

Minutes of the Board of Trustees of the Fox River Water Reclamation District held on Monday, March 16, 2020 at the Administration Building at 1957 North LaFox, South Elgin, Illinois. Present were President Bruce Corn, Clerk/Treasurer Gary Hyman, Trustee Steve Rauschenberger, and Trustee Marty McCormack.

Staff present included Executive Director Bob Trueblood, Technical Services Director Beth Vogt, and Assistant Clerk Kim Narvaiz. Attorney Doug Schefflow was present via telephone.

President Corn called the meeting to order at 9:16 A.M.

APPROVAL OF FEBRUARY 10, 2020 BOARD OF TRUSTEES MINUTES

Trustee McCormack made a motion, seconded by Trustee Hyman, to approve the minutes of the February 10, 2020 Board of Trustees as written. Ayes, Trustees Corn, 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 \$1,072,327.69, Capital Improvement \$1,696,108.04, and Depreciation & Replacement \$180,016.29.

Trustee Hyman made a motion, seconded by Trustee McCormack, 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 Winter Conference in the amount of \$381.92. 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, Hyman: Aye, McCormack: Aye.

TRAVEL REIMBURSEMENT

Trustee Rauschenberger submitted travel reimbursement for the NACWA Winter Conference in the amount of \$448.62. Trustee Hyman made a motion, seconded by Trustee

McCormack, to approve the travel reimbursement request. A Roll Call Vote was taken: Trustees Corn: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

TRAVEL REIMBURSEMENT

Trustee McCormack submitted travel reimbursement for the NACWA Winter Conference in the amount of \$1,050.91. Trustee Rauschenberger made a motion, seconded by Trustee Hyman, to approve the travel reimbursement request. A Roll Call Vote was taken: Trustees Corn: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

REVIEW OF CONNECTION PERMITS

Technical Services Director Vogt reported that staff issued six commercial permits, three industrial permits, one public building permit, twenty-eight single family permits and two multi-family permits in between meetings. Approximately \$13,500 was collected at this time in connection permit fees in addition to the previously collected service fees. TSD Vogt commented that included in this list of permits was the highly anticipated Chick-Fil-A that is being built in Elgin in front of the Wal-Mart.

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

REVIEW OF CONTRACTS AND PURCHASE ORDERS

Executive Director Trueblood reported that there were two purchase orders over \$10,000 issued in-between meetings. The first was to JWC Environmental Inc. for a replacement channel grinder at the North Plant. Trustee Rauschenberger asked if they swap out the old grinder for the new. ED Trueblood responded yes. The second purchase order was to Polydyne Inc. for a standard order of Polymer purchased at the contracted price.

FOIA REQUESTS

Executive Director Trueblood reported that there was one FOIA in between meetings from Kelso- Burnett, Inc. who is the electrical subcontractor for Thieneman Construction. They requested a copy of Thieneman Construction's Payment and Performance Bond information. Staff responded within the required amount of time.

OLD BUSINESS

MOTION TO APPROVE FIRST AMENDMENT TO DEVELOPMENT AGREEMENT WITH BLUFF CITY, LLC REGARDING MIDDLE STREET PUMP STATION

Trustee Rauschenberger made a motion, seconded by Trustee Hyman, to approve the First Amendment to the Development Agreement with Bluff City, LLC regarding the Middle Street Pump Station. Trustee Corn questioned if this Amendment just covers the new location. TSD Vogt responded that is correct, it was determined after the original agreement was signed that it would be most cost effective if the station was shifted to the East.

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

NEW BUSINESS

MOTION TO APPROVE DESTRUCTION OF AUDIO TAPES OF EXECUTIVE SESSION

Trustee McCormack made a motion, seconded by Trustee Hyman, that Executive Director Trueblood not release minutes at this time and additionally that the Board Trustee President and Clerk- Treasurer be authorized to destroy all audio tapes of the Executive Sessions recorded prior to August 2018.

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

MOTION TO APPROVE THE PROPOSED FY 2020/2021 MEETING SCHEDULE

Trustee McCormack made a motion, seconded by Trustee Hyman, that the provided Board meeting schedule be approved for both the Board of Trustees and the Board of Local Improvements. Trustee Rauschenberger suggested some changes to the schedule. Trustee McCormack commented that he would be unable to attend the January 11, 2021 meeting, but it does not need to be rescheduled around him. Trustee Rauschenberger made a new motion, seconded by Trustee McCormack, that the following Board meeting dates be approved for the Fiscal Year 2021: May 18, June 15, July 20, August 17, September 21, October 19, November 16, December 14, January 11, February 8, March 8, April 5 and April 26.

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

MOTION TO APPROVE SODIUM BISULFITE CONTRACT TO UNIVAR USA, INC.

Trustee McCormack made a motion, seconded by Trustee Hyman, to authorize Executive Director Trueblood to sign a 1-year contract with Univar, USA Inc. for the purchase of liquid sodium bisulfite at the specified bid price. Trustee Rauschenberger asked why prices on chemicals are decreasing. TSD Vogt responded largely due to a significant decrease in gas prices recently.

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

MOTION TO APPROVE SODIUM HYPOCHLORITE CONTRACT TO ROWELL CHEMICAL CORPORATION

Trustee McCormack made a motion, seconded by Trustee Hyman, to authorize Executive Director Trueblood to sign a 1-year contract with Rowell Chemical Corporation for the purchase of liquid sodium hypochlorite at the specified bid price.

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

MOTION TO APPROVE LAWN SERVICE AGREEMENT

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to find HL Landscape's proposal responsible and responsive and award them the lawn service agreement at the bid price of \$37,900. Executive Director Trueblood commented that this year there was several changes to the agreement removing locations that need services thus reducing the cost. With the sale of the Skyline Water Plant and the extensive amounts of construction going on at the North Plant and Pump Station 31, all three of these locations were eliminated from the contract. The North WRF and Pump Station 31 will be maintained as needed by staff. Trustee Rauschenberger asked if the current landscapers submitted a bid. Executive Director Trueblood responded no, that they reached out but there was apparently a miscommunication in their office and they did not get a bid submitted. ED Trueblood continued that FRWRD has used HL Landscape in the past and was pleased with their work.

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

MOTION TO APPROVE VEHICLE REPLACEMENT PURCHASE

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to authorize Executive Director to sign a purchase order in the amount of \$37,422 to Bob Ridings, Inc. for a new replacement vehicle as specified in the State of Illinois Joint Purchase Contract. ED Trueblood explained that the vehicle that is being replaced is a 2009 Ford F-150 and is being replaced because of condition and age.

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

**MOTION TO APPROVE FY 2021 TENTATIVE APPROPRIATION BUDGET
ORDINANCE 922**

Trustee McCormack made a motion, seconded by Trustee Hyman, to adopt Ordinance 922 the Fiscal Year 2021 Tentative Appropriation Budget as presented and authorize staff to make all Public Notices required by Illinois Statutes for an April 27, 2020 Public Hearing to approve the FY 2021 Appropriation Budget Ordination. Executive Director Trueblood commented that this budget was put together by staff. Some items to point out include up to a 5% CPI and merit based salary adjustment as well as a 10% increase for insurance costs. Looking at Capital expenses, staff is also anticipating a suggested 5% rate increase to wastewater users.

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

President Corn called for a 10 minute break at 9:48 a.m.

TECHNICAL SERVICES REPORT

Technical Services Director Vogt reported that since her report was written the CDC has suggested further restrictions on travel and large meetings therefore the IAWA Mini conference will be cancelled. TSD Vogt also reported that the West WRF Phosphorus Removal Enhancement Pilot Project that began in late December 2019 has be going well. The arrangement includes feeding a glycerine solution into the aeration system to increase denitrification and thus improve phosphorus removal by reducing the recycle of nitrate. A chemical metering pump, a transfer pump, and tubing were purchased for a cost of approximately \$2,500. Staff will be renegotiating the leachate fee with Waste Management to cover the additional cost of the chemical addition. Trustee Rauschenberger asked what the advantage is for the leachate to be dumped at the West Plant. TSD Vogt responded that the West Plant is set up to receive Leachate, they have automated gate access, a leachate receiving station, good truck turn around area, available capacity and an odor control system.

STAFF REPORT OF ONGOING STUDY, DESIGN AND CONSTRUCTION PROJECTS

Technical Services Director Vogt provided a written update on all projects. Items to note include that staff, Strand, and Atlas Copco have been discussing the final arrangements for the installation of the blowers and the documents are being finalized for bidding. Additionally as the remaining work items such as grading, lighting, fencing and site access equipment are now being scheduled at Pump Station 31 staff and Board members will need to decide if they are going to enforce liquidated damages for the delays to the project. Demolishing of the old Pump Station will begin in the upcoming weeks.

TSD Vogt also reported that a preconstruction kick off meeting was held on March 4, 2020 with Staff, the contractor, and the consultant at which preliminary schedules and project logistics were discussed for the ADP WRF Phosphorus Removal – Liquid Facilities project.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Trueblood reported that the NACWA summer Conference will be held in Seattle, Washington July 13-16, 2020. The agenda was provided to Board members to review if they want to attend. ED Trueblood also commented that he is scheduled to give a presentation and the Kiwanis Club on March 31st but with the way things are trending it will probably be postponed.

Executive Director also reported that Assistant Clerk Narvaiz followed up with the Village of South Elgin on the billing oversight that was brought to the District's attention a few months back. The Village has arranged a payment plan with the industrial user to pay back the past due balance. Additionally, since the error was made by the Village they are waiving the 6% collection fee that is normally collected on sewer treatment services. Regarding the resignation of FM Uddin, staff has been working with Porte Brown Accountants to cover some of the Finance Manager duties on a temporary basis.

Lastly ED Trueblood commented that he met with his senior staff this morning regarding the continued spread of Covid-19. While they are continuing to monitor the situation at this time, staff thinks it is best to lock the front doors limiting access to the public to by appointments only. Once this meeting is complete staff will set up signs and make proper arrangements to lock the doors until further notice. Trustee Hyman asked how the overall morale of staff has been regarding the virus. ED Trueblood commented that some are more concerned than others, but management working to take steps to make sure that staff feels safe.

ATTORNEY'S REPORT

Attorney Scheflow provided copies of his February 28th invoice detailing services rendered for the month. Board Members had no questions or comments.

ADJOURN

As there was no additional business, Trustee Hyman made a motion, seconded by Trustee McCormack, to adjourn the meeting at 10:36 A.M. The next meeting is scheduled for 9:00 A.M. Monday, April 13, 2020. Ayes, Trustees Corn, Hyman, Rauschenberger and McCormack. Nays, none.

Respectfully Submitted

Kim Narvaiz, Assistant Clerk

APPROVED:

Bruce R. Corn, President

Gary Hyman, Clerk-Treasurer