

KANKAKEE RIVER METROPOLITAN AGENCY
MINUTES
April 24, 2025 – 9:00 A.M
1600 W Brookmont Blvd.

In attendance:

Board of Directors:

Mayor Christopher Curtis, City of Kankakee
Mayor Paul Schore, Village of Bourbonnais
Financial Director Robert Romo, Village of Bradley
Alderman Larry Osenga, City of Kankakee
Steven Hunter, Representative, City of Kankakee

Administration:

Dave Tyson, KRMA Executive Director
Karen Benson, Smith, Koelling, Dykstra & Ohm, P.C

Attorney:

Neal Smith, Robbins Schwartz

KRMA Staff:

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

Other:

Dan Small, Engineer, Strand Associates
Tara Latz, Financial Director, Village of Bourbonnais
Zachary Newton, Superintendent of ESU, City of Kankakee
Ryan McGinnis, Lab Operation Manager, City of Kankakee
Terry Memenga, Director of Public Works, Village of Bourbonnais
Jeff Keast, Mayor of Village of Bourbonnais
Elizabeth Kubal, City Manager, City of Kankakee
Dondi Maricle, Village of Bourbonnais

Chairman, Mayor Curtis called the meeting to order.

I. **Roll Call**

Roll Call was taken. All Board members were present, except for Mayor Brian Stump and Director Danita Swanson absent.

II. **Public Comment**

Dir Hunter informed the board members about a Kankakee Federation of Labor golfing outing and asked the municipalities to contribute. Dir Hunter also acknowledged Vice Chairman Mayor Paul Schore. Dir Romo addressed the board about some remarks Chairman Curtis made regarding some information he put out not be true.

III. **Approval of Board Minutes March 27, 2025 – Regular Board Meeting**

Motion to approve March 27, 2025, Regular Board Meeting minutes was made by: Dir Osenga and seconded by Dir Hunter. Three board members voted in favor of, Chairman Christopher Curtis and Dir Robert Romo voted abstained, and Secretary Brian Stump and Director Danita Swanson absent. Motion denied due to lack of quorum.

IV. **Reports**

A. **Operations & Maintenance Report**

Monthly Report

Bryan Kennedy, Assistant Superintendent, acknowledge the late Art Strother. Bryan also presented a presentation regarding the issues of TSS and NH3. Dir Hunter and Dir Romo had questions: what steps are being taken and what is going on different. Bryan replied, we will be doing more microscope work, therefore, we can see the present of the filaments earlier within the season and following up with process changes accordingly. Bryan stated we talked about the rainfall and collection system, however, also Synagro and the process they were using for removal of our sludge. Dir Romo asked what is Laraway Disposal Facility? Richard Tyson, Operation Manager, replied, Laraway a special construction waste landfill out by Wilmington and Joliet, IL it is traditionally much lower strength then your municipal landfill and it is not violating metals and/or any other perimeter testing. Bryan continues his presentation. Dir Romo asked do KRMA monitor level of I n I (Infiltration and Inflow) per collection system. Bryan replied, the is what your CMOM reports are for. Dir Hunter asked to you have to submit a plan of correction for noncompliance to the IEPA. Bryan replied, yes, I submitted DMR's, they were flagged, and I had to give an explanation, which was approved. Bryan continues with presenting the MOR, reporting that we had one lost time accident on March 26, 2025. Collaboratively with all staff, we will develop a Risk Management Plan, where we identify hazard with different job task, offer mitigation for the task, and create situation awareness. Vice Chairman Schore asked questions regarding the field calibrations. Bryan stated, the same company is performing the calibration, however, we did have a foaming event that could cause a discrepancy. Vice Chairman Schore informed the board members that the flow and ownership percentage is what drives the municipalities monthly fee. Dir Hunter told Bryan; he was impressed with the way he gave his report.

B. **Executive Director Report**

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

Exec. Dir. Dave Tyson presented yearly utility usage. He stated everything looks normal. The water usage is up, due to cleaning and not water leaks, however, we will keep an eye on it.

2. **Hauled In Waste Summary**

Exec. Dir. Tyson said hauled in waste is above the budget and holding strong.

3. **Operations Report**

Exec Dir Dave Tyson reiterated we had one loss time injury. He informed the board that our generator is still down, the cost to repair has decrease by \$100,000. We are still waiting on cost for new generator. Met with Synagro regarding them not winning the bid. They offered their apologies with explanation on why things were not operating as normal. Chairman Curtis asked Exec Dir Tyson to explain the difference between how Synagro was removing our sludge and how New Era will be removing our sludge. Dir Hunter asked where New Era will be applying the sludge. Bryan replied they have their own ground. Exec Dir Tyson stated Kankakee flow meters needs to be changed due to the foaming issues. Exec Dir Tyson is recommending a radar meter which will be able to get more accurate reading through the foam. There was more discussion regarding choosing the right flow meter. Exec Dir Tyson acknowledged Bryan and RJ on their jobs well done.

C. **Financial Report**

1. **Reports**

Karen presented the financial statements. Net position: our cash is still up. Statement of Revenue/Expenses: hauled in waste is above budget, which helps the bottom line and the balance sheet. Expenses are mostly on track. Prof Fees expense is where we are reporting Phase 1, 2, 3 expenses. Also, we have a positive Change of Net Position that due to timing issues and Prof expenses.

2. **Flows Graphs**

Karen presented the yearly flow chart.

D. **Communications**

Exec Dir Tyson informed the board that Bryan and RJ both attended a training workshop held by Environmental Leverage. RJ informed the board that the training was process control with the focus being biological. Utilizing microscopes and understanding the organism within your treatment system to understand what affects are being caused outside of analyzing the typical numbers that we use. Therefore, being able to identify earlier and understanding their causes can be crucial to making effective process changes to avoid future violations and process control issues. Dir Hunter asked is there any future training. Bryan stated he would get more training on the maintenance. Continental Rep is offering maintenance training on belts. Would also like to source some mechanical training on replacement of equipment, pumps, and seals. RJ added during our safety meetings, we will do more in-service training. RJ also contacted WEF (Water Environmental Federation) for in-service webinar on specific process control. Bryan also added, during our safety meeting we keeping all staff informed. Therefore, it has been a lot of good ideas and open discussions with all staff.

V. **Old Business**

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

Exec Dir Tyson stated he talked to Dan Small, Strand Associates, and we are holding off on request for bid for Phase 1 for a month to see if we hear back to see if we get any responses about the grants we applied for with both Senator Durbin and Tammy Duckworth's office. Phase 2 is but on hold. We will be discussing Phase 2 & 3 in the future.

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

None

B. **Discussion regarding KRMA Superintendent Job Description and Vacant Position**

Exec Dir Tyson stated he have a job description prepared. We will advertise in American Water Works Association magazine, Illinois Municipal League magazine, and the daily journal. He will ask for all application to be back within a month. Dir Hunter ask about publishing in Taylor Publication. Exec Dir Tyson he will post there as well. There were questions about the salary and qualifications. Attorney Neal stated that a range should be posted for salary. Dir Hunter asked is there a residency requirement and who will be a part of the interview committee. Exec Dir Tyson stated Chairman, Vice Chairman, and me. Dir Romo asked if Dan could be a part of the interview team.

Chairman Curtis stated in the absence of Superintendent and moving forward while we do a search there is an adjustment for Executive Director Tyson to increase a stipend in the amount \$3750 per month retroactive back to March 1, 2025, and shall continue until a Superintendent is procure and start work at the KRMA wastewater treatment plant was made by Dir Osenga and seconded by Dir Hunter. All board members present voted in favor of, Secretary Brian Stump and Director Danita Swanson were absent. Motion Carried.

C. **Legislative Update on PFAS**

Attorney Neal gave an update on the PFAS Wastewater Citizen Protection Act.

VI. **New Business**

A. **Summer Help**

Exec Dir Tyson stated we hired one person. The rate of pay was increased to \$16.00 per hour. They start date will be May 5, 2025.

B. **Approval of Management Raises**

Motion to approve the Management raises in the amount of three percent effective May 1, 2025, was made by Dir Hunter, and seconded by Dir Romo. All board members present voted in favor of, Secretary Brian Stump and Director Danita Swanson were absent. Motion Carried.

C. **Approval of SKDO Engagement Letter for Accounting Services Fiscal Year End April 30, 2026**

Chairman Curtis presented the SKDO Engagement Letter for Accounting Services FYE April 30, 2026. Chairman Curtis asked is there any changes. Karen stated the purpose of the engagement letter is to describe the services we will be performing under the professional standards. Motion to Authorized the Chairperson to execute the SKDO Engagement Letter for Accounting Services for Fiscal Year Ending April 30, 2026, was made by Dir Romo and seconded by Dir Hunter. All board members present voted in favor of, Secretary Brian Stump and Director Danita Swanson were absent. Motion Carried.

D. **Discussion of Draft Budget for Fiscal Year Ending April 30, 2026**

Karen presents the draft budget for Fiscal Year Ending April 30, 2026. Chairman Curtis asked a question regarding our General Liability increase and asked are we going out for Bid? Karen stated we will follow up on the insurance. Dir Romo ask when do construction start on Phase 1 and how long will it take to complete the project. Chairman Curtis replied, we targeted bidding in May 2025. However, we are waiting until we hear from the Senators. Dan added it should take 18 to 24 months. Dir Romo asked, in two years we will have to open a line of credit. Karen replied, with this next upcoming budget year, we should have enough to do Phase 1 with cash on hand. However, the next Phases and how to cash flow them, that will acquire some additional funding. Dir Romo acknowledge the great job Karen did on the budget and her partnership with SKDO.

E. Discussion on Senator Durbin Grant

Exec Dir Tyson informed the board members that we submitted our grant application to Senator Durbin Office. We should hear back by the beginning of May 2025.

F. Discussion on Tammy Duckworth Suggestion regarding Phase 1 Breakdown into 3 Phases

Exec Dir Tyson informed the board regarding the feedback we received from Tammy Duckworth regarding our grant application.

Chairman Curtis acknowledge Vice Chairman Paul Schore for his years of service on the KRMA Board.

VII. Executive Session

Personnel & Probable or Imminent Litigation

Motion to go into Executive Session to discuss Personnel issue under ILCS 120/2(c)(1) and ILCS 120/2(c)(11) was made by Dir Osenga and seconded by Vice Chairman Schore. Motion carried.

Roll call was taken and all board members were present except for Secretary Brian Stump and Dir Danita Swanson absent.

The Board went into Executive Session.

Return to Open Session.

Roll call was taken and all board members were present, except for Secretary Brian Stump and Dir Danita Swanson absent.

With the Board back in open session there was two actions taken.

VIII. Next Meeting

Next Regular Board Meeting- Thursday, April 24, 2025 (9:00 A.M. at KRMA Board Room)

Motion to Adjourn was made by: Dir Osenga and seconded by Vice Chairman Schore. Motion Carried.