

DeKalb Sanitary District
Wednesday, February 19, 2014
Board Meeting Minutes

The February meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at noon on Wednesday, February 19, 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 Wastewater Operator Jason Robbins.

President of the Board Collins called the meeting to order.

Trustee Collins moved approval of the February agenda, Trustee Zar seconded. The motion carried.

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

Trustee Collins moved approval to transfer funds:

\$260,000.00 to the O & M Fund for Operations from the Revenue Account

\$12,308.59 to the O & M Fund from the Dedicated Tax - IMRF Account

\$5,194.67 to the O & M Fund from the Dedicated Tax - FICA Account

\$484.67 to the O&M Fund from the Flex Spending Account to facilitate the closing of the account.

\$3,500.66 from the In Lieu of Property Tax account to the Dedicated tax accounts, at the same rate as collected from the County, as follows: \$1,103.09 to Corporate, \$851.93 to IMRF, \$478.96 to FICA, \$99.71 to Audit and \$966.96 to Public Benefit.

\$ 320,000.00 to Main Plant Checking from Revenue account to fully fund IEPA loan payments for Fiscal Year 2014-2015.

Trustee Struthers seconded. The motion carried.

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

During Public Input and Communications, Mark Eddington welcomed District Wastewater Operator Jason Robbins.

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

David Storey presented the Board with the FY14/15 Audit Engagement Letter. Trustee Collins moved to approve the Engagement, Trustee Struthers seconded. Motion carried. The Board directed management to seek out bids the annual audit for the FY15/16 Engagement.

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 gave an update on Utility Billing done by the City of DeKalb on behalf of the District.

Mark Eddington gave an update on the budgeting process for FY14/15. A draft budget will be presented at next month's meeting.

Steve Olsen gave the Operator's Report updating the Board of the effects of suspected diesel that had been dumped into the Collection System and ultimately flowed through the plant. District staff contacted the City, Fire Department, and IEPA to inform them of the situation. Thus far, there has been no evidence of biological issues related to the spill.

Steve Olsen also noted that the historic cold weather has started to affect some of the shallow sewers as the frost level is descending to five feet deep. The work on replacing the actuators on the Tertiary Filter valves continues. Steve also noted that the dump truck broke down due to the failing of a cooler part which allowed coolant to flood the engine. Work to repair the truck has begun.

Mark Eddington is working to update the District's Sewer User Ordinance/Pretreatment Ordinance but projects it will not 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:

- Josh Kroning of 360 Augusta, \$230.10 loss due to broken washing machine.
- Tara Mitchell of 1488 Moluf Street, \$371.70 loss due to running toilet.

Trustee Struthers seconded. Motion carried.

There were no annexations or pre-annexations this month.

There were no procurements this month.

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.

In plan review, Mike Holland discussed Greenwood Acres Retirement Center, Culver's, and a new house at 532 Fox Hollow. Mike will bring more information to the Board's attention as it becomes available. Mike also noted that the District received an easement from Golf View Town Home Association.

Mike Holland delivered the Engineer's Report and noted the Biodisc Building is showing deterioration and should be evaluated by a structural engineer to ensure it can be utilized for another 7-10 years. Trustee Collins moved to authorize execution of an engineering agreement up to \$5,000 for a structural assessment of the building. Trustee Zar seconded and the motion carried.

District staff will be performing private sump pump inspections in the Dodge Addition this year. District staff will be inspecting approximately 220 addresses in the area over the next 6 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 March.

The Disinfection Piloting is going well and monitoring of the Peracetic Acid trial will continue through April 15.

Trotter & Associates has completed the Phase 1B Concept Plan. Trustee Collins moved and Trustee Struthers seconded an authorization to execute an engineering agreement up to \$15,000 for a 3rd party review of the report by Strand Associates. The motion carried.

Mike Holland updated the Board on the status of ongoing projects. The Meadow Trails Lift Station Improvements is at Final Completion. Trustee Zar moved to execute Final Change Order #1 to address unused allowances and layout modifications. Trustee Struthers seconded and the motion carried. Trustee Zar moved and Trustee Struthers seconded to authorize payment of Final Payment #5 for \$11,693.55. Motion carried.

Mike also noted that the City is not requiring a Special Use Permit to erect a fence around the Lift Station but will require homeowner approval from

the adjacent residences. Fence is projected to be completed this spring.

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.

District staff has issued a \$21,586.25 purchase order for the 2014 Manhole Rehab Project. The work is anticipated to begin in mid-March when the weather warms up.

Michels Corporation was the responsive low bidder for the 2014 Sewer Lining Project. A Notice of Award was issued to Michels for their bid amount of \$129,144.60. Trustee Collins moved to execute the Agreement and Notice to Proceed. Trustee Struthers seconded. The motion carried.

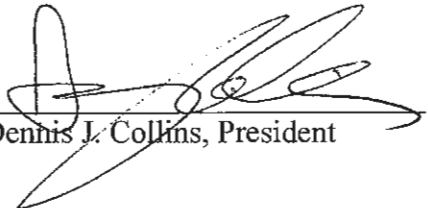
The District issued the first of four annual payments of \$126,250 to RedZone Robotics for the inspection and PACP coding for 117 miles of sanitary sewers. A project kickoff meeting will be scheduled for early April.

There was no new business.

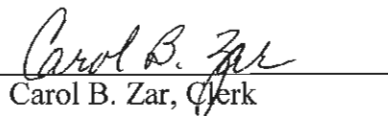
Trustee Collins moved to go into Executive Session to address personnel and property acquisition. Trustee Struthers seconded. The motion carried. The Board went into Executive Session.

The Board returned from Executive Session.

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



Dennis J. Collins, President



Carol B. Zar, Clerk