

DeKalb Sanitary District  
Wednesday, November 19, 2014  
Board Meeting Minutes

The November meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at 12:00pm on Wednesday, November 19, 2014. In attendance were Trustees Dennis J. Collins, and Carol B. Zar, Treasurer Steve Parker, Attorney Keith Foster, District Manager Mark Eddington P.E., Operations Manager Steve Olsen, Human Resources Manager Diana Foust SPHR, Assistant Manager, Engineering Mike Holland, P.E., and District Wastewater Operator Steve Hiatt.

President of the Board Collins called the meeting to order.

Trustee Zar moved approval of the November agenda, Trustee Collins seconded. The motion carried.

Trustee Collins moved approval of the October meeting minutes. Trustee Zar seconded. The motion carried.

Trustee Collins moved approval to transfer funds:

\$375,000.00 to the O & M Fund for Operations from the Revenue Account

\$ 5,666.69 to the O & M Fund from the Dedicated Tax - IMRF Account

\$ 2,328.86 to the O & M Fund from the Dedicated Tax - FICA Account

Trustee Zar seconded. The motion carried.

Trustee Collins moved to approve payment of bills as presented. Trustee Zar seconded. The motion carried.

During Public Input and Communications, the Board addressed the concerns of residents Denny Ervin of 458 Red Wing Ln. and Judy Santacaterina of 453 Red Wing Ln regarding the recent fire at the Meadow Trails Lift Station. Mike Holland informed the board that staff has been working with Elliott & Wood and Tri-R to replace damaged equipment. Mark Eddington stated that he has been in contact with the District and Northern Illinois Fence's insurance agents and they are working on the insurance claim.

A special meeting of the Board of Trustees has been scheduled for Friday December 5<sup>th</sup> at 12:00pm to interview design engineering teams for the upcoming Phase 1B Biological Improvements Project.

The December Board Meeting has been changed from December 17<sup>th</sup> at noon to December 15<sup>th</sup> at 6:00pm.

Steve Parker gave the Treasurer's Report and discussed investments. He inquired whether or not the trustees would consider beginning to purchase CDs with longer maturity rates. Trustee Collins directed Steve to present the board with a plan that would consider such at the December board meeting.

Mark Eddington discussed the Districts "Dashboard" providing summary information on the District's budget, units billed, revenue trends, environmental compliance and call-in hours to the Board.

Administration reviewed the District's budget of the first 6 months of the fiscal year.

The Board received a rental income analysis of the District owned properties.

Mike Holland presented the Board with a hauled waste comparison for both the previous and current fiscal years. Mike pointed out that the District is treating about 65% more leachate and septage vs. the same time last year. Trustee Collins inquired how much more cost was associated with treating the additional hauled waste. Staff would determine the additional cost for the December meeting.

Mark Eddington advised he is preparing a sewer rate review for next month's meeting.

Administration is working on the annual tax levy and will have is ready for approval at the December meeting.

The Board reviewed the District's procurement procedure. Trustee Collins made a motion allowing administration to spend up to \$20,000 without a board vote. Trustee Zar seconded. The motion carried.

There is no update regarding the City of DeKalb utility billing or building inspection processes.

Verizon's interest and research for putting a cell tower on District property is ongoing.

DeKalb County Enterprise Zone Ordinance #557 Property Tax Abatement was tabled so that Keith Foster could complete some additional research and was tabled until the December meeting.

Steve Olsen gave the Operator's Report informing the Board of that Stewart Spreading has completed removal of approximately 1,786 cubic yards of bio-solids from the District's storage facility for land application. The Board approved renewal of the contract with Stewart Spreading for an additional three years at the same terms which includes the annual CCI adjustment.

Work has begun on upgrades for pumps, controls, piping, door replacements and HAVC improvements in the Chlorine Building.

TRI-R Systems has completed conduit replacement on the Primary Splitter Structure.

The District is in the process of replacing old laboratory equipment.

Trustee Zar moved to approve the following Catastrophic Loss request, which was approved by the City of DeKalb as meeting the policy criteria:

- Eden's Garden Apartments of 2511 Williams Way, \$380.25 loss due to a running toilet.
- Lois Kreidle of 730 Kimberly, \$344.50 loss due to broken sump pump.
- Brandon Ransom of 1336 Adams Way, \$178.75 loss due to running toilet.

Also approved is a catastrophic water loss request from Steve Irving of 1860 Sycamore Rd., \$1,408.88 due to a broken frozen pipe.

Trustee Collins seconded. Motion carried.

There are no Annexations / Pre-annexations this month.

In plan review, Mike Holland stated that there was no new activity with Win Aviation and that he would be consulting with Keith Foster on the Violation Notice procedures for the Sawyers Auto site demolition.

Mike Holland supplied the Engineer's Report. Trustee Collins moved approval to execute a purchase order with Irving Construction in the amount of \$13,734 to proceed with the Biodisc structural rehabilitation work. Trustee Zar seconded. The motion carried.

Trustee Collins moved approval to move the Private Lateral Rehab budget item from Capital Expenses to Engineering Expenses and to bid a lateral televising project. Trustee Zar seconded. The motion carried.

Baxter & Woodman has finalized the design drawings for the grease

receiving modifications. Staff has issued a \$17,326.60 purchase order for the Flygt Mixer and sought plumbing and electrical proposals for the installation. Trustee Collins moved to approve execution of purchase orders to RJ O'Neil for the plumbing in the amount of \$39,474 and to TRI-R for an estimate amount of \$40,000. Trustee Zar seconded. The motion carried.

Staff has met with several engineering firms to discuss the requests for qualifications for the Phase 1B Biological Improvements Project. The Board has set a date of December 5<sup>th</sup> for a special meeting to interview the final candidates for the project.

Under projects, Mark Eddington stated that Redzone's work on the Sewer System Televising Program is ongoing. Trustee Collins moved approval of payment #2 for \$126,250. Trustee Zar seconded. The motion carried.

Elliott and Wood has completed the spot repairs with only minor punch list items remaining. The remaining retainage and change order items will be addressed with the final payment application.

The equipment for Primary Clarifier #4 was delivered the week of November 3<sup>rd</sup> and installation was completed November 13. With the exception of a site visit from the manufacturer, this project is now complete.

Mark Eddington has met with two security camera firms and is waiting for their quotes.

Under new business, the District's holiday luncheon will be held Wednesday December 10<sup>th</sup> at 12:30pm at Tapa La Luna in DeKalb.

The Board reached a consensus to move forward with the installation of a grinder upstream of the Centrifuges based on the costs of \$15,300 to Vogelsang for the grinder, \$14,000 to Dahme Mechanical for the piping work and \$15,700 to Tri-R for the Electrical and Controls work.

Trustee Collins moved to go into Executive Session to address property acquisition, personnel and review of executive session minutes.

Trustee Zar seconded.

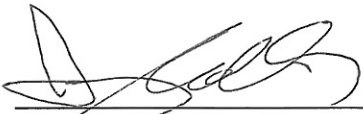
The motion carried. The Board went into Executive Session.

After the Board returned from executive session, Trustee Collins made a motion to authorize Mark Eddington to offer up to \$105,000 for the purchase of 124 and 126 Hollister Avenue. Trustee Zar seconded and the

Motion Carried.

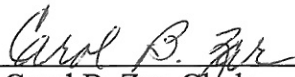
Trustee Collins moved to approve executive session minutes from April 2012 to present but did not approve the release of them at this time. Trustee Zar seconded. The motion carried.

Trustee Collins moved to adjourn the meeting. Trustee Zar seconded. The motion carried.



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Dennis J. Collins, President



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Carol B. Zar, Clerk