



**Kishwaukee Water Reclamation District  
Board Meeting Minutes  
Wednesday, December 13, 2023 – 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 13, 2023. In attendance were Trustees Dennis J. Collins, Tim Struthers, Ann E. Ray, Attorney Keith Foster, Treasurer Steve Parker, Executive Director, Mark Eddington, P.E., Technical Services Director, Mike Holland, P.E., 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 12:29 p.m.

**2. Approval of the December Agenda**

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

**3. Approval of November Meeting Minutes**

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

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

- a. IEPA Loan #1 – Payment #24 of 40 in the amount of \$384,615.38 (wire transfer)
- b. IEPA Loan #2 – Payment #23 of 40 in amount of \$87,622.58 (wire transfer)
- c. IEPA Loan #4 – Payment #6 of 40 in amount of \$1,573,038.10 (wire transfer)
- d. Employee HSA Annual Deposit – Authorization to deposit \$100,800 funds on December 31 to Employee Health Savings Accounts (18 FTE)
- e. Annual Secondary Meter Refunds

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

**5. Public Input and Communications**

Bill Nicklas, City Manager, City of DeKalb, attended the meeting to provide an update regarding Item #12 - KWRD Rezoning.

**6. Treasurer's Report**

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

## **7. District Dashboards**

Mark Eddington discussed the District's Dashboard.

- Revenues and expenses are as expected in the annual budget.
- Sewer units billed (12-month rolling) continue modest gains.
- Environmental compliance continued.
- Overtime and Call-ins (12-month rolling) continued to trend lower.

Mike Holland reviewed the Hauled Waste and Electrical Dashboards. Hauled waste revenues were down due to very dry fall months and mechanical issues negatively affected electrical production. Mike stated the rate increase for Hauled Waste will go into effect February 1, 2024.

## **8. NIU Water Usage (Residential)**

Mark Eddington reviewed water usage from the past 20 years. As expected NIU's water use in its residence halls follow the lower enrollment trends and are even more pronounced as NIU modernizes plumbing fixtures, etc.

## **9. Operator's Report**

### **a) Land Application of Biosolids Contract Update**

Mark Eddington reviewed proposed changes to the Biosolids Contract to reflect increased Department of Labor wage rates. This increase was 28% and will result in KWRD amending its budget in the spring of 2024 to reflect as much. President Collins moved approval of the Change Order No. 2 to the Biosolids Contract. Trustee Ray seconded. The motion carried by a 3-0 roll call vote. Aye: Collins, Struthers, Ray. Nay: None. President Collins declared the motion passed.

## **10. Ordinance No. 610 – 2023/24 Property Tax Levy**

Mark Eddington reviewed the 2023/2024 Property Tax Levy. Dr. Collins asked as to the impact this year's levy would have on KWRD's portion of a typical property tax bill. Mark explained although the District's levy increased nearly 5% (in total dollars) KWRD's annual tax (on a house valued at \$300,000) the amount paid to KWRD would be roughly \$60 in 2024 which is 14% less than the \$70 paid in 2023.

Mark requested a motion to approve Ordinance No. 610 – 2023/24 Property Tax Levy. President Collins moved approval. Trustee Struthers seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Ray. Nay: None. President Collins declared the motion passed.

**11. Ordinance No. 611 – Illinois Paid Leave Act**

Mark Eddington reviewed Ordinance No. 611 – Illinois Paid Leave Act.

Mark requested a motion to approve Ordinance No. 611 – Illinois Paid Leave Act. Trustee Struthers moved approval. Trustee Ray seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Ray. Nay: None. President Collins declared the motion passed.

**12. City of DeKalb – KWRD Rezoning**

Bill Nicklas reported the rezoning of KWRD was approved by the City Council at the December 11, 2023 meeting.

**13. Catastrophic Water Loss Relief Requests**

None.

**14. Lateral Assistance Program**

Mike Holland provided the fiscal year summary.

**15. Plan Review**

a) Project Supernova/Gurler Rd. Sewer Extension (Peace Rd. Phase)

Mark Eddington reported construction of the sanitary sewer is nearing completion and requested authorization to issue payment to Krusinski Construction in the amount of \$300,000 per the 2020 Annexation/Development agreement. Trustee Struthers moved approval. President Collins seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Ray. Nay: None. President Collins declared the motion passed.

b) Goldin Property

Mark Eddington provided project information and has been discussing Goldin's current annexation to the City of DeKalb and future annexation to KWRD.

c) East Lincoln Sewer Extension

Mark Eddington discussed property development and pre-annexation. The discussion is ongoing, and Foster and Buick will begin work on a pre-annexation/connection agreement.

**16. Annexations/Pre-Annexations**

None.

## **17. Engineer's Report**

### **a) I/I Program**

Mike Holland reported staff are investigating how the storm sewers are cross connected to KWRD's sanitary sewer in Basin 16.

### **b) Phase 1C/Headworks Improvements**

Mike Holland reported Baxter & Woodman and Strand are working on conceptual design analysis and process alternatives.

### **c) Gurler Road Sewer Extension**

Mike Holland reported that a conceptual design report has been provided to Waste Management for consideration.

### **d) Sidestream Tank #2 Cover**

Mike Holland stated as part of the Phase 1B Improvements, a cover was installed over an existing clarifier to allow it to be used for sidestream (leachate, centrate, hauled waste) equalization. Staff has found this tank to be essential but that operations are limited by its capacity. KWRD has budgeted \$500,000 to install a cover over the 2<sup>nd</sup> sidestream clarifier and is currently working on quotes. The trustees sought a more detailed explanation of why this improvement is necessary and staff will bring back a more thorough proposal next month.

## **18. Projects**

### **a) Malta / KC Sewer Extension**

Mike Holland stated construction work for the project is complete. The final disbursement request has been submitted to the IEPA and Staff is still waiting on administrative items from Berger before issuing final payment. Once the final disbursement is received, KWRD will receive the final loan amendment closing out the loan.

### **b) Northern DeKalb County Sewer Extension**

Mark Eddington stated there is no update.

## **19. New Business**

### **a) Property & Casualty Insurance**

Mark Eddington reviewed the different deductibles and premiums in an effort to maintain lower costs. The Board granted Mark the authority to move forward choosing the deductible level he deems is best for the District.

## 20. Adjournment

President Collins moved to adjourn the meeting at 2:43 p.m. Trustee Ray seconded. The motion carried by a 3-0 roll call vote. Aye: Collins, Struthers, Ray. Nay: None. President Collins declared the motion passed. The meeting was adjourned at 2:43 p.m.

A E Ray

Ms. Ann E. Ray, PG, Clerk

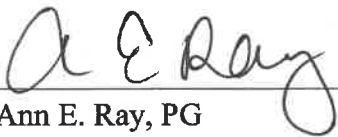
[Signature]  
Dr. Dennis J. Collins, President

## 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 ~~13<sup>th</sup> day of December 2023.~~ <sup>17<sup>th</sup> day of January 2024</sup>

SEAL



  
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Ms. Ann E. Ray, PG  
Kishwaukee Water Reclamation District Clerk