

Minutes of the Board of Trustees of the Fox River Water Reclamation District held on Monday, February 8, 2021 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 9:08 A.M.

APPROVAL OF JANUARY 11, 2021 BOARD OF TRUSTEES MINUTES

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to approve the minutes of the January 11, 2021 Board of Trustees as written.

There were no questions or comments; President Corn called for a Roll Call vote. Trustees Corn: Aye, Bernal: Aye, Hyman: 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 \$1,363,817.69, Capital Improvement \$2,799,657.62, Depreciation & Replacement \$229,205.25, and Corporate Fund \$513,020.27. Trustee Rauschenberger made a motion, seconded by Trustee Hyman, 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, Hyman: Aye, Rauschenberger: Aye, McCormack: Aye.

REVIEW OF CONNECTION PERMITS

Technical Services Director Vogt reported that staff issued four commercial, one industrial, and one public building permits in between meetings. There were also four single-family permits that were reissued. A total of \$12,000 was collected on Connection Fees. Trustee Corn asked where 50 South Grove in Elgin was located. Executive Director Trueblood responded it is just east of the Chamber.

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

REVIEW OF CONTRACTS AND PURCHASE ORDERS

Executive Director Trueblood reported that there was one purchase order over \$10,000 issued in between meetings. The purchase order was issued to Joseph J. Henderson & Son Inc. to extend the existing W3 line from Aeration Basin 10 to Pump Station 10.

FOIA REQUESTS

None

OLD BUSINESS

None

NEW BUSINESS

MOTION TO APPROVE FOX RIVER STUDY GROUP APPOINTMENT

Trustee Hyman made a motion, seconded by Trustee Rauschenberger, to appoint Executive Director Trueblood to serve on the Fox River Study Group Board of Directors for the calendar year 2021 as the representative for FRWRD. ED Trueblood commented that in anticipation of his retirement in Spring of 2022 this will be the last time he seeks reappointment for this position. Trustee Corn commented that the Fox River Study Group has been a real asset since it was started. Executive Director Trueblood commented he agrees, it has been a great means of communication among the participating groups.

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

MOTION TO APPROVE RECOMMENDATION FOR AWARD OF JANITORIAL SERVICE CONTRACT TO DUKANE CONTRACT SERVICES

Trustee Hyman made a motion, seconded by Trustee Bernal, to award the janitorial services contract to DuKane Contract Services in the amount of \$19,008 annually. Executive Director commented that DuKane was not the lower bidder but staff has worked with Attorney Scheflow to prepare this recommendation. Attorney Scheflow commented that the apparent low bidder did not

have responsive references and given problems in the past with janitorial contracts, staff recommended awarding the contract to the 2nd low bidder which is DuKane Contract Services. All references for DuKane Contract Services were responsive and gave exceptional comments. FRWRD staff has also worked with DuKane Contract Services and their cleaning staff meets the expectations of FRWRD staff.

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

MOTION TO APPROVE EMPLOYEE HEALTH OUT OF POCKET MEDICAL EXPENSES

Trustee Hyman made a motion, seconded by Trustee Bernal, to approve the distribution of reimbursement to employees for eligible expenses for the period January 1, 2020 thru December 31, 2020. Trustee Corn asked how the total amount compared to last year. Executive Director Trueblood commented that it is down some which is expected since employee numbers have decreased.

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

MOTION TO APPROVE PURCHASE ORDER TO DRYDON FOR \$22,260 FOR NORTH WRF PUMP STATION GRINDER REHABILITATION

Trustee Bernal made a motion, seconded by Trustee McCormack, to authorize Executive Director Trueblood to sign a purchase order for \$22,260 to Drydon for the North WRF Pump Station Grinder Rehabilitation. Technical Services Director Vogt commented that this grinder has been in service since 2007 without any major repairs or replacement of wearable parts.

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

MOTION TO APPROVE ISSUANCE OF CIVIL PENALTY TO PRICE PRINTED CIRCUITS, LLC

Trustee Rauschenberger made a motion, seconded by Trustee Bernal, to approve issuance of a civil penalty of \$250 to Price Printed Circuits, LLC for the copper violation that occurred on November 17, 2020. Technical Services Director Vogt commented that this is the minimum amount FRWRD is required by ordinance to set as a fine. Trustee Bernal asked how often the District looks at samples. TSD Vogt responded on average twice a year District staff takes samples, however the industries also submit self-sampling data. Executive Director Trueblood commented that years ago Price Printed Circuits frequently had violations but in the recent years they have really done a great job at improving and have very few violations.

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

MOTION TO APPROVE ISSUANCE OF CIVIL PENALTY TO JOHN B. SANFILIPPO & SON

Trustee Bernal made a motion, seconded by Trustee Hyman, to approve issuance a civil penalty of \$250 to John B. Sanfilippo for the FOG violation that occurred on November 17, 2020. Technical Services Director Vogt commented that staff was surprised by this violation, and they believe it is due to poor maintenance on their manhole that allowed grease to build up. Executive Director Trueblood commented that this is a good reminder for them to keep their system clean. Trustee Corn questioned whether they still fry, as he thought their process switched to baking. Technical Services Director commented that she has toured the plant and peanuts in general just give off a lot of grease and oil naturally.

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

MOTION TO APPROVE EXECUTION OF CHANGE ORDER NO. 1 TO JOSEPH J. HENDERSON AND SON INC. ON THE ADP WRF PHOSPHOROUS REMOVAL PROJECT

Trustee Bernal made a motion, seconded by Trustee Hyman, to authorize Executive Director to execute Change Order No. 1 to Joseph J. Henderson and Son Inc. for the project, increasing the contract price by \$36,976.10. Technical Services Director commented that this Change Order finalizes three previously approved changes to the contract. The result of these changes is an increase of \$36,976.10 to the contract.

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

MOTION TO APPROVE EXECUTION OF CHANGE ORDER NO. 2 – TIME EXTENSION TO IHC CONSTRUCTION INDUSTRIES INC., ON THE ADP WRF PHOSPHOROUS REMOVAL – STRUVITE FACILITIES PROJECT

Trustee Hyman made a motion, seconded by Trustee Bernal, to approve Change Order No. 2 – Time Extension to IHC Construction Industries Inc. on the ADP WRF Phosphorous Removal – Struvite Facilities Project. Technical Services Director Vogt commented that this change order is directly related to COVID-19, but does not interfere with the permit compliance dates or involve a monetary change. Trustee Corn commented that he visited the ADP facility this morning and was shocked to see how torn apart and under construction it is.

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

DISCUSSION ONLY – BUDGET FISCAL YEAR 2022

Executive Director Trueblood presented the Board with a first look of the tentative Fiscal Year 2022 Budget. Some items worth noting include, because of COVID-19 the District did not execute a user rate increase, however because of the increasing debt service, staff is looking into one this year estimating it between 6-7%. As of the December financial statements, operating revenues were reported up for the year. Staff is guessing this increase is from people staying home more in 2020 and also working from home. It is possible that as COVID-19 settles down this number will dip back down.

Trustee Bernal asked in regard to future projects how does the income come into play. Executive Director Trueblood responded that TSD Vogt and her staff do a great job at forecasting a projects budget for both Capital and Depreciation and Replacement expenses. The largest capital expenses coming up will be debt services as the loans for the struvite and liquid phosphorus removal projects will go into repayment this upcoming fiscal year as well as the Anaerobic Digester and Sludge Forcemain loans that went into repayment this fiscal year. Technical Services Director Vogt commented that the Depreciation and Replacement costs that the District books on a straight line basis will increase as these projects are finished and get added to the asset list and depreciated accordingly.

Executive Director Trueblood continued that in the past corporate funds, which are funds collected from property taxes, were enough to cover debt services. With the amount in investments the District will continue to have enough to fund these loan payments this way for a few years, but will need to consider other options as eventually the Corporate funds will zero out. Executive Director Trueblood explained that Capital Improvement funds could be used for the phosphorous removal projects as these were by definition capital projects adding treatment systems the District did not have before.

As far as the operational budget line items, staff has reviewed these numbers and adjusted these numbers. In most cases, this was a slight increase from the FY2021 budget to account for inflation. The largest increases were given to salaries, insurance and IMRF as the District does plan to fill some vacant positions this year. Executive Director Trueblood wrapped up the discussion by asking the trustees to review the tentative budget that is presented and reach out to him or Technical Services Director Vogt with any questions.

TECHNICAL SERVICES REPORT

Technical Services Director Vogt did not have a written report but did comment that the IAWA legislative committee is working on drafting legislation on flushable wipe labeling not actually being degradable. Senator Castro has offered her support and it is promising that Oregon has already passed this type of legislation.

STAFF REPORT OF ONGOING STUDY, DESIGN AND CONSTRUCTION PROJECTS

Technical Services Director Vogt provided a written update on all projects. Some items to note include that staff will be bringing an agreement with RJN to the Board soon for approval for the design of rehabilitation of the various CSO Structures. Also, staff will be looking to award the demolition of the residence at 646 Lower Wellington Avenue which is the property adjacent to Pump Station 31. Executive Director Trueblood praised the maintenance and operation staff on all their hard work lately with the various plant shuts downs, specifically at the North Plant, so new connections can be made with the new construction.

Trustee Corn asked about the vehicles he noticed sitting in the covered drying beds and at the old Elgin Corrugated Box site and is wondering how badly the need for a new storage garage is. Executive Director Trueblood commented that there are hopes of a new storage garage down the line. The vehicles parked in the empty drying beds are active vehicles trying to get some protection from the cold and snow. The vehicles parked at the old Elgin Corrugated Box site are vehicles that are out of service and have been replaced. The District typically sends these to auction but the events of 2020 shut that all down for a while, staff is hopeful that this spring they will be able to sell them.

Technical Services Director Vogt reported that the Struvite Facilities are in the final phases. Also, the HVAC Building Improvements Project is complete and the final payment to the contractor was approved in this meeting's disbursement. Atlas Copco is still waiting on the controls for the first two blowers which are being installed by a subcontractor, it is expected that the contractor will need another time extension to complete the project.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Trueblood reported that staff continues to do well following COVID-19 rules and procedures. Currently the District has nobody out on COVID-19 leave. Staff will continue to monitor for any updates on vaccinations, but currently employees are in Phase 1c unless qualified for a different group besides employment. Executive Director also reported that NACWA is planning on holding its conference in July and he is planning on attending provided vaccination numbers increase and he is able to get his. If any Board members would also like to attend, please let him know.

Executive Director Trueblood also reported that management reviewed all FRWRD employee's salaries and job performance to determine if individual employees should receive a salary adjustment. This review resulted in 23 out of 45 employees receiving some sort of salary adjustment, 4 employees received a 1-time bonus, and 6 employees received an adjustment to their job title and pay grade. The total impact of these adjustments was 1.61% which added to the 2% cost of living adjustment still remains under the allotted 5% increase that was budgeted.

Executive Director Trueblood also provided the tentative FY2022 Board of Trustees schedule. He is already aware of one possible conflict, he asked the Board to review and let him know if they have any suggestions for changes. Lastly, Executive Director Trueblood commented that he has been contacted by an organization for a potential sale of the old Elgin Corrugated Box

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site. Although the property is not listed on the market, the District is open to the idea of a potential sale. He will keep the Board updated on any news regarding this.

ATTORNEY'S REPORT

None

ADJOURN

As there was no additional business, Trustee Bernal made a motion, seconded by Trustee Hyman, to adjourn the meeting at 10:19 A.M. The next meeting is scheduled for 9:00 A.M. Monday, March 8th, 2021. President Corn called for a Roll Call vote. Trustees Corn: Aye, Bernal: Aye, Hyman: Aye, Rauschenberger: Aye, McCormack: Aye.

Respectfully Submitted

Kim Narvaiz, Assistant Clerk

APPROVED:

Bruce R. Corn, President

Gary Hyman, Clerk-Treasurer