



**Kishwaukee Water Reclamation District  
Board Meeting Minutes  
Wednesday, February 21, 2018 – 12:00 PM**

The February meeting of the Kishwaukee Water Reclamation District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, February 21, 2018. 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, Assistant Operations Manager Jason Robbins and Tracy Zenkner.

**1. Call to Order**

Trustee Struthers called the meeting to order at 12:40 p.m.

**2. Approval of the February Agenda**

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

**3. Approval of January Meeting Minutes**

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

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

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

**5. Public Input and Communications**

Mark Eddington introduced the District's newest employee, Kevin Cherry, wastewater operator.

**6. Treasurer's Report**

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

**7. District Dashboards**

Mark Eddington discussed the District's "Dashboard". Year-To-Date revenue is on track. The District is under budget on expenses for the year.

Mike Holland reviewed the Hauled Waste "Dashboard".

**8. FY17/18 Budget**

Mark Eddington reviewed the projected FY 17/18 year-end budget and discussed the District's upcoming FY18/19 budget and financial model.

**9. Operator's Report**

Steve Olsen reported Bingham Farms has submitted their annual report for Biosolids Removal and included invoicing for 2017. This was the final year of a 3 year contract and the Bingham's have

expressed interest in extending the current contract.

Steve Olsen stated that annually, we have one of the 200 HP Raw Sewage Pumps rebuilt and budget \$25,000 for repairs. We currently have one in for repairs and the estimated cost is \$18,386.69.

#### **10. Annexations and Connection Fees**

Mark Eddington reviewed alternatives for waiving connection fees for the upcoming year. President Collins asked for Staff to investigate incentives the District could provide to encourage residential development.

#### **11. Catastrophic Water Loss Relief Requests**

There were no catastrophic water loss relief requests this month.

#### **12. Annexations/Pre-Annexations**

Mark Eddington stated United Methodist Church is considering annexing property to re-locate their current church.

#### **13. Plan Review**

No discussion.

#### **14. Engineer's Report**

##### **a) Sewer Service Study –Malta and Kishwaukee College**

Mike Holland stated that Staff has met with representatives from Malta and KCC to discuss B&W's preliminary service alternatives and estimated costs. B&W has completed a Technical Memorandum further describing these alternatives and costs and staff has issued this to Malta and KCC. A followup meeting to discuss next steps will be held over the next few weeks, once Malta and KCC has had a chance to discuss the memo with their respective boards. Derek Wold with B&W reviewed the service alternatives and costs for the Board.

#### **15. Projects**

##### **a) Phase 1B Biological Improvements**

Mike Holland reported Williams Brothers (WBCI) has been working on completing the Admin Building plumbing , HVAC and electrical work with drywall expected to be installed this month. Williams Brothers has been continuing with construction of RAS Pumping Station and has begun excavation for the Fermenter.

Mike Holland stated that Disbursement No. 5 in the amount of \$1,987,678.34 has been received. Disbursement Request No. 6 in the amount of \$707,094.84, for WBCI Payment No. 5, and B&W engineering, has been submitted to the IEPA for processing. WBCI Payment Request #5 in the amount of \$801,994.26 has been reviewed and is recommended for payment, pending receipt of Loan Disbursement No. 6. President Collins moved approval. Trustee Zar seconded. The motion carried.

b) Holly Street Lateral Rehabilitation Project

Mike Holland reported the Holly Street Lateral Rehabilitation Project consists of replacing approximately 20 sanitary services from the main to the house and installing an estimated six sump pumps. Staff issued a letter to the residents informing them of the project and inviting them to a public meeting on February 20<sup>th</sup> at 7 p.m. to discuss further and answer questions. Five bids were received, with the lowest bid of \$268,800 from Performance Construction and Engineering. Mike Holland stated that Staff has reviewed the bids and requests authorization to issue the Notice of Award to Performance Construction & Engineering in the amount of \$268,800. Trustee Zar moved approval to execute the Notice of Award to Performance Construction & Engineering in the amount of \$268,800. Trustee Struthers seconded. The motion carried.

Mike Holland requested authorization for a work order for B&W construction engineering services not to exceed \$10,000. Trustee Zar moved approval to provide a work order for B&W design, construction and bidding services not to exceed \$10,000. Trustee Struthers seconded. The motion carried.

**16. New Business**


Mark Eddington confirmed the March Board Meeting has been rescheduled for Friday, March 23<sup>rd</sup> at 12:00 pm.

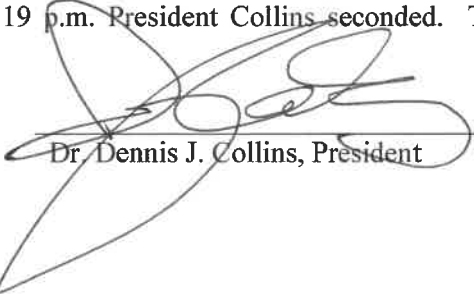
**17. Executive Session**

There was no Executive Session.

**18. Adjournment**

Trustee Zar moved to adjourn the meeting at 3:19 p.m. President Collins seconded. The motion carried. Meeting adjourned at 3:19 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 23<sup>RD</sup> day of MARCH, 2018.

SEAL



Carol B. Zar

Carol B. Zar, CLERK