

**MINUTES OF REGULAR MEETING  
BOARD OF TRUSTEES  
FOUR RIVERS SANITATION AUTHORITY  
(formerly Rock River Water Reclamation District)  
NOVEMBER 15, 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. 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: (872) 240-3412; access code: 326 343 309.

All attendees were required to wear a mask for the safety of all attendees. **Per 2021 State of Illinois Executive Order No. 87, as of Monday, August 30, 2021, "All individuals in Illinois who are age two or over and able to medically tolerate a face covering, mask or cloth face covering shall be required to cover their nose and mouth with a face mask when in an indoor public place."**  
<https://www.illinois.gov/government/executive-orders/executive-order.executive-order-number-20.2021.html>

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; Greg Cassaro, Director, Plant Operations; Jim Reader, Director of Collection Systems; Ashley Bernard, Assistant Director, Plant Operations/Customer Service; Kwame Calvin, Assistant Director of Internal Services; and Susan Skinner, Executive Services Coordinator. Lisa Mittel, Finance Manager, was absent.

Also attending were Erik Calvert, Teamsters Local 325, and FRSA employees Michael Montana and Angie Good.

Massier moved to approve **amendment** of the minutes of the Regular Meeting of October 25, 2021; 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

Pollack advised that Show Cause Hearings were held November 8, 2021. Prior to the hearings, 10 parties scheduled to appear settled their bill or entered into a payment agreement, and two additional parties made agreements at the hearing.

Pollack also explained terms of agreement with Roto Rooter. As such, Massier moved to approve staff recommendations defined at the Show Cause Hearing for Roto Rooter on November 8, 2021; 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

Massier moved to approve staff recommendation to disconnect for the following addresses following Show Cause Hearings on November 8, 2021:

- 1112 Park Terrace Drive
- 1361 Willard Avenue
- 438 Vista Terrace;

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

Pollack extended his wishes to everyone for a happy Thanksgiving holiday.

Bernsten stated the Investment Report reflects \$ 46,361,541.64 total funds invested for the month of October, 2021 and earned interest in the amount of \$4,951.82. Total Investments are \$54,754,520.96. Report placed on file.

Bernsten moved to approve Total General Fund Expenditures for the month of October 2021, in the amount of \$ 3,584,841.34; with Total Special Assessments at \$ 0; 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 McCurry Road Trunk (Roscoe).

Massier moved to award a contract for Effluent Diffuser Improvements to the low responsible responsive bidder, Sjostrom & Sons, Inc., at a cost of \$ 439,671.00; seconded by Jones; motion passed upon roll call vote as follows:

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

Hanson gave a summary of the Green Town Conference held November 12, 2021, at which FRSA presented along with Aqua Aerobics. FRSA and Aqua Aerobics were also among the over 50 sponsors, with greater than 500 attendees. In particular, the conference attracted several younger attendees. Hanson thanked Chris Baer, Greg Cassaro and Julia Scott-Valdez for organizing and presenting on behalf of FRSA. Hanson also thanked Pollack for attending and supporting FRSA staff. Pollack offered his thanks to the team as well, commenting that the presentations were flawless. Bernsten advised that he heard comments from a 17-year-old who attended and was greatly impressed by the presentations.

Hanson reminded the group that the next Meeting of the Board of Trustees and Committee of Local Improvements will be held December 13, 2021, due to the holiday.

Hanson then expressed his appreciation for everyone at FRSA and wished everyone a wonderful Thanksgiving holiday.

Massier moved to approve 2022 dates for meetings of the FRSA Board of Trustees and Committee of Local Improvements as follows: January 24, February 28, March 28, April 25, May

23, June 27, July 25, August 22, September 26, October 24, November 14 and December 12; 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

Massier moved to approve Resolution 21 22 21, Amending the RRWRD By-Laws and Policies as follows:

- All references to “Rock River Water Reclamation District” are hereby amended to “Four Rivers Sanitation Authority”;
- All references to “RRWRD” are hereby amended to “FRSA”;
- All references to “District” are hereby amended to “Authority”;

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 November 2021, highlighting activity regarding Resilient Radio Systems, Enterprise Asset Management, telephone system replacement, KnowBe4 implementation (cyber security), Geographic Information System (GIS) upgrade and additional projects including successful installation of the Active Directory System, Old Admin fiber installation and the next Safety Committee Meeting on November 18.

Scott-Valdez provided an update regarding Human Resources Department initiatives and achievements for the previous month and future.

Massier moved to layover Resolution 21 22 20, Amendment to Policy 7.10 and Addition of New Policy 7.11; seconded by Sweeney; motion passed upon roll call as follows:

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

Scott-Valdez presented the Finance Management Report, advising that, for the period ending October 31, 2021, Total Revenue is 2.5% over budget YTD; User Fee Revenue is 3.3% below budget YTD; Operations & Maintenance Departmental Expenses are 10.8% under budget YTD for the six-month period; Capital Project Expenditures for October totaled approximately \$1.5M; Operating Income reflects a gain of \$7,624,168; the Statement of Cash Flow reflects an increase of \$7,216,014 for the fiscal year; and the General Fund Cash ended the month of October at \$47.2M.

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

<u>Company</u>	<u>Bond Type</u>	<u>Bond No.</u>	<u>Date of Expiration</u>
1. Prospective Plumbing Corp.	PU	6564949	5/31/2022
2. Prospective Plumbing Corp.	PV	6564943	5/31/2022;

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 2020-21 Sanitary Sewer Lining, CIP No. 2137, Change Order No. 5 - 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

Massier moved to approve 2021-22 Service Cleanout Installations, CIP No. 2201, Change Order No. 2 - 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

Baer provided an update regarding the Primary Filtration Project, CIP No. 2202. No Board action required.

Cassaro presented the Plant Operations Monthly Management Report and Monthly Snapshot for the previous month. No Board action required.

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 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 of the Board of Trustees adjourned at 5:50 p.m.



Clerk