

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
FOUR RIVERS SANITATION AUTHORITY
(formerly Rock River Water Reclamation District)
DECEMBER 13, 2021
5:15 P.M.**

The Four Rivers Sanitation Authority (FRSA) Board of Trustees and staff met via audio connection ONLY on GoToMeeting by dialing (571) 317-3122; access code: 660 225 333. No “in-person” meeting was held.

Members of the public were invited to participate and listen to the meeting via GoToMeeting (AUDIO ONLY) and to address the Board via teleconference during the Public Participation section. No members of the public joined the call.

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; Lisa Mittel, Finance Manager; Kwame Calvin, Assistant Director of Internal Services; and Susan Skinner, Executive Services Coordinator.

Massier moved to approve the amended minutes of the Regular Meeting of October 25, 2021, and the minutes of the Regular Meeting of November 15, 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

Pollack wished everyone a safe and happy holiday and prosperous new year.

Bernsten stated the Investment Report reflects \$ 46,380,215.72 total funds invested for the month of November, 2021 and earned interest in the amount of \$5,473.00. Total Investments are \$55,658,702.38. Report placed on file.

Bernsten moved to approve Total General Fund Expenditures for the month of November, 2021, in the amount of \$ 3,030,202.06; 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

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

Due to extensive lead-in times attributed to severe challenges to auto supply chain demands, Massier moved to authorize pre-ordering vehicle and equipment needs for FY23; 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 advised that, due to the holiday, the lengthy period of time between tonight's meeting and the next meeting of the Board of Trustees, a Finance Committee meeting may be required either January 10 or 17 to approve payment of bills. As a quorum will be required, Hanson will advise date and time soon.

Hanson advised that he attended a 6th Ward Meeting at the invitation of Alderman Aprel Prudy. Mayor McNamara and members of the City of Rockford Public Works Department were also in attendance. Hanson received a request to return to the next meeting on April 7 to present a status of FRSA activity related to the Martin Road facility. Hanson will be joined by members of FRSA's Engineering Department for the presentation.

Hanson wished the group a very happy holiday along with his gratitude for another great year.

Massier moved to approve the purchase of property at 3305 Kishwaukee Street, along with the related Delegation of Authority; 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

Calvin presented the Information Technology Monthly Report as of December 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. The Knowbe4 Phishing software rollout has been delayed due to system conflicts on the back end of the network. FRSA is working with Knowbe4 IT to resolve the issues.

Scott-Valdez provided an update regarding Human Resources Department initiatives and achievements for the previous month and future. She also presented a COVID Activity Summary from September 1, 2021 through December 7, 2021, including numbers, timing and information regarding COVID occurrences within FRSA and related impact to staffing and productivity.

Scott-Valdez announced that new employee Tyler Hurd has joined FRSA as a Utility Technician in Collection Systems.

Mittel presented the Finance Management Report, advising that, for the period ending November 30, 2021, Total Revenue is 2.4% over budget YTD; User Fee Revenue is 3.6% below budget YTD; Operations & Maintenance Departmental Expenses are 10.2% under budget YTD for the seven-month period; Capital Project Expenditures for November totaled approximately \$ 845,000; Operating Income reflects a gain of \$ 10,299,476; the Statement of Cash Flow reflects an increase of \$9,040,118 for the fiscal year; and the General Fund Cash ended the month of November at \$49.0M.

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

Company	Bond Type	Bond No.	Expiration Date
1. Accu-Rite Plumbing	PV	LSM152928	5/31/2022
2. Dave Soltwisch Plumbing, Inc.	PV	65700134	5/31/2022;

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 West State Street Sanitary Sewer; CIP No. 2014; Change Order No. 1 - FINAL; 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 2021-22 Collection System Repairs; CIP No. 224; Change Order No. 2 – FINAL; 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

Baer provided an update regarding the Primary Filtration Project, CIP No. 2022. No Board action required.

Baer advised that Engineering Report data for the month is included in the Board packet.

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

Cassaro advised that minutes of the November 10, 2021, Watershed Group Meeting are included in the Board packet.

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.

Massier moved to adjourn the Regular Meeting and move 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 6:01 p.m.

*Due to a technical issue with GoToMeeting, the Closed Session was held separately after the Meeting of the Committee of Local Improvements adjourned. The Closed Session topic covered Purchase of Real Property, 5 ILCS 120/2(c)(5).

At 6:10 p.m., Pollack moved to open the Closed Session; 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

No decisions were made nor votes taken during the Closed Session.

Massier moved to adjourn the Closed Session; 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 Closed Session adjourned at 6:26 p.m.



Clerk