



**Kishwaukee Water Reclamation District
Board Meeting Minutes
Wednesday, April 18, 2018 – 12:00 PM**

The April meeting of the Kishwaukee Water Reclamation District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, April 18, 2018. In attendance were Trustees Dennis J. Collins, Carol B. Zar, Timothy Struthers, 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, Tracy Zenkner, Derek Wold, P.E. of Baxter & Woodman and John Engstrom, GIS Tech/Wastewater Operator.

1. Call to Order

President Collins called the meeting to order at 12:27 p.m.

2. Approval of the April Agenda

President Collins moved approval of the April agenda. Trustee Zar seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Zar. Nay: None. President Collins declared the motion passed.

3. Approval of March Meeting Minutes

Trustee Zar moved approval of the March Meeting Minutes. Trustee Struthers seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Zar. Nay: None. President Collins declared the motion passed.

4. Approval to pay bills as presented

Trustee Struthers moved approval of payment of bills as presented. Trustee Zar seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Zar. Nay: None. President Collins declared the motion passed.

5. Public Input and Communications

Mark Eddington introduced employee, Grant Olsen, congratulating him on passing his Class 4 Operator testing making his new title "Wastewater Operator".

Mark Eddington introduced Drew Zimmerman from the Daily Chronicle.

6. Treasurer's Report

In Steve Parker's absence, Mark Eddington gave the Treasurer's Report and discussed investments.

7. Annual Appointments/Authorizations/Meeting Schedules for FY 2018/19

- a. Appointment of Officers – President Collins moved approval to renew appointment of officers as follows: Trustee Collins as President, Trustee Struthers as Vice-President, Trustee Zar as Clerk. Trustee Struthers seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Zar. Nay: None. President Collins declared the motion passed.
- b. Treasurer – President Collins moved approval to renew treasurer, Steve Parker. Trustee Zar

seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Zar. Nay: None. President Collins declared the motion passed.

- c. Legal Counsel – President Collins moved approval to renew legal counsel, Keith Foster. Trustee Zar seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Zar. Nay: None. President Collins declared the motion passed.
- d. Authorization for Signing Checks – President Collins moved approval to renew approval authorizing Mark Eddington and Steve Parker to sign checks. Trustee Struthers seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Zar. Nay: None. President Collins declared the motion passed.
- e. Depositories – Trustee Zar moved approval to renew the depositories and depository limits contingent on correction of name of institution provided by Trustee Struthers. These Institutional Limits are included as **Attachment A**. President Collins seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Zar. Nay: None. President Collins declared the motion passed.
- f. Schedule of Board Meetings – President Collins moved approval of final Board Meeting dates with the modification that the December Board Meeting will be held Monday, 12/17/18, at 5:00 p.m. Trustee Struthers seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Zar. Nay: None. President Collins declared the motion passed.

8. District Dashboards

Mark Eddington discussed the District's "Dashboard". Revenue is on track to meet projections and expenses are below original expectations. Mike Holland reviewed the Hauled Waste "Dashboard" and expects revenue to near \$325,000 for FY 17/18

9. FY18/19 Budget

Mark Eddington stated the tentative FY18/19 budget has been published. A Public Hearing on the Final Budget is scheduled for Friday, June 22 at 1 PM.

10. Operator's Report

Steve Olsen reported the District's radio supplier, who also recently provided tower use for antenna/repeater has unexpectedly gone out of business as of April 1st. The District had already purchased equipment to install at the cell tower site. United Radio Communications has provided a quote for installation for \$4,793. We are currently waiting to hear from the cell tower company for approval and instructions for the installation.

The District recently replaced a Hypochlorite Solution pump that provides disinfection for excess flows. The cost for the pump was \$4,853.

11. Catastrophic Water Loss Relief Requests

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

Robert Bergman, 1606 Clark, \$822.50, connection to washing machine failed.

Trustee Struthers seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Zar. Nay: None. President Collins declared the motion passed.

12. Annexations/Pre-Annexations

None.

13. Plan Review

Mike Holland stated at the former Sawyer Auto site, the last retail location has been filled.

14. Engineer's Report

a) Sewer Service Study –Malta and Kishwaukee College

Mark Eddington reported that Staff has met with representatives from Malta and KCC to discuss estimated costs and potential cost sharing alternatives. Mark Eddington presented the service alternatives and costs at a Village Board Meeting on March 14th. Staff will be continuing discussions with Malta and KCC representatives on next steps.

15. Projects

a) Phase 1B Biological Improvements

Mike Holland reported Williams Brothers (WBCI) is nearly finished with the Admin Building drywall, interior painting has begun and the masonry work is ongoing. Williams Brothers is continuing work on the Fermenter, Operations Building, RAS Pumping Station and Final Clarifier walls.

Mike Holland stated that Disbursement No. 7 in the amount of \$826,286.06 has been received. Disbursement Request No. 8 in the amount of \$1,670,966.02 for WBCI Payment No. 7, and B&W engineering, has been submitted to the IEPA for processing. WBCI Payment Request #7 in the amount of \$1,670,996.02 has been reviewed and is recommended for payment, pending receipt of Loan Disbursement No. 8. Trustee Struthers moved approval of Payment Request #7, pending receipt of Loan Disbursement. President Collins seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Zar. Nay: None. President Collins declared the motion passed.

b) Holly Street Lateral Rehabilitation Project

Mike Holland reported at the March Board Meeting, the Board authorized the execution of the Agreement to Performance Construction & Engineering. Mike Holland stated that the District has received executed License Agreements from about half of the properties, which is enough to start coordinating construction efforts.

16. New Business

a) Mark Eddington introduced Jerry Krusinski for discussion regarding sanitary service to the Chicago West properties.

- b) Mark Eddington recommended that the District should consider extending the current policy to waive connection fees for residentially zoned properties previously annexed to the District. This will be discussed further at the June 22 Board meeting.
- c) Mark Eddington discussed the need for a new vacuum truck this coming fiscal year. Keith Foster's office has been asked to revisit the requirements for procurement of equipment and the sale of District property for the May meeting.

17. Executive Session

At 2:17 p.m., President Collins moved to go into Executive Session to discuss Personnel Matters Under 5 ILCS 120/2(c)(1). Trustee Zar seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Zar. Nay: None. President Collins declared the motion passed.

At 3:15 p.m. President Collins moved to return from Executive session. Trustee Zar seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Zar. Nay: None. President Collins declared the motion passed.

18. Personnel

Trustee Struthers moved to approve the exempt employee compensation adjustments as delineated by the Board in executive session. Trustee Zar seconded. The motion carried by a 3-0-0 vote. Aye: Collins, Zar, Struthers.

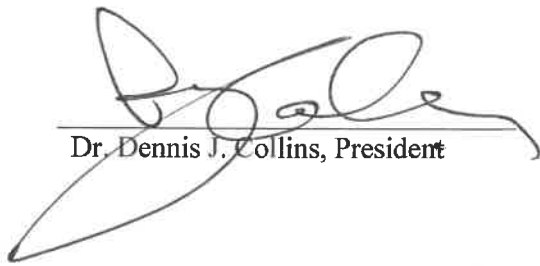
19. Adjournment

President Collins moved to adjourn the meeting at 3:16 p.m. Trustee Zar seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Zar. Nay: None. President Collins declared the motion passed.

Meeting adjourned at 3:16 p.m.



Ms. Carol Zar, Clerk



Dr. Dennis J. Collins, President

Attachment A – Kishwaukee Water Reclamation District Meeting Minutes (April 2018)

Institutional Limits for Investments for the Kishwaukee Water Reclamation District as amended on April 18, 2018 by its Board of Trustees.

- 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 Heartland Bank & Trust, 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.

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 23rd day of MAY, 2018.

SEAL



Carol B. Zar

Carol B. Zar, CLERK