



**Kishwaukee Water Reclamation District  
Board Meeting Minutes  
Wednesday, January 16, 2019 – 12:00 PM**

The January meeting of the Kishwaukee Water Reclamation District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, January 17, 2019. In attendance were Trustees Dennis J. Collins, Timothy A. 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 1:06 p.m.

**2. Approval of the January Agenda**

President Collins moved approval of the January 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 December Meeting Minutes**

Trustee Struthers moved approval of the December Meeting Minutes. 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.

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

President Collins moved approval of payment of bills as presented.

- a. IEPA Loan #3 – Payment #13 in amount of \$48,955.94 (authority to wire transfer funds)

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.

**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 recommended that the Board consider purchasing 24-month CDs with available funds currently in the District's money market account. District board agreed with Steve's investment approach.

**7. District Dashboards**

Mark Eddington discussed the District's "Dashboard" stating 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. 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 request:

Barbara Posadas, 735 W. Hillcrest, \$208.86, toilet running

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 stated that there has been no further update regarding this.

**11. Annexations/Pre-Annexations**

None.

**12. Plan Review**

Mike Holland discussed proposed development projects.

**13. Engineer's Report**

a) Fairview Drive Sewer Extension

Mike Holland stated that Staff is working with Foster & Buick to draft an agreement with Waste Management. Anticipating potentially starting construction before July 1, 2020, Staff has begun preparation of preliminary IEPA loan documents, including the necessary Funding Nomination Form, which is recommended for authorization.

President Collins moved approval to execute the Funding Nomination Form. 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) Sewer Service Study –Malta and Kishwaukee College

Mike Holland stated that a project kick-off meeting will be scheduled for the end of January and B&W will begin site survey work on January 14<sup>th</sup>. Staff has begun preparation of preliminary IEPA loan documents, including the necessary Funding Nomination Form, which is recommended for authorization.

President Collins moved approval of the Funding Nomination Form. 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 and one of the property owners has contacted KWRD and expressed interest in trying to gain neighborhood support for a sanitary sewer option.

d) NPDES Permit

Mark Eddington stated that the District is continuing to work with Fred Andes of Barnes & Thornburg to review the draft NPDES Permit and provide comments to the IEPA.

**14. Projects**

a) Phase IB Biological Improvements

Mike Holland stated Williams Brothers is continuing to work on punchlist items for the Admin Building. 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. 17 in the amount of \$1,174,956.77, for WBCI Payment Request #16 and B&W engineering, has been submitted to the IEPA. WBCI Payment Request #16 for \$1,150,023.02 has been reviewed and is recommended for payment, pending receipt of lien waivers. President Collins moved approval of Payment Request No. 16 in the amount of \$1,150,023.02. 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 Change Order No. 6, incorporating various Contract Modification Requests (CMR's) for the additional amount of \$1,678,167.00 and a 45-day time extension has been prepared for the Board's review and is recommended for approval. Trustee Zar moved approval of Change Order No. 6. 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.

**15. New Business**

President Collins stated that his appointment is up for renewal. Mark Eddington stated that a letter will be drafted supporting President Collins re-appointment.

Mark Eddington stated that 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.

Mark Eddington stated that there is a scheduling conflict for the May Board Meeting, tentatively scheduled for May 22, 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 2:33 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 2:33 p.m.

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 13<sup>m</sup> day of FEBRUARY, 2019.

SEAL



  
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Carol B. Zar, CLERK