

September 13<sup>th</sup>, 2023

Minutes of the regular meeting of the Board of Trustees of the Fox River Water Reclamation District held on Wednesday, September 13, 2023, at the Administration Building at 1957 North LaFox, South Elgin, Illinois. Present were President Benjamin Bernal, Vice President Martin McCormack, Clerk/Treasure Beth Penesis, Trustee Steve Rauschenberger, and Trustee Marvin Kramer.

Staff present included Executive Director Eric Johnson, Technical Services Director Beth Vogt, Assistant Clerk Amy Ortiz, and Attorney Michael Airdo.

President Bernal called the Board of Trustee's meeting to order at 5:30 P.M.

### **APPROVAL OF THE AUGUST 30, 2023 MINUTES**

Trustee Rauschenberger made the motion, seconded by Trustee Kramer to table the minutes of the August 30<sup>th</sup>, 2023 Board of Trustees and Executive Session Minutes.

There was no further discussion; President Bernal called for Trustees to vote: McCormack: Aye, Penesis: Aye, Rauschenberger: Aye, Kramer: Aye, Bernal: Aye.

### **PUBLIC COMMENT**

None

### **APPROVAL OF CASH DISBURSEMENTS**

Executive Director Johnson read aloud the cash disbursement totals per fund. Disbursements for the Sewer Revenue Fund are \$1,479,708.93 for the Capital Improvement Fund is \$262,743 and for the Depreciation & Replacement Fund is \$380,915.69.

Trustee Penesis made a motion, seconded by Trustee McCormack, to approve the Cash Disbursements as presented. There was no further discussion; President Bernal called for Trustees to vote: McCormack: Aye, Penesis: Aye, Rauschenberger: Aye, Kramer: Aye, Bernal: Aye.

### **REVIEW OF CONNECTION PERMITS**

Seven permits were issued in between Board Meetings that consisted of two commercial, two single family, and three industrial. Approximately \$88,106.44 was collected in service fees.

Trustee Rauschenberger made a motion, seconded by Trustee Penesis, to approve the connection permits as issued. There was no discussion. President Bernal called for Trustees to vote: McCormack: Aye, Penesis: Aye, Rauschenberger: Aye, Kramer: Aye, Bernal: Aye.

**REVIEW OF CONTRACTS AND PURCHASE ORDERS**

Executive Director Johnson provided a report of the purchase order that was issued in-between the Board Meetings that was over \$10,000. The purchase order include:

- Able Solutions in the amount of \$10,795.00 for Traverse/OSAS Support-August

**FOIA REQUESTS**

One FOIA request has been received in-between board meetings. Timothy Smeltzer requested FRWRD audit documents from fiscal year 2019 covering the sale of the Skyline service area. Staff provided the requestor with the information. No Board action required at this time. This is for informational use only.

**NEW BUSINESS**

**MOTION TO APPROVE RESOLUTION 523 FOR CHANGE ORDER NO. 1 TO INDEPENDENT MECHANICAL INDUSTRIES ON THE ADP AND NORTH WRF 2022 HVAC IMPROVEMENTS PROJECT**

Trustee Rauschenberger made a motion, seconded by Trustee Kramer, to approve Resolution 523 Change Order No. 1 to Independent Mechanical Industries on the HVAC Improvements Project. President Bernal inquired about the decrease in the contract. Technical Services Director Vogt explained that there is a reduction in the amount of \$15,067. This reduction is due to a change in the original plans not to use the roof as a location.

There was no further discussion; President Bernal called for Trustees to vote: McCormack: Aye, Penesis: Aye, Rauschenberger: Aye, Kramer: Aye, Bernal: Aye.

**MOTION TO APPROVE RESOLUTION 524 FOR CHANGE ORDER NO. 2 TO MANUSOS GENERAL CONTRACTING ON THE PUMP STATION 38 IMPROVEMENTS PROJECT**

Trustee Penesis made a motion, seconded by Trustee Kramer, to approve Resolution 524 Change Order No. 2 to Manusos General Contracting on the Pump Station 38 improvement project.

There was no discussion; President Bernal called for Trustees to vote: McCormack: Aye, Penesis: Aye, Rauschenberger: Aye, Kramer: Aye, Bernal: Aye.

**MOTION TO APPROVE A RESOLUTION 525 FOR CHANGE ORDER NO. 1  
TO MANUSOS GENERAL CONTRACTING ON THE NORTH WRF  
INFLUENT BAR SCREEN PROJECT**

Trustee Penesis made a motion, seconded by Trustee McCormack, to approve Resolution 525 for Change Order No. 1 to Manusos General Contracting on the North WRF influent bar screen project.

There was no discussion; President Bernal called for Trustees to vote: McCormack: Aye, Penesis: Aye, Rauschenberger: Aye, Kramer: Aye, Bernal: Aye

**DISCUSSION ONLY – ADDITIONAL SEWER RELOCATION WORK ON THE  
NORTH WRF INFLUENT BAR SCREEN PROJECT**

Technical Services Director Vogt provided an overview of additional issues that have arisen during the sewer relocation work on the North WRF Influent Bar Screen Project. Using pictures as reference TSD Vogt explained that the contractor ran into a significant amount of ground water at about 10 feet deep. The project requires work at 17.5 feet deep. The contractors are requested for additional funding for the project at an estimated cost of \$69,000. TSD Vogt scheduled a meeting with the engineering firm Trotter & Associates and developed a cost closer to \$42,000-\$43,000. TSD Vogt explained that this discussion was to provide the Board with information about the issues before it would be put on the agenda for the Board to vote.

**MOTION TO APPROVE REVISIONS TO EMPLOYEE PERSONNEL HANDBOOK**

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to approve revisions to the Employee Personnel Handbook. Executive Director Johnson provided an overview. The last revision was completed in 2018. The changes include general policies revisions and updated requirements from the State of IL. The largest revision in the handbook is the introduction of the Paid Leave for all Workers Act (PLAW). Under this new legislation employers are required to provide full-time employees with 40 hours of either sick or vacation time that workers can use in two-hour increments. Part-time employees obtain 1 hour for every 40 hours worked. ED Johnson explained that the handbook was updated to work with the existing policy, so employees won't feel much of a difference. The 40 hours will be front loaded to the employees on January 1, 2024, with the ability to use the hours after 90 days. President Bernal inquired will the departments heads discuss the changes with employees after this law goes into effect. ED Johnson responded employees were already informed of the changes at the staff meeting and will be hosting further session for the employees to ask questions about the changed policies. Employees will be providing a signature confirming they have understood the polices in the update handbook.

There was no further discussion; President Bernal called for Trustees to vote: McCormack: Aye, Penesis: Aye, Rauschenberger: Aye, Kramer: Aye, Bernal: Aye

## **TECHNICAL SERVICES REPORT**

Technical Services Director Vogt provided a written report. Highlights include the following:

- The Illinois Department of Natural Resources and The Fox River Study Group partnered with the Us Army Corps of Engineers to the assess the feasibility of restoring riverine habitat along a stretch of the fox river from Algonquin to Montgomery. Three meetings have been scheduled to discuss their recommendations with the public.

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

Technical Services Director Vogt provided a written update on all projects. Highlights include the following:

- ADP WRF Phosphorus Removal Liquid Facilities this project is complete, and staff are operating the facility to optimize the treatment process with assistance from the design engineer. The ADP WRF is receiving sludge from the North WRF via the sludge force main. and waste activated sludge from the west WRF via the sludge force main sludge to the gravity thickeners. Phosphorus removal continues to be an issue and staff is continuing to take additional samples of fermentate for vfa analysis and work with Black & Veatch process staff.
- CSO Structure Rehabilitation Design no bids were received at the last bid opening. The consultant is reaching out to potential bidders to determine if the bidding climate is such that competitive bids would be received in upcoming months.
- ADP and North WRF HVAC Improvements this project is underway; the contractor has installed furnaces, air conditioning units, and boiler at the ADP Admin Building. Concrete pads have been installed for air handling units at the ADP Trunnel and Blower buildings. Underground utilities work, including electrical conduit installation and natural gas line extension have been completed this month. An application for payment for \$107,082.00 has been submitted and included in the disbursements for this board meeting.
- ADP WRF Belt Filter Press Rehabilitation Project the work on the first press has commenced. Based on initial review of the condition of the equipment the unit requires additional components that were not in the original scope. The condition of these components could not be determined until the unit was disassembled. A request for scheduling extension was approved by the board. The additional parts for the press have arrived.

- North WRF Influent Screening Project construction has begun. Bonds and insurance have been purchased by contractor. Two new manholes and piping have been constructed and brought online in the T&M work approved by the board for the sewer relocation. The existing manhole determined to be too close to proposed screen channel sheeting location has been demolished. Sheeting is being installed in preparations of excavations and construction of the screening channel at the raw sewage pump station. An application for payment of \$260,955.00 has been submitted and included in the disbursement for this board meeting.
- Pump Station 38 Rehabilitation Project the contractor has completed pipping and valve replacements, installation of the flood barriers, and landscaping. The remaining electrical portion of the project, that will require facility shutdown and temporary pumping is being coordinated with staff. Conduit installation and SCADA panel relocation have been completed in preparation for the shutdown. An application for payment has been submitted and included in the disbursement for this board meeting.
- Electrical Distribution System Upgrades CDM-Smith and staff held a meeting to review the alternatives for future upgrades to best meet the electrical needs of the North WRF, and PS 32 and 37. Staff have provided comments to the consultant for inclusion in the final report. The final report, when fully completed, will be submitted to the board for review. The next step is performing preliminary design of the improvements. Staff will work with CDM-Smith to develop a proposed scope and fee for the work to be presented to the Board of Trustees.
- Pump Station 41 generator Installation Project the notice of award has been issued to the contractor.
- North and West WRF Structural Repairs Project the design of structural repairs at the North WRF Chlorine Contact Tanks and Secondary Clarifiers and the West WRF Storage Tanks, Plant Water Pump Station, and Admin & Lab building is proceeding. Structural engineers from TAI inspected the site for development of design documents. 50% of the design documents have been submitted to staff for review.

### **EXECUTIVE DIRECTOR JOHNSON'S REPORT**

Executive Director Johnson provided a report to the Board of Trustees highlights include:

- Upcoming IAWA Conference in St. Charles that is being held on Tuesday, September 19 through September 21<sup>st</sup>.
- Employee Appreciation Picnic that was held on Thursday September 7<sup>th</sup>.

Executive Director Johnson introduced James Howard from Government Accounting. James provided an overview of FRWRD Finances. The report included bank reconciliation being performed through Traverse, investments arranged by fund and bank, purchasing policy, payroll imports, amending the budget to account for transfers and depreciation. The report also included recommendations for a money market manager, custom reporting, audit, and corporate and sewer cash balances.

September 13<sup>th</sup>, 2023

**ADJOURN**

As there was no additional business, Trustee Penesis made a motion, seconded by Trustee Rauschenberger, to adjourn the September 13, 2023, meeting at 6:30 PM. The next regular meeting is scheduled for 5:30 P.M. Wednesday, October 18, 2023. President Bernal called for a Roll Call vote. Assistant Clerk Ortiz called Roll: Trustees: McCormack: Aye, Penesis: Aye, Rauschenberger: Aye, Kramer: Aye, Bernal: Aye.

Respectfully Submitted,

Amy Ortiz, Assistant Clerk

APPROVED:

Benjamin Bernal, President

Elizabeth Penesis, Clerk/Treasurer