

DeKalb Sanitary District  
Wednesday, July 16, 2014  
Board Meeting Minutes

The July meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at noon on Wednesday, July 16, 2014. In attendance were Trustees Dennis J. Collins, Timothy A. Struthers and Carol B. Zar, Treasurer Janice Tripp, Attorney Keith Foster, District Manager Mark Eddington P.E., Operations Manager Steve Olsen, Human Resources Manager Diana Foust SPHR, Assistant Manager, Engineering Mike Holland P.E., Scott Trotter P.E. of Trotter and Associates, Steve Parker Accounting Consultant and District Lead Wastewater Operator Greg Cherry.

President of the Board Collins called the meeting to order.

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

Trustee Collins moved approval of the June meeting minutes. Trustee Zar seconded. The motion carried.

Trustee Collins moved approval to transfer funds:

\$200,000.00 to the O & M Fund for Operations from the Revenue Account

\$ 11,001.52 to the O & M Fund from the Dedicated Tax - IMRF Account

\$ 4,850.42 to the O & M Fund from the Dedicated Tax - FICA Account

Trustee Struthers seconded. The motion carried.

Trustee Struthers moved to approve payment of bills as presented. Trustee Zar seconded. The motion carried.

Trustee Collins moved to approve rescheduling of the September board meeting from September 17<sup>th</sup> to September 24<sup>th</sup>. Trustee Struthers seconded. The motion carried.

Trustee Collins moved to approve EPA payment #4 on Loan #3 to be paid before the next board meeting. Trustee Zar seconded. The motion carried.

During Public Input and Communications, Mark Eddington introduced District employee Greg Cherry, Lead Wastewater Operator. Mark also

informed the Board that employee Dan Knaak recently obtained his Collection System Certification and Chris Stika recently obtained his Class 1 Wastewater Certification.

Janice Tripp gave the Treasurer's Report and discussed investments.

Mark Eddington discussed the Districts "Dashboard" providing summary information on the District's budget, units billed, revenue trends, environmental compliance and call-in hours to the Board.

Mark Eddington informed the Board that Sikich has provided the District with a rough draft FY 2013/14 audit.

Mark Eddington advised that Sikich's work with the City of DeKalb's utility billing is on hold until they go back to City Council on July 28<sup>th</sup> to obtain approval to spend more money on Sikich's consulting services. There have been no new developments regarding the City's building inspection process.

The District has been approached by a company working on behalf of Verizon and has been asked for permission to construct a cellular tower on District property. The Board asked that staff look into possible District benefits of granting permission.

Mark discussed SB 3507 putting a cap on connection fees POTW's can charge users and continues to work on a draft letter to the governor.

Steve Olsen gave the Operator's Report and informed the Board of the impact heavy rainfall has had on the plant over the last month. He also discussed a backup at the plant caused by a septic hauler employee dropping a 5 gallon bucket down a manhole. Required reports have been filed with the IEPA as a result of this backup. The district's workers compensation carrier, IPRF, conducted an on-site assessment in April and recently provided recommendations. IPRF also conducted fire extinguisher and driving simulation safety trainings on July 2<sup>nd</sup> for all staff.

Trustee Struthers moved to approve the District's Industrial Pre-Treatment Ordinance #519. Trustee Collins seconded. The motion carried.

Trustee Struthers moved to approve the District's Sewer Use Ordinance #520. Trustee Collins seconded. The motion carried.

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

- Joe Jimenez of 1327 N 14<sup>th</sup> St, \$510.25 loss due to two running toilets.

Also approved was the second half of an earlier catastrophic water loss request for Tom Burke of 519 Haish Blvd due to a broken water pipe. In the amount of \$249.27

Trustee Struthers seconded. Motion carried.

Mark Eddington informed that Board that Kyler Excavating approached the District about connecting the residence at 2547 Pleasant Street to the public sewer located in its front yard right-of-way. Mark Eddington will work with the owner, Ron Nehring, to facilitate this process.

In plan review, Mark Eddington informed the Board that the City Engineer would require public improvements to the intersection of Corporate and Harvestore if the District chose to allow Thermashell to use its drive for ingress and egress to their site.

Mike Holland advised that there has been no update on the DeKalb FEC and Laundromat and he will be checking with Jim Mason on the status.

The Montessori School is going to build-out vacant units and has paid their connections fee.

Mike Holland supplied the Engineer's Report. Mike advised as a result of the Biodisc building's structural assessment, the District will be seeking an engineering proposal for improvements for the Board's consideration.

RJN is scheduled to begin smoke testing at the end of July. Letters have been issued to residents regarding the testing.

Baxter & Woodman has begun preliminary drawings for the grease receiving project and are making updates per staff recommendations.

Scott Trotter, P.E. of Trotter & Associates gave a presentation to the board of the Facility Plan Update and will make adjustments to the drawing per the Board's recommendations.

Under projects, Mike Holland advised that the City's Planning & Zoning Commission would be meeting tonight to discuss the Meadow Trails Lift Station fencing.

The Manhole Rehabilitation Project has been completed.

Redzone's work on the Sewer System Televising Program is ongoing.

The District received a single bid of \$102,000 from Elliot & Wood for the Spot Repair Project. Trustee Collins moved approval to execute the notice of award and to execute the Agreement and Notice to Proceed pending staff's review of the project bonds and insurance. Trustee Zar seconded. The motion carried.

The District has issued a \$108,500 purchase order to Walker Process for Primary Clarifier #4. Staff will be seeking quotes for the installation once fabrication drawings are provided and a delivery time has been determined.

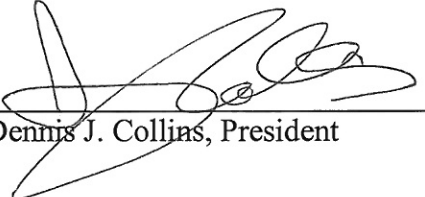
Steve Olsen advised that he has yet to receive a second quote on the Control Building Lavatory Rehab Project.

Trustee Collins moved to go into Executive Session to address property acquisition, collective bargaining agreement, and personnel.

Trustee Zar seconded.  
The motion carried. The Board went into Executive Session.

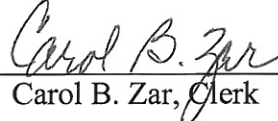
The Board returned from Executive Session and took no further action.

Trustee Struthers moved to adjourn the meeting. Trustee Collins seconded. The motion carried.



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Dennis J. Collins, President



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Carol B. Zar, Clerk