



**Kishwaukee Water Reclamation District
Board Meeting Minutes
Wednesday, June 14, 2017 – 12:00 PM**

The June meeting of the Kishwaukee Water Reclamation District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, June 14, 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, District Engineer/Assistant Manager Mike Holland, P.E., Tracy Zenkner, Derek Wold, P.E. of Baxter & Woodman.

1. Call to Order

President of the Board Collins called the meeting to order at 12:28 p.m.

2. Approval of the June Agenda

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

3. Approval of May 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 \$925,000.00 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 Jamie Cochrane, Wastewater Operator.

7. Treasurer's Report

Steve Parker gave the Treasurer's Report and discussed investments. Steve stated the annual audit will be completed by the end of the week.

8. District Dashboards

Mark Eddington discussed the District's "Dashboard". Environmental compliance was in check. Flow rates were consistent with a wet month, the month of May usually being the heaviest month.

Mike Holland stated hauled waste had an outstanding month. Multiple new haulers signed on to begin using the District's service.

9. Financial Model

Mark Eddington reviewed a financial model showing anticipated expenses and revenue over the next 20 years. A written narrative was requested to be included with the financial model to be updated annually.

10. Public Hearing @ 1:00 PM – Kishwaukee WRD 2017/18 Appropriation Ordinance #574

President Collins officially opened the Public Hearing for Appropriation Ordinance #574 at 1:12 p.m. Having no members of the public present and receiving no comment the Public Hearing was then closed at 1:12 p.m.

Mark Eddington verbally outlined the FY2017/18 Budget. President Collins moved to approve the Kishwaukee WRD 2017/18 Appropriation Ordinance #574. Trustee Zar seconded. The motion carried.

11. Ordinance #575 – 2017/18 Prevailing Wage Ordinance

Trustee Struthers moved approval of Ordinance #575 – 2017/18 Prevailing Wage Ordinance. Trustee Zar seconded. The motion carried.

12. Cell Tower

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

13. Operator's Report

Steve Olsen reported nothing new to report.

14. Catastrophic Water Loss Relief Requests

President Collins moved to approve the following Catastrophic Loss request, which was approved by the City of DeKalb as meeting the policy criteria:

Willard Draper, 711 Hedge Street, \$428.90, pipe burst.

Trustee Struthers seconded. The motion carried.

15. Annexations/Pre-annexations

No annexations or pre-annexations.

16. Plan Review

Mike Holland stated the Cornerstone project is moving forward, applications for permits have been submitted.

17. Engineer's Report

a) Phase 1B Biological Improvement

Mike Holland stated that the IEPA is working on finalizing the Loan Agreement document, which is expected to be received next week. However, an unsigned copy for the District's review has been received, reviewed and is recommended for approval by Staff. Mike Holland requested authorization for President Collins to sign the Loan Agreement upon receipt of the final document, providing the terms match the unsigned copy provided. President Collins moved approval to authorize signing the final Loan Agreement upon receipt. Trustee Struthers seconded. The motion carried.

Mike Holland requested authorization for President Collins to execute the Notice of Award to Williams Brothers upon signing the final Loan Agreement. Trustee Zar moved approval to execute Notice of Award upon signing the final Loan Agreement. Trustee Struthers seconded. The motion carried.

Staff will be working on completing the City's review and permitting requirements.

b) Hollister Avenue Demolition Project

Mike Holland stated that asbestos remediation has been completed by Ironwood Environmental and Staff has been coordinating utility disconnects and City permitting requirements.

c) 2017 Spot Repair Project

Mike Holland stated that Staff has begun working on assembling the bid documents for a spot repair project, expected to bid in June for award at the July Board Meeting.

d) S. 3rd St. Sewer Extension

Mike Holland informed the Board that Staff has been in contact with the homeowner at 610 S. 3rd St. who has had a history sewer backups. Investigations have shown that 610 S. 3rd shares a service with 604 S. 3rd St. that blind ties into a side yard sewer on E. Roosevelt. Mike Holland stated that Staff would be investigating solutions for the issue for a separate repair project.

e) Greenwood Acres Sewer Extension

The District was recently contacted by the DeKalb County Health Department and informed that a home on Greenwood Acres Drive, in the area that is currently unannexed and unsewered, was found to have its septic tank connected to a field tile instead of a septic field. The County is currently investigating how many homes are illegally discharging. The District has discussed providing sewer service to these homes repeatedly in the past and Staff has asked B&W to provide preliminary design services to develop service alternatives for the District's consideration.

18. Projects

a) 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.

b) Headworks – Septage Receiving

Mike Holland stated the Septage Receiving equipment has been delivered by Lakeside and installed by Dahme Mechanical. Tri-R has begun the control/electrical work, expected to be completed within the next week.

c) **Native Plantings Project**

Staff is working on receiving quotes for the herbicide burn down work, expected in September. 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.

19. New Business

Mike Holland stated the City informed him of a failed sewer service at 933 S. 6th Street for which the homeowner qualifies for HUD financing through the City's program and that the District will be matching the City's contribution.

20. Executive Session

No Executive Session.

21. Personnel

No action taken.

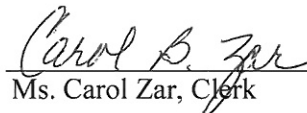
22. Property

No action taken.

23. Adjournment

President Collins moved to adjourn the meeting. Trustee Zar seconded. The motion carried. Meeting adjourned at 2:31 p.m.


Dr. Dennis J. Collins, President

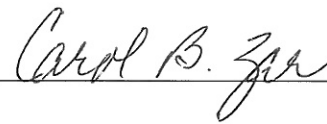

Ms. Carol Zar, Clerk

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 19th day of July, 2017.

SEAL





Carol B. Zar, CLERK