



**DeKalb Sanitary District  
Board Meeting Minutes  
Wednesday, September 9, 2015 – 12:25 PM**

The September meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at 12:25 pm on Wednesday, September 9, 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 as well as David Sieglinger, DeKalb Sanitary District, Cathy Haley and Bryan Faivre with the City of DeKalb.

**1. Call to Order**

President of the Board Collins called the meeting to order at 12:25 p.m.

**2. Approval of the September Agenda**

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

**3. Approval of the August Meeting Minutes**

Trustee Struthers moved approval of the August meeting minutes. Trustee Zar seconded. The motion carried.

**4. Approval to transfer funds**

Trustee Zar moved approval to transfer \$400,000.00 to the O&M Fund. Trustee Struthers seconded. The motion carried.

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

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

**6. 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 #9a).

**7. Treasurer's Report**

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

**8. District Dashboard**

Mark Eddington discussed the District's "Dashboard" providing summary information on the District's budget, units billed, revenue trends, environmental compliance and call-in hours to the Board. Mark Eddington stated there were some environmental compliance issues but no reportable overflow events. There were a lot of call-ins due to chlorine system issues, however, that is getting

better.

## **9. 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. Mark Eddington, after much research, provided a draft of three alternate proposals for discussion. The first being for the City to continue providing billing services for the District but to convert to a tiered flat-rate billing system for the proposed amount of \$98k/yr. The second proposal would be to still switch to a flat rate billing system where the District would provide its own billing services. The cost of the second alternative was estimated to be \$116k/yr. Lastly, the third proposal is that DSD would provide monthly billing services for sewer, water, and garbage at a cost of \$300k/yr. After discussing the above proposals, Mark Eddington asked for authorization from the Board of Trustees to formally present the City of DeKalb with the above mentioned proposals, which was given.

### **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.

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

Mark Eddington stated Mark Strauss is working on the contracts, soil testing has been done and the project is moving along.

## **11. Vacation Policy**

Mark Eddington detailed the changes made to the Vacation Policy. Trustee Collins moved for approval of the changes to the Vacation Policy. Trustee Struthers seconded. The motion carried.

## **12. Operator's Report**

Steve Olsen reported after reviewing our options for the broken or separated pipe in the Headworks, we are looking into pumping alternatives. Costs to repair the piping alone may reach well over \$100k due to the difficulties involved with the excavation. Steve Olsen is currently working with the manufacturer to determine other pumping options we may have.

Steve Olsen also discussed the District had two effluent fecal coliform violations for August. This has been corrected and the levels have returned to normal.

Secondly, an Ammonia violation occurred due to what possibly was from Waste Management's leachate from their new cell. Once the problem became apparent, we suspended leachate receiving and have requested full analytical analysis from Waste Management's new cell to determine the exact cause of the upset. If everything continues as planned, leachate receiving from the older cells will begin again.

### **13. Catastrophic Water Loss Relief Requests**

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

- Jesse Kepperly, 341 Manning, \$238.00, due to a running toilet.
- Alex Galvan, 845 Regent Drive #D, \$193.80, due to a running toilet.
- Russ Smith, 404 W. Locust, \$227.80, due to a running toilet.

Trustee Struthers seconded. The motion passed.

### **14. Lateral Assistance Program**

Michael Holland discussed creating a program for homeowners to assist with repairs of sewer lines. This type of program would not only ease the cost of repairs to homeowners but would also promote improvements to the existing sewer lines that are in need of repair.

### **15. Annexations/Pre-annexations**

None this month.

### **16. Plan Review**

#### **a. Sawyers Auto Demo**

Mike Holland has been in contact with the owner's attorney and they are slowly making progress to move things forward.

#### **b. 3M (Project Black Bear)**

Mike Holland stated that they have broken ground and the project is moving forward.

#### **c. Nail Salon @237 E. Lincoln Hwy (former Megan Morrison)**

Mike Holland stated there is interest in having a nail salon at this location along with two apartments upstairs.

#### **d. Popeye's Chicken – 1127 W. Lincoln Hwy**

Mike Holland stated that at this location there is a preliminary plan to bulldoze the existing building and subdivide the parcel for a Popeye's Chicken and yet to be determined retail space.

### **17. Engineer's Report**

#### **a. Office and Control Building Lighting Improvements**

Mike Holland stated that 220 new LED replacement bulbs, at a cost of \$2,629, have been received and should be installed before the next Board Meeting.

#### **b. Dodge Addition I/I Reduction Pilot**

Mike Holland stated that RJN Group has completed their analysis of the Dodge Addition area and made a series of recommendations for moving forward with I&I reduction in this area. Staff will be further reviewing their report and meeting with RJN to discuss next steps.

c. Phase 1B Biological Improvements

B&W has completed the preliminary design with a 2017 cost estimate with 15% contingency of \$48 million. After going through the preliminary design process there were a few items that came up that staff feels the District should consider that were not part of the original project scope.

After discussion, Mike Holland requested authorization to execute a \$24,000 work order to bid the UV project separately. Trustee Collins moved approval of the \$24,000 work order for the UV project. Trustee Struthers seconded. The motion carried.

Mike Holland requested approval to execute a \$186,000 Engineering contract Amendment No. 1 to include a Sidestream Equalization Pump Station, CHP System Gas Conditioning and a FOG/High Strength Waste Receiving Station. After much discussion, the CHP System Gas Conditioning will be left off for future discussion and the new amount for the amendment will be \$61k to include the Sidestream Equalization PS and the FOG/HSW Receiving. Trustee Zar moved for approval of Engineering Amendment No. 1 in the amount of \$61k. Trustee Struthers seconded. The motion carried.

## **18. Projects**

a. Sycamore Road Service Reconnections

Mike Holland stated that plans for the pipebursting project have been discussed with City Engineering and Water Departments and it has been determined that the City may have some water system improvements that could be done in conjunction with the District's sewer work. Discussions will continue after the City has had a chance to review their budget to determine the extent of the work they may wish to have completed.

b. Headworks Bar Screen Rehab

Mike Holland stated a purchase order in the amount of \$140,726 has been issued to Vulcan Industries to provide the mechanical equipment for the rehabilitation of the bar screens. Staff has received three quotes from contractors for the installation services. Authorization is requested to execute an agreement with the lowest bidder, Process Equipment Repair Services, for \$35k. Trustee Zar moved for approval of the agreement with Process Equipment Repair Services for \$35k. Trustee Struthers seconded. The motion carried.

c. Headworks – Grit Line Rehab

Upon reviewing As-Built drawings and meeting with Elliott & Wood, it was determined that attempting to install a well point to dewater the area would be very difficult and costly. Staff has contacted the local representative for Smith & Loveless to discuss retrofitting our existing equipment to allow for an alternative pumping system.

**19. New Business**

Mark Eddington stated our health insurance costs dropped by 2%.

Mike Holland stated that through the District's involvement in IAWA we were contacted to gauge interest on partnering with other municipalities to potentially share in costs for investigating and implementing solar technology. He was informed that there is grant money available that could pay for consulting but would be getting further information on the details of what scope of work would be provided and if there would be any cost to the District.

**20. Executive Session**

At 2:08 p.m., Trustee Struthers moved to go into Executive Session to address property acquisition and personnel. Trustee Zar seconded. The motion carried. The Board went into Executive Session.

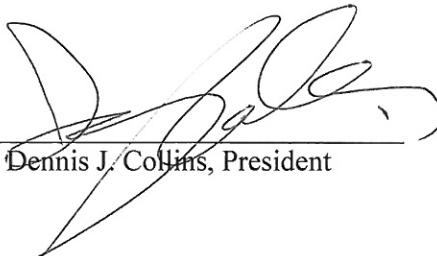
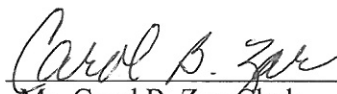
Trustee Zar moved to return from Executive Session at 2:14 pm. Trustee Struthers seconded. The motion carried.

**21. Property Acquisition – No action taken.**

**22. Personnel – No action taken.**

**23. Adjournment**

Trustee Struthers moved to adjourn the meeting. Trustee Zar seconded. The motion carried. Meeting adjourned at 2:14 pm.

  
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Dr. Dennis J. Collins, President  
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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 21<sup>ST</sup> day of October, 2015.

SEAL



Carol B. Zar  
Carol B. Zar, CLERK