

July 8, 2020

Minutes of the Regular Meeting of the Board of Trustees of the North Shore Water Reclamation District held Wednesday, July 8, 2020 at 9:30 A.M. Governor Pritzker has issued a disaster declaration for the State of Illinois related to COVID-19. In accordance with that declaration's requirement to practice social distancing and limit person to person contact to contain the spread of COVID-19, the North Shore Water Reclamation District President has determined that due to the number of participants involved in the regular meeting and the limitations of the location at which the regular meeting is held, that it is not practical or prudent to convene an in-person meeting of the Board of Trustees and that the meeting shall be held remotely pursuant to Section 7(e) of the Illinois Open Meetings Act. The July 8, 2020 regular meeting of the North Shore Water Reclamation District shall be held remotely via teleconference so that the participants and attendees may comply with public health directives including social distancing and shelter in place. In accordance with the Illinois Open Meeting Act, 48 hours' notice that the meeting is to be held remotely pursuant to Section 7(e) of the Act, via teleconference, has been provided to each member of the Board of Trustees, to each media outlet that has requested such meetings pursuant to subsection (a) of Section 2.02 of the Act and has been posted on the North Shore Water Reclamation District's website.

The meeting was opened with the Pledge of Allegiance.

On roll call, the following Trustees were present and each of their identities were confirmed:

Preston P. Carter, President – present in Board Room at Administration Building
Stephen J. Drew, Vice President – present via teleconference
B. Sugar Young, Treasurer – present via teleconference
Tom Swarthout – present via teleconference
Rhoda Pierce – present via teleconference

Staff members present via teleconference were Executive Director Dave Miller, Attorney Greg Jackson (present in Board room at Administration Building), Special Projects Manager Steve Waters, Director of Engineering Services Jai Gupta, Director of Laboratory Services Joe Robinson, Director of Operations Phil Connelly and Director of Technology Services Bill Jackewicz. Also present, via teleconference were Jane Kaplan, Public Relations Consultant and John Norris, Government Affairs Representative.

It was confirmed that each member of the Board that are participating that the member can hear all discussions; and confirmed that members of the public present at the regular meeting location can hear all discussions and all votes of the members of the Board.

There were no comments from the public.

President Carter presented the Consent Agenda as follows:

- A. Approval of the Minutes of the Meeting held on June 10, 2020.
- B. Consideration of Bills.
Wastewater Treatment Fund \$1,500,290.65
Check No. 187352 through 187533.
- C. Financial Report, May 2020.
 1. IEPA State Revolving Fund Loan Summary.
- D. Current Status of Significant Industrial Wastewater Violation(s) in the Service Area of the NSWRD.
- E. Authorize Payroll and Finance Department to issue District checks to meet expenses where necessary for payroll and to avoid interest and/or penalties before the next Board Meeting.

It was moved by Trustee Drew and seconded by Trustee Pierce that the Consent Agenda be approved as presented.

On roll call, the vote was 5-0 with all Trustees present voting "Aye". Motion declared carried.

President Carter presented the President Report as follows:

President Carter stated that he is in communication at least 3 times per week with Executive Director Miller and noted that he felt Executive Director Miller was handling the COVID-19 situation great and wanted to extend a thank you for his efforts in maintaining staff and operations of the District during this trying time. Executive Director Miller stated he appreciated the efforts of all District employees that have enabled the District to continue to function throughout the Covid-19 pandemic.

There was no Trustee Report.

Before moving to the Management Report, Executive Director Miller stated that Joe Robinson, Director of Laboratory Services was retiring as of July 16, 2020. Executive Director Miller offered a personal thank you to Joe and stated he has been a pleasure to work with and wished him well in his retirement. All the Trustees congratulated Joe and wished him the best on his retirement. Director of Laboratory Services Robinson thanked Dave and the Board and stated he is thankful for the opportunity to work for the District and has enjoyed working with Staff and employees.

Executive Director Miller presented the Management Report as follows:

A. Coronavirus Response Update.

Executive Director Miller started by saying that the District did encounter its first positive case of the Coronavirus with a laborer at the Waukegan Plant and mentioned that there was a possible second case that had not yet been confirmed. Executive Director Miller stated that all employees at the Waukegan Plant were notified and asked to be tested. All test results were negative. Executive Director Miller reiterated the importance of following the protocols put in place consisting of social distancing, one employee per vehicle, wearing masks, washing hands and all the guidelines that have been set by the CDC and Health Department. Executive Director Miller noted that the State of Illinois has been doing well compared to other states and discussions have started with staff on the steps necessary prior to increasing on-site staff or re-opening the Administration Building to the public.

There was no Administration Report.

Director of Engineering Services Gupta presented the Engineering Division Report as follows:

A. Bid Summary.

1. Installation of Wear Plates & Coating of Receiving Bins at Zion Biosolids Recycling Facility.

Director of Engineering Services Gupta stated that this was the third bid for this job and recommended that the low bidder, Bee Liner Lean Services, be awarded the bid.

It was moved by Trustee Drew and seconded by Trustee Young to award the bid for the Installation of Wear Plates & Coating of Receiving Bins at Zion Biosolids Recycling Facility to Bee Liner Lean Services in the amount of \$197,850.00.

On roll call, the vote was 5 – 0 with all Trustees present voting "Aye". Motion declared carried.

B. Water Pollution Control Loan Program Ordinance Authorizing Loan Agreement.

1. Ordinance No. 20-1, Redundant Thermal Oil Heater at Biosolids Recycling Facility, Zion Project.

Director of Engineering Services Gupta stated that Ordinance No. 20-1, Redundant Thermal Oil Heater at Biosolids Recycling Facility, Zion Project, amends Ordinance No. 19-3 passed on March 13, 2019 which authorized the District to borrow up to \$1,358,476.00 for this project. Director of Engineering Services Gupta stated the bids for the project came in higher than estimated and more than the loan amount previously authorized. This Ordinance No. 20-1 amends Ordinance No. 19-3 and will be published and sent to the IEPA when approved. Director of Engineering Services Gupta asked for Board approval of Ordinance No. 20-1, increasing the loan amount identified in Ordinance No. 19-3 by \$430,634.00, and amending the total authorized loan amount from \$1,358,476.00 to \$1,789,110.00.

It was moved by Trustee Drew and seconded by Trustee Young to approve Ordinance No. 20-1, Redundant Thermal Oil Heater at Biosolids Recycling Facility, Zion Project increasing the loan amount identified in Ordinance No. 19-3 by \$430,634.00, and amending the total authorized loan amount from 1,358,476.00 to \$1,789,110.00.

On roll call, the vote was 5 – 0 with all Trustees present voting "Aye". Motion declared carried.

There was no Laboratory Division Report, however Director of Laboratory Services Robinson thanked the Board again for their support during his time at the District.

There was no Operations Division Report, however Director of Operations Connelly extended congratulations to Joe Robinson on his retirement.

There was no Technology Division Report, however Director of Technology Services Jackewicz extended congratulations to Joe Robinson on his retirement.

There was no Attorney Report.

President Carter moved to Other Business before Executive Session.

President Carter presented Other Business as follows:

A. Legislative Report.

John Norris, the District's Government Affairs Representative extended congratulations to Joe Robinson on his retirement. Mr. Norris then commented that he has continued to seek new revenue sources and grants for the District. Mr. Norris also reported that regarding HB 395, Trustee Pierce had inquired if there was any opposition for this bill. Mr. Norris stated this bill most likely is not going anywhere and did mention that the testing of COVID in wastewater was an item that he was going to look into. Trustee Swarthout stated that he might want to coordinate his efforts with Steve Waters, Special Projects Manager who has been taking the lead on this and that he and Steve Waters had met with Lake County and had an extensive discussion on this matter. Trustee Swarthout stated this testing can potentially give early warning of potential hot zones in a community. Steve Waters then commented that he is looking into this sampling and testing and that the District would act as a service provider only. Mr. Norris stated he would talk with Steve Waters. Mr. Norris then ended by stating that the next scheduled session for legislators would be in November and December. President Carter thanked Mr. Norris for his report.

It was moved by Trustee Drew and seconded by Trustee Swarthout to move to Executive Session to discuss:

A. Personnel.

1. Gurnee WRF Superintendent.

On roll call, the vote was 5-0 with all Trustees present voting "Aye". Motion declared carried.

It was moved by Trustee Drew and seconded by Trustee Swarthout to end the Executive Session and resume the Regular Meeting.

On roll call, the vote was 5-0 with all Trustees present voting "Aye". Motion declared carried.

On roll call, the following Trustees were present:

Preston P. Carter, President – present in office
Stephen J. Drew, Vice President – present via teleconference
B. Sugar Young, Treasurer – present via teleconference
Tom Swarthout – present via teleconference
Rhoda Pierce – present via teleconference

Before bringing the meeting to a close Executive Director Miller wanted to thank the Board of Trustees, Staff and all present today on the teleconference meeting for their patience in moving through the agenda, to accomplish all necessary business and, in particular, to ensure that the District is able to pay all its vendors and contractors on time.

There being no further business to come before the Board.

It was moved by Trustee Drew and seconded by Trustee Young to end the Meeting.

On roll call, the vote was 5-0 with all Trustees present voting "Aye". Motion declared carried.

The meeting was then adjourned until the next regular meeting to be held on Wednesday August 12, 2020 at 9:30 A.M. at the District Office of the Raymond E. Anderson Complex located in Gurnee, Illinois.

PRESIDENT

SECRETARY