



**DeKalb Sanitary District  
Board Meeting Minutes  
Wednesday, September 14, 2016 – 12:00 PM**

The September meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, September 14, 2016. In attendance were Trustees Dennis J. Collins, Carol B. Zar, Timothy Struthers, Treasurer Steve Parker, Attorney Tim Conklin of Foster and Buick, District Manager Mark Eddington P.E., Operations Manager Steve Olsen, Tracy Zenkner, John Engstrom GIS Tech/Wastewater Operator, and Brent Perz, P.E. of Baxter & Woodman.

**1. Call to Order**

President of the Board Collins called the meeting to order at 12:26 p.m.

**2. Approval of the September Agenda**

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

**3. Approval of August Meeting Minutes**

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

**4. Approval to transfer funds**

President Collins moved approval to transfer \$780,000.00 to the O&M Fund. Trustee Struthers seconded. The motion carried.

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

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

**6. Public Input and Communications**

Bessie Chronopoulos, resident, attended the meeting voicing her opinion regarding impact fees and suggested that the elected officials of the City of DeKalb need to have candid conversations with local public entities regarding the lack of growth and how to work together to make positive changes for the future of DeKalb. Bessie Chronopoulos suggested the District move their board meeting time to evenings to allow more public participation. President Collins stated that the District did move their board meetings to evening and did not see any increased public participation as a result.

Patricia Perkins, resident, attended the meeting asking about the direction of leadership within the community.

**7. Treasurer's Report**

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

**8. 2015/16 Public Audit**

Jim Savio of Sikich and Associates stated the audit is complete. The District finances are in good standing. President Collins made a motion to accept the final audit report contingent on the discussed corrections. Trustee Struthers seconded. The motion carried.

**9. District Dashboard**

Mark Eddington discussed the District's "Dashboard". Mark stated the City of DeKalb provided finished water numbers for the past five years to chart the units billed/fees collected. These numbers show units billed are down approximately 6.5% over the past five years.

Mike Holland reported it was a record month for septic, leachate, and grease hauling.

**10. Health Insurance Renewal**

Mark Eddington reported on health insurance renewal and explained to the Board the different options available. The decision was made to essentially keep the same insurance with a 13% increase.

President Collins moved to approve renewal of the health insurance (80% HSA plan for 2017). Trustee Zar seconded. The motion carried.

**11. Local Impact Fees**

Jo Ellen Charlton, Principal Planner, City of DeKalb, explained the history of impact fees and the necessity of the program. Jo Ellen also stated the City of DeKalb is in discussion regarding Impact Fees and making other improvements to attract developers to bring growth to DeKalb.

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

Mark Eddington stated this is proceeding forward.

**13. Operator's Report**

Steve Olsen reported the Headworks A/C unit needs to be replaced which has been in place since 1998. DeKalb Mechanical will replace the A/C unit for the Headworks Electrical room for \$7547, including one year parts and labor warranty.

TRI-R Systems will replace a failed VFD for a 75 HP blower motor. This VFD was installed as a part of the 1998 construction project. The cost is \$7500 for the VFD plus installation which includes modification of the electrical switch gear.

**14. Vactor Truck**

Mark Eddington is in the process of getting a trade-in value for the current Vactor Truck. Research has begun to purchase a new Vactor Truck in the future.

**15. Lateral Assistance Program**

Nothing new to report.

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

For the month of August, there is one Catastrophic Loss request.

Barbara Stone, 1320 N. 14<sup>th</sup> Street, \$248.20, no reason for loss specified.

President Collins requested more information be presented before approval. This Catastrophic Loss request will be re-visited in October if new information is provided.

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

No annexations/pre-annexations this month.

## **18. Plan Review**

Mike Holland reviewed proposed projects that have been submitted.

## **19. Engineer's Report**

### a) Dodge Addition I/I Removal Pilot

The 2016 Lateral Televising Project was put out to bid, with the bid opening on September 12, 2016. Mike Holland requested authorization to issue the Notice of Award to the low bidder, Performance Pipelining, Inc., in the amount of \$49,750.

Trustee Struthers moved to approve the Notice of Award to Performance Pipelining in the amount of \$49,750. Trustee Zar seconded. The motion carried.

### b) Phase 1B Biological Improvements

Mike Holland stated design is nearly 90% complete and has been submitted to the IEPA for permitting. The new site layout and an updated letter addressing City comments has been submitted to City staff to initiate the Planning and Zoning process.

Staff is continuing work on the IEPA Loan Application with the assembly of the financial requirements. Once this is complete, the Loan Application package will be submitted, anticipated by the end of September.

Mike Holland requested execution of Ordinance No. 569 – Authorizing Debt. President Collins moved to approve Ordinance No. 569 – Authorizing Dept. Trustee Struthers seconded. The motion carried.

Mark Eddington stated Buhr's Landscaping offered a new quote regarding the planting of the tree line by the apartment complex. Mark will be meeting with the apartment complex for approval of the tree plan. Mark Eddington requested authorization to move forward with the tree planting proposal from Buhr's in the amount of \$34,250.00. Trustee Zar moved to approve the planting of the tree line with the contingency stated. President Collins seconded. The motion carried.

c) Kishwaukee River Workgroup

Staff is working with representatives from the DeKalb County Community Foundation, DeKalb County Soil and Water Conservation District and Geosyntec to discuss this project.

d) 2016 Spot Repair Project

Staff is working on preparing the bid documents.

**20. Projects**

a) UV Disinfection Improvements

Site electrical work has begun for the project. Pay request #2 for \$56,481.41 has been submitted by J.J. Henderson and is recommended for payment.

Trustee Struthers moved to approve payment request #2 to J.J. Henderson in the amount of \$56,481.41. Trustee Zar seconded. The motion carried.

b) Headworks – Gate Actuators

The actuators have been delivered and Tri-R has completed a majority of the electrical work necessary for their installation, expected this month. Mike Holland requested authorization to Tri-R in the amount of \$10,000.

President Collins moved to approve payment to Tri-R in the amount of \$10,000. Trustee Zar seconded. The motion carried.

c) Headworks – Septage Receiving/Screenings Washer-Compactor

At the July meeting, the Board authorized staff to proceed with the purchase of a Screenings Washer-Compactor and a Septage Receiving Station from JWC Environmental for \$167,000. Mike Holland stated that he found an issue with the proposed Septage Receiving Station from JWC and recommends the purchase of the Lakeside unit instead. Mike Holland stated that the revised amount for the two recommended pieces of equipment is \$195,000, which he is requesting the board's authorization to move forward with.

President Collins moved to authorize up to \$195,000 to purchase the additional equipment with the understanding that the board would like this amount to be reduced. Trustee Struthers seconded. The motion carried.

d) Primary Clarifier #1 Rehabilitation

Mike Holland stated that DPS has removed the clarifier mechanism to work on the components. However, while the clarifier was off-line, staff found the existing 36" influent pipe is corroding and requires immediate attention. Staff will be pursuing having this line rehabbed as an emergency repair. Mike Holland will be contacting companies for quotes to provide the rehabilitation work for this line, expected to cost \$20,000 to \$25,000.

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

Mark Eddington discussed potential benefits of providing wastewater treatment services to satellite communities and the desire to explore this initiative.

**22. New Business**

No new business was discussed.

**23. Executive Session**

At 2:50 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 3:13 p.m. President Collins moved to return from Executive Session. Trustee Struthers seconded. The motion carried.

**24. Property Acquisition**

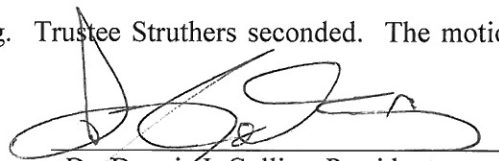
No action taken.

**25. Personnel**


President Struthers moved to authorize the part-time employment of John Engstrom as GIS technician following his retirement in October. Trustee Zar seconded. The motion carried.

**26. Adjournment**

President Collins moved to adjourn the meeting. Trustee Struthers seconded. The motion carried. Meeting adjourned at 3:14 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 19<sup>th</sup> day of OCTOBER, 2016.

SEAL



Carol B. Zar  
Carol B. Zar, CLERK