

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
FOUR RIVERS SANITATION AUTHORITY
(formerly Rock River Water Reclamation District)
SEPTEMBER 27, 2021
5:15 P.M.**

The Four Rivers Sanitation Authority Board of Trustees and staff met in-person at Four Rivers Sanitation Authority, Graceffa Administration Building, 3501 Kishwaukee St., Rockford, Illinois.

Members of the public were welcome to join the meeting in-person as space permitted. All members of the public were required to wear a mask for the safety of all attendees. Socially-distanced seating was enforced. Alternatively, the public was invited to participate and listen to the meeting via GoToMeeting (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: (571) 317-3112; access code: 484 409 157. Members of the public were invited to address the Board in-person or via teleconference during the Public Participation section.

Pollack called the Regular Meeting of the Board of Trustees 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; Ed Fitzgerald, General Counsel/Director, Internal Services; Jim Reader, Director of Collection Systems; Lisa Mittel, Finance Manager; Ashley Bernard, Assistant Director, Plant Operations/Customer Service; Kwame Calvin, Assistant Director of Internal Services; and Susan Skinner, Executive Services Coordinator. Greg Cassaro, Director, Plant Operations, was absent.

Massier moved to approve the minutes of the Regular Meeting of August 23, 2021; 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

Due to technical difficulties with the GoToMeeting phone connection, the Sikich presentation was delayed until later in the meeting.

Bernsten stated the Investment Report reflects \$ 42,666,692.97 total funds invested for the month of August, 2021, and earned interest in the amount of \$4,425.26. Total Investments are \$50,733,556.07. Report placed on file.

Bernsten moved to approve Total General Fund Expenditures for the month of August 2021, in the amount of \$ 4,207,026.42; with Total Special Assessments at \$ 0; 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

Jones moved to approve recommended actions for the following after hearings held September 21, 2021;

- Roto Rooter
- 3237-10th Street (did not show for hearing)
- 213 S. Springfield (did not show for hearing)
- 403 Monroe Street (did not show for hearing)

seconded by Sweeney; motion passed upon roll call vote as follows:

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

The representatives for 2215 Forest View Road paid their balance in full prior to this meeting, so the item was disregarded for discussion/vote.

Regarding Old Business, Baer reported no change to McDonald Creek Trunk South Branch (Machesney Park).

Sweeney moved to approve 2021-22 Service Lateral Lining, Capital Project No. 223 – Bid Analysis; seconded by Bernsten motion passed upon roll call vote as follows:

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

Massier moved to approve Blanket Purchase Order for pipe and fittings; 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 there will be a Special Meeting of the Board of Trustees on October 13, 2021, at noon, in the Board Room of the Administration Building.

Massier moved to approve the purchase of property at 3322 Foley Street and Delegation of Authority to General Counsel Ed Fitzgerald to complete the purchase; 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 Letter of Understanding – Brentwood Road Sanitary Sewer Extension, Special Assessment No. 114; seconded by Bernsten; motion passed upon roll call as follows:

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

Calvin presented the Information Technology Monthly Report as of September, 2021, highlighting activity regarding simplifying the user login experience, Resilient Radio Systems, Enterprise Asset Management, telephone system replacement, Electronic Payment System upgrade, Geographic Information System (GIS) upgrade and other projects.

Scott-Valdez provided an update regarding Human Resources Department initiatives and achievements for the previous month and future plans, including employee relations and the addition of new employee Utility Technician, Ryan Derry.

Scott-Valdez presented a draft update to Policy 7.1 and 7.11 for discussion purposes only. Additional discussion will be held at Special Board Meeting on October 13, 2021, with vote to be taken at future Board Meeting.

James Savio, Partner, Government Service, Sikich LLP, presented a summary of the FY21 Audit, commending FRSA, Julia Scott-Valdez, Lisa Mittel and the entire Finance team for a job well-done. Savio stated that, in his 27 years with Sikich, Four Rivers Sanitation Authority is the only reclamation business that has earned the Certificate of Excellence for its Comprehensive Annual Report. Hanson added his gratitude and praise to Mittel and the Finance team.

Scott-Valdez presented a first-look of the new FRSA website, highlighting the various information and features available on the site.

Massier moved to approve MetLife Renewal for 2022; 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

Mittel presented the Finance Management Report, advising that, for the period ending August 31, 2021, Total Revenue is .1% under budget YTD; User Fee Revenue is 6.4% below budget YTD; Operations & Maintenance Departmental Expenses are 9.7% under budget YTD for the four-month period; Capital Project Expenditures for August totaled \$1.8M; Operating Income reflects a gain of \$4,372,140; the Statement of Cash Flow reflects an increase of \$3,693,639 for the fiscal year; and the General Fund Cash ended the month of August at \$43.7M.

Massier moved to approve the following updated plumbing contractor bonds and completed registrations for the period of August 1-31, 2021:

<u>Company</u>	<u>Bond Type</u>	<u>Bond No.</u>	<u>Date of Expiration</u>
1. Atlas Plumbing, Inc.	PV	LSM0067660	5/31/2022
2. Warren Plumbing	PV	72279529	5/31/2022

seconded by Sweeney; 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

Massier moved to approve Ordinance 21 22 A 13 – Annexation 2237 Wessman Parkway; 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 Cherry Valley Parallel Force Main, IEPA #L17-4667, CIP No. 1420, Change Order No. 6 – FINAL QUANTITIES; 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 Professional Services Contract Amendment No. 1; Effluent Outfall Diffuser; CIP No. 1763; 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

Sweeney moved to approve Effluent Outfall Diffuser Material Request, CIP No. 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

Massier moved to approve Old Administration Building Interior Renovation Budget Increase, CIP No. 2004; 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 the Engineering Monthly Management Report for the previous month.

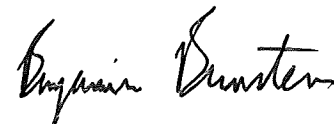
On behalf of Cassaro, Bernard presented the Plant Operations Monthly Management Report and IWS Trend Report covering the previous month, as well as the Watershed Meeting Minutes from September 8, 2021.

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. Reader also presented the Collection Systems Monthly Management Report.

As no closed session was needed, Massier moved to adjourn the Regular Meeting; 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 adjourned at 6:48 p.m.


Clerk