

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ROCK RIVER WATER RECLAMATION DISTRICT
APRIL 26, 2021
5:15 P.M.**

The Rock River Water Reclamation District Board of Trustees and staff met in-person at the Rock River Water Reclamation District Graceffa Administration Building, 3501 Kishwaukee St., Rockford, IL.

In accordance with the Government Emergency Administration Act and State of Illinois Executive Order in Response to COVID-19 (Executive Order No. 5), Section 6, the public was invited to participate and listen to the meeting via WebEx (audio only). Members of the public were welcome to dial-in to the Regular Meeting of the Board of Trustees and Meeting of the Committee of Local Improvements as follows: (408) 418-9388 (U.S. Toll) or (844) 992-4726 (U.S. Toll-Free); Access Code: 146 020 9048. Members of the public were allowed to address the Board via teleconference but were not allowed to participate in person.

Pollack called the Regular Meeting of the Board of Trustees of the Rock River Water Reclamation District to order at 5:15 p.m. and advised that the meeting was being recorded.

The following Trustees were present:

Rick Pollack	President
John Sweeney	Vice President
Ben Bernsten	Clerk/Treasurer
Don Massier	Trustee
Elmer Jones	Trustee

Staff present: Timothy S. Hanson, Executive Director; Christopher Baer, Director of Engineering; Julia Scott-Valdez, Director of Management Services; Ed Fitzgerald, General Counsel/Director, Internal Services; Jim Reader, Director of Collection Systems; Greg Cassaro, Director of Plant Operations; Lisa Mittel, Finance Manager; Kwame Calvin, Assistant Director of Internal Services; and Susan Skinner, Executive Services Coordinator.

Massier moved to approve the minutes of the Regular Meeting of March 22, 2021; seconded by Jones; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Rick Pollack	Aye
Don Massier	Aye

John Sweeney

Aye

A Public Hearing was held for discussion and questions regarding Ordinance No. 20 21 B 02, a TENTATIVE Combined Annual Budget and Appropriations Ordinance for the fiscal year beginning May 1, 2021, and ending April 30, 2022. No members of the public addressed the Board.

No items for President's Report this month.

Bernsten stated the Investment Report reflects \$37,370,698.12 total funds invested for the month of March, 2021, and earned interest in the amount of \$4,919.43. Total Investments are \$46,097,384.31. Report placed on file.

Bernsten moved to approve Total General Fund Expenditures for the month of March 2021, in the amount of \$4,054,115.09; with zero Special Assessment payments; seconded by Massier; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Rick Pollack	Aye
Don Massier	Aye
John Sweeney	Aye

Regarding Old Business, Baer reported no change to McDonald Creek Trunk South Branch (Machesney Park). Regarding West State Street Sanitary Sewer Improvements (City of Rockford), Baer advised that IDOT has tentatively scheduled the roadway work for a June letting. Staff will continue to coordinate this project schedule with IDOT and the City of Rockford to determine if there is still need for this Agreement as the construction schedule becomes more apparent.

Massier moved to approve the purchase/repair of Co-Gen Generator Engine No. 2 from sole source vendor, Rush Power, for an amount not to exceed \$186,571.06; seconded by Sweeney; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Rick Pollack	Aye
Don Massier	Aye
John Sweeney	Aye

Massier moved to award contract for Christina Street Sanitary Sewer Repairs, Capital Project No. 2286, to the low, responsive, responsible bidder, Northern Illinois Service Company, in the amount of \$ 84,993.80; seconded by Bernsten; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye

Rick Pollack	Aye
Don Massier	Aye
John Sweeney	Aye

Massier moved to award contract for Hot-Mix Asphalt Patching FY 2022, to the low, responsive, responsible bidder, Stenstrom Excavation & Blacktop Group, in the amount of \$334,525.00; seconded by Jones; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Rick Pollack	Aye
Don Massier	Aye
John Sweeney	Aye

Massier moved to award contract for Seminary Street Sanitary Sewer Repairs, Capital Project No, 2284, to the low, responsive, responsible bidder, N-Trak Group, LLC, in the amount of \$117,999.00; seconded by Jones; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Rick Pollack	Aye
Don Massier	Aye
John Sweeney	Aye

Hanson welcomed the Board and staff back to “in-person” meetings and thanked the Board for their support, the directors for outstanding leadership and staff for their considerable hard work.

Hanson advised that Teamsters Local 325 was voting on the District contract “as we speak”.

Fitzgerald advised that Show Cause Hearings will be scheduled beginning May 2021 to meet with customers with delinquent payments or who have otherwise failed to comply with the District’s sewer use Ordinance. The purpose of the discussions will be to assess needs and special circumstances to determine appropriate response and next steps.

Jones moved to approve the property acquisition of 426 Barry Road and to approve Delegation of Authority to Ed Fitzgerald, RRWRD General Counsel, to review and execute, on the Board’s behalf, all documentation related to this real estate closing; seconded by Sweeney; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Rick Pollack	Aye
Don Massier	Aye

John Sweeney

Aye

Calvin presented the Information Technology Monthly Report as of April, 2021, highlighting activity regarding implementation of the new Microsoft Active Directory structure, and IGA with the City of Rockford for Resilient Radio Systems, RFPs for Enterprise Asset Management Project, Network Management Services RFP and telephone system replacement.

Scott-Valdez provided an update regarding Human Resources Department initiatives and achievements for the previous month and future plans, including staffing and employee relations. Highlights include Teamster contract negotiations, ERP (electronic finance, HR, billing and permitting system) RFP, COVID-19 planning, Web RFP and branding, Hardship Program, and Budget and Payroll conversion to ADP.

Massier moved to approve the 2021-2026 Collective Bargaining Agreement (CBA) for Teamsters Local 325 Office Clerical and Technical Employees; seconded by Sweeney; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Rick Pollack	Aye
Don Massier	Aye
John Sweeney	Aye

Scott-Valdez advised that a Client Account Agreement (CAA) is being implemented with ADP as a short-term payroll platform covering a time gap between July 31, 2021 – January 1, 2022 (expected). No Board action required.

Scott-Valdez advised the addition of two new employees: Veronica Jimenez (Customer Service Representative, Plant Operations) and Brandon Ross (Utility Technician, Collection Systems).

Massier moved to approve Ordinance 20 21 B 03, FINAL Combined Annual Budget and Appropriations Ordinance for the Fiscal Year Beginning May 1, 2021, and ending April 30, 2022; seconded by Jones; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Massier moved to approve the 2021 Casualty, Worker's Compensation and Storage Tank Insurance Renewal; seconded by Sweeney; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Massier moved to approve Resolution 20 21 14 – Amending the RRWRD Purchasing Policy; seconded by Jones; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Massier moved to approve Resolution 20 21 15 – Amending the RRWRD Federal Awards Policy; seconded by Sweeney; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Mittel presented the Finance Management Report, advising that, for the period ending March 31, 2021, User Fee Revenue is 5.1% below budget YTD, Total Revenue is 5.3% under budget YTD and O&M Departmental Expenses are 6.5% under budget YTD. Operating Income reflects a gain of \$ 4,939,779, and the Statement of Cash Flow reflects an increase of \$4,207,448 for the fiscal year. The General Fund ended the month at \$ 40.1M.

Bernsten moved to approve the following Plumbing Contractors’ updated bonds or completed registrations for the District’s 2020-21 Plumber Registration during the time period of February 1-28, 2021:

<u>Company</u>	<u>Bond Type</u>	<u>Bond No.</u>	<u>Date of Expiration</u>
Midwest Mechanical Works, Inc.	PV	6067689	5/31/2021
Meister Plumbing, Inc.	PV	W150400174	5/31/2021
Robert W. Sell Plumbing	PV	65426828	5/31/2021;

motion seconded by Jones; motion passed upon roll call as follows:

Ben Bernsten	Aye
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Elmer Jones	Aye
Rick Pollack	Aye
Don Massier	Aye
John Sweeney	Aye

Massier moved to approve Sanitary Sewer Service Connection Variance Agreement – 1428 Minns Drive; seconded by Jones; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Massier moved to approve Sanitary Sewer Service Connection Variance Agreement – 2237 Wessman Parkway; seconded by Jones; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Massier moved to approve Change Order No. 4 – Cherry Valley Parallel Force Main, Capital Project No. 1420, IEPA Project No. L17-4667, Contractor: Fischer Excavating, Inc.; seconded by Sweeney; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Massier moved to approve Change Order No. 2, 2020-21 Service Lateral Lining, Capital Project No. 2133, Contractor: Performance Pipelining, Inc.; seconded by Bernsten; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Massier moved to approve Change Order No. 1, 2020-21 Sanitary Sewer System Lining, Capital Project No. 2137, Contractor: Visu-Sewer of Illinois, LLC; seconded by Jones; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Massier moved to approve Change Order No. 1, Storage Building, Capital Project No. 2157, Contractor: Sjostrom & Sons, Inc.; seconded by Jones; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

Cassaro presented Minutes from the Watershed Group Meeting of April 14, 2021, as information only to the Board. No Board action required.

Cassaro presented the Plant Operations Monthly Snapshot and Trend Report covering the previous month.

Cassaro advised the receipt of a letter from the Illinois Environmental Protection Agency (IEPA) confirming termination of NPDES Permit No. IL0020672 effective immediately, following the District advising the IEPA that discharge has been eliminated.

Cassaro announced the 2020 Annual SIU Pretreatment Systems Operation Awards.

Reader provided a status of Collection Systems activity regarding sewer main line cleaning, televising crews, pipe replacement, manhole ticket backlog breakdown and manhole restoration for the previous month.

Reader advised the implementation of JULIE Ticket Management Software. Among the benefits of this system are automatically clearing tickets which do not impact District system, allowing tickets to be routed by user, coverage area, work type or contractor, and reducing paper use, cost and waste for the Department. Initial cost is \$8,875.00 including implementation and training fees. Yearly renewal is \$7,375.00. No Board action required.

As no closed session was needed, Massier moved to adjourn the Regular Meeting to enter into the Meeting of the Committee of Local Improvements; seconded by Bernsten; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Aye

The Regular Meeting of the Board of Trustees adjourned at 6:40 p.m.

Clerk

