



**Kishwaukee Water Reclamation District
Board Meeting Minutes
Wednesday, May 21, 2025 – 12:00 PM**

The May meeting of the Kishwaukee Water Reclamation District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, May 21, 2025. In attendance were Trustees Dennis J. Collins, Tim Struthers, Ann E. Ray, Attorney Tait Lundgren, Treasurer Steve Parker, Executive Director, Mark Eddington, P.E., Operations Manager, Jason Robbins, 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 12:20 p.m.

2. Approval of the May Agenda

Trustee Struthers moved approval of the April 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 April Meeting Minutes

Trustee Ray moved approval of the April 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

President Collins moved approval of payment of bills as presented. 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.

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 stated Environmental standards remained in compliance.

Mark Eddington reviewed the Hauled Waste Dashboard reporting a big month due to the increase in leachate which is expected for the season.

Mark Eddington reviewed the Electrical Dashboard stating electricity production decreased

slightly due to being down a generator for maintenance. Staff continues to work on decreasing plant electricity consumption.

8. Annual Appointments/Meeting Schedule

- a. Officers – Trustee Collins moved to retain the current slate of District officers, with Dennis Collins as President, Timothy Struthers as Vice-President, and Annie Ray as Clerk. Trustee Ray seconded. Aye: Collins, Struthers, Ray. Nay: None. President Collins declared the motion passed.
- b. Treasurer – Trustee Struthers moved approval to renew treasurer, Steve Parker. 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.
- c. Legal Counsel – Trustee Ray moved approval to renew legal counsel, Keith Foster. 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.
- d. Depositories and limits – President Collins moved approval to renew the depository limits as follows:

1. Set limits of \$15,000,000 for total deposits at each of the following institutions:

- Raymond James
- Resource Bank

Any amount deposited over the amount insured under FDIC is to be collateralized at 100%.

2. Set a limit of \$5,000,000 for total deposits each at the following institutions:

- Old National Bank
- First National Bank of Omaha
- Heartland Bank & Trust
- Old Second Bank
- First State Bank
- Fifth Third Bank
- PNC Bank

Any amount deposited over the amount insured under FDIC is to be collateralized at 100%.

3. Set a limit of \$2,000,000 for total deposits each at the following institutions:

- Waterman State Bank
- Illinois Community Credit Union
- DeKalb County Credit Union
- MBS Securities

The above amounts are deposit limits and on occasion interest will be added to an investment causing it to go over the authorized limits. This would be allowed until the investment matured. The limits set are to be adhered to except in special circumstances.

Collateralization of deposits at all banks shall be with Treasury Bills, Notes or Bonds issued by the U.S. Government or Agencies of the U.S. Government. Collateral is to be held by a third-party bank.

Trustee Ray seconded. It was noted by Trustee Collins that he is a Director of Resource Bank. It was noted by Trustee Struthers that he is a Director of First National Bank of Omaha. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Ray. Nay: None. President Collins declared the motion passed.

- e. Authorization to sign checks – President Collins moved to renew approval authorizing Mark Eddington, Steve Parker and the Board of Trustees to sign checks. 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.
- f. Schedule of board meetings – Trustee Struthers moved approval of final Board Meeting Dates. 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.

9. Operator's Report

Jason Robbins sought the board's approval to procure the following items that were all included in the 2025/26 budget.

- a. Annie Glidden Road LS VFD Replacement – Tri-R Systems - \$39,750
- b. Lion's Park LS Programmable Logic Controller Replacement – Tri-R Systems - \$40,500
- c. Building 14 – Communications/Ethernet Replacement – Tri-R Systems - \$22,000
- d. Lift Stations (AGR, CC, HS, MT, RM) – Cell Comm. Backup – Tri-R Systems \$30,750
- e. Bar Screen Motor (spare) – US Motors - \$20,000

Trustee Ray asked if item b. Lion's Park LS PLC Replacement being over the \$40,000 threshold required a public bid. Mark Eddington stated that the item was an instrumentation and controls component of the Lift Station, and that Tri-R Systems is the District's SCADA system integrator, and a significant portion of the work was considered a professional service. The District's council and the trustees agreed with that assessment but also thought it good practice to consider waiving the public bid requirement for sake of transparency.

Trustee Ray moved to waive the public bid requirement for item b. as discussed. 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.

Trustee Ray moved to authorize procurement of items a-e as described in the operator's report. 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.

10. FY 25/26 Financial Model

Mark Eddington presented an updated District Financial Model that included the proposed FY 2025/26 Budget. The model continued to reflect positive trends with respect to annual fund balance.

11. 1:00 PM – Public Hearing FY-2025/26 Appropriations (Budget)

President Collins officially opened the Public Hearing of the FY 2025/26 Final Budget at 1:00 p.m. Having no members of the public present and receiving no comments, the Public Hearing was then closed at 1:02 p.m.

12. Ordinance #618 –FY2025/26 Appropriation Ordinance

Mark Eddington presented Ordinance #618 - FY 2025/2026 Appropriation Ordinance. Trustee Ray moved to adopt Ordinance #618. 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.

13. Catastrophic Water Loss Relief Requests

President Collins moved to approve the following Catastrophic Loss requests:

Kathy Burright, 240 Sycamore Road, \$148.50, toilet running
Kailey Rifkin, 606 Normal Road, \$139.50, toilet running

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.

14. Backup Reimbursement Program (BURP)

Mark Eddington introduced a new program for the trustees to consider. The Backup Reimbursement Program (BURP) would provide District customers up to \$3,000 in reimbursement for documented damages related to public sewer backups during non-wet weather events. Property owners could apply for the program and the District would budget \$15,000 in funds each fiscal year. Trustees discussed the merit of the proposed program and suggested that Foster and Buick review prior to officially considering the program at the June meeting.

15. Lateral Assistance Program

Nick Newman reviewed the final FY 2024/25 totals for the LAP. He mentioned that several applicants are moving forward in FY 2025/26 as construction season nears.

16. Plan Review

Nothing new to report.

17. Annexations/Pre-Annexations/Development

Nothing new to report.

18. Engineer's Report

a) 2025 WWTP Improvements

Onassis Rivera reported Staff has reviewed and provided feedback to B&W on the 90% design drawings and specifications. 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 documents to the IEPA's State Revolving Fund Loan program along with the Funding Nomination Form seeking to fund the loan in the upcoming IEPA fiscal year. The IEPA's draft intended use plan is expected to be released in early June which will show if the IEPA intends to fund the project during their current fiscal year.

b) Waterman/Shabbona/Prairie Band Potawatomi Sewer Extension

Mark Eddington reported this project continues to receive strong support from the Village of Waterman and the Prairie Band Potawatomi Nation. Mark did however add that the Village of Shabbona has recently elected a new board of trustees that may not have the same interest in the project as the past board. This may make extending service to the Prairie Band Potawatomi Nation's planned development more complex.

Mark added that Onassis and he are presenting the project in a public forum at the Village of Waterman this week. The Village of Waterman is very interested in the project and Mark said the project would continue to make financial sense to KWRD regardless of whether the Village of Shabbona or the Prairie Band Potawatomi Nation become partners. Mark will reach out to Shabbona's new administration to gauge interest in the project.

c) Waste Management

Mark Eddington and Mike Wiersma (WM) have contacted three of the four landowners from whom WM would need to acquire easements to serve this project. They will continue their efforts ahead of the potential project start date this fall.

d) Greenwood Acres Drive Sewer Extension

Mark Eddington reviewed options for the sewer extension through Greenwood Acres. A meeting with residents is being planned this month. President Collins expressed his thoughts on the District's financial participation in the project. He stated that if half the residents committed to fund and connect to the proposed KWRD sewer then he would recommend KWRD fund the balance of the sewer extension to the properties on the west side of Greenwood Acres Drive. KWRD would then recapture proportionate fees as the balance of the properties connect in the future.

19. Projects

a) 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.

b) 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.

c) 2025 I/I Removal Program

Onassis Rivera stated the Sanitary Basin 16 Sewer Rehabilitation Project bids were opened earlier this month. The responsive low-bidder was National Power Rodding in the amount of \$642,541. Onassis received a recommendation letter from B&W and recommended issuing the Notice of Award.

Trustee Ray moved to issue the Notice of Award to National Power Rodding. 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.

20. New Business

None.

21. Executive Session to review Executive Session Meeting Minutes and Personnel

At 2:22 p.m. President Collins moved to go into Executive Session to review Executive Session Meeting Minutes and 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 2:44 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. Approval of Executive Session Meeting Minutes


Trustee Struthers moved to approve executive session meeting minutes and destroy verbatim records as was discussed in executive session. 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.

23. Personnel

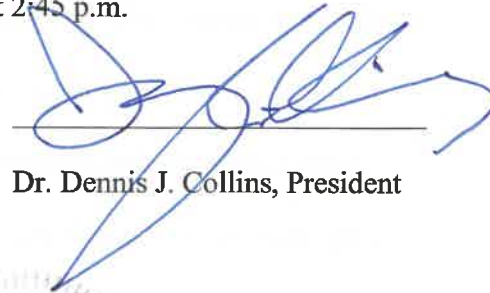
No action was taken

24. Adjournment

President Collins moved to adjourn the meeting at 2:45 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 2:45 p.m.



Ms. Ann E. Ray, PG, Clerk



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 11th day of June 2025.

SEAL



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