

**MINUTES OF REGULAR MEETING  
AND PUBLIC HEARING  
BOARD OF TRUSTEES  
ROCK RIVER WATER RECLAMATION DISTRICT  
APRIL 27, 2020  
2:00 P.M.\***

\*In accordance with the State of Illinois Executive Order in Response to COVID-19 (Executive Order No. 5), Section 6, this Public Hearing and Regular Meeting of the Board of Trustees was held at 2:00 p.m. via WebEx (audio only) and not in-person. Members of the public were welcome to dial-in:

(844) 740-1264 (USA/Canada Toll Free)  
(415) 655-0003 (USA Toll)  
Access Code: 194 437 530

Massier called the Regular Meeting of the Board of Trustees of the Rock River Water Reclamation District and Public Hearing to order at 2:00 p.m. and advised that the meeting was being recorded.

The following Trustees were present via WebEx:

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

Staff present via WebEx: Timothy S. Hanson, Executive Director; Christopher Baer, Director of Engineering; Julia Scott-Valdez, Director of Management Services; Joseph Hanley, Legal Director; Jim Reader, Director of Collection Systems; Larry McFall, Director of Plant Operations; Greg Cassaro, Assistant Director of Plant Operations; Mike Robertson, CIO, Lisa Mittel, Finance Supervisor, Susan Skinner, Executive Services Coordinator, and Angie Good, Engineering Secretary.

Pollack moved to approve the minutes of the Emergency Meeting of March 25, 2020; 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

A Public Hearing was held to discuss and take questions regarding Combined Annual Budget and Appropriations Ordinance 19 20 B 03 for the fiscal year beginning May 1, 2020, and ending April 30, 2021. No members of the general public asked questions or provided comments on the subject.

Pollack stated the Investment Report reflected \$34,152,389.66 total funds invested for the month of February, 2020, and earned interest in the amount of \$ 46,027.10. Report placed on file.

Pollack stated the Investment Report reflected \$32,243,488.48 total funds invested for the month of March, 2020, and earned interest in the amount of \$ 40,859.25. Report placed on file.

Pollack moved to approve Total General Fund Expenditures for the month of February, 2020, in the amount of \$3,656,822.08, and \$0 in Total Special Assessments; seconded by Sweeney; motion passed upon roll call as follows:

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

Pollack moved to approve Total General Fund Expenditures for the month of March, 2020, in the amount of \$2,969,655.29, and \$0 in Total Special Assessments; 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).

Jones moved to award a contract for Cherry Valley Parallel Force Main, IEPA #L17-4667, CIP No. 1420, to the low responsive and responsible bidder, Fischer Excavating, Inc., at a cost of \$7,239,131.58; seconded by Bernsten; 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

Due to the COVID-19 pandemic, District Staff was notified by the City of Loves Park that it will be delaying its roadwork project until next year and will no longer be awarding the Loves Park River Lane roadwork contract this year. Given that the District’s proposed work did not include final pavement restoration, and the work is not of an emergency nature, Pollack moved to make no award and reject all bids for River Lane Manhole Reconstruction, CIP No. 2035, 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 award a contract for Annual Ferric Chloride Solution Supply, Invitation to Bid No. 20-205, to the low responsive and responsible bidder, Kemira Water Solutions, Inc., at a cost of \$1.31/gallon for a 12-month term; 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 award a contract for Annual Sodium Bisulfite Solution Supply, Invitation to Bid No. 20-206, to the low responsive and responsible bidder, Viking Chemical Company, at a cost of \$1.65/gallon delivered in totes for a 12-month term, and PVS Chemical Solutions, Inc., at a cost of \$1.295/gallon delivered in bulk (4,000 gal. minimum) for a 12-month term; 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 award a contract for Pavement Repairs – Large Patches, Invitation to Bid No. 20-209, to the low responsive and responsible bidder, Norwest Construction, at a cost of \$275,000.00; 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

Jones moved to award a contract for Pavement Repairs – Small Patches, Invitation to Bid No. 20-210, to the low responsive and responsible bidder, Stenstrom Excavation & Blacktop Group Construction, at a cost of \$333,965.00; 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

Hanson announced the retirement of Lisa Traum, Inventory Clerk. Traum will retire on May 7, 2020, after 35 years with the District.

Hanson announced the following promotions and organizational restructuring within the District:

- Julia Scott-Valdez has been promoted to Director of Management Services. Effective immediately, the Finance, IT, and Human Resources Departments will all report to Scott-Valdez.
- Lisa Mittel has been promoted to Finance Supervisor. The Accounts Payable group will report to Mittel.
- Ashley Bernard has been promoted to Assistant Director, Plant Operations - Customer Service. The Billing Department has been moved from Finance to Plant Operations and will now report to Bernard. The Lab will also report to Bernard.

Pollack moved to approve revision to District Policy 14gen7 – District Vehicle Use; 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 the purchase of two properties from the Winnebago County Trustee: 432 Brooke Road and the corner of Brooke Road and Grant Park; 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

Scott-Valdez provided an update regarding COVID-19 response, Human Resources Department initiatives, achievements for the previous month, and future plans, including employment, system improvements, organizational development, benefits and branding.

Pollack moved to approve the following plumbing contractor's updated bond and completed registration for the District's 2019-2020 Plumber Registration from March 1-31, 2020:

<u>Company</u>	<u>Bond Type</u>	<u>Bond No.</u>	<u>Expiration</u>
Jensen's Plumbing & Heating, Inc.	Private	0780055	5/31/2020

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 Easement for Love's, S. Main Street, Rockford, IL, Property Owners Ronald R. Colberg and Phyllis K. Colberg, PINs 15-10-401-011 and 15-10-476-002; 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 Change Order No. 3, Cherry Valley Lift Station Pump 2 and 3 Replacement, CIP No. 1911, Contractor: Nelson Carlson Mechanical; 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 Change Order No. 1, 2019-20 Sanitary Sewer System Lining, CIP No. 2037, IEPA No. L17-5658, Contractor: Terra Engineering and Construction Corporation; 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

Sweeney moved to approve Professional Services Contract Amendment No. 2, Old Administration Building Interior Remodel Design, CIP No. 1904; 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 presented the Board with a revised Final Application and Agreement with IEPA for Delegation of Construction and Permit Authority. No Board action required.

McFall reported that during the months of March and April the District has experienced slightly elevated levels of ammonia being discharged to the Plant. While the District remains compliant with its permit, it is still working to determine the source of the ammonia. The source appears to be located in a 10-20 block area east of the district and north of the Airport. The District continues to monitor and investigate.

Cassaro presented the Plant Operations Monthly Snapshot and Trend Report covering March and April, 2020.

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 months of February and March, 2020.

Scott-Valdez reported that, as of the end of March, 2020, user fees are 20.1% below budget for the month, and 3.2% below budget YTD. Total revenue is 25.3% under budget for the month and 2.9% below budget YTD. O&M expenses are 1.75% below budget YTD. The income statement shows \$6,475,602 net operating income. The cash flow statement shows \$5,215,396 increase in cash for the FY. The General Fund cash ended the month of March at \$ 36,061,899. Scott-Valdez and Mittel are developing reports tracking loss of fees experienced due to the COVID-19 lockdown and will present the data to the Board this summer.

Jones moved to approve Annual Budget and Appropriations Ordinance 19 20 B 03 for the Rock River Water Reclamation District for the Fiscal Year beginning May 1, 2020, and ending April 30, 2021; 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

Bernsten moved to approve RRWRD Financial Policy regarding Federal Awards; 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

Sweeney moved to approve renewal of Casualty, Worker's Compensation and Storage Tank Insurance Policy; seconded by Jones; motion passed upon roll call as follows:

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

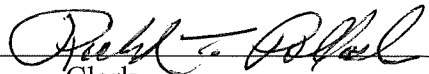
John Sweeney

Aye

No Closed Session.

At 3:00 p.m., Jones moved to adjourn the Regular Meeting and move into the Meeting of the Committee of Local Improvements; 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

  
Clerk