

Minutes of the Board of Trustees of the Fox River Water Reclamation District held on Monday, October 21, 2019 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. Trustee Steve Rauschenberger was not present but conferenced in to the meeting via telephone.

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 9:17 A.M.

APPROVAL OF SEPTEMBER 16, 2019 BOARD OF TRUSTEES MINUTES

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to approve the minutes of the September 16, 2019 Board of Trustees as written. Ayes, Trustees Corn, Bernal, Hyman, 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 \$1,450,267.21, Corporate Fund \$67,152.78, Capital Improvement \$3,808.16 Depreciation & Replacement \$826,077.31, Skyline \$1,096.91.

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

REVIEW OF CONNECTION PERMITS

TSD Vogt reported that staff issued three commercial, one industrial, one public building, and one hundred two single family permits in between meetings. Fees collected totaled over \$21,000. TSD Vogt commented that single family permits are issued once the manhole inspections are completed so many of the homes have already been built. .

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

REVIEW OF CONTRACTS AND PURCHASE ORDERS

Executive Trueblood reported that there was one purchase order over \$10,000 since the last meeting to Polydyne Inc. for the purchase of polymer. This a standard chemical order and is priced off the contracted bid price.

FOIA REQUESTS

TSD Vogt commented that there were no FOIA's at the time the board packet was completed; however, there was one submitted after the packets went out which will be included for the next board meeting.

OLD BUSINESS

None

NEW BUSINESS

BAR – MOTION TO APPROVE RESOLUTION 499 – AUTHORIZING THE SALE ASSETS TO AQUA ILLINOIS, INC.

Trustee Bernal made a motion, seconded by Trustee Hyman, to approve Resolution 499 Authorizing the sale assets to Aqua Illinois, Inc. Trustee Bernal asked Attorney Schefflow if everything on the legal end is good. Attorney Schefflow responded he had a recent teleconference with Aqua Illinois attorneys and everything is on track. ED Trueblood pointed out to Board members that included in their packet is a timeline of events regarding Skyline and previous attempted the District has made to transfer it to another public agency. Trustee Bernal asked if there is a target date confirmed yet. Attorney Schefflow responded that closing is scheduled for November 18th.

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

BAR – MOTION TO APPROVE FINAL WATER AND SEWER BILL PLAN FOR THE SKYLINE WATER AND SEWER SYSTEM

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to authorize the final billing plan for the Skyline Water and Sewer System Customers. ED Trueblood explained that on the closing date, whatever balances Skyline customers have will remain owed to the Fox River Water Reclamation District. Likewise, the District will be refunding money to any customer accounts that have a credit remaining at that time. All customers will begin with a zero account balance with Aqua Illinois.

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

BAR – MOTION TO APPROVE 2020 RETIREE AMWINS INSURANCE RENEWAL

Trustee Bernal made a motion, seconded by Trustee McCormack, to authorize Executive Director Trueblood to execute the renewal of the AmWINS policy as presented.

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

**BAR – MOTION TO APPROVE PROPERTY INSURANCE RENEWAL FOR POLICY
YEAR NOVEMBER 1, 2019 – NOVEMBER 1, 2020**

Trustee Hyman made a motion, seconded by Trustee McCormack, authorize Executive Director Trueblood to sign all necessary agreements and documents to renew general liability and property insurance for the District as recommended by staff. ED Trueblood commented that staff is going to begin to look into a self-insuring option for property insurance before the next renewal period.

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

BAR – MOTION TO ACCEPT FISCAL YEAR 2019 AUDIT REPORT

Trustee McCormack made a motion, seconded by Trustee Hyman, to accept as presented the Fiscal Year 2019 Audit Report. FM Uddin commented that it was a clean audit with no major recommendations for changes from the auditors.

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

BAR – MOTION TO APPROVE FISCAL YEAR 2019 TREASURER REPORT

Trustee McCormack made a motion, seconded by Trustee Hyman, to approve the Fiscal Year 2019 Treasurer's Report as presented

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

BAR – MOTION TO APPROVE AMENDMENT NO. 5 TO THE ENGINEERING SERVICES AGREEMENT WITH STRAND ASSOCIATES FOR THE PUMP STATION 31 REPLACEMENT

Trustee Hyman made a motion, seconded by Trustee McCormack, to authorize Executive Director Trueblood to sign the Amendment No. 5 to the Engineering Services Agreement with Strand Associates for the Pump Station 31 Replacement for \$31,600.

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

BAR – MOTION TO APPROVE ORDINANCE 920 ANNEXATION OF 5.1 ACRES FOR IGLESIA APOSTOLICA DE LA FE EN CRISTO JESUS, 280 FRANKLIN BLVD, ELGIN

Trustee Bernal made a motion, seconded by Trustee Hyman, to approve Ordinance 920 annexation of 5.1 acres for Iglesia Apostolica de la Fe en Cristo Jesus at 280 Franklin Blvd in Elgin. Phase 1 service fees have been paid.

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

BAR – MOTION TO APPROVE AUTHORIZATION TO EXECUTE CHANGE ORDER NO. 4 TO JOSEPH J. HENDERSON AND SON INC. ON THE ADP WRF ANAEROBIC DIGESTION IMPROVEMENTS PROJECT

Trustee Bernal made a motion, seconded by Trustee McCormack, to authorize Executive Director Trueblood to execute Change Order No. 4 to Joseph J. Henderson and Son Inc. for the project, decreasing the contract price by \$685,000. TSD Vogt commented that this decrease in price resulted from inspection of the cover on Digester #2, and it not needing to be replaced and only required rehabilitation to allow it to be maintained for service.

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

BAR – MOTION TO APPROVE AUTHORIZATION TO EXECUTE CHANGE ORDER NO. 5 TO JOSEPH J. HENDERSON AND SON INC. ON THE ADP WRF ANAEROBIC DIGESTION IMPROVEMENTS PROJECT

Trustee McCormack made a motion, seconded by Trustee Hyman, to authorize Executive Director Trueblood to execute Change Order No. 5 to Joseph J. Henderson and Son Inc. for the project, extending the contract time.

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

President Corn called for a 10 minute break at 9:35 a.m.

FINANCE MANAGER'S REPORT

Finance Manager Uddin presented the board with the financial report for the period ending August 31st. FM Uddin commented that revenues are meeting operating expenses. Trustee Bernal asked where the funds from the Skyline sale will go. ED Trueblood commented that they will be deposited into the Capital Improvement account since that is where the funds to improve Skyline came from. FM Uddin also commented that he provided a hand out this morning that replaces page 9 in the financial report. No accounting changes were made just excel formula errors.

TECHNICAL SERVICES REPORT

TSD Vogt reported that she will be meeting with IEPA in Springfield next week along with others from IAWA to discuss the goals, process, and eligibility of the \$85-\$125 million allocated to IEPA in the capital bill. Also, there is an IAWA Technical Meeting scheduled for November 8th at Starved Rock State Park that she and ED Trueblood will be attending. The agenda for this meeting was provided to Board members.

STAFF REPORT OF ONGOING STUDY, DESIGN AND CONSTRUCTION PROJECTS

TSD Vogt provided a written update on all projects. Items to note include the Biosolids project is near complete. There was a slight delay when the skirts arrived cut horizontally in half, requiring the contractor to weld them back together. Trustee Rauschenberger asked if this weld will affect the performance of the skirt. TSD Vogt responded no, this skirt just acts as a barrier to keep gas from escaping. The skirt does not have a structural purpose. Once they are welded, they will be primed and painted.

In other news, the new Pump Station 31 is moving along, contractors have installed the roof and are working on painting today. Trustee Corn asked if staff plans to demolish the old pump station once the new one is up and running. TSD Vogt responded yes, it will be torn down to 2 feet below grade and filled in with soil. Trustee Corn asked if there are any plans for a type of parking lot or turn around since it is a dead end. TSD Vogt responded that staff would like to eventually do some sort of turn around further north than the existing one. ED Trueblood commented that ideally he would like to fence in the end of the road so FRWRD trucks could open the gate and drive in and close the gate behind them. The recent purchase of the property directly north of the new pump station has given FRWRD more space to figure out what the best solution would be. ED Trueblood continued that the street needs to be available for a firetruck to go down and turn around.

TSD Vogt commented that the last item to note is that the contractor for the ADP Phosphorus Removal - Struvite Facility has mobilized to the site and construction trailers, security fencing, temporary staging areas are being installed.

EXECUTIVE DIRECTOR'S REPORT

Executive Director reported that the proposed tenant interested in a short term lease at 901 Raymond Street decided not to execute the lease. Staff is still working with Attorney Schefflow to secure a long term lease. Additionally, staff has looked into the conceptual cost to build a 30,000 square foot maintenance garage on the property which has been estimated at about \$6 million. ED Trueblood gave a brief overview of investment practices and the procurement process. Trustee Bernal asked how staff keeps track of what disbursements are coming up. TSD Vogt responded that engineering provides accounting with a 6-12 month projection of project payouts to allow help when making investment decisions.

ATTORNEY'S REPORT

Attorney Schefflow provided copies of his September 30th invoice detailing services rendered for the month. There were no questions or comments by Board members.

Executive Director commented that there was an Executive Session on the agenda, but it is not needed.

ADJOURN

As there was no additional business, Trustee Hyman made a motion, seconded by Trustee McCormack, to adjourn the meeting at 10:22 A.M. The next meeting is scheduled for 9:00 A.M. Monday, November 18, 2019. Ayes, Trustees Corn, Bernal, Hyman, Rauschenberger and McCormack. Nays, none.

Respectfully Submitted

Kim Narvaiz, Assistant Clerk

APPROVED:

Bruce R. Corn, President

Gary Hyman, Clerk-Treasurer