

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF FOX METRO WATER RECLAMATION DISTRICT
HELD WEDNESDAY, OCTOBER 23, 2013**

The Board of Trustees met in a regular monthly meeting at 9:30 A.M. in the offices of the District at the Water Pollution Control Plant on Wednesday, October 23, 2013 President James Detzler presided and present with him were, Trustee Judith S. Sotir, Trustee Albert E. Heriaud & Trustee Michael C. Funkey. Also present were Attorney Dallas Ingemunson, District Engineer Philippe Moreau, Manager Thomas F. Muth, Jimmie Delgado, Matt Woodin, Chris Mrophey, and Norma Rodriguez. Also in attendance were Carrie Carter from Walter E. Deuchler Engineering and Leo Pawlowski Sr. from Northeast Neighbors

The bills were presented and read. It was moved by Trustee Funkey, that the bills be allowed as read, and that checks be drawn in payment account during the month of September, 2013 in the amount of \$1,316,186.43 be ratified and approved. Motion was seconded by Trustee Heriaud, put to vote and unanimously carried that the bills be paid as presented.

It was moved by Trustee Funkey seconded by Trustee Heriaud, put to vote and unanimously carried that the Treasurer's Report for September, 2013 be approved as submitted.

It was moved by Trustee Heriaud, seconded by Trustee Funkey, put to vote and unanimously carried that the minutes of the September 18, 2013 Regular Board Meeting be approved as written, each of the Trustees having received and read copies of said minutes before the meeting.

With no New Business or Public Comments, It was moved by Trustee Detzler, seconded by Trustee Funkey, put to vote and unanimously carried that the Regular Board Meeting be temporarily adjourned for the Committee of Local Improvements.

The Regular Board Meeting adjourned at 9:35 A.M.

Manager Muth introduced Carrie Carter from Deuchlers who gave a presentation about air quality. Manager Muth said that since early in the year we have studied air quality and taken numerous samples and tried to analyze our progress. In the late 1990's and early 2000 Fox Metro did an extensive air quality study at the waste water treatment plant and wanted to update the Board of the progress.

Carrie addressed the Board and said that she has been leading the 2013 odor investigation at Fox Metro and she wanted to briefly review the 1998 odor investigation. She also wanted to tell us about St. Croix Sensory, the firm that is currently being used. She also wanted to discuss how they are doing the perimeter odor sampling and the source

sampling that has been done at the plant. She also provided preliminary results and what other steps will be taken.

Carrie stated that in 1998 there was an extensive odor investigation conducted at the plant. As a result of this sampling it was determined that the major sources of odors were in the grit screen area, the primary clarifiers where the water cascades over the weir it stirs up hydrogen sulfide, the main pump station at Building K which has vent stacks from the wet wells, the sludge dewatering building and the bio-solids storage areas. As a result of the investigation we added hydrogen peroxide at the influent channel, the beginning of the treatment process. The plant has also introduced other odor control measures including a bio rim bio filter at the digester storage tank and the Pure Air Filtration which have been installed in the two new Centrifuges. Housekeeping measures have also been introduced such as cleaning out the primary clarifier tanks within 24 hours after they have been taken out service. In addition the plant installed Ferric Chloride in 2013 which is not related to odor control but it should help with odor reduction. Carrie mentioned that 2012 was a bad year because it was hot and dry and that created odor issues at the plant.

Carrie said that there have been many process changes since the 1998 odor study was conducted. We now have TPAD which is a different process from the original anaerobic digestion, the population in the area has increased, and we have higher flows.

St. Croix Sensory has been brought in because they are recognized experts in odor control and odor sampling. They helped with the original plant study in 1998 so they have knowledge of the plant and how it has changed over the years. St Croix also provides training to our samplers and provides analysis of odor samples collected.

In 1998 we did not have the equipment to be able to sample around the perimeter of the plant. There are some important reasons why sampling should be done around the plant. It can document what's going on outside the plant and it can verify or dispute what people say about what they are detecting for odors.

There were seventeen sites that were sampled and they were selected based on the hot spots from 2012 which were boulder hill, Route 30 and Route 31. Ashland Ave and Route 34 are the outside limit of the sampling. A portable odor measurement device was used for perimeter sampling. As part of using this device, St. Croix provides training in odor chemistry, describing and characterizing odors and how to properly document them. They also provide sensitivity testing to make sure that the samplers can detect odors.

The first year, the testing was very intense, it was completed five days a week when weather permitted. All seventeen sites were visited at random times during the day and collected over 1800 points over six months. This was a joint effort between Fox Metro lab staff and Deuchler. When the sampling was conducted they documented weather conditions, described and characterized the odor, measured the odor if it was present, recorded the results and the data was logged on to a database. The staff used a uniform way of describing odors and use different characteristics to identify them.

Carrie said that Source sampling was also performed. There were two sampling events this year. One test was completed in the Spring and one in the Summer. They focused on the hot spots for sampling. St Croix Sensory assisted in collecting the samples and they were analyzed by their odor panel

What has been discovered so far based on the testing, is that the Biorem Filter and Pure Air Filtration System are both working and are providing 90% removal of odors. When perimeter sampling was done, it showed that Biosolids handling is a significant source of plant odors. Odors were detected on Route 31 and Route 25 depending on wind direction. Other odor source areas were the vents at Building K, Louver at Building N, the relief valves from the Digesters and Building C primary clarifiers.

Carrie stated that the Source sampling results are going to be evaluated to determine where to focus their efforts and to determine ways to decrease odor impact from Biosolids Handling. They need to evaluate equipment for mitigating odors from Building K and they will continue monitoring the perimeter next Spring.

Trustee Sotir asked what the end result of this was going to be. Carrie said that they will try to reduce odors by taking measures at the plant by working on the vent stacks. They will also be looking at ways to inject chemicals to reduce odors. They are going to see how the Ferric Chloride is going to work with reducing odors. Manager Muth added that we are going to follow our own preventative maintenance schedule. Clean the clarifier as soon as it is taken down. Manager Muth said that we know the hydrogen Peroxide works because we had very few complaints this year. Manager Muth also said that we have to make sure we use chemicals as soon as the biosolids are taken out of the plant and we have to make sure the biorim is working. He said that this summer we have done a good job at keeping odors under control.

Manager Muth wanted to mention that we have had some complaints off plant site and we are aggressively trying to control the odors in a particular neighborhood that has been brought to our attention. We have changed some lids and put some vent stacks on them to try and reduce the pressure in the line and that should help take the odors from where it is being released in the neighborhood to a more rural area. We currently have a chemical company looking to see if we can effectively inject chemical into the interceptor line so that it can reduce the odors. We are trying our best to control that but we haven't come to the conclusions with the chemical yet because it is being analyzed. Manager Muth said that Matt Woodin has been aggressive in the sewer system to be able to identify the problem and in trying to get immediate results and then work to see what needs to be done on a more long term basis. Trustee Sotir wanted to add that Matt Woodin has introduced cleaning the interceptors on a regular basis.

Phillipe Moreau wanted to add that Carrie is an Environmental Engineer, she has worked for Deuchler for fifteen years. She also takes care of all of the air permits for the District, the NPES permit applications and renewals. She also works with the staff at Fox Metro who work with Biosolids

With no other matters to come before the Committee of Local Improvements, it was moved by Trustee Detzler, seconded by Trustee Sotir, put to vote and unanimously carried that the Committee of Local Improvements be adjourned and the Regular Board Meeting reconvene.

The Regular Board Meeting reconvened at 9:50 A.M.

Attorney Dallas Ingemunson addressed the Board with the Attorney's Report. Attorney Ingemunson requested approval of Resolution No. 914, authorizing ordinance No. 848 for the annexation to the DISTRICT of approximately .369 acres of land located in Batavia Township, Kane County, Illinois.

WHEREAS, a written Petition signed by the owners of record MARK and CINDY ERICKSON, was duly filed with the Clerk of the Fox Metro Water Reclamation District, and

WHEREAS, the approval of said annexation is in the best interest of Fox Metro Water Reclamation District,

WHEREAS, said territory described in said Petition is contiguous to Fox Metro Water Reclamation District, and

WHEREAS, it is hereby determined by the Board of Trustees of Fox Metro Water Reclamation District that it will inure to the benefit and welfare of the District if said territory is annexed to Fox Metro Water Reclamation District,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Fox Metro Water Reclamation District as follows:

1. That the District hereby approves the Annexation between, MARK and CINDY ERICKSON, owners and Fox Metro Water Reclamation District attached hereto and made a part hereof.
2. That the President and Clerk of the Board of Trustees of Fox Metro Water Reclamation District are hereby authorized and directed to execute the attached Annexation in their capacity as President and Clerk for the Fox Metro Water Reclamation District.
3. That Ordinance No. 848 annexing the territory there in described to the Fox Metro Water Reclamation District be and the same is hereby passed, and
4. That the Clerk and the Attorney for the District are hereby authorized and directed to take such steps to have said Ordinance filed with the County Clerk of Kane County and recorded with the Recorder of said County according to the law in such case made and provided.

It was moved by Trustee Sotir, seconded by Trustee Funkey, put to vote and unanimously carried that Resolution No. 914, authorizing Ordinance No 848, be approved as written.

PASSED by the Board of Trustees of Fox Metro Water Reclamation District this 23rd day of October, 2013 by a voice vote of 4 to 0.

Philippe Moreau addressed the Board with the Engineer's Report. Mr. Moreau requested approval of Partial Payment No. 6 to Allan Mach & Sons., in the amount of \$96,255.00 for Ferric Chloride Addition Project. It was moved by Trustee Sotir, seconded by Trustee Heriaud, put to vote and unanimously carried that payment be made in the amount of \$96,255.00 to Allan Mach & Sons, for work completed on Ferric Chloride Addition Project.

Mr. Moreau requested approval for Partial Payment No. 2 to Boller Construction in the amount of \$132,783.00 for work completed on the Clarifiers D4 and D5 Concrete Slab Repair Project. It was moved by Trustee Sotir seconded by Trustee Heriaud, put to vote and unanimously carried that payment be made in the amount of \$132,783.00 to Boller Construction Co, for work completed on the Clarifiers D4 and D5 Concrete Slab Project.

Mr. Moreau also requested approval of Partial Payment No. 4 to Allan Mack & Sons, Inc., in the amount of \$115,851.00 for Indian Creek Crossing Replacement project. It was moved by Trustee Sotir, seconded by Trustee Heriaud, put to vote and unanimously carried that payment be made in the amount of \$115,851.00 to Allan Mack & Sons, Inc., for Indian Creek Crossing Replacement project.

Mr. Moreau also requested approval of Final Payment No. 7 to Frank Marshall Electric, Inc., in the amount of \$40,152.80 for Building C Substation Upgrade. It was moved by Trustee Sotir seconded by Trustee Heriaud, put to vote and unanimously carried that payment be made in the amount of \$40,152.80 to Frank Marshall Electric, Inc., for work completed on the Building C Substation Upgrade.

Mr. Moreau also requested approval of Partial Payment No. 3 to Steve Spiess Construction, Inc., in the amount of \$302,461.65 for Montgomery/Sugar Grove Interceptor Phase 2. It was moved by Trustee Sotir, seconded by Trustee Heriaud, put to vote and unanimously carried that payment be made in the amount of \$302,461.65 to Steve Spiess Construction, Inc., for Montgomery/Sugar Grove Interceptor phase 2.

At 10:00 A.M. Manager Muth opened and read aloud bids received for Building K & L Modifications – Interior Improvements as follows: Vissering Construction – Total Bid \$989,000.00; Manusos General Contracting – Total Bid \$1,027,000.00; Allan Mack & Sons, Inc. – Total Bid \$911,000.00; L J Dodd Construction – Total Bid \$872,000.00; Lite Construction – Total Bid \$1,107,000.00; L J Morse – Total Bid \$879,180.00; R A Ubert Construction – Total Bid \$1,089,000.00. The Engineer's estimate for this project was \$925,000.00. It was moved by Trustee Sotir, seconded by Trustee Funkey, put to vote

and unanimously carried that the low bid of L J Dodd Construction be accepted for \$872,000.00 and the bid of L J Morse for \$879,180.00 be held pending specification review by Fox Metro Water Reclamation District and Walter E. Deuchler Engineering Staff.

Bids were being opened and read aloud for 480 V Feeders to Buildings B and O & M Replacement and discovered that Whittaker Construction submitted a bid for Buildings K & L Modifications – Interior Improvements but they labeled their envelope “bids for 480V Feeders to Buildings B & O & M Replacement”. Whittaker Construction total bid was \$869,475.00 making them the lowest bidder for Buildings K & L Modifications – Interior Improvement project. At this time, it was moved by Trustee Sotir, seconded by Trustee Funkey, put to vote and unanimously carried to vacate previous bid acceptance for L J Dodd Construction for Buildings K & L Modifications – Interior Improvements and accept Whittaker Construction as the low bid of \$869,475.00 and L J Dodd Construction be held pending specification review by Fox Metro Water Reclamation District and Walter E. Deuchler Engineering Staff.

Manager Muth opened and read aloud bids received for 480V Feeders to Buildings B & O & M Replacement as follows: Frank Marshall Electric – Total Bid \$190,000.00; J B Contracting Corp- Total Bid \$203,814.00; Elson Total Bid \$192,716.00. The Engineer’s estimate for this project was 350,000.00. It was moved by Trustee Sotir, seconded by Trustee Funkey, put to vote and unanimously carried that the low bid of Frank Marshall Electric be accepted for 190,000.00 and the bid of Elson for \$192,716.00 be held pending specification review by Fox Metro Water Reclamation District and Walter E. Deuchler Engineering Staff.

Manager Muth opened and read aloud bids received for 2014 Articulated End Loader Tractor as follows: Westside Tractor Sales – Total Bid \$141,600.00; McCann Industries – Total Bid \$125,990.00; Patton Tractor – Total Bid \$156,600.00. It was moved by Trustee Sotir, seconded by Trustee Funkey, put to vote and unanimously carried that the low bid of McCann Industries be accepted for \$125,990.00 and the bid of Westside Tractor Sales for \$141,600.00 and Patton Tractor for \$156,600.00 be held pending specification review by Fox Metro Water Reclamation.

At this time, Manager Muth addressed the Board with the Manager’s Report. Manager Muth wanted to update the Board on the IAWA Conference. He reported that this was a three day conference and it went very well, it gave everyone who attended the opportunity to network. The conference took place in Galena, Illinois. It was a beautiful setting, the weather was fantastic. The conference covered some very good topics and had some really good speakers. This was one of the best conferences that he has attended.

Manager Muth also wanted to update the Board on the IPSI (Illinois Public Service Institute) Training Session that was held October 6 - 13 2013 in Effingham, Illinois. Pat Divine recommended that we send management employees to this training. This is a three year training program and is held for one week once a year. The topics that were

covered this year were Supervisory Do's and Don'ts, Managing Problem Employees, Social Media in Public Works, Recognizing the Symptoms of Stress in the Workplace, Creating Performance Appraisals, Successful Communication, Employee Loyalty and Strategic Planning. Lewis Bender, Ph.D. was the Facilitator and Instructor for this Training. He has conducted other training sessions for the District in the past. Other instructors from different companies were also present. This conference covered numerous topics needed to succeed in a supervisory position .

Manager Muth said that six employees have graduated from this program. Our first was Matt Woodin and our most recent graduate is Dan Vargas. Jimmie Delgado, Joel Ilseman and Wayne Rydecki are in the 3rd year of the program.

Manager Muth wanted to update the Board on the Surcharge fee increase affecting Permitted Industries. Some industries contacted us and wanted to voice their concerns. We determined in 2011 that our surcharge fees were not up to the average of what the other Districts were charging so we increased them up to what was standard in the industry. Effective September 1, 2013 we enacted a 30% user fee increase. Manager Muth gave examples how much more some of these industries have to pay per month. This report gave the Board an idea of the impact of the fee increase. Manager Muth stated that the calls received are being handled by staff. There have been some FOIA requests. Manager Muth believes the questions and complaints are peaking and the Billing staff is doing a fantastic job of customer service.

Manager Muth also wanted to mention that next month there will be a discussion on the FRSG. The annual meeting is October 31, 2013 at 10:00 A.M. at the City of Batavia if anyone is interested in attending.

Manager Muth requested an Executive Session to discuss personnel, pending litigation, and related matters. It was moved by Trustee Detzler, seconded by Trustee Sotir put to vote and unanimously carried that the conclusion of the public comments of today's meeting, we will temporarily adjourn for an Executive Session.

Trustee Detzler asked Leo Pawlowski if he had any questions or concerns and Mr. Pawlowski said he had none.

At this time Trustee Detzler asked Matt Woodin if there were any questions or concerns, Mr. Woodin stated that everything is going well they are in the process of completing a pending job.

Trustee Detzler asked Chris Morphey if he had anything to report and Mr. Morphey said that the plant's flow is average, we did not experience any rain events this fall and the Operations staff is working very hard to train the new employees in that department which was impacted the most by having many of their staff retire last year.

Trustee Heriaud asked if the health insurance changes were going to have any impact on us. Manager Mth said he would let Jimmie Delgado address that issue but that we had to

notify our employees of the change but he hopes to continue provide as we are and not the level of insurance that the government is going to provide.

At this time Phillipe Moreau introduced Megan. She is Deuchler's Electrical Engineer and she is working on a big project for Fox Metro, she has been with Deuchler for approximately six months and Mr. Moreau stated that she is a great addition to the company.

Trustee Detzler asked Jimmie Delgado if he had anything to report. Mr. Delgado reported that revenues are being received as projected. We are still waiting on some money from the revolving loan fund. Expenditures are greater than anticipated at the plant due to the electrical issues from April of this year.

Meeting temporarily adjourned at 10:30 A.M.

There being no further business to come before the Board, it was moved by Trustee Sotir, seconded by Trustee Funkey put to vote and unanimously carried that this meeting be adjourned.

Meeting adjourned at 11:00 A.M.