

KANKAKEE RIVER METROPOLITAN AGENCY
MINUTES
November 18, 2021 – 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 Danita Swanson, City of Kankakee
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:

Arthur Strother, Superintendent
Dustin Scheppler, Asst. Superintendent, Operations
Melanie Gossett, Asst. Superintendent, Technical Services

Other:

Dan Small, Strand Associates
Terry Memenga, Alternate, Village of Bradley
Tara Latz, Alternate, Village of Bourbonnais

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 October 28, 2021 – Regular Board Meeting**

Motion to approve the October 28, 2021, Regular Board Meeting minutes was made by: Dir. Osenga and seconded by Dir Hunter. All board members voted in favor. Motion Carries.

IV. **Reports**

A. **Operations & Maintenance Report**

Monthly Report

Art presented the MOR. Dir Hunter asked, has KRMA started testing for Covid, and what's the turn around? Melanie stated, we started on November 8, 2021. This program is through the Illinois Department of Public Health. We have not received any results. We send samples on Monday & Wednesday of our influent only.

B. **Executive Director Report**

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

Exec. Dir. Dave Tyson presented the yearly utility usage. KRMA's new meter with Aqua is up and running. He will be monitoring the usage. Also, there should be some adjustment in our billing. Everything else is right where it should be. Vice Chairman Schore asked how much longer do we have the contract with

Natural Gas? Dave replied, April 2022. Art stated Dustin has started the process of working with them. Dustin stated our Natural Gas contract is 3 years.

2. **Hauled In Waste Summary**
Exec. Dir. Tyson stated we had an increase this month in hauled in waste.
3. **Operations Report**
Exec Dir Dave Tyson stated the plant is running smoothly.

C. **Financial Report**

1. **Reports**
Karen Benson presented the financial statements, stated the financials is marked as draft due to the earlier board meeting. Net Position is increasing over the prior year. Statement of Revenue/Expenses is under budget, still awaiting invoices to be entered. Change in net position is at the projected budget amount.
2. **Hauled In Waste Report**
Karen stated our hauled in waste is at budgeted amount.
3. **Flows Graphs**
Karen Benson presented the year-to-date flow graphs. Karen emphasizes the amount of budget flows and actual flows: Kankakee estimated budget flows are 63.38%, City of Kankakee actual flows are averaging at 67.498%. Bradley estimated budget flow is 12.36%, Village of Bradley actual flow is averaging at 10.026%. Bourbonnais estimated budget flow is 23.92%, Village of Bourbonnais actual flow is averaging at 22.194%. Aroma Park estimated budget flow is 0.34%, Village of Aroma Park actual flow is averaging at 0.282%. All reconciliation will happen at the end of the year. Chairman Curtis asked what would cause an increase in the flows and what would be an estimate cost for the increase? Exec Dir Tyson responded, it could be the infiltration. Karen responded, it's a small percentage when we complete the allocation and adjustment at the year end.

D. **Communications**

None

V. **Old Business**

A. **Blowers Update**

Dan Smalls with Strand Associates stated final testing and tuning is the week of December 6, 2021. The following week is when the 14 days will start. The training will happen during the 14-day period. Also, he will work with Attorney Neal to close out the warranty settlement agreement early January 2022.

B. **Republic Service Update**

Attorney Neal stated the agreement is finalized; however, we are awaiting signatures from Republic Services. There have been several attempts, however, no response. Therefore, Attorney Neal recommend KRMA start invoices at new amount for December 1, 2021, and include the retro pay. Exec Dir Tyson added that Art has been reaching out to Josh, Republic Service Representative to invite him to a board meeting so that the board will be able to ask questions about their concerns. However, there has been no response. Exec Dir Tyson stated he talked to Kankakee and Bourbonnais Republic Representative and he is on board on trying to help move this along.

C. **CSL Update**

Exec Dir Tyson stated there is no update, other than, CSL is working on Phase 2 regarding the ammonia.

D. **NARP Update**

Dan Small stated the grab sampling continues. No other updates.

E. **Bradley Property**

Chairman Curtis stated he met with Mayor Watson to discuss the Bradley Property, the discussion regarding \$400,000 to purchase the property on the table, however, with more discussion to follow. Mayor Watson is willing to work with KRMA.

F. **Each Municipal to discuss on CMOM Status**

Exec Dir Tyson stated Aroma Park is moving forward with their CMOM and Kankakee is moving forward with their CMOM. Exec Dir Tyson stated he talked to Mike Gingerich. Vice Chairman Schore stated that he spoke

with Aqua, and Bourbonnais is in process and will not have any problems with meeting the deadline of March 1, 2022. Art added KRMA is the permit holder for NPDES. Therefore, the municipalities need to provide KRMA with their CMOM Program, so it can be compiled as one CMOM and submitted to NPDES. Vice Chairman as for the date CMOM must be sent to NPDES? Exec Dir Tyson replied, April 2022.

VI. **New Business**

A. **Cash Collateral Issue**

Karen stated there is no action that SKDO is recommending at this time, KRMA is fully collateralized. Karen gave the exact amount of insurance and collateralization with each one of KRMA's banking accounts. Chairman Curtis asked, how does that work with the Audit we just had about a month ago? Karen replied, she will follow up with them to see if they didn't request this information from the Banks. There were no findings on the Audit, however, more of just a comment for management. Dir Romo asked, is it easy to move money to the wealth management account? Karen replied, yes, we can.

B. **Motion to Terminate and give Notice to Robinson Engineering for Executive Director Contract**

Chairman Curtis informed the board members that Exec Dir Tyson is retiring from Robinson Engineering effective December 31, 2021. KRMA needs to give notice to Robinson Engineering to terminate his contract, and re-issue contract for Tyson Enterprises, keeping him as Executive Director for KRMA. Motion to Terminate Contract with Robinson Engineering was made by Dir Hunter and seconded by Dir Stump. All board members voted in favor. Motion Carries. Exec Dir Tyson passed out his Proposal to the Board Members of KRMA to review. Exec Dir Tyson, stated that he does want to stay on as KRMA's Executive Director. Dir Romo asked, if possible, could the exempt union employees' join the union insurance? Exec Dir Tyson replied, he would look into it.

C. **Cyber Insurance**

Art spoke to Pat Gilmore, KRMA's insurance agent, and he clarified that KRMA does not have cyber insurance. Our Agent is working on getting some quotes for us. Dir Swanson and Chairman Curtis stated they are willing to share the information their organization use.

D. **Local #399 Insurance Increase**

Exec Dir Tyson informed the KRMA Board Members that the Union Local #399 are increasing their Health and Welfare increase by 2.25%.

G. **Internal Control Presentation**

Karen presented a presentation on KRMA's Internal Control, giving a synopsis of control environment, risk assessment, monitoring, information/communication, and control activities that is implemented with KRMA's daily operations. Emphasizing on the access levels, limitations, and improvement that was made regarding KRMA accounts. Dir Hunter mentioned that there needs to be a media awareness of the new safeguards that are being implemented with the notification of the new board members. Chairman Curtis is open for a Press Release. Dir Romo mentioned the option of Deposit Pay for authorization of approvals for checks. Dir Swanson had some ideas regarding authorization of approvals for checks as well. Karen stated she can look into it Deposit Pay. Art asked a question concerning purchases over twenty thousand, and would sludge hauler be considered non-service? Karen replied, she would consider sludge hauler as professional service. Dir Hunter stated he would like to see some small/minority entities receive some janitorial and landscaping contracts and some latitude with these small/minority entities. Art informed Dir Hunter that we bid out our janitorial and landscaping services. Dir Romo stated he feels KRMA needs to do a better job at advertising these bid options. He would do some research on best practices. Exec Dir Tyson stated, if you know of any entity that is willing to bid, just reach out to Tawonda and she can email them out a bid packet when the bidding process open.

Chairman Curtis made a statement that all KRMA Board members payment will go to the individual Board member unless they request for it to go to the municipality.

Attorney Neal spoke on the bond interest, and how the bank did not release bond interest, from the escrow account. He also stated this had to be reported, however, it does not have an effect on KRMA's bond rating.

VII. **Executive Session**

Motion to go into Executive Session to discuss Personnel, and probable or imminent litigation pursuant to Sections 2(c)(11) of the open meetings act, was made by: Dir. Hunter and seconded by: Dir. Swanson. All board members voted in favor. Motion Carried.

Roll call was taken, and all Board Members were present.

The Board went into Executive Session to discuss Personnel and probable or imminent litigation.

Motion to return to Open Session was made by: Dir. Osenga and seconded by: Dir. Stump. Motion carried.

Roll call was taken, and all Board Members present.

With the Board back in open session, there was no motion. However, there was more discussion regarding Village of Bourbonnais monthly payment.

VIII. **Next Meeting**

Next Regular Board Meeting- **Thursday, December 16, 2021 (9:00 A.M. at KRMA Board Room)**

Motion to Adjourn was made by: Vice Chairman Schore and seconded by Dir Romo. All board members present voted in favor. Motion Carries.