



**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF FOX METRO WATER RECLAMATION DISTRICT
HELD WEDNESDAY, DECEMBER 18, 2024**

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 December 18, 2024. Present were Trustee Judith S. Sotir, Trustee Michael Funkey, Trustee Chuck Nelson and Trustee Randall Brown. Also present were District Manager Karen Clementi, Regulatory Manager Tim Rubis, Human Resources Supervisor Dan Rivera, Plant Manager Joel Ilseman, Senior Project Engineer James Kerrigan, IT Supervisor Dan Vargas, Controller Linnea Scherer and Senior Administrative Assistant Norma Rodriguez.

11409 The bills were presented and read. It was moved by Trustee Funkey that the bills that have been presented and paid during the month of November 2024 be approved in the amount of \$6,780,310.11. Motion was seconded by Trustee Brown, put to vote and unanimously carried that the bills be paid.

11410 It was moved by Trustee Funkey seconded by Trustee Nelson, put to vote and unanimously carried that the Financial Report for November 2024 be approved as submitted.

Controller Linnea Scherer addressed the Board with the Controller's Report. She advised the Board that she and staff are finalizing their year-end payroll procedures including reviewing W2s and 1095s and they will be mailed out in early January. She and Senior Project Engineer James Kerrigan had a meeting yesterday with NewGen regarding the District's Rate Study. They have reviewed the first draft report and sent it back with comments. NewGen is also working on some additional models for the District so staff has a polished document with recommendations to present to the Board next year.

11411 It was moved by Trustee Funkey, seconded by Trustee Brown, put to vote, and the Motion was unanimously carried that the Controller's report for November 2024 be approved as presented.

11412

It was moved by Trustee Brown, seconded by Trustee Nelson, put to vote, and the Motion was unanimously carried that the minutes of the November 20, 2024 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 on behalf of the Board, congratulated all of the employees who celebrated birthdays in the month of December.

Human Resource and Safety Supervisor Dan Rivera introduced Craig Soling, who is the Fox Pride Award recipient this month. Craig has been an employee at the District for a little over twenty- four years. He began his career at the District in the Pretreatment Department, and has also worked in the Operations and Maintenance Department. Craig has a Class 3 Wastewater license and a CDL License. Recently, Craig became a member of the Safety and Asset Management Team who oversees all of the assets within the District and conduct the preventative Maintenance Program. Craig has been taking classes at Waubensee Community College to help him succeed in his current position. He has been part of the department less than one year and is doing a great job.

Plant Manager Joel Ilseman introduced Adam Wynn who is the Union Representative at today's Board Meeting. Adam is an Operations Tech II and has been with the District for a little over fifteen years and does a great job. Adam is also the newly elected Union President.

Mr. Ilseman introduced Maintenance Mechanic Mike Banser who will be retiring on December 30th after 37+ years at the District. Mike has been a Maintenance Mechanic for 28 years and has done a great job for the District. The Board of Trustees and everyone at Fox Metro wish Mike a happy retirement, and he will be missed.

11413

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

The Regular Board Meeting temporarily adjourned at 9:39 A.M.



In the Committee of Local Improvements, Manager Clementi discussed and reviewed in detail the Expectations, District-Wide Goals, and Strategic Goals for 2025. She said employees and Management Teams have been working together on these goals and they are as follows:

2025 EXPECTATIONS

1. Meet or Exceed all environmental permit requirements. The NPDES permit includes all effluent and biosolids characteristics, and it affects all departments. The Biosolids permit includes land application and the FESOP permit includes air emissions.
2. Minimize sanitary sewer overflow events within the District direct jurisdiction and surrounding communities by televising and conducting spot repairs where needed.
3. Keep OSHA-recordable accident rates below applicable industry average.

2025 DISTRICT-WIDE GOALS

1. Present biennial rate study results and recommendations to Board of Trustees.
 - a. Model built and in staff's possession for future use.
 - b. Draft report under review and comments sent back to NewGen.
2. Revise Sewer User Ordinance as required by new NPDES permit. Evaluate permit streamlining measures and propose revised permit fee structure to Board of Trustees.
 - a. Sewer User Ordinance adopted by Board of Trustees every permit cycle per NPDES requirements.
 - b. Evaluate streamlining measures for Fox Metro permits
 - i. Fixture Charges that will be fair to both residential and industrial customers
3. Complete life-safety audit of all District-owned lift stations and identify immediate facility rehabilitation needs. Complete or schedule repairs accordingly.
 - a. Gas detection system installations already underway
 - b. Electrical equipment upgrades
 - c. HVAC equipment repairs and replacements underway

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4. Complete Building K rehabilitation project plan, schedule, phasing, and budget for use by the Capital Improvements Workgroup.
 - a. There have been many repairs done to Building K over the years but the building is 50 years old and is in need of significant upgrades.
 - b. Staff working on strategies and budget
 5. All departments conduct a sustainability audit (reducing energy consumption, reducing waste, moving to digital vs. paper formats, etc.)
 6. Begin master planning for plant and collection system. Refine future infrastructure needs and priorities for collection system expansion.
 - a. Rehab existing infrastructure where it makes sense
 - b. Prepare for current and future development

2025 STRATEGIC GOALS

1. Complete a minimum of five public relations and wastewater industry events, as appropriate for safety.
2. Work toward the “One District, One Campus” goal.
 - a. P2 bathroom remodel
 - b. Renovate P2 Office Area
 - c. Railroad Crossing Design Proceeding to solar field site
 - d. Working on District utilities at Solar Field site
3. Continue to add and edit website content to increase public transparency.
4. Host a ribbon-cutting event (or similar) upon completion of Solar Field #2 construction and for the District’s 100th anniversary.

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 the Motion was unanimously carried that the Committee of Local Improvements adjourn and the Regular Board Meeting reconvene.

The regular Board Meeting reconvened at 9:57 A.M.

At 10:00 A.M. Manager Clementi opened and read aloud bids received for the P1 Server Room HVAC Project as follows: RJ O'Neil – Total Bid \$126,272.00; Complete Mechanical Services – Total Bid \$135,500.00; Air Comfort – Total Bid \$172,568.00; MG Mechanical Service – Total Bid \$162,875.00; Mechanical Inc, d/b/a Helm Services – Total Bid \$165,000.00; Dahme Mechanical – Total Bid \$129,699.00. After discussion, it was moved by Trustee Brown, seconded by Trustee Nelson, put to vote and unanimously carried to accept the bid from RJ O'Neil in the amount of \$126,272.00 and hold the bid from Dahme Mechanical in the amount of \$129,699.00 pending review by District Engineer and staff.

Manager Clementi addressed the Board with Action Items. She said this is a follow up from last month's Board Meeting where there was discussion regarding the revision of Fox Metro's Sewer Use Ordinance. This ordinance is over 70 pages and Assistant Engineering Supervisor Kerry Behr discussed only the major changes to the Ordinance with the Board. Kerry said she and Attorney Silverman reviewed the Ordinance and made changes as part of Ordinance No. 906 where both the fees and the infrastructure were supposed to be updated to allow an annual increase by the CCI. However, only the Annexation Fees were increased. Kerry said what is recommended to do is to repeal Ordinance No. 906 and start from the beginning with new updated Ordinance No. 936 that is presented to the Board today for approval. The biggest changes to the Ordinance are that the Annexation and Infrastructure fees will increase by the CCI fee and will be increasing annually beginning June 1, 2025. It was also discussed at the November Board Meeting to increase the infrastructure fees for Sugar Grove East based on CCI and construction estimates that staff looked at especially because there is so much development coming into that area. Kerry said she is working with the consultants to review the 111th interceptor to update those fees because there is a new development potentially coming in that area.

Trustee Nelson asked for clarification how the engineering consultants determine the fees. Kerry said they take into account the different projects that these consultants have worked on and

where they have bid them in different areas. Manager Clementi said HR Green does more work West of our service area where Baxter Woodman work a little more East and staff wants to make sure that the rate average is accurate. Trustee Brown asked if density and the number of things the District has to work around like utilities play a part in determining the fee. Manager Clementi said it did and the District does not even have a prospective routing for the sanitary sewer at this time. Staff was asked to make a lot of assumptions for what Crown needs without any information.

Trustee Nelson said he is in favor of development fees and he has always thought that development should pay for itself. He had an opportunity to review the audit information submitted by staff and it is very time consuming because it breaks down all of the District's revenue sources and what expenses they cover. He inquired if this information has been presented to Sugar Grove with regards to the findings and the Engineering report. Manager Clementi said early on staff presented Sugar Grove that information and there have been multiple conversations over the phone and there is a meeting set up for January 14, 2025 with Mayor Konen and Sugar Grove staff. The District is waiting for a final Engineer Report from Strand. Staff does have a draft report in hand that will be shared with the Village of Sugar Grove regarding Sugar Grove pump station needs. The current lift station in Sugar Grove that will have to accommodate almost double the amount of people in that area needs a lot of updating just in capacity. Trustee Sotir said every business looks at their bottom line and the District has to look at its bottom line as well, the District is not in a position where it can offer TIFS and its rates are still lower than a lot of other municipalities. Discussion ensued.

It was moved by Trustee Funkey, seconded by Trustee Brown, put to vote and unanimously carried to adopt Sewer User Ordinance No. 936 as published.

The next action item, Manager Clementi Requested Approval of the 2025 Farm License Agreements for 1 year calendar term for the following farms:

- Jim Connell for the District's 80-acre Grove Road Farm License Agreement for a maximum amount of \$28,000.00.
- Quintin Wissmiller for the District's 80-acre Walker Road Farm #1 License Agreement for a maximum amount of \$28,000.00.
- D & J Hopkins Farm LLC for the District's 80-acre Walker Road Farm #2 License Agreement for a maximum amount of \$28,000.00.

After discussion, it was moved by Trustee Funkey, seconded by Trustee Nelson, put to vote and the Motion was unanimously carried to approve the 2025 Farm License Agreement for 1 year calendar term for Jim Connell for the District's 80-acre Grove Road Farm License Agreement for a maximum amount of \$28,000.00. Quintin Wissmiller for the District's 80-acre Walker Road Farm #1 License Agreement for a maximum amount of \$28,000.00. D & J Hopkins Farm LLC for the District's 80-acre Walker Road Farm #2 License Agreement for a maximum amount of \$28,000.00.

The next action item, Manager Clementi updated the Board regarding Mooseheart Connection to Fox Metro. She advised the Board that Mooseheart is finally connected to the District after many years of negotiations. They performed their testing in early October of their new pump station and it went on line on October 10, 2024. The Billing Department has set Mooseheart with an account, they received their first bill and have paid it. The system is working great. Discussion ensued.

The next Action Item, Manager Clementi updated the Board regarding ARPA Funding and reimbursement. Manager Clementi advised the Board the pilot project has been completed and the District was reimbursed \$410,428.00 from DuPage County. This was the pilot service lining project with the City of Aurora. Manager Clementi acknowledged Mr. Kurt Muth at the City of Aurora for his help in contributing a lot of in-kind services and they are doing the sewer monitoring for Fox Metro so staff can see the before and after results. Mr. Muth will also be monitoring that data as well and it may take two or three years to receive good data to see if this lining project worked.



The next Action Item, Manager Clementi updated the Board regarding the Illinois Water Reuse Chapter. Manager Clementi reported the first meeting of the Illinois Chapter of Water Reuse was held. This program is to allow to change the laws in Illinois to be able to sell the Plant's effluent due to low aquifers and water shortages nationwide. This will also help to increase awareness for developers, when they come in, they will know that there is effluent water they can use instead of potable water for their irrigation. Trustee Nelson asked if the District is authorized now to sell effluent water. Manager Clementi said she and staff are currently working on that. Discussion ensued.

Senior Project Engineer James Kerrigan addressed the Board with the Construction Report. Mr. Kerrigan reported that the 111th St. Pump Station project with Vissering Construction is 95% complete and there is no pay request this month. Final punch list items are currently being completed.

Mr. Kerrigan requested approval of Final Payment No. 8 to Newcastle Electric, Inc., in the amount of \$123,712.00 for the Orchard Road Pump Station Generator Replacement Project. The project is 100% complete and the pay request was reviewed by Trotter and Associates.

Mr. Kerrigan requested approval of Final Payment No. 2 to J&S Construction Sewer and Water, Inc., in the amount of \$12,192.30 for the North Aurora Pumping Station Watermain Installation Project. The project is 100% and the pay request was reviewed by Strand Associates. Manager Clementi commended Mr. Kerrigan and Kerry Behr for saving the District over \$100,000.00 by negotiating the project and coming up with ideas to save the District money.

Mr. Kerrigan requested approval of Partial Payment No. 5 to Williams Brothers Construction, Inc., in the amount of \$756,321.06 for the North Waste Water Treatment Plant Bar Screen Replacement Project. The project is 14% complete and the pay request was reviewed by Trotter and Associates. The first major shut down to allow the installation of the new stop logs which required 48 hours of bypass pumping of all plant flows for the North



plant was completed without issue. However, a large quantity of rags and debris was discovered in the channels once water levels were lowered, which will need to be removed at a later date. Preparations for the installation of new piping and equipment, as well as the last of the site piping work is now also being completed.

Mr. Kerrigan requested approval of Pay Application No. 2 to General Energy Corporation in the amount of \$617,673.45, and Pay Application No. 3 in the amount of \$1,235,346.90 for the Solar Farm #2 Project. The project is 55% complete and the payment requests were reviewed by Staff. Construction continues and the majority of the support structures have been installed. The next steps are the installation of the solar panels and associated electrical infrastructure work.

Mr. Kerrigan reported that the Building K Plug Valve Replacement Project is 3% complete and there is no pay request submitted this month. Project material continue to be delivered and are being stored on-site.

11418

It was moved by Trustee Funkey, seconded by Trustee Brown, put to vote and the Motion was unanimously carried that the Construction Project Report be approved as published and payments be made as requested.

Trustee Sotir requested an Executive Session to discuss personnel, and litigation matters.

11419

It was moved by Trustee Brown, seconded by Trustee Nelson, put to vote and unanimously carried to temporarily adjourn for an Executive Session.

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

11420

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

Regular Board Meeting reconvened at 11:53 A.M.



No decisions were made in Executive Session.

11421

It was moved by Trustee Brown, seconded by Trustee Funkey, put to vote and unanimously carried to accept the recommendation of the Wage Committee and approve the annual wage increases and cost of living for Manager Clementi and all non-union employees for the first payroll paid in 2025.

11422

With no other business to come before the Board, it was moved by Trustee Brown seconded by Trustee Funkey, put to vote and the Motion unanimously carried that the Regular Board Meeting be adjourned.

Meeting adjourned at 11:55 A.M.

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