) Hollister Avenue Demolition Project

Hollister Avenue demolition is out to bid. Moving forward, the tenants should have vacated by June 1st with demolition being completed by August 1st.

20. Projects

a) UV Disinfection Improvements

Mike Holland stated that J. J. Henderson has completed the concrete work, set the gates and have begun installing the new UV equipment. Pay Request #7 for \$71,762.99 has been submitted by J. J. Henderson and is recommended for payment. President Collins moved to approve Pay Request #7 in the amount of \$71,762.99 to J. J. Henderson. Trustee Struthers seconded. The motion carried.

b) Headworks – Septage Receiving/Screenings Washer-Compactor

Staff has completed the order for the JWC Screenings Washer-Compactor for \$82,650 with an expected delivery in March 2017.

c) Primary Clarifier #1 Rehabilitation

Staff is waiting for the warmer weather to allow for DPS to complete the installation of the clarifier mechanism.

21. New Business

Mike Holland stated he was in contact with Lakeside Equipment regarding the Septage Receiving Station. Although the board authorized the purchase of this equipment at the October 2016 board meeting, Staff had delayed purchase due to discrepancies in the proposed amount. Mike Holland stated that the manufacturer had resolved the discrepancy and would stand by their original proposed amount of \$113,000, plus electrical and mechanical installation costs. Mike Holland informed the board that staff now intended to move forward with this purchase, as previously approved.

22. Executive Session

At 3:07 p.m., President Collins moved to go into Executive Session to address personnel issues. Trustee Zar seconded. The motion carried.

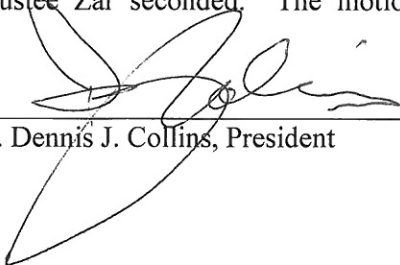
At 3:45 p.m. Trustee Zar moved to return from Executive Session. Trustee Struthers seconded. The motion carried.

23. Personnel

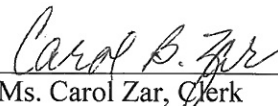
No action taken.

24. Adjournment

Trustee Struthers moved to adjourn the meeting. Trustee Zar seconded. The motion carried.
Meeting adjourned at 3:46 p.m.



Dr. Dennis J. Collins, President



Ms. Carol 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 15th day of MARCH, 2017.

SEAL





Carol B. Zar, CLERK