



**Kishwaukee Water Reclamation District  
Board Meeting Minutes  
Friday, June 22, 2018 – 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 Friday, June 22, 2018. In attendance were Trustees Dennis J. Collins, Timothy Struthers, 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, Tracy Zenkner, Brent Perz, P.E. of Baxter & Woodman and Steve Hiatt, KWRD Class 1 Wastewater Operator.

**1. Call to Order**

President 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 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 May Meeting Minutes**

Trustee Struthers moved approval of the May 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.

**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 2-0-1 roll call vote. Aye: Collins, Struthers. Nay: None. Absent: Zar. President Collins declared the motion passed.

**5. Approval to pay loans via wire transfers to the IEPA**

- a) Loan #1 – Payment 13 of 40 - \$384,615.38
- b) Loan #2 – Payment 12 of 40 - \$ 87,622.58

President Collins moved approval of payment of loans 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 the District's summer intern, Matt Richtman, and wastewater operator, Steve Hiatt.

**7. Treasurer's Report**

Steve Parker gave the Treasurer's Report and discussed investments. Steve stated the fieldwork for the FY17/18 audit has been completed.

## **8. District Dashboards**

Mark Eddington discussed the District's "Dashboard" stating Environmental compliance was good. He also noted that billed units appear to be trending lower and could become a concern if it continues. Mike Holland reviewed the Hauled Waste "Dashboard", stating this was the second highest month revenue reported.

## **9. Public Hearing @ 1:00 PM – Ordinance #580 – FY 18/19 Appropriation Ordinance**

President Collins officially opened the Public Hearing for Appropriation Ordinance #580 at 1:00 PM p.m. Having no member of the public present and receiving no comments, the Public Hearing was then closed at 1:01 p.m.

Mark Eddington presented Ordinance #580 – FY 18/19 Appropriation Ordinance. President Collins moved approval of Ordinance #580 – FY 18/19 Appropriation 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.

## **10. Ordinance #581 – 2018/19 Prevailing Wage Ordinance**

Mark Eddington presented Ordinance #581 – 2018/19 Prevailing Wage Ordinance. Trustee Struthers moved approval of Ordinance #581 – 2018/19 Prevailing Wage Ordinance. 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.

## **11. Public Input and Communications**

Mark Eddington stated two years ago the District waived connection fees for new, attached and detached, single family homes on lots currently annexed and platted within the District's service area for the period of June 1, 2016 through May 31, 2018. Mark Eddington proposed extending waiver of connection fees for a period of two years, June 1, 2018 through May 31, 2020. President Collins moved to approve this motion. 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 and requested that staff create a press release for the DeKalb Chronicle

## **12. Procurements**

- a) Vacuum Truck – Mark Eddington requested authorization to waive the public bidding process for purchase of a new vacuum truck to allow for purchasing through Sourcwell (formerly known as the National Joint Powers Alliance (NJPA) cooperative purchasing program for state and local government. President Collins moved to waive public bidding and authorize purchase of a new vacuum truck through Sourcwell. 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.
- b) Combination loader/backhoe – Mark Eddington requested authorization to waive the public bidding process for purchase of a new combination loader/backhoe to allow for purchasing through the Sourcwell cooperative purchasing program for state and local government. President Collins moved to waive public bidding and authorize purchase of a new combination loader/backhoe through Sourcwell. 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.

- c) Office furniture – Mark Eddington stated he has been in contact with several furniture dealers and has received several quotes for furnishing the new Admin Building. By using existing office furniture and replacing heavily worn pieces, the cost for furniture is expected to be under \$40,000. Mark Eddington will be requesting quotes for future board consideration.
- d) Mower - Mark Eddington stated that the new mower has been delivered and the 12-year-old mower will be traded in.

### **13. Operator's Report**

There was no Operator's Report this month.

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

President Collins moved to approve the following Catastrophic Loss request:

Rodney Beach, 1121 S Seventh St, \$175.92, outside spigot broke

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. Annexations/Pre-Annexations**

None.

### **16. Plan Review**

Mike Holland reported this year there have been 12 new homes that the District has signed off on permitting for.

### **17. Engineer's Report**

- a) Sewer Service Study –Malta and Kishwaukee College

Mark Eddington stated that Staff will be continuing discussions with Malta and KCC representatives on estimated costs, potential cost sharing alternatives and next steps.

- b) Hach WIMS

Mike Holland stated that Staff has been looking for a better way to manage data. Currently staff views and manages data through a combination of various SCADA, lab reports, Excel files and paper forms. Mike Holland requested authorization to purchase a data management program, Hach WIMS, which is specifically designed for water utilities, in the amount of \$36,710 to purchase and implement, with a \$2,000 annual cost. This purchase has been budgeted for in the FY 2018/19 Budget. President Collins moved to authorize purchase of Hach WIMS for \$36,710. 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. The Board did request an update in December/January on the utilization of the new software package.

### **18. Projects**

a) Phase 1B Biological Improvements

Mike Holland reported Williams Brothers (WBCI) is continuing to work on interior ceilings, electrical and HVAC work in the Admin Building. Concrete work for the Fermenter, Final Clarifiers and Aeration Basins is ongoing. Excavation for the Primary Clarifiers has begun. Interior piping, electrical and painting work has begun on the RAS Pumping Station and Electrical building and masonry work for the Operations Building will be starting this week.

Mike Holland stated that Disbursement No. 10 in the amount of \$2,320,073.43 has been received. WBCI Payment Request #9 in the amount of \$2,288,987.72 has been reviewed and is recommended for payment, pending receipt of lien waivers. President Collins moved approval of Payment Request #9, pending receipt of lien waivers. 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.

Mike Holland reviewed Change Order No. 4 incorporating various Contract Modification Requests for the additional amount of \$350,428.00, which has been prepared for the Board's approval. President Collins moved approval of Change Order No. 4 in the amount of \$350,428.00. 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.

e) Holly Street Lateral Rehabilitation Project

Mike Holland stated Performance Construction and Engineering has completed the service replacements for all of the homes on Holly Street with only the potential sump pump installations and restoration work left to be completed. PCE has submitted Payment Application #1 for the amount of \$128,741.22, which is recommended for payment, pending receipt of certified payroll reports. Trustee Struthers moved approval of PCE Payment Application in the amount of \$128,741.22. 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.

**19. New Business**

Mike Holland stated that Staff has contacted Donohue Associates to provide consulting services for Hauled Waste Receiving analysis services and is planning on executing a Work Order in the amount of \$8,750 for this work.

**20. Executive Closed Session**

None.

**21. Collective Bargaining Agreement w/ Local 150 Operators**

President Collins moved approval of the Collective Bargaining Agreement with Local 150 Operators Union. President 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.

**22. Adjournment**

President Collins moved to adjourn the meeting at 2:49 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 2:49 p.m.

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Dr. Dennis J. Collins, President

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Carol B. Zar, Clerk