

DeKalb Sanitary District  
June 20, 2012  
Board Meeting Minutes

The June meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at noon on Wednesday, June 20, 2012. In attendance were Trustees Collins, Struthers and Zar, District Manager Mark Eddington, P.E., Assistant Manager Administration Janice Tripp, Operations Manager Steve Olsen, Assistant to Manager/Human Resources Diana Foust, Assistant to Manager/Finance David Storey, Joe Inderhees Collection System Foreman, engineering intern Colby Nennig and Secretary Betty Jones. Attorney Keith Foster, Engineers Scott Trotter, P.E. and Mike Holland, P.E. of Trotter and Associates attended. Bob Haeger of Langan, Haeger, Vincent & Born attended for a portion of the meeting.

President of the Board Collins called the meeting to order.

Trustee Collins moved to approve the June agenda. Trustee Zar seconded, and the motion carried.

Approval of the May meeting minutes was moved by Trustee Struthers, seconded by Trustee Zar and carried.

Janice Tripp, Assistant Manager Administration, explained the transfers. After discussion, Trustee Collins moved to transfer:

\$260,000.00 to the O & M Fund for Operations from the Revenue Fund

\$ 12,206.88 to the O & M Fund from the Dedicated Tax - IMRF Account

\$ 6,490.02 to the O & M Fund from the Dedicated Tax - FICA Account

Trustee Struthers seconded. Motion carried.

A motion for approval of the bills as presented was made by Trustee Collins and seconded by Trustee Zar and carried.

Trustee Zar moved and Trustee Struthers seconded a donation of \$1,000 to be taken from the Public Benefit Fund and transferred to the O & M fund for donation to the DeKalb County Economic Development Corporation. Trustee Collins noted he is a member of that organization. Motion carried.

During the Public Input portion of the meeting, Mark Eddington, P.E., District Manager introduced David Storey who joined the administrative staff on June 11, 2012. He was welcomed by the Trustees.

Mark introduced Joe Inderhees, Collection System Foreman, who was attending as operations staff representative.

As it was not yet 1 p.m., items "8," "9," and "10" were delayed until the announced time of the Public Hearing on the Appropriation Ordinance and until District insurance agent Bob Haeger arrived.

Janice Tripp gave the Treasurer's Report and informed the Trustees of investments made this month.

Trustee Collins moved to appoint Diana Foust as the IMRF Authorized Agent with Mark Eddington and David Storey as assistants. Trustee Struthers seconded, and the motion carried. Resolution No. 2012-6-20-01 was signed and approved in a motion made by Trustee Collins and seconded by Trustee Struthers. Motion carried.

Trustee Collins moved and Trustee Struthers seconded changing the name of David Storey's position to Finance Director. They directed the development of a resolution assigning him the duties and powers appropriate to his position for consideration at the July 2012 meeting. The motion carried.

The Board asked David Storey to bring a summary of IEPA loans currently held to the July meeting for review.

After review of the District's Depository Limits, Trustee Collins moved and Trustee Struthers seconded the following policy for the remainder of the Fiscal Year 2012 to 2013 as to depositories and depository limits:

- a. Set a limit of \$5,000,000.00 for total deposits each at The Northern Trust, Castle Bank, National Bank & Trust Company and Resource Bank. Any amount deposited over the amount which is insured under FDIC is to be collateralized at 100%.
- b. Set a limit of \$1,500,000.00 for total deposits at American Midwest Bank, Citizens National Bank and Old Second Bank. Any amount deposited over the amount which is insured under FDIC is to be collateralized at 100%.
- c. Set a limit of \$500,000.00 for total deposits at First State Bank, Fifth Third Bank, PNC Bank, Waterman State Bank, Illinois Community Credit Union and DeKalb County Credit Union. Any amount deposited over the amount which is insured under FDIC or NCUA institution rules is to be collateralized at 100%.
- d. Authorization to invest in individual certificates of deposit of an amount up to but not exceeding the FDIC-insured limit each, but not to exceed \$3,000,000 in aggregate purchased through Northern Trust and to be held in safe keeping at Northern Trust.
- e. Authorization to maintain non-interest bearing account that are fully insured without limit under the Federal Deposit Insurance

Corporation's Temporary Liquidity Guarantee Program with any bank identified in "a" above. Proper supporting documentation must be maintained at all times evidencing said insurance coverage is in full force and effect.

The above amounts are deposit limits, and on occasion interest will be added to an investment causing it to go over the authorized bank limit. This would be allowed until the investment matured. The limits set are to be adhered to except in special circumstances.

Collateralization of investments at all banks shall be with treasury bills, notes or bonds issued directly by the US Government or Agencies of the Federal Government. Collateral is to be held by a third party bank.

It was noted by Trustee Collins that he is a Director of Resource Bank. It was noted by Trustee Struthers that he is President of Castle Bank, a Division of First National Bank of Omaha. Trustee Collins noted that he owns stock in The National Bank & Trust Company of Sycamore.

The motion on the above carried.

A motion was made by Trustee Struthers and seconded by Trustee Zar that two signatures be required on all checks. Authorized signers of checks during the remainder of the Fiscal Year from May 1, 2012 through April 30, 2013 are Trustee Dennis J. Collins, Trustee Timothy A. Struthers, and Trustee Carol B. Zar, along with Treasurer Janice Tripp, District Manager Mark Eddington and Finance Director David Storey. Mark Eddington and David Storey were directed by the Board not to sign together unless in case of an emergency. The motion carried.

Bank Resolutions concurrent with the above policy will be developed.

Janice discussed the authorizations for bank transfers and automatic deposits that are being set up.

Mark and Janice gave the Trustees copies of the Fiscal Year 2012 Distribution of Surplus Central Area TIF Funds report received from the City of DeKalb and discussed TIF Fund surplus distribution procedures.

The public hearing on the District proposed 2012-2013 Fiscal Year Budget was held at 1 p.m. Trustee Collins declared the public hearing open and asked for public input on the proposed appropriation ordinance. There was no public input. Trustee Collins moved to close. Trustee Zar seconded. Motion carried. Trustee Collins closed the hearing.

Trustee Collins moved and Trustee Zar seconded approval of Ordinance #543, "AN ORDINANCE MAKING APPROPRIATION FOR CORPORATE PURPOSES OF THE DEKALB SANITARY DISTRICT

FOR THE FISCAL YEAR OF SAID DISTRICT, FROM MAY 1, 2012 TO APRIL 30, 2013 INCLUSIVE." Motion carried.

Mark described the District's activities when the Meadow Trail lift station experienced system failures in the early morning of June 16, 2011. Because the lift station's high water alarm system failed, the incident did not display on the District's SCADA system and was discovered during the morning site inspection. District staff took immediate and appropriate action to resolve the high water situation, which they believed had probably been caused by a lightning strike or an electrical surge during morning thunderstorms a few hours before the problem was discovered. A nearby resident who experienced a basement backup later filed a law suit for damages to his basement which was dealt with by the District's insurance carrier. The Board discussed the complaint and the District's procedures for dealing with such situations, and Bob Haeger of the District's insurance agent Langan Haeger Vincent & Born reported on the Property and Casualty Insurance Review process. The Trustees then reviewed the formal complaint against the District from Larry D. Welch of 3336 Meadow Trail East, DeKalb, which is now under review according to the procedures of the IPCB. The District will be responding to the complaint.

There were no requests for annexation or pre-annexation this month.

Trustee Collins moved and Trustee Zar seconded Ordinance No. 544 directing the District's compliance with Illinois Department of Labor prevailing wage rates. Motion carried.

Keith Foster said the Employee Handbook he and Diana Foust have been working on will be available for review next month.

Right Pointe Company, a manufacturer relocating to 2754 Wagner Court to expand their operation and total employees is seeking abatement of property tax from local governing bodies. Trustee Collins moved and Trustee Struthers seconded approval contingent on the participation of the other taxing bodies as per the Intergovernmental Property Tax Abatement Agreement of 2010. Motion carried.

In Plan Review, Mark discussed plans for the West Lincoln Highway National Bank & Trust site, the new DeKalb Police Department building and both the Chessick Practice Center and the Outdoor Intramural Recreation Facility at Northern Illinois University.

Trustee Collins moved to approve entering into an agreement with Nordic Energy for the aggregation of the lift station energy accounts and a

resulting cost savings of an estimated \$10,000.00 per year. Trustee Zar seconded and the motion carried.

There is nothing new from the Town of Cortland.

Mark described test runs on landfill leachate from Waste Management, and said that there was no significant impact on the plant. He recommended having Attorney Foster work with Waste Management to develop an agreement for accepting and treating their leachate.

The District continues to await USEPA review of its proposed Pretreatment Ordinance, which was prepared for it by McMahon Associates. McMahon Associates has also prepared a proposed User Ordinance to replace Ordinance #259 and its amendments, but that cannot happen until the Pretreatment Ordinance (which was previously part of the User Ordinance) has been approved and passed as a separate ordinance. The USEPA has required that the District develop new local limits before they will approve the user Ordinance. McMahon Associates will meet with District staff next week to work on this.

Mark Eddington said that he has appointed himself, Diana Foust, David Storey and Betty Jones Freedom of Information Act Officers for Fiscal Year 2012 to 2013. Open Meeting Act Officer remains Attorney Kevin Buick of The Foster & Buick Law Group, LLC.

Information concerning the requirement for Electronic Training for Elected and Appointed Officials was given to the Trustees.

Diana Foust described Public Act 97-0609 Amendment to Open Meetings Act and the Trustees directed compliance with that directive.

The request for Catastrophic Loss relief from Michael & Natasha Baron of 1027 Market Street for \$339.25 for sewer charges on water lost because of a broken water pipe in the apartment while they were away was approved in a motion made by Trustee Collins and seconded by Trustee Struthers and carried.

Scott Trotter, P.E. of Trotter and Associates, supplied the Engineer's Report in writing, and deferred discussion until each agenda item under Projects.

Mark said that as part of the SCADA Improvements Project, Tri-R Systems is beginning electrical vault installation.

Joe Inderhees updated the Trustees on the work being done on the Infiltration and Inflow Removal Dodge Addition (Sub-Basin 6) Pilot Program.

Trotter and Associates is working on updating the Facility Plan and developing a collection system maintenance program to incorporate into it, and expect to have a partial draft for review next month.

Trotter and Associates provided a written summary of the Loans and Project costs for the Biosolids Rehabilitation and Improvements Project.

Madison Construction has been working on plumbing, electrical and painting on the Tertiary Filter Rehabilitation Project and the majority of the installation has been completed. Sidewalk and grading work has also begun. Substantial completion date was May 19. That was not met and Trotter and Associates has begun enforcement of liquidated damages on behalf of the DeKalb Sanitary District. To date the amount is \$54,000.00. Change Order #7 for an additional amount of \$14,305.85 for changes in roof drain pipe material, center aisle grating, additional paving overlay, sidewalk modifications, Air Unit electrical modifications, chemical feed pump disconnect and exhaust fan ductwork relocation was approved in a motion made by Trustee Collins, seconded by Trustee Struthers and carried. Trustee Struthers moved to approve Payment Request 38 for \$106,917.55 contingent upon receipt of Loan Disbursement Request #9 for Loan #3. Trustee Collins seconded. Motion carried.

Mark deferred discussion of the GIS Project until next month's meeting.

Steve Olsen gave an update on the Intermediate L. S. Pump Rehabilitation underway.

After looking at the cost estimates on alternative approaches, District Administrative Staff and Trotter and Associates agree that the Heatherstone Lift Station Project should be put aside for the time being and the Meadow Trails Lift Station Rehabilitation Project brought into active planning.

Mark said he expects to see a request from the City of DeKalb for easements to facilitate their Hollister Avenue Water Main Improvements project.

Easement acquisition for the 923 South First Street Sewer Extension Project is in progress.

A 2012 Spot Repair Project and a 2012 Lining Project are being planned.

## ***RESOLUTION***

A RESOLUTION RECOGNIZING THE SERVICE OF JANICE L. TRIPP AT HER RETIREMENT FROM THE DEKALB SANITARY DISTRICT, DEKALB, ILLINOIS.

***WHEREAS***, Janice L. Tripp has provided the DeKalb Sanitary District with thirty-two years of dedicated service, and

***WHEREAS***, Janice L. Tripp, in her role as Assistant Manager of Administration has participated in the growth and development of the DeKalb Sanitary District during her tenure, and

***WHEREAS***, Janice L. Tripp has provided exceptional stewardship over the DeKalb Sanitary District's finances and under her management the District has operated with great efficiency and built a strong balance sheet, and

***WHEREAS***, Janice L. Tripp has provided valued guidance and assistance to the Board of Trustees of the DeKalb Sanitary District throughout her tenure, and

***WHEREAS***, Janice L. Tripp has throughout her career with the DeKalb Sanitary District provided exceptional customer service and assisted our customers and residents in any way possible, and

***WHEREAS***, Janice L. Tripp will retire from the DeKalb Sanitary District on June 30, 2012.

***NOW THEREFORE***, let it be known by all persons that the DeKalb Sanitary District Board of Trustees do hereby express our sincere appreciation to Janice L. Tripp for her many years of service and wish her the very best in her retirement and all future endeavors.

Dennis J. Collins, President  
Timothy A. Struthers, Vice President  
Carol B. Zar, Clerk

Dated: This 20<sup>th</sup> Day of June, 2012

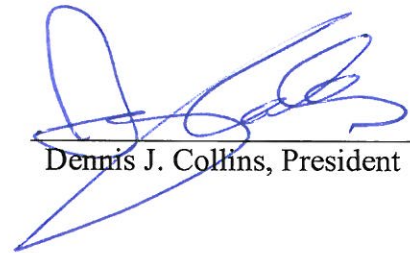
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There was no New Business.

Trustee Collins moved to go into Executive Session to address personnel, litigation, property acquisition. Trustee Struthers seconded, and the motion carried. The Board went into Executive Session.

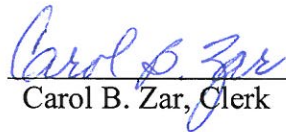
After the Board returned from Executive Session, Trustee Zar moved to adjourn the meeting. Trustee Struthers seconded. Motion carried.

President of the Board Collins adjourned the meeting.



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Dennis J. Collins, President



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Carol B. Zar, Clerk