



**DeKalb Sanitary District
Board Meeting Minutes
Monday, May 16, 2016 – 12:00 PM**

The May meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at 12:00 pm on Monday, May 16, 2016. 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, Asst. Manager / District Engineer Mike Holland, P.E., Jeanine Holcomb, Tracy Zenkner, and Derek Wold, P.E. of Baxter & Woodman. Timothy Struthers attended remotely via conference telecommunications.

1. Call to Order

President of the Board Collins called the meeting to order at 12:35 p.m.

2. Approval of the May Agenda

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

3. Approval of April Meeting Minutes

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

4. Approval to transfer funds

Trustee Zar moved approval to transfer \$400,000.00 to the O&M Fund. President Collins 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

No Public Input and Communications.

7. Treasurer's Report

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

8. District Dashboard

Mark Eddington discussed the District's "Dashboard" which included review of revenue and expenses for the past year and the District's Environmental Compliance has been solid. Mike Holland introduced and explained the addition of the "Hauled Waste Dashboard".

9. Local Impact Fees

Mark Eddington stated 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 is on the agenda for the City of DeKalb City Council Meeting on June 13, 2016.

10. Tentative FY 16/17 Budget

Mark Eddington discussed the tentative FY 16/17 Budget and the need to republish the meeting date necessary due to the change in board meeting date from June 15 to June 22. A public hearing on the District's Final FY 16/17 Budget will be scheduled for June 22 at 1:00 pm.

President Collins moved to approve the tentative FY16/17 Budget. Trustee Zar seconded. The motion carried.

11. Cell Tower Site (South Slope)

Mark Eddington stated this is ongoing and the attorneys for the tower company are reviewing the contract.

12. Operator's Report

There was no Operator Report this month.

13. 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) Derrick Pryor, 208 Gurler, \$343.40 loss due to a running toilet.

Trustee Zar seconded. The motion carried.

14. Annexations/Pre-annexations

No annexations/pre-annexations this month.

15. Plan Review

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

16. Engineer's Report

- a) Dodge Addition I/I Removal Pilot

Mike Holland stated RJN has completed sump pump inspections and is looking into doing some dye flood testing with staff's assistance. Staff is also working on assembling a bid package for the lateral televising in this 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.

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) Kishwaukee River Workgroup

Mike Holland discussed creating a watershed workgroup. Staff has met with Geosyntec Consultants, who is experienced in setting up and participating in these types of workgroups, and requested a proposal to help the District in establishing a Kishwaukee River Watershed Workgroup in the amount of \$14,500. Mike Holland has agreed to be the point of contact for this workgroup.

President Collins moved to approve a work order with Geosyntec Consultants in the amount of \$14,500 to investigate establishing a Kishwaukee River Watershed Workgroup . Trustee Zar seconded. The motion carried.

e) Annual GIS Contact

Mike Holland stated Baxter & Woodman provided a proposal for the annual GIS Development and Maintenance project. Goals for this year's project are to provide for increased accessibility from the field for items such as grease trap inspections, sewer calls, etc. Mike Holland requested authorization to execute a Work Order for \$30,000 with Baxter & Woodman (\$24,000 for GIS Development and \$6,000 for web hosting).

President Collins moved to approve execution of the Work Order for \$30,000 with Baxter & Woodman for the annual GIS Development and Maintenance Project. Trustee Zar seconded. The motion carried.

17. Projects

a) Headworks – Grit Line Rehab

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

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 that at the April Board Meeting the Board authorized the purchase of 6 electronic gate actuators. Since these are electronically controlled by the SCADA system, staff contacted Tri-R Systems to get pricing for the installation. The installation of these units requires mechanical, electrical and control work to be done. Tri-R has provided a T&M not to exceed

proposal for \$85,000 to complete this work, which due to the deteriorating electrical conduit and wiring, requires substantial electrical work.

Mike Holland discussed this electrical work could be bid out separately with subcontracts for the mechanical installation and Tri-R for the SCADA control work but that this would delay the installation, require additional engineering work to assemble the bid documents and likely not result in savings since it is felt that Tri-R's cost is reasonable. Due to Tri-R's past work history with the District and familiarity with the SCADA system, it was recommended by staff that competitive bidding be waived and Tri-R be authorized to proceed with this work.

President Collins moved to authorize Tri-R be contracted for the Gate Actuator Installation at the proposed \$85,000. Trustee Zar seconded and with a unanimous vote, the motion carried.

18. 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.

19. New Business

There was no new business.

20. Executive Session

At 2:40 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 3:07 p.m. Trustee Collins moved to return from Executive Session. Trustee Zar seconded. The motion carried.

21. Property Acquisition

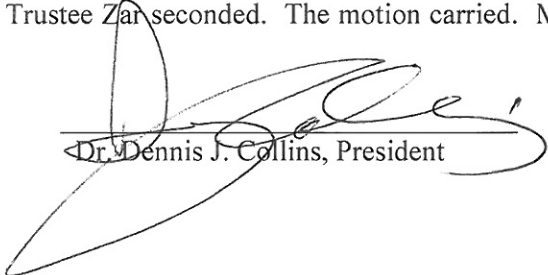
President Collins moved to execute agreements to purchase additional properties located on Hollister Avenue providing purchase offers are extended in a manner consistent with past practice (average of two appraisals). Trustee Zar seconded. The motion carried.

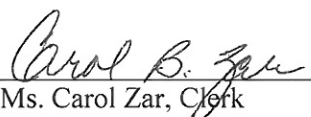
22. Personnel

No action taken.

23. Adjournment

Trustee Collins moved to adjourn the meeting. Trustee Zar seconded. The motion carried. Meeting adjourned at 3:09 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 22ND day of JUNE, 2016.

SEAL



Carol B. Zar
Carol B. Zar, CLERK