



**Kishwaukee Water Reclamation District  
Board Meeting Minutes  
Wednesday, December 11, 2019 – 12:00 PM**

The December meeting of the Kishwaukee Water Reclamation District Board of Trustees was held at the office of the District at 12:00 pm on Wednesday, December 11, 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, District Engineer/Assistant Manager Mike Holland, 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 12:32 p.m.

**2. Approval of the December Agenda**

Trustee Zar moved approval of the December 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 November Meeting Minutes**

President Collins moved approval of the November Meeting Minutes. 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.

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

President Collins moved approval of payment of bills as presented.

- a) IEPA Loan #1 – Payment #16 in amount of \$384,615.38 (authority to wire transfer funds)
- b) IEPA Loan #2 – Payment #15 in amount of \$87,622.58 (authority to wire transfer funds)
- c) Employee HSA Annual Deposit – Authorization to Deposit \$80,6450 on December 31 to Employee Health Savings Accounts
- d) Annual Secondary Meter Refunds

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.

Mark Eddington stated Steve Hiatt will be retiring from the District on December 31, 2019 and thanked him for 18 years of service.

**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. Environmental numbers look good.

Mike Holland reviewed the Hauled Waste Dashboard stating it was a good month considering scaling back the amount of hauled waste due to the digesters not running at full capacity.

**8. Tax Abatement IGA – Ordinance #586**

Mark Eddington introduced Bill Nicklas. Bill discussed the importance of the tax abatement as an incentive to the Fortune 500 company currently considering development in DeKalb with "Project Hammer". Mark Eddington reviewed Ordinance #586 authorizing the execution of an intergovernmental cooperation agreement regarding tax abatement. President Collins moved to approve Ordinance #586. Trustee Struthers seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Zar. Nay: None. Absent: None. President Collins declared the motion passed.

The Board acknowledged Bill Nicklas on the fine job he has done pushing for the growth of DeKalb.

**9. 2020 Property Tax Levy – Ordinance #587**

Mark Eddington reviewed Ordinance #587 for the levy and assessment of taxes for the 2020 fiscal year. President Collins moved to approve Ordinance #587. Trustee Zar seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Zar. Nay: None. Absent: None. President Collins declared the motion passed.

**10. Operator's Report**

There was no Operator's Report.

**11. Biosolids Contract**

Steve Olsen is in the process of reviewing the contract but noted that biosolids hauling has nearly doubled due to the increased hauled waste receiving.

**12. Catastrophic Water Loss Relief Requests**

There were no Catastrophic Water Loss requests.

**13. Annexations/Pre-Annexations**

None.

#### **14. Plan Review**

a) Chicago West

Mark Eddington stated he attended a meeting with Jerry Krusinski and the development of the Krusinski property is continuing to move forward.

#### **15. 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 is working with a lobbyist to investigate potential funding opportunities.

c) 2019 Spot Repair Project

Construction is complete and Elliott & Wood has completed the sewer installation in the alley behind Tapa La Luna/Sun Dog as well as six spot repairs. The original contract amount was \$126,890. During the project, the District added an additional manhole repair (additional \$3,725) and the field conditions with the Tapa La Luna sewer required additional work to be done at the manhole connection in 2<sup>nd</sup> St (additional \$26,345), resulting in a final construction cost of \$156,960. Of the \$156,960 final cost, \$134,610 is for the Tapa La Luna sewer portion. E&W is requesting final payment in full. Staff recommends 90% payment at this time, as final punchlist inspection is yet to be done.

Mike Holland requests authorization for payment to Elliott & Wood for \$141,264 (90% of project costs) pending receipt of certified payroll and lien waivers. President Collins moved approval of payment to Elliott & Wood for \$141,264 pending receipt of certified payroll and lien waivers. Trustee Zar seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Zar. Nay: None. Absent: None. President Collins declared the motion passed.

d) NIU – Food Waste Receiving

District staff was recently contacted by an NIU graduate student looking to do a project on implementing a food scrap receiving project where NIU would capture the food scraps from their dining halls and send them to KWRD as an additional food source for the digesters. This is a concept that the District has discussed with NIU in the past and will be working with the students and NIU to pursue further. Further discussions will be held and this topic will be revisited at a later date.

e) Regionalization

Mark Eddington discussed neighboring communities in regards to regionalization and stated there is some interest. Mark stated the next step would be a feasibility study.

**16. Projects**

a) Phase 1B Biological Improvements

The new plant has been operational since October 8<sup>th</sup> and is meeting the District's NPDES permit exceptionally. Staff is in the process of moving into 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 Maintenance Center ready to be moved into and getting the new CHP generator operational by January 2020.

Disbursement Request No. 28 in the amount of \$765,724.51 for WBCI Payment Request No. 27 and B&W engineering, has been submitted and is awaiting receipt from the IEPA. WBCI Payment Request No. 27 for \$746,882.01 has been reviewed and is recommended for payment pending disbursement receipt. President Collins moved approval of Payment Request No. 27 pending disbursement receipt from the IEPA in the amount of \$746,882.01. 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.

b) Headworks HVAC

The Headworks facility has five HVAC units, two for the south screening building and three for the north pump building, all originally installed in 1998. All of these units have reached the end of their useful life. Two years ago the two units in the south building were replaced and the District budgeted \$100K for Headworks Rehab to include the costs of replacing the remaining three units this fiscal year.

Mike Holland requests authorization to purchase the HVAC equipment and execution of Work Orders for installation in the amount of \$79,214. Trustee Zar moved approval of authorization to purchase the HVAC equipment and execute Work Orders for installation in the amount of \$79,214. 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) Egyptian Sewer

Mike Holland stated the sewer connection has been completed and needs to be tested.

**17. New Business**

Mark Eddington stated he was contacted by a representative of Soo Green Renewal Rail, looking for an easement for the District property along the tollway.

**18. Executive Session**

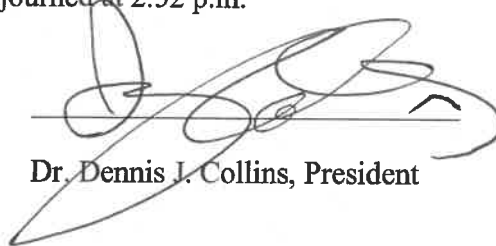
No Executive Session.

**19. Personnel**

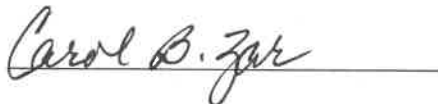
No discussion.

**20. Adjournment**

President Collins moved to adjourn the meeting at 2:52 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 2:52 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 15<sup>th</sup> day of January, 2020.

SEAL



Carol B. Zar  
Carol B. Zar, CLERK

