

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF FOX METRO WATER RECLAMATION DISTRICT
HELD WEDNESDAY JULY 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, July 22, 2020, 2020. Present were, Trustee Judith S. Sotir, Trustee Michael Funkey (via phone), Trustee Christopher F. Childress (via phone), Trustee David Krahn (via phone) and Trustee Randall H. Brown (via phone). Also present were Attorney Gregg Ingemunson (via phone), Manager Thomas F. Muth, District Engineer, John Frerich from Deuchler Engineering (via phone), Assistant District Manager, Jimmie Delgado, Assistant District Manager Karen Clementi, Human Resources Coordinator, Patrick Divine, and Norma Rodriguez.

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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 June, 2020 in the amount of \$2,380,701.29, Motion was seconded by Trustee Brown, put to vote and unanimously carried that the bills be paid as presented.

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

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It was moved by Trustee Childress, seconded by Trustee Brown, put to vote, and the Motion was unanimously carried that the minutes of the June 17, 2020 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 that celebrated Birthdays in the month of July. The Board also congratulated Keith Zollers for his 20 years of service at the District.

The Board gave special recognition to Lab/Environmental Compliance Coordinator Tim Rubis and Environmental Compliance Tech, Josie Woger for their service to the Community and the District. Trustee Sotir advised the Board that there was an incident where a resident was cleaning out her elderly father in law's medicine cabinet who had just passed away. She called Fox Metro to make arrangements to drop off old medicine during COVID 19 because the office was closed. It was a large amount of



medication so they needed to dispose of it properly. Tim Rubis and Jose Woger from the Lab/Pretreatment Department deal with the medication take back program and found \$8,800.00 cash in the medicine bottles when they were cleaning out the bottles for proper disposal. Tim knew who to contact because the resident had contacted him to arrange the drop off. The resident came to pick up the money and they were grateful that the money was returned to the family. The Board congratulated Tim and Josie, they were awarded a Certificate of Recognition and thanked them for their dedication to the District.

Manager Muth advised the Board that the Lab Department has lost 3 and one half full time employees in the last four months. Tim Rubis through his leadership has gotten the department through that time and Josie has been a tremendous help for going from the Pre-Treatment Department to the lab on an as needed basis, this shows that she has gone above and beyond for the District. Manager Muth and the Board thanked her for the above and beyond help to get the Lab Department through the transition period.


Trustee Krahn stated that the money found is something that should be published for the public to know. He said it is a good story and good PR for Fox Metro.

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 9:44 A.M.

In the Committee of Local Improvements Manager Muth addressed the Board and gave a presentation regarding COVID-19 Impacts. He gave an overview of staff response, re-opening the Billing lobby to the public, the financial implications and the Biobot COVID-19 wastewater tracing program.

He began his presentation with staff response and he reported that since the beginning of June when the state began its Stage 4, the District staggered the shifts for the Field, Maintenance, Automation and Electric Teams. Some teams began their shift at 6:00 a.m., and another at 7:00 a.m. The District paid a one hour differential to the team that started at 6:00 a.m. This has avoided bottlenecks at lunches, breaks and locker rooms because those activities have been staggered.



The District still continues to do daily temperature checks of all its employees and prevention measures seem to be working very well.

Teams have been catching up on tasks being completed district-wide. Since June 1, 2020, all construction at the Plant is back in full swing. The O&M building has been gaining a lot of momentum with many subcontractors being back on site. A lot of the masonry work is being completed. Many other projects at the plant are also moving forward.

Staff has been able to catch up on many preventative maintenance requests. The landscaping and housekeeping issues are caught up and it seems that in the past weeks the stress of staff has been reduced.


Manager Muth stated that staff has begun prioritization of projects and other items. This means they are doing proactive maintenance instead of only reactive. Staff is back to performing lubrication, cleaning pumps and motors at the plant and they are also jetting in collection system.

Staff has moved to upgrading and troubleshooting projects at the plant beginning with miscellaneous electrical projects, data lagging and lighting upgrades. Staff is also repairing some of the plant's odor control systems and are currently trying to utilize better technology for phosphorus analyzers.

Manager Muth reported that with regard to public reopening, the Billing Department had a "soft" reopen to the public on July 1, 2020. Customers had to wear a mask and only one customer at a time could enter the lobby. Signs were placed outside the building and sidewalk markers were placed for social distancing. A temporary employee has been hired to direct customers, and to control the flow of people in the lobby. The Billing Department had a full reopening on Monday, July 6, 2020. This was posted on social media and other media outlets in both English and Spanish.

Manager Muth explained the financial implications COVID-19 has had on the District. Fox Metro is continuing not doing shut offs since Phase 1 was implemented. Bill due dates remain the same as normal but Fox Metro is continuing to not collect late fees. The District also suspended the June 1, 2020 rate increase.

Manager Muth explained that one in 4 accounts are late in normal conditions, and that trend has extended. Due to late fees not being collected, the District has had a \$293,000.00 loss in revenue through July




14, 2020. He added that the suspension of the June 1, 2020 rate increase has resulted in the loss of revenue of approximately \$348,000.00 through July 31, 2020. This is a decision the Board is going to have to review and make when they feel comfortable with collecting late fees and resume shut offs in the future once the economy is better.

The next item discussed in the presentation was the Biobot Program. Karen Clementi explained that the Biobot Program began 10 weeks ago and it is about tracing COVID-19 levels in wastewater. She said as people use the bathroom, the viruses shed and the District wanted to participate in this program. This program was founded by MIT students, it is a nationwide program and 400 facilities are participating in tracking wastewater COVID-19 levels. Karen showed a video outlining the Biobot Program.

Karen advised the Board that staff had to decide where the samples should be taken from. She said there were weekly influent samples, they could not be in combined sewer areas because in case of a rain event, it could flush out all of the COVID samples. They wanted the samples to be mostly from a residential area because during the different phases of sheltering in place during the Governor's shut down, there was stable population, there were not a lot of people coming in from other areas and they also wanted this program to be in just one County. The reason for this is that levels can be tracked out of that County. Fox Metro chose the Boulder Hill Interceptor for this program. This was the best choice because it is just a residential area and there are very little industry or commercial businesses.

Karen said the samples have to be sent to Boston and Fox Metro's Pretreatment Department is providing the field work and a sampler was placed in the Boulder Hill Interceptor. Staff had to make sure it had a secure access to make sure no one would tamper with it and it has a 24 hour composite sample. The Field Operations is providing the flow data and the lab is providing the analytical data.

There have been 9 samples so far and Karen displayed an example of the results that are received from Boston when the samples are submitted. She explained that COVID levels were very high in the beginning and they have been decreasing. The results have changed 1% since the last sample was submitted. Karen showed a slide with the results from Biobot and she explained that based on the last sample submitted there should be 530 cases of COVID but Kendall County's report only shows 6 COVID cases. Karen said what is being discovered nationwide is that because there is so many asymptomatic people or mild cases, those people are not getting tested. She said that what Fox Metro wants to do with this data is work with Biobot to



troubleshoot this data and make sure that everything is in order because they have been inundated with orders. Staff also wants to provide reliable data to Kendall County Health Department and the public in case there is an increase of COVID levels and COVID cases begin to increase.

Karen said staff wants to begin trend analysis to work out any issues with Biobot and establish some trends and monitor this long term. She added that this week Biobot is going to have a Public outreach with media kit for the District to make sure that the information that is provided to the public is consistent with other waste water agencies and worded correctly. It needs to be made very clear that the water that is being tested is not the drinking water but what is being shed in the wastewater and that media kit will be very helpful as this program moves forward.

Trustee Brown asked how this program is being funded. Karen said this program is being funded by the District and she asked for a bulk discount from Biobot and they were able to provide that discount. Discussion ensued regarding the costs and data sharing of this program. Trustee Krahn asked if there was financial sharing for this program. Karen said not at this time but stated that she would begin a dialog with Biobot and other wastewater agencies to see if it can be accomplished. Trustee Childress asked if the program's expenses could be submitted to the State as part of the COVID Relief Fund. Manager Muth said this can be researched as the District has submitted costs for PPE equipment for the District. Trustee Childress asked how many other wastewater agencies in Illinois are participating in this program. Karen stated that Biobot would not provide that information at this time due to confidentiality issues but it is an item that is up for discussion at the next meeting with them. Karen addressed all of the Board's concerns and answered all their questions in detail.

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

The regular meeting reconvened at 10:15 a.m.

Attorney Gregg Ingemunson advised the Board with the Attorney Report. He presented to the Board for approval, Ordinance No. 892 for the Annexation of Oswego Community Unit District #308 of 39.269 Acres located in Wheatland Township. It was moved by Trustee Childress, seconded by Trustee Brown, unanimously carried the adoption of

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Ordinance No. 892 for the Annexation of Oswego Community Unit District #308 of 39.269 Acres located in Wheatland Township be approved as written.

PASSED by the Board of Trustees of Fox Metro Water Reclamation District this 22nd Day of July, 2020 by a roll call vote of 5 to 0.

Attorney Ingemunson presented to the Board for approval, Ordinance No. 893 for the Annexation of Russell C. and Lois E. Horeni of 2.05 acres in Wheatland Township. It was moved by Trustee Krahn, seconded by Trustee Childress, unanimously carried the adoption of Ordinance No. 893 for the Annexation of Russell C. and Lois E. Horeni of 2.05 acres in Wheatland township be approved as written.

PASSED by the Board of Trustees of Fox Metro Water Reclamation District this 22nd Day of July, 2020 by a roll call vote of 5 to 0.

Attorney Ingemunson presented to the Board for approval, Ordinance No. 894 for the Annexation of Ronald J. DiMonte and Betty DiMonte, property located at 5 S 262 Molitor Road, Aurora, IL. It was moved by Trustee Funkey, seconded by Trustee Childress, unanimously carried the adoption of Ordinance No. 894 for the Annexation of Ronald J. DiMonte and Betty DiMonte property located at 5 S 262 Molitor Road., Aurora, IL.

PASSED by the Board of Trustees of Fox Metro Water Reclamation District this 22nd Day of July, 2020 by a roll call vote of 5 to 0.

Mr. John Frerich addressed the Board with the Engineer's Report and requested approval of Partial Payment No. 12 to Whittaker Construction, in the amount of \$420,977.16 for O&M Building Phase II Improvement Project.


Mr. Frerich requested approval of Final Payment No. 10 to Whittaker Construction, in the amount of \$ 90,872.50 for F Aeration Tanks Walkway Repairs – Phase 1 Project.

Mr. Frerich requested approval of Partial Payment No. 9 to Whittaker Construction in the amount of \$153,624.83 for H5 Clarifier and H3, H4 and H5 Vault Improvements Project.

Mr. Frerich requested approval of Final Payment No. 4 to Walker Process Equipment in the amount of \$11,486.00 for the Clarifier H5 Mechanism Procurement Project.

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Mr. Frerich requested approval of Partial Payment No. 5 to Frank Marshall Electric, Inc., in the amount of \$41,823.00 for the Sugar Grove Pump Station MCC Replacement Project.

Mr. Frerich requested approval of Final Payment No. 3 to Dahme Mechanical Industries in the amount of \$48,929.60 for Building N Centrifuge Hopper & Support Steel Repairs Project.

Mr. Frerich requested approval of Final Payment No. 2 Utility Dynamics Corporation in the amount of \$42,871.70 for Building P1, P2, and P3 Parking Lot Lighting Upgrades Project.

Mr. Frerich requested approval of Partial Payment No. 3 to Archon Construction, in the amount of \$30,058.88 for the Fiber Optic Ductbank Improvements Project.

Mr. Frericch requested approval of Partial Payment No. 1 to Whittaker Construction in the amount of \$4,500.00 for the F Aeration Tanks walkway Repairs Phase 2 project.

Mr. Frerich requested approval of Partial Payment No. 1 to Whittaker Construction in the amount of \$4,085.55 for Building B3 Odor Control Improvements 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 and he requested authorization to seek bids for the Oswego Phase 2 Improvements Project to be opened at 10:00 a.m., August 19, 2020 at the Board of Trustee's Meeting. Manager Muth explained that this project was up for bid earlier in the year and the District received only one bid and it was significantly higher than the Engineer's estimate. Staff would like to go out to bid again to see if there are any local contractors that would like to submit compatible bids. It was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried to authorize to seek bids for the Oswego Phase 2 Improvements Project to be opened at 10:00 a.m., August 19, 2020 at the Board of Trustees Meeting.

Manager Muth requested authorization to seek bids for the Orchard Road Pump Station MCC Replacement Project to be opened at 10:00 a.m.,

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August 19, 2020 at the Board of Trustees Meeting. It was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried to authorize to seek bids for the Orchard Road Pump Station MCC Replacement Project to be opened at 10:00 a.m., August 19, 2020 at the Board of Trustees Meeting.

The next item discussed in the Manger's Report Manager Muth advised the Board that the Village Montgomery is requesting relocating an existing water main in front of the Field Operations Building on Route 31. They have provided the District with a Plat and legal description for a Permanent and a Temporary Construction Easement. The wording on the Plat is not exactly the way staff wants it based on a review with Attorney Ingemunson. Manager Muth believes the District should cooperate with the Village of Montgomery because the existing water main is located on the westerly edge of pavement on Route 31. Manager Muth stated that every time there is a water main break IDOT in Ottawa needs to be contacted for permission to repair it.

The Village of Montgomery wants to relocate this water main Westerly and it is going to disturb some of the District's existing landscaping. Staff is currently working with the Village of Montgomery to replace some of the landscaping on the property. Manager Muth said the goal today is to ask the Board for approval to have the new water main constructed on District property.

Manager Muth asked for approval from the Board and move forward with the project and work on changing the current language on the Plat with Attorney Ingemunson's assistance.


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It was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried to grant the approval requested by staff to proceed with the Village of Montgomery's Easement for Relocating Water Main Project.

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With no other business to come before the Board, Manager Muth requested an Executive Session to review prior six months of Executive Session Minutes, discuss personnel and related matters. It was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried that this meeting be temporarily adjourned for Executive Session.

The next item in the Manager's Report, Manager Muth reported to the Board that a very serious issue happened at the plant a couple of days ago at 1:30 a.m. Plant staff noticed that there were high levels of methane gas



in the engine generator building. Operations Foreman, Dale Wagner called the on call person, Maintenance Foreman, Eric Hutt. Together they collaborated what needed to get accomplished because there was a sphere loaded with approximately 70,000 cubic feet of methane gas and pressurized to approximately 75PSI. This was leaking because it blew the head gasket out of a valve and the gas was being expelled into the building.


With staff's expertise, all the right things were executed. The Fire Department was called immediately, a special crew of employees were called in that are trained to perform confined space entry, all the electrical components in the building were disconnected and staff stayed ready and able to do the correct things very calmly. Staff was able to do this because they have been trained very well and a very disastrous event was prevented.

Manager Muth thanked the quick thinking of Dale Wagner, his Operations team, Tom Tate, Jose Garcia and Juan Anguiano and Eric Hutt, his Maintenance Team, Jeremy Mathre, Brett Hake and Craig Soling. They performed a confined space entry and closed off the right valves. He also thanked the A&E Supervisor Mike Peterson who was on the phone with them instructing them how to shut off the electricity. Manager Muth said with everyone collaborating, they prevented a very potential dangerous situation. Two hours after the incident, this team was already working together trying to find the right valves and solution to the problem with the help from Mark Halm from Deuchlers. All Board members concurred that was a very dangerous event and thanked all the team members that were involved in this situation. Trustee Sotir added that the actual training is what helped this work out as smoothly as it did.

Trustee Funkey said this situation should emphasize how important training is for every employee in all different areas of the District.

Trustee Childress asked how this situation can be avoided in the future. Manager Muth said staff is working on obtaining check valves that are constructed of the proper material and that can withstand the force with a factor of safety. He said he will report back to the Board at the next month's Board meeting as to what preventative measures are being taken to avoid this situation in the future.

With no other matters coming before the Board 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 that this meeting be temporarily adjourned for Executive Session.



Jimmie Delgado addressed the Board and reported that the District applied for two grants from the State of Illinois. One grant is CURES Grant for \$81,000.00 and this includes \$24,000.00 the District has spent on PPE and other equipment and hard costs related to COVID. As far as payroll, there is one employee that most of his time has been dedicated to the COVID response for the amount of \$33,000.00. The District has estimated another additional \$24,000.00 for costs for an individual in the lobby to keep order and enforce the rules.

The other grant is the Allotment C grant which originally seemed that the wastewater agencies were not eligible for, but they did become eligible. Jimmie said the wastewater treatment facilities get overlooked because they are specialty entities and they originally just for municipalities. The District applied for \$24,000.00 for the hard cost of COVID and an additional \$21,000.00 for PPE so that it is on hand as these items are getting more difficult to obtain. Additional costs were listed related to the District staff that was off for half of the time and that is still being tracked.

Jimmie said staff is also tracking the revenue loss from the lack of the rate increase and also the foregone late fees. He believes the municipalities will be the entities that will be harder hit because they rely on tax funds.

Karen Clementi updated the Board regarding the \$2M grant that was applied for the South East Interceptor. She advised that staff has received some follow up questions and she thanked Deuchler for their assistance with that. She said this means that the District's application for the Grant is being reviewed and it is a nice sign to be considered.

Regular Board Meeting temporarily adjourned for Executive Session at 10:50 A.M.

Regular Board Meeting Reconvened at 11:45 A.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.

Board Meeting Adjourned at 11:47 A.M.

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