

DeKalb Sanitary District  
Wednesday, May 13, 2015  
Board Meeting Minutes

The May meeting of the DeKalb Sanitary District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, May 13, 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, P.E., Derek Wold, P.E. of Baxter & Woodman, Jessica Harril of Foster Buick and Jason Robbins, Wastewater Operator.

President of the Board Collins called the meeting to order.

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

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

Trustee Collins moved approval to transfer funds:  
\$565,000.00 to the O & M Fund for Operations from the O & M Money Market Account.

Trustee Struthers seconded. The motion carried.

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

Mark Eddington introduced District employee, Jason Robbins and Jessica Harril of Foster & Buick Law Group.

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

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 informed the Board that there will be a public hearing on June 15 at 6 pm regarding the District's 2015/16 Budget.

Mark Eddington stated the City of DeKalb postponed their meeting regarding the City of DeKalb Utility Billing IGA and now plan to meeting early next month.

Mark Eddington advised he is still in negotiations for a lease for the proposed cell tower.

The District's website is in the process of being updated and should be completed by the end of June.

Steve Olsen proposed the purchase of a new pickup truck to replace an older vehicle. Steve suggested possibly a passenger van instead of a pickup truck due to the versatility it would provide and that it would be about the same cost. Trustee Struthers moved approval for up to \$25,000 towards the purchase of a new vehicle, type of which up to the discretion of Steve Olsen. Trustee Collins seconded. The motion carried.

Steve Olsen gave the Operator's Report and advised that the check valves in the Headwork's valve room will need the cylinders replaced. There are five valves. Steve Olsen is awaiting prices on these cylinders. Steve Olsen stated we had our first excess flow event in April met the ammonia limit for the month.

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

- Norma Crabbe/Kyle Miller, 626 S. 4<sup>th</sup> St, \$634.00, due to a running toilet.
- Kelly Kaufmann, 206 Forsythe Lane, \$244.80, due to the sump pump.
- Linda Pool, 322 Sunset, \$214.50, due to a broken pipe.

Trustee Zar seconded. The motion carried.

There were no Annexations / Pre-annexations this month.

In plan review, Wagner Excavating has ordered the manholes and once received construction will begin on the Sawyer's Auto demo.

The Oak Crest project is moving forward.

Fatty's has paid their fees and are installing a large grease trap to accommodate the additional kitchen in the expansion project.

Mark Eddington supplied the Engineer's Report.

An Energy Audit that was performed last year recommended lighting improvements to improve energy use. The estimated upgrade cost is

\$3,400, however utilizing an Illinois Clean Energy Community Foundation grant in the amount of \$1,413 provides an estimated payback of 2.5 years.

For the Dodge Addition I&I Reduction Pilot, Mark informed the Board that once the monitor is connected to our existing push camera and maintenance work necessary for the RedZone Televising is complete, notices will be sent to the homeowner to schedule inspections.

The electrical and control work is expected to be completed within the next week for Grease Receiving Improvements. Once the mixing is operational we will do some trial runs to ensure that we have our process established before we inform local haulers that they can dump at the plant. We should be able to start taking grease by the end of the month.

Derek Wold of Baxter & Woodman along with Mark Eddington reviewed Phase 1B Biological Improvements. A preliminary planning meeting with the City of DeKalb was held on May 5<sup>th</sup> to discuss the proposed layout and identify City concerns. Concerns regarding odor control/proximity to neighbors, tree removal and road alignment were brought up as well as discussions regarding establishing a PUD and details relating to building permits and necessary inspection.

For rehab of the Headworks facility, the first item to be addressed is the replacement of the bar screens. Proposed rehab would replace the ½" bar screens with ¼" screens in addition the mechanical rehabilitation. Total material cost for this would be approximately \$158,406 and is reflected in the draft 2015/16 budget. The Board gave authorization to issue a purchase order in an amount up to \$160,000.00.

Under projects, Mark Eddington stated Northern Illinois Fence has completed the fence installation at the Meadow Trails lift station and Elliott & Wood has repaved. The only remaining work is site landscaping.

Irving Construction has been authorized to provide the additional work on the Biodisc Structural Rehabilitation project for the amount of \$11,046.00. This work is in regards to replacing supports for walkway grating.

The grinder and associated piping has been installed for the Centrifuge Feed Grinder project. All that remains is electrical and controls work.

Sycamore Road Service reconnections was discussed. Due to immovable conflicts, open trenching to replace this sewer is not preferable. The idea of pipe bursting was discussed and this may be an ideal location for this type of project. Staff will be performing field investigations for this alternative with the goal of completing the work before the fall school year

starts.

Under new business, Mark Eddington advised that Elliott & Wood performed emergency repairs on Gardner Road to a sewer pipe that was partially collapsed.

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

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

After the Board returned from executive session, Trustee Collins made a motion to authorize Mark Eddington to extend a lease agreement and a contract in the amount of \$70,000 for the purchase 154 Hollister Avenue in concurrence with the discussion occurring in the executive session. Trustee Zar seconded. The motion carried.

Trustee Struthers made a motion authorizing Mark to enter into a contract with the owner of 134 Hollister Avenue to purchase his property for \$156,000. Trustee Zar seconded.

Trustee Zar motioned to grant Mark Eddington the discretion to negotiate a contract with GovHR USA (formerly Voorhees Associates) to conduct a search for a new administrative position. Trustee Struthers seconded. The motion carried.

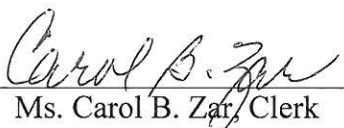
Trustee Collins made a motion to approve the Executive Session meeting minutes. Trustee Zar seconded. The motion carried.

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



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Dr. Dennis J. Collins, President



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Ms. Carol B. 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 15<sup>th</sup> day of JUNE, 2015.

SEAL



Carol B. Zar  
Carol B. Zar, CLERK