

**KANKAKEE RIVER METROPOLITAN AGENCY**  
**MINUTES**  
**September 25, 2025 – 9:00 A.M**  
**1600 W Brookmont Blvd.**

In attendance:

**Board of Directors:**

Mayor Christopher Curtis, City of Kankakee  
Financial Director Robert Romo, Village of Bradley  
Alderman Danita Swanson, City of Kankakee  
Alderman Larry Osenga, City of Kankakee  
Steven Hunter, Representative, City of Kankakee  
Financial Director Tara Latz, Village of Bourbonnais

**Administration:**

Dave Tyson, KRMA Executive Director  
Karen Benson, Smith, Koelling, Dykstra & Ohm, P.C via [www.gotomeeting.com](http://www.gotomeeting.com)

**Attorney:**

Neal Smith, Robbins Schwartz

**KRMA Staff:**

Bryan Kennedy, Superintendent  
Richard Tyson (RJ), Operation Management

**Other:**

Dan Small, Engineer, Strand Associates  
Ryan McGinnis, Lab Operation Manager, City of Kankakee  
Terry Memenga, Director of Public Works, Village of Bourbonnais  
Zachary Newton, Superintendent of ESU, City of Kankakee

Chairman, Mayor Curtis called the meeting to order.

- I. **Roll Call**  
Roll Call was taken. All Board members were present, except for Vice Chairman, Mayor Jeff Keast and Secretary Brian Stump absent. Alternate Financial Director Tara Latz, Village of Bourbonnais, sitting in for Vice Chairman Jeff Keast for deciding vote.
- II. **Public Comment**  
None
- III. **Approval of Board Minutes - August 25, 2025 – Regular Board Meeting**  
Motion to approve August 25, 2025, Regular Board Meeting minutes was made by: Dir Hunter and seconded by Dir Osenga. All board members present voted, and Alternate Tara Latz voted in favor of in favor of, and Vice Chairman Keast and Secretary Stump absent. Motion carried.

#### IV. **Reports**

##### A. **Financial Report**

###### 1. **Reports**

Karen Benson presented that Financial Reports. Karen stated Statement of Net Position cash is still strong, however it's down from last year. On the Statement of Revenues and Expenses under General Administrative Expenses she expressed we should be about 33% of the way through each budgeted line item for August 2025. We are at 85.6% for sludge removal which is above average, however, Exec Dir Tyson is aware that sludge removal maybe over budgeted for the fiscal year. Karen also stated Change of Net Position shows more on net income than the budget for the year to date due to the increase revenue to offset the overage in expense.

###### 2. **Flows Graphs**

Karen Benson presented the Flow Report. Karen explained the reconciliation process for the flows per each municipality and how adjustments will be made to offset the balance. She stated if you have any questions and/or concerns please feel free to contact her.

##### B. **Operations & Maintenance Report**

###### **Monthly Report**

Bryan Kennedy, Superintendent, presented the MOR. Bryan reference the Graphs in Attachment A. He stated per the graphs we are treating very well for ammonia (NH3), BOD and TSS meeting the permit effluent limitations. Noted, we did have a few spikes for TSS, can't necessarily correlate with precipitation or do we know what the source maybe. Bryan gave an update on the fecal/coliform, stating we are within our permit limit of 400/100 milliliters and is doing well with our disinfection. We also, been able to decrease the amount of chlorine usage and still achieve good results on our permit limit for effluent while maintaining under budget to date for chemical usage.

##### C. **Executive Director Report**

###### 1. **Water, Gas & Electric Use/Cost**

Exec. Dir. Dave Tyson presented yearly utility usage. Exec Dir Tyson stated everything within normal projective ranges.

###### 2. **Hauled In Waste Summary**

Exec. Dir. Tyson stated hauled in waste is above what we've been budgeting, which is positive, and is bring in extra revenue, which will help with the increase pricing of sludge hauling removal.

###### 3. **Operations Report**

Exec Dir Dave Tyson informed the board that the Kankakee flowmeter was installed, and we are starting to collect data. We should have a report to show how this flow meter will affect how flows are going to be distributed amongst each municipality. All flow meters will be read and if there are any excessive flow, it will be split off amongst each municipality based on their percentage of ownership of the plant. Exec Dir Tyson also informed the board members Financial Committee meetings is still being held. We are looking to be online by November 1, 2025, utilizing Bill.com. Bill.com will streamline our account payable process, provide us with current data records on where we stand financially instead monthly, and allow us to streamline the signature approvals. Also, stated we trying to get three quotes for AC, thus far we have only received one and should have another by next week. He explained, the challenge we are facing regarding the actual current unit we have and trying to see if there's other options we can use. Exec Dir Tyson stated our injured employee was cleared to returned back to work as of September 22, 2025. We have advertised internally and externally through KCC, JCC, AWWA, and the daily journal for EIC Technician, due to resignation of follow EIC Technician. Dir Hunter asked about the new hire from Aqua. Exec Dir Tyson stated his name is Tyler Stewart who came with three years of experience, his Class 4 certification, and he started on September 22, 2025. Also stated we are going to keep some of O&M resumes on file for six months just in case something else does open up and we need to hire.

D. **Communications**

None

V. **Old Business**

A. **Update on Engineering for Phase 1, Phase 2, Phase 3**

Exec Dir Tyson stated that bid opening for Phase 1 was supposed to be Wednesday, September 24, 2025, however, we decided to extend the bid date until Tuesday, October 14, 2025, at 2:00pm, due to Bidders expressing concerns on being able to meet the deadline and to hopefully get more bidders.

1. **Projections of Phase 1, Phase 2, and Phase 3 impacts on the rates for the members municipalities**

None

B. **Assistant Superintendent Update**

Chairman Curtis informed the Board that interviews have been conducted.

VI. **New Business**

A. **Update Local Financing for Phase 1**

Chairman Curtis stated we should look into some local financial institutions for borrowing for the shortfall due to Phase 1 project and replenish reserves. There were some discussions regarding the local Financial Institutes.

B. **Approval of an Ordinance Providing for Local Preference in the Awarding of Contracts Competitively Bid by KRMA**

Attorney Neal Smith gave some information regarding the legal guidelines regarding local preference in the awarding contracts and presented an ordinance for approval. Motion to approve the Ordinance that will provide local preference in the awarding of contracts competitively bid with the change in Section 3: Kankakee County versus the four municipalities was made by Dir Osenga and seconded by Dir Romo. All board members present voted, and Alternate Tara Latz voted in favor of in favor of, and Vice Chairman Keast and Secretary Stump absent. Motion carried.

C. **New O&M Specialist Hiring**

Discussed in Operation Report

VII. **Executive Session**

**Personnel & Probable or Imminent Litigation**

Motion to go into Executive Session to discuss Personnel and Probable or Imminent Litigations issue under 5 ILCS 120/2(c)(1) and 5 ILCS 120/2(c)(11) was made by Dir Swanson and seconded by Dir Osenga. Motion carried.

Roll call was taken and all board members were present and Alternate Financial Director Tara Latz, Village of Bourbonnais, sitting in for Vice Chairman Jeff Keast for deciding vote, except for Vice Chairman Keast and Secretary Stump absent.

The Board went into Executive Session.

Roll call was taken and all board members were present and Alternate Financial Director Tara Latz, Village of Bourbonnais, sitting in for Vice Chairman Jeff Keast for deciding vote, except for Vice Chairman Keast and Secretary Stump absent.

Motion to exit Executive Session was made by Dir Osenga and seconded by Dir Hunter. Motion carried.

Roll call was taken and all board members were present and Alternate Financial Director Tara Latz, Village of Bourbonnais, sitting in for Vice Chairman Jeff Keast for deciding vote, except for Vice Chairman Keast and Secretary Stump absent.

Return to Open Session.

Roll call was taken and all board members were present and Alternate Financial Director Tara Latz, Village of Bourbonnais, sitting in for Vice Chairman Jeff Keast for deciding vote, except for Vice Chairman Keast and Secretary Stump absent.

With the Board back in open session there was no action taken.

VIII. **Next Meeting**

Next Regular Board Meeting- **Thursday, October 23, 2025 (9:00 A.M. at KRMA Board Room)**

Motion to Adjourn was made by: Dir Hunter and seconded by Director Swanson. Motion Carried.