

Minutes of the regular meeting of the Board of Trustees of the Fox River Water Reclamation District held on Wednesday, December 15, 2021 at the Administration Building at 1957 North LaFox, South Elgin, Illinois. Present in the office were President Benjamin Bernal, Vice President Bruce Corn, Trustee Steve Rauschenberger, and Trustee Martin McCormack.

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

President Bernal called the meeting to order at 5:40 P.M.

APPROVAL OF THE NOVEMBER 17, 2021 BOARD OF TRUSTEES MINUTES

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to approve the minutes of the November 17, 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.

APPROVAL OF THE NOVEMBER 17, 2021 FIRST EXECUTIVE SESSION BOARD OF TRUSTEES MINUTES

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to approve the first Executive session minutes of the November 17, 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.

APPROVAL OF THE NOVEMBER 17, 2021 SECOND EXECUTIVE SESSION BOARD OF TRUSTEES MINUTES

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to approve the second Executive session minutes of the November 17, 2021 Board of Trustees as written. President Bernal confirmed that all Board Members had received a written copy provided by Attorney Kimzey.

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

PUBLIC COMMENT

Mr. David Dorgen and his Client Mark Zoll were present and spoke about the property located adjacent to 901 Raymond Street. Mr. Dorgen explained his client's plans for the lot and asked for consideration for the District to sell 901 Raymond Street. Trustee Rauschenberger asked

if they would be open to a lease option. Mr. Zoll responded yes, but ultimately to design and reconstruct the entire property as planned, purchasing the parking lot is needed as their plan includes expanding the building by approximately 70 feet onto the 901 Raymond Street property.

RECESS

Trustee Rauschenberger made a motion, seconded by Trustee Corn, to recess the meeting and enter into Executive Session at 5:51 P.M. President Bernal called for a Roll Call vote. Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, McCormack: Aye.

RECONVENE

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to reconvene the Board of Trustees meeting at 6:27 P.M. President Bernal called for a Roll Call vote. Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, McCormack: Aye.

APPROVAL OF CASH DISBURSEMENTS

Executive Director Trueblood read aloud the cash disbursement totals per fund. Disbursements are: Sewer Revenue Fund \$1,439,100.11, Capital Improvement Fund \$461,476.17, Depreciation & Replacement Fund \$87,058.54, Corporate Fund \$117,458.76. Trustee Corn asked about what was purchased at Welch Brothers for such a small amount. Executive Director Trueblood responded that he would have to look through the stack of payables to see as he could not directly recall the exact purchase.

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.

REVIEW OF CONNECTION PERMITS

There were four Commercial, and one hundred twenty Single Family permits issued in between meetings. Approximately \$2,500 was collected in connection fees and the others were all prepaid service fees. Trustee Corn made a motion, seconded by Trustee McCormack, 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.

REVIEW OF CONTRACTS AND PURCHASE ORDERS

Executive Director Trueblood reported that there were five purchase orders over \$10,000 issued between Board meetings. They are as follows:

- Rush Truck Center of Illinois in the amount of \$135,142 for a new dump truck for Building 45.
- Oracle America in the amount of \$16,992.74 for the annual renewal.
- Emtec Consulting Services in the amount of \$37,200 for Oracle Support and transition to new software.
- PorteBrown in the amount of \$80,000 (not to exceed) for the set up and implementation of the Traverse software.
- Open Systems Inc. in the amount of \$14,400 for the purchase of the Traverse software.

All five purchases were previously discussed and approved by the board at a previous meeting.

FOIA REQUESTS

None

OLD BUSINESS

None

NEW BUSINESS

MOTION TO ACCEPT FISCAL YEAR 2021 SINGLE AUDIT REPORT

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to accept the Single Audit as presented.

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

MOTION TO APPROVE NON-EXEMPT POSITIONS PAY GRADE ADJUSTMENTS

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to approve the proposed pay grade adjustments of \$1.00 per hour to the minimum pay rate for all non-exempt pay grades. Trustee Rauschenberger asked if management feels comfortable with this adjustment. Executive Director Trueblood responded yes, this will bump up entry level positions in reach range in hopes of improving new employee recruitment. Trustee Bernal asked how this will impact the budget.

Executive Director Trueblood responded that with these adjustments overall salaries will still be under budget for the year due to vacant positions and retirements.

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

MOTION TO APPROVE NORTH AND ADP HVAC IMPROVEMENTS ENGINEERING AGREEMENT WITH STRAND ASSOCIATES, INC.

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to authorize Executive Director Trueblood to sign the Design Agreement for the North and ADP WRF HVAC Improvements Project with Strand Associates. Trustee Corn confirmed that this cost is just for the design of the project not construction. Technical Services Director responded yes. Trustee Corn asked about the old Administrative Building located at the ADP Facility, indicating that he visited it recently and it appears to be in need of repairs. TSD Vogt responded yes, this is considered Building 21 (Training and Office Building) and is part of this scope of work to update the HVAC. Executive Director Trueblood commented that this building is in minimal use with the basement and second level used only for storage purposes and thus repairs have been minimal since the new Administrative Building was completed in 2012. The HVAC improvements to the building will focus on the first floor where the offices and training room are located.

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

MOTION TO APPROVE CHANGE ORDER NO. 1 ON THE PUMP STATION 38 FORCEMAIN REPAIR PROJECT WITH H. LINDEN AND SONS WATER AND SEWER CO.

Trustee McCormack made a motion, seconded by Trustee Corn, to approve Change Order No. 1 to H. Linden and Sons Sewer and Water Company for the Pump Station 38 Forcemain Repair Project. Trustee Corn commented that he liked seeing that a contractor was issuing a credit. Technical Service Director Vogt responded yes, the work was significantly less than anticipated.

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

MOTION TO APPROVE CHANGE ORDER NO. 1 ON THE 2021 SOUTH ELGIN SEWER CLEANING AND TELEVISIONING PROJECT WITH NATIONAL POWER RODDING CORP

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to approve the Change order No. 1 to National Power Rodding Corporation for the 2021 South Elgin Sewer Cleaning and Televisioning Project.

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

MOTION TO APPROVE CHANGE ORDER NO. 1 ON THE ADP WRF CLARIFIER DRIVE REHABILITATION PROJECT WITH IHC CONSTRUCTION COMPANIES, LLC.

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to approve Change Order No. 1 – Time Extension to IHC Construction Companies LLC., on the ADP WRF Clarifier Drive Rehabilitation Project.

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

MOTION TO APPROVE CHANGE ORDER NO. 8 ON THE NORTH WRF PHOSPHOROUS REMOVAL PROJECT WITH JOSEPH J. HENDERSON AND SON, INC.

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to approve Change Order No. 8 to Joseph J. Henderson and Son, Inc. on the North WRF Phosphorous Removal Project. Trustee Rauschenberger commented he was happy to see another reduction in projects cost. Technical Services Director responded yes, the final change order total for the whole project was less than a 1% increase and most of that was from a sewer line relocation that was discovered and not in bid drawings.

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

MOTION TO APPROVE ISSUANCE OF CORRECTED PRETREATMENT DISCHARGE PERMIT FOR DYNACAST INC.

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to approve issuing the corrected Individual Discharge Permit for Dynacast, Inc. in compliance with the 2021 Administrative Order of Consent (AOC) as presented.

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

MOTION TO APPROVE ANNEXATION ORDINANCE 939 FOR 13.26 ACRES BY GIFFORD 300, LLC LOCATED AT 1325 BLUFF CITY BLVD., ELGIN, IL

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to adopt Ordinance No. 939 for annexation of 13.26 acres by Gifford 300, LLC for 1325 Bluff City Blvd., Elgin, IL.

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

President Bernal called for a 10-minute break at 6:47 P.M. and called the meeting back to order at 7:00P.M.

TECHNICAL SERVICES REPORT

Technical Services Director Vogt reported that NACWA has published its agenda for the Winter Conference to be held Monday, January 31 – Thursday, February 3, 2022 in Scottsdale, AZ. If any Board members would like to attend, please let staff know as soon as possible so they can get registered. Additionally, the conference rate for the hotel will only be held until December 29th at which point the rate will increase by \$60 per night so reservations should be made soon.

Additionally, Technical Services Director reported that several IAWA members had a discussion with Gary Bingenheimer, the Section Manager of the Revolving Loan program at IEPA. Gary indicated that IEPA has been increasing staff in the loan program area in anticipation of the new funding to come to the program. TSD Vogt continued that one area the District may be able to benefit for these programs is through money specifically allotted for emerging contaminants. As the District treats a considerable amount of leachate, additional treatment for PFAs may need to be provided if new discharge or biosolids limits are implemented by EPA.

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:

- The North WRF Phosphorus Removal project is complete and the final change order for the project was presented for approval earlier in the meeting. A final invoice from the contractor will be included in the next meeting.
- The final Notice of Award was issued to the contractor for the Sludge Transfer Main- River Crossing. Work is expected to begin in March.

EXECUTIVE DIRECTOR'S REPORT

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

- FRWRD continues to have a mask mandate in place to help stop the spread of Covid-19. Currently there are no known employees out of work from Covid-19.
- The October 2021 Financial Statements were presented for review. Executive Director Trueblood commented that user billings are up 6.8% so far for the year. Also, Leachate billings are down 38% to date for the year compared to last year as a result of the low precipitation this year.

- Trustee Bernal asked about investments and if we are selecting short terms. Executive Director Trueblood responded yes, typically he selects 12 months, occasionally 18 months depending on current cash flow and the rates. Trustee Bernal thinks that rates are going to see a good increase next year and doesn't want to see a lot of funds locked up for a long time.
- Lastly, Executive Director Trueblood reported that staff reviewed the current salaries of all employees and is planning to make 22 adjustments of non-exempt employees. The cost of these adjustments is 2.29% of the current total salaries and is fully funded from the personnel budget line. Additionally, staff is hoping to complete a new comprehensive salary and benefit study in the next 6 months to ensure the district is competitive and pay grades are where they should be.

ADJOURN

As there was no additional business, Trustee Corn made a motion, seconded by Trustee McCormack, to adjourn the December 15, 2021 meeting at 7:19 P.M. The next meeting is scheduled for 5:30 P.M. Wednesday, January 12th, 2022. President Bernal called for a Roll Call vote. Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, McCormack: Aye.

Respectfully Submitted

Kim Narvaiz, Assistant Clerk

APPROVED:

Benjamin Bernal, President

Gary Hyman, Clerk-Treasurer