

**MINUTES OF REGULAR MEETING  
BOARD OF TRUSTEES  
ROCK RIVER WATER RECLAMATION DISTRICT  
JULY 27, 2020  
5:15 P.M.\***

The Rock River Water Reclamation District Board of Trustees and staff met in-person in the Board Room of the Rock River Water Reclamation Graceffa Administration Building, 3501 Kishwaukee St., Rockford, Illinois.

\*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; Access Code: 146 941 7497; Meeting Password: ftEgJJvr522. 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 5:20 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; Jim Reader, Director of Collection Systems; Joseph Hanley, Legal Director (participated via phone); Larry McFall, Director of Plant Operations; Greg Cassaro, Assistant Director of Plant Operations; Susan Skinner, Executive Services Coordinator; and Craig Williams, ClientFirst.

Massier moved to approve the minutes of the Regular Meeting and Closed Session of June 22, 2020; 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

No Public Participation or Appearances Before the Board.

Pollack presented a plaque to Don Massier in gratitude for his service as President of the Board of Trustees, which reads:

*“Throughout your years of service as President of the Board of Trustees, you have been not only a leader and mentor, but a friend to many. You set an example to be followed in the future and cherished by those of us fortunate enough to experience it now. We look forward to continued work with you.”*

Massier offered his appreciation to the Board and staff.

Pollack advised that he is serving on a committee led by Mayor McNamara to identify and promote area projects targeted at stimulated area economy. The District’s Chris Baer and Tyler Nelson are also participating in the meetings and have brought several projects to the table.

[Brief delay in meeting to address outside noise from public participant joining via WebEx. Caller would not identify and was non-responsive to request to mute phone. Volume was lowered to avoid further interruption of outside noise.]

Bernsten stated the Investment Report reflected \$35,000,483.35 total funds invested for the month of June, 2020, and earned interest in the amount of \$22,494.27. Total Investments are \$45,842,601.73. Report placed on file.

Bernsten moved to approve Total General Fund Expenditures for the month of June, 2020, in the amount of \$3,224,541.94; 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).

Jones moved to award a contract for Shelburne Drive Sanitary Sewer Extension, Special Assessment No. 135, to the low responsive and responsible bidder, Fischer Excavating, at a cost of \$695,428.34; 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 a contract for the District's Collection System repairs 2020-21, CIP No. 2154, to the low, responsive, responsible bidder, N-Trak Group, LLC, for the sum of \$850,000.00; 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

Bernsten moved to approve proposal for Collection Systems Repairs 2020-21, CIP No. 2135, from N-Trak Group, LLC, for the sum of \$ 76,000.00; seconded by Massier; 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 award a contract for an oil and grease extractor to the low responsive and responsible bidder, Biotage, at a cost of \$ 44,989.93; 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 award a contract for Digester Cleaning and Hauling of Debris to the low responsive and responsible bidder, Steward Spreading, at a cost of \$ 255 per ton of debris hauled to the Advanced Disposal Landfill; seconded by Massier; 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 award a contract to CoyleKiley to develop a comprehensive employee benefits program, including employee benefits design, administration, consulting, brokerage services and strategic direction; seconded by Massier; motion passed upon roll call as follows:

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

Hanson announced that Plant Operations Director, Larry McFall, will retire at the end of December, 2020. Hanson would like McFall's successor to work closely with McFall in the role of Director for the remainder of 2020. As such, Hanson requested Board approval for Greg Cassaro to be appointed Director of Plant Operations effective August 3, 2020.

Massier moved to approve the appointment of Greg Cassaro as Director of Plant Operations effective August 3, 2020; 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 offered his congratulations to McFall on his retirement and Cassaro on his promotion.

Massier moved to approve revised Terms and Conditions for the District; 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 the purchase of 427 Barry Road pursuant to the Trustees approval of acquisition of properties in relation to the construction of the Martin Road 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

Massier moved to approve the purchase of 602 Barry Road pursuant to the Trustees approval of acquisition of properties in relation to the construction of the Martin Road 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

Massier moved to approve the sale of 602 Barry Road pursuant to the Trustees approval of acquisition of properties in relation to the construction of the Martin Road 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

Hanley advised that a closed session would be added to tonight’s meeting.

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

Massier moved to approve an early retirement incentive consisting of a “gap” program for health insurance allowing employees between the ages of 59 and 62, with extensive service at the District, who but for the expense of health insurance premiums, could retire from the District prior to December 31, 2020; seconded by Jones; motion passed upon roll call as follows:

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

Scott-Valdez advised that Public Act 099-0646 (Act) requires certain payments made to “non-collective-bargaining agreement” retiring employees must be certified in an open Board meeting before payment can be made. These payments are based on estimated use and accrual of earned sick and vacation time. As defined by the Act, this is applicable each time a retiring non-union employee whose payments: 1) are based on IMRF participation before 1/1/2011, 2) increase the employee’s reportable earning by more than six percent over what the member was paid in the previous month, and 3) after the employee announces their retirement date are paid out no more than 12 months before and no less than 90 days before the actual retirement date. As such, this serves as notification to the Board of retirement payouts for the following employees: Larry McFall and Elizabeth McRae. No Board action is required.

Scott-Valdez reported that the IT Department has been working on a collective strategic plan to better coordinate their work for the 2020-21 fiscal year and has identified five top programs as their top priorities:

- 1) Active Directory
- 2) ERP Selection
- 3) Separating Network
- 4) Radio Resiliency
- 5) Remote Work

Scott-Valdez advised that three programs will require additional assistance above the ClientFirst contract for a total additional expense of \$21,000.00. Massier moved to approve the additional expense; 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

Scott-Valdez announced that the District Finance Department is the recipient of a Certificate of Achievement for Excellence in Financial Reports from the Government Finance Officers Association. This is given in recognition of the District’s Comprehensive Annual Financial Report for the Fiscal Year Ended April 30, 2019. Scott-Valdez gave special recognition to Lisa Mittel and Frank Larson, in particular, for their work with the recent audit.

Scott-Valdez reported the May Income Statement shows user fee revenue at 15.8% below budget year-to-date. Total revenue is 15.0% under budget month-to-date. O&M expenses are 6.63% over budget year-to-date. The Income Statement shows a \$546,743 net operating loss through May 31, 2020. The Statement of Cash Flows shows a \$532,349 increase in cash for the 2020-21 fiscal year, and General Fund cash ended the month at \$36,272,855.

Massier moved to approve the following updated bonds and completed registration for the District’s 2020-21 Plumber Registration during the time period of June 1, 2020 through

June 30, 2020:

	<u>Company</u>	<u>Bond Type</u>	<u>Bond No.</u>	<u>Date of Expiration</u>
1.	Area Mechanical	PU	RLI2123655	5/31/2021
2.	Area Mechanical	PV	RLI2123654	5/31/2021
3.	Area Mechanical	CO	RLI2130551	5/31/2021
4.	Atlas Plumbing	PV	LSM0067660	5/31/2021
5.	Automatic Fire Systems, Inc.	PV	LSM0803892	5/31/2021
6.	Aria Plumbing LLC	PV	404001761	5/31/2021
7.	Aria Plumbing LLC	PU	404001760	5/31/2021
8.	Ceroni	CO	400SM2070	5/31/2021
9.	Ceroni	PU	400SV1730	5/31/2021
10.	Ceroni	PV	400SV1728	5/31/2021
11.	Civil Constructors, Inc.	CO	LPM8825181	5/31/2021
12.	Collins Sanitary LLC	PU	2157190	5/31/2021
13.	Collins Sanitary LLC	PV	2022069	5/31/2021
14.	Dee's Plumbing	PU	8333740	5/31/2021
15.	Dee's Plumbing	PV	8333719	5/31/2021
16.	Five Star Plumbing	CO	63608270	5/31/2021
17.	Five Star Plumbing	PV	63608289	5/31/2021
18.	Five Star Plumbing	PU	63608300	5/31/2021
19.	Geostar Mechanical, Inc.	PV	63636462	5/31/2021
20.	LH Plumbing LLC	PV	RSB4129230	5/31/2021
21.	Held Bros	PU	B117944	5/31/2021
22.	Held Bros	PV	B059197	5/31/2021
23.	Hartwig Plumbing	PV	2283372	5/31/2021
24.	Hartwig Plumbing	PU	2283376	5/31/2021
25.	Infinity Plumbing, Inc.	PV	63074955	5/31/2021
26.	Troy Lee Excavating	CO	IL 100244	5/31/2021
27.	Landmark Excavating	PV	404001564	5/31/2021
28.	Landmark Excavating	CO	32S541706	5/31/2020
29.	Miller Engineering	PU	25390610	5/31/2020
30.	Miller Engineering	PV	25390611	5/31/2020
31.	Mechanical Inc	CO	LPM9268647	5/31/2021
32.	Mechanical Inc	PU	LPM08779787	5/31/2021
33.	Mechanical Inc	PV	LPM08779788	5/31/2021
34.	MO-ST Plumbing	PU	15L001460	5/31/2021
35.	Nelson Carlson Mechanical	CO	25582291	5/31/2021
36.	Nelson Carlson Mechanical	PU	25390617	5/31/2021
37.	Nelson Carlson Mechanical	PV	253906616	5/31/2021
38.	Northern Illinois Service Co.	CO	LSF224043	5/31/2021
39.	N-Trak Group, LLC	PV	W150362050	5/31/2021

40.	N-Trak Group, LLC	CO	354026890	5/31/2020
41.	Pearson Plumbing	PU	RLI0488281	5/31/2021
42.	Pearson Plumbing	PV	RNB0488280	5/31/2021
43.	Stenstrom	CO	104482884	5/31/2021
44.	Packard Excavating	CO	7900646996	5/31/2021
45.	William Charles	CO	K15395126	5/31/2021
46.	William Charles	PU	K15395114	5/31/2021
47.	William Charles	PV	K15395102	5/31/2021
48.	Rockford Septic System Co.	PV	0507494	5/31/2021
49.	Wayne Seymour	PV	RSB4059942	5/31/2021
50.	Spain Construction	CO	61698249	5/31/2021
51.	Total Plumbing	PV	GRIL26758B	5/31/2021
52.	Total Plumbing	CO	GRIL26757B	5/31/2021
53.	Williams Brothers	PU	50701620	5/31/2021
54.	Williams Brothers	PV	69905867	5/31/2021

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, Winnebago Sanitary Treatment Plant Abandonment, CIP No. 1566, Contractor: Kelsey 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

Jones moved to approve Rockford Southeast Trunk – South Branch, CIP No. 1965, Change Order No. 1 (Final); 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



Hanley advised that, in accordance with the new Executive Order related to COVID-19, and/or a possible amendment to the Open Meetings Act related to meetings held via teleconferencing, all Board votes should be taken via roll call. Hanley requested that the District Board follow this directive and proceed with roll call vote only, at least for the immediate future. The decision may be revisited in the event pre-COVID-19 procedures are reinstated.

Massier moved to approve Change Order No. 3 – Final, 2019-20 Service Lateral Lining, CIP No. 2033, Contractor: Performance Pipelining, Inc.; 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

Sweeney moved to approve Change Order No. 1, 2020-21 Service Cleanout Installations, CIP No. 2101, Contractor: Northern Illinois Service Company; seconded by Massier; 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 an Agreement for Connection to Sanitary Sewer, Parcel No. 11-01-376-009, 15 Country Club Beach Drive; seconded by Massier; 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 grant signature authority to the Executive Director to approve a Memorandum of Understanding with the City of Rockford, Sanitary Sewer Easements for the West State Street Improvements, CIP NO. 2014; IDOT Job No. D92-121-01; seconded by Massier; 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 Sanitary Sewer Service Connection Agreement, Glenwood Estates; 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 provided a Nutrient Assessment Reduction Plan (NARP) update. No Board action required.

Sweeney departed the meeting at 6:35 p.m.

Cassaro thanked the Board, Hanson and McFall for promoting him to the position of Director of Plant Operations. Cassaro then presented the Plant Operations Monthly Snapshot and Trend Report covering the previous month.

Cassaro advised the Board that Nova Painting & Decorating, Inc., was hired to complete power washing of exterior, including canopies, and applying two coats of brown on all concrete surfaces. This is inclusive of all three buildings, and includes material, lift and necessary equipment to complete the project. No Board action required.

Cassaro also advised that the new thickener has been installed and is operational.

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.

At 6:48 p.m., Massier moved to suspend the Regular Meeting to enter into the Meeting of the Committee of Local Improvements and Closed Session of the Board of Trustees pursuant to Pending and Imminent Litigation (5 ILCS 120/2(c)(11)); 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

The Regular Meeting of the Board of Trustees reconvened at 7:05 p.m. Pollack stated that no decisions had been made nor votes taken in Closed Session.

Massier moved to adjourn the Regular Meeting; seconded by Jones; motion passed upon roll call as follows:

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

The Regular Meeting of the Board of Trustees was adjourned at 7:05 p.m.

  
Clerk