

KANKAKEE RIVER METROPOLITAN AGENCY
MINUTES
April 25, 2024 – 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
Mayor Brian Stump, Village of Aroma Park
Financial Director Robert Romo, Village of Bradley
Alderman Larry Osenga, City of Kankakee
Alderman Danita Swanson, 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:

Arthur Strother, Superintendent
Bryan Kennedy, Interim Asst. Superintendent
Melanie Gossett, Technical Services Personnel

Other:

Tara Latz, Financial Director, Village of Bourbonnais
Dan Small, Strand Associates
Terry Memenga, Alternate, Village of Bourbonnais
Ryan McGinnis, City of Kankakee

Chairman, Mayor Curtis called the meeting to order.

I. **Roll Call**

Roll Call was taken. All Board members were present.

II. **Public Comment**

None

III. **Approval of Board Minutes February 22, 2024 – Regular Board Meeting**

Motion to approve the March 28, 2024, Regular Board Meeting minutes was made by: Dir Hunter and seconded by Dir Osenga. All board members that were present voted in favor of, except for Dir Romo voted abstained. Motion Carried.

IV. **Reports**

A. **Operations & Maintenance Report**

Monthly Report

Art informed the board that Dustin is no longer employed with us and wishes him well on his future accomplishment. Art also introduces Bryan Kennedy as our Interim Assistant Superintendent, giving the board some background information regarding his history of employment. Art informed the board that they communicate with the industry he believes that brought the complex waste and that industry denied the allegations. However, we are back in compliance. We increase our inventory of microorganism. Art gave a synopsis on how the complex

waste can settle within the collection system when it is dry, however, once we get heavy rain, which settled waste is pushed into the plant which may cause us to violate our permit TSS number requirement. There were concerns expressed about industry samples monitoring. Ryan stated Rohm Hass does a composite sample every 15-minute interval. There were questions regarding the slope of a pipeline. Art explained that all collection pipes are set at a grade for wastewater to travel at 2ft per second, if it does not travel at that rate, it will settle in the collection lines and go septic. Dir Romo asked about ammonia graph regarding the highs and lows. Art replied it is because of the hauled in waste. Art stated they are going to increase their communication and awareness of the industry.

B. Executive Director Report

1. Water, Gas & Electric Use/Cost

Exec. Dir. Dave Tyson presented yearly utility usage. He stated everything is in order and consistent with the prior months.

2. Hauled In Waste Summary

Exec. Dir. Tyson stated hauled in waste has been steady.

3. Operations Report

Exec Dir Dave Tyson welcome Bryan Kennedy to the management team.

C. Financial Report

1. Reports

Karen presented the financial statements; Statement of Net Position show cash is strong budget. Cash reserve is still being built, just not as fast due to the decrease of hauled in waste. Statement of Revenue and Expense is over budget for hauled in waste. Sludge removal increased for the month; however, we are still within budget. Our net income for the month is a little below our budget line item.

2. Hauled In Waste Report

None

3. Flows Graphs

Karen presented the flows report. Karen stated that Kankakee is below their estimate budget flow at 62.59%

D. Communications

1. IEPA Project Plan Approval

Exec Dir Tyson informed the board that our Project Plan was approved by the IEPA, and we are now eligible for loans. Chairman Curtis asked, how long is the approval good for. Dan Smalls replied it is good for five years, however, if you need more time, you can request it through the IEPA.

2. Notice of Termination of Master Professional Services Agreement

Exec Dir Tyson presented the Termination of Master Profession Service Agreement from SIKICH Auditors.

3. Illinois Chamber of Commerce

Exec Dir Tyson informed the board that we received a letter to join the Illinois Chamber of Commerce.

V. Old Business

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

Dan informed the board that Phase 1 is in progress and Phase 2 and 3 will begin in September. Exec Dir Tyson stated IEPA has ranked our Project Plan. Dan added the ranking for Phase 1 was low, however Phase 2 & 3 ranked high for the loan projects. Vice Chairman Schore asked about the interest rate. Dan stated about 2%.

B. Draft Budget for Fiscal Year Ending April 30, 2025

Karen presented a draft proposed budget for the fiscal year ending on April 30, 2025. There was discussion regarding the set-a-side percentage. The board has decided to stay at the 16% set-a-side.

C. Employee Grievance

No Update, waiting to hear back from Union.

VI. New Business

A. 401(k) Conversion Status

Exec Dir Tyson informed the board that 401(k) conversion is moving along. We will be in black out period from May 28, 2024, to June 24, 2024. Also, we will be adding a Roth segment to the 401(k) Plan.

B. BID Recommendations

Exec Dir Tyson stated we went out for bids for housekeeping, groundskeeping, domestic service, chemical supply, and sludge removal and we recommend the lower bidders to get the new contract for the fiscal year of May 1, 2024, to April 30, 2025.

1. Housekeeping

Recommending S & N Supreme Cleaning are licensed and bonded and local.

2. Groundskeeping

Recommending H & L Landscaping

3. Domestic Service

Recommending Unifirst

4. Chemicals

Recommending Alexander Chemical Corporation for Chlorine, Sulfur Dioxide, Sodium Hypochlorite.

Recommending Polydyne, Inc for Polymer and Struvite.

Recommending Univar for Sodium Hydroxide (liquid chlorine).

Motion to go with staff recommendation regarding the 2024-2025 Bid was made by Vice Chairman Schore and Dir Romo. All board members that were present voted in favor of. Motion carried.

5. Sludge Removal

Recommending Synargo. We had Neal draft a contract with them and now it is with their attorney. Attorney

Neal stated the contract is a basis contract. Motion to go with Synargo for sludge removal was made by Dir

Osenga and seconded by Dir Stump. All board members that were present voted in favor of. Motion carried.

C. Revised Job Descriptions

Exec Dir Tyson stated the job description has been revised. Dir Hunter asked if the phrase “other duties imply” is in the job description. Exec Dir Tyson stated yes.

D. Approval of SKDO Engagement Letter for Accounting Services Fiscal Year End April 30, 2025

Motion to execute SKDO Engagement Letter for Accounting Services Fiscal Year End April 30, 2025, was made by Dir Swanson and seconded by Dir Osenga All board members that were present voted in favor of. Motion carried.

E. Master Professional Services Agreement between KRMA and SIKICH LLP

Motion to approve Master Professional Services Agreement between KRMA and SIKICH LLP was made by Dir Hunter and seconded by Vice Chairman Schore. All board members that were present voted in favor of. Motion carried.

F. Statement of Work for Audit Services between Sikich LLP and KRMA pursuant to the Master Professional Services Agreement

Motion to execute Statement of Work for Audit Services between Sikich LLP and KRMA pursuant to the Master Professional Services Agreement was made by Dir Hunter and seconded by Vice Chairman Schore. All board members that were present voted in favor of. Motion carried.

G. Summer Help

Art stated we have one individual to come back, and we are looking for another one. The rate of pay will be \$15.45 per hour. They will be working a 40-hour work week.

H. Management Raises

Approval to except the recommended raise for the administrative staff was made by Dir Osenga and seconded by Dir Romo. All board members that were present voted in favor of. Motion carried.

I. Support Letter for potential Grants

Exec Dir Tyson stated this support letter for potential grants will be sent to our senator to try to apply for grants and is asking for the Mayor’s for each municipal to sign for support.

VII. **Executive Session**

Personnel & Probable or Imminent Litigation

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

Roll call was taken and all board members were present.

The Board went into Executive Session.

Motion to exit Executive Session was made by Dir. Hunter and seconded by Vice Chairman Schore. Motion carried.

Roll call was taken and all board members were present.

Return to Open Session.

Roll call was taken and all board members were present.

With the Board back in open session there was action taken.

VIII. **Next Meeting**

Next Regular Board Meeting- **Thursday, May 23, 2024 (9:00 A.M. at KRMA Board Room)**

Motion to Adjourn was made by: Dir Osenga and seconded by Dir Stump. Motion Carried.