

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ROCK RIVER WATER RECLAMATION DISTRICT
MONDAY, MARCH 26, 2018**

President Massier called the Regular Meeting of the Board of Trustees of the Rock River Water Reclamation District to order at 5:15 p.m. 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	Absent

*Sweeney joined the meeting at 5:30 p.m.

Staff present: Timothy S. Hanson, District Director; Joseph W. Hanley III, Esq., General Counsel; Christopher Baer, Engineering Manager; Larry McFall, Plant Operations Manager; Jim Reader, Supporting Services Manager; Chris Black, Business Manager; Michael Robertson, ITS Supervisor; Susan Skinner, Executive Services Coordinator.

President Massier stated that the meeting was being recorded.

Trustee Jones moved to approve the minutes of the Regular Meeting of February 26, 2018; seconded by Trustee Pollack; motion passed upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Rick Pollack	Aye
John F. Sweeney	Absent

Trustee Pollack moved to approve the minutes of the Closed Session of February 26, 2018; seconded by Trustee Jones; motion passed upon roll call as follows:

Elmer Jones	Aye
Donald Massier	Aye
Rick Pollack	Aye
John F. Sweeney	Absent

There were no requests for Public Participation & Correspondence/Possible Board Action and no Appearances Before the Board.

Trustee Pollack stated the Investment Report showed the District had \$22,259,765.98 total funds invested for the month of February and earned interest in the amount of \$21,418.63. Report placed on file.

Trustee Pollack moved to approve Total General Fund Expenditures for the month of February 2018 in the amount of \$2,923,433.18; seconded by Trustee Jones; motion passed upon roll call as follows:

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

Disconnect Hearings Officer Pollack and General Counsel Hanley advised that Delicias Bakery has settled its outstanding account, and the previously scheduled water-shut-off at the business has been canceled. With respect to Hacienda San Jose, the outstanding issues have not been resolved, and a water shut-off is scheduled to take place April 2, 2018. Hanley advised that the District Code of Ordinances is ambiguous as to whether a Board vote is required to move ahead with the shut-off, but Hanley recommends it take place so that the decision has the full approval of the Board.

Trustee Jones moved to approve the shut-off decision; seconded by Trustee Pollack; motion passed upon roll as follows:

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

President Massier inquired and Hanley confirmed that he believed the business is operating. Hanley also confirmed that typical District procedure is to visit the facility several times to advise re water shut-off well in advance. Hanley advised that the owner has not responded to several phone calls, certified mailings, and did not attend its Show Cause Hearing, so Hanley will now have the paperwork served to the owner. Trustee Pollack asked if a language barrier might be a factor in the non-response. Hanley replied that, while it may be a factor, there is no legal obligation of the District with respect to that issue. Hanley advised that the District is fully aware of the implications of water shut-off and will proceed with caution.

Regarding Status of Outstanding Agreements, Engineering Manager Baer reported no change in the status of the McDonald Creek Trunk South Branch. Regarding W. State Street Reconstruction, Phase 2, District staff has had conversations with the City of Rockford and IDOT and discovered that IDOT has pushed the project back due to additional easements and land acquisition. Once this activity has settled, the District will be able to meet again with the City of Rockford to determine its precise plan and move forward.

Baer advised that the District has had conversations with the Village of Roscoe regarding the McCurry Road Trunk Sewer, Phase 4 agreements. Even though there is a certain level of interest, the Village is not yet ready to move forward. This exercise goes back to Fall, 2015. As the District typically holds these types of commitments open for approximately 12 months, the District decided to expire the commitment.

Trustee Jones moved to award the contract for the Grit Building HVAC Replacement project to Miller Engineering Company, which submitted the low responsible, responsive bid at a cost of \$379,700. The project will replace the make-up air unit, add a separate exhaust fan and two explosion-proof electric unit heaters for supplemental heating, replace the metal ductwork in the grit area with fiberglass reinforced plastic ductwork, replace the building's gas detection and alarm system, replace the roof, drains and piping, rooftop lightning protection system, and add electrical equipment for power the new heating and ventilation equipment. Motion was seconded by Trustee Pollack; motion passed upon roll call as follows:

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

Trustee Sweeney joined the meeting at 5:30 p.m.

Baer advised that bids were received for the Dewatering Building Basement Renovations project; however, Staff recommends that the Board reject all received bids, as all were above the engineer's estimate, and many of the individual unit prices have significant variation from one bid to the next, demonstrating an overall lack of continuity for the proposed project scope. Staff recommends a thorough review of the project scope and possible revision/repackaging of the work items to eliminate possible scope ambiguity. Trustee Pollack moved to reject all bids for this project; seconded by Trustee Sweeney; motion passed upon roll call as follows:

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

Trustee Pollack referenced the encouragement of collaboration addressed in the Winnebago County Board Chairman's recent "State of the County" presentation. Pollack asked Director Hanson whether he was privy to information which may lead to District collaboration with other area entities. Hanson confirmed that, whenever the District has the opportunity to collaborate with other entities for needed product/equipment/services, etc., it does so. As an example, Hanson cited the proposal to use RPS 205's effort in contracting for burglar alarms and security cameras as due diligence for the District in its own security replacement needs (to be discussed later on the agenda of this Board Meeting).

General Counsel Hanley presented an update on Workers' Compensation Claims reporting that, as of the end of this month, there will be only one outstanding claim. Hanley also reported that there have been no new claims since 2015.

Hanley presented Amendment No. 2 of the Loves Park Corporate Center Sewer Extension and Service Connection Agreement. He explained that, after the Board had previously signed the agreement, the District was informed that it had been given an incorrect name for the entity that owns the property, mandating an update to the original document. Trustee Pollack moved to approve the amendment; seconded by Trustee Sweeney; motion passed upon roll call as follows:

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

Trustee Jones moved to approve the Plumbers Bond Report; seconded by Pollack; motion passed upon roll call as follows:

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

Engineering Manager Baer requested approval of two easements (same property with two different owners: East Riverside Development Co. and City of Loves Park, IL), Home 2 Suites Development. Trustee Pollack motioned to approve; seconded by Trustee Jones; motion passed upon roll call as follows:

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

Trustee Pollack moved to approve Change Order No. 4 – Final, Spring Creek Trunk Sewer Replacement IL 251 to Alpine Road; seconded by Trustee Sweeney; motion passed upon roll call as follows:

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

Trustee Jones moved to approve Change Order No. 2, 2017-18 Sanitary Sewer Lining, Contract B – Terra Engineering and Construction Corporation – time extension; seconded by Trustee Sweeney; motion passed upon roll call as follows:

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

Trustee Pollack moved to approve Contract Amendment No. 1, Grit Building HVAC Replacement (construction services portion for System Designed Service Engineering) due to changes in the scope of work; seconded by Sweeney; motion passed upon roll call as follows:

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

Trustee Pollack moved to approve Amendment No. 1 to IGA for Soper Street & Cross Streets & Westfield Road Water and Sewer Main Improvement Project; and IGA for Village of Winnebago Sanitary Sewer System Adoption; seconded by Trustee Sweeney; motion passed upon roll call as follows:

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

Engineering Manager Baer alerted the Board to circumstances regarding the IEPA Project Letting Schedule for Month of April as it applies to Fuller Creek Phase D and F. Considering IEPA requires 45-day window for bids, District released bids on March 9, 2018, allowing the bid opening to take place the same day as the next Board Meeting on April 23. Although this means late bid memos, it also results in a savings of three weeks to add the bids to the queue. Trustee Pollack moved to approve; seconded by Sweeney; motion passed upon roll call as follows:

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

Supporting Services Manager Jim Reader reported the following update for the month of February, 2018:

- Vactors cleaned 80,661 ft. of sewer main (17,000 ft. over last year's scheduled cleaning), with an additional 3,554 ft. of unscheduled work completed as well.
- TV trucks televised 41,487 ft. of sewer main (5,400 ft. more than February, 2017).
- Crews completed 24 pipe replacement services for a total of 567 ft. and four point repairs, accounting for 31 ft. of eight-inch main.
- Total manhole tickets for the month began at 220; 40 new tickets were written with 39 completed. Overall backlog increased by 1, bringing the total to 221. Of the 39 completed tickets, five manholes were replaced or reconstructed, nine castings and lids were replaced, 15 lids were replaced, and 10 were miscellaneous repairs. Engineering has been assisting with manhole inspection, which has been very beneficial.
- There was one main line back-up.

Business Manager Black reported that, for the Business Report ending February, 28, 2018, total revenue is two percent over budget year-to-date, user-fee revenue (approximately \$355k) is one percent under budget. Operating expenses are four percent under budget YTD, income statement shows \$4.7M net operating income, \$565,400 decrease in cash flow for FY, and general fund cash for the month is \$21,694,700. The total authorized full-time positions are 115, and all are filled.

Black advised the District's insurance program is up for renewal as of May 1. The District uses The Horton Group of Orland Park, Illinois, as insurance broker to secure and place coverages. Horton Group seeks competitive bids for coverage based on market conditions. Total cost to renew nine policies and claims administration totals \$275,414. This includes liability, commercial auto, worker's compensation, equipment, crime and underground storage tank. Total premium increased by \$4,310 or 1.6% over previous year aggregate premium. Property policy will be up for renewal in July. Vote will be taken at April Board Meeting.

IT Supervisor Robertson advised that, after review of requirements to update/replace burglar alarms and security cameras at the RRWRD plant and north facility, it was determined that only Bosch could adequately meet the requirements. Further research determined that Rockford Public Schools went out for bid and awarded Bosch business partner, Renaissance Technologies (RT) for similar services and equipment. RRWRD staff proposes that the District use RPS 205's proposal as due diligence for selecting the vendor for the District's needs. RT will charge the District the same rate as agreed upon in the RPS 205 contract. Additionally, the District confirmed that RT exceeds District's insurance requirements. District staff sought RT quotations for the two projects, and the bids fell within budget. Staff requested Board concurrence to issue two purchase order to RT.

Trustee Jones motioned for approval of issuing two purchase orders to Renaissance Technologies for 1) a burglar alarm system at the RRWRD plant, north facility and keypads at the Administration Building (NTE \$30k); and 2) Security camera replacement and additions (NTE \$50k); seconded by Trustee Pollack; motion passed upon roll call as follows:

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

Trustee Pollack inquired about the plan for the used cameras and equipment. Robertson advised that the District will reach out to Rockford schools to determine whether they may be of use to them.

Robertson addressed previous Board request that staff send out a reminder to District customers with regard to disposal of grease, back-up flow prevention, etc. If included in printed bills, cost would be approximately 9.5 cents per bill. Inclusion with E-bills has no print cost but requires a set-up cost of approximately \$6k. Plan is to release information prior to Thanksgiving, 2018. Board action is not required, but Board consensus is to move ahead with communication.

No WINGIS activity to report this month.

Trustee Pollack motioned to recess Regular Meeting to open Meeting of Committee of Local Improvements followed by Closed Session re Pending Litigation, 5 ILCS 120/2(c)(11) and Dismissal of a Specific Employee, 5 ILCS 120/2(c)(1); seconded by Trustee Jones; motion passed upon roll call as follows:

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

Regular Meeting recessed at 6:00 p.m. Regular Meeting reconvened at 7:21 p.m.

President Massier stated that no votes were taken in closed session.

Trustee Pollack moved to adjourn; seconded by Trustee Sweeney; motion passed upon roll call as follows:

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

The Regular Meeting of the Board of Trustees adjourned at 7:21 p.m.




Clerk