

Minutes of the Board of Trustees of the Fox River Water Reclamation District held on Monday, March 26, 2018 at the Administration Building at 1957 North LaFox, South Elgin, Illinois. Present were President Bruce Corn, Vice President Bernal, Clerk/Treasurer Gary Hyman, 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 9:06 A.M.

APPROVAL OF MARCH 12, 2018 BOARD OF TRUSTEES MINUTES

Trustee Hyman made a motion, seconded by Trustee Bernal, to approve the March 12, 2018 minutes as written. Ayes, Trustees Corn, Bernal, Rauschenberger, Hyman, Malm. Nays, none.

APPROVAL OF MARCH 12, 2018 EXECUTIVE SESSION MINUTES

Trustee Hyman made a motion, seconded by Trustee Bernal, to approve the March 12, 2018 minutes as written. Ayes, Trustees Corn, Bernal, Rauschenberger, Hyman, Malm. Nays, none.

PUBLIC COMMENT

None

TRAVEL REIMBURSEMENT

Trustee Corn submitted travel reimbursement for the IAWA Mini Conference in the amount of \$562.21. Trustee Bernal made a motion, seconded by Trustee Hyman, to approve the travel reimbursement request. A Roll Call Vote was taken: Trustees Rauschenberger: Aye, Malm: Aye, Corn: Aye, Bernal: Aye, Hyman: Aye.

APPROVAL OF CASH DISBURSEMENTS

President Corn read aloud the cash disbursement totals per fund. Disbursements for the Sewer Revenue Fund \$418,553.39, Capital Improvement \$9,236.04, Depreciation & Replacement \$29,803.62, and Skyline \$120.00.

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

REVIEW OF CONNECTION PERMITS

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

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

REVIEW OF CONTRACTS AND PURCHASE ORDERS

None

FOIA REQUESTS

Executive Director Trueblood reported that there was one FOIA requests since the last board meeting requesting closing information on a property in Elgin. Staff provided the standard issued letter.

OLD BUSINESS

MOTION TO APPROVE HEALTH INSURANCE RENEWAL WITH BLUE CROSS

Executive Director provided the renewal exhibits for Health, Dental, Vision and Life Insurance from AJ Gallagher. Trustee Malm questioned the difference between the MBP and MPPE options. ED Trueblood responded that he would have to find out exactly what the abbreviations mean. Technical Services Director commented she thought it was the difference between PPO and HMO, which the district only offers the PPO. Trustee Rauschenberger asked if the rate increase was average. ED Trueblood responded that he actually thought it would have increased more as there was high usage the past year.

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to authorize Executive Director Trueblood to execute the renewal of the Health, Life, Dental and Vision Insurance policies as recommended by AJ Gallagher. President Corn called for a vote. Ayes, Trustees Bernal, Rauschenberger, Hyman, Malm. Nays, none.

MOTION TO APPROVE EXECUTION OF THE ASSET PURCHASE AGREEMENT FOR THE SALE OF THE SKYLINE WATER AND WASTEWATER SYSTEM TO AQUA ILLINOIS

Executive Director Trueblood presented the Asset Purchase Agreement (APA) to the Board. Representatives from Aqua Illinois were present and available to answer any questions the board may have. Trustee Malm asked if the only changes to the APA since the last meeting were the highlighted items. Attorney Scheflow responded that there were some other small changes but nothing major that changed the language of the agreement. Aqua Illinois Representative Jim Bilotta commented that there were a few typos fixed and property PIN numbers were added to the document. Trustee Malm responded that everything appears to be in good shape except some small details such as the page numbers being off and “draft” is stamped on one of the pages. Trustee Malm recommended that staff take the time to clean up the document and present a more formal legal document at a Special Board Meeting at a later date. Attorney Scheflow commented that these little changes are not something that would be changed and brought back to the board for approval, only if something significant in information was changed would it need to be approved.

Trustee Rauschenberger questioned the 10% fee Aqua Illinois will charge for billing and asked what other entities charge the District. ED Trueblood responded that City of Elgin and Village of South Elgin both charge 6% and that Aqua Illinois made it clear that 10% was not a negotiable number. Trustee Hyman asked where is Attorney Scheflow’s written approval. ED Trueblood responded that there are e-mail correspondence between himself and Scheflow that include Scheflow’s approval. Trustee Bernal asked Attorney Scheflow if there was anything he foresees that needs to be changed or added to the APA. Attorney Scheflow responded that some possible easements and the recapture agreement that can be attached as an additional document but nothing major. Aqua Illinois Representative Bilotta commented that documents such as easements are items normally addressed before closing, right now the APA is what is needed to move forward with the ICC.

Trustee Bernal made a motion, seconded by Trustee Rauschenberger, to authorize Executive Director Trueblood to execute the Asset Purchase Agreement for the sale of Skyline Water and Wastewater System to Aqua Illinois. President Corn called for a vote, Ayes, Trustees Corn, Rauschenberger, Bernal, Hyman. Nays, Malm.

NEW BUSINESS

MOTION TO APPROVE – 3-YEAR CONTRACT WITH BAKER TILLY FOR THE ANNUAL AUDIT

Trustee Malm made a motion, seconded by Trustee Hyman, to authorize the Executive Director to enter into an agreement with Baker Tilly for a three year plus two year contract term with a not to exceed price of \$34,750 for the first year and a 3% annual increase thereafter. Trustee Rauschenberger asked if interviews were held. Finance Manager Uddin responded no, but he has worked with Baker Tilly before at a previous job. ED Trueblood responded that Baker Tilly was one of the firms that attended the pre-bid.

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

**MOTION TO APPROVE – 2-YEAR CONTRACT WITH MULTISYSTEM
MANAGEMENT COMPANY FOR JANITORIAL SERVICES**

Trustee Rauschenberger made a motion, seconded by Trustee Hyman, to award the contract for the Janitorial Services for the Administrative Offices and the ADP WRF Operations Administration building to MultiSystem Management Company and to authorize the Executive Director to sign said Agreement, subject to review by Attorney Schefflow

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

**MOTION TO AUTHORIZE – OBTAINING IEPA PERMIT FOR THE NORTH WRF
PHOSPHORUS REMOVAL FACILITIES**

Trustee Bernal made a motion, seconded by Trustee Rauschenberger, to authorize obtaining an IEPA Permit for the North WRF Phosphorus Removal Facilities Project and subsequent bidding and construction for the project.

There was no discussion; President Corn called for a vote. Ayes, Trustees Corn, Bernal, Rauschenberger, Hyman, Malm. Nays, none.

**MOTION TO AUTHORIZE – OBTAINING IEPA PERMIT FOR THE ADP WRF
PHOSPHORUS REMOVAL – STRUVITE SEQUESTRATION FACILITIES**

Trustee Hyman made a motion, seconded by Trustee Rauschenberger, to authorize obtaining an IEPA Permit for the ADP WRF Phosphorus Removal – Struvite Sequestration Facilities Project and subsequent bidding and construction for the project.

There was no discussion; President Corn called for a vote. Ayes, Trustees Corn, Bernal, Rauschenberger, Hyman, Malm. Nays, none.

**MOTION TO AUTHORIZE – OBTAINING IEPA PERMIT FOR THE ADP WRF
PHOSPHORUS REMOVAL – LIQUID PROCESS FACILITIES**

Trustee Bernal made a motion, seconded by Trustee Hyman, to authorize obtaining an IEPA Permit for the ADP WRF Phosphorus Removal – Liquid Process Facilities Project and subsequent bidding and construction for the project.

There was no discussion; President Corn called for a vote. Ayes, Trustees Corn, Bernal, Rauschenberger, Hyman, Malm. Nays, none.

MOTION TO APPROVE – EXECUTION OF CHANGE ORDER NO. 1 TO H. LINDEN AND SONS WATER AND SEWER INC. ON THE PHASE 3 AND 4 SLUDGE TRANSFER MAIN PROJECT

Trustee Malm made a motion, seconded by Trustee Bernal, to authorize Executive Director Trueblood to execute Change Order No. 1 decreasing the contract price by \$50,000 to H. Linden and Sons Water and Sewer Inc. and extending the contract time for the project. Trustee Rauschenberger asked if the quality between the HDPE and the C900 PVC Certa-Lok pipe is the same. TSD Vogt responded yes, the cost savings is mainly in the labor.

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

President Corn called a 10 minute break at 9:35 A.M.

FINANCE MANAGER’S REPORT

None

TECHNICAL SERVICES REPORT

TSD Vogt reported that the meeting she attended on March 15 with IAWA, IEPA, and USEPA to discuss the language the group has developed for the implementation into the NPDES permits around the state related to phosphorus went reasonably well. Negotiating are continuing but they don’t foresee any major road blocks. Additionally, TSD Vogt reported that narrative descriptions for the capital and depreciation and replacement budget items have been developed and provided for the board to review.

Trustee Malm recommended that staff be clear on specifically what they are looking for out of the Geographical Information System (GIS) Implementation as in his experience it is not simple to operate or easy to develop. It would be his recommendation that staff approach a joint venture with another agency such as City of Elgin or Kane County. TSD Vogt responded that staff has been communicating with Sidwell to identify the specific needs for implementation at FRWRD. TSD Vogt also commented that staff has already contacted the Village of South Elgin, City of Elgin and Kane County about providing their layers so staff would only be populating new information FRWRD needs that doesn’t currently exist in GIS.

Trustee Malm’s second suggestion on the narrative budget is that board members really review items such as the COD Inline Analyzer that staff is requesting to insure they are useful tools and provide significant data.

STAFF REPORT OF ONGOING STUDY, DESIGN AND CONSTRUCTION PROJECTS

TSD Vogt provided a written update on all projects. TSD Vogt commented that there will be a few amendments to consultant agreement for construction services for board review at an upcoming meeting. Pump Station 38 Rehabilitation will be coming forward soon as well.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Trueblood reported that the Illinois Occupational Safety and Health Administration (IOSHA) conducted an onsite consultation. Two of the major areas of concern from the report were respiratory protection and process safety management (PSM). Trustee Malm commented that he was surprised to see the lack of training by supervisors is a concern as well as no written maintenance procedures. ED Trueblood responded that SOP's do exist and he is not sure why they were not provided to the consultant. ED Trueblood also commented that accident rate information may be from a coding error when our employer classification was entered and he is looking into getting it corrected and accurate.

Trustee Rauschenberger asked if our Workers Compensation Company offers any type of training or consultations that would be helpful. ED Trueblood responded yes and we have utilized those services before. ED Trueblood also commented that the District also arranges periodic tours of other facilities such as Fox Metro Water Reclamation District to see their operations. ED Trueblood also commented that his biggest area of concern is interaction and communication between staff and onsite contractors.

ATTORNEY'S REPORT

None

March 26, 2018

Respectfully Submitted

Kim Narvaiz, Assistant Clerk

APPROVED:

Bruce R. Corn, President

Gary Hyman, Clerk-Treasurer