



**Kishwaukee Water Reclamation District
Board Meeting Minutes
Wednesday, October 21, 2020 – 12:00 PM**

The October meeting of the Kishwaukee Water Reclamation District Board of Trustees was held virtually via Zoom meeting at 12:00 pm on Wednesday, October 21, 2020. In attendance were Trustees Dennis J. Collins, Tim Struthers, Dawn Cosentino, P.E., Attorney Keith Foster, Attorney Jessica Harrill, 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

President Collins called the meeting to order at 12:05 p.m.

2. Approval of the October Agenda

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

3. Approval of September Meeting Minutes

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

4. Approval to pay bills as presented

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

5. Public Input and Communications

Mark Eddington introduced Bill Nicklas, City Manager of City of DeKalb. Also in attendance, Bridget Litwicki, resident of DeKalb, as well as Jim Horn, Tom Weber and Steve Storey regarding First United Methodist Church, and Joyce Nardulli, Governmental Lobbyist, attended to discuss item #10.

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.

Mike Holland stated the District is working with NIU in developing a COVID Wastewater Surveillance Program which could potentially detect outbreaks of COVID before they occur.

7. Treasurer's Report and Investment Policy Review

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

8. District Dashboards

Mark Eddington discussed the District's Dashboard. Year to date budget is in good condition with billed units flattening out. Environmental Compliance is solid. Staff anticipates a reduction in OT for dewatering as operational efficiencies are realized over the next couple of months. Call-Ins were within the normal range.

Mike Holland reviewed the Hauled Waste Dashboard. Mike stated as expected, due to the change in weather, Hauled Waste dips down after summer until next spring.

9. Operator's Report

There was no Operator's Report this month.

10. Government Resources Contract

Mark Eddington introduced Joyce Nardulli, the District's Governmental Lobbyist. Joyce recapped the past year and identified steps going forward if the District chooses to renew her contract.

President Collins proposed renewing Joyce's contract to run concurrent with Kishwaukee College, ending 8/31/21 and re-evaluate at that time. Mark Eddington requested authorization to proceed with renewing Joyce Nardulli's \$1,000/month contract through 8/31/21. President Collins moved approval. Trustee Struthers seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. President Collins declared the motion passed.

11. Ordinance #595 – Lateral Assistance Program

Mike Holland reviewed the proposed Lateral Assistance Program, identifying eligibility requirements, funding limits and approval process. Mark Eddington stated the program will be funded initially with a budget amount of \$100,000. Requests will be approved by the trustees at monthly Board Meetings and similar to Catastrophic Water Loss requests. President Collins moved approval of Ordinance #595 Adopting the Lateral Assistance Program. Trustee Struthers seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. President Collins declared the motion passed.

12. Catastrophic Water Loss Relief Requests

President Collins moved to approve the following Catastrophic Loss requests:

Prem Sarup, 314 Regal Drive, \$497.28, toilet leaking
Lori Meisels, 817 W Grove Street, \$174.72, "invisible leak"

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

13. Plan Review

a) Safe Passage Sewer Realignment

Mark Eddington outlined the proposed sewer realignment for Safe Passage for an estimated cost of approximately \$75,000 to be divided evenly among the City of DeKalb, KWRD and Safe Passage. President Collins moved to approve the conceptual agreement as stated above. Trustee Struthers seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. President Collins declared the motion passed.

14. Annexations/Pre-Annexations

a) JJK 343, LLC (Young Farm) – Resolution 2020-10-21(a) – Execution of Annexation Agreement

Mark Eddington reviewed Resolution 2020-10-21(a) - Annexation Agreement with JJK 343, LLC (Young Farm). President Collins moved approval of Resolution 2020-10-21(a) – Annexation Agreement with JJK 343, LLC (Young Farm). President Collins moved approval of the Development Agreement. Trustee Cosentino 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) DeKalb First United Methodist Church – Resolution 2020-10-21(b) – Execution of Pre-Annexation Agreement

Mark Eddington reviewed Resolution 2020-10-21(b) – Execution of Pre-Annexation Agreement. President Collins moved approval of Resolution 2020-10-21(b) – Execution of Pre-Annexation Agreement. President Collins moved approval of the Pre-Annexation Agreement. 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.

15. 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

Mike Holland stated Baxter & Woodman has begun preliminary engineering work for this report.

c) 2nd CHP Generator

Mike Holland stated Baxter & Woodman was authorized at the September Board Meeting to proceed with design engineering for the installation of a 2nd CHP generator, with associated electrical work. Baxter & Woodman is expected to have a guaranteed maximum price for Design-Build contract consideration in December.

d) Primary Clarifier Weir Covers

Mike Holland stated the District has received odor complaints from the neighboring apartment building. Staff feels that this is likely originating from the primary clarifiers, which are the closest tanks to the building.

Staff has received a proposal from NEFCO to provide weir covers in the amount of \$97,290. It is estimated that the installation would be an additional \$35,000, which could be provided by Williams Brothers via change order to the Phase 1B Improvements. Due to the necessity of addressing this issue as timely as possible, Staff recommends the purchase of the NEFCO Weir Covers as an emergency expense and is requesting authorization.

Mike Holland requested authorization to purchase the NEFCO Weir Covers for \$97,290. President Collins moved approval of the purchase of the NEFCO Weir Covers for \$97,290. Trustee Cosentino seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Zar. Nay: None. President Collins declared the motion passed.

16. 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. 37 in the amount of \$17,640.00, which has been reviewed and is recommended for payment. Trustee Struthers moved approval of Payment Request No. 37 in the amount of \$17,640.00. Trustee Cosentino seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. President Collins declared the motion passed.

b) Harvestore Drive Sewer Improvements

Mike Holland stated Austin Tyler Construction, Inc. has been issued the Notice to Proceed and has begun construction.

17. New Business

Mike Holland reported after reviewing the monthly report from ChargePoint, in the past month 640kWh was used at the charging station which is \$44 worth of electricity. The report also identifies how many different users as well as occurrences of charging.

18. Executive Session

At 2:32 p.m. President Collins moved to go into Executive Session to discuss personnel matters. Trustee Struthers seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. President Collins declared the motion passed.

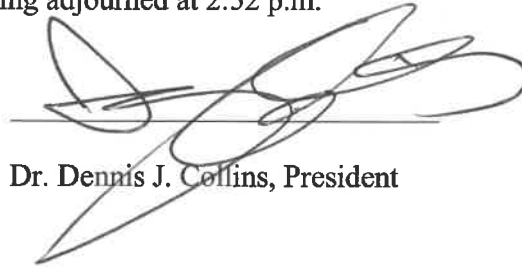
At 2:46 p.m. President Collins moved to return from Executive Session. Trustee Cosentino seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. President Collins declared the motion passed.

19. Personnel

No action was taken.

20. Adjournment

President Collins moved to adjourn the meeting at 2:51 p.m. Trustee Struthers seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. President Collins declared the motion passed. Meeting adjourned at 2:52 p.m.

A handwritten signature in blue ink, appearing to read "Dennis J. Collins", written over a horizontal line.

Dr. Dennis J. Collins, President

A handwritten signature in blue ink, appearing to read "Dawn Cosentino", written over a horizontal line.

Ms. Dawn 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 11th day of NOVEMBER, 2020.

SEAL



Dawn Cosentino

Dawn Cosentino, P.E., CLERK

1. The Board of Directors of the
2. Corporation has authorized the
3. President to execute and deliver
4. this instrument in accordance
5. with the provisions hereof.

