

Minutes of the Board of Trustees of the Fox River Water Reclamation District held on Monday, July 20, 2020 at the Administration Building at 1957 North LaFox, South Elgin, Illinois. Present in the office were President Bruce Corn, Vice President Benjamin Bernal, Trustee Steve Rauschenberger and Trustee Marty McCormack.

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

President Corn called the meeting to order at 9:21 A.M.

APPROVAL OF JUNE 15, 2020 BOARD OF TRUSTEES MINUTES

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to approve the minutes of the June 15, 2020 Board of Trustees as written. A Roll Call Vote was taken: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, McCormack: Aye.

APPROVAL OF JUNE 15, 2020 BOARD OF TRUSTEES EXECUTIVE MINUTES

Trustee Bernal made a motion, seconded by Trustee Rauschenberger, to approve the minutes of the January 13, 2020 Board of Trustees Executive Session as written. A Roll Call Vote was taken: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: 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 \$1,566,690.51, Capital Improvement \$2,723,458.87, Depreciation & Replacement \$341,426.34 and Corporate Fund \$60,368.98. Executive Director Trueblood commented that this disbursement list included the annual reimbursement to qualified employees for steel-toe boots. Each qualifying employee can receive up to \$125 (\$150 for electricians) that the District will pay towards boots. Reimbursement is based on provided receipts.

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

REVIEW OF CONNECTION PERMITS

Technical Services Director Vogt reported that staff issued five Commercial, one Public Building, 204 Single Family and 111 Multi-Family permits in between meetings. Approximately \$2,700 was collected at this time in connection permit fees in addition to the previously collected service fees. Trustee Corn asked about the no charge permit for the Willow Lake Estates. Technical Services Director Vogt commented that since they are in the connection area there were existing credits on this address that were used.

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to approve the Connection Permits as issued. A Roll Call Vote was taken: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, McCormack: Aye

REVIEW OF CONTRACTS AND PURCHASE ORDERS

Executive Director Trueblood reported that there were four purchase orders over \$10,000 issued in between meetings. The first two were to Morrow Brothers Ford for \$34,375 and \$31,155 for a 2020 Ford F150 and a 2020 Ford Explorer, respectively. These expenditures were previously approved by the Board. Both of these vehicles are being purchased using the State of Illinois joint purchasing agreement. Trustee Corn asked how long it typically takes for the District to receive the new vehicles. Executive Director Trueblood responded since they are made to order it usually takes a few months once the order is placed.

The third purchase order was to The Flolo Company for \$15,708 for a new 75 hp motor for Pump Station 32. The fourth purchase order was to Revere Electric Supply Co. in the amount of \$18,667.95 for the VFD assembly with bypass. Both of these purchase orders were also approved at the last Board meeting.

FOIA REQUESTS

None

OLD BUSINESS

None

NEW BUSINESS

MOTION TO APPROVE ADP PUMP STATION 10 GENERATOR PAD INSTALLATION TO MANUSOS GENERAL CONTRACTING INC. FOR \$29,950

Trustee Bernal made a motion, seconded by Trustee McCormack, to authorize Executive Director Trueblood to sign a purchase order to Manusos General Contracting Inc., for the

installation of the new equipment pad for the generator at Pump Station 10. Trustee Rauschenberger commented that IHC's bid was significantly higher than the other two bids. TSD Vogt commented that the original design was different and involved some additional work, but their bid did not come down much with the revised design.

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

MOTION TO APPROVE PUMP STATION 31 GENERATOR PAD INSTALLATION TO ENGRA VAVRA, INC. FOR \$21,330

Trustee Bernal made a motion, seconded by Trustee McCormack, authorize Executive Director Trueblood to sign a purchase order to Enger-Vavra, Inc., in the amount of \$21,330 for the installation of the new equipment pad for the generator at Pump Station 31. ED Trueblood commented that this pump station requires a slightly smaller generator so the pad is smaller.

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

MOTION TO APPROVE ORDINANCE 925-CONTRACTS, PURCHASING AND CREDIT

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, approve Ordinance 925 as presented. Executive Director Trueblood commented that the District purchasing ordinance has been working well, these changes are to update changes in personnel and job titles as Operations Manager Haacker is set to retire at the beginning of August.

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

MOTION TO APPROVE RESOLUTION 504-INVESTMENT POLICY

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to approve Resolution 504 as presented. Executive Trueblood commented that this is a revision to the policy that was tabled at the last meeting clarifying some details. Additionally, ED Trueblood pointed out that both the Skyline checking and savings accounts at Union National Bank have been closed. All remaining funds in those accounts have been transferred into the Sewer Revenue fund. Also, by the beginning of FY 2022 ED Trueblood would like to see the Capital Improvement checking and savings account combined into one account. There may have been a reason in the past to keep these separate but now it just causes extra work for staff when funds need to be transferred from one account to the other.

Trustee Corn asked if staff is comfortable with Exhibit 2 the Investment Banks. ED Trueblood responded yes, he and Assistant Clerk Narvaiz met with most of the institutions after the Finance Managers departure. AC Narvaiz emails out a bid requests when an investment is about to reach maturity or there are excess funds to invest. ED Trueblood continued that there is a good line of communication between him, AC Narvaiz and Project Engineer Kerrigan on how much Capital Improvement and Depreciation and Replacement disbursements are going to estimated at to ensure enough funds will be available.

Trustee Rauschenberger asked about the Kane County Teacher's Credit Union and how accounts with them will be handled. Executive Director responded that they will be sort of a hybrid account if needed to hold funds and will be used similarly to Union National or JPMorgan. Attorney Scheflow commented that new to this Investment Policy is Exhibit 5 which is a new requirement involving sustainable investing factors as now required.

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

MOTION TO APPROVE SKF-USA ZINC LIMIT VIOLATION – ISSUANCE OF CIVIL PENALTY (FINE)

Trustee McCormack made a motion, seconded by Trustee Bernal, to direct FRWRD Pretreatment Department to issue a civil penalty of \$250.00 to SKF-USA for the zinc violation self-reported on July 7, 2020. Trustee Bernal asked if this is their first violation. TSD Vogt responded the first in a long time, the last violation was in 2015 and was also self-reported. Trustee Rauschenberger asked if a \$250 fine is too harsh for a self-reported violation. TSD Vogt responded that \$250 is the minimum amount the District can issue as a fine and SKF-USA is aware of the federal guidelines and that the District is required to enforce them. Attorney Scheflow commented that several years ago this would have been something the District would waive but the USEPA guidelines forced the District to change the Pretreatment Ordinance.

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

MOTION TO APPROVE PORTE BROWN ACCOUNTING ASSISTANCE AGREEMENT

Trustee Bernal made a motion, seconded by Trustee McCormack, to authorize Executive Director Trueblood to sign the necessary agreements and documentation with Porte Brown to provide accounting services as needed for the remainder of the 2021 fiscal year. Executive Director Trueblood commented that he is very pleased with TSD Vogt, AC Narvaiz and Pauline from Porte Brown and how smoothly everything with the Fiscal Year 2020 audit has gone so far. ED Trueblood continued that he feels Porte Browns services are beneficial to the District and reasonably priced considering the difference from the Finance Manager salary. Trustee Bernal commented that he is pleased with this contract and thinks this move is the right direction for the District at this time.

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

MOTION TO APPROVE REQUEST TO ISSUE PURCHASE ORDER FOR ACQUISITION OF AN 85KW KOHLER PORTABLE DIESEL GENERATOR FROM STEINER POWER SYSTEMS FOR PUMP STATION 40

Trustee McCormack made a motion, seconded by Trustee Bernal, to authorize Executive Director Trueblood to sign and issue a Purchase Order to Steiner Power System for a Kohler 85 kW Portable Diesel Generator for Pump Station 40. Technical Services Director Trueblood commented that this station just recently lost power a couple weeks ago for over 24 hours. TSD Vogt continued that even though this station was just replaced a couple years ago, a portable generator was not included at that time but the electrical connections were provided. Trustee Rauschenberger asked if the power outage was a ComEd issue. Executive Director Trueblood responded yes, due to a fallen tree which took a while to fix.

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

MOTION TO APPROVE PUBLIC UTILITY EASEMENT AND VACATION OF EASEMENT AGREEMENT FROM SCG TMG FOX VIEW SOUTH ELGIN, LLC REGARDING A SEWER RELOCATION

Trustee Bernal made a motion, seconded by Trustee Rauschenberger, to approve and execute the Public Utility Easement and Vacation of Easement Agreement from SCG TMG Fox View South Elgin. Technical Services Director commented that this is in regards to the Patton Mill Development.

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

MOTION TO APPROVE COMCAST COMMUNICATION SERVICES 5-YEAR CONTRACT

Trustee Bernal made a motion, seconded by Trustee McCormack, to authorize Executive Director Trueblood to enter into a 5-year agreement with Comcast for communication services at a monthly cost of \$3,496. Technical Services Director Vogt commented that although Metronet's total 5 year cost was slightly less than Comcast, there would need to be equipment reconfiguration at all facilities which would cost about an estimated \$10,000 in labor alone by Enhanced Networks. This switch over would also result SCADA communication being done at each plant and lift station to do switch overs. Staff feels the safe option would be to stay with Comcast. Executive Director commented that the renewal does include new fiber at the North WRF and upgraded speeds to all the facilities, which will be helpful as the amount of SCADA information from the North WRF will increase significantly once the Phosphorus Project is completed.

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

MOTION TO APPROVE APPROVAL OF CONTRACT RENEWAL FOR ELECTRICITY SUPPLY WITH CONSTELLATION

Trustee McCormack made a motion, seconded by Trustee Bernal, that Executive Director Trueblood be authorized to enter into a 48 month contract renewal with Constellation at 0.04299 per kW-hr. Trustee Rauschenberger asked if this was a renewal and if this is something the District should bid. Technical Services Director Vogt commented that staff could rebid this, although it seems unlikely that the pricing would be much lower and getting a 4 year renewal term is very unusual. Other Districts in the area that recently bid out electricity ended up with Constellation as the low bidder. Given the current circumstances of the COVID Pandemic, future forward rates are significantly low and could increase later in the year if the economic outlook improves.

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

MOTION TO APPROVE EXECUTIVE DIRECTOR SALARY ADJUSTMENT

Trustee Corn requested this item be postponed until the next Board meeting when all trustees are in attendance for an Executive Session.

At 10:03 A.M. President Corn requested a 10 minute break.

TECHNICAL SERVICES REPORT

Technical Services Director Vogt reported that IAWA has now planning for its annual conference to be virtual. Dates for the conference are September 16th and 17th. The meeting will still include an update from the lobbyists and hopefully the IEPA on their planned initiatives. Technical Services Director Vogt also discussed Resolution 503 which was recently passed by the Board which closed the credit meter program to new residential users. Staff would like to establish a board approved plan for self-reporting of existing meters and make associated revisions to reading fees. A proposed credit meter program guidelines document will be provided at the next Board of Trustees meeting.

Additionally, staff is working on some proposed revisions to the connection fee area ordinance and evaluating whether it is in the best interest of the District to continue to issue permits in the connection area based on fixture counts for all projects that include plumbing work. Trustee Rauschenberger questioned whether staff could also look into whether the City of Elgin and Village of South Elgin would take over the grease separation program. Executive Director Trueblood responded that both municipalities have made it clear that they have no interest in enforcing the

grease trap requirements. Technical Services Director Vogt commented that grease is a real problem not only for the City and Village owned sewers but also at the pump stations where it can mess up the sensors in the wet wells causing operational and maintenance problems.

STAFF REPORT OF ONGOING STUDY, DESIGN AND CONSTRUCTION PROJECTS

Award of the Pump Station 33 Forcemain Relocation project is expected for the next board meeting. At Pump Station 31, final site grading, paving, and curb and gutter work is complete. Fencing is anticipated to be complete this week. This portion of the work has been delayed due to high river water levels at the site preventing the completion of the fence in the low-lying areas. TSD Vogt continued that just as the paving was finished staff, found out that the City of Elgin received emergency grant funds to run a new storm sewer line down Lower Wellington. Currently there is a problems with heavy rains and the water is running down the hill across the street and flooding a resident's basement. Trustee Rauschenberger asked if the impeller issue was solved. TSD Vogt responded that the contractor is waiting for them to be delivered.

Executive Director Trueblood commented that staff is doing a great job using the new vector truck to pot hole up at the North Plant. Technical Services Director commented that having our own staff complete this task saved the District a lot of money. Attorney Schefflow asked where they dump the slurry from the pot holing. TSD Vogt responded it is transported to the drying beds at the Albin D. Pagorski Facility. Lastly, TSD Vogt mentioned that staff is hopeful the blower replacements will be delivered and the contractor can begin installation mid-August.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Trueblood reported that the state passed one time requirement that all government buildings be shut down this year on Election Day. Staff is recommending that it be added to the Holiday calendar for this year. ED Trueblood will have a formal BAR at the next meeting for the Board to decide how to handle the situation. Additionally ED Trueblood is happy to report there have been no known COVID positive employees at the District so far, and employees are beginning to use vacation time again as things slowly open back up.

As he mentioned earlier, ED Trueblood reiterated that he has been very pleased with staff on how well the Fiscal Year 2020 audit has been moving along. The District will need to perform a Single Audit this year because we have received over \$750,000 of federal funds in one year from the IEPA loans. Staff is working with Baker Tilly to complete the requirements for this. ED Trueblood also provided a spreadsheet to the Board members of all the District's current investments and commented how some of the investments need to be recategorized into different funds. For example, the proceeds from the sale of the Skyline Water plant should have gone into Capital Improvement as that is where the funds came from to improve the facility when originally purchased. ED Trueblood also commented that due to the current economic crisis, there will be no sewer treatment rate increase this year.

Lastly, ED Trueblood wanted to inform the Board members that there was a work related injury that occurred when an employee was attempting to get a portable pump operating at a

liftstation that had lost power. The nut on the discharge valve was cracked and thus it wasn't open when staff thought it was. The employee suffered second degree burns on his hands and thighs because the water inside the pump was essentially boiling since it couldn't discharge. Staff is looking into installing temperature gauges on the portable pump to ensure an incident like this does not happen again.

At 10:58 am Trustee McCormack excused himself from the meeting.

ATTORNEY'S REPORT

Attorney Scheflow provided copies of his June 30th invoice detailing services rendered for the month. Board Members had no questions or comments.

ADJOURN

As there was no additional business, Trustee Bernal made a motion, seconded by Trustee Rauschenberger, to adjourn the meeting at 11:08 A.M. The next meeting is scheduled for 9:00 A.M. Monday, August 17, 2020. President Corn called for a roll call vote: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, McCormack: Aye.

Respectfully Submitted

Kim Narvaiz, Assistant Clerk

APPROVED:

Bruce R. Corn, President

Gary Hyman, Clerk-Treasurer