

Minutes of the Board of Trustees of the Fox River Water Reclamation District held on Monday, December 16, 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 9:11 A.M.

APPROVAL OF NOVEMBER 18, 2019 BOARD OF TRUSTEES MINUTES

Trustee Bernal made a motion, seconded by Trustee McCormack, to approve the minutes of the November 18, 2019 Board of Trustees 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 \$985,749.42, Corporate Fund \$130,988.03, Capital Improvement \$1,085,316.66, Depreciation & Replacement \$297,724.22, and Skyline \$3,258.25. Executive Director Trueblood informed the board that staff will be issuing checks out of petty cash to any Skyline resident who has a credit on their account.

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

REVIEW OF CONNECTION PERMITS

TSD Vogt reported that staff issued five commercial, two industrial, and one single family permits in between meetings. Approximately \$6,000 was collected at this time in connection permit fees in addition to the previously collected service fee permits.

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, 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 over \$10,000 since the last meeting. The first purchase order was to the Kane County Treasurer which is for the storm water permit fee for the ADP Struvite Project. Since the land at ADP is split between Elgin and unincorporated Kane County, a permit is needed from Kane County. The second purchase order is to JWC Environmental for the repair of the Purify Drive Channel Monster which was approved at the last BOT meeting.

FOIA REQUESTS

Executive Director Trueblood commented that there were no FOIAs at the time Board Packets were distributed, however, one came in over the weekend that staff will address and report on at the next BOT meeting.

OLD BUSINESS

None

NEW BUSINESS

BAR – MOTION TO AWARD BIOSOLIDS MANAGEMENT CONTRACT TO SYNAGRO, LLC.

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to authorize Executive Director Trueblood to sign a 5-year contract with Synagro, LLC for the hauling and disposal of biosolids for \$17.82 per wet ton. ED Trueblood commented that the District used to be with Synagro, LLC. before Stewart Spreading out bid them in 2006 when they were a new company. A 5-year contract is preferred as this is a very competitive price and staff would like to lock it in.

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

BAR – MOTION TO APPROVE ENVIRONMENTAL LIABILITY INSURANCE POLICY

Trustee Bernal made a motion, seconded by Trustee McCormack, to authorize Executive Director to sign all necessary agreements and documents to renew Commercial Pollution Legal Liability insurance coverage for the FRWRD as recommended by staff. ED Trueblood commented that this is a policy that renews every 5 years.

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

BAR – MOTION TO APPROVE PERSONNEL POLICY UPDATES

Trustee McCormack made a motion, seconded by Trustee Bernal, to approve updates to personnel policies 1-3 and 1-4 as presented. ED Trueblood commented that policy 1-3 is the non-discrimination and anti-harassment policy and the new update adds board members to it. Policy 1-4 updates the drug and alcohol-free workplace policy with the new law. As of 1/1/2020 FRWRD will stop screening for marijuana for pre-employment. Trustee Rauschenberger asked how many employees are subject to the IDOT rules of zero tolerance still. ED Trueblood responded that there are 3-4 employees that have their CDL license. Trustee Rauschenberger asked if we compensate higher for someone with a CDL. ED Trueblood responded in the past yes, as it was more crucial, but not anymore since the District is no longer hauling sludge to ADP. ED Trueblood continued that the vactor truck, if driven offsite, does require a CDL license.

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

BAR – MOTION TO AWARD ADP WRF BUILDING 10, 13, AND 35 HVAC IMPROVEMENTS PROJECT TO INDEPENDENT MECHANICAL INDUSTRIES, INC.

Trustee McCormack made a motion, seconded by Trustee Bernal, to authorize Executive Director Trueblood to sign the Notice of Award for the ADP WRF Building 10, 13, and 35 HVAC Improvements Project to Independent Mechanical Industries, Inc. for \$1,524,000 and to subsequently sign the associated agreement with Independent Mechanical Industries, Inc. Trustee Corn commented that he is disappointed in the lack of bidding. TSD Vogt responded that there has been a lot of other activity this fall with surrounding municipalities such that a lot of contractors are busy. However, Independent Mechanical has done a lot of work with the District and staff has always been happy with them. Also the bid price is very close to the estimate for the work.

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

BAR – MOTION TO APPROVE AMENDMENT NO. 5 TO THE PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH BURNS & MCDONNELL FOR CONSTRUCTION SERVICES FOR THE PHASE III/IV SLUDGE TRANSFER LINE

Trustee Bernal made a motion, seconded by Trustee McCormack, to authorize Executive Director Trueblood to sign Amendment No. 5 to Burns & McDonnell for Construction Services on the Phase III/V Sludge Transfer Line Project adding \$85,118 to the project. TSD Vogt explained that to complete the pipeline under the river, a new design is required for evaluating technologies to connect to the previously installed pipe and complete the system. This is likely to require the pipe to be installed by open cut method in the river bed, which will involve significant permitting and environmental assessments for the Army Corps of Engineers and Illinois DNR. While this project will no longer effect the mating season of the Blue Heron, now a study must be done to evaluate the river bed for the endangered spiked mussel, and if found, they must be relocated up river where they will not be disturbed. This study takes up a significant amount of these funds.

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

BAR – MOTION TO APPROVE PUMP STATION 33 FORCEMAIN RELOCATION DESIGN AND CONSTRUCTION ENGINEERING SERVICES AGREEMENT WITH TROTTER ASSOCIATES, INC.

Trustee Bernal made a motion, seconded by Trustee Rauschenberger, to authorize Executive Director Trueblood to sign the Pump Station 33 Forcemain Relocation Design and Construction Engineering Services Agreement with Trotter Associates, Inc. for \$55,096. TSD Vogt reminded Board members that this project is because Nicor is replacing to major gas lines (24-inch and 30-inch) where they cross under IL-25 near the I-90 tollway and will be reimbursed by them for the cost of the project.

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

BAR – MOTION TO APPROVE AMENDMENT NO. 5 TO THE PROFESSIONAL ENGINEERING SERVICES AGREEMENT FOR THE ANAEROBIC DIGESTION IMPROVEMENTS WITH STRAND ASSOCIATES

Trustee McCormack made a motion, seconded by Trustee Bernal, to authorize Executive Director Trueblood to sign the Professional Engineering Services Agreement Amendment No. 5 for the Anaerobic Digestion Improvements with Strand Associates. TSD Vogt commented that this amendment has no budget impact, it is a time extension to remain compliant with IEPA loan requirements.

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

BAR – MOTION TO APPROVE RESOLUTION 502 – RESTRICTION OF CAPITAL FUNDS UNTIL EXECUTION OF THE MWRDGC AGREEMENT FOR THE ADP WRF LIQUID FACILITIES PHOSPHORUS REMOVAL PROJECT

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to approve Resolution 502 – Restriction of Capital Funds until execution of the MWRDGC Agreement for the ADP WRF Liquid Facilities Phosphorus Removal Project. TSD Vogt commented the IEPA is very close to issuing the permit.

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

President Corn called for a 10 minute break at 9:44 a.m.

FINANCE MANAGER'S REPORT

Finance Manager Uddin presented the board with the financial report for the period ending October 31st. FM Uddin commented that revenues continue to improve, however, there has been a noticeable drop in the Village of South Elgin's (VOSE) revenues. He is working with them to figure out why. Trustee Rauschenberger asked if the drop affects VOSE as well making them motivated to figure out the problem. ED Trueblood responded yes.

TECHNICAL SERVICES REPORT

TSD Vogt reported that staff would like to propose some changes to the credit meter program in the coming months as there is no official ordinance about it. Some of the proposed changes would include residents submitting the manual reads electronically thru FRWRD's website. Trustee Rauschenberger asked if it would be better to phase out the program entirely. ED Trueblood commented that given the large service area the District covers compared to the small number of residents that are signed up for the program, a phase out is a likely option. ED Trueblood continued that these types of programs are better suited for areas where lawn watering and outdoor water usage is more prevalent. TSD Vogt commented that a lot of staff time is consumed by issuing these credits in the fall/winter months when watering season is done for the year and the fees charged for this does not cover the labor cost.

TSD Vogt also mentioned that staff is evaluating the way connection permits are issued to try to establish a more efficient way. Staff is leaning towards a permit structure that charges a flat permit fee in the current connection fee area instead of the current system that charges per fixture installed. In that system, only a user that would be making a significant capacity need increase in water usage would be charged more than the flat fee.

STAFF REPORT OF ONGOING STUDY, DESIGN AND CONSTRUCTION PROJECTS

TSD Vogt provided a written update on all projects. Items to note include staff should be receiving a Construction Services Agreement with Strand for the Blower Replacements soon as well as the Blower Replacement Installation bid. Also new to report is that the CSO pumps at Pump Station 31 were not able to be tested because the VFD's for the pumps were found to be undersized and need to be replaced. The contractor will be replacing these. Attorney Scheflow asked how we test CSO pumps. TSD Vogt responded by filling the wet well and pumping it back to the sewer creating a loop. Discharges out to the CSO outfall cannot occur during the testing.

TSD Vogt also mentioned that the Pump Station 38 improvements have been put on hold due to the high cost but staff in planning to move forward to install new valves outside the station that will allow for bypass pumping. This will allow for District staff to make some necessary repairs to the existing equipment.

EXECUTIVE DIRECTOR'S REPORT

Executive Director reported the information on an Employee Assistance Program (EAP) was given to all employees and a representative was onsite to explain and give an overview of the program. Also ED Trueblood mentioned that the sale of Skyline Water and Sewer System was completed and the funds were transferred and broken into 3 separate investments.

ED Trueblood provided additional information with handouts and discussion points regarding the fiscal year 2019 audit. A big item to point out is that due to increased amount of treated flow and reducing expenses, the district has its first positive operating income in several years. Discussion ensued. Trustee Bernal would like to see the estimated capital expenses for the next 20 years and how they plan to be funded.

ATTORNEY'S REPORT

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

RECESS

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to recess the meeting and enter into Executive Session at 10:48 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 11:07 A.M. Ayes, Trustees Corn, Bernal, Rauschenberger, McCormack. Nays, none.

ADJOURN

As there was no additional business, Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to adjourn the meeting at 11:08 A.M. The next meeting is scheduled for 9:00 A.M. Monday, January 13 2020. Ayes, Trustees Corn, Bernal, Rauschenberger and McCormack. Nays, none.

Respectfully Submitted

Kim Narvaiz, Assistant Clerk

APPROVED:

Bruce R. Corn, President

Gary Hyman, Clerk-Treasurer