



**Kishwaukee Water Reclamation District  
Board Meeting Minutes  
Wednesday, March 20, 2024 – 12:00 PM**

The March meeting of the Kishwaukee Water Reclamation District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, March 20, 2024. 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, 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 12:24 p.m.

**2. Approval of the March Agenda**

President Collins moved approval of the March agenda. 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.

**3. Approval of February Meeting Minutes and February 14, 2024 Special Meeting Minutes**

Trustee Struthers moved approval of the February Meeting Minutes and February 14, 2024 Special Meeting Minutes. 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.

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

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 ongoing projects.

Greg Kuhn, Director of NIU Governmental Studies; Craig Anderson, Public Management and Local Government Specialist; Jim Norris Senior Public Management and Local Government Specialist, were in attendance for the Local Government Efficiency Act Committee Meeting at 1:00 p.m. Please see the Local Government Efficiency Act Committee Minutes.

**6. Treasurer's Report**

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

**7. District Dashboards**

Mark Eddington discussed the District's Dashboard. Environmental Compliance was good. OT

and Call Ins were lower than last month.

Mike Holland reviewed the Hauled Waste Dashboard stating total gallons were increased due to weather warm up and rain. The rate increase went into effect increasing revenue.

Mike Holland reviewed the Electrical Dashboard. It was a great month for electricity production, the plant produced more electricity than consumed.

#### **8. Operator's Report**

None.

#### **9. Catastrophic Water Loss Relief Requests**

Trustee Struthers moved to approve the following Catastrophic Loss requests:

Michael Dickey, 233 Augusta, \$525.72, radiator leak while out of town  
Caixia Yang, 623 Kenwood Ct, \$332.28, pipe burst

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. Tentative 2024/25 Budget**

Mark Eddington presented the tentative budget with revisions from the draft budget.

Trustee Struthers moved approval of the Tentative 2024/25 Budget. President Collins seconded. The motion carried by a 3-0 roll call vote. Aye: Collins, Struthers, Ray. Nay: None. President Collins declared the motion passed.

#### **11. Financial Model Update**

Mark Eddington reviewed the financial model with the Board.

#### **12. Peer User Rate Comparison**

Mark Eddington reviewed the Peer User Rate Comparison. KWRD continues to remain competitive within its peer group.

#### **13. Ordinance #612 – 2024 User Rate Amendment**

Mark Eddington presented Ordinance #612 – 2024 User Rate Amendment decreasing the User Rate from \$3.12 per unit to \$3.00 per unit and increasing the Bi-Monthly User Charges as outlined in Ordinance #612.

President Collins moved approval of Ordinance #612 – 2024 User Rate Amendment. 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.

#### **14. Local Government Efficiency Act**

At 1:10 p.m. President Collins moved to open the Local Government Efficiency Act Committee Meeting. Trustee Ray seconded. The motion was carried by a 3-0 roll call vote. Aye: Collins, Struthers, Ray. Nay: None. President Collins declared the motion passed.

At 1:32 p.m. President Collins moved to close the Local Government Efficiency Act Committee Meeting and resume the public meeting. Trustee Struthers seconded. The motion was carried by a 3-0 roll call vote. Aye: Collins, Struthers, Ray. Nay: None. President Collins declared the motion passed.

*Please see separate meeting minutes.*

#### **15. Lateral Assistance Program**

Mike Holland stated residents continue to apply for this program.

#### **16. Plan Review**

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

Mark Eddington stated this project is complete.

#### **17. Annexations/Pre-Annexations**

None.

#### **18. Engineer's Report**

- a) I/I Program

Mike Holland reported staff will be dye testing the storm sewers at 4<sup>th</sup> & Taylor, where significant cross connections with the storm sewer were found during smoke testing. From this, capital improvements work will be developed for FY24/25. B&W has provided a work order to continue assisting Staff with I/I investigations in Basin 16, including smoke testing, flow monitoring and bid document preparations.

Mike Holland requested authorization to execute the B&W \$40,000 Work Order. President Collins moved to approved B&W Work Order in the amount of \$40,000. 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.

- b) WWTP Improvements

Mike Holland reported B&W has provided a design engineering proposal for the next WWTP Improvements project to include: Excess Flow Disinfection, Sludge Storage/Future Digester Tank, Electrical Consolidation, Solar Array, Tank Demolition and Site Improvements. The estimated project cost is approximately \$15 Million and B&W has submitted a proposal for \$780,000, which Staff has reviewed and recommends approval.

Trustee Struthers moved to approve the B&W \$780,000 Engineering Services Agreement. 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.

c) Gurler Road Sewer Extension

Mike Holland reported that Waste Management has begun design and will provide plans when ready.

d) Chicagoland RNG Coalition

Mike Holland reported KWRD is partnering with 10 other Northern Illinois wastewater utilities to pursue a Climate Pollution Reduction Grant for a renewable Natural Gas (RNG) initiative.

## **19. Projects**

a) Sidestream Tank #2 Cover

Mike Holland reported Staff has executed the purchase order for the cover materials and installation, which has an estimated 4 month lead time. Piping work will be completed as filler work in the meantime.

b) Northern DeKalb County Sewer Extension

Mark Eddington stated there is no update.

c) Southern DeKalb County Sewer Extension.

Mark Eddington stated he is working with Waterman's Village Manager to schedule an initial meeting to discuss the feasibility of a connection.

## **20. New Business**

No new business.

## **21. Executive Session**

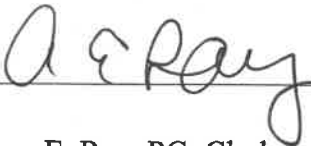
At 2:28 p.m. President Collins moved to go into Executive Session to discuss Personnel matters. Trustee Ray seconded. The motion was carried by a 3-0 roll call vote. Aye: Collins, Struthers, Ray. Nay: None. President Collins declared the motion passed.

At 2:50 p.m. President Collins moved to close Executive Session and resume the public meeting. Trustee Struthers seconded. The motion was carried by a 3-0 roll call vote. Aye: Collins, Struthers, Ray. Nay: None. President Collins declared the motion passed.

## **22. Adjournment**

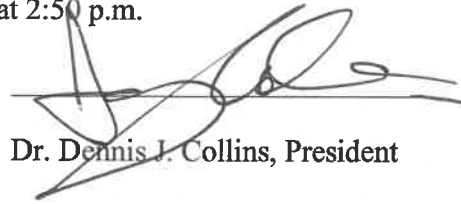
President Collins moved to adjourn the meeting at 2:50 p.m. Trustee Struthers seconded. The

motion carried by a 3-0 roll call vote. Aye: Collins, Struthers, Ray. Nay: None. President Collins declared the motion passed. The meeting was adjourned at 2:50 p.m.



A handwritten signature in cursive script, appearing to read "A E Ray", is written over a horizontal line.

Ms. Ann E. Ray, PG, Clerk



A handwritten signature in cursive script, appearing to read "Dennis J. Collins", is written over a horizontal line.

Dr. Dennis J. Collins, President

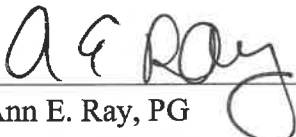


CERTIFICATION

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 17<sup>th</sup> day of April 2024.

SEAL



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