Kishwaukee Water Reclamation District
Board Meeting Minutes
Wednesday, August 21, 2019 – 12:00 PM

The August meeting of the Kishwaukee Water Reclamation District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, August 21, 2019. In attendance were Trustees Dennis J. Collins, Attorney Keith Foster, District Manager Mark Eddington P.E., Operations Manager Steve Olsen, Staff Engineer Joe Kostecki, Assistant Operations Manager Jason Robbins, Administrative Assistant Tracy Zenkner and Brent Perz, P.E. of Baxter & Woodman. Trustee Struthers attended via teleconferencing.

1. **Call to Order**

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

2. **Motion to Allow Trustee Struthers to Attend Meeting Telephonically**

President Collins moved approval to allow Trustee Struthers to attend the meeting telephonically as is spelled out in District ordinance. Trustee Struthers seconded. The motion carried by a 2-0-1 roll call vote. Aye: Collins, Struthers. Nay: None. Absent: Zar. President Collins declared the motion passed.

3. **Approval of the August Agenda**

President Collins moved approval of the August agenda. Trustee Struthers seconded. The motion carried by a 2-0-1 roll call vote. Aye: Collins, Struthers. Nay: None. Absent: Zar. President Collins declared the motion passed.

4. **Approval of July Meeting Minutes**

Trustee Struthers moved approval of the July Meeting Minutes. President Collins seconded. The motion carried by a 2-0-1 roll call vote. Aye: Collins, Struthers. Nay: None. Absent: Zar. President Collins declared the motion passed.

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

President Collins moved approval of payment of bills as presented. Trustee Struthers seconded. The motion carried by a 2-0-1 roll call vote. Aye: Collins, Struthers. Nay: None. Absent: Zar. President Collins declared the motion passed.

6. **Public Input and Communications**

Mark Eddington introduced Nick Newman, summer intern, Kevin Cherry, Wastewater Laborer, and Bill Nicklas, City Manager of City of DeKalb.

President Collins stated he received a phone call from a resident, Jean Rosen, who complimented KWRD on their responsiveness to all of her questions and responsiveness to the landscaping issues due to the ongoing construction.

Bill Nicklas, once again, thanked the District for the sale of the vactor to the City of DeKalb.

7. **Treasurer's Report**

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

8. **Public Audit**

Mark Eddington stated the preliminary audit has been completed and Jim Savio of Sikich LLP will attend the next Board Meeting to review the findings of the audit.

A proposal was made requesting a switch of auditors every 3 to 5 years was discussed. An RFQ will be drafted for a new auditor, changing every 3 to 5 years. The Board will have final approval.

9. **District Dashboards**

Mark Eddington discussed the District's "Dashboard" stating revenue is on track. Mark Eddington reviewed the Hauled Waste "Dashboard" and revenue is also on track.

10. **Operator's Report**

There was no Operator's Report.

11. **Catastrophic Water Loss Relief Requests**

There were no Catastrophic Water Loss Relief requests.

12. **Annexations/Pre-Annexations**

None.

13. **Plan Review**

None.

14. **Engineer's Report**

a) Fairview Drive Sewer Extension

Staff has submitted the executed IEPA Loan Pre-Application and will begin working on the Planning Report soon. Staff and Foster & Buick have drafted an agreement for engineering costs and terms of service costs with Waste Management, which have been sent to Waste Management for review and comment.

b) Malta and Kishwaukee College Sewer Extension

Staff continues to work through the Loan Application process. Baxter & Woodman has completed 90% design documents and a project update meeting was held with all parties on August 2nd. B&W and Staff will be working on providing all parties with alternatives for splitting construction costs and levels of service.

c) 2019 Spot Repair Project

Staff has completed assembling locations for a 2019 Spot Repair Project, which includes the installation of a new sanitary sewer line behind Tapa La Luna/Antique Treasures and this project is currently out to bid. To allow for construction to be done before asphalt plants close, the District would need to start by October 1st. The bid opening is September 3rd. To meet this schedule, Staff is requesting authorization to execute the Notice of Award, Agreement, and Notice to Proceed to the lowest responsive bidder, pending review of their bid, bonding, insurance, and that the amount is below $150,000.

Mark Eddington requested approval to authorize Notice of Award, Agreement, and Notice to Proceed, pending a positive bid review and a bid amount less than $150,000. President Collins moved approval of authorizing Notice of Award, Agreement, and Notice to Proceed pending a positive bid review and bid amount less than $150,000. Trustee Struthers seconded. The motion carried by a 2-0-1 roll call vote. Aye: Collins, Struthers. Nay: None. Absent: Zar. President Collins declared the motion passed.

15. <u>Projects</u>

a) Phase 1B Biological Improvements

Disbursement Request No. 24 in the amount of $1,137,572.55, for WBCI Payment Request No. 23 and B&W engineering, has been submitted to the IEPA. WBCI Payment Request No. 23 for $1,118,155.05 has been reviewed and is recommended for payment, pending receipt of lien waivers. President Collins moved approval of Payment Request No. 23 in the amount of $1,118,155.05. Trustee Struthers seconded. The motion carried by a 2-0-1 roll call vote. Aye: Collins, Struthers. Nay: None. Absent: Zar. President Collins declared the motion passed.

16. <u>New Business</u>

No new business.

17. <u>Executive Session</u>

No Executive Session.

18. <u>Property</u>

Mark Eddington to discuss with owner the purchase of property on Sycamore Road. If an agreement has been reached, Mark Eddington will bring the agreement to the Board for consideration.

19. <u>Adjournment</u>

President Collins moved to adjourn the meeting at 1:29 p.m. Trustee Struthers seconded. The motion carried by a 2-0-1 roll call vote. Aye: Collins, Struthers. Nay: None. Absent: Zar. President Collins declared the motion passed. Meeting adjourned at 1:29 p.m.

Dr. Dennis J. Collins, President

Carol B. Zar

Ms. 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 25th day of SEPTEMBER, 2019.

SEAL

KISHWAUKEE WATER RECLAMATION DISTRICT
DEKALB COUNTY, IL
CORPORATE
SEAL

Carol B. Zar

Carol B. Zar, CLERK