

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF FOX METRO WATER RECLAMATION DISTRICT
HELD WEDNESDAY MARCH 18, 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, March 18, 2020. Present were, Trustee Judith S. Sotir, Trustee Michael Funkey, Trustee Christopher F. Childress (via phone), and Trustee David Krahn. Also present were Attorney Gregg Ingemunson, Manager Thomas F. Muth, District Engineer, John Frerich from Deuchler Engineering, Business Services Manager, Jimmie Delgado, Interim Regulatory/P.R. Manager Karen Clementi and Norma Rodriguez.

10609

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, 2020 in the amount of \$1,951,637.72, Motion was seconded by Trustee Krahn, put to vote and unanimously carried that the bills be paid as presented.

10610

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

10611

It was moved by Trustee Funkey, seconded by Trustee Krahn, put to vote, and the Motion was unanimously carried that the minutes of the February 19, 2020 Regular Board Meeting be approved as written. Each of the Trustees having received and read copies of said minutes before the meeting.

10612

With no Public Comments, 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 9:35 A.M.

In the Committee of Local Improvements Manager Muth addressed the Board with COVID-19 concerns at the District. He began by explaining the measures the District has taken to date. This pandemic is calling for extreme measures and Fox Metro staff is meeting daily to discuss how to handle this the best way possible. Management is tasked with obtaining the



latest information and communicating it to staff. Yesterday a meeting was held with Managers and Supervisors to discuss the measures that need to be taken to keep the District operational. The State and Federal Government is advising the public to stay home and Fox Metro is in the business of health, safety and welfare of the residents and there has to be staff on hand to be able to run the plant and conduct business. Manager Muth believes the best way to do this is to have enough Operators at the Plant to continue running the Plant. Management reviewed what minimum staffing was needed in order to accomplish this. Employees from other Departments at the Plant have been cross trained in the past and are qualified today to operate the Plant. The District has enough staff to minimally run the plant and rotate Operators and this system will be implemented on March 19, 2020. This rotation of employees is to separate and have a safety factor so we have healthy employee shifts come in and operate the Plant and Administrative, Lab, Billing and Pretreatment staff will have to follow suit. All these departments will operate with 50% staff and alternate the weeks employees come in to work.

All buildings at the District will be closed to the public due to implementing social distancing safety. Every employee of the District is being affected by the safety implementations of the State.

Trustee Krahn asked if District has relationships with other waste water Districts that can share some of their operators in case all of Fox Metro operators get infected with the virus. Manager Muth said the District does have very good relationships with many other wastewater agencies, but borrowing operators would be a difficult because those other agencies will probably be in the same situation. It would also be difficult to run Fox Metro's plant because it has different dynamics, different equipment and the telemetry is different than other wastewater treatment facilities. But in case of an emergency he is sure other agencies would be willing to share operators and Fox Metro would do the same. Manager Muth also stated that the District also has subcontractors on hand that would help with other areas of the plant such electrical, automation, plumbing and maintenance in case Fox Metro's employees are ill and cannot come in to work.

Trustee Sotir asked the rest of the Board for their input and authorization to implement the emergency procedures that Manager Muth discussed. After discussion all Board Members concurred and authorized the implementation of Fox Metro's emergency plan. Discussion ensued regarding employee pay, working from home and on call options.

Trustee Childress inquired if there were any employees that were suspected of having COVID-19. Manager Muth said there are two employees that are staying home as precautionary measures. He said one employee attended a conference outside the State and felt very ill when she returned from the conference and the other employee traveled to Arizona and developed bad cold symptoms and she was sent home. Both have been in contact with their physician and at this time they do not have COVID-19 but are staying home for two weeks as a health measure.

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

The Regular Board Meeting reconvened at 9:45 A.M.

Attorney Ingemunson advised the Board that the Intergovernmental Agreement that is on the Agenda be tabled to April 15, 2020 meeting.

Mr. John Frerich addressed the Board with the Engineer's Report and updates on Construction projects. Mr. Frerich requested approval of Partial Payment No. 8 to Whittaker Construction, in the amount of \$707,840.99 for O&M Building Phase II Improvement Project.

Mr. Frerich requested approval of Partial Payment No. 6 to Whittaker Construction, in the amount of \$202,229.01 for F Aeration Tanks Walkway Repairs – Phase 1.

Mr. Frerich requested approval of Partial Payment No. 5 to Whittaker Construction, in the amount of \$190,755.00 for Clarifier Vaults & Piping Improvements Project.

Mr. Frerich requested approval of Partial Payment No. 5 to Lite Construction, in the amount of \$84,498.05 for Field Operations Office Addition Phase 2 Project.

Mr. Frerich requested approval of Partial Payment No. 3 to Frank Marshall Electric in the amount of \$29,567.70 for Sugar Grove P.S. MCC Replacement Project.

Mr. Frerich requested approval of Partial Payment No. 1 to H. Linden & Sons in the amount of \$65,493.00 for Sugar Grove Pump Station Force Main Bypass Project.

Mr. Frerich requested approval of Partial Payment No. 4 to Whittaker Construction in the amount of \$18,569.70 for Filter 3 Installation Project.

It was moved by Trustee Funkey 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. He advised the Board the District has received only one resume for the Board of Trustees position and his name is Randall Brown. Application submission period has expired and the next step is to notify the Legislators and Senators that the District has one applicant. The District will be holding a public meeting and that will take place in concurrence with the April 15, 2020 Board Meeting. Trustee Sotir suggested holding a conference call where everyone can attend the meeting by dialing in instead of attending in person. Manager Muth said that will have to be the case because the Governor's Declaration stated businesses can conduct phone conference meetings and he will work with the IT Department to accommodate this option. When the Notice of Public Hearing gets published, it will contain a phone number and access code that everyone can dial in to the meeting. Trustee Funkey stated that all Legislators and Senators should be advised of the date and time of the Public Meeting and give them the phone number and access code they should use to phone in.

Next Manager Muth advised the Board the District received correspondence from the IEPA advising that Fox Metro is in compliance with their Pretreatment Compliance Inspection they conducted. They listed some very small items they required the District to adjust in the Ordinance and do differently in the Field. Staff has corresponded back to the IEPA advising them how those changes will be implemented.

Manager Muth advised the Board the Annual IAWA Mini Conference in Springfield has been cancelled. Karen Clementi advised that all the Plant tours that were scheduled for April have been cancelled due to school closings.

The American Public Works Association Chicago Chapter awarded Fox Metro project of the year. Trustee Krahn suggested posting the picture on our website and Facebook page and also doing a press release.

Manager Muth advised the Board that for the past two months Management and staff have met to establish what kind of core values they



want to work under. Management has gone to each department and asked the employees to come up with the core values they believe their respective department should abide by. Each department has come up with core values and Management wants the employees to take ownership of them and then as an organization combine those core values and live by them. This has been a very good exercise and has developed a very positive work environment for the District.

Trustee Sotir said another positive aspect is that in the Public Relations meetings employee recognition is discussed. The District wants to recognize employees for more than just their value at the District but to the organization as a whole. It was also discussed the possibility of bringing an individual to the Board Meetings every month and recognizing them for going above and beyond in the workplace and as a Board letting them know that they are appreciated. She gave examples of some employees that currently have gone above and beyond the job. Trustee Krahn said an employee getting recognition for what they have accomplished means a lot to them, it makes them feel they are an appreciated part of the organization and all Board members concurred. Trustee Funkey stated that in addition to these employees being recognized in the Board Meetings, he suggested sending something to the employee's home to further support that recognition. Trustee Krahn suggested also posting these employee recognitions on the District's Facebook page.

At 10:00 A.M. Manager Muth opened and read aloud bids received for Oswego Pump Station as follows: Lite Construction, – Total Bid \$124,799.00; The Engineer's Estimate for this project is \$100,000.00. After Discussion and based on recommendation of staff, it was moved by Trustee Funkey, seconded by Trustee Krahn, put to vote and unanimously carried that the bid from Lite Construction, for \$124,799.00 be rejected. This project is to be tabled and brought back to the Board when it is necessary.

Manager Muth continued with the Manager's Report and asked the Board for authorization to close the lobbies and stop public access in the and Administration Building and Executive Building. Fox Metro has temporarily suspended all water shut offs. Customers will not be able to make in person cash payments at the Billing window, but they have many other payment options. The customer can drop off their payment at the drop box in front of the building, they can pay their bill over the phone or on line. After discussion regarding the reason for the safety measures



for closing the lobbies, the Board authorized the decision to stop public access to the buildings and post this decision on the website and statements.

The next item discussed was the issue with some Annexations that still need to be recorded. Fox Metro staff is working with different Counties to get this accomplished. This needs to be accomplished in the next year so these parcels that need to be annexed can be included in the ballot and residents can vote when the new Trustees are up for election. Discussion ensued.

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

10616

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

At this time the Board Meeting temporarily adjourned at 10:11 A.M

10617

It was moved by Trustee Funkey, seconded by Trustee Krahn, put to vote and unanimously carried that the Executive Session be adjourned and the Regular Meeting reconvene.

Regular Board Meeting reconvened at 12:07 P.M.

There were no decisions made in Executive Session.

10618

At this time, it was moved by Trustee Funkey, seconded by trustee Krahn, put to vote and unanimously carried to approve the recommendation of staff regarding the pay scale to be determined for the position of Assistant District Manager.

10619

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

Meeting adjourned at 12:08 P.M.

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