

Minutes of the Board of Trustees of the Fox River Water Reclamation District held on Monday, September 10, 2018 at the Administration Building at 1957 North LaFox, South Elgin, Illinois. Present were President Bruce Corn, Vice President Bernal, Trustee Gary Hyman, Trustee Martin McCormack and Trustee Steve Rauschenberger.

Staff present included Executive Director Bob Trueblood, Technical Services Director Beth Vogt, Finance Manager Nazer Uddin, HR Manager Fran Venegas and Attorney Doug Schefflow.

President Corn called the meeting to order at 9:18 A.M.

APPROVAL OF AUGUST 27, 2018 BOARD OF TRUSTEES MINUTES

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to approve the August 27, 2018 minutes as written. Ayes, Trustees Corn, Bernal, Rauschenberger, Hyman and McCormack. Nays, none.

PUBLIC COMMENT

None

TRAVEL REIMBURSEMENT

None

APPROVAL OF CASH DISBURSEMENTS

President Corn read aloud the cash disbursement totals per fund. Disbursements for the Sewer Revenue Fund \$825,446.80, Capital Improvement \$241,487.08, Depreciation & Replacement \$81,072.77, and Skyline \$512.21.

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

REVIEW OF CONNECTION PERMITS

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

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

REVIEW OF CONTRACTS AND PURCHASE ORDERS

ED Trueblood stated that one purchase order was included in the packet related to purchase of the new Rockwell SCADA software, which was approved at the last meeting.

FOIA REQUESTS

None

OLD BUSINESS

None

NEW BUSINESS

DISCUSSION ONLY- SALARY ADMINISTRATION POLICY AND PROCEDURE

A copy of the proposed Salary Administration Policy and Procedure was provided to the Board for review in the packet. ED Trueblood stated that a formal board action request would be presented at the next Board of Trustees meeting. A staff meeting is being held on Wednesday, September 12th to discuss the new guidelines with staff.

BAR-MOTION TO APPROVE DESIGN AGREEMENT FOR ADP WRF HVAC IMPROVEMENTS PROJECT WITH STRAND ASSOCIATES

The project includes HVAC improvements at Buildings 10, 13, and 35 at the ADP WRF. Additionally work on the heat exchangers in Building 19 is included. Trustee Rauschenberger asked if turbo blower technology will be used on the project. TSD Vogt stated no; just standard boilers or unit heater and air handlers. The co-gens, which supplied heat to the heat loop around the plant, are no longer operating. Thus each building needs to have separate heating systems in place. Some of the boilers in the buildings are not in good shape. Trustee Rauschenberger asked if the old Administration Building was going to be removed. ED Trueblood indicated yes, eventually. However, right now three employees have offices there and the old Boardroom is now the training room. The project for approval is the design services agreement at \$200,000. TSD Vogt stated that estimated cost determined during design will be added to next year's budget.

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to authorize ED Trueblood to sign the Design Agreement for ADP WRF HVAC Improvement Project with Strand Associates. Ayes, Trustees Corn, Bernal, Hyman, McCormack, Rauschenberger. Nays, none.

BAR – MOTION TO APPROVE 1493 WING STREET VACANT LOT REAL ESTATE SALE CONTRACT

ED Trueblood stated an offer of \$5,000.00 for the lot was on the table. He encouraged the potential buyer to look at the lot. It is in a good location, but has an old abandoned lift station under it and numerous sewer lines so there may not be much room for a home. ED Trueblood thinks it might be worthwhile to approach the City as well since this lot might be a good pocket park.

Trustee McCormack made a motion, seconded by Trustee Bernal, to authorize ED Trueblood to execute any and all documents necessary to complete the sale of the Wing Street (vacant lot) property. Ayes, Trustees Corn, Bernal, Hyman, McCormack, Rauschenberger. Nays, none.

MOTION TO RECEIVE THE FY2018 FINANCIAL AUDIT AS PRESENTED

Trustee Rauschenberger asked if the reserves were squared away. ED Trueblood indicated the audit is not the long version, this is what has to be approved for submission to the State of Illinois. Trustee Rauschenberger asked if the long form allocates costs among the three plants. ED Trueblood indicated yes, the calculations that determine MWRDGC and West Dundee costs are in the long form.

Trustee McCormack made a motion, seconded by Trustee Hyman, to receive the FY2018 Financial Audit as presented. Ayes, Trustees Corn, Bernal, Hyman, McCormack, Rauschenberger. Nays, none.

FINANCE MANAGER’S REPORT

FM Uddin indicated there was an increase in operating revenues due to the last rate increase and increased water usage. Overall, revenue is better than expected. ED Trueblood would like to talk about banking relationships at the next meeting. Chase is not the primary bank but they have tools available that some of the other local banks the District uses do not. Trustee Rauschenberger suggested ED Trueblood and FM Uddin bring a recommendation to the meeting.

TECHNICAL SERVICES REPORT

TSD Vogt reported that IEPA has issued the draft permit for the West WRF. Staff is providing some comments to the permit writer. The permit includes an annual phosphorus limit of 1.0 mg/L effective as soon as the permit is issued.

USEPA Headquarters personnel and USEPA Region 5 staff toured the North Plant excess flow facilities. The tour was requested as a follow up to the meeting held in Washington DC as USEPA considers a rule making on Blending. TSD Vogt thought the tour went well and USEPA staff commented that it helped them understand how these types of facilities are operated.

FRWRD received a Notice of Violation from IEPA related to the backup in the sewer upstream of Pump Station 31 that occurred in April 2018. The backup flooded the back yards of quite a few residents on Lower Wellington. FRWRD will be required to write a letter requesting a compliance commitment agreement. The agreement will identify actions to be taken by FRWRD to avoid future discharges at the station. It should be noted that the new pump station is currently under construction.

President Corn called a 10-minute break at 10:00 A.M. Meeting resumed at 10:10 A.M.

STAFF REPORT OF ONGOING STUDY, DESIGN AND CONSTRUCTION PROJECTS

TSD Vogt provided a written update on all projects. TSD Vogt reviewed the upcoming board action requests related to new projects at Pump Station 38 and sewer cleaning. Both projects were identified in the District's CMOM plan. Pump Station 38 needs equipment replacements. Two FRWRD owned interceptors, tributary to the North WRF, need to be cleaned and televised.

TSD Vogt discussed the status of current projects. The equipment installation work in Digester 5 is complete. Painting of the cover skirt needs to be completed. The Sludge Transfer Forcemain project is mobilizing to tunnel under the river. Dewatering wells are being placed first for the boring pit. Pump Station 31 is moving along, within the next month, rebar installation for the base slab should occur. Financial information is being finalized for the Phosphorus projects for submittal to IEPA for the loans. Debt ordinances will need to be approved for each project, hopefully at the next Board of Trustees meeting.

Trustee McCormack left the meeting.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Trueblood reported that Harassment and Discrimination Awareness and Prevention Training for Trustee Hyman would take place following the meeting. PTELL Property Tax Increase should be ready by the October Meeting. Skyline sale is moving forward; with closing possibly in the mid to late first quarter of 2019. WEFTEC is the first week of October.

ATTORNEY'S REPORT

Attorney Scheflow stated his invoice serves as his report.

RECESS

Trustee Rauschenberger made a motion, seconded by Trustee Hyman, to recess the meeting and enter into Executive Session at 10:15 A.M. Ayes, Trustees Corn, Bernal, Hyman, Rauschenberger. Nays, none.

RECONVENE

Trustee Rauschenberger made a motion, seconded by Trustee Hyman, to reconvene the Board of Trustees meeting at 10:30 A.M. Ayes, Trustees Corn, Bernal, Hyman, Rauschenberger. Nays, none.

ADJOURN

As there was no additional business, Trustee Hyman made a motion, seconded by Trustee Bernal, to adjourn the meeting at 10:31 A.M. The next meeting is scheduled for 9:00 A.M. Monday, October 15, 2018. Ayes, Trustees Corn, Bernal, Hyman, and Rauschenberger. Nays, none.

Respectfully Submitted

Fran Venegas, HR Manager

APPROVED:

Bruce R. Corn, President

Gary Hyman, Clerk-Treasurer