

Minutes of the regular meeting of the Board of Trustees of the Fox River Water Reclamation District held on Monday, April 10, 2017 at the Administration Building at 1957 North LaFox, South Elgin, Illinois. Present were President Corn, Vice President Steven J. Rauschenberger, Clerk-Treasurer Benjamin P. Bernal, Trustees Arthur P. Malm, and Trustee Gary Hyman.

Staff present were Executive Director Bob Trueblood, Technical Services Director Beth Vogt, Finance Manager Nazer Uddin, Human Resource Manager Fran Venegas, and Attorney Schefflow.

President Corn called the meeting of the Board of Trustees to order at 9:04 A.M.

RECESS

Trustee Rauschenberger made a motion, seconded by Trustee Hyman, to recess the meeting and enter into Executive Session at 09:05 A.M. Ayes, Trustees Corn, Rauschenberger, Bernal, Malm, Hyman. Nays, none.

RECONVENE

Trustee Rauschenberger made a motion, seconded by Trustee Malm to arise from Executive Session at 9:55 A.M. Ayes, Trustees Corn, Rauschenberger, Bernal, Malm, Hyman. Nays, none.

President Corn resumed the meeting of the Board of Trustees at 9:55 A.M.

APPROVAL OF MARCH 13, 2017 EXECUTIVE SESSION MINUTES

Trustee Hyman made a motion, seconded by Trustee Rauschenberger, to approve the March 13, 2017 Executive Session minutes as written by a Trustee Bernal. Ayes, Trustees Corn, Bernal, Rauschenberger, Hyman, Malm. Nays, none.

APPROVAL OF MARCH 27, 2017 MINUTES

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to approve the March 27, 2017 minutes as written. Ayes, Trustees Corn, Bernal, Rauschenberger, Hyman, Malm. Nays, none.

APPROVAL OF MARCH 27, 2017 EXECUTIVE SESSION MINUTES

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to approve the March 27, 2017 Executive Session minutes as written. Trustee Malm requested the minutes be

amended to add the word “continue” to the second sentence of the second paragraph of the minutes. Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to approve the March 27, 2017 Executive Session minutes as amended by Trustee Malm. Ayes, Trustees Corn, Bernal, Rauschenberger, Hyman, Malm. Nays, none.

PUBLIC COMMENT

None

APPROVAL OF CASH DISBURSEMENTS

Disbursements for the Sewer Revenue Fund \$509,383.46, Capital Improvement \$366,277.09, Depreciation & Replacement \$367,454.99, Skyline \$727.38.

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to approve the Cash Disbursements as presented. Ayes, Trustees Corn, Rauschenberger, Bernal, Malm, Hyman. Nays, none.

TRAVEL REIMBURSEMENT

None

REVIEW OF CONNECTION PERMITS

TSD Vogt reported that staff issued two commercial and two single-family home permits between meetings. As there were no irregularities, staff recommends approval.

Trustee Bernal made a motion, seconded by Trustee Hyman, to approve the Connection Permits as issued. Ayes, Trustees Corn, Rauschenberger, Bernal, Malm, Hyman. Nays, none.

REVIEW OF CONTRACTS AND PURCHASE ORDERS

Executive Director Trueblood informed that there were two purchase orders. One to Solenis for polymer based on the current bid supply contract. One for West Side Tractor Sales for the 4WD Loader.

FOIA REQUESTS

Executive Director Trueblood advised two FOIA requests were received since the previous Board meeting.

- Gina Tidwell, Old World, Sodium Hypochlorite Bid Results
- Jakub Barwinski, Servon Group, Cleaning Services future contract

OLD BUSINESS

PHOSPHOROUS IMPROVEMENTS UPDATE DISCUSSION ONLY

Executive Director Trueblood will present the information on this topic at next Board meeting.

FY2018 TENTATIVE BUDGET DISCUSSION

Ordinance 883 is the tentative budget. ED Trueblood indicated that the Budget and Appropriation Ordinances will be on the agenda for approval at the next Board of Trustees meeting along with the budget public hearing. Trueblood reviewed the budget breakdown worksheets in detail, providing a comparison of overall budget in each department from the previous fiscal year and the upcoming fiscal year. Overall, the tentative 2018 budget is approximately \$5,000,000 less than the previous year, mainly due to less spending expected in the Replacement Fund. Additionally, expenses for personnel, contract services, and materials and supplies are all projected to be lower than the previous year. Trustee Rauschenberger asked for confirmation that the Budget Ordinance is only an appropriations budget for approval by the Board. ED Trueblood confirmed that individual budgeted items, particularly expenditures in the Replacement and Capital Improvement detailed breakdowns, require individual approval by the board for the project to be executed. Trueblood explained that the detailed breakdowns show staff planning and expected costs in each department. Trustee Hyman asked if a 5-year capital improvement plan for spending could be provided by staff. Trustee Malm asked about the flow meter structure work identified in the budget. He asked why if the flume doesn't measure flows over 20 mgd, it wasn't being completely replaced. Trustee Rauschenberger asked for a two page summary of expenditures and improvements related to the chlorination facilities over time.

Attorney Scheflow indicated that after the budget is approved, if there were a major change to the budget, another public hearing would have to be held. Trustee Rauschenberger asked to define a major change. Additional discussion ensued regarding what would constitute a major budget change.

NEW BUSINESS

BAR – MOTION TO APPROVE PURCHASE ORDER TO ENHANCED NETWORKS, INC.

Staff is requesting approval of two purchase orders to Enhanced Networks, Inc. to upgrade the District's Exchange Server and to upgrade the Domain Controller. I&C Specialist Green informed the Board the first purchase order is for the email server, which is 7 years old. It is a 2010 server and reaching end of support. Trustee Rauschenberger asked if cloud based email service would be appropriate. Green said that looking at those costs, approximately 50 users seems to be the breakpoint at which is it more cost effective to maintain the server onsite. Trustee Bernal asked if we are required to use Enhanced Network. TSD Vogt responded we are not required to utilize their services however their knowledge of our system make them cost effective for these services.

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to approve the agreements with Enhanced Networks, Inc. Ayes, Trustees Corn, Rauschenberger, Bernal, Malm, Hyman. Nays, none.

BAR – MOTION TO APPROVE COST PROPOSAL NO. 2 TO JOSEPH J HENDERSON AND SON, INC. ON THE WEST WRF ODOR CONTROL IMPROVEMENTS

Cost Proposal No. 2 is for the installation of a new ductbank to replace the ductbank that was removed. The existing ductback was not where shown on the record drawings so it has to be relocated to allow for the construction of the new facility. The cost proposal totals \$19,906.66. Approval of this cost proposal will allow the work to proceed.

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to approve the Cost Proposal No. 2 to Joseph J Henderson and Son, Inc. Ayes, Trustees Corn, Rauschenberger, Bernal, Malm, Hyman. Nays, none.

BAR – MOTION TO APPROVE AMENDMENT NO. 1 TO THE TALY PARK PUMP STATION IMPROVEMENTS DESIGN AGREEMENT WITH TROTTER AND ASSOCIATES

Trotter and Associates will provide bid assistance, distribution of bid documents and answer bidder questions and prepared any addenda needed for the Pump Station Improvements. During construction, Trotter and Associates will provide construction engineering services, including shop drawing review, responding to requests for information, attending progress meetings and making construction site visits. District staff will coordinate day to day construction activities. This amendment increases the fee by \$24,200 for a new total project design, bidding, and construction services fee of \$44,200.

Trustee Hyman made a motion, seconded by Trustee Rauschenberger, to approve Amendment No. 1 to the Taly Park Pump Station Improvements Design. Ayes, Trustees Corn, Rauschenberger, Bernal, Malm, Hyman. Nays, none.

**BAR – MOTION TO APPROVE FEE WAIVER REDUCTION AMENDMENT
ORDINANCE 886**

It was noted that the ordinance number should be 886 not 885 as indicated on the agenda. The ordinance provides for sun setting fee waivers for not-for-profit entities in both the service fee and connection fee ordinances.

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to approve Fee Waiver Reduction Amendment Ordinance 886. Ayes, Trustees Corn, Rauschenberger, Bernal, Malm, Hyman. Nays, none.

**BAR – MOTION TO APPROVE ONE YEAR CONTRACT WITH UNIVAR, INC. FOR
THE PURCHASE OF LIQUID SODIUM BISULFITE.**

Staff is requesting authorization to award a one year contract to Univar USA for the purchase of liquid sodium bisulfite in bulk at \$1.93 per gallon based on their submitted low bid. Liquid sodium bisulfite is used for dechlorination at the ADP and North WRFs. The contract was advertised according to state requirements and three bids were received. Univar USA was the low bidder.

Trustee Bernal made a motion, seconded by Trustee Malm, to authorize the Executive Director to sign a one year contract with Univar, Inc. Ayes, Trustees Corn, Rauschenberger, Bernal, Malm, Hyman. Nays, none.

**BAR – MOTION TO APPROVE ONE YEAR CONTRACT WITH ROWELL
CHEMICAL CORPORATION FOR THE PURCHASE OF LIQUID SODIUM
HYPOCHLORITE.**

Staff is requesting authorization to award a one year contract to Rowell Chemical Corporation for the purchase of sodium hypochlorite in bulk at \$0.64 per gallon based on their submitted low bid. Sodium hypochlorite is used for chlorination at the ADP and North WRFs. The contract was advertised according to state requirements and three bids were received. Univar USA was the low bidder.

Trustee Bernal made a motion, seconded by Trustee Hyman, to authorize the Executive Director to sign a one year contract with Rowell Chemical Corporation. Ayes, Trustees Corn, Rauschenberger, Bernal, Malm, Hyman. Nays, none.

BAR – MOTION TO APPROVE PURCHASE ORDERS TO BN CONTROLS

Staff identified three separate areas of instrumentation and control work to be performed as follows. 1) disinfection system control improvement for all three plants, 2) Pump Station 10 (Bldg 23) PLC and OIT replacement and reprogramming and 3) Filtrate Pump Station (Bldg 50) PLC & OIT replacement and reprogramming. Scopes of work for these items were developed by I&C Specialist Green. Quotes were solicited from I&C integration companies that have performed integration services for FRWRD directly or other wastewater agencies in the area after interviewing with FRWRD’s I&C Specialist. BN Controls provided the lowest fee proposals for the work.

After a discussion ensued, Trustee Malm made a motion, seconded by Trustee Bernal, to authorize the Executive Director to sign Purchase Orders to BN Controls totaling \$52,369. Ayes, Trustees Corn, Rauschenberger, Bernal, Malm, Hyman. Nays, none.

FINANCE MANAGER’S REPORT

None

TECHNICAL SERVICES REPORT

TSD Vogt advised the Board that no further contact by Atlas Copco has been made regarding the ADP WRF blowers. TSD Vogt and Senior Project Engineer Kerrigan will be attending the CSWEA Education Seminar in Madison, WI on April 11th. The focus of the seminar is Nutrients: Recovering Resources through Innovation.

STAFF REPORT OF ONGOING STUDY, DESIGN AND CONSTRUCTION PROJECTS

TSD Vogt advised a written reported summarizing the status of ongoing projects was submitted in the Board Packet. Projects are proceeding on schedule.

EXECUTIVE DIRECTOR’S REPORT

None

ATTORNEY’S REPORT

None

April 10, 2017

ADJOURN

Trustee Bernal made a motion, seconded by Trustee Hyman, to adjourn the April 10, 2017 Board of Trustees meeting at 11:17 A.M. Next meeting is scheduled for 9:00 A.M. April 24, 2017. Ayes, Trustees Corn, Rauschenberger, Bernal, Malm, Hyman. Nays, none.

Respectfully Submitted

Fran Venegas, HR Manager

APPROVED:

Bruce R. Corn, President

Benjamin P. Bernal, Clerk-Treasurer