



**DeKalb Sanitary District  
Board Meeting Minutes  
Monday, March 14, 2016 – 5:30 PM**

The March meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at 5:30 pm on Monday, March 14, 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., Jeanine Holcomb, Tracy Zenkner, and Derek Wold, P.E. of Baxter & Woodman.

**1. Call to Order**

President of the Board Collins called the meeting to order at 5:36 p.m.

**2. Approval of the March Agenda**

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

**3. Approval of February Meeting Minutes**

Trustee Struthers moved approval of the February Board Meeting Minutes. President Collins seconded. The motion carried.

**4. Approval to transfer funds**

President Collins moved approval to transfer \$375,000.00 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 Sylvia Ibarra, owner of 125 Hollister Avenue and the tenants of 125 Hollister Avenue, Willy and Araceli Romero. Ms. Ibarra requested the District consider purchasing her home at 125 Hollister Avenue due to the impact that the proposed Phase 1B Improvements would have on the character of the neighborhood. Trustee Collins stated that the District appreciated Ms. Ibarra's concerns and would consider her request.

**7. Treasurer's Report**

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

**8. DSD Policy on Depositories and Depository Limits**

Steve Parker discussed increasing the depository limits. It was decided this will be addressed in May with Steve presenting this in written form covering depository limits as well as updating the name changes of the different banking institutions.

**9. Remote Bill Pay**

Jeanine Holcomb presented a review of the different options and settings for remote bill pay. It was agreed upon to move forward in getting remote bill pay enabled for ease of receiving customer payments.

**10. District Dashboard**

Mark Eddington discussed the District's "Dashboard" which included review of units billed and how FY 2015/16 is looking better than 2014/15.

**11. Local Impact Fees**

This will be kept on the agenda for next month.

**12. City of DeKalb Utility Billing IGA**

Mark Eddington stated that the Intergovernmental Agreement between the District and the City of DeKalb for billing services is being presented at the City Council meeting this evening, Monday, March 14<sup>th</sup>.

**13. Tentative FY 16/17 Budget**

Mark Eddington presented the tentative FY 16/17 budget. Mike Holland reviewed the capital improvement projects.

Trustee Struthers moved to approve the tentative FY 16/17 budget in the amount of \$6,397,579.70. President Collings seconded. The motion carried.

**14. Sewer User Rate Analysis – Ordinance #546 – User Rate Amendment**

Mark Eddington and Mike Holland presented information regarding the proposed user rate increase from \$3.40 to \$3.45 per unit and the modification of the flat rate billing structure to a tiered flat rate depending on water meter size.

President Collins moved to approve Ordinance #546 – User Rate Amendment. Trustee Struthers seconded. The motion carried.

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

Mark Eddington stated this is ongoing and moving forward.

**16. Operator's Report**

Steve Olsen discussed that the North Trickling Filter was taken out of service for three days for repairs. During this period we had a daily maximum and weekly average violation for ammonia. He stated that this violation was directly related to the Trickling Filter being out of service for repairs.

**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) Kenisha Murphy, 423 Pine Street, \$778.60 loss due to a running toilet.
- b) Fawn Hansen, 1506 Crayton E, \$176.80 loss due to three leaking toilets.
- c) Jennifer Geraghty, 1496 Stonefield, \$323.00, due to a running toilet.
- d) Ted Heise, 633 Enterprise Ave, #1, \$316.20, due to a broken pipe.

Trustee Zar seconded. The motion carried.

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

Mike Holland presented Annexation #231, Ordinance #565 for 1600 S. 7<sup>th</sup> Street.

Trustee Zar moved to approve Annexation #231, Ordinance #565 for 1600 S. 7<sup>th</sup> Street. Trustee Struthers seconded. The motion carried.

## **19. Plan Review**

- a) Fargo Skateboard Training Center – Mike Holland stated this business will be moving into an existing structure at Lincoln Highway and 7<sup>th</sup> Street.
- b) Aspen Dental – Mike Holland stated that plans have been reviewed for a proposed Aspen Dental to be located at 2061 Sycamore Rd. on the previous Doc Nelson property.
- c) Lincoln Highway and Peace Road – Mike Holland stated that commercial development has been presented regarding this property, which is currently not annexed to the District..

## **20. Engineer's Report**

- a) Office and Control Building Lighting Improvements

The District installed 234 LED replacement bulbs for a total of \$2,701.84 and received a grant for 40% of the project costs, \$1,081, from the Illinois Clean Energy Community foundation. It is estimated that the energy saving from these lights will pay for the remaining \$1,620.84 in 15 months.

- b) Dodge Addition I/I Removal Pilot

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

- a) Solar Project Evaluation

The Illinois Grow Solar team has completed their assessment of the District's sites for solar power feasibility. The Grow Solar team presented a proposal for a 20-year Power Purchase Agreements which would cover all project costs for a PPA rate of \$0.059/kWh, or \$0.049/kWh if all SRECs sold. This would amount to approximately \$50,000/year in electrical savings but would require a 20-year commitment of portions of the District's property. After discussion, it was decided that the District would not be participating in this program at this time.

- b) Phase 1B Biological Improvements

Mark Eddington mailed letters to the District's adjacent neighbors informing them of the project and offering to meet with them to address any questions, comments or concerns. Several residents have contacted and/or met with Mark, as well as President Collins for discussions.

## **21. Projects**

### a) Headworks – Grit Line Rehab

The District is pursuing an option to remove the existing grit unit and replace it with a submersible pumping system with grit baffles. Purchase orders have been issued to Flygt for the pump and Dahme Mechanical for the piping and pump installation. Staff is currently waiting on a quote from Tri-R for the electrical work.

### b) UV Disinfection Improvements

Bids were publicly opened and read aloud on March 8<sup>th</sup>. Four bids were received. It is staff and B&W's recommendation to accept the low bid from J.J. Henderson and Son, Inc. in the amount of \$1,414,000.

President Collins moved to accept the bid from J.J. Henderson and Son, Inc. in the amount of \$1,414,000 and execute the Agreement, pending receipt of acceptable Bonds and Insurance. Trustee Zar seconded. The motion carried.

### c) Waste Gas Burner Fence

Staff has received quotes from Northern Illinois Fencing for two styles of fence around the Waste Gas Burner both in the amount of approximately \$5,000. The board agreed that the fence should be installed and left the final decision on style to staff.

## **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

## **23. New Business**

No New Business.

## **24. Executive Session**

At 6:22 p.m. President Collins moved to go into Executive Session to address property acquisition. Trustee Struthers seconded. The motion carried. The Board went into Executive Session.

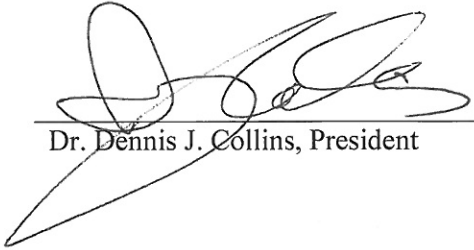
At 6:44 p.m. President Collins moved to return from Executive Session. Trustee Zar seconded. The motion carried.

## **25. Property Acquisition**

No action taken.

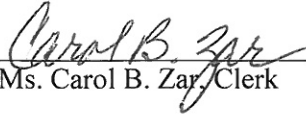
## **26. Adjournment**

Trustee Zar moved to adjourn the meeting. President Collins seconded. The motion carried.  
Meeting adjourned at 7:20 p.m.



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Dr. Dennis J. Collins, President



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Ms. Carol B. 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 20<sup>th</sup> day of APRIL, 2016.

SEAL



*Carol B. Zar*  
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Carol B. Zar, CLERK