

Minutes of the Board of Trustees of the Fox River Water Reclamation District held on Monday, December 14, 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.** Audio of the meeting was recorded. Present in the office was President Bruce Corn. Vice President Benjamin Bernal, Trustee Steve Rauschenberger, and Trustee Marty McCormack were present via zoom.

Staff present in the 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 9:10 A.M.

**APPROVAL OF NOVEMBER 16, 2020 BOARD OF TRUSTEES MINUTES**

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to approve the minutes of the November 16, 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, 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 \$1,125,180.56, Capital Improvement \$3,817,721.97, Depreciation & Replacement \$41,312.49, and Corporate Fund \$117,458.76. Trustee Rauschenberger 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 Roll Call vote. Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, McCormack: Aye.

**REVIEW OF CONNECTION PERMITS**

Technical Services Director Vogt reported that staff issued one commercial, one industrial, and one single-family permits in between meetings. There was also a single-family permit that was reissued. A total of \$7,600 was collected on Connection Fees.

Trustee Bernal made a motion, seconded by Trustee McCormack, 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, McCormack: Aye.

**REVIEW OF CONTRACTS AND PURCHASE ORDERS**

Executive Director Trueblood reported that there were five purchase orders over \$10,000 issued in between meetings.

- The first was issued to Wonderware North in the amount of \$12,785 for Dream Report (SCADA Reporting software) and the first initial year of support.
- The second was issued to Kelso- Burnett Co. in the amount of \$33,980 for the Albin D. Pagorski Pump Station 10 Duct Bank install.
- The third was issued to Miles Chevrolet LLC in the amount of \$14,672 for the purchase of a 2021 Chevrolet Equinox which will replace the Administrative Buildings 2015 Ford Fusion.
- The fourth was issued to Vogelsang USA in the amount of \$26,900 for a Channel Grinder for the North Plant.
- The fifth was issued to Xylem Water Solutions USA in the amount of \$12,375 for the rental of a bypass pumping system for Pump Station 10. Executive Director Trueblood commented how pleased he was with Maintenance Superintendent Moore and his staff involved in the preparations and assembly of getting the bypass pump up and running so the necessary repairs could be completed on Pump Station 10.

**FOIA REQUESTS**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

**MOTION TO APPROVE COVID-19 FFRCRA AND EMERGENCY SICK LEAVE  
EXTENSION OF COVERAGE UNTIL JUNE 30, 2021**

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to approved the Emergency COVID-19 Absence Policy as presented. Executive Trueblood commented that this extends the additional 40 hours of COVID-19 specific sick time until June 30, 2021 at which that time the situation will be reevaluated.

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

**MOTION TO APPROVE ORDINANCE NO. 929 TERMINATING THE RESIDENTIAL CREDIT METER PROGRAM**

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to approve Ordinance 929 terminating the residential Credit Meter Program. Trustee Corn questioned that current meters enrolled in the program will not terminate until 2030. Technical Services Director Vogt responded that is correct. The intent behind the date was those residents who recently enrolled in the program before the moratorium took effect would be able to recoup their investment, which on average takes 10 years. TSD Vogt also clarified that this ordinance is specific to residential participants. Attorney Schefflow advised that since Industrial and Commercial users are still able to participate in the program it would be better to have two separate ordinances. Another ordinance for those users will be developed.

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

**MOTION TO APPROVE AUTHORIZATION FOR DEDICATION AND ACCEPTANCE REGARDING MIDDLE STREET PUMP STATION FOR ATTORNEY AND EXECUTIVE DIRECTOR**

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to authorize Attorney Schefflow and Executive Director Trueblood to take all actions necessary to complete the dedication and acceptance of the Middle Street Pump Station. Trustee Bernal questioned that nothing will be accepted or signed until the punch list items are completed. Attorney Schefflow responded that is correct; this is just to get the ball rolling if items get completed between Board meetings. Technical Services Director Vogt reiterated that there are several items that would need to be completed before the acceptance of the pump station occurs. Trustee Bernal asked if there is a warranty on the pump station. TSD Vogt responded that the equipment has a standard 1-year manufacturer warranty and also there would be an overall contractors' warranty from Bluff City once completed. Trustee Bernal asked how the acquisition of the new pump station affects the financials. Executive Director Trueblood responded that the station becomes a capital asset and will be added to the depreciation schedule. Attorney Schefflow commented that it doesn't sound like they will be able to complete the work needed to close before the next meeting, but he understands they are anxious to complete and maybe this will get the ball rolling.

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

**MOTION TO APPROVE TIME EXTENSION NO. 1 TO BEE LINER LEAN SERVICES ON THE ADP WRF BLOWER REPLACEMENT PROJECT**

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to approve Time Extension No. 1 to Bee Liner Lean Services to the ADP WRF Blower Replacement Project to extend the Contract time. Technical Services Director Vogt commented that the delay is related to

waiting on parts from Atlas Copco, not the contractor's fault. The remaining parts have now arrived and staff is working with the contractor to finalize the integration of the first blowers.

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

**MOTION TO APPROVE COST PROPOSAL NO. 5 TO JOSEPH J HENDERSON AND SON, INC. ON THE ADP WRF PHOSPHOROUS REMOVAL LIQUID PHASE PROJECT**

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to approve Cost Proposal Request No. 5 to Joseph J Henderson and Son Inc. on the ADP WRF Phosphorous Removal Liquid Phase Project. Technical Services Director Vogt commented that these changes were related to the City of Elgin building codes changing during design so some minor modifications to plumbing had to be made to bring the facilities into compliance with the new code.

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

**MOTION TO APPROVE AUTHORIZATION TO EXECUTE CHANGE ORDER NO. 3 TO JOSEPH J. HENDERSON AND SON INC. ON THE NORTH WRF PHOSPHOROUS REMOVAL PROJECT**

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to authorize Executive Director Trueblood to execute Change Order No. 3 to Joseph J. Henderson and Son Inc. for the project, increasing the contract price by \$153,418.98. Technical Services Director commented that this is just formalizing previous cost proposals already approved by the Board to now submit to the IEPA.

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

**TECHNICAL SERVICES REPORT**

Technical Services Director Vogt reported that staff is continuing to work on the force main leak from Pump Station 38. Trotter Associates has completed the traffic study and submitted it to IDOT, approval of the permit is still pending. Once the permit is received, staff will obtain new quotes for the repair work.

MWRDGC has a monthly seminar put on by their Research Department and TSD Vogt was asked to present at their December 11, 2020 meeting via webinar. The presentation was on the FRWRD efforts related to phosphorus removal at all three of our plants. The slides from the presentation were provided for Board members to look through.

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

Technical Services Director Vogt provided a written update on all projects. TSD Vogt commented that staff is hoping to have the final change order for Pump Station 31 for the next Board meeting as well as the final change order for the ADP HVAC Improvements. The Pump Station 33 Force main relocation project is completed and the final payout to Trotter was approved on today's disbursement list. Staff will now submit the final cost to Nicor as they are reimbursing the District for the complete project.

TSD Vogt continued that work on the North WRF Phosphorus removal was delayed a bit when 2, 30-inch existing pipes were not where the record drawings showed them to be located. There will be a cost proposal at the next Board meeting related to these changes. ADP WRF Struvite work is nearing 85% complete. The reactors are in and interior work is being wrapped up. ADP WRF Liquid is moving along with the mixing basin slabs now installed and a significant amount of underground piping is going in.

Executive Director Trueblood commented that staff will have an update at the next meeting on the river crossing project as staff received revised drawings from Burns and McDonnell and they have been submitted to several permitting agencies for review and approval.

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Trueblood reported that the District currently has no employees out on COVID-19 sick leave. He is very pleased with staff following safety protocols. Staff is currently monitoring the roll out of the vaccine and is looking into options to make it mandatory once available to essential workers.

Executive Director Trueblood continued that as interest rates for investments are extremely low he is looking into paying off some older IEPA loans as the interest rates on them are significantly higher than the rates on investments. ED Trueblood will put together a formal BAR with the payoff figures for the next Board meeting. Trustee Rauschenberger commented he thought this was a great idea.

Executive Director Trueblood also discussed current staffing and how lately there has been a large turnover rate. The District currently has 6 positions open, 3 of which staff is working to fill. The electrician position has been advertised and staff has been reviewing applications. Staff is also planning to advertise for a project engineer position that has been open for nearly two years, as well as a maintenance technician from a previous retirement earlier this year.

Lastly, Executive Director Trueblood reported that the sexual harassment prevention training needs to be completed by the end of the year, which includes Board Members as well. If trustees have completed the training thru another employer, please provide documentation to him or Fran before the end of the year.

**ATTORNEY'S REPORT**

Attorney Scheflow provided copies of his November 30<sup>th</sup> invoice detailing services rendered for the month including a written report with further explanation. Attorney Scheflow went through some of the items listed and indicated that some of them should be finalizing. The Elgin Car Wash lien was terminated in a Tax Deed proceeding and no further action can be done. The McLean Blvd vacant lot has no progress or interest and is now technically off the market. Pretreatment Coordinator Dacka is working with Attorney Scheflow on some annexation issues. It appears that some parcels were not accurately recorded. Now that the District has GIS, it is much easier to research and compare District records to Kane County.

Trustee McCormack wanted to take a moment to thank all of the District staff for their hard work this past year. He knows it hasn't been an easy year, but commends everyone on a job well done.

**ADJOURN**

As there was no additional business, Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to adjourn the meeting at 10:06 A.M. The next meeting is scheduled for 9:00 A.M. Monday, January 11<sup>th</sup>, 2021. 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