

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ROCK RIVER WATER RECLAMATION DISTRICT
SEPTEMBER 28, 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: 146 182 2792. 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

*Sweeney joined the meeting at 5:40 p.m.

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, and Lisa Mittel, Finance Supervisor.

Also attending were Craig Williams, ClientFirst, and James Savio, Sikich, LLP.

Massier moved to approve the minutes of the Regular Meeting and Closed Session of August 24, 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

Absent

James Savio, Partner, Government Services, Sikich, LLP, provided a positive summary of the RRWRD FY20 Comprehensive Annual Financial Report (CAFR) and the Board Communication Report on the audit. Complete details and the CAFR were sent to the Board electronically in advance, as well as a hard copy sent to each Trustee via U.S. Mail. The Board extended gratitude to the District staff for job well-done. Scott-Valdez offered particular credit to Lisa Mittel.

Bernsten stated the Investment Report reflected \$37,476,063.20 total funds invested for the month of August, 2020, and earned interest in the amount of \$14,605.40. Total Investments are \$46,346,182.00. Report placed on file.

Bernsten moved to approve Total General Fund Expenditures for the month of August, 2020, in the amount of \$4,166,029.72; and Total Special Assessments of \$89,770.50; 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

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 award a contract for the Storage Building, Capital Project 2157, to the low responsive and responsible bidder, Sjostrom & Sons, Inc., at a cost of \$548,000.00; 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 award a contract for 2020-21 Service Lateral Lining, Capital Project 2133, to the low responsive and responsible bidder, Performance Pipelining, Inc., at a cost of \$564,550.00; 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

Jones moved to award a contract for 2020-21 Sanitary Sewer System Lining, Capital Project 2137, to the low responsive and responsible bidder, Visu-Sewer, LLC, at a cost of \$2,344,129.00; 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

Hanson gave a brief update on District activity related to employee safety during COVID-19, including adjusted work schedules and locations. Hanson advised that this temporary adjustment could continue for at least 1-2 months.

Hanson announced the promotion of Mike Christensen to Assistant Director of Plant Operations. Christensen's former position of Plant Operations Maintenance Division Manager will likely be filled in the first part of November. New employee Ed Fitzgerald will join the District on October 5 as Manager of Internal Services and will report to Scott-Valdez. The Customer Service Manager position will likely be posted within one week.

Jones moved to approve the purchase of property at 603 Barry Road and the Delegation of Authority to Joseph W. Hanley to review and execute the purchase on behalf of the District; 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

Hanley advised that he is researching the possibility of implementing electronic signatures for Board documentation. Hanley will provide additional information at the next meeting.

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.

Scott-Valdez presented the Information Technology Monthly Report as of August 1, 2020.

Mittel presented the Finance Management Report, advising that the August Income Statement shows user fee revenue 17.0% over budget month-to-date. Total revenue is 25.0% over budget month-to-date. O&M expenses are 2.2% under budget year-to-date. The Income Statement

shows a \$3,132,780 net operating surplus through August 31, 2020. The Statement of Cash Flows shows a \$3,082,592 increase in cash for the 2020-21 fiscal year. The General Cash Fund ended the month at \$38,990,317. No investments matured during the report period.

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

<u>Company</u>	<u>Bond Type</u>	<u>Bond No.</u>	<u>Date of Expiration</u>
1. M. Robinson Plumbing	PV	7900692857	5/31/2021
2. Evergreen Irrigation, Inc.	PV	228007	5/31/2021
3. Evergreen Irrigation, Inc.	PU	2278492	5/31/2021
4. Master Mart Plumbing	PV	63811610	5/31/2021
5. Boomer Plumbing	PV	929584553	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 Easement – Chicago Title Land Trust Co., Baxter Road, PIN: 16-28-300-009; 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 authorize RRWRD Executive Director to approve purchase up to \$30,000.00 for Mapping/GPS Equipment, CIP No. 2141; 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 – Maintenance Building HVAC Upgrades, Capital Project No. 2102, Contractor: System Design Service Engineering (SDS) in the amount of \$34,990.00; 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 Resolution 20 21 09, Approval of RRWRD Project Plan, September, 2020; Nutrient Removal Facility Improvements, Capital Project 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

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

Massier moved to approve Resolution 20 21 08, Approval of the By-Laws of the Rock River Watershed Group, and appointment of Greg Cassaro and Mike Christensen as voting representatives of RRWRD; 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

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.

Sweeney departed the meeting at 6:50 p.m.

At 6:50 p.m., Massier moved to suspend 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

Absent

The Regular Meeting of the Board of Trustees reconvened at 7:00 p.m. Pollack stated that no decisions had been made nor votes taken while meeting was suspended.

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	Absent

The Regular Meeting of the Board of Trustees was adjourned at 7:00 p.m.



Clerk