

Minutes of the Board of Trustees of the Fox River Water Reclamation District held on Monday, August 12, 2019 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 15, 2019 BOARD OF TRUSTEES MINUTES

Trustee McCormack made a motion, seconded by Trustee Bernal, to approve the minutes of the July 15, 2019 Board of Trustees as written. Ayes, Trustees Corn, Bernal, Rauschenberger and McCormack. Nays, none.

APPROVAL OF JULY 15, 2019 BOARD OF TRUSTEES EXECUTIVE MINUTES

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to approve the minutes of the July 15, 2019 Board of Trustees Executive Session as written. Ayes, Trustees Corn, Bernal, Rauschenberger and McCormack. 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 \$1,060,283.47, Capital Improvement \$16,421.28, Depreciation & Replacement \$558,716.91, Skyline \$677.17.

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

TRAVEL REIMBURSEMENT

Executive Director Trueblood submitted travel reimbursement for the NACWA annual conference in the amount of \$316.14. Trustee Rauschenberger made a motion, seconded by Trustee

McCormack, 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 one commercial, three industrial, and one public building permits in between meetings. All of these were issued in the Connection Fee area totaling over \$10,500 collected.

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

REVIEW OF CONTRACTS AND PURCHASE ORDERS

Executive Trueblood reported that there were two Purchase Orders above the \$10,000 threshold that were issued in between meetings. The first one was to Elgin Sheet Metal to replace a compressors on the ClimaCool unit here at the Administration Building. Trustee Rauschenberger asked if it was early for a compressor replacement on a newer system. ED Trueblood responded yes, however it does run a lot because of how the system is designed to run on the effluent from the West Plant. TSD Vogt commented that there are two compressors to the unit and one one needed to be replaced at this time. Trustee Corn asked if this work was bid. ED Trueblood responded that since it is such a specific repair item only quotes were obtained. TSD Vogt commented that staff received quotes from both Imbert International and Elgin Sheet Metal. ED Trueblood reported that the other PO was to Kellenberger Plumbing & Underground for the sewer repair work at the Patton Mill Apartment site.

FOIA REQUESTS

None

OLD BUSINESS

None

NEW BUSINESS

BAR – SKYLINE WATER AND SEWER SYSTEM DISCUSSION

Executive Director Trueblood welcomed Jim Bilotta and Beth H. from Aqua Illinois who were present to answer any questions the Board may have regarding the pending sale of the Skyline Water and Sewer System. ED Trueblood provided handouts which included a timeline from the ICC, as well as a chart of area water and sewer rates comparing the current Skyline rates to future

Skyline rates. ED Trueblood pointed out that currently Skyline rates are the lowest for the surrounding area. Jim Bilotta from Aqua expressed his thanks to staff for working with their accounting department to transfer billing information and meter readings, he has heard this part of the process has been smooth and without hiccups. Mr. Bilotta also explained that Aqua Illinois will be sending out a letter to invite all Skyline residents to an open house where they will be introduced to Aqua Illinois, and be able to sign up for online billing and water notifications such as boil orders or hydrant flushing alerts.

ED Trueblood commented that this open house is planned for October 15th. Trustee Bernal asked who from staff will be present. ED Trueblood responded himself, TSD Vogt, Attorney Scheflow, Operations Manager Haacker, Accounting Specialist Narvaiz. Trustee Rauschenberger asked if staff wanted Trustee present at this open house. ED Trueblood responded no, he thinks it would be better, if needed, the public to address the trustees at the following board meeting on Monday October 21st. There was some further discussion on the pipes and infrastructure of Skyline. TSD Vogt commented that since the District took over the Skyline plant in 1994 there have not been any lead violations.

BAR – MOTION TO APPROVE STATION 32 PUMP REPLACEMENT

Trustee Rauschenberger made a motion, seconded by Trustee Bernal to authorize Executive Director Trueblood to sign a purchase order in the amount of \$25,573 to the Thomas Pump Company, Inc., for a new replacement pump.

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

BAR – MOTION TO APPROVE PURCHASE ORDERS TO AJ GALLAGHER FOR BUILDERS RISK PROPERTY INSURANCE FOR THE ADP WRF PHOSPHORUS REMOVAL STRUVITE IMPROVEMENTS AND THE NORTH WRF PHOSPHORUS REMOVAL IMPROVEMENTS

Trustee McCormack made a motion, seconded by Trustee Bernal, to authorize Executive Director Trueblood to sign purchase orders to AJ Gallagher for payment of \$50,731 for Builders Risk Property Insurance for the ADP WRF Phosphorus Removal Struvite Improvements and the North WRF Phosphorus Removal Improvements. TSD Vogt explained that typically, FRWRD has had the contractor's provide this insurance. However, the contract documents put this responsibility on FRWRD, which was not noticed by staff until the execution of the agreements began. Trustee Corn asked if this will be standard practice of the District going forward. TSD Vogt responded that staff would have to discuss that with Attorney Scheflow, taking into consideration the amount of time and work it took to put this together by staff.

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

BAR – MOTION TO APPROVE PURCHASE OF ADDITIONAL LICENSES AND IMPLEMENTATION SERVICES FOR MAXIMO COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM WITH AQUITAS SOLUTIONS, INC

Trustee McCormack made a motion, seconded by Trustee Bernal, to authorize Executive Director Trueblood to sign purchase orders to Aquitas Solutions, Inc. for the Maximo software and additional support services for a total of \$27,337. Trustee Bernal asked if the current licenses have expired. TSD Vogt responded no, this is to purchase additional licenses and support. Currently, users without proper access need to have a supervisor update their work orders. The additional licenses will allow tracking the time taken on a work order and allow personnel to identify if parts are needed for a task and then check out a different work order until parts are obtained.

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

BAR – MOTION TO ACCEPT REAL ESTATE APPRAISAL FOR 901 RAYMOND STREET AND APPROVAL TO SECURE LONG-TERM TANANT

Tabled until after executive.

BAR – MOTION TO APPROVE SHORT-TERM LEASE FOR 901 RAYMOND STREET

Tabled until after executive.

President Corn called for a 10 minute break at 9:54a.m.

FINANCE MANAGER’S REPORT

Finance Manager Uddin presented the Board with the Financial Report thru June 30th. Sewer Treatment charges as adjusted at the end of June 2019 were up 12% mainly due to the 2018 rate increase. There was also a net increase of 1% in total operating expenses compared to the prior year.

TECHNICAL SERVICES REPORT

TSD Vogt reported that IAWA is planning a Trustee Roundtable on Tuesday, September 10, 2019 from 5-6 pm during the Annual Conference at Eaglewood Resort in Itasca which she will be moderating. Staff would like to have at least one if not more Trustees participate in this event.

TSD Vogt also reported that staff has been contacted by the IEPA regarding the loan for the Sludge Transfer Forcemain Project indicating that the loan needs to start repayments in January 2020. The loan will still be able to be added on to once the project begins again. The first loan

payment will be higher to cover the cost of accrued interest during the construction (\$130,988.03) and thereafter they will be (\$97,793.14) until the project gets completed and the loan amount will then increase.

STAFF REPORT OF ONGOING STUDY, DESIGN AND CONSTRUCTION PROJECTS

TSD Vogt provided a written update on all projects. Items to note include that brick work on Pump Station 31 has begun. Trustee Rauschenberger asked if it is full course or just face brick. TSD Vogt responded face brick, but it does go down 1 ½ feet below grade due to new building codes. TSD Vogt continued that masonry work has been delayed for now as the final weeks of summer are wrapping up and schools have taken priority to finish construction before kids are back.

HVAC design is almost complete and will be out to bid soon, however staff may hold off on the project a bit if temporary heating is needed. Trustee Corn asked what the old Administration building is used for. ED commented that there are currently 3 offices being used on the main floor and the old board room has been turned into a training room that is used regularly. There are also some rooms that are used as file storage.

EXECUTIVE DIRECTOR'S REPORT

Executive Director reported that the District closed on the purchase of 646 Wellington Avenue on August 2nd, and took immediate possession of the property. Staff is working on getting quotes to clean out the property and secure it from trespassers. Staff has already had some conversations with the neighbors and will do our best to address their concerns.

In other news ED Trueblood informed the board that his name has been submitted for an appointment to the Fox River Flood Control Commission. He looks forward to representing the District on the Commission.

ATTORNEY'S REPORT

Attorney Schefflow provided copies of his July 31st invoice detailing services rendered for the month. Board Members had no questions or comments.

RECESS

Trustee Bernal made a motion, seconded by Trustee McCormack, to recess the meeting and enter into Executive Session at 10:30A.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 10:57 A.M. Ayes, Trustees Corn, Bernal, Rauschenberger, McCormack. Nays, none.

BAR – MOTION TO ACCEPT REAL ESTATE APPRAISAL FOR 901 RAYMOND STREET AND APPROVAL TO SECURE LONG-TERM TANANT

Trustee Bernal made a motion, seconded by Trustee McCormack, to accept the appraisal and authorize staff to work with Attorney Scheflow to secure a long-term tenant for the property at 901 Raymond Street.

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

BAR – MOTION TO APPROVE SHORT-TERM LEASE FOR 901 RAYMOND STREET

Trustee Bernal made a motion, seconded by Trustee McCormack, to authorize staff to work with Attorney Scheflow to secure a short-term lease for the property at 901 Raymond Street.

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

ADJOURN

As there was no additional business, Trustee Bernal made a motion, seconded by Trustee McCormack, to adjourn the meeting at 10:59 A.M. The next meeting is scheduled for 9:00 A.M. Monday, September 16, 2019. Ayes, Trustees Corn, Bernal, Rauschenberger and McCormack. Nays, none.

Respectfully Submitted

Kim Narvaiz, Assistant Clerk

APPROVED:

Bruce R. Corn, President

Gary Hyman, Clerk-Treasurer