

Minutes of the regular meeting of the Board of Trustees of the Fox River Water Reclamation District held on Friday, April 21, 2023 at the Administration Building at 1957 North LaFox, South Elgin, Illinois. Present were President Benjamin Bernal, Vice President Martin McCormack, Trustee Steve Rauschenberger, and Trustee Beth Penesis.

Staff present included Executive Director Eric Johnson, Technical Services Director Beth Vogt, Assistant Clerk Kim Narvaiz, Assistant Clerk Amy Ortiz, and Attorney Mark Kimzey.

President Bernal called the meeting to order at 2:07 P.M.

APPROVAL OF THE MARCH 8, 2023 BOARD OF TRUSTEES MINUTES

Trustee Penesis made the motion, seconded by Trustee McCormack, to approve the minutes of the March 8, 2023, Board of Trustees as written. There was no discussion; President Bernal called for a Roll Call vote. Assistant Clerk Narvaiz called Roll: Trustees McCormack: Aye, Penesis: Aye, Rauschenberger: Aye, Bernal: Aye.

APPROVAL OF THE MARCH 8, 2023 EXECUTIVE SESSION SPECIAL MEETING OF THE BOARD OF TRUSTEES MINUTES

Trustee Penesis made the motion, seconded by Trustee McCormack, to approve the minutes of the March 8, 2023, Executive Session Special Meeting of the Board of Trustees as written. There was no discussion; President Bernal called for a Roll Call vote. Assistant Clerk Narvaiz called Roll: Trustees McCormack: Aye, Penesis: Aye, Rauschenberger: Aye, Bernal: Aye.

PUBLIC COMMENT

None

APPROVAL OF CASH DISBURSEMENTS

Executive Director Johnson read aloud the cash disbursement totals per fund. Disbursements are Sewer Revenue Fund \$1,755,213.22 Capital Improvement Fund \$128,179.57 and Depreciation & Replacement Fund \$350,369.69

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

REVIEW OF CONNECTION PERMITS

There were three commercial, two industrial, sixteen single family, fourteen multi family, and one public permits issued in between meetings. Approximately \$14,800 was collected in service fees. Trustee McCormack made a motion, seconded by Trustee Penesis, to approve the connection permits as issued.

There was no discussion. President Bernal called for a Roll Call vote. Assistant Clerk Narvaiz called Roll: Trustees McCormack: Aye, Penesis: Aye, Rauschenberger: Aye, Bernal: Aye.

REVIEW OF CONTRACTS AND PURCHASE ORDERS

Executive Director Johnson reported that there were ten purchase orders over \$10,000 issued between board meetings as follows:

- Xylem Water Solutions USA in the amount of \$10,141.00 for the purchase of WP Chlorine Mixer .
- RJN Group, Inc. in the amount of \$90,210.00 for the purchase of Pump Station 31 Force main inspection.
- Peterson and Matz, Inc. in the amount of \$18,213.00 for the purchase of ADP Building 35 Sodium Bisulfide Storage Tanks.
- Polydyne, INC in the amount of 18,400.00 for the purchase of Polymer for March delivery.
- LAI LTD in the amount of \$32,945.00 for the Purchase of WP Raw P1 Replacement Single Speed Motor.
- Wilson Industrial Sales Co. in the amount of \$15,750.00 in the amount of BioCarb 72 bulk delivery for March.
- Polydyne, INC. in the amount of \$18,400.00 for the purchase of Polymer for April delivery.
- Wilson Industrial Sales Co. in the amount of \$15,750.00 in the amount of BioCarb 72 bulk delivery for April.
- National Power Rodding Corp. in the amount of \$119,200.00 for the purchase of Bris 1 CCTV and Cleaning.
- Vogelsang USA in the amount of \$14,733.00 for the purchase of building 10 sludge pump replacement.

Technical Services Director Vogt discussed the purchase order from RJN for a forcemain inspection. A smart ball was used to scope the pipes and address the hydraulic bottleneck testing. The test was completed today using a dummy ball and showed there was more pressure on the pumps than anticipated. This test was a good assessment of the condition of the line.

FOIA REQUESTS

There was one FOIA between meetings from Chit Wityi Oo requesting information regarding the open chemist position and the application process. Information was provided there is no board action is required at this time.

NEW BUSINESS

MOTION TO APPROVE 1-YEAR INFORMATION TECHNOLOGY SUPPORT SERVICES AGREEMENT WITH ENHANCED NETWORKS FOR \$72,000

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to authorize Executive Director Johnson to sign amendment with Enhanced Networks for the 1-Year Information Technology Support Service for \$72,000. Trustee Rauschenberger raised a question regarding the cause of the reduction in price. Technical Services Director Vogt explained this is a reduced cost from our previous agreement. Due to an upgraded firewall I&C Specialist Green can now monitor this service in-house so we don't need as extensive of a contract. Trustee Rauschenberger asked if the staff is happy with the change. Vogt replied she is very happy.

There was no further discussion; President Bernal called for a Roll Call vote. Assistant Clerk Narvaiz called Roll: Trustees McCormack: Aye, Penesis: Aye, Rauschenberger: Aye, Bernal: Aye.

MOTION TO APPROVE CHANGE ORDER NO. 1 TO BENCHMARK CONSTRUCTION COMPANY INC. FOR THE SLUDGE TRANSFER MAIN FOX RIVER CROSSING PROJECT

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to authorize Executive Director Johnson to sign Change Order No. 1 to Benchmark Construction Company for an increase amount of \$12,403.80. Trustee Rauschenberger posed the question is this the final cost. Technical Services Director Vogt explained that the cost for the pipe was an estimate and additional feet of piping is required to finish the connection. The final pay is included in the disbursements.

There was no further discussion; President Bernal called for a Roll Call vote. Assistant Clerk Narvaiz called Roll: Trustees McCormack: Aye, Penesis: Aye, Rauschenberger: Aye, Bernal: Aye.

MOTION TO APPROVE CHANGE ORDER NO. 1 TO NATIONAL POWER RODDING CORPORATION FOR THE BOWES ROAD INTERCEPTOR SEWER NO. 1 CLEANING AND TELEVISIONING PROJECT

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to authorize Executive Director Johnson to sign Change Order No. 1 to the National Power Rodding Corporation for a decrease amount of \$3,710.

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

MOTION TO APPROVE PURCHASE ORDER FOR \$67,835 TO LAKESIDE EQUIPMENT CORPORATION FOR NORTH WRF SECONDARY CLARIFIER NO. 1 GEAR REDUCER

Trustee McCormack made a motion, seconded by Trustee Penesis, to authorize Executive Director Johnson to sign a Purchase Order to Lakeside Equipment Corporation for the amount of \$67,835 as a sole source purchase of the Gear Reducer. Technical Services Director Vogt explained the part is being purchased directly from the manufacturer.

There was no further discussion; President Bernal called for a Roll Call vote. Assistant Clerk Narvaiz called Roll: Trustees McCormack: Aye, Penesis: Aye, Rauschenberger: Aye, Bernal: Aye.

MOTION TO APPROVE PURCHASE ORDER TO LAKESIDE EQUIPMENT FOR \$26,222 FOR ADP WRF SECONDARY CLARIFIER NO. 5 ADDITIONAL SKIRT REPAIR MATERIALS

Trustee McCormack made a motion, seconded by Trustee Rauschenberger, to authorize Executive Director Johnson to sign a Purchase Order to Lakeside Equipment Corporation for the amount of \$26,222 for additional skirt repair materials.

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

MOTION TO APPROVE PURCHASE ORDER FOR \$27,800 TO HAYES MECHANICAL FOR ADP WRF SECONDARY CLARIFIER NO. 5 SKIRT INSTALLATION

Trustee McCormack made a motion, seconded by Trustee Penesis, to authorize Executive Director Johnson to sign a Purchase Order to Hayes Mechanical for the amount of \$27,800. Trustee Rauschenberger commented that it looks like there is a large range of quotes. Technical Services Director Vogt provided the response with this bidding economy there can be a variable of options. Trustee Rauschenberger inquired if Hayes has done work with us before. Vogt replied yes, they have.

There was no further discussion; President Bernal called for a Roll Call vote. Assistant Clerk Narvaiz called Roll: Trustees McCormack: Aye, Penesis: Aye, Rauschenberger: Aye, Bernal: Aye.

MOTION TO AWARD SODIUM HYPOCHLORITE CONTRACT TO ROWELL CHEMICAL CORPORATION

Trustee McCormack made a motion, seconded by Trustee Penesis, to authorize Executive Director Johnson to sign a contract with Rowell Chemical Corporation for Sodium Hypochlorite.

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

MOTION TO AWARD SODIUM BISULFITE CONTRACT TO UNIVAR SOLUTIONS USA, INC.

Trustee Rauschenberger made a motion, seconded by Trustee Penesis, to authorize Executive Director Johnson to sign a contract with Univar Solutions USA, Inc for Sodium Bisulfite. Trustee Rauschenberger posed the question 8-10% is that what we are seeing. Technical Services Director Vogt responded yes, it was budgeted that way from May to October unless there is a high flow event.

There was no further discussion; President Bernal called for a Roll Call vote. Assistant Clerk Narvaiz called Roll: Trustees McCormack: Aye, Penesis: Aye, Rauschenberger: Aye, Bernal: Aye.

MOTION TO APPROVE PARENTAL LEAVE POLICY

Trustee McCormack made a motion, seconded by Trustee Penesis, to approve the Parental Leave Policy. Executive Director Johnson explained the policy would provide four weeks of paid parental eligibly to both male and female employees. The policy would be effective January 1st of this year. Trustee Rauschenberger questioned if this policy was in addition to any paid time off. Johnson replied that this would be additional. Trustee Rauschenberger made a statement that very few government agencies offer this benefit. Executive Director Johnson responded that the State does, but this would be a first in wastewater.

There was no further discussion; President Bernal called for a Roll Call vote. Assistant Clerk Narvaiz called Roll: Trustees McCormack: Aye, Penesis: Aye, Rauschenberger: Aye, Bernal: Aye.

MOTION TO APPROVE ACCOUNTING SERVICES AGREEMENT WITH GOVERNMENTAL ACCOUNTING, LLC

Trustee McCormack made a motion, seconded by Trustee Penesis, to authorize Executive Director Johnson to sign a contract with Governmental Accounting, LLC. Executive Director Johnson introduced James Howard of Governmental Accounting to answer any questions the board may have. Johnson explained that Governmental Accounting specializes in Government. Using their services will provide the district with savings of \$8,000-9,000 compared to similar services. The accounting firm will start on May 1st. President Bernal inquired what other agencies that the Governmental Accounting represent. James Howard responded that they have worked for Fire Departments, Public Libraries, and Park Districts. Trustee Rauschenberger inquired how many CPAs are on staff. James informed the board that there are 20 staff members with 5 staff members that are Certified Public Accountants. James explained that there would be a staff member in person in the District working with staff members once a week. Trustee Rauschenberger posed a question to the Executive Director Johnson if he had worked with him previously. Johnson responded that yes, he has worked with in the past in the Village of Schaumburg.

There was no further discussion; President Bernal called for a Roll Call vote. Assistant Clerk Narvaiz called Roll: Trustees McCormack: Aye, Penesis: Aye, Rauschenberger: Aye, Bernal: Aye.

MOTION TO APPROVE COMPENSATION STUDY AGREEMENT WITH GOVHR

Trustee McCormack made a motion, seconded by Trustee Penesis to authorize Executive Director Johnson to sign a contract with GOVHR to conduct a compensation study. President Bernal inquired when was the last study completed. Technical Services Director Vogt replied that a study was completed in 2015. Executive Director Johnson explained that the compensation study would allow the District to make sure we are competitive in the market with staff salaries and benefits. This would also allow employees to have a very transparent understanding of what certifications are required for a wage increase. Trustee Penesis commented sometimes that is the only way to encourage employees to complete certifications. President Bernal noted this would help develop a career path and wondering if we currently had plans for tuition reimbursement. Executive Director Johnson explained he is currently working on CDL program.

There was no further discussion; President Bernal called for a Roll Call vote. Assistant Clerk Narvaiz called Roll: Trustees McCormack: Aye, Penesis: Aye, Rauschenberger: Aye, Bernal: Aye.

MOTION TO APPROVE WEBSITE REDESIGN AGREEMENT WITH REVISE

Trustee McCormack made a motion, seconded by Trustee Penesis to authorize Executive Director Johnson to sign a contract with Revise to redesign the District's website. Trustee Rauschenberger inquired what are the goals of the website redesign. Executive Director Johnson explained to refresh our current webpage. To provide a webpage that is more user-friendly, to allow residents easier way to find important information, allow more transparency with our bidding process, include an educational aspect, and allow the web page to be viewed on more devices such as a phone or tablet. Revise was not chosen for being the cheapest bid, but for that they were considered the best option. Revise has experience working with many government organizations, ADA compliant, and able to offer the website to be translated in multiple languages. Trustee Rauschenberger inquired who attended the meetings with the website proposals and if IT was involved. Executive Director Johnson replied myself and Executive Assistant/Assistant Clerk attended the meetings. I&C Specialist Green did not attend but gave clear guidelines of what he was looking for in regard to the security of the website. Revise has met all the requested requirements. Trustee Rauschenberger followed up questioning if we would own the website and if staff would have access to edit the website. Technical Services Director Vogt responded that the website would be hosted externally. Executive Director Johnson responded that Revise has a user-friendly interface for editing the webpage that staff would have access to.

There was no further discussion; President Bernal called for a Roll Call vote. Assistant Clerk Narvaiz called Roll: Trustees McCormack: Aye, Penesis: Aye, Rauschenberger: Aye, Bernal: Aye.

MOTION TO APPROVE RATE ORDINANCE NO. 951 FOR A RATE INCREASE

Trustee McCormack made a motion, seconded by Trustee Rauschenberger to authorize Executive Director Johnson to implement Rate Ordinance No. 951 for a rate increase. President Bernal requested an overview of the ordinance. Executive Director Johnson explained that the last rate increase was in 2021. The ordinance would call for a 5% increase which is still less than the CPI. Assuming the average use of 5,000 gallons per month, the average household in the District would see a monthly increase in their bill of \$.89 or an annual increase of \$10.71. The ordinance would go into effect on July 1st. Trustee Rauschenberger discussed that the District really needs a 10% rate increase due to the mandated construction from the IEPA. Motion was called for a 10% rate increase seconded by President Bernal and agreed upon with Trustee McCormack.

There was no further discussion; President Bernal called for a Roll Call vote. Assistant Clerk Narvaiz called Roll: Trustees McCormack: Aye, Penesis: Aye, Rauschenberger: Aye, Bernal: Aye.

TECHNICAL SERVICES REPORT

Technical Services Director Vogt provided the board with a breakdown of user charges from both Villages of South Elgin and the City of Elgin as was previously requested at the prior board meeting. The chart was broken down into categories of residential, commercial, industrial, and institutional. The percentages by category and by municipality have remained relatively consistent over the last four years. Several tables and an overall graph are provided.

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 project is complete, staff are operating the facility to optimize the treatment process with assistance from the design engineer.
- CSO Structure Rehabilitation Design no bids were received at the last bid opening. The project is on hold and will be reevaluated for bidding in the future.
- ADP and North WRF HVAC contractor is Independent Mechanical Industries, Inc. for a contract amount of \$2,230,000 with a final completion date of April 4, 2024. The project is underway, and the contractor is providing equipment submittals for review by staff and the consultant.
- ADP WRF Belt Filter Press Rehabilitation Project contractor is Hayes Mechanical contract amount of \$1,060,400 with a substantial completion date of August 1, 2023. The work of the first press has commenced. Based on initial review of the condition of the equipment, the unit appears to require additional components that were not in the original scope. The equipment manufacturer is developing recommendations on how to proceed with the installation.

- North WRF Influent Screen Project has been advertised for bid and the bids are due on May 3, 2023. Engineers estimate for construction of the project is \$4,276,000.
- Pump Station 38 Rehabilitation Project contractor is Manusos General Construction for a contract amount of \$1,036,000 with a substantial completion date of August 4, 2023. The contractor is preparing for the shutdown of the facility to install the new piping and valves and is also continuing with the other building and HVAC improvements as materials become available.
- Electrical Distribution Systems Upgrades a meeting scheduled April 14, 2023 to discuss alternatives for future upgrades for the North WRF.
- Phase 3 and 4 Sludge Transfer Main-Fox River Crossing contractor Benchmark Construction Co. Inc. contract amount \$1,098,427.80 the contractor has completed the punch list items on the project and the final application for payment for the project has been submitted.
- ADP WRF Biogas Utilization Study Stand has provided the final report to staff, and a meeting with staff has been scheduled to discuss the finding of the report.
- Bowes Road Interceptor Sewer 1 Cleaning and Televising Project contractor National Power Rodding Corporation the project is complete a final application for payment has been submitted.
- PS 41 Generator Installation Project staff is coordinating with Nicor to provide natural gas service for the new backup generator for the facility.
- North WRF Structural Repairs Project several areas of the North WRF where concrete has deteriorated and is need of repair. Due to the location of some of the repairs this work will need to be done after the disinfection season is over.

EXECUTIVE DIRECTOR JOHNSON'S REPORT

Executive Director Johnson provided a written report to the Board of Trustees including:

- The search has been completed for a new laboratory manager, Sam Youssef. Sam was selected out of 90 applications. Sam's background includes 30 years of experience in analytical chemistry, with 10 years of laboratory management, and 6 years of teaching Chemistry at the University of Wisconsin.
- Executive Director Johnson and Human Resource Manager Butts meet with the health insurance broker to discuss the 2023 renewals. Based on preliminary information it looks like the District health insurance will be increasing by less than 3%.

- Executive Director Johnson worked with Operations Superintendent Brown to begin implementing a change to the wastewater operations. The change will consist of operations cross training in different plants, so they are trained to work in all areas. This will have many benefits for the district including skill development and knowledge sharing, improved safety, reduced burnout, and turnover, and allow lead operators to be able to change to a Monday-Friday schedule.

President Bernal commented that the District is hosting its 100 year celebration of the District on Thursday June 15 from 6:00-8:00 PM. Trustee Rauschenberger commented to reach out to previously retirees to attend the event.

ADJOURN

As there was no additional business, Trustee McCormack made a motion, seconded by President Bernal, to adjourn the April 21, 2023, meeting at 3:27 P.M. The next regular meeting is scheduled for 5:30 P.M. Wednesday, May 17, 2023. President Bernal called for a Roll Call vote. Assistant Clerk Narvaiz called Roll: Trustees McCormack: Aye, Penesis: Aye, Rauschenberger: Aye, Bernal: Aye.

Respectfully Submitted,

Amy Ortiz, Assistant Clerk

APPROVED:

President

Clerk/Treasurer