



**DeKalb Sanitary District
Board Meeting Minutes
Wednesday, November 18, 2015 – 12:00 PM**

The November meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, November 18, 2015. In attendance were Trustees Dennis J. Collins, Timothy A. Struthers and 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., Derek Wold, P.E. of Baxter & Woodman and Bryan Faivre with the City of DeKalb.

1. Call to Order

President of the Board Collins called the meeting to order at 12:21 p.m.

2. Approval of the November Agenda

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

3. Approval of Meeting Minutes

a) October 21st Board Meeting Minutes

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

b) October 28th Special Board Meeting Minutes

President Collins moved approval of the October 28th Special Board Meeting Minutes. Trustee Zar seconded. The motion carried.

4. Approval to transfer funds

Trustee Struthers moved approval to transfer \$375,000.00 to the O&M Fund. Trustee Zar seconded. The motion carried.

5. Approval to pay bills as presented

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

6. Public input and Communications

From the City of DeKalb, Bryan Faivre, Asst. Public Works Director – Utilities attended to discuss Utility Billing IGA (see below #11a).

7. Treasurer's Report

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

8. District Dashboard

Mark Eddington discussed the District's "Dashboard", stating units billed came up slightly and the District was environmentally compliant.

9. Sewer Rate Analysis

Mark Eddington presented different scenarios for restructuring the flat rate portion of the District's user fees using a spreadsheet created by Mike Holland comparing the number of users and water service size. The board agreed that the flat rate portion should be increased to better reflect the District's fixed costs and asked for staff to provide a proposed rate structure for the next board meeting.

10. Suburban Apartments Delinquent Account

Mark Eddington informed the Board that a lien has been filed against the Suburban Apartments property in an effort to collect this account.

11. City of DeKalb

a) Utility Billing IGA

Mark Eddington stated that the City of DeKalb has accepted the District's counterproposal of \$135,000 a year to provide utility billing services with an annual adjustment based on the CPI. The attorney for the City of DeKalb is currently drafting the agreement.

b) Building Permit Review/Inspection

Mark Eddington stated there is nothing new to report.

12. Cell Tower Site (South Slope)

Mark Eddington stated there is nothing new to report.

13. Operator's Report

As Steve Olsen reported last month, a coupling failure on a screw pump does need to be replaced. DPS Equipment has provided a quote for \$10,000. Work will be completed on November 13th.

Rush Power has completed the Preventive Maintenance on all generators as well as performed Load Bank testing on all Lift Station generators. The cost, as reported last month, is \$16,050 with an additional \$7,200 needed for repairs that include coolant, belts, heater hoses and various other items that require replacement on several of the generators.

14. Catastrophic Water Loss Relief Requests

There were no catastrophic water loss relief requests this past month.

15. Lateral Assistance Program

Derek Wold of B&W gave a presentation of Downers Grove Lateral Assistance Program.

16. Annexations/Pre-annexations

None this month.

17. Plan Review

a. Sawyers Auto Demo

Mike Holland stated KV & Sons have paid their fine and have submitted preliminary development plans for the site.

b. Popeye's

Mike Holland reported the property where Popeye's is to be located will have the existing structure torn down and the parcel will be split in half with Popeye's on one side and another commercial location on the other half of the property.

18. Engineer's Report

a. Hauled Wastewater Receiving Program

Mike Holland stated that the District has completed the revisions to the Hauled Wastewater Program. The guidelines were modified to allow for Fats, Oils and Grease receiving rate of \$0.05/gallon and the septage/porta potty receiving rate was increased from \$0.03/gallon to \$0.035/gallon. The application forms were reformatted and a certificate of insurance requirement was added. The new program rules and forms have been issued to current haulers to update the information on them and to inform grease haulers that the District is now available for FOG disposal.

b. Phase 1B Biological Improvements

Mike Holland stated staff met with the City of DeKalb for a pre-application meeting for the project. This meeting was very productive and cooperative. Some additional exhibits were requested showing the project area and layout and the District will be following back up with the City once the direction of the purchase of the Hollister Avenue homes is determined.

At the October 28th Special Board Meeting the Board toured the existing Lab/Control Building and agreed that new facilities are needed. The Board also toured the property at 1325 Sycamore Road to determine the feasibility for use as an Admin building during construction and potentially permanently. Following the tour, it was agreed upon that the property was not ideal as the purchase of this building would cost nearly the same as constructing a new building designed around the District's needs. The Board's preference was therefore to consider including a new Admin building as part of the Lab/Control Building.

The new Admin/Lab/Operations building would be approximately 8,000 to 9,000 SF and cost around \$3.0-\$3.5 million. B&W has begun preparing some preliminary layouts for discussion and consideration. If it is agreed upon that this work should be included in this project then an engineering addendum will ultimately need to be executed to design the new building. B&W will come back next month with a layout and costs.

c. Solar Project Evaluation

Mike Holland stated the District has entered into a no cost Professional Services Agreement with The Power Bureau to perform solar project evaluation and procurement activities.

19. Projects

a. Headworks Bar Screen Rehab

Mike Holland stated the equipment has been delivered and work is expected to begin in December.

b. 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. Staff is working on purchasing the pump and will be requesting quotes for the piping and electrical work.

20. New Business

Holiday Luncheon

Mark Eddington informed the Board the location of the Holiday Luncheon is Tapa La Luna and the it will be held is Wednesday, December 2, 2015.

21. Executive Session

At 2:45 p.m., Trustee 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.

Trustee Collins moved to return from Executive Session at 2:58 pm. Trustee Zar seconded. The motion carried.

22. Property Acquisition

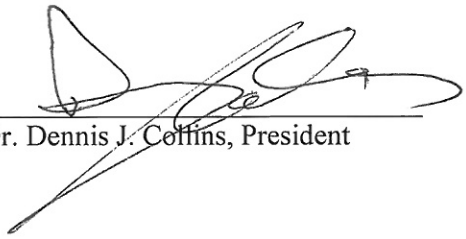
Trustee Struthers made a motion to approve Resolutions 2015-11-18(A), 2015-11-18(B) and 2015-11-18(C) regarding the necessity for acquiring by condemnation the properties located at 197 Hollister Avenue, 154 Hollister Avenue, and 220 Hollister Avenue, respectively. Trustee Zar seconded. The motion carried.

23. Personnel

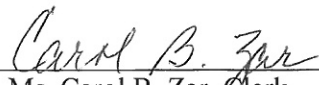
No action taken.

24. Adjournment

Trustee Struthers moved to adjourn the meeting. Trustee Zar seconded. The motion carried. Meeting adjourned at 3:00 pm.



Dr. Dennis J. Collins, President



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 16th day of December, 2015.

SEAL



Carol B. Zar
Carol B. Zar, CLERK