



**Kishwaukee Water Reclamation District
Board Meeting Minutes
Wednesday, April 17, 2019 – 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 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 12:18 p.m.

2. Approval of the April Agenda

President Collins moved approval of the April 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 March Meeting Minutes

President Collins moved approval of the March 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. 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

Mark Eddington introduced Bill Nicklas, City of DeKalb, City Manager.

6. Treasurer's Report

Steve Parker gave the Treasurer's Report and discussed investments. Steve reported the pre-audit would begin this week and the annual audit will begin in June. President Collins requested we keep on the agenda for August discussion regarding switching auditors for FY 2018/19.

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

a. Appointment of Officers – Trustee Struthers moved approval to renew appointment of officers as follows: Trustee Collins as President, Trustee Struthers as Vice-President, Trustee Zar as Clerk. 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. Treasurer – President Collins moved approval to renew treasurer, Steve Parker. 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. 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 – President Collins moved approval to renew the depositories and depository limits contingent on updates provided by Trustee Struthers. **These 2019 Institutional Limits are included as Attachment A.** 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.
- f. Schedule of Board Meetings – President Collins moved approval of final Board Meeting dates. 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.

8. District Dashboards

Mark Eddington discussed the District’s “Dashboard” stating units sold are 5% down. The District continues to be below budget with expenses.

Mike Holland reviewed the Hauled Waste “Dashboard”, stating this was another record month for hauled waste but that this may be impacted due to the plant having issues with meeting its ammonia limit due to the cold weather. Staff continues to monitor.

9. FY19/20 Budget Update

Mark Eddington stated the tentative FY19/20 budget has been published. Next month a public hearing will be held for the Final Budget.

10. Operator’s Report

There was no Operator’s Report this month.

11. Catastrophic Water Loss Relief Requests

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

Dominique Carter, 331 Dodge, \$495.91, running toilet.

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.

12. Annexations/Pre-Annexations

None.

13. Plan Review

Bill Nicklas, City Manager, gave an update regarding progress of the Egyptian Theatre renovation as well as an update on the Safe Passage project.

14. 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 preliminary design drawings and a review meeting with the Village, KCC and KWRD was held last week.

c) Greenwood Acres

Staff has contacted the County and is awaiting an update.

d) Dodge I/I Reduction

Staff has requested a work order from B&W for the next phase of I/I reduction/private service rehab in the Dodge area. Mike Holland requested authorization for the B&W T&M work order for \$15,000. President Collins moved approval of the B&W Work Order. Trustee Struthers seconded. The motion carried.

15. Projects

a) Phase 1B Biological Improvements

Mike Holland stated Williams Brothers is nearing completion of concrete work for the Anaerobic Tanks and Aeration Basins and has begun concrete work for the Maintenance Center and Hauled Waste Receiving Station. Equipment installation and startups are beginning to be scheduled.

KWRD was informed they were not selected for funding from the IEPA Wastewater Treatment Plant Energy Efficiency grant opportunity (\$517,540 applied for). However, KWRD was informed that their application was disqualified for what appears to be an error in their review. KWRD has appealed the process and requested to be evaluated.

Mike Holland stated, Disbursement Request No. 20 in the amount of \$1,023,703.61, for WBCI Payment Request No. 19 and B&W engineering, has been submitted to the IEPA. WBCI Payment Request No. 19 for \$989,147.36 has been reviewed and is recommended for payment, pending receipt of lien waivers. President Collins moved approval of Payment Request No. 19 in the amount of \$989,147.36. 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.

Mark Eddington reviewed upcoming landscaping plans for property lining Sycamore Road as well as around the new Admin Bldg.

16. New Business

Mike Holland discussed approaching the City to review the process of having private service construction permits administered by KWRD, instead of by the City as it is done currently. The board was in support of contacting the City to discuss this.

17. Executive Session


At 2:13 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.

18. Personnel

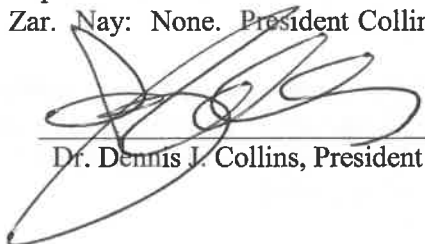
Trustee Struthers moved to approve the exempt employee compensation adjustments as delineated by the Board in Executive Session. Trustee Zar seconded. The motion carried by a 3-0-0 vote. Aye: Collins, Struthers, Zar.

19. Adjournment

President Collins moved to adjourn the meeting at 2:55 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 2:56 p.m.



Carol B. Zar, Clerk



Dr. Dennis J. Collins, President

Attachment A

Kishwaukee Water Reclamation District

Institutional Limits for Investments – April 17, 2019

The limits set forth herein pertain to any deposit type.

- 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 Bank

Any amount deposited over the amount insured under FDIC is to be collateralized at 100%.

- 2) Set a limit of \$2,000,000.00 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

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 deposits at all banks shall be with Treasury Bills, Notes or Bonds issued by the U.S. Government or Agencies of the U.S. 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 22nd day of MAY, 2019.

SEAL





Carol B. Zar, CLERK

