

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ROCK RIVER WATER RECLAMATION DISTRICT
MARCH 22, 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: 146 382 7476. 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; Ashley Bernard, Asst. Director of Plant Operations/Customer Service; Kwame Calvin, Assistant Director of Internal Services; Susan Skinner, Executive Services Coordinator; and Craig Williams, ClientFirst.

Massier moved to approve the minutes of the Regular Meeting of February 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	Absent*

No members of the public addressed the Board.

No items for President's Report this month.

Bernsten stated the Investment Report reflects \$37,259,107.49 total funds invested for the month of February, 2021, and earned interest in the amount of \$7,479.34. Total Investments are \$45,653,520.96. Report placed on file.

Bernsten moved to approve Total General Fund Expenditures for the month of February 2021, in the amount of \$3,211,230.16; with zero Special Assessment payments; 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). Regarding West State Street Sanitary Sewer Improvements (City of Rockford), District staff had previously confirmed that IDOT will make allowances for the District's Contractor to make improvements to the sanitary sewer system this spring, in conjunction with the IDOT roadway project. Depending on the spring schedule and IDOT project status, staff was tentatively planning for a March 2021 award. However, staff has been notified by IDOT that there has been further delay with property acquisition, and the project letting would need to be delayed again. Staff will continue to coordinate this project schedule with IDOT and the City of Rockford and determine if there is still need for this agreement as the construction schedule becomes more apparent.

Massier moved to approve the purchase of Co-Gen Generator Engines 1, 2 & 3 Main Breakers from sole source vendor, Schneider Electric, in the amount of \$56,805.00; seconded by Jones; motion passed upon roll call as follows:

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

**Sweeney joined the meeting at 5:23 p.m.*

Massier moved to award contract for Used Articulating Boom Lift, Bid #21-209, to the low, responsive, responsible bidder, Fitzgerald Equipment Co., in the amount of \$ 53,984.25; 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 One (1) New Trailer-Mounted 4”x 4” Diesel Trash Pump, Bid # 21-208, to the low, responsive, responsible bidder, Lee Jensen Sales Co., in the amount of \$44,250.00; 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 the next meetings of the Board of Trustees and Committee of Local Improvements will be changed to an in-person meeting for the Board and District staff. The meetings will take place at RRWRD (Board Room) at 5:15 p.m. Members of the public may still participate via WebEx or phone, but may not participate in person. COVID-19 precautionary measures will be honored at the meeting.

Massier moved to approve the purchase of three properties: 3213 Blair Street, 417 Kennon Road and 422 Barry Road, pursuant to the Trustees’ approval of acquisition of properties in relation to the construction of the Martin Road facility, 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 these real estate closings; 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 approve an Equipment Donation Agreement to donate one easement machine to the City of Waukegan, Illinois; 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 approve a Project Close-Out Agreement for Spring Creek Trunk Sewer Replacement, IL Route 251 to Alpine Road, Capital Project No. 1402/IEPA No. L17-532, and Progress Payment No. 18-Final, including the final retainage release in the amount of \$113,619.77; 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 March, 2021, highlighting successes such as completing installation of new software to filter for e-mail phishing attacks, near completion of programming changes to STREAMS to accommodate addition of phosphorous testing, and strong performance in addressing IT Help Desk tickets, with zero pending tickets from the month of February.

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 and Budget.

Scott-Valdez also presented an informational-only update on the District Hardship Program, which began March 1, 2021.

Mittel presented the Finance Management Report, advising that, for the period ending February 28, 2021, User Fee Revenue is 3.71% below budget YTD, Total Revenue is 4.14% under budget YTD and O&M Departmental Expenses are 6.44% under budget YTD. Operating Income reflects a gain of \$ 5,386,250, and the Statement of Cash Flow reflects an increase of \$1,845,951 for the fiscal year. The General Fund ended the month at \$ 37.75M.

Massier 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>
Chuck's Plumbing & Services	PU	93K5R0800	5/31/2021
Chuck's Plumbing & Services	PV	93K5R0786	5/31/2021
A & L Plumbing, Inc.	PV	65353291	5/31/2021;

motion 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

Jones moved to approve Easement, Village of Cherry Valley, Valley Woods Drive, PIN: 16-02-252-014; 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

Massier moved to approve Change Order No. 5 – FINAL, Spring Creek Trunk Sewer Replacement IL 251 to Alpine Road, Capital Project No. 1402/IEPA Project No. L17-5321, Contractor: Merryman Excavation, 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

Jones moved to approve Change Order No. 1, 2020-21 Service Lateral Lining, Capital Project No. 2133, Contractor: Performance Pipelining, Inc.; 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

Jones moved to approve Resolution 20 21 13, Approval of the Extension of the Sanitary Sewer Service Connection Agreement for Glenwood Estates; 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

Massier moved to approve the following in one combined vote:

- Ordinance 20 21 M 06, Water Pollution Control Loan Program Ordinance Authorizing Loan Agreement Non-Home Rule Entity (Primary Filtration, Phase 1, CIP No. 2022);
- Resolution 20 21 11, Authorization to Borrow Funds from the Water Pollution Control Resolving Loan Fund;
- Resolution 20 21 12; Authorization of a Loan Applicant's Authorized Representative to Sign WPCLP Loan Application Documents; Primary Filtration Phase 1, Capital Project No. 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

Jones moved to approve Professional Services Contract – Amendment No. 1; Capacity, Management, Operations and Maintenance (CMOM) Plan, IEPA NPDES Permit Requirement, Special Condition 19, Account No. 70-7130; 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

Jones moved to approve Professional Services Contract – Amendment No. 1, Primary Filtration Project, Final Layout Design and Construction Bidding Documents, Capital Project No. 2022; 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 Minutes from the Watershed Group Meeting of March 10, 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.

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.

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 6:13 p.m.



Clerk