



**DeKalb Sanitary District
Board Meeting Minutes
Wednesday, March 15, 2017 – 12:00 PM**

The March meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, March 15, 2017. In attendance were Trustees Dennis J. Collins, Carol B. Zar, Treasurer Steve Parker, Attorney Keith Foster, District Manager Mark Eddington P.E., Operations Manager Steve Olsen, District Engineer/Assistant Manager Mike Holland, P.E., Staff Engineer Joe KostECKi, Jeanine Holcomb, Tracy Zenkner, Derek Wold, P.E. and Brent Perz, P.E. of Baxter & Woodman and David Sieglinger, Wastewater Operator. Trustee Timothy Struthers attended via telecommunication.

1. Call to Order

President of the Board Collins called the meeting to order at 12:38 p.m.

2. Approval of the March Agenda

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

3. Approval of February Meeting Minutes

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

4. Approval to transfer funds

President Collins moved approval to transfer \$575,000.00 to the O&M Fund. Trustee Zar seconded. The motion carried.

5. Approval to pay bills as presented

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

6. Public Input and Communications

Mark Eddington introduced David Sieglinger, Wastewater Operator.

7. Utility Assistance Programs (UAP)

Mark Eddington reviewed the City of DeKalb's Utility Assistance Program for discussion on the District's participation. This discussion will be continued at April's Board Meeting.

8. Treasurer's Report

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

9. 2016/17 Audit

- a. Auditor – Mark Eddington stated a discussion was previously held regarding a new auditor for the upcoming FY17/18. President Collins requested this be put on the agenda for the

future at the appropriate timeframe.

- b. Recommendations for Phase 1B funds

10. District Dashboards

Mark Eddington discussed the District’s “Dashboard”. Revenue has been outstanding, expenses have been in-line. Environmental compliance was good. Mark stated the overtime and call-ins were typical for this time of year.

11. Draft 2017/18 Budget

Mark Eddington presented the draft FY 2017/18 Budget, which he stated will be updated over the next month in anticipation of presenting a tentative FY 2017/18 Budget at the April Board Meeting.

12. Financial Model

Mark Eddington presented an updated Financial Model to reflect the Phase 1B Improvements bid amount.

13. Ordinance #572 – User Rate Amendment

Mark Eddington presented Ordinance #573 – User Rate Amendment increasing the User Rate from \$3.45 per unit to \$3.50 per unit and the Bi-Monthly User Charge as follows:

<u>Meter Size</u>	<u>Current</u>	<u>Proposed</u>
3/4”	\$8.00	\$8.75
1”	\$12.00	\$14.50
1.5”	\$18.00	\$23.40
2”	\$21.00	\$28.00
3”	\$37.50	\$52.00
4”	\$55.00	\$76.50
6”	\$150.00	\$213.00

President Collins moved approval of Ordinance #573 – User Rate Amendment. Trustee Zar seconded. The motion carried.

14. Cell Tower

Mark Eddington stated negotiations to procure antennae equipment for District use on the tower are ongoing and requested authorization up to \$10,000 for this work. Trustee Zar moved approval of authorization up to \$10,000. President Collins seconded. The motion carried.

15. Kishwaukee Water Reclamation District

- a. Name Change Schedule Update – Mark Eddington stated there will be a public hearing on March 24th at the DeKalb County Courthouse to legally approve the name change.
- b. Logo – Mark Eddington stated that staff has voted and a new logo has been chosen.
- c. Uniforms – Jeanine Holcomb reviewed various uniform options, buying vs renting. After several different comparisons, it was agreed that the District would move forward with renting uniforms through a service provider.

16. Operator's Report

Steve Olsen stated an intermediate pump is currently being rebuilt which includes the main shaft and bearings by Superior Industrial of Sycamore. Because of the amount of gallons pumped, it is important that this pump is repaired but will eventually be phased out after Phase 1B goes on-line. The cost for this repair is \$21,947.50 of which parts are \$19,582.50. This pump was rebuilt in 2012 by Hydroaire, Inc. which is no longer considered a reliable repair option.

Steve Olsen reported CTS Storage (Industrial User through our Pretreatment Program) recently notified us regarding a spill that occurred at their facility. Approximately 30 gallons of a light weight hydraulic oil spilled into their sanitary drain after a hydraulic line on a machine burst. There has been no noticeable impact at the treatment plant. CTS will provide a report listing how they will contain any future spills of this kind.

17. Catastrophic Water Loss Relief Requests

There were no catastrophic water loss requests this month.

18. Annexations/Pre-annexations

No annexations/pre-annexations this month.

19. Plan Review

- a. NIU Stevens Building – Mike Holland stated that he has contacted the engineer for the NIU Stevens Building project to request IEPA permitting documentation and loading information to determine if there is any impact on the sanitary sewer.

20. Engineer's Report

- a) Dodge Addition I/I Removal Pilot

Performance Pipelining has completed the lateral televising project in the Dodge Addition. Staff and RJN Group are still working on reviewing the videos before final payment is made.

- b) Phase 1B Biological Improvements

- i. Notice of Intent to Award

Mike Holland stated that the Bid Opening for the Phase 1B Improvements was held at 10 a.m. on March 15th. Mike Holland requested the board's execution of the Notice of Intent to Award to the low bidder, Williams Brothers Construction, Inc. with a bid of \$46,350,000. President Collins moved approval of Notice of Intent to Award to Williams Brothers Construction, Inc. in the amount of \$46,350,000. Trustee Zar seconded. The motion carried.

Mike Holland stated that DSD has been working on addressing City review comments from the rezoning, resubdivision and planned development applications and is on the agenda for the March 15th Planning and Zoning Commission Meeting for official action.

ii. DeKalb Park District – Sled Hill

Mark Eddington stated that the District is coordinating with the Park District in an effort to construct a sled hill with the excavated material from the Phase 1B construction.

c) Hollister Avenue Demolition Project

i. Authorization to Award Contract

Mike Holland stated that the bid opening for the Hollister Avenue Demolition Project was held at 10 am on March 13th. Mike Holland requested the board's execution of the Notice of Award to the low bidder, N-TRAK, with a bid of \$89,840. President Collins moved approval of Notice of Award to N-TRAK in the amount of \$89,840. Trustee Zar seconded. The motion carried.

ii. Authorization to Seek Quotes for Environmental Abatement

Mark Eddington stated that in February the District hired a company to perform state required environmental testing for asbestos on the Hollister Avenue homes. The tests came back positive for 8 of the homes. Asbestos remediation for these homes is expected to cost below \$40,000. As such, Staff is requesting quotes to perform the remediation work and is seeking the Board's authorization to move forward with this work.

Mark Eddington requested authorization to authorize an Asbestos Abatement Agreement, pending quotes. Trustee Zar moved approval of authorizing an Asbestos Abatement Agreement, pending quotes. President Collins seconded. The motion carried.

iii. Police/Fire Training Opportunities

Mark Eddington stated that he has reached out to DeKalb, Sycamore, Malta, Maple Park, and Cortland to see if any police or fire departments would like to utilize any of the Hollister Avenue homes for training purposes before they are demolished.

21. Projects

a) UV Disinfection Improvements

Mike Holland stated that J.J. Henderson has set the new UV equipment, installed the canopy and is working on completing wiring and control work to allow for equipment start up the week of March 20th. Pay Request #8 for \$193,874.46 has been submitted by J.J. Henderson and is recommended for payment. Mike Holland requested authorization for Payment Request #8 in the amount of \$193,874.46. President Collins moved approval of authorization of Payment Request #8 in the amount of \$193,874.46. Trustee Zar seconded. The motion carried.

Mike Holland stated that Change Order #3, to address manufacturer changes in the size of the weir troughs, for the additional amount of \$6,750.00 has been prepared by B&W and is recommended for approval. .

Trustee Zar moved approval of Change Order #3 in the amount of \$6,750. President Collins seconded. The motion carried.

b) Headworks – Screenings Compactor

Mike Holland stated that Staff has completed the order for the JWC Screenings Washer-Compactor for \$82,650 with an expected delivery in March.

c) Headworks – Septage Receiving

Mike Holland stated that Staff has completed the order for the Lakeside Septage Receiving equipment for \$113,006 with an expected delivery in April/May.

d) Primary Clarifier #1 Rehabilitation

Mike Holland stated that DPS Equipment is scheduled to complete the work the week of March 20th.

22. New Business

No new business.

23. Executive Session

At 2:43 p.m., President Collins moved to go into Executive Session to address personnel issues and executive session meeting minutes. Trustee Zar seconded. The motion carried.

At 2:58 p.m. Trustee Zar moved to return from Executive Session. President Collins seconded. The motion carried.

24. Personnel

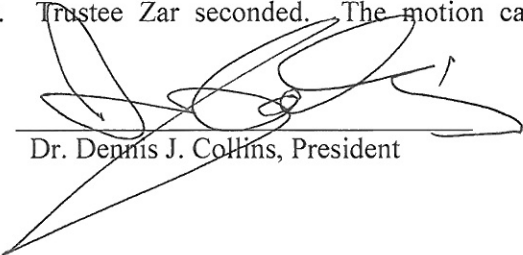
No action taken.

25. Executive Session Meeting Minutes

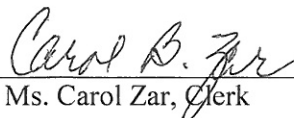
President Collins moved to accept the executive session meeting minutes and that they could be released publically now that the Hollister Avenue property procurements are complete.. Trustee Zar seconded. The motion carried.

26. Adjournment

President Collins moved to adjourn the meeting. Trustee Zar seconded. The motion carried. Meeting adjourned at 2:59 p.m.



Dr. Dennis J. Collins, President



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 26th day of April, 2017.

SEAL





Carol B. Zar, CLERK