



**DeKalb Sanitary District  
Board Meeting Minutes  
Wednesday, January 20, 2016 – 12:00 PM**

The January meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, January 20, 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., Brent Perz, P.E. of Baxter & Woodman and District employee, Dennis Haile.

**1. Call to Order**

President of the Board Collins called the meeting to order at 12:25 p.m.

**2. Approval of the January Agenda**

Trustee Struthers moved approval of the January agenda. President Collins seconded. The motion carried.

**3. Approval of December Meeting Minutes**

Trustee Zar moved approval of the December Board Meeting Minutes. Trustee Struthers seconded. The motion carried.

**4. Approval to transfer funds**

President Collins moved approval to transfer \$350,000.00 to the O&M Fund. Trustee Struthers 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 Brent Perz, P.E, Baxter & Woodman, District Employee, Dennis Haile, Collections Supervisor and Professor Gabriel Holbrook, Biological Science, NIU.

**7. Treasurer's Report**

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

**8. District Dashboard**

Mark Eddington discussed the District's "Dashboard" which included review of units billed/percentage change. The District was environmentally compliant despite flows being higher than normal due to the warmer than usual temperatures.

**9. Board Meeting Schedule**

Mark Eddington reviewed upcoming Board Meeting dates and due to scheduling conflicts the March

and May meetings have been rescheduled.

The March Board Meeting, previously scheduled for Wednesday, March 16, 2016 at 12:00 p.m., will now occur on Monday, March 14, 2016 at 5:00 p.m.

The May Board Meeting previously scheduled for Wednesday, May 18, 2016 at 12:00 p.m., will now occur on Wednesday, May 11, 2016 at 12:00 p.m.

#### **10. Sewer Rate Analysis**

Mike Holland presented a user rate analysis investigating various alternatives for the flat rate and user rate portions of the District's user fees. The trustees directed staff to continue to refine the proposed rate structure and prepare a presentation for the board at the February meeting.

#### **11. City of DeKalb**

##### a) Utility Billing IGA

Mark Eddington stated that the utility billing agreement with the City is moving forward and should come to the board for action in February.

##### b) Building Permit Review/Inspection

Mike Holland reported that the City of DeKalb has reinstated a weekly Plan Review Meeting and invited the District to attend.

#### **12. Cell Tower Site (South Slope)**

Mark Eddington stated that discussion with the attorneys from the tower company (SBA) are ongoing.

#### **13. Operator's Report**

Steve Olsen reported there is nothing new to report.

#### **14. 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) Sharon Williams, 2250 Eve's Circle W, \$190.40 loss due to a running toilet.
- b) Michael Evenson, 109 W. Royal, \$193.60 loss due to a questionable meter read accuracy.
- c) Elizabeth Gaillard, 3 Meadow Trail W, \$204.00 loss due to water softener being stuck.
- d) Hollie Shouse, 716 N. 13<sup>th</sup> Street, \$173.40 loss due to a running toilet.

Trustee Zar seconded. The motion carried.

#### **15. Annexations/Pre-annexations**

Trustee Struthers moved to approve the request for Annexation #230 (Breese property at 2023 Sycamore Road) Ordinance #563. President Collins seconded. The motion carried. The Ordinance

#563 was signed.

## **16. Plan Review**

- a) 2023 Sycamore Road – Breese Property - See above #15.
- b) Doc Nelson Property – First Rockford has presented a preliminary plan for a split parcel with plans for two commercial buildings.
- c) 1600 S. 7<sup>th</sup> Street – Mike Holland stated this property is already annexed and on City water but is requesting sewer service utilizing a privately owned pump station, abandoning their current septic tank.

## **17. Engineer's Report**

- a) Dodge Addition I/I Removal Pilot

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

- b) Phase 1B Biological Improvements

Mike Holland presented an engineering addendum with Baxter and Woodman for \$200,000 to move forward with the addition of a new Admin/Lab/Control Building. President Collins moved to approve the engineering addendum. Trustee Zar seconded. The motion carried.

- c) UV Disinfection Improvements

Baxter and Woodman is 90% complete with the design for the improvements and plans have been submitted to the IEPA for permitting. The cost estimate for the project is \$2.16 million. Mike Holland requested authorization to begin bidding. President Collins moved to approve the request. Trustee Struthers seconded. The motion carried.

## **18. Projects**

- a) Headworks Bar Screen Rehab

Mike Holland stated work has begun and is expected to be completed by the end of January.

- b) Headworks – Grit Line Rehab

Mike Holland requested authorization to issue a \$60,000 Purchase Order to Dahme Mechanical for the piping work associated with the emergency repair and replacement of the grit pump. Trustee Zar moved to approve the request of a purchase order not to exceed \$60,000. Trustee Struthers seconded. The motion carried.

## **19. New Business**

- a) Mark stated that the USEPA has reached out to the District and has apparently begun a desk audit of the pre-treatment program but nothing official has been received.

**20. Executive Session**

At 2:46 p.m. President Collins moved to go into Executive Session to address property acquisition and personnel. Trustee Struthers seconded. The motion carried. The Board went into Executive Session.

Trustee Collins moved to return from Executive Session at 2:54 p.m. Trustee Zar seconded. The motion carried.

**21. Property Acquisition**

No action taken.

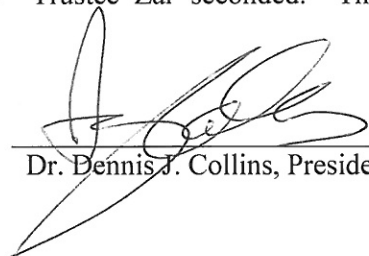
**22. Review of Executive Session Meeting Minutes**

Trustee Collins moved to approve the executive session meeting minutes from July 15 – October 21 board meetings but to not release them until property acquisitions are complete. Trustee Zar seconded. The motion carried.

**23. Adjournment**

President Collins moved to adjourn the meeting. Trustee Zar seconded. The motion carried. Meeting adjourned at 2:56 p.m.

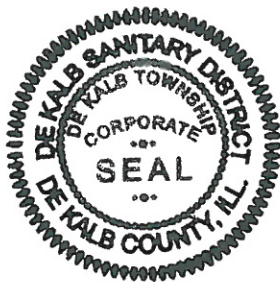
  
\_\_\_\_\_  
Ms. Carol B. Zar, Clerk

  
\_\_\_\_\_  
Dr. Dennis J. Collins, President

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 17<sup>th</sup> day of FEBRUARY, 2016.

SEAL



  
\_\_\_\_\_  
Carol B. Zar, CLERK