

Minutes of the Board of Trustees of the Fox River Water Reclamation District held on Monday, October 19, 2020 at the Administration Building at 1957 North LaFox, South Elgin, Illinois. Present were President Bruce Corn, Vice President Benjamin Bernal, Trustee Steve Rauschenberger, Trustee Gary Hyman, and Trustee Marty McCormack.

Staff present 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 9:08 A.M.

**APPROVAL OF SEPTEMBER 21, 2020 BOARD OF TRUSTEES MINUTES**

Trustee Hyman made a motion, seconded by Trustee Rauschenberger, to approve the minutes of the September 21, 2020 Board of Trustees as written.

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

**APPROVAL OF AUGUST 17, 2020 BOARD OF TRUSTEES EXECUTIVE MINUTES**

Trustee McCormack made a motion, seconded by Trustee Hyman, to approve the minutes of the August 17, 2020 Board of Trustees Executive Session as written.

There were no questions or comments; President Corn called for a vote. Ayes, Trustees Corn, Bernal, Rauschenberger, Hyman 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 \$1,067,698.12, Capital Improvement \$3,192,950.96, Depreciation & Replacement \$241,401.96. Trustee McCormack made a motion, seconded by Trustee Bernal, to approve the Cash Disbursements as presented

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

**REVIEW OF CONNECTION PERMITS**

Technical Services Director Vogt reported that staff issued one Commercial and two Single-family permits in between meetings. There were also several Single-family permits that were reissued. Almost all of these permits were prepaid from within Service Fee area. Trustee Corn asked if the new Starbucks is being developed just north of the El Paraiso Mexican Restaurant in front of the Elgin Mall. Technical Services Director responded yes.

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to approve the Connection Permits as issued. There were no further questions or comments; President Corn called for a vote. Ayes, Trustees Corn, Bernal, Rauschenberger, Hyman and McCormack. Nays, none.

**REVIEW OF CONTRACTS AND PURCHASE ORDERS**

None

**FOIA REQUESTS**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

**MOTION TO ACCEPT FISCAL YEAR 2020 AUDIT REPORTS**

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to accept the Fiscal Year 2020 Audit Reports as presented. Executive Director Trueblood commented that this motion accepts both the regular FY 2020 audit, as well as the FY 2020 Single Audit that was conducted this year.

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

**MOTION TO APPROVE FISCAL YEAR 2020 TREASURER REPORT**

Trustee Hyman made a motion, seconded by Trustee Rauschenberger, to approve the Fiscal Years 2020 Treasurer's Report as presented.

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

**MOTION TO APPROVE DESTRUCTION OF AUDIO TAPES OF EXECUTIVE SESSION**

Trustee Hyman made a motion, seconded by Trustee McCormack, to not release the current Executive Session Minutes at this time. Additionally, that the Board of Trustees and the Clerk-Treasurer be authorized to destroy all audio tapes of Executive Sessions recorded prior to March 2019.

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

**MOTION TO APPROVE 2021 RETIREE AMWINS INSURANCE RENEWAL**

Trustee Rauschenberger made a motion, seconded by Trustee Hyman, to authorize Executive Director Trueblood to execute the renewal of the AmWINS policy as presented

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

**MOTION TO APPROVE PROPERTY INSURANCE RENEWAL FOR POLICY YEAR  
NOVEMBER 1, 2020 – NOVEMBER 1, 2021**

Trustee Hyman made a motion, seconded by Trustee McCormack, to authorize the Executive Director to sign the necessary agreements and documentation to accept the proposed renewal premium with the Terrorism Coverage as recommended by staff. Executive Director Trueblood commented that Board members should look at the copy of this item that was distributed this morning, the original copy had an error in the numbers. Trustee Bernal asked if this is property insurance. ED Trueblood responded yes, property, casualty and liability.

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

**MOTION TO APPROVE 2020 ELECTION DAY HOLIDAY**

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to authorize Executive Director Trueblood authority to declare November 3, 2020 a paid Holiday for FRWRD employees, if directed by the court decision. Executive Director Trueblood commented that staff just found out this morning that Sangamon County ruled that municipal offices are not by law required to close, therefore this motion is not needed. Attorney Scheflow argued that it is possible between now and Election day that the Illinois Supreme Court could get involved and overrule this order. Therefore, he suggests the Board still grant the Executive Director authority to declare it a

paid holiday, if necessary. ED Trueblood agreed that could happen, and therefore suggested the Board vote on the motion as is. Trustee Bernal asked if the District allows accommodations for employees to go vote. ED Trueblood responded yes, however given the 8 hour working schedules employees are typically able to vote before or after their shift.

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

**MOTION TO APPROVE NORTH WRF WATER METER BUILDING ENGINEERING SERVICES AGREEMENT WITH TROTTER ASSOCIATES, INC.**

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to authorize Executive Director Trueblood to sign the North WRF Water Meter Building Agreement with Trotter Associates, Inc. TSD Vogt commented that this meter building will be very similar to the one built at the West Plant and therefore is using Trotter and Associates for this project as they were the engineers on the West Plants meter project.

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

**MOTION TO APPROVE WORK CHANGE DIRECTIVE NO. 5 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 Work Change Directive No. 5 to Joseph J Henderson and Son, Inc. on the ADP WRF Phosphorous Removal Liquid Facilities Project.

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

**MOTION TO APPROVE ADP WRF BUILDING 10 POLYMER SYSTEM UPGRADES DESIGN AGREEMENT WITH TROTTER ASSOCIATES, INC**

Trustee Hyman made a motion, seconded by Trustee Bernal, to authorize Executive Director Trueblood to sign the ADP WRF Building 10 Polymer System Upgrades Design Agreement with Trotter Associates, Inc. TSD Vogt commented that a benefit of automating the polymer process is that in the future the District could potentially operate without the 3<sup>rd</sup> shift.

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

## **TECHNICAL SERVICES REPORT**

Technical Services Director Vogt reported that staff submitted responses to questions 1-7 on October 8<sup>th</sup> to the USEPA regarding FRWRDs Pretreatment Program after Attorney Scheflow was able to review. Although the Pretreatment Ordinance was just revised and updated a few years ago, Technical Services Director commented she wouldn't be surprised if the USEPA responds back with some suggested changes. One possible requested change could be that they would like to see separate agreements with our partners (MWRDGC and the Village of West Dundee) addressing pretreatment authority separately. TSD Vogt will keep the Board updated on any feedback.

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

Technical Services Director Vogt provided a written update on all projects. TSD Vogt commented that Pump Station 31 project is wrapping up and staff did release some retainage this Board Meeting to the contractor. The Pump Station 33 force main relocation project is completed. There was a minor issue when the new line was almost connected to an old abandoned pipe, but the correct pipe was found and the correct connection was made. There will be a small change order for the Board to approve at the next meeting due to additional pipe needed for the connection. Nicor is still planning to begin clearing trees this fall, hoping to begin their relocation at the beginning of 2021.

TSD Vogt continued that significant progress is being made with the ADP WRF Phosphorus Removal – Struvite Project. The contractor is continuing with the installation of the struvite reactor and the first sections of the reactor are about to be placed. The contractor continues with the installation of the new process pumps, piping, and electrical equipment in the Struvite building, as well as HVAC equipment, electrical wiring, and site final grading. Representatives from Metropolitan Water Reclamation District of Greater Chicago are coming out on November 6<sup>th</sup> to see the progress being made on the Phosphorus Removal projects as they do pay a percentage to these capital projects.

## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Trueblood reported that staff did receive a complaint that the house next to the new Pump Station 31 that the District own has not been demolished yet. ED Trueblood continued that one of the District's electricians has taken another job and long-time lab tech Sheree Colborn has announced her retirement from the District. Both of these positions will be advertised with intent to fill the openings. Overall that will still leave the District down 10% in payroll as several other positions were not filled this past year due to the on-going pandemic.

The Board members were presented with the August 2020 Financial Statements prepared by PorteBrown. Executive Director Trueblood commented that items to note include the expenditures spreadsheets as August marks a third of the way thru the new fiscal year. Many line items still have 70-75% budget remaining for the year, which Trueblood is very pleased with.

Executive Director Trueblood continued that there is no update on the check that was fraudulently cashed against the Corporate account. Staff has made all the proper documentation and filed reports with Skokie, South Elgin, Chase and the USPS. Staff is going to execute an ACH payment to the IEPA to ensure they receive the money directly for the outstanding payment.

Lastly Executive Director Trueblood commented that he is continuing to discuss with the City of Elgin options to get the flap gate valve located under the Promenade replaced sooner than later. ED Trueblood did mention to the City that the FRWRD Board offered to loan the City the money to complete the project. Staff will continue to inform the City on the importance of this project and update the Board with any progress. Trustee Rauschenberger asked if staff thinks it is necessary for Board members to speak directly with some city council members and explain how their residents are paying more towards treatment until this issue gets fixed. ED Trueblood commented not at this time, but he will let him know if that changes.

Trustee McCormack asked if the flu shots are still happening on site tomorrow. Executive Director Trueblood responded yes, here in the Admin Building from 7-9 am.

### **ATTORNEY'S REPORT**

Attorney Schefflow provided copies of his September 30<sup>th</sup> invoice detailing services rendered for the month. Board Members had no questions or comments.

### **ADJOURN**

As there was no additional business, Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to adjourn the meeting at 10: A.M. The next meeting is scheduled for 9:00 A.M. Monday, November 16<sup>th</sup>, 2020. President Corn called for a vote. Ayes, Trustees Corn, Bernal, Rauschenberger, Hyman and McCormack. Nays, none.

Respectfully Submitted

Kim Narvaiz, Assistant Clerk

APPROVED:

Bruce R. Corn, President

Gary Hyman, Clerk-Treasurer