

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF FOX METRO WATER RECLAMATION DISTRICT
HELD WEDNESDAY NOVEMBER 20, 2019**

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, November 20, 2019. Present were, Trustee Judith S. Sotir, Trustee Michael Funkey, Trustee Christopher F. Childress, and Trustee David Krahn. Also present were Attorney Gregg Ingemunson, Manager Thomas F. Muth, District Engineer, John Frerich from Deuchler Engineering, Human Resources Coordinator Patrick Divine, Business Services Manager, Jimmie Delgado, Maintenance Supervisor Chris Morphey, Operations Supervisor Joel Ilseman, Interim Regulatory/P.R. Manager Karen Clementi and Norma Rodriguez.


10564 The bills were presented and read. It was moved by Trustee Funkey that the bills be allowed as read, ratify and approve the checks drawn during the month of October, 2019 in the amount of \$2,088,823.62, Motion was seconded by Trustee Childress, put to vote and unanimously carried that the bills be paid as presented.

10565 It was moved by Trustee Funkey seconded by Trustee Childress, put to vote and unanimously carried that the Treasurer's Report for October, 2019 be approved as submitted.

10566 It was moved by Trustee Funkey, seconded by Trustee Childress, put to vote, and the Motion was unanimously carried that the minutes of the October 23, 2019 Regular Board Meeting be approved as written. Each of the Trustees having received and read copies of said minutes before the meeting.

10567 With no Public Comments, it was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried that the Regular Board Meeting be temporarily adjourned for the Committee of Local Improvements.

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



In the Committee of Local Improvements Jimmie Delgado introduced Jim Savio from Sikich to discuss the Annual Audit with the Board. He distributed Annual Financial Reports from Sikich.

Mr. Savio reviewed the highlights of the audit with the Board. He explained the specifics of the Financial Report and audit. He noted that the Audit contained a clean opinion and that means that financials were represented fairly in all aspects and the auditors did not have concerns regarding the District's audit.

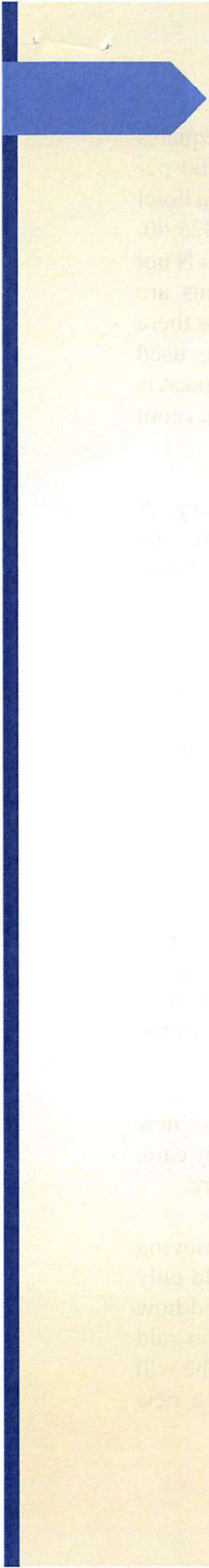
Mr. Savio explained that cash investments increased from prior year and that corresponds to the IEPA revolving loans receivable. Capital assets increased by \$24M which relate to the South Plant. Mr. Savio explained that the long term debt increased as it relates to the IEPA loans for the South plant expansion. Net position unrestricted increased by approximately \$10M from 2018 to 2019.

In the Income Statement Mr. Savio reported that the District has been consistent from year 2018 to year 2019. Revenues and expenses increased slightly and operating expenses also increased slightly. Non-operating revenues expenses and interest expense and fiscal charges increased due to payments of the IEPA loans.

Mr. Savio explained the Employee Total Pension Liability in detail. After considerable review of the Audit Report, Mr. Savio reported that the District had no material deficiencies, there were no issues with the accounting and has no material adjustments.

The next item in the Committee of Local Improvements, Karen Clementi updated the Board regarding the District's Website. She stated she and IT supervisor Dan Vargas have been working on updating the website. Links have been added to the front of the page of the website that are short cuts to different pages. One of the buttons is a link that takes the customer directly to the site where they can pay their wastewater bill. Karen said in reviewing Google Analytics on the website it was discovered that site has the most popular activity that is conducted on the website. Another button takes the customer directly to the site where they can report a sewer back-up.

Trustee Funkey suggested that when a customer clicks the box to make a payment, a pop-up appears that prompts them to read a message in order for them to complete the task of making the payment. He suggested the pop-up be the non-flushable wipes message. Karen said she will research




and will inquire with the vendor if this is something that can be accomplished. Karen said one of the new tabs on the website is regarding the flushable wipes, the other is regarding Phosphorus Improvements and there is also a new tab regarding the Medication Take Back Program. These are the three initiatives the Public Relations Committee wants to highlight. One of the main goals the Committee decided to continue into 2020 is the Flushable Wipes Initiative. Changes and updates can be made to the website at any time to update the public regarding new events and to continue to keep the website fresh.

Karen continued with her presentation and reviewed with the Board all the changes and additions to the District's website and explained them in detail. She stated these updates make the website more modern and user friendly. Discussion ensued regarding payment options, the number of automatic payments received and the cost of sending out paper statements. The goal is to increase the number of customers who register to receive electronic billing and pay electronically because that is more economical for the District.

Karen also advised the Board that the District now has a Facebook Page and it is getting a large amount of views and followers. The District Mascot Felix the Fox is very popular on the site. She has set up this site to auto post different topics once a month as well.

The next item in the Committee of Local Improvements Manager Muth stated that at last month's Board Meeting Mr. Bryan Rieger from V3 Companies addressed the Board and he asked the Board to consider the connection fees for a transitional care facility that is proposed in Aurora. Staff took matter under advisement and reviewed the information. Staff is now ready to make a recommendation to the Board. Mr. Mike Frankino addressed the Board and said Mr. Rieger requested the Board reconsider the way the District's fees are currently structured for these types of facilities which are viewed as a commercial establishment. Mr. Rieger stated that the fees Fox Metro charges are higher than other suburbs where facilities such as these are being constructed. When Mr. Rieger visited Fox Metro's website, all that he could see to compare was a hotel room. He believed that this would be a comparable way to charge and asked Fox Metro staff to consider it. Mr. Frankino shared floor plans with the Board of the proposed Transitional Care Facility and explained them in detail. Fox Metro's charge for each room is approximately \$2,400.00. Mr. Rieger wants the District to consider a significant reduction to the overall fee for a room where a patient occupies it all day. He explained that there is a sink, a toilet and a shower in each room. Fox



metro currently charges .50 of a unit for each fixture, .50 of a unit equates to approximately \$825.00 which equates approximately \$2,400.00 per room. Mr. Rieger was asking his project be considered similar to a hotel where the whole room is lumped into .50 unit which equates to \$825.00. When Fox Metro staff met to discuss this matter, they said that this is not comparable to a hotel room because the transitional care rooms are occupied 24/7 on an average of 30 days per patient. In these rooms there will be nurses coming in washing their hands and bathrooms being used several times in one day. Compared to a hotel room where the guest is probably not sitting in their hotel room all day, most guests use the room to take a shower and sleep.

Mr. Frankino said what staff proposes to the Board is a new category. A new category of .75 per room, which equates at \$1,200.00 per room. The end result for Mr. Rieger would be instead of his current permit fee being \$199,000.00, the new category fee would be approximately \$100,000.00. That is a savings of 50%.

Mr. Frankino is asking the Board to consider the change to the Sewer User Ordinance where transitional care and elderly facility care are charged per room at .75 with no changes on the outside and the fixtures will be charged the same. The new charge for Mr. Rieger would be approximately \$125,000.00 for his permit fee which is approximately a 37% reduction. Trustee Childress inquired if the square footage of the transitional health facility and a hotel room mirrored each other. Mr. Frankino said the health facility rooms are a little smaller. Trustee Childress inquired if the water consumption would be comparable to a hotel room. Mr. Frankino said more water would be used at the health facility because it would be occupied all day compared to a hotel room where it most likely just be occupied to take a shower and sleep in the evening, water usage would be minimal.

Trustee Krahn asked what other facilities would fall under this new category. Mr. Frankino said it would be transitional care, memory care, skilled nursing (nursing homes), hospital rooms, and dementia care.

Trustee Childress inquired if this classification would be moving forward. Mr. Frankino said it would not be retroactive this would only affect anything that is built going forward. Trustee Krahn asked how many projects would this new classification affect. Mr. Frankino said currently Mr. Rieger's facility is the only one. Mr. Frankino said he will be attending a meeting with the Village of Oswego regarding a new

facility that will be built off of Route 30. He said there are proposals for these types of facilities.

Trustee Childress asked if it was staff's opinion that this would be a better way to take the load off the infrastructure that is needed and spread it out on new permits opposed to the way that it is currently being done. Mr. Frankino said this is a fair way to do it.

Engineering and Field Supervisor Keith Zollers stated that as they see these types of establishments trying to come into the District due to the fact that it has more property to offer and as population begins to increase in age, there are more of these types of facilities being built. He added that the District wants to be good members of the community because this is helping the District and other communities it serves.

Trustee Childress inquired how frequent is the District approached with these types of facilities. Mr. Frankino said that it is a minimum of one per year.

Trustee Funkey said that it is very difficult for them to determine a classification based on a particular type of medical use. He said the real key is the length of time the patient is going to stay in the room. In these types of facilities, you will have the patient and also nurses going in and out of the room. This is very different than a hotel room where most guests are only in the room in the evening. Discussion ensued regarding the classification of different facilities.


Trustee Childress said he liked the information provided by the Engineering Department, it is very simple and it gets to the bottom line.

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

The Regular Board Meeting reconvened at 10:15 A.M.

At this time, Trustee Sotir congratulated all of Fox Metro's employees that celebrated Birthdays in the month of November.

Attorney Gregg Ingemunson addressed the Board with the Attorney Report. He requested direction from the Board regarding the approval of



the new classification for the Sewer Use Ordinance in order for him to prepare the Ordinance and have it adopted at the December Board Meeting.

Trustee Childress said that staff has performed the research and they believe it to be a fair representation, he supports it. All of the other Board Members concur with the decision.

Attorney Ingemunson said he will prepare an Ordinance for the December Board Meeting with the language for the new classification. Manager Muth asked the authorization of the Board to notify Mr. Bryan Rieger from V3 Companies of the Board's decision so he can obtain his permit and begin construction of his project. It was unanimously agreed by the Board to authorize notification be given to Mr. Rieger of the new proposed change to the Sewer Use Ordinance.

Mr. John Frerich addressed the Board with the Engineer's Report and updates on Construction projects. Mr. Frerich requested approval of Partial Payment No. 7 to Insituform Technologies USA, LLC., in the amount of \$99,938.88 for the 2018-2019 Sanitary Sewer Interceptor Lining Project.

Mr. Frerich requested approval of Partial Payment No. 4 to Whittaker Construction, in the amount of \$473,936.72 for O&M Building Phase II Improvement Project.

Mr. Frerich requested approval of Partial Payment No. 1 to Mechanical Inc., in the amount of \$143,055.00 for Building P3 HVAC Controls Upgrades Project.

Mr. Frerich requested approval of Partial Payment No. 1 to Whittaker Construction, in the amount of \$9,697.50 for F Aeration Tanks Grating Repairs Phase 1 Project

Mr. Frerich requested approval of Partial Payment No. 1 to Lite Construction, in the amount of \$78,120.00 for Field Operations Addition Phase 1 Project.

Mr. Frerich requested approval of Partial Payment No. 1 to Whittaker Construction, in the amount of \$20,250.00 for H5 Clarifier and H3, H4 and H5 Vault Improvements Project

Mr. Frerich requested approval of Partial Payment No. 1 to Walker Process Equipment in the amount of \$22,970.00 for H5 Clarifier Mechanism Procurement Project

Mr. Frerich requested approval of Partial Payment No. 1 to Lite Construction, in the amount of \$25,470.00 for Field Operations Office Addition Phase 2 Project

It was moved by Trustee Funkey seconded by Trustee Childress, put to vote and unanimously carried that the Engineer's Report be approved as published and payments be made as requested.

Manager Muth addressed the Board with the Manager's Report. Manager Muth said staff recently learned the results of the USEPA Annual Assurance Testing and he is pleased to report that the Lab has passed with flying colors. He stated this is the Lab's eighteenth year in a row that they have been successful. He congratulated the Laboratory team in passing this test with such proficiency.

The second item discussed by Manager Muth was the Maintenance Department Training Program. He said the District has teamed with Waubensee Community College to upgrade the proficiency of Fox Metro's Apprentices, Maintenance and Field Maintenance Mechanics. Through the Coordination of Mr. Pat Divine and staff at the plant, they have been doing an enormous amount of training.

Manager Muth explained that the first phase of training included lubrication, belts, pulleys and bearings. This training includes the employee going on line, reviewing the lessons, performing a module and then take a proficiency test. Once they pass this test, they move on to hands-on training. To date 15 employees have passed the first phase. The second phase of training includes valves, actuators, pumps and compressors.

Manager Muth added that this training has been positively received by the Apprentices. Mr. Pat Divine and Waubensee staff have developed a great training program and this is elevating the District's younger employees and updating some of the more senior employees to re-sharpen their skills and proficiency. The District has raised the competency and expectation level of its employees and they are very appreciative. Manager Muth thanked Mr. Pat Divine and Waubensee staff who have collaborated in this matter.

Trustee Krahn inquired if this was just a one-time training or an annual program. Manager Muth said this is an eight-week program and it is just in its infancy and staff is going to evaluate it. He said phase one has been successful and now they will evaluate the success of phase two.



10570

Manager Muth requested authorization to seek bids for Building N Centrifuge Hopper Support Steel to be opened at 10:00 a.m., on December 18, 2019 at the Board of Trustees Meeting. Discussion ensued regarding the specifics of the project. It was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried authorizing to seek bids for Building N Centrifuge Hopper Support Steel to be opened at 10:00 A.M., on December 18, 2019 at the Board of Trustees Meeting.

10571


Manager Muth requested authorization to seek bids for Building P1, P2, & P3 Parking Lot Lighting Upgrades Phase 2 to be opened at 10:00 a.m., on December 18, 2019 at the Board of Trustees Meeting. Manager Muth explained the need and the process of this project. It was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried authorizing to seek bids for Building P1, P2, & P3 Parking Lot Lighting Upgrades Phase 2 to be opened at 10:00 a.m., on December 18, 2019 at the Board of Trustees Meeting.

The next item discussed in the Managers Report, Manager Muth said in the last month, staff has been working to provide a map of five different boundaries of potential Districts for the Trustees. Manager Muth provided the Board with two map options. He thanked the GIS expert at Deuchlers for developing the maps based on population. He said the Board should begin to consider which District they are going to choose because this needs to be completed by January 1, 2020. The Board and Manager Muth reviewed and discussed the maps. The five Districts have been distributed very close in population numbers. Discussion ensued regarding the boundaries and population each District would cover.

Trustee Childress inquired what the requirements were. He said he understood the requirement to be to follow the 2010 census. Discussion ensued regarding which cities experienced the most growth since the 2010 census. Attorney Ingemunson said the law states "assignment of the Trustee's District will reflect the results of the most recent Federal residential census". He said essentially these Districts will have to be reconfigured after 2020 and the map will be completely different. Trustee Sotir said all the District is trying to accomplish right now is to meet the requirement of approving a map by January 1, 2020 and the District has one. Extensive discussion ensued regarding the requirements needed by law and assignment of Districts.

10572

Manager Muth requested Executive Session to Discuss Personnel and Related Matters. it was moved by Trustee Funkey, seconded by Trustee



Childress, put to vote and unanimously carried to temporarily adjourn the regular Board Meeting and go into Executive Session to Discuss Personnel and Related Matters.

Meeting Temporarily Adjourned at 10:57 A.M

The Regular Board Meeting reconvened at 1:20 P.M.

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

Meeting adjourned at 1:20 P.M.