

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ROCK RIVER WATER RECLAMATION DISTRICT
JANUARY 25, 2021
5:15 P.M.**

The Rock River Water Reclamation District Board of Trustees and staff met via WebEx.

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: 146 355 2474. 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

**Sweeney joined the call at 5:30 p.m. and was not present for the first five items up for passage.*

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

Also attending were Attorneys Robert A. Fredrickson and Wesley E. Lindberg from Reno & Zahm, LLP.

Massier moved to approve the minutes of the Regular Meeting of December 14, 2020; seconded by Bernsten; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye

Rick Pollack	Aye
Don Massier	Aye
John Sweeney	Absent

No members of the public addressed the Board.

No items for President's Report this month.

Bernsten stated the Investment Report reflects \$36,797,978.29 total funds invested for the month of December, 2020, and earned interest in the amount of \$8,645.00. Total Investments are \$43,747,143.31. Report placed on file.

Bernsten moved to approve Total General Fund Expenditures for the month of December, 2020, in the amount of \$8,346,917.29 and Total Special Assessments in the amount of \$71,530.58; seconded by Jones; motion passed upon roll call as follows:

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

Regarding Old Business, Baer reported no change to McDonald Creek Trunk South Branch (Machesney Park) or West State Street Sanitary Sewer Improvements (City of Rockford).

Massier moved to approve the purchase of Manhole Lining 2020-21, Capital Project No. 2113, to the low, responsive, responsible bidder, Culy Contracting, LLC, in the amount of \$101,860.00; seconded by Bernsten; motion passed upon roll call as follows:

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

Massier moved to approve the purchase of Sodium Hypochlorite, Bid #21-201, to the low, responsive, responsible bidder, Vertex Chemical Corporation/Hawkins, Inc., in the amount of \$0.72 per gallon for a three-year term; seconded by Jones; motion passed upon roll call as follows:

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

John Sweeney

Absent

[Note: The following two items were considered in reverse order from the agenda.]

Massier moved to approve the purchase of manhole frames and lids, Bid #21-204, to the low, responsive, responsible bidder, Neenah Foundry Company, in the amount of \$109,335.00 for a one-year term; seconded by Jones; motion passed upon roll call as follows:

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

[Sweeney joined the meeting.]

Massier moved to approve the purchase of two tandem axle enclosed trailers, Bid #21-203, to the low, responsive, responsible bidder, R.A. Adams, in the amount of \$24,590.00; 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

Hanson advised that Union negotiations will begin soon. Directors Scott-Valdez, Cassaro, Fitzgerald as well as Ashley Bernard, Assistant Director, Plant Operations/Customer Service, will participate in discussions. All have history and experience working with Unions and contracts. Discussions will likely take place beginning in February.

Hanson advised that there will be no additional cost from the City for castings/new logo on manholes.

Hanson alerted the Board of an upcoming Rockford Register Star Op-Ed submitted by Hanson on behalf of the District. In the article, Hanson informs the public about the District's rebranding and advises constituents of the District's required EPA Permit that will result in a cost of approximately \$200M over the next 10 years to upgrade our plant. It informs of plans for the District and subsequent fee increases to cover this requirement. The Op-Ed will be published the day before the District's 89th anniversary. Scott-Valdez sent the copy to all Board members via e-mail.

Massier moved to approve Ordinance 20 21 O 01 amending Title 3 of the Code of Ordinances of the Rock River Water Reclamation District; 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

Calvin presented the Information Technology Monthly Report as of January, 2021, highlighting three areas in particular: 1) successful testing of systems simplifying the user log-in experience; 2) completion of additional remote set-ups for employees working from home; and 3) the District has now been approved for the Government Cloud, which adds extra protection from spam and greatly reduces the amount of unsolicited e-mail received. Virus protection software Barracuda will also be added in front of the Cloud as additional protection. Both protections should be implemented and functional in the next month.

Scott-Valdez provided an update regarding Human Resources Department initiatives, achievements for the previous month, and future plans, including COVID-19 activity (Winnebago County is currently in Group 1B in the vaccination process, and the District is in Group 1C, but no word yet from the County as to when the District will be able to offer vaccines to employees), budget process, employment, United Way, system improvements (in particular, the RFP for ERP system overhaul), organizational development, benefits and branding (soft roll-out of new branding will be presented to employees this week.)

Massier moved to approve a new Employee Policy: Vaccination Policy Section 7/10; 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

**(Scott-Valdez noted that, if approved, Policy will be posted for 10 days to allow Union to offer comment/revision.)

Massier moved to approve extension of contract with ClientFirst for a not-to-exceed cost of \$20,000 through March 31, 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

Scott-Valdez offered gratitude to Mittel for her significant work on the Budget and Appropriations for the upcoming fiscal year. Pollack added his gratitude to the Finance Committee for their work on this process. Massier added his gratitude as well.

Mittel provided the Board with a draft of Ordinance 20 21 B 02, Combined Annual Budget and Appropriations Ordinance for RRWRD for the Fiscal Year Beginning May 1, 2021, and ending April 30, 2022. Mittel then presented an overview of plan details. Staff recommends approval of the tentative budget at the February, 2021, Board Meeting to allow sufficient time for posting and a public hearing, with an anticipated budget vote to occur at the April, 2021, Board Meeting. Draft is provided as information for review at this time. No Board action required at this meeting.

Mittel provided the Board with a draft of Ordinance 20 21 R 01, Establishing all Rates, Fees, Charges, Penalties, Bond Requirements, Permits and Additional Charges for RRWRD. Draft is provided as information for review at this time. Staff recommends approval at the February, 2021, Board Meeting. No Board action required at this meeting.

Mittel presented the Finance Management Report, advising that, for the period ending December 31, 2020, User Fee Revenue is 4.69% below budget YTD, Total Revenue is 5.06% under budget YTD and O&M Departmental Expenses are 4.61% under budget YTD. Operating Income reflects a gain of \$ 4,630,440, and the Statement of Cash Flow reflects an increase of \$1,653,157 for the fiscal year. The General Fund ended the month at \$ 37.56M.

Baer reported there were no updated bonds or completed registrations for the District's 2020-21 Plumber Registration during the time period of December 1-31, 2020. No Board action required.

Massier moved to approve REVISED Change Order No. 3, Cherry Valley Parallel Force Main, Capital Project No. 1420, IEPA Project No. L17-4667, Contractor: Fischer Excavating, 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. 3, Main Pump Building HVAC Upgrades, Capital Project No. 2002, Contractor: Miller Engineering Company; seconded by Jones; motion passed upon roll call as follows:

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

Massier moved to approve Change Order No. 1 – Final, Plant Roadway Improvements 2020, Capital Project No. 2106; 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

Jones moved to approve Change Order No. 1 – Final, Cavendish Drive Sanitary Sewer Extension, Special Assessment No. 134; seconded by Massier; motion passed upon roll call as follows:

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

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

Cassaro presented Minutes from the Watershed Group Meeting of January 13, 2021, as information only to the Board. No Board action required.

[Note: The following three items were considered in alternate order from the agenda.]

Massier moved to approve an Intergovernmental Agreement between RRWRD and City of Rockford regarding a RRWRD Store and Forward Antenna Location; 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 provided the Board with a Pre-Treatment Program Report for the month of December, 2020, as information only. No Board action required.

Cassaro provided the Board with a summary of Food Service Establishments Inspection and Enforcement Review for the previous month, as information only. No Board action required.

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, along with an additional year-end summary for 2020.

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 6:45 p.m.



Clerk