

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF FOX METRO WATER RECLAMATION DISTRICT  
HELD WEDNESDAY MARCH 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, March 20, 2019. Present were, Trustee Judith S. Sotir, Trustee Michael C. Funkey, Trustee Christopher F. Childress, and Trustee Dave Krahn. Also present were Attorney Gregg Ingemunson, Manager Thomas F. Muth, District Engineer John Frerich, Human Resources Coordinator Patrick Divine, Business Manager Jimmie Delgado, Plant Manager Matt Woodin, Maintenance Supervisor, Chris Morphey, Operations Supervisor Joel Ilseman, A&E Supervisor, Mike Petersen, Engineering & Field Supervisor Keith Zollers, Accountant Linnea Scherer, and Norma Rodriguez.

10430

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 February 2019 in the amount of \$2,447,406.20. Motion was seconded by Trustee Childress, put to vote and unanimously carried that the bills be paid as presented.

10431

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

10432

It was moved by Trustee Funkey seconded by Trustee Childress, put to vote and unanimously carried that the minutes of the February 20, 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 Fox Metro employees who celebrated birthdays in the month of January.

Trustee Sotir and the Board also congratulated Cindy Ellis for her 35 years of service at the District. Cindy will be retiring at the end of March. Manager Muth said Cindy began working for the District when it was called Aurora Sanitary District and added that she has been a model employee. Cindy is currently the Senior Customer Service Representative in the Billing Department and has an impeccable work ethic. She is at work very early every day, has an excellent attendance record and has been a great example



to her peers for the last 35 years. The Board and everyone at Fox Metro wishes Cindy the best in her retirement and new endeavors.

Trustee Sotir and the Board congratulated Dan Vargas for his 20 years of service with the District. Dan is the Assistant IT Supervisor and Manager Muth said he is a great employee and a very multi-talented individual. Dan is the go to guy with any computer or networking issues at the District and is proud to have him as a Fox Metro employee.

Trustee Sotir and the Board congratulated Derek King for his five years of service at the District. Manger Muth said Derek is the senior electrician at the plant. He is extremely skilled, he is a team player and the District is fortunate to have him.

Manger Muth recognized Maintenance Foreman-Electrician Kevin Boedewig for his recent accomplishment of completing a 4 ½ year coursework electrical training. In February, Kevin became a Certified Journeyman Electrician. The Board congratulated Kevin for his accomplishment.

Also in Public Comments, resident Jerry Bannister addressed the Board and stated that he lives at the property adjacent to Fox Metro's lift station that is located on Orchard Road. He said he and his wife are downsizing homes and are currently offering their property to different public entities as opposed to putting the home on the open market. He said offering the property to Fox Metro makes the most sense because of where it is located. Mr. Bannister distributed an aerial map of his 7.74 acre property to the Board for their review. He said approximately five acres of his property are on a floodplain. He said the benefits of Fox Metro obtaining this property is the expansion of the flat areas for the District's operations and the lower area of the property could be utilized for floodplain mitigation. He said the District has had floodplain mitigation discussions with Mr. Bannister in the past and that was resolved but if Fox Metro ever needs more flood mitigation property, this property would be ideal.

Mr. Bannister said he does plan on also offering his property to the Oswego Park District, Kendall County Forest Preserve, Village of Yorkville and Village of Oswego. The Board thanked Mr. Bannister and advised him they would take his offer under advisement.

With no other public comments reports or old business, it was moved by Trustee Funkey, seconded by Trustee Krahn, 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 9:45A.M.

In the Committee of Local Improvements Manager Muth introduced Brenda Dominguez from the Billing Department who gave the Board an overview of the Billing and Collection Procedures for Fox Metro. Brenda explained that Fox Metro currently bills 82,576 accounts and services Aurora, North Aurora, Oswego, Montgomery/Boulder Hill, Sugar Grove, portions of Batavia and portions of Yorkville. The Billing Department receives an average 3,944 customer inquiry phone calls per month including an average of 841 credit card payments. This number does not include the cash payments received at the Billing Department customer window. Brenda's presentation illustrated the steps in the collection process by stating that the first step is the issuance of the bi-monthly statement and it is due 21 days after issuance. Any payment made after the 21 days is assessed a 10% late fee. If payment is not made 14 days after the due date of the bill, the next step in the collection process is the issuance of a Water Disconnection Notice on any balances over \$50.00. Disconnections Notices are generated weekly and approximately 12,000 letters are mailed out each month. Customers are given 24 days to make payment in full of the past due balance or to contact the Billing Department to make payment arrangements to avoid disconnection of their water service. If payment or payment arrangements are not made on the disconnection balance by the due date, a list is generated of those accounts and that list is then sent to the different municipalities for disconnection. Each municipality assesses a shut off fee to Fox Metro which is charged back to the customer.

The next step in the collection process is to tag the property if the past due balance on the Disconnection Notice is not paid. Properties with multiple units, new tenants or business have to be tagged. Fox Metro tags twice every month and for the municipalities that do not tag for Fox Metro, tagging is performed in house by the Field Operations Department. Once a property is tagged, the customer is given 5 days to pay their unpaid balance. If the past due balance is not paid, a list is generated and sent the perspective municipalities for disconnection of water service.

There are instances where the water cannot be disconnected due to problems with the Buffalo box, private well, or other issues. These accounts are issued a Collection Letter and they are generated monthly. A report is generated with balances over 42 days and a letter is generated on balances over \$50.00. If the customer fails to pay or payment arrangements are not made, the next



step in the collection process is the State Debt Recovery Program. With this program, Fox Metro can submit claims on unpaid balances of \$9.99 and above. This is new to Fox Metro and began this collection process in 2018. Delinquent accounts that are sent to State Debt Recovery Program, payment can be deducted from employees, tax refund, payroll and state winnings. This method is only successful if the State is able to find a match with name and address that Fox Metro has on file.

The next step in the collection process for delinquent accounts is an Attorney letter. A list is generated with delinquent accounts where all previous collection methods have failed and have a past due balance of \$300.00 and above. The Attorney letter gives the customer 30 days to pay their balance or make payment arrangements to avoid court proceedings and attorney's fees. If after receiving the attorney letter, the customer still fails to submit payment after thirty days, the Attorney will move to obtain a court date and place a Judgment against the individual or a lien against the property. Before proceeding with Judgment proceedings, the accounts are reviewed for cost effectiveness and collectability. If a Judgment or lien is filed, any attorney's fees and court costs are charged back to the customer.

Brenda said this is just small overview of the functions of Fox Metro's Billing Department and their daily tasks. She reviewed the multiple payment options customers have to make payments on their accounts which include, mail in payments with a check or money order, automatic payment from checking or savings account, 24/7 toll free number, Fox Metro's Website and walk in payments.

10434

At this time, it was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried that the Committee of Local Improvements be adjourned and the Regular Board Meeting be reconvened.

The Regular Board Meeting reconvened at 9:55 A.M.

Attorney Ingemunson addressed the Board with the Attorney's Report and asked for approval of an Intergovernmental Agreement with the City of Aurora for the Operations and Maintenance of the CSO Facility for their approval. Manager Muth said the City of Aurora owns this facility. Fox Metro has been operating and maintaining since it was opened in 1998. This Intergovernmental Agreement is a five-year extension of the original agreement and the City of Aurora has approved it.

10435

It was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried that Approval of an Intergovernmental Agreement

with the City of Aurora for the Operations and Maintenance of the CSO Facility be approved as written.

ADOPTED by the Board of Trustees of Fox Metro Water Reclamation District this 20<sup>th</sup>. day of March, 2019 by a roll call vote of 4 to 0.

Attorney Ingemunson asked for approval of an Intergovernmental Agreement with the City of Aurora for Work Related to CSO Control Policies for their approval. Manager Muth said the City owns 15 overflows and Fox Metro owns the Interceptor. This is a collaborative effort to monitor the flows and meet to discuss issues and oversee any NPDES Permit issues. The City of Aurora generally pays 70% of all costs and Fox metro pays 30%. This collaboration has been happening over 40 years and the City of Aurora has been very aggressive with reducing the overflows.

It was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried that Approval of an Intergovernmental Agreement with the City of Aurora for the Work Related to CSO Control Policies be approved as written.

ADOPTED by the Board of Trustees of Fox Metro Water Reclamation District this 20<sup>th</sup>. day of March, 2019 by a roll call vote of 4 to 0.

Mr. John Frerich addressed the Board with the Engineer's Report and updates on Construction projects. Mr. Frerich requested approval of Partial Payment No. 39 to River City Construction, Inc., in the amount of \$362,778.68 for South Waste Water Treatment Facility Project.

Mr. Frerich requested approval of Partial Payment No. 16 to Whittaker Construction, Inc., in the amount of \$21,222.00 for the North Plant Improvement Project.

Mr. Frerich requested approval of Partial Payment No. 8 to Whittaker Construction, Inc., in the amount of \$149,552.10 for Primary Sludge Valve Vault and Piping Improvements Project

Mr. Frerich requested approval of Final Payment No. 3 to Flow-Technics, Inc., in the amount of \$10,950.00 for the Reckinger Road Pump Station Vapex Odor Control Procurement Project.

Mr. Frerich requested approval of Final Payment No. 4 to Lite Construction, Inc., in the amount of \$22,806.90 for the Oswego Pump Station Generator Building Replacement Project.

Mr. Frerich requested approval of Partial Payment No. 4 to Valley Electrical Contractors in the amount of \$5,221.00 for the Raw Sewage Pump VFD Improvement Project.

10437

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.

At 10:00 A.M., Manager Muth opened and read aloud bids for a New Six Inch Trash Pump as follows: Xylem Dewatering Solutions, – Total Bid \$37,411.14 including trade in; Second bid different model from Xylem Dewatering Solutions– Total Bid \$41,678.24 including trade in; Hydro Kinetics Corporation– Total Bid \$38,170.00 including trade in; Second Bid from Hydro Kinetics Corporation– Total Bid \$43,470.00 including Trade in; Third bid from Hydro Kinetics Corporation – Total Bid \$55,000.00 including trade in; United Rentals – Total Bid \$53,240.00 including trade in; Due to the number of different model pumps submitted for bid, all bids will be held to be reviewed by Fox Metro Staff for required specification, lowest and best bid. It was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried that all bids be referred to Fox Metro staff to be reviewed and evaluated for required specifications and determination of the lowest and best bid.

10438

Manager Muth addressed the Board with the Manager's Report. He stated there was considerable discussion last month regarding approving to seek bids for a 2019 Semi Tractor. Maintenance Supervisor Chris Morphey did extensive research to see what option was best for the District. One option is to purchase a used 2015 Semi Tractor for under \$40,000.00 and it has 650,000 miles. The option of leasing and renting the vehicle was also explored. There was considerable discussion by Fox Metro's Management regarding the District's 1992 model trailers and a specialist was brought to evaluate them. These trailers were in the mechanic shop 5 years ago with stress cracks that needed to be repaired. Manager Muth said the District is currently preparing the 2019/2020 fiscal year budget and would like to finalize figures and analyze the number of projects each department has. He said in researching the options for the Semi Tractors, it may be wiser to invest in trailers instead. Right now the District has an option if one of the Tractor Trailers is not working, Fox Metro can use the filter cake contract and hire an outside contractor to provide their Semi Tractor and trailer. Manager Muth Advised the Board that he would like to postpone going to bid for a Semi Tractor at this time until the full budget is evaluated and also evaluate the condition of the trailers for safety. These trailers are



approximately 30 years old and may be past their useful life. Discussion ensued regarding the time of year Fox Metro hauls filter cake to farms and how far these farms are located. Also discussed were other uses for the Semi Tractors and what part of the year they are needed most.

One important factor is that the District has to keep the Semi Tractors DOT qualified. Right now they are being maintained to keep them DOT qualified and it would not be wise to wait until these vehicles are beyond repair. Discussion ensued regarding the option of purchasing Semi Tractors or contracting them out and relying on another company to haul the filter cake. It was agreed by the Board to postpone going out for bid for a Semi Tractor until the safety and condition of the trailers are assessed and determine which option takes precedence.

10439

The next item discussed in the Manager's Report was the Safety Manual. At last month's Board Meeting, the Board was given the updated Safety Manual for their review. Manager Muth asked the Board if they had any comments, questions or concerns. The Board found no issues and had no questions regarding the Safety Manual and it was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried to authorize the Safety Manual as submitted by staff.

10440

Manager Muth requested authorization to seek bids for repair the large sludge storage area bracing to be opened at 10:00 A.M., April 17, 2019 at the Board of Trustees Meeting. Manager Muth stated that it was discovered that the bracing is beginning to show tension and needs to be repaired to avoid additional damage to the roof. It was moved by Trustee Funkey seconded by Trustee Childress put to vote and unanimously carried to authorize to seek bids for repair the large sludge storage area bracing to be opened at 10:00 A.m., April 17, 2019 at the Board of Trustees Meeting.

Manager Muth requested authorization to purchase Tertiary #3 and appurtenances from Aqua Aerobics. Manager Muth reported that the plant has eight tertiary filters and as part of this fiscal year's budget. Money has been appropriated to order and purchase Tertiary #3. He added that Tertiary Filter #9 was the first filter that was constructed approximately fifteen years ago. It was the first prototype by Aqua Aerobics specifically designed for Fox Metro. They have since also constructed many other tertiary filters for other waste water agencies.

Manager Muth said this would be the last filter that would be built and constructed. As part of this quote Aqua Aerobics also has upgrades of control for the other eight tertiary filters for a total price of \$1,146,903.00.

10441

These tertiary filters would aid the plant in high weather flows because theoretically the plant will have the capacity of 185 million gallons. With the South Plant coming on line, the plant will have the capability of treating over 151 million gallons. This gives the plant the factor of safety if one or two of the tertiary filters is down for maintenance or parts need to be replaced. Trustee Sotir added that some of the components of these particular model tertiary filters are outdated and need to be replaced. Manager Muth said money has been appropriated for this and it is a sole source purchase and asked authorization from the Board. It was moved by Trustee Funkey seconded by Trustee Childress put to vote and unanimously carried for authorization to purchase Tertiary #3 and appurtenances from Aqua Aerobics.

10442

Manager Muth requested Executive Session to discuss personnel and other related matters. 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 Executive Session.

Maintenance Supervisor Chris Morphey reported that the employees are training and doing SCADA testing on the south plant.

Business Service Manager Jimmie Delgado said the Billing Department has a new hire replacing an employee who just retired.

Also tracking Senate Bill 100, the update is that it was placed on the calendar for reading on March 7, 2019. There have been two witnesses filed for that particular piece of legislation and those witnesses were against the Bill. Manager Muth said Fox Metro was slated to provide testimony in Springfield but Senator Linda Holmes advised the District that she would not hear any testimony. Manager Muth was prepared with a speech and was advised not to come to Springfield because he would not be heard. Discussion ensued regarding the legality and ethics of the decision by Senator Holmes not to hear any testimony against the Bill from anyone.

Jimmie advised the Board the budget is going well. We are preparing a preliminary budget and plan to bring it to the Board at the April 17, 2019 Board Meeting.

Trustee Krahn said he just got back from Springfield and there was discussion regarding flooding around the State. He said there were concerns in the northern part of the state that flooding might hit the Fox River. He asked if there were concerns the river that would affect the plant. Chris Morphey said they have noticed that the river level is higher than normal but



right now there is not a concern that it will affect the plant. Manager Muth said that over the years Fox Metro has been working with the City of Aurora to put in backflow preventer valves to some of their large overflows and that has helped prevent the river to back into Fox Metro's original interceptor. This is another cooperative effort with the City of Aurora.

Trustee Childress said there is no new information to report regarding the Solar project. They have decided to focus on the community fields first and then give the grants behind the meters. This is a little odd because they have 4,000 applications for community fields and they are only going to be able to take 200. They want to look at all 4,000 applications instead of doing a lottery and taking 200 and if they need more take more. GRNE feels very confident that Fox Metro will get the grants needed and has applied for permits from the Village of Montgomery for the solar project.

10443

With no other New 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 temporarily adjourned for Executive Session.

Meeting temporarily adjourned at 10:30 A.M

10444

It was moved by Trustee Funkey seconded by Trustee Childress put to vote and unanimously carried that the Executive Session be adjourned and resume the Regular Board Meeting.

The Regular Board Meeting Reconvened at 10:55 A.M.

There were no decisions made in Executive Session.

Trustee Sotir advised the Board that Fox Metro was at Sci-Tech for First Friday events. At this event, Fox Metro awarded the \$500.00 scholarship and free pass to Sci-tech to the winner of the "Name the Fox" contest. She said the event went very well and the winner was very excited to receive his prize.

10445

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 at 10:56 A.M.