



**Kishwaukee Water Reclamation District  
Board Meeting Minutes  
Wednesday, November 15, 2017 – 12:00 PM**

The November meeting of the Kishwaukee Water Reclamation District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, November 15, 2017. In attendance were Trustees Dennis J. Collins, Carol B. Zar, Treasurer Steve Parker, Attorney Keith Foster, District Manager Mark Eddington P.E., District Engineer/Assistant Manager Mike Holland, P.E., Operations Manager Steve Olsen, Staff Engineer Joe Kostecki, Assistant Operations Manager Jason Robbins, Tracy Zenkner and Brent Perz, P.E. of Baxter & Woodman. Trustee Tim Struthers attended remotely via telephone.

**1. Call to Order**

President of the Board Collins called the meeting to order at 12:33 p.m.

**2. Approval of the November Agenda**

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

**3. Approval of October Meeting Minutes**

President Collins moved approval of the October Board Meeting Minutes. Trustee Zar seconded. The motion carried.

**4. Approval to transfer funds**

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

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

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

**6. Public Input and Communications**

Mark Eddington introduced employee, David Sieglinger, Wastewater Operator.

**7. Treasurer's Report**

Steve Parker gave the Treasurer's Report and discussed investments. Parker was given authorization to utilize Northern Trust to procure CDs in a laddered method of investing (investments coming due every quarter) to ensure that the District is appropriately balance yield and future cash flow needs.

**8. District Dashboards**

Mark Eddington discussed the District's "Dashboard". Revenue is on target. Expenses are under budget. Environmental compliance was good. Due to some wet weather events and high flow, overtime and call-ins were high this month.

Mike Holland reviewed the Hauled Waste “Dashboard”. October was a good month and back on track after the dry month of September.

**9. Resolution #2017-11-15 3M Tax Abatement**

No action was taken on this item.

**10. Health Insurance Renewal**

Mark Eddington requested authorization from the Board to proceed with switching healthcare providers from Blue Cross/Blue Shield to Aetna as a cost savings measure. President Collins moved approval to proceed with switching providers. Trustee Zar seconded. The motion carried.

**11. Operator’s Report**

Steve Olsen reported Tri-R Systems has completed the electrical and control improvements at the Rivermist Lift Station. The new Flygt pumps should be installed within the next two weeks.

Staff spent over 100 hours cleaning the Headworks after last month’s high flow. The Headworks flooded to a depth of about 3 feet.

The UV Disinfection process has been shut down and winterized until next spring. The District currently has a six month winter exemption for disinfection of the effluent.

One of the Waste Activated Sludge pumps Variable Frequency Drives has failed and will require replacement. The estimated cost is \$5,000 for the drive plus installation. Unfortunately this will no longer be used in our new facility.

**12. Catastrophic Water Loss Relief Requests**

There were no Catastrophic Water Loss Relief Requests this month.

**13. Annexations/Pre-annexations**

No annexations or pre-annexations.

**14. Plan Review**

No new projects were discussed.

**15. Engineer's Report**

a) Dodge Area I/I Study

RJN Group has completed their I/I study of the Dodge area.. Staff will be reviewing options for the next phase of I/I removal improvements.

b) Greenwood Acres Sewer Extension

A neighborhood meeting was held on Monday, 11/6/17, to discuss potential alternatives to provide sanitary service to the neighborhood. The residents will be meeting amongst themselves

to discuss further and evaluate funding options.

c) Sewer Service Study – Village of Malta and Kishwaukee Community College

Mark Eddington reviewed the next steps necessary to perform a Sewer Service Study for the Village of Malta and Kishwaukee Community College. Mark Eddington requested approval from the Board to enter into an agreement for the study with Baxter & Woodman up to \$20,000 with cost sharing of \$5,000 each from the Village or Malta and Kishwaukee Community College. President Collins moved approval. Trustee Zar seconded. The motion carried.

## **16. Projects**

a) Phase 1B Biological Improvements

Mike Holland reported that Williams Brothers (WBCI) is moving forward with above grade Administration Building work in hopes of having a roof on the building to allow for interior work over the winter months. Additionally, Williams Brothers has begun construction of two of the new Final Clarifiers.

Mike Holland stated that Disbursement Request No. 2 in the amount of \$2,042,172.32 has been received. Disbursement Request No. 3 in the amount of \$1,565,564.45, for B&W construction engineering fees and WBCI Payment No. 2, has been submitted to the IEPA for processing. WBCI Payment Request #2 in the amount of \$1,514,301.07 has been reviewed and is recommended for payment, pending receipt of Loan Disbursement No. 3. Mike Holland requested authorization for WBCI Payment Request #2 in the amount of \$1,514,301.07 pending receipt of loan disbursement. President Collins moved approval. Trustee Zar seconded. The motion carried.

Mike Holland reported that Change Order #1, for the additional amount of \$57,786.55 has been prepared and is recommended for approval. Mike Holland requested execution of Change Order #1. President Collins moved approval. Trustee Zar seconded. The motion carried.

The conceptual design prepared by B&W of a maintenance building/garage was presented for the Board's review. Mike Holland requested authorization for Baxter & Woodman to do design build engineering of a maintenance building/garage up to \$50,000. President Collins moved approval. Trustee Zar seconded. The motion carried.

b) Native Plantings Project

Mike Holland stated that the DeKalb County Soil & Water Conservation District will be providing seeding later this month for \$1,325.

c) 2017 Spot Repair Project

Mike Holland stated that Elliott & Wood has completed the work and payment of the full contract amount of \$88,000 is recommended. Mike Holland requested authorization for payment to Elliott & Wood in the amount of \$88,000. President Collins moved approval. Trustee Zar seconded. The motion carried.

## **17. Sled Hill**

Mark Eddington stated the District is waiting for DeKalb Park District's environmental assessment.

**18. New Business**

President Collins suggested utilizing a portion of District property that is currently unused as a "Community Garden". Residents would have the opportunity to plant and harvest providing they commit to donating half of their yield to a local food pantry.. Mike Holland will be reaching out to DeKalb Community Gardens parties and give an update at the December meeting.

**19. Executive Session**

At 2:28 p.m., President Collins moved to go into Executive Session to address personnel issues. Trustee Zar seconded. The motion carried.

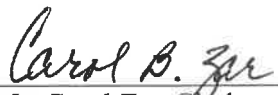
At 2:44 p.m. President Collins moved to return from Executive Session. Trustee Zar seconded. The motion carried.

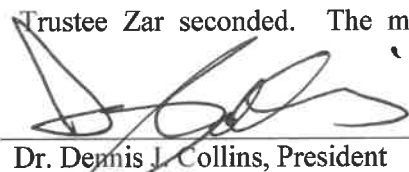
**20. Personnel**

No discussion, no action taken.

**21. Adjournment**

President Collins moved to adjourn the meeting. Trustee Zar seconded. The motion carried. Meeting adjourned at 2:45 p.m.

  
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Ms. Carol Zar, Clerk

  
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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 18<sup>th</sup> day of December, 2017.

SEAL



Carol B. Zar  
Carol B. Zar, CLERK