

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF FOX METRO WATER RECLAMATION DISTRICT
HELD WEDNESDAY, DECEMBER 17, 2014**

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, December 17, 2014. Present were, Trustee Judith S. Sotir, Trustee Michael C. Funkey, Trustee Albert E. Heriaud, & Trustee Christopher F. Childress. Also present were Attorney Dallas C. Ingemunson, Manager Thomas F. Muth, Engineer Philippe F. Moreau, John Frerich from Walter E. Deuchler, Field Services Manager Matt Woodin, I.T. Supervisor, David Jungels, Human Resources Coordinator Patrick Divine and Norma Rodriguez.

8778 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 November 2014 in the amount of \$1,954,774.44 be ratified and approved. Motion was seconded by Trustee Heriaud, put to vote and unanimously carried that the bills be paid as presented.

8779 It was moved by Trustee Funkey seconded by Trustee Heriaud, put to vote and unanimously carried that the Treasurer's Report for November, 2014 be approved as submitted.

8780 It was moved by Trustee Funkey, seconded by Trustee Heriaud, put to vote and unanimously carried that the minutes of the November 19, 2014 Regular Board Meeting be approved as written, each of the Trustees having received and read copies of said minutes before the meeting.

8781 With no Public Comments, It was moved by Trustee Funkey, seconded by Trustee Heriaud, 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 9:35A.M.

At this time, Manager Muth addressed the Board with the Committee of Local Improvements. He presented the Board with the **Plant goals** for 2015. They were as follows:

Meet or exceed all the NPDES Permit requirements. We do thousands samples for our NPDES permit. In 2014 we did not meet the permit levels two times. We want to be perfect in 2015

Design and Complete Construction of Building "J" Electrical Replacement Project – It is aged and in dire need of replacement.

Pursue Technological Capabilities – We are currently using SCADA and would also like to have all of our reference resources along with construction plans in a database.

Complete the Air Main Demolition – All the plant is on line with the new air system and now the old piping system needs to be demolished. The tanks need to be taken down one by one and remove the remainder of the infrastructure.

Perform a BNR Pilot Study in the Summer – This is going to be challenging but we are currently strategizing to do one of the five plants. We have to isolate that plant because the microorganisms are different than the other four. We have to circulate those microorganisms and keep them away from the other four plants. The purpose of this process is to remove phosphorous.

Utilize DCEO when Feasible – Continue to pursue everything possible electrically to get a pay back through DCEO and others.

Make Improvements with Air Quality – Last year we did not use two of our most odorous clarifiers, C5 and C6 and that helped immensely with the Air quality but further improvements are needed.

Injury Free Work Force – We had a really good year and we want to continue that effort

Administrative Goals:

Finalize Policy Manual – Draft of updated policy manual will have to be reviewed and approved by the Board and would like to finalize in January.

Complete Phase II of Building “P” Renovations – Construction is going very well.

Move SCADA to Field Office and Complete Software Uniformity and Lift Stations – Presently SCADA is at plant and the goal is to get it where it is needed.

Expand Public Relations Activities – Install virtual tour on our website and have the ability to link to different resources in order for our customers to learn about the District and environmental issues. Promote plant tours and work towards obtaining a partnership with SciTech. Pursue internships for college students.

Move to Catalytic Coaching Compensation Plan – There have been preliminary discussions regarding this. Manager Muth believes it is a good idea and would like to pursue it and have further discussions with the Board regarding this issue.

Team Training – Imperative that continues

Strategic Planning:

Commence with Construction of South Plant – Currently in line to do that and expected to begin construction late 2015.

Complete Rate Study – The IEPA loan the District has requires us to do a rate study every two years.

Expand Regional Laboratory Program – Fox Metro does testing for smaller municipalities and they enter that as part of their NPDES report to the IEPA and they recognize it and accept it.

Continue Collaboration to Improve the Environment – Imperative that we work together with municipalities and environmental groups, our focus is to look at ways we can improve the Fox River.

There being no questions or additions to the proposed goals the Board approved these goals for Fox Metro

Manager Muth continued with a presentation reviewing a proposed Field Office Building Addition. Manager Muth proposed a 1200 sq. ft. addition to the Field Office building that would include three new offices and a conference room. He said that there are currently two employees who are sharing an office and the Assistant Engineering Supervisor is currently working in an old converted storage room.

This project was budgeted for and the new offices will provide adequate space for the employees to work and the conference room will provide ample space to hold meetings. Trustee Funkey wanted to know how often are meetings being held at this facility. Manager Muth said meetings are held every morning with the Field Operations employees to coordinate the duties for the day. This location is also where meetings are held with the different villages and their staff several times a month to discuss ways to improve and fix their sewer systems. These are all proactive steps that lead back to CMOM requirements. The three new offices would be for the Engineering & Field Supervisor, the Assistant Engineering Supervisor and the Engineering Technician. The amount budgeted for this addition is \$300,000.00 and the Village of Montgomery is requiring a Fire Suppression System to the whole building which will add 10% to the cost of the project. The engineer's estimate is between 300,000.00 and \$360,000.00. This is part of the twenty year plan. Trustees Childress and Funkey question the need for a second conference room in the building. Manager Muth explained that this new conference room will be where meetings will be held with staff, customers, engineers, developers, and different municipalities where issues and plans can be discussed in a more professional setting. Trustee Sotir said she did not have an issue with building a second conference room because as the District grows that conference room will be utilized more often. She would prefer to build this addition now and prepare for the long term as oppose to waiting because she believes things are going to be changing and the space is needed to be able to do the tasks that are required of the District. Controller

Jimmie Delgado said looking towards the future our cost of money is never going to be cheaper than now, our cash does not make anything in the bank and this is a project that is going to cost approximately \$300,000.00. The annual budget is over 30 million per year and every ten years that we delay to do any project it can be assumed that it is going to double. Looking at the current situation in the building there are two supervisors sharing an office, another is working out of a storage closet so the need is there for an addition. Trustee Sotir added that every time the District has built or remodeled it has been what is needed and what is being considered now is having the flexibility to be able to have a facility that can fit what the District is going to need going forward. Matt Woodin said the reason they are asking for approval to go to bid on this is we believe the need exists for this project and they want to get it completed this fiscal year. Trustee Funkey said he wants to wait until Trustee Detzler returns at next month's Board Meeting to weigh in on the decision to approve or deny the request to go out for bid for this addition to the Field Operations Building. At this time the matter was tabled until the January 21, 2015 Board Meeting.

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

The Regular Board Meeting reconvened at 10:50 A.M.

Attorney Dallas Ingemunson advised the Board that there was no Attorney's Report at this time.

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Philippe Moreau addressed the Board with the Engineer's Report. Mr. Moreau requested approval of Partial Payment No. 6 & 7 to Frank Marshall Electric, Inc., in the amount of \$42,794.90 for Service B Upgrades Project. It was moved by Trustee Childress seconded by Trustee Heriaud, put to vote and unanimously carried that payment be made in the amount of \$42,794.90 to Frank Marshall Electric, Inc., for work completed on Service B Upgrade Project.

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Philippe Moreau requested approval of Partial Payment No. 2 to Frank Marshall Electric, Inc., in the amount of \$11,115.00 for Farnsworth Pump Station MCC Replacement Project. It was moved by Trustee Childress seconded by Trustee Heriaud, put to vote and unanimously carried that payment be made in the amount of \$11,115.00 to Frank Marshall Electric, Inc., for work completed on Farnsworth Pump Station MCC Replacement Project.

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Philippe Moreau requested approval of Partial Payment No. 3 to R.J. O'Neil, Inc., in the amount of \$97,878.60 for Building P-1 HVAC Renovations Project. It was moved by Trustee Childress seconded by Trustee Heriaud, put to vote and unanimously carried that payment be made in the amount of \$97,878.60 to R.J. O'Neil, Inc., for work completed on Building P-1 HVAC Renovations Project.

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Philippe Moreau requested approval of Partial Payment No. 3 to LeCuyer Painting & Decorating, Inc., in the amount of \$58,122.00 for Building K Coating System Rehabilitation Project. It was moved by Trustee Childress seconded by Trustee Heriaud, put to vote and unanimously carried that payment be made in the amount of \$58,122.00 to LeCuyer Painting & Decorating, Inc., for work completed on Building K Coating System Project.

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Philippe Moreau requested approval of Final Payment No. 10 to Steve Spiess Construction, Inc., in the amount of \$18,285.89 for Montgomery/Sugar Grove Interceptor Phase 2 Project. It was moved by Trustee Childress seconded by Trustee Heriaud, put to vote and unanimously carried that payment be made in the amount of \$18,285.89 to Steve Spiess Construction, Inc., for work completed on Montgomery/Sugar Grove Interceptor Phase 2 Project.

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Philippe Moreau requested approval of Partial Payment No. 8 to Mechanical, Inc., in the amount of \$96,998.85 for the Air Main Header Replacement. It was moved by Trustee Funkey, seconded by Trustee Heriaud, put to vote and unanimously carried that payment be made in the amount of \$96,998.85 to Mechanical, Inc., for work completed on the Air Main Header Project.

Manager Muth addressed the Board with the Manager's Report. Manger Muth presented the Board with the proposed changes to the Employee Policy Manual. One of the changes is a Travel Expense Form, Cyber Security Policy for the IT Department and CDL Driver's License Policy that will now be added as part of the Policy Manual. Trustee Funkey inquired where the changes to the policy come from. Human Resources Coordinator Pat Divine said that Management Corporation reviews our Policy Manual and based on the State and Federal Laws they recommend the updates and changes to the Manual. Manager Muth asked the Board to review the changes and it will be presented in the January 21, 2015 Board Meeting for approval.

The next item on the Manager's Report is to Request Authorization to seek bids for the Fields Operations Building Addition which was tabled until the January 21, 2015 Board Meeting and the return of Trustee Detzler.

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Manager Muth presented the Board with the 2015 Board Meeting dates for approval. Due to scheduling conflicts the following Board Meeting dates were changed: November 25, 2015 was changed to November 18, 2015 and December 23, 2015 was changed to December 16, 2015. At which time it was moved by Trustee Funkey seconded by Trustee Heriaud, put to vote and unanimously carried that the Board Meeting dates for the year 2015 be approved as submitted with the amended dates of November 18, 2015 and December 16, 2015.

Manager Muth requested approval to hire an employee in the position of PC Support/Programmer. He said the demand in the IT department has significantly increased in the last fifteen years but the number of employees in that department has not changed. Other duties have been taken over by the IT Department. They include

the phones and voicemail system and mobile phones. For these reasons a new PC Support/Programmer is needed. Their responsibilities would include installing and configuring new PC's, upgrade PC software, maintain related hardware, write programs, modify the District's website, maintain and modify District cell phones and tablets, provide training and solve PC problems. Both current employees in the IT Department are doing a very good job but there is a need for one more employee. Trustee Sotir said it is essential to increase staff in the IT Department due to the increase demand. It was moved by Trustee Hariaud seconded by Trustee Funkey, put to vote and unanimously carried to hire an employee in the position of PC Support/Programmer.

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Manager Muth requested an Executive Session be held to discuss personnel, Review the past six months Executive Session Minutes, and related matters. It was moved by Trustee Hariaud, seconded by Trustee Funkey, put to vote and unanimously carried that at the conclusion of New Business of today's meeting, we will temporarily adjourn for an Executive Session.

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Controller Jimmie Delgado reported that things are well in finances, he is busy getting ready for the budgeting and rate study.

With no other business to come before the Board, it was moved by Trustee Funkey, seconded by Trustee Hariaud, put to vote and unanimously carried that this meeting be adjourned for Executive Session.

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Meeting adjourned at 11:05 A.M.

The Regular Board Meeting reconvened at 11:20 A.M.

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It was moved by Trustee Funkey, seconded by Trustee Hariaud, put to vote and unanimously carried that the Executive Meeting Minutes of June 18, 2014 to November 19, 2014 be approved as recommended by Manager Muth.

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It was moved by Trustee Funkey, seconded by Trustee Hariaud, put to vote and unanimously carried to approve the recommendations of the committee with regard to the pay increases proposed for all of Fox Metro's employees and to table Manager Muth's increase discussion for the Board meeting of January 21, 2015.

There were no further decisions made in Executive Session.

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With no other 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 11:30 A.M.