



**Kishwaukee Water Reclamation District
Board Meeting Minutes
Wednesday September 22, 2021 – 12:00 PM**

The September meeting of the Kishwaukee Water Reclamation District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, September 22, 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 12:23 p.m.

2. Approval of the September Agenda

President Collins moved approval of the September 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 August Meeting Minutes

Trustee Struthers moved approval of the August 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 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 of DeKalb City Manager. Bill reported there continues to be interest in DeKalb for economic growth within the City and reviewed possible projects in the future.

6. Treasurer's Report

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

7. COVID Update

Mark Eddington reported the District is following the recommendations from IDPH, as well as the CDC, masking indoors and social distancing, regardless of vaccination status.

8. District Dashboards

Mark Eddington discussed the District's Dashboard. Mark stated August was a good month with units billed trending upwards due to the continued dry weather. Jason Robbins reviewed the increase in OT hours.

Mike Holland reviewed the Hauled Waste Dashboard. Mike stated August was lower than anticipated due to digester issues which are in the process of being corrected.

9. Operator's Report

Jason Robbins stated he is continuing to have issues with availability of parts. He is in the process of obtaining inventory of certain parts to have available for pump repairs which would result in no extended pump downtime.

Jason reviewed the need for a crane truck replacement due to the condition and age of the District's current vehicle. Jason requested authorization to purchase a new crane truck for \$105,000, which would be budgeted for in the FY 22/23 budget.

President Collins moved approval to to purchase a new crane truck for the cost of \$105,000. 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.

10. Public Relations

a) Contract – OC Creative

Mark Eddington stated he has met with OC Creative regarding a PR/Marketing plan which would include a new website, news releases, etc. Mark requested authorization to proceed with a one year contract with OC Creative for \$20,000.

President Collins moved to approve the one year contract with OC Creative for \$20,000. 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.

b) Video – Rough Cut

Mark Eddington stated the informational video is almost complete and the Board was able to view the rough cut of the video prior to final editing.

11. Suburban Apartments/MCJ Investments

Mark Eddington reported he has been in contact with the owner of Suburban Apartments/MCJ Investments and is working on a resolution to the situation in the coming weeks.

12. Development Agreement

a) Clark House

Mark Eddington stated the Clark House has been a rental property of the District for many years. Due to the age and condition of the property, it is recommended to end the rental agreement and re-purpose the property.

b) Future Improvements

Mark Eddington suggested engaging the City of DeKalb regarding a long-term agreement with respect to development/zoning of KWRD's property. Trustees agreed with this idea and look to hear more at future meetings.

13. Connection Fee Adjustment

Mark Eddington stated the Connection Fees have not changed from the current rate of \$400/PE since 2010, after 11 years the District should consider updating the Connection Fees. President Collins requested an outline to substantiate the proposed increase. Connection Fee adjustment will be revisited next month.

14. Catastrophic Water Loss Relief Request

Trustee Struthers moved to approve the following Catastrophic Loss requests:

- Skeleton Key Investments, 436 Russell, \$197.23, broken toilet
- Connie Byrd, 144 Harrison, \$489.90, running toilet
- Richard Bailey, 416 Driftwood, \$229.21, possible water softener running

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.

15. Lateral Assistance Program

Mike Holland reported there are currently 7 applications from residents which have been submitted. The first resident to receive assistance through the LAP will be receiving their check this week.

16. Plan Review

a) Project Barb – Chicago West

Mark Eddington discussed Project Barb, the project is moving forward.

17. Annexations/Pre-Annexations

None.

18. Engineer's Report

a) Pretreatment Local Limits Evaluation

Mike Holland reported Baxter and Woodman has completed the District's Local Limits

Evaluation as required by the District's NPDES Permit. Before the Local Limits Evaluation can be submitted to the USEPA for approval, the USEPA requires a Resolution to be passed, authorizing the submittal of the evaluation.

President Collins moved approval of Resolution No. 2021-09-22 granting authority in submitting the Local Limits Evaluation to the USEPA. 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. Projects

a) Phase 1B Biological Improvements

Mike Holland reported the project is at Final Completion and the District has received the final loan disbursement. The District is still waiting on the final loan close-out documents, which will have the final loan amount, reflecting the updated construction interest.

b) Harvestore Drive Sewer Improvements

Mike Holland stated all work has been completed, with only minor punchlist items remaining.

c) 2nd CHP Generator

Mike Holland stated that construction activities have begun on-site with delivery of the new CHP generator expected in September. Nissen is owed 90% of costs, upon delivery of the generator, for which they have submitted an invoice for \$315,483. Mike Holland requested approval of payment of \$315,483 to Nissen upon delivery of the generator.

Trustee Struthers moved approval of payment to Nissen in the amount of \$315,483 upon delivery of the 2nd CHP generator. 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.

B&W-Boller has submitted Payment Request No. 5 in the amount of \$76,048.20, which has been reviewed and is recommended for payment. Mike Holland requested approval of Payment Request No. 5 to B&W-Boller in the amount of \$76,048.20.

Trustee Struthers moved approval of B&W-Boller Payment Request No. 5 in the amount of \$76,048.20. 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.

d) Malta & Kishwaukee College Sewer Extension

Mike Holland stated this project is currently out to bid, with a scheduled Bid Opening date of September 24th at 10 a.m.

e) Site Landscaping

Mark Eddington discussed landscaping ideas for areas around the plant which need to be

improved. The Board requested Mark look into plans and costs to be discussed at a future meeting.

20. New Business

Mike Holland stated the District will receive \$16,695 over the next year as part of participating in an energy curtailment program.

21. Executive Session

No Executive Session.

22. Personnel

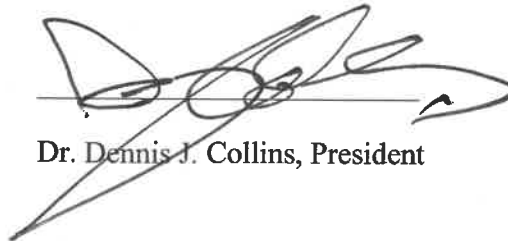
No Discussion.

23. Adjournment

Trustee Struthers moved to adjourn the meeting at 2:23 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 2:23 p.m.



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



Dr. Dennis J. Collins, President

CERTIFICATION

I, Dawn C. 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 20th day of OCTOBER, 2021.

SEAL



Dawn C Cosentino

Dawn C. Cosentino, P.E., CLERK

