

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, Trustee Steve Rauschenberger 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 9:10 A.M.

APPROVAL OF JULY 16, 2018 BOARD OF TRUSTEES MINUTES

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to approve the July 16, 2018 minutes as written. Ayes, Trustees Corn, Bernal, Rauschenberger. Nays, none. Abstain, McCormack.

APPROVAL OF JULY 16, 2018 EXECUTIVE SESSION MINUTES

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to approve both the July 16, 2018 Executive minutes as written. Ayes, Trustees Corn, Bernal, Rauschenberger. Nays, none. Abstain, McCormack.

PUBLIC COMMENT

None

APPROVAL OF CASH DISBURSEMENTS

President Corn read aloud the cash disbursement totals per fund. Disbursements for the Sewer Revenue Fund \$758,306.37, Capital Improvement \$19,777.40, Corporate \$67,152.78, Depreciation & Replacement \$272,021.03, and Skyline \$505.74.

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

TRAVEL REIMBURSEMENT

Trustee Rauschenberger submitted travel reimbursement for the NACWA Utility Leadership Conference in the amount of \$1,013.50. Trustee McCormack made a motion, seconded by Trustee Bernal, to approve the travel reimbursement request. A Roll Call Vote was taken: Trustees Corn: Aye, Rauschenberger: Aye, Bernal: Aye, McCormack: Aye.

Executive Director Trueblood submitted travel reimbursement for the NACWA Utility Leadership Conference in the amount of \$391.40. Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to approve the travel reimbursement request. A Roll Call Vote was taken: Trustees Corn: Aye, Rauschenberger: Aye, Bernal: Aye, McCormack: Aye.

REVIEW OF CONNECTION PERMITS

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

There were no questions. Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to approve the Connection Permits as issued. Ayes, Trustees Corn, Bernal, Rauschenberger, McCormack. Nays, none.

REVIEW OF CONTRACTS AND PURCHASE ORDERS

Executive Director Trueblood reported that there were two purchase orders between meetings over \$10,000. The first one was to ST Tech, Inc. in the amount of \$18,000 for the Professional Services of Oracle ERP/EPM R13 Upgrade, which was approved at the previous meeting. The second purchase order was to Polydyne, Inc. in the amount of \$15,051.84 for a standard order of polymer at the contracted pricing.

FOIA REQUESTS

This item is to be discussed in Executive Session.

OLD BUSINESS

MOTION TO APPROVE – RETAINER AGREEMENT FOR ATTORNEY SERVICES

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to accept the retainer agreement for attorney services as presented. The agreement included a fixed retainer fee increase of \$587.50 per month. Trustee Rauschenberger asked if staff has reviewed and is satisfied with the retainer agreement. ED Trueblood responded yes.

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

NEW BUSINESS

MOTION TO APPROVE – EXECUTION OF AN AGREEMENT WITH THE USGS ON BEHALF OF THE FOX RIVER STUDY GROUP

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to authorize Executive Director Trueblood to enter into an agreement with the USGS for the funding of the monitoring of the Fox River at Stratton Dam. ED Trueblood explained that FRWRD would be the official agency for this agreement since Fox River Study Group (FRSG) is not a government agency and therefore the USGS cannot enter into an agreement with them. FRWRD will pay the invoices from USGS and then be reimbursed by the FRSG. ED Trueblood further explained that the District currently has a similar agreement with the USGS for other monitoring and there have been no problems. Trustee Rauschenberger asked what is the purpose of the study is. TSD Vogt responded to establish background water quality and pH values at the Stratton lock and dam near McHenry. Trustee Rauschenberger asked if the results of this study could have an impact on our permit limits. TSD Vogt responded yes. Knowing the background concentration of phosphorus coming into the Fox River from upstream is important to developing the model. If background concentrations of phosphorus are more than the minimum for algae growth, reductions in phosphorus discharges from wastewater plants won't result in less algae in the river.

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

MOTION TO APPROVE – VEHICLE REPLACEMENT PURCHASE- 4X4 FORD F-150

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to authorize Executive Director Trueblood to sign a purchase order in the amount of \$25,470 to Morrow Brothers for the purchase of a 2018 4x4 Ford F150. The vehicle being replaced currently has over 120,000 miles and will be sent to auction.

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

MOTION TO APPROVE – WORK CHANGE DIRECTIVE NO. 1 TO MARC KRESMERY CONSTRUCTION LLC. ON THE ADP WRF EXCESS FLOW DISINFECTION IMPROVEMENTS PROJECT

Trustee Bernal made a motion, seconded by Trustee Rauschenberger, to approve Work Change Directive No. 1 to Marc Kresmery Construction LLC. for the project. Trustee Corn asked if the revised copy of the Work Change Directive provided today was due to a mistake. TSD Vogt responded no that since the Board packets went out last Thursday additional underground conflicts were discovered while trying to install the new storm sewer due to incorrect record drawings. ED Trueblood commented that often times the pipes are in the correct spot on the record drawings but

the elevation is incorrect. TSD Vogt added that she believes that there are allowance items in the contract that may not need to be used which would allow for credits to the project.

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

MOTION TO APPROVE – TIME EXTENSION REQUEST TO JOSEPH J HENDERSON AND SON, INC. ON THE ADP WRF ANAEROBIC DIGESTION IMPROVEMENTS PROJECT

Trustee Bernal made a motion, seconded by Trustee Rauschenberger, to approve the 45-day time extension to Milestone 1 requested by Joseph J. Henderson and Son Inc. for the project.

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

MOTION TO APPROVE – PURCHASE AND IMPLEMENTATION OF MAXIMO COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM WITH AQUITAS SOLUTIONS, INC.

Trustee Bernal made a motion, seconded by Trustee McCormack, to authorize Executive Director to sign a purchase order for Aquitas Solutions, Inc. for the Maximo software and the agreement for implementation services with Aquitas Solutions, Inc., subject to review of the agreement by the attorney. At this time, FRWRD's I&C Specialist Dave Green was present to answer questions by the Board. Trustee Bernal asked if this software is user friendly. ED Trueblood commented yes and it will do a much better job at predictive maintenance than the current system. Trustee Bernal asked what type of training will be available to staff as he knows there was some problems with the training that occurred with the new accounting software. TSD Vogt responded that the agreement includes 24 hours of training for staff. I&C Specialist Green commented that staff will have some time to test the system and get a feel for it capabilities before the training so they have a basic understanding of how the system will operate and will be able to ask knowledgeable questions.

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

FINANCE MANAGER'S REPORT

Finance Manager Uddin provided a written report. He commented that revenues were strong and there were no items of concern at this time. Trustee Bernal asked how investments were going. FM Uddin responded good; a new short term CD was just purchased. Trustee Corn asked how Uddin liked the new auditors Baker Tilly. FM Uddin responded they are more traditional and tough than past District auditors but are overall good. ED Trueblood commented that he had some concerns with the audit and met with the lead auditor to address some of the concerns. One of the

big items is since the past three audits were all done by different firms, each firm does things a little differently, especially with regards to pensions and property tax income. ED Trueblood also mentioned that some smaller areas of concern are vehicles since the District never bought the approved vehicles last Fiscal year due to the unexpected closure of the dealership and natural gas and electricity cost due to shutting down the cogens. ED Trueblood mentioned that representatives from Baker Tilly will be in attendance at the next board meeting to present the draft audit and answer questions from board members.

TECHNICAL SERVICES REPORT

Technical Service Director Vogt provided a written report for board members. Items to note are that staff received a pre-public notice draft of the North WRF NPDES permit renewal. The permit will return to a 5 year term. Staff will review and provided comments for revisions. TSD Vogt also commented that staff is continuing to work with School District U-46 regarding bus stop schedules and routes around the construction area of Pump Station 31. And finally TSD noted that the USEPA is planning a rulemaking on blending wet weather flow treatment. TSD Vogt has been asked to go along with other representatives from the IAWA to attend a meeting in Washington DC later this month to meet with the USEPA and discuss the benefits of blending.

STAFF REPORT OF ONGOING STUDY, DESIGN AND CONSTRUCTION PROJECTS

TSD Vogt provided a written update on all projects. She mentioned that the disbursement requests were sent to the state for the Biosolids project as well as the first invoice for their portion was sent to Metropolitan Water Reclamation District of Greater Chicago. TSD Vogt continued that representatives from MWRDGC came out and toured the ADP facility to get an idea of the operations and changes that are happening.

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 today's meeting. ED Trueblood commented that IAWA's Annual Conference is September 18-21st in Oak Brook, if any trustees would like to attend this year please let him know. ED Trueblood also extended the invitation to the Trustees for the Judson University Kickoff event on August 17th if they would like to attend. ED Trueblood also mentioned that the District is looking to replace its Vactor truck soon so any trustees attending WEFTEC may find it beneficial to spend some time looking at them so they have a better understanding when staff puts forth the request.

ATTORNEY'S REPORT

None

President Corn called a 10-minute break at 10:15 A.M.

RECESS

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to recess the meeting and enter into Executive Session at 10:27 A.M. Ayes, Trustees Corn, Bernal, Rauschenberger, McCormack. Nays, none.

RECONVENE

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to reconvene the Board of Trustees meeting at 10:46 A.M. Ayes, Trustees Corn, Bernal, Rauschenberger, McCormack. Nays, none.

ADJOURN

Trustee Bernal made a motion, seconded by Trustee Rauschenberger, to adjourn the August 13, 2018 Board of Trustees meeting at 10:47 A.M. Next meeting is scheduled for 9:00 A.M. August 27, 2018. Ayes, Trustees Corn, Bernal, Rauschenberger, McCormack. Nays, none.

Respectfully Submitted

Kim Narvaiz, Assistant Clerk

APPROVED:

Bruce R. Corn, President

Gary Hyman, Clerk-Treasurer