

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ROCK RIVER WATER RECLAMATION DISTRICT
OCTOBER 28, 2019**

Massier 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 meeting was held in the Board Room at the Graceffa Administration Building, 3501 Kishwaukee Street, Rockford, Illinois. The following Trustees were present:

Donald Massier	President
Elmer Jones	Vice President
Rick Pollack	Clerk/Treasurer
John F. Sweeney	Trustee
Ben Bernsten	Trustee

Staff present: Timothy S. Hanson, Executive Director; Christopher Baer, Director of Engineering; Chris Black, Director of Finance; Joseph Hanley, Legal Director; Brian Markgraf, Collection Systems Construction Division Manager (attending for Jim Reader, Director of Collection Systems); Larry McFall, Director of Plant Operations; Greg Cassaro, Assistant Director of Plant Operations; Mike Robertson, CIO, and Susan Skinner, Executive Services Coordinator.

Julia Scott-Valdez, Director of Human Resources, and Jim Reader, Director of Collection Systems, were absent.

Also attending was Sidney Turner, Metro Program Manager, Region 1 Planning Council.

Pollack moved to approve the minutes of the Regular Meeting and Closed Meeting of September 16, 2019; seconded by Jones; motion passed upon roll call as follows:

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

Hanley introduced Sidney Turner, Metro Program Manager for the Region 1 Planning Council (RPC), who provided a brief presentation regarding the Council's Metropolitan Transportation Plan.

Pollack stated the Investment Report reflected \$34,974,971.00 total funds invested for the month of September, 2019, and earned interest in the amount of \$60,649.84. Report placed on file.

Pollack moved to approve Total General Fund Expenditures for the month of September, 2019, in the amount of \$3,198,326.13; seconded by Jones; motion passed upon roll call as follows:

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

Regarding Old Business, Baer reported no changes to McDonald Creek Trunk South Branch (Machesney Park). Regarding W. State St. Reconstruction, Phase 2, Baer advised that the District met with the City of Rockford, and a preliminary alignment for the proposed work has been conceptually approved. District staff will finalize plans to submit to the City for review and concurrence. At this time, it does not appear an intergovernmental agreement will be necessary, as the City will handle the design and plans for the water main improvements, and the District will handle the sanitary sewer improvements. This item will be removed from the Outstanding Agreement Report next month.

Jones moved to award a contract for a Reciprocating Positive Displacement Pump to the low responsive, responsible bidder, Penn Valley Pump Company, at a cost of \$34,480.00; 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

Pollack moved to award a contract for provision of enterprise asset management software to Assetworks, a sole source provider, at a cost of \$314,160.00; 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

Jones moved to approve a contract for the purchase of an Emery Winslow scale to the sole source provider with the original design on file, Midwest Scale, for a cost not to exceed \$87,000.00; seconded by Pollack; motion passed upon roll call as follows:

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

Hanson announced the October 31, 2019, retirement of IWS Tech/Inspector, Mike Massier, after nine years with the District.

Hanson discussed his plan for the combining/restructure of three positions within the organization.

Hanson discussed moving to a paperless system for Board Meeting material.

Pollack moved to approve Resolution 19/20-07 re Policy Amendments as a Result of Changes to District Management Employee Titles and Amendments to District By-Laws; 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

Hanley advised that Resolution 19/20-08 will be addressed after completion of a Closed Session.

Hanson presented Scott-Valdez's summary of HR Department initiatives, achievements for the previous month, and future plans, including employment, system improvements, organizational development, benefits and branding. In particular, Hanson called to the Board's attention a memo from Scott-Valdez regarding 2020 Health & Voluntary Benefit Renewal Rates. 2020 rates will reflect a 4.7% decrease in health insurance and a 5% increase in dental insurance (offset by an adjustment of the annual benefit maximum from \$1500/person to \$2000/person). The Vision insurance rate is still being negotiated and will be presented prior to the next Board Meeting.

Jones moved to approve 2020 health and dental insurance rates as presented in the memo; 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

There were no plumbing contractor registrations for the time period of September 1-30, 2019.

Pollack moved to approve an easement vacation for First Winnebago Development Corporation, PIN: 14-10-331-021; 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

There are no annexations for this month.

Jones moved to approve Change Order No. 1, RAS Pump Replacement, Phase 2, Capital Project No. 1859, Contractor: Civil Constructors, Inc.; seconded by Pollack; 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, VFD Procurement for Cherry Valley Lift Station Pump Replacement, Capital Project No. 1911, Supplier: Gasvoda & Associates, 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

Pollack moved to approve Change Order No. 1, Final, 2019-20 Sanitary Sewer Service Repairs, Capital Project No. 2001, Contractor: N-Trak Group, LLC; seconded by Sweeney; 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

Bernsten moved to approve Change Order No. 1, Final, Plant Roadway Replacement 2019, Capital Project No. 2006, Contractor: Stenstrom Excavation and Blacktop Group.; 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

Pollack moved to approve Contract Amendment No. 1, Old Admin Building Interior Remodel Design, Capital Project No. 1904, McClellan Blakemore Architects; 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

Pollack moved to approve Contract Amendment No. 3, Substation 3-6 Upgrade Project, Capital Project No. 1930, System Design Service Engineering; 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

Pollack moved to approve Contract Amendment No. 1, Main Pump Building HVAC Upgrades, Capital Project No. 2002, System Design Service Engineering; 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

Pollack moved to approve Professional Services Contract for preparation of Final LOMR and CLOMR-F documents for District Plant Site, Capital Project No. 2030, to Clark Dietz, Inc., for an amount not to exceed \$23,520.00; 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 Ordinance 19/20-S-03 amending Ordinance 18/19-S-01, providing for a “deficiency” petition to be filed re the Mulford Road sanitary sewer area; seconded by Pollack; 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 Ordinance 19/20-S-02 amending Ordinance 18/19-S-02, providing for a “deficiency” petition to be filed re the Charles Street sanitary sewer area; seconded by Pollack; motion passed upon roll call as follows:

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

Pollack moved to approve Resolution 19/20-06, Cavendish Drive Special Assessment No. 134, for District staff to continue with the Project and begin the statutory process necessary for a Special Assessment, and to proceed with expending District resources to commence topographical surveying, geotechnical investigation and detailed engineering design; 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

Pollack moved to approve Resolution 19/20-05, Shelburne Drive Special Assessment No. 135, for District staff to obtain appraisals for the parcels within the potential Special Assessment area, conduct a public informational meeting with residents within the Special Assessment area, and expend resources for topographical surveying and engineering in order to develop a detailed cost estimate; 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

McFall reported that the first Watershed Group Meeting took place this past week, marking that this piece of permit compliance is now underway. Cassaro then expressed his gratitude to the Board for approving purchase requests on several components in need of upgrade in order to provide the District's high-level of service. Cassaro then presented Plant Operation's monthly "snapshot."

Markgraf provided status of Collection Systems activity regarding sewer main line cleaning, televising crews, pipe replacement, manhole ticket backlog breakdown and manhole restoration for the month of September, 2019.

Black reported that, as of the end of September, 2019, total revenue is 7.2% below budget YTD, O&M expenses are 0.7% over budget YTD; operating income reflects \$3.154M, and the Statement of Cash Flows shows an increase of \$6.6M. The General Fund ended the month at \$37.5M.

Black initiated a discussion regarding passage of Ordinance No. 19/20-B-01, RRWRD Public Benefit Chlorination and Corporate Tax Levy, an Ordinance for the levy and assessment of a tax for the purpose of paying (1) that portion of the several amounts heretofore assessed against the District for the public benefit as well as paying any such amounts as may be assessed hereafter for public benefit under and in pursuance of any ordinance that may be adopted hereafter by the Board of Trustees; (2) payments for chlorination, de-chlorination and additional treatment required to meet water quality standards; and (3) the corporate purposes of the RRWRD located in the County of Winnebago, State of Illinois, for the fiscal year beginning May 1, 2020 and ending April 30, 2021. Black advised that the Ordinance must be passed and filed no later than December 23, 2019. As such, the Board decided to take additional time for consideration and will vote on it at the November 18, 2019, Board Meeting.

Black provided a review of the District's financial results for FY2019, focusing primarily on the General Operations and Public Benefit Funds, and the increase in District cash and cash equivalents from the prior year.

At 6:45 p.m., Pollack moved to suspend the regular meeting for Meeting of Committee of Local Improvements and Closed Session to discuss Imminent Litigation (5 ILCS 120/2(c)(11)); 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

The Regular Meeting reconvened at 7:10 p.m. President Massier stated that no decisions had been made nor any votes been taken in Closed Session.


Jones moved to approve Resolution 19/20-08, Approval of Confidential Release and Settlement Agreement and First Amendment Thereto; seconded by Pollack; motion passed upon roll call as follows:

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

Pollack motioned to adjourn the Regular Meeting; 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

The Regular meeting adjourned at 7:10 p.m.


Clerk