

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF FOX METRO WATER RECLAMATION DISTRICT
HELD WEDNESDAY JUNE 19, 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, June 19, 2019. Present were, Trustee Judith S. Sotir, Trustee Christopher F. Childress, Trustee David Krahn and Trustee Albert E. Heriaud. Also present were Attorney Gregg Ingemunson, Manager Thomas F. Muth, District Engineer, John Frerich from Deuchler Engineering, Human Resources Coordinator Patrick Divine, Accountant Linnea Scherer, Plant Manager Matt Woodin, Maintenance Supervisor Chris Morpheu, Operations Supervisor Joel Ilseman, and Norma Rodriguez.

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The bills were presented and read. It was moved by Trustee Childress that the bills be allowed as read, ratify and approve the checks drawn during the month of May, 2019 in the amount of \$2,919,861.79. Motion was seconded by Trustee Krahn, put to vote and unanimously carried that the bills be paid as presented.

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

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It was moved by Trustee Childress, seconded by Trustee Krahn, put to vote and unanimously carried that the minutes of the May 22, 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, Mr. Gordon Leach, a resident of Aurora addressed the Board. He stated to the Board that the City of Aurora provides a senior discount on their water bill and they also have rebates for the electric and gas bills. He said he would like to recommend the Board to consider a similar senior discount on the Fox Metro sewer bill. He said one of the requirements the City of Aurora has, is that the individual must live in the residence for the whole year. He stated he believes what is good for the City of Aurora would be good for Fox Metro.

Mr. Leach added that if Fox Metro considers his recommendation, the discount should be given to residents 65 years and older.



Trustee Childress commented that the rebates the City of Aurora provides seniors on the electric and gas bills, is not really a rebate. The City charges a utility tax to residents and what they are doing is rebating that utility tax.

Mr. Leach said he appreciated the information and asked the Board for consideration to his suggestion. The Board thanked Mr. Leach for attending the Board meeting and stating his concern. They advised him they will take his suggestion into consideration.

The next item in Open Comments, Trustee Sotir congratulated the Fox Metro employees who celebrated birthdays in the month of June.

The Board congratulated Andrew Klotz for his 15 years of service at the District. Manager Muth added that Andrew is a Class 3 Operator at the Plant. He worked the night shift for many years and now is working the day shift. He is a very talented Operator and he is one of the reasons why the Plant was able to treat double flows in May and thanked him for his hard work.

The Board Congratulated Safety Chairman Dan Rivera who graduated from Aurora University with a Bachelor degree in Business Administration and a Minor degree in Operational Management. The Board also congratulated Lab Technician, Natalie Ferrufino who graduated from Aurora University with a Bachelor degree in Biology.

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With no other Public Comments, it was moved by Trustee Childress, 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 adjourned at 9:40 A.M.

In the Committee of Local Improvements Manager Muth said this proposed project was brought to the Board approximately six years ago but has been delayed up to this point. He said the District has future staffing considerations in the short term and this potential build out would be a good twenty- year plan. There are additional personnel considered in the Field and Engineering Departments based on demand.

Manager Muth began with a presentation discussing the proposed Field Operations Office addition. His presentation began with slides displaying the site plan and a floor plan of the proposed addition and explained them in detail. He stated that the proposed addition includes three new offices and a conference room.

Additional slides contained views of the exterior of the building with three options of different materials considered for the project. One option includes brick addition only, second option is Hardie Siding addition and retrofit with flat roof and last option is Hardie Siding addition and retrofit with pitched roof. Each option has a different cost and all but one option include more energy efficient windows.



Manager Muth explained each option in detail reviewed costs and answered all questions from the Board. Option one has a construction cost of \$690,000.00, option two has a construction cost of 761,000.00 and option three has a construction cost of \$917,000.00 and he explained in detail what each option included. He added that option two would be the most cost efficient in his opinion because it included new windows, it would be symmetrical, it includes new roof on the whole project and esthetically is the best option for the cost.

Trustee Childress inquired the age of the building. Manager Muth said the building was constructed in the 1960's. Trustee Childress also wanted to confirm that the addition included three offices and a conference room. Manager Muth confirmed that was correct. Manager Muth added that the prices for the proposed project are very competitive.

Manager Muth explained the rationale for the needed addition is because in the last four years there has been discussion regarding the need for additional staff in Engineering and Field Departments. The decision to add staff has been postponed due to the lack of space in the building.

Matt Woodin added the District is fortunate to have the Field and Engineering building due its location right off of Route 31. This makes it easy for customers and also for other teams to respond to emergencies because it saves a lot of time. The visitors the Field and Engineering facility will be receiving are; contractors, community representatives, Public Works representatives, Engineers, Architects, construction staff and business owners coming in to apply for permits.

Trustee Krahn inquired if the addition would include new ADA codes. He was advised that the building has already been brought up to ADA codes.

Trustee Sotir said the concern is that the Field and Engineering Departments have been asking for additional staff for a while and that concern was not able to be resolved because of lack of space in the building. This building was purchased in 2010 and the District needs to look at this facility as something that needs to be upgraded.

Trustee Childress asked if the District was going to go out for bid for this project or if it was going to be using Project Management. Manager Muth said the plan is to go out for public bid. Trustee Childress inquired if plans have been drawn up for this project. John Frerich said plans were completed four years ago but those plans have to be updated based on the option the Board selects. Manager Muth believes Option 2 of the addition is the best option and again explained the reasons why.

Trustee Sotir asked the Trustees if one of them was willing to make a motion as to the option to be considered. Trustee Childress along with the other Board members agreed that Option 2 of the proposed plan is the one that financially made

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more sense and it was the one that was recommended. It was moved by Trustee Childress, seconded by Trustee Krahn, put to vote and unanimously carried that the Field Operations Department Office Addition be approved and obtain costs for Option 2.

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

The Regular Board Meeting reconvened at 10:00 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. 42 to River City Construction, Inc., in the amount of \$67,159.29 for South Waste Water Treatment Facility Project.

Mr. Frerich requested approval of Partial Payment No. 19 to Whittaker Construction, Inc., in the amount of \$205,861.50 for the North Plant Improvement Project.

Mr. Frerich requested approval of Partial Payment No. 6 to Michels Corporation in the amount of \$115,274.75 for the 2017-2018 Sanitary Sewer Interceptor Lining Project.

Mr. Frerich requested approval of Final Payment No. 11 to Whittaker Construction, Inc., in the amount of \$191,341.10 for Primary Sludge Valve Vault and Piping Improvements Project.

Mr. Frerich requested approval of Partial Payment No. 2 to Insituform Technologies USA, LLC in the amount of \$627,945.84 for the 2018-2019 Sanitary Sewer Interceptor Lining Project.

Mr. Frerich requested approval of Final Payment No. 5 to Valley Electrical Contractors in the amount of \$17,290.00 for the Raw Sewage Pump VFD Improvement Project.

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It was moved by Trustee Childress seconded by Trustee Krahn, 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. Manager Muth requested authorization to seek bids on the P-3 HVAC Controls

Upgrade to be opened at 10:00 A.M., July 17, 2019 at the Board of Trustees Meeting. It was moved by Trustee Childress seconded by Trustee Krahn, put to vote and unanimously carried to seek bids for P-3 HVAC Controls Update to be opened at 10:00 A.M., July 17, 2019 Board of Trustees Meeting.

Matt Woodin addressed the Board with a presentation and advised the Board that at the end of the presentation, Management is asking to go out for advertisement for bids for a 2019 Telehandler for the Maintenance Department.

Mr. Woodin reviewed with the Board pictures of the current piece of equipment that is currently being used at the plant. The need for a Telehandler with the South plant coming on line and the safety and economic aspect of having this piece of equipment.

Mr. Woodin explained that currently the plant is using a 2007 Kumatsu forklift. The lifting capacity is 5,500 pounds and that covers most of the plant's motors and generators and it has a lifting height of 14 feet. There are limitations to this piece of equipment being used outside. The ground clearance is only 3.9 inches and that will limit the use on certain slopes and also getting into certain buildings. The current piece of equipment can only maneuver up and down. If there is a piece of equipment that has to be retrieved outside, it has to be retrieved with the backhoe, take it to a paved area and then use the current piece of equipment to transport it safely to the next location. Between Maintenance and the Shop, the current piece of equipment gets used on a daily basis at different locations and the tires that it has are made for indoor use. In inclement weather such as snow or rain, it becomes very difficult to maneuver this piece of equipment safely.

Staff would like to consider purchasing a Telehandler and Mr. Woodin shared photos of this piece of equipment with the Board. Currently, the plant rents one of these several times a year for two to three weeks at a time. The cost to rent a Telehandler is \$900.00 per week. The lifting capacity for a Telehandler is much greater to a lifting height of 41 feet, and that is very helpful when wanting to reach fans in rooftop locations. The speed increases from 5 miles per hour to 19.5 miles per hour, there is an increase in lifting capacity of 31% versus the current piece of equipment. Mr. Woodin showed a slide illustrating this piece of equipment in use.

Mr. Woodin stated the North Plant currently has 263 pumps, 290 motors and 115 fans. The South Plant will be adding 71 pumps 42 motors and 20 fans. This is in addition to all the actuators and valves that both plants have that the Telehandler will be needed to pull them out when they need



maintenance and repair. There are 7 odor control units at the plant and they contain material that needs to be replaced twice a year and that is a big job due to the weight of the contaminated material. There are 11 chemical feed locations at the plant and some of those chemicals are moved in 500 gallon barrels. There are also four large dumpsters that need to be taken in and out of buildings when they need to be changed out.

Mr. Woodin stated with all the above mentioned uses for the Telehandler, it would be needed on a daily basis with the addition of the South plant. As the Plant's requirements grow, specifically, phosphorus and odor control, the equipment will get larger and more complicated to move around and will have to access very difficult locations. It is difficult in emergency responses to complete the work with multiple pieces of equipment. The Telehandler will make it easier to respond because it will do the work of multiple pieces of equipment.

Mr. Woodin said the cost of a Telehandler is approximately \$150,000.00 and it would be a 15-year investment depending on technology or plant needs. Currently the District spends approximately \$10,000.00 per year to lease this piece of equipment so it becomes economically feasible to purchase one. There is also an advantage of having this piece of equipment on site at all times versus having to lease it and postpone projects until it arrives at the plant. Trustee Sotir said she likes the safety aspect of the Telehandler because the current piece of equipment that is being used is not designed to perform the jobs that are currently being completed and the Telehandler is designed for all those projects and will keep staff safe. Mr. Woodin asked the Board's approval to go out to bid for a 2019 Telehandler.

Trustee Childress asked if a special license is needed to operate the Telehandler. Mr. Woodin said the Safety Coordinator is in charge of training to make sure the employees who operate that type of equipment has the correct type of certification. Currently the employees who operate the fork lift have to have a fork lift license.

Manager Muth requested authorization to seek bids for a 2019 Telehandler to be opened at 10:00 A.M., July 17, 2019 at the Board of Trustees Meeting. It was moved by Trustee Childress seconded by Trustee Krahn, put to vote and unanimously carried to seek bids for a 2019 Telehandler to be opened at 10:00 A.M., July 17, 2019 at the Board of Trustees Meeting.

The next item discussed in the Manager's Report were the proposed changes to the Employee Policy Manual. The Board of Trustees received a copy of the Manual and were asked to review the changes and discuss it at July 19,



2019 Board Meeting. These changes have been reviewed by the District's attorney. Trustee Childress asked if the District's Drug Policy would need to be changed due to the new law. Mr. Pat Divine said it will not be changed because Fox Metro is a Drug Free District and it will stay that way. Trustee Childress asked if medical marijuana would have to be addressed. Mr. Divine said use of medical marijuana at the District will be denied.

The next item in the Manager's Report, Manager Muth discussed the Waste Water Treatment Plant flows for the month of May. The plant fully treated approximately 69 million gallons per day. Additionally, 200 million gallons were treated through the wet weather facility. The totals that were treated through the plant was 74.83 million gallons on a daily average. This represents the highest flows treated in the last thirty years. All these flows were treated effectively and within permit limits. Manager Muth commended staff for doing an outstanding job.

Continuing with the Manager's Report, Manger Muth updated the Board on Phosphorus removal at the North Plant. He shared with Board charts illustrating current Phosphorus measurements at the plant and the projected measurements in two years as required by the IEPA. The charts showed the Plant is currently treating Phosphorus below the permit limits that will have to be reported to the IEPA in two years and that makes the plant being ahead of the curve. Manager Muth explained the charts in detail and answered all inquiries.

The next item in the Manager's Report, Manager Muth discussed the Spring Biosolids project. He reported that it has been a very difficult season and congratulated Maintenance Supervisor Chris Morphey for successfully coordinating the distribution of Biosolids to the farms in such a small window of opportunity due to the weather. Staff had to report to the IEPA that the plant was going to take longer than 30 days to spread and incorporate the Biosolids on one field.

At this time Manager Muth requested an Executive Session to Review prior six months of Executive Session Minutes, discuss personnel, and other related matters.

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

Plant Manager Matt Woodin reported that May was an extremely busy month for staff and the team started showing a little fatigue. Things are



starting to get a little back to normal so everyone is being proactive and working on different projects. Maintenance, Automation and Electrical have been doing a great job on taking on new tasks. Members of staff are very skilled and are currently working on some projects that in the past would be contracted out. The Operations Department is doing a great job in continuing to learn the new equipment that is coming on line with Phosphorus removal and handle the high flows. The three supervisors at the Plant have been dedicating a lot of time to the South Plant to make sure there is a smooth start. They are making sure the equipment is running and Scada is communicating properly. The support they are getting from their foremen to continue operations is really showing how well the all the Plant teams are communicating and operating as a whole.

Accountant, Linnea Scherer reported her department is preparing for the auditors in August for the year end audit and the Union Contract was just processed.

Trustee Sotir and the Board congratulated Dan Vargas on his promotion to I.T. Supervisor.

Human Resources Coordinator, Pat Divine reported his department will soon be conducting interviews for a couple of open positions at the District.

Meeting temporarily adjourned for Executive Session at 10:40 A.M

The Regular Board Meeting Reconvened at 11:10 A.M.

There were no decisions made in Executive Session.

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It was moved by Trustee Childress, seconded by Trustee Krahn, put to vote and unanimously carried that the status of the Executive Meeting Minutes of December 19, 2018 through May 22, 2019 remain closed and be kept sealed.

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

Meeting adjourned at 11:12 A.M.