

Minutes of the Board of Trustees of the Fox River Water Reclamation District held on Monday, July 16, 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 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 9:10 A.M.

**APPROVAL OF JUNE 18, 2018 BOARD OF TRUSTEES MINUTES**

Trustee Hyman made a motion, seconded by Trustee Bernal, to approve the June 18, 2018 minutes as written. Ayes, Trustees Corn, Bernal, Rauschenberger, Hyman. Nays, none.

**APPROVAL OF BOTH JUNE 18, 2018 EXECUTIVE SESSION MINUTES**

Trustee Bernal made a motion, seconded by Trustee Hyman, to approve both the May 14, 2018 Executive minutes as written. Ayes, Trustees Corn, Bernal, Rauschenberger, Hyman. 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 \$1,006,701.19, Capital Improvement \$40,751.98, Corporate \$60,368.98, Depreciation & Replacement \$496,313.16, and Skyline \$201,180.71.

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

**REVIEW OF CONNECTION PERMITS**

TSD Vogt reported that staff issued three commercial, one industrial and two public building permits between meetings. As there were no irregularities, staff recommended approval. Trustee Corn asked if the Dentist Office was charged for additional added fixtures. TSD Vogt responded yes, however the property had existing credits which resulted in no charge.

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

**REVIEW OF CONTRACTS AND PURCHASE ORDERS**

Executive Director Trueblood reported that there was one purchase order between meetings over \$10,000 which was to Perkin Elmer Health Sciences. The purchased order is for a service agreement in the amount of \$19,368 which was previously approved by the board at the last meeting.

**FOIA REQUESTS**

None

**OLD BUSINESS**

**MOTION TO APPROVE – 2018 PERSONNEL POLICY HANDBOOK**

Trustee Bernal made a motion, seconded by Trustee Rauschenberger, to accept the 2018 Personnel Policy handbook effective July 1, 2018. The FRWRD Personnel Policy handbook has been revised to clarify existing policies and update sections that are no longer applicable. A summary of changes was provided to board members as well as a complete draft handbook. Executive Director Trueblood commented that the only proposed change with potential budget impact is to provide employees with two personal days after 6 years of service instead of waiting until 10 years.

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

**MOTION TO APPROVE – 2018 JOB DESCRIPTIONS**

Trustee Bernal made a motion, seconded by Trustee Hyman, to approve the revised job descriptions as presented. Executive Director Trueblood commented that all job descriptions were updated for the salary study. Many positions are tiered allowing the opportunity for employees to self-promote by education and experience. ED Trueblood continued that changes incorporated from the salary study include performance reviews, which can lead to merit based pay raises in the future.

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

**NEW BUSINESS**

**MOTION TO APPROVE – VEHICLE REPLACEMENT PURCHASE- 4X2 FORD EXPLORER**

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to authorize Executive Director Trueblood to sign a purchase order in the amount of \$25,705 to Morrow Brothers for the purchase of a 2018 4x2 Ford Explorer. ED Trueblood commented that this vehicle as well as the next agenda item, were budgeted for in the previous fiscal year and approved on January 29, 2018. However, they were never purchased because the car dealership unexpectedly went out of business. This will result in this line item being over budget this Fiscal Year (2019) but overall balances out after being under last year (2018). Trustee Hyman requested that staff compile a list of district vehicles that staff plans to replace in the near future. ED Trueblood responded that he will put together a list. Trustee Rauschenberger asked what we do with the vehicles that are replaced. ED Trueblood responded that they are sent to an auction in Round Lake called Obenauf Auction Service.

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

**MOTION TO APPROVE – VEHICLE REPLACEMENT PURCHASE- 4X4 FORD EXPLORER**

Trustee Rauschenberger made a motion, seconded by Trustee Hyman, to authorize Executive Director Trueblood to sign a purchase order in the amount of \$27,405 to Morrow Brothers for the purchase of a 2018 4x4 Ford Explorer.

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

**MOTION TO APPROVE – ST TECH INC. AGREEMENT FOR R13 UPGRADE OF ORACLE ERP AND EPM SYSTEMS**

Trustee Rauschenberger made a motion, seconded by Trustee Hyman, to authorize Executive Director Trueblood to sign the agreement with ST Tech, Inc. for professional services to implement the Oracle Cloud Hosted system upgrade R13 for not to exceed cost of \$18,000. Trustee Rauschenberger asked how long the upgrade will take. Finance Manager Uddin responded 2 months. Executive Director Trueblood commented that the upgrade will happen offline in the test system and then will transition over live once operational.

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

**MOTION TO APPROVE – ANNEXATION ORDINANCE 906, RANDALL ROAD AND SILVER GLENN, SOUTH ELGIN**

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to adopt Ordinance No. 906 for annexation of the Spectrum Acquisition South Elgin, LLC 23.0987 acre parcel located at the southwest corner of Randall Road and Silver Glen Road, Illinois, pending the receipt of service fees dues. TSD Vogt commented that staff did have Spectrum include property that is currently owned by School District 303 that will be used as the access to the development off of Silver Glenn. Trustee Rauschenberger asked if now we will be providing sewer services to the school. TSD Vogt clarified that the lot owned by District 303 is currently vacant. They may build a school on it in the future, if housing developments continue to progress. TSD Vogt also commented that this annexation will now allow other properties that were currently under service fee agreements to now also be annexed into the district.

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

**MOTION TO APPROVE – IEPA PERMIT APPLICATION FOR SPECTRUM ACQUISITION SOUTH ELGIN, LLC, 1901 SILVER GLEN ROAD, SOUTH ELGIN**

Trustee Bernal made a motion, seconded by Trustee Rauschenberger, to authorize Executive Director to sign the IEPA permit applications for Spectrum Acquisition South Elgin, LLC, 1901 Silver Glen Road in South Elgin. Executive Director commented that the IEPA permit will only be signed after staff receives payment of the service fees owed which are roughly \$320,000.

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

**MOTION TO APPROVE – REQUESTED REFUND OF PRE-PAID SERVICE FEES TO R. RUSSELL BUILDER**

Trustee Hyman made a motion, seconded by Trustee Corn, that the request for refund of pre-paid service fees for 26 residential units by R. Russell Builders be denied. Technical Services Director Vogt provided sections from Ordinance 708 stating that service fees and recapture agreements are nonrefundable by the District for the board to review. TSD Vogt commented that the original annexation Ordinance 751 for the Tall Oaks Subdivision was with Creek Partners, LLC and Wyndham Deerpoint Homes who at the time of annexation in 2005, paid the service fees. R. Russell Builders was never part of the original annexation agreement and never paid the district fees associated with this development.

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

**MOTION TO APPROVE – DESTRUCTION OF AUDIO TAPES OF EXECUTIVE SESSIONS**

Trustee Rauschenberger made a motion, seconded by Trustee Hyman, that the current Executive Session minutes not be released at this time and additionally, that the Board of Trustees President and Clerk Treasurer be authorized to destroy all audio tapes of Executive Session recorded prior to February 2017.

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

**MOTION TO APPROVE – AWARD OF PUMP STATION 31 FORCEMAIN PROJECT TO H. LINDEN AND SONS SEWER AND WATER INC.**

Trustee Hyman made a motion, seconded by Trustee Bernal, to award the Pump Station 31 Forcemain Replacement Project to H. Linden and Sons Sewer and Water Inc., for \$1,876,427 and authorize the Executive Director to execute the associated agreement with H. Linden and Sons Sewer and Water Inc. subject to approval of the contract by the City of Elgin. Trustee Rauschenberger asked why staff believed there to be such a large spread in bids. TSD Vogt responded that bidders who are currently loaded with other projects sometimes will bid high on the chance that no other companies bid. Trustee Rauschenberger asked why Marc Kresmery did not bid as he often does on District Projects. ED Trueblood responded that Kresmery and IHC typically do not do long sewer and forcemain work. TSD Vogt added that this agreement is subject to the City of Elgin's approval as they are replacing their sewer line as part of the project.

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

**MOTION TO APPROVE – CONSTRUCTION SERVICES AGREEMENT WITH STRAND ASSOCIATES FOR THE PUMP STATION 31 FORCEMAIN REPLACEMENT**

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to authorize Executive Director Trueblood to sign the Construction Services Agreement with Strand Associates for the Pump Station 31 Forcemain Replacement for \$267,400 subject to approval by the City of Elgin.

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

**MOTION TO APPROVE – CHANGE ORDER NO. 1 TO H. LINDEN AND SONS SEWER AND WATER INC. ON THE PUMP STATION 40 REPLACEMENT AND FORCEMAIN REPAIR PROJECT**

Trustee Bernal made a motion, seconded by Trustee Hyman, to authorize Executive Director Trueblood to execute Change Order No. 1 increasing the contract time and decreasing the contract

price by \$23,204.10 to H. Linden and Sons Sewer and Water Inc. on the Pump Station 40 Replacement and Forcemain Repair Project. TSD Vogt commented that the contract time increase is only an additional two weeks due to delays in receiving the control panel.

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

President Corn called a 10-minute break at 10:05 A.M.

### **FINANCE MANAGER'S REPORT**

Finance Manager Uddin had no written report, but commented that he has been very busy working with Baker Tilly on the Fiscal Year 2018 Audit. Executive Director Trueblood also reminded Board members that they will need to respond to the e-mail they should have received from Baker Tilly regarding the audit.

### **TECHNICAL SERVICES REPORT**

Technical Service Director Vogt provided board members with a copy of the letter staff sent to the IEPA regarding implementation schedule for phosphorus removal compliance. She summarized that the District's goal is to be phosphorus compliant at the North Plant based on a 2 year time extension and at ADP Plant a 3 year extension. Trustee Rauschenberger asked if members of Fox River Study Group are supportive of the letter staff sent to IEPA. TSD Vogt responded that she sent a copy of it to Cindy Skrukrud and has not heard back any feedback at this time. ED Trueblood commented that the state mandates FRWRD become compliant by 2030 with a 0.5 mg/L limit. Once our projects are complete, we should be compliant with both the near term and longer term goals. TSD Vogt also commented that she will have information regarding Atlas Copco to discuss in Executive Session.

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

TSD Vogt provided a written update on all projects. TSD Vogt reported that staff has developed a letter to residents who live near pump station 31 to alert them of upcoming construction schedules and expectations. Staff is also working with U-46 to learn bus routes and stops to pass on to the contractor to promote student safety. ED Trueblood commented that the City of Elgin has delayed repaving Lower Wellington until construction is complete.

### **EXECUTIVE DIRECTOR'S REPORT**

ED Trueblood provided a written report that reminded board members that the required Harassment and Discrimination Awareness and Prevention Training will take place immediately following the August 13<sup>th</sup> Board meeting. All Board members need to attend this training. ED

Trueblood also gave a list of items he will be bringing to the board for future review and approval including policy changes and updated Ordinances including how the District currently depreciates assets. ED Trueblood commented that the Executive Director at MWRDGC has resigned. Staff was currently working on settling last year's audit numbers with them and this will certainly slow down resolving the final details as a new ED takes over.

Executive Director Trueblood also reminded board members that WEFTEC is coming up at the end of September, if any trustees would like to attend, please let a staff member know so registration can be set up. Trustee Rauschenberger asked if staff members prefer if trustees attend this conference or not. ED Trueblood responded that it is a good opportunity for staff members to show Board members equipment and processes that may be needed in the future and why they would be beneficial to the District, but it is certainly not a requirement that Trustees attend. ED Trueblood reminded Board members that he and Trustee Rauschenberger will be attending the NACWA 2018 Utility Leadership Conference in Boston on July 23-26<sup>th</sup>.

### **ATTORNEY'S REPORT**

Attorney Schefflow provided copies of his June, 30<sup>th</sup> invoice detailing services rendered for the month. Schefflow commented that he will have his revised retainer agreement for consideration at the next board meeting in August. Board Members had no questions or comments.

### **RECESS**

Trustee Rauschenberger made a motion, seconded by Trustee Hyman, to recess the meeting and enter into Executive Session at 10:07A.M. Ayes, Trustees Corn, Bernal, Rauschenberger, Hyman. Nays, none.

### **RECONVENE**

Trustee Rauschenberger made a motion, seconded by Trustee Hyman, to reconvene the Board of Trustees meeting at 11:08 A.M. Ayes, Trustees Corn, Bernal, Rauschenberger, Hyman. Nays, none.

July 16, 2018

**ADJOURN**

Trustee Hyman made a motion, seconded by Trustee Bernal, to adjourn the July 13, 2018 Board of Trustees meeting at 11:08 A.M. Next meeting is scheduled for 9:00 A.M. August 13, 2018. Ayes, Trustees Corn, Bernal, Rauschenberger, Hyman. Nays, none.

Respectfully Submitted

Kim Narvaiz, Assistant Clerk

APPROVED:

Bruce R. Corn, President

Gary Hyman, Clerk-Treasurer