

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF FOX METRO WATER RECLAMATION DISTRICT  
HELD WEDNESDAY JANUARY 17, 2018**

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 17, 2018. Present were, Trustee Judith S. Sotir via Telephone, Trustee Michael C. Funkey, Trustee Christopher F. Childress, Trustee Albert E. Heriaud, and Trustee David Krahn. Also present were Attorney Gregg Ingemunson, Manager Thomas F. Muth, John Frerich from Walter E. Deuchler & Associates, Controller Jimmie Delgado, Human Resources Coordinator Patrick Divine, Operations Supervisor Joel Ilseman, Plant Manager Matt Woodin, Mike Brown from Cordogan Clark & Associates and Norma Rodriguez.

10187

The bills were presented and read. It was moved by Trustee Heriaud that the bills be allowed as read, ratify and approve the checks drawn during the month of December, 2017 in the amount of \$5,685,226.35. Motion was seconded by Trustee Childress put to vote and unanimously carried that the bills be paid as presented.

10188

It was moved by Trustee Heriaud seconded by Trustee Childress, put to vote and unanimously carried that the Treasurer's Report for December 31, 2017 be approved as submitted.

10189


It was moved by Trustee Heriaud, seconded by Trustee Childress, put to vote and unanimously carried that the minutes of the December 20, 2017 Regular Board Meeting be approved as written. Each of the Trustees having received and read copies of said minutes before the meeting.

10190

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 adjourned at 9:35 A.M.

In the Committee of Local Improvements Mike Brown from Cordogan Clark & Associates addressed the Board to review the O&M Phase 2 Building Renovations. Mr. Brown said some things have changed in the floor plan since the project was last presented. Preparation of construction documents for Phase 2 are 50% complete as of December 2017 and Phase 1 of construction has been completed. The construction site has been prepped and Mr. Brown illustrated a floor plan that



outlined where the new shop will replace the existing one. The plan also showed where the new office space, break room, toilets and lockers will be built. Mr. Brown also advised that two digesters will be reclaimed and used as the Electrical and Automation shop. Three digesters will be reused as a welding shop, tool crib and storage. Mr. Brown explained that there will be three phases of construction that will total 41,955 square feet at a total project cost of approximately \$8.5 million.

The presentation included an aerial view of the current design and Mr. Brown explained the floor plan and function of each area in detail. There was lengthy discussion regarding access and security at the building as well as the location and need of the main conference room. Purchase of a tram to transport the public on tours was also discussed. The key is that the space is needed and there will be flexibility to utilize the space for different activities in the future.

Mr. Brown continued with his presentation and said preservation of some of the original material is important and said that some of the original architecture will be salvaged and incorporated into the new design. That includes the stone arch that was the original entry in the 1928 building. Also, some original trusses from 1928 will be reclaimed and incorporated into the building. Mr. Brown continued to explain the specifics of the design.

Mr. Brown discussed products and materials that will be used in the project. He brought samples of the materials to show the Board. The first product was a liquid applied membrane that is going to be used on the roof. Mr. Brown said this product is fairly new to the industry and it is applied the same way as if the roof was getting a coat of paint. Discussion ensued regarding cost, durability, the method of application and other projects that have successfully used this product.

Mr. Brown showed the Board dri-design metal wall panels that interlock and are going to be installed on the outside of the building. This is a dry system and acts as a moisture screen that will keep the building dry. Discussion ensued regarding the cost, procedure of installation and where those panels will be placed.

Mr. Brown showed samples of brick that are being considered. He showed many samples with different colors and textures. He said he would like to use brick that is similar to the brick used at other buildings at Fox Metro.

After seeing all the samples of materials, the purpose and cost, Mr. Brown asked the Board for their preference. Trustee Funkey would like to table the decision on the materials until Trustee Sotir has an opportunity to view the samples and colors as well. All Board members agreed to table the decision to choose materials until Trustee Sotir has an opportunity to view the materials and give her input.

Trustee Funkey inquired about the landscaping and if sod was going to be planted, or if it was going to be environmentally friendly plantings. Manager Muth said he would put it under the advisement of the Environmental Committee.

Mr. Brown concluded his presentation by stating that Phase 1 of construction has been completed at \$792,000.00. Currently looking at the cost of Phase 2 to be approximately \$6.5M. Would go out to bid in April 2018 and begin construction in June 2018 and completion in June 2019. In 2019, Phase 3 would go out to bid and demolition of the 1928 building will begin. Construction would begin in spring of 2019 and completion would be in the fall with a Grand Opening in October 2019 at a total cost of approximately \$8.5M.

10191

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

The Regular Board Meeting reconvened at 10:45 A.M.

Attorney Ingemunson addressed the Board with the Attorney's Report. Attorney Ingemunson discussed the Policy Prohibiting Sexual Harassment and said that Manger Muth and staff will be working on this internally and discuss how the flow of complaints should be handled and will provide a report to the Board at a later date. This will be included in the Employee Policy Manual that will be updated this year.

In the Attorney's Report Attorney Gregg Ingemunson presented to the Board for their approval a correction to Ordinance No. 871, Authorizing and providing for an Amendment of Chapter 15 of the Code of the Fox Metro Water Reclamation District User Fees.

10192


It was moved by Trustee Funkey, seconded by Trustee Heriaud, put to vote and unanimously carried that correction to Ordinance No. 871, Authorizing and providing for an Amendment of Chapter 15 of the Code of the Fox Metro Water Reclamation District User Fees be approved as written.

PASSED by the Board of Trustees of Fox Metro Water Reclamation District this 17<sup>th</sup> day of January, 2018 by a voice vote of 5 to 0.

10193

Mr. John Frerich addressed the Board with the Engineer's Report. Mr. Frerich requested approval of Partial Payment No. 25 to River City Construction, Inc., in the amount of \$3,286,163.84 for South Waste Water Treatment Facility Project. It was moved by Trustee Heriaud seconded by Trustee Childress, put to vote and unanimously carried that payment be made in the amount of \$3,286,163.84 to River City Construction, Inc., for work completed on South Waste Water Treatment Facility Project.

10194



Mr. Frerich requested approval of Partial Payment No. 12 to Whittaker Construction, Inc., in the amount of, \$156,799.80 for Building G Improvements Project. It was moved by Trustee Heriaud seconded by Trustee Childress, put to vote and unanimously carried that payment be made in the amount of, \$156,799.80 to Whittaker Construction, Inc., for work completed on Building G Improvements Project.

10195

Mr. Frerich requested approval of Partial Payments No. 9 to R.C. Wegman Construction, in the amount of, \$426,169.00 for Building W Water System Improvements Project. It was moved by Trustee Heriaud seconded by Trustee Childress, put to vote and unanimously carried that payment be made in the amount of, \$426,169.00 to R.C. Wegman Construction, for work completed on Building W Water System Improvements Project.

10196

Mr. Frerich requested approval of Partial Payments No. 7 to R.J. O'Neil, Inc., in the amount of, \$37,084.50 for Building K Odor Control Project. It was moved by Trustee Heriaud seconded by Trustee Childress, put to vote and unanimously carried that payment be made in the amount of, \$37,084.50 to R.J. O'Neil, Inc., for work completed on Building K Odor Control Project.

10197

Mr. Frerich requested approval of Final Payments No. 4 to H Linden and Sons, in the amount of, \$50,848.09 for O&M Building Phase 1 Improvements Project. It was moved by Trustee Heriaud seconded by Trustee Childress, put to vote and unanimously carried that payment be made in the amount of \$50,848.09 to H Linden and Sons, for work completed on O&M Building Phase 1 Improvements Project.

10198


Mr. Frerich requested approval of Final Payments No. 5 to Frank Marshall Electric, in the amount of, \$37,422.50 for Sugar Grove Generator Replacement Project. It was moved by Trustee Heriaud seconded by Trustee Childress, put to vote and unanimously carried that payment be made in the amount of, \$37,422.50 to Frank Marshall Electric, for work completed on Sugar Grove Generator Replacement Project.

10199

Mr. Frerich requested approval of Partial Payments No. 4 to Whittaker Construction, Inc., in the amount of, \$35,671.50 for Clarifier D3 – Mechanism Replacement and Slab Repair Project. It was moved by Trustee Heriaud seconded by Trustee Childress, put to vote and unanimously carried that payment be made in the amount of, \$35,671.50 to Whittaker Construction, Inc., for work completed on Clarifier D3 – Mechanism Replacement and Slab Repair Project.

10200

Mr. Frerich requested approval of Partial Payments No. 2 to Whittaker Construction, Inc., in the amount of, \$2,511.00 for North Plant Improvement Project. It was moved by Trustee Heriaud seconded by Trustee Childress, put to vote and unanimously carried that payment be made in the amount of, \$2,511.00



to Whittaker Construction, Inc., for work completed on North Plant Improvement Project.

Manager Muth addressed the Board with the Manager's Report and reviewed 2017 goals and accomplishments.

1. Meet or Exceed all NPDES Permit Requirements – The District met all the permit requirements. Over 1,000 analysis were reported to the IEPA with 100% compliance. This speaks volumes to the dedication and experience and pride staff has taken to be able to accomplish this. This is the third year in a row that staff has been able to accomplish this goal. Congratulations to all personnel for this tremendous accomplishment.


Manager Muth reviewed with the Board the yearly comparison of flows, suspended solids, CBOD's and Ammonia Nitrogen. 2017 was a great year for the plant received higher flows removed more suspended solids, CBOD's and Ammonia Nitrogen compared to other years. Manger Muth is very pleased and proud of staff for their hard work and dedication to make this possible.

2. Pilot cold weather nitrification in BPR in Plant No. 4 – This was a pilot similar to the one performed in 2016. Operations Supervisor Joel Ilseman explained the purpose and results of the pilot in detail to the Board. Based on the pilot results, it confirmed that BPR is part of the North Plant Improvements

3. Pilot Tertiary Filter No. 2 for Phosphorus removal – This was not performed in 2017 and part of the issue was there was no safe reasonable way to inject Ferric Chloride in the system. One of the major factors in the North plant improvements that will begin in 2018 is Ferric Chloride storage in the lines. Once actual Ferric storage and injection points is obtained, a comparison of the other filters will be completed.

4. Implement Chlorination project renovation – A year ago staff began the simplification of the chlorination system. From May 1<sup>st</sup> through October 31<sup>st</sup> – Staff successfully chlorinated and de-chlorinated without any issues or problems (No Fecal Coliform issues) during the 6 month chlorination season. The results were operators spent less time overseeing this process and used less chemical because the limits were controlled more effectively

5. Finalize Phase I and commence Phase II of O&M Construction Project – Contractor Linden and Sons completed Phase 1 of the project. Contaminated soil was removed offsite. The roofs of the old digesters were removed, cut in garage door of digester's wall, filled in floors of old digesters and demolished old bar screen building and underground piping. Phase II of project is proceeding based on Board review.



6. Injury free work force – The goal is to be as safe as possible and be an injury free work force. There is a safety committee made up of Management and labor employees who hold safety discussions and training monthly. There were some accidents in 2017 and we will provide a full report to the Board at the next meeting.

7. Complete Building “K” air quality project – Contractor and supplier had difficulties with shop submittals and fabrication of unit. One of the skids delivered had to be rejected further causing delays. This project is very close to being finalized.

8. Improve Scada Capabilities – the reliability of the overall system has vastly improved in 2017. There have been significantly less calls after hours. Confidence levels among operators has improved. Next challenge is upgrading the system to the latest software.


### **ADMINISTRATIVE GOALS**

1. Perform studies related to BNR & BPR for South Plant and North Plant renovations – Lab reported that instead of using BOD’s, COD’s is a much better way of looking at nutrient removal in the future.

2. Expand electronic reporting/move toward paper free – Many monthly team meetings are Power Point presentations vs. paper. Purchase Orders are approved on line now versus the three-form paper form. Maintenance Department communicates via cell phones and e-mails versus paper Work Orders. Account Receivables are now electronic PDF instead of paper forms. There has been an increase of 5% of customers requesting paperless bills instead of paper and this has resulted in saving of \$35,000.00 in postage and paper per year.

3. Review collection accounts and achieve a 50% resolution rate – 2017 there were approximately \$194,000.00 in unpaid accounts. Through the efforts of the Billing Department the amount has been reduced to \$111,000.00. This amount represents accounts that have a 120 day old unpaid balance. The District now has the ability to use the Illinois Recovery Program, which means Fox Metro can collect unpaid account balances from the individual’s tax return. Besides disconnecting water service, Fox Metro also liens properties as an avenue of collecting unpaid balances. All accounts are getting worked and the Billing Department has a procedure to get them worked in a timely manner. Lengthy discussion ensued regarding improved methods of collection.

4. Install Maintenance Connect Software – The plant had Cassworks software and it has become obsolete because the software could not be updated. Currently using Maintenance Connect Software and through a team of employees, they took 9,000 assets and transferred them from the old Software to new one. The team was very successful with this monumental task.



5. Optimize odor control at strategic pumping stations – The chemical Bioxide has been changed to Magnesium Hydroxide at five pumping stations; Sugar Grove, Morgan Creek, Oswego, Illinois Avenue and North Avenue. Less chemical is used and that will result in costs savings. Will be doing the same change to five other lift stations in 2018.

6. Finalize the update of the Pretreatment Ordinance – This was completed in April of 2017. Fox Metro's Staff, Deuchler's staff and Fox Metro's attorney collaborated with the USEPA and the results were fantastic.

7. Develop a Public Relations Task Force – The Public Relations Committee has met many times and reviewed numerous items. At next month's Board Meeting there will be a presentation on the things the Committee is currently working on. The Committee is beginning to take a systematic approach in the community by organizing the events Fox Metro participates throughout the year. The purpose is to make sure that the District shares the positive message about the great work Fox Metro does. The website is frequently updated with the events that are upcoming, and the task force is working on making it more efficient. The task force has also been part of the green initiatives throughout the plant.

### **STRATEGIC GOALS**


1. Complete a Rate Study and present it to Board in March – That was accomplished and as a result of that, the Board authorized a long range Rate Increase and adopted it by an Ordinance.

2. Oversee the South Plant Construction – Staff and Deuchler's are continually working with the General Contractor and sub-contractor to bring the District a quality project on time and at cost.

3. Continue collaboration to improve the environment – Work very closely with all the municipalities that are served by the District to try to improve the sewer system. Try to communicate what the specifications are with new construction, meet with environmental groups and continue to improve knowledge to be able to meet the needs of the plant to improve the environment.

4. Develop a Succession Plan – Try to improve overall by identifying the weaknesses. Maintenance, Operations and Electrical Departments completed a 7 session electrical class at Waubensee to help improve their knowledge. Promoting education off site and off time to employees.

The next item in the Manager's Report Mr. John Frerich distributed to the Board a memo with regard to the Fox Metro Solar Energy System and ComEd Interconnection Application. He said with regard to the planned Solar System at



Fox Metro, there are two major applications that will have to take place to obtain the Renewable Energy Credits through the Illinois Power Association. One is with the Illinois Power Association and the other is the ComEd Interconnection. Mr. Frerich reviewed the application process, requirements, fees and timeline. Mr. Frerich explained the memo in detail and discussion ensued regarding how the Board wants to proceed.

The next item in the Manager's Report, Manager Muth advised the Board that on February 5, 2018 at 5:00 P.M. there will be a Public Information Meeting at the City of Aurora. This is a collaborate meeting with the City of Aurora regarding the combined Sewer Overflow Program, Pollution Prevention Plan and Operation and Maintenance for CSO Plan. These meetings are a requirement by the NPDES Permit to be held annually.

The next item discussed in the Manager's Report, Manager Muth said that Fox Metro is required to have a pre-submittal of the NPDES Permit. The current permit is good through May 31, 2018. All documentation have been submitted to the IEPA and may have some standard conditions that are under review.

Manager Muth advised the Board that there was a power outage last week and asked Mr. Matt Woodin to explain the events. Mr. Woodin said that in the last Meeting Trustee Childress asked regarding Fox Metro's Emergency Response procedures. Last week was a good opportunity to test those procedures with the power outage that Fox Metro along with many other community in the areas experienced. Mr. Woodin explained that typically when the plant experiences a power outage it usually affects one service which allows us to keep everything running at the plant. Last week the plant experience a complete power outage. ComEd experienced problems switching and it knocked power out in all of Yorkville, all of Montgomery, Aurora and other communities. Staff reacted quickly to stop any flooding. Operations and Maintenance really showed their teamwork by working together to get things accomplish to prevent an overflow. The outage lasted approximately one hour and by that time, power generators were already ordered and on their way because it was not known how long the power outage was going to last. Once the power came on staff was able to return the generators before it could become a cost to the District. Some issues were discovered because typically both services do not go out at the same time. Those issues were identified and resolved.

During the power outage Mr. Woodin visited the Administrative building to check on the Billing Department and discovered that the IT Department already had temporary power and internet connection running to make sure that Billing could still service the customers by taking payments when they came in to pay their bill.

The Field Department handled the outage well. Half of the lift stations were out and staff had temporary power running by generators.





Mr. Woodin said overall the whole District worked very well together through something that is not seen very often.

Manager Muth congratulated Operations Supervisor, Joel Ilseman on his 30 year anniversary with the District. The District is fortunate to have Joel on staff and his 30 years of experience. He has been supervising the Operations Department for the last five years and has done a great job for the District.

10201

In New Business, there was lengthy discussion regarding the current Grease Trap Program but no decisions were made.

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

Meeting temporarily adjourned at 12:05 P.M

The Regular Board Meeting Reconvened at 12:50 P.M.

10202

There were no decisions made in Executive Session.

10203

It was moved by Trustee Heriaud, seconded by Trustee Childress, put to vote and unanimously carried to approve the recommendation for the acquisition of the property subject to Condemnation as described by Attorney Ingemunson.

10204

It was moved by Trustee Heriaud, seconded by Trustee Childress, put to vote and unanimously carried to approve the Committee's recommendation regarding GRN and proceeding with the application process and enter into contract with Walter Deuchler and Associates to oversee the design of the Solar Field.

With no other business to come before the Board, it was moved by Trustee Heriaud, seconded by Trustee Childress, put to vote and unanimously carried that this meeting be adjourned.

Meeting adjourned at 12:52 P.M.