

Minutes of the regular meeting of the Board of Trustees of the Fox River Water Reclamation District held on Wednesday, March 16, 2022 at the Administration Building at 1957 North LaFox, South Elgin, Illinois. Present were President Benjamin Bernal, Vice President Bruce Corn, Trustee Hyman, 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 Michael Airdo.

President Bernal called the meeting to order at 5:49 P.M.

**OPENING OF REAL ESTATE BIDS FOR SALE OF 901 RAYMOND STREET, ELGIN**

Executive Director Trueblood opened and read aloud the nine bids that were submitted.

**RECESS**

Trustee McCormack made a motion, seconded by Trustee Hyman, to recess the meeting and enter into Executive Session at 6:01 P.M. President Bernal called for a vote; Ayes, Trustees Bernal, Corn, Hyman, Rauschenberger, McCormack.

**RECONVENE**

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to reconvene the Board of Trustees meeting at 6:20 P.M. President Bernal called for a vote; Ayes, Trustees Bernal, Corn, Hyman, Rauschenberger, McCormack.

**MOTION TO AWARD THE CONTRACT FOR THE SALE OF THE REAL ESTATE PROPERTY LOCATED AT 901 RAYMOND STREET, ELGIN**

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to award the contract for the sale of the real estate property located at 901 Raymond Street in Elgin to 660 Indian Hill LLC subject to attorney review.

There was no discussion. President Bernal called for a roll call vote: Trustees Corn: Aye, Bernal: Aye, Rauschenberger: Aye, McCormack: Aye, Hyman: Aye.

**APPROVAL OF THE FEBRUARY 16, 2022 BOARD OF TRUSTEES MINUTES**

Trustee Rauschenberger made a motion, seconded by Trustee Hyman, to approve the minutes of the February 16, 2022 Board of Trustees as written.

There was no discussion; President Bernal called for a vote; Ayes, Trustees Bernal, Corn, Hyman, Rauschenberger, McCormack.

**APPROVAL OF THE JANUARY 12, 2022 EXECUTIVE SESSION BOARD OF TRUSTEES MINUTES**

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to approve the Executive Session minutes of the January 12, 2022 Board of Trustees as written.

There was no discussion; President Bernal called for a vote; Ayes, Trustees Bernal, Corn, Hyman, Rauschenberger, McCormack.

**APPROVAL OF THE FEBRUARY 16, 2022 FIRST EXECUTIVE SESSION BOARD OF TRUSTEES MINUTES**

Trustee Rauschenberger made a motion, seconded by Trustee Hyman, to approve the First Executive Session minutes of the February 16, 2022 Board of Trustees as written.

There was no discussion; President Bernal called for a vote; Ayes, Trustees Bernal, Corn, Hyman, Rauschenberger, McCormack.

**APPROVAL OF THE FEBRUARY 16, 2022 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 February 16, 2022 Board of Trustees as written.

There was no discussion; President Bernal called for a vote; Ayes, Trustees Bernal, Corn, Hyman, Rauschenberger, McCormack.

**PUBLIC COMMENT**

None

**APPROVAL OF CASH DISBURSEMENTS**

Executive Director Trueblood read aloud the cash disbursement totals per fund. Disbursements are: Sewer Revenue Fund \$1,497,612.87, Capital Improvement Fund \$921,742.03, Depreciation & Replacement Fund \$109,827.27.

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

**REVIEW OF CONNECTION PERMITS**

There were twelve Commercial, four Industrial, one Public and three Single Family permits issued in between meetings. Approximately \$23,000 was collected in connection fees and the others were all prepaid service fees. Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to approve the Connection Permits as issued.

There was no discussion; President Bernal called for a vote; Ayes, Trustees Bernal, Corn, Hyman, Rauschenberger, McCormack.

**REVIEW OF CONTRACTS AND PURCHASE ORDERS**

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

- Polydyne, Inc. in the amount of \$16,261 for an order of polymer off the contract pricing.
- Evoqua Water Technologies in the amount of \$19,900 for the West WRD Aeration Tank Diffusers.
- CDW Government, Inc in the amount of \$17,391.66 for the purchase replacements of cellar radios for the pump stations.
- Dell Marketing in the amount of \$17,424.94 for the purchase of the annual Microsoft Enterprise Agreement.

**FOIA REQUESTS**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

**MOTION TO APPROVE FISCAL YEAR 2023 BOARD OF TRUSTEES MEETING SCHEDULE**

Trustee Corn made a motion, seconded by Trustee Hyman, to approve the suggested Board meeting schedule for both the Board of Trustees and the Board of Local Improvements for the fiscal Year 2022/2023. There was discussion on some of the dates and a new schedule was proposed.

Trustee Rauschenberger made an amendment to the motion, seconded by Trustee McCormack, to change the proposed Board Meeting dates as discussed for both the Board of Trustees and the Board of Local Improvements for the fiscal Year 2022/2023.

At the conclusion of the discussion; President Bernal called for a vote on the amendment; Ayes, Trustees Bernal, Corn, Hyman, Rauschenberger, McCormack.

President Bernal then called for a vote on the amended schedule; Ayes, Trustees Bernal, Corn, Hyman, Rauschenberger, McCormack.

**MOTION TO APPROVE PURCHASE ORDER TO GET INDUSTRIES FOR \$24,850 FOR STATION 37 GRINDER REPLACEMENT**

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to authorize Executive Director Trueblood to sign a purchase order for \$24,850 to GET Industries for the Pump Station 37 Grinder Replacement as a sole source purchase.

There was no discussion; President Bernal called for a vote; Ayes, Trustees Bernal, Corn, Hyman, Rauschenberger, McCormack.

**MOTION TO APPROVE CHANGE ORDER NO. 4 TO JOSEPH J. HENDERSON AND SON, INC. ON THE ADP WRF PHOSPHOROUS REMOVAL – LIQUID PHASE PROJECT**

Trustee Hyman made a motion, seconded by Trustee Rauschenberger, to approve Change Order No. 4 to Joseph J. Henderson and Son, Inc. on the ADP WRF Phosphorous Removal- Liquid Phase Project. Trustee Rauschenberger asked if this was the final change order for the project. Technical Services Director Vogt responded yes and results in a decrease in the contract price of approximately \$123,000 due to unused contract items.

There was no further discussion; President Bernal called for a vote; Ayes, Trustees Bernal, Corn, Hyman, Rauschenberger, McCormack.

**MOTION TO AWARD OF WEST WRF DIFFUSER REPLACEMENT PROJECT TO CLEAN INFUSION LLC FOR \$60,247**

Trustee McCormack made a motion, seconded by Trustee Hyman, to award the West WRF Diffuser Replacement Project to Clean Infusion LLC for \$60,247.

There was no discussion; President Bernal called for a vote; Ayes, Trustees Bernal, Corn, Hyman, Rauschenberger, McCormack.

**MOTION TO APPROVE FY 2022-2023 TENTATIVE APPROPRIATION BUDGET ORDINANCE 941**

Trustee Hyman made a motion, seconded by Trustee Corn, to adopt Ordinance 941- Fiscal Year 2022/2023 Tentative Appropriation Budget as presented and authorize staff to make all Public Notices required by Illinois Statutes for an April 20, 2022 Public Hearing to approve the FY 2022/2023 Appropriation Budget Ordinance.

There was no discussion; President Bernal called for a vote; Ayes, Trustees Bernal, Corn, Hyman, Rauschenberger, McCormack.

**MOTION TO APPROVE EMPLOYEE HEALTH OUT OF POCKET MEDICAL EXPENSES**

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to approve the distribution of reimbursement to employees for eligible expenses for the period January 1, 2021- December 31, 2021.

There was no discussion; President Bernal called for a vote; Ayes, Trustees Bernal, Corn, Hyman, Rauschenberger, McCormack.

**MOTION TO APPROVE 1-YEAR INFORMATION TECHNOLOGY SUPPORT SERVICES AGREEMENT WITH ENHANCED NETWORKS FOR \$80,880**

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to authorize Executive Director Trueblood to sign the 1-year information Technology Support Services Agreement with Enhanced Networks for \$80,880. Executive Director Trueblood commented that a couple weeks back there was an active hacker trying to get into the District's system but thanks to Enhanced Networks quick response and diligent work they were not successful.

There were no questions; President Bernal called for a vote; Ayes, Trustees Bernal, Corn, Hyman, Rauschenberger, McCormack.

**RECESS**

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to recess the meeting and enter into Executive Session at 6:45 P.M. President Bernal called for a vote; Ayes, Trustees Bernal, Corn, Hyman, Rauschenberger, McCormack.

**RECONVENE**

Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to reconvene the Board of Trustees meeting at 7:00 P.M. President Bernal called for a vote; Ayes, Trustees Bernal, Corn, Hyman, Rauschenberger, McCormack.

**MOTION TO AUTHORIZE BOARD PRESIDENT BERNAL TO PRESENT AN EMPLOYMENT AGREEMENT TO THE SELECTED CANDIDATE FOR THE EXECUTIVE DIRECTOR POSITION**

Trustee Rauschenberger made a motion, seconded by Trustee Hyman, to authorize Board president Bernal to present an Employment agreement to the selected candidate for the Executive Director position.

There was no discussion; President Bernal called for a vote; Ayes, Trustees Bernal, Corn, Hyman, Rauschenberger, McCormack.

**TECHNICAL SERVICES REPORT**

Technical Services Director Vogt provided an overview of expected 5-10 year cost and revenue projects. The analysis shows different scenarios projecting the long-term effects of rate increases starting with Fiscal Year 2023.

Additionally, TSD Vogt reported that the Districts natural gas supply contract will end March 31, 2022 and the current supplier is not offering any renewals. Given the high volatility in the natural gas market and the new tariff on gas suppliers that takes effect May 1<sup>st</sup> in Illinois, natural gas suppliers are not interested in bidding new supply contracts at this time. Staff has taken the increasing natural gas costs into consideration for the Fiscal Year 2022-2023 budget. The district will provide notice to Nicor that we will revert to supply and transport service.

Lastly, TSD Vogt reminded Board Members that the IAWA will hold its mini conference in Springfield at the Wyndham Springfield City Centre Hotel on May 4-5<sup>th</sup>. Staff will forward the agenda on to the Trustees for the meeting once it is available.

**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 final change order for the ADP WRF Phosphorus Removal – Liquid project was approved earlier in the meeting. Only contract close out and treatment optimization work remain.
- There are a handful of projects that staff will be bidding out in the next few weeks, which will result in several projects to award at the next Board meeting.

**EXECUTIVE DIRECTOR'S REPORT**

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

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- The District has a new property and casualty insurance provider, Affiliated FM Insurance Company. AFM has an aggressive loss prevention program that includes voluntary detailed on site inspections. Staff has been working with AFM on the observations and suggestions provided by AFM after the inspections.
- The January 2022 Financial Statements were presented for review.
- Executive Director Trueblood provided his written notice to the Board of his intent to retire effective June 30, 2022.

**ADJOURN**

As there was no additional business, Trustee Rauschenberger made a motion, seconded by Trustee McCormack, to adjourn the March 16, 2022 meeting at 7:26 P.M. The next meeting is scheduled for 5:30 P.M. Wednesday, April 20, 2022. President Bernal called for a vote; Ayes, Trustees Bernal, Corn, Hyman, Rauschenberger, McCormack.

Respectfully Submitted

Kim Narvaiz, Assistant Clerk

APPROVED:

Bruce Corn, Vice President

Gary Hyman, Clerk-Treasurer