



**Kishwaukee Water Reclamation District
Board Meeting Minutes
Monday, September 18, 2017 – 5:00 PM**

The September meeting of the Kishwaukee Water Reclamation District Board of Trustees was held at the office of the District at 5:00 pm on Monday, September 18, 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, District Engineer/Assistant Manager Mike Holland, P.E., Staff Engineer Joe Kostecki, Jeanine Holcomb, Tracy Zenkner, Brent Perz, P.E. of Baxter & Woodman.

1. Call to Order

President of the Board Collins called the meeting to order at 5:31 p.m.

2. Approval of the September Agenda

President Collins moved approval of the September agenda. Trustee Zar seconded. The motion carried.

3. Approval of August Meeting Minutes

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

4. Approval to transfer funds

President Collins moved approval to transfer \$450,000.00 to the O&M Fund. Trustee Struthers seconded. The motion carried.

5. Approval to pay bills as presented

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

6. Public Input and Communications

Mark Eddington introduced Krisztina Dommer, Sikich and Associates and Steve Kapitan, resident of DeKalb.

Steve Kapitan attended to discuss potential safety concerns of not providing the bank (Old Associated Bank Building on Sycamore Road) access to the realigned Hollister Avenue. Dennis Collins stated that the owners had recently approached the District Board with respect to a potential sale of the property but the issues of ingress/egress to Sycamore Road via a re-aligned Hollister Avenue were not discussed.

7. Board Meeting Schedule

Mark Eddington stated there was a scheduling conflict for the November 15, 2017 Board Meeting. However, after discussion, this was resolved and the November 15, 2017 Board Meeting will remain as scheduled.

8. Treasurer's Report

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

9. 2016/2017 Public Audit Presentation by Sikich

Mark Eddington introduced Krisztina Dommer of Sikich and Associates, Audit Manager. Krisztina reviewed the fiscal year audit and stated that the audit went very smoothly and was a "clean" audit with no material deficiencies noted

10. District Dashboards

Mark Eddington discussed the District's "Dashboard". The YTD budget is sound with revenue up and expenses lower. Environmental compliance was good.

Mike Holland reviewed the Hauled Waste "Dashboard". August overall had a good grease receiving month due to a couple of extra haulers.

11. Financial Model

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

12. 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.

13. Operator's Report

Steve Olsen reported Rush Power Systems performed maintenance on all Automatic Transfer Switches and Load Bank Testing on all lift station generators. The cost for this work is \$9,836.00.

Digester 2A has been taken out of service due to low pH levels and foaming issues. The District is currently adding sodium bicarbonate to raise the pH. Digester 2A was taking most of the high strength waste.

14. Catastrophic Water Loss Relief Requests

There were no catastrophic water loss requests this month.

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

Mike Holland stated that there is an option to serve the Greenwood Acres area through a Low Pressure Sanitary Sewer system. President Collins stated that there needs to be resident buy-in for any service alternative to be considered. Trustee Zar asked that the County Health Department be contacted to facilitate a meeting with affected residents to discuss alternatives.

b) Headworks HVAC

Mike Holland stated that there are five HVAC units in the Headworks facility that were installed as part of the original 1998 project and are in need of replacement. Two of these units are more urgent and should be repaired by this winter. The District received a quote from DeKalb Mechanical to replace these two units for \$55,790 but thought there may be benefit to having the Phase 1B contractor perform this work to ensure consistency with manufacturers and materials. The District received a proposal from Complete Mechanical Systems for \$52,500. This work was expected and intended to be addressed in the \$100,000 budgeted amount for Headworks Rehab. Mike Holland requested authorization for \$52,500 to repair two HVAC units in the Headwork facility. President Collins moved approval of the proposal from Complete Mechanical Systems for \$52,500. Trustee Zar seconded. The motion carried.

18. Projects

a) Phase 1B Biological Improvements

Mike Holland stated that the Notice to Proceed was issued to Williams Brothers (WBCI) and construction has begun with site clearing/grading and forming for the new Admin building footings.

Mark Eddington discussed having the design for a new garage completed for future consideration of being included in the Phase 1B project. President Collins asked that a proposal be provided for the next month's board meeting.

b) UV Disinfection Improvements

Mike Holland stated that the UV Equipment is operational, final closeout documentation has been submitted and the project is complete. Final Payment to JJH for the remaining \$51,334.75 is recommended. President Collins moved to approve Final Payment in the amount of \$51,334.75 to J. J. Henderson. Trustee Zar seconded. The motion carried.

c) Native Plantings Project

Mike Holland stated that Staff has authorized Encap to proceed with the herbicide burndown for \$2,850, expected to be completed this month. The DeKalb County Soil & Water Conservation District would then provide the seeding in November for \$1,325.

d) 2017 Spot Repair Project

Mike Holland stated that Elliott & Wood has been issued the Notice to Proceed for their bid amount of \$88,000. Work is expected to begin within the next few weeks.

19. Sled Hill

Mark Eddington stated the excavation of dirt has begun and is being moved to the location of the sled hill. Mark has contacted the DeKalb Park District regarding having fencing installed for safety purposes.

20. Regionalization

Mark Eddington stated he is working on speaking with neighboring communities regarding partnering with the District for wastewater treatment.

21. New Business

No new business.

22. Executive Session

At 7:15 p.m., President Collins moved to go into Executive Session to address personnel issues. Trustee Zar seconded. The motion carried.

At 7:43 p.m. President Collins moved to return from Executive Session. Trustee Zar seconded. The motion carried.

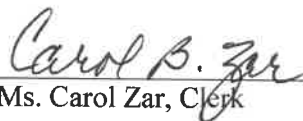
23. Personnel

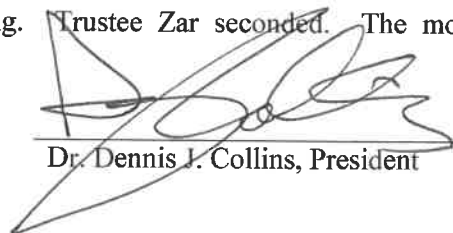
The Board authorized Mark Eddington to proceed in executing his recommendations for personnel changes as discussed during Executive Session.

President Collins moved to grant Mark said authorization. Trustee Struthers seconded. The motion carried.

24. Adjournment

President Collins moved to adjourn the meeting. Trustee Zar seconded. The motion carried. Meeting adjourned at 7:43 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 18th day of OCTOBER, 2017.

SEAL





Carol B. Zar, CLERK