

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF FOX METRO WATER RECLAMATION DISTRICT
HELD WEDNESDAY FEBRUARY 19, 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, February 19, 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, Maintenance Supervisor Chris Morpheu Interim Regulatory/P.R. Manager Karen Clementi and Norma Rodriguez.

10599

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 January, 2020 in the amount of \$4,959,801.39, Motion was seconded by Trustee Childress, put to vote and unanimously carried that the bills be paid as presented.

10600

It was moved by Trustee Funkey seconded by Trustee Childress, put to vote and unanimously carried that the Treasurer's Report for January, 2020 be approved as submitted.

10601

It was moved by Trustee Funkey, seconded by Trustee Childress, put to vote, and the Motion was unanimously carried that the minutes of the January 22, 2020 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 February. The Board also congratulated Megan Miklosik for her 5 years of service at the District. Megan works in the Lab and she has just accepted a position with the Illinois State Police Forensic Lab. The Board thanked her for her service at Fox Metro and wished her well in her new endeavors.

The Board congratulated Jennifer Hill for her 35 years of service at the District and she will be retiring tomorrow. Jennifer began working in the Billing Department and then moved to the Information Technology Department where she has worked for most her 35 years at the District.

Manager Muth and the Board congratulated her on her retirement and wished her the best in the future.

The Board Also congratulated Tim Medlin for his 35 years of service at the District he will be retiring at the end of the month. Tim works at the Plant, he began in Operations and has worked as a Maintenance Mechanic most of his career at the District. Manager Muth and the Board congratulated him for his retirement, thanked him for his service and wished him well in his new endeavors.

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 Safety & Asset Management Coordinator Dan Rivera reported on Fox Metro's safety history statistics. OSHA has a recordable incident rate and that is based off the District employee's, the employee's hours and accidents. Dan explained the method OSHA calculates the standardized incident rates. The incident rate for Fox Metro in 2019 was 3.01. The average for Fox Metro is 2.75 OSHA recordable accidents for the past four years and that is under the OSHA incident rate.

Mr. Rivera explained the U.S. Bureau of Labor Statistics five-year average as of November 7, 2019. The local Government (all categories) had an average of 5.3 total recordable cases. Service providing agencies (all categories) also had an average of 5.3 total recordable cases and Service-Providing, water, sewage, and other systems averaged a total of 5.8 recordable cases. Based on these statistics, Fox Metro's average is approximately half of the Bureau of Labor Statistics Averages.

Trustee Childress said that is exactly the information he was looking for and this information just highlights the great job the District is doing in safety. The Board congratulated Fox Metro staff for a great job.

IT Supervisor, Dan Vargas continued with the Community of Local Improvements and gave a Billing and IT update to the Board. He broke down the number of billing accounts by County. Kane County has 44,359 accounts, Kendall County, 19,492 accounts, DuPage County, 14,618 accounts, Will County, 3,144 accounts and unclassified, which are new



construction and multi-tenant facilities have 1,381 accounts which total 82,994 accounts. Mr. Vargas broke down the statistics even further by reporting the number of accounts in each municipality the District services beginning with Aurora which has the largest number of accounts, then Oswego, Montgomery, North Aurora, Sugar Grove, Boulder Hill, Yorkville, Moecherville and Batavia. Other accounts billed are wells with assumed usage, metered wells, industrial accounts and septic haulers. Mr. Vargas stated that the residential accounts make up 95.48% of all billable accounts.

Mr. Vargas also reported on the statement paper suppression rates. IT began tracking this data in 2013. The number of bills issued in 2013 were 472,768, of those bills 436,549 were printed and 36,219 were paper suppressed. Each passing year the number of issued bills, printed as well as the paper suppressed bills increased. In 2019 the number of bills issued increased and to 500,394, the number of bills printed decreased to 381,05 and the paper suppressed bills increased to 117,578 or 23.8%. The interesting facts about the increase in paper suppressed bills is that in 2019 approximately 300 two-foot trays of mail were eliminated along with 1,860 reams of paper from bills and envelopes and this saved approximately 111 trees. With the increase in the number of customers opting to paper suppression in 2019, the District saved \$54,908.93 in paper and postage.

Mr. Vargas also reported on the many payment methods Fox Metro offers customers to pay their statements. There is the 800# automated credit or debit card method. 800# for paying with a savings or checking account. Customers can pay by mailing in a check or money order or using the Chec Free website. They can also pay via the Old Second Bank Bill pay Service and Fox Metro also accepts walk in payments with cash, check, credit card or debit card. Mr. Vargas reported that the most used method of payment by customers is the 800# automated credit or debit card payment method.

The next item discussed in the Committee of Local Improvements was the CSO Annual Public Notification Meeting. Manager Muth advised the Board that he and Interim Regulatory Manager Karen Clementi will be conducting the CSO Annual Public Notification Meeting at the City of Aurora this evening. This is an annual requirement in the NPDES Permit and it is held in February each year. This is a Partnership with the City of Aurora. The presentation includes the CSO Pollution Prevention Plan, CSO Operations and Maintenance Plan, CSO Public Notification Program and CSO Long Term Control Plan. Manager Muth explained each topic in detail and answered all the questions from the Board.

Manager Muth reported to the Board what Fox Metro has accomplished during the past ten years since the Wet Weather Flow Facility was built. In 2010 Fox Metro had 11 overflows and in 2011 there were 8 overflows. The overflows decreased immediately when the Wet Weather Flow Facility was completed in 2012. Since then the plant averages less than 1 overflow per year. Compliance has been achieved because the NPDES permit allows for 4-6 overflow events per year. There were 2 events in 2019. May was the rainiest May on record and in July the plant experienced a power failure. Scheduled upgrades will be completed in November 2020 (weather permitting) which staff believes will help to further reduce the chances of overflows.

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 9:53 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. 7 to Whittaker Construction, in the amount of \$250,601.94 for O&M Building Phase II Improvement Project.

Mr. Frerich requested approval of Partial Payment No. 5 to Whittaker Construction, in the amount of \$2,765.70 for F Aeration Tanks Walkway Repairs – Phase 1.

Mr. Frerich requested approval of Partial Payment No. 4 to Whittaker Construction, in the amount of \$126,684.90 for Clarifier Vaults & Piping Improvements Project.

Mr. Frerich requested approval of Partial Payment No. 4 to Lite Construction, in the amount of \$105,300.00 for Field Operations Office Addition Phase 2 Project.

Mr. Frerich requested approval of Partial Payment No. 2 to Frank Marshall Electric in the amount of \$7,181.10 for Sugar Grove P.S. MCC Replacement Project.



Mr. Frerich requested approval of Partial Payment No. 3 to Whittaker Construction in the amount of \$117,827.10 for Filter 3 Installation Project.

Mr. Frerich requested approval of Partial Payment No. 1 to Dahme Mechanical in the amount of \$45,449.99 for Centrifuge Hopper and Support Steel Repairs

10604

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.

Mr. Frerich updated the Board on last month's bid for Fiber Optic Ductbank Improvements and the reason the winning bid was so low. He explained that between District staff and Deuchler Staff, they interviewed the two lowest bidders and both stated that they did not have any issues with their bids especially the lowest bidder which was significantly low. The bidder said he had visited the site and was comfortable doing the project as bid. Based on that, Deuchler staff contacted some references and discussed it with District staff and all agreed to award the project to Archon Construction. They have had a pre-construction meeting and are looking to begin the project soon. Manager Muth thanked Deuchler and Fox Metro staff for thoroughly reviewing the bid.


10605

At 10:00 A.M. Manager Muth opened and read aloud bids received for Three (3) 2021 24 FT. Aluminum End Dump Trailers as follows: ILOCA Services Inc., – Total Bid \$177,501.00; M&K Trailers – Total Bid \$175,438.67; Quality Trailers Sales, Inc., – Total Bid \$169,495.00; 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 Quality Trailers Sales, Inc., for \$169,495.00 be accepted and the bids from M&K Trailers for \$175,438.67, be held pending specification review and approval by Fox Metro Water Reclamation District staff.

10606

Manager Muth addressed the Board with the Manager's Report. He requested authorization to seek bids for Oswego Pumping Station Phase 2 Improvements to be opened at 10:00 a.m., on March 18, 2020 at the Board of Trustees Meeting. It was moved by Trustee Funkey seconded by Trustee Childress, put to vote and unanimously authorizing to seek bids for Oswego Pumping Station Phase 2 Improvements to be opened at 10:00 A.M., on March 18, 2020 Board of Trustees Meeting.

The next item discussed in the Manager's Report was the Annual Community Report. Interim Regulatory/P.R. Manager, Karen Clementi addressed the Board and stated that this year's Annual Community Report is very similar to last year's report, it just needed to be updated with 2019 content and some



updated artwork. The first report was created last year and the reception was fantastic. This was a natural talking piece as part of the Plant tours because even though it was created as a financial tool, it was very nice for multiple uses. Karen reviewed with the Board the content of the report in detail and outlined the updates and changes that were made.

Trustee Sotir stated she was very pleased with the updated report because it is very simple and clean. Trustee Krahn inquired how this report is distributed. Karen stated these reports are available in the lobby of the Billing Department building, they are distributed at the plant tours and a copy is sent out to all of the elected officials, mayors, alderman, State Representatives and Senators. She also stated that his report is available on the District's website for public view.

Trustee Funkey said that one of the highlights of the report is the District's Open House that was held in October. He said one of the things that impressed him was the number of kids that attended and were educated on the function of Fox Metro. He's thought is that perhaps the Open House should be an annual event because this would be the best way to reach kids and educate them regarding wastewater treatment. Manager Muth said this can be a topic of discussion with staff and if it is something that can be accomplished, it seems September is the best month to hold this type of event. He said that Downers Grove has had an annual open house for the past 30 years. Trustee Krahn said he thinks it is a good idea because it raises the awareness to the public of what Fox Metro does. He said the District is trying to reach the public and educate them regarding the flushable wipes and the unused medication and paperless billing, this would be a great tool to get those topics across. Trustee Sotir said that the staff also highlights this when they conduct plant tours. Manager Muth said more discussion is needed and will update the Board in the upcoming months.

The next item discussed in the Manager's Report is the Solar Project. Manager Muth reported that over the last couple of weeks there have been more opportunities to see where the solar project is going to be placed. The contractor has submitted site plans which show that they are planning to build it outside the boundary limits of where it was agreed per the Land Lease Agreement. Management has asked them to review the site plans and re-submit them and assign the solar panels to the ten-acre boundary that was originally discussed. The contractor communicated with Fox Metro staff that they were close to submitting their final plans to the Village of Montgomery, there are some final comments that District staff wants to work through with them before plans are submitted. Discussion ensued



Manager Muth advised the Board that this week Fox Metro will be accepting an award from the American Council of Engineering Companies for the Chicago Region at the Hyatt Regency Hotel in Rosemont, IL. This is a great honor and staff received notification last week that Fox Metro has been awarded a National Honor Award that will take place in March in Washington, DC. The Board congratulated all of Fox Metro staff and Deuchler staff for this achievement.

Manager Muth also advised the Board that Fox Metro received the local American Public Works Association Award last month at the Round House in Aurora. In March Fox Metro will be receiving the Chicago Region Award at the Medina Shrine Center in Chicago, IL.

Manager Muth reported that last week Fox Metro hosted an Operators Certification Training session. There were over 45 wastewater Operators from around the area including 17 Operators from Fox Metro. Human Resources Coordinator Pat Divine and Regulatory Manger Karen Clementi spearheaded this training in collaboration with Waubensee Community College. Karen Clementi said this is a new requirement by the State of Illinois for all Operators. Wabounsee came to the District and did the training in house. This training was also offered to Operators from different municipalities around the area, Northern and Southern Illinois as well. This training course helps to meet the amount of CEU's required every three years. Karen described the program in detail and the specific objective of the course for the Operators to receive the continued education credit.

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

Jimmie Delgado reviewed with the Board the Passageways program that will be implemented by the District to distribute and share documents with the Board and Fox Metro staff. Mr. Delgado said the purpose of this program is to deliver documents digitally and to maintain all documents in place for FOIA purposes. This program can also be utilized to sign contracts and other documents. Mr. Delgado gave a brief overview of the program outlining the advantages of using the program, the cost and the training that will be needed. Lengthy discussion ensued and Mr. Delgado addressed all the questions and concerns from the Board.

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 temporarily adjourned for Executive Session.

10608

At this time the Board Meeting temporarily adjourned at 11:00 A.M

Regular Meeting reconvened at 1:03 P.M.

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 1:05 P.M.

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