



**Kishwaukee Water Reclamation District  
Board Meeting Minutes  
Wednesday February 15, 2023 – 12:00 PM**

The February meeting of the Kishwaukee Water Reclamation District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, February 15, 2023. In attendance were Trustees Dennis J. Collins, Tim Struthers, 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 12:37 p.m.

**2. Approval of the February Agenda**

Trustee Struthers moved approval of the February agenda. President Collins seconded. The motion carried by a 2-0 roll call vote. Aye: Collins, Struthers. Nay: None. President Collins declared the motion passed.

**3. Approval of January Meeting Minutes**

President Collins moved approval of the January Meeting Minutes. Trustee Struthers seconded. The motion carried by a 2-0 roll call vote. Aye: Collins, Struthers. Nay: None. President Collins declared the motion passed.

**4. Approval to pay bills as presented**

Trustee Struthers moved approval of payment of bill as presented. President Collins seconded. The motion carried by a 2-0 roll call vote. Aye: Collins, Struthers. 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 and provide an update regarding other upcoming projects. Annie Ray, who is awaiting appointment by DeKalb County to fill the unexpired term of Dawn Cosentino, attended as a member of the public. Ben Meier, Operations Foreman, attended as a member of KWRD Staff.

**6. Treasurer's Report**

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

**7. District Dashboards**

Mark Eddington discussed the District's Dashboard. Mark stated YTD expenses are outpacing the budget due to inflationary pressures. Units billed and fees collected were good. Mark reported environmental compliance was good. Mark reported Call Ins and OT were trending down. Jason Robbins reported a change was made in Operator schedules which has had an effect on the amount

of OT and Call-Ins.

Mike Holland reviewed the Hauled Waste Dashboard. Mike stated revenue increased from the month before, however, the gallons remained the same, due to the rate increase which went into effect for bulk FOG haulers.

Mike Holland reviewed the Electrical Data Dashboard. Mike reported the District produced more power than it consumed in January.

**8. 2023/24 Draft Budget**

Mark Eddington presented the draft FY 2023/24 Budget.

**9. 2023/24 Financial Model Update**

Mark Eddington reviewed the financial model with the Board.

**10. Peer Rate Comparison**

Mark Eddington reviewed the Peer Rate Comparison, stating KWRD remains competitive.

**11. 2023/24 User Rate Adjustment**

Mark Eddington reviewed the model for the 2023 User Rate Adjustment.

**12. Operator's Report**

Jason Robbins updated the Board regarding Staff accomplishments with several receiving certifications. Currently there are 5 Staff members who hold a Wastewater Operator Class 1 certification.

**13. Decennial Committee on Local Government Efficiency Act**

Mark Eddington stated that the District is beginning the process of assembling a committee.

**14. Catastrophic Water Loss Relief Requests**

None.

**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, now known as Supernova, is progressing and forward with the development agreement.

b) Project Thunder

Bill Nicklas reviewed the property which Project Thunder has shown interest in.

**17. Annexations/Pre-Annexations**

None.

**18. Engineer's Report**

a) I/I Program

Mike Holland stated Baxter & Woodman installed flow meters and level sensors and have begun analysis of flow meter data. Meters and sensors have been strategically located in basins 9, 10, 16 and 18 which all have trash pump locations.

b) Phase 1C/Headworks Improvements

Mike Holland reported KWRD has asked Baxter & Woodman and Strand to provide 30% Preliminary Design proposals for the Phase 1C/Headworks Improvements. A \$175,000 engineering proposal from Strand for 30% design services, was executed in December for the Headworks scope. B&W has provided a \$501,775 proposal for the remaining site improvements scope, which staff is requesting authorization. President Collins moved approval of a design proposal for their scope in the amount of \$501,775 to B&W. Trustee Struthers seconded. The motion carried by a 2-0 roll call vote. Aye: Collins, Struthers. Nay: None. President Collins declared the motion passed.

c) DeKalb Packing

Mark Eddington informed the Board that Staff has had preliminary discussions with the owners of DeKalb Packing and an adjacent property owner at Webster and Lincoln Hwy. regarding extending sanitary sewer service to this area.

d) Waste Management – Contract Extension

Mark Eddington informed the Board that he has been discussing a contract extension with Waste Management regarding leachate receiving and garbage service.

**19. Projects**

a) Malta / KC Sewer Extension

Mike Holland stated Berger has completed the gravity sewer and force main portions of the project. Pump station construction has begun and will be ongoing.

Disbursement Request No. 12 in the amount of \$165,633.99 for Berger Excavating Payment No. 12 has been prepared for submittal to the IEPA. Berger Excavating Payment Request No. 12 has been reviewed and is recommended for payment. President Collins moved approval.

Trustee Struthers seconded. The motion carried by a 2-0 roll call vote. Aye: Collins, Struthers. Nay: None. President Collins declared the motion passed.

b) Northern DeKalb County Sewer Extension

Mark Eddington stated there is no update.

**20. New Business**

Mark Eddington stated there is a conflict for the April 19th Board Meeting and provided an alternate date. The Trustees will confirm the proposed alternate date.

**21. Executive Session**

At 2:44 p.m. President Collins moved to go into Executive Session to discuss Personnel matters. Trustee Struthers seconded. The motion carried by a 2-0 roll call vote. Aye: Collins, Struthers. Nay: None. President Collins declared the motion passed.

At 2:54 p.m. President Collins moved to close Executive Session and resume the public meeting. Trustee Struthers seconded. The motion carried by a 2-0 roll call vote. Aye: Collins, Struthers. Nay: None. President Collins declared the motion passed.

**22. Executive Session Meeting Minutes**

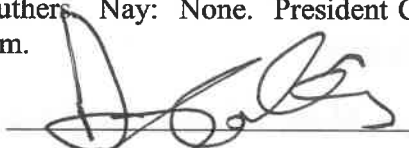

President Collins moved to approve the executive session meeting minutes as presented. Trustee Struthers seconded. The motion carried by a 2-0 roll call vote. Aye: Collins, Struthers. Nay: None. President Collins declared the motion passed.

**23. Personnel – Executive Director Employment Extension**

Trustee Struthers moved to approve a four-year employment extension to its Executive Director, Mark Eddington, P.E. President Collins seconded. The motion carried by a 2-0 roll call vote. Aye: Collins, Struthers. Nay: None. President Collins declared the motion passed.

**24. Adjournment**

President Collins moved to adjourn the meeting at 2:58 p.m. Trustee Struthers seconded. The motion carried by a 2-0 roll call vote. Aye: Collins, Struthers. Nay: None. President Collins declared the motion passed. Meeting adjourned at 2:58 p.m.

  
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Dr. Dennis J. Collins, President  
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Ms. Ann E. Ray, Clerk

CERTIFICATION

I, Ann E. Ray, 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 15<sup>th</sup> day of March 2023.



SEAL

  
Ms. Ann E. Ray, Clerk

