

Minutes of the Board of Trustees of the Fox River Water Reclamation District held on Monday, November 16, 2020 at the Administration Building at 1957 North LaFox, South Elgin, Illinois. **Due to the Governor's Tier II Covid-19 restrictions which limits meeting size to 10 or fewer people, this meeting is available via Zoom video and audio conference.** Present in the office was President Bruce Corn. Vice President Benjamin Bernal, Trustee Steve Rauschenberger, Trustee Gary Hyman, and Trustee Marty McCormack were present via zoom.

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

President Corn called the meeting to order at 9:08 A.M.

APPROVAL OF OCTOBER 19, 2020 BOARD OF TRUSTEES MINUTES

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to approve the minutes of the October 19, 2020 Board of Trustees as written.

There were no questions or comments; President Corn called for a Roll Call vote. 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 \$1,376,053.44, Capital Improvement \$3,755,229.62, Depreciation & Replacement \$149,691.79, and Corporate Fund \$240,632.46. Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to approve the Cash Disbursements as presented. Executive Director Trueblood commented that there was issue with Oracle and the checks were not cut before the Board packet was completed. However, since then the issue was resolved, all invoices were entered and the fund totals presented are accurate. ED Trueblood also commented that staff is looking into replacing ST Tech, the current company that provides the District with Oracle support, with a different company.

There were no questions or comments; President Corn called for a Roll Call vote. Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

REVIEW OF CONNECTION PERMITS

Technical Services Director Vogt reported that staff issued three commercial, two industrial, one public building, fifty-seven single-family, and fifty-eight multi-family permits in between

meetings. There were also several Single-family permits that were reissued. Almost all of these permits were prepaid from within the Service Fee area. A total of \$3,000 was collected on Connection Fees.

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to approve the Connection Permits as issued. There were no further questions or comments; President Corn called for a Roll Call vote. Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

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 one was to Enhanced Networks for \$15,019.87 for the annual renewal of the Districts Barracuda spam filter and SMARTnet Cisco Firewall. Technical Services Director Vogt commented that these services are renewed thru Enhanced Networks because they have numerous clients and they often receive better pricing than if the District was to renew directly with the company themselves. The other was issued to Polydyne, Inc. in the amount of \$18,584 for a standard order of Polymer base off contract pricing.

FOIA REQUESTS

Executive Director Trueblood reported that there was one FOIA request in between meetings from a Harrison Meyer requesting sanitary service and grease trap information for two properties located on Middle Street in South Elgin. Staff provided a responsive document for the request.

OLD BUSINESS

None

NEW BUSINESS

MOTION TO ACCEPT 2021 HOLIDAY SCHEDULE

Trustee Rauschenberger made a motion, seconded by Trustee Hyman, to approve the proposed 2021 Holiday Schedule as presented. Executive Director Trueblood commented that it is the same holidays listed as the previous year. Trustee Corn asked if any Board Meeting dates conflict with a Holiday. Executive Director Trueblood responded no.

There were no further questions or comments; President Corn called for a Roll Call vote. Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

MOTION TO APPROVE 2020 EMPLOYEE YEAREND BONUS

Trustee Rauschenberger made a motion, seconded by Trustee Hyman, to authorize staff to prepare and issue employee yearend bonus checks on December 17th, 2020 as presented.

There were no questions or comments; President Corn called for a Roll Call vote. Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

MOTION TO APPROVE 2021 PROPERTY TAX LEVY ORDINANCE 928

Trustee Hyman made a motion, seconded by Trustee Bernal, to approve Ordinance 928 and increase the District's property tax levy from \$912,674 to \$933,665. Executive Director Trueblood commented that the Ordinance was prepared by Attorney Scheflow based on the state limit of 2.3%

There were no questions or comments; President Corn called for a Roll Call vote. Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

MOTION TO APPROVE RENEWAL OF WORKER'S COMPENSATION INSURANCE WITH ILLINOIS PUBLIC RISK FUND (IPRF)

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to authorize Executive Director Trueblood to be authorized to sign all necessary agreements and documents to renew Worker's Compensation Insurance coverage with IPRF.

There were no questions or comments; President Corn called for a Roll Call vote. Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

MOTION TO APPROVE RENEWAL OF ANNUAL SUBSCRIPTION OF ORACLE ERP/EPM CLOUD SYSTEM

Trustee Rauschenberger made a motion, seconded by Trustee Hyman, to authorize Executive Director Trueblood to sign the ordering document with Oracle America Inc. ED Trueblood commented that staff worked with the sales representative from Oracle and was able to eliminate some modules that were not being utilized, thus bringing the renewal cost down by over \$20,000 from last year.

There were no questions or comments; President Corn called for a Roll Call vote. Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

MOTION TO APPROVE RENEWAL OF THREE-YEAR PLANNED SERVICE AGREEMENT WITH JOHNSON CONTROLS

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to authorize Executive Director Trueblood to sign the Johnson Controls three-year planned service agreement as presented. Trustee Rauschenberger asked if this is something that maintenance staff is able to service themselves. TSD Vogt commented that this is specific to the control system for the buildings HVAC system and ClimaCool, a separate company, services the units. ED Trueblood continued that system is complicated in that the lab has a separate exhaust system from the rest of the building. Additionally, the system is controlled by a software package that requires regular updates that are included in the maintenance agreement.

There were no further comments; 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

Trustee Rauschenberger made a motion, seconded by Trustee Hyman, to authorize Executive Director Trueblood to sign the purchase order for a new vehicle through the state contract to replace the 2015 Ford Fusion Hybrid. ED Trueblood continued that the Fusion Hybrid is currently used by Administrative and Technical Services staff, however, the limited storage space has been an issue. Replacing it with the suggested Chevrolet Equinox will be a better fit. The Fusion will be traded in as part of the purchase.

There were no questions or comments; President Corn called for a Roll Call vote. Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

MOTION TO APPROVE PURCHASE ORDER TO VOGELSANG FOR \$26,900 FOR NORTH WRF GRIT CHANNEL GRINDER

Trustee Hyman made a motion, seconded by Trustee Bernal, to authorize Executive Director Trueblood to sign a purchase order for \$26,900 to Vogelsang for the North WRF Grit Channel Grinder.

There were no questions or comments; President Corn called for a Roll Call vote. Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

MOTION TO APPROVE ADP PUMP STATION 10 ELECTRICAL DUCTBANK INSTALLATION TO KELSO-BURNETT FOR \$33,980

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to authorize Executive Director Trueblood to sign a purchase order to Kelso Burnett Utility, for the installation of the new duct bank and wiring for Pump Station 10.

There were no questions or comments; President Corn called for a Roll Call vote. Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

MOTION TO APPROVE CHANGE ORDER NO. 1 FOR PS 33 FORCEMAIN REPLACEMENT PROJECT

Trustee Hyman made a motion, seconded by Trustee Rauschenberger, to approve Change Order No. 1 for the Pump Station 33 Forcemain Replacement Project with H. Linden and Sons Sewer and Water Inc. TD Vogt commented that this is an increase in cost to the project, however, this has no impact to the District's budget as this project will be reimbursed in full by Nicor.

There were no questions or comments; 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. 2 TO INDEPENDENT MECHANICAL INDUSTRIES, INC. ON THE ADP WRF BUILDING 10, 13, AND 35 HVAC IMPROVEMENTS PROJECT

Trustee Hyman made a motion, seconded by Trustee Rauschenberger, to approve Cost Proposal No. 2 for the ADP WRF Building 10, 13, and 35 HVAC Improvements Project to Independent Mechanical Industries, Inc.

There were no questions or comments; President Corn called for a Roll Call vote. Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

MOTION TO APPROVE AGREEMENT WITH VILLAGE OF WEST DUNDEE FOR THE ANAEROBIC DIGESTION IMPROVEMENT PROJECT

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to approve the Fifth Supplemental Agreement with the Village of West Dundee for the Anaerobic Digestion Improvement Project.

There were no questions or comments; President Corn called for a Roll Call vote. Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

MOTION TO APPROVE NORTH AND ADP WRF SCREENING STUDY AGREEMENT WITH TROTTER AND ASSOCIATES, INC.

Trustee Hyman made a motion, seconded by Trustee Bernal, to authorize Executive Director Trueblood to sign the North and ADP WRF Screening Study Agreement with Trotter Associates, Inc.

There were no questions or comments; President Corn called for a Roll Call vote. Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

MOTION TO APPROVE AMENDMENT NO. 1 TO PUMP STATION 38 IMPROVEMENTS DESIGN AGREEMENT WITH TROTTER AND ASSOCIATES INC

Trustee Hyman made a motion, seconded by Trustee Bernal, to authorize Executive Director Trueblood to sign the Amendment No. 1 to Pump Station 38 Improvements Design Agreement Trotter and Associates for \$81,448.

There were no questions or comments; President Corn called for a Roll Call vote. Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, Hyman: Aye, McCormack: Aye.

TECHNICAL SERVICES REPORT

Technical Services Director Vogt reported that staff received a call from the Village of South Elgin that water was coming up through the pavement near the entrance to the Thornton's Gas Station on Route 31 south of Sundown Road. Staff investigated and found that by shutting down Pump Station 38, the water stopped flowing. This confirmed that the leak is on the Pump Station 38 forcemain that discharges into the BRIS 1 interceptor to flow to the West WRF. The flow can be rerouted to a FRWRD Westside Sewer that flows to Pump Station 39 and then on to the ADP WRF. Once the leak was found, flow was rerouted to that path until a repair can be made.

Staff then developed a scope of work to obtain pricing from local underground piping contractors for the repair. Since the leak in the forcemain is somewhere under the pavement of Route 31, IDOT was contacted to obtain a permit for the work. IDOT has indicated that due to the location near a major intersection, a traffic study will have to be performed and options for traffic control will have to be developed depending on the actual location of the break. Staff requested that Trotter and Associates include this traffic study work into the amendment for the Pump Station 38 Project as they have experience with this exact type of effort.

Trustee Corn asked if staff can run a camera through the pipe to find the leak. TSD Vogt responded no as the pipe is only a small 6-inch wastewater forcemain. As a forcemain, it is under pressure when in operation. Televising would be appropriate if it was a sanitary sewer. ED Trueblood commented that the entire forcemain should be replaced in the next 10 years. TSD Vogt reiterated that since the exact location of the repair is unknown, a full lump sum quote is not possible to obtain. Instead, quotes will be provided per foot for excavation and restoration to locate the break from the initial dig spot.

STAFF REPORT OF ONGOING STUDY, DESIGN AND CONSTRUCTION PROJECTS

Technical Services Director Vogt provided a written update on all projects. TSD Vogt commented that at Pump Station 31 the replacement impellers for the pumps have been installed. Once of the motors is making noise, so it is being replace. In the mean time staff is preparing to test

the new impellers to determine if the change works as intended. Also, asbestos testing has been carried out and staff is now in the process of obtaining proposals for the removal of the asbestos material that was found on the property directly north of Pump Station 31 that the District owns. Once this is taken care of, the house will be demolished.

TSD Vogt reported that the Phosphorus Removal projects are moving along as expected. The North WRF Phosphorus Removal project is over half way paid to the contractor. At the ADP WRF Struvite Facilities, the last remaining sections of the reactor are being placed together.

TSD Vogt also reported that the contractor has installed the first two aeration blowers and the installation is being checked by Atlas Copco and Strand prior to startup. Some necessary control components from Atlas Copco are awaiting install. Once the controls components are installed, the new blowers will be integrated into the control system and then put into operation.

Lastly TSD Vogt commented that she will be giving a presentation to the Metropolitan Water Reclamation District of Greater Chicago regarding Phosphorus Removal projects currently under construction at the District related to the removal.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Trueblood reported that the District currently has had 5 employees test positive for Covid-19. Most are symptomatic and uncomfortable, but managing with self care at home and are expected to return to work. Staff is looking into purchasing infrared thermometers and packs of KN-95 masks for each employee as this year's swag. As all the Districts Covid-19 cases have been from offsite exposures, management is encouraging all employees to use extreme caution going into the Holiday season. Trustee Hyman asked how the District is handling time off for an employee with Covid-19. ED Trueblood responded that the board approved 5 days of Covid sick time be granted and then after that the employee must use their own bank of sick/personal time. ED Trueblood continued that the Covid sick time was only approved thru December 31st, 2020 so the board will need to decide at the next board meeting if they wish to continue this for 2021 and/or make any modifications to it.

Executive Director Trueblood continued that looking at the September monthly financial statement prepared by PorteBrown there was a revenue decrease of 2.9%. Given the current circumstances of everything going on this is not a surprise. Fortunately for the month of September expenses were also down by 4%. As the revenues have not dipped as much as staff anticipated over the summer ED Trueblood commented that he will be issuing partial merit increase in December to some employees.

Lastly ED Trueblood commented that the City of Elgin has proposed options to complete the construction of the structures located along the river in downtown Elgin to reduce or eliminate river flooding back into the sanitary sewers. Staff reviewed the proposal and recommended the City finish design, permitting, and bidding process so as to complete the project after the spring 2021 spring rains and likely high river levels.

Trustee Bernal commented that he noticed the Elgin Car wash was open and was wondering if the District ever received its money from the lien. Attorney Schefflow responded that the property went to tax sale which cleans the slate of any liens.

ATTORNEY'S REPORT

Attorney Schefflow provided copies of his October 31st invoice detailing services rendered for the month. Trustee Hyman asked Attorney Schefflow what it means on his invoice where it says "review meeting documents." Attorney Schefflow responded he reads thru the Board packet in preparation for the upcoming Board meeting. Trustee Hyman commented that he would like to see more of a formal written report from Attorney Schefflow monthly instead of just the monthly invoice. Trustee Bernal agreed that a monthly report would be nice to see.

ADJOURN

As there was no additional business, Trustee Rauschenberger made a motion, seconded by Trustee Hyman, to adjourn the meeting at 10:05 A.M. The next meeting is scheduled for 9:00 A.M. Monday, December 14th, 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