

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ROCK RIVER WATER RECLAMATION DISTRICT
DECEMBER 14, 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: 146 741 3395. 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

*Bernsten joined the call at 5:35 p.m. and was not present for the first three items up for passage. The Clerk/Treasurer's Report was presented after the Internal Services Report below.

Staff present: Timothy S. Hanson, Executive Director; Christopher Baer, Director of Engineering; Julia Scott-Valdez, Director of Management Services; Ed Fitzgerald, Director of Internal Services/General Counsel; Jim Reader, Director of Collection Systems; Larry McFall, Director of Plant Operations (Emeritus effective December 23, 2020); Greg Cassaro, Director of Plant Operations; Lisa Mittel, Finance Manager; Kwame Calvin, Assistant Director of Internal Services; and Susan Skinner, Executive Services Coordinator.

Massier moved to approve the minutes of the Regular Meeting of November 16, 2020; seconded by Jones; motion passed upon roll call as follows:

Ben Bernsten	Absent*
Elmer Jones	Aye
Rick Pollack	Aye
Don Massier	Aye

John Sweeney

Aye

No members of the public addressed the Board.

No items for President's Report this month.

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), staff has recently confirmed that IDOT has included the roadway project on the March 2021 Letting; however, further delays with property acquisition may be inevitable. District Staff has also confirmed 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. Depending on spring scheduling and IDOT project status, Staff is tentatively planning for a March 2021 award. Staff will continue to coordinate this project schedule with IDOT and the COR and determine if there is still need for this agreement as the construction schedule becomes more apparent. No Board action required.

Massier moved to approve the purchase of a Nash Model SC5 Gas Compressor from Gardner Denver Nash in the amount of \$ 44,242.11; seconded by Jones; motion passed upon roll call as follows:

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

Hanson congratulated Larry McFall, Plant Operations Director, on his retirement from the District effective December 23, 2020. McFall extended his gratitude, especially to the Board, for the many years of support. Hanson noted that eight employees will be retiring on this date.

Hanson also noted that this is the final meeting of 2020, a year of pandemic and many challenges. Hanson thanked the Board for their leadership and guidance throughout a turbulent year. Hanson also extended his gratitude to all directors, managers and supervisors for keeping the organization running and employees safe. Hanson expressed the tremendous confidence he has in the professionalism of the management team. With that, he wished everyone a peaceful holiday and positive new year. Pollack added his gratitude to the entire staff, along with his best wishes to McFall and all new retirees.

Massier moved to approve the purchase of and Settlement Agreement for three properties: 1) 412 Sawyer Road; 2) 412 Fitch Road; and 3) 3205 Kishwaukee Street, from R1 Planning Council at a total cost of \$ 1,545.00; seconded by Jones; motion passed upon roll call as follows:

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

Fitzgerald presented the Information Technology Monthly Report as of December, 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. Fitzgerald also noted the successful implementation of new credit card chip readers in Customer Service and the successful contribution of IT support for Human Resources employee training this month.

Sweeney moved to approve a business agreement for Phase 4 of the Directory Service Conversion Project with ClientFirst in the amount of \$14,900.00; seconded by Massier; 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 a business agreement for Telecommunications System Design and Selection with ClientFirst in the amount of \$15,580.00; 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

Bernsten stated the Investment Report reflects \$40,734,753.40 total funds invested for the month of November, 2020, and earned interest in the amount of \$8,874.76. Total Investments are \$46,378,706.52. Report placed on file.

Bernsten moved to approve Total General Fund Expenditures for the month of November, 2020, in the amount of \$3,381,656.84 and Total Special Assessments in the amount of \$305,044.80; 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

Scott-Valdez congratulated and thanked Larry McFall for his years of service and offered her gratitude and best wishes to Lori Collins, Human Resources Coordinator, and all new retirees.

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.

Massier moved to approve the District’s new Mission Statement and Guiding Principles; 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

Mittel presented the Finance Management Report, advising that, for the period ending November 30, 2020, User Fee Revenue is 5.98% below budget YTD, Total Revenue is 5.85% under budget YTD and O&M Departmental Expenses are 5.04% under budget YTD. Operating Income reflects a gain of \$ 4,420,845, and the Statement of Cash Flow reflects a net increase of \$4,552,912 for the fiscal year. The General Fund ended the month at \$ 40.46M.

Massier moved to approve a new Hardship Policy covering the period of January 1 – December 31, 2021, with a budget of \$20,000.00; 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

Jones moved to approve the following updated bonds and completed registration for the District’s 2020-21 Plumber Registration during the time period of November 1-30, 2020:

<u>Company</u>	<u>Bond Type</u>	<u>Bond No.</u>	<u>Date of Expiration</u>
1. Dale’s Plumbing, Inc.	PU	RSB0807842	5/31/2021

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 Change Order No. 3, Cherry Valley Parallel Force Main, Capital Project 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 Final Quantities/Change Order No. 3 – Final, 2020-21 Collection System Repairs, Capital Project No. 2154, Contractor: N-Trak Group, LLC; 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 an Intergovernmental Agreement (IGA) with the City of Rockford for Buckbee Drainageway Improvement 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

Massier moved to approve Professional Services Contract, Capacity, Management, Operations and Maintenance (CMOM) Plan, IEPA NPDES Permit Requirement, Special Condition 19, Account No. 70-7130; 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 Professional Services Contract, Primary Filtration Project – Phase 1, Capital Project No. 2022, with Donohue & Associates, 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 authorize staff to obtain appraisals for parcels and conduct an Informational Meeting with residents regarding a proposed Special Assessment for Meander Drive and Larwinn Drive; 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 an “FYI” to the Board that the developer of Glenwood Estates has just submitted a request for an additional extension to an Agreement with the District. Due to the late arrival of the request, this item may not be addressed at this Board Meeting, and the existing Agreement will need to expire. A new Agreement may be presented at the next Board Meeting.

Cassaro expressed his congratulations to McFall on his retirement and thanked McFall for his support and mentorship. Cassaro then 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.

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**	Absent

** Sweeney departed the meeting at 6:05 p.m.

The Regular Meeting of the Board of Trustees adjourned at 6:15 p.m.

Benjamin Bernsten

Clerk

