

Minutes of the regular meeting of the Board of Trustees of the Fox River Water Reclamation District held on Wednesday, November 17, 2021 at the Administration Building at 1957 North LaFox, South Elgin, Illinois. Present in the office were President Benjamin Bernal, Vice President Bruce Corn, Clerk-Treasurer Gary Hyman, Trustee Steve Rauschenberger, and Trustee Marty McCormack.

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

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

APPROVAL OF OCTOBER 20, 2021 BOARD OF TRUSTEES MINUTES

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

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

PUBLIC COMMENT

None

APPROVAL OF CASH DISBURSEMENTS

Executive Director Trueblood read aloud the cash disbursement totals per fund. Disbursements are: Sewer Revenue Fund \$1,291,714.90, Capital Improvement Fund \$984,567.42, Depreciation & Replacement Fund \$55,144.62, Corporate Fund \$240,632.46.

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

REVIEW OF CONNECTION PERMITS

There were one Industrial, one Public, twenty Single Family, and fifty-one Multi-family permits issued in between meetings. Approximately \$750 was collected in connection fees and the others were all prepaid service fees. Trustee Rauschenberger made a motion, seconded by Trustee Hyman, to approve the Connection Permits as issued.

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

REVIEW OF CONTRACTS AND PURCHASE ORDERS

Executive Director Trueblood reported that there were two purchase orders over \$10,000 issued between Board meetings. The first PO was issued Enhanced Networks in the amount of \$14,451.43 which includes software license renewals for the year. The second PO was issued to Polydyne Inc. in the amount of \$16,261 for an order of Polymer based of contract pricing.

FOIA REQUESTS

Executive Director Trueblood reported that there were two FOIA requests between Board meetings. The first one was from the Indiana, Illinois, Iowa Foundation for Fair Contracting requesting information on current contracting for sludge and lime residual removal. The second request was from Casey Electric Sales for Electrical Conduit Standard Specifications. Staff provided responses to both requestors.

OLD BUSINESS

None

RECESS

Trustee Bernal made a motion, seconded by Trustee Rauschenberger, to recess the meeting and enter into Executive Session at 5:52 P.M. President Bernal called for a Roll Call Vote: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, McCormack: Aye, Hyman: Aye.

RECONVENE

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to reconvene the Board of Trustees meeting at 6:51 P.M. President Bernal called for Roll Call Vote: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, McCormack: Aye, Hyman: Aye

President Bernal called for a 10-minute break at 6:51 P.M. and called the meeting back to order at 7:01P.M.

NEW BUSINESS

MOTION TO APPROVE 2022 HOLIDAY SCHEDULE

Trustee McCormack made a motion, seconded by Trustee Bernal, to approve the 2022 Holiday schedule as presented. There were some discussions on what holidays other municipalities observe and whether the District is comparable.

At the conclusion of the discussions; President Bernal called for a Roll Call vote. Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, McCormack: Aye, Hyman: Aye.

MOTION TO APPROVE PERSONAL LEAVE POLICY CHANGE

Trustee Hyman made a motion, seconded by Trustee Rauschenberger, to approve the Personnel Policy Handbook, Section 4-12 Personal Time as presented.

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

MOTION TO APPROVE 2021 EMPLOYEE YEAREND BONUS

Trustee McCormack made a motion, seconded by Trustee Bernal, to approve the FY 2022 Employee Year End Bonus.

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

MOTION TO APPROVE 2022 PROPERTY TAX LEVY ORDINANCE 938

Trustee McCormack made a motion, seconded by Trustee Bernal, to approve Ordinance 938 Tax Levy as presented. Trustee Rauschenberger asked when the deadline for submitting this Ordinance is. Executive Director Trueblood responded December 20th. There was discussion on whether or not to increase the levy this year and related to phasing out property tax revenue. Technical Services Director reminded the board members that these funds are generally used for debt services, which has increased significantly with the Phosphorus removal project loans.

At the conclusion of the discussions; President Bernal called for a Roll Call vote. Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, McCormack: Aye, Hyman: Aye.

MOTION TO APPROVE RENEWAL OF WORKER'S COMPENSATION INSURANCE WITH ILLINOIS PUBLIC RISK FUND (IPRF)

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to authorize Executive Director Trueblood to sign all necessary agreements and documents to renew the Worker's Compensation Insurance coverage with IPRF.

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

MOTION TO APPROVE RENEWAL OF ANNUAL SUBSCRIPTION OF ORACLE ERP/EPM CLOUD SYSTEM

Trustee Hyman made a motion, seconded by Trustee Rauschenberger, to authorize Executive Director Trueblood to sign the ordering document with Oracle America, Inc. TSD Vogt commented that staff was able to reduce this subscription renewal by almost half from last year by eliminating the project module. Staff had discussions and decided that this module provided minimal benefit in the final year of Oracle and was very costly.

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

MOTION TO APPROVE 1-YEAR ORACLE SUPPORT AGREEMENT WITH EMTEC, INC. FOR \$37,200

Trustee Hyman made a motion, seconded by Trustee McCormack, to authorize Executive Director Trueblood to sign the 1-year Oracle Support Agreement with Emtec Inc. for \$37,200. Trustee Rauschenberger asked if this was the last year staff would need support with Oracle. Technical Services Director Vogt responded yes, and these consultants will also be helping with extracting the data out of Oracle into a useful format that can then be uploaded into the new software.

At the conclusion of the discussions; President Bernal called for a Roll Call vote. Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, McCormack: Aye, Hyman: Aye.

MOTION TO APPROVE PROPOSAL BY PORTE BROWN FOR CONVERSION TO TRAVERSE ACCOUNTING SOFTWARE

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, authorize Executive Director Trueblood to sign the Proposal by Porte Brown for Conversion to Traverse Accounting Software for \$94,400. Trustee Bernal asked what happens to the software if down the line we would no longer work with Porte Brown. Executive Director Trueblood responded that we will be hosting the software on our own server and we could write our own code modifications if needed for the system or hire a different consultant.

At the conclusion of the discussions; President Bernal called for a Roll Call vote. Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, McCormack: Aye, Hyman: Aye.

MOTION TO APPROVE VEHICLE REPLACEMENT PURCHASE

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to authorize Executive Director Trueblood to purchase the new dump truck through the Illinois state bid for \$135,464.

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

MOTION TO APPROVE DESTRUCTION OF AUDIO TAPES OF EXECUTIVE SESSIONS

Trustee McCormack made a motion, seconded by Trustee Hyman, that the current Executive Session minutes not be released at this time and additionally that the Board of Trustees President and/or Clerk-Treasurer be authorized to destroy all audio tapes of Executive Sessions recorded prior to May 17, 2020.

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

MOTION TO APPROVE RECAPTURE AGREEMENT WITH BLUFF CITY, LLC REGARDING MIDDLE STREET PUMP STATION

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to approve the Recapture Agreement with Bluff City, LLC regarding Middle Street Pump Station.

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

MOTION TO APPROVE ISSUANCE OF CORRECTED PRETREATMENT DISCHARGE PERMITS FOR HYDROX LABORATORIES, INC. AND JOHN B. SANFILIPPO & SON, INC.

Trustee Hyman made a motion, seconded by Trustee Rauschenberger, to issue the corrected Individual Discharge Permits for Hydrox Laboratories and John B. Sanfilippo & Son, Inc. in compliance with the 2021 Administrative Order of Consent (AOC), as presented. Trustee Rauschenberger asked if the two companies have been informed with an explanation on why they are being issued new permits. Technical Services Director Vogt responded yes.

At the conclusion of the discussions; President Bernal called for a Roll Call vote. Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, McCormack: Aye, Hyman: Aye.

MOTION TO APPROVE AMENDMENT NO. 8 TO THE PUMP STATION 31 IMPROVEMENTS ENGINEERING SERVICES AGREEMENT WITH STRAND ASSOCIATES

Trustee McCormack made a motion, seconded by Trustee Hyman, to authorize Executive Director Trueblood to sign Amendment No. 8 to the Engineering Services Agreement with Strand Associates for the Pump Station 31 Replacement Project.

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

MOTION TO APPROVE NAME CHANGE IN FINANCIAL POLICY FROM FIRST MIDWEST BANCORP, INC. TO OLD NATIONAL BANCORP

Trustee Hyman made a motion, seconded by Trustee McCormack, to approve the revisions to Exhibit 2 in Resolution 511 as presented. Executive Director Trueblood commented that this is just simply a name change for one of the banks that FRWRD has investments with, nothing will be changing procedurally.

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

TECHNICAL SERVICES REPORT

Technical Services Director Vogt had put together an analysis of capital revenues and potential changes to the connection fee ordinance for Board discussion, however due to the length of tonight's agenda and matters still left to discuss, she indicated that it can be reviewed another time. Trustee Rauschenberger asked if there was a rush to make the change. TSD Vogt responded there is no rush, but with the anticipation of a staff members retirement in 2022 it seemed appropriate that any significant ordinance changes occur around the same time as the personnel change.

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:

- Both ADP WRF Phosphorus Removal and North WRF Phosphorus Removal projects are wrapping up. Site landscaping and restoration as well as punch list items are being worked on.
- The Pump Station 38 Forcemain Repair contractor is preparing shop drawing submittals and hopefully the project will be completed in the next couple weeks.

EXECUTIVE DIRECTOR'S REPORT

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

- The September 2021 Financial Statements were presented for review. Executive Director Trueblood commented that spending for the year is on track. There is 58% of the Fiscal year remaining and 69% of the Budget remaining with revenues up 14.7%.
- Trustee Rauschenberger asked if management knows who is vaccinated and who is not. Executive Director Trueblood said that those who choose to show their vaccine card to their supervisor were allowed to go without their mask during the summer months when Covid-19 numbers down. Thus management knows who provided that information to supervisors. Individuals that did not show their card could be vaccinated, but are assumed not to be as it relates to Covid-19 protocols for quarantine at this point. Trustee McCormack asked if the District is requiring new hires to have the vaccine. Executive Director Trueblood responded, no, not at this time.
- Executive Director Trueblood reported that staff is looking to complete an Employee a thorough Compensation Study that includes employee benefits. ED Trueblood continued that insurance benefits aren't as appealing to many new hires and the District may need to consider offering insurance options to retain such employees.

ATTORNEY'S REPORT

Attorney Airdo had no report.

RECESS

Trustee Bernal made a motion, seconded by Trustee McCormack, to recess the meeting and enter into Executive Session at 7:30 P.M. President Bernal called for a Roll Call Vote: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, McCormack: Aye, Hyman: Aye.

RECONVENE

Trustee Rauschenberger made a motion, seconded by Trustee Corn, to reconvene the Board of Trustees meeting at 7:57 P.M. President Bernal called for Roll Call Vote: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, McCormack: Aye, Hyman: Aye

ADJOURN

As there was no additional business, Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to adjourn the November 17, 2021 meeting at 7:58 P.M. The next meeting is scheduled for 5:30 P.M. Wednesday, December 15th, 2021. President Bernal called for a Roll Call vote. Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, McCormack: Aye, Hyman: Aye.

Respectfully Submitted

Kim Narvaiz, Assistant Clerk

APPROVED:

Benjamin Bernal, President

Gary Hyman, Clerk-Treasurer