



**Kishwaukee Water Reclamation District
Board Meeting Minutes
Wednesday, December 9, 2020 – 12:00 PM**

The December meeting of the Kishwaukee Water Reclamation District Board of Trustees was held virtually via Zoom meeting at 12:00 pm on Wednesday, December 9, 2020. In attendance were Trustees Dennis J. Collins, Tim Struthers, Dawn Cosentino, P.E., Attorney Keith Foster, Treasurer Steve Parker, Executive Director 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 12:07 p.m.

2. Approval of the December Agenda

President Collins moved approval of the December agenda. 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.

3. Approval of November Meeting Minutes

President Collins moved approval of the November 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.

- a) IEPA Loan #1 – Payment #18 in amount of \$384,615.38 (authority to wire transfer funds)
- b) IEPA Loan #2 – Payment #17 in amount of \$87,622.58 (authority to wire transfer funds)
- c) Employee HSA Annual Deposit – Authorization to deposit \$85,120 on December 31st to fund Employee Health Savings Accounts
- d) Annual Secondary Meter Refunds

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.

5. Public Input and Communications

Mark Eddington introduced Bill Nicklas, City Manager of City of DeKalb for discussion of Agenda Item #11.

Mark Eddington introduced Kathy Stelford and Sandy Woltman of Oaken Acres Wildlife Center. Kathy and Sandy were in attendance at the Board Meeting to discuss the hazards to wildlife that can be caused by the methane burner used by the District. They presented a hawk which was found near Hillcrest Avenue with singed feathers and burned feet, consistent with injuries from perching

on a methane burner. When the methane burner is off, the birds like to perch on this pipe, however, the methane burner will suddenly turn on and that is when the injury is caused to the wildlife. Kathy stated there are solutions which can be purchased, such as a spiked collar, that is attached to the top of the burner to deter birds from perching. Mike Holland asked that Kathy provide further information on where this collar could be purchased and stated that the District would pursue its installation.

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 and EPSL guidelines and how it is being administered within the District.

7. Treasurer's Report and Investment Policy Review

Mark Eddington gave the Treasurer's Report.

8. District Dashboards

Mark Eddington discussed the District's Dashboard. Revenue and expenses look good. Billed units and fees collected remain solid. Environmental Compliance has been fine. Notice was made of the higher number of Call-Ins and OT related to plant shutdowns in certain areas as construction continues as well as holidays and several staff being quarantined.

Mike Holland reviewed the Hauled Waste Dashboard. Mike stated as expected, winter months are generally lower but in the Spring the numbers will pick up.

9. Operator's Report

There was no Operator's Report this month.

10. Ordinance - #596 – 2021 Tax Levy

Mark Eddington reviewed the 2021 Annual Tax Levy.

Mark requested a motion to approve Ordinance #596 – 2021 Tax Levy. President Collins moved approval. 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.

11. City of DeKalb TIF Intergovernmental Agreement

Mark Eddington introduced Bill Nicklas. Bill Nicklas discussed the City of DeKalb IGA. The IGA is to make the City of DeKalb TIF program more transparent and to outline a method to address the matters identified in the forensic audit. These matters relate to the transfers made (between 2010-2018 by City staff from the TIF account to the City's general account. Transfers were made to cover TIF expenses relating to administration of the program rather than being surplussed (distributed back to taxing bodies) or reinvested in TIF projects. Under this agreement, the City will surpluss (to other taxing bodies at their pro-rated share) 30% starting in 2022 and then

increased to 50% (years 2026-2043) for monies generated by TIF #3.

Mark Eddington requested a motion to approve the City of DeKalb TIF Intergovernmental Agreement. President Collins moved approval. 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.

12. Lateral Assistance Program Update

Mike Holland stated the Lateral Assistant Program has been initiated. Currently, one resident has started the application process and the District has been contacted by another resident wishing to apply for the program. A presentation of the program is on the December 28, 2020 City Council agenda.

13. Catastrophic Water Loss Relief Requests

There were no Catastrophic Water Loss Relief Requests this month.

14. Plan Review

No discussion.

15. Annexations/Pre-Annexations

No discussion.

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) 2nd 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, as

well as change order items such as the Digester 1b cover repairs and the old Lab/Control Building demolition. WBCI did not submit a payment request this month.

The District received a \$24,987.46 grant payment from ComEd for electrical efficiency incentives associated with Variable Frequency Drives installed as part of the project. There is still approximately \$500,000 in grants the District has applied for that are still being reviewed.

b) **Harvestore Drive Sewer Improvements**

Mike Holland stated Austin Tyler Construction, Inc. has begun construction and has installed about 65% of the gravity sewer along Harvestore Drive. The boring underneath the UP railroad and Route 23 is expected to begin the week of December 7th.

Austin Tyler has submitted Payment Request No. 2 for \$414,288.90, which has been reviewed and is recommended for payment. President Collins moved approval of Payment Request No. 2 in the amount of \$416,988.90. 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.

18. New Business

Mark Eddington discussed the end of FFCRA on December 31st. The District will take a wait and see approach as to how the Federal government moves forward with a possible extension of FFCRA.

Mark Eddington stated in March there will be the rate adjustment and this will be discussed in the upcoming months.

19. Executive Session - Personnel

At 1:37 p.m. President Collins moved to go into 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.

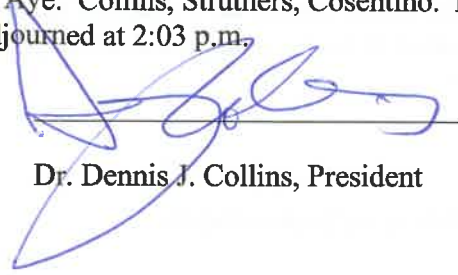
At 2:00 p.m. President Collins declared the closed session complete and the meeting returned to open session with no further action taken.

20. Adjournment

President Collins moved to adjourn the meeting at 2:03 p.m. Trustee Struthers seconded. The motion carried by a 3-0-0 roll call vote. Aye: Collins, Struthers, Cosentino. Nay: None. Collins declared the motion passed. Meeting adjourned at 2:03 p.m.



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



Dr. Dennis J. Collins, President

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 20th day of January, 2020.

SEAL



Dawn Cosentino

Dawn Cosentino, P.E., CLERK

