

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ROCK RIVER WATER RECLAMATION DISTRICT
SEPTEMBER 16, 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, District Director; Christopher Baer, Engineering Manager; Julia Scott-Valdez, Chief Human Resource Officer; Chris Black, Business Manager; Joseph Hanley, General Counsel; Jim Reader, Supporting Services Manager; Larry McFall, Operations Manager; Greg Cassaro, Assistant Plant Manager; Mike Robertson, CIO, and Susan Skinner, Executive Services Coordinator.

Also in attendance was Lindsey Fish, Sikich, LLP.

Pollack moved to approve the minutes of the Regular Meeting and Closed Meeting of August 26, 2019; seconded by Bernsten; motion passed upon roll call as follows:

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

Black introduced Lindsey Fish, Senior Manager, Sikich, LLP, who gave a presentation regarding a very positive 2019 RRWRD Comprehensive Annual Financial Report.

Pollack stated the Investment Report reflected \$34,986,546.35 total funds invested for the month of August, 2019, and earned interest in the amount of \$65,338.41 Report placed on file.

Pollack moved to approve Total General Fund Expenditures for the month of August, 2019, in the amount of \$3,371,791.58 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

Pollack moved to approve Total Special Assessment Expenditures for the month of August, 2019, in the amount of \$19,401.25; seconded by Bernsten; 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) or W. State St. Reconstruction, Phase 2.

Jones moved to award a contract for Cherry Valley Lift Station, Pump 2 and 3 Replacement, Capital Project No. 1911, both the Base Bid and the Bid Alternate No. 1, to the low responsive, responsible bidder, Nelson Carlson Mechanical, at a cost of \$311,400.00; 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 Rockford Southeast Trunk – South Branch, Capital Project No. 1965, to the low responsive and responsible bidder, Fischer Excavating, at a cost of \$2,969,769.38; 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 a contract for North Second Street Sanitary Sewer Extension – 13000 Block, Special Assessment No. 133, to the low, responsive, responsible bidder, Northern Illinois Service Company, at a cost of \$319,981.50; 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 a contract for the Employee Assistance Program to the low, responsive, responsible bidder, Perspectives, Ltd., at a cost of \$7,700.00 annually for a two-year period with an option to renew for a third year; 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 update of District management job titles. Hanley provided a red-lined version of the RRWRD By-Laws highlighting areas that need to be updated to reflect the new title of the Executive Director. Hanley will present a Resolution for Board approval at the October meeting. (No vote until October in order to allow 30-days prior notice.)

Scott-Valdez advised that the re-branding initiative is now underway. Interviews are taking place and are expected to be completed within the week, at which point a timeline will be established for next steps. Scott-Valdez anticipates end of first quarter 2020 for completion of the re-branding.

Hanson advised he met with Senator Dave Syverson, who advised that the State of Illinois is considering dedicating \$3B toward infrastructure for sanitation/fresh water. Syverson inquired about potential projects which may benefit from this allowance, to which Hanson advised CIP No. 2022 for primary filtration.

Scott-Valdez provided a summary of HR Department initiatives, achievements as of September 1, 2019, and future plans, including employment, system improvements, organizational development, benefits and branding.

Scott-Valdez then presented Resolution 19/20-04, appointing the RRWRD IMRF Authorized Agent. As Director of Human Resources, Scott-Valdez would be the District's Authorized Agent. Pollack moved to approve, 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 the following updated bonds and completed registration for the District's 2019-20 Plumber Registration for the time period of August 1-31, 2019:

	<u>Company</u>	<u>Type</u>	<u>Bond</u>	<u>Expiration</u>
1.	Barker Services LLC	Contractor	5144055	5/31/2020
2.	Barker Services LLC	Public	W150354878	5/31/2020
3.	Barker Services LLC	Private	W150354870	5/31/2020
4.	Geostar Mechanical, Inc.	Private	63636462	5/31/2020

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

Pollack moved to approve Charles Street Sanitary Sewer Extension, Special Assessment No. 132, Change Order No. 1 (Final), overall increase to the Contract of \$ 1,917.18; 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 advised that recent heavy rains resulted in an unprecedented five-foot rise of the Rock River, resulting in an overflow excursion (which was reported to the State of Illinois).

Cassaro presented the Plant Operation's monthly "snapshot," indicating that the month of August was the first in some time that the District has been at or under daily average flow. Cassaro then went over current trend reports for the month of August.

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

Black reported that, as of the end of August, 2019, total revenue is 5.3% below budget YTD, O&M expenses are 2.6% over budget YTD (primarily due to seasonal expenses); income reflects \$2.1M, and the Statement of Cash Flows shows an increase of \$3.9M. The General Fund ended the month at \$34.8M.

Black provided a summary of results from the recent refunding of 2010 Series Bonds. Total savings are approximately \$595k (11.4% principle). Black also advised that the District maintained an Aa2 credit rating from Moody's Investors Service.

Pollack moved to approve RRWRD Policies and Procedures for Preparing and Updating Disclosures; 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

Black initiated a discussion regarding the 2019 property tax levy request, which must be approved by the District's Board of Trustees and submitted to the Winnebago County Clerk by December 23, 2019. This would mean that the Board needs to approve the levy at either the October or November 2019 meeting. Black provided information about the property tax levy process and the 2019 levy request and requested direction from the Board in advance of the vote. The Ordinance will be presented for vote at the October meeting, at which time, further discussion may also take place.

At 6:35 p.m., Pollack moved to suspend the regular meeting for Meeting of Committee of Local Improvements and Closed Session to discuss pending 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 reconvened at 6:55 p.m. President Massier stated that no decisions had been made nor any votes been taken in Closed Session.

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 6:55 p.m.


Clerk