

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ROCK RIVER WATER RECLAMATION DISTRICT
MAY 24, 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: 146 768 8527. 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
Ben Bernsten	Clerk/Treasurer
Don Massier	Trustee
Elmer Jones	Trustee

John Sweeney, Vice President, was absent.

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.

Jones moved to approve the minutes of the Regular Meeting of April 26, 2021; seconded by Massier; motion passed upon roll call as follows:

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

John Sweeney Absent

Pollack congratulated Don Massier on his re-appointment to the RRWRD Board of Trustees.

Pollack moved to approve election of Officers of the Board of Trustees and appointments of the Assistant Clerk, Hearing Officer and Committee of Local Improvements as follows:

Elections (Board of Trustees):

President: Rick Pollack
Vice President: John Sweeney
Clerk/Treasurer: Ben Bernsten

Appointments (Board of Trustees):

Assistant Clerk: Tim Hanson
Hearing Officer: Rick Pollack
Board Commissioner: Mark Crosby

Appointments (Committee of Local Improvements):

a. Members: Same as Board of Trustees
b. President: Rick Pollack
c. Vice President: John Sweeney
d. Secretary: Ben Bernsten
e. Collector: Tim Hanson

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

Massier moved to approve Resolution 21 22 06, RRWRD Board Elections/Appointments; 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

Bernsten stated the Investment Report reflects \$ 37,828,283.72 total funds invested for the month of April, 2021, and earned interest in the amount of \$ 4,781.92. Total Investments are \$ 47,517,084.16. Report placed on file.

Bernsten moved to approve Total General Fund Expenditures for the month of April 2021, in the amount of \$ 4,351,709.34; 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), Baer advised that IDOT has included the roadway project on the upcoming June letting and will incorporate time within the IDOT roadway contract to allow for utility relocation; thereby allowing the District to perform the sanitary sewer work while utilizing IDOT's road closure and detour route. Staff is preparing the necessary Memorandum of Understanding (MOU) with the COR for the Executive Director to sign to establish the easements necessary for the proposed sanitary sewer relocation with formal recording of said easements at a later date. Staff is also preparing the plans and specifications to advertise the sanitary sewer work for bids the first week of June with a tentative contract award at the June 2021 Board Meeting. Staff will continue to monitor the IDOT letting schedule and adjust the District bid package accordingly. If IDOT removes the roadway project from the State letting, District staff will issue an addendum adding the necessary traffic control items to allow the sanitary sewer project to continue, or Staff will make the recommendation to the Board that the project not be awarded at the June meeting.

Jones moved to authorize award for 2021-22 Service Cleanout Installations, Capital Project No. 2201, to the low, responsive, responsible bidder, Stenstrom Excavation and Blacktop Group, for the sum of \$ 529,875.00; seconded by Massier; motion passed upon roll call as follows:

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

Hanson advised that the District lobby will re-open to the public effective July 1, 2021. Appropriate COVID-19 protocol will be in effect.

Massier moved to approve the property acquisition of 3331 Foley Street 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 Jones; 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 Ordinance 21 22 M 05 changing the name of Rock River Water Reclamation District to Four Rivers Sanitation Authority; 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

Calvin presented the Information Technology Monthly Report as of May, 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 RF, telephone system replacement, Electronic Payment System Upgrade and Uninterruptible Power Supply 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 (including the resignation of Edgar Mendoza). 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.

Scott-Valdez congratulated Finance Manager Lisa Mittel and her team on receiving the *Certificate of Achievement for Excellence in Financial Reporting* for its Comprehensive Annual Financial Report for the fiscal year ended April 30, 2020.

Jones moved to approve the 2021-2026 Collective Bargaining Agreement (CBA) for Teamsters Local 325 Maintenance, Operations and Repairs; seconded by Bernsten; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye

Donald Massier	Aye
Rick Pollack	Aye
John Sweeney	Absent

Mittel thanked the group for their congratulations regarding receiving the Government Finance Officers Association’s *Certificate of Achievement for Excellence in Financial Reporting* for its Comprehensive Annual Financial Report for the fiscal year ended April 30, 2020. Mittel commended her team for a job well done.

Mittel advised that the 2020 property levy collected in 2021 was finalized in April by the Winnebago County Clerk. The tax levy will increase approximately \$ 113,564.00 (2.2%) from the prior year, and the District’s tax rate declines from \$0.1848 in 2019 to \$0.1789 for the current levy. Public Benefit property tax revenues are used solely to fund Special Assessment projects. Current cash reserve in the District’s Public Benefit Fund is approximately \$ 2.0M. No Board action required.

Mittel presented a new Revenue and Cash Management Policy for Board approval. Mittel explained that a need to codify past practices and procedures was identified with staffing changes, retirements and departmental restructuring. One of the primary goals of the policy is to identify proper controls and segregation of duties. Additionally, the new policy provides guidance to District employees on improving cash handler’s skill and accountability, therefore protecting District resources. Massier moved to approve the new Revenue and Cash Management 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	Absent

Massier moved to approve Resolution 21 22 04 establishing the RRWRD Revenue and Cash Management 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	Absent

Mittel presented the Finance Management Report, advising that, for the period ending April 30, 2021, User Fee Revenue is 2.3% below budget YTD, Total Revenue is 1.4% under budget YTD and O&M Departmental Expenses are 1.97% under budget YTD. Operating Income reflects a gain

of \$ 4,077,089, and the Statement of Cash Flow reflects an increase of \$4,077,089 for the fiscal year. The General Fund ended the month of April at \$ 39.98M.

Baer advised there were no Plumbing Contractor registrations for the month of April, 2021.

Massier moved to approve Change Order No. 1, Dewatering Building Parapet Repairs and Reroofing, Capital Project No. 2155, Contractor: Bennett Construction, 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	Absent

Massier moved to approve Professional Services Contract Amendment No. 2, Primary Filtration Project – Phase 1, CIP No. 2022; Engineer: Donohue & Associates, 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	Absent

Massier moved to approve Professional Services Contract, Nutrient Removal Facility Plan, Effluent Diffuser Outfall Inspection, CIP No. 1763; Engineer: Collins Engineers, 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	Absent

Massier moved to approve beginning the preliminary design phase for Nutrient Removal Facility Planning, AGS, CIP No. 2207; seconded by Jones; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Aye
Donald Massier	Aye

Rick Pollack	Aye
John Sweeney	Absent

Massier moved to approve Intergovernmental Agreement (IGA) No. 1, City of Rockford Well Water Discharge; seconded by Bernsten; motion passed upon roll call as follows:

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

Cassaro presented Minutes from the Watershed Group Meeting of May 12, 2021, as information only to the Board. No Board action required.

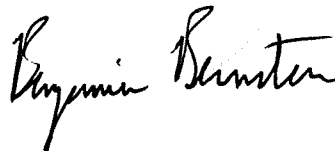
Cassaro presented the Plant Operations Monthly Snapshot and Trend Report covering the previous month.

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	Absent

The Regular Meeting of the Board of Trustees adjourned at 6:10 p.m.



Clerk