

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF FOX METRO WATER RECLAMATION DISTRICT
HELD WEDNESDAY, APRIL 15, 2015**

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, April 15, 2015. Present were, Trustee James K. Detzler, 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, Controller Jimmie Delgado, Human Resources Coordinator Patrick Divine, Operations Supervisor Joel Ilseman and Norma Rodriguez. Also in attendance Leo Pawlowski Sr. from Northeast Neighbors.

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The bills were presented and read. It was moved by Trustee Sotir, that the bills be allowed as read, and that checks be drawn in payment account during the month of March, 2015 in the amount of \$1,472,317.49 be ratified and approved. Motion was seconded by Trustee Funkey, put to vote and unanimously carried that the bills be paid as presented.

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It was moved by Trustee Sotir seconded by Trustee Funkey, put to vote and unanimously carried that the Treasurer's Report for March, 2015 be approved as submitted.

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It was moved by Trustee Sotir, seconded by Trustee Funkey, put to vote and unanimously carried that the minutes of the March 18, 2015 Regular Board Meeting be approved as written, each of the Trustees having received and read copies of said minutes before the meeting.

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With no Public Comments, It was moved by Trustee Detzler, seconded by Trustee Sotir, 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.

In the Committee of Local Improvements Mark Fischer from Deuchler Environmental gave a presentation updating the Board on the 2015 Odor Control Program. Mr. Fisher said odor control was initiated in 1998 and his points of discussion today were the perimeter of odor sampling, the source sampling at the Plant and the results. Mr. Fischer said the purpose of performing odor control is because there have been several suits filed against Waste Water Treatment Plants for odor issues. We need to avoid potential litigation from those types of situations. We want to implement proactive policies because they are effective in reducing that type of liability and more importantly we want to be good neighbors.

Mr. Fischer said the processes at the plant in the odor generations have changed over time due to population changes and higher concentrations at low flow. Certain things have been implemented since 1998 such as Chemical addition. Hydrogen Peroxide added at key locations at the plant have proven effective at reducing odors that are generated at the Plant. Masking chemicals are also used when sludge is hauled from the storage areas. Filtration systems have also been installed at the centrifuges and digesters. The addition of Ferric Chloride to the digesters and planting trees in certain areas have proven effective.

Mr. Fischer said the goal of the program is to evaluate, measure and control odor generation at the Waste Water Treatment Plant and to quantify off-site impacts. In the presentation, Mr. Fischer pointed out the main sources of odor at the Plant and said there were several methods of odor sampling depending upon the source area and the media that is being sampled. Sources used to collect odor data include individuals with exceptional olfactory sensitivity and odor identification instruments. From 04/15/13 thru 12/15/14 there were 2,793 samples collected. The data was collected from several locations and odor samples were taken on a regular basis between 6:00 A.M and 6:00 P.M. Monday through Friday. Odors emanating from the Plant are impacted by the function of flow, weather conditions and plant operations. Mr. Fischer said there are many factors that impact the way odors are transmitted from the Plant and one of the most important factors is wind speed and direction. The data is recorded on a standardized data sheet and based on the information collected the factors impacting the conveyance of odors both to the Plant and from the Plant in the form of air emission have been identified and the zone of odor influence has been preliminary identified. Also there are O & M procedures that need to be modified and current odor control measures that have been implemented at the Plant are effective.

Mr. Fischer said the recommendations to reduce odor production at the plant are that some **capital improvements** are needed and they are as follows:

1. Cover primary clarifier weirs at North Facility
2. Ventilation improvements at Building B-1
3. Cover grit tanks
4. Incorporate odor control features for future replacement of centrifuges 1 and 2
5. Provide better access to Building K wet well
6. Cover Y-chamber at headworks

Mr. Fisher also recommended the following **Operational improvements**:

1. O & M plan for odor migration
2. Cover trucks with a canvas tarp while hauling sludge
3. Increase frequency of cleaning Building K wet well
4. Create a standard operating procedure for maintenance and cleaning of tanks
5. Create standard operating procedure for sludge hauling

The following recommendations were given for odor control and sampling:

1. Continue Hydrogen Peroxide treatment at Plant
2. Continue Nitrate treatment in collection system
3. Continue perimeter sampling program on proactive basis
4. Evaluate odors from Building B-2 upon completion of South Facility

Trustee Childress asked if the odor control complaints have increased or decreased since the study was done. Manager Muth said the number of complaints is about the same each year. He said covering the clarifiers still has to be implemented, trying to be mindful when the Building K wet well is cleaned and working on standard operating procedure for the cleaning the primary clarifiers. Manager Muth said the more knowledgeable that staff is regarding procedures such as the draining and immediately cleaning of a primary clarifier will go a long way to better air quality at the Waster Water Treatment Plant.

Trustee Sotir asked once the South Plant is built if it would contain more odor control capabilities. Manager Muth said that it would and Phillipe Moreau added that it was required because when Kendall County approved the expansion of the South Plant they expressed concerns with regard to odors. He said the processes are changing significantly at the North Plant and we need to document what is being done to get a baseline.

8836 It was moved by Trustee Detzler and seconded by Trustee Funkey, put to vote and unanimously carried to to reconvene the Regular Board Meeting.

Meeting reconvened at 10:00 A.M.

Attorney Ingemunson advised the Board that there was no Attorney's Report for this month.

8837 Philippe Moreau addressed the Board with the Engineer's Report. Mr. Moreau requested approval of Partial Payment No. 4 to Lite Construction, in the amount of \$48,354.30 for Building P-1 Remodel Phase 2 Project. It was moved by Trustee Sotir seconded by Trustee Funkey, put to vote and unanimously carried that payment be made in the amount of \$48,354.30 to Lite Construction, for work completed on Building P-1 Remodel Phase 2 Project.

8838 Mr. Moreau requested approval of Partial Payment No. 10 to Mechanical, Inc., in the amount of \$143,171.10 for Air Main Header Replacement Project. It was moved by Trustee Sotir seconded by Trustee Funkey, put to vote and unanimously carried that payment be made in the amount of \$143,171.10 to Mechanical, Inc., for work completed on Air Main Header Replacement Project.

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Mr. Moreau requested approval of Partial Payment No. 5 to LeCuyer Painting & Decorating, Inc., in the amount of \$34,298.31 for Building K Coating System Rehabilitation Project. It was moved by Trustee Sotir seconded by Trustee Funkey, put to vote and unanimously carried that payment be made in the amount of \$34,298.31 to LeCuyer Painting & Decorating, Inc., for work completed on Building K Coating System Rehabilitation Project.

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Mr. Moreau requested approval of Partial Payment No. 5 to Frank Marshall Electric, Inc., in the amount of \$90,270.00 for Gas and Heat Detector Modification Project. It was moved by Trustee Sotir seconded by Trustee Funkey, put to vote and unanimously carried that payment be made in the amount of \$90,270.00 to Frank Marshall Electric, Inc., for work completed on Gas and Heat Detector Modification Project

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Mr. Moreau requested approval of Partial Payment No. 6 to Frank Marshall Electric, Inc., in the amount of \$36,360.00 for Farnsworth Pump Station MCC Replacement Project. It was moved by Trustee Sotir seconded by Trustee Funkey, put to vote and unanimously carried that payment be made in the amount of \$36,360.00 to Frank Marshall Electric, Inc., for work completed on Farnsworth Pump Station MCC Replacement Project.

Manager Muth addressed the Board with the Manager's Report, he said he gives credit to Controller Jimmie Delgado with the help of the Supervisors to provide a tentative budget. It has taken a lot of work to put this budget together. Manager Muth is seeking tentative approval of the Fiscal Year 2015/2016 budget to hold a Public Hearing on May 20, 2015 at 10:00 A.M. at the Board of Trustees Meeting to discuss the Budget and Appropriations Ordinance.

Manager Muth said there will be an operating surplus of approximately \$4,000,000.00 that will be used to offset the cost of the South Plant construction and other projects. Total operating revenues are expected to be up 5%. This is typical of the normal rate increase (5%) levied annually. Other revenues are expected to be lower (29.5%) due to an expected decrease in development activity, less intergovernmental contract activity, and fewer revenues classified as miscellaneous (primarily rental income on district-owned properties.) State revolving loan receipts are expected to be, \$500,000.00. This is a result of the timing of completion of the SRLF project.

Operating expenses are expected to be 7.9% lower or \$2,683,000.00. The decrease is due primarily to decreases in Maintenance, Operations, and Administration department projects and fewer equipment replacement projects. Additionally, the District expects to collect \$800,000.00 from sewer investigations done collaboratively with local municipalities; however the revenue will be offset by costs of the same amount.

The overall Operations budget is lower \$508,575 or 9.7%. Electricity and natural gas costs are projected to decrease \$400,000, and \$25,000 respectively. Energy costs have decreased significantly over the past year and prices are expected to be lower over the next year. Other chemical costs are expected to decrease \$59,400.00

Plant Maintenance overall budget decrease of 21.7%, \$2,135,000.00 is attributed to a decrease in capital expenditures. These will decrease \$2,127,000.00 or 32.2% as the district focuses on construction of the south plant. The top 3 projects are: Building J Electrical upgrade, I- Tertiary Building Filter 2 and the remainder of the Air Main project on the F-Tanks which together account for \$1,900,000.00 of the \$4,486,500.00 capital expenditures budget for plant maintenance.

Engineering expenses are expected to be higher \$240,000.00 due primarily to the South Plant expansion.

Sewer maintenance overall this budget decreases \$153,050.00 which amounts to 2.6% less than last year. The main contributor to the decrease is \$400,000.00 less for the Intergovernmental Agreement sewer cleaning; this however is a pass-through cost as Fox Metro will receive reimbursement from the participating municipalities. Capital Expenditures increases \$217,500.00, or 10.4% year over year. The top 3 projects are: the Farnsworth Outfall Liners, Kenmore Sewer Improvements, and Exposition View Phase 1, which account for \$2,120,000.00 of \$2,306,000.00 in projects.

Lab costs are expected to increase \$157,775.00 due to capital expenditures. The lab is planning to purchase an ICP-Mass Spectrometer for \$160,000.00 which will consolidate two instruments into one. This should increase sample throughput and employee utilization. Additionally a few other minor instruments have reached the end of their useful lives as has the lab vehicle. Labor savings of \$30,390.00, 3.2% help offset the cost of the new equipment.

Administration costs are expected to decrease \$428,100.00, 8.0%. Savings are expected in the form of less attorney fees, no ERI cost in the current year, and fewer capital expenditure for Building P. Attorney fees are anticipated to be \$75,000.00 less. Early retirement incentive (ERI) costs were \$550,000.00 in the prior year, there are no ERI costs in the current year. The final phase of the administration building renovation is expected to cost \$750,000.00 and other minor capital items are expected to cost \$13,000, resulting in a budget line decrease of \$87,000.00, 10.2% year-over-year. Labor costs in administration are expected to increase \$228,200.00 or 8.0% due to two employees moved into administration costs from other departments. Professional fees are expected to increase by \$45,000.00 for new training and organizational consultation initiatives.

Data process expenses increased \$85,900.00, 12.1%. Payroll is projected to be \$40,900.00 higher to 12.4% due to a new hire to meet the increasing technology demands. Maintenance agreements increase \$72,000.00, 45.0% these increase is primarily attributed to the IVR phone system and the online payment system. These systems handle electronic bill presentment and payment for the district.

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It was moved by Trustee Sotir seconded by Trustee Funkey, put to vote and unanimously carried for tentative approval of the Fiscal Year 2015/2016 budget and hold a Public Hearing on May 20, 2015 at 10:00 A.M. to discuss the budget and Appropriations Ordinance.

Manager Muth reported to the Board that the District has a pending NPDES Permit and the notice is posted on the front door of the Administration Building. The Permit will be posted for thirty days and it is anticipated that the new NPDES permit will be valid for three years. Phosphorous is in the permit, which was anticipated as one part per million. The industrial pretreatment program requirements are largely expanded. The new Permit requirements include capacity management and operation of our sewer system. The permit calls anything over our 139 mgd an overflow not a bypass. It also gives Fox Metro a reasonable timeline to complete construction of the South Plant prior to having Phosphorous being a Permit and having to test for it. It gave the District six years which also includes construction completion at the North Plant.

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Manager Muth said that currently there is a Sewer maintenance Contract with VisuSewer that will terminate on May 31, 2015 he requested authorization to seek bids for Sewer Maintenance Contract, to be opened at 10:00 A.M., May 20, 2015 at the Board of Trustees Meeting. It was moved by Trustee Sotir seconded by Trustee Funkey, put to vote and unanimously carried to seek bids for the Sewer Maintenance Contract to be opened at 10:00 A.M., May 20, 2015 at the Board of Trustees Meeting.

Mr. Moreau said the sewer contract will also include comments from local municipalities who are using the District's contract to get good prices for their sewer maintenance which is very good. Manager Muth said this is outstanding collaboration between Field Operations, City of Aurora, Village of Sugar Grove, North Aurora and Oswego. He said it is very important to have the collaboration of these communities so the District can help them control what they are doing. Manager Muth thanked Matt Woodin and his department for his work in this project

Manager Muth reported that the District had an IEPA inspection on February 27, 2015 and we have received a report from them advising that our facility appears to be in substantial compliance. Manager Muth thanked Operations Supervisor, Joel Ilseman and Maintenance Supervisor Chris Morphey and their staff for the good work they do at the Plant.

Manager Muth reported that the Indian Creek Clean Up happened on April 11, 2015 and 35 of Fox Metro's employees volunteered their time and efforts. He thanked Trustee Sotir and Trustee Heriaud for also participating. The event was a success and Manager Muth said he was very proud of the staff.

Manager Muth requested an Executive Session be held to discuss personnel and related

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matters. It was moved by Trustee Sotir, 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.

Operations Supervisor Chris Morphey reported that the plant is running well.

Trustee Heriaud wanted to mention that Pat Divine and everyone at Fox Metro did a great job at the Indian Creek clean up and it was thanks to them and everyone else that volunteered that the event was a success.

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

Meeting adjourned at 10:20 A.M.

The Regular Board Meeting reconvened at 10:40 A.M.

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 10:40 A.M.
