

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF FOX METRO WATER RECLAMATION DISTRICT  
HELD WEDNESDAY MAY 20, 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, May 20, 2020. Present were, Trustee Judith S. Sotir, Trustee Michael Funkey (via phone), Trustee Christopher F. Childress (via phone), Trustee David Krahn (via phone) and Trustee Randall H. Brown (via phone). Also present were Attorney Gregg Ingemunson (via phone), Manager Thomas F. Muth, District Engineer, John Frerich from Deuchler Engineering (via phone), Business Services Manager, Jimmie Delgado (via phone), Interim Regulatory/P.R. Manager Karen Clementi 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 April, 2020 in the amount of \$1,786,716.81, 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 April, 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 April 15, 2020 Regular Board Meeting and the May 6, 2020 Special Board Meeting be approved as written. Each of the Trustees having received and read copies of said minutes before the meeting.

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Trustee Sotir congratulated all of the Fox Metro Employees that celebrate Birthdays in the month of May. The Board also congratulated Craig Soling for his 20<sup>th</sup> year anniversary at the District.

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 9:42 A.M.



In the Committee of Local Improvements Manager Muth addressed the Board and welcomed Trustee Randy Brown to his first official Board Meeting at Fox Metro. Manager Muth also gave the Board a presentation updating them on Fox Metro's COVID-19 Response plan, staff education program, May-June Transition Plan, Department of Commerce and Economic Opportunity Grant and May rain event response.


Manager Muth began his presentation advising the Board that all District buildings were closed to the public on March 18<sup>th</sup>. There was a temporary Construction Stop Order on March 24<sup>th</sup>. The District released a Public Information Summary on March 26<sup>th</sup> and added multiple web and Facebook posts.

Manager Muth advised the Board that Fox Metro has not conducted any water shutoffs, bill payment due dates have been extended and late fees have been suspended. That has resulted in a revenue loss of approximately \$158,000.00 through May 15, 2020. In addition, the District has suspended the June 1, 2020 rate increase.

He reported that the District has split all departments into two teams to prevent any cross contamination in case anyone becomes ill. To date there are no employees that are ill so this system is working. Because the District is working with half of its workforce, staff has had to prioritize job duties into essential vs. non-essential tasks. All in-person and team meetings have been suspended as much as possible moving them to on line and phone conference meetings. Staff has also implemented more rigorous and frequent cleaning procedures especially in all common areas.

Staff has split into two teams and are taking turns working from home. Any employee who is not feeling good or showing symptoms of any illness will stay home, no exceptions. Districtwide emails are sent out every Monday and Friday and Management holds a 15-minute status update phone conference on those days as well. Management continues to focus on safety and morale of District employees.

Manager Muth reported that as part of the educational program, the District has looked into NEOGOV program and online training is already in place. Human Resources and Management have assigned multiple courses to all employees and they are assigned by topic. All employees are required to complete a Sexual Harassment course per State Law. These online courses are to be completed by the employees during the weeks they are working from home. They must complete a minimum of one course per day and there are certificates and tracking.



The District has implemented a Waubensee Community College training program via Zoom. These training classes will take place within the next two weeks. The employees will receive a certificate for the completion of the training program and attendance. This training program consists of four courses and they are; Stress Management, COVID-19 prevention, Strengthening Communication During COVID-19 and Managing projects, this course will be Fox metro focused.


Manager Muth advised the Board of the procedures that will be taking place when the District transitions back to “New Normal” for staff. All employees will have their temperatures taken daily at the beginning of their shifts, face masks will be mandatory when they interact with others less than 6 feet. Each team has an individual plan, management is looking at staffing, cross-contamination measures, disinfection procedures, vehicle/cart sharing for employees and this will begin on June 1, 2020.

Trustee Childress inquired how the training has been received by the employees. Manager Muth said that he has received positive feedback.

The procedures that will be implemented for contractors will be that Fox Metro will require all contractors to have a written COVID-19 Safety Plan in place before they are allowed on site. There has been gradual phase-in of projects over the last month. The projects that are currently in progress are; H-5 Vault secondary clarifier, Building P3 HVAC repairs, TBF3 startup and that began to be operational today. Other projects in progress are the Building P lighting, Fiber Optic upgrade to Building P2 and the F tank renovation project.

Manager Muth advised the Board that there is a grant available through the Rebuild Illinois Fast-Track Grant Program. This Grant is for Wastewater infrastructure and it is eligible for funding through DCEO. The application for the District was prepared by Deuchler and Fox Metro staff and the District is requesting \$2M. There is a total of \$25M available and the projects awarded will be between \$500K and \$5M each. This grant will be awarded on a first-come, first qualified, first serve basis and they have to be shovel –ready projects. The priority is for underserved and opportunity areas and focus on local job creations.

Trustee Childress inquired which job the District submitted. Manager Muth said the job that was submitted by the District was the Southeast Interceptor CIPP Project. This interceptor was built in the late 1930’s and it is deteriorating.



Trustee Krahn asked how this project fits into the criteria for the Grant. Manager Muth said this in underserved and low income area and there are substantial needs in that sewer system. It is mostly in the opportunity area that is why this project was chosen because it serves both areas of criteria, it is the easiest shovel ready project and it is the best fit for the Grant.

The next item discussed was the recent rain event. Manager Muth said during the last four days there has been a substantial rain event. Chicago's 4 day rainfall total Thursday –Sunday, May 14, - May 17, 2020 was 7.88", now the 4<sup>th</sup> wettest 4 day stretch in Chicago's recorded weather history! The plant received 5.8 inches of rain in a four-day period. The week prior rain event the plant treated a peak flow of 122 million gallons. On the evening of May 14, 2020 the plant was peak treating 167mg. The overall design rated capacity is 151 mgd. The Operations Department did a phenomenal job of pushing the Plant to the highest peak treatment flows ever. Trustee Sotir said she wanted to acknowledge the fact that staff treated the maximum possible. The Board gave Manager Muth and staff a lot of praise for their dedication and work ethic that had been accomplished despite the reduction of staff during this COVID 19 pandemic.

Attorney Ingemunson called for the Public Hearing at 10:00 A.M. regarding the 2020/2021 Fiscal Year Budget. Notice of said Public Hearing was duly published in the Beacon News. The Board of Trustees approved Ordinance No. 891 in tentative form at the April 15, 2020 Meeting.

There being no further questions from the Board and no comments from the public, Attorney Ingemunson presented Resolution No. 977 to the Board for their approval.

WHEREAS, Fox Metro Water Reclamation District, on April 15, 2020, passed in tentative form Ordinance No. 891 entitled:

“AN ORDINANCE OF THE BOARD OF TRUSTEES OF FOX METRO WATER RECLAMATION DISTRICT APPROPRIATING MONIES FOR ITS CORPORATE PURPOSES (“ENTERPRISE FUND”) TO BE EXPENDED DURING THE FISCAL YEAR BEGINNING JUNE 1<sup>ST</sup>, 2020 AND ENDING MAY 31<sup>ST</sup> 2021 AND SETTING FORTH ITS ANNUAL BUDGET,” and,

WHEREAS, pursuant thereto, notice of a public hearing on said Ordinance No. 891 was published in the Beacon News at least 30 days prior to said hearing date, May 20<sup>th</sup>, 2020, and

WHEREAS, a public hearing was held at 10:00 o'clock A.M. on May 20<sup>th</sup> 2020 in the Board Room of Fox Metro Water Reclamation District at 682 A Route 31, Oswego, Illinois 60543 and that pursuant to said Notice, no amendments or corrections were made to proposed Ordinance No. 891;

NOW, THEREFORE, BE IT RESOLVED, that Ordinance No. 891, a copy of which is attached as Exhibit "A", is hereby passed in its final form.

It was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried that Resolution No. 977, adopting Ordinance No. 891, Appropriations Ordinance for FY 2020/2021 Budget, be approved as written.

ADOPTED by the Board of Trustees of Fox Metro Water Reclamation District this 20<sup>th</sup>, day of May, 2020 by a voice vote of 5 to 0.

At this time the Public Hearing adjourned and the regular Board Meeting reconvened.


At 10:10 A.M. Manager Muth opened and read aloud bids received for F Aeration Tanks Walkway Repairs –Phase 2 Project as follows: Lite Construction – Total Bid \$757,250.00; Whittaker Construction – Total Bid \$591,327.00; Joseph Henderson & Son – Total Bid \$840,000.00; Blinderman Construction., – Total Bid \$1,127,197.00; Tandem Construction – Total Bid \$598,253.00. The Engineer's estimate for this project is \$750,000.00. 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 Whittaker Construction, for \$591,327.00 be accepted and the bid from Tandem Construction for \$598,253.00, be held pending specification review and approval by Fox Metro Reclamation and Deuchler staff.

At 10:20 A.M. Manager Muth opened and read aloud bids received for Building B3 Odor Control Improvements Project –Phase 2 Project as follows: Lite Construction – Total Bid \$527,000.00; Mechanical Inc., - Total Bid \$688,850.00; Whittaker Construction – Total Bid \$398,950.00; Tandem Construction – Total Bid \$480,836.00. The Engineer's estimate for this project is \$425,000.00. 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 Whittaker Construction, for \$398,950.00 be accepted and the bid from Tandem Construction for \$480,836.00, be held pending specification review and approval by Fox Metro Reclamation and Deuchler staff.

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Manager Muth continued with the Committee of Local Improvements and the rain event conversation. He displayed a slide illustrating a graph provided by Kane County Division of Environmental and Water Resources showing May precipitation from 1991 to 2020 with trend line. It showed that May precipitation for the last three years has been increasing and setting records.

Manager Muth shared slides showing the impact of the rain on the Fox River and the Plant. One slide showed the river breaching the Plant's retaining wall and reaching the property. Other slides showed the flooded basement of Building J6, the flooded employee lunch room in the O&M building and the final effluent being at the same level as the river.

Manager Muth advised the Board that he is proud that the plant has met all of the permit treatment requirements. There were some collection problems and issues. There was a combined sewer overflow of 1.3 million gallons to the river that was required to be reported to the IEPA. Discussion ensued

Manager Muth reiterated that the plant received a Max flow of 167 which is rated to 151 mgd. He reported that the CSO facility on Broadway was full, Building T was full and there was an overflow to the river of 1.3 million gallons.

Manager Muth stated the Plant's influent box is rated as a combined sewer overflow, and as a result of the wet weather flow facility being built, the plant can fully treat 97mgd but the wet weather flow facility can treat 54mgd. He explained that anything above that is allowed to go into the river and the Plant is allowed an average of 4-6 overflow events per year. He said since the wet weather flow facility was completed in 2012, the plant has averaged for the past eight years only one overflow per year. This is significantly less than what is allowed. The plant is still in compliance and Manager Muth stated that once the Building K Valve Replacement project is complete, it will help even more because 3 of the last 8 overflows were caused by the Building K valve system not being able to react in a timely manner during a rain event.

Trustee Childress inquired regarding expansions to the South Plant, the necessity to meet demand and the factors that it is driven by. Manager Muth explained in detail the Master Plan, the factors for the

expansion and addressed all of the Board's questions. Discussion ensued

Trustee Funkey asked Manager Muth for a memo outlining the information that was just discussed. Manager Muth said he will work on that memo with all requested information and forward it to all Board Members.

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

The regular meeting reconvened at 10:34 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 Final Payment No. 8 to Insituform Technologies USA, LLC, in the amount of \$400,595.52 for 2018-2019 CIPP Project.

Mr. Frerich requested approval of Final Payment No. 7 to Michels Corporation, in the amount of \$248,625.01 for 2017-2018 CIPP Project.

Mr. Frerich requested approval of Partial Payment No. 10 to Whittaker Construction, in the amount of \$136,591.77 for O&M Building Phase II Improvement Project.

Mr. Frerich requested approval of Partial Payment No. 8 to Whittaker Construction, in the amount of \$ 2,288.70 for F Aeration Tanks Walkway Repairs – Phase 1 Project.

Mr. Frerich requested approval of Partial Payment No. 7 to Whittaker Construction in the amount of \$48,716.10 for H5 Clarifier and H3, H4 and V5 Vault 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.

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Manager Muth addressed the Board with the Manager's report and he requested authorization to seek bids for Oswego Pump Station MCC Replacement Project to be opened at 10:00 A.M., June 17, 2020 at the Board of Trustees Meeting. It was moved by Trustee Funkey, seconded by Trustee Childress, put to vote and unanimously carried to authorize to seek bids for Oswego Pump Station MCC Replacement Project to be opened at 10:00 A.M., June 17, 2020.

Manager Muth advised the Board that on June 1, 2020 it is expected for the rest of the contractors to be allowed on site with all of the PPE and safety equipment they will need in order to work on site. Staff would like to get the construction of the O&M building back on schedule along with the rest of the other pending projects at the plant.

Manager Muth said he is extremely proud of staff for the way things have been handled in this difficult time. There has been great collaboration and the pride and passion of the employees is fantastic.

Trustee Sotir and the Board thanked Manager Muth for his great leadership at the District and his dedication and work ethic is commendable.

Manager Muth advised the Board there would be Executive Session this month.

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With no other 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 temporarily adjourned for Executive Session.

Meeting adjourned at 11:15 A.M.

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