



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

The December meeting of the Kishwaukee Water Reclamation District Board of Trustees was held at the office of the District at 5:00 pm on Monday, December 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., District Engineer/Assistant Manager Mike Holland, P.E., Operations Manager Steve Olsen, Staff Engineer Joe Kostecki, Assistant Operations Manager Jason Robbins, Tracy Zenkner and Derek Wold, P.E. of Baxter & Woodman.

1. Call to Order

President of the Board Collins called the meeting to order at 5:39 p.m.

2. Approval of the December Agenda

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

3. Approval of November Meeting Minutes

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

5. Approval to pay bills as presented

President Collins moved approval of payment of bills as presented.

- a) IEPA Loan #1 – Payment #12 in the amount of \$384,615.38 (authority to wire transfer funds)
- b) IEPA Loan #2 – Payment #11 in the amount of \$87,622.58 (authority to wire transfer funds)
- c) Employee HAS Annual Deposit – Authorization to deposit \$48,000 on December 31 to Employee Health Savings' Accounts
- d) Annual Secondary Meter Refunds

Trustee Struthers seconded. The motion carried.

6. Public Input and Communications

No Public Input and Communication.

7. Treasurer's Report and Review of Institutional Limits

Steve Parker gave the Treasurer's Report and discussed investments. He presented the idea of raising the institutional limits at Resource Bank, First National Bank, First Midwest Bank, and Northern Trust from \$7.5 Million to \$10 Million. Trustee Zar moved approval to increase the Institutional Limits from \$7.5 Million to \$10 Million at Resource Bank, First National Bank, First Midwest Bank

and Northern Trust. She added that the current limit for total deposits at American Midwest Bank, Old Second Bank, First State Bank, Fifth Third Bank, PNC Bank, Waterman State Bank, the Illinois Community Credit Union, and the DeKalb County Credit Union should be increased from \$500,000.00 to \$1,000,000.00. She continued that the authorization to invest in individual certificates of deposit of an amount up to but not exceeding the FDIC-insured limit each, but not to exceed \$3,000,000.00 in aggregate purchased through Northern Trust and to be held in safe keeping at Northern Trust should also be increased to \$10,000,000.00. President Collins seconded. The motion carried and the updated Depository Limits are included below:

- 1) Set limits of \$10,000,000.00 for total deposits at each of the following institutions:
 - Northern Trust
 - The First National Bank of Omaha
 - First Midwest Bank
 - Resource BankAny amount deposited over the amount insured under FDIC is to be collateralized at 100%.
- 2) Set a limit of \$1,000,000.00 for total deposits each at American Midwest Bank, Old Second Bank, First State Bank, Fifth Third Bank, PNC Bank, Waterman State Bank, Illinois Community credit Union, and DeKalb County Credit Union. Any amount deposited over the amount which is insured under FDIC or NCUA institution rules is to be collateralized at 100%.
- 3) Authorization to invest in individual certificates of deposit of an amount up to but not exceeding the FDIC-insured limit each, but not to exceed a total of \$10,000,000.00 in aggregate purchased through Northern Trust and to be held in safe keeping at Northern Trust
- 4) Authorization to maintain non-interest bearing accounts that are fully insured without limit under the Federal Deposit Insurance Corporation's Temporary Liquidity Guarantee Program with any bank identified in "1)" above. Proper supporting documentation must be maintained at all times evidencing said insurance coverage is in full force and effect.

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

Collateralization of investments at all banks shall be with treasury bills, notes or bonds issued by the U.S. Government or Agencies of the Federal Government. Collateral is to be held by a third party bank.

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 and his meteoric rise in the company, of course, began in the mailroom. However, when asked, he did not know the current cost of a postage stamp.

8. District Dashboards

Mark Eddington discussed the District's "Dashboard". Year-To-Date revenue is looking good. Units billed have flattened out. Environmental compliance was solid.

Mike Holland reviewed the Hauled Waste "Dashboard". November was a good month and on track for the year.

9. Ordinance #577 – 2018 Tax Levy

Trustee Struthers made a motion to address this item at a continuation of this Meeting on December 26, 2017 at 9:30 a.m. at the District offices.

Trustee Zar seconded. The motion carried.

10. Resolution No. 2017-12-18 – Adoption of a Discrimination and Sexual Harassment Policy

Mark Eddington presented Resolution No. 2017-12-18 – Adoption of a Discrimination and Sexual Harassment Policy as required by recent Illinois legislation to be formally adopted. Trustee Struthers moved approval. Trustee Zar seconded. The motion carried.

11. Operator's Report

Steve Olsen reported there was nothing new to report.

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

Mike Holland reviewed potential project which have been presented for the District's review..

15. Engineer's Report

a) Greenwood Acres Sewer Extension

Mark Eddington stated that 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.

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

Mike Holland stated that a \$20,000 work order for Baxter & Woodman to provide conceptual engineering services for evaluation of alternatives to provide Malta and Kishwaukee Community College (KCC) with sanitary sewer service from the District was authorized at the November Board Meeting. A kick-off meeting with Malta and KCC took place November 29th and a visit to Malta's treatment facility took place on December 5th. B&W will be working on developing the engineering report with preliminary information expected for the January Board Meeting.

16. Projects

a) Phase 1B Biological Improvements

Mike Holland reported that Williams Brothers (WBCI) is moving forward with the Admin.

Building work in hopes of having a roof on the building to allow for interior work over winter. Additionally, Williams Brothers has begun construction of RAS Pumping Station.

Mike Holland stated that Disbursement No. 3 in the amount of \$1,565,564.45 has been received. Disbursement Request No. 4 in the amount of \$1,701,329.88, for WBCI Payment No. 3, has been submitted to the IEPA for processing. WBCI Payment Request #3 in the amount of \$1,701,329.88 has been reviewed and is recommended for payment, pending receipt of Loan Disbursement No. 4. Mike Holland requested authorization for WBCI Payment Request #3 in the amount of \$1,701,329.88 pending receipt of Loan Disbursement #4. President Collins moved approval. Trustee Zar seconded. The motion carried.

Mike Holland stated that based on Contract Modification Requests (CMR's) #7, #18, #21, #24 and #28, Change Order #2, for the additional amount of \$15,242.61 has been prepared and is recommended for approval. Trustee Zar moved approval of Change Order #2. Trustee Struthers seconded. The motion carried.

b) Sled Hill

Mike Holland stated that winter weather will prevent most earthwork to be completed, this item will be re-visited in the spring.

c) Community Gardens

Mike Holland stated that he had spoken with Dan Kenney regarding the idea and is researching the feasibility of this project.

17. New Business

Mark Eddington stated he has received notification that the Operator's Union would like to begin collective bargaining on May 1, 2017.

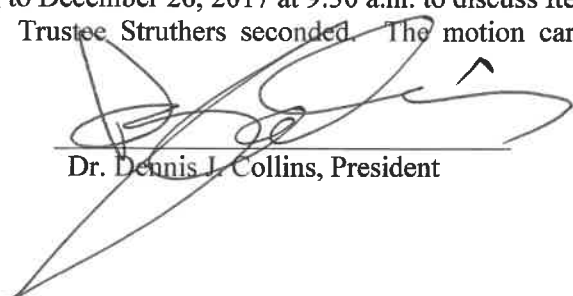
Mark Eddington reported he was approached a by a company offering potential solar power opportunities utilizing District property and will be having a meeting in January to discuss development on-site as well as two other locations.


18. Executive Session

There was no Executive Session.

19. Adjournment

President Collins moved to continue the meeting to December 26, 2017 at 9:30 a.m. to discuss Item 9. Ordinance #577 – 2018 Property Tax Levy. Trustee Struthers seconded. The motion carried. Meeting continued at 7:37 p.m.


Dr. Dennis J. Collins, President


Ms. Carol Zar, Clerk

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 17 day of JANUARY, 2018.

SEAL



A handwritten signature in cursive script, reading "Carol B. Zar", is written over a horizontal line.

Carol B. Zar, CLERK



**Kishwaukee Water Reclamation District
Board Meeting Minutes
Tuesday, December 26, 2017 – 9:30 AM**

The continued December meeting of the Kishwaukee Water Reclamation District Board of Trustees was held at the office of the District at 9:30 am on Tuesday, December 26, 2017. In attendance were Trustees Carol B. Zar, Timothy Struthers, Attorney Keith Foster, District Manager Mark Eddington P.E. and District Engineer/Assistant Manager Mike Holland,.

1. Call to Order

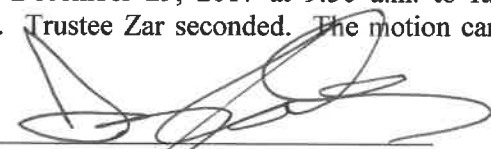
Trustee Struthers called the meeting to order at 9:30 a.m.

2. Ordinance #577 – 2018 Tax Levy


Trustee Struthers moved to approve Ordinance #577 – 2018 Tax Levy. Trustee Zar seconded. The motion carried.

3. Adjournment

Trustee Struthers moved to continue the meeting to December 29, 2017 at 9:30 a.m. to further consider Ordinance #577 – 2018 Property Tax Levy. Trustee Zar seconded. The motion carried. Meeting continued at 9:35 a.m.



Dr. Dennis J. Collins, President



Ms. Carol Zar, Clerk

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 17th day of JANUARY, 2018.

SEAL



Carol B. Zar
Carol B. Zar, CLERK



**Kishwaukee Water Reclamation District
Board Meeting Minutes
Friday, December 29, 2017 – 9:30 AM**

The continued December meeting of the Kishwaukee Water Reclamation District Board of Trustees was held at the office of the District at 9:30 am on Tuesday, December 29, 2017. In attendance were Trustees Carol B. Zar, Timothy Struthers, Attorney Keith Foster, District Manager Mark Eddington P.E. and District Engineer/Assistant Manager Mike Holland,.

1. Call to Order

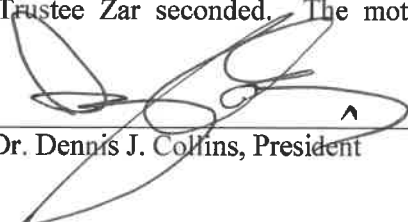
Trustee Struthers called the meeting to order at 9:30 a.m.

2. Ordinance #577 – 2018 Tax Levy

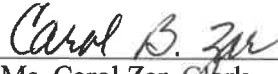
Trustee Struthers moved to ratify the Board's prior approval of Ordinance #577 – 2018 Tax Levy. Trustee Zar seconded. The motion carried.

3. Adjournment

Trustee Struthers moved to adjourn the meeting. Trustee Zar seconded. The motion carried. Meeting adjourned at 9:36 a.m.



Dr. Dennis J. Collins, President



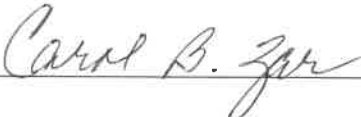
Ms. Carol Zar, Clerk

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 17th day of JANUARY, 2018.

SEAL





Carol B. Zar, CLERK