

Minutes of the Board of Trustees of the Fox River Water Reclamation District held on Monday, February 12, 2018 at the Administration Building at 1957 North LaFox, South Elgin, Illinois. Present were President Bruce Corn, Vice President Bernal, Trustee Arthur Malm, and Trustee Steve Rauschenberger.

Staff present included Executive Director Bob Trueblood, Technical Services Director Beth Vogt, Finance Manager Nazer Uddin, Assistant Clerk Kim Narvaiz and Attorney Doug Scheflow.

President Corn called the meeting to order at 9:14 A.M.

APPROVAL OF JANUARY 29, 2018 MINUTES

Trustee Bernal made a motion, seconded by Trustee Malm, to approve the January 29, 2018 minutes as written. Trustee Malm proposed an amendment to remove the clause “at the agreed price and conditions of sale presented in Executive Session” from the minutes. Trustee Rauschenberger seconded the amended motion. President Corn called for a vote on the amendment. Ayes, Trustees Corn, Bernal, Rauschenberger, Malm. Nays, none. President Corn called for a vote on the minutes as amended. Ayes, Trustees Corn, Bernal, Rauschenberger, Malm. Nays, none.

APPROVAL OF JANUARY 29, 2018 EXECUTIVE SESSION MINUTES

Trustee Bernal made a motion, seconded by Trustee Rauschenberger, to approve the January 29, 2018 minutes as written. Ayes, Trustees Corn, Bernal, Rauschenberger, Malm. Nays, none.

PUBLIC COMMENT

None

APPROVAL OF CASH DISBURSEMENTS

President Corn read aloud the cash disbursement totals per fund. Disbursements for the Sewer Revenue Fund \$589,659.12, Corporate Fund \$67,152.78, Capital Improvement \$586,935.63 Depreciation & Replacement \$355,139.03, and Skyline \$678.49.

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

REVIEW OF CONNECTION PERMITS

TSD Vogt reported that staff issued one commercial, two industrial, and one single family home permits. As there were no irregularities, staff recommended approval.

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

REVIEW OF CONTRACTS AND PURCHASE ORDERS

Two purchases orders were presented for review. The first one was to Wright Automotive for the purchase of two 2018 Ford Explorers in the amount of \$50,350. The second purchase order is to Landmark Ford for a 2018 Utility Van in the amount of \$31,249. All three vehicles were previously approved by the board thus no action is required.

FOIA REQUESTS

None

OLD BUSINESS

None

NEW BUSINESS

MOTION TO APPROVE – EMPLOYEE HEALTH OUT OF POCKET MEDICAL EXPENSE DISBURSEMENT

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to approve the Employee Health out of Pocket Medical Expenses. Trustee Rauschenberger asked if the total amount is similar to last year. Executive Director Trueblood responded yes.

President Corn called for a vote. Ayes, Trustees Corn, Bernal, Rauschenberger, Malm. Nays, none.

MOTION TO APPROVE – PRETREATMENT SEWER USE ORDINANCE NO. 896

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to adopt Ordinance 896 as presented. Trustee Malm commented that he was stunned by the allowable discharges in the local limits.

As there was no further discussion, President Corn called for a vote. Ayes, Trustees Corn, Bernal, Rauschenberger. Nays, Malm.

DISCUSSION – FY 2019 DRAFT BUDGET APPROPRIATION

Finance Manager Uddin presented the board with Fiscal Year 2019 Draft Budget Appropriation. The information provided for review included appropriation highlights, comparisons to previous budget, and 5-year capital and depreciation/replacement projects. Trustee Malm asked why Legal and Legislative was listed under Executive and Administrative for a total budget of \$115,000. ED Trueblood responded that the portion under Executive is for Attorney Schefflow’s retainer, and the portion under Administrative is for personnel or environmental legal advice that may be needed. Trustee Malm asked how much to date in the current fiscal year have we spent out of the Administrative legal budget. ED Trueblood responded he did not know off hand but he will look into putting that information together. Trustee Malm asked why the West Plant is required to disinfect year round. ED Trueblood responded that this requirement was negotiated back when the West WRF was expanded to 5 mgd capacity based on objections to the permit by environmental groups. Trustee Malm commented being the only plant along the Fox River required to disinfect year round does not make sense and that staff should reinvestigate the issue with IEPA. ED Trueblood responded that having the support of the Fox River Study Group would be helpful.

FINANCE MANAGER’S REPORT

Finance Manager Uddin reported that staff has published notice to solicit certified public accountants to perform annual financial audits for a term of three years. Staff intends to present its recommendation to the Board at the March 26th meeting. Trustee Rauschenberger asked what the deadline is for submitting a proposal. FM Uddin responded March 5th.

TECHNICAL SERVICES REPORT

TSD Vogt presented the board with the catalog cut information for the pressure gauge for Pump Station 40 as well as the specifications as used in Pump Station 31 as requested at a prior meeting. Staff is compiling a list of pump stations in the system that currently have discharge pressure gauges.

STAFF REPORT OF ONGOING STUDY, DESIGN AND CONSTRUCTION PROJECTS

TSD Vogt provided a written update on all projects; items for future approval include Pump Station 38 rehab design with Trotter and Associates and various HVAC Improvements at the ADP WRF with Strand Associates. Trustee Malm asked about if a heat balance in the heat loop would be performed and if the digester rehabilitations would help in the available heat in the loop. TSD Vogt commented that the heat loop is mainly supplied by excess heat of the cogens. With the cogens permanently out of service, there is minimal heat to the loop. Thus the HVAC work is mainly for heating equipment in the buildings that now don’t get sufficient heat from the loop. The additional gas that may be produced by the digesters won’t be utilized in the cogens as they are not available for service.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Trueblood reported that the NACWA Winter Conference was useful and provided good information. Also the IAWA Mini-Conference in Springfield is February 28-March 1st. If any Trustees are interested in attending, please let staff know as soon as possible.

ATTORNEY'S REPORT

None

RECESS

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to recess the meeting and enter into Executive Session at 10:05 A.M. Ayes, Trustees Corn, Rauschenberger, Bernal, Malm. Nays, none.

RECONVENE

Trustee Malm made a motion, seconded by Trustee Bernal, to reconvene the Board of Trustees meeting at 10:58A.M. Ayes, Trustees Corn, Rauschenberger, Bernal, Malm. Nays, none

ADJOURN

Trustee Bernal made a motion, seconded by Trustee Rauschenberger, to adjourn the February 12, 2018 Board of Trustees meeting at 10:59 A.M. Next meeting is scheduled for 9:00 A.M. March 12, 2018. Ayes, Trustees Corn, Bernal, Rauschenberger, Malm. Nays, none.

Respectfully Submitted

Kim Narvaiz, Assistant Clerk

APPROVED:

Bruce R. Corn, President

Gary Hyman, Clerk-Treasurer