

Minutes of the Board of Trustees of the Fox River Water Reclamation District held on Monday, May 14, 2018 at the Administration Building at 1957 North LaFox, South Elgin, Illinois. Present were President Bruce Corn, Vice President Benjamin Bernal, Clerk-Treasurer Gary Hyman, and Trustee Marty McCormack.

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 9:00 A.M.

APPOINTMENT OF MARTIN MCCORMACK AS TRUSTEE

It was announced that Mr. Martin (Marty) McCormack has been appointed to the Board of Trustees.

Attorney Scheflow administered the Oath of Office to Mr. McCormack.

ELECTION OF OFFICERS FY 2019 BOARD OF TRUSTEES

Trustee Bernal made a motion, seconded by Trustee Hyman, 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 Martin McCormack as Trustees. Ayes, Trustees Corn, Bernal, Hyman, McCormack. Nays, none.

APPOINTMENT OF TRUSTEES FY 2019 BOARD OF LOCAL IMPROVEMENTS

Trustee Bernal made a motion, seconded by Trustee Hyman, to elect the Board of Trustees of the Fox River Water Reclamation District to serve as the Board of Local Improvement: Bruce R. Corn, Benjamin P. Bernal, Gary Hyman, Steven J. Rauschenberger and Martin McCormack. Ayes, Trustees Corn, Bernal, Hyman, McCormack. Nays, none.

ASSISTANT CLERK

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

ATTORNEY

Trustee Bernal made a motion, seconded by Trustee Hyman, to postpone this agenda item until after Executive Session. Ayes, Trustees Corn, Bernal, Hyman, McCormack. Nays, none.

RECESS

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

RECONVENE

Trustee Bernal made a motion, seconded by Trustee Hyman, to reconvene the Board of Trustees meeting at 9:11 A.M. Ayes, Trustees Corn, Bernal, Hyman, McCormack. Nays, none.

At this time Trustee Rauschenberger was present and requested to be added to roll call.

RECESS

Trustee Rauschenberger made a motion, seconded by Trustee Hyman, to recess the Board of Trustees meeting at 9:12 and enter into Executive Session, Ayes, Trustees Corn, Bernal, Hyman, Rauschenberger, McCormack. Nays, none. At this time all Trustees left the boardroom to go into the Board Breakout Room for Executive Session without staff remained behind.

RECONVENE

The Trustees returned to the Board Room where Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to reconvene the Board of Trustees meeting at 9:40 A.M. Ayes, Trustees Corn, Bernal, Hyman, Rauschenberger, McCormack. Nays, none.

ATTORNEY

Trustee Bernal made a motion, seconded by Trustee Rauschenberger, to extend Attorney Scheflow's appointment until the next Board meeting on June 18th, 2018. Ayes, Trustees Corn, Bernal, Hyman, Rauschenberger, McCormack. Nays, none.

APPROVAL OF APRIL 30, 2018 BOARD OF TRUSTEES MINUTES

Trustee Bernal made a motion, seconded by Trustee Rauschenberger, to approve the April 30, 2018 minutes as written. Ayes, Trustees Corn, Bernal, Hyman, Rauschenberger, McCormack. Nays, none.

APPROVAL OF APRIL 30, 2018 EXECUTIVE SESSION MINUTES

Trustee Bernal made a motion, seconded by Trustee Hyman, to approve the April 30, 2018 Executive minutes as written. Ayes, Trustees Corn, Bernal, Hyman. Nays, none. Abstain, Rauschenberger and McCormack.

PUBLIC COMMENT

None

APPROVAL OF CASH DISBURSEMENTS

President Corn read aloud the cash disbursement totals per fund. Disbursements for the Sewer Revenue Fund \$481,497.72, Capital Improvement \$291,453.66, Depreciation & Replacement \$588,949.91, and Skyline \$382.60.

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

REVIEW OF CONNECTION PERMITS

TSD Vogt reported that staff issued three commercial permits between meetings. As there were no irregularities, staff recommended approval.

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

REVIEW OF CONTRACTS AND PURCHASE ORDERS

None

FOIA REQUESTS

None

OLD BUSINESS

MOTION TO APPROVE – AGREEMENT WITH MWRDGC FOR THE ANAEROBIC DIGESTION IMPROVEMENT PROJECT

Trustee Bernal made a motion, seconded by Trustee Rauschenberger, to approve the Agreement with MWRDGC for the Anaerobic Digestion Improvement Project. Rauschenberger asked if staff is satisfied with the agreement. TSD Vogt responded yes and informed the Board that MWRDGC voted on the Agreement at their last meeting and it passed with their Board's approval. ED Trueblood commented that since MWRDGC will be paying FRWRD directly the loan amount originally calculated will be reduced. Trustee Corn asked Attorney Scheflow if he has read over the agreement. Attorney Scheflow responded yes.

There were no further questions; President Corn called for a vote. Ayes, Trustees Corn, Bernal, Hyman, Rauschenberger, McCormack. Nays, none.

MOTION TO APPROVE – AGREEMENT WITH CITY OF ELGIN FOR JOINT CONSTRUCTION PROJECT OF PUMP STATION 31 FORCEMAIN AND GRAVITY SEWER

Trustee Bernal made a motion, seconded by Trustee Hyman, to approve the Agreement with the City of Elgin for Joint Construction Project of Pump Station 31 Forcemain and Gravity Sewer. Trustee Rauschenberger asked if it is a 30-inch pipe line. TSD Vogt responded no, the sanitary sewer will be a 15-inch line, which is the same size as existing. Trustee Bernal asked how the bidding will work being a joint project. TSD Vogt responded that FRWRD will handle all of the bidding/awarding etc. and the City will pay us. TSD Vogt continued that the design engineers, Strand Associates, LLC, has agreed to split engineering costs on their invoices so the correct amount can be billed by FRWRD to the City of Elgin. ED Trueblood commented that we had a similar arrangement when the Forcemain by the ball fields was done and everything worked well.

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

President Corn called a 10-minute break at 9:55 A.M.

NEW BUSINESS

MOTION TO APPROVE – AMENDMENT NO. 3 TO THE ADP WRF EXCESS FLOW DISINFECTION IMPROVEMENTS AGREEMENT WITH STRAND ASSOCIATES

Trustee Hyman made a motion, seconded by Trustee Bernal, to authorize the Executive Director to sign Amendment No. 3 to the ADP WRF Excess Flow Disinfection Improvements Agreement with Strand Associates for a new total contract amount of \$288,300. Trustee Bernal

confirmed that this is a fee increase. TSD Vogt responded yes, Strand will provide construction engineering services, including shop drawing review, responding to requests for information, attending progress meetings and making construction site visits. However Staff will still coordinate the day to day construction activities. Trustee Bernal asked if this Amendment still keeps the project under budget. TSD Vogt responded yes.

There were no additional questions, President Corn called for a vote. Ayes, Trustees Corn, Bernal, Hyman, Rauschenberger, McCormack. Nays, none.

MOTION TO AWARD – PUMP STATION 31 REPLACEMENT PROJECT TO THIENEMAN CONSTRUCTION INC. FOR \$7,495,000

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to award the Pump Station 31 Replacement Project to Thieneman Construction Inc., for \$7,495,000 and authorize the Executive Director to execute the associated agreement with Thieneman Construction Inc. Trustee Rauschenberger asked if FRWRD has ever done business with Thieneman Construction before. TSD Vogt responded no they have most often been a sub-contractor for projects in this area, but are expanding their territory as a general contractor. ED Trueblood commented that it was an interesting spread of bids. Trustee Rauschenberger commented that he was happy to see IHC back to bidding projects. TSD Vogt pointed out that IHC was awarded the secondary clarifier repair project at the North WRF.

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

MOTION TO APPROVE – AMENDMENT NO. 4 TO THE PROFESSIONAL ENGINEERING SERVICES AGREEMENT FOR THE PUMP STATION 31 AND FORCEMAIN REPLACEMENT PROJECT WITH STRAND ASSOCIATES

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to authorize the Executive Director to sign the Professional Engineering Services Agreement Amendment No. 4 for the Pump Station 31 and Forcemain Replacement Project with Strand Associates for a new total compensation of \$1,370,500. ED Trueblood commented that he can provide an overview of this project for Trustee McCormack.

There were no questions; President Corn called for a vote. Ayes, Trustees Corn, Bernal, Hyman, Rauschenberger, McCormack. Nays, none.

FINANCE MANAGER’S REPORT

None

TECHNICAL SERVICES REPORT

TSD Vogt reported that Staff has scheduled a meeting with IEPA NPDES Permit Section leadership for May 17th at 10:30 am in Springfield to discuss reasonable implementation schedules for the North and ADP WRF phosphorus removal projects funds as well as phasing work at the ADP WRF given the significant amount of construction that is necessary at that facility. Additionally, Vogt reported that staff members Dacka and Green have been coordinating with ArcGIS and Sidwell to work on implementing GIS for FRWRD and plans to bring an agreement with Sidwell for a needs assessment forward to the Board at the next meeting. Trustee Bernal asked if this is an on-going subscription. TSD Vogt responded no this agreement will be for a one-time fee to determine FRWRD specific needs such as what data to obtain and what layers can be obtained from others for the GIS. Then there is also around \$180,000 software costs and implementation costs.

STAFF REPORT OF ONGOING STUDY, DESIGN AND CONSTRUCTION PROJECTS

TSD Vogt provided a written update on all projects. TSD Vogt reported that there are a few items left to finalize with the easements for the Forcemain Project. Staff will be advertising this project for Bid, but does not plan to award the project until all details are final. TSD Vogt reported that the cleaning of Digester No. 5 is complete and the inspection of the cover performed by Walker Process Equipment indicated it is in good condition and will not need to be replaced, reducing the overall project costs.

Lastly TSD reported that at the North Plant Clarifier No. 3 drive is back up a running, however shortly after No. 3 was up and running, the Clarifier No. 4 drive dropped and needed to be taken down. This repair was anticipated and the contractor will begin the necessary repairs under the existing contract with no change in overall cost or schedule.

EXECUTIVE DIRECTOR'S REPORT

ED Trueblood provided a list of Policies, Resolutions and Ordinances that staff plans to bring to the board over the next few months to update. Some of the items include updating the Personnel Policy Handbook, as well as the Investment and Travel policies. ED Trueblood would also like to review how FRWRD depreciates and propose a new resolution. ED Trueblood also reminded Board members of the upcoming NACWA Utility Leadership Conference held in Boston this year July 23-26th. ED Trueblood informed the Board that he will be attending and if any of them would like to as well to let him know so accommodations can be made.

ED Trueblood also mentioned that Buildings and Grounds Crew Leader Tim Marsh has announced his retirement set for the end of June. ED Trueblood commented that Tim is a very hard worker and will be difficult to replace. ED Trueblood also mentioned that FRWRD had an employee leave to enlist in the Military, and that FRWRD is required to maintain his benefits while in Basic Training. Lastly ED Trueblood mentioned that an Employee has been out of work on IMRF disability and at this time staff is unaware of a return date.

ATTORNEY'S REPORT

Attorney Schefflow provided copies of his April, 30th invoice detailing services rendered for the month. Board Members had no questions or comments.

RECESS

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to recess the meeting and enter into Executive Session at 10:37A.M. Ayes, Trustees Corn, Bernal, Hyman, Rauschenberger, McCormack. Nays, none.

RECONVENE

Trustee Rauschenberger made a motion, seconded by Trustee Hyman, to reconvene the Board of Trustees meeting at 11:14 A.M. Ayes, Trustees Corn, Bernal, Hyman, Rauschenberger, McCormack. Nays, none.

ADJOURN

Trustee Hyman made a motion, seconded by Trustee Bernal, to adjourn the May 14, 2018 Board of Trustees meeting at 11:14 A.M. Next meeting is scheduled for 9:00 A.M. June 18, 2018. Ayes, Trustees Corn, Bernal, Hyman, Rauschenberger, McCormack. Nays, none.

Respectfully Submitted

Kim Narvaiz, Assistant Clerk

APPROVED:

Bruce R. Corn, President

Gary Hyman, Clerk-Treasurer