



**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF FOX METRO WATER RECLAMATION DISTRICT  
HELD WEDNESDAY JANUARY 22, 2020**

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, January 22, 2020. 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, Operations Supervisor Joel Ilseman, A&E Supervisor Mike Petersen, Interim Regulatory/P.R. Manager Karen Clementi and Norma Rodriguez.

10590

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 December, 2019 in the amount of \$2,464,924.09, Motion was seconded by Trustee Childress, put to vote and unanimously carried that the bills be paid as presented.


10591

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

10592

It was moved by Trustee Funkey, seconded by Trustee Childress, put to vote, and the Motion was unanimously carried that the minutes of the December 18, 2019 Regular Board Meeting be approved as written. Each of the Trustees having received and read copies of said minutes before the meeting.

In Public Comments, Trustee Sotir congratulated all of the Fox Metro Employees who celebrated birthdays in the month of January. The Board also congratulated Sonia O'Dell for her 20 years of service at the District. Sonia brings extensive Chemistry and waste water experience to the District and she is always eager to share her knowledge. That is what makes her such a valuable member of the Lab and Fox Metro team.



The Board congratulated James Wade for his 15 years of Service. James is being inducted into the Waubensee Community College Chapter of Phi Kappa Beta and Technical Honor Society. James worked as an Apprentice in the Field Department for some time, he also worked as a Maintenance Mechanic at the Plant and now he works in the Automation Department. The Board congratulated James on his awards and the District is fortunate to have him.

The Board congratulated John Merrow for his 15 years of service at the District. John is a third shift Operator and he is a very valuable employee.

The Board congratulated Martin Conterez for his 10 years with the District. Martin began his career at the District in the Electrical Department, he now works in Automation and he is very talented, the District is fortunate to have him.

The Board congratulated Patrick Divine for his 15 years at the District. Pat was a Board Trustee for many years and then became an employee of the District as the Human Resource Coordinator. Pat has been instrumental in developing and building a team atmosphere at the District with different departments and that has been very positive for Fox Metro.


The Board congratulated Kevin Boedewig for successfully completing the National Society of Leadership and Successful Training as part of Waubensee Community College. This is an honor society for high achievers.

With no other 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 9:40 A.M.

In the Committee of Local Improvements Manager Muth reviewed with the Board the yearly comparison of flows, suspended solids, CBOD's and Ammonia Nitrogen.

Manager Muth reviewed with the Board the yearly comparison of flows. The plant averaged 42 MGD. May was one of the wettest months in history. The plant in 2019 experienced over 52 inches of precipitation compared to 38 inches in 2018 and 47 inches in 2017. The plant averaged 98% removal



of suspended solids. Removed 97.4% of CBOD's and 98.3% of Ammonia Nitrogen and this compares favorably with other years.

The next item in the Committee of Local Improvements Manager Muth discussed with the Board the 2019 Goals and achievements.


## **2019 DISTRICT-WIDE GOALS**

### **Plant Goals**

1. Meet or exceed all environmental permit requirements (NPDES, Biosolids, FESOP) - The plant had a Chlorine excursion on November 7, 2019 and Manager Muth explained in detail the cause. He said this is a learning experience for staff to avoid this happening again in the future.
2. Work toward accident-free workforce
3. North Plant Phosphorus Removal – Construction is complete and optimization of Phosphorus removal is ongoing. There were some challenges with some microorganisms that staff had not seen before.
4. The South Plant became operational in July 2019 and began phosphorus removal. Both the North and South Plant are doing great with phosphorus removal. The plants are achieving less than 0.5 which is going to be a 2030 permit limit.
5. Began construction at the O&M Building and it is moving along very well.
6. H-5 Clarifier – This has been removed and Whittaker is in the process of replacing this piece of equipment. It is estimated that this clarifier will be on line within sixty days.

### **Administrative Goals**

1. The Safety Manual was updated in February 2019. Employee Policy Manual was updated in May 2019, the User Fee Ordinance was updated in June 2019, the Grease Ordinance was updated in August 2019. The Lab completed updating 60% of the Lab Procedures in 2019 and the remainder is scheduled to be completed in 2020.
2. Staff has been doing cross-training and education initiatives throughout the year. Staff has been completing training courses through




Waubonsee Community College. Several employees are currently seeking and completing higher education. Many employees are going through the Illinois Public Service Institute curriculum. Plant Operators are cross training with Lab employees.

### **Strategic Goals**

1. Work with Agencies and Groups to Improve the Environment – The District’s Drug Take Back Program was successful again in 2019. The collection box located in the lobby is used frequently and the District also participated in four community events in which the Drug Take Back Program was successful. Environmentally, the District participated in the Oswego Eco Event, Aurora Greenfest and it can’t be overlooked all the contributions through the Fox River Study Group. To date the District has collected over 20,600 pounds of pills.
2. Another success is the Aurora Kiwanis One Day. Fox Metro’s Human Resources Coordinator, Pat Divine, does a fantastic job organizing this event every year and every year there is great participation.
3. Increased public awareness of flushable wipes – Fox Metro began a Facebook page and posted information regarding flushable wipes and pictures of Fox Metro’s equipment clogged with these wipes and other non-flushable items. This post reached almost 13,000 reactions and had over 600 shares. The District also had a non-flushable wipe demonstration at Greenfest and it was received very well by the community. Fox Metro also began its campaign regarding the non-flushable wipes on the bills. All these initiatives will continue through 2020.
4. Completed a Rate Study – this was completed in April 2019 and it provides the data necessary to calculate user rates.

Manager Muth gave the Board the safety summary for 2019. A breakdown was given of accidents for the year. There were a total of 13 reported accidents, 3 were OSHA reportable. There were 134/1 days of work lost due to accidents, this was due to one employee having the tips of two fingers amputated. There also was one employee who experiences acid burns in the Lab and missed one day of work. There were 0 modified work days lost which means the employee worked but was given lighter tasks. Fox Metro is still below the standards for the industry of 4.8 OSHA reportable accidents per year.



Manager Muth said the committee keeps track of accidents per month. Most of the accidents happened in spring and summer. He reported there were a total of 14 accidents in 2019 and outlined the location, type of accident and at which building each accident occurred.

The District designated a plant cart as a Safety Cart and it was put in service in 2019. The cart is utilized for all confined space work on site and it stores all of the safety equipment needed for this task. The plant conducted 76 confined space entries in 2019.

The District also has a confined space rescue team that has gone through extensive in house CPR, first aid and team training. This team is dedicated and on standby when there is a confined space entry that needs to be performed.

The safety goals that were accomplished in 2019 were:

- Updated the Safety Manual
- Audited the hazardous materials at the plant
- Updated the lockout/tagout program
- Completed the South Plant Confined Space Audit

Goals for 2020 are:

- Update electrical hazardous classification
- Complete the Road Crew confined space audit
- Update the accident report forms (last updated in 2004)
- Establish a formal monthly safety training schedule for all departments.

Trustee Krahn inquired if there was a defibrillator on the Safety cart and Manager Muth advised him that there was not. Trustee Krahn said it would be a good idea to have one on that cart and all Board members concurred. Manager Muth said he will take their advice and a defibrillator will be added to the cart.

Trustee Childress said it would be helpful for him to see a benchmark of the accident stats. He said looking at the information given today, it still seems reasonable to him compared to other industries and the District is probably doing a better job than most and this is where the benchmark would be helpful. Manager Muth said he will provide that to him by next Board Meeting.

Trustee Sotir thanked all the employees who volunteered to be on the confined space team and their dedication to go through the vigorously training. This team is incredibly important to have at the District.


Manager Muth addressed other questions from the Board and answered them all in detail.

At 10:00 A.M. Manager Muth opened and read aloud bids received for Fiber Optic Ductbank Improvements Project as follows: Whittaker Construction – Total Bid \$294,475.00; Utility Dynamics Corp – Total Bid \$359,000.00; Electric Conduit Construction – Total Bid \$253,000.00; Archon Construction Co., – Total Bid \$133,595.00. The Engineer's estimate for this project is \$400,000.00. After Discussion and based on recommendation of staff, it was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried that the bid from Archon Construction Co, for \$133,595.00 be accepted and the bids from Whittaker Construction for \$294,475.00, Utility Dynamics Corp for \$359,000.00 and Electric Construction Conduit for \$253,000.00 be held pending specification review and approval by Fox Metro Water Reclamation District and Deuchler staff.

Continuing with the Committee of Local Improvements, Mr. Mark Halm from Deuchler gave a presentation discussing the approach for replacing the valves in Building K, which is the main pump station of the North Plant. Mr. Halm said there are 4 raw sewage pumps within the building and each pump pumps approximately 25MGD, that makes it the heart of the process. The pump station was constructed in the 1970's and the pumps and valves are original. The raw sewage pumps and force main are analogous to the 'heart and aorta' of the plant. The check valves which prevent backflow through the pumps are hydraulically driven and if that system fails the sewage cannot get to the plant for treatment.

In the event of a complete power failure, the hydraulic system cannot close all the vales completely. When power is restored, the hydraulic system cannot recover to allow the plug check valves that have closed to open quickly. As a result, this delays the pumps from restarting and this has resulted into two CSO events. In addition, packing failure on the knife gate valves that isolate the plug check valves pose a building flooding risk. Mr. Halm displayed a slide which showed where the four pumps were located in Building K and explained their function in detail.

Mr. Halm said the proposed approach is to replace the Plug Check Valves with Dual Spring Check Valves that do not rely on hydraulic system to



close the valves. Will also need to replace the isolation Knife Gate Valves with Plug Valves. These valves are 30” in diameter. The Plug Valves weigh approximately 3 tons, and the check valves are even heavier. The valve replacement will not impact the future replacement of the Raw Sewage Pumps as considered in the Master Plan.

Mr. Halm said sequencing is very important with this project because this is the heart of the plant. This project has to be performed during dry weather and the Plant will have to rely on Building K (2) and Building C pump station during the down time. The downtime must be kept to a minimum. Two shutdowns are anticipated and two pumps will be retrofitted with the new valves per shutdown.

Mr. Halm said that one of the biggest challenges is the existing force main because it must be isolated and drained in order to install the new valves.

Trustee Childress inquired the length of downtime. Mr. Halm said approximately two or three days.

Mr. Halm said he, his staff and Fox Metro’s staff met as a team and discussed different approaches to this job and the option that was considered was the construction management approach. He said because this is the heart of the Plant and if the District went out to bid for this job and a low bidder who has not performed this type of work was chosen, that puts the District at tremendous risk. A construction Management approach to this is more of a collaborative approach because there is a clear understanding with the contractor of the project goals, there is open communication, there is a commitment to team members and the risks can be identified and managed better. Mr. Halm explained the issue with hiring a low bidder that does not have experience in this type of work. For this reason, a good contractor is needed that is familiar, understands and has performed this type of work before. Trustee Childress asked if that clause can be written in the spec. Mr. Halm said that normally an Affidavit of Experience is required in the specifications. He said there are only approximately five or six contractors that are eligible to bid because they have worked with this size piping and valves and they are out of Chicago.

Mr. Halm said the team’s recommendation is to go with the Construction Manager Approach. The Operations Supervisor, Joel Ilseman, his staff and Mr. Halm and his staff would sit down with four or five contractors, interview them and determine if they have the ability to do this type of work. Based on the qualifications and experience of the contractor, they will be asked to submit a quote for the job and then select a contractor to do the



work versus bidding the job. Mr. Halm said the team believes this is the best approach considering the risk involved and the specialty of the work. Lengthy discussion ensued regarding the process involved with this project and in selecting a qualified contractor. Also there was lengthy discussion regarding the specific advantages of selecting the Construction Management Approach for this project. Mr. Halm and Manager Muth addressed the Board's concerns regarding this process and answered all of their questions in detail.

After extensive discussion and recommendation of staff Trustee Sotir stated that with this type of project she believes the Board should take the advice of staff and go with the Construction Management Approach and the rest of the Board members concurred. Trustee Childress said as part of the selection process, he would like a cost analysis from the qualified contractors.

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 10:55 A.M.

Attorney Ingemunson advised the Board there was no Attorney Report this month.

Mr. John Frerich addressed the Board with the Engineer's Report and updates on Construction projects. Mr. Frerich requested approval of Partial Payment No. 48 to River City Construction, LLC, in the amount of \$1,632,027.24 for the South Waste Water Treatment Facility Improvements Project.

Mr. Frerich requested approval of Partial Payment No. 6 to Whittaker Construction, in the amount of \$651,165.51 for O&M Building Phase II Improvement Project.

Mr. Frerich requested approval of Partial Payment No. 4 to Whittaker Construction, in the amount of \$70,571.25 for F Aeration Tanks Walkway Repairs – Phase 1.

Mr. Frerich requested approval of final Payment No. 3 to Lite Construction, in the amount of \$10,883.20 for Field Operations Addition Phase 1 Project.



Mr. Frerich requested approval of Partial Payment No. 3 to Whittaker Construction, in the amount of \$156,885.30 for Clarifier Vaults & Piping Improvements Project

Mr. Frerich requested approval of Partial Payment No. 3 to Lite Construction, in the amount of \$211,535.10 for Field Operations Office Addition Phase 2 Project

Mr. Frerich requested approval of Partial Payment No. 1 to Frank Marshall Electric in the amount of \$4,391.10 for Sugar Grove P.S. MCC Replacement Project

Mr. Frerich requested approval of Partial Payment No. 2 to Whittaker Construction in the amount of \$71,415.00 Filter 3 Installation Project.

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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.

Trustee Sotir reported that Fox Metro Water Reclamation District received the American Public Works Association Public Works Project of the Year Award for Environment projects over \$75M. This is for the CSO Long Term Control Plan/Phase 2 Improvements.

Manager Muth addressed the Board with the Manager's Report. He requested authorization to seek bids for three (3) 2021 24 ft. Aluminum End Dump Trailers to be opened at 10:00 a.m., on February 19, 2020 at the Board of Trustees Meeting. He said the existing trailers are over thirty years old and have served their useful life. Stress cracks have been welded on these trailers and for safety reasons it is time to replace them.

10597

It was moved by Trustee Funkey seconded by Trustee Childress, put to vote and unanimously authorizing to seek bids for three (3) 2021 24 ft. Aluminum End Dump Trailers to be opened at 10:00 A.M., on February 19, 2020 Board of Trustees Meeting.

At this time Manager Muth requested Executive Session to discuss Personnel, and related matters.

Meeting temporarily adjourned at 11:15 A.M

Regular Meeting reconvened at 12:29 P.M.



10598

There were no decisions made in Executive Session.

With no other 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 12:30 P.M.

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