



**DeKalb Sanitary District
Board Meeting Minutes
Wednesday, October 21, 2015 – 12:30 PM**

The October meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at 12:33 pm on Wednesday, October 21, 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, Cathy Haley and Bryan Faivre with the City of DeKalb as well as Dipak Patel of KV & Sons.

1. Call to Order

President of the Board Collins called the meeting to order at 12:33 p.m.

2. Approval of the October Agenda

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

3. Approval of the September Meeting Minutes

Trustee Collins moved approval of the September meeting minutes. Trustee Struthers seconded. The motion carried.

4. Amendment of May 13, 2015 Meeting Minutes

Mark Eddington presented an amendment to the Executive Session portion of the May Meeting Minutes. Trustee Collins moved approval of the amendment of the May 2015 Meeting Minutes. Trustee Zar seconded. The motion carried.

5. Approval to transfer funds

Trustee Struthers moved approval to transfer \$425,000.00 to the O&M Fund. Trustee Zar seconded. The motion carried.

6. Approval to pay bills as presented

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

7. Public input and Communications

From the City of DeKalb, Bryan Faivre, Superintendent – Utilities, as well as Cathy Haley, Finance Director, attended to discuss Utility Billing IGA (see below #13a).

8. Treasurer's Report

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

9. District Dashboard

Mark Eddington discussed the District’s “Dashboard”, stating units billed were down 6.6%.

10. Health Insurance Renewal

Mark Eddington discussed the District’s Health Insurance Renewal. Overall the cost of the District’s Health Insurance (Blue Cross/Blue Shield) dropped 2.76%. Mark Eddington requested official approval for Health Insurance Renewal. Trustee Zar moved to give approval for Health Insurance Renewal. Trustee Collins seconded. The motion carried.

11. Suburban Apartments Delinquent Account

Mark Eddington informed the Board of Suburban Apartments delinquent account and the steps being taken to collect this account, requesting the approval of Ordinance No. 561 (see #12 below).

12. Ordinance #561 – Amendment to Ord. 520 “Sewer Use Ordinance”, Section 7(B): Delinquent Bills

Mark Eddington introduced an amending ordinance to help the District collect delinquent accounts. Trustee Collins moved to approve Ordinance #561. Trustee Zar seconded. The motion carried.

13. City of DeKalb

a. Utility Billing IGA

From the City of DeKalb, Bryan Faivre, Superintendent – Utilities, as well as Cathy Haley, Finance Director, attended the Board Meeting to discuss Utility Billing IGA. Trustee Collins stated that the District has received quotes that indicate the District could perform its own billing on a flat rate system for approximately \$116,000 but that the District would prefer to work out an agreement with the City to continue providing the District’s billing. Cathy Haley stated that the City would be meeting with the District later this week to discuss this further and to try and reach an agreeable proposal for both entities.

b. Building Permit Review/Inspection

Mark Eddington stated last month the City had indicated that it will be going out for a Request for Proposals for Permit Review and Inspection services and this is ongoing.

14. Cell Tower Site (South Slope)

Mark Eddington stated the project is moving along and that the District is currently waiting on the tower company (SBA)

15. Operator’s Report

Steve Olsen reported that one of the large submersible raw sewage pumps are refurbished on a rotating basis annually. Steve has received a quote for this year’s pump rehab for \$18,500.00, although once disassembled, other repairs may be required. We have budgeted \$35,000 for these repairs.

Preventive Maintenance of all plant and lift station generators has begun. The cost for these 12 units is \$10,640. We have budgeted \$20,000 for maintenance and repairs.

Recently we experienced a screw pump failure due to the coupling between the gear and the screw pump. DPS Equipment is currently evaluating repairs. Both screw pump couplings were replaced in 2009 for \$13,500.

The District's Treatment Plant has been nominated for the "Best Operated Treatment Works" award by the Illinois Association of Water Pollution Control Operators. The inspection team visited the plant on October 13th. The award will be given at their annual conference in April.

16. Vactor Truck Replacement

Mark Eddington reported the Vactor Truck has begun to need significant repairs and as the repairs start adding up, the District should start thinking about replacing the Vactor Truck, which was purchased new in 2003, in the future.

17. Catastrophic Water Loss Relief Requests

Trustee Collins moved to approve the following Catastrophic Water Loss requests, which were approved by the City of DeKalb as meeting the policy criteria:

- Ellen Parham, 809 Lawnwood, \$176.70, due to a fire account was inactive, then inadvertently active.
- Evan Karnes, 1462 Moluf, \$180.20, due to a running toilet.
- Vanessa Howell, 924 Shipman Place, Unit D, \$190.40, due to a running toilet.

Trustee Struthers seconded. The motion passed.

18. Lateral Assistance Program

Mike Holland discussed an overview of the intention of implementing a Lateral Assistance Program. Derek Wold of B&W will be presenting at next month's board meeting with results and details from Downers Grove's program.

19. Annexations/Pre-annexations

None this month.

20. Plan Review

a. Sawyers Auto Demo

Mike Holland stated the work has been completed. Dipak Patel of KV & Sons attended the meeting requesting a reduction of the \$7,200 in fines accrued due to not completing the work in the required timeframe. Mr. Patel stated the delays were not KV & Sons' fault, it was the contractor's. Mike Holland reiterated the unresponsiveness of KV & Sons was very frustrating and that the District has spent financial resources on legal fees as well as personnel hours trying to resolve these issues. Trustee Collins stated that due to the District's time and resources spent on this issue, no reduction in the fines would be considered.

b. 3M (Project Black Bear)

Mike Holland stated this project is moving forward and all the fees have been paid.

c. Cole Pallet

Mike Holland stated Cole Pallet is building a new facility and will be connecting to our sanitary lines.

d. Pho N' Grill

Mike Holland reported he has been in contact with the owner of Pho N' Grill and payment arrangements for the connection fee have been made.

21. Engineer's Report

a. Office and Control Building Lighting Improvements

Mike Holland stated that half of the 220 new LED replacement bulbs have been installed already and the remaining will be installed this month.

b. Phase 1B Biological Improvements

Mike Holland explained the history of the District's current Lab/Control Building. The current building has water quality issues, a shared co-ed restroom, lack of locker room space, etc. Although it is suitable for our current process, with the Phase 1B Improvements the District's main treatment process will become significantly more complex and more reliant on a variety of testing that we are not currently required or have the need to do. The proposed 5,000 SF building discussion has been held off until a later date.

CHP & Biogas System

Mike Holland discussed the annual electricity cost and after the Phase 1B Improvements our electrical consumption is expected to increase 2-3 times our current usage. So aside from the utilization of biogas as an alternative power source being from a "green" initiative, it also can have a significant economic benefit to the District. The major components that are needed to utilize biogas for energy production are a gas conditioning system and a Combined Heat and Power (CHP) generator. Mike Holland stated that the payback for completing the CHP work would be between 5 to 11 years, depending on waste receiving revenue and gas production.

Mike Holland requested authorization to execute a \$125,000 Engineering Services Agreement Amendment No. 2 for the CHP & Biogas System. Trustee Collins moved approval. Trustee Zar seconded. The motion carried.

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. The Power Bureau will be providing these services and is being paid out of grant funding from the Midwest Renewable Energy Association (MREA).

22. Projects

a. Headworks Bar Screen Rehab

Mike Holland stated a purchase order in the amount of \$35,000 has been issued to Process Equipment Repair Services (PERS) to provide the installation of the mechanical equipment for the rehabilitation of the bar screens. 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. There is a retrofit option for the existing grit unit for \$60,000 which would still need additional piping and electrical work. The proposed alternative could allow for the reuse of the pipe and electrical conduit should the District in the future wish to reinstall the grit unit with the retrofit.

23. New Business

FOIA Request

Mark Eddington informed the Board of a FOIA request asking for a record of all credit card statements and financial transactions for the last year. The FOIA information was collected and the request was fulfilled within the allotted timeframe.

Holiday Luncheon

Mark Eddington requested input from the Board as far as dates and locations of the Holiday Luncheon. Tapa La Luna was the location decided upon. Wednesday, December 2, 2015 is the tentatively agreed upon date.

24. Executive Session

At 2:29 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 3:20 pm. Trustee Zar seconded. The motion carried.

25. Property Acquisition – Trustee Collins made a motion to authorize Mark Eddington to extend a purchase contract to the owner of 154 Hollister Avenue pursuant to the discussion in executive session. Trustee Zar seconded. The motioned carried.

Trustee Collins made a motion to authorize Mark Eddington and Keith Foster to extend a purchase offer to the owner of 197 Hollister Avenue pursuant to the discussion in executive session. Trustee Zar seconded. The motion carried.


26. Personnel – No action taken.

27. Executive Session Meeting Minutes – Trustee Collins made a motion to approve the Executive Session meeting minutes from January through June of 2015. Trustee Zar seconded. The motion

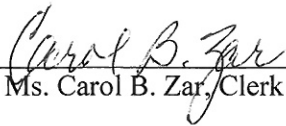
carried.

28. Adjournment

Trustee Collins moved to adjourn the meeting. Trustee Zar seconded. The motion carried. Meeting adjourned at 3:20 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 18th day of NOVEMBER, 2015.

SEAL



Carol B. Zar

Carol B. Zar, CLERK