

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ROCK RIVER WATER RECLAMATION DISTRICT
JUNE 28, 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: 146 519 3531. 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; Ashley Bernard, Assistant Director, Plant Operations/Customer Service; and Susan Skinner, Executive Services Coordinator.

Massier moved to approve the minutes of the Regular Meeting of May 24, 2021; 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

Bernsten stated the Investment Report reflects \$ 38,485,223.60 total funds invested for the month of May, 2021, and earned interest in the amount of \$ 4,626.75. Total Investments are \$49,676,665.76. Report placed on file.

Bernsten moved to approve Total General Fund Expenditures for the month of May 2021, in the amount of \$ 3,505,929.94; with Total Special Assessments at \$ 33,678.29; 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 Memorandums of Decision and Order regarding Show Cause Hearings held May 26, 2021, for the following properties: 1334 N. Burbank, 1504 Horace and 410 Vista Terrace; 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

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 the City of Rockford (COR) is reviewing the Memorandum of Understanding (MOU) and should be presenting it to City Council within the next couple weeks.

Massier moved to authorize award for West State Street Sanitary Sewer, Capital Project No. 2014, to the low, responsive, responsible bidder, Fischer Excavating, Inc., for the sum of \$ 773,713.25; 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 Aquarium Operation and Maintenance to the qualified, responsive and responsible provider, Stateline Aquarium Maintenance, at a cost of \$49,500.00/year 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	Aye

Jones moved to award contract for 2021-22 Collection System Repairs, Capital Project No. 2254, to the low responsive, responsible bidder, Stenstrom Excavation & Blacktop Group; 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

Massier moved to award contract for Janitorial Service to Advanced Cleaning at a cost of \$484,645.00 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	Aye

Hanson provided an update on a variety of Four Rivers-related topics:

- The new company name is now official: Four Rivers Sanitation Authority (“the Authority”).
- The new name was displayed on truck banners in the Rockford 4th of July parade.
- There is a myriad of update in progress internally to update to the new name.
- In celebration of the new brand and also Wastewater Employees Appreciation Day, employees were treated to lunch from four different Rockford food trucks on June 30, 2021.
- In November, 2021, the Authority will sponsor and participate in the Greentown Expo at Embassy Suites in partnership with Aqua-Aerobics. Cost to participate is \$5,000. Hanson extended an invitation for Board members to attend.
- Hanson advised he has been appointed Chair of the WinGIS Board, which also means Hanson is now a member of the R1PC Executive Committee.

- Hanson advised the Board that several Authority employees were recently given special recognition for efforts “above and beyond” their usual work:

Rodney Barlow, Ashley Bernard, Kwame Calvin, Mike Daily, John Farmer, Ed Fitzgerald, Greg Cassaro, Dave Frerichs, Brittany Krutz, Lisa Mittel, Sandy Shurmack, Julia Scott-Valdez, Erik Sipes, and Susan Skinner.

Massier moved to approve re-opening future Board and Committee Meetings to in-person public attendance beginning with the July, 2021, meetings pending future restrictions from the State of Illinois; 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 June, 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, Uninterruptible Power Supply Replacement, GIS software and protection against ransomware attacks.

Scott-Valdez provided an update regarding Human Resources Department initiatives and achievements for the previous month and future plans, including staffing and employee relations.

Insurance representative Tony Evans joined the meeting via WebEx to answer inquiries regarding property insurance renewal.

Massier moved to approve Property Insurance Renewal through Alliant Property Insurance Program (APIP) for \$161,971.00 and Hiscox for \$12,706.00 for a total combined premium expense of \$174,677.00; 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 initiated a discussion regarding a proposed amendment to the Four Rivers Sanitation Authority By-Laws, Section 3: Finance. The amendment would allow for all budgeted expenses that have been approved by the Board through the budget process to be paid within thirty

(30) days of receipt, with the Board still receiving a monthly report of those expenses for review and comment. Scott-Valdez invited the Board to express any thoughts/concerns regarding the proposed amendment.

Mittel presented the Finance Management Report, advising that, for the period ending May 31, 2021, User Fee Revenue is 25.7% below budget YTD, Total Revenue is 12.9% under budget YTD and O&M Departmental Expenses are 11.9% under budget YTD. Operating Income reflects a gain of \$ 422,679, and the Statement of Cash Flow reflects an increase of \$1,006,047 for the fiscal year. The General Fund ended the month of May at \$ 40.99M.

Massier moved to approve the following updated plumbing contractor bonds and completed registrations for the period of May 1-31, 2021:

COMPANY	BOND TYPE	BOND NO.	EXPIRATION
Molitor Plumbing	PV	65449233	5/31/2021
Advantage Plumbing & Design	PV	6117940	5/31/2021;

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. 5, Cherry Valley Parallel Force Main, Capital Project No. 1420, IEPA Project No. L17-4667; Contractor: Fischer Excavating, 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

Massier moved to approve Change Order No. 1, Seminary Street Sanitary Sewer Repairs, Capital Project No. 2284, Contractor: N-Trak Group, LLC; 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, Christina Street Sanitary Sewer Repairs, Capital Project No. 2286, Contractor: Northern Illinois Service Company; 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 Shelburne Drive Sanitary Sewer Extension, Special Assessment No. 135, Change Order No. 1 - FINAL; 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 Professional Services Contract, Aerobic Granular Sludge – Phase 1, Capital Project No. 2207; 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 an Intergovernmental Agreement with the City of Rockford regarding water distribution system located within and serves the main Treatment Plant facility; 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

Baer provided an update regarding River Lane Roadway improvements (IL 251 to Walker Avenue), Loves Park. No Board action required.

Cassaro presented Minutes from the Watershed Group Meeting of June 9, 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.

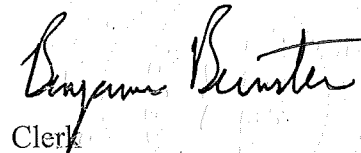
Reader provided a status of Collection Systems activity regarding sewer main line cleaning, televising crews, pipe replacement, manhole ticket backlog breakdown and manhole restoration for the previous month.

Bernsten departed the meeting at 6:40 p.m.

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 Jones; motion passed upon roll call as follows:

Ben Bernsten	Absent
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