

KANKAKEE RIVER METROPOLITAN AGENCY
MINUTES
May 25, 2023 – 9:00 A.M
1600 W Brookmont Blvd.
Kankakee, IL 60901

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 Danita Swanson, City of Kankakee
Steven Hunter, Representative, City of Kankakee
Alderman Mike O'Brien, Alternate for the City of Kankakee

Administration:

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

Attorney:

Neal Smith, Robbins Schwartz

KRMA Staff:

Art Strother, Superintendent
Melanie Gossett, Asst. Superintendent Technical Services
Dustin Scheppler, Asst. Superintendent Operation & Maintenance

Other:

Ryan McGinnis, City of Kankakee
Dan Small, Strand Associates
Terry Memenga, Village of Bourbonnais
Elizabeth Kubal, City of Kankakee

Chairman, Mayor Christopher Curtis called the meeting to order.

I. **Roll Call**

Roll Call was taken. All Board members were present except for Alderman Larry Osenga. Alternate Alderman Mike O'Brien, City of Kankakee, sitting in for Director Larry Osenga for deciding vote.

II. **Election of Officers for FY 2023-2024**

- A. **Chairman** (Currently Mayor Christopher Curtis)- There was no other nominations. Motion for Mayor Christopher Curtis to remain the Chairman for KRMA Board was made by Dir Hunter and seconded by Dir Swanson. All board members that were present voted in favor of. Dir Larry Osenga absent. Motion Carried.

- B. **Vice-Chairman** (Currently Mayor Paul Schore)- There was no other nominations. Motion for Mayor Paul Schore to remain the Vice-Chairman for KRMA Board was made by Dir Hunter and seconded by Dir Swanson. All board members that were present voted in favor of; Dir Larry Osenga absent. Motion Carried.
- C. **Secretary** (Currently Mayor Brian Stump)- There were no other nominations. Motion for Mayor Brian Stump to remain the Secretary for KRMA Board was made by Dir Hunter and seconded by Dir Swanson. All board members that were present voted in favor of; Dir Larry Osenga absent. Motion Carried.

III. **Public Comment**

None

IV. **Approval of Board Minutes April 27, 2023 - Regular Board Meeting**

Motion to approve the April 27, 2023, Regular Board Meeting minutes was made by: Dir Hunter and seconded by Dir Romo. Board members Vice Chairman Schore, Dir Hunter, Dir Stump, Dir Swanson, Dir Romo voted in favor of, Alternate Mike O'Brien and Chairman Curtis voted abstained, and Dir Larry Osenga absent. Motion Carried.

V. **Reports**

A. **Operations & Maintenance Report**

1. **Monthly Report**

Dustin asked the board to review their MOR book at their leisure. He also stated there were no violations for the month of April 2023, and so far, the plant is doing good for May 2023. Dustin also informed the board that the filamentous bacteria are being handled where it is not affecting the plant. Exec Dir Tyson informed the board that the chlorine tank was down. The chlorine tank was down approximately a week before it was back up and running.

B. **Executive Director Report**

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

Exec. Dir. Dave Tyson presented the yearly utility usage. Exec Dir Tyson stated all utilities pricing is running as normal.

2. **Hauled In Waste Summary**

Exec. Dir. Tyson stated over all hauled in waste is still consistent with last month. Liberty was our highest haulers for the month. Newton County is running consistently as last month.

2. **Operations Report**

Exec Dir Tyson stated the plant is back in compliance. We have received a total of 24 applicants for O&M Specialist job opening. We are currently down two people, however, not sure if we are going to hire one or two people.

C. **Financial Report**

1. **Reports**

Karen Benson presented the monthly financial reports. The Statement of Net Position continues to be strong. Statement of Revenue and Expenses, we were over budgeted in terms of revenue and our expenses we were also over budget for the chemicals and professional fees, everything else is in line. Also, our Change of Net Position is over budget as well.

2. **Hauled In Waste Report**

None

3. **Flows Graphs**

Karen presented Flow Graphs. Karen explained this is the final estimate amounts that will be used in the budget for FYE 2023-2024. Therefore, the new estimate budget for each municipal will be as followed:

City of Kankakee 64.248%

Village of Aroma Park .310%

Village of Bourbonnais 24.684%

Village of Bradley 10.759%

D. **Communications**

Exec Dir Tyson present a letter from the City of Kankakee for an additional Board Member Alternate, Alderman Mike O'Brien. He also presented an Economic Alliance Donation letter. The Board decided that they will donate per municipalities.

VI. **Old Business**

A. **Bradley Property**

Dir Romo stated that Village of Bradley consultants have provided the Village of Bradley with a Phase 1 draft. The Consultants will be willing to release and present next board meeting.

B. **Security Updates**

Chairman Curtis stated the City of Kankakee have installed four cameras on KRMA property and they are up and running. You can access them via your phone, and they archive for 30 days.

C. **Approval of Budget Ordinance No. 2020-01 for Fiscal Year End April 30, 2024**

Karen gave a brief presentation on the Budget for FYE April 30, 2024. She put emphasis on the increases in payments that are due to the decrease in Newton County hauled in waste and the difference between the 16% and 20% set-aside to meet our bond requirement. Dir Romo asked what is the breakdown of the allocation between the flow, ownership, and the bond? Karen referred him to look at the Budget Worksheet where she explained to him the breakdown within categories. Dir Hunter asked about the travel expense budget item and Exec Dir Tyson answered his question. Chairman Curtis asked why is the bond service allocation different from the ownership percentage? Karen replied, she believes it was the ownership at the time the bond was issued. Vice Chairman Schore and Chairman Curtis would like to see the set-aside remain at 16% for now and increase later in the future. Dir Romo would like to increase the set-aside to 20%. Motion adopting to approve Budget Ordinance No. 2020-01 for Fiscal Year End April 30, 2024, with the set-aside at 16% was made by Vice Chairman Schore and seconded by Dir Hunter. All board members that were present voted in favor of; Dir Larry Osenga absent. Motion Carried.

VII. **New Business**

A. **Approval of 401(k) Increase for Management from 7% to 8%; Retro to May 1, 2023**

Motion to approve 401(k) Increase for management from 7% to 8%; Retro to May 1, 2023, was made by Dir Hunter and seconded by Dir Romo. All board members that were present voted in favor of; Dir Larry Osenga absent. Motion Carried.

B. **Sample Donation Letter**

Exec Dir Tyson stated we have created a sample request letter for donations for the support of KRMA's expansion. The letter will be signed by the Executive Director and Superintendent and the Mayors of the four municipalities that represent KRMA.

C. **Approval of Project Development Plan Checklist**

Dan Smalls of Strand Associates gave a presentation of the Final Project Development Plan that we want to send to IEPA so we can be eligible for federal funding. Exec Dir Tyson explained this Project Development Plan will also help us seek other grant money. Chairman Curtis asked how many construction jobs will this create? 40 construction jobs, however, 4000 other jobs. Dir Romo asked will we need additional staffing? Dan Small responded maybe one additional O & M Operator.

D. **Approval of IEPA Environmental Checklist**

Dan Small of Strand Associates gave a presentation of the IEPA Environmental Checklist along with the Project Development Plan Checklist.

VIII. **Executive Session**

A. **Personnel & Probable or Imminent Litigation**

None

IX. **Next Meeting**

Next Regular Board Meeting- **Thursday, June 22, 2023 (9:00 A.M. at KRMA Board Room)**

Dir Danita Swanson asked for a schedule tour of the KRMA Plant in the fall.

Motion to Adjourn was made by Dir Swanson and seconded by Vice Chairman Schore. All board members present voted in favor of, and Dir Larry Osenga absent. Motion Carried.