

**AMENDED\***

**MINUTES OF REGULAR MEETING  
BOARD OF TRUSTEES  
FOUR RIVERS SANITATION AUTHORITY  
(formerly Rock River Water Reclamation District)  
OCTOBER 25, 2021  
5:15 P.M.**

(\*Amended items highlighted in yellow.)

The Four Rivers Sanitation Authority Board of Trustees and staff met in-person at Four Rivers Sanitation Authority, Graceffa Administration Building, 3501 Kishwaukee St., Rockford, Illinois.

Members of the public were welcome to join the meeting in-person as space permitted. Socially distanced seating was enforced. Alternatively, the public was invited to participate and listen to the meeting via GoToMeeting (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: (669) 224-3412; access code: 999 528 189.

All attendees were required to wear a mask for the safety of all attendees. **Per 2021 State of Illinois Executive Order No. 87, as of Monday, August 30, 2021, "All individuals in Illinois who are age two or over and able to medically tolerate a face covering, mask or cloth face covering shall be required to cover their nose and mouth with a face mask when in an indoor public place."** <https://www.illinois.gov/government/executive-orders/executive-order.executive-order-number-20.2021.html>

Members of the public were invited to address the Board in-person or via teleconference during the Public Participation section.

Pollack called the Regular Meeting of the Board of Trustees 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; Greg Cassaro, Director, Plant Operations; Jim Reader, Director of Collection Systems; Lisa Mittel, Finance Manager; Ashley Bernard, Assistant

Director, Plant Operations/Customer Service; Kwame Calvin, Assistant Director of Internal Services; and Susan Skinner, Executive Services Coordinator.

Massier moved to approve the minutes of the Regular Meeting of September 27, 2021, and the Special Meeting of October 13, 2021; 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

Bernsten stated the Investment Report reflects \$ 45,612,741.33 total funds invested for the month of September, 2021, and earned interest in the amount of \$4,394.48. Total Investments are \$54,222,377.49. Report placed on file.

Bernsten moved to approve Total General Fund Expenditures for the month of September 2021, in the amount of \$ 3,915,761.39; with Total Special Assessments at \$ 0; 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 McCurry Road Trunk Sewer (Roscoe), FRSA has been approached by the Village of Roscoe for a cost-sharing/reimbursement agreement for the extension and completion of the McCurry Road trunk sewer from IL 251 South of American Aluminum Extrusion east and north to the intersection of McCurry and Willowbrook Roads for proposed future development. Preliminary project cost estimate is between \$1.8M-2.0M. FRSA requested formal letter of intent from Roscoe, which will be presented to the FRSA Board upon receipt.

Massier moved to approve selection of Tyler Munis Technologies to replace FRSA's billing, financial and customer service management system for a one-time implementation cost not to exceed \$1,068,057.00 and to provide the Executive Director with signature authority on the final contract; seconded by Sweeney; motion passed upon roll call vote as follows:

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

John Sweeney

Aye

Hanson provided an update on preparation for the Greentown Conference, which FRSA will hold in partnership with Aqua Aerobics on November 12 at Embassy Suites.

Hanson expressed his gratitude to staff involved in the planning and execution of the FRSA Wellness Fair and United Way Kick-Off Event on October 15 at FRSA.

Hanson reminded everyone that the November Board Meeting will be held on November 15 due to the Thanksgiving holiday.

Sweeney moved to approve the purchase of property at 433 Kennon Road and Delegation of Authority to General Counsel Ed Fitzgerald to complete the purchase; 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 approve Ordinance 21 22 O 19, Amending the Code of Ordinances of the Rock River Water Reclamation District to Reflect Name Change to Four Rivers Sanitation Authority; 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 October 2021, highlighting activity regarding simplifying the user login experience, Resilient Radio Systems, Enterprise Asset Management, telephone system replacement, Electronic Payment System upgrade, Geographic Information System (GIS) upgrade and other projects.

Scott-Valdez provided an update regarding Human Resources Department initiatives and achievements for the previous month and future, including employee relations and the addition of new employee, Michael Harshbarger.

Massier moved to approve 2021 Health Benefit Renewal Rates; 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

Resolution 21 22 20, updating Policy 7.10 and adding new Policy 7.11, was presented for Board consideration. Pollack began a discussion by advising that, after the September Board Meeting, he and Scott-Valdez discussed updates to the draft policy as presented for discussion at the September meeting. Pollack stated that Scott-Valdez had perfectly implemented his intended updates into the current version and expressed his appreciation for her effort. Hanson advised that FRSA has already been contacted by other government agencies asking for examples of how FRSA is addressing the subject. Sweeney asked for history on the FRSA Safety Committee. Scott-Valdez advised that, in the past, the Safety Committee primarily acted on complaints brought to its attention. The Committee is now, however, under the leadership of the Authority’s Risk Manager, Kwame Calvin, who expressed that the current Safety Commission is solution-based. Safety risks are now addressed before they become a hazard, and communication is encouraged. Regular meetings take place with both the Committee and Management. Sweeney asked who comprises the membership of the Committee. Calvin replied that every department now has an employee representative on the Safety Committee. Sweeney continued with further inquiries regarding wording of the proposed policies, to which Scott-Valdez provided answers and explanation. A request was made to layover approval of the amendment/new policy.

As such, Massier moved to approve layover of Resolution 21 20 20, Amendment to Policy 7.10 and Addition of New Policy 7.11; seconded by Bernsten; motion passed upon roll call as follows:

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

Massier moved to approve Ordinance 21 22 B 01: Public Benefit Chlorination and Corporate Tax Levy; seconded by Sweeney; motion passed upon roll call as follows:

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

Massier moved to approve the following Tax-Abatement Ordinances:

- 21 22 M 14: Abatement Tax Year 2021: 2013 Bonds
- 21 22 M 15: Abatement Tax Year 2021: 2014 Bonds
- 21 22 M 16: Abatement Tax Year 2021: 2017 Bonds

21 22 M 17: Abatement Tax Year 2021: 2018 Bonds  
21 22 M 18: Abatement Tax Year 2021: 2019 Bonds;

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

Mittel presented the Finance Management Report, advising that, for the period ending September 30, 2021, Total Revenue is 1.7% under budget YTD; User Fee Revenue is 7.5% below budget YTD; Operations & Maintenance Departmental Expenses are 9.8% under budget YTD for the five-month period; Capital Project Expenditures for September totaled \$1.7M; Operating Income reflects a gain of \$5,804,980; the Statement of Cash Flow reflects an increase of \$6,738,516 for the fiscal year; and the General Fund Cash ended the month of September at \$46.7M.

Massier moved to approve the following updated plumbing contractor bonds and completed registrations for the period of September 1-30, 2021:

<u>Company</u>	<u>Bond Type</u>	<u>Bond No.</u>	<u>Date of Expiration</u>
1. JF Ahern Co.	PV	30134916	5/31/2022
2. Rockford Septic System Co.	PV	0507494	5/31/2022;

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 2020-21 Sanitary Sewer Lining, CIP No. 2137, Change Order No. 4; 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 2020-21 Collection System Repairs, CIP No. 2254, Change Order No. 1; seconded by Massier; motion passed upon roll call as follows:

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

Massier moved to approve Seminary Street Sanitary Sewer Repairs, CIP No. 2284, Change Order No. 2 - FINAL; seconded by Jones; motion passed upon roll call as follows:

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

Baer provided the Engineering Monthly Management Report for the previous month.

Cassaro presented the Plant Operations Monthly Management Report and IWS Trend Report covering the previous month, as well as the Watershed Meeting Minutes from October 12, 2021.

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 also presented the Collection Systems Monthly Management Report.

As no closed session was needed, Sweeney moved to adjourn the Regular Meeting; seconded by Massier; motion passed upon roll call as follows:

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

The Regular Meeting of the Board of Trustees adjourned at 6:35 p.m.



Clerk