

Minutes of the regular meeting of the Board of Trustees of the Fox River Water Reclamation District held on Wednesday, October 20, 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 was conducted via Zoom video and audio conference.** Audio of the meeting was recorded. Present in the office were Vice President Bruce Corn, and Trustee Marty McCormack. Present via Zoom were Trustee Rauschenberger and Trustee Hyman.

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

Vice President Corn called the meeting to order at 5:41 P.M.

APPROVAL OF SEPTEMBER 20 2021 BOARD OF TRUSTEES MINUTES

Trustee Rauschenberger made a motion, seconded by Trustee Hyman, to approve the minutes of the September 20 2021 Board of Trustees as written.

There was no discussion; Vice President Corn called for a Roll Call vote. Trustees Corn: Aye, Rauschenberger: Aye, McCormack: Aye, Hyman: Aye.

PUBLIC COMMENT

None

APPROVAL OF CASH DISBURSEMENTS

Vice President Corn read aloud the cash disbursement totals per fund. Disbursements are: Sewer Revenue Fund \$1,290,718.30, Capital Improvement Fund \$597,997.61, Depreciation & Replacement Fund \$110,432.65.

Trustee McCormack made a motion, seconded by Trustee Hyman, to approve the Cash Disbursements as presented. There was no discussion; Vice President Corn called for a Roll Call vote. Trustees Corn: Aye, Rauschenberger: Aye, McCormack: Aye, Hyman: Aye.

REVIEW OF CONNECTION PERMITS

Technical Services Director Vogt reported that there were one Commercial, three Industrial, fourteen Single Family, and one Multi-family permits issued in between meetings. Approximately \$6,600 was collected. Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to approve the Connection Permits as issued.

There was no discussion; Vice President Corn called for a Roll Call vote. Trustees Corn: Aye, Rauschenberger: Aye, McCormack: Aye, Hyman: Aye.

REVIEW OF CONTRACTS AND PURCHASE ORDERS

Executive Director Trueblood reported that there were four purchase orders over \$10,000 issued in-between Board meetings. The first PO was issued to Johnson Controls Inc. in the amount of \$10,246 for the second year of the HVAC agreement for the Administration building. The second PO was issued to Polydyne in the amount of \$16,261 for a standard order of Polymer at the contract price. The third PO was issued to Morrow Brothers Ford in the amount of \$32,405 for the replacements of the 2018 Ford Explorer that was involved in an accident a couple months ago. ED Trueblood continued that the settlement through the insurance for the vehicle that was totaled was around \$24,000. The fourth PO was issued to Atlas Copco Compressors in the amount of \$21,150.60 for year one of the Maintenance Plan that was part of the Blower replacement agreement. Vice President Corn asked if the new blowers have been working well. TSD Vogt responded yes they have, and that the replacement filters are included in this maintenance agreement, which is good because they are quite costly.

FOIA REQUESTS

Executive Director Trueblood reported that there were a couple of FOIA requests in between Board meetings. The first one was from a representative of the Painters District Council requesting documents relating to the painting of water towers, water storage tanks, etc. Staff responded to this request accordingly. The second FOIA was from NBC5 Chicago requesting information relating to unclaimed property. Staff responded to this request accordingly. ED Trueblood continued that the District does have some unclaimed checks that were issued to Skyline residents who had a credit on their account at the time of the sale of the water plant.

OLD BUSINESS

MOTION TO APPROVE MANDATORY COVID-19 VACCINATION POLICY

Executive Director Trueblood commented that staff has been working with Attorney Airdo to obtain additional information regarding a Covid-19 policy and would like to table this item until a future meeting.

Trustee McCormack made a motion, seconded by Trustee Hyman, to table the attached Mandatory COVID-19 Vaccine Policy until a future meeting.

There was no discussion; Vice President Corn called for a Roll Call vote. Trustees Corn: Aye, Rauschenberger: Aye, McCormack: Aye, Hyman: Aye.

NEW BUSINESS

MOTION TO ACCEPT FY 2021 AUDIT REPORTS

Trustee Hyman made a motion, seconded by Trustee McCormack, to accept the Fiscal Year 2021 Audit Reports as presented. Executive Director Trueblood commented that Baker Tilly did a thorough review of the audit for the Board members at the last meeting and there were no changes to the documents since the last meeting.

There was no discussion; Vice President Corn called for a Roll Call vote. Trustees Corn: Aye, Rauschenberger: Aye, McCormack: Aye, Hyman: Aye.

MOTION TO APPROVE FY 2021 TREASURER REPORT

Trustee Corn made a motion, seconded by Trustee McCormack, to approve the Fiscal Year 2021 Treasurer's Report as presented.

There was no discussion; Vice President Corn called for a Roll Call vote. Trustees Corn: Aye, Rauschenberger: Aye, McCormack: Aye, Hyman: Aye.

**MOTION TO APPROVE PROPERTY INSURANCE RENEWAL FOR POLICY YEAR
NOVEMBER 1, 2021 - NOVEMBER 1, 2022**

Trustee Hyman made a motion, seconded by Trustee McCormack, to authorize Executive Director Trueblood to sign the necessary agreements and documentation to accept the proposed renewal premium with the Terrorism coverage as recommended by staff.

There was no discussion; Vice President Corn called for a Roll Call vote. Trustees Corn: Aye, Rauschenberger: Aye, McCormack: Aye, Hyman: Aye.

MOTION TO APPROVE 2022 RETIREE AMWINS INSURANCE RENEWAL

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to authorize Executive Director Trueblood to execute the renewal of the AmWINS policy at the current coverage levels, as presented.

There was no discussion; Vice President Corn called for a Roll Call vote. Trustees Corn: Aye, Rauschenberger: Aye, McCormack: Aye, Hyman: Aye.

MOTION TO APPROVE CHANGE ORDER NO. 3 TO JOSEPH J. HENDERSON AND SON, INC. ON THE ADP WRF PHOSPHOROUS REMOVAL – LIQUID PHASE PROJECT

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to approve Change Order No. 3 to Joseph J. Henderson and Son, Inc. on the ADP WRF Phosphorous Removal – Liquid Phase Project. TSD Vogt commented that she wanted to point of that this Change Order is only an extension in contract time, there are no changes to the contract amount. Vice President Corn commented that’s nice to hear.

There was no discussion; Vice President Corn called for a Roll Call vote. Trustees Corn: Aye, Rauschenberger: Aye, McCormack: Aye, Hyman: Aye.

MOTION TO AMENDMENT NO. 6 TO THE CONSTRUCTION ENGINEERING SERVICES AGREEMENT WITH BURNS & MCDONNELL FOR THE PHASE III/IV SLUDGE TRANSFER LINE

Trustee McCormack made a motion, seconded by Trustee Corn, to authorize the Executive Director to sign Amendment No. 6 to Burns & McDonnell for Construction Services on the Phase III/V Sludge Transfer Line Project adding \$60,238. Vice President Corn commented that he thought \$60,000 seemed low for the contract. TSD Vogt responded that it only for the final section of river crossing and that while there will be significant time in the field, the number of shop drawings should be minimal.

There was no further discussion; Vice President Corn called for a Roll Call vote. Trustees Corn: Aye, Rauschenberger: Aye, McCormack: Aye, Hyman: Aye.

MOTION TO AWARD THE PUMP STATION 38 FORCEMAIN REPAIR PROJECT TO H. LINDEN AND SONS, FOR \$114,600

Trustee McCormack made a motion, seconded by Trustee Hyman, to authorize the Executive Director to sign the Notice of Award for Pump Station 38 Forcemain Repair Project and to subsequently sign the associated agreement with H. Linden and Sons.

There was no discussion; Vice President Corn called for a Roll Call vote. Trustees Corn: Aye, Rauschenberger: Aye, McCormack: Aye, Hyman: Aye.

Vice President Corn wanted to bring some attention to the condition of the old Elgin Box site as he was driving by it the other day and noticed that the weeds were growing tall. Executive Director Trueblood responded that he had noticed that as well. The maintenance crew has been under staffed and items like this have not been at the top of the priority list. Hopefully, in the next few weeks there will be some vacant positions filled and items such as this can be addressed before winter hits.

Vice President Corn called for a 10-minute break at 5:58 P.M. and called the meeting back to order at 6:10P.M.

TECHNICAL SERVICES REPORT

Technical Services Director Vogt reported an update of the Illinois American Elgin Estates Subdivision meter issues and maximum capacity flows from 2017. Over the past several years, Illinois American has taken the following steps to address I/I in the Elgin Estates system:

- Lining of the sewer system and manholes
- Flow monitoring and modeling studies
- Comprehensive Sanitary Sewer Evaluation Study including smoke testing of all laterals.
- Replaced the lateral and disconnected stairwell drain at the church (largest I/I source found)
- Removed private defects (such as connected sump pumps and outside drains) based on lateral smoke testing with the exception of six properties. Four of the owners are working with ILAW, two are unresponsive
- Illinois American has selected a new larger flume and plans to get it installed soon.

Staff is overall pleased with the progress being made and will continue to monitor the situation and ensure the new flume is installed as requested.

STAFF REPORT OF ONGOING STUDY, DESIGN AND CONSTRUCTION PROJECTS

Technical Services Director Vogt provided a written update on all projects. TSD Vogt highlighted the following:

- For the project ADP WRF Phosphorus Removal – Liquid Facilities, the 45-day time extension was approved as the contractor is still waiting on the gates to ship.
- The house at 646 Lower Wellington has been demolished and the contractor will be working on the landscaping tomorrow.
- Staff will have a kick off meeting next week regarding the Clarifier Drive Rehabilitation project with the contractor. The contractor is preparing to mobilize to the site and begin work.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Trueblood reported on several items. Highlights include the following:

- Staff is still continuing to follow the governor's orders with the Covid-19 mask mandate and will continue this regardless of vaccination until further notice.
- Staff is working with Porte Brown to develop a proposal to switch the Financial management and reporting package to different program called Traverse. Traverse appears to be better suited for the District and can be customized by Porte Brown to meet the specific needs of the District.

- Staff was contacted by a consultant representing a client interested in purchasing some or all of the parking lot at 901 Raymond Street. The consultant was surprised by the appraised value of the property and indicated that amount would be more than the client would pay.
- ED Trueblood reported to the Board that the day shift lead operator Jon Pineda submitted his resignation leaving another vacant position to fill. Trustee McCormack asked how many vacant positions does the District currently have. ED Trueblood responded that there are 5 positions staff is looking to fill in all. He is looking into having HR Manager Butts complete a new compensation study to ensure that the District is still competitive in total compensation.

ATTORNEY'S REPORT

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

Attorney Airdo had no report.

ADJOURN

As there was no additional business, Trustee McCormack made a motion, seconded by Trustee Hyman, to adjourn the October 20th, 2021 meeting at 6:30 P.M. Vice President Corn called for a Roll Call vote. Trustees Corn: Aye, Rauschenberger: Aye, McCormack: Aye, Hyman: Aye. The next meeting is scheduled for 5:30 P.M. Wednesday, November 17th, 2021.

Respectfully Submitted

Kim Narvaiz, Assistant Clerk

APPROVED:

Benjamin Bernal, President

Gary Hyman, Clerk-Treasurer