

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ROCK RIVER WATER RECLAMATION DISTRICT
AUGUST 24, 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 (U.S. Toll) or (844) 992-4726 (U.S. Toll-Free); Access Code: 146 437 0228. 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 5:15 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; Larry McFall, Director of Plant Operations (Emeritus effective December 23, 2020); Greg Cassaro, Director of Plant Operations; Susan Skinner, Executive Services Coordinator.

Massier moved to approve the minutes of the Regular Meeting and Closed Session of July 27, 2020, and Special Meeting and Closed Session of August 6, 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 offered his appreciation to all employees for the continued extra effort during the COVID-19 situation.

Bernsten stated the Investment Report reflected \$37,281,380.55 total funds invested for the month of July, 2020, and earned interest in the amount of \$19,947.93. Total Investments are \$46,702,810.35. Report placed on file.

Bernsten moved to approve Total General Fund Expenditures for the month of July, 2020, in the amount of \$4,813,789.35; 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

Regarding Old Business, Baer reported no change to McDonald Creek Trunk South Branch (Machesney Park). Regarding West State Street Sanitary Sewer Improvements (City of Rockford), pursuant to ongoing discussions between IDOT, COR and District staff, no MOU has been signed at this time, and the proposed plans have not been advertised due to additional delays with IDOT's letting schedule. Further, District staff anticipates that IDOT will make allowances for the District's contractor to make improvements to the sanitary sewer system next Spring, in conjunction with the IDOT roadway project, thereby possibly eliminating the need for this Agreement and postponing construction until next year. No Board action required.

Jones moved to award a contract for 2020 Plant Roadway Improvements, Capital Project 2106, to the low responsive and responsible bidder, Northern Illinois Service Co., at a cost of \$499,595.94; 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

Board did not require further discussion (in Closed Session) regarding maintaining sealed closed session minutes. As such, Massier moved to approve Resolution 20 21 04, maintaining

confidentiality of all currently sealed minutes from RRWRD Board Meetings from June 25, 2001, to July 27, 2020; 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 presented a letter to the District from Jamie Morgan, who owns a home within the area of Shelburne Drive Special Assessment No. 135. This project has been confirmed by the Court, District is ready to begin work, and the project is set to completed within a month. After Morgan expressed frustration with the way the project has been handled, the District advised Morgan that he has the option to “opt out” and gave Morgan a deadline of Thursday, August 20, 2020, to inform the District of his decision to do so. Morgan did not provide such decision but instead, sent a letter dated August 18, 2020, and a duplicate letter on August 20, 2020, with his request that his letter be presented to the Board of Trustees. No Board action required.

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 Resolution 20 21 06, Approving and Establishing an Amended Policy Prohibiting Sexual Harassment and Discrimination; 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

Massier moved to approve Resolution 20 21 07, Approving and Establishing a New Policy – Section 33 Whistleblower Policy; 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 presented the Information Technology Monthly Report as of August 1, 2020.

Scott-Valdez presented the Finance Management Report and advised that the June Income Statement shows user fee revenue 4.42% below budget month-to-date. Total revenue is 22.31% over budget month-to-date. O&M expenses are 0.43% over budget year-to-date. The Income Statement shows a \$1,348,673 net operating surplus through June 30, 2020. The Statement of Cash Flows shows a \$3,665,068 increase in cash for the 2020-21 fiscal year. The General Cash Fund ended the month at \$39,405,574. Three certificates of deposit matured and were redeemed in the Debt Service Fund. The funds were reinvested in three certificates of deposit at a fixed weighted average of .32 for one year.

Sweeney moved to approve the following updated bonds and completed registration for the District's 2020-21 Plumber Registration during the time period of July 1, 2020 through July 31, 2020:

<u>Company</u>	<u>Bond Type</u>	<u>Bond No.</u>	<u>Date of Expiration</u>
1. Overflow Plumbing	PV	63592149	5/31/2021
2. Anything Plumbing	PV	2440642	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, Cherry Valley Parallel Force Main, CIP No. 1420, IEPA Project No. L17-4667, Contractor: Fischer 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

Massier moved to approve Change Order No. 2, Winnebago STP Abandonment, Capital Project No. 1566, Contractor: Kelsey Excavating, 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

Massier moved to approve Change Order No. 2, 2020-21 Service Cleanout Installations, Capital Project No. 2101, Contractor: Northern Illinois Service Co.; 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

Massier moved to approve Resolution 20 21 05, Authorization of a Loan Applicant's Authorized Representative to Sign WPCLP Loan Application Documents, Nutrient Removal Facility Improvements, Capital Project No. 1763; 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

Bernsten moved to approve Professional Services Contract, Nutrient Removal FP, Effluent Diffuser Modification Report, Capital Project No. 1763; 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 Professional Services Contract, Dewatering Building Parapet Repairs; Capital Project No. 2155; 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

Cassaro presented the Plant Operations Monthly Snapshot and Trend Report covering the previous month.

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 6:20 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:

- 1) Probable Litigation (5 ILCS 120/2(c)(11)); and
- 2) Discussion of Closed Meeting Minutes – Semi-Annual Review (5 ILCS 120/2(c)(21)); and
- 3) Purchase of Real Property for the Use of the District (5 ILCS 120/2(c)(5)); and
- 4) Performance of a Specific Employee (5ILCS 120/2(c)(1))
(Item No. 4 was added after publication of agenda; however, discussion was for information only and required no vote when open session reconvened.)

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 6:40 p.m. Pollack stated that no decisions had been made nor votes taken in Closed Session.

Massier moved to approve the purchase of 411 Barry Road and Delegation of Authority to review and execute documents for said purchase to the District's Legal Director; 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 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
John Sweeney

Aye
Aye

The Regular Meeting of the Board of Trustees was adjourned at 6:45 p.m.


Clerk