

KANKAKEE RIVER METROPOLITAN AGENCY
MINUTES
September 17, 2019 - 3:00 P.M

In attendance:

Board of Directors:

Mayor Chasity Wells-Armstrong, City of Kankakee
Mayor Paul Schore, Village of Bourbonnais
Mayor Brian Stump, Village of Aroma Park
Robert Romo, Representative, Village of Bradley
Carl Brown, Alderman, City of Kankakee
Marc Wakat, Representative, City of Kankakee
Elizabeth Kubal, Representative, City of Kankakee

Administration:

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

Chairperson Mayor Wells- Armstrong 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**

A. **August 26, 2019 – Regular Board Meeting** – Motion to approve the August 26, 2019 Regular Board Meeting minutes with the correction to the spelling of name and residency for Amy Ciaccio-Jarvis, resident of Kankakee County, was made by: Dir. Kubal and seconded by: Dir. Brown. Motion carries.

IV. **Reports**

A. **Operations & Maintenance Report**

1. **Monthly Report**

Art gave an update on the NPDES Permit. Dir Schore asked why the Bourbonnais & Kankakee calibration reports are late? Dustin answered, there is still some discrepancy with Bourbonnais meter and Art stated these issues are being addressed. Dir Wakat raised a question, why Newton County is split? Melanie responded, it's split between leachate and storm water which is the less amount.

B. **Executive Director Report**

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

Exec. Dir. Dave Tyson presented the yearly utilities usage. KRMA has not received Natural Gas and there was no Hydro bill, due to no usage of Hydro for August 2019. Utilities cost per day are in line with previous reports.

2. NACWA Updates: No updates.
 3. Hauled In Waste Summary
Exec. Dir. Dave Tyson stated very strong month for hauled in waste.
 4. Operations Report
 - A. Exec. Dir Dave Tyson stated the new adjusted times and dates for the Agenda meetings. Agenda Meetings will now be held at the KRMA office board room at 3pm.
- C. **Financial Report**
1. Reports
Karen Benson stated KRMA cash position, current assets, is still showing strong.
 2. Hauled in waste report
Karen Benson stated hauled in waste income is above the budget amount. Also, the sludge expense is also above the budget amount. However, the YTD is not far off from the budget. KRMA's YTD net income is still above budget.
 3. Flows Graphs
Karen Benson stated total flows for the month were down. Bourbonnais flows consistent with the average prior fiscal year.
 4. Audit Status Update
Karen Benson stated, Wipfli is sending a draft by the end of the week, the final version will be available the next board meeting for review and approval. Also, handouts were given to each Municipalities representative regarding receivable balance and calculation.
- D. **Communications**
None.
- V. **Old Business**
- A. **Kankakee flow meter update**
Previously discussed
 - B. **Status of dispute with Atlas Copco concerning blowers**
This topic will be discussed in Executive Session.
 - C. **NPDES Permit update**
Art stated KRMA should be issued the permit. However, Art instructed Dan Small from Strand Associates to ask the State to delay the permit. KRMA would like to delete Special Condition 16 that deals with CMOM entirely. KRMA would like the State to clarify their responsibilities and boundaries regarding Special Condition 20 dealing with the NARP Program about the discharge to the river and the oxygen level and how it affects the aquatic life. KRMA would also like the State to remove the language for the discharge overflow in Special Condition 20 from emergency prohibited discharge to certified sewer overflow. Dir Brown asked question concerning timing and Dir Kubal asked about process. Before KRMA agrees to the permit they must be willing to commit to everything in it. Therefore, the permit should be final approximately 6 to 9 months.
 - D. **New Software search update**
Exec Dir Dave Tyson stated, still waiting to finalize contract. DTS experienced some delay due to circumstance beyond their control (hurricane). There's no dispute with the cost. Final contract should be ready for approval by the next board meeting.
 - E. **E-Waste update**
Exec. Dir Dave Tyson talked to Andrew Wheeler, Chairman of Kankakee County Board, for possibility request for funds next year towards the e-waste, until the grant takes place in January 2021. Chairman Wheeler needs to present this request to the County Board. County board is going to want some information, for instance, a contingency plan to protect all parties involved. The County is not opposed to working with us, just need a more detail plan. Dave will set up another meeting once all information is available with Chairman Wheeler and Chairperson Mayor Wells-Armstrong.
 - F. **PILOT fee Adjustment Update**
Chairperson Mayor Wells-Armstrong stated, Pete from Public Works was on vacation and need to setup a meeting now that Pete has returned. Exec Dir Dave Tyson will setup the meeting.
- VI. **New Business**
- A. **Electronic Delivery of Boards Packets**

Exec. Dir Dave Tyson stated KRMA would like to submit board packets electronically. Board packet will be accessible on KRMA website for the month of October. Dir Kubal asked, will there be tablets during the board meetings so they can follow along. Exec. Dir. Dave answered, we will have the board packet uploaded on the smart board, therefore, we can scroll through the packets as we discuss each topic. Dave stated, he will have prices of tablets for the next board meetings. KRMA would like to go paperless for November 2019.

B. **Modification of Website**

Exec. Dir Dave stated KRMA is working on modifications of the website. Melanie stated KRMA will be redesigning and upgrading KRMA webpage with more tabs and information.

C. **Road Repair**

Exec Dir Dave explained, KRMA still has one road by the clarifier that is still a gravel road. KRMA is looking to regrade and asphalt it. This was in the KRMA budget for maintenance this year. We have received some Bids which came in lower than our budget price. Motion to approve road repair by Dir. Wakat and seconded by Dir Schore. Dir Schore raised question concerning the capacity. Dir Tyson stated, it will be able to handle our larger trucks. The road will not be full 80,000lbs, however it will have more substance than your normal 3 - 3 ½" asphalt. Motion Carries.

D. **Lab Fees**

Exec. Dir Dave Tyson refer to Dir Romo. Dir Romo stated last couple years there was some increase in lab fees and just wanted to see some support regarding the increase.

E. **Increase Bond Request**

Exec. Dir Dave Tyson presented Increase Bond Request, giving specifics why the government and the IRS is asking for us to increase our 401(k). Dir Tyson contact our insurance provider, in doing so, there will be an increase in KRMA premium. Motion to approve Increase Bond Request by Dir Wakat and seconded by Dir Romo. No discussion. Motion Carries.

F. **Plant Capacity**

Exec Dir Dave Tyson stated management staff have had discussions about the plant capacity. A committee has been established, involving Management staff, Chairperson and Vice Chairperson. There is a scheduled meeting on Monday, September 23, 2019 at 3pm with the committee. Management staff have really good ideas to get KRMA back on direction where we can fund capital projects. Would like to discuss with the committee before presenting to the board.

Also, Tawonda will be taking over all the administrative responsibilities from SKDO. SKDO have given KRMA a list of tasks that is scheduled to be complete with precise instruction throughout the year. SKDO will continue to keep a recording of the executive session minutes along with Tawonda. SKDO will be available for any question as needed.

VII. **Executive Session**

Motion to go into Executive Session to discuss Personnel, and probable or imminent litigation pursuant to Sections 2(C)(2) and 2(C)(11) of the open meetings act, was made by: Dir. Schore and seconded by: Dir. Kubal. 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. Brown and seconded by: Dir. Stump. Motion carried.

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

VIII. **Next Meeting**

Next Regular Board Meeting- **Tuesday, October 15, 2019 (3:00 P.M. in the KRMA Boardroom)**

Motion to Adjourn was made by: Dir. Wakat and seconded by Dir. Romo. Motion carried.