

Minutes of the Fox River Water Reclamation District Decennial Committee on Efficiency held on Friday, August 4, 2023, at the Fox River Water Reclamation Administration Office 1957 N. LaFox, South Elgin, IL 60177. Present were Chairman Benjamin Bernal and Committee Members: Martin McCormack, Elizabeth Penesis, Eric Johnson, Michael McKay, Jose Bosque. Committee Woman Nuhemi Morales arrived at 2:06 PM. Staff present was Assistant Clerk Amy Ortiz and Laboratory Manager Sam Youssef.

Chairman Bernal called the meeting to order at 2:01 P.M.

**PUBLIC COMMENT**

None

**APPROVAL OF THE JUNE 30, 2023, DECENNIAL COMMITTEE MINUTES**

Committeeman McCormack made a motion, seconded by Committeeman McKay to approve the minutes of the June 30, 2023, Decennial Committee of Efficiency Minutes.

There was no discussion. Chairman Bernal called for a vote, Ayes, Committeeman McCormack, Committee Woman Penesis, Committeeman Johnson, Committeeman McKay, Committeeman Bosque, and Chairman Bernal.

**REVIEW AND DISCUSSION OF DISTRICT ORDINANCES, RULES, AND PROCEDURES**

Committeeman Johnson provided a PowerPoint Presentation on the District's Ordinances, Rules, and Procedures. Johnson explained the definition of the term Ordinances as a local law that is regulated by the District. Ordinances have a direct relationship with the public. Chairman Bernal explained that each Sanitation District has different rules and regulations depending on discharge and is important when making ordinances to be more understanding in creating these laws in order to bring more business into the District. Committeeman Johnson provided a list of Ordinances that are currently in effect in the District and noted the Ordinances are updated to reflect the most current laws.

Chairman Bernal discussed the Rate Setting Ordinance and explained the District did not have an increase in rates from 2001 to 2010. The decision to increase rates was due to an increase in capital projects. Bernal explained the importance of completing a rate study every 3-5 years to provide guidance in managing the District's budget. Johnson explained that staff growth, projects, and improving technology is important to consider. A rate study provides an outside set of eyes. The rate study is just a recommendation on what the rates should be and not a requirement for the board to accept. Chairman Bernal stated a concept that is unique to this study is what people within the District can afford is part of the consideration when determining the rate.

Committeeman Johnson provided an explanation on Resolutions. Resolutions are similar to ordinances, but they are less formal and less permanent. They deal with matters that are of a special or temporary character such as: establishing the Decennial Committee on Efficiency, setting the fiscal year, establishing investment policies, disposal of personal property, determining banking depositors and authorizing signatories for banking purposes. Recently Resolution 515 was passed. It was during this resolution allowed Eric Johnson to become as a signatory for FRWRD. To be more efficient in the future, it was suggested that Resolutions such as this, should be listed as a title, rather than a name.

August 4, 2023

Committeeman Johnson provided an overview of the District's Procedures. The District procedures are unique to each department and adopted/created by the managers in most instances. District procedures may also be referred to as Standard Operating Guidelines, Handbooks, and Standard Operating Procedures. Sam Youseff, Laboratory Manager provided insight on the Quality Control Procedures that are used by employees in the Lab. Sam explained that procedures and protocols used in the lab are based on the guidelines and requirements from the United States Environment Protection Agency (USEPA) and the Illinois Environment Protection Agency (IEPA). Sam explained the importance of quality control by having each employee in the lab collect and run a sample the same way. Sam invited the Committee Members to tour the Fox River Water Reclamation District Laboratory after the meeting.

### **DISCUSSION OF DECENNIAL COMMITTEE DATES**

Due to a conflict with scheduling, members of the Decennial Committee members discussed rescheduling the next Decennial Committee meeting. Committee members will submit their schedule to Assistant Clerk Ortiz and the new schedule will be sent out to committee members by email.

### **SURVEY OF RESIDENTS IN ATTENDANCE**

None-No Residents in Attendance

### **ADJOURN**

As there was no additional business, Committeeman McCormack made a motion, seconded by Committee Woman Penesis to adjourn the August 4, 2023, meeting at 3:13 PM. The next meeting is scheduled for 2:00 P.M. Friday, March 15, 2023, at Fox River Water Reclamation District 1957 N. LaFox Street, South Elgin, IL 60177. Chairman Bernal called for a Roll Call Vote. Assistant Clerk Ortiz called Roll: McCormack: Aye, Penesis, Aye, Johnson: Aye, Bosque: Aye, McKay: Aye: Bernal: Aye.

Respectfully Submitted,

Amy Ortiz, Assistant Clerk

APPROVED:

Benjamin Bernal, President

Elizabeth Penesis, Clerk/Treasurer