



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

The July meeting of the Kishwaukee Water Reclamation District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, July 18, 2018. In attendance were Trustees Dennis J. Collins, Timothy Struthers, Carol B. Zar, 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, Assistant Operations Manager Jason Robbins, Administrative Assistant Tracy Zenkner and Derek Wold, P.E. of Baxter & Woodman.

1. Call to Order

President Collins called the meeting to order at 12:35 p.m.

2. Approval of the July Agenda

Trustee Struthers moved approval of the July agenda. 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.

3. Approval of June Meeting Minutes

President Collins moved approval of the June 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 Zar moved approval of payment of bills as presented. 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.

5. Public Input and Communications

No Public Input and Communications.

6. Treasurer's Report

Steve Parker gave the Treasurer's Report and discussed investments. Steve Parker stated the preliminary FY17/18 audit has been received and is being reviewed.

7. District Dashboards

Mark Eddington discussed the District's "Dashboard" stating Environmental compliance was good. He also noted that units billed and fees collected were down as reported last month. Mike Holland reviewed the Hauled Waste "Dashboard".

8. Building Permit Process Review

Mark Eddington discussed the Building Permit Process Addressing a previously raised question of how long the permit is valid for. Mark Eddington stated building permits are valid for six months.

9. Operator's Report

There was no Operator's Report this month.

10. Catastrophic Water Loss Relief Requests

President Collins moved to approve the following Catastrophic Loss request:

Tyler Hasenfang, 1330 N. 14th St, \$192.50, running toilet

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.

11. Annexations/Pre-Annexations

None.

12. Plan Review

Mike Holland reported there has been discussion about a 90 unit hotel being proposed to be built on Annie Glidden Road.

13. Engineer's Report

a) Cortland Mobile Home Park Service Inquiry

Mike Holland stated that Staff was recently approached by representatives from the Cortland Mobile Home Park (Rte 38 & Somonauk Road) to discuss sewer service options. Staff is investigating.

b) Sewer Service Study –Malta and Kishwaukee College

Mark Eddington stated that Staff will be continuing discussions with Malta and KCC representatives on estimated costs, potential cost sharing alternatives and next steps.

14. Projects

a) Phase 1B Biological Improvements

Mike Holland reported Williams Brothers (WBCI) is continuing to work on flooring and parking lots for Admin Building with the expectation for a September move-in. Concrete work for the Final Clarifiers and Aeration Basins is ongoing. Excavation for the Primary Clarifiers has begun. Interior piping, electrical and painting work has begun on the RAS Pumping Station and Electrical Building and masonry work for the Operations Building is ongoing.

Mike Holland stated that Disbursement No. 10 in the amount of \$2,320,073.43 has been received. Disbursement Request No. 11 in the amount of \$1,489,707.04, for WBCI Payment Request #10 and B&W engineering, has been submitted to the IEPA for processing. WBCI Payment Request

No. 10 for \$1,438,560.57 has been reviewed and is recommended for payment, pending receipt of Loan Disbursement No. 11 and lien waivers. President Collins moved approval of Payment Request No. 10 in the amount of \$1,438,560.57, pending receipt of Loan Disbursement No. 11 and lien waivers. 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.

b) Holly Street Lateral Rehabilitation Project

Mike Holland stated Performance Construction and Engineering has completed the service replacements for all of the homes on Holly Street and begun pavement, sidewalk and curb restoration work. Mike Holland stated that he has requested Baxter and Woodman to provide a proposal for flow monitoring services, as part of the post-construction follow-up for the project.

15. New Business

Mike Holland stated that the District has begun to request pricing for Headworks HVAC and gate actuator work, which has been budgeted for. Mike Holland stated that he intends on providing further information regarding these items for Board authorization at an upcoming Board meeting.

16. Adjournment

President Collins moved to adjourn the meeting at 2:19 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.

Meeting adjourned at 2:19 p.m.

Dr. Dennis J. Collins, President

Carol B. Zar, Clerk