



**Kishwaukee Water Reclamation District  
Board Meeting Minutes  
Friday, March 23, 2018 – 12:00 PM**

The March meeting of the Kishwaukee Water Reclamation District Board of Trustees was held at the office of the District at 12:00 pm on Friday, March 23, 2018. In attendance were Trustees Dennis J. Collins, Carol B. Zar, Timothy Struthers, Treasurer Steve Parker, Attorney Keith Foster, District Manager Mark Eddington P.E., District Engineer/Assistant Manager Mike Holland, P.E., Operations Manager Steve Olsen, Assistant Operations Manager Jason Robbins, Tracy Zenkner, Brent Perz, P.E. of Baxter & Woodman and Jamie Cochrane, KWRD Collections Foreman.

**1. Call to Order**

President Collins called the meeting to order at 12:29 p.m.

**2. Approval of the March Agenda**

Trustee Struthers moved approval of the March agenda. 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.

**3. Approval of February Meeting Minutes**

Trustee Zar moved approval of the February Meeting Minutes. 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.

**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**

None.

**6. Treasurer's Report**

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

**7. District Dashboards**

Mark Eddington discussed the District's "Dashboard". Environmental compliance was good. February was a wet month, OT and Call-Ins were noted. Mike Holland reviewed the Hauled Waste "Dashboard".

**8. FY18/19 Budget**

Mark Eddington presented the tentative FY18/19 budget.

President Collins moved to approve the tentative FY18/19 Budget. 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.

**9. Financial Model Review**

Mark Eddington presented an updated financial model.

**10. Ordinance #579 – User Rate Amendment**

Mark Eddington presented Ordinance #579 – User Rate Amendment increasing the User Rate from \$3.50 per unit to \$3.54 per unit and the Bi-Monthly User Charge as follows:

<u>Meter Size</u>	<u>Current</u>	<u>Proposed</u>
3/4" service and smaller	\$8.75	\$9.50
1"	\$14.50	\$17.00
1.5"	\$23.40	\$28.75
2"	\$28.00	\$35.00
3"	\$52.00	\$67.50
4"	\$76.50	\$100.00
6"	\$213.00	\$290.00

Trustee Struthers moved approval of Ordinance #579 – User Rate Amendment. 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.

**11. Operator's Report**

Steve Olsen reported staff just completed repairing and installing one of the 100 HP pumps in the Intermediate Pump Station.

Steve Olsen stated work never seems to stop in the Tertiary Filter Building. Staff is keeping busy with repairs and upkeep so the building is functioning to meet permit limits. The Tertiary Filters will no longer be required after the completion of our new plant.

**12. Annexations and Connection Fees**

No Discussion.

**13. 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:

Mandy Davis, 1409 State Street, \$185.50, outside faucet turned on.

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.

**14. Annexations/Pre-Annexations**

None.

## **15. Plan Review**

None.

## **16. Engineer's Report**

### a) Sewer Service Study –Malta and Kishwaukee College

Mark Eddington reported that Staff has met with representatives from Malta and KCC to discuss estimated costs and potential cost sharing alternatives. Mark Eddington presented the service alternatives and costs at a Village Board Meeting on March 14<sup>th</sup>. Staff will be continuing discussions with Malta and KCC representatives on next steps.

### b) City of DeKalb Street Improvements

Mike Holland stated that City Staff provided the District with locations for the City's 2018 Street Maintenance projects. District Staff has inspected District infrastructure in these areas and found 13 manholes needing repair. A list of these manholes and scope of repair has been provided to the City and their engineering consultant, to be included in the bid documents for reimbursement to the City. Estimated costs would be \$65,000.

## **17. Projects**

### a) Phase 1B Biological Improvements

Mike Holland reported Williams Brothers (WBCI) is nearly finished with the Admin Building drywall, masonry is expected to begin within the next 2-3 weeks. Williams Brothers has begun construction of the Fermenter and Operations Building and continued work on the RAS Pumping Station and Final Clarifier walls.

Mike Holland stated that Disbursement No. 6 in the amount of \$707,094.84 has been received. Disbursement Request No. 7 in the amount of \$826,286.06 for WBCI Payment No. 6, and B&W engineering, has been submitted to the IEPA for processing. WBCI Payment Request #6 in the amount of \$766,049.80 has been reviewed and is recommended for payment, pending receipt of Loan Disbursement No. 7. Trustee Zar moved approval. 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.

Mike Holland reviewed Change Order No. 3, incorporating various Contract Modification Requests for the amount of \$(44,528.00) and presented it for the Board's approval. 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.

### c) Holly Street Lateral Rehabilitation Project

Mike Holland reported at the February Board Meeting, the Board authorized the execution of the Notice of Award to Performance Construction & Engineering for their low bid amount of \$268,800. Performance Construction & Engineering has provided the necessary Bonds and Insurance and it is recommended to execute the Agreement, upon receipt of signed copies from PCE and authorize execution of the Notice to Proceed. President Collins moved approval to execute the Agreement and authorize Staff to execute the Notice to Proceed. 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 stated that Foster & Buick has prepared a License Agreement for the Holly Street homeowners to execute, authorizing the District access to their property to complete the work. Once these are received, Staff will coordinate work with PCE and homeowners.

**18. New Business**

- a) Mark Eddington stated the claim with the insurance company from the lightning strike which occurred in October has been completed with the District receiving payment for the damages.
- b) Confirmation of the upcoming 2018-2019 Board Meeting schedule will be revisited at the April Board Meeting.


**19. Executive Session**


There was no Executive Session.

**20. Adjournment**

President Collins moved to adjourn the meeting at 3:19 p.m. 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.

Meeting adjourned at 2:06 p.m.

  
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Ms. Carol Zar, Clerk

  
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Dr. Dennis J. Collins, President

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 18<sup>th</sup> day of APRIL, 2018.

SEAL



Carol B. Zar  
Carol B. Zar, CLERK