



**DeKalb Sanitary District
Board Meeting Minutes
Wednesday, July 20, 2016 – 12:00 PM**

The July meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, July 20, 2016. In attendance were Trustees Dennis J. Collins, Carol B. Zar, Timothy Struthers, Treasurer Steve Parker, Attorney Keith Foster, District Manager Mark Eddington P.E., Operations Manager Steve Olsen, Asst. Manager / District Engineer Mike Holland, P.E., Jeanine Holcomb, Tracy Zenkner, Brent Perz, P.E. of Baxter & Woodman, and David Sieglinger, Wastewater Operator.

1. Call to Order

President of the Board Collins called the meeting to order at 12:28 p.m.

2. Approval of the July Agenda

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

3. Approval of June Meeting Minutes

President Collins moved approval of the June Board Meeting Minutes. Trustee Zar seconded. The motion carried.

4. Approval to transfer funds

President Collins moved approval to transfer \$615,000.00 to the O&M Fund. Trustee Struthers seconded. The motion carried.

5. Approval to pay bills as presented

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

6. Approve Loan #3 Payment

President Collins moved approval of Loan #3, payment #7 of 40. Trustee Struthers seconded. The motion carried.

7. Public Input and Communications

Mark Eddington introduced David Sieglinger, wastewater operator, Ellen Divita, Community Development Department, City of DeKalb and Jason Michnick, Economic Development, City of DeKalb.

8. Treasurer's Report

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

9. 2015/16 Public Audit

Steve Parker stated the audit went very well and the report should be available for review by the next

Board Meeting.

10. District Dashboard

Mark Eddington discussed the District’s “Dashboard”, stating the units billed were down due to an extremely wet month. Mark also reported environmental compliance was good. The Hauled Waste Dashboard was reviewed which showed June was a record month for hauled waste receiving.

11. Local Impact Fees

Ellen Divita and Jason Michnick shared with the District an incentive program that is presently being developed to incentivize new home construction using discounts and rebates on municipal fees and sales tax.

12. Cell Tower Site (South Slope)

Mark Eddington stated this is proceeding forward. Mark requested authorization to enter into a contract with SBA upon presentation of the contract. President Collins moved to approve Mark’s authorization to approve the contract once submitted by SPA. Trustee Struthers seconded. The motion carried.

13. Operator’s Report

Steve Olsen reported two areas of road work will be completed by Royer Asphalt for \$7,660.

One screw pump motor requires repair after one of the phases went to ground. This repair is estimated to cost \$4,800. Additionally, while investigating the cause of the motor failure it was discovered the outside safety disconnect had an issue which caused the connection lugs to oxidize and prevented reuse of it. The replacement disconnect cost \$2,875.

14. Lateral Assistance Program

Mark Eddington and Mike Holland reviewed an outline for the Lateral Assistance Program. After discussion, Mike Holland will revise the proposal and will present the revised outline at a future Board Meeting.

15. Catastrophic Water Loss Relief Requests

President Collins moved to approve the following Catastrophic Loss request, which was approved by the City of DeKalb as meeting the policy criteria:

- a) SB Naik, 2581 Soros Court, \$493.00, loss due to a broken pipe.

A second catastrophic loss, which did not meet the City’s criteria was presented to the Board for approval, which was approved.

- a) Barb Andresen, 120 Manor, \$105.40, loss due to a leaking outside spigot.

Trustee Zar seconded. The motion carried.

16. Annexations/Pre-annexations

No annexations/pre-annexations this month.

17. Plan Review

Mike Holland stated that the contractor for the Brian Bemis Addition project contacted him requesting that the District waive the Administration/Review fee of \$1,000 for this project due to the small project scope. Mike Holland explained that this project will require the installation of a new sanitary manhole, which will ultimately require at least two inspections, one for the installation and one for the testing, as well as review time to determine if there is any additional loading to the sanitary sewer and that typically the review fee is not waived if these items are necessary. President Collins stated that he didn't see any reason to waive the review fee for this project and Trustees Struthers and Zar agreed.

18. Engineer's Report

a) Dodge Addition I/I Removal Pilot

Mike Holland stated RJN has completed sump pump inspections and dye flood testing with DSD staff's assistance. To ensure that work continues to move forward in this area, Staff has requested a proposal from RJN to assemble the bid package and provide construction engineering services for the lateral televising in this area. Mike Holland requested authorization for a \$19,500 work order with RJN to complete this work.

Trustee Zar moved to approve the \$19,500 work order. Trustee Struthers seconded. The motion carried.

b) Phase 1B Biological Improvements

Mike Holland stated that design is nearly 80% complete and staff has submitted the IEPA Loan Planning applications. B&W revised the site layout according to previous board discussions and presented this for the Trustees' review. Presentation of the new site layout to City staff for Planning and Zoning will follow.

c) Greenwood Acres Drive Sewer Service Extension

Mike Holland stated that Staff has begun looking into what easements and engineering work has been done for the project in the past.

d) Kishwaukee River Workgroup

At the May Board Meeting the Trustees authorized a \$14,500 work order with Geosyntec Consultants to provide assistance in helping the District establish a Kishwaukee River Watershed Workgroup. Geosyntec has been working on investigating potential stakeholders and river flows. Staff has also met with Anitz Zurbrugg with the DeKalb County Community Foundation and Dean Johnson with the DeKalb County Soil and Water Conservation District to discuss the project.

e) 2016 Spot Repair Project

Mike Holland stated that staff is working on preparing the bid documents with the goal of starting construction after Cornfest.

19. Projects

a) Headworks – Grit Line Rehab

Mike Holland stated all of the equipment has been delivered and installed, with the final cost being under budget.

b) UV Disinfection Improvements

Mike Holland stated the Notice of Award was issued to J.J. Henderson for their bid amount of \$1,414,000. Due to the long procurement time of the UV equipment, construction is not expected to begin on site until October.

c) Headworks – Gate Actuators

Mike Holland stated the actuators have been ordered and Tri-R has completed a majority of the electrical work necessary for their installation, expected in August.

d) Headworks – Septage Receiving/Screenings Washer-Compactor

Septage Receiving Station – Mike Holland discussed the District's current protocol for receiving septage and the issues of waste containing debris, such as rocks and trash, that can plug up the bar screen. The Phase 1B Improvements included a new area to receive septage, however, staff feels that this work could be completed sooner as a separate project and budgeted \$150,000 in the current budget. Any Septage Receiving Station that removes debris from the septage would require a dumpster to store the debris. Therefore, an ideal place to locate this would be at the Headworks with the discharge going to the same dumpster as the screenings. Additionally, this station would include a card swipe and metering panel to better automate billing.

Screenings Washer-Compactor – Mike Holland stated the main source of odor from Headworks comes from screenings. With the installation of finer bar screens, there is a significant increase in odors. Additionally, the current screening compactor only moderately dries and compacts the screenings so there is increased biological matter that is being carried out with the screenings that is needed to be kept in the treatment process. The addition of a washer-compactor to grind, compact and dry this material will reduce waste, retain nutrients and help with odor control.

Mike Holland stated that he requested proposals from the two known manufacturers of this equipment, one from JWC in the amount of \$167,000 and another from Lakeside Equipment in the amount of \$198,000. Staff has visited installations of both manufacturers and is comfortable with the JWC proposal.

Due to the limited manufacturers of this equipment, it was recommended by staff that competitive bidding be waived and the proposal from JWC in the amount of \$167,000 be accepted. Staff will then request separate proposals for the mechanical and electrical/controls installation.

President Collins moved to authorize acceptance of the proposal by JWC Environmental in the amount of \$167,000 for purchase of the Septage Receiving Station and Screenings Washer-Compactor. Trustee Zar seconded and with a unanimous vote, the motion carried.

e) **Primary Clarifier #1 Rehabilitation**

Consistent with the plan of rehabbing existing equipment that will continue to be used with the Phase 1B Improvements, \$75,000 has been budgeted for Primary Clarifier #1 to be rehabbed. Staff contacted three contractors known to do this work and received two proposals, one from DPS Equipment for \$62,500 and one from Fab Tech from \$158,000. DPS Equipment has performed numerous successful projects for the District and provided a price that is within budget. It is staff's recommendation waive the public bidding requirement for projects over \$40,000 and award this project to DPS Equipment for \$62,500.

Mike Holland requested authorization to waive public bidding and award to DPS Equipment for \$62,500.

Trustee Zar moved to waive public bidding and award DPS Equipment this project for \$62,500. President Collins seconded, and with a unanimous vote, the motion carried.

20. 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. Additionally, the board discussed the merit in changing the District's name to one more befitting an organization more regional in nature with a goal of not only treating wastewater to a high standard but also recovering resources for beneficial use.

21. New Business

There was no new business.

22. Executive Session

At 3:03 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 3:16 p.m. Trustee Collins moved to return from Executive Session. Trustee Struthers seconded. The motion carried.

23. Property Acquisition

No action taken.

24. Personnel

No action taken.

25. Adjournment

Trustee Collins moved to adjourn the meeting. Trustee Zar seconded. The motion carried. Meeting adjourned at 3:17 p.m.

Dr. Dennis J. Collins, President

Ms. Carol Zar, Clerk