Kishwaukee Water Reclamation District
Board Meeting Minutes
Wednesday May 19, 2021 – 12:00 PM

The May meeting of the Kishwaukee Water Reclamation District Board of Trustees was held virtually via Zoom meeting at 12:00 pm on Wednesday, May 19, 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, 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 12:10 p.m.

2. Approval of the May Agenda

President Collins moved approval of the May 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 April Meeting Minutes

Trustee Struthers moved approval of the April Meeting Minutes. President Collins 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

Trustee Struthers moved approval of payment of bills as presented. 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.

5. Public Input and Communications

Mark Eddington introduced Bill Nicklas, City Manager of City of DeKalb. Bill stated the KWRD Lateral Assistance Program is on the City Council meeting agenda for Monday, May 24, 2021. If approved, the City will be budgeting $100,000 to match the District's $100,000 and work together to assist residents in repairing old and damaged lateral sewer lines.

Bill Nicklas reported the City received Federal funds through the CARES Act Recovery Assistance program. Bill stated the District may be eligible for funds as well and will assist, if need be, in navigating the application for reimbursement funding.

6. Treasurer's Report

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

7. COVID-19 Update – Public Meetings/District Protocol

Mark Eddington reviewed the updated COVID-19 Policy the District currently has in place, effective May 17, 2021. Following CDC guidance, as well as the State of Illinois mandates, all fully vaccinated personnel are not required to wear a mask while on District property. Any District Staff traveling outside of the property, will be required to wear a mask if interacting with the public. Unvaccinated personnel shall continue to wear a mask and follow social distancing.

With everyone in agreement, the District will resume in person Board Meetings in June.

8. 1:00 PM - Public Hearing – FY 2021/22 Appropriation Ordinance

Mark reviewed the final budget responding to questions.

President Collins officially opened the Public Hearing of the FY 2021/22 Budget at 1:00 p.m. Having no member of the public present and receiving no comments, the Public Hearing was then closed at 1:02 p.m.

The FY 2021/22 Appropriation Ordinance will be moved to the June Board Meeting for approval.

9. District Dashboards

Mark Eddington discussed the District's Dashboard. Mark stated year-to-date budget is ahead on revenue even though NIU revenue was down about 35% (roughly $250,000) due to to lack of in-person students. Environmental Compliance reveals phosphorus removal has improved greatly and expects things to continue to improve as Staff learns the operation of the new plant. OT and Call Ins were lower than expected due to unusually dry spring weather.

Mike Holland reviewed the Hauled Waste Dashboard. Mike stated April was a decent month. All the digesters are doing well operationally, handling all the different types of hauled waste.

10. Operator's Report

Jason Robbins stated Staff has been landscaping, mowing, weed eating, and cleaning up the fence line.

11. Procurements

Jason Robbins discussed the need for a new Sewer Inspection Truck. The District's current TV truck was purchased in 2003. Jason has been in contact with the State of Ohio Procurement Center due to the State of Illinois Procurement Center not participating in the program for governmental entities. Jason received a quote for a new Sewer Inspection Truck and requested authorization to purchase for $325,000.

Trustee Cosentino moved approval of the purchase of the Sewer Inspection Truck for $325,000. 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.

12. Cyber Security Update

Mark Eddington stated he has had meetings with the District's IT consultant, CMJ, to evaluate the cyber security for the District. Following their assessment, the District currently has reasonable protections in place but will be taking measures to enhance IT security in the coming months.

13. Hauler Day

Mark Eddington revealed Hauler Appreciation Day will be held June 29 and June 30 at the District to show appreciation to the many customers that utilize the facility.

14. Catastrophic Water Loss Relief Requests

Trustee Struthers moved to approve the following Catastrophic Loss requests:

Marilyn Yamber, 641 N. Fourth Street, $334.03, pipes froze
Tim Meyers, 804 E. Lincoln Highway, $325.63, leaky toilet
Chris Seuffer, Sr., 718 S. Fourth Street, $189.55, toilet issue
Hunter Star Properties, 1000 Spiros Court, Apt 7, $438.19, toilet leak

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.

15. Plan Review

None.

16. Annexations/Pre-Annexations

None.

17. Engineer's Report

a) Malta and Kishwaukee College Sewer Extension

Mark Eddington stated Staff has submitted the project for funding through congressional appropriations and will be waiting to see if any funding opportunities arise out of an anticipated Federal infrastructure bill.

b) Regionalization

Nothing new to report.

c) Staff Engineer

Mike Holland discussed the need for a Staff Engineer with the departure of Joe Kostecki. Discussion was held regarding the job description, qualifications and salary. Staff will keep the Board updated.

18. 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 submitted Payment Request No. 41 for $211,023.49, which has been reviewed and is recommended for payment.

President Collins moved approval of Payment Request No. 41 in the amount of $211,023.49. 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.

Mike Holland reviewed Change Order No. 11, incorporating various Contract Modification Requests (CMRs), for the additional amount of $125,646.00, and is recommended for approval. Trustee Cosentino moved approval of Change Order No. 11. 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.

b) Harvestore Drive Sewer Improvements

Mike Holland stated pavement restoration will begin this month. Austin Tyler did not submit a payment application this month.

c) 2nd CHP Generator

Mike Holland stated pre-construction activities have begun with on-site construction expected to begin in June. Baxter & Woodman has submitted Payment Request No. 1 in the amount of $31,281.94, which has been reviewed and is recommended for payment.

Trustee Cosentino moved approval of Payment Request No. 1 in the amount of $31,281.94. 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.

Mike Holland stated that the District has been awarded a grant of $500,000 from the Illinois Clean Energy Community Foundation (ICECF) for this project, as part of our Net-Zero Energy plan. The District would receive 60% of the grant ($300,00) upon start-up of CHP #2 and the remaining 40% ($200,00) once the District has shown 12 months of net-zero operation, which would come after subsequent energy projects, likely solar, which are also grant eligible. Mike Holland requested approval to execute the Grant Agreement with ICECF.

President Collins moved approval of execution of the Grant Agreement with ICEFC. 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.

19. New Business

None.

20. Executive Session – Review of Executive Session Meeting Minutes

No Executive Session. President Collins stated Executive Session Meeting Minutes had been reviewed and did not require discussion.

21. Executive Session Meeting Minutes

President Collins moved to approve Executive Session 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.

22. Adjournment

President Collins moved to adjourn the meeting at 2:16 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 2:16 p.m.

Dr. Dennis J. Collins, President

Dawn Cosentino

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

CERTIFICATION

I, Dawn Cosentino, the clerk of the Kishwaukee Water Reclamation 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, Kishwaukee Water Reclamation District, at a meeting duly convened this 16th day of June, 2020.

SEAL

KISHWAUKEE WATER RECLAMATION DISTRICT
DEKALB COUNTY, IL
CORPORATE
SEAL

Dawn Cosentino

Dawn Cosentino, P.E., CLERK

KISHWAUKEE WATER RECLAMATION DISTRICT
DEKALB COUNTY
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