



**Kishwaukee Water Reclamation District
Board Meeting Minutes
Wednesday, March 20, 2019 – 12:00 PM**

The March meeting of the Kishwaukee Water Reclamation District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, March 20, 2019. In attendance were Trustees Dennis J. Collins, 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. Trustee Tim Struthers attended via teleconferencing.

1. Call to Order

President Collins called the meeting to order at 12:30 p.m.

2. Approval of the March Agenda

President Collins moved approval of the March agenda. Trustee Zar seconded. The motion carried by a 2-0-0 roll call vote. Aye: Collins, Struthers, Zar. Nay: None. President Collins declared the motion passed.

3. Approval of February Meeting Minutes

Trustee Zar moved approval of the February Meeting Minutes. President Collins seconded. The motion carried by a 2-0-0 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. 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 Bill Nicklas, City of DeKalb, City Manager.

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 revenue is doing well. Due to the rain and melt off, flows were way up. Call-Ins and OT were typical for the high flows.

Mike Holland reviewed the Hauled Waste "Dashboard", stating this was another good month for hauled waste.

8. FY19/20 Tentative Budget

Mark Eddington presented the tentative FY19/20 budget. President Collins made a motion to

authorized the tentative budget as presented Trustee Struthers seconded. The motion carried on a 3-0-0 roll call vote. Aye: Collins, Struthers, Zar. Nay: None. President Collins declared the motion passed.

9. Financial Model Review

Mark Eddington presented an updated financial model. The board discussed the impact of the proposed user rate adjustment on the District’s long-term financial stability. Mark discussed the positive impact that increased hauled waste and improving interest rates are having on the model. He projected that future rate increases should remain below the annual rate of inflation for the foreseeable future. Trustee Struthers suggested that the financial model be reviewed on an annual basis and it should be “memorialized” with a narrative memo to ensure that future boards’ understand the decision making process, assumptions drawn, and expectations as to the future impact of today’s decisions.

10. Ordinance #583 – User Rate Amendment

Mark Eddington presented Ordinance #583 – User Rate Amendment decreasing the User Rate from \$3.54 per unit to \$3.45 per unit and increasing the Bi-Monthly User Charge as follows, for a net average increase of roughly 1.75%:

<u>Meter Size</u>	<u>Current</u>	<u>Proposed</u>
3/4” service and smaller	\$9.50	\$11.30
1”	\$17.00	\$24.00
1.5”	\$28.75	\$44.00
2”	\$35.00	\$55.00
3”	\$67.50	\$110.00
4”	\$100.00	\$162.50
6”	\$290.00	\$475.00

President Collins asked what the ratio of user charge to user rate for a typical single-family home. Mark Eddington said that this rate structure would represent 20.3% fixed cost vs. 80.7 variable cost split. He continued that the District’s recent philosophy has been to increase the ratio of fixed to variable rate to better reflect the District’s actual expenses which are closer to 75% fixed and 25% variable. President Collins requested a further discussion once the rate structure approaches a 25% fixed to 75% variable split. President Collins moved approval of Ordinance #583 – User Rate Amendment. 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.

11. Operator’s Report

There was no Operator’s Report this month.

12. Catastrophic Water Loss Relief Requests

President’s Collins moved to approve the following Catastrophic Loss request:

Don Appleton, 1613 E Dresser, \$208.86, leaking pipe

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.

13. Resolution No. 2019-03-20 – Adoption of Policy Prohibiting Discrimination & Sexual Harassment

Mark Eddington presented Resolution No. 2019-03-20 – Adoption of Policy Prohibiting Discrimination and Sexual Harassment as required by recent Illinois legislation to be formally adopted. President Collins moved approval. Trustee Zar seconded. The motion carried.

14. Annexations/Pre-Annexations

None.

15. Plan Review

Mike Holland informed the Trustees of the proposed Plaza DeKalb.

16. Engineer's Report

a) Fairview Drive Sewer Extension

Mike Holland stated Staff has submitted the executed IEPA Loan Pre-Application and will begin working on the Planning Report soon. Foster & Buick has drafted an agreement for sharing costs with Waste Management, which Staff will be sending to Waste Management for review and execution.

b) Malta and Kishwaukee College Sewer Extension

Mike Holland reported Staff has submitted the executed IEPA Loan Pre-Application as well as the Project Planning Report, and will now be working on environmental sign-offs. Baxter & Woodman has completed site surveying and is continuing with design for an anticipated preliminary design completed by mid-April.

c) Greenwood Acres

Mark Eddington stated there has been no further communication since one of the property owners contacted KWRD and expressed interest in trying to gain neighborhood support for a sanitary sewer option.

17. Projects

a) Phase 1B 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. Equipment installation and startups are beginning to be scheduled.

Mike Holland stated, Disbursement Request No. 19 in the amount of \$1,043,006.49, for WBCI Payment Request #18 and B&W engineering, has been submitted to the IEPA. WBCI Payment Request #18 for \$1,012,576.49 has been reviewed and is recommended for payment, pending receipt of lien waivers. President Collins moved approval of Payment Request No. 18 in the amount of \$1,012,576.49. 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. New Business

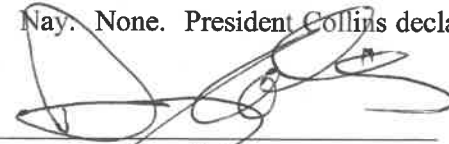
Mark Eddington reviewed the Board Meeting dates to be scheduled for FY19/20. The dates will be confirmed next Board Meeting.

19. Executive Session

No Executive Session

20. Adjournment

President Collins moved to adjourn the meeting at 1:59 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 1:59 p.m.



Dr. Dennis J. Collins, President



Carol B. Zar, Clerk

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 17th day of APRIL, 2019.

SEAL





Carol B. Zar, CLERK