

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF FOX METRO WATER RECLAMATION DISTRICT
HELD WEDNESDAY AUGUST 19, 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, August 19, 2020. Present were, Trustee Judith S. Sotir, and Trustee Randall H. Brown. Trustee Michael Funkey (via phone), Trustee Christopher F. Childress (via phone) and Trustee David Krahn (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, Engineering and Field Supervisor Keith Zollers, Assistant Engineering Supervisor Michael Frankino 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 July, 2020 in the amount of \$2,280,351.51, Motion was seconded by Trustee Childress, 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 July, 2020 be approved as submitted.

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It was moved by Trustee Funkey, seconded by Trustee Childress, put to vote, and the Motion was unanimously carried that the minutes of the July 22, 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 August.

Trustee Sotir advised the Board that the District received a letter from U.S. Representative Lauren Underwood congratulating Fox Metro on earning the American Public Works Association's Public Works Project of the Year Award.

The Board also congratulated Keith Zollers for his 20 years of service at the District. Manager Muth gave a brief history of Keith's career at the District.



Keith currently is the Engineering and Field Supervisor. Keith has completed his Associates Degree, his Bachelor's Degree and in a matter of weeks he will be receiving his MBA. Keith is an integral part of the staff at Fox Metro and the District is fortunate to have him.

Manager Muth said last month the Plant had a severe issue with Methane gas leaking from the Sphere into Building E. Other Wastewater Agencies like City of Chicago and Village of Kankakee had similar issues and sustained damage to their buildings. He said Fox Metro's crew did a fantastic job of averting a catastrophe and introduced the members of the team that were involved in the incident. They were: Dale Wagner, and his staff Tom Tate, Jose Garcia, Jose Velazquez and Juan Anguiano. This team began the safety process and called the Maintenance Foreman Eric Hutt who made the recommendation to shut the building down and the fire department was called within 15 minutes of the original response. The safety team was then called who are trained for confined space emergencies. This team consists of Craig Soling, Jeremy Mathre and Brett Hake. Manager Muth said this team came in, knew exactly what needed to be done and help avert a very dangerous situation. He said he is very proud of how they all handled the situation with efficiency and professionalism. Manager Muth said the very next day the teams got together and devised a plan to correct the issue. He is happy to report that the issue has been resolved and a new valve has been installed. Maintenance Supervisor Chris Morphey and Mark Halm from Deuchlers did a great job in researching where to obtain the proper valve and getting the right contractor to install it.

Trustee Sotir said she believes the District has the best staff and the Board appreciates every single one of them not just for this incident but for every single thing the Plant does with such professionalism.

Manager Muth said the Safety Coordinator, Dan Rivera has lifted the professionalism of staff over the last 5 years to get them to the level that they currently are so that the District can take care of its own problems and issues. Discussion ensued regarding different ways the response team should be recognized. Trustee Funkey said that the in house safety training the District provides for its employees should also be emphasized.

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 9:45 A.M.



In the Committee of Local Improvements Manager Muth addressed the Board regarding the Proposed Sanitary Sewer Overhead Assistance Program (SOAP). He stated that this is a project that the District has been wanting to accomplish for many years. Staff is currently in a position to bring this program to the Board in a conceptual manner. They would like the Board's input to see if there is going to be the ability to move forward with this in the future. Karen Clementi began the presentation by explaining that the entire Field Team has been working on this SOAP and as Manager Muth mentioned, it has been in the plans for several years and staff has worked extremely hard on this for the Board's consideration. Karen acknowledge everyone that has worked on this program. She explained that SOAP is a Residential Reimbursement Program where the homeowners would reroute the existing plumbing in their home. She said it is important to note that this program is consistent with surrounding communities such as Aurora and North Aurora whom already have a program in place. Karen said Fox Metro would like to target more of the unincorporated areas of the District with this program and that is to prevent basement backups (sanitary sewer overflows, (SSO's)).

Karen stated that Sanitary Sewer Overflows are illegal under the Clean Water Act. As part of the District's NPDES permit Fox Metro needs to do everything that it can to prevent them. Due to heavy storms occurring more frequently basement backups become more of an issue. Karen said Fox Metro is targeting the unincorporated areas because they tend to be more of the low income areas and this would bring them some relief by reimbursing part of the cost to the customer. The team wants to begin this project, not just because it has been planned for many years, but due to the shelter-in-place is also leading to more home improvements and it may be a good time to offer this program to the homeowners. Lastly, because of COVID19, basement backups could pose additional health issues.

Karen displayed a Local Municipal Program Summary slide that was updated in June 2020. It showed other programs that other municipal partners are offering. What the team really wanted to stress to the Board today was that since 2013 there has only been 34 homeowners that have taken advantage of their municipal programs. Karen stressed to the Board that this is not a huge financial commitment by the District. She said that once the District announces the program she believes only a handful of homeowners are going to want to take advantage of it.



As Karen mentioned before the program will target the unincorporated areas because those areas are not covered by an existing program and Fox Metro's program would be supplemental to those to the existing programs.

Karen displayed a slide which contained a map of the District homes that have partial basements, full basements and it also contained areas that are known for sewer backups. She explained the map in detail.

Keith Zollers continued with the presentation and he presented a slide with samples of basements that his department had to respond to calls received in the middle of the night due to sewer back-ups. He explained each picture in detail and explained how these homeowners would benefit from this program.

Keith displayed another slide which explained the schematics of the Overhead Sanitary Sewer System. He explained the system in detail and how it operates and answered all questions.

Keith said the Engineering Department staff have researched all the different programs all the other municipalities offer and most of them offer a 50% cost sharing program and it ranges from \$3,500.00 to \$6,000.00. Fox Metro is looking to follow that similar program. It will be a little bit different because this program is proposed to be offered to the homeowners who already have the other municipality programs offered to them and will also include the incorporated areas. The way the cost sharing program is broken down is that Fox Metro will offer 15% reimbursement to the homeowners who have received the 50% reimbursement from the municipality they live in so they would receive a total reimbursement of 65%. To be fair, Fox Metro will offer 65% reimbursement up to \$5,000.00 for the homeowners in the unincorporated areas.

Trustee Sotir asked how much does one of these Overhead Sanitary Sewer Systems costs. Manger Muth said the cost would vary depending on the home. Karen said the information she received from Eric Schoeny from the City of Aurora is that their average check reimbursement is approximately \$2,800.00. Trustee Sotir asked if there can be some research regarding assistance for this program for Seniors.

At 10:00 A.M. Manager Muth opened and read aloud bids received for Oswego Pump Station Phase 2 improvements Project as follows; Tandem Construction, Inc., – Total Bid \$105,500.00; Paul Borg Construction Co., – Total Bid \$150,000.00; Red Feather Group – Total Bid \$67,770.00; Cosgrove Construction, Inc., – Total Bid \$125,902.00; Lite Construction,

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Inc., – Total Bid \$107,700.00. The Engineer’s estimate for this project is \$110,000.00. After Discussion and based on recommendation of staff, it was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried that the bid from Red Feather Group, for \$67,770.00 be accepted and the bid from Tandem Construction for \$105,500.00, be held pending specification review and approval by Fox Metro Reclamation and Deuchler staff.

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At 10:10 A.M. Manager Muth opened and read aloud bids received for Orchard Road Electrical PS Upgrades Project as follows; Frank Marshall Electric, - Total Bid \$316,984.00; Bandwith Management, Inc., - Total Bid \$485,000.00; Valley Electrical Contractors – Total Bid \$317,700.00; Broadway Electric, Inc., - Total Bid \$387,000.00. . After Discussion and based on recommendation of staff, it was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried that the bid from Frank Marshall in the amount of \$316,984.00 be accepted and the bid from Valley Electrical Contractors in the amount of \$317,700.00 be held pending specification review and approval by Fox Metro Reclamation and Deuchler Staff.

The Committee of Local Improvements resumed and Trustee Childress asked if Fox Metro was going to be doing any of the work in the homes or just providing the refund. Keith said that the homeowner is responsible to hire a contractor to perform the work in the home. Fox Metro is going to require that the homeowners pre-bid the job and we will make sure that they are a bonded contractor in the District. Fox Metro will work with the homeowner to make sure the work they receive is what should be done in their home to prevent any future backup in their basement. Trustee Childress asked if the refund for the system would go directly to the contractor or the customer. Keith said the refund would be paid directly to the customer to eliminate Fox Metro from being involved with the contractor. The process is that the homeowner would hire a contractor, have the work performed, Fox Metro will then go and inspect the work to make sure the work was performed correctly and passes the inspections. The Customer would then submit a receipt for the work after it has been completed to Fox Metro and then they will be issued a refund based on what the Board authorizes. Keith said the only process Fox Metro will be involved in will be that it will issue the permit, will recognize on the permit who the contractor is, an inspection will be set up through the Engineering Department, Fox Metro’s Plumber will go and inspect the project to make sure all the work was completed properly and then a refund will be issued.



Trustee Childress asked how Fox Metro's staff plans on notifying the homeowners and other municipalities of this program. Keith said the municipalities will see it first because they will see a copy of Fox Metro's inspection. The way the community will be notified, Karen will add the information on the District's website, it can be printed on the Fox Metro bills and when a call is received that there is a sewer backed up, the program can be offered to the homeowner at that time.

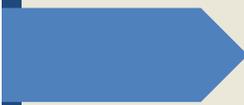
Trustee Childress inquired the approximate number of homes that would benefit from this program. Keith and Karen said there are hundreds of homes that would benefit from this. Karen added that in Boulder Hill there are approximate 600 homes with basements. She believes it is going to be limited at first to those pocket of homes where there have been back-ups. Keith said there are three other communities besides Aurora that have a history of sewer backups that would also benefit from this program. Karen said this program would not benefit new constructed homes because they probably already have the Overhead Sewer System because overhead sewers have been required in any new constructed houses in the District for the last five or six years. This program is mostly to help the homeowners that live in older homes that have sewer back up issues.

Trustee Childress suggested there should be an annual cap on the funds that will be distributed for this program. Karen said Fox Metro would like to put an annual cap of \$50,000.00 and it would be added to the annual Engineering budget. The team would like to do a soft roll out this fiscal year with a maximum cap of \$25,000.00 and this would be funded by late fees to help people that are struggling financially. If there is a big demand, some homeowners may have to be placed on a waiting list or the team may come back to the Board to get authorization to raise the cap amount.

Trustee Sotir inquired if a letter can also be sent out to advise the seniors in the area who do not have access to a computer about the program. Karen said there is a township letter that goes out in Boulder Hill and the team would like to advertise the program in that newsletter and the same can be done with Aurora Township. A message can also go out on the Fox Metro bills. The next step for this program is to bring the Board a more formal plan for their consideration and approval.

Trustee Sotir said she likes these kinds of projects because they help the community and they help the sewer system function better.

The next item in the Committee of Local Improvements Mike Frankino updated the Board on the County Parcel Annexations. He advised the



Board that approximately 225 parcels were discovered that have not been annexed into the District. These are files that have fallen through the cracks in the past 25 years. This project is to get all the parcels that have not been annexed recorded to make sure that all the citizens in those counties are able to vote for the future Board of Trustees at the District. Mike Frankino and Deuchler staff have done a fantastic job in completing this task.

Mike addressed the Board and showed a slide representing the areas of the District where parcels have not been annexed in different counties. He said with the elections coming in 2021 and 2023 right now the focus is on Districts 3 and 4 of the District's service area to make sure all of the parcels are annexed so the residents are able to vote for the District's Trustees. Mr. Frankino displayed a slide of a District map and explained that District 3 and 4 were located in Kane, DuPage, Kendall and part of Will County. He also showed how the map looked before the project began. He explained the process of the project to the Board and stated the goal is to get all of those parcels coded by the Counties belonging in the Fox Metro District. These homes will now see Fox Metro in their tax bill but without an assessment and will allow all of the residents in those parcels the ability to vote for Fox Metro District's Trustees.

Trustee Childress suggested for staff to do a search and see if any of those homes that have not been annexed and recorded are being billed by Fox Metro. Mr. Frankino stated he does not believe there is a correlation between the two but said he appreciated the suggestion and said staff will research to make sure that all those properties are in Fox Metro's billing system. Mr. Frankino advised that he would report back to the Board once the project was completed. Discussion ensued and Mr. Frankino addressed all of the Board's questions and concerns.

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 10:18 a.m.

Attorney Gregg Ingemunson advised the Board there was no Attorney Report this month.



Mr. John Frerich addressed the Board with the Engineer's Report and requested approval of Partial Payment No. 13 to Whittaker Construction, in the amount of \$415,917.10 for O&M Building Phase II Improvement Project.

Mr. Frerich requested approval of Partial Payment No. 10 to Whittaker Construction in the amount of \$124,594.65 for H5 Clarifier and H3, H4 and H5 Vault Improvements Project.

Mr. Frerich requested approval of Partial Payment No. 6 to Frank Marshall Electric, Inc., in the amount of \$10,283.40 for the Sugar Grove Pump Station MCC Replacement Project.

Mr. Frerich requested approval of Partial Payment No. 2 to Whittaker Construction in the amount of \$73,417.90 for the F Aeration Tanks walkway Repairs Phase 2 project.

Mr. Frerich requested approval of Partial Payment No. 2 to Whittaker Construction in the amount of \$15,141.96 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 advised the Board that several projects at the plant should be completed soon. The South plant is working though HVAC issues and it is estimated that within the next two months staff will begin training and close out that project.

The Field Operations building renovation project is approximately 98% completed and it is estimated that it will be fully completed in approximately one month. Some members of the Field Operations staff have already moved into their new offices.

The Ductbank project should be completed in approximately 30 days. In the meantime staff is working with the SCADA project and Deuchler is helping with the design. This project should be out to bid later this Fall.

The A&E team has been working to use smart technology for the South Plant lighting. This lighting will be energy efficient and will help with light pollution.



Manager Muth congratulated Jose Velazquez for obtaining his Class 4 Wastewater Operator's License. He also welcomed Steve Polaskey as a new member of the Lab Department's staff.

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With no other business to come before the Board, Manager Muth requested an Executive 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.

Regular Board Meeting temporarily adjourned for Executive Session at 10:55 A.M.

Regular Board Meeting Reconvened at 11:45 A.M

There were no decisions made in Executive Session

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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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