



**Kishwaukee Water Reclamation District  
Board Meeting Minutes  
Wednesday, July 19, 2017 – 12:00 PM**

The July meeting of the Kishwaukee Water Reclamation District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, July 19, 2017. In attendance were Trustees Dennis J. Collins, Carol B. Zar, Timothy Struthers, Treasurer Steve Parker, Attorney Keith Foster, District Manager Mark Eddington P.E., Operations Manager Steve Olsen, Staff Engineer Joe Kostecki, Jeanine Holcomb, Tracy Zenkner, Derek Wold, P.E. of Baxter & Woodman. District Engineer/Assistant Manager Mike Holland, P.E. attended via teleconference.

**1. Call to Order**

President of the Board Collins called the meeting to order at 12:23 p.m.

**2. Approval of the July Agenda**

President Collins moved approval of the June agenda. Trustee Zar seconded. The motion carried.

**3. Approval of June Meeting Minutes**

Trustee Struthers moved approval of the May Board Meeting Minutes. Trustee Zar seconded. The motion carried.

**4. Approval to transfer funds**

President Collins moved approval to transfer \$600,000.00 to the O&M Fund. Trustee Struthers seconded. The motion carried.

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

President Collins moved approval of payment of bills as presented. Trustee Struthers seconded. The motion carried.

**6. Public Input and Communications**

Mark Eddington introduced Dennis Haile, Collections Foreman. Tim Holdeman, Director of Public Works, City of DeKalb, Greg Maurice, Director of Health Protection and Vincent Leonforte, LEHP, both of the DeKalb County Health Department were also in attendance.

**7. Treasurer's Report**

Steve Parker gave the Treasurer's Report and discussed investments. Steve stated the annual audit has been completed and we are awaiting the final report.

**8. District Dashboards**

Mark Eddington discussed the District's "Dashboard". Units billed and fees collected were up 6.33%.

## **9. Financial Model**

Mark Eddington reviewed the financial model and a written narrative was provided as requested to be included with the financial model to be updated annually.

## **10. Cell Tower**

Mark Eddington stated construction is complete and the District has begun receiving rent payments from SBA.

## **11. Operator's Report**

Steve Olsen reported three items from the last report are currently being repaired. Costs for the repairs are as follows – Annie Glidden LS Pump \$13,194, Activated Sludge Pump \$13,481 and the Blower \$9,377.

Steve Olsen stated that Rivermist LS was constructed in 1998 and is in need of improvements. Pump replacement and upgraded controls are required. The cost of pump replacement is \$23,714. Staff will do the installation. Additional electrical equipment as well as new controls to bring the equipment up to code will be provided by TRI-R Systems. President Collins moved approval of proceeding with the Rivermist LS upgrades. Trustee Zar seconded. The motion carried.

Steve Olsen stated that one of the Digesters requires cleaning. One quote has been received thus far from Stewart Spreading for \$30,733 and staff is awaiting additional quotes.

## **12. Catastrophic Water Loss Relief Requests**

There were no Catastrophic Water Loss Relief Requests this month.

## **13. Annexations/Pre-annexations**

No annexations or pre-annexations.

## **14. Plan Review**

Mike Holland stated a new single family home permit was received and the District waived its connection fee as approved at the April 2016 board meeting.

## **15. Engineer's Report**

### a) Greenwood Acres Sewer Extension

Mark Eddington introduced Greg Maurice and Vincent Leonforte from the DeKalb County Health Department. Mark stated Baxter & Woodman prepared layouts and cost estimates for providing sanitary sewer service to the Greenwood Acres area. B&W did look into the previous layouts provided by Beling in 1990, installing the sewer in the rear yards/country club and also evaluated options for installing the sewer in the road and parkway. The parkway option was eliminated due to utilities and trees and the rear yard/country club option was eliminated due to cost. There are three options for installing the sewer in the road. Further discussions will be held and this topic will be revisited next month.

b) City of DeKalb Roadway Maintenance Spot Repairs

Mike Holland stated as part of the City's annual roadway maintenance projects, the City has historically informed the District of the roadway locations ahead of time so the District can identify any spot repairs that need to be completed as part of the project or ahead of time. With turnover in the engineering department at the City, the City was not able to include these locations until after the City's project was out to bid. This prevented the spot repair work from being competitively bid and as such the contractor provided a price of \$6,145 each to replace 14 brick manhole cones located in the City's project for a total of \$86,030. This price was substantially higher than the \$3,500 each that the District paid last year for this same work. Staff contacted Elliott & Wood and Wagner Excavating to provide alternative pricing under the condition that the work would have to be completed immediately to accommodate the City's July 5<sup>th</sup> start date. Wagner Excavating was unable to give a price but E&W provided a price of \$4,500/manhole for a total of \$63,000 which would result in a \$23,030 savings. Although this work is greater than the \$40,000 threshold for public bidding, we would not have had enough time to publicly bid the work to have it completed to accommodate the City's roadway work. Keith Foster and President Collins were contacted to advise and it was agreed upon that this work could proceed as an emergency situation. Elliott & Wood was notified immediately, ordered materials and finished the repairs on July 14<sup>th</sup>.

Mike Holland requested authorization for Elliott & Wood to proceed with \$63,000 of emergency spot repairs to accommodate City of DeKalb construction. President Collins moved approval. Trustee Struthers seconded. The motion carried.

**16. Projects**

a) Phase 1B Biological Improvements

Mike Holland informed the Board following passing of the State of Illinois budget, the District executed the Loan Agreement for the Phase 1B Improvements.

The Notice of Award was issued to Williams Brothers when the Loan Agreement was executed. Williams Brothers has returned the acknowledged Notice of Award, executed the Agreement and provided suitable bonds and insurance. Staff recommends executing the Agreement and authorizing Mark Eddington to execute the Notice to Proceed.

Mike Holland requested the board execute the Agreement and authorize Mark Eddington to execute the Notice to Proceed. Trustee Struthers moved approval to execute the Agreement and Notice to Proceed. Trustee Zar seconded. The motion carried.

Staff is continuing to work with the City to resolve remaining administrative items for obtaining building permits. A meeting has been scheduled with city staff for August 2<sup>nd</sup> to discuss construction coordination and administration items.

b) Hollister Avenue Demolition Project

After receiving City permitting, N-TRAK began demolition work on July 5<sup>th</sup> and is nearly complete.

c) UV Disinfection Improvements

Mike Holland stated the UV equipment is operational and the project is nearly 99% complete, with only minor punchlist and close-out items to be completed. Final Change Order #5 for a credit amount of (\$5,353.50) is recommended for approval. This work includes credits for pavement patching, painting and sidewalk repairs. This brings the final contract amount to \$1,413,689.77. Trustee Zar moved approval to execute Change Order #5. Trustee Collins seconded. The motion carried.

d) Native Plantings Project

Staff has contacted the City to inquire if there is any permitting or ordinance considerations that need to be addressed for this work and is waiting on a response.

e) 2017 Spot Repair Project

The 2017 Spot Repair Project was put out to bid on July 1<sup>st</sup> with a bid opening scheduled for July 17<sup>th</sup>. The engineers estimate for this project is \$95,000 which is consistent with the \$100,000 that is budgeted for this work. Four bids were received with Elliott & Wood being the low bidder at \$88,000. Staff recommended executing the Notice of Award to Elliott & Wood.

President Collins made a motion to authorize Notice of Award to Elliott & Wood. Trustee Struthers seconded. The motion carried.

f) Headworks – Septage Receiving

The Septage Receiving equipment has been delivered, installed and Lakeside has performed training. There are still a few items to be worked out on the start-up which Staff will be addressing with Lakeside.

**17. New Business**

Mark Eddington discussed the impact of the watershed project.

**18. Executive Session**

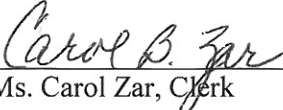
No Executive Session.

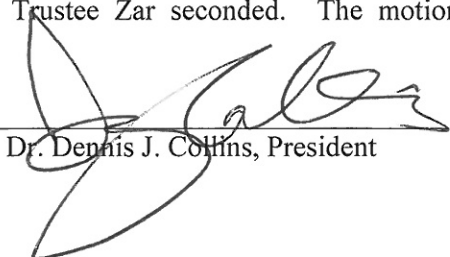
**19. Property**

No action taken.

**20. Adjournment**

President Collins moved to adjourn the meeting. Trustee Zar seconded. The motion carried. Meeting adjourned at 2:48 p.m.

  
Ms. Carol Zar, Clerk

  
Dr. Dennis J. Collins, President

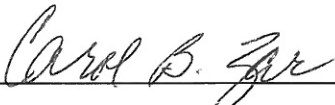
CERTIFICATION

I, Carol B. Zar, the clerk of the DeKalb Sanitary 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, DeKalb Sanitary District, at a meeting duly convened and held on the

19<sup>th</sup> day of July, 2017.

SEAL



  
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Carol B. Zar, CLERK