

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF FOX METRO WATER RECLAMATION DISTRICT
HELD WEDNESDAY SEPTEMBER 23, 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, September 23, 2020. Present were, Trustee Judith S. Sotir, Trustee Michael Funkey, Trustee Randall H. Brown and Trustee Christopher F. Childress (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, Project Engineer Drew Zeipen, and Norma Rodriguez.

10696

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 August, 2020 in the amount of \$1,712,332.44, Motion was seconded by Trustee Childress, put to vote and unanimously carried that the bills be paid as presented.

10697

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

10698

It was moved by Trustee Funkey, seconded by Trustee Childress, put to vote, and the Motion was unanimously carried that the minutes of the August 19, 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, Manager Muth introduced Fox Metro's new Project Engineer, Drew Zeipen to the Board. Drew has completed his first month with the District and he is a welcome addition to the staff. Drew has been part of numerous projects so far and has fitted right in.

Trustee Sotir congratulated all of the Fox Metro Employees that celebrated Birthdays in the month of September.

Manager Muth shared with the Board the Plaque Award Fox Metro received from the American Public Works Association.

Manager Muth advised the Board that Fox Metro's project was submitted to the American Society of Civil Engineers and he was happy to report that the District has received that award also. He said it is an honor to receive it and he is very proud to report this to the Board. The Board congratulated staff and Deuchlers for this accomplishment.

Special recognition was given to Customer Service Representative Sonia Martinez for going above and beyond in collecting a 30 year old unpaid sewer bill. This was a Well Account and services could not be disconnected. Fox Metro filed several Liens against the property without success. Through negotiations with the customer she was able to negotiate a payment of approximately \$9,000.00. Sonia received a Certificate of Recognition for good character, integrity and dedication to the Fox Metro mission.

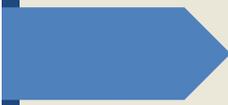
With no other Public Comments, it was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried that the Regular Board Meeting be temporarily adjourned for the Committee of Local Improvements.

The Regular Board Meeting temporarily adjourned at 9:45 A.M.

In the Committee of Local Improvements Manager Muth addressed the Board to discuss the progress of the O&M Building. He gave the Board a presentation and said this project has been in progress for approximately one year, the approximate cost of the project is \$14.4M and the plan is to have staff occupy the building in the beginning of February. The final project should be completed by Summer of 2021. Manager Muth listed the items that still need to be completed by contractors to finish the project.

Manager Muth displayed slides outlining different areas of the O&M building such as employee lunch rooms, locker rooms, and management offices. He explained in detail the progress of construction of the building, the purpose for each of the areas of the building and answered questions and addressed all concerns.

Karen continued with the Committee of Local Improvements and gave the Board a presentation updating them regarding SOAP (Sanitary Sewer Overhead Assistance Program) and would like the Board to comment and give their approval to move forward with the program. Karen advised the Board that staff would like to do a soft roll out of the program with a maximum of \$25,000.00 this calendar year and this would be funded with late fees and miscellaneous fees collected.



To qualify for this program, the homeowner would be required to seek three (3) estimates from a licensed contractors and the big piece of this will be that there will be inspections throughout the project to make sure the work is being performed correctly.

Since the discussion last month with the Board, staff has completed some important pieces of the program. The Website and Facebook announcements are ready to be posted as soon as this is approved by the Board. Next week staff will be meeting with Oswego Township to speak with them regarding this program and seek their help in launching it.

As previously discussed, Boulder Hill is one of the target areas for this program. An application packet and a checklist of procedures has been completed by staff. Karen said all that is needed is the Board's approval to announce and launch this program to the Public. Karen displayed to the Board a sample of how the website looks so far and explained it in detail.

Karen reiterated that staff wants to do a soft roll out to see how much interest and participation it generates. She said that if there is not a lot of interest in the beginning in the program, staff would like to reach out to the public by sending correspondence to the areas of Boulder Hill that have a high pocket of sewer back-ups.

Trustee Sotir said she is very much in favor of this program because it will give cost savings to the District in the long term. With no questions or comments from the Board, it was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried to approve the recommendation of staff to proceed with the public announcement of the Sanitary Sewer Overhead Program (SOAP).

The next item discussed was the COVID-19 Service Continuity Plan. Mr. Jimmie Delgado said this stems from an issue the District had with the Lab. The Lab did encounter an exposure and the whole team was out for 14 days. This situation alerted Management to some of the weaknesses that the District has. This situation showed the need for increase separation. The goal is to keep all employee working as much as possible but also maintaining some separation if there is some exposure, the District can still run at an acceptable capacity not just the bare minimum.

Jimmie said there is a second wave starting of COVID-19. Some teams and subgroups now have a "designated survivor" plan in case of an outbreak. The District has now instituted more prevention measures and they include: Aerosol disinfection foggers, staff has gone back to more on line meetings,



employees using mobile app to punch in and out instead of using touch pad and all employees are being provided with keyfobs to gain entry into buildings instead of using touch pad to eliminate contamination.

Jimmie said that the Maintenance Department is probably the most vulnerable team. There are 14 members of the Maintenance Department, at all times, there are contractors and members of the Operation Team interacting in one area. This increases the potential of cross contamination. To help reduce the potential of cross contamination, Management has divided the teams and plan to get 2 modular buildings (trailers). One team will be located at the North Plant and the other will be located in trailers at the South Plant. Staff found this to be the most effective way to obtain separation in the teams to help minimize contact and contamination. These trailers will be equipped with fresh water for sinks, sewage disposal for toilets and staff will also be installing an electrical substation. Jimmie described the specifications of each trailer and what kind of amenities they include. The Field Department will also be divided and a trailer will be provided for them as well with the same specifications and amenities. This trailer will be installed at the Orchard Lift Station in order to help with separation. There will be indoor parking for Gator Carts to keep them warm in the Winter for easier start up. There will also be outdoor parking for personal vehicles at both the North and South Plant. These trailers will be delivered in two week and staff will be preparing and setting up the area where they will be installed.

Staff has done a great job in obtaining good quotes and obtaining good quality equipment for the employees.

Trustee Sotir thanked Jimmie Delgado, Karen Clementi and Pat Divine for all the work they have done to facilitate this. She also thanked the entire staff for coming up with ideas and presenting new plans and suggestions. This is really a team effort and the Board thanked Manager Muth for leading the team.

With no other matters to come before the Committee of Local Improvements, it was moved by Trustee Funkey, 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 10:11 a.m.

Attorney Gregg Ingemunson addressed the Board with the Attorney's Report. He requested approval of Resolution No. 979 and Ordinance No.

10702

895 for Annexation of Territory in Aurora, Illinois. it was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried that Resolution No. 979 and Ordinance No. 895 for Annexation of Territory in Aurora, Illinois be approved as written.

10703

Attorney Ingemunson requested approval of Resolution No. 980 and Ordinance No. 896 for Annexation of Territory in Aurora, Illinois. it was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried that Resolution No. 980 and Ordinance No. 896 for Annexation of Territory in Aurora, Illinois be approved as written.

10704

Attorney Ingemunson requested approval of Resolution No. 981 and Ordinance No. 897 for Annexation of Territory in Aurora, Illinois. it was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried that Resolution No. 981 and Ordinance No. 897 for Annexation of Territory in Aurora, Illinois be approved as written.

Mr. John Frerich addressed the Board with the Engineer's Report and requested approval of Partial Payment No. 14 to Whittaker Construction, in the amount of \$564,736.65 for O&M Building Phase II Improvement Project.

Mr. Frerich requested approval of Partial Payment No. 11 to Whittaker Construction in the amount of \$99,383.17 for H5 Clarifier and H3, H4 and H5 Vault Improvements Project.

Mr. Frerich requested approval of Final Payment No. 7 to Lite Construction in the amount of \$38,582.90 for Field Operations Office Addition Phase 2 Project.

Mr. Frerich requested approval of Final Payment No. 7 to Frank Marshall Electric, Inc., in the amount of \$14,470.00 for the Sugar Grove Pump Station MCC Replacement Project.

Mr. Frericch requested approval of Partial Payment No. 4 to Archon Construction in the amount of \$9,618.84 for Fiber Optic Ductbank Improvements project.

Mr. Frerich requested approval of Partial Payment No. 3 to Whittaker Construction in the amount of \$44,382.60 for Aeration Tanks Walkway Repairs Phase 2project



Mr. Frerich requested approval of Partial Payment No. 3 to Whittaker Construction in the amount of \$1,350.00 for Building B3 Odor Control Improvements project.

10705

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.

10706

Manager Muth addressed the Board with the Manager's report, he requested authorization to seek bids to advertise for the Land Application of Dried Biosolids Contract to be opened at 10:00 A.M., October 21, 2020 at the Board of Trustee's Meeting. This will allow the District to extend the contract every two years up to 4 extensions and staff would like to continue with it because this has been very successful in the past. After discussion, it was moved by Trustee Funkey seconded by Trustee Childress, put to vote and unanimously carried to authorize to seek bids to advertise for the Land Application of Dried Biosolids Contract to be opened at 10:00 A.M., October 21, 2020 at the Board of Trustee's Meeting.

10707

The next item in the Manager's Report Manager Muth Requested authorization to seek sole source purchase for mixers, controls, and covers for Digesters M-3 & M-5. Manager Muth gave the Board a presentation outlining the need, reasons for recommending the sole purchase from Walker Process and the cost of the equipment. He explained in detail the history of the existing covers and mixers of the digesters and why it is necessary to purchase the replacement covers and mixers from Walker Process. Staff would be seeking a separate bid for Digesters M-3 & M-5 to remove and replace the covers at a later date. Manager Muth reviewed advantages and disadvantages and answered all questions from the Board and addressed all concerns. At this time it was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried to approve the recommendation of staff to seek sole source purchase for mixers, controls, and covers for Digesters M-3 & M-5.

Trustee Funkey stated that staff with the assistance of their Engineer should prepare a detailed explanation and support of the reasons this action was taken by the Board. They key is that it should have an economical explanation.

The next item is the Solar Project. Manager Muth said the project is progressing but ran into an issue with placement of the columns and GRNE slowed the project down because they wanted to dig above the District's interceptor and staff rejected that proposal. In the meantime GRNE and



District staff came up with suggestions to move some of their panels easterly and everyone concurred with the idea. Karen sent GRNE an updated email to obtain a sketch. GRNE was going to provide the District outlining where the 107 panels were going to be placed. There is going to be an update meeting with ComEd next Monday and they stated they were going to meet the timeline in November. Manager Muth said he will get the Board some aerial photos of the Solar Field site and present them at the next Board Meeting.

10708

With no other business to come before the Board, Manager Muth requested an Executive Session 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 10:43 A.M.

Regular Board Meeting Reconvened at 11:58 A.M

There were no decisions made in Executive Session

10709

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 11:59 A.M.

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