



**Kishwaukee Water Reclamation District
Board Meeting Minutes
Monday, December 17, 2018 – 5:30 PM**

The December meeting of the Kishwaukee Water Reclamation District Board of Trustees was held at the office of the District at 5:30 pm on Monday, December 17, 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 5:38 p.m.

2. Approval of the November Agenda

President Collins moved approval of the December agenda. 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.

3. Approval of November Meeting Minutes

Trustee Zar moved approval of the November 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

President Collins moved approval of payment of bills as presented.

- a. IEPA Loan #1 – Payment #14 in amount of \$384,615.38 (authority to wire transfer funds)
- b. IEPA Loan #2 – Payment #13 in amount of \$87,622.58 (authority to wire transfer funds)
- c. Employee HSA Annual Deposit – Authorization to Deposit \$78,320 on December 31, 2018 to Employee Health Savings' Accounts
- d. Annual Secondary Meter Refunds

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

No Public Input and Communications.

6. Treasurer's Report

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

7. District Dashboards

Mark Eddington discussed the District's "Dashboard" stating water units and revenue are flattening out.

Mike Holland reviewed the Hauled Waste “Dashboard”.

8. Operator’s Report

There was no Operator’s Report this month.

9. Catastrophic Water Loss Relief Requests

President Collins moved to approve the following Catastrophic Loss requests:

John Kaminski, 413 W. Locust, \$339.84, toilet running

Lynne Terry, 838 South First Street, \$530.93, sewer charge refund

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.

10. City of DeKalb TIF Update

Mark Eddington attended a meeting at the City of DeKalb regarding the proposed IGA to retire TIF 1 and TIF 2 and create TIF 3. The Board discussed the ongoing situation and the fact that the DeKalb County State’s Attorney’s office is now involved and requesting a forensic audit. The Board acknowledged the fact that the District is a diminimous share (roughly 1%) of the property taxes that are included in the TIF areas. The Board agreed that it would follow the course set by the other taxing districts involved as the discussion of an IGA with the City of DeKalb progresses.

11. Annexations/Pre-Annexations

None.

12. Plan Review

Mike Holland reported that Cole Pallet will be demolishing their existing septic tank and connecting to the District for sanitary service.

13. Engineer’s Report

a) Fairview Drive Sewer Extension

Mike Holland stated that KWRD and Baxter & Woodman met with Waste Management to discuss the alternatives, cost estimates and next steps. The recommended alternative would be a pump station at Somonauk Road with a forcemain discharging to a gravity sewer extension for an estimated cost of approximately 1.5 million. WM is still in support of moving forward and Staff will be working with Foster & Buick to draft an agreement.

b) Sewer Service Study –Malta and Kishwaukee College

Mike Holland stated that all parties have executed the IGA and Staff has met with Malta and KCC to address expectations in the design process. Malta and KCC have stated that they are comfortable moving forward with the design scope proposed by B&W for a cost not to exceed \$250,000. Mike

Holland requested authorization to execute the Engineering Services Agreement splitting the cost 50% KWRD, 25% Malta, and 25% KCC.

President Collins moved approval of executing the Engineering Services Agreement. 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.

c) Greenwood Acres

Mike Holland stated the DeKalb County Health Department has issued violation notices to the relevant Greenwood Acres Drive residents whose services are connected to the illicit drain tile.

d) NPDES Permit

Mark Eddington stated that the District has received its draft NPDES Permit for review and comments, prior to issuances of its Public Notice. The new permit does include many new requirements, but none that were not expected. Some of the new requirements include a new phosphorus limit (effective 2020) along with some required reports about phosphorus removal feasibility, development of a Capacity, Management, Operations and Maintenance (CMOM) plan, and working with a watershed group to develop and implement a Nutrient Assessment Reduction Plan (NARP). Staff does have comments regarding some of these requirements and have engaged a specialized attorney, Fred Andes of Barnes & Thornburg, to assist with commenting.

14. Projects

a) Phase 1B Biological Improvements

Mike Holland stated Williams Brothers is continuing to work on punchlist items for the Admin Building but most administrators have moved in. The District is now utilizing its new address, 1301 Sycamore Road. Concrete work for the Anaerobic Tanks and Aeration Basins is ongoing and work is beginning to transition to interior building work for the winter.

Mike Holland stated, Disbursement Request No. 16 in the amount of \$2,625,972.52 for WBCI Payment Request #15 and B&W engineering, has been submitted to the IEPA. WBCI Payment Request No. 15 for \$2,587,251.27 has been reviewed and is recommended for payment, pending receipt of lien waivers. President Collins moved approval of Payment Request No. 15 in the amount of \$2,587,251.27. 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.

Mike Holland stated that the District has received updated pricing for the revised Maintenance Center based on Baxter & Woodman revised drawings. The revised cost is \$1.652 million, which is down from the previously proposed cost of \$1.836 million. Staff does not believe there is much more saving to be had, without reducing the size and scope of the building. President Collins stated he would like to see the costs to be below \$1.6 Million. Mike Holland stated that he would discuss this with Williams Brothers and approach the City regarding permitting.

15. New Business

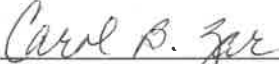
Mark Eddington stated there is a scheduling conflict for the February Board Meeting, tentatively scheduled for February 13, 2019 at noon. This will be confirmed at the next Board Meeting.

16. Executive Session

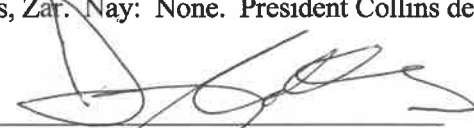
No Executive Session

17. Adjournment

President Collins moved to adjourn the meeting at 6:54 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 2:57 p.m.



Carol B. Zar, Clerk



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 16th day of JANUARY, 2019.

SEAL



Carol B. Zar
Carol B. Zar, CLERK

