



**Kishwaukee Water Reclamation District
Board Meeting Minutes
Wednesday, April 15, 2020 – 12:00 PM**

The April meeting of the Kishwaukee Water Reclamation District Board of Trustees was held virtually via zoom meeting at 12:00 pm on Wednesday, April 15, 2020. In attendance were Trustees Dennis J. Collins, Tim Struthers, Carol B. Zar, Attorney Keith Foster, Treasurer Steve Parker, District Manager Mark Eddington P.E. and District Engineer/Assistant Manager Mike Holland, Operations Manager Steve Olsen, 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 12:04 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 Manager of City of DeKalb and Nick Newman, KWRD Management Analyst.

6. COVID-19 Response

Mark Eddington stated District operations are running at half staff with no issues and will continue doing so until the shelter at home order has been lifted.

7. Treasurer's Report

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

8. Annual Appointments/Meeting Schedule for FY 20/21

- a. Appointment of Officers – Tabled until May meeting.
- 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 – Upon appointment of new Trustee Dawn Cosentino, authorization for signing checks will be up for approval.
- e. Depositories – Upon appointment of new Trustee Dawn Cosentino, authorization for depositories and depository limits will be up for approval.
- f. Schedule of Board Meetings - Upon appointment of new Trustee Dawn Cosentino, final schedule for FY 20/21 Board Meeting dates will be up for approval.

9. District Dashboards

Mark Eddington discussed the District's Dashboard and stated that numbers from last period were down and it is too early to see the impact from COVID-19.

Mike Holland reviewed the Hauled Waste Dashboard. In response to the COVID-19 outbreak, hauled waste was reduced for a short period of time until staffing changes were in place. Currently, the number of haulers is almost back to normal.

10. Operator's Report

Steve Olsen reported on March 28th the District had its first Excess Flow event of the year. DeKalb received just under 2" of rain on saturated soils causing plant flows to exceed 30 MGD as well as pumping four different locations around the city totaling 2.7 MGD. The total Excess Flow treated was 5.6 MGD.

11. Executive Session

At 2:01 p.m. Trustee Zar moved to go into Executive Session to discuss personnel matters under 5 ILCS 120/2(c)(1). 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.

At 2:10 p.m. President Collins moved to return from Executive Session. 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. Personnel

Mark Eddington reviewed wages for hourly staff, as identified in the collective bargaining agreement. President Collins moved approval of an increase of 2.5% for non-bargaining unit staff, consistent with the wage increase for bargaining unit staff. 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. Procurements

Jason Robbins stated a new tandem truck (chassis only) was ordered through state purchasing for \$85,027. Also, Mark's Machine Shop will build and install the stainless steel dump body for \$30,868. This is the same process the District utilized for our current 2011 dump truck for hauling biosolids to our storage facility. President Collins moved approval for purchase of the new tandem truck for \$85,027 and the installation of the dump body for \$30,868. Trustee Struthers seconded. The motion carried by 3-0-0 roll call vote. Aye: Collins, Zar, Struthers. Nay: None. President Collins declared the motion passed.

14. FY 20/21 Budget/Model

Mark Eddington presented the tentative FY20/21 budget stating the annexation fees and the upcoming projects will add to the projected revenue. The tentative budget has been published and a public hearing on the the budget is scheduled during the May Board Meeting at 1 pm.

15. Ordinance #591 – Industrial Pretreatment Ordinance

Mark Eddington presented Ordinance #591 – Industrial Pretreatment Ordinance. Mike Holland stated the Ordinance was updated to add language regarding the EPA requirements for dental amalgam as well as clarifying discharge permits.

Trustee Struthers moved approval of Ordinance #591 – Industrial Pretreatment Ordinance. 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.

16. Sled Hill Project

Mark Eddington stated DeKalb Park District would like to take ownership of the sled hill. Keith Foster has prepared a Quit Claim Deed. Trustee Struthers moved approval of passing ownership of the sled hill to the DeKalb Park District with the Quit Claim Deed. 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.

17. Soo Green Easement

Mark Eddington reported he has been in negotiation with Soo Green regarding their request for an easement along the District's property adjacent to the tollway to allow for large underground electrical transmission cables.

18. Catastrophic Water Loss Relief Requests

None.

19. Plan Review

- a) ChicagoWest 343 – Annexation/Development Agreement

Mark Eddington introduced Bill Nicklas. Bill Nicklas stated the Development and Annexation Agreements with Kruzinski Construction for the ChicagoWest development will be up for first reading at the next City Council meeting with a second reading on April 27, 2020. Mark stated that the Development Agreement is contingent upon the Annexations of ChicagoWest 343 and Ventus 505.

- b) Ventus 505

Mark Eddington stated that Ventus continues to work the the District to complete a wastewater connection agreement.

20. Annexations/Pre-Annexations

- a) Annexation Update - Ordinance #589 - ChicagoWest 343
- b) Annexation Update - Ordinance #590 - Ventus Tech Services, LLC

21. Engineer's Report

- a) Malta and Kishwaukee College Sewer Extension

Mike Holland stated the Illinois Department of Commerce and Economic Opportunity (DCEO) has recently released three new grant opportunities for public infrastructure projects that promote economic development that this project would be a great candidate for. District Staff as well as Kishwaukee College staff are looking into these grant opportunities and beginning the application process.

- b) Northern DeKalb County Sewer Extension

Mark Eddington stated with the support of Genoa, Kingston and Kirkland, the District has submitted a DeKalb County Community Foundation Grant Application in the amount of \$25,000 to help cover costs associated with the preparation of a preliminary engineering report.

- c) Harvestore Drive Sewer Improvements

Mike Holland stated Baxter and Woodman has begun design of the Harvestore Drive sewer to serve the Gurler Road developments. The ChicagoWest 343 Annexation fee of \$250,000 is intended to cover costs associated with the preparation of a preliminary engineering report.

Mike Holland requested authorization for the \$256,880 Work Order with Baxter & Woodman for Harvester Drive Sewer Design and Construction Engineering. President Collins moved approval. 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.

Mike Holland reported Baxter & Woodman has begun design of the sewer extension from the southeast corner of Gurler Road and Route 23, south along S. 4th St/Rt 23 to Ventus' southern property border.

Mike Holland requested authorization for the \$47,870 Work Order with Baxter & Woodman for Gurler Road/Route 23 Sewer Design and Construction. President Collins moved approval. 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.

d) Pretreatment Local Limits Update

Mike Holland stated per the most recent NPDES permit, the District is required to re-evaluate the Pretreatment Local Limits and submit the evaluation to the EPA by October 21, 2021. This process requires extensive sampling, testing and evaluation that has to be started by this fall. Staff has requested Baxter & Woodman to provide a proposal to facilitate this work, which is recommended for execution.

Mike Holland requested authorization for the \$25,000 Work Order with Baxter & Woodman for Local Limits Evaluation. President Collins moved approval. 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.

e) Latitude Power

Mike Holland stated consistent with the District goal of energy neutrality, District Staff has been discussing the concept of harnessing energy from the falling water at our outfall with Latitude Power. Latitude Power recently completed the installation of a similar unit on the outfall for the City of Janesville, WI and they are looking for an Illinois installation. They are proposing to provide a 5 kW unit for an installed cost of \$35,000. Without any incentives, this would result in a 15 year payback but Staff believes there may be grant funding available for this work.

f) Department of Energy Water Resource Recovery Prize

Mike Holland reported Staff has been working with a group from the University of Illinois – Chicago (UIC) on a US Department of Energy prize for wastewater plants that focus on resource recovery. Submissions consisting of a technical evaluation demonstrating cost effectiveness and resource recovery viability are due by May 28th with a cash prize of \$50,000 to the top 10 submissions. If selected for the top 10, a follow-up submission with additional information would be due by August 12th with the top 2 submissions receiving a \$250,000 cash prize.

22. Projects

a) Phase 1B Biological Improvements

Mike Holland stated Williams Brothers has been working on site restoration, fencing and miscellaneous piping and electrical work. The focus of the next few months will to complete site landscaping and SCADA work. Staff continues to become more comfortable with the CHP and how to maximize its operation.


Disbursement Request No. 32 in the amount of \$602,821.91, for WBCI Payment No. 31 and B&W engineering, has been submitted and is awaiting receipt from the IEPA. WBCI Payment Request No. 31 for \$591,876.91 has been reviewed and is recommended for payment pending disbursement receipt. President Collins moved approval of Payment Request No. 31 pending disbursement receipt from the IEPA in the amount of \$591,876.91. 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.

23. New Business

President Collins, Trustee Struthers and Staff expressed thanks to Trustee Zar for 15 years of service on the Board.

24. Adjournment

Trustee Zar moved to adjourn the meeting at 2:13 p.m. 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. Meeting adjourned at 2:13 p.m.



Dr. Dennis J. Collins, President



Ms. Dawn Cosentino, P.E., Clerk

CERTIFICATION

I, Dawn Cosentino, 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 13th day of MAY, 2020.

SEAL



A handwritten signature in cursive script that reads "Dawn Cosentino".

Dawn Cosentino, P.E., CLERK

1954

1954

