

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ROCK RIVER WATER RECLAMATION DISTRICT
NOVEMBER 16, 2020
5:15 P.M.**

The Rock River Water Reclamation District Board of Trustees and staff met via WebEx.

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: 146 216 2607. 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; Ed Fitzgerald, Manager of Internal Services, Susan Skinner, Executive Services Coordinator, Lisa Mittel, Finance Supervisor, and Kwame Calvin, Risk Manager.

Craig Williams, ClientFirst, was absent.

Massier moved to approve the minutes of the Regular Meeting of October 26, 2020; 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

No members of the public addressed the Board.

Bernsten stated the Investment Report reflects \$40,730,120.39 total funds invested for the month of October, 2020, and earned interest in the amount of \$10,886.24. Total Investments are \$47,907,489.38. Report placed on file.

Bernsten moved to approve Total General Fund Expenditures for the month of October, 2020, in the amount of \$4,614,970.51 and Total Special Assessments in the amount of \$383,126.17; 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) or West State Street Sanitary Sewer Improvements (City of Rockford). No Board action required.

Massier moved to approve a cooperative procurement award for a Ford F150 Super Cab 4 WD Pickup including a five-year/100,000-mile warranty, license and title, to Rock River Ford, at a cost of \$30,000.00; 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

Massier moved to approve a cooperative procurement award for a 567 Peterbilt Day Cab Semi with extended warranty, title and license, to JX Peterbilt, at a cost of \$139,439.00; 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

Hanson announced that RRWRD Legal Director J Hanley has been elected Winnebago County State's Attorney and will assume the new role on December 1, 2020. Hanley's last day at the District will be November 18, 2020. Hanson offered his congratulations and gratitude to Hanley. Board and staff joined with their congratulations. Hanson then asked for Board approval to name Ed

Fitzgerald, currently Manager of Internal Services, as Director of Internal Services and for Fitzgerald to take on the additional position of RRWRD Legal Director. Massier made a motion accordingly, 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

Hanson then reminded that, due to the holiday, next month's Board and Committee Meetings will be held on Monday, December 14, 2020, at 5:15 p.m. via WebEx.

Jones moved to approve a Settlement Agreement and Release of Claims with TH Foods; 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 approve an amendment to RRWRD Policy 14Gen7 regarding District Vehicle Use; 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

Massier moved to approve Phase II Property Acquisitions and Delegation of Authority for the Martin Road Facility: 414 Barry Road (lot), 411 Kennon Road and 312 Kennon Road; 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

Note: 318 Kennon Road was originally on the agenda for approval; Board and staff removed this address from consideration for this vote as of this meeting. It is anticipated that this property will be presented for approval at the December 14, 2020, Board Meeting.

Hanley then advised that a Delegation of Authority for the purchase of 318 Barry Road will be amended to state Ed Fitzgerald in place of J Hanley. No Board action required.

Scott-Valdez provided an update regarding Human Resources Department initiatives, achievements for the previous month, and future plans, including COVID-19 activity, budget process, employment, system improvements, organizational development, benefits and branding. She announced the addition of two new employees to the District over the past month: Brittany Krutz, Human Resources Generalist, Management Services, and Alex Mandujano, Business Analyst, Plant Operations.

Fitzgerald presented the Information Technology Monthly Report as of November, 2020, identifying and providing status on six primary areas: simplified user log-in experience; separation of a client control network; resilient radio systems; purchasing and setting up workstations so that District employees may work from home during COVID-19; and the Enterprise Asset Management Project and a Network Management Services RFP.

Massier moved to approve a business agreement for Phase 3 of the Directory Service Conversion Project with ClientFirst in the amount of \$ 23,730.00; seconded by Jones; motion passed upon roll call as follows:

Ben Bernstein	Aye
Elmer Jones	Aye
Rick Pollack	Aye
Don Massier	Aye
John Sweeney	Aye

Mittel presented the Finance Management Report, advising that, for the period ending October 31, 2020, User Fee Revenue is 5.95% below budget YTD, Total Revenue is 5.17% under budget YTD and O&M Departmental Expenses are 3.96% under budget YTD. Operating Income reflects a gain of \$ 4,431,353, and the Statement of Cash Flow reflects a net increase of \$4,745,703 for the fiscal year. The General Fund ended the month at \$ 40.6M.

Massier moved to approve the following Ordinances:

- Ordinances 20 21 M 01, abating the *Ad Valorem* tax previously levied for the year to pay debt service on the \$17,545,000 General Obligation Alternate Bonds (Sewerage System Alternate Revenue Source), Series 2013 (the “Bonds”), consisting of \$9,700,000 General Obligation Alternate Bonds (Sewerage System Alternate Revenue Source) Series 2013A, and the \$ 7,845,000 Taxable General Obligation Bonds (Sewerage System Alternate Revenue Sources), Series 2013B, of the Rock River Water Reclamation District, Winnebago County, Illinois;
- Ordinance 20 21 M 02, abating the *Ad Valorem* tax previously levied for the year to pay debt service on the \$ 9,350,000 General Obligation Alternate Bonds (Sewerage

System Alternate Revenue Source), Series 2014, of the Rock River Water Reclamation District, Winnebago County, Illinois;

- Ordinance 20 21 M 03, abating the *Ad Valorem* tax previously levied for the year to pay debt service on the \$ 9,140,000 General Obligation Alternate Bonds (Sewerage System Alternate Revenue Source), Series 2017, of the Rock River Water Reclamation District, Winnebago County, Illinois;
- Ordinance 20 21 M 04, abating the *Ad Valorem* tax previously levied for the year to pay debt service on the \$ 3,300,000 General Obligation Alternate Bonds (Sewerage System Alternate Revenue Source), Series 2018, of the Rock River Water Reclamation District, Winnebago County, Illinois; and
- Ordinance 20 21 M 05, abating the *Ad Valorem* tax previously levied for the year to pay debt service on the \$ 4,785,000 General Obligation Alternate Bonds (Sewerage System Alternate Revenue Source), Series 2019, of the Rock River Water Reclamation District, Winnebago County, Illinois;

seconded by Jones; motion passed upon roll call as follows:

Ben Bernstein	Aye
Elmer Jones	Aye
Rick Pollack	Aye
Don Massier	Aye
John Sweeney	Aye

Massier moved to approve Ordinance 20 21 B 01, RRWRD Public Benefit Chlorination and Corporate Tax Levy; seconded by Jones; motion passed upon roll call as follows:

Ben Bernstein	Aye
Elmer Jones	Aye
Rick Pollack	Aye
Don Massier	Aye
John Sweeney	Aye

Massier moved to approve the following updated bonds and completed registration for the District’s 2020-21 Plumber Registration during the time period of October 1-31, 2020:

<u>Company</u>	<u>Bond Type</u>	<u>Bond No.</u>	<u>Date of Expiration</u>
1. Fischer Excavating, Inc.	CO	54-230639	5/31/2021

seconded by Jones; motion passed upon roll call as follows:

Ben Bernstein	Aye
Elmer Jones	Aye
Donald Massier	Aye

Rick Pollack	Aye
John Sweeney	Aye

Massier moved to approve Variance Request for Transfer of Flow Credits Proposed Dialysis Clinic – Harrison Avenue and Kishwaukee Street, PIN: 15-02-129-001, Developer: First Midwest Group; 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 – Final Quantities, 2020-21 Service Cleanout Installations, CIP 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

Bernsten moved to approve Change Order No. 2, 2020-21 Collection Systems Repairs, CIP 2154, Contractor: N-Trak Group, LLC; 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, IEPA NPDES Permit Requirements SC 17 and 18, CIP 1763; 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 provided a status on Primary Filtration Project – Phase 1; CIP 2022. No Board action required.

Cassaro presented the Plant Operations Monthly Snapshot and Trend Report covering the previous month. Cassaro also provided an update of the Watershed Group.

Massier moved to approve a three-year extension of RRWRD’s contract with Constellation New Energy (CNE) for the District’s electricity supply; 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

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.

As no closed session was needed, Massier moved to adjourn the Regular Meeting to enter into the Meeting of the Committee of Local Improvements; 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

The Regular Meeting of the Board of Trustees adjourned at 6:20 p.m.



Clerk