



**Kishwaukee Water Reclamation District
Board Meeting Agenda
Wednesday, December 14, 2022 at 12 PM**

1. Call to Order
2. Approval of the December Agenda
3. Approval of the November Meeting Minutes
4. Approval to pay bills as presented
 - a. IEPA Loan #1 – Payment #22 of 40 in amount of \$384,615.38 (authority to wire transfer funds)
 - b. IEPA Loan #2 – Payment #21 of 40 in amount of \$87,622.58 (authority to wire transfer funds)
 - c. IEPA Loan #4 – Payment #4 of 40 in amount of \$1,573,038.10 (authority to wire transfer funds)
 - d. Employee HSA Annual Deposit – Authorization to Deposit funds on December 31 to fund Employee Health Savings' Accounts pursuant to Agenda item #8
 - e. Annual Secondary Meter Refunds
5. Public input and Communications
6. Treasurer's Report
7. 2023 Public Audit
8. HSA Contribution
9. District Dashboards
10. Operator's Report
11. Ordinance #604 – 2023 Property Tax Levy
12. Decennial Committee on Local Government Efficiency Act
13. Village of Malta IGA – Connection Fee Financing
14. Catastrophic Water Loss Relief Requests
15. Lateral Assistance Program
16. Plan Review
 - a. Project Wildcat
17. Annexations/Pre-annexations
 - a. Crossview Church
 - b. Goldin Property
18. Engineer's Report
 - a. I/I Program
 - b. Phase 1C Improvements / Headworks Improvements
19. Projects
 - a. 13th/14th Street Sewer Rehab
 - b. Malta/KC Sewer Extension
 - c. Northern DeKalb County Sewer Extension
20. New Business
21. Executive Session
 - a. Personnel
22. Personnel
23. Adjournment



**Kishwaukee Water Reclamation District
Board Meeting Minutes
Wednesday December 14, 2022 – 12:00 PM**

The December meeting of the Kishwaukee Water Reclamation District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, December 14, 2022. 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., Administrative Assistant, Tracy Zenkner, Staff Engineer, Onassis Rivera, P.E, Management Analyst, Nick Newman and Derek Wold, P.E. of Baxter & Woodman.

1. Call to Order

President Collins called the meeting to order at 12:31 p.m.

2. Approval of the December Agenda

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

3. Approval of November Meeting Minutes

Trustee Struthers moved approval of the November Meeting Minutes. President Collins seconded. The motion carried by a 3-0 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:

- a) IEPA Loan #1 – Payment #22 of 40 in amount of \$384,615.38 (authority to transfer funds)
- b) IEPA Loan #2 – Payment #21 of 40 in amount of \$87,622.58 (authority to transfer funds)
- c) IEPA Loan #4 – Payment #4 of 40 in amount of \$1,573,038.10 (authority to transfer funds)

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

President Collins moved approval of:

- d) Employee HSA Annual Deposit – Authorization to deposit funds on December 31 to fund Employee Health Savings' Accounts pursuant to Agenda Item #8.

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

President Collins moved approval of:

- e) Annual Secondary Meter Refunds

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

5. Public Input and Communications

Bill Nicklas, City Manager, City of DeKalb attended the meeting to discuss item 16a.

6. Treasurer's Report

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

7. 2023 Public Audit

Mark Eddington recommended to the Board to consider alternating auditing services every three years. The Board agreed and Mark will move forward with reviewing other companies.

8. HSA Contributions

Mark Eddington reviewed the District's current healthcare plan and funding amounts for Health Savings Accounts. The District Board directed Mark to keep the District's contributions to employee HSA accounts at 80% of the deductible as it has in the past.

9. District Dashboards

Mark Eddington discussed the District's Dashboard. Expenses have outpaced what was budgeted due to inflation. Billed units and fees collected are trending up. Mark stated environmental compliance was good. Mark reported OT and Call-Ins have been slowly trending lower.

Mike Holland reviewed the Hauled Waste Dashboard. Mike stated it was another solid month. Mike reported there will be a rate increase for bulk FOG haulers in 2023.

Mike Holland reviewed the Electrical Data Dashboard and reported the CHP was down for maintenance, however, both generators are up and running with good numbers anticipated for December.

10. Operator's Report

Mike Holland stated Jason Robbins negotiated with Synagro for a contract extension term of two years which would include an increased price for Biosolids disposal, an annual price increase based on the Consumer Price Index (CPI) and a fuel surcharge. Mike Holland requested authorization for Change Order No. 1 for Synagro to address the contract extension, price increase and fuel surcharge.

Trustee Struthers moved approval of Change Order No. 1 to the Synagro contract. Trustee Cosentino seconded. The motion carried by a 3-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. President Collins declared the motion passed.

11. Ordinance #604 - 2023 Property Tax Levy

Mark Eddington reviewed the 2023 Property Tax Levy.

Mark requested a motion to approve Ordinance #604 – 2023 Property Tax Levy. President Collins moved approval. Trustee Cosentino seconded. The motion carried by a 3-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. President Collins declared the motion passed.

12. Decennial Committee on Local Government Efficiency Act

Mark Eddington stated that the District has 6 months to select a committee and 18 months thereafter to complete a newly required report on Local Government Efficiency. He has contacted NIU’s Department of Governmental Affairs to discuss a proposal for this report.

13. Village of Malta IGA – Connection Fee Financing

Mark Eddington stated the agreement is being drafted.

14. Catastrophic Water Loss Relief Requests

President Collins moved to approve the following Catastrophic Loss request:

Nicole Dobson, 410 S. 4th Street., \$381.57, outdoor spigot and valve indoors broken
Dave Moore, 462 Knolls West, \$198.03, outside hose left on

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. Lateral Assistance Program

Mike Holland stated that residents continue to apply for this program.

16. Plan Review

a) Project Wildcat

Bill Nicklas stated the project is progressing.

17. Annexations/Pre-Annexations

a) Crossview Church – Annexation/Connection Agreement

Mark Eddington stated Crossview Church is connected, connection fees have been paid and all signatures have been obtained.

b) Goldin Property

Mark Eddington stated the owners of the Goldin Property are considering annexation to the District. Mark reported there is an ongoing conversation regarding connection fees.

18. Engineer's Report

a) I/I Program

Mike Holland stated Baxter & Woodman has begun site investigations for locations of flow meter installations. Once these are finalized, meters will be installed and the plan for data tracking/analysis will be established.

b) Phase 1C/Headworks Improvements

Mike Holland stated KWRD has asked Baxter & Woodman and Strand to provide 30% Preliminary Design proposals for the Phase 1C/Headworks Improvements. Staff has received a \$175,000 engineering proposal from Strand for 30% design services, which is recommended for approval. Staff is still working with B&W on their proposal, with the expectation of executing an agreement at the January meeting. \$150,000 was budgeted for this work in this fiscal year, with additional room in the capital budget for Site Demolition to cover additional engineering costs in this fiscal year.

Mike Holland requested authorization to proceed with the Strand Proposal for \$175,000. President Collins moved approval. Trustee Cosentino seconded. The motion carried by a 3-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. Struthers. President Collins declared the motion passed.

19. Projects

a) N. 13th St./N. 14th St.

Mike Holland stated Performance Construction and Engineering (PCE) has completed construction of the KWRD sanitary service work on N. 14th Street and submitted for final payment.

Mike Holland stated PCE has submitted Final Payment Request No. 3 for \$42,107.39, which has been reviewed and is recommended for payment. President Collins moved approval. Trustee Cosentino seconded. The motion carried by a 3-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. Struthers. President Collins declared the motion passed.

b) Malta & Kishwaukee College Sewer Extension

Mike Holland stated Berger has completed the gravity sewer and force main for the project. Pump Station construction has begun and will be ongoing over the next month.

Disbursement Request No. 10 in the amount of \$142,152.30, for Berger Excavating Payment No. 10 has been prepared for submittal to the IEPA. Berger Excavating Payment Request No. 10 has been reviewed and is recommended for payment.

Mike Holland requested authorization to pay Berger Excavating Payment Request No. 10 in the amount of \$142,152.30. Trustee Struthers moved approval. Trustee Cosentino seconded. The motion carried by a 3-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None.

Struthers. President Collins declared the motion passed.

c) Northern DeKalb County Sewer Extension

Mark Eddington attended the City of Genoa Sewer Committee meeting with Mike Holland and provided a summary. The City plans on updating its Comprehensive Plan and wishes to complete this process before making decisions on upgrading its wastewater treatment facility.

20. New Business

None.

21. Executive Session

At 2:20 p.m. President Collins moved to go into Executive Session to discuss Personnel matters. Trustee Cosentino seconded. The motion carried by a 3-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. President Collins declared the motion passed.

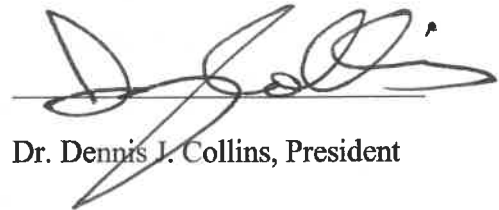
At 2:25 p.m. President Collins moved to close Executive Session and resume the public meeting. Trustee Cosentino seconded. The motion carried by a 3-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. President Collins declared the motion passed.

22. Adjournment

President Collins moved to adjourn the meeting at 2:26 p.m. Cosentino seconded. The motion carried by a 3-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. President Collins declared the motion passed. Meeting adjourned at 2:26 p.m.



Mr. Tim Struthers, Vice-President/Clerk



Dr. Dennis J. Collins, President

CERTIFICATION

I, Tim Struthers, 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 18th day of January 2023.

SEAL





Mr. Tim Struthers, Vice-President/Clerk