



**Kishwaukee Water Reclamation District
Board Meeting Minutes
Wednesday, January 20, 2021 – 12:00 PM**

The January meeting of the Kishwaukee Water Reclamation District Board of Trustees was held virtually via Zoom meeting at 12:00 pm on Wednesday, January 20, 2021. In attendance were Trustees Dennis J. Collins, Tim Struthers, Dawn Cosentino, P.E., Attorney Keith Foster, Treasurer Steve Parker, Executive Director Mark Eddington, P.E., District Engineer/Asst. District Manager Mike Holland, P.E., Operations Manager Jason Robbins, Staff Engineer Joe Kostecki, Administrative Assistant Tracy Zenkner, Management Analyst Nick Newman and Derek Wold, P.E. of Baxter & Woodman.

1. Call to Order

President Collins called the meeting to order at 12:03 p.m.

2. Approval of the January Agenda

President Collins moved approval of the January agenda. Trustee Cosentino seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. President Collins declared the motion passed.

3. Approval of December Meeting Minutes

Trustee Struthers moved approval of the December Meeting Minutes. Trustee Cosentino seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. President Collins declared the motion passed.

4. Approval to pay bills as presented

President Collins moved approval of payment of bills as presented. Trustee Struthers seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. President Collins declared the motion passed.

5. Public Input and Communications

Mark Eddington introduced Bill Nicklas, City Manager of City of DeKalb. Bill wished to congratulate the District on the completion of the sewer construction for the Facebook and Ferrara projects.

Bill Nicklas also stated the City will be joining the District in launching a sump pump assistance program to compliment the District's Lateral Assistance Program.

Mark Eddington introduced Lynette Spencer of Adventure Works. Lynette was in attendance at the Board Meeting to discuss the property south of the main entrance of KWRD. Lynette stated Adventure Works was interested in acquiring this property to add to the previously purchased land. After discussion, the Board stated this property was not available as it was needed for a safety buffer at the entrance due to the larger vehicles entering and exiting the District. Lynette requested if this property was ever to be available, Adventure Works would be interested.

6. Treasurer's Report and Procurement Policy

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

Mark Eddington suggested to the Board that the District consider ACH transactions for the standard payments made monthly (i.e. utilities, insurance, etc.). The Board requested Mark have a discussion with the auditors for their opinion as well as research ACH transactions and present the findings at a future Board Meeting.

7. District Dashboards

Mark Eddington discussed the District's Dashboard. Revenue and expenses look good. Billed units and fees collected remain solid. Environmental Compliance noted an issue with phosphorus levels. It was stated the District has been working on phosphorus removal.

Mike Holland reviewed the Hauled Waste Dashboard. Mike stated December was a good month. Mike stated, of note, by the end of January the District will have matched revenue from the last fiscal year of Hauled Waste.

8. Operator's Report

Jason Robbins stated Staff has started demo on the small garage and work should be completed by the end of the week. Staff also started demo on the old trickling filters.

Jason reported Staff started plant cleanup and recycling of unused materials over the last month which was recycled at DeKalb Iron and Metal, who will be dropping of a check this week for the recycled materials.

Jason Robbins requested authorization to purchase a new F-250 truck for the Collection Supervisor which will be budgeted for in the 21/22 budget. Jason received a quote of \$33,000 with a lead time of 16-18 weeks. The Board requested a local dealer quote prior to the purchase for comparison, ordering the truck from the dealer with the lowest quote.

President Collins moved approval of the purchase of a 2020 F-250 truck for the quoted price of \$33,000. Trustee Cosentino seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. President Collins declared the motion passed.

9. Waste Burner Modification

Mike Holland stated that he has reached out to Walt, LTD to fabricate the spike collar for the waste gas burner. Mike will keep Oaken Acres informed on the progress and installation.

10. COVID-19

Mark Eddington discussed with the Board COVID-19 vaccinations and what type of policy the District would like to create. Keith Foster stated as a public sector, the District could require vaccinations, however, he would prefer to strongly recommend vaccinations. This topic will be revisited at an upcoming meeting.

11. Catastrophic Water Loss Relief Requests

Trustee Struthers moved to approve the following Catastrophic Loss requests:

Managoulh III, LLC c/o Jeff Nash, 3411 Baraboo, \$292.32, toilet broken
Katherine Odegard, 2494 Alpha Court East, \$186.48, toilet broken
Hunter Normal Properties, LLC, 1084 Aspen Court #2, \$179.76, toilet broken

Trustee Cosentino seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. Trustee Struthers declared the motion passed.

12. Plan Review

Mike Holland stated the old DeKalb Clinic has been demolished in preparation for the new Safe Passage building and sewer construction has begun.

13. Annexations/Pre-Annexations

No discussion.

14. Engineer's Report

a) Malta and Kishwaukee College Sewer Extension

Mike Holland stated the District received a "Reservation of Funds" letter from the IEPA, reserving the \$6.5 million loan amount for this year, however, this reservation is contingent upon bids being opened by April 1, 2021. This was discussed with the Village and the College and everyone was in agreement to proceed with the plan to bid the project after July 1st. An updated "Funding Nomination Form" was executed and submitted to the IEPA with the updated schedule.

b) Northern DeKalb County Sewer Extension

Mike Holland stated Baxter & Woodman has provided the preliminary engineering report for this project and Staff will be reviewing.

c) 2nd CHP Generator

Mike Holland stated Baxter & Woodman has provided a preliminary draft scope for the project and is working on revisions based on Staff comments. President Collins requested further information regarding the project costs and estimated return on investment.

15. Projects

a) Phase 1B Biological Improvements

Mike Holland stated Williams Brothers has been working on punchlist and SCADA work, as well as change order items. WBCI did not submit a payment request this month.

Mike Holland stated Change Order No. 10, incorporating various Contract Modification Requests (CMR's) for the additional amount of \$305,345 and a 90-day time extension, has been prepared for the Board's review and is recommended for approval.

President Collins moved approval of Change Order No. 10 in the amount of \$305,345. Trustee Cosentino seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. President Collins declared the motion passed.

Mike Holland reported in December and January, the District has received three (3) grant payments from ComEd for electrical efficiency incentives; a \$111,181 grant payment for the new Blowers/Diffusers and \$59,280 and \$74,208 payments for the CHP. Both of these will be the first payments of future installments, since these grants are paid out based on actual electricity saved over time, which could be an additional \$250,000.

b) **Harvestore Drive Sewer Improvements**

Mike Holland stated Austin Tyler has completed the installation of all of the gravity sewer and manholes for the project. Testing is expected to be completed by January 22nd, at which time the project will be substantially complete, with only landscaping and paving restoration work left to be completed.

Austin Tyler has submitted Payment Request No. 3 for \$769,928.13, which has been reviewed and is recommended for payment. President Collins moved approval of Payment Request No. 3 in the amount of \$769,928.13. Trustee Cosentino seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. President Collins declared the motion passed.

16. New Business

Mark Eddington announced Nick Newman was the recipient of the P.R.I.D.E Award (People Responsible for Improving DeKalb's Environment) for his work on restoring the prairie lands. The Board congratulated Nick for receiving this honor.

Mark Eddington stated Property and Casualty Insurance is up for renewal and Mark reported the appraisal will be completed in the upcoming weeks and there will be an increase in the premium due to the new facilities, etc.

Mike Holland reported the first loan payment for Phase 1B will be due in July, 2021.

17. Executive Session - Personnel

At 2:17 p.m. President Collins moved to go into Executive Session. Trustee Struthers seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. President Collins declared the motion passed.

At 2:32 p.m. President Collins declared the closed session complete and the meeting returned to open session with no further action taken.

18. Adjournment

President Collins moved to adjourn the meeting at 2:32 p.m. Trustee Cosentino seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. Collins declared the motion passed. Meeting adjourned at 2:33 p.m.



A handwritten signature in blue ink that reads "Dawn C. Cosentino". The signature is written in a cursive style and is positioned above a horizontal line.



A handwritten signature in blue ink that reads "Dr. Dennis J. Collins". The signature is written in a cursive style and is positioned above a horizontal line.

Dr. Dennis J. Collins, President

Ms. Dawn C. Cosentino, P.E., Clerk