

DeKalb Sanitary District
Wednesday, January 22, 2014
Board Meeting Minutes

The January meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at noon on Wednesday, January 22, 2014. In attendance were Trustees Dennis J. Collins, Timothy Struthers and Carol B. Zar, Attorney Keith Foster, District Manager Mark Eddington, P.E., Operations Manager Steve Olsen, Human Resources Manager Diana Foust, SPHR, Finance Director David Storey, Assistant Manager, Engineering Mike Holland, P.E. and Scott Trotter, P.E. of Trotter and Associates and District Lab Supervisor Allison Yates. Justyn Miller from the City of DeKalb was also in attendance.

President of the Board Collins called the meeting to order.

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

Trustee Collins moved approval of the December meeting minutes. Trustee Zar seconded. The motion carried.

Trustee Collins moved approval to transfer funds:
\$300,000.00 to the O & M Fund for Operations from the Revenue Account
\$ 18,016.74 to the O & M Fund from the Dedicated Tax - IMRF Account
\$ 7,342.83 to the O & M Fund from the Dedicated Tax - FICA Account
\$ 420,000.00 to the Revenue Fund from Bio Solids & CC Lift Fund to facilitate closing of the account due to completion of building projects

Trustee Zar seconded. The motion carried.

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

During Public Input and Communications, Mark Eddington welcomed Justyn Miller from the City of DeKalb and District Lab Supervisor Allison Yates.

Trustee Collins moved to reschedule the March 19, 2014 Board Meeting to March 12. Trustee Zar seconded. Motion carried.

Treasurer Janice Tripp gave the Treasurer's Report and discussed investments.

Mark Eddington discussed the District's "Dashboard" providing summary information on the District's budget, units billed, environmental compliance and call-in hours to the Board.

Mark Eddington and David Storey reviewed the District's financial model.

Mark Eddington and David Storey discussed the proposed User Rate Ordinance.

Trustee Collins moved approval of the Ordinance No. 553 - Amending the Charges for the Use of and Service Supplied by the DeKalb Sanitary District, Trustee Zar seconded. The motion carried.

Steve Olsen gave the Operator's Report updating the Board of the effects of the historic cold weather on plant operations, the replacement of the valve actuators in the Tertiary Filter building, and the beginning of operational issues with the filters due to biological growth. Steve also informed the Board that the second centrifuge unit has been repaired at a cost of \$13,197.

Mark Eddington is working to update the District's Sewer User Ordinance/Pretreatment Ordinance and projects it will be completed by the District's March meeting.

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

- Frederick & Jean Paoletta of 618 Joanne Lane, \$144.55 loss due to broken washing machine.
- Nicholas Klein of 832 Lacas Street, \$159.30 loss due to running toilet.

Trustee Struthers seconded. Motion carried.

There were no annexations or pre-annexations this month.

In Procurement, Mark Eddington discussed the need for updated computer equipment for office personnel. He was given authorization by the board to procure three new computers and update the operating systems of the other machines to Windows 7.

Trustee Struthers moved to authorize as such and was seconded by Trustee Zar. The motion carried.

Mark Eddington discussed District General Conditions, a set of conditions that will be given to all contractors who wish to do business with the District. Keith Foster's office is preparing the document which will be ready next month.

In plan review, Mike Holland discussed Five Below / Designer Show Warehouse, Kishwaukee Hospital Fitness Center, Greenwood Acres Retirement Center and the Panera drive through addition. Mike will bring more information as it becomes available.

Mike Holland delivered the Engineer's Report. District staff will begin to perform private sump pump inspections in the Dodge Addition. Inspections are to be completed over the next six months.

The District has executed a \$10,000 work order with Baxter & Woodman to perform a Grease/Food Waste Receiving & Biogas Enhancement Study. A draft report is due in February.

The Disinfection Piloting is going well and monitoring of the Peracetic Acid versus hypochlorite will continue. Due to interest from the District's peers and the success of the trial, it is anticipated that FMC will provide more chemical to extend the trial period.

Trotter & Associates is ready to incorporate District rate structures into the Facilities Plan Update and was asked to present the Concept Plan at the February Board Meeting.

Mike Holland updated the Board on the status of ongoing projects. The Meadow Trails Lift Station Improvements is at Substantial Completion. District staff is working with the City planning department to discuss what needs to be done to allow fencing around the station.

The installation of the new equipment for Primary Clarifier #2 has been delayed due to the extreme cold weather. Installation will commence when temperatures are expected to climb above freezing. Trustee Collins moved to pay \$67,950 to Walker Process for materials during Approval to pay bills. Trustee Struthers seconded. The motion carried.

District staff is reviewing contract language with National Power Rodding for the 2014 Manhole Rehab Project with a purchase order expected to be issued in late January.

District staff has assembled location maps and specifications for the 2014 Sewer Lining Project and the project is out to bid with the bid opening scheduled for February 5, 2014. Trustee Struthers moved to authorize execution of a Notice of Award for the lowest bidder, pending Staff approval and bid amount less than \$200,000. Trustee Zar seconded; motion carried.

District staff and Keith Foster have been reviewing the RedZone contract authorized at the December Board Meeting.

In New Business, David Storey discussed the renewal of the Property and Casualty Insurance and Mark Eddington discussed the potential of the City proposing that the District assume its own utility billing rather than continue with the current Intergovernmental Agreement

Trustee Collins moved to go into Executive Session to address personnel and property acquisition. Trustee Zar seconded.
The motion carried. The Board went into Executive Session.

The Board returned from Executive Session.

Trustee Collins moved to negotiate the purchase of 133 and 140 Hollister Avenue with their respective owners for purchase after May 1, 2014 in the same manner as previous purchases. Trustee Struthers seconded. The motion carried.

Trustee Collins moved to adjourn the meeting. Trustee Zar seconded.
The motion carried.

Dennis J. Collins, President

Carol B. Zar, Clerk