



**Kishwaukee Water Reclamation District
Board Meeting Minutes
Wednesday, November 13, 2019 – 12:00 PM**

The November meeting of the Kishwaukee Water Reclamation District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, November 13, 2019. In attendance were Trustees Dennis J. Collins, Timothy A. Struthers, Carol B. Zar, 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 Derek Wold, P.E. of Baxter & Woodman.

1. Call to Order

President Collins called the meeting to order at 12:40 p.m.

2. Approval of the November Agenda

President Collins moved approval of the November agenda. 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.

3. Approval of October Meeting Minutes

Trustee Zar moved approval of the October 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

Mark Eddington introduced Bill Nicklas, City Manager of City of DeKalb and Steve Hiatt, Wastewater Operator.

6. Treasurer's Report

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

7. District Dashboards

Mark Eddington discussed the District's Dashboard and stated that the revenue numbers were as projected and units billed looked good compared to prior months. Regarding environmental compliance, Mark commented October was the first full month with the new plant operational. Staff saw ammonia and BOD levels were demonstrably lower than when operating the attached growth plant. The new facility is operating better than expected. Mark Eddington reviewed the Hauled Waste Dashboard which continues to show solid increases in revenue.

8. Update Financial Model

Mark Eddington reviewed the updated financial model which includes the audit numbers. The updated model projects smaller annual rate increases than had be considered in the May 2019 version. Despite the smaller rate increases, annual end of year cash is projected to be higher (in all years) than the May model. These positive trends are directly related to the impact of lower than anticipated operational costs and higher than expected hauled waste revenue. Management will update and review the financial model with the Board of Trustees in April 2020.

9. 2020 Health Insurance Renewal

Mark Eddington requested authorization from the Board to renew the major medical insurance carrier for the upcoming calendar year. Trustee Struthers moved approval giving Mark Eddington authorization to renew the major medical insurance carrier. President Collins seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Zar. Nay: None. Absent: None. President Colling declared the motion passed.

10. 2020 Property Tax Levy

Mark Eddington stated that the District Board will need to review and approve its 2020 property tax levy at the December meeting.

11. Utility Assistance Program

Mark Eddington reviewed the Utility Assistance Program administered through the City of DeKalb and discussion was held regarding the District being included in this program. After more background and research is compiled, this topic will be revisited at a later date.

12. Operator's Report

There was no Operator's Report this month.

13. Catastrophic Water Loss Relief Requests

President's Collins moved to approve the following Catastrophic Loss request:

Rish Khanderia, 230 W. Hillcrest Drive, \$179.40, toilet leak
Adam King, 803 N. 13th Street, #327.75, running toilet

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

a) Krusinski Property

Bill Nicklas presented information regarding development of the Krusinski property.

b) United Methodist Church

Mark Eddington stated United Methodist Church is looking to purchase 15 acres located off Annie Glidden Road of which 5 acres would be annexed to the District.

c) Wehrli Property

Mark Eddington discussed the proposal of an 80,000 sf warehouse on the 10 acre parcel directly east of the District's 52 acres south of the tollway. He said that the prospective buyer is interested in an access agreement for ingress and egress to his property. Mark said he should have more information in the month's to come.

16. Engineer's Report

a) Fairview Drive Sewer Extension

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 execution.

b) Malta and Kishwaukee College Sewer Extension

B&W is nearing completion of design documents. The project has received planning approval from the IEPA loan program and Staff has begun working on the IEPA Loan Application. Staff will be meeting with a lobbyist to discuss potential funding opportunities.

c) 2019 Spot Repair Project

Construction has begun on the new sewer installation in the alley behind Tapa La Luna/Sun Dog. There was an incident on Saturday, November 2nd where an employee of Tapa La Luna went out the back door of the restaurant and slipped and fell in the mud left in the alley from concrete saw cutting. We have received no further word if further action will be required. Moving forward, Staff has been more active to ensure the restaurants are aware of the condition in the alley and that Elliott & Wood ensure the work area is protected.

d) NIU – Food Waste Receiving

Staff has been talking with NIU regarding taking food scraps for our digesters. Further discussions will be held and this topic will be revisited at a later date.

17. Projects

a) Phase 1B Biological Improvements

The new plant has been operational since October 8th and is meeting the District's NPDES

permit exceptionally. Staff is in the process of moving in the new Admin Building and we will begin to expand on our operations to determine our phosphorus removal capability, which we will be required to do by 2023. Williams Brothers is working towards getting the site roads paved with binder before winter and getting the new CHP generator operational by January 2020.

Disbursement Request No. 27 in the amount of \$573,015.84, for WBCI Payment Request No. 26 and B&W engineering, has been submitted and is awaiting receipt from the IEPA. WBCI Payment Request No. 26 for \$544,613.34 has been reviewed and is recommended for payment pending disbursement receipt. Trustee Struthers moved approval of Payment Request No. 26 pending disbursement receipt from the IEPA in the amount of \$544,613.34. 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.

18. New Business

Mark Eddington confirmed the date of the holiday luncheon on Friday, December 6, 2019.

19. Executive Session

At 2:13 p.m., President Collins moved to go into Executive Session to discuss personnel matters.

20. Personnel

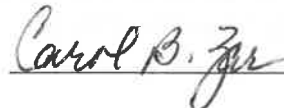
No action was taken.

21. Adjournment

President Collins moved to adjourn the meeting at 2:20 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 2:21 p.m.



Dr. Dennis J. Collins, President



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 11th day of DECEMBER, 2019.

SEAL





Carol B. Zar, CLERK

