



**DeKalb Sanitary District  
Board Meeting Minutes  
Wednesday, October 19, 2016 – 12:00 PM**

The October meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, October 19, 2016. In attendance were Trustees Dennis J. Collins, Carol B. Zar, Timothy Struthers, Treasurer Steve Parker, Attorney Keith Foster, District Manager Mark Eddington P.E., District Engineer/Assistant Manager Mike Holland, P.E., Jeanine Holcomb, Tracy Zenkner, Derek Wold, P.E. of Baxter & Woodman and Dennis Haile, Collections Foreman.

**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**

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

**3. Approval of September Meeting Minutes**

Trustee Struthers moved approval of the September Board Meeting Minutes. Trustee Zar seconded. The motion carried.

**4. Approval to transfer funds**

President Collins moved approval to transfer \$550,000.00 to the O&M Fund. Trustee Struthers seconded. The motion carried.

**5. Approval to pay bills as presented**

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

**6. Public Input and Communications**

Mark Eddington introduced Dennis Haile, the District's Collections Foreman and Sara Rowe, the District's newest intern.

**7. Treasurer's Report**

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

**8. District Dashboard**

Mark Eddington discussed the District's "Dashboard". Mark stated revenue is solid looking at the past 12 months collected. The District's environmental compliance was good.

Mike Holland reviewed the hauled waste dashboard and reported that biogas production has been increasing due to increased FOG receiving.

**9. Local Impact Fees**

Nothing new to report.

**10. Cell Tower Site (South Slope)**

Mark Eddington stated the contract has been signed and this is proceeding forward.

**11. Operator's Report**

There was no Operator's Report this month.

**12. Lateral Assistance Program**

Nothing new to report.

**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:

Barbara Stone, 1320 N. 14<sup>th</sup> Street, \$248.20, toilet running/leak.  
Don Appleton, 1613 E. Dresser, \$277.10, water pipe burst.

The District reviewed the following request:

Suburban Apartments (MCJ Investments) requested an adjustment of their invoice due to a water main break. After review of the previous year's usage, the agreed upon adjusted invoice amount is \$8,823.97.

Trustee Zar seconded. The motion carried.

**14. Annexations/Pre-annexations**

No annexations/pre-annexations this month.

**15. Plan Review**

Mike Holland reviewed proposed projects that have been submitted.

**16. Engineer's Report**

a) Dodge Addition I/I Removal Pilot

Performance Pipelining has begun lateral televising in the Dodge Addition. In the first two days, PPI televised 38 laterals. Of the 38 laterals televised nine were found to be orangeburg and another nine had some sort of deficiency needing repair.

b) Phase 1B Biological Improvements

Mike Holland stated design is 90% complete and the loan application has been submitted. Mike

reviewed the updated project schedule.

Staff will be resubmitting the planning and zoning documents to the City to formally initiate the review process.

c) Kishwaukee River Workgroup

The DeKalb County Stormwater Committee has formally approved proceeding with a watershed planning report for the South Branch of the Kishwaukee River. An RFQ will be issued within the next few months with the intention of applying for grant funding in August of 2017.

d) 2016 Spot Repair Project

Staff is working on preparing the bid documents, however, with the approaching winter there will be some locations that will need to be addressed as emergency repairs.

**17. Projects**

a) UV Disinfection Improvements

Site electrical work has begun for the project and J. J. Henderson has begun to mobilize for construction. Full-time construction is expected to begin on-site at the end of the month. Pay request #3 for \$26,185.37 has been submitted by J.J. Henderson and is recommended for payment.

b) Headworks – Gate Actuators

The actuators have been installed and operational. Final payment of \$15,000 is recommended.

c) Headworks – Septage Receiving/Screenings Washer-Compactor

At the August meeting, the Board authorized staff to proceed with the purchase of a Lakeside Septage Receiving Station and JWC Screenings Washer-Compactor for \$195,000. Staff is still doing a final review before ordering equipment.

d) Primary Clarifier #1 Rehabilitation

The Primary Clarifier #1 Rehabilitation project was awarded to DPS Equipment for \$62,5000 at the July meeting. DPS has removed the clarifier mechanism to work on the components at their shop with installation initially anticipated for early September. However, while the clarifier was off-line, staff found that the existing 24” influent pipe is corroding and requires immediate attention. Staff has received three quotes and intends on proceeding with lowest quote from Michels Corp for approximately \$31,000 for the emergency repair.

**18. Wastewater Treatment Service to Satellite Communities**

Nothing new to report.

**19. New Business**

No new business was discussed.

**20. Executive Session**

At 1:47 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 2:13 p.m. President Collins moved to return from Executive Session. Trustee Struthers seconded. The motion carried.

**21. Property Acquisition**

No action taken.

**22. Personnel**


No action taken.

**23. Adjournment**

President Collins moved to adjourn the meeting. Trustee Zar seconded. The motion carried. Meeting adjourned at 2:15 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 9<sup>th</sup> day of November, 2016.

SEAL



  
\_\_\_\_\_  
Carol B. Zar, CLERK