

Minutes of the Board of Trustees of the Fox River Water Reclamation District held on Monday, June 15, 2020 at the Administration Building at 1957 North LaFox, South Elgin, Illinois. **Due to the Governor's Stay Home orders this meeting took place by Teleconference.** Present in the office was President Bruce Corn and Trustee Marty McCormack. Vice President Benjamin Bernal, Clerk/Treasurer Gary Hyman, and Trustee Steve Rauschenberger were present via teleconference.

Staff present in the office included Executive Director Bob Trueblood, Technical Services Director Beth Vogt, Assistant Clerk Kim Narvaiz and Attorney Doug Scheflow.

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

**APPROVAL OF MAY 18, 2020 BOARD OF TRUSTEES MINUTES**

Trustee McCormack made a motion, seconded by Trustee Hyman, to approve the minutes of the May 18, 2020 Board of Trustees as written. A Roll Call Vote was taken: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

**PUBLIC COMMENT**

None

**APPROVAL OF CASH DISBURSEMENTS**

President Corn read aloud the cash disbursement totals per fund. Disbursements for the Sewer Revenue Fund \$1,319,800.61, Capital Improvement \$2,253,184.06, Depreciation & Replacement \$295,211.45 and Corporate Fund \$120,568.03.

Trustee McCormack made a motion, seconded by Trustee Bernal, to approve the Cash Disbursements as presented. A Roll Call Vote was taken: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

**REVIEW OF CONNECTION PERMITS**

Technical Services Director Vogt reported that staff issued one Commercial, one Industrial, and one Single Family permit in between meetings. Approximately \$1,400 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 Corn, to approve the Connection Permits as issued. A Roll Call Vote was taken: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

**REVIEW OF CONTRACTS AND PURCHASE ORDERS**

None

**FOIA REQUESTS**

There was one FOIA request in-between meetings from Ina Golabek from City Wide Inc. requesting information regarding when the Janitorial Service will be going out to bid next. Staff responded in the appropriate time frame and no further action is needed.

**OLD BUSINESS**

**DISCUSSION ONLY- Service/Connection Fee Waivers**

Executive Director Trueblood commented that this agenda item was added to allow Trustees to continue the discussion from last Board meeting on Service and Connection Fee waivers. Trustee Hyman requested that this discussion be put on hold until Trustees are all face to face again.

**NEW BUSINESS**

**MOTION TO APPROVE Ordinance 924 – FY 2021 Appropriation Budget**

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to approve Ordinance 924 as presented. Executive Director Trueblood commented that there was a typo in the dates in Section 2 of Ordinance 923, this new Ordinance is correcting that typo. No monetary values were changed.

There were no questions; President Corn called for a roll call vote: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

**MOTION TO APPROVE RESOLUTION 504 – INVEST POLICY AND PROCEDURES**

Executive Director requested this item be tabled until the next meeting. Trustee Bernal made a motion, seconded by Trustee Hyman, to table Resolution 504.

There were no questions; President Corn called for a roll call vote: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

**MOTION TO APPROVE VEHICLE REPLACE PURCHASE – FORD 150**

Trustee McCormack made a motion, seconded by Trustee Corn, to authorize Executive Director Trueblood to sign a purchase order in the amount of \$34,375 to Morrow Brothers Ford Inc., for the new replacement vehicle as specified in the State of Illinois Joint Purchase Contract.

There were no questions; President Corn called for a roll call vote: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

**MOTION TO APPROVE VEHICLE REPLACEMENT PURCHASE – FORD EXPLORER**

Trustee McCormack made a motion, seconded by Trustee Bernal, to authorize Executive Director Trueblood to sign a purchase order in the amount of \$31,155 to Morrow Brothers Ford Inc., for the new replacement vehicle as specified in the State of Illinois Joint Purchase Contract. Trustee Corn asked if there is a policy in place that determines which vehicles get replaced and when. ED Trueblood responded that there used to be a policy and a schedule that was followed. However, it was not always replacing the vehicles that needed it. Staff bases the replacements off of mileage and general wear and tear of the vehicles.

There were no further questions; President Corn called for a roll call vote: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

**MOTION TO APPROVE PUMP STATION 32 PUMP 3 VFD/MOTOR REPLACEMENT**

Trustee McCormack made a motion, seconded by Trustee Bernal, to authorize Executive Director Trueblood to sign purchase orders of \$15,708 to Flolo Corporation for a new motor and of \$18,668 to Revere Electric Supply Co. for the VFD assembly with bypass recognizing these purchases cannot practically be based on obtaining other competitive quotes. Technical Services Director Vogt reiterated that these items cannot be bid competitively as the VFD is only available from one local vendor and the motor is a special build.

There were no questions; President Corn called for a roll call vote: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

**MOTION TO APPROVE PUMP STATION 33 FORCEMAIN RELOCATION  
AGREEMENT WITH NICOR FOR REPAYMENT**

Trustee McCormack made a motion, seconded by Trustee Hyman, to authorize Executive Director Trueblood to sign the Facility Relocation Agreement with Nicor for the Pump Station 33 Forcemain Relocation subject to final review by Attorney Scheflow.

There were no questions; President Corn called for a roll call vote: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

**MOTION TO APPROVE COST PROPOSAL NO. 1 TO JOSEPH J HENDERSON AND SON, INC. ON THE ADP WRF PHOSPHOROUS REMOVAL LIQUID FACILITIES PROJECT**

Trustee McCormack made a motion, seconded by Trustee Hyman, to approve Cost Proposal No. 1 to Joseph J Henderson and Son, Inc. on the ADP WRF Phosphorous Removal Liquid Facilities Project. Attorney Schefflow asked why there is a two step process for these cost proposal requests. Technical Services Director responded that it takes significant effort to develop a formal change order so consistent with past projects, staff brings the cost proposals to the Board for approval individually to keep things moving. Then once several changes have been approved a formal change order to the contract is brought for approval. These change orders are also submitted to IEPA on the loan projects. Trustee Corn asked if there are a lot of design problems with this project that are resulting in several cost proposal changes. ED Trueblood responded that the District has not had this large of a project in awhile. Compared to the overall project scope, these cost proposals are minor. TSD Vogt also commented that the changes should settle down after the initial stages of construction are complete, especially once underground work is completed.

There were no further questions; President Corn called for a roll call vote: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

**MOTION TO APPROVE COST PROPOSAL NO. 10 TO JOSEPH J HENDERSON AND SON, INC. ON THE NORTH WRF PHOSPHOROUS REMOVAL PROJECT**

Trustee McCormack made a motion, seconded by Trustee Corn, to approve Cost Proposal Request No. 10 to Joseph J Henderson and Son, Inc. on the North WRF Phosphorous Removal Project. TSD Vogt noted that the meter vault was not specified with a flood alarm and District staff likes to have them for maintenance purposes. Thus the cost proposal to add one was requested.

There were no questions; President Corn called for a roll call vote: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

**MOTION TO APPROVE COST PROPOSAL NO. 12 TO JOSEPH J HENDERSON AND SON, INC. ON THE NORTH WRF PHOSPHOROUS REMOVAL PROJECT**

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to approve Cost Proposal Request No. 12 to Joseph J Henderson and Son, Inc. on the North WRF Phosphorous Removal Project. TSD Vogt explained that this change is mainly due to existing loads on the panel that were either not documented on previous record drawings or added by District staff in the past without documentation.

There were no questions; President Corn called for a roll call vote: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

**MOTION TO APPROVE COST PROPOSAL NO. 13 TO JOSEPH J HENDERSON AND SON, INC. ON THE NORTH WRF PHOSPHOROUS REMOVAL PROJECT**

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to approve Cost Proposal Request No. 13 to Joseph J Henderson and Son, Inc. on the North WRF Phosphorous Removal Project. TSD Vogt explained that this change is due to new codes that the City of Elgin adopted in mid-2018, after over 90% of the project was already designed by Black & Veatch based on the City's previous codes. TSD Vogt continued that none of these changes involve design issues but instead to be sure they meet the new code requirements.

There were no questions; President Corn called for a roll call vote: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

**MOTION TO APPROVE AMENDMENT NO. 6 TO THE PROFESSIONAL ENGINEERING SERVICES AGREEMENT FOR THE ANAEROBIC DIGESTION IMPROVEMENTS WITH STRAND ASSOCIATES**

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to authorize Executive Director Trueblood to sign the Professional Engineering Services Agreement Amendment No. 6 for the Anaerobic Digestion Improvements with Strand Associates.

There were no questions; President Corn called for a roll call vote: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

**MOTION TO APPROVE COST PROPOSAL NO. 1 TO INDEPENDENT MECHANICAL INDUSTRIES, INC. ON THE ADP WRF BUILDING 10, 13, AND 35 HVAC IMPROVEMENTS PROJECT**

Trustee Bernal made a motion, seconded by Trustee Hyman, to approve Cost Proposal No. 1 for the ADP WRF Building 10, 13, and 35 HVAC Improvements Project to Independent Mechanical Industries, Inc. Trustee Corn asked if Independent Mechanical Industries is based out of Chicago. TSD Vogt responded, yes she believes they are. Trustee Rauschenberger commented it is an expensive thermostat. TSD Vogt responded yes, because of its location in a chemical handling area it needs to be made of materials with chemical resistance.

There were no further questions; President Corn called for a roll call vote: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

**MOTION TO APPROVE COST PROPOSAL REQUEST TO THIENEMAN CONSTRUCTION FOR REPLACEMENT OF TWO IMPELLERS AT PS 31**

Trustee McCormack made a motion, seconded by Trustee Corn, to approve Cost Proposal Request No. 13 to Thieneman Construction Inc. TSD Vogt explained that during the testing of the new Pump Station 31 facility, staff determined that the current design and installation does not meet the NPDES permit requirement of pumping a minimum of 16.5 mgd to the ADP WRF prior to discharging via the CSO pumps to the Fox River with three pumps operating using only the new forcemain. It is still under investigation why the pumps cannot meet this permit requirement, but it appears that the pumps as designed and supplied do not have the necessary pumping capacity to pump through the new forcemain at the higher flows and heads. The contractor has agreed to provide and install two replacement impellers to increase the pumping capacity of these units. To ensure that the pump station can maintain the necessary pumping capacity, staff recommends that the impellers on the other two pumps that are not being replaced by the contractor be replaced at the same time. Staff has discussed this cost with Strand Associates and they have shown a willingness to share this expense. Strand Associates believes there could be an obstruction in the new forcemain causing the higher than expected headloss. However, it is estimated cost that pigging the line would cost \$30-\$50,000, which may result in now new information and would be very complex to complete for the entire forcemain.

Trustee Rauschenberger asked why the impellers were trimmed. TSD Vogt explained that impellers are almost always trimmed to meet the specific needs of an installation. In this case, it appears they were over trimmed, particularly for the two that the suppliers is replacing at no cost. ED Trueblood commented that it is clear in this situation that FRWRD is not at fault. The issue isn't due to any existing equipment or differing site condition. It would, however, cost the District a significant amount of money and resources to assign fault through legal action and staff would rather the problem just be fixed. Thus, all parties sharing in the cost of the solution seems the appropriate course of action.

There were no further questions; President Corn called for a roll call vote: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

**MOTION TO APPROVE FY 2021 FRWRD STAFF SALARY ADJUSTMENTS**

Trustee McCormack made a motion, seconded by Trustee Hyman, to approve the proposed salary increase of 2.0%. ED Trueblood commented that the FY 2021 budget was approved with a 2% salary increase as a COLA. The District will have a 10% staff reduction with recent retirements and resignations. Approving the 2% COLA will allow a salary and benefit cost savings of over \$480,000 annually. ED Trueblood is proud of how hard District staff has and continues to work during the pandemic and would like to see the 2% COLA approved. Trustee Corn asked if staff polled other Districts to see where the District falls in the mix. ED Trueblood responded that yes staff did when the job descriptions were updated and salary ranges were determined a couple years ago. ED Trueblood continued that there are a few positions that he would like to evaluate in September, once the impacts of COVID-19 on revenue are more known, and do some salary adjustments as he sees appropriate then. These adjustments would be related to those positions who have taken on more tasks as those above them left and the position is not being filled. Trustee

Bernal commented that is good to see that there is a cost savings even with the 2% COLA adjustments given the uncertain revenue environment.

There were no additional questions; President Corn called for a roll call vote: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

At 9:50 A.M. President Corn requested a 10 minute break.

### **TECHNICAL SERVICES REPORT**

Technical Services Director Vogt reported that IAWA will hold no in person meetings for a while. There is a Technical meeting scheduled to be done virtually in July. The annual conference is also expected to be done virtually in September. If any Trustees wish to attend the annual conference please let TSD Vogt know soon so staff can get everyone registered.

### **STAFF REPORT OF ONGOING STUDY, DESIGN AND CONSTRUCTION PROJECTS**

Technical Services Director Vogt provided a written update on all projects. TSD Vogt commented that grading and outside conduit is being worked on at Pump Station 31. At the ADP facility a contractor had a COVID-19 scare when a family member tested positive. However, the worker has tested negative. All precautionary measures were taken to ensure District staff remain safe. Lastly the new blowers are ready to be shipped to the District, staff is waiting for the contractor to submit preliminary submittals and schedule of values for review.

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Trueblood reported that staff continues to follow COVID-19 safety guidelines by wearing masks and social distancing. Also, staff has been doing a phenomenal job picking up the pieces where the finance manager left off to work with Baker Tilly on the Fiscal Year 2020 Financial Audit. ED Trueblood also commented that he had a conversation with Eric Weiss from the City of Elgin on options to keep the river walk project in the City's budget for this year, as it costs the district thousands of dollars in revenue loss until it is fixed and could cause flooding in downtown Elgin if Pump Station 32 can't keep up with the river inflows. Unfortunately it does not appear they will do the work.

ED Trueblood commented that he will have some Ordinances that will need to be updated once Operations Manager Doug Haacker retires in August allowing purchasing authority to the Maintenance and Operations Superintendents. There will also be a resolution reassigning investments that were categorized as Skyline funds that need to now be Sewer Revenue.

**ATTORNEY'S REPORT**

Attorney Schefflow provided copies of his May 31<sup>st</sup> invoice detailing services rendered for the month. Board Members had no questions or comments.

**RECESS**

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to recess the meeting and enter into Executive Session at 10:30 A.M. President Corn called for a roll call vote: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

**RECONVENE**

Trustee Rauschenberger made a motion, seconded by Trustee Hyman, to reconvene the Board of Trustees meeting at 10:46 A.M. President Corn called for a roll call vote: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

**ADJOURN**

As there was no additional business, Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to adjourn the meeting at 10:46 A.M. The next meeting is scheduled for 9:00 A.M. Monday, July 20, 2020. President Corn called for a roll call vote: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

Respectfully Submitted

Kim Narvaiz, Assistant Clerk

APPROVED:

Bruce R. Corn, President

Gary Hyman, Clerk-Treasurer