



**Kishwaukee Water Reclamation District  
Board Meeting Minutes  
Wednesday, November 11, 2020 – 12:00 PM**

The November meeting of the Kishwaukee Water Reclamation District Board of Trustees was held virtually via Zoom meeting at 12:00 pm on Wednesday, November 11, 2020. In attendance were Trustees Dennis J. Collins, Tim Struthers, Dawn Cosentino, P.E., Attorney Keith Foster, Treasurer Steve Parker, District Manager Mark Eddington, P.E., District Engineer/Asst. District Manager Mike Holland, P.E., Operations Manager Jason Robbins, Staff Engineer Joe Kostecki, Administrative Assistant Tracy Zenkner, Management Analyst Nick Newman and Derek Wold, P.E. of Baxter & Woodman.

**1. Call to Order**

Trustee Struthers called the meeting to order at 12:04 p.m.

**2. Approval of the November Agenda**

Trustee Struthers moved approval of the November agenda. Trustee Cosentino seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. Trustee Struthers declared the motion passed.

**3. Approval of October Meeting Minutes**

Trustee Struthers moved approval of the October Meeting Minutes. Trustee Cosentino seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. Trustee Struthers declared the motion passed.

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

Trustee Cosentino 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, Cosentino. Nay: None. Trustee Struthers declared the motion passed.

**5. Public Input and Communications**

Mark Eddington introduced Bill Nicklas, City Manager of City of DeKalb. Discussion was held regarding the District and City entering into an IGA, which Attorney Keith Foster is preparing, to implement the Lateral Assistant Program.

**6. COVID-19 Response**

Mark Eddington updated the Board regarding staffing and reiterated staff is continuing to follow safety guidelines as outlined by IDPH and the implemented District policies to keep staff healthy and safe. Mark reviewed the FFCRA guidelines and how it is being administered within the District.

**7. Treasurer's Report and Investment Policy Review**

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

## **8. IMRF – Accelerated Payment Notification**

Mark Eddington stated the District was presented with an Accelerated Payment Notification from IMRF upon the retirement of Steve Olsen. Mark explained the reasoning for the accelerated payment was due to a calendar anomaly in which one of the 12-month periods used to calculate Olsen's retirement payment included three months when three payrolls occurred. Mark stated there was no malfeasance and the District is bound by IMRF statutes that explicitly spell out the method used to calculate retirement benefits. This payment was included in the bills presented to the Board.

## **9. District Dashboards**

Mark Eddington discussed the District's Dashboard. There have been no big changes. Revenue continues to outpace budget. Environmental Compliance has been good with a few variations which is to be expected with the learning curve of the new facility. Staff anticipates a long-term reduction in OT for dewatering as operational efficiencies are realized over the next year. Call-Ins were within the normal range.

Mike Holland reviewed the Hauled Waste Dashboard. Mike stated October was another good month and November should be similar.

## **10. Operator's Report**

There was no Operator's Report this month.

## **11. Insurance Update**

### **a) Health Insurance**

Mark Eddington reviewed the renewal of the health insurance. Mark asked for authorization to proceed with the renewal. Trustee Struthers moved approval. Trustee Cosentino seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. Trustee Struthers declared the motion passed.

### **b) Property and Casualty**

Mark Eddington stated for the last 20+ years the District has utilized the same insurance broker and feels this would be a good time to find a local broker to serve our insurance needs. The Board gave Mark authority to proceed in selecting a new local broker. Mark will keep the Board updated.

## **12. Lateral Assistance Program Update**

Mike Holland stated the Lateral Assistant Program has been initiated and a presentation of the program will be on the City Council agenda for an upcoming meeting.

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

Trustee Struthers moved to approve the following Catastrophic Loss requests:

Roger Zimmerman, 603 S First, \$194.88, toilet running

Trustee Cosentino seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. Trustee Struthers declared the motion passed.

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

Nothing new.

#### **15. Annexations/Pre-Annexations**

Nothing new.

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

##### **a) Malta and Kishwaukee College Sewer Extension**

Mike Holland stated Staff has been talking with Malta, Kishwaukee College and our lobbyist, Joyce Nardulli, about next steps for funding.

##### **b) Northern DeKalb County Sewer Extension**

Mark Eddington stated Baxter & Woodman has provided the preliminary engineering report for this project and Staff will be reviewing.

##### **c) 2<sup>nd</sup> CHP Generator**

Mike Holland stated Baxter & Woodman has provided preliminary drawings for the project and are expected to have a guaranteed maximum price for Design-Build contract consideration in December.

#### **17. Projects**

##### **a) Phase 1B Biological Improvements**

Mike Holland stated Williams Brothers has been working on punchlist and SCADA work. WBCI has submitted Payment Request No. 38 in the amount of \$129,590.50, which has been reviewed and is recommended for payment. Trustee Struthers moved approval of Payment Request No. 38 in the amount of \$129,590.50. Trustee Cosentino seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. Trustee Struthers declared the motion passed.

##### **b) Harvestore Drive Sewer Improvements**

Mike Holland stated Austin Tyler Construction, Inc. has begun construction and has installed about 50% of the gravity sewer along Harvestore Drive. The directional drilling underneath the UP railroad and Route 23 is expected to begin at the end of November. Austin Tyler has submitted Payment Request No. 1 for \$689,225.40, which has been reviewed and is

recommended for payment. Trustee Struthers moved approval of Payment Request No. 1 in the amount of \$689,225.40. Trustee Cosentino seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. Trustee Struthers declared the motion passed.

**18. New Business**

Nothing new.

**19. Executive Session**

At 1:29 p.m. Trustee Struthers moved to go into Executive Session to discuss personnel matters. Trustee Collins seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. Trustee Struthers declared the motion passed.


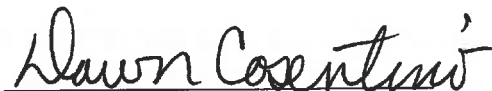
At 1:38 p.m. Trustee Struthers moved to return from Executive Session. Trustee Cosentino seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. Trustee Struthers declared the motion passed.

**20. Personnel**

Trustee Collins moved to accept the Employment Agreement for the Executive Director, Mark Eddington. Trustee Struthers seconded. The motion carried by a 3-0-0 vote. Aye: Collins, Struthers, Cosentino. Nay: None. Trustee Collins declared the motion passed.

**21. Adjournment**

Trustee Cosentino moved to adjourn the meeting at 1:41 p.m. Trustee Collins seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. Trustee Collins declared the motion passed. Meeting adjourned at 1:41 p.m.

  
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Dr. Dennis J. Collins, President

Ms. Dawn C. Cosentino, P.E., Clerk

CERTIFICATION

I, Dawn Cosentino, 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 9<sup>th</sup> day of December, 2020.

SEAL

A handwritten signature in cursive script that reads "Dawn Cosentino".

Dawn Cosentino, P.E., CLERK

