



**DeKalb Sanitary District  
Board Meeting Minutes  
Wednesday, June 22, 2016 – 12:00 PM**

The June meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, June 22, 2016. 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, Asst. Manager / District Engineer Mike Holland, P.E., Jeanine Holcomb, Tracy Zenkner, Brent Perz, P.E. of Baxter & Woodman, and Jason Robbins, Wastewater Operator.

**1. Call to Order**

President of the Board Collins called the meeting to order at 12:43 p.m.

**2. Approval of the June Agenda**

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

**3. Approval of May Meeting Minutes**

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

**4. Approval to transfer funds**

President Collins moved approval to transfer \$700,000.00 to the O&M Fund. Trustee Struthers seconded. The motion carried.

**5. Approval to pay bills as presented**

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

**6. Approve Loan Payments #1 and #2**

President Collins moved approval of loan #1, payment #9 of 40 (\$384,615.38) and loan #2, payment #8 of 40 (\$87,622.58). Trustee Struthers seconded. The motion carried.

**7. Public Input and Communications**

Mark Eddington introduced Jason Robbins, wastewater operator and the District's new intern, Cole Pardridge.

**8. Treasurer's Report**

Steve Parker gave the Treasurer's Report and reported on the status of the yearly audit the District recently underwent.

**9. District Dashboard**

Mark Eddington discussed the District's "Dashboard" which included review of revenue and

expenses for the past year. Mark also reported the month of May was a wet month where the average flow exceeded 10.5 MGD.

**10. Ordinance #566 – 2016/17 Prevailing Wage Ordinance**

President Collins moved approval of Ordinance #566 – 2016/17 Prevailing Wage Ordinance. Trustee Struthers seconded. The motion carried.

**11. Local Impact Fees**

The District's offer of waiving connection fees for new attached and detached single family homes on lots currently annexed and platted within the District (approximately 266 properties) beginning June 1, 2016 through May 31, 2018 was on the agenda for the City of DeKalb City Council Meeting on June 13, 2016, however, this presentation has been moved to the June 27, 2016 City of DeKalb City Council Meeting.

**12. Public Hearing @ 1 p.m. – DeKalb SD 2016/17 Appropriation Ordinance #567**

The Public Hearing for Appropriation Ordinance #567 was opened at 1:06 p.m. Having no members of the public present and receiving no comments the Public Hearing was then closed at 1:06 p.m.

Mark Eddington verbally outlined the FY2016/17 Budget. President Collins moved to approve the DeKalb SD 2016/17 Appropriation Ordinance #567. Trustee Zar seconded. The motion carried.

**13. Ordinance #568 – Electronic Attendance at Meetings**

Attorney Keith Foster reviewed the ordinance and circumstances for the necessity of electronic attendance at the District's Board Meetings.

President Collins moved to approve Ordinance #568 – Electronic Attendance at Meetings. Trustee Zar seconded. The motion carried.

**14. Cell Tower Site (South Slope)**

Mark Eddington stated this is ongoing and contract negotiations are slowly progressing.

**15. Operator's Report**

Steve Olsen reported May was a very wet month where plant flows exceeded 10 MGD on average for the month. The May 11<sup>th</sup> high flow event that caused Headworks flooding cost the District about 125 man-hours of clean up.

The screw spiral assembly for the screening compactor that was damaged also needed additional parts (\$5,212). This was forwarded to our insurance carrier and the costs will be covered minus the deductible.

The District's 2003 Vactor Truck has required approximately \$22,500 in repairs since last fall. Steve stated it may be time to start researching a replacement Vactor Truck for future replacement.

DPS Equipment Services repaired and serviced all four pumps in the Excess Flow Building. These pumps are generally not used unless the river exceeds a certain elevation. These pumps will no

longer be necessary after Phase 1B's completion.

**16. Lateral Assistance Program**

Mark Eddington discussed offering a Lateral Assistance Program (LAP) to assist residents in repairing sewer laterals that are damaged and in need of repair. The Board requested Mark put together a proposal for next month's Board Meeting.

**17. 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) Barbara Sanner, 331 Delcy Drive, \$475.80, loss due to a running toilet.
- b) Alexandria Islm, 1092 Aspen #7, \$615.40, loss due to a running toilet.
- c) Frank Partridge, 478 Bethany, \$169.94, loss due to a running toilet.

Trustee Zar seconded. The motion carried.

**18. Annexations/Pre-annexations**

No annexations/pre-annexations this month.

**19. Plan Review**

Mike Holland stated there are no new or upcoming projects at this time.

**20. Engineer's Report**

- a) Dodge Addition I/I Removal Pilot

Mike Holland stated that staff has requested that RJN provide a proposal to assemble the bid package and provide construction engineering services for a lateral inspection project in the Dodge area.

- b) Phase 1B Biological Improvements

Mike Holland stated that design is nearly 75% complete and staff will be working on completing the IEPA Planning and Loan Administration requirements. Presentation of the new site layout to City staff for Planning and Zoning has been delayed until a determination on the remaining Hollister Avenue homes is made.

Mike Holland requested authorization to begin the process of obtaining bids for the tree planting.

President Collins moved to approve authorization to obtain bids for the tree planting. Trustee Zar seconded. The motion carried.

- c) Greenwood Acres Drive Sewer Service Extension

Mike Holland stated that Staff has begun looking into what easements and engineering work has been done for the project in the past.

d) 2016 Spot Repair Project

Mike Holland stated that a sink hole has developed on S. 2<sup>nd</sup> Street that will require a new manhole installation. There are multiple other locations that staff has identified for repairs as well, so rather than addressing the S. 2<sup>nd</sup> Street location as an emergency repair, Staff feels that it can be incorporated into a larger Spot Repair Project that is publicly bid. There is \$100,000 budgeted for a Spot Repair Project this year. Mike Holland requested authorization to bid the 2016 Spot Repair Project.

President Collins moved to approve authorization to bid the 2016 Spot Repair Project. Trustee Zar seconded. The motion carried.

**21. Projects**

a) Headworks – Grit Line Rehab

Mike Holland stated that the District is pursuing an option to remove the existing grit unit and replace it with a submersible pumping system with grit baffles. All of the equipment has been delivered and installed.

b) UV Disinfection Improvements

Mike Holland stated the Notice of Award was issued to J.J. Henderson for their bid amount of \$1,414,000. Due to the long procurement time of the UV equipment, construction is not expected to begin on site until October.

c) Headworks – Gate Actuators

Mike Holland stated Tri-R was authorized to provide the gate actuator installation at the May Board Meeting. The actuators have been ordered and Tri-R will begin doing preparatory electrical work for their installation over the summer.

**22. Wastewater Treatment Service to Satellite Communities**

Mark Eddington discussed potential benefits of providing wastewater treatment services to satellite communities and the desire to explore this initiative. Additionally, the board discussed the merit in changing the District's name to one more befitting an organization more regional in nature with a goal of not only treating wastewater to a high standard but also recovering resources for beneficial use.

**23. New Business**

There was no new business.

**24. Executive Session**

At 3:18 p.m. President Collins moved to go into Executive Session to address property acquisition and personnel. Trustee Zar seconded. The motion carried. The Board went into Executive Session.

At 3:39 p.m. Trustee Collins moved to return from Executive Session. Trustee Zar seconded. The

motion carried.

**25. Property Acquisition**

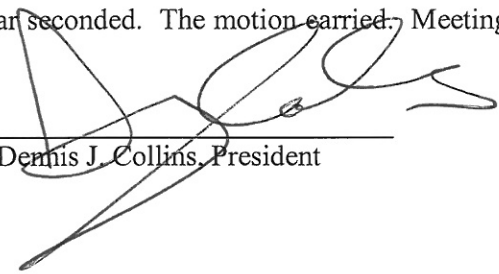
President Collins moved to make an offer to the owner to purchase the property located at 1303 Sycamore Road in a manner consistent with past practice of purchasing property located on Hollister Avenue. Trustee Struthers seconded. The motion carried.

**26. Personnel**

No action taken.

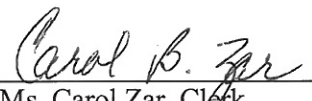
**27. Adjournment**

Trustee Collins moved to adjourn the meeting. Trustee Zar seconded. The motion carried. Meeting adjourned at 3:41 p.m.



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Dr. Dennis J. Collins, President



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

SEAL



Carol B. Zar  
Carol B. Zar, CLERK