

DeKalb Sanitary District
Wednesday, April 15, 2015
Board Meeting Minutes

The April meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, April 15, 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, Human Resources Manager Diana Foust SPHR, Assistant Manager, District Engineer Mike Holland, P.E., Derek Wold, P.E. of Baxter & Woodman and Jamie Cochrane, Wastewater Operator.

President of the Board Collins called the meeting to order.

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

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

Trustee Struthers moved approval to transfer funds:
\$600,000.00 to the O & M Fund for Operations from the O & M Money Market Account.

Trustee Zar seconded. The motion carried.

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

Mark Eddington introduced District employee, Jamie Cochrane.

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

After review of the District's Depository Limits, Trustee Collins moved and Trustee Struthers' seconded the following policy as to the 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 \$500,000.00 for total deposits each at American Midwest Bank, Heartland, Old Second Bank, 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%.

- C. 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.
- D. 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.

A motion was made by Trustee Collins and seconded by Trustee Struthers that two signatures be required on all checks. Authorized signers of checks during the fiscal year from May 1, 2015 through April 30, 2016 are Trustee Dennis J. Collins, Trustee Timothy A. Struthers, Trustee Carol B. Zar, Treasurer Steve Parker, along with District Manager Mark Eddington. The motion 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.

Mark Eddington presented the Tentative Budget to the Board of Trustees. Trustee Collins moved approval of the tentative budget. Trustee Struthers seconded. The motion carried.

Approval of the wages for Fiscal Year 2015/2016 was deferred until after an Executive Session discussion.

Trustee Zar moved that officers for the 2015/2016 Fiscal Year remain as last year; Dennis Collins as President, Timothy Struthers as Vice President and Carol Zar as clerk. Trustee Struthers seconded the motion. The motion carried.

Trustee Collins moved and Trustee Zar seconded retaining Keith Foster of the Foster & Buick Group as the District's legal counsel for the Fiscal Year 2015/2016. The motion carried.

Trustee Collins moved to reappoint Steve Parker as Treasurer for Fiscal Year 2015/2016. Trustee Struthers seconded. The motion carried.

Trustee Struthers moved to set the monthly District meetings for Fiscal Year 2015/2016 on the third Wednesday of each month at noon at the District office with the exception of the May meeting which will be held at noon on May 13, 2015, the June meeting which will be held at 5:30 p.m. on June 15, 2015 and the September meeting which will be held at noon on September 9, 2015. Trustee Collins seconded. The motion carried.

Mark Eddington advised he is negotiating a lease for the proposed cell tower and has been authorized to use his discretion in accepting a final offer.

The District's website is going to be updated in the upcoming months at a cost of \$4,500.00.

Steve Olsen gave the Operator's Report and advised replacement of three chlorine pumps is ongoing. An ammonia nitrogen violation occurred for the month of March.

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

- James Crane, 1015 N. 14th Street, \$211.25, due to a running toilet.
- Joan Tripicchio, 1463 Moluf, \$243.75, adjustment to a previous loss.

Trustee Struthers seconded. The motion carried.

There were no Annexations / Pre-annexations this month.

In plan review, K.V. & Sons LLC has entered into a contract with Wagner Excavating and construction is scheduled to begin in late May.

We have received the drawings for the Islamic Society of NIU and fees have been paid.

A discussion was held regarding University Plaza existing service size and the need for an inspection of their line and manholes to accommodate renovations.

Burger King is undergoing construction and the District is requiring them to install an exterior grease trap.

An EPA permit application for the Oak Crest Retirement Center project is being submitted.

The District is working with the architect for the Fatty's expansion and things are moving forward.

A Supercuts is opening a unit in the old Small's Furniture site and is still in the permit stage.

Chipotle will be moving into the old Qdoba site on Sycamore Road.

Mike Holland supplied the Engineer's Report. Mike informed the Board that a monitor has been ordered and modifications are being made to allow us to locate services while they are being televised. Once it is in, lateral inspections will be scheduled for the Dodge Addition I&I Reduction Pilot.

Equipment for the Grease Receiving Improvements is being delivered and installation has begun.

Derek Wold of Baxter & Woodman along with Mark Eddington gave a presentation on the Phase 1B Biological Improvements.

Projected costs associated with the Headworks Rehabilitation have been included in the FY 15/16 Budget and this project will move forward this summer.

Under projects, Mike Holland stated the Meadow Trail Lift Station fence has been installed without incident. Paving and landscaping will be completed in the near future.

Trustee Collins moved approval of the change order in the amount of \$12,496.90 to Elliott and Wood for the 2014 Spot Repair Project. Trustee Struthers seconded the motion. The motion carried. Trustee Zar moved

approval of final payment of \$22,696.90 to Elliott and Wood. Trustee Struthers seconded the motion. The motion carried.

Trustee Collins authorized a purchase order for \$11,046.00 to Irving Construction for the Biodisc Structural Rehabilitation. Trustee Zar seconded. The motion carried.

The chlorine building will have new pumps installed next week.

Equipment has been ordered for the Centrifuge Feed Grinder project and is expected to be installed in April.

Trustee Collins authorized purchase of wireless security cameras in an amount up to \$30,000.00. Trustee Zar seconded. The motion carried.

Trustee Struthers authorized staff to accept bids for reconnecting sewer services to Sycamore Road.

Under new business, Mark Eddington has been in discussion with other local government regarding beautification of the bike path. Diana Foust advised the District's dental insurance is renewing May 1st with a 12% reduction in rates and that the District will be changing life insurance carriers from Aetna to Principal Life.

Trustee Collins moved to go into Executive Session to address property acquisition, personnel, review of executive session minutes and imminent litigation.

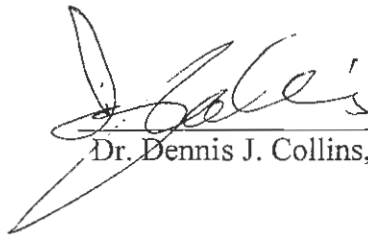
Trustee Struthers seconded. The motion carried. The Board went into Executive Session.

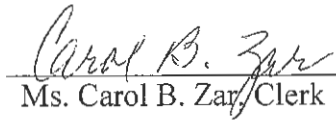
After the Board returned from executive session Trustee Zar made a motion to authorize Mark Eddington to extend a contract in the amount of \$184,000 for the purchase of 220 Hollister Avenue. Trustee Struthers seconded. The motion carried.

Trustee Struthers made a motion to authorize Mark to make adjustments to exempt employee salaries pursuant to the discussion in executive session. Trustee Zar seconded. The motion carried.

Trustee Zar moved to

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


Dr. Dennis J. Collins, President


Ms. Carol B. Zar, Clerk

