

Minutes of the Board of Trustees of the Fox River Water Reclamation District held on Monday, February 10, 2020 at the Administration Building at 1957 North LaFox, South Elgin, Illinois. Present were President Bruce Corn, Vice President Benjamin Bernal, Clerk/Treasurer Gary Hyman, Trustee Steve Rauschenberger, and Trustee Marty McCormack.

Staff present included Executive Director Bob Trueblood, Senior Project Engineer James Kerrigan, Assistant Clerk Kim Narvaiz and Attorney Doug Scheflow.

President Corn called the meeting to order at 9:10 A.M.

APPROVAL OF JANUARY 27, 2020 BOARD OF TRUSTEES MINUTES

Trustee McCormack made a motion, seconded by Trustee Hyman, to approve the minutes of the January 27, 2020 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 \$822,589.96, Corporate \$67,152.78, Capital Improvement \$979,499.95, Depreciation & Replacement \$108,775.55, and Skyline Fund \$78.03.

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

SPE Kerrigan reported that staff issued six commercial permit and six industrial permits in between meetings. Approximately \$312,000 was collected at this time in connection permit fees in addition to the previously collected service fees.

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

REVIEW OF CONTRACTS AND PURCHASE ORDERS

None

FOIA REQUESTS

ED Trueblood reported that there was one FOIA in between meetings from a Ron Ally requesting information on the District's most recent Audit. Staff replied with the requested information.

OLD BUSINESS

None

NEW BUSINESS

MOTION TO APPROVE EMPLOYEE HEALTH OUT OF POCKET MEDICAL EXPENSE DISBURSEMENT

Trustee McCormack made a motion, seconded by Trustee Hyman, to approve the distribution of reimbursement to employees for eligible expenses for the period January 1, 2019-December 31, 2019. Trustee Rauschenberger asked if the total was close to the budgeted amount. ED Trueblood responded yes, the total came in lower than last year.

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

MOTION TO APPROVE ORACLE PERFORMANCE EVALUATION AGREEMENT

Trustee Bernal made a motion, seconded by Trustee Hyman, to authorize Executive Director Trueblood to sign the necessary agreements and documentation to accept the proposed Health Check of the Oracle Financial System. Trustee Rauschenberger asked if Nazer was familiar with Oracle. ED Trueblood responded yes, it is the program Lake County used prior to him leaving them to come work for FRWRD.

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

MOTION TO APPROVE ACCOUNTING ASSISTANCE AGREEMENT

Trustee Bernal made a motion, seconded by Trustee Hyman, to authorize Executive Director Trueblood to sign the necessary agreements and documentation with Porte Brown to provide accounting services as needed. ED Trueblood commented that he reached out to Pauline Staab with the announcement of Nazer Uddin's departure. Ms. Staab performed the District's annual audit for over 20 years and is very familiar with how the district financials work. Staff is looking for help with preparing the monthly financial statements and prepping for the upcoming audit.

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

MOTION TO APPROVE RESOLUTION NO. 503– AMENDING THE CREDIT METER PROGRAM

Trustee McCormack made a motion, seconded by Trustee Hyman, to approve Resolution Number 503 - amending the credit meter program. ED Trueblood clarified that as of right now this will only suspend new customers from joining the program. TSD Vogt and staff are still working thru a new digital set up for existing residents enrolled in the program that would reduce the work load for staff.

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

MOTION TO AUTHORIZE EXECUTION OF CHANGE ORDER NO. 1 TO VISU-SEWER OF ILLINOIS ON THE NORTH INTERCEPTOR SEWER CCTV PROJECT

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to authorize Executive Director Trueblood to execute Change Order No. 1 to Visu-Sewer of Illinois on the Northern Interceptor Sewer CCTV Project, decreasing the contract price by \$4,354. SPE Kerrigan commented that although several areas were identified needing repair work, not all of the allowance items of this contract were used. Therefore this change order reduced the final contract amount. Trustee Rauschenberger asked if we could line the portions that need repair. SPE Kerrigan said you probably could, however it would likely be more cost effective to just replace the section of pipe. ED Trueblood commented that these repairs need to get done before being turned over to the Village of West Dundee, but it is not something that needs to be rushed to complete. Attorney Scheflow asked about future construction. SPE Kerrigan responded that the District has an easement agreement so there should not be any problems.

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

MOTION TO AUTHORIZE EXECUTION OF CHANGE ORDER NO. 1 TO VISU-SEWER OF ILLINOIS ON THE NORTHERN AREA TRUNK LINE CCTV PROJECT

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to authorize Executive Director Trueblood to execute Change Order No. 1 to Visu-Sewer of Illinois on the Northern Area Trunk Line CCTV Project, decreasing the contract price by \$7,735. SPE Kerrigan commented that there was a significant amount of debris in this line, however again not all the allowances were used, decreasing the final contract amount.

There were no 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 9:33 a.m.

TECHNICAL SERVICES REPORT

None

STAFF REPORT OF ONGOING STUDY, DESIGN AND CONSTRUCTION PROJECTS

SPE Kerrigan provided a written update on all projects. Items to note include that testing is being performed at Pump Station 31 and soon contractors will be cutting the electrical supply wires from the old station. Trustee Rauschenberger asked if the old force main will be abandoned. ED Trueblood responded that that is the goal and it will just be used in emergencies. However, through testing, staff found that the pumps are not reaching the permit required flow rate of 16.5 mgd when only using the new forcemain. With both forcemains in service, the pump station can reach about 17.7 mgd at the design wet well level. Staff has done further testing and data collection. Staff is providing Strand with the data such that they can evaluate what may be causing the problem and possible solutions. Trustee Rauschenberger asked how often does this much flow happen. ED Trueblood responded that this past year with the Coffey dam in place, it was probably close to 10 times, but normally only 2 to 3 times.

In other projects the HVAC kick off meeting was held with the contractors last week. Project logistics, schedules, and preliminary matters were discussed. Additionally all the blowers are now in Houston for testing. Staff, Strand, and Atlas Copco have been discussing the final arrangement for the installation of the blowers and once the documents are finalized, the project for installation of the blowers will be advertised for bid. A teleconference on controls was held last week to sort out final details. Trustee Rauschenberger asked about the harmonic filters. SPE Kerrigan responded that it was determined that they are sized ok for the new blowers.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Trueblood reported that the NACWA Winter Conference held in Atlanta was very informational. ED Trueblood also commented that he is scheduled to give a presentation after today's Board meeting to the Elgin Rotary club. There is also an additional request that TSD Vogt will address for a group has that wants a presentation on grease and its impact in the treatment process. ED Trueblood will work with staff to arrange that presentation.

ATTORNEY'S REPORT

Attorney Schefflow commented that besides his January report he did have a discussion with the owner of the manufacturing plant that is located next to 824 Raymond Street. They were wanting to periodically park up to 12 of their semi-trucks on the District's empty lot and were hoping to work out some sort of agreement. ED Trueblood commented that he is still interested in a long term lease option, not something temporary like this as it requires insurance and a significant amount of paperwork.

ADJOURN

As there was no additional business, Trustee Rauschenberger made a motion, seconded by Trustee Hyman, to adjourn the meeting at 10:09 A.M. The next meeting is scheduled for 9:00 A.M. Monday, March 16, 2020. 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