

DeKalb Sanitary District
Wednesday, April 16, 2014
Board Meeting Minutes

The April meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at noon on Wednesday, April 16, 2014. In attendance were Trustees Dennis J. Collins, Timothy A. Struthers and Carol B. Zar, Attorney Keith Foster, District Manager Mark Eddington P.E., Operations Manager Steve Olsen, Human Resources Manager Diana Foust SPHR and Assistant Manager, Engineering Mike Holland P.E. Randy Wirtz and Troy Stinson from Strand Associates, Inc. also attended a portion of the meeting.

President of the Board Collins called the meeting to order.

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

Trustee Collins moved approval of the March minutes. Trustee Struthers seconded. The motion carried.

Trustee Struthers moved approval to transfer funds:

\$370,000.00 to the O & M Fund for Operations from the Revenue Account

\$ 11,003.19 to the O & M Fund from the Dedicated Tax - IMRF Account & Addition for last payroll of the fiscal year.

\$ 4,656.88 to the O & M Fund from the Dedicated Tax - FICA Account

Trustee Zar seconded. The motion carried.

In Public Input and Communications, Trustee Carol Zar's reappointment was announced. Mark Eddington welcomed Randy Wirtz and Troy Stinson from Strand Associates, Inc. Mark also announced the recent passing of the collection system certification test by District employees James Cochrane Jr., John Engstrom and Mike Holland.

Mark Eddington gave the Treasurer's Report and discussed investments.

After review of the District's Depository Limits, Trustee Collins moved and Trustee Zar seconded following policy as to depositories and depository limits:

- A. Set a limit of \$5,000,000.00 for total deposits each at The Northern Trust, Castle Bank, National Bank and Trust

Company and Resource Bank. Any amount deposited over the amount which is insured under FDIC is to be collateralized at 100%.

- B. Set a limit of \$1,500,000.00 for total deposits each at American Midwest Bank, Heartland and Old Second Bank. Any amount deposited over the amount which is insured under FDIC is to be collateralized at 100%.
- C. Set a limit of \$500,000.00 for total deposits each at First State Bank, Fifth Third Bank, PNC Bank, Waterman State Bank, Illinois community Credit Union and DeKalb County Credit Union. Any amount deposited over the amount which is insured under FDIC or NCUA institution rules is to be collateralized at 100%.
- D. Authorization to invest in individual certificates of deposit of an amount up to but not exceeding the FDIC-insured limit each, but not to exceed a total of \$3,000,000.00 in aggregate purchased through Northern Trust and to be held in safe keeping at Northern Trust.
- E. Authorization to maintain non-interest bearing accounts that are fully insured without limit under the Federal Deposit Insurance Corporation's Temporary Liquidity Guarantee Program with any bank identified in "A" above. Proper supporting documentation must be maintained at all times evidencing said insurance coverage is in full force and effect.

The above amounts are deposit limits, and on occasion interest will be added to an investment causing it to go over the authorized bank limit. This would be allowed until the investment matured. The limits set are to be adhered to except in special circumstances.

Collateralization of investments at all banks shall be with treasury bills, notes or bonds issued by the U.S. Government or Agencies of the Federal Government. Collateral is to be held by a third party bank.

It was noted by Trustee Collins that he is a Director of Resource Bank. It was noted by Trustee Struthers that he is President and a Director of Castle Bank, a Division of First National Bank of Omaha. Trustee Collins noted that he owns stock in The National Bank & Trust Company of Sycamore.

The motion on the above carried.

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.

Randy Wirtz and Troy Stinson presented their third party review of the District's Phase 1B Concept Plan to the Board. Strand presented alternative concepts and associated costs for consideration. The Board tasked staff with reviewing these concepts and providing a recommendation at the next board meeting.

Mark Eddington informed the Board that preliminary work for the District's annual audit is underway.

The District received its preliminary 2015 employer rate from IMRF which is 9.05% down from 15.05% in 2014.

Mark Eddington advised that the District is still waiting to hear from the City regarding reconciliation of the utility billing.

The Board reviewed the tentative budget for Fiscal Year 2014-2015. Trustee Collins moved approval of the tentative budget, Trustee Struthers seconded. The motion carried

Approval of the wages for Fiscal Year 2014-2015 was deferred until after an executive session discussion.

Trustee Struthers moved that officers for the 2014-2015 Fiscal Year remain as last year; Dennis Collins as President, Timothy Struthers as Vice President and Carol Zar as Clerk. Trustee Collins seconded. The motion carried.

Trustee Collins moved and Trustee Zar seconded retaining Keith Foster of The Foster Buick Group with a \$15.00 hourly rate increase as the District's legal counsel for the Fiscal Year 2014-2015. The motion carried.

Trustee Struthers motioned to reappoint Janice Tripp as Treasurer for Fiscal Year 2014-2015. Trustee Zar seconded. The motion carried.

Trustee Collins moved to set the monthly District Meetings for Fiscal Year 2014-2015 on the third Wednesday of each month at noon at the District office with the exception of the June meeting which will be held at noon on June 25, 2014. Trustee Zar seconded. Motion carried.

A motion was made by Trustee Collins and seconded by Trustee Zar that two signatures be required on all checks. Authorized signers of checks

during the Fiscal Year from May 1, 2014 through April 30, 2015 are Trustee Dennis J. Collins, Trustee Timothy A. Struthers, and Trustee Carol B. Zar, Treasurer Janice Tripp, along with District Manager Mark Eddington. The motion carried.

The Board authorized use of a District credit card for Fiscal Year 2014-2015 asking that administration inquire as to having one credit card with several authorized users of it.

Steve Olsen gave the Operator's Report updating the Board on equipment replacements he has budgeted for the upcoming fiscal year.

A ground lease Intergovernmental Agreement between the District and the DeKalb Park District was signed by Trustee Collins and Trustee Zar.

Mark Eddington informed the Board that he met with Cortland's Mayor Russell Stokes to discuss the Town of Cortland's long-term plans relating to the Intergovernmental Agreement that allows Cortland emergency access to the District's collection system and WWTP.

Mark Eddington informed the Board of a violation the District issued to the Illinois Tollway for a sanitary sewer overflow at the DeKalb Oasis. The violation was also reported to the IEPA who is also investigating the issue.

Mark Eddington plans to provide to the Board a draft of the Sewer Use / Pretreatment Ordinance at the May meeting.

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

- Gerald Harris of 1455 Reserve Lane, \$188.80 loss due to a broken pipe.
- Kurt Rissman of 1810 Kent Place, \$244.85 loss due to running toilet.
- Tom Burke of 519 Haish Blvd., \$671.12 loss due to frozen water pipe breaking.

Trustee Struthers seconded. The motion carried.

There were no requests for Annexations or Pre-annexations this month.

In Plan Review, Mike Holland advised the Board that the District is waiting on fees for the mosque on Normal Road and plans are being reviewed for Stella's Café at 2583 Sycamore Rd.

Mike Holland gave the Engineer's Report. Trustee Collins moved approval to execute an agreement with Greely and Hansen in the amount of up to \$15,000 for a structural assessment of the Biodisc Building. Trustee Struthers seconded. The motion carried.

As part of the Dodge Addition I&I Reduction Pilot, smoke testing will be performed prior to sump pump inspections. Proposals from consultants will be sought prior to the May meeting.

Management staff along with Trustee Struthers and Derek Wold of Baxter & Woodman met with Bill Nicklas, NIU VP of Operations and Promad Vohra, NIU Dean of Engineering to discuss food scrap and grease receiving. A follow up meeting was scheduled.

The District has decided not to pursue the peracetic acid disinfection pilot for main WWTP flow any further.

Staff is gathering data regarding the possible purchase of a solids meter and will present their findings at the May meeting.

Under projects, Trustee Collins moved approval to purchase fencing in an amount up to \$3,600 for the Meadow Trails Lift Station Improvements project. Trustee Zar seconded. The motion carried.

Replacement of Primary Clarifier #2 is complete and payment has been made.

Staff has issued a \$21,586.25 purchase order to National Power Rodding for the Manhole Rehabilitation Project which is off to a slow start due to scheduling difficulties with the contractor. Mike Holland may decide to pull the agreement if the contractor continues to delay.

The Sewer Lining Project is complete. Trustee Struthers moved approval to issue Payment #1 for \$117,278.82, execute final change order #1 in the amount of \$1,165.20, and authorize final payment of the \$13,030.98 retainage pending televising review. Trustee Collins seconded. The motion carried.

The Sewer System Televising Program will tentatively begin May 5th and should take about a year to complete.


Under new business, the Board reached a consensus to continue with the District's current dental plan renewing on May 1.

Trustee Collins moved to go into Executive Session to address property

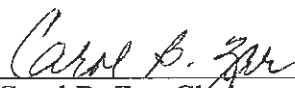
acquisition and personnel. Trustee Struthers seconded.
The motion carried. The Board went into Executive Session.

After the Board returned from Executive Session and Dr. Collins mad a motion to approve the non-bargaining unit salary increases as discussed in Executive Session. Carol Zar seconded.
The motion carried

President of the Board Collins adjourned the meeting.



Dennis J. Collins, President



Carol B. Zar, Clerk