

DeKalb Sanitary District
January 11, 2012
Board Meeting Minutes

The January meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at noon on Wednesday, January 11, 2012. In attendance were Trustees Dennis J. Collins, Timothy A. Struthers and Carol B. Zar. Mark Eddington, P.E., District Manager; Janice Tripp, Assistant Manager Administration/Treasurer; Steve Olsen, Operations Manager; Diana Foust, Assistant to Manager/H.R.; and Betty Jones, Secretary were also present, as were Attorney Keith Foster, Trotter & Associates Engineers Scott Trotter, P.E. and Mike Holland, P.E., and Jaime Smirz of the City of DeKalb Community Development Department.

President of the Board Collins called the meeting to order.

Trustee Collins voted approval of the January agenda. Trustee Struthers seconded. Motion carried.

Trustee Struthers voted approval of the December meeting minutes. Trustee Zar seconded. Motion carried.

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

- \$ 250,000.00 from the Revenue Fund to the O & M Fund
- \$ 11,795.87 from the Dedicated Tax IMRF Fund to the O & M Fund
- \$ 6,133.75 from the Dedicated Tax FICA Fund to the O & M Fund
- \$ 3,500.00 from the Dedicated Tax Audit Fund to the O & M Fund
- \$ 11,672.44 from the Revenue Fund to the Flex Spending Account
- \$ 210,000.00 from the Revolving Loan Bio Solids to the Revenue

Fund for engineering

Trustee Struthers seconded. Motion carried.

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

There was no Public Input and Communications.

Janice Tripp gave the Treasurer's Report. At Trustee Struthers request, Janice, Mark, and Steve reviewed upcoming planned expenditures.

Janice presented the yearly report of water use by N.I.U. received from the City of DeKalb. The Trustees requested that she arrange for them to have the water use data for some additional years of Northern Illinois University usage. They want to further study the reduced water use the District has seen

the last several years. She will request this from the City. She also noted that although the Board has approved the release of the NIU Secondary Meter Refund for 2011, she will be performing usage checks before releasing it.

Janice reported on the IMRF Employer's Audit, noting that the District passed the audit with no criticisms.

Diana Foust presented her work on the advertisement for the Assistant to the Manager- Finance position, the anticipated applicants and the selection process for candidates to be presented to the Board. Mark requested and received feedback on salary range for the position. After discussion, the Board approved proceeding with the publishing of the advertisement and the candidate review as presented.

Mark Eddington said that he is hoping to institute Direct Deposit of payroll checks in early 2012.

Janice said that she will continue reviewing alternative to the current major medical plan.

There were no requests for Annexations or Pre-annexations this month.

In Plan Review, Mark said work on vacating old easements and recording new ones for the CVS Pharmacy Project is ongoing and that the development agreement has been signed.

The NB & T development agreement has also been signed and the easement recorded. Steve Olsen noted that the sewer currently in use by the Subway restaurant is in poor condition and should be abandoned as soon as the Subway restaurant is relocated. The Trustees agreed and authorized Mark to begin work on planning for a new project to accomplish this as soon as possible.

There has been no further word on a DeKalb Business Center / Park 88 South project despite several more meetings with the site selection consultant.

Keith Foster has received the City of DeKalb's comments on the District/City South Slope agreement and will continue working on it.

The District continues to await USEPA review of its proposed Pretreatment Ordinance, which was prepared for it by McMahan Associates. Work on the User Ordinance must wait on the IEPA's approval of the Pretreatment Ordinance.

After discussion of the NIMEC electrical rate bidding process, Trustee Collins moved to give Mark Eddington, P.E., District Manager authorization

to bid on behalf of the District. Trustee Struthers seconded. Motion carried. Trustee Struthers requested a chart of past energy expenditures so as to begin studying the impact of new plant equipment.

After review of the quotes obtained by Steve Olsen for the extension of sewer to 923 South First Street, Trustee Collins moved to award the contract to Elliott & Wood, Inc. of DeKalb, Illinois for \$6,280.00. Trustee Zar seconded, and the motion carried.

Steve Olsen reviewed the history of rates for septic haulers and the information he got on rates charged by other treatment plants. After discussion, Trustee Collins moved to raise the rate to five cents per gallon which is comparable to that being charged by neighboring plants. Trustee Struthers seconded. The motion carried, and Keith Foster was directed to prepare an ordinance amending the Septic Hauler Rates.

Mark and Scott filled the Trustees in on the District's new Draft NPDES Permit and its ramifications for the District.

After review of the quotes Steve Olsen obtained for replacing the malfunctioning reception office HVAC unit, Trustee Struthers moved to approve the purchase of a unit from G's R Plumbing at a cost of \$5,775.00. Trustee Zar seconded. Motion carried. Trustee Collins asked Steve to look into including rehabilitation of the Board Room air conditioning unit.

The Trustees want to wait on holding a DSD Open House until all work has been completed and set a tentative date for September or October of 2012.

The Catastrophic Water Loss Relief Requests of Mike (James) & Ruby Poff of 1131 Market Street for \$351.12 lost due to a leaking toilet and Kyle Marten of 909 Market Street for \$146.30 lost due to a leaking toilet were approved in a motion made by Trustee Zar and seconded by Trustee Collins and carried.

Scott Trotter, P.E. of Trotter & Associates supplied a written Engineer's Report and deferred discussion for the individual agenda items.

Mark reported on a meeting with the District's current SCADA consultant and Trotter & Associates Engineers to identify information needed and begin getting quotes on a possible SCADA Improvements Project which would add a remote access reporting system. He said that could enhance DSD's ability to get information from its plant processes and eliminate the need for 24 hour a day staffing. Mark noted that telephone system enhancement would have to be part of such a project. The Trustees requested a cost comparison and quantification of costs and savings.

Trotter & Associates and Mark and Steve met to discuss the project scope for the Facility Plan Update. They believe it should include incorporating projects completed within the last four years; identifying proposed collection system and lift station improvements; evaluating the existing infrastructure with respect to the new NPDES Permit limits; evaluating the Excess Flow facilities in accordance with Special Condition 17 of the Permit which mandates that the district investigate the feasibility of eliminating the excess flow facilities; and updating the recommendations, cost estimates and phasing for treatment facility upgrades. The goal is to finish it by May 2012. Trustee Collins moved to approve this project as described. Trustee Struthers seconded. Motion carried. The Trustees requested a one page summary of bypass pumping events and what is planned to eliminate them.

Williams Brothers is working on the punchlist for the Biosolids Rehabilitation and Improvements Project. The Final Completion date is February 22, 2012. Trustee Collins moved to approve Pay Request #25 for \$292,573.90 as recommended by Trotter & Associates, contingent upon receipt of Loan #2 Disbursement #9. Trustee Zar seconded. Motion carried.

The Country Club Lift Station Project is finished except for grading one low area. The District as agreed to have that addressed as a warranty item. Final Payment will be considered after receipt of the \$32,083.26 invoiced this week for extra engineering.

Trotter & Associates provided a Loan Summary on the Tertiary Filter Rehabilitation Project. Madison Construction has finished the majority of the masonry work and is installing brick as the weather allows. Trustee Collins moved to approve Change Order #2 for a credit of \$4,500.00 for electrical conduit and materials changes as recommended by Trotter & Associates. Trustee Struthers seconded. Motion carried. Payment Request #3 for \$161,511.56 was recommended for payment by Trotter & Associates and Trustee Collins moved to approve this contingent on receipt of Loan Disbursement #4. Trustee Zar seconded. Motion carried.

Mark reported on progress in the GIS Project.

Trotter & Associates and the District have had preliminary design meetings to discuss an Intermediate L. S. Pump Rehabilitation Project and work is continuing on developing that project.

Mark recommended approving investigation and preliminary engineering by Trotter & Associates for Heatherstone/Meadow Trails Lift Station Improvements – Phase 1. Trustee Collins moved to approve it. Trustee Zar seconded. Motion carried.

The Trustees tabled consideration of Exempt Employee Benefits until they can be provided with information concerning the present status versus the proposed benefits as distinct from the benefits of the collective bargaining agreement with International Union of Operating Engineers Local 150.

In New Business, President Collins asked to add to the February agenda consideration to change the March meeting date because of a conflict in his schedule.

Janice reviewed with the Trustees Assessment Reduction Requests forwarded to the District by the DeKalb County Assessor.

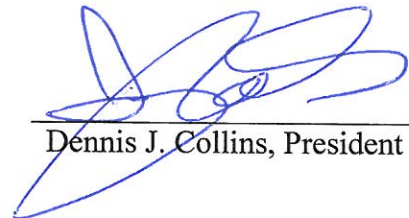
Steve Olsen informed the Trustees of the achievements of Steve Hiatt and Dan Knaak in obtaining Class #3 Wastewater Treatment Plant Operator Certification and of Ben Meier in obtaining Class #4 Certification. The Trustees applauded these achievements.

Janice provided the Trustees with information on term expiration. Trustee Struthers will be eligible for reappointment this spring.

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 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

