



**DeKalb Sanitary District
Board Meeting Minutes
Wednesday, January 18, 2017 – 12:00 PM**

The January meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, January 18, 2017. 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, District Engineer/Assistant Manager Mike Holland, P.E., Jeanine Holcomb, Tracy Zenkner, Derek Wold, P.E. of Baxter & Woodman and Ben Meier, Wastewater Operator.

1. Call to Order

President of the Board Collins called the meeting to order at 12:30 p.m.

2. Approval of the January Agenda

President Collins moved approval of the January agenda. Trustee Zar seconded. The motion carried.

3. Approval of December Meeting Minutes

Trustee Struthers moved approval of the December Board Meeting Minutes. Trustee Zar seconded. The motion carried.

4. Approval to transfer funds

President Collins moved approval to transfer \$580,000.00 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.

- a) IEPA Loan #3 – Payment #9 in the amount of \$48,955.94.

Trustee Struthers seconded. The motion carried.

6. Public Input and Communications

Mark Eddington introduced Ben Meier, Wastewater Operator, Brian Rosenow, Alison Rosenow, Laurie Rosenow of Rosenow Franzene Development, as well as resident, Drew Wells.

7. Treasurer's Report

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

8. District Dashboard

Mark Eddington discussed the District's "Dashboard". Revenue is trending up, projecting 75,000 units up by the end of the year. Environmental compliance was good. Mark stated the overtime and call-ins were typical for this time of year.

9. Ordinance #571 – Establishing Regulations for Allowable Travel, Meal and Lodging Expenses

Mark Eddington presented the ordinance pertaining to regulations for allowable travel, meal and lodging expenses. President Collins moved approval of Ordinance #571 – Establishing Regulations for Allowable Travel, Meal and Lodging Expenses. Trustee Zar seconded. The motion carried.

10. Cell Tower

Mark Eddington stated he had a meeting with Amy Doll, Park District Director and a representative of Insight regarding placement of an antennae on District property.

11. Operator's Report

Steve Olsen reported Xylem Water Solutions has provided a quote for \$14,496 for a submersible mixer to replace the submersible pump for the West Grit Tank at the Headworks. There will be additional costs for controls and installation.

Two submersible pumps, one from Lions Park Lift Station and the other a Headworks Raw Sewage Pump have been sent in for repairs. The cost for these repairs is \$20,066.

Steve Olsen requested authorization for the above repairs. President Collins moved to approve authorization for both amounts, \$14,496 and \$20,066. Trustee Struthers seconded. The motion carried.

12. 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:

Ramonda Namaan, 617 Annie Glidden, \$575.50, broken pipes.

Trustee Struthers seconded. The motion carried.

13. Annexations/Pre-annexations

No annexations/pre-annexations this month.

14. Plan Review

Mike Holland stated no new projects have been submitted.

15. Engineer's Report

a) Dodge Addition I/I Removal Pilot

Performance Pipelining has completed lateral televising in the Dodge Addition. Staff and RJN are still working on reviewing the videos before final payment is made.

b) Phase 1B Biological Improvements

Mike Holland stated design is 95% complete and the District is planning to be out to bid on

January 29, 2017. Mike reviewed the updated project schedule and requested authorization to advertise the project for public bidding. President Collins moved to approve authorization to advertise the project to bid. Trustee Struthers seconded. The motion carried.

Mike Holland stated that staff has submitted the rezoning, resubdivision and planned development applications to the City as well as site plans for permitting in anticipation of being on the February 15th Planning and Zoning Commission Meeting agenda for official action. Mike Holland stated that a \$10,000 check was issued to the City to fund the site plan review escrow and additional fees, potentially as high as \$20,000, will be required for the Admin Building permit application.

Mike Holland stated that a final engineering amendment to the design contract with B&W is warranted to address final plan revisions regarding Admin building relocation, entry road changes, generator building changes, etc. Staff has discussed these items and the respective amounts with B&W and recommends approval of Engineering Services Agreement Amendment No. 4 in the amount of \$133,400, increasing the contract value from \$2,236,000 to \$2,369,380. President Collins moved to approve authorization of the \$133,400 amendment. Trustee Struthers seconded. The motion carried.

Mike Holland stated that staff has requested a construction engineering services proposal from Baxter and Woodman for board action next month but that the bidding services included in this proposal would begin before the contract is executed. Mike Holland stated that Baxter and Woodman has identified \$50,000 for bidding services, on a time and material not to exceed basis.

Mark Eddington requested authorization to go to bid for demolition of the Hollister Avenue houses, necessary to be completed by August to accommodate construction. Trustee Zar moved approval to authorize bidding for demolition of the Hollister Avenue homes. Trustee Struthers seconded. The motion carried.

16. Projects

a) UV Disinfection Improvements

Mike Holland stated that J. J. Henderson has completed most of the concrete work and the new UV equipment will begin to be placed in the channels in February. Pay Request #6 for \$121,613.13 has been submitted by J. J. Henderson and is recommended for payment pending receipt of lien waivers. Trustee Zar moved to approve Pay Request #6 in the amount of \$121,613.13 to J. J. Henderson, pending receipt of lien waivers. Trustee Struthers seconded. The motion carried.

Mike Holland stated that Change Order #2 for the additional amount of \$3,413.00 addressing an additional sump pit requested by staff and additional grating embeds has been prepared by B&W and is recommended for approval. President Collins moved to approve. Trustee Struthers seconded. The motion carried.

b) Headworks – Septage Receiving/Screenings Washer-Compactor

Mike Holland stated that staff has completed the order for the JWC Screenings Washer-Compactor for \$82,650 with an expected delivery in March/April 2017.

e) **Primary Clarifier #1 Rehabilitation**

Mike Holland stated that staff is now waiting for the warmer weather to allow for DPS to complete the work.

d) **Northern Lane Sewer**

Resident Drew Wells of 550 Northern Lane presented to the Board an invoice from a plumbing contractor regarding an emergency repair due to a problem with his sewer line that was determined to have been caused by a utility pole damaging a combined sewer line from his property and two of his neighbors. President Collins offered to split the invoice with Mr. Wells in the amount of \$449.37. Mr. Wells accepted the offer.

17. District Name Change (Logo Consideration)

Mark Eddington presented a few options to review with different logos for renaming DSD.

18. New Business

Mark Eddington stated Trustee Zar's term is up for re-appointment. Trustee Zar expressed interest in seeking re-appointment for one more term to see the Phase 1B improvements through to fruition.

19. Executive Session

At 2:50 p.m., President Collins moved to go into Executive Session to address property acquisition and personnel. Trustee Zar seconded. The motion carried.

At 3:20 p.m. Trustee Struthers moved to return from Executive Session. Trustee Zar seconded. The motion carried.

20. Property Acquisition

Brian, Alison and Laurie Rosenow of Rosenow-Franzene Development presented to the Board the offer of acquiring 1325 Sycamore Road (the old bank building) outlining the advantages of the purchase. The Board stated this will be taken under consideration.

21. Personnel


No action taken.

22. Adjournment

Trustee Zar moved to adjourn the meeting. Trustee Struthers seconded. The motion carried. Meeting adjourned at 3:20 p.m.



Dr. Dennis J. Collins, President



Ms. Carol Zar, Clerk

CERTIFICATION

I, Carol B. Zar, the clerk of the DeKalb Sanitary District of the County of DeKalb, State of Illinois, do hereby certify that I am keeper of its books and records and that the foregoing is a true and correct copy of the minutes duly adopted by its Board of Trustees, DeKalb Sanitary District, at a meeting duly convened and held on the 2ND day of FEBRUARY, 2017.

SEAL





Carol B. Zar, CLERK