



**Kishwaukee Water Reclamation District
Board Meeting Minutes
Wednesday, March 19, 2025 – 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 19, 2025. In attendance were Trustees Tim Struthers, Ann E. Ray, Attorney Keith Foster, Treasurer Steve Parker, Executive Director, Mark Eddington, P.E., Operations Manager, Jason Robbins, Administrative Assistant, Tracy Zenkner, Staff Engineer, Onassis Rivera, P.E., Management Analyst, Nick Newman and Derek Wold, P.E. of Baxter & Woodman. President Collins was absent.

1. Call to Order

Trustee Struthers called the meeting to order at 12:23 p.m.

2. Approval of the March Agenda

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

3. Approval of February Meeting Minutes

Trustee Struthers moved approval of the February Meeting Minutes. Trustee Ray seconded. The motion carried by a 2-0 roll call vote. Aye: Struthers, Ray. Nay: None. Absent: Collins. Trustee Struthers 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 2-0 roll call vote. Aye: Struthers, Ray. Nay: None. Absent: Collins. Trustee Struthers 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.

6. Treasurer's Report

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

7. District Dashboards

Mark Eddington reviewed the District's Dashboard. Mark reported annual sewer units billed and fees collected continue to trend higher. Environmental Compliance was achieved. Call Ins and OT were comparable to last month.

Mark Eddington reviewed the Hauled Waste Dashboard reporting seasonal numbers as expected. A new hauler will be starting up but will bring in minimal amounts.

Mark Eddington reviewed the Electrical Dashboard stating electricity production decreased slightly due to generators being down for maintenance. Staff continues to work on decreasing plant electricity consumption.

8. Peer Rate Comparison

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

9. Financial Model

Mark Eddington reviewed the financial model with the Board. The model had been updated to reflect the tentative budget and continues to trend positively.

10. Ordinance #617 – Sewer User Ordinance

- a. 2025/26 User Rate Adjustment
- b. Overhead Sewer Requirement (new construction only)

Mark Eddington presented Ordinance #617 – 2025/26 User Rate Adjustment decreasing the User Rate from \$3.00 to \$2.85 and increasing the Bi-Monthly User Charges as outlined in Ordinance #617. Mark also reviewed the Overhead Sewer Requirement as outlined in Ordinance #617.

Trustee Ray moved approval of Ordinance #617 in its entirety. Trustee Struthers seconded. The motion carried by a 2-0 roll call vote. Aye: Struthers, Ray. Nay: None. Absent: Collins. Trustee Struthers declared the motion passed.

11. FY 2025/2026 Tentative Budget

Mark Eddington reviewed the tentative budget with the Board. Trustee Ray noted the \$1 million revenue for engineering “recapture” should be reflected in a line item that provides greater detail rather than a “miscellaneous” line item. Steve Parker will review the requirements of the “public budget” with the auditors and adjust if necessary. Once the revisions are completed, the tentative budget will be displayed and published for 30 days prior to final approval in May.

Trustee Struthers moved approval of the FY 2025/2026 Tentative Budget following revision. Trustee Ray seconded. The motion carried by a 2-0 roll call vote. Aye: Struthers, Ray. Nay: None. Absent: Collins. Trustee Struthers declared the motion passed.

12. Operator’s Report

Front Gate - Jason Robbins stated the front entrance gate was damaged February 22nd by a vehicle causing a significant amount of damage. The insurance carrier was notified and police report was filed. The damaged gate was removed and temporary gate has been installed. The new gate will be completed and installed within 4-6 weeks.

RAW Pump - Jason Robbins reviewed options to increase flow capacity within the treatment plant. The most efficient and least costly option is to upsize the impellers on the existing RAW pumps.

Each new impeller costs \$10,500/pump. The District currently has 6 RAW pumps and each pump is set for rebuild on a 6-year cycle. All impeller upgrades will be completed by 2031.

13. Catastrophic Water Loss Relief Requests

Trustee Ray moved to approve the following Catastrophic Loss request:

Richard Thorne, 224 E Garden St, \$261.00, water filtration system leak
Gwendolyn Graff, 515 College Ave, \$202.50, running toilet

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

14. LAP Program

Nick Newman stated the program remains popular with residents.

15. Plan Review

Nothing new to report.

16. Annexations/Pre-Annexations/Development

Nothing new to report.

17. Engineer's Report

a) 2025 I/I Removal Program

Onassis Rivera stated Staff has finalized the exhibit documents for bidding the Sanitary Basin 16 sewer rehabilitation project. Basin 16 Improvements is estimated to cost \$1 million to be spread over the new two fiscal years. The project will include lining sanitary manholes, lining unlined sanitary sewers and grouting service lateral connections at the public main. Staff is seeking to advertise the project for bidding at the end of March with a tentative contract award in June.

Trustee Struthers moved to approve advertising for public bids for the Sanitary Basin 16 Sewer Rehab project. Trustee Ray seconded. The motion carried by a 2-0 roll call vote. Aye: Struthers, Ray. Nay: None. Absent: Collins. Trustee Struthers declared the motion passed.

b) WWTP Improvements

Onassis Rivera stated Staff received 90% design drawings and specifications from B&W. Staff will review and provide feedback to B&W. Staff continues to meet with B&W and Tri-R to refine various elements of the project to achieve the 100% design deliverable (May).

Staff has submitted the loan application to the IEPA's State Revolving Fund Loan program.

Onassis reported that the IEPA has granted approval of the project plan. A categorical

exclusion from detailed environmental review and public hearing was issued after no comments were received by the IEPA or KWRD during the 10-day public comment period.

Staff requested board signatures to execute the funding nomination form, proposed schedule form and the certification of plans and specifications compliance form. Trustee Struthers moved approval. Trustee Ray seconded. The motion carried by a 2-0 roll call vote. Aye: Struthers, Ray. Nay: None. Absent: Collins. Trustee Struthers declared the motion passed.

c) Waterman/Shabbona/Prairie Band Potawatomi Sewer Extension

Mark Eddington reported this project is garnering support from the Village of Waterman, Village of Shabbona, and the Potawatomi Nation. Mark will be publicly presenting the project to the Village of Waterman and Shabbona Boards in April. Mark will also be traveling to Washington D.C. in early April to meet with Illinois Senators and Representatives to promote the project and seek additional funding opportunities. B&W has developed an engineering scope and a \$1.34 million proposal to design, permit and publicly bid this project. Next steps for this project would be to draft an IGA that would detail the cost-split for the design and bidding. Simultaneously, Staff is working with various state agencies to complete the environmental checklist. Staff is reviewing the draft planning report.

Staff requested board signatures for the funding nomination form and will execute. Trustee Ray moved approval. Trustee Struthers seconded. The motion carried by a 2-0 roll call vote. Aye: Struthers, Ray. Nay: None. Absent: Collins. Trustee Struthers declared the motion passed.

d) Waste Management

Mark Eddington reported the ball is in WM's court and we expect to hear this spring whether the sewer extension project will be included in their capital plan for this coming year.

18. Projects

a) Sidestream Tank #2 Cover

Onassis Rivera reported the tank cover installation is complete. The tank was commissioned on March 10th through a joint effort between Operations and Engineering Staff. The tank is operating as intended.

b) Prairie Springs Lift Station Improvements

Onassis Rivera stated the Nicor gas main extension is under final review. Nicor will be seeking a construction permit from the Village of Malta.

Tri-R has been approved to move forward with electrical and control work and has received the generator and ATS. Electrical improvements are scheduled to continue throughout the winter and final completion is in the summer of 2025.

c) Sprague Lift Station – Malta

Staff has prioritized this lift station for improvement to pumps, piping, electrical and controls. Staff has secured quotes from vendors. Work is expected to begin in the new 2025-2026 FY.

19. FY 2025/26 Board Meeting Schedule

Mark Eddington reviewed suggested meeting dates for June, July, September and December. Will confirm dates next month.

20. New Business

Mark Eddington reported he has once again been contacted by a resident of Greenwood Acres and there is renewed interest in connecting to public sewer. The Board reached a consensus that Mark should work with the property owners and Kishwaukee Country Club to facilitate a gravity sewer extension that would serve unsewered properties in the area.

21. Executive Session

At 2:48 p.m. Trustee Struthers moved to go into Executive Session to discuss Personnel matters. Trustee Ray seconded. The motion was carried by a 2-0 roll call vote. Aye: Struthers, Ray. Nay: None. Absent: Collins. Trustee Struthers declared the motion passed.

At 2:59 p.m. Trustee Ray moved to close Executive Session and resume the public meeting. Trustee Struthers seconded. The motion was carried by a 2-0 roll call vote. Aye: Struthers, Ray. Nay: None. Absent: Collins. Trustee Struthers declared the motion passed.

22. Adjournment

Trustee Struthers moved to adjourn the meeting at 3:00 p.m. Trustee Ray seconded. The motion carried by a 2-0 roll call vote. Aye: Struthers, Ray. Nay: None. Absent: Collins. Trustee Struthers declared the motion passed. The meeting was adjourned at 3:00 p.m.



Ms. Ann E. Ray, PG, Clerk



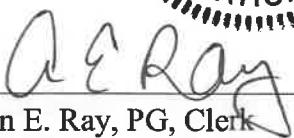
Mr. Timothy A. Struthers, Vice President

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 16th day of April 2025.

SEAL





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