

Minutes of the regular meeting of the Board of Trustees of the Fox River Water Reclamation District held on Monday, May 15, 2017 at the Administration Building at 1957 North LaFox, South Elgin, Illinois. Present were President Bruce R. 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, Assistant Clerk Kim Narvaiz, and Attorney Scheflow.

President Corn called the meeting of the Board of Trustees to order at 9:02 A.M.

ELECTION OF OFFICERS FY 2018

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, that the officers of the Board of Trustees of the Fox River Water Reclamation District be elected as follows: Bruce R. Corn, President; Benjamin P. Bernal, Vice President; Gary Hyman, Clerk-Treasurer; Steven J. Rauschenberger and Arthur P. Malm as Trustees. Ayes, Trustees Corn, Rauschenberger, Malm, Bernal, Hyman. Nays, none.

ASSISTANT CLERK

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to reappoint Kim Narvaiz as Assistant Clerk for the Board of Trustees. Ayes, Trustees Corn, Rauschenberger, Malm, Bernal, Hyman. Nays, none.

ATTORNEY

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to extend the appointment of Attorney Scheflow for one year. Ayes, Trustees Corn, Rauschenberger, Malm, Bernal, Hyman. Nays, none.

RECESS

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to recess the Board of Trustees meeting at 9:04 and enter into the Board of Local Improvements meeting. Ayes, Trustees Corn, Rauschenberger, Malm, Bernal, Hyman. Nays, none.

RECONVENE

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to reconvene the Board of Trustees meeting at 10:25 A.M. Ayes, Trustees Corn, Rauschenberger, Malm, Bernal, Hyman. Nays, none.

APPROVAL OF APRIL 24, 2017 MINUTES

Trustee Hyman made a motion, seconded by Trustee Bernal, to approve the April 24, 2017 minutes as written. Ayes, Trustees Corn, Bernal, Rauschenberger, Hyman, Malm. Nays, none.

APPROVAL OF APRIL 24, 2017 EXECUTIVE SESSION MINUTES

Trustee Malm made a motion, seconded by Trustee Bernal, to address the approval of the April 24, 2017 Executive Session minutes at the end of the Board of Trustees meeting after the Executive Session. Ayes, Trustees Corn, Bernal, Rauschenberger, Hyman, Malm. Nays, none.

PUBLIC COMMENT

None

APPROVAL OF CASH DISBURSEMENTS

Disbursements for the Sewer Revenue Fund \$769,430.14, Capital Improvement \$746,189.22, Depreciation & Replacement \$358,329.86, Skyline \$587.18.

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 three commercial, three industrial and two single-family home permits between meetings. As there were no irregularities, staff recommends approval.

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, 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 three purchase orders. The first one is to GE Intelligent for SCADA upgrades, which was approved at a previous meeting. The second purchase order to Solenis is for polymer off the existing contract. The last purchase order to Perkin Elmer Health Science is for the annual service contract for the ICP in the laboratory. There was brief discussion on the ICP contract and how it is budgeted.

FOIA REQUESTS

None

OLD BUSINESS

None

NEW BUSINESS

MOTION TO APPROVE – ST TECH INC. AGREEMENT FOR CONTINUED SUPPORT AND TRAINING OF NEW FINANCIAL SYSTEM

On May 1, 2017, the District successfully launched its new financial system, Oracle Cloud Financial. The new system's dashboard and mobile functions provide real-time trends and easy access to information. ST Tech's post go live support for the financial modules will end May 12th, however further system training and support is needed. Trustee Malm asked if we are discontinuing use of Antero. Executive Director Trueblood responded that it will still be used for work orders but no longer used to generate purchase orders.

Trustee Rauschenberger made the motion, seconded by Trustee Bernal, to authorize Executive Director Trueblood to sign an agreement with ST Tech, Inc. for the continued support and training of the new financial system for a fee of \$16,800. Ayes, Trustees Corn, Rauschenberger, Bernal, Malm, Hyman. Nays, none.

MOTION TO APPROVE – MWRDGC FY 2015/2016 AUDIT RECOMMENDATION

After significant discussion between FRWRD staff and Metropolitan Water Reclamation District of Greater Chicago (MWRDGC), MWRDGC has accepted the recommended cost allocations as presented by Borhart Spellmeyer & Company for FY 2015/2016. Staff is recommending that the Board accept the payment terms as presented by MWRDGC.

Trustee Rauschenberger made the motion, seconded by Trustee Bernal, to accept the MWRDGC FY 2015/2016 audit as presented. Ayes, Trustees Corn, Rauschenberger, Bernal, Malm, Hyman. Nays, none.

MOTION TO APPROVE – REIMBURSEMENT OF SAFETY SHOES

Executive Director Trueblood is requesting Board authorization to reimburse Operational Employees for the purchase of appropriate safety shoes. This year staff is requesting reimbursement to be \$125 per employee and \$150 for the electricians due to increased safety requirements for working around electricity.

Trustee Malm made the motion, seconded by Trustee Hyman, to approve safety shoe reimbursements as presented. Ayes, Trustees Corn, Rauschenberger, Bernal, Malm Hyman. Nays, none.

**MOTION TO APPROVE – EXECUTIVE DIRECTOR FY 2017/2018
SALARY ADJUSTMENT**

This agenda item was moved to the end of the meeting following the Executive Session.

FINANCE MANAGER’S REPORT

None

TECHNICAL SERVICES REPORT

None

**STAFF REPORT OF ONGOING STUDY, DESIGN AND
CONSTRUCTION PROJECTS**

TSD Vogt advised that the Taly Park Pump Station Rehabilitation project bid opening took place on May 10th at 2pm. Due to a calculation error, the low bidder withdrew their bid within the permitted 24 hour window. Attorney Schefflow asked if it was obvious at the opening that there was an error. ED Trueblood responded yes, there was a significant spread in numbers which made the error apparent. Staff will need to either rebid the project or accept the next low bidder. The bidder that withdrew is not allowed to rebid the project as per the contract documents.

TSD Vogt informed that District has hired an engineering intern, who will work with staff this summer on various projects. A written report on current projects was provided to the Board.

EXECUTIVE DIRECTOR’S REPORT

Executive Director Trueblood reported that the Benefits Meeting held by the District with assistance from Williams Manny was well attended. The meeting was open to all current and

retired staff. Open enrollment for Voluntary Life Insurance is open until Friday May 19th. ED Trueblood also reminded Board Members that the 2017 NACWA Utility Leadership Conference will take place July 23-26 in St. Louis, Missouri.

ATTORNEY'S REPORT

None

RECESS

Trustee Rauschenberger made a motion, seconded by Trustee Hyman, to recess the meeting and enter into Executive Session at 10:58 A.M. Ayes, Trustees Corn, Rauschenberger, Bernal, Malm, Hyman. Nays, none.

RECONVENE

Trustee Malm made a motion, seconded by Trustee Hyman, to reconvene the Board of Trustees meeting at 11:42 A.M. Ayes, Trustees Corn, Rauschenberger, Bernal, Malm, Hyman. Nays, none.

APPROVAL OF APRIL 24, 2017 EXECUTIVE SESSION MINUTES

Trustee Rauschenberger made a motion, seconded by Trustee Malm, to table the approval of the April 24, 2017 Executive Session minutes. Ayes, Trustees Corn, Bernal, Rauschenberger, Hyman, Malm. Nays, none.

**MOTION TO APPROVE – EXECUTIVE DIRECTOR FY 2017/2018
SALARY ADJUSTMENT**

Trustee Hyman made the motion, seconded by trustee Bernal, to approve a 2% increase to the Executive Directors salary effective May 21st as well as a one-time bonus of \$2,000. Ayes, Trustees Corn, Bernal, Rauschenberger, Hyman, Malm. Nays, none.

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ADJOURN

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to adjourn the May 15, 2017 Board of Trustees meeting at 11:48 A.M. Next meeting is scheduled for 9:00 A.M. June 12, 2017. Ayes, Trustees Corn, Rauschenberger, Bernal, Malm, Hyman. Nays, none.

Respectfully Submitted

Kim Narvaiz, Assistant Clerk

APPROVED:

Bruce R. Corn, President

Gary Hyman, Clerk-Treasurer