



**Kishwaukee Water Reclamation District  
Board Meeting Minutes  
Wednesday, August 16, 2017 – 12:00 PM**

The August meeting of the Kishwaukee Water Reclamation District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, August 16, 2017. In attendance were Trustees Dennis J. Collins, Carol B. Zar, Timothy Struthers, Treasurer Steve Parker, Attorney Keith Foster, District Manager Mark Eddington P.E., Operations Manager Steve Olsen, Staff Engineer Joe Kostecki, Tracy Zenkner, Derek Wold, P.E. of Baxter & Woodman.

**1. Call to Order**

President of the Board Collins called the meeting to order at 12:28 p.m.

**2. Approval of the August Agenda**

President Collins moved approval of the August agenda. Trustee Struthers seconded. The motion carried.

**3. Approval of July Meeting Minutes**

Trustee Zar moved approval of the July Board Meeting Minutes. Trustee Struthers seconded. The motion carried.

**4. Approval to transfer funds**

President Collins moved approval to transfer \$500,000.00 to the O&M Fund. Trustee Struthers seconded. The motion carried.

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

Trustee Zar moved approval of payment of bills as presented. President Collins seconded. The motion carried.

**6. Public Input and Communications**

Mark Eddington introduced Steve Hiatt, JULIE/Wastewater Operator, Ken Andersen representing DeKalb County Building and Development Association, Darrell Foss, resident of DeKalb and Paul Borek, Executive Director, DeKalb County Economic Development Corporation.

Ken Anderson addressed the Board expressing thanks for the support to the DeKalb County Building and Development Association by waiving connection fees to stimulate building the DeKalb area.

**7. Treasurer's Report**

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

**8. 2016/2017 Public Audit**

Steve Parker stated a representative of Sikich will attend next month's Board Meeting to review the annual audit report findings.

**9. District Dashboards**

Mark Eddington discussed the District's "Dashboard". The YTD budget is looking good and trending in the right direction. Environmental compliance was good.

**10. Financial Model**

This will be revisited at the October meeting after the final audit is accepted.

**11. Cell Tower**

Mark Eddington stated he is in the process of acquiring quotes for installation of the antennae and will present these over the next couple of months.

**12. Operator's Report**

Steve Olsen stated the District is in need of a four person utility vehicle. The purchase of such would be in lieu of purchasing a new pickup truck this year. The District has \$20,000 in this year's budget for a pickup truck but would like to use those funds for a utility vehicle. The Trustees concurred that it was a reasonable request. Steve will be researching pricing for this purchase.

**13. Catastrophic Water Loss Relief Requests**

Trustee Zar moved to approve the following Catastrophic Loss requests, which were approved by the City of DeKalb as meeting the policy criteria:

Jeremy and Sarah Olson, 1151 Glidden, \$193.20, sump pump running continuously.

Deantre Brown/Star, 1037 Spiros Court #11, \$534.75 and \$427.00, toilet fill valve broke.

Trustee Struthers seconded. The motion carried.

**14. First National Bank Refund**

Mark Eddington stated First National Bank sewer charges for a refund meter were inadvertently billed through the City of DeKalb over the past four years. This error was brought to the attention of the City of DeKalb and the District then received a request to refund the amount of \$9,024.90 to First National Bank. This check was presented in bills to be paid but Mark wanted a more thorough discussion due to the large amount and the unusual circumstances.

**15. Annexations/Pre-annexations**

No annexations or pre-annexations.

**16. Plan Review**

No new projects have been submitted.

**17. Engineer's Report**

a) Greenwood Acres Sewer Extension

Baxter & Woodman has prepared layouts and cost estimates for providing sanitary sewer service to the Greenwood Acres area. B&W did look into the previous layouts provided by Beling in 1990, installing the sewer in the rear yards/country club, and also evaluated options for installing the sewer in the road and parkway. The parkway option was eliminated due to utilities and trees and the rear yard/country club option was eliminated due to cost. The proposed options cost range is \$650,000-\$800,000.

Staff investigated the option of running the sewer to the golf course pump station but this option would not be expected to see much savings and would result in the District taking ownership of an additional pump station. Staff will be meeting with a representative of Low Pressure Sewer System company before next month's meeting and will report back.

## **18. Projects**

### a) Phase 1B Biological Improvements

The Notice to Proceed was issued to Williams Brothers (WBCI) with a construction start date of August 14, 2017 and Substantial and Final completion at August 12, 2020 and November 10, 2020 respectively. WBCI will be working on tree removal, site clearing, rough grading and mobilization. Disbursement Request No. 1 in the amount of \$2,426,550 for the engineering fees to date has been submitted to the IEPA for processing.

Staff is continuing to work with utilities to have previously dedicated public easements vacated as part of the final platting/rezoning of the site. The City has stated that building permits will not be issued until the new plats are recorded but is allowing the site clearing work to proceed.

### b) Hollister Avenue Demolition Project

N-TRAK has completed the Hollister Avenue demolition work. Authorization of final payment of \$20,054 is recommended.

### c) UV Disinfection Improvements

The UV equipment is operational and the project is nearly 99% complete, with only minor punchlist and close-out items to be completed.

### d) Native Plantings Project

Staff has received approval from the City to proceed with this work and executed a purchase order with Encap in the amount of \$2,850 to provide the herbicide burndown of the areas. The DeKalb County Soil & Water Conservation District would then provide the seeding in November for \$1,325.

### e) 2017 Spot Repair Project

The Notice of Award was issued to Elliott & Wood for their low bid amount of \$88,000 at the July Board Meeting. E&W has provided the necessary bonds and insurance and executed the Agreement for the Board to complete. Staff recommends executing the Agreement and Notice to Proceed.

President Collins made a motion to execute Agreement and Notice to Proceed to Elliott & Wood. Trustee Zar seconded. The motion carried.

**19. Intergovernmental Agreement with the DeKalb Park District – Sled Hill Construction Contract**

Mark Eddington stated he attended the bid opening held at the DeKalb Park District. Concord Excavating (Williams Brothers' Subcontractor) won the bid in the amount of \$321,000. Foster and Buick drafted an IGA that detailed the partnership between the Park District and the Reclamation District to construct the sled hill. The IGA was reviewed and signed.

**20. Regionalization**

Mark Eddington stated he was contacted by a neighboring community with questions regarding connecting to the District for wastewater treatment.

**21. New Business**

Paul Borek, Executive Director of DeKalb County Economic Development Corporation reviewed a possible upcoming opportunity for economic development.

**22. Executive Session**

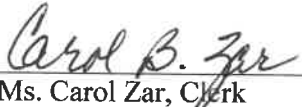
No Executive Session.

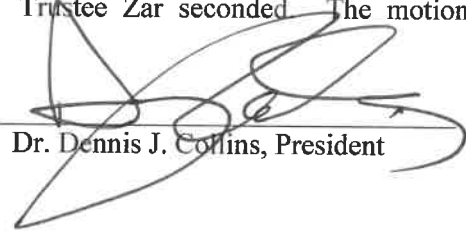
**23. Property**

No action taken.

**24. Adjournment**

President Collins moved to adjourn the meeting. Trustee Zar seconded. The motion carried. Meeting adjourned at 2:54 p.m.

  
Ms. Carol Zar, Clerk

  
Dr. Dennis J. Collins, President

CERTIFICATION

I, Carol B. Zar, 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 SEPTEMBER, 2017.

SEAL



Carol B. Zar

Carol B. Zar, CLERK